**SCOPE OF SERVICES**

The Consultant shall provide professional, and technical design services necessary for the preparation of detailed construction plans, construction specifications, and cost estimates for Job No. J9P3621 & J9S3622 – ADA.

The general scope of the project is to design sidewalk and curb ramps in compliance with the American with Disabilities Act (ADA) at the following locations:

J9P3621

* **Eminence** – Along Route 19 starting at County Road 203 to Route 106
* **Winona** – Along Route 19 starting at 2nd Street running southbound approximately 1200’
* **Ironton** – Along Route M from Archer Lane to Pine Street
* **Thayer** – Along Route 142 from 24’ west of Bridge A1476 running eastbound approximately 3525’
* **Mountain View** – Along Route 17 from Route 60 running southbound approximately 300’ south of 5th Street
* **Houston** – Along Route 63 from Grand Ave to 1st Street
* **Lesterville** – Along Route 72 from Elm Street to Ridge Drive
* **Raymondville** – Along Route 137 from Chick Johnston Street to Junction Street
* **Mountain Grove** – Along Route 95 from 700’ south of 17th Street to E. 13th Street
* **Mansfield** – Along BU 60 starting at Tripp St to Route A
* **Norwood** – Along Route C from 150’ North of Old Route 60 to 60’ south of Vannoy Street

Along Route PP from the intersection with Route C southbound approximately 850’

Along Outer Road 60 at Hawk Street

* **Willow Springs** – Along BU 63 from Garfield Street to Summit Ave and from Short Street to Pine Street

Along Route 137 from Valley Street northbound approximately 490’

Along Route 137 starting 154.8’ north of the center of 6th Street to 7th Street

* **West Plains** – Along BU 63 from 195.21’ west of the centerline of Washington Ave to 80’ east of the centerline of Washington Ave

J9P3622

* **Bismarck** – Along Route 32 starting approximately 500’ west of Veterans Drive running eastbound to Veterans Drive on the north side of Route 32
* **Bell City** – Along Route 91 starting at Marie Street running northbound to approximately 140’ north of Parker Street
* **Bonne Terre** – Along Route K from Wood Drive eastbound to Brown Street
* **Poplar Bluff** – Along Route 53 from Business 67 eastbound to Fair Street
* **Marquand** – Along Route A from 80’ west of Harding Street running eastbound to Martha Street
* **Holland** – Along Route F starting 300’ east of Sycamore Street running eastbound to the railroad crossing

Along Route F from Elm Street running east approximately 125’

This scope of services is intended to be an accurate description of the elements and tasks required for completion of the design of this project. However, each project is unique and may require more or less effort in an individual task to complete the design. The following information will define, in general terms, the major design elements relating to this project. All elements of work that are necessary to satisfactorily complete the design of this project may or may not be listed. The lack of a specific element in the scope of services does not, itself, constitute the basis for additional services, supplemental agreements, and/or adjustment in compensation.

A more detailed description of the Commission’s requirements for completion of the design may be found in the MoDOT Engineering Policy Guide (EPG). The Consultant is encouraged to review the appropriate sections of the EPG as a means to supplement the information contained in the scope of services and provide additional guidance for the requirements and expectations of the Commission for completion of the design services.

Preparation of a supplemental agreement is necessary prior to performance of any work that is considered additional services by the Commission. The Consultant will not be compensated for additional services performed prior to execution of a supplemental agreement. Only additional services that are required due to unforeseen conditions or due to a change in the specified end product will be considered for inclusion in a supplemental agreement.

The Consultant shall prepare all plans through use of a Computer Aided Drafting (CAD) program. The Consultant shall conform to MoDOT’s Specifications for Computer Deliverable Contract Plans, as referenced in the EPG.

The Consultant will be required to produce and update the construction cost estimate for this project at the completion of each major milestone or at a minimum of every six months.

The Consultant shall review "as-built" plans, aerial imagery, engineering manuals, and other information provided by the Commission and make the necessary field investigations to ensure that there have been no significant changes since the information was recorded or obtained.

Any deviations from Commission established procedures for design, construction, or materials shall be approved through the MoDOT project manager or structural liaison engineer and documented by the Consultant. This documentation shall include a brief

justification for the deviation and the signature of the Consultant project manager and/or structural project engineer. Any deviations from the project design criteria that require a design exception, as described in the EPG, shall be documented in accordance with the EPG design exception process.

**Preliminary Design Phase**

The CONSULTANT'S attention is directed to Section 200 of the MoDOT EPG for general guidelines and requirements for preliminary design. Other chapters may be applicable for preliminary design preparation.

1. Upon approval of the design criteria memorandum by the COMMISSION, the CONSULTANT shall undertake the following to develop the preliminary design phase:
   1. Follow all ADA guidelines as established in the most recent version of the PROWAG and MoDOT EPG.
   2. Evaluate all existing pedestrian facilities for compliance with ADA standards. Any sections in compliance that are found to not need replacement shall have an ADA Checklist completed.
   3. Evaluate existing potential sidewalk obstructions.
   4. Collect sufficient survey data to determine the location of existing facilities, utilities, and obstructions. Data should also be collected to complete all design aspects required in the preparation of preliminary and final plans.
   5. Prepare on an aerial showing the preliminary layout of sidewalks and curb ramps.
   6. Prepare a cost estimate. The CONSULTANT shall prepare the right of way estimate based on the requirements furnished by the COMMISSION.
2. A Preliminary Field Check will be arranged with the COMMISSION to discuss design features in the project area.

**Final ADA Design**

1. Upon approval by COMMISSION, the CONSULTANT shall undertake the following to develop the final ADA design phase:
   1. Design curb ramps at street intersections.
      1. Include Commission provided curb ramp detail standards.
      2. Provide special details, as needed, for curb ramps.
   2. Design sidewalk through driveways.
      1. Include Commission provided driveway detail standards.
      2. Provide special details, as needed, for sidewalk transitions.
      3. Provide design of driveways to maintain 2% maximum cross slope for the sidewalk crossing.
   3. Provide signing plans.
   4. Provide a work zone management plan utilizing standard traffic control details conforming to the requirements of the MUTCD and the MoDOT EPG.
   5. Provide an erosion control plan.
   6. Prepare quantities and quantity sheets.
   7. Prepare plans, bid documents, and job special provisions for submittal to the COMMISSION.
2. The COMMISSION will secure execution of municipal agreements with the cities and/or county agreements if needed. A copy of the executed agreements will be furnished to the CONSULTANT for his information. The CONSULTANT shall conform to all design provisions of these agreements.
3. A final design field check will be held with CONSULTANT and COMMISSION representatives prior to completing final design plan quantities. The CONSULTANT shall make any necessary revisions to the final plans as determined by

this design field check.

**Plans, Specifications, and Estimate (PS&E)**

1. The plans, specifications, and estimate shall be prepared in accordance with Section 237 of the EPG. The following list shall be considered as the minimum requirements for a complete set of detailed construction plans and specifications.
   1. Title Sheet
   2. Typical Section Sheets
   3. Quantities Sheets
   4. Plan Sheets (1”=20’ for ADA, 1”=200’ for Roadway)
2. Special Sheets (for depth transitions, geometrics, staging, guardrail details, and/or other design details)
3. Traffic Control Sheets
4. Erosion Control Sheets
5. Pedestrian Signal Sheets
6. Highway Signing Sheets, including quantity sheets
7. Job Special Provisions in a Microsoft Word document.
8. Bid items, quantities, and unit prices in an electronic estimate file generated by the Commission’s Bid Tabs.
9. Workday study
10. Additional plans and information may be required to satisfactorily complete the detailed construction plans and specifications for the project. With the submittal of the PS&E package the Consultant shall also provide the Commission a statement that an internal quality control check has been conducted and to the best of the Consultant’s knowledge the PS&E package is free of gross errors, misleading or confusing typos, and includes adequate information to construct the project.

**Bidding and Construction Support**

1. After the final design phase of the project is completed the Consultant shall be available to the Commission to discuss and interpret the plans and specifications during the bidding phase of the project. During this phase of the project the Consultant may also be required to attend a pre-construction meeting.

**Drawing and Document Deliverables**

1. The Consultant shall prepare all plans through use of a Computer Aided Drafting (CAD) program. Unless otherwise specified, all plan sheets, CAD plots, and other project documents shall be provided to the Commission in electronic format and shall conform to MoDOT’s Specifications for Computer Deliverable Contract Plans and file naming convention outlined in Section 237 of the EPG.
2. The Consultant shall furnish the Commission the following completed sheets and documents, as applicable, for each separate project included in this contract:
   1. Deliverables
      1. Field check and core team meeting summaries.
      2. Engineering calculations and analysis in a PDF document.
      3. Summary of bid items and estimate of the construction costs. The estimate shall be prepared using the latest version of Bid Tabs.
      4. 100% complete unsigned and unsealed final design plans and job special provisions.
      5. 100% complete signed and sealed final design plans and job special provisions.

**Design Standards & Specifications**

1. The Consultant shall use the latest version of the following publications as acceptable to determine the design criteria and procedures which will be followed for development of the project:
   1. MoDOT’s Engineering Policy Guide (EPG)
   2. MoDOT’s Specifications for Computer Deliverable Contract Plans
   3. Missouri Standard Plans
   4. Missouri Standard Specifications for Highway Construction
   5. AASHTO’s Manual on Uniform Traffic Control Devices (MUTCD)
   6. AASHTO’s A Policy on Geometric Design of Highways and Streets and any other publications which the Engineer directs the Consultant to use.
   7. PROWAG

**Services Provided by the Commission**

1. The Consultant shall be responsible for completing all roadway design work for this project, except for the following items to be provided by the Commission:
   1. All necessary environmental and cultural resource studies.
   2. "As-built" plans for prior State highway improvements within the project limits.
   3. Project beginning and ending log mile points, and other log mile reference points (as deemed necessary by MoDOT’s project manager).
   4. Electronic copies of all necessary special sheets and standard format sheets will be provided in DGN format. MoDOT standard plans, Missouri Standard Specifications for Highway Construction, standardized job special provisions, and Engineering Policy Guide (EPG) are available at <http://www.modot.org/business>.
   5. Standardized traffic control plans.
   6. Seeding and fertilizing application rates.
   7. Contract completion date.
2. The Consultant shall proceed with final design and preparation of detailed plans in accordance with the data approved or furnished by the Commission which will meet with the general standards adopted by AASHTO and approved by the Department of Transportation as provided by Title 23, United States Code, Section 109(b).

PERIOD OF SERVICE

The CONSULTANT shall make submittals in accordance with the schedule described below, assuming a Notice to Proceed by July 15, 2021.

100% unsigned & unsealed Roadway Plans by December 15, 2021

Final signed & sealed Roadway Plans, Job Special Provision, Final Construction Estimate and Working Day Study by January 2, 2022.

PERIOD OF SERVICE - The total period of service including construction services is expected to be completed by December 31, 2023.

FEE ESTIMATE To Be Provided when a consultant is selected.

The CONSULTANT’s fee estimate to accomplish this Scope of Work follows on the next few pages.