**SCOPE OF WORK**

**PROJECT NAME**

**ROUTE AND NUMBER**

### Post Design Services

****

### Federal Highway Administration

### Central Federal Lands Highway Division

A/E Consulting Engineering Contract

Engineering Services

**FIRM NAME**

Task Order Number: 6982AFXXD000000/T-0X-0XX

Modification Number

March 15, 2022

Hidden Text: To turn on/off; 1) select ¶ from the toolbar to toggle or 2)Tools>Options>View>Formatting Marks – Select/deselect hidden text. Will not print unless Print>Options>Hidden Text is selected

**\*\*\*\*\*\*Delete this text box prior to finalizing SOW\*\*\*\*\*\*\***

# GENERAL INFORMATION

## INTRODUCTION

This Scope of Work (SOW) is for Post-Design Services for the Federal Highway Administration, Central Federal Lands Highway Division (CFLHD) for proposed improvements in Great Sand Dunes National Park & Preserve, CO PRA GRSA 10(1).

## PROJECT SUMMARY

The Central Federal Lands Highway Division (CFLHD) of the Federal Highway Administration (FHWA), in cooperation with the National Park Service (NPS) is proposing to rehabilitate, restore, and resurface (3R) the Entrance road, visitor use roads, and various parking areas in the Great Sand Dunes National Park and Preserve. The following locations within the park are being rehabilitated: Entrance road (Route 10), Dunes Parking Access road (Route 200) including Mosca picnic area loop road, Dunes parking area (route 900), Montville Trailhead parking area (Route 901), Amphitheater parking area (Route 905), Visitor Center parking area (Route 902), Headquarters parking area (Route 904), Maintenance road and Lower maintenance road.

This project is located 35 miles northeast of Alamosa, Colorado in the Great Sand Dunes National Park and Preserve. You may access the Great Sand Dunes by US Highway 160 and Colorado Highway 150 from the south or from Colorado Highway 17 and County Six Mile Lane from the west.

## SCOPE

The proposed project work is to rehabilitate pavement and drainage conditions at these locations. This is approximately 5.06 miles including the parking areas. Rehabilitation of the Entrance road will extend to the campground loop roads. The Dunes parking area and Visitor Center parking area will be reconstructed. In addition, the North Dunes parking area has gravel areas that will be paved.

# WORK REQUIRED

The work shall be performed by Consultant (referred to as the A/E) or its approved designated representative. The A/E work shall be performed and/or directed by the key personnel identified in the A/E proposal. Any changes in the indicated key personnel or the A/E officer-in-charge of the work, as identified in the A/E proposal, shall be subject to review and approval by FHWA.

Subconsultants not identified in Contract 6982AFXXD000000/T-0X-0XX will require approval by the FHWA Acquisitions office prior to beginning work. These subconsultants will be required to submit the same information regarding their firm as those identified in the original contract.

## **DESIGN CLOSEOUT**

|  |
| --- |
| *Include Step 1 as needed.*  |

Step 1. Unshelf project and check in to Acquisitions. Answer questions as needed during Acquisitions phase.

Step 2. Attend Design to Construction Hand-off meeting.

## SUBMITTAL REVIEW

##### Complete reviews of shop drawings, samples, diagrams, layouts, schematics, descriptive literature, illustrations, schedules, performance and test data, and similar materials furnished by the construction contractor as required by the construction contract.

###### Become thoroughly familiar with the construction contract documents and all applicable standards and codes. Review and recommend approval or rejection of all submittals. Complete reviews with recommended actions indicated and returned and received by the Government representative within 10 working days of receipt of such submittals or as specified in the construction contract. Begin processing time upon receipt of the submittal from the Government and end by the return of the fully processed submittal to the Government representative

###### Check each submittal to verify conformance to the plans and specifications. Make corrections to submittals in red line comments.

## SUPPORT SERVICES

##### Provide services to assist the COR in matters other than submittal reviews. Support Services may be required for design changes that are not the responsibility of the designer of record, including preparation of design sketches, specifications and detailed construction cost estimates; review of contractor’s claims for changed conditions; preparation or analysis of construction schedules; review value engineering proposals; and other mutually agreed upon work. Manage support services using the A/E Project Manager assigned to the project under this task order, unless otherwise approved by the COR.

###### Deliver reports, reviews, evaluations, design work, etc. to the FHWA Construction Project Engineer and COR within the allocated timeframe.

## SITE VISIT(S)

##### During construction, the consultant may be required to visit the site to perform specialized inspections, attend meetings or to perform other mutually agreed upon work. Site visits shall be conducted by the A/E Project Manager assigned to the project under this task order, unless otherwise approved by the COR. All site visits must be approved by the COR.

# WORK PERFORMANCE SPECIFICATIONS, QUALITY STANDARDS AND REPORTING REQUIREMENTS

The proposal should include the information described under Section C, Article II.D and E of the contract, including a fee proposal itemized for activities listed under **II. Work Required**, and a discussion of methods used to accomplish any work element that is not fully understood or not adequately described in this Scope of Work (SOW).

This Task Order does not include payment for errors and/or omissions by the Consultant in the course of performing the work herein. Such errors and omissions are to be corrected at the Consultant’s expense.

Each product is expected to meet an Acceptable Quality Level (AQL) with respect to the thoroughness and appropriateness of the data collection, analysis and recommendations, the clarity of presentation, and the accuracy of the completed products. Work conducted according to guidelines recommended in the PDDM and documents referenced below, and satisfying any specific requirements of this SOW, will meet the thoroughness, appropriateness and clarity criteria of the AQL. Where the Standard of Practice within CFLHD currently differs from the PDDM, work should follow the current Standard of Practice. The A/E contractor should assure work products are accurate and of high quality through an established and documented quality control and assurance (QA) process. CFL staff will be responsible for evaluation of the quality of work throughout this project. CFL Staff will participate in correspondence, meetings, site visits, and review of products. CFL review is not QA of the Consultant’s work; the purpose is to understand the product and to impart CFL institutional experience with the site, customer, project features and potential construction contractors. Also, CFL review is to evaluate the level of risk taken by the government (which is implied by the type of investigation and analysis conducted, the selected design criteria, and the quality of the A/E contractor’s products) and to evaluate if that level of risk is consistent with other similar CFL projects and/or is planned for.

Written documents to be provided to FHWA related to this project will be delivered in electronic and hard copies. Documents will be provided in the following software formats unless specifically amended otherwise by the COR in writing:

 **Application** **Software**

 Word Processing Microsoft Word

 Spreadsheet Microsoft Excel

 CADD MicroStation

 Highway Design ORD Connect

# PERIOD OF PERFORMANCE

Work will begin immediately after award of the task order to the A/E and all work will be completed by Month, Date, Year.

# CONTRACTING OFFICER’S REPRESENTATIVE & CROSS FUNCTIONAL TEAM

Close and continuous coordination with the COR and other FHWA personnel with special expertise will be required. All communications affecting the project will be through the COR.

|  |
| --- |
| *Typically the COE and PM will be assigned as COR’s. In some situations the Project Engineer and COE will be assigned.*  |

|  |
| --- |
| COR: |
| Name, Construction Operations Engineer12300 W. Dakota Ave., Suite 380Lakewood, CO 80228720-963-3XXXfirst name.last name@dot.gov |

# WORK ORDERS

All work requested under this Task Order will be by the issuance of work orders. No work is to be performed by the Contractor unless authorized by a work order. The work order will be issued by the COR or CO on a **firm-fixed price basis**. The authorized Government representative will request a quote from the Contractor for the specified need. The government will conduct negotiations.

The work order will be issued in writing, via email or short form letter, with a finalized scope of work, approved contractor personnel, period of performance and an established price (including profit). This work order will serve as the notice to proceed for the work specified in the order.

# PAYMENT

Payment will be made on a firm-fixed-price basis in accordance with ARTICLE V, CONSIDERATION AND PAYMENT, covered under contract 6982AFXXD000000.

Request for progress payment shall be made on the basis of monthly-itemized invoices submitted for completed work in accordance with the base contract. Invoices shall include a description of the work, personnel involved, the cost for the month and the cost to date for each item of service performed. **Copies of email or short form letter work orders issued by the COR or CO shall accompany the monthly invoice**.

Payment will not be made for support services until the deliverables are received and accepted. Payment will not be made for invoices not accompanied by the email or short form letter used to issue the work order.

The sum of **$XX,000** is obligated as a not-to-exceed amount to be used for submittal reviews, support services, site visits, and other direct expenses in support of the project. Payment shall not be made in excess of the not-to-exceed price unless the Contracting Officer authorizes a revision to the price in writing.

Submit invoices to:

The Department of Transportation utilizes the Delphi e-Invoicing web-portal for processing invoices.  Submit invoices via Delphi e-Invoicing which is accessed and authenticated via [www.login.gov](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.login.gov%2F&data=04%7C01%7CJill.Locken%40dot.gov%7Ca93c6c23defc4bdec6b108d9aa079a9d%7Cc4cd245b44f04395a1aa3848d258f78b%7C0%7C0%7C637727771900607761%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=6uigC8HrO4JbBMFAs5ITeXowD%2FuoSBrofsENHpvmUAw%3D&reserved=0)