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CHAPTER 1

TASK ORDER INITIATION

1.1 OVERVIEW

The Divisions 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). Divisions have set timelines for awarding these task orders. [Exhibit 1.1-A](#) provides an example of the timeline; for more information, go to the Eastern Federal Lands Highway Division (EFLHD) intranet at http://169.135.226.20/ppgm/docs/acquisitions/EFLHD_AE_Services_Procurement.pdf.

This chapter covers everything required to issue the Request for Proposals (RFP) to an A/E consultant under an IDIQ contract with the Division, including forms and examples of required documentation during the process. The areas described include consultant selection, the Statement of Work (SOW), the Independent Government Estimate (IGE), funding documentation and RFP issuance. The A/E consultant's proposal submittal then initiates the negotiation process described in [Chapter 2](#).

Exhibit 1.1-A DESIGN TASK ORDER TIMELINE

EFLHD CONTRACTING PROCESS AND TIMELINE FOR PROCUREMENT OF A/E CONSULTANT SERVICES (Awarding Contracts Under The Existing IDIQ For Engineering Services)			
PROCESS STEP	PREVIOUS DURATION (Average)	NEW DURATION (Average)	NOTES
Prior to the start of this timeline the project SOW and IGE have been completed, and the PR has been initiated			
A/E Selection Process & Approval Memo	4 weeks	2 weeks	<p>The process is expedited by using email correspondence, instead of face-to-face meetings. All email correspondence will be filed under the project's directory on LAN.</p> <p>With an IDIQ, a panel is needed for the first Task Order (TO) for each contractor selected under the IDIQ; no panel is needed for later TO's if there is sufficient performance evaluations required under FAR 36.604. A/E selection will be based on workload and performance evaluations.</p> <p>Division Quality Coordinators will ensure that Performance Evaluations are completed for all A/E Engineering Services.</p>
PR & 1240 Approval	12 weeks	--	<p>The PR process will now run parallel to the A/E Design Task Order Timeline.</p> <p>Ideally funds are available/assigned when SOW is completed; however if not, the advertisement and A/E negotiations will not be put on-hold. Funds will need to be in place prior to executing the contract. Caution against abuse of the 15R funds.</p> <p>DE to issue "change in policy" memo.</p>
Issue RFP	2 weeks	1 week	<p>Can be expedited because FAR does not require pre-solicitation publication for TO issued under an IDIQ – FAR 5.202(a)(6)</p> <p>To further expedite the process, all Government furnished project related information (e.g. As-Built, CADD Standards etc) will be compiled at the SOW development phase.</p>
Proposal Preparation by A/E	4 weeks	3 weeks	<p>Process is expedited by implementing the following:</p> <ol style="list-style-type: none"> (1) Release of draft SOW to A/E; (2) Provide A/E an acceptable price range (\pm X%) (3) Provide IGE spreadsheet with disciplines and tasks only.
Technical Review	3 weeks	2 weeks	Branch Chiefs to place emphasis on; identify alternates to perform technical reviews; use emails to provide review comments. CC Branch Chiefs on requests for review, to ensure alternates are used when staff is out of office for extended periods.
Prepare Pre-Negotiation Objectives	1 week	2 days	Does not have to be formal or circulated for approval per FAR; must be in writing prior to Negotiation
Negotiations	3 weeks	3 weeks	Negotiations, Revised Proposal Preparation by A/E, 2 nd Technical Review, and Acceptance are merged into a single tracked process.
Revised Proposal Preparation by A/E; 2nd Technical Review; Acceptance	2 weeks		
Prepare Price Negotiation Memo	2 weeks	2 days	This will be a Pre/Post Price Negotiation Memo – required by FAR 15.406-3
Award PR & 1240 Approval	2 weeks	3 days	Confirm that the money is available and transfer to correct account
Award A/E Task Delivery Order	2 weeks	3 days	Walk around or expedite handling of the package containing PNM, PR, Form 1240 or other document confirming availability of funding, and award documents – expedite with Legal by providing PNM by email prior
TOTAL	37 weeks	13 weeks	

1.2 CONSULTANT SELECTION

The IDIQ contracts for most of the functional disciplines within the Division consist of a single A/E consultant. The Highway Design IDIQ contract consists of multiple A/E consultants and involves matching projects to selected A/E consultants. The current A/E consultants under IDIQ contract with EFLHD can be found on the EFLHD server at M:\Projects\AE Projects Info (where M: = fhfl15ntc\data). An evaluation board, or selection panel, determines the most qualified A/E consultant to perform the work based on specific selection criteria. In addition to these criteria, work may also be matched to an A/E based on special expertise, geographic region, a rotation of firms or another method developed by the Division.

1.2.1 Procedure

Because the Division awards multiple task orders to different A/E consultants under the Highway Design IDIQ contract, an evaluation board reviews each task order requirement and determines the most qualified A/E consultant to perform the work. While the experience of the evaluation board members rests primarily in highway design and construction, the members come from diverse backgrounds and represent various disciplines. More than one representative needs to have technical expertise in the area of the contracted services. The Division appoints board members from among highly qualified professional employees within the Division and, occasionally, from partner agencies. The A/E Coordinator serves as the chairperson of the board. The Division uses a fixed membership selection panel of middle management and rotates in the Project Manager for the selected project. Because of the fixed membership format, the panel members gain knowledge of the A/E's qualifications and prior performance; this allows board members to make evaluations more quickly.

The board evaluates each A/E consultant based on technical expertise, previous experience, capability to adequately staff the project, location of the A/E with respect to the project and past performance on other contracts. Chapter 5 discusses obtaining performance evaluations on past Federal Lands Highway (FLH) projects. If the A/E has no past experience with FLH, however, the board must rely on past performance questionnaires from the A/E's references. (See [Exhibit 1.2-A](#)) As part of this evaluation, the board examines the A/E's experience on projects similar to the one under consideration, takes into account whether subconsultants will complete the work for the A/E consultant and determines if the A/E consultant can meet the proposed project schedule based on its current workload. (See [Exhibit 1.2-B](#).) Additional considerations include location in the general geographical area of the project and knowledge of the locality of the project. (See [Exhibit 1.2-C](#).)

After reviewing the current data files on the IDIQ firms, including Standard Form 330 (see <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF>), the selection panel evaluates the A/E consultants by using the Selection Criteria Form (see [Exhibit 1.2-D](#)) along with the Selection Criteria Rating Guide (see [Exhibit 1.2-E](#)). The panel then discusses and documents the strengths and weaknesses of each A/E consultant. Using e-mail correspondence instead of face-to-face meetings expedites the evaluation and selection process. (See [Exhibit 1.2-F](#).)

At this point, the A/E Coordinator prepares a selection memorandum for the Contracting Officer (CO). (See [Exhibit 1.2-G](#).) This memorandum recommends, in order of preference, at least three A/E consultants considered the most highly qualified to perform the required services. It also includes a description of the discussions and evaluation conducted by the board. This

allows the CO both to review the consideration upon which the board made its recommendations and to make the final selection. The A/E Coordinator maintains a file of the evaluation board records and adds the selected A/E consultant to the A/E Contract Procurement Status Log found on the EFLHD server at M:\Projects\AE Projects Info (where M: = fhfl15ntc\data). (See [Exhibit 1.2-H](#).)

1.2.2 Forms and Templates

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

- [Past Performance Questionnaire](#).
- [Selection Criteria Form](#).
- [A/E Task Order Selection Memorandum](#).

Exhibit 1.2-A PAST PERFORMANCE QUESTIONNAIRE

DTFH71-01-R-00006/7, Surveying and Mapping Services

P A S T P E R F O R M A N C E Q U E S T I O N N A I R E

Offeror's Firm/J.V. Name:

Reference's Name and Job Title:

Contract Number/Project Title:

Location of Work:

Date of Award:

Did the Prime have good relations and control of subs?

Were there problems on the project? What type and how did the Government and Contractor resolve them? Was the contractor cooperative in addressing problems and changes? In what ways?

Did the Contractor apply sufficient resources (personnel and equipment/facilities) to the effort?

Did the Contractor perform in accordance with SOW, and within budget?

Have you had any other experiences/projects with this firm/JV? (If yes, ask questions above & get project info)

If you had the opportunity, would you want to work with this contractor again? Why? Why not?

Inquire whether the reference knows of anyone else who might have past performance information on the offeror.

If the Contractor or JV has any poor performance, were any type of written documents issued to the Contractor/JV addressing any of the issues?

If so, would the reference please fax copy(s) of the documentation?

H:\pcshare\a-e-procurement\forms\pstperfques.doc

Exhibit 1.2-B A/E CONTRACT WORKLOAD LISTING

CRITERIA 3-CAPACITY

CURRENT CONTRACT WORKLOAD INFO WITH EFLHD OFFICE FOR HWY/BRIDGE DESIGN IDIQC'S (NORTH) (As of mm/dd/yy)

IDIQC'S (NORTH REGION)

1. Firm A	
a.) PRA GWMP 11(2)-	\$ 339,505
b.) PRA NACC 10 (2),11(4)-	\$1,055,000
c.) PRA BLRI 1N18-	\$ 570,470
d.) PRA CUGA 10(1)-	\$ 356,492
e.) PRA INDU 10(1), 209(1)	\$ 20,568
f.) PRA BLRI 1B6,C14	<u>\$1,262,900</u>
	\$3,604,935
2. Firm B	
a.) KENNEDY CENTER EA	-\$2,000,000
b.) PRA GWMP DESIGN	-\$2,500,000
c.) KENN. CTR DESIGN	<u>-\$ 800,000</u>
	\$5,300,000
3. Firm C	
a.) PRA GWMP 100(1), etc.-	\$ 200,000
b.) PRA GWMP 4(1), 5(1)-	\$ 200,000
c.) FH3-CSAH39-	\$ 273,400
d.) PRA GWMP 1A97-	\$ 703,200
e.) PRA GWMP S.R.'s	\$ 46,488
f.) MNFH3 EA	\$ 270,000
g.) PRA DEWA 14(7)	<u>\$1,800,000</u>
	\$3,493,088
4. Firm D	
a.) VAFO 102(1), 200(1)-	\$ 500,000
b.) BAWA 1D18-	\$ 600,000
c.) COLO1A17, B33,C11..-	\$ 200,000
d.) PRA-ROCR 10(5), 3A6-	\$1,300,000
e.) PLH NERI 4(1)-	\$ 271,120
f.) KY Cold Hill Study	\$ 15,803
g.)KY Cold Hill Design	\$ 240,966
h.) VAFO, BAWA, COLO	\$ 48,800
i.) 14 th St. Bridge EIS	<u>\$2,000,000</u>
	\$5,176,689

Exhibit 1.2-B A/E CONTRACT WORKLOAD LISTING
(Continued)

CRITERIA 3-CAPACITY

**CURRENT CONTRACT WORKLOAD INFO
WITH EFLHD OFFICE FOR
HWY/BRIDGE DESIGN IDIQC'S (SOUTH)
(As of mm/dd/yy)**

IDIQC'S (SOUTH REGION)

1. Firm E	
a.) GRSM NORTH SHORE ROAD <u>EIS</u>	\$4,000,000
b.) PRA CHCH 100(1)-	\$ 482,800
c.) PRA BLRI 2P14, Q13	\$ 564,000
d.) GRSM 27(1),150(1) EA	<u>\$ 380,400</u>
	\$5,427,200
2. Firm F	
a.) PRA BLRI S.R.'s	\$ 107,462
b.) BLRI 2H13, J16-	\$ 600,000
c.) BLRI 2N17	<u>\$ 500,000</u>
	\$1,207,462
3. Firm G	
a.) PRA GRSM 1A25-	\$ 900,000
b.) PRA GRSM 11(1)-	\$ 700,000
c.) PRA GRSM 1B17-	\$ 667,400
d.) PRA GRSM 1B19-	\$ 430,100
e.) GRSM, HOBE, GUI S.R.'s	\$ 102,314
f.) FOOT15A32	<u>\$ 498,000</u>
	\$3,297,814
4. Firm H	
a.) NATR3X5,6-	\$ 114,000
b.) NATR1J15-	\$ 30,000
c.) NATR, VICK S.R.'s	<u>\$ 130,000</u>
d.) VICK 12(1), 500(3)...-	\$ 600,000
e.) VICK 10(1)-	\$ 200,000
f.) NATR 1D5,E9,F8...-	\$ 900,000
g.) NATR 3D30,E12-	\$ 800,000
h.) NATR 3H23,J10-	<u>\$ 900,000</u>
	\$ 3,674,000
5. Firm I	
a.) PRA BLRI S.R.'s	\$ 115,246
b.) PRA BLRI 2B11-	\$ 400,000
c.) PRA BLRI 2G13-	\$ 300,000
d.) MN PFH 3-1(1)	<u>\$ 273,400</u>
	\$1,088,646
h:\pcshare\ae-procurement\idq\ae workload	

Exhibit 1.2-C LOCATION CRITERIA

Criteria 5 - Location in the general geographical area of the project and knowledge of the locality of the project.

Within EFLHD States.....10 points

Outside EFLHD States.....0 points

As an example, if an applicant is located outside our geographical area and has done work in 0 to 7 states within our geographical area, the applicant will get a maximum of 4 points for this criteria based on the reviewer judgment.

No. of States Applicant is Located	No. of States Appl. has Knowledge of Project Locality	Maximum Points
0 - 7	0 - 7	4
8 - 15	8 - 15	7
16 - 30	16 - 30	10

Exhibit 1.2-D SELECTION CRITERIA FORM

Solicitation DTFH71-01-R-00001, IDIQC DESIGN (SOUTH) Project:

Evaluator: _____

Date: _____

SELECTION CRITERIA

- 1. Professional qualifications necessary for satisfactory performance 20 Points
- 2. Specialized experience and technical competence in the type of work required 20 Points
- 3. Capacity to accomplish the work in the required time 20 Points
- 4. Past performance on contracts with Government agencies and private industry 20 Points
- 5. Location of the offices performing the work in the specific Region and knowledge of that Region 20 Points

Firm	Criteria	1	2	3	4	5		Total	Remarks
Firm A									
Firm B									
Firm C									
Firm D									
Firm E									

Exhibit 1.2-D SELECTION CRITERIA FORM
(Continued)

Federal Highway Administration Date:
Eastern Federal Lands Highway Division

**SUMMARY
A/E NUMERICAL RATING
SELECTION LIST
IDIQC SOUTH**

PROJECT:

A/E FIRMS	BOARD MEMBERS/RATINGS						TOTAL
Firm A							
Firm B							
Firm C							
Firm D							
Firm E							

RANKING OF FIRMS:	BOARD MEMBERS	SIGNATURES
1.		
2.		
3.		
4.		
5.		

Exhibit 1.2-E SELECTION CRITERIA RATING GUIDE

**CRITERIA RATING GUIDE
TRANSPORTATION PLANNING/ENGR SERVICES IDIQ
SOLICITATION NO. DTFH71-02-R-XXXXX**

CRITERIA 1. SPECIALIZED EXPERIENCE AND TECHNICAL COMPETENCE OF THE FIRM IN THE TYPE OF SERVICES REQUIRED (MAXIMUM 20 POINTS)

SUBFACTOR	Range
Transportation Planning (Highway/Bridge)	0-4
Engineering Services (Highway/Bridge)	0-4
In-house primary services (trans. planning/engr services)	0-4
Years in business/same management/yrs./same team	0-4
Related Services (Environmental, engr. studies, transportation/urban planning, alternative transportation systems/new technologies, planning/develop ITS)	0-4

COMMENTS _____

CRITERIA 2. PROFESSIONAL QUALIFICATIONS NECESSARY FOR SATISFACTORY PERFORMANCE IN THE TYPE OF SERVICES REQUIRED (MAXIMUM 20 POINTS)

SUBFACTOR	Range
Registered Engineers (Highway/Bridge)	0-2
Archaeologists, Architect, Biologist, Hwy. Engr.,	0-2
Community Impact Specialist, Community Planner, Ecologist	0-2
Environmental Specialist, GIS Specialist, Graphic Designer, Landscape..	0-2
Marketing Specialist, Public Involve/Info Specialist, Resource Specialist	0-2
Sociologist, Traffic Operations Engr., ITS Specialist, Transit Planner.....	0-2
Transportation Engr./Planner, Visitor Use Planning Spec., Web Master...	0-2
Air Quality Analyst, economist, environmental assessor,	0-1
Financial programs Specialist, hydrologist, noise analyst, tech writer. . . .	0-1
Years of experience/education	0-2
Familiarity w/FHWA, NPS, USFS, FWS, EFLHD	0-2

COMMENTS _____

(OVER)

Exhibit 1.2-E SELECTION CRITERIA RATING GUIDE
(Continued)

CRITERIA 3. CAPACITY TO ACCOMPLISH THE WORK IN THE REQUIRED TIME (consider the number of projects underway in part 8 of SF-255 vs number of personnel, consider time personnel have been with the firm, statements/commitments by firm) (MAXIMUM 20 POINTS)

SUBFACTOR	Range
Sufficient number of qualified engineers, planners, other disciplines	0-8
Availability of engineers, planners, other disciplines shown	0-6
Time personnel have been with firm.....	0-4
Subcontractor back-up	0-2

COMMENTS _____

CRITERIA 4. PAST PERFORMANCE ON CONTRACTS WITH GOVERNMENT AGENCIES AND PRIVATE INDUSTRY (PASS OR FAIL) (MAXIMUM 20 POINTS)

COMMENTS _____ TO BE DETERMINED _____

CRITERIA 5. LOCATION OF THE FIRM'S OFFICE IN RELATION TO THE 31 EASTERN STATES LISTED AT www.epl.fhwa.dot.gov (MAXIMUM 20 POINTS) PASS/FAIL

SUBFACTOR	Range
Firm's office located in Eastern Region.....	20
Firm's office out of Eastern Region	0

COMMENTS _____

H:\pcshare\1a-e-procurement\forms\sel-crit.plan.doc

Exhibit 1.2-F SELECTION PANEL SCHEDULING CORRESPONDENCE

From: <insert name of A/E Coordinator>
Sent: Monday, November 15, 2004 8:02 AM
To: <insert names of panel members>
Cc: <insert names of supervisors, alternates and procurement personnel>
Subject: A/E Selection Panel for Geotech IDIQC/s

Importance: High
Selection Panel members are: <insert names of panel members>

Alternate members are: <insert names of alternates>

Panel members: please pick up the following selection materials from <insert name of A/E Coordinator>'s desk, **complete the evaluation forms**, and return to <insert name of A/E Coordinator> **by COB <insert date>**- (If you are unable to do so, your alternate must take your place):

- 1.) Federal Business Opportunities (FBO) synopsis.
- 2.) Draft Statement of Work for Geotechnical Services IDIQC/s.
- 3.) Evaluation rating forms (XX firms have applied).
- 4.) List of firms (XX firms).
- 5.) Suggested guidelines for rating (Criteria 5 and 6).

The SF 330's for all firms can be picked up, a few at a time, and returned to A/E Contracts (<insert name of Contract Specialist> is the point of contact).

Panel members: We will conduct a short kick-off meeting before proceeding with evaluations.

Thanks,

<insert name of A/E Coordinator>

Exhibit 1.2-F SELECTION PANEL SCHEDULING CORRESPONDENCE
(Continued)

From: <insert name of A/E Coordinator>
Sent: Tuesday, October 26, 2004 9:38 AM
To: <insert names of panel members>
Cc: <insert names of supervisors, alternates and procurement personnel>
Subject: A/E Selection Panel for 2 IDIQC's- (CI for North & South)

Importance: High
Selection Panel members are: <insert names of panel members>

Alternate Members are: <insert names of alternates>

Panel Members-please pick up the following selection materials from <insert name of A/E Coordinator>'s desk, **complete the evaluation forms**, and **return** to <insert name of A/E Coordinator> **by COB <insert date>**- (If you are unable to do so, your alternate must take your place):

- 1.) Federal Business Opportunities (FBO) synopsis.
- 2.) Pre-Solicitation Questions and Answers (Q&A)
- 3.) Statement of Work for Construction Inspection IDIQC's (same for North & South)
- 4.) Evaluation rating form (XX firms for North Region)
- 5.) Evaluation rating form (XX firms for South Region)
- 6.) List of firms for North IDIQC
- 7.) List of firms for South IDIQC

The SF 330's for all firms (North & South) can be picked up, a few at a time, and returned to Contracts (<insert name of Contract Specialist> is the point of contact).

Panel members: Discuss among yourselves, when and where, we could meet.

Thanks,

<insert name of A/E Coordinator>

Exhibit 1.2-G A/E TASK ORDER SELECTION MEMORANDUM

ACTION: Final Architect-Engineer (A-E) Project Selection
 Contract No. DTFH71-02-D-XXXXXX
 Multiple Award IDIQ Design North
 Project: <insert name of project>
 <insert name of state>

<insert name of A/E Coordinator> HFHD-15
 Evaluation Board Chairman

<insert name of Contracting Officer>
 A/E Acquisition (HFPP-15)

THROUGH: <insert name of Highway Design Engineer>
 (HFHD-15)

The Evaluation Board developed a list of four firms that have been awarded multiple IDIQ Contracts for Highway and/or Bridge Design and Engineering Services in the North Region of the Eastern United States. The list of firms was approved on <insert date>.

Between <insert dates> the Evaluation Board independently ranked each firm on the list to select a firm for the project described below. The Evaluation Board consisted of the following:

<insert name of A/E Coordinator>	Chairman (non-voting)
<insert name of member>	Member
<insert name of member>	Member
<insert name of member>	Member

The Evaluation Board reviewed and ranked the firms for Project: <insert name and location of project>, and all four firms were considered in the evaluation under full and open competition.

Every member reviewed the Standard Forms 330 previously submitted and updated by each firm, and each member discussed the Scope of Work for this project. Each member of the Evaluation Board ranked the firms on the criteria set forth in the FED BIZ OPS and subfactors specific to the contract requirements. A meeting was then held to review the ratings, which are summarized as follows:

1. Firm A the top ranked firm, was considered very highly qualified based upon their excellent past experience in similar type design work, their excellent in-house staff experience, and their capacity to accomplish the work in the required time. The firm is located in <insert name of state>.
2. Firm B was ranked second, based upon their good past experience in similar type design work and their good in-house staff experience. The firm is located in <insert name of state>.
3. Firm C was ranked third, based upon their good past experience in similar type design work and their good in-house staff experience. The firm is located in <insert name of state>.
4. Firm D was ranked fourth, based upon their good past experience in similar type design work and their good in-house staff experience. The firm is located in <insert name of state>.

After the meeting to review the evaluations, each member elected to stay with their ratings, and signed in concurrence of ranking as follows:

Exhibit 1.2-G A/E TASK ORDER SELECTION MEMORANDUM
(Continued)

2

<u>Evaluation Board Ranking</u>	<u>Firm</u>
First	A
Second	B
Third	C
Fourth	D

The Summary A/E Numerical Rating sheet and the Board's evaluation forms for each of the firms are in the contract file for this task order.

The recommendation of the Evaluation Board is to select the first ranked firm, A for Project: <insert name of and location of project>.

The Board requests your approval to proceed with a Request for Proposal and fee negotiations with the first ranked firm for this project.

Attachments

FHWA:CKelly:6308:9/28/04:H:\pcshare\A-e-procurement

Exhibit 1.2-H A/E CONTRACT PROCUREMENT STATUS LOG

**A/E DESIGN CONTRACT PROCUREMENTS
01/05/05**

	NACC 29(1)	PLH- DC 14TH BR PROJ 3	PRA GWMP 11(2)	PRA - CHCH 100(1)...	PRA - BLRU 1N18	GWMP 1A9T
CONTRACTOR / SETASIDE	A	B	C	D	E	F
CONTRACT NUMBER	00-C-0002		02D08	02D04	02D08	02D01
CM / DO NUMBER	CM 1		TO1	TO1	TO2	TO1
COTR	JOHNSON	MORRIS	JOHNSON	JOHNSON	SHIFFLETT	MORRIS
DESIGN SCOPING REPORT DATE DUE	X		6/1/01	7/1/01	7/1/01	X
DESIGN SCOPING REPORT DATE OUT	X		8/1/01	11/10/01	1/29/02	X
SOW / IGE DATE DUE	X	7/1/01	7/1/01	8/1/01	2/20/02	X
IGE AMOUNT		\$88,900	\$299,000	\$409,065	\$346,217	\$856,708
SOW / IGE DATE OUT	12/18/01	10/30/01	10/10/01	12/14/01	2/22/02	2/22/02
PR & 975.5 DATE OUT	12/18/01	1/4/02	10/24/01	3/13/02	2/22/02	3/12/02
PR & 975.5 APPROVED	X	4/23/02	2/8/02	5/14/02	4/1/02	5/24/02
PR & 975.5 TO ACQUISITION OFFICE	X	5/2/02	2/19/02	5/16/02	4/11/02	5/24/02
RFP & 1240 TO CO	X	5/2/02	2/13/02	5/23/02	4/11/02	6/4/02
DRAFT CBD DATE OUT						
CBD PUBLISHED DATE						
SELECTION BOARD MEETING DATE		11/19/01	11/19/01	2/27/02	2/27/02	2/27/02
SELECTION MEMO DATE		12/11/01	12/11/01	3/12/02	3/12/02	3/12/02
RFP DATE OUT	X	5/10/02	2/21/02	5/24/02	4/12/02	X
PROPOSAL AMOUNT	\$144,000	\$359,600	\$309,505		\$767,610	\$995,800
RFP DATE RECEIVED	X	6/14/02	4/19/02	6/21/02	5/17/02	7/11/02
TECHNICAL REVIEW DATE COMPLETED	X	6/28/02	X	X	6/11/02	7/23/02
AUDIT DATE OUT			N/A	N/A	N/A	N/A
AUDIT APPROVED			N/A	N/A	N/A	N/A
PRENEGOTIATION MEMO DATE OUT	X	7/12/02	6/4/02	X	7/1/02	X
PRENEGOTIATION MEMO APPROVED	X	7/15/02	6/4/02	X	7/8/02	X
NEGOTIATION MEETING DATE	X	7/15/02	7/3/02	10/7/02	X	X
NEGOTIATION AMOUNT	\$113,000	\$196,530	\$309,505	\$482,800	\$570,470	\$703,200
NEGOTIATION MEMO DATE OUT	X	X	7/16/02	10/18/02	X	X
NEGOTIATION MEMO APPROVED	X	X	7/16/02	X	8/19/02	X
CONTRACT / DO / CM DATE OUT	X	X	X	X	X	X
CONTRACT / DO / CM AWARDED	5/24/02	9/13/02	7/15/02	11/5/02	11/12/02	11/27/02
CONTRACT/DESIGN COMPLETION DATE		10/1/03		4/1/03	10/1/03	9/30/03
REMARKS	LINCOLN CIRCLE			3 PRICE PROPOSALS	SCOPE CHANGE	3 PRICE PROPOSAL

1.3 STATEMENT OF WORK

Typically, the to-be-assigned Contracting Officer's Technical Representative (COTR)—usually a Project Manager, Functional Discipline Leader, Lead Designer or Technical Expert—develops and generates the SOW, which may require numerous iterations as well as coordination with other technical areas, including input from Acquisitions and the A/E Coordinator. The SOW defines the specific requirements of the task order and identifies the period of performance for the work and the deliverables that the A/E must provide. It ensures that the A/E consultant starts from the same base when preparing its proposal. A complete, clear, precise SOW saves a great deal of time and misunderstanding during the negotiation phase. The SOW becomes part of the procurement package that the A/E Coordinator provides to the CO.

During negotiations, the COTR 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 CO. Any future contract modifications to the SOW must follow the procedures outlined in [Chapter 4](#).

For a typical example of a Highway Design SOW, see [Exhibit 1.3-A](#). For additional examples of SOWs for various functional disciplines, go to the EFLHD server at M:\Projects\AE Manual (where M: = fhfl15nt\data) and find the following files (additional examples will be added to the server as they are developed):

- SOW EIS MANA.
- SOW EA GRSM.
- SOW Design Scoping Report.
- SOW 3R BLRI, Example 2.
- SOW 3R BLRI, Example 3.
- SOW 3R GWMP.
- SOW Subsurface Utility Exploration (SUE).
- SOW Aerial Photo and Mapping.
- SOW Aerial Photo, Mapping, Control Survey.
- SOW Preliminary Survey, Mapping, SUE.
- SOW Aerial Photo and Scanning.
- SOW Geotechnical.
- SOW Task Order Modification.

1.3.1 Forms and Templates

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

- [SOW Template for Highway Design](#).

Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1**SECTION B
SUPPLIES OR SERVICES AND PRICES/COSTS**

The Contractor will be paid the Firm-fixed-price for each phase upon completion of that phase as set forth below. Payments will be made in accordance with Clause 52.232-10 after approval by the COTR of a properly executed contract.

<u>Phase</u>	<u>Description</u>	<u>Payment</u>
I	Preliminary Activities	\$
II	Conceptual Plan Activities (30% Complete)	\$
III	Intermediate PS&E Activities (70% Complete)	\$
IV	Pre-Final PS&E Activities (95% Complete)	\$
V	Revised Pre-Final PS&E Activities (99% Complete)	\$
VI	Construction Staking	\$
VII	Final PS&E (100% Complete)	\$
	Total Price	\$

H:\proj_dev\sow_ige\template\template2005.doc

End of Section B

C-1

Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1
(Continued)

SECTION C
STATEMENT OF WORK

I. DEFINITIONS FOR THE STATEMENT OF WORK

- A. Government - The Eastern Federal Lands Highway Division (EFLHD) of the Federal Highway Administration (FHWA) of the United States Department of Transportation.
- B. Contractor - The Architect-Engineer firm awarded the contract to perform the professional services described in this Statement of Work. (Reference FAR 36.102.)
- C. Statement of Work - A contract section containing a detailed description of the project or elements of work, and an outline of the services required, responsibilities of the parties, and other information necessary to complete the contract work.
- D. Deliverable Items - Items that the Contractor provides the Government under the terms of the contract, including reports, documents, plans, maps, and other required items.
- E. FAR - Federal Acquisition Regulation.
- F. Contract Clause - Both the Solicitation Provisions and Contract Clauses are collectively referred to as Contract Clauses.
- G. PDDM - Federal Lands Highway Project Development and Design Manual, including revisions and updates.
- H. Partner Agency - The Federal or State Agency on whose property or for whom the work is being performed.
- I. AASHTO - American Association of State Highway and Transportation Officials.
- J. FP - The Standard Specifications for Construction of Roads and Bridges on Federal Highway Projects, U.S. Department of Transportation, Federal Highway Administration, current edition.

Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1
(Continued)

II. PURPOSE

This contract is for all engineering services necessary for the preparation of the Plans, Specifications, and Estimate (PS&E) and other supporting documents as described below.

III. PROJECT DESCRIPTION

(Description should highlight key information described in the Design Scoping Report and be as specific as possible)

IV. GOVERNMENT PROVIDED DATA

The following items are provided to the Contractor: (Add or delete from this list as applicable)

No	Item Description	Format
	PDDM	CD-ROM
	EFLHD Construction Manual with EFLHD Slope Staking Procedures	CD-ROM
	Standard Specifications for Construction of Roads and Bridges on Federal Highway Projects, FP	CD-ROM
	NPS Park Road Standards	CD-ROM
	NPS Sign Manual located at http://www.nps.gov/npsigns/	World Wide Web
	Streetscape Manual located at http://www.nps.gov/streetscape/	World Wide Web
	Design Scoping Report and Updates	Electronic
	Library of Specifications (LOS)	CD-ROM
	GEOPAK standard input files	CD-ROM
	Microstation seed files (level and symbology, etc)	CD-ROM
	As-Builts	Paper Copy
	Bridge Inspection Reports	Paper Copy
	Soils and Foundation Report (if previously completed)	Paper Copy
	Engineering Study (if previously completed)	Paper Copy
	Traffic Safety Study (if previously completed)	Paper Copy
	FLH / EFLHD Standards and Details	CD-ROM
	Sample Typical Sections, Drainage Summary Sheets, and Sign Schedule Sheets	CD-ROM
	Engineer's Estimate System (EES) Program, EFLHD Pay Item Lists, and Bid History	CD-ROM
	Environmental Documentation (if previously completed)	Paper Copy
	PS&E Forms	CD-ROM
	Photogrammetric mapping and horizontal and vertical datum	CD-ROM
	Sample Invoice Format	CD-ROM

Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1
(Continued)

	Sample PS&E Package for each Design Phase described in the Statement of Work, including:	
	A. Sample Plans (use a project similar in scope to this project)	CD-ROM
	B. Sample Special Contract Requirements (SCR)	CD-ROM
	C. Sample Engineer's Estimate (EE)	CD-ROM
	D. Sample Unit Price Analysis (UPA) and sample UPA forms	CD-ROM
	E. Sample Slope Stake books	CD-ROM
	F. Sample Critical Path Method (CPM) Schedule	CD-ROM
	G. Sample Design Narrative	CD-ROM
	H. Sample Traffic Control Narrative, if separate from the plans	CD-ROM
	I. Sample Sediment & Erosion Control Narrative, if separate from the plans	CD-ROM
	J. Sample Highway Design Standards form	CD-ROM
	K. Sample Utility Status Report	CD-ROM

V. CONTRACT WORK TO BE PERFORMED

A. Prosecution of Work. The Government will issue individual Notices to Proceed for each Phase of Work. The Notice to Proceed for Phase I will be issued as explained in the description of Phase I. For subsequent Phases, the Government will conduct a review of the Contractor's deliverables for each Phase, and will provide the Contractor with comments on the deliverables. The Contractor will be required to provide a written response and resolution for each comment within 14 calendar days of receipt. Upon Government acceptance of the deliverables, the Government will issue a Notice to Proceed for the next Phase, either verbally or by E-Mail. A formal written Notice to Proceed will follow. The Contractor is not authorized to perform further work without receipt of the Notice to Proceed.

B. Overview of Meetings. Throughout the duration of this contract, the Contractor's representatives at the meetings scheduled and conducted by the COTR, and described below, shall be key personnel and design engineers knowledgeable of the project and its design. For each meeting conducted under this contract, the Contractor shall prepare and submit meeting minutes to the COTR within 7 calendar days after the meeting. The COTR will either return a marked-up copy for the Contractor to finalize or provide comments for revision. The Contractor shall provide the COTR with two finalized copies of the meeting minutes for each agency that participated in the meeting within 3 calendar days following receipt of the marked-up copy or comments. The Government will distribute the finalized meeting minutes to the respective agencies.

Progress Meetings. During the performance of Phases II through VII, at the option of the COTR, bi-monthly (**increase or decrease frequency as required based on project complexity**) progress meetings will be conducted between the Contractor and the Government. Other agencies may also participate, if necessary. The purpose of these meetings is to ensure that the contract stays on schedule and within budget, to resolve problems before the project advertisement schedule is impacted, and to maintain a positive working relationship between the Contractor and the Government. During these progress meetings, the Contractor shall provide physical evidence of the progress made in preparing

Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1
(Continued)

the deliverables for each Phase of the design. The Contractor's Progress Meeting Minutes shall serve as a Progress Report, and shall include a revised construction cost estimate and design schedule update (see Clause 52.242-2).

Pre-Submittal Meetings. Upon completion of the activities and deliverables described for each Phase, the COTR will schedule a meeting between the Government and the Contractor to review the technical adequacy of the deliverables. Provide advance written notice or verbal notice to the COTR within 3 weeks of the anticipated Phase completion of activities and deliverables. At this meeting, the COTR will identify any issues with the deliverables that need to be resolved before continuing with the design process. These meetings will be substituted for the Progress Meetings for the months in which they occur.

Other Meetings. During the performance of the contract, meetings with other specific agendas may be required. These may include, but are not limited to, environmental issues, utility coordination, and state or local agency coordination. Other additional meetings are described in detail with the appropriate Phase of Work. Notify the COTR in advance of any scheduled meetings with state or local agencies, utility owners, and other agencies outside the government. Prepare two full-sized overview sheets that combine existing and proposed design features for display and review at all additional meetings.

C. Phases of Work. The contract work will be divided into the following Phases for reporting and payment purposes:

Phase I	Preliminary Activities	
Phase II	Conceptual Plan Activities	(30% Complete)
Phase III	Intermediate PS&E Activities	(70% Complete)
Phase IV	Pre-Final PS&E Activities	(95% Complete)
Phase V	Revised Pre-Final PS&E	(99% Complete)
Phase VI	Construction Staking	
Phase VII	Final PS&E	(100% Complete)

See Section C, Part V, Paragraph D, "Deliverables", for the format and number of copies of each deliverable for each Phase.

Phase I (Preliminary Activities). Phase I consists of activities and coordination that are required prior to the beginning of the design process.

During Phase I, the Contractor shall:

- 1. Attend the Predesign Conference.** Following award of the contract, the COTR will schedule the Predesign Conference to be conducted between the Government, the Partner Agency, and the Contractor. The purpose of the Predesign Conference is to review the Statement of Work, and any other issues related to the contract. The COTR will provide a meeting agenda for the Predesign Conference. Phase I Notice To Proceed will be issued verbally, followed up with an E-Mail, by the COTR at the Predesign Conference with the effective date being the date of the Predesign Conference.

Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1
(Continued)

2. **Prepare a Quality Assurance (QA) Plan** to ensure that all major project deliverables shall conform to accepted design practices and comply with EFLHD design standards. The QA Plan shall contain procedures that will be used to ensure that a quality product is provided for each design Phase and shall list what documentation will be submitted to verify that the procedures have been followed. Include sample checklists, or similar documentation, that will be used to indicate that a quality review has been performed.
3. **Prepare a Survey Plan** that summarizes the methodologies (type of survey and mapping to be performed) and instrumentation proposed to provide the required mapping accuracies for this contract and subsequent construction project. The Survey Plan shall also include a proposed schedule of the activities required to complete the mapping process and a plan describing the traffic control required to complete the operations.
4. **Prepare a Field Investigation Plan (FIP)** in accordance with Chapter 6 of the PDDM, and the supplement to Chapter 6. The FIP shall include proposed pavement condition surveys, drilling and sampling of pavement, base, and subgrade materials in existing roadway, and non-destructive deflection testing of pavements. Soil classification shall be in accordance with AASHTO standards. The FIP shall show subsurface exploration locations in plan and profile views, and indicate proposed sampling/testing interval, type of sample, and proposed test type.
5. **Prepare a Utility Investigation Plan** in accordance with Chapter 9 of the PDDM.
6. **Prepare a Design Schedule** of the Contractor's activities, in the form of a CPM or barchart, based on the contract schedule shown in Section C, Part V, Paragraph D.

Following the Government review and acceptance of the Phase I deliverables, the Government will issue the Notice to Proceed for Phase II. Revise and resubmit all corrected Phase I deliverables, as necessary, within 14 calendar days of receipt of the Government's comments.

Phase II (Conceptual Plan Activities). Phase II consists of conducting the required investigations to initiate design and preparing the conceptual PS&E documents and other deliverables for review by the Government and Partner Agency.

During Phase II, the Contractor shall:

(Use the following on all projects- renumber as necessary)

1. **Coordinate with the Partner Agency** before performing any work on the project site. This coordination may involve obtaining a permit from the Partner Agency to perform any work on the project site. At least 15 calendar days prior to the need for the permit, provide the following information to the Partner Agency:
 - a. A specific description of the proposed investigation work, including location, impacts to Partner Agency resources (streets, sidewalks, turf, access to facilities, structures, trees, etc), and the Contractor's proposed staging area and traffic control to perform the work.
 - b. Provide a liability insurance certificate showing the Partner Agency as the additional insured on the certificate. The insurance amounts are to be a minimum amount of

Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1
(Continued)

\$1,000,000 for any one claim and an aggregate limit of \$3,000,000 for any number of claims arising from any one incident.

- c. Provide proposed dates and hours of work that minimize the impact to the site and visitors activities occurring at the site.

2. **Conduct field reviews** to analyze and document existing field conditions, and note any differences found between existing field conditions and any Government-Provided Data (i.e., mapping, Design Scoping Report, etc.). Document unique project features using videos or photographs as appropriate. Determine the surveying requirements for this field review.

(Use number 3 below on a project-by-project basis)

3. **Obtain and provide traffic counts and accident data** in accordance with Chapter 9 of the PDDM, to determine traffic volumes. Traffic counts and data should be sufficient to support pavement recommendations and evaluations for improvements to safety, capacity, and turning movements. Prepare a brief summary of measuring techniques (methodologies, instrumentation, etc.), existing conditions, and proposed recommendations. Provide a projected traffic count (20 year), as well as percentage of trucks and heavy vehicles.
4. **Survey and mapping.** Perform a control survey, preliminary survey, planimetric and topographic survey, and other required surveys and mapping in accordance with Chapter 5 of the PDDM, and supplemental survey requirements. **(If necessary, include the following):** The preliminary survey shall include staking a P-line or baseline, running a profile, and taking cross sections off of the P-line at 50 foot intervals with additional cross sections taken, as needed, to accurately obtain topography. The cross section data shall be supplemented with planimetrics obtained by using either a total station instrument, aerial photography, or both. Prepare mapping at a scale of 50 feet to one inch, and larger for specific areas requiring more detail, such as roadway intersections and parking areas.
5. **Perform a soils and foundation investigation** based on the approved FIP, and design the proposed new or rehabilitated pavement structure or any other structures in accordance with Chapter 6 of the PDDM and the FP. Conduct pH and resistivity tests on soil samples where culvert pipes are to be replaced in accordance with Supplement 7.7.1 of the PDDM.
6. **Prepare a Draft Soils and Foundation Report** in accordance with Section 6.6 of the PDDM. Particular attention should be paid to the format of the Draft Report, Checklists, Standard Forms, coordination of recommendations with the FP, explanation of variations in design recommendations from the FP, and the Government provided soils and foundation information.
7. **Prepare a Draft Hydraulics Report** by investigating the existing hydraulic conditions, including the materials, types, sizes, and invert elevations of all culverts and drainage structures, and paved and unpaved drainage ditches and channels. **(For Bridge Projects, insert: *Prepare a bridge waterway opening and scour analysis and design for the proposed bridge over insert name. Hydraulically design and analyze the bridge using an unsteady, two-dimensional flow model and the procedures included in the latest editions of the FHWA***

Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1
(Continued)

*Hydraulic Engineering Circular (HEC)-18, Evaluating Scour at Bridges, HEC-20, Stream Stability at Highway Structures, and HEC-23, Bridge Scour and Stream Instability Countermeasures Experience, Selection, and Design Guidance. These three references can be downloaded from the following website: <http://www.fhwa.dot.gov/bridge/hydpub.htm> (If applies, add: *Because the bridge lies within a mapped FEMA floodplain, the final design needs to comply with all FEMA regulations.*)* The draft report should provide recommendations for any required improvements. The draft report should provide existing drainage areas, run-off coefficients, time of concentrations, water quantities for selected design recurrence events and any additional data in accordance with Section 7.6 of the PDDM.

8. **Locate all existing utilities**, including horizontal location and vertical depths, within the project limits in accordance with Chapters 5 and 6 of the PDDM. Vertical depths may be omitted if it is determined that the utility will not be impacted by the proposed construction activity.
9. **Prepare Conceptual Plans** that include:
 - a. Typical sections based on the recommendations provided in the Draft Soils and Foundation Report including alternatives.
 - b. Horizontal and vertical alignments, represented graphically on plan and profile sheets, including alternatives.
 - c. Critical cross sections.
 - d. Locations of existing and proposed pavement and shoulders, turning lanes, curb and gutter, sidewalks, and similar features.
 - e. Locations of existing and proposed culverts and drainage structures. Include special details for drainage culvert inlet and headwall repairs, extensions, and replacements.
 - f. Locations of standing water and other indicators of potential wetlands.
 - g. Horizontal and vertical locations (if appropriate) of all existing utilities.
 - h. Mapping and topography, represented on plan and profile sheets.
 - i. Limits of disturbance.
 - j. Locations of proposed structures (if project includes bridges or structures).
 - k. Alternatives for special project features including: (Use if alternatives for features such as parking areas is required, and define what specifically is needed).
 - l. TS&L for all proposed structures.
10. **Investigate Right-of-Way and prepare R/W plans and easement deeds** in accordance with Chapter 9 of the PDDM.
11. **Prepare a Preliminary Engineer's Estimate** of the proposed construction described in the Project Description, using the EES program.
12. **Review existing environmental documents** and prepare an Environmental Recommendations Memorandum. The Memorandum should identify potential environmental impacts, provide mitigation recommendations, and identify permit requirements.

**Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1
(Continued)**

13. **Provide written verification**, such as a checklist or similar documentation, indicating that the requirements of the QA Plan have been achieved.

At the Pre-Submittal Meeting for Phase II, the COTR will identify any issues with the deliverables that need to be resolved before continuing with the design process. If necessary, the COTR may schedule and conduct an on-site field review meeting between the Government, Partner Agency, and Contractor.

Following the Government review and acceptance of the Phase II deliverables, the Government will issue the Notice to Proceed for Phase III.

Phase III (Intermediate PS&E Activities). Phase III consists of preparing intermediate Plans, Specifications, and Engineer’s Estimate (70% complete), and other deliverables for review by the Government, Partner Agency, and other agencies, as necessary. Design of the project shall be in accordance with the PDDM, and based on the conceptual plans prepared in Phase II and guidance provided by the Government. The Phase III deliverables incorporate comments made during the review process described in Phase II.

During Phase III, the Contractor shall:

1. **Compute horizontal and vertical alignments** and all geometric calculations required for construction.
2. **Provide Plans** that are similar in character and assembly to the sample plans provided by the Government, with all text being fully legible when the plans are printed at half size. Careful attention must be paid to the layout, format, and appearance of the plans. The Government will not accept Plans that are excessively cluttered with information, are poorly organized, or do not meet the general requirements of the PDDM. Provide Plans that contain the following: **(Add or remove any project specific requirements to this list; add and remove any notes as required).**

<u>No</u>	<u>Description</u>	<u>Notes</u>
1	Title Sheet	
	Index Sheet	Provide symbology and abbreviation legend.
	Location Map and Construction Signing Sheet	Preliminary traffic control.
	Typical Section Sheets	
	Tabulation of Quantity Sheets	Using the EES program.
	Survey Reference Sheets	For new and existing centerlines, survey control, baselines, or P-lines.

Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1
(Continued)

Schedules and Summaries	Mileage tabulation, removals, erosion control devices, earthwork, paving and pavement patching, drainage, underdrain, guardrail, permanent sign, remove and reset sign, construction sign, etc.
Plan & Profile Sheets	Provide alternative rehab projects
Special Plan Views	Separate blow-up views of all intersections requiring work, and other necessary locations requiring increased detail.
Pavement Elevation Sheets	For areas of pavement not shown in the plan and profile sheets.
Erosion Control Narrative and Plans	Provide separate sheets for erosion control narrative and plan views.
Temporary and Permanent Signing and Striping Plans	Provide separate sheets for temporary signs/striping and permanent signs/striping.
Traffic Control Plans	Including construction phasing, if necessary.
Signal Plan	Traffic signal, showing heads, loops, poles, mast, and other appurtenances, and required phasing.
Drainage and Utility Plans and Profiles	Provide separate plan and profile for storm drainage systems, any box culvert construction or extensions. Show headwater depths and hydraulic grade-lines.
Drainage Cross Sections	For highway culvert and inlet replacements, and extensions. Show headwater depth, limits of spread, and hydraulic grade-line for all culverts >36".
----- Drainage Cross Sections	----- For all closed system storm sewers (all sizes).
Detail Sheets	Retaining walls, traffic signals, streetlights, box culvert repairs including headwalls, and special inlets.
EFLHD Standard Details and Standard Drawings	Provide separate sheets for special details for any details not included in the standard library.
Landscaping Plans	
Roadway Cross Sections	Provide roadway cross-sections at 50' intervals.
Bridge Plans and Details	Show areas needing repair and types of repair for:

Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1
(Continued)

3. **Prepare Special Contract Requirements (SCR) using the Library of Specifications (LOS).** All SCRs must be written in **ACTIVE and IMPERATIVE VOICE**. The LOS consists of standard clauses that modify the FP and are included in every construction contract issued by the EFLHD. The SCR's consist of these LOS clauses, and any additional contract requirements, which modify the FP on a project-specific basis. These additional requirements include, but are not limited to, discussing unique materials or construction requirements, unique method of measurements, or adding new pay items. To prepare the SCR's, add the project specific clauses to the LOS, in accordance with the established LOS format, and delete any LOS clauses that are not necessary. Yellow highlight all information that is additional, new or supplemental to the LOS and show all deletions as strikeouts. Note: the EFLHD's LOS is continually updated and therefore updates must be incorporated into the SCR's. The Government will provide the Contractor with all LOS updates.
4. **Prepare the Engineer's Estimate** using the EES program.
5. **Prepare the Unit Price Analysis (UPA)** for all pay items contained in the Engineer's Estimate, with a bid history comprised of a minimum of three recent projects of similar scope from the same geographic location that contain similar quantities of each item. Provide separate computation sheets for each pay item included in the Engineer's Estimate. All lump sum items require a breakdown of the sub-items and a price analysis. Document the UPA by providing the information generated from the EES program, or by completing form UPA-103 found in Supplement 9.7.2 of the PDDM. If there is an inadequate amount of bid information, prepare cost-based estimate for items with no history (attach form).
6. **Prepare Design Quantity Computations** that neatly, legibly, and orderly detail the processes and logical steps used to determine quantities for each pay item. Provide separate quantity computation sheets for each pay item included in the Engineer's Estimate. Quantity computations for each pay item shall also indicate any quantities of incidental items that are included in the specific pay item. Perform rounding in accordance with the PDDM.
7. **Prepare a Critical Path Method (CPM)** schedule using the Arrow Diagram Method for determining construction time (no bar charts). Indicate all assumptions made when determining the number of crews, production rates, and the logic behind the sequencing of construction operations, and provide copies of all backup calculations. Show total working days for each construction activity and provide a grand total of working days to reach substantial completion (see FP).
8. **Prepare a Design Narrative** that details aspects of the design that are important or unusual, highlights unique portions of the SCR's, and provides the specifics of any required permits or documentation for construction of the project.
9. **Prepare the Highway Design Standards Form** which details the design standards used and document exceptions to the standards.
10. **Prepare the Final Soils and Foundations Report** based on the Government's comments made during the review of the Phase II documents.

Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1
(Continued)

11. **Prepare the Final Hydraulics Report** based on the Government's comments made during the review of the Phase II documents.
12. **Prepare a Traffic Safety Study and Recommendations Report**, using the traffic counts and accident data obtained during Phase II.
13. **Prepare Environmental application forms, analysis, plans, sketches and other data** needed for the Government to use when preparing or obtaining any environmental, archeological, or land use permits or approvals required for construction of the project.
14. **Flag, or otherwise mark**, the proposed centerline(s) of the project for the Plan-in-Hand field review.
15. **Provide written verification**, such as a checklist or similar documentation, indicating that the requirements of the QA Plan have been achieved.
16. **Prepare a Traffic Control Narrative** which describes the delegations of authority for the Government and the construction contractor, coordination with adjacent construction projects and the media, traffic safety reviews, limitations of operations, emergency situations, traffic control for placing devices, and opening roadways to traffic during construction.

During Phase III, one or more Coordination Meetings must be conducted between the Contractor, the Government, and all impacted utility companies, as well as, any environmental or other permit agencies. The Coordination Meetings shall be organized by the Contractor, and may occur as part of a regularly scheduled Progress Meeting. The purpose of the Coordination Meeting is to ensure that all necessary utility design issues, utility agreements, environmental concerns, and environmental documentation are completed in a manner that does not adversely impact the project advertisement schedule.

Upon completion of the activities listed above, and the transmittal of the deliverables 14 calendar days in advance of meeting to the Government, the Government will distribute the documents to the partner agency, the utility companies, environmental agencies, and other agencies as necessary. The Government will schedule and conduct an on-site field meeting (Plan-in-Hand) to discuss the project design and Phase III deliverables, and walk the project centerline. The Government will provide the Contractor with a copy of all Phase III comments received and the Contractor should be prepared to discuss the comments at the on-site field meeting. Participants in this meeting will include representatives from the Contractor, the Government, and the Partner Agency, and may include other agencies, if necessary.

Upon Government acceptance of the Final Soils and Foundation Report, ship unused soil and/or rock samples with a packing list to: FHWA-EFLHD, 112 Industrial Park, Sevierville, Tennessee 37862, Telephone: (423) 453-7123. Submit a copy of the packing list to the COTR.

Following the Plan-in-Hand Meeting, and acceptance of the Phase III deliverables, the Government will issue the Notice to Proceed for Phase IV. Submit the Plan-in-Hand Meeting Minutes and Phase III comment resolutions within the time period outlined in Section C.V.A. and B.

Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1
(Continued)

Phase IV (Pre-Final PS&E Activities). Phase IV consists of preparing the pre-final PS&E (95% complete) and other deliverables for review by the Government, Partner Agency, and other agencies, as necessary. The Phase IV deliverables incorporate comments made during the review process described in Phase III.

During Phase IV, the Contractor shall:

1. **Provide revised versions of items 1 through 12** described in Phase III. Prepare and submit any amendments (pages only) to the Final Soils and Foundation Report, the Final Hydraulics Report, and the Traffic Safety Study and Recommendations Report based on the comments made during the review of the Phase III documents.
2. **Prepare a Draft Design Scoping Report Update**, as required, based on changes to the original scope of work as described in the Design Scoping Report.
3. **Provide written verification**, such as a checklist or similar documentation, indicating that the requirements of the QA Plan have been achieved.

At the Pre-Submittal Meeting for Phase IV, the COTR will determine if the deliverables are technically adequate for distribution.

If the COTR determines that the Phase IV deliverables require substantial corrections or revisions, the Government will conduct a 2-week internal review of the deliverables, and will provide the Contractor with comments that shall be addressed and corrected before resubmission to the COTR for distribution to the Partner Agency.

If the COTR determines that the Phase IV deliverables are technically adequate, the Government will distribute the deliverables to the Partner Agency, and other agencies, as necessary, for review and comment.

The Government will schedule a Comment Resolution Meeting to discuss and address the comments on the Phase IV deliverables. The Government will provide the Contractor with a copy of all Phase IV comments received and the Contractor should be prepared to discuss the comments at the Comment Resolution Meeting. This meeting will be held at the EFLHD's office in Sterling, Virginia, unless a different location is agreed upon.

Following the Comment Resolution Meeting, and acceptance of the Phase IV deliverables, the Government will issue the Notice to Proceed for Phase V. Submit the Comment Resolution Meeting Minutes and Phase IV comment resolutions within the time period outlined in Section C, Part V, Paragraphs A and B.

Phase V (Revised Pre-Final PS&E Activities). Phase V consists of preparing the revised pre-final PS&E (99% complete) and other deliverables for review by the Government. The Phase V deliverables incorporate comments made during the review process described in Phase IV.

During Phase V, the Contractor shall:

Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1
(Continued)

1. **Provide revised versions of items 1 through 12** described in Phase III. Prepare and submit any amendments (pages only) to the Final Soils and Foundation Report, the Final Hydraulics Report, and the Traffic Safety Study and Recommendations Report based on the comments made during the review of the Phase IV documents.
2. **Update the Design Scoping Report**, as required.
3. **Provide written verification**, such as a checklist or similar documentation, indicating that the requirements of the QA Plan have been achieved.

The Government will provide the Contractor with any additional comments required to be addressed prior to the submittal of the final PS&E and deliverables for advertisement.

Following the Government review and acceptance of the Phase V deliverables, the Government will issue the Notice to Proceed for Phase VII. See related discussion under Phase VI.

Phase VI (Construction Staking Information). Phase VI consists of performing construction staking in accordance with Supplement 5.7.1 to the PDDM.

Depending on unique circumstances in the design or construction of the project, or Partner Agency requirements, the COTR may elect to issue the Notice to Proceed for Phase VI concurrently with the Notice to Proceed for Phase VII. The COTR may elect to issue the Notice to Proceed for Phase VI after advertisement and award of the construction contract, but the COTR will issue the Notice to Proceed prior to beginning construction activity.

During Phase VI, the Contractor shall:

1. **Set permanent points and references** for centerline control points, such as PC and PT, using permanent staking material such as metal or plastic hubs or stakes.
2. **Set hubs** (or p-k nails if in the pavement) at 50-foot intervals (**insert appropriate interval**) along the centerline flush with the ground, using properly marked guard stakes.
3. **Set additional points**, at locations such as the PC and PT of curb radii and other points determined necessary by the Contractor and COTR, to properly locate any special design features.
4. **Provide construction staking data** consisting of the following:
 - a. Slope stake notes consisting of distances and elevations to each computed slope catch point. The elevations and distances shall be referenced from the centerline points.
 - b. Finish grade template data, provided at 50-foot intervals (**insert appropriate intervals**) and at the additional points. The data shall consist of distances and elevations to each break point along the section and shall include as applicable: centerline, edge of pavement, top and bottom of curb, gutter (if any), sidewalks, and other similar features, and shall also include the computed slope catch points. The elevations and distances shall be referenced from the centerline.

Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1
(Continued)

- c. Subgrade template data consisting of elevation and distance to break points along the section including as applicable: centerline, edge of pavement, shoulder breaks, ditches, etc., at 50-foot intervals (**insert appropriate intervals**), referenced from the centerline.
- d. Transit notes containing sufficient information to stake the alignment, including the original surveyors notes of move-up points and references.

Following the Government review and acceptance of the Phase VI deliverables, the Government will issue the Notice to Proceed for Phase VII, if not previously issued after Phase V. Revise and resubmit all corrected Phase VI deliverables, as necessary, within 14 calendar days of receipt of the Government's comments.

Phase VII (Final PS&E Activities). Phase VII consists of preparing and submitting the final PS&E (100% complete) to the Government. The Phase VII deliverables incorporate comments made during the review process described in Phase V.

During Phase VII, the Contractor shall:

1. **Provide revised versions of items 1 and 2** described in Phase V.
2. **Provide full-sized roadway cross sections** for bidders' information.
3. **Provide written verification**, such as a checklist or similar documentation, indicating that the requirements of the QA Plan have been achieved.

The Government will use the Phase VII deliverables to prepare the documents required for advertisement of the project.

4. **Provide Assistance During Advertisement.** In accordance with Clause 52.236-23, the Contractor shall correct all errors discovered in any deliverables. The Contractor shall submit all corrected deliverables to the COTR within 3 working days after receiving written notification from the COTR that corrective action is required. A response time greater than 3 working days may be permitted if requested in writing and approved by the CO. Correcting errors in any documents shall be performed at no additional cost to the Government.

Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1
(Continued)

D.**Contract Schedule.** The design schedule for the contract work will be divided into the following work phases and activities. The Government review portion of each activity begins on the day of receipt of the package of deliverables. No adjustments will be made for delays caused by mailing. **(Adjust review durations as required and insert Phase VII completion date)**

<u>Work Phase or Government Activity</u>	<u>Duration (Calendar Days)⁽¹⁾</u>	<u>Date of Completion</u>
Phase I: Preliminary Activities		
Government review of Phase I deliverables	30	
Phase II: Conceptual Plan Activities		
Government review of Phase II deliverables	45	
Phase III: Intermediate PS&E Activities		
Government review of Phase III deliverables	45	
Plan-in-Hand Meeting	1	
Phase IV: Pre-Final PS&E Activities		
Government review of Phase IV deliverables	60	
Comment Resolution Meeting	1	
Phase V: Revised Pre-Final PS&E Activities		
Government review of Phase V deliverables	20	
Phase VI: Construction Staking		
Government review of Phase VI deliverables	15	
Phase VII: Final PS&E Activities		Due: Month Day, Year

⁽¹⁾ The durations for the Contractor's time to complete each Phase is left to the Contractor's discretion, provided the Government review times are not reduced and the Phase VII completion date is met.

Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1
(Continued)

E. **Deliverables.** The contract work and supporting documents will be created and delivered to the Government according to the following formats:

Electronic Transfer of Data. The Government requires the following to ensure compatibility with software used by the Government and to ensure the efficient and timely exchange of computer files between the Government and the Contractor.

All files submitted must be fully compatible with the formats listed in this document without any conversion or editing by the Government. Any files requiring conversion and/or editing by the Government will not be accepted. All files shall be virus free.

1. Computer Aided Design (CAD) Files: All CAD files shall be provided in Microstation (*.DGN) compatible format unless specifically exempted by the Government.
2. GEOPAK Interactive Highway Design Files: The Government will provide the GEOPAK standard input files (*.GPK, *.INP, *.X, *.DDB) to the Contractor. These files include design standards, design criteria, slope selections, baseline name, profile names, contract plan sheet cells, guardrail information, etc. If the Contractor is required to modify the design criteria or any other files, the Government's Microstation levels, colors, line weights, symbology, etc., will be maintained. The Government will provide the Government's seed files, levels, colors, weights, symbology, font library, and cell files to the Contractor. When the design is completed, all project input/output files shall be provided to the Government in a format fully compatible with the GEOPAK software.

The GEOPAK software has menu options to generate the following Government reports/files. The Contractor shall provide the Government the following reports/files in GEOPAK's current Government format:

Slope stakes
Red tops/Blue tops
Clearing
Seeding
Staking detail
Original cross section list
Design cross section list
Horizontal alignment
Profile grade
Earthwork volumes
RT40 terrain ASCII file
HEC2 terrain ASCII file (input file for the HEC2 hydraulic analysis software)
WSPRO terrain ASCII file (input file for the WSPRO hydraulic analysis software)

Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1
(Continued)

Radial staking ASCII file (in order by station) which contains the x-y-z coordinates of all of the transit points and, for each terrain station, the x-y-z coordinates for the ROW lines, reference hubs, slope stakes, hinge points, shoulders, and centerline.

3. Location Survey Files: The Contractor shall submit control point data in ASCII format with each record containing the point's identification (see PDDM, Chapter 5), north coordinate, east coordinate, and elevation. Digital terrain model high/low points and breakline points shall each have the same format as above. Field terrain will be provided in the Government's RT40 terrain ASCII format.
4. Photogrammetric Files: The Government will provide the Contractor with the Government's Microstation seed files, levels, line weights, colors, symbology, font library, and cell files. Digital terrain model data shall be submitted in the most current 3-D Microstation software design files. Contour and planimetric data shall be submitted in 2-D Microstation design files. **(Use the following , if appropriate):** Note: The Government will provide the Contractor with photogrammetric mapping, performed by the Government, in 3-D Microstation *.DTM files, 3-D mapping, and Microstation/GEOPAK *.TIN files.
5. Word Processing, Spreadsheet, and Database Files: For each Phase, all relevant files shall be provided in a format fully compatible, as appropriate, with the following:

Word Processing:	Microsoft Word 2000
Spreadsheets:	Microsoft Excel 2000
Databases:	Microsoft Access
6. Engineer's Estimate Files: The Contractor shall provide the Engineer's Estimate in a format fully compatible for use as input to the Government's EES database. The Government will provide the Contractor with the current version of the EES program, including the pay item database and bid history.

These specifications will be updated as necessary to reflect changes in the Government software such as adding new software or updating to new versions of existing software. In such instances, the Contractor will be promptly notified.

Computer File Exchange Media. Electronic files shall be exchanged between the Government and the Contractor using the following media as appropriate for Windows Operating Systems:

1. High Density diskette - 3.5 inch: Files may be actual size or compressed. Compressed files must be self-extracting.
2. Compact Disc (CD): Files on CD(s) should be actual size, not compressed.
3. EMAIL: Files 1 MB or smaller may be transferred via EMAIL. If compressed, the files should be self-extracting. Contact the COTR for access information.

Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1
(Continued)

Copies. The Contractor shall provide hard (paper) and electronic copies of the deliverables for each Phase of Work in quantities according to the following table: Provide all deliverables in an Adobe Acrobat (*.pdf) file format. **(Add and delete to list as required, and provide required number of hard copies for each listed item)**

Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1
(Continued)

Description	Phases of Work								Copies Required (1)
	I	II	III	IV	V	VI	VII	VIII	
QA Plan	4								H,E
QA Checklist		2	2	2	2		2		H,E
Survey Plan	4								H,E
Field Investigation Plan	4								H,E
Utility Investigation Plan	4								H,E
Design Schedule	4								H,E
Traffic counts and accident data		4							H,E
Traffic Safety Study and			4				2		H,E
Amendments to the Traffic Safety				4	3		2		H,E
Draft Soils & Foundation Report		4							H,E
Final Soils & Foundation Report			4	2			4		H,E
Amendments to S&F Report				6	5		4		H,E
Draft Hydraulics Report		4							H,E
Final Hydraulics Report			4				2		H,E
Amendments to the Hydraulics				4	3		2		H,E
Conceptual Plans (2)		16							H,E
Right of Way Plans (2)		4							H,E
Environmental Recommendation		4							H,E
Environmental Applications			4						H,E
Plans (3)			26	29	6		4(4)	As	H,E
Special Contract Requirements			26	29	6		4	As	H,E
Engineer's Estimate		16	26	29	6		4	As	H,E
Unit Price Analysis			3	16	4		4	As	H,E
Design Quantity Computations			3	16	4		4	As	H,E
CPM Construction Schedule			26	16	6		4	As	H,E
Design Narrative			26	16	5		4		H,E
Highway Design Standards Form			14	16					H,E
Design Scoping Report Updates				16	4		4		H,E
Construction Staking Data						4		As	H,E
Cross Sections							4	As	H,E

(1) H = hard copies required. E = electronic copies required. Unless otherwise noted, all plan sets are to be printed on bond paper. Adobe Acrobat *.pdf files may be used for certain final electronic copies as approved by the COTR.

(2) Submit half-size (11" x 17") plan sets for the required copies shown.

(3) Submit half-size plan sets for the required copies shown.

(4) Submit half-size (11" x 17") plan sets for the required copies shown. Submit 1 CD-ROM containing copies of the final plans in a black and white *.pdf file format. The *.pdf files are to

Exhibit 1.3-A SOW 3R BLRI, EXAMPLE 1
(Continued)

represent individual and numbered plan sheets in plan order. They are to be readable and to the plan scale when plotted.

C-21

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. The IGE also establishes the format of the schedule that the Government will send to the contractor as part of the RFP.

1.4.1 Procedure

To create the IGE, the COTR utilizes 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 body of the spreadsheet indicates the anticipated number of hours necessary for each discipline to complete the particular item. It is very important to anticipate and develop as complete a list as possible of the subtasks needed within each main task item. Because labor rates are typically established in the IDIQ, these subtasks, along with the estimated number of hours and level of effort required to complete them, will be the main negotiating points once a proposal is received. 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. The IDIQ may or may not already establish these costs. If it does not establish travel costs, utilize per diem and prevailing mileage rates. Estimate special equipment costs through discussions with suppliers and manufacturers or with internal personnel who may deal with the specialty or design function. Obtain copying costs from current procurement and acquisition data. Listing the different types of estimates in separate sections makes it much easier to conduct negotiations after receipt of the A/E consultant's proposal.

In addition, establish procedures to have the IGE reviewed by personnel who will deal directly with the task order oversight. Typically, the COTR (or the COTR's designee) signs the IGE prior to submission in the task order process.

Before sending the spreadsheet used to create the IGE to the A/E consultant 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 A/E to begin creating its proposal. Although the A/E may add additional items such as disciplines or tasks, the Government still knows their starting point. This helps the Government in evaluating the A/E'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, adjust the spreadsheet to reflect the negotiated effort and costs.

For a typical example of a Highway Design IGE, see [Exhibit 1.1-A](#). For additional examples of IGEs for various functional disciplines, go to the EFLHD server at M:\Projects\AE Manual (where M: = fhfl15ntc\data) and find the following files (additional examples will be added to the server as they are developed):

- IGE EIS MANA.
- IGE EA GRSM.

- IGE Design Scoping Report.
- IGE 3R BLRI, Example 2.
- IGE 3R BLRI, Example 3.
- IGE 3R GWMP.
- IGE 3R NACC.
- IGE Subsurface Utility Exploration (SUE).
- IGE Aerial Photo and Mapping.
- IGE Aerial Photo, Mapping, Control Survey.
- IGE Preliminary Survey, Mapping, SUE.
- IGE Aerial Photo and Scanning.
- IGE Geotechnical.

1.4.2 Forms and Templates

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

- [IGE Template for Highway Design.](#)

Exhibit 1.4-A IGE 3R
(Continued)

PROJECT: 0

A-E FEE ESTIMATE
FEDERAL HIGHWAY ADMINISTRATION
EASTERN FEDERAL LANDS HIGHWAY DIVISION

Sheet 5 of 18

PHASE 2 -- CONCEPTUAL PLAN ACTIVITIES (30% COMPLETE)

GOVERNMENT ESTIMATE

	PERSONNEL CATEGORIES / MANHOURS							TOTAL
	GM-14 Principal	GM-13 Project Manager	GS-12 Team Leader	GS-11 Lead Designer	GS-11 Highway Engineer	GS-09 Technician	GS-05 Clerical	
TOTAL HOURS:	21	286	1440	1724	1312	1196	74	
AVERAGE SALARY:	\$70.79	\$61.11	\$46.02	\$35.87	\$26.45	\$21.61	\$20.28	
DIRECT LABOR COST:	\$1,486.59	\$17,477.46	\$66,268.80	\$61,839.88	\$34,702.40	\$25,845.56	\$1,500.72	\$209,121.41

DIRECT COSTS

ITEM	QUANTITY	UNIT COST	COST
CADD use (Hour)	0	\$0.00	\$0.00
PC use (Hour)	0	\$0.00	\$0.00
Travel	LPSM	\$0.00	\$0.00
Printing 15 half-size sets	0	\$0.00	\$0.00
Letter size copies	0	\$0.00	\$0.00
Mail	LPSM	\$0.00	\$0.00
General		\$80,000.00	\$80,000.00
		TOTAL DIRECT COSTS:	\$80,000.00

SUMMARY OF FEE Phase 2

A. TOTAL DIRECT LABOR COST:	\$209,121.41
B. OVERHEAD (Factor * x A)	\$260,920.78
C. A + B =	\$470,042.19
D. PROFIT/FEE (DOT 4220.32)	\$55,818.86
E. DIRECT COSTS	\$80,000.00
TOTAL FEE C + D + E =	\$605,861.06

* Overhead Factor 1.2477

**Exhibit 1.4-A IGE 3R
(Continued)**

PROJECT: 0

A-E FEE ESTIMATE
FEDERAL HIGHWAY ADMINISTRATION
EASTERN FEDERAL LANDS HIGHWAY DIVISION

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PHASE 3 -- INTERMEDIATE PS&E ACTIVITIES (70% COMPLETE)

GOVERNMENT ESTIMATE

TASK	PERSONNEL CATEGORIES / MANHOURS							TASK TOTALS
	GM-14 Principal	GM-13 Project Manager	GS-12 Team Leader	GS-11 Lead Designer	GS-11 Highway Engineer	GS-09 Technician	GS-05 Clerical	
1. Compute Horz. & Vert. Alignment			16	40	80			136
2. Prepare Plans (see breakdown below)	4	160	680	1600	1200	1800	0	5444
3. Prepare Special Contract Requirements		40	80	80			32	232
4. Prepare Engineer's Estimate		4	8	16				28
5. Prepare Unit Price Analysis		4	8	16				28
6. Prepare Quantity Calculations		16	80	80	120			296
7. Prepare Construction CPM		24	40	20				84
8. Prepare Design Narrative		16	16	40			8	80
9. Prepare Highway Design Standards Form	1	8	8	16			2	35
10. Prepare Final Geotechnical Report		8	24	64		24	8	128
11. Prepare Final Hydraulics Report		4	24	80		16	4	128
12. Prepare Traffic Safety Study and Recommendations Summary		80			160	40	8	288
13. Prepare Traffic Control Narrative		8	16	40				64
14. Prepare Environmental Applications and Other Data	1	8	8	40	8	24	4	93
15. Utility Coordination Meetings/Minutes		16	40	24	8	16	4	108
16. Environmental Coordination Meetings/Minutes		16	40	24	8	16	4	108
17. Progress Meetings/Minutes		16	40	40			8	104
18. Pre-Submittal Meeting/Minutes		8	12	8			4	32
19. Disposition of Phase 2 Comments		8	16	16			8	48
20. Quality Assurance Checklist	1	2	8					11
21. Copy, Package, & Distribute Deliverables							16	16
22. Flag Centerline for PIH Field Review		8	8	8				24
23. Plan-In-Hand Meeting		16	16	32				64
Meeting Minutes			8	4			4	16
SUBTOTAL (hrs)	7	470	1196	2288	1584	1936	114	7595

Exhibit 1.4-A IGE 3R
(Continued)

PROJECT: 0

A-E FEE ESTIMATE
FEDERAL HIGHWAY ADMINISTRATION
EASTERN FEDERAL LANDS HIGHWAY DIVISION

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PHASE 3 -- INTERMEDIATE PS&E ACTIVITIES (70% COMPLETE)

GOVERNMENT ESTIMATE

Table with columns for Personnel Categories / Manhours (GM-14, GM-13, GS-12, GS-11, GS-11, GS-09, GS-05) and rows for Total Hours, Average Salary, and Direct Labor Cost.

DIRECT COSTS

Table listing items like CADD use, PC use, Travel, Printing, and Mail with columns for Quantity, Unit Cost, and Cost.

SUMMARY OF FEE Phase 3

Summary of Fee table showing A. Total Direct Labor Cost, B. Overhead, C. A+B, D. Profit/Fee, E. Direct Costs, and Total Fee C+D+E.

* Overhead Factor 1.2477

**Exhibit 1.4-A IGE 3R
(Continued)**

PROJECT: 0

A-E FEE ESTIMATE
FEDERAL HIGHWAY ADMINISTRATION
EASTERN FEDERAL LANDS HIGHWAY DIVISION

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PHASE 4 -- PRE-FINAL PS&E ACTIVITIES (95% COMPLETE)

GOVERNMENT ESTIMATE

TASK	PERSONNEL CATEGORIES / MANHOURS							TASK TOTALS
	GM-14 Principal	GM-13 Project Manager	GS-12 Team Leader	GS-11 Lead Designer	GS-11 Highway Engineer	GS-09 Technician	GS-05 Clerical	
1. Revise Plan Sheets	2	80	320	800	600	900		2702
2. Revise Special Contract Requirements		8	40	20			16	84
3. Revise Engineer's Estimate		4	8	16				28
4. Revise Unit Price Analysis		4	8	16				28
5. Revise Design Quantity Calculations		8	40	40	40			128
6. Revise CPM Schedule		4	8	16				28
7. Revise Design Narrative		4	8	16			4	32
8. Revise Highway Design Standards Form	1	2	4	4			2	13
9. Revise Reports								
Final Geotechnical Report		2	16			4	2	24
Final Hydraulics Report		2	16			4	2	24
Traffic Safety Study & Recommendations		2	16			4	2	24
Traffic Control Narrative		2	16			4	2	24
10. Prepare Draft Design Scoping Report Update		8	16	40				64
11. Progress Meetings/Minutes		16	40	40			8	104
12. Pre-Submittal Meeting/Minutes		8	12	8			4	32
13. Disposition of Phase 3 Comments		8	16	16			8	48
14. Quality Assurance Checklist	1	2	8					11
15. Copy, Package, & Distribute Deliverables							16	16
16. External Resolution Meeting		16	16	32				64
Meeting Minutes			8	4			4	16
SUBTOTAL (hrs)	4	180	616	1068	640	916	70	3494

**Exhibit 1.4-A IGE 3R
(Continued)**

PROJECT: 0

A-E FEE ESTIMATE
FEDERAL HIGHWAY ADMINISTRATION
EASTERN FEDERAL LANDS HIGHWAY DIVISION

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PHASE 4 -- PRE-FINAL PS&E ACTIVITIES (95% COMPLETE)

GOVERNMENT ESTIMATE

	PERSONNEL CATEGORIES / MANHOURS							TOTAL
	GM-14 Principal	GM-13 Project Manager	GS-12 Team Leader	GS-11 Lead Designer	GS-11 Highway Engineer	GS-09 Technician	GS-05 Clerical	
TOTAL HOURS:	4	180	616	1068	640	916	70	
AVERAGE SALARY:	\$70.79	\$61.11	\$46.02	\$35.87	\$26.45	\$21.61	\$20.28	
DIRECT LABOR COST:	\$283.16	\$10,999.80	\$28,348.32	\$38,309.16	\$16,928.00	\$19,794.76	\$1,419.60	\$116,082.80

DIRECT COSTS

ITEM	QUANTITY	UNIT COST	COST
CADD use (Hour)	0	\$0.00	\$0.00
PC use (Hour)	0	\$0.00	\$0.00
Travel	LPSM	\$0.00	\$0.00
Printing 15 half-size sets	0	\$0.00	\$0.00
Letter size copies	0	\$0.00	\$0.00
Mail	LPSM	\$0.00	\$0.00
General		\$15,000.00	\$15,000.00

TOTAL DIRECT COSTS: \$15,000.00

SUMMARY OF FEE Phase 4

A. TOTAL DIRECT LABOR COST:	\$116,082.80
B. OVERHEAD (Factor * x A)	\$144,836.51
C. A + B =	\$260,919.31
D. PROFIT/FEE (DOT 4220.32)	\$29,955.65
E. DIRECT COSTS	\$15,000.00
TOTAL FEE C + D + E =	\$305,874.96

* Overhead Factor 1.2477

**Exhibit 1.4-A IGE 3R
(Continued)**

PROJECT: 0

A-E FEE ESTIMATE
FEDERAL HIGHWAY ADMINISTRATION
EASTERN FEDERAL LANDS HIGHWAY DIVISION

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PHASE 5 -- REVISED PRE-FINAL PS&E ACTIVITIES (99% COMPLETE)

GOVERNMENT ESTIMATE

TASK	PERSONNEL CATEGORIES / MANHOURS							TASK TOTALS
	GM-14 Principal	GM-13 Project Manager	GS-12 Team Leader	GS-11 Lead Designer	GS-11 Highway Engineer	GS-09 Technician	GS-05 Clerical	
1. Revise Plan Sheets	2	40	120	120	80	240		602
2. Revise Special Contract Requirements		8	20	8			16	52
3. Revise Engineer's Estimate		4	4	8				16
4. Revise Unit Price Analysis		4	4	8				16
5. Revise Design Quantity Calculations		8	16	16	16			56
6. Revise CPM Schedule		2	4	8				14
7. Revise Design Narrative		2	4	8			4	18
8. Revise Reports								
Final Geotechnical Report		2	16			4	2	24
Final Hydraulics Report		2	16			4	2	24
Traffic Safety Study & Recommendations		2	16			4	2	24
Traffic Control Narrative		2	16			4	2	24
9. Revise Design Scoping Report Update		2	4	8			2	16
10. Utility Relocation Plans & Approval		16	40	40	40	80	4	220
11. Progress Meetings/Minutes		8	20	20			4	52
12. Disposition of Phase 4 Comments		8	16	16			8	48
13. Quality Assurance Checklist	1	2	8					11
14. Copy, Package, & Distribute Deliverables							8	8
SUBTOTAL (hrs)	3	112	324	260	136	336	54	1225

Exhibit 1.4-A IGE 3R
(Continued)

PROJECT: 0

A-E FEE ESTIMATE
FEDERAL HIGHWAY ADMINISTRATION
EASTERN FEDERAL LANDS HIGHWAY DIVISION

Sheet 11 of 18

PHASE 5 -- REVISED PRE-FINAL PS&E ACTIVITIES (99% COMPLETE)

GOVERNMENT ESTIMATE

	PERSONNEL CATEGORIES / MANHOURS							TOTAL
	GM-14 Principal	GM-13 Project Manager	GS-12 Team Leader	GS-11 Lead Designer	GS-11 Highway Engineer	GS-09 Technician	GS-05 Clerical	
TOTAL HOURS:	3	112	324	260	136	336	54	
AVERAGE SALARY:	\$70.79	\$61.11	\$46.02	\$35.87	\$26.45	\$21.61	\$20.28	
DIRECT LABOR COST:	\$212.37	\$6,844.32	\$14,910.48	\$9,326.20	\$3,597.20	\$7,260.96	\$1,095.12	\$43,246.65

DIRECT COSTS

ITEM	QUANTITY	UNIT COST	COST
CADD use (Hour)	0	\$0.00	\$0.00
PC use (Hour)	0	\$0.00	\$0.00
Travel	LPSM	\$0.00	\$0.00
Printing 15 half-size sets	0	\$0.00	\$0.00
Letter size copies	0	\$0.00	\$0.00
Mail	LPSM	\$0.00	\$0.00
General		\$5,000.00	\$5,000.00

TOTAL DIRECT COSTS: \$5,000.00

SUMMARY OF FEE Phase 5

A. TOTAL DIRECT LABOR COST:	\$43,246.65
B. OVERHEAD (Factor * x A)	\$53,958.85
C. A + B =	\$97,205.50
D. PROFIT/FEE (DOT 4220.32)	\$11,139.39
E. DIRECT COSTS	\$5,000.00
TOTAL FEE C + D + E =	\$113,344.88

* Overhead Factor 1.2477

Exhibit 1.4-A IGE 3R (Continued)

PROJECT: 0

A-E FEE ESTIMATE
FEDERAL HIGHWAY ADMINISTRATION
EASTERN FEDERAL LANDS HIGHWAY DIVISION

Sheet 12 of 18

PHASE 6 -- CONSTRUCTION STAKING INFORMATION

GOVERNMENT ESTIMATE

TASK	PERSONNEL CATEGORIES / MANHOURS							TASK TOTALS
	GM-14 Principal	GM-13 Project Manager	GS-12 Team Leader	GS-11 Lead Designer	GS-11 Highway Engineer	GS-09 Technician	GS-05 Clerical	
1. Set Permanent Points and References			16	2	8			26
2. Set Hubs or P-K Nails (Centerline)			80	8	24			112
2. Set Additional Points for Special Project Features			16	2	8			26
3. Provide Construction Staking Data								
Slope Stake Notes		2		8	40			50
Finish Grade Template Data		2		8	40			50
Subgrade Grade Template Data		2		8	16			26
Transit Notes		2		4	24			30
4. Copy, Package, & Distribute Deliverables							4	4
5. Disposition of Phase 6 Comments		4	8	8			4	24
SUBTOTAL (hrs)	0	12	120	48	160	0	8	348

Exhibit 1.4-A IGE 3R
(Continued)

PROJECT: 0

A-E FEE ESTIMATE
FEDERAL HIGHWAY ADMINISTRATION
EASTERN FEDERAL LANDS HIGHWAY DIVISION

Sheet 13 of 18

PHASE 6 -- CONSTRUCTION STAKING INFORMATION

GOVERNMENT ESTIMATE

	PERSONNEL CATEGORIES / MANHOURS							TOTAL
	GM-14 Principal	GM-13 Project Manager	GS-12 Team Leader	GS-11 Lead Designer	GS-11 Highway Engineer	GS-09 Technician	GS-05 Clerical	
TOTAL HOURS:	0	12	120	48	160	0	8	
AVERAGE SALARY:	\$70.79	\$61.11	\$46.02	\$35.87	\$26.45	\$21.61	\$20.28	
DIRECT LABOR COST:	\$0.00	\$733.32	\$5,522.40	\$1,721.76	\$4,232.00	\$0.00	\$162.24	\$12,371.72

DIRECT COSTS

ITEM	QUANTITY	UNIT COST	COST
CADD use (Hour)	0	\$0.00	\$0.00
PC use (Hour)	0	\$0.00	\$0.00
Travel	LPSM	\$0.00	\$0.00
Printing 15 half-size sets	0	\$0.00	\$0.00
Letter size copies	0	\$0.00	\$0.00
Mail	LPSM	\$0.00	\$0.00
General		\$8,000.00	\$8,000.00

SUMMARY OF FEE Phase 6

A. TOTAL DIRECT LABOR COST:	\$12,371.72
B. OVERHEAD (Factor * x A)	\$15,436.20
C. A + B =	\$27,807.92
D. PROFIT/FEE (DOT 4220.32)	\$3,416.62
E. DIRECT COSTS	\$8,000.00
TOTAL FEE C + D + E =	\$39,224.54

* Overhead Factor 1.2477

TOTAL DIRECT COSTS: \$8,000.00

Exhibit 1.4-A IGE 3R (Continued)

PROJECT: 0

A-E FEE ESTIMATE
FEDERAL HIGHWAY ADMINISTRATION
EASTERN FEDERAL LANDS HIGHWAY DIVISION

Sheet 14 of 18

PHASE 7 -- FINAL PS&E ACTIVITIES (100% COMPLETE)

GOVERNMENT ESTIMATE

TASK	PERSONNEL CATEGORIES / MANHOURS							TASK TOTALS
	GM-14 Principal	GM-13 Project Manager	GS-12 Team Leader	GS-11 Lead Designer	GS-11 Highway Engineer	GS-09 Technician	GS-05 Clerical	
1. Prepare Final Versions of All Documents								
Plan Sheets	1	20	96	96	80	240		533
Special Contract Requirements		4	16	4			8	32
Engineer's Estimate		2	2	4				8
Unit Price Analysis		2	2	4				8
Design Quantity Calculations		4	8	8	8			28
CPM Schedule		2	2	4				8
Design Narrative		2	2	4			2	10
Final Geotechnical Report		2	8			2	2	14
Final Hydraulics Report		2	8			2	2	14
Traffic Safety Study & Recommendations		2	8			2	2	14
Traffic Control Narrative		2	8			2	2	14
Design Scoping Report Update		2	2	4			2	10
2. Provide Half-Size Cross-Sections		2	8			16		26
3. Disposition of Phase 5 Comments		4	8	8			4	24
4. Quality Assurance Checklist	1	2	8					11
5. Copy, Package, & Distribute Deliverables							8	8
SUBTOTAL (hrs)	2	54	186	136	88	264	32	762

Exhibit 1.4-A IGE 3R
(Continued)

PROJECT: 0 A-E FEE ESTIMATE Sheet 15 of 18
 FEDERAL HIGHWAY ADMINISTRATION
 EASTERN FEDERAL LANDS HIGHWAY DIVISION
PHASE 7 -- FINAL PS&E ACTIVITIES (100% COMPLETE) GOVERNMENT ESTIMATE

	PERSONNEL CATEGORIES / MANHOURS							TOTAL
	GM-14 Principal	GM-13 Project Manager	GS-12 Team Leader	GS-11 Lead Designer	GS-11 Highway Engineer	GS-09 Technician	GS-05 Clerical	
TOTAL HOURS:	2	54	186	136	88	264	32	
AVERAGE SALARY:	\$70.79	\$61.11	\$46.02	\$35.87	\$26.45	\$21.61	\$20.28	
DIRECT LABOR COST:	\$141.58	\$3,299.94	\$8,559.72	\$4,878.32	\$2,327.60	\$5,705.04	\$648.96	\$25,561.16

DIRECT COSTS

ITEM	QUANTITY	UNIT COST	COST
CADD use (Hour)	0	\$0.00	\$0.00
PC use (Hour)	0	\$0.00	\$0.00
Travel	LPSM	\$0.00	\$0.00
Printing 15 half-size sets	0	\$0.00	\$0.00
Letter size copies	0	\$0.00	\$0.00
Mail	LPSM	\$0.00	\$0.00
General		\$10,000.00	\$10,000.00
TOTAL DIRECT COSTS:			<u>\$10,000.00</u>

SUMMARY OF FEE Phase 7

A. TOTAL DIRECT LABOR COST:	\$25,561.16
B. OVERHEAD (Factor * x A)	\$31,892.66
C. A + B =	\$57,453.82
D. PROFIT/FEE (DOT 4220.32)	\$6,830.56
E. DIRECT COSTS	\$10,000.00
TOTAL FEE C + D + E =	\$74,284.38

* Overhead Factor 1.2477

Exhibit 1.4-A IGE 3R (Continued)

PROJECT: 0

A-E FEE ESTIMATE
FEDERAL HIGHWAY ADMINISTRATION
EASTERN FEDERAL LANDS HIGHWAY DIVISION

Sheet 16 of 18

PHASE 8 -- DESIGN ASSISTANCE DURING ADVERTISEMENT AND CONSTRUCTION

GOVERNMENT ESTIMATE

TASK	PERSONNEL CATEGORIES / MANHOURS							TASK TOTALS
	GM-14 Principal	GM-13 Project Manager	GS-12 Team Leader	GS-11 Lead Designer	GS-11 Highway Engineer	GS-09 Technician	GS-05 Clerical	
1. Design Assistance (if required)								
2. Construction Engineering (if required)								
SUBTOTAL (hrs)	0	0	0	0	0	0	0	0

**Exhibit 1.4-A IGE 3R
(Continued)**

PROJECT: 0

A-E FEE ESTIMATE
FEDERAL HIGHWAY ADMINISTRATION
EASTERN FEDERAL LANDS HIGHWAY DIVISION

Sheet 17 of 18

PHASE 8 -- DESIGN ASSISTANCE DURING ADVERTISEMENT AND CONSTRUCTION

GOVERNMENT ESTIMATE

	PERSONNEL CATEGORIES / MANHOURS							TOTAL
	GM-14 Principal	GM-13 Project Manager	GS-12 Team Leader	GS-11 Lead Designer	GS-11 Highway Engineer	GS-09 Technician	GS-05 Clerical	
TOTAL HOURS:	0	0	0	0	0	0	0	
AVERAGE SALARY:	\$70.79	\$61.11	\$46.02	\$35.87	\$26.45	\$21.61	\$20.28	
DIRECT LABOR COST:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

DIRECT COSTS

ITEM	QUANTITY	UNIT COST	COST
CADD use (Hour)	0	\$0.00	\$0.00
PC use (Hour)	0	\$0.00	\$0.00
Travel	LPSM	\$0.00	\$0.00
Printing 15 half-size sets	0	\$0.00	\$0.00
Letter size copies	0	\$0.00	\$0.00
Mail	LPSM	\$0.00	\$0.00
General			\$0.00
TOTAL DIRECT COSTS:			\$0.00

SUMMARY OF FEE Phase 8

A. TOTAL DIRECT LABOR COST:	\$0.00
B. OVERHEAD (Factor * x A)	\$0.00
C. A + B =	\$0.00
D. PROFIT/FEE (DOT 4220.32)	\$0.00
E. DIRECT COSTS	\$0.00
TOTAL FEE C + D + E =	\$0.00

* Overhead Factor 1.2477

**Exhibit 1.4-A IGE 3R
(Continued)**

PROJECT: 0

A-E FEE ESTIMATE
FEDERAL HIGHWAY ADMINISTRATION
EASTERN FEDERAL LANDS HIGHWAY DIVISION

Sheet 18 of 18

SUMMARY

GOVERNMENT ESTIMATE

TASK	PERSONNEL CATEGORIES / MANHOURS							TOTALS
	GM-14 Principal	GM-13 Project Manager	GS-12 Team Leader	GS-11 Lead Designer	GS-11 Highway Engineer	GS-09 Technician	GS-05 Clerical	
TOTAL HOURS PHASE 1	9	21	62	36	8	8	22	166
TOTAL HOURS PHASE 2	21	286	1440	1724	1312	1196	74	6053
TOTAL HOURS PHASE 3	7	470	1196	2288	1584	1936	114	7595
TOTAL HOURS PHASE 4	4	180	616	1068	640	916	70	3494
TOTAL HOURS PHASE 5	3	112	324	260	136	336	54	1225
TOTAL HOURS PHASE 6	0	12	120	48	160	0	8	348
TOTAL HOURS PHASE 7	2	64	186	136	88	264	32	762
TOTAL HOURS PHASE 8	0	0	0	0	0	0	0	0
TOTAL HOURS	46	1135	3944	5560	3928	4656	374	19643

ITEM	Direct Labor Costs	Overhead	Direct Costs	Profit	Total Costs
PHASE 1	\$6,895.62	\$8,603.67	\$500.00	\$1,765.76	\$17,765.04
PHASE 2	\$209,121.41	\$260,920.78	\$80,000.00	\$55,818.86	\$605,861.06
PHASE 3	\$252,373.39	\$314,886.28	\$12,000.00	\$64,404.60	\$643,664.27
PHASE 4	\$116,082.80	\$144,836.51	\$15,000.00	\$29,955.65	\$305,874.96
PHASE 5	\$43,246.65	\$53,958.85	\$5,000.00	\$11,139.39	\$113,344.88
PHASE 6	\$12,371.72	\$15,436.20	\$8,000.00	\$3,416.62	\$39,224.54
PHASE 7	\$25,561.16	\$31,892.66	\$10,000.00	\$6,830.56	\$74,284.38
PHASE 8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS:	\$665,652.75	\$830,534.94	\$130,500.00	\$173,331.44	\$1,800,019.13

GRAND TOTAL (rounded): **\$1,800,000.00**

1.5 FUNDING DOCUMENTS

Prior to a successful task order negotiation as discussed in [Chapter 2](#), the Government must put in place the appropriate funding by filling out a number of forms and gathering official signatures to verify the funding availability. Government regulations require the documents in order to give Government agencies contracting authority and to allow for a revised IGE.

1.5.1 Procedure

During a budgeting process, the COTR submits a budget to the Program Manager so funding can be set aside for future projects. Just prior to the work beginning on a project, the COTR has the A/E Coordinator submit a Procurement Request (PR) to verify funding availability. (See [Exhibit 1.5-A](#).) The COTR follows Division approval and routing procedures for requests. (See <http://intra.efl.fhwa.dot.gov/ppgm/docs/acquisitions/Procedures%20for%20Originating%20Procurement%20Requests4.doc>.) The COTR attaches the SOW and the IGE to this PR. The A/E Coordinator prepares the PR in the amount of the IGE for the project and then enters the data in the A/E Procurement Status Log for tracking purposes. The A/E Coordinator prepares a red folder containing the PR, SOW and IGE, then attaches a cover routing and transmittal slip (See [Exhibit 1.5-B](#).) The red folder routes as follows:

- A/E Coordinator initials route slip.
- Branch Chief signs PR and initials route slip.
- CO copies PR, SOW and IGE, then sends RFP letter to A/E and initials route slip.
- Programming Administration Secretary enters PR into tracking log and initials route slip.
- Program Manager processes PR, obtains funds, prepares SF 1240 (see [Exhibit 1.5-C](#)), attaches funding documents (1240, 975.5, 370, allocation letter and DELPHI report, as appropriate), initials PR and initials route slip.
- Financial Manager verifies funds in accounting system, initials PR and initials route slip.
- Administrative Program Coordinator formally certifies funds by signing PR, then initials route slip.
- A/E Coordinator logs in status and initials route slip.
- CO completes the A/E procurement and awards the A/E task order.

1.5.2 Forms and Templates

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

- [PR Form](#).
- [PR Routing and Transmittal Slip](#).
- [EFLHD Form 1240](#).

Exhibit 1.5-A PR FORM

PAGE OF PAGES

DEPARTMENT OF TRANSPORTATION P ROUREMENT R EQUEST PROCCESS RAPIDLY		PROCUREMENT REQUEST NO. DATE RECEIVED			
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT <insert name of AE Coordinator> <insert phone number>		2. TYPE OF REQUEST (<i>Check one</i>)			
3. ORIGINATING OFFICE DATA		A. <input type="checkbox"/> NEW REQUEST B. <input type="checkbox"/> CHANGE TO PENDING PR NO. MODIFICATION TO C. <input checked="" type="checkbox"/> CONTRACT OR ORDER NO. DTFHXX-XX-D-XXXXX			
4. ADDITIONAL INFORMATION (<i>Suggested supply sources, security data, etc.</i>)		8. CONSIGNEE AND DESTINATION			
5. APPROVALS					
APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING		
			INITIALS ROUTING SYMBOL (D) (E)		
(1) AUTHORIZED REQUISITIONER <insert name of Branch Chief>					
(2) ACCOUNTING CERTIFICATION OFFICER <insert name of Program Manager>					
(3) <insert name of Admin Program Coordinator>					
(4)					
		7. DATE(S) REQUIRED			
		8. GOVERNMENT FURNISHED PROPERTY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (<i>If "YES," see par. 8 of instructions on reverse.</i>)			
9. DESCRIPTION OF ITEMS OR SERVICES					
ITEM NO. (A)	ITEM OR SERVICE (<i>Include Specifications and Special Instructions</i>) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST	
				UNIT (E)	AMOUNT (F)
1.	Funds for <insert name of project> <insert name and address of A/E consultant> Contract No. DTFHXX-XX-D-XXXXX SOEN: Required to meet our program schedule.	1	EA		
				TOTAL ESTIMATED COST	
10. ACCOUNTING DATA <insert account number>					

FORM DOT F 4200.1 (2-71)

Save Data Only
Clear Form
Save Data & Form

Exhibit 1.5-B PR ROUTING AND TRANSMITTAL SLIP

PROJECT DEVELOPMENT					
A/E PROC. (D&F, PR)					
ROUTING AND TRANSMITTAL SLIP					
		FOR			Date
THRU:		Signature	Approval	Initials	
	<A/E Coordinator> (HFHD-15)				
	TO:				
	1.<Branch Chief> (Sign PR)	X	X		
	2.<CO> (Sign RFP)				
	3.<PA Secretary> (Log-in)				
	4.<Program Manager> (Funds)			X	
	5.<Fin. Manager> (Initial PR)			X	
	6.<Admin. Prog. Co.> (Sign PR)	X	X		
	7.<A/E Coordinator> (Log-in)				
	8.<CO> (Action)				
<p>REMARKS: Please process PR for task order.</p> <p>SUBJECT: <insert name of project> <insert contract number> <insert name and address of A/E firm></p>					
FROM:					
<A/E Coordinator>		Phone No.			

H:\PROJ_DEV\A&E\ROUTE_SLIP_AE.doc

Exhibit 1.5-C EFLHD FORM 1240

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION	LETTER OF AUTHORIZATION AND/OR APPROVAL FOR FEDERAL LANDS HIGHWAY PROGRAM PROJECT ACTIVITY	STATE: Mississippi FEDERAL UNIT EFLHD COUNTY Madison	FLH PROJECT NO. CONTRACT NO: DTHFH71-03-C-XXXXX
PROJECT ROUTE NO., TERMINI, LENGTH, DESCRIPTION OF WORK: This project consists of remove and replace two Parkway bridges, widen Old Canton and Rice Roads, overlay Post Road, construct temporary connector and multi-use trail, repair slide and other work			
PROJECT CLASSIFICATION OR PHASE OF WORK	FLHP FUNDS AUTHORIZED	OTHER FUNDS (SOURCE)	DATE
PLANNING AND RESEARCH			
PRELIMINARY ENGINEERING			
RIGHTS-OF-WAY			
CONSTRUCTION	\$719,000.00	\$3,789,000.00	
CONSTRUCTION ENGINEERING			
OTHER (SPECIFY) -- Contingencies			
Contract Incentives			
TOTAL	\$719,000.00	\$3,789,000.00	
SUMMARY OF AUTHORIZATION			
# DTFH71-03-B-00002 DELPHI NUMBER: PROJ# 15 15 28 5570 021 TASK# 540.00.R3Y0.28 ORG# 15 28 00 1 120 \$3,789,000 DELPHI NUMBER: PROJ# 15 15 28 5570 021 TASK# 540.00.F170.28 ORG# 15 28 00 1 120 \$719,000 The initial 1240 was \$3,789,000.00 to advertise the construction project. This 1240 increases that amount by \$719,000.00 to \$4,508,000.00 to award the construction contract.			
RECOMMENDED FOR APPROVAL By: _____ PROGRAMS MANAGER Date: _____	U.S. DEPARTMENT OF TRANSPORTATION Federal Highway Administration By: _____ PLANNING AND PROGRAMMING ENGINEER Date: _____		

FORM 1240

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 of the A/E consultant (for example, identifying subconsultants and travel cost, or other special requirements).
- Request that the A/E consultant provide a price/fee proposal for the SOW.
- Proposal due date.
- Requirement that an authorized individual of the A/E consultant sign the proposal.

The A/E Coordinator provides the CO with the name of the proposed A/E consultant, the SOW, the IGE and a PR funded for the amount of the IGE. The CO issues the cover letter and RFP to the A/E consultant based on the terms and conditions of the IDIQ contract. The cover letter includes the name of the project, the proposal due date and the contact information for questions relating to the work. When the CO receives the A/E's proposal, the CO provides it to the COTR for pre-negotiation efforts based on Division practices and procedures. See [Chapter 2](#) for additional information.

1.6.1 Forms and Templates

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

- [RFP Letter 1.](#)
- [RFP Letter 2.](#)
- [RFP Change Letter.](#)

1.7 ASSIGNMENT OF COTR

For each task order, the CO formally assigns or designates a primary and alternate 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. See the *FHWA COTR Reference Guide* for additional COTR's roles and responsibilities in the acquisition process not found in this manual. (See <http://intra.fhwa.dot.gov/had/cotr/index.htm>.)

1.7.1 Procedure

After successful task order negotiation as discussed in Chapter 2, the CO approves and signs the Negotiation Memorandum. The CO then formally assigns a COTR for the task order, following the steps outlined below:

- The prospective COTR signs and returns the original of a certification from the CO stating that the required COTR training is complete. This training includes the following:
 - Completing a 24-hour COTR course approved by the Federal Highway Administration.
 - Completing 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 assigns the COTR. The CO gives the COTR the original COTR Appointment Memorandum, including a COTR Ethics Responsibility Memorandum and a COTR's Statement of Responsibilities. The COTR's Statement of Responsibilities should be unique and specific to the individual task order.
- The CO provides a copy of the COTR's Statement of Responsibilities, along with the task order award documents, to the A/E consultant.
- The CO also designates an alternate COTR for the task order to serve in the event the primary COTR is absent or unavailable to fulfill the COTR responsibilities.
- 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 consultant. The CO would then assign a new COTR using the steps outlined.

1.7.2 Forms and Templates

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

- [Alternate COTR's Statement of Responsibilities](#) (COTR's is similar).
- [Notification Letter to A/E Consultant of COTR Appointment](#).
- [Notification Letter to A/E Consultant of Change in COTR Appointment](#).