

ATTACHMENT B
SERVICES TO BE PROVIDED BY THE STATE

Subject to availability, the services to be provided or performed by the State will include, but not be limited to, the following items:

A. ROJECT MANAGEMENT AND ADMINISTRATION

- a. Necessary access to TxDOT facilities as required, in order to perform the scope of work, including access to:
 1. Buildings
 2. Conference rooms
 3. Networks (Project file location on current platform and future location of project files migrated/transitioned to ProjectWise or other platform)
 4. Access to TxDOT CONNECT
 5. Co-Located Staff:
 - i. Printers
 - ii. Plotters
 - iii. Landline phones
 - iv. Work stations equivalent to TxDOT staff
 - v. Laptop complying with standard TxDOT employee operating system and software
 - vi. Highspeed Internet Connection
 6. Printers
 7. Landline phones
- b. Preferred District Details
- c. Preferred District Standards
- d. Historical data on the Mobility35 Program which is beyond the project level, that will aid the Consultant in knowing unresolved issues, program budget status, community input, FHWA coordination, IAJR, and other similar information
- e. Access to the latest plans, documents, reports, memos, and templates developed and/or updated by the STATE or the existing Mobility35 GEC (e.g., Project Management Plan, Quality Assurance/Quality Control Plan, Program schedule, invoice template, annual report, etc.)
- f. Most current provider evaluation forms
- g. Latest Austin District Master General Notes
- h. Specification Data Sheets
- i. Progress Report and Deliverables Table templates
- j. Program-wide templates and tools
- k. Latest Financial Plan and annual update or examples of annual updates to the Financial Plan(s), as required by FHWA and the State
- l. Other existing program-related tracking data, lists, funding parameters, and checklists
- m. TxDOT issued policies, memos, guidance, and procedures which will impact the way the Consultant will perform the scope of work

- n. Construction Multi-Project Coordination
 - 1. Provide SiteManager Access
 - 2. Provide Crossroads Access
 - 3. Provide ProjectWise access when available
 - 4. Monthly construction project schedule prepared by the Contractor
 - 5. Construction project weekly meeting minutes and upcoming work schedule
 - 6. Electronic copy of plans and proposals
 - 7. Designers Guide
 - 8. Copies of Change Orders
- o. Letter, on TxDOT letterhead, to be presented to Austin area hotels stating that the GEC is providing services on behalf of TxDOT and that they are entitled to the government (STATE) hotel rates

B. SCHEMATIC DESIGN / ENVIRONMENTAL

- a. Any records available which would assist in the completion of the environmental services.
- b. Reviews of recommendations offered by the Engineer and approve or reject any or all work performed under this contract.
- c. Review of progress of work and final acceptance of all documents.
- d. Processing of all periodic payment requests submitted by Engineer.
- e. Submittal of documentation to regulatory agencies for review and comment when specified.
- f. All comments regarding the review of the environmental services completed.
- g. Assistance in the coordination and scheduling of site visits.
- h. Review and approve typical roadway and bridge cross sections created by the Engineer.
- i. Provide pavement design to be used for cost estimation purposes.
- j. Provide available planimetric mapping, aerial photography and Digital Terrain Model (DTM) for the corridor.
- k. Provide available horizontal control points, benchmark elevations and descriptions for vertical control in the project area.
- l. Make available existing Right-of-Way (ROW) maps of state highway facilities in the project corridor.
- m. Make available interface data for any projects adjacent to the project corridor.
- n. Provide current average bid prices for construction, maintenance, and operation costs.
- o. Assist as necessary in obtaining the required data and information from other local, regional, state, and federal agencies.
- p. Provide the Engineer with timely reviews and decisions necessary for the Engineer to maintain the project work schedule.
- q. Provide the Engineer with examples of acceptable format for the deliverables required by the work authorizations.
- r. Provide the Engineer with the current version of all State's Guidelines for preparation of environmental documents, air quality analysis, and noise analysis. Make available versions of "recommended text" for air, noise, or other studies that the State desires standard wording to be used.

- s. Provide the Potential Archeological Liability Map (PALM) of the project area.
- t. Distribute environmental document and schematic layout to the appropriate agencies and the public.
- u. Right of entry from public or private land owners to allow environmental services to be performed. Right of entry permission shall be written and signed by the land owner. Letters or other materials seeking right of entry shall contain explicit reference to the kinds of activities for which right of entry is requested and an indication of the impacts (if any) that will result from performance of environmental services.
- v. The State will provide an estimate of the cost for any required ROW and associated improvements.

C. PLANS, SPECIFICATIONS & ESTIMATES (PS&E)

The STATE will provide the following information or services as listed below by Function Code (FC).

FC 110 - Route and Design Studies

- a. Provide As-built Plans.
- b. Provide Preliminary Cost Estimate, Project Information and other Documentation.
- c. Provide soil boring logs for inclusion in the final plans.
- d. Provide available Environmental Assessment.
- e. Provide Map File, Topographic (Planimetric) Base File and Aerial Photography.
- f. Provide approved traffic data.
- g. Provide DCIS project information.
- h. Provide Design Summary Report.
- i. Provide Value Engineering Report.

FC 120 - Social, Economic and Environmental Studies and Public Involvement

- a. Provide available project development documents, environmental assessments or impacts, schematics, typical sections, public involvement records, etc.
- b. Review and process each necessary environmental and public involvement document prior to letting of the construction contract.
- c. Locate suitable facilities, advertise, and conduct each required public meeting.
- d. Provide designated State representatives for each public meeting.
- e. Provide a court reporter if necessary for public meetings.
- f. Review the information and material developed by the Engineer to be presented at each public meeting or public hearing three weeks before any such event. The State will return review comments to the Engineer two weeks before each such meetings or hearings, if applicable.

FC 130 - Right-of-Way Data

- a. Provide available existing right of way plans for the proposed project location.
- b. Conduct all right-of-way appraisals and acquisitions, if applicable.

FC 150 - Field Surveying and Photogrammetry

- a. Provide survey control points such as horizontal control points, benchmark elevations and descriptions for vertical control, and listing of horizontal alignment coordinates for baseline control only, if available.
- b. Provide aerial photographs (contact prints) of the proposed project area, if available.
- c. Furnish a Digital Terrain Model (DTM) file to generate Cross Sections and contours, if available.

FC 160 - Roadway Design Controls

- a. Provide applicable Preliminary Design Concept Conference, schematic layout and Plans, Specifications and Estimate (PS&E) package checklists for use by the Engineer.
- b. Provide As-built plans of the existing project facilities, if available.
- c. Furnish the Engineer with a maximum project cost to be used in the preparation of the preliminary design.

FC 162 - Signing, Pavement Markings and Signalization (Permanent)

- a. Furnish traffic signal justification warrants, if applicable.
- b. Available traffic counts, traffic projects and accident data, if available.

FC 163 - Miscellaneous (Roadway)

- a. Provide example estimates, district general notes and standards, sample specification lists and related hard copy documentation for the Engineer's use in preparing the preliminary estimate, general notes and specifications.
- b. Provide a maximum project cost to be used in the preparation of the preliminary design.
- c. Furnish tabulation of current applicable bid process, if applicable.
- d. Negotiate with each project utility company for relocation agreements or required relocation as applicable.

FC 145/164 - Project Management and Administration

- a. Review, approve and update Project Design Criteria.
- b. Prompt Review of Deliverables.
- c. Provide copies of preferred District Details to be used.
- d. Provide copies of preferred District Standards to be used.
- e. Prepare final General Notes and final Specification Data Sheets.

FC 170 - Bridge Design

- a. Furnish as-built plans of existing structures, National Bridge Inventory (NBI), and applicable Brinsap report.
- b. Review and provide written approval of each preliminary bridge layout before bridge design work begins.

Additional Responsibilities:

- a. Interface with local, regional, State and Federal agencies or other entities on behalf of Engineer.
- b. Provide the Engineer with timely reviews and decisions to enable the Engineer to maintain the project schedule as approved by the State.
- c. Provide paper prints or electronic copies of design files containing, for example, a sample title sheet, plan profile sheet, plan sheet, sheet quantities

and storm water pollution prevention plan (SW3P) sheet, if available and applicable.

D. UTILITY ENGINEERING

The State will assist the Engineer by providing assistance, service, or data items as required to advance the completion of assigned work authorizations, including:

- a. Schematic designs and approved environmental documents, when available;
- b. Assistance in determining roadway/utility design related requirements;
- c. Provide existing data files, when available, to include but not limited to:
- d. Survey data, graphic files, roadway design/geometry;
- e. Roadway construction plans, documents for current and/or past projects;
- f. Right-of-Way mapping;
- g. Available interface data for any projects adjacent to, crossing, and/or within the immediate area of the defined project limits;
- h. If available, Subsurface Utility Engineering (SUE) data and utility ownership/facility data; and Planimetric layouts and/or related information;
- i. Applicable special specifications, special provisions, and the latest statewide unit price bid tabulation date. This information will be available electronically on the State's web site;
- j. Approved State design standard drawings, standard summary and borders sheets (i.e., blank summary tables, blank plans, and profile sheets with title blocks, etc.). All design standards are available on the State's web site;
- k. In situations beyond the control of the Engineer, provide assistance in obtaining required data/information from other local, regional, State and federal agencies;
- l. Provide timely review, comment or direction, as required, to aid the Engineer in completing an assigned task or maintaining the established project schedule;
- m. Electronic Files: If not readily available online, the State may, at the discretion of the State's Project Manager, provide graphic file data, standards, font libraries, and MicroStation or Geopak cell libraries, etc., as required to provide confirmation to the State's graphic standards.
- n. Should the State require the Engineer to perform engineering services, such as plan preparation, on behalf of an entity owning utilities, the State will obtain a "Memorandum of Understanding" with that entity describing the terms and conditions under which the engineering services shall be performed.