

Chapter 4

Information Systems Development Methodology for the Environmental Screening Tool

Chapter 4 Planning Stage

Project Plan (7/22/2005)

Project Schedule (**Updated 7/31/2012**)

Updated Service Agreement (**Updated 7/31/2012**)

Project Revision Log (Project Plan) (7/22/2005)

Stage-end Walkthrough Form (11/30/2007)

Stage-end Walkthrough Form (8/29/2008)

Stage-end Walkthrough Form (7/31/2009)

Stage-end Walkthrough Form (6/30/2010)

Stage-end Walkthrough Form (**New 7/31/2012**)

Environmental Screening Tool

Planning Stage

Project Plan

Project Schedule

Updated Service Agreement

Project Revision Log

Stage-end Walkthrough Forms

Project Plan

I. Project Information

Date Submitted

When submitting this Plan to the STO

N/A

Project Name

The customer assigned project name (new) or current system name.

Environmental Screening Tool

Description of Project

This is a brief, high-level description of what the application is intended to accomplish.

The Environmental Screening Tool supports agency participation and community involvement throughout Florida's Efficient Transportation Decision Making (ETDM) process. This application provides tools to input and update information about transportation projects, perform standardized analyses, gather and report comments about potential project effects, and provide information to the public. It brings together information about a project and provides analytical and visualization tools that help synthesize and communicate that information. It is used throughout the ETDM Process to:

- Integrate data from multiple sources into an easy to use, standard format
- Analyze the effects of proposed projects on the human and natural environment
- Communicate information effectively among Environmental Technical Advisory Team (ETAT) representatives and to the public
- Store and report results of the ETAT review effectively and efficiently
- Maintain project records, including commitments and responses, throughout the project life cycle

The EST integrates Internet mapping technology, relational database management systems and geographic information systems (GIS).

Requesting Organization

The name of the organization requesting the development of the project.

FDOT Central Environmental Management Office

Application Name

The name of the application that will be used in future references.

Environmental Screening Tool

Customer Point of Contact

Key contact on customer side - member of the customer community

Peter McGilvray

Functional Owner

Individual with authority making financial decisions on customer side - member of the customer community

Caroline Ismart, Manager, Central Environmental Management Office

Vendor

Vendor on customer side, working on the project

URS

Platform Selection

Listed are various tools that the STO supports. Select all the tools that the project requires. If you do not find the requirements for your project, please add any information to the "Other" area at the bottom of this section.

Application Svr: ☐ Oracle 9iAS ☐ MS IIS ☐ ☐ ☐

Database: ☐ DB2 IBM ☐ Iplanet Directory ☒ Oracle ☐ SQL Svr 2k ☐

Hardware: ☒ SUN ☐ Unisys ☐ IBM ☐ NT ☐ Intel

Operating Sys: ☐ Unix-Solaris ☐ Unisys ☐ IBM ☐ Win 2k ☒ Linux

Prog Lang: ☐ ASP ☐ COBOL-IBM LE ☒ HTML ☐ Java 2.x ☐ Java Script
☐ JCL ☒ JSP ☒ Perl ☐ VB Script ☐ Visual Basic 6
☒ XML ☒ Oracle PL-SQL ☒ Velocity/Hibernate ☒ ArcObjects

Web Svr: ☒ Apachee ☐ Iplanet 4.1 ☐ ☐ ☐

Other: ArcIMS for Map Services

Capacity Planning

IT resource requirements anticipated for this project, this includes the anticipated frequency of use

Unit	Development	Test	Production
# Users	25	50	500
# Transactions/day			
Data Storage (MB or GB)	1 Terabyte with room to grow	1 Terabyte with room to grow	1 Terabyte with room to grow
Software/Program Storage (MB or GB)	1 Gigabyte	1 Gigabyte	1 Gigabyte
Peak Usage Periods	8 am – 5 pm Monday through Friday		

Specialized Tools or Third Party Software

Tool(s) selected to produce the deliverables of the project along with a brief but concise description of each.

Tool/Licenses (updates)	Description
Arc/Info	GIS software

Project Documentation

The customer coordinator needs to supply the following documents to the project manager. The following documentation needs to be delivered to the STO prior to work commencing.

	Location/Filename
Project Plan/Timeline	
Requirement Specification	
Configuration Plan	
Migration Plan (What & When)	
Test Plan	
Design Document	

Acceptance Test Approach

Identify and describe the approach that will be used for acceptance testing the system.

Acceptance Criteria

Testing will result in a system that meets or exceeds the following acceptance criteria:

- Prior to moving to production, the code will be 98-100% error free. All identified code errors will have been resolved. Any additional errors which are subsequently identified will be corrected immediately.
- Individual programs include the following minimum documentation:
 - Comment header with a title, history (creation and modification dates), author, and short description
 - In-line comments at each logical block briefly describing functionality that is occurring within that block

Ideally, documentation will also include variable definitions and identification of other programs which call and are called by the program.

- For programs that are being converted from existing production programs, the new program will include all logical consistency, security, and error checking that occur in the existing program.
- Programs meet approved GUI design specifications.
- Minimally, program functionality meets the defined user requirements. Ideally, functionality delights the users and makes their tasks easier. Converted programs will at least support existing functionality and incorporate enhancements specified in the GUI design. Optimally, known outstanding enhancements, as noted in the conversion task list, will also be incorporated during conversion.

Procedures

Each program will be tested individually and in common work processes to ensure the system meets the acceptance criteria specified above. Testing procedures are:

1. Prior to loading programs to the Environmental Screening Tool Development server, programmers will test and correct their own work.
2. On the Development server, another programmer will review and test the code. This includes testing for code errors as well as a review of the code for in-line documentation and efficient programming techniques. Converted programs will be reviewed and tested by the author of the original code, if different from the current author. The program author will correct any errors and omissions and re-load to the Development server.
3. At least 24 hours prior to delivery to client, the application development project manager will review and test the program functionality to ensure it meets user requirements and GUI specifications. The program author will correct any errors and omissions and re-load to the Development server.

4. Following approval by the application development project manager, the program functionality will be reviewed by the client's technical project manager prior to release to users.
5. After approval by the client's technical project manager, the application will move to the Environmental Screening Tool Stage server for user testing.
6. Five to ten pre-selected users will perform their tasks on the application to ensure the programs are working properly. They will report their findings to the Environmental Screening Tool Help Desk via email. Program authors will resolve any errors and omissions prior to moving the application to Production.

NOT APPLICABLE. (The remainder of this document is not applicable to the Environmental Screening Tool because the work will be completed via existing contracts within the Central Environmental Management Office.)

TO BE COMPLETED BY THE STATE TECHNOLOGY OFFICE

Account

Billing/cost center account number assigned by the STO Customer Service Client Representative.

Client

Number assigned by STO for more specific billing information.

STO Customer Representative

STO staff identified as the project coordinator, responsibility of coordinating the STO project; can be STO Service Agreement Coordinator.

Estimated Cost Summary

For each area listed, summarize the estimated cost.

	Units (product or time)	Rate	Amount
Development			
Needs Assessment / Planning Stage Costs			
Software			
Hardware			
Application Development			
Training			
Total			

Cost Recovery Approach

Specify how the customer will be charged for the services.

The STO will invoice the Customer on a monthly basis for the identified general operating and maintenance support listed in this agreement. The STO must charge fees for services that are sufficient to recover all of the cost consistent with Circular No A-87 for STO operations. This is achieved through invoicing for service units that can be accurately counted and attributed to customers. When invoiced, the chargeable units represent the amount of customer usage of STO resources. The Customer agrees to pay invoices for services provided by the STO within 40 days of invoice receipt. Such payment will be made via journal transfer.

Estimated STO Resources

For each stage listed, specify the estimated resources that the stage will take to complete.

Testing

Implementation

Maintenance

Application Development			
Graphics			
Platform Services			
Database Support			

Development Team

All project development team members that will participate in the project and their required roles to the project.

Role	Name	Signature	FTE	Contact info.

Review Team

All review team members that will participate in the project and their required roles to the project.

Role	Name	Signature	FTE	Contact info.
Database Administration				
Security Officer				
Tech. Admin.				
Tech. Admin.				
Customer Service				
QA Analyst				
Customer Rep.				

Test Team

All test team members that will participate in the project and their required roles to the project.

Role	Name	Signature	FTE	Contact info.

Deliverables to Customer

List with description of the deliverable(s) that will be provided to the customer.

	Description

STO Training Requirements

List the training (software / hardware) needed by STO staff.

Name	Software	Hardware

Special Provisions

List or specify any special terms or agreements between the STO and the customer not specified in the document.

Customer must adhere to the State Technology Office's existing security policies, ADA compliance, and **Information Systems Development Methodology** located at:
<http://www.myflorida.com/myflorida/sto/isdm/index.html>.

Also, special notice should be given to root access concerns. Access to the 'root' directory, as a rule is only allowable during the setup and testing phase of the application development methodology. The only time limited exception is a 'pseudo' access setup during the operations phase prior to production. The 'pseudo' access effort will develop an access control listings of all users and rights based upon the 'Need to Know' principle. As soon as the 'pseudo' access control list is tested successfully, access to the root will be terminated. Therefore, the only access to the root, especially going toward production, will be a STO designated systems administrator.

II. Requirements Document

S:/technology projects/"agency name"/ "project name"/isdm/"project name"-requirements-versionX.extension"

III. Cost Estimate

S:/technology projects/"agency name"/ "project name"/isdm/"project name"-cost estimate-versionX.extension"

IV. Project Schedule

S:/technology projects/"agency name"/ "project name"/isdm/"project name"-project schedule-versionX.extension"

V. APPROVAL

All sections of this Rapid Development Plan are approved to proceed for the decision-making and structure of the project. Resources may be expended not to exceed the estimates provided in this document. Revisions will be made as necessary as the project progresses. The **Project Name** project has the support of the following senior management.

Approved By:

Customer Point of Contact, Office / Date

Functional Owner, Office / Date

Customer Relations Management / Date

Applications Development Management / Date

Financial Management / Date

Executive Management / Date

Comments

Comments	Initial

Enter comments and initial.

To be completed by STO staff only

Associated Technology Project Spending Plan Request?	Yes		No	
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(If yes, request should be submitted with plan for approval)

Technology Project Spending Plan Request

Budget in Current Spending Plan?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Project Name:	
Project Manager:	

Hardware

Description	Organization Code	Budget Category	Total

Software

Description	Organization Code	Budget Category	Total

Consulting/Contractor Services

Description	Organization Code	Budget Category	Total

Other (e.g., Training)

Description	Organization Code	Budget Category	Total

Project Total	\$
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Approval

Approved	<input type="checkbox"/>	Not Approved	<input type="checkbox"/>
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(check one)

Signature:	
Date:	
Comments:	
List any other Projects this will be associated with (other than this project)?	

Project Schedule

Environmental Screening Tool Implementation Schedule

Time Line	Action
January 2000 – December 2001	Participate in Agency meetings to determine technology requirements as process is defined
September 2000	Interagency Technology Work Group develops strategy for technology
January 2001	Demonstrate Initial Prototype of GIS application to Agency Working Group
July 2001	Implementation Plan and general requirements document complete
Fall 2001	<ul style="list-style-type: none"> Conduct Interagency GIS Workshops to refine data requirements Demonstrate refined prototype at FDOT Environmental Management conference
January 2002 – May 2002	Continue meeting with focus groups, task work groups and steering committee to refine prototype as general operating procedures are developed for the ETDM Process
June 2002	Conduct Mock Environmental Technical Advisory Team (ETAT) meeting to test EST and ETDM Process
July 2002 – February 2003	Revise prototype based on additional feedback on process as specific operating procedures are developed
March 2003	<ul style="list-style-type: none"> Begin Staged Implementation of ETDM Process EST will be released, but additional requirements and enhancements are anticipated as the ETDM Process is used for the first time
June 2003 – December 2003	Respond to priority enhancements identified during training
January 2004 – December 2004	Respond to enhancements identified during 1st year of ETDM implementation
October 2004 - October 2005	Convert existing site to new integrated interface
October - November 2005	<p>Testing Stage</p> <ul style="list-style-type: none"> Converted site moved to STAGE server Beta Testing with Target Users User handbook is completed Test team provide input to dev team Development Team corrects errors
November 2005	<p>Implementation Stage</p> <ul style="list-style-type: none"> User Training Conducted
December 2005	Converted site moved to Production server
January 2006	<p>Begin Maintenance Stage</p> <ul style="list-style-type: none"> Respond to priority enhancements identified from Task Work Groups and Steering Committee Respond to outstanding user enhancement requests
Program corrections and minor enhancements from this point forward are tracked in Bugzilla, the EST task management application. Milestones of major enhancements are listed below.	
February 2006	New Public Site requirements complete
March 2006	<ul style="list-style-type: none"> Public Site – Design Stage

Time Line	Action
	<ul style="list-style-type: none"> On-line Invoicing – Requirements and Design Complete Advance Notification/Federal Consistency – Requirements Complete
April 2006	<ul style="list-style-type: none"> Public Site – Development Stage Began Integrated Map Viewer – Design On-line Invoicing – Development Stage Began Advance Notification/Federal Consistency – Development
August 2006	Summary of Public Comment Report – Requirements/Design
September 2006	<ul style="list-style-type: none"> Summary of Public Comment Report – Development Integrated Map Viewer Development Began Performance Management System – Requirements
October 2006	<ul style="list-style-type: none"> Public Site – Testing Summary of Public Comment Report – Internal Testing Performance Management System – Design On-line Invoicing – Testing
October 31, 2006	Public Site Deployed to Production
November 2006	<ul style="list-style-type: none"> ETDM Coordinator and CLC Training on Public Site Performance Management System – Development Began
December 2006	<ul style="list-style-type: none"> Cumulative Effects Prototype Requirements complete On-line Invoicing – Production for historic data migration
January 2007	Cumulative Effects Prototype Development Began
February 2007	EDMS/EST Integration – Requirements began
April 2007	Advance Notification/Federal Consistency – Testing
May 2007	<ul style="list-style-type: none"> Advance Notification – Production Summary of SCE Comments Report – Requirements/Design/Development On-Line Invoicing – Initial Agency Training EDMS/EST Integration – Design/Development
June 2007	<ul style="list-style-type: none"> Summary of Public Comment Report – Production Summary of SCE Comments Report – Testing Performance Management System – Testing Began
July 2007	Cumulative Effects Prototype Testing
August 2007	<ul style="list-style-type: none"> SCE Map Tools – Design/Development EDMS/EST Integration – Testing of document transfer complete
September 2007	<ul style="list-style-type: none"> Integrated Map Viewer – Testing EDMS/EST Integration – Production SCE Ad Hoc Report – Development

Time Line	Action
October 2007	<ul style="list-style-type: none"> SCE Map Tools – Testing (part of new Map Viewer) SCE Ad Hoc Report – Testing
November 2007	<ul style="list-style-type: none"> Summary of SCE Comments Report – Production SCE Ad Hoc Report – Production
January 2008	<ul style="list-style-type: none"> Performance Management System – Production Invoicing System Enhancements – Design/Development
February 2008	<ul style="list-style-type: none"> CCI Enhancements – Design/Development Security Enhancements – Testing
March 2008	Security Enhancements – Production
May 2008	<ul style="list-style-type: none"> AN/Federal Consistency – Testing CCI Enhancements – Testing Invoicing System Enhancements – Testing Quality Assurance Reports – Design/Development
June 2008	<ul style="list-style-type: none"> AN/Federal Consistency – Production Invoicing Enhancements – Production
August 2008	<ul style="list-style-type: none"> CCI Enhancements – Production Integrated Map Viewer – Production Quality Assurance Reports – Testing
September 2008	Quality Assurance Reports – Production
October 2008	<ul style="list-style-type: none"> Project Tracker v 1 – Requirements/Design Invoicing – Offline Activity Log – Training Project Schedule Enhancements – Requirements/Design
November 2008	<ul style="list-style-type: none"> Project Tracker v 1 – Design/Development Project Schedule Enhancements – Development
December 2008	<ul style="list-style-type: none"> Project Tracker v 1 – Testing Project Tracker v 2 – Requirements/Design
January 2009	<ul style="list-style-type: none"> Project Tracker v 2 – Development Project Schedule Enhancements – Testing
February 2009	Project Schedule Enhancements – Production
March 2009	Document Review – Requirements
April 2009	Document Review – Design/Development
May 2009	Project Tracker – Training/Production
June 2009	<ul style="list-style-type: none"> Project Schedule – Training /Production Document Review – Testing

Time Line	Action
July 2009	SCE Participation Report – Requirements
August 2009	SCE Participation Report – Design
September 2009	<ul style="list-style-type: none"> 2010 ETDM Surveys – Planning/Requirements Performance Management Report Enhancements – Planning
October 2009	<ul style="list-style-type: none"> 2010 ETDM Surveys – Development Performance Management Report Enhancements – Requirements SCE Participation Report – Development
November 2009	Document Review – Production
December 2009	<ul style="list-style-type: none"> 2010 ETDM Surveys – Testing SCE Participation Report – Testing
January 2010	<ul style="list-style-type: none"> 2010 ETDM Surveys – Production Performance Management Report Enhancements – Design AN Package Simplification Enhancements – Planning Map Viewer/Editor Simplification Enhancements – Planning
February 2010	Performance Management Report Enhancements – Development/Testing
March 2010	<ul style="list-style-type: none"> Performance Management Report Enhancements – Production AN Package Simplification Enhancements – Requirements Map Viewer/Editor Simplification Enhancements – Requirements SCE Participation Report – Production
April 2010	<ul style="list-style-type: none"> AN Package Simplification Enhancements – Design and Development Site Search – Production
May 2010	Create AN Package Simplification – Testing and Production
June 2010	AN Transmittal List Simplification – Design and Development
July 2010	AN Transmittal List Simplification – Development and Testing
August 2010	<ul style="list-style-type: none"> EST Menu Simplification – Production AN Transmittal List Simplification – Production Calendar Simplification Enhancements – Requirements
September 2010	<ul style="list-style-type: none"> Map Viewer/Editor Simplification – Design Calendar Simplification Enhancements – Design GIS Analysis Results Report (Feature Level Analysis Results) – Requirements
October 2010	<ul style="list-style-type: none"> GIS Analysis Results Report (Feature Level Analysis Results) – Development Calendar Simplification Enhancements – Development
November 2010	Map Viewer/Editor Simplification – Development
December 2010	Local Agency Program Enhancements – Production

Time Line	Action
January 2011	Calendar Simplification Enhancements – Testing
February 2011	Map Viewer Simplification – Development
March 2011	Calendar Simplification – Testing
April 2011	<ul style="list-style-type: none"> • Calendar Simplification – Production • GIS Analysis Results Report (Feature Level Analysis Results) – Production • Map Viewer Simplification – Testing
May 2011	Map Viewer Simplification – Production
June 2011	Map Editor Simplification – Development
July 2011	Map Editor Simplification – Testing
August 2011	<ul style="list-style-type: none"> • Map Editor Simplification – Production • Project Tracker Simplification – Requirements

Updated Service Agreement

Updated Service Agreement

The Service Agreement for work associated with the Environmental Screening Tool (EST) subsequent to the first iteration of the EST is Contract No. BDC20 (originally numbered BC829, effective November 1, 2003 through October 31, 2007). Contract No. BDC20 has been extended, with effective dates of November 1, 2007 through October 31, 2011. Work on the EST has also been performed by URS as a subconsultant for Jacobs Carter Burgess under their Contract C8Q73 with the Florida Department of Transportation.

Assignments under Contract No. BDC20 and Contract C8Q73 have been authorized via the execution of Task Work Orders (TWOs). Services included in TWOs authorizing work associated with the EST for the period through August 31, 2011 are summarized below.

Copies of Contract No. BC829 (subsequently renumbered BDC20) and TWOs 7, 8, 9, 13, 14, 16, 17 and 20 are provided in **Appendix A** of this document. Copies of TWOs 26, 31, 34 and 35, covering work authorized through June 30, 2008 are provided in **Appendix B** of this document. A copy of TWO 41, which went into effect during the period of July 1 through December 31, 2008, is provided in **Appendix C**. Copies of TWOs 49, 54, 56 and 59 (for Contract No. BDC20) and Task Order 18 (for Contract C8Q73) are provided in **Appendix D**. Copies of TWOs 68, 72, 74, 90 and 91 (for Contract No. BDC20), covering work authorized through August 31, 2011, are provided in **Appendix E**.

Task Work Order 7 - ETDM/EST Existing Requirements Implementation

- Updated ISDM Design Document with information about the new architecture.
- Implementation of ICAR requirements.
- Initial Performance Measures Reports.
- Map Service Revisions to incorporate and re-classify new and existing data.
- Outstanding fixes, tasks and assignments. This list is dynamic and will be updated as new bugs or assignments are identified and prioritized.

Task Work Order 8 - Sociocultural Effects EST Enhancements

Public Access Site - Information Enhancements

- Public Access Site – Previous work laid the foundation for using the new Graphical User Interface (GUI) structure on the secure site. The GUI needs to be further refined to make it easier to find projects, reports, and use the map viewer.
- Stakeholder meetings to obtain public input on Public Access Site requirements.
- Research and development needed to make the site ADA (Section 508) compliant.
- Enhanced text and graphics for site.
- Increased “User Friendliness” for site.
- Summary description of environmental setting based on GIS analysis results.
- Finalized site based on technical considerations and public feedback.

Community Characteristics Inventory

- Conversion of Forms and Upgrade of Map Editor.

- Move CCI Map Editor to new EST environment and integrate with the Project Editor to make a combined Map Editor so that users will have to learn only one digitizing tool and it will be easier to use and maintain. Create database to accept the new fields required by the users, and update the digitizing tool to write to those fields.
- Complete linkage of mail labeler and map printer.
- Convert CCI report with enhancements, as applicable.

Design enhancements for the Environmental Screening Tool

- Meetings with EST Development Team and Cultural Resource representatives.
- Analysis of System capabilities and proposed Cultural Resource enhancements.
- Identify feasible and effective cultural resource modifications of the EST.
- Design EST revisions to incorporate cultural resource required enhancements.

Task Work Order 9 - Digitize and Geo-reference National Park Service Sites in Florida

- GIS database of National Park Service sites located in Florida.

Task Work Order 13 - Environmental Program Enhancements

- Electronic Enhancements to include cultural resource, sociocultural, and public involvement performance measures in an electronic reporting system for ETAT and FDOT.
- Electronic invoicing package for use by ETAT agencies with ETDM Funding Agreements.
- Meetings with CEMO and work groups to reach concurrence on approaches, action steps, desired outcomes, and assignments of tasks to complete required work.
- Training curriculum for program-related areas.

Task Work Order 14 - Community, Cultural, and Cumulative Effects

- An on-line contact list of locally listed resources.
- Map Viewer tool to view images associated with selected map features.
- Map Viewer tool to access FDOT's video log viewer through the EST.
- An on-line report of the summary of public comments entered into the EST for one or more projects.
- An ad hoc report of ETAT commentary.
- Pilot project and Prototype enhancements to the EST to test the evaluation of cumulative effects, based on recommendations of the Indirect and Cumulative Effects (ICE) Work Group.

Task Work Order 16 - Performance Measures System Implementation

- EST enhancements to support data collection, analysis and reporting needed to evaluate Performance Measures.
- User training sessions for Performance Measures enhancements.
- Updated EST Handbook and ISDM documents to reflect the Performance Measures enhancements.

Task Work Order 17 - EST Maintenance and Support

Computer Programming Support

- Following the EST Development Procedures, implement revisions to the EST programs according to priorities established by the CEMO as funding allows.

EST Maintenance and Administration

- Monitoring of the EST application, and identification and implementation of efficiencies to improve the speed and operation of the EST
- Deployment of open source software to support regression and concurrency testing.
- Development, design and deployment of new and modified programs using the EST development procedures. These procedures include tracking fixes and enhancements, QA/QC, and version control procedures. Coordinate with programmers to ensure new and modified programs meet established standards and integrate with existing EST components.
- Review of map services as GIS data are updated
- Update of application to remain current with supporting technology versions; for example, ArcGIS and Apache.
- Coordination and meetings with GeoPlan, Data Transfer Solutions, and CEMO as warranted and requested to discuss progress, resource assignments, and task plans.

Documentation

- Updated EST Handbook and Information System Development Methodology (ISDM) documentation to reflect updates as needed.

ETDM Coordination

- Presentations and supporting handouts for ongoing ETDM coordination meetings, as requested, to inform participants about the status of and plans for the EST.

Task Work Order 20 - Sociocultural Effects Evaluation Summary Report

- Development of a summary report on the EST for Sociocultural Effects (SCE) Evaluation.

Task Work Order 26 – Cumulative Effects Implementation

Enhancements to Cumulative Effects prototype – Activities include:

- Identify improvements for cumulative effects evaluation prototype and process
- Refine cumulative effects prototype based on feedback
- Coordinate with GeoPlan and Environmental Screening Tool (EST) Development Team to research and design solutions for integration of cumulative effects module into production EST

Documentation – Update user documentation and Information System Development Methodology (ISDM) deliverables

Task Work Order 31 – Agency Invoice System Enhancements

- Design, development, testing and documentation of enhancements to the ETDM On-line Agency Invoicing System.

Task Work Order 34 – CCI Module Maintenance and Support

- Design, development, testing and documentation of maintenance for the Community Characteristics Inventory Tools within the EST.

Task Work Order 35 – EST Maintenance and Support

Computer Programming Support – Implement priority EST enhancements, as funding allows and based on priorities established by CEMO. Programming support includes the following:

- Requirements analysis
- Program Design
- Development
- Testing
- Implementation

EST Maintenance and Administration – Ensure the optimum operation of the EST. Activities include:

- Monitor the EST application.
- Deploy open source software to support regression and concurrency testing.
- Oversee the development, design and deployment of new and modified programs using the EST development procedures.
- Review map services as GIS data are updated
- Update application to remain current with supporting technology versions.
- Coordinate and meet with GeoPlan, Data Transfer Solutions, and CEMO as warranted and requested to discuss progress, resource assignments and task plans.

Documentation – Update EST Handbook and Information System Development Methodology (ISDM) documentation to reflect updates, as needed.

ETDM Coordination – Support and attend ongoing ETDM coordination meetings, as requested. Provide presentations and supporting handouts to inform participants about the status and plans for the EST.

Task Work Order 41 – ETDM/EST Help Desk Support

- Provide full-time on-premise technology support to assist in day-to-day activities and in supporting environmental program computer needs, including EST.
- Develop and deliver training curriculum for hands-on or on-line training classes.
- Provide programming expertise working on correcting necessary EST bugs, as well as application development, coding, and implementing enhancements to existing or new applications during on-premise hours.
- The work will primarily be conducted on-premise, with some travel required to provide off-site training.

Task Work Order 49 - EST Programming Support

- Requirement analysis – meet with users and others as requested by CEMO in order to understand the new functionality needed in the EST. Prepare and deliver requirements documents, cost estimate and staffing recommendations.
- Program Design – identify database changes, layout of forms and reports, ensure security and integration with EST
- Development – write, test, and deploy new or modified computer programs on the EST development platform
- Testing – review new or modified computer programs on the EST stage platform
- Documentation – Update Information System Development Methodology (ISDM) documentation as required
- Implementation – Deploy computer programs onto the EST production server
- Coordinate and meet with members of the EST development team as warranted and requested to discuss progress, resource assignments and task plans.

Task Work Order 54 - EST Maintenance and Support

- **Computer Programming Support**

Implement priority EST enhancements, as funding allows and based on priorities established by CEMO. Enhancements are identified through several sources. First, ETDM working groups and the steering committee recommend improvements to the ETDM process which require technology support. These are usually the highest priority as they affect the ability of ETDM practitioners to perform new or modified tasks. This type of enhancement is anticipated in the upcoming year as project move into Project Development. Second, Department-wide initiatives are underway which may require modifications to the EST. Examples include compliance tracking and integration with the enterprise-wide Electronic Documentation System. Tasks under this work order would focus on requirements analysis, cost feasibility and scope development. Third, users often recommend enhancements which further improve the efficiency of their work flow. These are prioritized based on the number of users affected and the degree to which the enhancement is needed to support ETDM processes. Programming support includes the following:

- Requirement analysis – meet with users and others as requested by CEMO in order to understand the new functionality needed in the EST. Prepare and deliver requirements documents, cost estimate and staffing recommendations.
- Program Design – identify database changes, layout of forms and reports, ensure security and integration with EST
- Development – write, test, and deploy new or modified computer programs on the EST development platform
- Testing – review new or modified computer programs on the EST stage platform
- Implementation – Deploy computer programs onto the EST production server

- **EST Maintenance and Administration**

Monitor and maintain the optimum operation of the EST.

- Monitor the EST application. Identify and implement efficiencies to improve the speed and operation of the EST

- Oversee the development, design and deployment of new and modified programs using the EST development procedures. These procedures include tracking fixes and enhancements, QA/QC, and version control procedures. Coordinate programmers to ensure new and modified programs meet established standards and integrate with existing EST components.
- Review map services as GIS data are updated
- Update application to remain current with supporting technology versions; for example, ArcGIS and Apache.
- Coordinate and meet with GeoPlan, Data Transfer Solutions, and CEMO as warranted and requested to discuss progress, resource assignments and task plans.
- **Documentation**
 - Update EST Handbook and Information System Development Methodology (ISDM) documentation to reflect updates as needed.
- **ETDM Coordination**
 - Support and attend ongoing ETDM coordination meetings, as requested. Provide presentations and supporting handouts to inform participants about the status and plans for the EST.

Task Work Order 56 - EST Support

- **Computer Programming Support**

Implement priority EST enhancements, as funding allows and based on priorities established by CEMO. Enhancements are identified through several sources. First, ETDM working groups and the steering committee recommend improvements to the ETDM process which require technology support. These are usually the highest priority as they affect the ability of ETDM practitioners to perform new or modified tasks. This type of enhancement is anticipated in the upcoming year as project move into Project Development. Second, Department-wide initiatives are underway which may require modifications to the EST. Examples include compliance tracking and integration with the enterprise-wide Electronic Documentation System. Tasks under this work order would focus on requirements analysis, cost feasibility and scope development. Third, users often recommend enhancements which further improve the efficiency of their work flow. These are prioritized based on the number of users affected and the degree to which the enhancement is needed to support ETDM processes. Programming support includes the following:

 - Requirement analysis – meet with users and others as requested by CEMO in order to understand the new functionality needed in the EST. Prepare and deliver requirements documents, cost estimate and staffing recommendations.
 - Program Design – identify database changes, layout of forms and reports, ensure security and integration with EST
 - Development – write, test, and deploy new or modified computer programs on the EST development platform
 - Testing – review new or modified computer programs on the EST stage platform
 - Implementation – Deploy computer programs onto the EST production server
- **EST Maintenance and Administration**
 - Monitor and maintain the optimum operation of the EST.

- Monitor the EST application. Identify and implement efficiencies to improve the speed and operation of the EST
- Oversee the development, design and deployment of new and modified programs using the EST development procedures. These procedures include tracking fixes and enhancements, QA/QC, and version control procedures. Coordinate programmers to ensure new and modified programs meet established standards and integrate with existing EST components.
- Review map services as GIS data are updated
- Update application to remain current with supporting technology versions; for example, ArcGIS and Apache.
- Coordinate and meet with GeoPlan, Data Transfer Solutions, and CEMO as warranted and requested to discuss progress, resource assignments and task plans.
- **Documentation**
 - Update EST Handbook and Information System Development Methodology (ISDM) documentation to reflect updates as needed.
- **ETDM Coordination**
 - Support and attend ongoing ETDM coordination meetings, as requested. Provide presentations and supporting handouts to inform participants about the status and plans for the EST.

Task Work Order 59 - ETDM/EST Help Desk Support

- Provide full-time on-premise technology support to assist in day-to-day activities and in supporting environmental program computer needs, including EST.
- Develop and deliver training curriculum for hands-on or on-line training classes.
- Provide programming expertise working on correcting necessary EST bugs, as well as application development, coding, and implementing enhancements to existing or new applications during on-premise hours.
- The work will primarily be conducted on-premise, with some travel required to provide off-site training.

Task Order 18, Contract C8Q73, CB Task Work Order 4 - Environmental Impact Statement (EIS) Review Technology Support

- Develop EIS Review Checklist – work with Environmental Management Office (EMO) staff to identify a checklist(s) to help ensure that reviews of EISs are consistent and complete.
- Develop a web-based application, which EMO staff can use to record comments about draft environmental documents that have been submitted to their office for review. Use the web-based application that URS previously created for reviewing the ETDM Manual as a prototype to refine requirements and technical specifications. Computer programming includes the following sub-tasks:
 - Requirements analysis – meet with CEMO staff in order to assess user requirements of the application. Prepare and deliver requirements documents.
 - Program Design – identify functional and database specifications, and layout of forms and reports
 - Development – write, test, and deploy computer programs on the Environmental Screening Tool (EST) development platform

- Testing – review new or modified computer programs on the EST stage platform
- Implementation – Deploy computer programs onto the EST production server
- Documentation – Provide documentation of the application in accordance to CEMO Information System Development Methodology (ISDM) requirements (including technical and user documentation)
- Meetings and Coordination – Attend meetings and coordinate with project staff as required.

Task Work Order 68 - EST Simplification

- **Usability Testing** – Using the Department's Go To meeting facilities, conduct interactive testing with selected users to determine specific recommendations about improving the user interface of the EST for the following situations:
 - Preparing Advance Notifications
 - Integrated Map Viewer/Editor interface
 - Assisting the infrequent user
- **Computer Programming** – Based on priorities established by the Department Project Manager and as funding allows, develop and modify computer programs on the EST to enhance the ease of use. Programming tasks include the following:
 - Requirement analysis – meet with users and others as requested by the Department Project Manager in order to understand the functionality needed in the EST
 - Program Design – identify database changes, layout of forms and reports, ensure security and integration with EST
 - Development – write, test, and deploy new or modified computer programs on the EST development platform
 - Testing – review new or modified computer programs on the EST stage platform
 - Implementation – Deploy computer programs onto the EST production server
- **Documentation** – Update EST Handbook and Information System Development Methodology (ISDM) documentation to reflect updates as needed.
- **Meetings and Coordination** – Support and attend project meetings, as requested. Provide presentations and supporting handouts to inform participants about the status and plans for the EST. Provide meeting notes as requested.

Task Work Order 72 - EST Maintenance and Support

- **Computer Programming Support** – Implement priority EST enhancements, as funding allows and based on priorities established by CEMO. Programming support includes the following:
 - Requirement analysis – meet with users and others as requested by CEMO in order to understand the new functionality needed in the EST. Prepare and deliver requirements documents, cost estimate and staffing recommendations.
 - Program Design – identify database changes, layout of forms and reports, ensure security and integration with EST

- Development – write, test, and deploy new or modified computer programs on the EST development platform
- Testing – review new or modified computer programs on the EST stage platform
- Implementation – Deploy computer programs onto the EST production server
- **EST Maintenance and Administration**
 - Monitor and maintain the optimum operation of the EST
 - Monitor the EST application. Identify and implement efficiencies to improve the speed and operation of the EST
 - Oversee the development, design and deployment of new and modified programs using the EST development procedures. These procedures include tracking fixes and enhancements, QA/QC, and version control procedures. Coordinate programmers to ensure new and modified programs meet established standards and integrate with existing EST components.
 - Review map services as GIS data are updated
 - Update application to remain current with supporting technology versions; for example, ArcGIS and Apache
 - Coordinate and meet with GeoPlan, Data Transfer Solutions, and CEMO as warranted and requested to discuss progress, resource assignments and task plans
- **Documentation**
 - Update EST Handbook and Information System Development Methodology (ISDM) documentation to reflect updates as needed
- **ETDM Coordination**
 - Support and attend ongoing ETDM coordination meetings, as requested. Provide presentations and supporting handouts to inform participants about the status and plans for the EST

Task Work Order 74 - EST Enhancements for Corridor Analysis Process

- Provide technical support staff to modify the Environmental Screening Tool to support the new corridor analysis process (CAP) to link planning activities with the National Environmental Policy Act (NEPA) process. Tasks include the following:
 - Prepare detailed requirements and plan work
 - Create Project Development Screening Event Corridor Analysis Report
 - Customize Planning and Programming Screening Summary Reports to include Corridor Analysis
 - Methodology memo review and sign-off
 - Update project description to include normal screening, plus Corridor Analysis and emails
 - Update GIS Analysis to identify Corridor Analysis data layers, distances, and analysis
 - Update “Eliminated but considered tool” to have email sent to lead and request concurrence (tool, emails, management)
 - Update EEDMS with new document types

- Update public site to show new types
- Create user documentation
- Provide a webinar training session for users

Task Work Order 90 - ETDM Public Web Site Simplification

- **Usability Testing** – Using the Department's Go To meeting facilities, conduct interactive testing with selected users to determine specific recommendations about improving the user interface of the ETDM Public Web Site.
- **Computer Programming** – Based on priorities established by the Department Project Manager and as funding allows, develop and modify computer programs on the ETDM Public Web Site and the EST to enhance the ease of use. Programming tasks include the following:
 - Requirement analysis – meet with users and others as requested by the Department Project Manager in order to understand the functionality needed in the EST.
 - Program Design – identify database changes, layout of forms and reports, ensure security and integration with EST
 - Development – write, test, and deploy new or modified computer programs on the EST development platform
 - Testing – review new or modified computer programs on the EST stage platform
 - Implementation – Deploy computer programs onto the EST production server
- **Documentation** – Update user documentation and Information System Development Methodology (ISDM) documentation to reflect updates as needed.
- **Meetings and Coordination** – Support and attend project meetings, as requested. Provide presentations and supporting handouts to inform participants about the status and plans for the ETDM Public Web Site. Provide meeting notes as requested.

Task Work Order 91 - Noise Enhancement to Environmental Screening Tool

- **Computer Programming** – Based on priorities established by the Department Project Manager and as funding allows, develop and modify computer programs on the EST to incorporate the Noise issue into the Environmental Screening Tool. Programming tasks include the following:
 - Requirement analysis – meet with users and others as requested by the Department Project Manager in order to understand the functionality needed in the EST
 - Program Design – identify database changes, layout of forms and reports, ensure security and integration with EST
 - Development – write, test, and deploy new or modified computer programs on the EST development platform
 - Testing – review new or modified computer programs on the EST stage platform
 - Implementation – Deploy computer programs onto the EST production server
- **Documentation** – Update user documentation and Information System Development Methodology (ISDM) documentation to reflect updates as needed.

- **GIS Mapping** – Using existing data in the EST, create a Noise issue map on the EST interactive map viewer and to be used in the Hard Copy Map feature.
- **Meetings and Coordination** – Support and attend project meetings, as requested. Provide meeting notes as requested.

Appendix A



Florida Department of Transportation

JEB BUSH
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JOSÉ ABREU
SECRETARY

November 6, 2003

Mr. Gary Phillips
Senior Transportation Engineer
URS Corporation
3676 Hartsfield Road
Tallahassee, Florida 32303

Dear Mr. Phillips:

Subject: Notice to Proceed
URS Corporation
Environmental Program Performance Management
Contract Number: BD 829
PR-10977/ DO3413
Issue Date: October 30, 2003
Vendor Number: F592087895012
Organization Code/E.O/VR/Object: 55210000985 PD 131521
Financial Number: 40708513204/41506412803
Amount: \$400,000

This letter serves as Notice to Proceed, as of October 30, 2003, with full implementation of the work outlined in Contract Number BD-829, Direct Order 03413/PR 10977. Secured funding for FY 03/04 totals \$400,000.00, which includes \$300,000.00 for the Performance Measures portion and \$100,000.00 for the Florida Department of Community Affairs ETAT member. Each of the subsequent Fiscal Years, subject to Legislative approval will be funded to the same amount. This contract ends four (4) years from the above date.

A copy of PR 10977 was electronically sent to Ms. Anne Rhodes in the amount of \$400,000.00, which authorizes expenditures of these funds as prescribed in Contract BD-829 and Direct Order 03413 for FY 03/04.

At the Notice to Proceed meeting held this day, we discussed the scope of staffing activities and management of this contract.

Please ensure that all correspondence refers to the Purchase Requisition/Direct Order Number and Financial Numbers mentioned above.

Mr. Gary Phillips
November 6, 2003
Page 2

Please contact me at (850) 410-5884 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Carl McMurray". The signature is fluid and cursive, with the first name "Carl" being more prominent.

Carl McMurray
Project Manager

CM/mh

Attachments

cc: Leroy Irwin
Larry Barfield
Bob Crim
Buddy Cunill
Joan Durden
Sandra Whitmire
Comptroller (MS42)
Procurement Office (MS20)

**State of Florida
Department of Transportation**



**REQUEST FOR PROPOSALS (RFP)
Contract No. BD 829
Environmental Program Performance Management
RFP-DOT-03/04-9007-JP**

November 1, 2003 thru October 31, 2007

PROPOSAL TO: Florida Department Of Transportation
Procurement Office, MS 20
605 Suwannee Street
Tallahassee, Florida 32399-0450

Telephone Number: (850) 414-4568

STATE OF FLORIDA
REQUEST FOR PROPOSAL

CONTRACTUAL SERVICES
Bidder Acknowledgment

PROPOSALS WILL BE OPENED September 17, 2003 @ 3:00 P.M.
and may not be withdrawn within _____ days after such date and time.

PROPOSAL NO.
RFP-DOT-03/04-9007-JP

AGENCY MAILING DATE: _____ **PROPOSAL TITLE:** Environmental Program Performance Management

STATE PURCHASING SUBSYSTEM (SPURS) VENDOR NUMBER
F59-208-7895-012

VENDOR NAME
URS Corporation Southern

VENDOR MAILING ADDRESS

3676 Hartsfield Road

CITY - STATE - ZIP

Tallahassee, Florida 32303

AREA CODE

PHONE NUMBER 850-574-3197

FREE NUMBER 1-800-366-3197

REASON FOR NO PROPOSAL

POSTING OF BID TABULATIONS

Bid tabulations with recommended awards will be posted for review by interested parties at the location where bids were opened and will remain posted for a period of 72 hours. Failure to file a protest within the time prescribed in Section 120.57(3), or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Posting will be on or about 09/30/2003

I certify that this Proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Proposal and certify that I am authorized to sign this Proposal for the Proposer and that the Proposer is in compliance with all requirements of the Request for Proposal including but not limited to, certification requirements. In submitting a Proposal to an agency for the State of Florida, the Proposer offers and agrees that if the Proposal is accepted, the Proposer will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the State of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the Proposer.

AUTHORIZED SIGNATURE (MANUAL)

James L. Mayo, Vice President

AUTHORIZED SIGNATURE (TYPED) TITLE

GENERAL CONDITIONS

SEALED PROPOSALS: All proposal sheets and this original acknowledgment form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE PROPOSAL PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the date and time of the proposal opening and the proposal number. Proposal prices not submitted on attached proposal price sheets when required shall be rejected. All proposals are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

- EXECUTION OF PROPOSAL:** Proposal must contain a manual signature of authorized representative in the space provided above. Proposal must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by proposer to his proposal price must be initialed. The company name and SPURS vendor number shall appear on each page of the bid as required. Complete ordering instructions must be submitted with the proposal. If you are not a registered vendor with the Department of Management Services, contact State Purchasing, 4050 Esplanade Way, Suite 360, Tallahassee, FL 32399-0950, (850) 487-4634 immediately.
- NO PROPOSAL SUBMITTED:** If not submitting a proposal, respond by returning only this proposer acknowledgment form, marking it "NO PROPOSAL" and explain the reason in the space provided above. Failure to respond to a procurement solicitation without giving justifiable reason for such failure, non-conformance to contract conditions, or other pertinent factors deemed reasonable and valid shall be cause for removal of the supplier's name from the proposal mailing list. NOTE: To qualify as a respondent, proposer must submit a "NO PROPOSAL", and it must be received no later than the stated proposal opening date and hour.
- PROPOSAL OPENING:** Shall be public, on the date, location and the time specified on the acknowledgment form. It is the proposer's responsibility to assure that his proposal is delivered at the proper time and place of the proposal opening. Proposals which for any reason are not so delivered, will not be considered. Offers by telegram or telephone are not acceptable. A proposal may not be altered after opening of price proposals. NOTE: Principal tabulations will be furnished upon written request with an enclosed, self-addressed, stamped envelope and payment of a predetermined fee. Proposal files may be examined during normal working hours by appointment. Proposal tabulations will not be provided by telephone.
- PRICES, TERMS AND PAYMENT:** Firm prices shall be proposed and include all services rendered to the purchaser.
 - TAXES:** The State of Florida does not pay Federal Excise and Sales Taxes on direct purchases of services. See tax exemption number on face of purchase order. This exemption does not apply to purchases of services in the performance of contracts for the improvement of state-owned real property as defined in Chapter 192, F.S.
 - DISCOUNTS:** Cash discounts for prompt payment shall not be considered in determining the lowest net cost for proposal evaluation purposes.
 - MISTAKES:** Proposers are expected to examine the conditions, scope of work, proposal prices, extensions, and all instructions pertaining to the services involved. Failure to do so will be at the proposer's risk. Unit prices bid will govern in a award.

(d) **INVOICING AND PAYMENT:** The contractor shall be paid upon submission of properly certified invoices to the purchaser at the prices stipulated on the contract at the time the order is placed, after delivery and acceptance of goods, less deductions if any, as provided. Invoices shall contain the contract number, purchase order number and the contractor's SPURS vendor number. An original and three (3) copies of the invoice shall be submitted. The final payment shall not be made until after the contract is complete unless the State has agreed otherwise. Invoices for fees or other compensation for services or expenses submitted in accordance with the rates at or below those specified in Sections 112.061 and 287.058, F.S. INTEREST PENALTIES: Payment shall be made in accordance with Section 215.422, F.S., which states the contractor's rights and the State agency's responsibilities concerning interest penalties and time limits for payment of invoices. **VENDOR RESPONSE SYSTEM:** To access an interactive Voice Response System for vendor payment inquiry, Vendors may call (850) 413-7269 between 7 a.m. and 6 p.m. Monday through Friday to check on the status of payments by State agencies. The system can accommodate English and Spanish speaking callers. **VENDOR OMBUDSMAN:** Vendors providing goods and services to an agency should be aware of the following time frames. Upon receipt, an agency has five (5) working days to inspect and approve the goods and services, unless the bid specifications, purchase order or contract specifies otherwise. An agency has 20 days to deliver a request for payment (voucher) to the Department of Banking and Finance. The 20 days are measured from the latter of the date the invoice is received or the goods and services are received, inspected and approved. If a payment is not available within 40 days, a separate interest penalty set by the Comptroller pursuant to Section 215.03 F.S., will be due and payable, in addition to the invoice amount, to the vendor. To obtain the applicable interest rate, contact the agency purchasing office. The interest penalty provision applies after a 35 day time period to health care providers, as defined by rule. Interest penalties of less than one (1) dollar will not be enforced unless the vendor requests payment. Invoices which have to be returned to a vendor because of vendor preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the agency. A Vendor Ombudsman has been established within the Department of Banking and Finance. The duties of this individual include acting as an advocate of vendors who may be experiencing problems in obtaining timely payments from a State agency. The Vendor Ombudsman may be contacted at (850) 488-2924 or by calling the State Comptroller's Hotline, 1-800-848-3792. State Purchasing shall review the conditions and circumstances surrounding non-payment, and unless there is a bona fide dispute, State Purchasing may, in writing, authorize the contractor's supplier to reject and return purchase orders from said agency until such time as the agency complies with the provisions of Section 215.422, F.S.

(e) **ANNUAL APPROPRIATIONS:** The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

- CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, F.S. Proposers must disclose with their proposal the name of any officer, director, or agent who is also an employee of the State of Florida, or any of its agencies. Further, all proposers must disclose the name of any State employee who owns, directly or indirectly, an interest of five (5%) or more in the proposer's firm or any of its branches. In accordance with Chapter 287, F.S., no person or firm receiving a contract that has not been procured pursuant to Section 287.057(2) or (3), F.S., to perform a feasibility study of the potential implementation of a subsequent contract, participating in the drafting of a request for proposals, or developing a program for future implementation shall be eligible to contract with the agency for any contracts dealing with that specific subject matter, and proposers must disclose with their proposal any such conflict of interest.

AWARDS: As the best interest of the State may require, the right is reserved to reject any and all proposals or waive any minor irregularity or technicality in proposals received. Proposers are cautioned to make no assumptions unless their proposal has been evaluated as being responsive. All awards made as a result of this proposal shall conform to applicable Florida Statutes.

INTERPRETATIONS/DISPUTES: Any questions concerning conditions and specifications shall be directed in writing to this office for receipt no later than ten (10) days prior to the bid opening. Inquiries must reference the date of bid opening and bid number. No interpretation shall be considered binding unless provided in writing by the State of Florida in response to requests in full compliance with this provision. Any person who is adversely affected by a State Purchasing decision or intended decision concerning a procurement solicitation or contract award and who wants to protest such decision or intended decision shall file a protest in compliance with Chapter 28-110, Florida Administrative Code. Failure to file a protest within the time prescribed in Section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, F.S.

NOTICE OF BID PROTEST BONDING REQUIREMENT: Any person who files an action protesting a decision or intended decision pertaining to contracts administered by State Purchasing or a State agency pursuant to Section 120.57(3), F.S., shall post with State Purchasing or the State agency at the time of filing the formal written protest, or within the 10 day period allowed for filing the formal written protest, a bond payable to the State Purchasing or the State agency in an amount equal to 1 percent of State Purchasing or State agency's estimate of the total volume of the contract or \$5,000, whichever is less, which bond shall be conditioned upon the payment of all costs which may be adjudged against him in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. For protest of decisions or intended decisions of State Purchasing pertaining to agencies' requests for approval of exceptional purchases, the bond shall be in the amount equal to 1 percent of the requesting agency's estimate of the contract amount for the exceptional purchase requested or \$5,000, whichever is less. In lieu of a bond State Purchasing or the State agency may, in either case, accept a cashier's check or money order in the amount of the bond. FAILURE TO FILE THE PROPER BOND AT THE REQUIRED TIME WILL RESULT IN A DENIAL OF THE PROTEST.

9. **GOVERNMENTAL RESTRICTIONS:** In the event any governmental restrictions may be imposed which would necessitate alteration of the material quality of the services offered on this proposal to their completion, it shall be the responsibility of the successful proposer to notify the purchaser at once, indicating in his letter the specific regulation which required an alteration, including any price adjustments occasioned thereby, or to cancel the contract at no further expense to the State.

10. **DEFAULT:** Failure to perform according to this proposal and/or resulting contract shall be cause for your firm to be found in default in which event any and all procurement costs may be charged against your firm. Any violations of these stipulations may also result in:
a) Contractor's name being removed from State Purchasing vendor mailing list.
b) all State agencies being advised not to do business with the contractor without written approval of State Purchasing.

11. **LEGAL REQUIREMENTS:** Applicable provisions of all Federal, State, county and local laws, and of all ordinances, rules, and regulations shall govern development, submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a proposal response hereto and the State of Florida, by and through its officers, employees and authorized representatives, or any person, natural or otherwise; and lack of knowledge by any proposer shall not constitute a cognizable defense against the legal effect thereof.

12. **ADVERTISING:** In submitting a proposal proposer agrees not to use the results therefrom as a part of any commercial advertising.

13. **ASSIGNMENT:** Any Purchase Order issued pursuant to this request for proposal and the monies which may become due hereunder are not assignable except with the prior written approval purchaser.

14. **LIABILITY:** On any contract resulting from this proposal the proposer shall hold and save the State of Florida, its officers, agents, and employees harmless against claims by third parties resulting from the contractor's breach of this contract or the contractor's negligence. This requirement does not apply to contracts between governmental agencies.

15. **FACILITIES:** The State reserves the right to inspect the proposer's facility at any time with prior notice.

16. **CANCELLATION:** The State shall have the right of unilateral cancellation for refusal by the contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, F.S., and made or received by the contractor in conjunction with the contract.

17. **PUBLIC RECORDS:** Any material submitted in response to this Request for Proposal will become a public document pursuant to Section 119.07, F.S. This includes material which the responding proposer might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, defective after opening pursuant to Section 119.07, F.S.

STATE OF FLORIDA, DEPARTMENT OF: of Transportation

BY: _____

Authorized Agency Signature

Contract Number REP-DOT-03/04-9007-JP

Effective _____

Date

EXHIBIT "C"
"PRICE PROPOSAL" FORM
Environmental Program Performance Management

<u>Personnel Classifications</u>	<u>Hourly Billing Rate*</u>
<u>Consultant /Project Manager</u>	<u>\$108.67</u>
<u>Planner</u>	<u>\$44.80</u>
<u>Environmental Specialist</u>	<u>\$43.14</u>
<u>Program Developer/Manager</u>	<u>\$66.37</u>
<u>Clerical</u>	<u>\$41.01</u>

*The Hourly Billing Rate shall include the costs of salaries, overhead, fringe benefits and operating margin. Authorized Travel will be reimbursed in accordance with Section 112.061, Florida Statutes. The Hourly Billing Rates shall be used for the original contract period and for any renewals.



Revised 10/20/2003

EXHIBIT A

SCOPE OF SERVICES

FOR THE DEVELOPMENT OF
THE FLORIDA DEPARTMENT OF TRANSPORTATION'S
ENVIRONMENTAL PROGRAM PERFORMANCE MANAGEMENT

The purpose of this exhibit is to describe the scope of work and the responsibilities of the CONSULTANT and the DEPARTMENT in connection with completing the required services.

TABLE OF CONTENTS

- I. Purpose
- II. Study Objectives
- III. Services to be Performed
- IV. Project Document Reviews and Quality Control
- V. Meetings
- VI. SubContracts
- VII. Program Assignments
- VIII. Study Requirements and Provisions of Work
 - a. Project Schedule
 - b. Key Personnel
 - c. Beginning and Length of Service
 - d. Progress Reporting

SECTION I. PURPOSE

The Department, the Federal Highway Administration (FHWA), and numerous federal, state and local agencies have established through interlocal agreements a process, in the State of Florida, to implement environmental streamlining pursuant to Section 1309 of the Transportation Efficiency Act for the Twenty-first Century (TEA21). The Florida process is called Efficient Transportation Decision-making(ETDM). This scope of services outlines general CONSULTANT services required to ensure:

- 1. full implementation of the interagency agreements;

- 2 . establishment of a process for open communication, full coordination and consultation on the ETDM process and its elements;
- 3 . development of performance measures, a reporting system and a monitoring program for environmental program areas, including ETDM and
- 4 . development of a 5-Year Strategic Plan and an Action Plan based on FDOT's Business Model for environmental program areas, including ETDM.
- 5 . development of customer service initiative based on FDOT's Business Model for environmental program areas, including ETDM.
- 6 . on-premise technical support of the Department of Community Affairs (DCA) as an Environmental Technical Advisory Team (ETAT) member in implementing the ETDM process.
- 7 . general program staffing support (4 individual staff members) for all program areas outlined in this scope of services.
- 8 . full implementation of the Department's Water Program, Permit Program and Wildlife and Ecology Program
- 9 . full implementation of the Department's Project Development and Environment Process (PD&E)

SECTION II. STUDY OBJECTIVES

The Department seeks to obtain a CONSULTANT to perform a range of services, on an as directed basis, for policy, administrative rule, procedure, interagency agreement, intergovernmental coordination, legislation, program development and training purposes to assist the Department in the development, enhancement and full implementation of the interagency agreements which implement the ETDM Process in the State of Florida compatible with Section 1309 of TEA21 and the agreements themselves. The CONSULTANT shall provide "on-premise" staff to the Department in addition to a full service capability from the CONSULTANT to meet the services to be performed.

SECTION III. SERVICES TO BE PERFORMED

The CONSULTANT will provide any of the following services contained herein, if and when required by the DEPARTMENT:

- 1 . Assist the Department as directed in the full implementation of the Interagency Agreements. This will include the development of organizational policies, procedures, rules, legislation, joint integrated planning processes, meetings, workshops, intergovernmental coordination activities, public involvement activities, program networking, development of memoranda of agreement, conflict mediation and training.
- 2 . Assist the Department in the establishment of an ETAT coordination and consultation network including meetings, workshops, training sessions, communication methods, methods for addressing program, policy or procedure issues and recommended changes, methods for decision documentation and agreement. Assisting the Department and ETAT agencies in full implementation of any recommended course of action.

- 3 . Assist the Department in the establishment and development of performance based measures and a monitoring program for all environmental program areas including identification of performance measures; the establishment of baseline performance data; the establishment of a collection system; the establishment of a reporting system and a monitoring program with an organizational feedback mechanism. The Performance Program must be based on the concepts embodied in FHWA's Environmental Management System (EMS) Initiative for Environmental Stewardship.
- 4 . Assist the Department in the development of a 5-Year Strategic Plan and an Action Plan for environmental program development based on FDOT's Business Model as applied to the all environmental program areas. This includes all activities essential to organizing, meeting facilitation, record keeping, report writing, 5-Year Strategic and Action Plan development and monitoring.
- 5 . Assist the Department in developing Customer Service surveys and customer service initiatives for all environmental program areas based on FDOT's Business Model including the identification of program customers, customer needs, recommended program changes, the establishment of baseline data; the establishment of a reporting system and a monitoring program with a organizational feedback mechanism.
- 6 . At the Department's direction provide one (1) on-premise technical staff support to DCA, as an ETAT representative, related to full implementation of the ETDM process regarding growth management, land use, coastal zone issues and proposed transportation projects as defined in the ETDM interagency agreements with DCA and as directed by DCA management as part of staffing duties related to FDOT projects. The Consultant will provide staff to fulfill DCA participation in the ETDM process and, as directed by DCA management, will provide technical assistance to insure the transportation improvement as proposed complies with applicable federal and state regulations under DCA's jurisdiction and fulfills applicable NEPA regulations and environmental permitting requirements.
- 7 . At the Department's direction, the CONSULTANT will assist the Department with three (3) on-premise technical staff to provide general program support and staffing, as directed, in such areas as the review and evaluation of FHWA and AASHTO policy and program initiatives, transportation planning and NEPA related federal regulations, advisories, guidances, and state laws, rules and administrative procedures that could impact the interagency agreements and any other environmental program area. The CONSULTANT will make recommendations to the Department concerning updating the interagency agreements and updating FDOT programs, policies, procedures, manuals, and training; and assist the Department in updating and developing the same to integrate and fully address both existing and proposed federal and state legislation and regulatory requirements that would affect the Department's environmental program areas. The CONSULTANT will assist the Department on managing the business programs and providing technical assistance and training to the Districts on implementing the interagency agreements and related

environmental and business program activities as directed by the DEPARTMENT. The CONSULTANT will provide computer technical support staff to assist the Department in day-to-day activities and in supporting environmental program computer needs including ETDM.

8. As directed by the Department, the CONSULTANT will provide staffing to assist in the operation of the Department's Water Quality Program, Permit Program, and Wildlife and Ecology Program. Related to the areas of water quality, permitting and wildlife and endangered species the services provided will include, but are not limited to, reviewing and making recommendation to the Department of federal and state laws, rules and regulations affecting these program areas; updating and revising the PD&E Manual, updating, revising or developing Department related procedures, guidelines, rules, manuals, training materials, conducting staff training for District personnel, performing quality assurance reviews, participating in meetings and any other related duties and responsibilities as required.
9. As directed by the Department, the CONSULTANT will provide staffing to assist in the operation of the Department's Project Development and Environment Process and Program (PD&E). Technical support for the PD&E area will include, but is not be limited to, reviewing and making recommendation to the Department on all federal and state laws, rules and regulations affecting NEPA and the project development process; updating and revising the PD&E Manual, updating, revising or developing Department related procedures, guidelines, rules, manuals, training materials, conducting staff training for District personnel, performing quality assurance reviews, participating in meetings and any other related duties and responsibilities as required.

SECTION IV. PROJECT DOCUMENT REVIEWS AND QUALITY CONTROL

All documents and materials prepared by the CONSULTANT will be reviewed by the DEPARTMENT. The CONSULTANT is responsible for providing all items requested in a professional manner. Accordingly, it is expected that all submittals shall be complete, accurate, neat and timely. To this end, the CONSULTANT shall review the documents following a Quality Control Plan that shall be provided to the DEPARTMENT by the CONSULTANT at the Notice to Proceed Meeting. This plan must be approved by the DEPARTMENT, and include within it, as a minimum, the following:

All documents shall receive a thorough CONSULTANT'S independent peer review prior to any submittal to the DEPARTMENT'S Project Manager. Documents shall be reviewed for adherence to established FDOT criteria and completeness at each phase of overall quality and accuracy.

SECTION V. MEETINGS

The CONSULTANT shall attend a meeting scheduled by the DEPARTMENT to receive the

official Notice to Proceed. The purpose of this introductory meeting is three-fold:

1. The DEPARTMENT will provide all relevant information in its possession.
2. The DEPARTMENT will establish any ground rules upon which the services to be performed will be developed.
3. The DEPARTMENT will explain the financial administration of the contract.

The CONSULTANT will also attend, participate and support, as needed and as directed, any meetings, necessary to coordinate and consult with other agencies, local governments or citizens groups in regards to the services to be performed.

SECTION VI. SUBCONTRACTS

Due to the nature and scope of the required services, it may be desirable for the CONSULTANT to subcontract portions of the work. The CONSULTANT shall be authorized to subcontract certain services, as agreed to by the DEPARTMENT Project Manager, subject to the provisions of this document. The subcontracting firm must be approved in writing by the DEPARTMENT Project Manager prior to initiation of any work on the services to be performed.

SECTION VII. PROGRAM ASSIGNMENTS

The CONSULTANT will perform work associated with the services outlined in Section III. Program services shall be assigned on an "on call" basis. The CONSULTANT will provide "on-premises" staff to work daily with and at the direction of the DEPARTMENT Project Manager. All services must conform to DEPARTMENT standards and applicable federal and state regulations and guidelines pertaining to ETDM, NEPA, transportation planning and environmental permitting.

Related to staffing DCA, the CONSULTANT will perform work associated with the services outlined in Section III, paragraph 6. DCA staffing services shall be assigned by DCA management on an "on call" basis. The CONSULTANT will provide "on-premises" staff to work daily with and at the direction of DCA management. All services must conform to DCA and DEPARTMENT standards and applicable federal and state regulations and guidelines pertaining to ETDM, NEPA, transportation planning, growth management, comprehensive planning, land use and environmental permitting. DCA will provide an invoice and report as specified in Section VIII, paragraph c. Progress Reporting.

At the discretion of the Project Manager, for each program service assignment not handled directly by on-premise CONSULTANT staff, the CONSULTANT may be required to respond with a written proposal (Scope of Service) of the service to be performed, the tasks to be conducted to accomplish the service, a schedule with project starting and ending dates and a manpower and cost estimate. The cost estimate must show personnel, job classification, areas of specialty, percent of time devoted to each task and the estimated cost of the project. The CONSULTANT will provide a written proposal (Scope of Services) within ten (10) working

days of receiving a work request from the Project Manager of the DEPARTMENT. Once the DEPARTMENT and the CONSULTANT agree as to services to be performed, and document same in a written proposal along with the associated costs, the DEPARTMENT Project Manager shall furnish the CONSULTANT a Purchase Order. Unless the work is required in response to an emergency declaration by the DEPARTMENT, no work shall be performed by the CONSULTANT until receipt of a Purchase Order. This would likely occur on large project assignments requiring additional CONSULTANT staff. All documents and materials shall undergo a quality control review by the CONSULTANT and the Department prior to publication.

Copies of all correspondence and memos regarding public and agency contacts will be provided to the DEPARTMENT. The CONSULTANT will maintain frequent face-to-face and telephone contact with the DEPARTMENT Project Manager.

SECTION VIII. STUDY REQUIREMENTS AND PROVISIONS FOR WORK

a. Key Personnel

The CONSULTANT'S work shall be performed generally "on-premises" by the key personnel identified in the written proposal by the CONSULTANT. Any changes in the indicated personnel shall be subject to review and approval by the DEPARTMENT. CONSULTANT personnel shall have knowledge, skills and experience in the following areas: (1) To support performance management and program development areas: business plan development, environmental management systems development, environmental program development, performance based planning, customer service planning, process development and management, conflict mediation, strategic planning, meeting facilitation, meeting planning and conduct, intergovernmental coordination, and negotiation skills; the development and preparation of interagency agreements, policies, procedures, and program manuals; the development of training courses and conduct of same; and record keeping. (2) To support the natural and biological areas and PD&E areas: environmental permit process rules and regulations and compliance at the federal and state levels, NPDES permit process and compliance, wetlands functional assessment for National Environmental Policy Act (NEPA) compliance under FHWA regulations and FDOT's PD&E Manual, and permit compliance, wetland evaluation report development, wetland mitigation planning, preparation of an endangered species biological assessment, Essential Fish Habitat Assessment, wildlife ecological studies and threatened and endangered species surveys and assessments to comply with NEPA and the related federal and state laws. To support the PD&E process: the CONSULTANT must have knowledge, skills and experience in all areas of the Department's PD&E process including total familiarization with all federal and state laws affecting the PD&E process; the PD&E Manual; and the ability to conduct training and quality assurance review. 3) In service to DCA the Consultant must also have knowledge of DCA regulations and experience in growth management, comprehensive planning, land use planning and transportation planning. 4) To support the technology area: expertise in personal computers and various programs and Geographic Information System (GIS) skills. Personnel must have knowledge of the following decision-making processes and associated regulations: urban transportation planning, National Environmental Policy Act (NEPA), and environmental

permitting as practiced in the State of Florida. Personnel must possess good written and oral communication skills.

The DEPARTMENT will provide office space, office furnishing, supplies, a computer and internet connection for the CONSULTANT "on-premise" staff, similar to that provided to DEPARTMENT personnel.

b. Beginning and Length of Service

The length of time for completion of all services for this contract is forty-eight (48) months from receipt of the Purchase Order for this Agreement. Services to be provided by the CONSULTANT under this Agreement will be initiated and completed as directed by the Project Manager for the DEPARTMENT.

c. Progress Reporting

The CONSULTANT shall provide on a monthly basis written progress reports which describe the work performed five (5) days prior to invoicing. These written progress reports shall be sent, via U.S. Mail, to the Project Manager for the DEPARTMENT. Judgment on whether work of sufficient quality and quantity has been accomplished will be made by the Project Manager by comparing the reported percent complete against actual work accomplished. These monthly progress reports are required to document progress from the previous month, problems encountered and their solutions, adherence to schedules, percentage of completion and planned activities for the next month and shall be filed regardless of the filing of an invoice.

EXHIBIT "B"
METHOD OF COMPENSATION

1.0 PURPOSE:

This Exhibit defines the limits and method of compensation to be made to the vendor for services set forth in Exhibit "A" and the method by which payments shall be made.

2.0 ASSIGNMENT OF WORK:

All work assignments shall be completed in accordance with Exhibit "A", Scope of Services. Services to be provided on each project will be initiated and completed as directed by the Department's Project Manager. A "Letter of Authorization" (LOA) or Purchase Order will be issued for each project scheduled.

3.0 COMPENSATION:

The Budgetary Ceiling is \$400,000.00 Fiscal Year 03/04.

This is a Term Contract for an Indefinite Quantity where by the Contractor agrees to furnish services during a prescribed period of time. The specific period of time completes such a contract. The Department, based upon need and availability of budget, may increase or decrease the Budgetary Ceiling by Amendment.

4.0 ESTABLISHMENT OF LETTER OF AUTHORIZATION (LOA) AMOUNT/MAXIMUM AMOUNT PER ASSIGNMENT:

For each "Letter of Authorization" (LOA) the Department, following the Scope of Services as set forth in Exhibit "A", shall prepare an estimate or work and price based on the rates established in Exhibit "C". Once an acceptable Maximum Amount has been agreed upon by the Contractor and the Department's Project Manager, an (LOA) or Purchase Order will be issued by the Department. All work assignments shall be completed within the term of this agreement. **NOTE: Contract Manager shall ensure the following wording is included on the Purchase Order: "In accordance with Contract Number BD 829."**

5.0 PAYMENT:

Payments shall be made at the contract hourly billing rates as established in Exhibit "C", attached hereto and made a part thereof. The contract hourly billing rates shall include the costs of salaries, overhead, fringe benefits and operating margin. Payment for expenses shall be made on the basis of actual allowable cost incurred as authorized and approved by the Department.

The Contractor shall submit monthly invoices (3 copies) in a format acceptable to the Department. Payment shall be made to the Contractor for work completed, as approved by the Department.

6.0 DETAILS OF THE BILLING RATES:

Details of the Billing Rates for the performance of services set forth in Exhibit "A" are attached as Exhibit "C" Price Proposal.

Procurement No. RFP-DOT-03/04-9007-JP

1. SERVICES AND PERFORMANCE

- A. The Department does hereby retain the Vendor to furnish, within the manner and at the location specified, certain services, information, and items as specified in the competitive procurement documents, the Purchase Order, and attached Exhibits which are integral parts of this Purchase Order contract.
- B. Before any additions or deletions to the work described in this Purchase Order, and before undertaking any changes or revisions to such work, the Department shall issue a Change Order covering such modifications and the compensation to be paid therefor.
- C. All tracings, plans, specifications, maps, computer files and reports prepared or obtained under this Purchase Order, as well as all data collected, together with summaries and charts derived therefrom, shall be considered works made for hire and shall become the property of the Department upon completion or termination without restriction or limitation on their use and shall be made available, upon request, to the Department at any time during the performance and upon completion or termination of this Purchase Order. Upon delivery to the Department of said document(s), the Department shall become the custodian thereof in accordance with Chapter 119, Florida Statutes. The Vendor shall not copyright any material and products or patent any invention developed under this Purchase Order. The Department shall have the right to visit the site for inspection of the work and the products of the Purchase Order at any time.
- D. All final plans, documents, reports, studies and other data prepared by the Vendor shall bear the professional's seal/signature, in accordance with the applicable Florida Statute that governs and Administrative Rules promulgated by the Department of Business and Professional Regulation, and guidelines published by the Department, in effect at the time of execution of this Purchase Order. In the event that changes in the statute or rules create a conflict with the requirements of the published guidelines, requirements of the statute and/or rules shall take precedence.
- E. The Vendor agrees to provide project schedule progress reports in a format acceptable to the Department and at intervals established by the Department. The Department shall be entitled at all times to be advised, at its request, as to the status of work being done by the Vendor and of the details thereof. Coordination shall be maintained by the Vendor with representatives of the Department, or of other agencies interested in the project on behalf of the Department. Either party to this Purchase Order may request and be granted a conference.
- F. All services shall be performed by the Vendor to the satisfaction of the Director who shall decide all questions, difficulties and disputes of any nature whatsoever that may arise under or by reason of this Purchase Order. The Director's decision upon all claims, questions and disputes shall be final and binding upon all parties. Adjustments of compensation and contract time because of any major changes in the work that may become necessary or desirable shall be left to the absolute discretion of the Director.

Reference herein to the Director shall mean the Department's State Highway Engineer.

2. TERM

- A. Subsequent to issuing of the Purchase Order, the services to be rendered by the Vendor shall commence and be completed by the date specified on the Purchase Order.
- B. **EXTENSIONS.** In the event that circumstances arise which make performance by the Vendor impracticable or impossible within the time allowed or which prevent a new contract from being executed, the Department, in its discretion, may grant an extension of this Purchase Order. Extension of this Purchase Order shall be in writing for a period not to exceed six (6) months and shall be subject to the same terms and conditions set forth in this Purchase Order; provided the Department may, in its discretion, grant a proportional increase in the total dollar amount based on the method and rate established herein. There shall be only one extension of this Purchase Order unless the failure to meet the criteria set forth in this Purchase Order for completion of this Purchase Order is due to events beyond the control of the Vendor.

It shall be the responsibility of the Vendor to ensure at all times that sufficient time remains in the Project Schedule within which to complete services on the project. In the event there have been delays which would affect the project completion date, the Vendor shall submit a written request to the Department which identifies the reason(s) for the delay and the amount of time related to each reason. The Department will review the request and make a determination as to granting all or part of the requested extension.

3. COMPENSATION AND PAYMENT

- A. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the State Comptroller under section 215.422(14), Florida Statutes.

- B. If this Purchase Order involves units of deliverables, then such units must be received and accepted in writing by the Contract Manager prior to payments.
- C. Bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof.
- D. Bills for travel expenses specifically authorized in this agreement shall be submitted and paid in accordance with Section 112.061, Florida Statutes.
- E. Vendors providing goods and services to the Department should be aware of the following time frames. Upon receipt, the Department has five (5) working days to inspect and approve the goods and services, unless the Purchase Order specifies otherwise. The Department has 20 days to deliver a request for payment (voucher) to the Department of Banking and Finance. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved.
- F. If a payment is not available within 40 days, a separate interest penalty as established pursuant to Section 215.422(3)(b), Florida Statutes, will be due and payable, in addition to the invoice amount, to the Vendor. Interest penalties of less than one (1) dollar will not be enforced unless the Vendor requests payment. Invoices which have to be returned to Vendor because of Vendor preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.
- G. A vendor ombudsman has been established within the Department of Banking and Finance. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (904) 488-2924 or by calling the State Comptroller's Hotline, 1-800-848-3792.
- H. Records of costs incurred under terms of this Purchase Order shall be maintained and made available upon request to the Department at all times during the period of this Purchase Order and for three years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred includes the Vendor's general accounting records and the project records, together with supporting documents and records, of the Vendor and all subcontractors performing work on the project, and all other records of the Vendor and subcontractors considered necessary by the Department for a proper audit of costs.
- I. The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the Comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding one year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the State of Florida's performance and obligation to pay under this Purchase Order is contingent upon an annual appropriation by the Legislature.

4. INDEMNITY AND PAYMENT FOR CLAIMS

- A. **INDEMNITY:** The Vendor shall indemnify and hold harmless the Department, its officers and employees from liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Vendor and persons employed or utilized by the Vendor in the performance of this Purchase Order.

It is specifically agreed between the parties executing this Purchase Order that it is not intended by any of the provisions of any part of the Purchase Order to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to this Purchase Order to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Purchase Order.

PAYMENT FOR CLAIMS: The Vendor guaranties the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Vendor or any subcontractor, in connection with the Purchase Order. The Department's final acceptance and payment does not release the Vendor's bond until all such claims are paid or released.

5. COMPLIANCE WITH LAWS

- A. The Vendor shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Vendor in conjunction with this Purchase Order. Failure by the Vendor to grant such public access shall be grounds for immediate unilateral cancellation of this Purchase Order by the Department. However, upon receipt of any such public records request, the Vendor shall immediately notify the Department's Contract Manager and secure his prior written consent before releasing such records.

- B. The Vendor agrees that it shall make no statements, press releases or publicity releases concerning this Purchase Order or its subject matter or otherwise disclose or permit to be disclosed any of the data or other information obtained or furnished in compliance with this Purchase Order, or any particulars thereof, during the period of the Purchase Order, without first notifying the Department's Contract Manager and securing prior written consent. The Vendor also agrees that it shall not publish, copyright, or patent any of the data developed under this Purchase Order, it being understood that such data or information are works made for hire and the property of the Department.
- C. The Vendor shall comply with all federal, state and local laws and ordinances applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, national origin, age, or disability in the performance of work under this Purchase Order.
- D. The Vendor shall carry and keep in force Worker's Compensation insurance as required for the State of Florida under the Worker's Compensation Law.
- E. If the Vendor is licensed by the Department of Business and Professional Regulation to perform the services herein contracted, then Section 337.162, Florida Statutes, applies as follows:
 - (1) If the Department has knowledge or reason to believe that any person has violated the provisions of state professional licensing laws or rules, it shall submit a complaint regarding the violations to the Department of Business and Professional Regulation.
 - (2) Any person who is employed by the Department and who is licensed by the Department of Business and Professional Regulation and who, through the course of the person's employment, has knowledge to believe that any person has violated the provisions of state professional licensing laws or rules shall submit a complaint regarding the violations to the Department of Business and Professional Regulation. Failure to submit a complaint about the violations may be grounds for disciplinary action pursuant to Chapter 455, Florida Statutes, and the state licensing law applicable to that licensee.
 - (3) Any complaints submitted to the Department of Business and Professional Regulation are confidential and exempt from Section 119.07(1), Florida Statutes, pursuant to Chapter 455, Florida Statutes, and applicable state law.
- F. The Vendor covenants and agrees that it and its employees shall be bound by the standards of conduct provided in applicable Florida Statutes and applicable rules of the Board of Business and Professional Regulation as they relate to work performed under this Purchase Order. The Vendor further covenants and agrees that when a former state employee is employed by the Vendor, the Vendor will require that strict adherence by the former state employee to Sections 112.313 and 112.3185, Florida Statutes, is a condition of employment for said former state employee. These statutes will by reference be made a part of this Purchase Order as though set forth in full. The Vendor agrees to incorporate the provisions of this paragraph in any subcontract into which it might enter with reference to the work performed pursuant to this Purchase Order.

6. TERMINATION AND DEFAULT

- A. This Purchase Order may be cancelled by the Department in whole or in part at any time the interest of the Department requires such termination. The Department further reserves the right to terminate or cancel this Purchase Order in the event an assignment be made for the benefit of creditors
- B. If the Department determines that the performance of the Vendor is not satisfactory, the Department shall have the option of (a) immediately terminating the Purchase Order, or (b) notifying the Vendor of the deficiency with a requirement that the deficiency be corrected within a specified time, otherwise the Purchase Order will be terminated at the end of such time, or (c) take whatever action is deemed appropriate by the Department.
- C. If the Department requires termination of the Purchase Order for reasons other than unsatisfactory performance of the Vendor, the Department shall notify the Vendor of such termination, with instructions as to the effective date of termination or specify the stage of work at which the Purchase Order is to be terminated.
- D. If the Purchase Order is terminated before performance is completed, the Vendor shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed an amount which is the same percentage of the Purchase Order price as the amount of work satisfactorily completed is a percentage of the total work called for by this Purchase Order. All work in progress will become the property of the Department and will be turned over promptly by the Vendor.

ASSIGNMENT AND SUBCONTRACTS

- A. The Vendor shall maintain an adequate and competent staff so as to enable Vendor to timely perform under this Purchase Order and must be authorized to do business within the State of Florida and may associate with it such subcontractors, for the purpose of its services hereunder, without additional cost to the Department, other than those costs within the limits and terms of this Purchase Order. The Vendor is fully responsible for satisfactory completion of all subcontracted work. The Vendor, however, shall not sublet, assign or transfer any work under this Purchase Order

to other than subcontractors specified in the proposal, bid and/or Purchase Order without the prior written consent of the Department.

B. Check the appropriate box:

☐ The following provisions are not applicable to this Purchase Order:

☐ The following provision is hereby incorporated in and made a part of this Purchase Order:

It is expressly understood and agreed that any articles which are the subject of, or required to carry out this Contract shall be purchased from a nonprofit agency for the blind or for the severely handicapped that is qualified pursuant to Chapter 413, Florida Statutes, in the same manner and under the procedures set forth in Section 413.036(1) and (2), Florida Statutes; and for purposes of this Contract the person, firm, or other business entity carrying out the provisions of this Contract shall be deemed to be substituted for the state agency insofar as dealings with such qualified nonprofit agency are concerned.

☐ The following provision is hereby incorporated in and made a part of this Purchase Order:

It is expressly understood and agreed that any articles which are the subject of, or required to carry out this Purchase Order shall be purchased from the corporation identified under Chapter 946, Florida Statutes, in the same manner and under the procedures set forth in Section 946.515(2) and (4), Florida Statutes; and for purposes of this Purchase Order the person, firm, or other business entity (Contract Vendor) carrying out the provisions of this Purchase Order shall be deemed to be substituted for this agency (Department) insofar as dealings with such corporation are concerned.

The "corporation identified" is Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE). Available pricing, products, and delivery schedules may be obtained by contacting:

PRIDE Enterprises
12425 – 28th Street, North
St. Petersburg, Florida 33716-1826
Telephone: (800) 643-8459

☒ This Purchase Order involves the expenditure of Federal funds and hence, Section 946.515, Florida Statutes, as noted above, does not apply. However, Appendix I is applicable to all parties and is hereof made a part of this Purchase Order.

8. MISCELLANEOUS

- A. The Vendor and the Department agree that the Vendor, its employees, and subcontractors are not agents of the Department as a result of this Purchase Order for purposes other than those set out in Section 337.274, Florida Statutes.
- B. All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.
- C. This Purchase Order embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Purchase Order shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties hereto.
- D. It is understood and agreed by the parties hereto that if any part, term or provision of this Purchase Order is by the courts held to be illegal or in conflict with any law of the State of Florida, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Purchase Order did not contain the particular part, term or provision held to be invalid.
- E. This Purchase Order shall be governed by and construed in accordance with the laws of the State of Florida.
- F. In any legal action related to this Purchase Order, instituted by either party, the Vendor hereby waives any and all privileges and rights it may have under Chapter 47 and Section 337.19, Florida Statutes, relating to venue, as it now exists or may hereafter be amended, and any and all such privileges and rights it may have under any other statute, rule, or case law, including, but not limited to those grounded on convenience. Any such legal action may be brought in the appropriate Court in any county chosen by the Department and in the event that any such legal action is filed by the Vendor, the Vendor hereby consents to the transfer of venue to the county chosen by the Department upon the Department filing a motion requesting the same.
- G. If this Purchase Order involves the purchase or maintenance of machines or computer hardware/software or licensed programs, Appendix II may be applicable and is made part of this Purchase Order if attached.

H. Time is of the essence as to each and every obligation under this Purchase Order.

ATTACHMENT 1

MyFloridaMarketPlace Transaction Fee

The State of Florida through the Department of Management Services ("Department") has instituted MyFloridaMarketPlace, a statewide eProcurement system. Pursuant to section 287.057(23), Florida Statutes (2002), all payments shall be assessed a Transaction Fee of one percent (1.0%), which the vendor shall pay to the State.

For payments within the State accounting system (FLAIR or its successor), the Transaction Fee shall, when possible, be automatically deducted from payments to the vendor. If automatic deduction is not possible, the vendor shall pay the Transaction Fee pursuant to Rule 60A-1.031(2), F.A.C. By submission of these reports and corresponding payments, vendor certifies their correctness. All such reports and payments shall be subject to audit by the State or its designee.

The vendor shall receive a credit for any Transaction Fee paid by the vendor for the purchase of any item(s) if such item(s) are returned to the vendor through no fault, act, or omission of the vendor. Notwithstanding the foregoing, a Transaction Fee is non-refundable when an item is rejected or returned, or declined, due to the vendor's failure to perform or comply with specifications or requirements of the agreement.

Failure to comply with these requirements shall constitute grounds for declaring the vendor in default and recovering reprocurement costs from the vendor in addition to all outstanding fees. VENDORS DELINQUENT IN PAYING TRANSACTION FEES MAY BE EXCLUDED FROM CONDUCTING FUTURE BUSINESS WITH THE STATE.

On a quarterly calendar basis, each vendor registered in MyFloridaMarketPlace shall report and pay the Transaction Fee amount that has not been automatically deducted, using Form PUR 3776 (07/03)**, which is hereby incorporated by reference. All information provided by the vendor is material and will be relied upon by the Department in administering MyFloridaMarketPlace. Failure to file a report shall be deemed a representation by the vendor that it had no reportable sales for the quarter and that it owes no Transaction Fees. Any knowing and material misstatement shall be treated as fraudulent concealment from the State of the true facts relating to the conduct of the vendor's business with the State. A misrepresentation shall be punishable under law, including, but not limited to, Chapter 817 of the Florida Statutes, and shall be grounds for precluding the vendor from doing future business with the State.



December 13, 2005

Carl McMurray
General Contract Manager
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450

Re: **Environmental Program Performance Management Contract**
Task Work Order 7: ETDM/EST Existing Requirements Implementation
Contract Number: BDC20
Financial Number: 41506422819

Dear Mr. McMurray:

Attached for your review and approval is TWO 7, which includes a Scope of Services (Attachment A) and Cost Estimate (Attachment B). TWO 7 consists of providing staff to complete a number of outstanding enhancements to the ETDM Environmental Screening Tool, as described in the Scope of Services.

If you have any questions, please do not hesitate to contact me at (850) 402-6362.

Sincerely,

David Rae, PE, PTOE, AICP
Project Manager
URS Corporation

Attachments

Peter McGilvray, FDOT Project Manager

12-13-05

Date

Carl McMurray, General Contract Manager

12/15/05

Date

ATTACHMENT A

SCOPE OF SERVICES

Task Work Order 7: ETDM/EST Outstanding Requirements Implementation

Environmental Program Performance Management Contract

Contract Number: BDC20

Financial Number: 41506422819

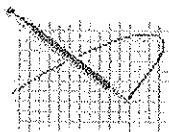
SERVICES TO BE PROVIDED

The Department has requested technical support staff to implement outstanding requirements for the Environmental Screening Tool (EST). The work tasks include the following:

- Update ISDM Design Document with information about the new architecture
- Implementation of ICAR requirements
- Initial Performance Measures Reports (additional work to be determined through requirements analysis in separate TWO)
- Feasibility Study to research the cost benefits between moving the EST servers to FDOT or keeping them at GeoPlan for long term
- Map Service Revisions to incorporate and re-classify new and existing data
- Outstanding fixes, tasks and assignments (see attached list). This list is dynamic and will be updated as new bugs or assignments are identified and prioritized
- Immediate technical assistance, as needed (budget estimate based on previous project history)

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from December 19, 2005 through October 31st, 2006. Work will be completed by Ruth Roaza, Michael Konikoff, Lorenzo Crosby, Sarah Van Wart or through the existing subcontract with Data Transfer Solutions. Any proposed change in staff will require mutual agreement by both parties and an amendment to this task work order (temporary staffing assignments excluded – temporary means less than 3 weeks). The estimated cost for this Time and Materials Task Work Order with a cap of \$220,080 (see Attachment B) which is not to be exceeded. This is a “lump sum” Task Work Order. Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports. A summary report is required at the end of the TWO documenting all work accomplished.



Ruth
Roaza/Tallahassee/URSCorp

01/06/2006 02:30 PM

To Jordan Smith/Tallahassee/URSCorp@URSCorp, Terri
Alexander/Tallahassee/URSCorp@URSCORP,
Peter.McGilvray@dot.state.fl.us

cc

bcc

Subject revised spreadsheet for TWO 7

As promised this morning, here is the revised spreadsheet for TWO 7. Note, the total is the same as the final authorized amount (\$220,080.71). I removed the DTS hours from the top section, and made sure all subtotals were added in the grand total.

Pete - I'm still working on the other spreadsheets for you.

Ruth Roaza
GIS Project Manager
URS-Tallahassee
1625 Summit Lake Drive
Tallahassee, FL 32317
(850)402-6373
ruth_roaza@urscorp.com

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Task Work Order 7 Existing Requirements Implementation_revision_3.xls

Corrected Attachment B

ATTACHMENT B

Central Environmental Management Office

TWO 7: ETDM/EST Existing Requirements Implementation

Dec 19th, 2005 - October 31, 2006

URS	Employee Category	Hourly Rate	Hours	Cost	% of Total
2	Project Manager - Ruth Roaza	\$108.67	620	\$ 67,375.40	30.6%
10	Senior Programmer - Michael Konikoff	\$82.00	672	\$ 55,104.00	25.0%
11	Programmer - Lorenzo Crosby/Esner	\$66.37	561	\$ 37,233.57	16.9%
Subtotal Labor Hours					72.6%
Subtotal Labor Dollars					\$ 159,712.97
DTS Transfer Solutions -					
Sub-consultant Employee Category					
1	Project Manager - Allen Ibaugh	\$108.67	10	\$ 1,086.70	0.5%
2	Assistant Project Manager - Jill Stanford	\$96.30	24	\$ 2,311.20	1.1%
3	Planner - Stephanie Liskey	\$62.50	16	\$ 1,000.00	0.5%
4	Senior Programmer - R. Phillips/C. Carte	\$82.00	480	\$ 39,360.00	17.9%
5	Programmer - D. Bryan/A. Rizvi/M. Digby	\$66.37	94	\$ 6,238.78	2.8%
Subtotal Labor Hours					624
Subtotal Labor Dollars					\$ 49,996.68
		Units	Price per Unit	# of Units	
Air Fare	trips	\$200.00		0	\$ - 0.0%
Hotel	nights	\$100.00		0	\$ - 0.0%
Per Diem	days	\$50.00		0	\$ - 0.0%
Car Rental	days	\$50.00		6	\$ 300.00 0.1%
Duplication/Report Printing					\$ 36.06 0.0%
Color Graphics					\$ - 0.0%
Computer Chargers					\$ - 0.0%
Postage/Delivery Service					\$ - 0.0%
Video Services					\$ - 0.0%
Equipment Rental/Purchase					\$ - 0.0%
Expendables					\$ - 0.0%
Miscellaneous - Charlotte Kelley		\$45.00		223	\$ 10,035.00 4.6%
Subtotal Direct Expenses					\$ 10,371.06 4.7%
TOTAL LABOR & DIRECT EXPENSES					\$ 220,080.71 77.3%

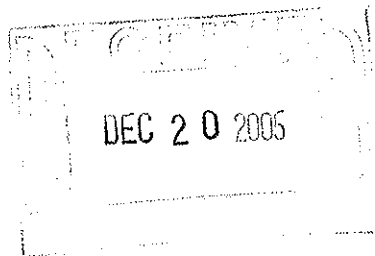
ATTACHMENT B

Central Environmental Management Office

TWO 7: ETDM/EST Existing Requirements Implementation

Dec 19th, 2005 - October 31, 2006

URS	Employee Category	Hourly Rate	Hours	Cost	% of Total
1	Tech Peer Review	\$163.50		\$ -	0.0%
2	Project Manager	\$108.67	463	\$ 50,314.21	22.9%
3	Assistant Project Manager	\$96.30	336	\$ 32,356.80	14.7%
4	Senior Planner	\$84.60		\$ -	0.0%
5	Program Developer/Manager - Field	\$66.37		\$ -	0.0%
6	Planner	\$62.50		\$ -	0.0%
7	Planner - Field	\$44.80		\$ -	0.0%
8	Environmental Specialist - Field	\$43.14		\$ -	0.0%
9	Clerical	\$41.01		\$ -	0.0%
10	Senior Programmer	\$82.00	986	\$ 80,852.00	36.7%
11	Programmer	\$66.37	710	\$ 47,122.70	21.4%
Subtotal Labor Hours			2,495		95.7%
Subtotal Labor Dollars				\$ 210,645.71	
DTS Transfer Solutions -					
	Sub-consultant Employee Category	Hourly Rate	Hours	Cost	% of Total
1	Project Manager	\$108.67	10	\$ 1,086.70	0.5%
2	Assistant Project Manager	\$96.30	24	\$ 2,311.20	1.1%
3	Planner	\$62.50	16	\$ 1,000.00	0.5%
4	Senior Programmer	\$82.00	480	\$ 39,360.00	17.9%
5	Programmer	\$66.37	94	\$ 6,238.78	2.8%
Subtotal Labor Hours			4,225		22.7%
Subtotal Labor Dollars				\$ 49,996.68	
	Units	Price per Unit	# of Units		
Air Fare	trips	\$200.00	0	\$ -	0.0%
Hotel	nights	\$100.00	0	\$ -	0.0%
Per Diem	days	\$50.00	0	\$ -	0.0%
Car Rental	days	\$50.00	6	\$ 300.00	0.1%
Duplication/Report Printing				\$ -	0.0%
Color Graphics				\$ -	0.0%
Computer Chargers				\$ -	0.0%
Postage/Delivery Service				\$ -	0.0%
Video Services				\$ -	0.0%
Equipment Rental/Purchase				\$ -	0.0%
Expendables				\$ -	0.0%
Miscellaneous - Charlotte Kelley		\$45.00	203	\$ 9,135.00	4.2%
Subtotal Direct Expenses				\$ 9,435.00	4.3%
TOTAL LABOR & DIRECT EXPENSES				\$ 220,080.71	100.0%



December 13, 2005

Carl McMurray
General Contract Manager
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450

Re: **Environmental Program Performance Management Contract**
Task Work Order 8: Sociocultural Effects EST Enhancements
Contract Number: BDC20
Financial Number: 41506422819

Dear McMurray:

Attached for your review and approval is TWO 8, which includes a Scope of Services Attachment A) and Cost Estimate (Attachment B). TWO 8 consists of revisions to the ETDM Environmental Screening Tool involving enhancements to the public access site, community characteristics inventory, and the assessment of enhancements to the cultural resource management module.

If you have any questions, please do not hesitate to contact me at (850) 402-6362.

Sincerely,

David Rae, PE, PTOE, AICP
Project Manager
URS Corporation

Attachments

George Ballo, FDOT Project Manager

12/13/05

Date

Carl McMurray, General Contract Manager

12/15/05

Date

ATTACHMENT A

SCOPE OF SERVICES

Task Work Order 8: Sociocultural Effects EST Enhancements

Environmental Program Performance Management Contract

Contract Number: BCD20

Financial Number: 41506422819

SERVICES TO BE PROVIDED

The Department has requested technical support staff to implement outstanding requirements to support sociocultural effects evaluation EST Modules involving the Public Access/Information Site, Community Characteristics Inventory, and the management of Cultural Resources. The work task includes the following:

1. Public Access Site - Information Enhancements

- Public Access Site – work to-date has laid the foundation for using the new Graphical User Interface (GUI) structure on the secure site. The GUI needs to be further refined to make it easier to find projects, reports, and use the map viewer.
- Hold “Stakeholder” meetings to obtain public input on Site requirements.
- Research and development is needed to make the site ADA (Section 508) compliant.
- Enhance text and graphics of site.
- Increase “User Friendliness” of site.
- Complete summary description of environmental setting based on GIS analysis results.
- Display prototype to Stakeholders for review and comment
- Finalize site based on technical considerations and public feedback

2. Community Characteristics Inventory

- Complete conversion of Forms and Upgrade Map Editor.
- CCI Map Editor has been moved to new EST environment. It now needs to be integrated with the Project Editor to make a combined Map Editor so that users will have to learn only one digitizing tool and it will be easier to use and maintain. The database has been created to accept the new fields required by the users, but the digitizing tool needs to be updated to write to those fields.
- Complete linkage of mail labeler and map printer.
- Convert CCI report with enhancements, as applicable.

3. Design enhancements of EST as recommended by Cultural Resources Task Work Group

Previously, the EST development team reviewed the White Paper produced by the Work Group to determine requirements for enhancements to the EST. Initial review of the White Paper produced by the Work Group suggests that some proposed enhancements may not be feasible.

- Meetings required with EST Development Team and Cultural Resource representatives.
- Analysis of System capabilities and proposed cultural resource enhancements required.
- Feasible and effective cultural resource modifications of the EST are to be identified.
- Design EST revisions to incorporate cultural resource required enhancements.
- Develop Task Work Order for implementation of EST cultural resource design changes.

SCHEDULING, RESOURCES, AND COMPENSATION

The duration of this TWO is from December 19, 2005 through June 30, 2006. Work will be completed by Ruth Roaza, Sarah Van Wart, Charlotte Kelley or through the existing subcontract with Data Transfer Solutions. Any proposed change in staff will require mutual agreement by both parties and an amendment to this task work order (temporary staffing assignments excluded – temporary means less than 3 weeks). The cost for this Time and Materials TWO with a cap of \$128,737 (see cost attachment B) which is not to be exceeded. This is a “lump sum” Task Work Order. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports. A summary report will be submitted at the completion of the TWO documenting all the work accomplished.

ATTACHMENT B

Central Environmental Management Office

TWO 8: SCE Enhancements Task Work Order

Dec 19th, 2005 - June 30, 2006

Employee Category	Hourly Rate	Hours	Cost	% of Total
1 Tech Peer Review	\$163.50		\$ -	0.0%
2 Project Manager	\$108.67	288	\$ 31,296.96	24.3%
3 Assistant Project Manager	\$96.30		\$ -	0.0%
4 Senior Planner	\$84.60		\$ -	0.0%
5 Program Developer/Manager - Field	\$66.37		\$ -	0.0%
6 Planner	\$62.50	80	\$ 5,000.00	3.9%
7 Planner - Field	\$44.80		\$ -	0.0%
8 Environmental Specialist - Field	\$43.14		\$ -	0.0%
9 Clerical	\$41.01		\$ -	0.0%
10 Senior Programmer	\$82.00	1,120	\$ 91,840.00	71.3%
11 Programmer	\$66.37		\$ -	0.0%
Subtotal Labor Hours		1,488		99.5%
Subtotal Labor Dollars			\$ 128,136.96	
	Units	Price per Unit	# of Units	
Air Fare	trips	\$200.00	0	\$ - 0.0%
Hotel	nights	\$100.00	2	\$ 200.00 0.2%
Per Diem	days	\$50.00	2	\$ 100.00 0.1%
Car Rental	days	\$50.00	6	\$ 300.00 0.2%
Duplication/Report Printing				\$ - 0.0%
Color Graphics				\$ - 0.0%
Computer Chargers				\$ - 0.0%
Postage/Delivery Service				\$ - 0.0%
Video Services				\$ - 0.0%
Equipment Rental/Purchase				\$ - 0.0%
Expendables				\$ - 0.0%
Miscellaneous				\$ - 0.0%
Subtotal Direct Expenses				\$ 600.00 0.5%
TOTAL LABOR & DIRECT EXPENSES			\$ 128,736.96	100.0%



February 8, 2006

Carl McMurray
General Contract Manager
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450

Re: **Environmental Program Performance Management Contract**
Task Work Order 9: Digitize and Geo-Reference National Park Service Sites
in Florida
Contract Number: BDC20
Financial Number: 41506422819

Dear McMurray:

Attached for your review and approval is TWO #9, which includes a Scope of Services and Cost Estimate. TWO #9 (Attachment A) consists digitizing and geo-referencing National Park Service Sites in Florida.

If you have any questions, please do not hesitate to contact me at (850) 402-6362.

Sincerely,

David Rae, PE, PTOE, AICP
Project Manager
URS Corporation

Attachments

Peter McGilvray, FDOT Project Manager

2/21/06

Date

Carl McMurray, General Contract Manager

2/20/06

Date

ATTACHMENT A

SCOPE OF SERVICES

Task Work Order 9: Digitize and Geo-reference National Park Service Sites in Florida

General Environmental Program Management Contract

Contract Number: BDC20

Financial Number: 41506422819

SERVICES TO BE PROVIDED

The Department has requested that this Task Work Order be developed to assist the National Park Service with digitizing and geo-referencing approximately 625 sites in Florida. Based on the information collected during office visits in Atlanta, the following is a breakdown of the NPS sites in Florida:

Total number of sites (in-house) = 575

Total number of additional sites = 50

Total number of sites in Florida = 625

URS coordinated their data collection effort with National Park Service staff (Bill Guie and Anita Jackson) out of the Atlanta office. URS traveled to Atlanta on two different occasions and reviewed NPS files (hard copies and microfiche) for each of the NPS sites located in Florida. The first step was to evaluate usefulness and completeness of information. URS made photocopies of all relevant information for each site necessary that would be needed to create a GIS database such as:

- 1) Legal Description
- 2) Survey Maps/Blueprints
- 3) Agreement/Record Type

Of the 625 sites reviewed, 410 sites include a survey. These sites will be converted into an electronic database by digitizing the polygon boundary from the legal description or survey boundary. These will include attributes such as size, date of acquisition, UPARR, Lands to Parks, LWCF, Acreage, Source, County, and Site Identification.

The remaining 215 sites do not have a survey. These sites will be converted into an electronic database by placing a point in the approximate area of the site. These will include attributes such as size, date of acquisition, UPARR, Lands to Parks, LWCK, Acreage, Source, County and Site Identification.

The data for this will be provided in a shape file or geo-database format with accompanying Florida Geographic Data Library compliant metadata and fit for use in the Environmental Screening Tool.

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from February 13, 2006 through September 1, 2006. The estimated fee, for this Time and material Task Work Order is \$84,000 (See Attachment B), which is not to be exceeded. Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports. A summary report is required at the end of TWO documenting all work accomplished.



April 7, 2006

Carl McMurray
General Contract Manager
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450

Re: **Environmental Program Community Resource and ETDM
Enhancement Contract**
Task Work Order 13: Environmental Program Enhancements
Contract Number: BDC20
Financial Number: 1909701A101

Dear Mr. McMurray:

Attached for your review and approval is TWO 13, which includes a Scope of Services Attachment A) and Cost Estimate (Attachment B). TWO 13 provides support staff to assist the Central Environmental Management Office (CEMO) in Environmental Program Community Resource issues examination and ETDM Enhancements.

If you have any questions, please do not hesitate to contact me at (850) 402-6362.

Sincerely,

David Rae, PE, PTOE, AICP
Project Manager
URS Corporation

Attachments

George Ballo, FDOT
Carl McMurray, FDOT Project Manager
Date
4/6/06
Date

ATTACHMENT A
SCOPE OF SERVICES

Task Work Order 13: Environmental Program Community Resource and ETDM Enhancement

Contract Number: BDC20
Financial Number: 1909701A101

SERVICES TO BE PROVIDED

The Department has requested support staff to assist the Central Environmental Management Office (CEMO) in Environmental Program Community Resource and ETDM Enhancement.

The scope of work is as follows:

I. Electronic Enhancements

Assist CEMO in implementing Electronic Enhancements to the ETDM process to include cultural resource, socio-cultural and public involvement performance measures into an electronic reporting system for ETAT's and FDOT.

II. Community Resource Enhancements

A. Perform a national search to identify performance measures used by other states and FHWA in measuring program effectiveness for cultural resource, socio-cultural effects and public involvement. Document in a report the search effort made and provide name, mailing addresses, e-mail address, links, telephone numbers of individuals contacted and web address of the organizational web sites surveyed for performance measure information.

B. Collect into a resource report by each individual program area all performance measures currently in use by the agency being surveyed, where applicable.

C. Analyze the results of the national search by program area and identify those performance measures that may be applicable to Florida.

D. Evaluate the findings of the national search by program area and provide written

recommendations to CEMO on performance measures for application in Florida by program area.

III. Deliverables

- A. Electronic Enhancements required by item (I).
- B. Six reports and 12 CD's containing item (II) in Microsoft Word.

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from April 7, 2006 through June 10, 2006. The estimated cost for this Time and Materials Task Work Order with a cap of \$55,328.30 (see Attachment B) which is not to be exceeded. This is a "lump sum" Task Work Order. Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports. A summary report is required at the end of TWO documenting all work accomplished.

ATTACHMENT B

Central Environmental Management Office

TWO 13 Environmental Enhancement and Performance

April 7, 2006 to June 10, 2006

	URS - Employee Category	Hourly Rate	Hours	Cost	% of Total
1	Technical Peer Review - David Rae	\$163.50	15	\$ 2,452.50	4.4%
2	Project Manager - Bruce Barrett	\$108.67	80	\$ 8,693.60	15.7%
3	Project Manager - Ruth Roaza	\$108.67	15	\$ 1,630.05	2.9%
4	Planner - Jordan Smith	\$62.50	160	\$ 10,000.00	18.1%
5	Clerical - Maggie	\$41.50	20	\$ 830.00	1.5%
6	Planner - Roosevelt Pettehonne	\$62.50	120	\$ 7,500.00	13.6%
	Subtotal Labor Hours		410		56.2%
	Subtotal Labor Dollars			\$ 31,106.15	
	DTS Transfer Solutions -				
	Sub-consultant Employee Category	Hourly Rate	Hours	Cost	% of Total
1	Project Manager	\$108.67	8	\$ 869.36	1.6%
2	Senior Programmer	\$82.00	230	\$ 18,860.00	34.1%
	Subtotal Labor Hours		813		35.7%
	Subtotal Labor Dollars			\$ 19,729.36	
	Expenses	Price per Unit	# of Units		
Air Fare					
Hotel	trips	\$200.00	4	\$ 800.00	1.4%
Per Diem	nights	\$100.00	6	\$ 600.00	1.1%
Car Rental	days	\$50.00	6	\$ 300.00	0.5%
Duplication/Report Printing	days	\$50.00	6	\$ 300.00	0.5%
Color Graphics			0	\$ 200.00	0.4%
Computer Chargers			0	\$ 492.79	0.9%
Postage/Delivery Service			0	\$ -	0.0%
Video Services			0	\$ -	0.0%
Equipment Rental/Purchase			0	\$ -	0.0%
Expendables			0	\$ -	0.0%
Miscellaneous - Charlotte Kelley		\$45.00	40	\$ 1,800.00	3.3%
Subtotal Direct Expenses				\$ 4,492.79	8.1%
TOTAL LABOR & DIRECT EXPENSES				\$ 55,328.30	64.3%



Florida Department of Transportation

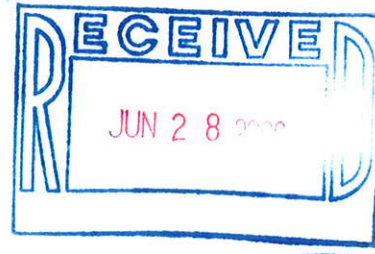
JEB BUSH
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

DENVER J. STUTLER, JR.
SECRETARY

June 26, 2006

Mr. David Rae, P.E.
URS Corporation
1625 Summit Lake Drive
Tallahassee, Florida 32317



Re: Notice To Proceed

Environmental Program Performance Management Contract BDC20

Task Work Order (TWO) #14: Technology Support for Community, Cultural, and Cumulative Effects

Financial Management Number: 19036613201; TWO Amount: \$173,836.27

Dear Mr. Rae:

This letter serves as a "Notice to Proceed" with work on TWO #14 as of this date, June 26, 2006, according to the agreed upon "Scope of Services" (Attachment A) and Budget (Attachment B). Please note that the Financial Management Number for this project is #19036613201 which references an account associated with FDOT Community Resource Assessment. *Please be sure that all charges to this TWO are made to this Financial Management Number.* "Exhibit A" is also attached which provides approval for Powell, Fragala, and Associates to act as sub-consultants to URS on TWO #14.

The scheduled completion date of the project is on or before May 30, 2007. Naturally, the individual tasks of the TWO will be completed on a prioritized basis as time progresses. I look forward to receiving your monthly progress reports on the work completed. Please contact me by email at george.ballo@dot.state.fl.us or by office phone at 414-5259 (cell: 210-6152) if you have any questions or if I can be of any assistance to you in completing this TWO.

Sincerely,

George R. Ballo, Project Manager

Attachments

cc: Mary Harger
Carl McMurray
Peter McGilvray
Buddy Cunill



June 15, 2006

Carl McMurray
Environmental Scientist
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450

Re: **Environmental Program Performance Management Contract**
Task Work Order #14: Technology Support for Community, Cultural, and
Cumulative Effects
Contract Number: BDC20
Financial Number: 40708513204/41506412803- 190366-13201 *pmc*

Dear Mr. McMurray:

Attached for your review and approval is TWO #14, which includes a Scope of Services and Cost Estimate. TWO #14 (Attachment A) consists of providing technical support for new enhancements to the Environmental Screening Tool (EST) that are required to support the evaluation of community, cultural resource, and cumulative effects.

If you have any questions, please do not hesitate to contact me at (850) 402-6362.

Sincerely,

David Rae, PE, PTOE, AICP
Project Manager
URS Corporation

Attachments

George Ballo, FDOT Project Manager

6/16/06
Date

Carl McMurray, General Contract Manager

6/16/06
Date

ATTACHMENT A
Task Work Order #14

SCOPE OF SERVICES

Florida Department of Transportation

Technology Support for Community, Cultural, and Cumulative Effects Task Work Order

SERVICES TO BE PROVIDED

Several enhancements have been identified for the Environmental Screening Tool to support the evaluation of community, cultural, and cumulative effects. These are outstanding requirements that were identified by the Cultural Resource Task Group, Indirect and Cumulative Effects Work Group, and the Public Involvement Work Group. Following the initial Efficient Transportation Decision Making (ETDM) implementation, these teams developed recommendations to improve the new process. The Department has prioritized these recommendations and has requested technical support staff to assist the Central Environmental Management Office (CEMO) on these tasks. The scope of work is as follows:

1. Develop an on-line contact list of locally listed resources.
 - a. Contact the 51 certified local governments listed in the Task Work Group report to determine if GIS data about local listings is available in the Master Site File.
 - b. Contact other local governments to determine the availability of information. The priority will be with the county governments who are not certified.
 - c. Provide an on-line contact list for available data from these governments, to include the following information:
 - Name, address, telephone number and email address of the data contact person
 - Format of data
 - Brief description of data
2. Develop a tool on the map viewer to view images associated with selected map features. The tool will be added to the EST map viewer to enable a user to select a data layer, and click on the map to display the images.
3. Provide a tool to access the Department's video log viewer through the Environmental Screening Tool. This viewer is available through the Transportation Statistics Office. This task assumes that the viewer will not need to be modified, and videos can be viewed by passing the roadway id, direction, and milepost. The roadway id and mileposts will be selected from the Department's RCI database.
4. Develop an on-line report of the summary of public comments entered into the EST for one or more projects. The user may select the projects based on planning organization, district, county, or date range.

5. Conduct a pilot project and develop prototype enhancements to the EST in order to test the evaluation of cumulative effects, based on recommendations of the Indirect and Cumulative Effects (ICE) Work Group. This task will include the following components:
 - a. Select a geographic location which has natural, community, and cultural resources, as well as available data.
 - b. Test options for identifying and loading boundaries of potentially affected resource areas (PARA). The options will include technology solutions for uploading existing digital data, digitizing boundaries on-line, and deriving from existing EST resource data. Planning Area boundaries used by the county within the pilot area will be collected from the local government. Include at least one resource area for each of the three sub-groups (Natural, Sociocultural, and Cultural)
 - c. Complete the requirements analysis of data, standard analyses, and reports needed to support cumulative effects. The analysis will be based on the previous work of the ICE work group, with telephone conversations with members, if needed. A document of requirements will be delivered.
 - d. Develop a prototype to be incorporated into the EST for identifying PARAs, standard analyses and reports to support cumulative effects. The prototype will include samples for each of the three sub-groups.
 - e. Organize and facilitate a meeting of the ICE Workgroup during which the workgroup members will receive training on the prototype and will begin a cumulative effects evaluation on a PARA within the study area.
 - f. Based on the results of the pilot evaluations, identify improvements to the process and application. Recommend enhancements to full implement the prototype. Deliver a report of recommendations.
 - g. Develop EST enhancements as funding allows, based on priorities established by the CEMO.
 - h. Incorporate the EST enhancements for statewide implementation.

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from June 1, 2006 through May 30, 2007. The estimated cost for this Time and Materials Task Work Order authorization is up to \$173,836.27. (see Attachment B). FDOT, at its discretion, may elect to extend the end date for this TWO. Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

ATTACHMENT B

Client: Central Environmental Management Office

TWO 14: Technology Support for Community, Cultural, and Cumulative Effects Evaluation

June 1, 2006 - May 30, 2007

Employee	Category	Hourly Rate	Task 1 On-line contact of local resources	Task 2 Photo/Map Tool	Task 3 Video Log Access	Task 4 Summary of Public Comment Report	Task 5 Cumulative Effect Prototype and Pilot Project	Total Labor Hours	Costs	% of Total
1	Tech Peer Review	\$163.50						0.0	\$0	0.0%
2	Project Manager	\$108.67	4.0	8.0	8.0	20.0	442.0	482.0	\$52,379	30.1%
3	Assistant Project Manager	\$96.30						0.0	\$0	0.0%
4	Senior Planner	\$84.60						0.0	\$0	0.0%
5	Program Developer/Manager	\$66.37						0.0	\$0	0.0%
6	Planner	\$62.50					192.0	192.0	\$12,000	6.9%
7	Environmental Specialist	\$44.80						0.0	\$0	0.0%
8	Clerical	\$41.01						0.0	\$0	0.0%
9	Senior Programmer	\$82.00		80.0	80.0	80.0	336.0	40.0	\$1,640	0.9%
10	Programmer	\$66.37	99.0				580.0	576.0	\$47,232	27.2%
Subtotal Labor Hours			103.0	88.0	88.0	100.0	1570.0	1949.0	\$156,989.17	9.3%
Subtotal Labor Cost			\$7,005.31	\$7,429.36	\$7,429.36	\$8,733.40	\$126,391.74	\$156,989.17		
Sub Contractor - PFA										
Employee	Category	Hourly Rate								
1	Project Manager	\$108.67								
Subtotal Labor Hours			0	0	0	0	130.0	130.0	\$ 14,127.10	8.1%
Subtotal Labor Cost			\$	\$	\$	\$	\$14,127.10	\$14,127.10		8.1%
Direct Expenses										
Car Rental	Units	Price/Unit								
Hotel	days	\$ 50					\$200.00		\$200	0.1%
Per Diem	nights	\$ 100					\$600.00		\$600	0.3%
Mileage	days	\$ 50					\$300.00		\$300	0.2%
Duplication/Report Printing									\$0	0.0%
Color Graphics									\$0	0.0%
Computer Chargers									\$0	0.0%
Postage/Delivery Service									\$0	0.0%
Video Services									\$0	0.0%
Equipment Rental/Purchase									\$0	0.0%
Expendables									\$0	0.0%
Miscellaneous - Editing Services (Charlotte Kelley)	Hours	\$45			\$360.00	\$360.00	\$900.00		\$1,620	0.9%
Subtotal Direct Expenses			\$	\$	\$360.00	\$360.00	\$900.00		\$2,720.00	1.6%
TOTAL LABOR, SUBCONTRACTOR, & DIRECT			\$7,005.31	\$7,429.36	\$7,789.36	\$9,093.40	\$142,518.84		\$173,836.27	100.0%



September 13, 2006

Carl McMurray
Environmental Scientist
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450

Re: **Environmental Program Performance Management Contract**
Task Work Order #16: Performance Measures System Implementation
Contract Number: BDC20
Financial Number: 41506422819

Dear Mr. McMurray:

Attached for your review and approval is TWO #16, which includes a Scope of Services and Cost Estimate. TWO #16 (Attachment A) consists of providing technical support for new enhancements to the Environmental Screening Tool (EST), required to support the Performance Measures System Implementation.

If you have any questions, please do not hesitate to contact me at (850) 402-6362.

Sincerely,

David Rae, PE, PTOE, AICP
Project Manager
URS Corporation

Attachments

Carl McMurray, General Contract Manager

9/14/06

Date

ATTACHMENT A
Task Work Order #16

SCOPE OF SERVICES

Florida Department of Transportation

Performance Measures System Implementation Effects Task Work Order

SERVICES TO BE PROVIDED

As part of the implementation of Florida's Efficient Transportation Decision Making (ETDM) Process, a statewide Performance Management work group identified data needs, data collection techniques, performance measures and other critical mechanisms necessary to evaluate and monitor the ETDM Process. Their recommendations were reported in the ETDM Performance Management Plan, which was published in April 2005.

In October 2005, the work group prioritized various Performance Measures in terms of importance and availability. Performance Measures are indicators of work performed and results achieved. The Performance Measures considered were derived from the following sources: Agency Agreements, Project Development and Environment (PD&E) Baseline Survey, and the ETDM Performance Management Plan report.

The next step in implementing Performance Management for the ETDM Process is to enhance the Environmental Screening Tool (EST) to support data collection, analysis and reporting needed to evaluate the Performance Measures. The following work is included in this Task Work Order:

1. Complete development, testing, and implementation of requirements identified in the EST Performance Measures Requirements Document dated September 8, 2006.
2. Provide 2 one-day user training sessions in Tallahassee, FL. One training session will be for the Beta testers and one will be for general users.
3. Update the EST handbook and ISDM documents to reflect the Performance Measures enhancements.

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from September 1, 2006 through June 30, 2007.

The estimated cost for this Time and Materials Task Work Order authorization is up to \$52,081.70 (See Attachment B). Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Data Transfer Solutions, Inc. will be subcontracted to support programming work. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

ATTACHMENT B

Central Environmental Management Office

TWO 16: EST Performance Measures Systems Enhancements

September 1, 2006 - June 30, 2007

URS	Employee Category	Hourly Rate	Hours	Cost	% of Total
1	Tech Peer Review: T. Turton	\$163.50	8	\$ 1,308.00	2.5%
2	Project Manager: R. Roaza	\$108.67	40	\$ 4,346.80	8.3%
3	Assistant Project Manager: M. Konikoff	\$96.30	40	\$ 3,852.00	7.4%
4	Senior Planner	\$84.60			0.0%
5	Program Developer/Manager - Field	\$66.37			0.0%
6	Planner: T. Alexander, R. Carvey	\$62.50	20	\$ 1,250.00	2.4%
7	Planner - Field	\$44.80			0.0%
8	Environmental Specialist - Field	\$43.14			0.0%
9	Clerical: M. Pichard	\$41.01	10	\$ 410.10	0.8%
10	Senior Programmer	\$82.00			0.0%
11	Programmer	\$66.37			0.0%
	Subtotal Labor Hours		118	\$ 11,166.90	21.4%
	Subtotal Labor Dollars				
	DTS Transfer Solutions -				
	Sub-consultant Employee Category	Hourly Rate	Hours	Cost	% of Total
1	Project Manager	\$108.67	40	\$ 4,346.80	8.3%
2	Assistant Project Manager	\$96.30			0.0%
3	Planner	\$62.50			0.0%
4	Senior Programmer	\$82.00	424	\$ 34,768.00	66.8%
5	Programmer	\$66.37			0.0%
	Subtotal Labor Hours		188	\$ 39,114.80	75.1%
	Subtotal Labor Dollars				
		Price per Unit	# of Units		
	Air Fare	trips	0	\$ -	0.0%
	Hotel	nights	0	\$ -	0.0%
	Per Diem	days	0	\$ -	0.0%
	Car Rental	days	0	\$ -	0.0%
	Duplication/Report Printing			\$ -	0.0%
	Color Graphics			\$ -	0.0%
	Computer Chargers			\$ -	0.0%
	Postage/Delivery Service			\$ -	0.0%
	Video Services			\$ -	0.0%
	Equipment Rental/Purchase			\$ -	0.0%
	Expendables			\$ -	0.0%
	Miscellaneous - Charlotte Kelley		40	\$ 1,800.00	3.5%
	Subtotal Direct Expenses			\$ 1,800.00	3.5%
	TOTAL LABOR & DIRECT EXPENSES			\$ 52,081.70	24.9%



September 13, 2006

Carl McMurray
Environmental Scientist
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450

Re: **Environmental Program Performance Management Contract**
Task Work Order #17: EST Maintenance and Support
Contract Number: BDC20
Financial Number: 41506422819

Dear Mr. McMurray:

Attached for your review and approval is TWO #17, which includes a Scope of Services and Cost Estimate. TWO #17 (Attachment A) consists of providing technical support for on-going maintenance and support to the Environmental Screening Tool (EST), required to support the ETDM Process.

If you have any questions, please do not hesitate to contact me at (850) 402-6362.

Sincerely,

David Rae, PE, PTOE, AICP
Project Manager
URS Corporation

Attachments

Carl McMurray, General Contract Manager

9/14/06

Date

Peter McGilvray, Project Manager

9/14/06

Date

ATTACHMENT A
Task Work Order # 17

SCOPE OF SERVICES

Florida Department of Transportation

EST Maintenance and Support Task Work Order

SERVICES TO BE PROVIDED

The following tasks are needed for the on-going maintenance and support of the Environmental Screening Tool:

1. **Computer Programming Support** - Implement priority EST enhancements, as funding allows and based on priorities established by CEMO. Enhancements are identified through several sources. First, ETDM working groups and the steering committee recommend improvements to the ETDM process which require technology support. These are usually the highest priority as they affect the ability of ETDM practitioners to perform new or modified tasks. This type of enhancement is anticipated in the upcoming year as project move into Project Development. Second, Department-wide initiatives are underway which may require modifications to the EST. Examples include compliance tracking and integration with the enterprise-wide Electronic Documentation System. Tasks under this work order would focus on requirements analysis, cost feasibility and scope development. Third, users often recommend enhancements which further improve the efficiency of their work flow. These are prioritized based on the number of users affected and the degree to which the enhancement is needed to support ETDM processes. Programming support includes the following:
 - * Requirement analysis – meet with users and others as requested by CEMO in order to understand the new functionality needed in the EST. Prepare and deliver requirements documents, cost estimate and staffing recommendations.
 - * Program Design – identify database changes, layout of forms and reports, ensure security and integration with EST
 - * Development – write, test, and deploy new or modified computer programs on the EST development platform
 - * Testing – review new or modified computer programs on the EST stage platform
 - * Implementation – Deploy computer programs onto the EST production server
2. **EST Maintenance and Administration** – Ensure the optimum operation of the EST.
 - * Monitor the EST application. Identify and implement efficiencies to improve the speed and operation of the EST
 - * Deploy open source software to support regression and concurrency testing. Regression testing ensures that changes made to a computer program are correct and do not adversely affect unchanged portions of the application. Concurrency tests ensure that the application supports the desired number of simultaneous users.

- Oversee the development, design and deployment of new and modified programs using the EST development procedures. These procedures include tracking fixes and enhancements, QA/QC, and version control procedures. Coordinate programmers to ensure new and modified programs meet established standards and integrate with existing EST components.
 - Review map services as GIS data are updated
 - Update application to remain current with supporting technology versions; for example, ArcGIS and Apache.
 - Coordinate and meet with GeoPlan, Data Transfer Solutions, and CEMO as warranted and requested to discuss progress, resource assignments and task plans.
- 3. **Documentation** –Update EST Handbook and Information System Development Methodology (ISDM) documentation to reflect updates as needed.
- 4. **ETDM Coordination** – Support and attend on-going ETDM coordination meetings, as requested. Provide presentations and supporting handouts to inform participants about the status and plans for the EST.

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from September 1, 2006 through October 31, 2007. The estimated cost for this Time and Materials Task Work Order authorization is up to \$215,998.60 (See Attachment B). Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

ATTACHMENT B

Central Environmental Management Office

TWO 17: EST Maintenance and Support

September 1, 2006 - October 31, 2007

URS	Employee Category	Hourly Rate	Hours	Cost	% of Total
1	Tech Peer Review, Tom Turton	\$163.50	16	\$ 2,616.00	1.2%
2	Project Manager, Ruth Roaza	\$108.67	660	\$ 71,722.20	33.2%
3	Assistant Project Manager, Michael Konikoff	\$96.30	688	\$ 66,254.40	30.7%
4	Senior Planner	\$84.60		\$ -	0.0%
5	Program Developer/Manager - Field	\$66.37		\$ -	0.0%
6	Planner, Roger Carvey	\$62.50	40	\$ 2,500.00	1.2%
7	Planner - Field	\$44.80		\$ -	0.0%
8	Environmental Specialist - Field	\$43.14		\$ -	0.0%
9	Clerical, Maggie Pichard	\$41.01	40	\$ 1,640.40	0.8%
10	Senior Programmer, Sarah Van Wart	\$82.00	688	\$ 56,416.00	26.1%
11	Programmer, Michael Esser	\$66.37	80	\$ 5,309.60	2.5%
Subtotal Labor Hours			2,212		95.6%
Subtotal Labor Dollars				\$ 206,458.60	
		Units	Price per Unit	# of Units	
Air Fare	trips	\$200.00		0	\$ -
Hotel	nights	\$100.00		5	\$ 500.00
Per Diem	days	\$50.00		10	\$ 500.00
Car Rental	days	\$50.00		10	\$ 500.00
Duplication/Report Printing					\$ 300.00
Color Graphics					\$ -
Computer Chargers					\$ -
Postage/Delivery Service					\$ -
Video Services					\$ -
Equipment Rental/Purchase					\$ -
Expendables					\$ -
Miscellaneous - Charlotte Kelley		\$45.00		172	\$ 7,740.00
Subtotal Direct Expenses					\$ 9,540.00
TOTAL LABOR & DIRECT EXPENSES					\$ 215,998.60
					100.0%



January 19, 2007

Buddy Cunill
General Contract Manager
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450


Re: **Environmental Program Performance Management Contract**
Task Work Order #20: SCE Summary Report
Contract Number: BDC20
Financial Numbers: 19036613201
1909701A101

Dear Mr. Cunill:

Attached for your review and approval is TWO #20, which includes a Scope of Services and Cost Estimate. TWO #20 (Attachment A) consists of developing a summary report on the Environmental Screening Tool for Sociocultural Effects Evaluations. This report will assist in monitoring performance in the ETDM Process.


If you have any questions, please do not hesitate to contact me at (850) 402-6362.

Sincerely,




David Rae, PE, PTOE, AICP
Project Manager
URS Corporation

Attachments



Buddy Cunill, General Contract Manager

1-24-07
Date



George Ballo, Project Manager

1-24-07
Date

ATTACHMENT A
Task Work Order # 20

SCOPE OF SERVICES

Florida Department of Transportation

Sociocultural Effects Evaluation Summary Report Task Work Order

SERVICES TO BE PROVIDED

The Department has requested technical support staff to develop a summary report on the Environmental Screening Tool (EST) for Sociocultural Effects (SCE) Evaluation. The summary report will provide an overview and detailed ETAT comments available for selected projects by SCE issue. The task includes design, development, testing, documentation, and deployment of the report. Programming standards will comply with the EST operating procedures. The EST Information Systems Development Methodology documentation will also be updated.

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from January 26, 2007 through May 30, 2007. The estimated cost for this Time and Materials Task Work Order authorization is not to exceed \$5,081.60 (See Attachment B). Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

ATTACHMENT B

Central Environmental Management Office

TWO 20: SCE Summary Report

January 26, 2007 - May 30, 2007

URS Employee	Category	Hourly Rate	Hours	Cost	% of Total
1	Tech Peer Review	\$163.50		\$ -	0.0%
Roaza	Project Manager	\$108.67	16	\$ 1,738.72	34.2%
3	Assistant Project Manager	\$96.30		\$ -	0.0%
4	Senior Planner	\$84.50		\$ -	0.0%
5	Program Developer/Manager - Field	\$66.37		\$ -	0.0%
6	Planner	\$62.50		\$ -	0.0%
7	Planner - Field	\$44.80		\$ -	0.0%
8	Environmental Specialist - Field	\$43.14		\$ -	0.0%
Pichard	Clerical	\$41.01	8	\$ 328.08	6.5%
10	Senior Programmer	\$82.00		\$ -	0.0%
Clemons	Programmer	\$66.37	40	\$ 2,654.80	52.2%
Subtotal Labor Hours			64		92.9%
Subtotal Labor Dollars				\$ 4,721.60	
Expenses Category		Units	Price per Unit	# of Units	
Air Fare		trips	\$300.00		0.0%
Hotel		nights	\$100.00		0.0%
Per Diem		days	\$50.00		0.0%
Car Rental		days	\$50.00		0.0%
Duplication/Report Printing					0.0%
Color Graphics					0.0%
Computer Chargers					0.0%
Postage/Delivery Service					0.0%
Video Services					0.0%
Equipment Rental/Purchase					0.0%
Expendables					0.0%
Miscellaneous					0.0%
Subtotal Subconsultant Expenses					7.1%
TOTAL					100.0%

Appendix B



12804978

URS

October 23, 2007

Diane Quigley
General Contract Manager
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450

Re: **Environmental Program Performance Management Contract**
Task Work Order #26: Cumulative Effects Evaluation Implementation
Contract Number: BDC20
Financial Number: 41506422819

Dear Mrs. Quigley:

Attached for your review and approval is TWO #26, which includes a Scope of Services (Attachment A) and Cost Estimate (Attachment B). TWO #26 consists of providing technical support to implement cumulative effects evaluation within the ETDM process.

If you have any questions, please do not hesitate to contact me at (850) 402-6362.

Sincerely,

David Rae, PE, PTOE, AICP
Vice President
URS Corporation

Attachments

Diane Quigley, General Contract Manager

10/24/07

Date

Larry Barfield, Project Manager

10/24/07

Date

ATTACHMENT A
Task Work Order # 26

SCOPE OF SERVICES
Florida Department of Transportation
Cumulative Effects Evaluation Implementation Task Work Order

SERVICES TO BE PROVIDED

The Department has requested technical support staff to assist the Central Environmental Management Office (CEMO) in developing guidance for evaluating cumulative effects through the Efficient Transportation Decision Making (ETDM) Process. This work order includes the following tasks:

1. Assist CEMO with coordination and support of Task Work Group activities during Pilot Project
 - Participate in Pilot Project, testing concepts and facilitating discussions
 - Identify improvements for cumulative effects evaluation prototype and process
 - Document findings and recommendations
2. Refine cumulative effects prototype based on feedback from participants of the pilot project kickoff meeting and priorities established by the CEMO project manager.
 - Make lists of Potentially Affected Resource Areas (PARAs) sortable, where feasible
 - Make the following modifications to the Create PARA routines:
 - Make active PARA source layer visible after it has been selected in the pull-down
 - Provide PARA digitizing capabilities
 - Coordinate with GeoPlan and Environmental Screening Tool (EST) Development Team to research and design solutions for integration of cumulative effects module into production EST, to occur after the pilot project. Several issues need to be discussed and designed before they can be scoped. Examples include:
 - Incorporating security by role and geographic jurisdiction prior to moving prototype to production
 - Maintaining history of reviews
 - Automating analyses by PARA
 - Enabling PARA boundaries to be derived by merging adjacent polygons
 - Creating user-defined PARA boundaries (instead of just selecting pre-created features developed for the prototype)
 - Update user documentation and Information System Development Methodology (ISDM) deliverables
 - Continue to assist users and document input about module throughout pilot project
3. Facilitate Final Work Group Meeting (Orlando, ~~October~~ ^{December} 2007) ^{DEQ}
 - Develop meeting format, logistics coordination, development and review of meeting materials
 - Facilitate meeting
 - Prepare meeting minutes

4. Prepare Cumulative Effects Handbook to document guidance for ETAT members on how to conduct cumulative effects evaluations within the ETDM Process. Submit draft to CEMO and work group for review and respond to comments.
5. Prepare Cumulative Effects Training Materials

DELIVERABLES

- Meeting presentations, handouts and notes
- Pilot project findings and recommendations
- Enhancements to Cumulative Effects prototype
- Cumulative Effects Handbook

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from November 1, 2007 through June 30, 2008. The estimated cost for this Time and Materials Task Work Order authorization is not to exceed \$102,073.16 (See Attachment B). Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

ATTACHMENT B

Client: Central Environmental Management Office

TWO 26: Cumulative Effects Evaluation Implementation

November 1, 2007 - June 30, 2008

Personnel Category	Hourly Rate	TASK 1 Support Pilot Project	TASK 2 Modify Prototype	TASK 3 Final Meeting	TASK 4 Handbook	TASK 5 Training Materials	Total Labor Hours	Costs	% of Total
1 Tech Peer Review	\$163.50						0.0	\$ -	0.0%
2 Project Manager	\$108.67			60.0	240.0	40.0	340.0	\$ 36,947.80	36.2%
3 Assistant Project Manager	\$96.30		40.0				40.0	\$ 3,852.00	3.8%
4 Senior Planner	\$84.60						0.0	\$ -	0.0%
5 Program Developer/Manager	\$66.37						0.0	\$ -	0.0%
6 Planner	\$62.50				8.0	8.0	16.0	\$ 1,000.00	1.0%
7 Planner - Field	\$44.80						0.0	\$ -	0.0%
8 Environmental Specialist	\$43.14						0.0	\$ -	0.0%
9 Clerical	\$41.01		8.0		8.0		24.0	\$ 984.24	1.0%
10 Senior Programmer	\$82.00		80.0	20.0			100.0	\$ 8,200.00	8.0%
11 Programmer	\$66.37						0.0	\$ -	0.0%
Subtotal Labor Hours		0.0	128.0	80.0	256.0	56.0	520.0	\$ 50,964.04	49.9%
Subtotal Labor Cost		\$0.00	\$10,740.08	\$8,160.20	\$26,908.88	\$5,174.88	\$50,984.04		
Subcontractor - PFA									
Subcontractor Personnel Category	Hourly Rate								
1 Senior Project Manager	\$125.00	34.0		32.0	68.0		134.0	\$ 16,750.00	16.4%
2 Project Manager	\$108.67	48.0		44.0	72.0		164.0	\$ 17,821.88	17.5%
3 Senior Planner	\$84.60	28.0		16.0	44.0		88.0	\$ 7,444.80	7.3%
4 Programmer	\$66.37	18.0		36.0	28.0		82.0	\$ 5,442.34	5.3%
5 Clerical	\$41.01	0.0		8.0	2.0		10.0	\$ 410.10	0.4%
Subtotal Subcontractor Labor		128	0	136	214	0	478		
Subtotal Subcontractor Labor Cost		\$ 13,029.62	\$ -	\$ 12,852.48	\$ 21,987.02	\$ -	\$ 47,869.12	\$ 47,869.12	46.9%
Subconsultant Expenses	Units Price/Unit								
Hotel	nights							\$ -	
Per Diem	days							\$ -	
Car Rental	days							\$ -	
Misc - gasoline	days							\$ -	
Subtotal Subconsultant Expenses		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	0.0%
Total Subconsultant								\$ 47,869.12	46.9%
Direct Expenses	Units Price/Unit								
Car Rental	days							\$ -	0.0%
Hotel	nights			\$ 300.00				\$ 300.00	0.3%
Per Diem	days			\$ 300.00				\$ 300.00	0.3%
Mileage	days							\$ -	0.0%
Duplication/Report Printing					\$ 100.00			\$ 100.00	0.1%
Miscellaneous - Editing Services (Charlotte Kelley)	hours		\$ 1,800.00		\$ 360.00	\$ 360.00		\$ 2,520.00	2.5%
Subtotal Direct Expenses		\$ -	\$ 1,800.00	\$ 600.00	\$ 460.00	\$ 360.00		\$ 3,220.00	3.2%
TOTAL LABOR, SUBCONTRACTOR, & DIRECT		\$13,029.62	\$12,540.08	\$21,612.68	\$49,355.90	\$5,534.88		\$102,073.16	100.0%



January 16, 2008

Diane Quigley
General Contract Manager
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450


Re: **Environmental Program Performance Management Contract**
Task Work Order #31: ETDM On-line Agency Invoicing System Enhancements
Contract Number: BDC20
Financial Number: 40708513204

Dear Ms. Quigley:

Attached for your review and approval is TWO #31, which includes a Scope of Services and Cost Estimate in the amount of \$20,024.00. TWO #31 is needed for the On-Line Agency Invoicing System enhancements to respond to the new management requirements for cost breakdowns and District reviews.

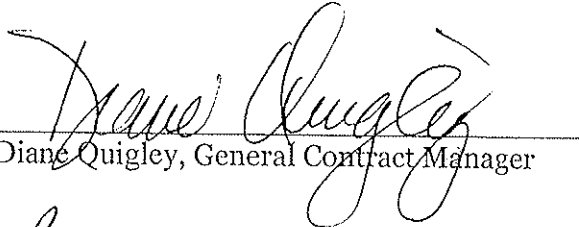
If you have any questions, please do not hesitate to contact me at (850) 402-6362.

Sincerely,



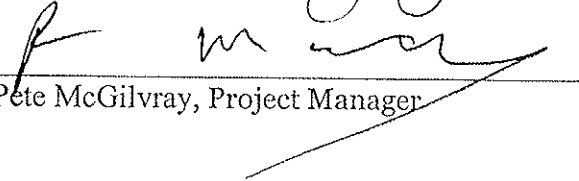
David Rae, PE, PTOE, AICP
Project Manager
URS Corporation

Attachments



Diane Quigley, General Contract Manager

1/17/08
Date



Pete McGilvray, Project Manager

1/17/08
Date

URS Corporation
1625 Summit Lake Drive
Tallahassee, FL 32317
Tel: 850.574.3197
Fax: 850.576.3676

ATTACHMENT A
Task Work Order # 31

SCOPE OF SERVICES

Florida Department of Transportation

On-line Agency Invoicing System Enhancements Task Work Order

SERVICES TO BE PROVIDED

This task work order includes the design, development, testing and documentation of enhancements to the ETDM On-line Agency Invoicing System. All development work and documentation will comply with FDOT ISDM requirements and FDOT internet standards, in accordance with the ETDM Environmental Screening Tool development procedures. These enhancements are needed to support additional reviews as required by the FDOT Executive Committee. The enhancements covered under this task work order include the following:

1. New Role

District Invoice Reviewer – able to review and comment on invoices that are relevant to the District geographic jurisdiction. This role can review invoices for any agency that is identified by the District ETDM Coordinator in the form described in section 3.1. This user uses the standard invoice Reviewer page to review the invoices. This user can view any submitted invoice for any of these agencies. This role will be set by default to the district coordinator primary unless they request otherwise, and will be set through the normal Administration Tools rather than by the Invoice Administrator.

2. Enhancement to Off-line Activity Log

Add a field for the user to enter the number of hours spent on the activity as they record the activities. This should allow for fractional hours, which matches the functionality of the hours on the invoice

3. New Forms

1. District Review Preference – This form presents the District ETDM Coordinator with a list of agencies that have ETAT members in their District. By clicking check boxes, they identify the agencies for which their District wishes to review invoices. By default, all agencies in their jurisdiction will be checked “On.”

2. Assign Hours to Project/Activity – This form presents a table listing in rows, the projects and activities from the Off-line log and ETDM projects that were reviewed during the invoicing period. Each Off-line Activity listed in the invoice will be included in the table in a separate row as will the projects that completed a screening a event during the period. If hours were assigned in the Off-line activity log, copy them to the appropriate cell of the table. Rows can be added for additional projects to cover other situations (work that is done on a project in dispute resolution

status, a project that is currently undergoing screening, etc)

The Invoice Submitter will be able to assign hours for each activity. They may update hours previously assigned in the off-line activity log. Totals will appear at the bottom right hand cell of the form. A concept of the table is below:

Project/Activity	Activity Type	Total Hours
...		
...		
Total Hours		[grand total]

The form will be added to the Tools menu of the EST as a stand-alone form under Coordinate ETAT Activities>Manage Funding Agreements and will incorporated into the Prepare Invoice Wizard. In the Wizard, it will appear after the “Log Off-line Agency Activities” step.

Since the invoicing process is not linear, the user can go back and changes the invoice after filling this page out. The validity of the data will be enforced in the invoice submission process, and warnings will appear on both this page and on the edit expenses page.

Advance Pay agencies will be handled in the same way as Reimbursement Agencies.

4. Automated Notice

When an invoice is submitted, the reviewers have 8 calendar days to submit comments. A reminder will be sent to reviewers when two calendar days remain in the review period.

5. Schedule A-2

Add Schedule A-2 to the invoice package. Schedule A-2 will include the same header and footer information as in Schedule A-1 (see image below). The body of the report will consist of the table created through the “Assign Hours to Project/Activity” form. Schedule A-2 will follow Schedule A-1 in the PDF package of the submitted invoice.

Schedule A-1	
FL Fish and Wildlife Conservation Commission Agency	
MA/Contract Number	BDC20
Financial ID No.	41505412804

Repeat this
information
in new
...

The schedule will be 8.5 x 11, portrait.

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from January 18, 2008 through June 30, 2008. The estimated cost for this Time and Materials Task Work Order authorization is up to \$20,024.00 (See Attachment B). Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

ATTACHMENT B

Central Environmental Management Office

TWO 31: EST Agency Invoice Enhancements

January 18, 2008 - June 30, 2008

URS		Hourly Rate	Hours	Cost	% of Total
Employee Category					
1 Tech Peer Review		\$163.50		\$ -	0.0%
2 Project Manager		\$108.57		\$ -	0.0%
3 Assistant Project Manager		\$96.30		\$ -	0.0%
4 Senior Planner		\$84.60		\$ -	0.0%
5 Program Developer/Manager - Field		\$66.37		\$ -	0.0%
6 Planner		\$62.50	8	\$ 500.00	2.5%
7 Planner - Field		\$44.80		\$ -	0.0%
8 Environmental Specialist - Field		\$43.14		\$ -	0.0%
9 Clerical		\$41.01		\$ -	0.0%
10 Senior Programmer		\$82.00		\$ -	0.0%
11 Programmer		\$66.37		\$ -	0.0%
Subtotal Labor Hours			8		2.5%
Subtotal Labor Dollars				\$ 500.00	
Sub-consultant Employee Category					
		Hourly Rate	Hours	Cost	% of Total
1 Project Manager		\$108.57		\$ -	0.0%
2 Assistant Project Manager		\$96.30		\$ -	0.0%
3 Planner		\$62.50		\$ -	0.0%
4 Senior Programmer		\$82.00	232	\$ 19,024.00	95.0%
5 Programmer		\$66.37		\$ -	0.0%
Subtotal Labor Hours			232		95.0%
Subtotal Labor Dollars				\$ 19,024.00	
	Units	Price per Unit	# of Units		
Air Fare	trips	\$200.00		\$ -	0.0%
Hotel	nights	\$100.00		\$ -	0.0%
Per Diem	days	\$50.00		\$ -	0.0%
Car Rental	days	\$50.00		\$ -	0.0%
Duplication/Report Printing				\$ -	0.0%
Color Graphics				\$ -	0.0%
Computer Chargers				\$ -	0.0%
Postage/Delivery Service				\$ -	0.0%
Video Services				\$ -	0.0%
Equipment Rental/Purchase				\$ -	0.0%
Expendables				\$ -	0.0%
Miscellaneous - Charlotte Kelley		\$50.00	10	\$ 500.00	2.5%
Subtotal Direct Expenses				\$ 500.00	2.5%
TOTAL LABOR & DIRECT EXPENSES				\$ 20,024.00	100.0%



URS

February 11, 2008

Diane Quigley
General Contract Manager
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450

Re: **Environmental Program Performance Management Contract**
Task Work Order #34: CCI Maintenance and Support
Contract Number: BDC20
Financial Number: 19036613201

Dear Ms. Quigley:

Attached for your review and approval is TWO #34, which includes a Scope of Services and Cost Estimate. TWO #34 (Attachment A) provides support to the Community Resources Section in maintaining the Community Characteristics Inventory module on the Environmental Screening Tool.

If you have any questions, please do not hesitate to contact me at (850) 402-6362.

Sincerely,

David Rae, PE, PTOE, AICP
Project Manager
URS Corporation

Attachments

Diane Quigley, General Contract Manager

2/12/08
Date

George Ballo, Project Manager

2/12/08
Date

ATTACHMENT A
Task Work Order # 34

SCOPE OF SERVICES

Florida Department of Transportation

Community Characteristics Inventory Tools: Maintenance Task Work Order

SERVICES TO BE PROVIDED

This task work order includes the design, development, testing and documentation of maintenance for the Community Characteristics Inventory Tools within the Environmental Screening Tool. All development work and documentation will comply with FDOT ISDM requirements and FDOT internet standards, in accordance with the ETDM Environmental Screening Tool development procedures. The maintenance covered under this task work order includes the following:

1. Digitizing Process

The first task is to update the interactive web-based tool that supports digitizing of community boundaries to work in the new map viewer. The following requirements have been identified:

1. Enter basic information on the community (name, perhaps some other details), record created in T_COMM_POLY_NEW.
2. Add Polygon using the new Map viewer, and the DOJO JavaScript tools. The tool must add an additional end point to match the beginning point (the polygon must be closed). This is saved in T_COMM_COORDS_POLY (or is it T_COMM_POLY_COORDS).
3. When the user is done entering polygon information, they submit the community, which adds it to the Queue to have GIS analysis run (this includes setting a flag, "Y"). The analysis runs in real time. Results are written to T_COMM_POLY_RESULTS, and are populated into T_COMM_POLY_EDIT (see below, assumption #2).
4. After the analysis, allow the user to enter further details about the community. This tool will be off of the main EST site rather than part of the map. The user Edits T_COMM_POLY_EDIT, and can also see the results of T_COMM_POLY_RESULTS (not editable) for reference. There should be quick buttons for each field to re-sync the edited data with the analysis results, and perhaps a re-sync all button as well to clear out all of the changes.
5. Reports are generated off of T_COMM_POLY_EDIT.

2. Additional Tasks

In order for the CCI tools to work correctly, some additional tasks will be required, including:

1. Bring the CCI tool up to date with new data; this already exists, but should be re-written using the Struts architecture, and will be updated to use new data. Additionally, the tools should be made to fit within the site framework a little better, providing an html version of the report rather than just a PDF report.
2. Currently, if the user wants to edit the polygon after they have already overwritten the statistical data in T_COMM_POLY_EDIT; they can still run the analysis, but this does not change anything in T_COMM_POLY_EDIT. We recommend adding a checkbox

that would delete the existing data in T_COMM_POLY_EDIT and new results would be populated in the table after new analysis is run. This is important for updating datasets when editing existing polygons.

3. Map any additional tables that are required in hibernate.
4. Development of CCI input form similar to the one shown in the SCE Handbook.

3. Assumptions and Notes

1. Users must specify what agency they are entering the community on behalf of (since some consultants may be doing this for multiple agencies). That agency controls access to that community; only one agency can control the access for each community.
2. User with the appropriate role can edit the details on any community that is controlled by their agency.
3. The CCI tools require validation to ensure that none of the community boundary edges overlap/cross.

4. Roles

The following EST roles have full access to enter/edit communities and the related data:

- | | |
|--|-------------------------------------|
| • ETDM Coordinator Management Team | • MPO Community Liaison Coordinator |
| • FDOT Community Liaison Coordinator | • MPO Community Liaison Coordinator |
| • FDOT Community Liaison Coordinator Primary | • MPO ETDM Coordinator |
| • FDOT ETDM Coordinator | • MPO ETDM Coordinator Primary |
| • FDOT ETDM Coordinator Primary | • Project Manager |

The remaining roles have read access to the reports.

DELIVERABLES

1. Digitizing tool, used through the map. Allows the creation and editing of communities at a very basic level.
2. Data Editing tool, not used through the map. Allows the user to provide additional data than the analysis produces.
3. CCI Report: updated.

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from February 15, 2008 through June 30, 2008. The estimated date for development to be completed will be April 30, 2008 followed by two months of testing in May and June. The estimated cost for this Time and Materials Task Work Order authorization is up to \$52,796.50 (See Attachment B). Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

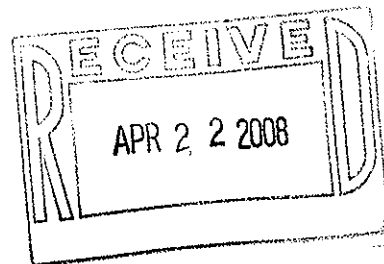
ATTACHMENT B

Central Environmental Management Office

TWO 34: Community Characteristics Inventory Maintenance

February 15, 2008 - June 30, 2008

URS		Hourly			% of
Employee Category	Rate	Hours	Cost	Total	
1 Tech Peer Review	\$163.50		\$ -	0.0%	
2 Project Manager	\$108.67		\$ -	0.0%	
3 Assistant Project Manager	\$96.30	55	\$ 5,296.50	10.0%	
4 Senior Planner	\$84.60		\$ -	0.0%	
5 Program Developer/Manager - Field	\$66.37		\$ -	0.0%	
6 Planner	\$62.50		\$ -	0.0%	
7 Planner - Field	\$44.80		\$ -	0.0%	
8 Environmental Specialist - Field	\$43.14		\$ -	0.0%	
9 Clerical	\$41.01		\$ -	0.0%	
10 Senior Programmer	\$82.00		\$ -	0.0%	
11 Programmer	\$66.37		\$ -	0.0%	
Subtotal Labor Hours		55		10.0%	
Subtotal Labor Dollars			\$ 5,296.50		
Sub-consultant Employee Category		Hourly			% of
1 Project Manager	\$108.67		\$ -	Total	
2 Assistant Project Manager	\$96.30		\$ -	0.0%	
3 Planner	\$62.50		\$ -	0.0%	
4 Senior Programmer	\$82.00	550	\$ 45,100.00	85.4%	
5 Programmer	\$66.37		\$ -	0.0%	
Subtotal Labor Hours		550		85.4%	
Subtotal Labor Dollars			\$ 45,100.00		
	Units	Price			
Air Fare	trips	\$200.00			0.0%
Hotel	nights	\$100.00			0.0%
Per Diem	days	\$50.00			0.0%
Car Rental	days	\$50.00			0.0%
Duplication/Report Printing					0.0%
Color Graphics					0.0%
Computer Chargers					0.0%
Postage/Delivery Service					0.0%
Video Services					0.0%
Equipment Rental/Purchase					0.0%
Expendables					0.0%
Miscellaneous - Charlotte Kelley		\$50.00	48 \$ 2,400.00		4.5%
Subtotal Direct Expenses			\$ 2,400.00		4.5%
TOTAL LABOR & DIRECT EXPENSES			\$ 52,796.50		100.0%



April 7, 2008

Diane Quigley
General Contract Manager
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450

Re: **Environmental Program Performance Management Contract**
Task Work Order #35: EST Maintenance and Support
Contract Number: BDC20
Financial Number: 41506422819

Dear Ms. Quigley:

Attached for your review and approval is TWO #35, which includes a Scope of Services (Attachment A) and Cost Estimate (Attachment B) to continue EST Maintenance and Support for the coming year.

If you have any questions, please do not hesitate to contact me at (850) 402-6362.

Sincerely,

David Rae, PE, PTOE, AICP
Vice President
URS Corporation

Attachments

Diane Quigley, General Contract Manager

Peter McGilvray, Project Manager

4-18-08
Date

4-18-08
Date

ATTACHMENT A
Task Work Order # 35

SCOPE OF SERVICES

Florida Department of Transportation

EST Maintenance and Support Task Work Order

SERVICES TO BE PROVIDED

The following tasks are needed for the on-going maintenance and support of the Environmental Screening Tool:

1. **Computer Programming Support** - Implement priority EST enhancements, as funding allows and based on priorities established by CEMO. Enhancements are identified through several sources. First, ETDM working groups and the steering committee recommend improvements to the ETDM process which require technology support. These are usually the highest priority as they affect the ability of ETDM practitioners to perform new or modified tasks. This type of enhancement is anticipated in the upcoming year as project move into Project Development. Second, Department-wide initiatives are underway which may require modifications to the EST. Examples include compliance tracking and integration with the enterprise-wide Electronic Documentation System. Tasks under this work order would focus on requirements analysis, cost feasibility and scope development. Third, users often recommend enhancements which further improve the efficiency of their work flow. These are prioritized based on the number of users affected and the degree to which the enhancement is needed to support ETDM processes. Programming support includes the following:
 - Requirement analysis – meet with users and others as requested by CEMO in order to understand the new functionality needed in the EST. Prepare and deliver requirements documents, cost estimate and staffing recommendations.
 - Program Design – identify database changes, layout of forms and reports, ensure security and integration with EST
 - Development – write, test, and deploy new or modified computer programs on the EST development platform
 - Testing – review new or modified computer programs on the EST stage platform
 - Implementation – Deploy computer programs onto the EST production server
2. **EST Maintenance and Administration** – Ensure the optimum operation of the EST.
 - Monitor the EST application. Identify and implement efficiencies to improve the speed and operation of the EST
 - Deploy open source software to support regression and concurrency testing. Regression testing ensures that changes made to a computer program are correct and do not adversely affect unchanged portions of the application. Concurrency tests ensure that the application supports the desired number of simultaneous users.

- Oversee the development, design and deployment of new and modified programs using the EST development procedures. These procedures include tracking fixes and enhancements, QA/QC, and version control procedures. Coordinate programmers to ensure new and modified programs meet established standards and integrate with existing EST components.
 - Review map services as GIS data are updated
 - Update application to remain current with supporting technology versions; for example, ArcGIS and Apache.
 - Coordinate and meet with GeoPlan, Data Transfer Solutions, and CEMO as warranted and requested to discuss progress, resource assignments and task plans.
3. **Documentation** –Update EST Handbook and Information System Development Methodology (ISDM) documentation to reflect updates as needed.
 4. **ETDM Coordination** – Support and attend on-going ETDM coordination meetings, as requested. Provide presentations and supporting handouts to inform participants about the status and plans for the EST.

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from April 11, 2008 through April 30, 2009. The estimated cost for this Time and Materials Task Work Order authorization is up to \$450,541.75 (See Attachment B). Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

ATTACHMENT B

Central Environmental Management Office

TWO 35: EST Maintenance and Support April 11, 2008 - April 30, 2009

URS		Hourly Rate	Hours	Cost	% of Total
Employee Category					
1 Tech Peer Review		\$163.50		\$ -	0.0%
2 Project Manager (Roaza)		\$108.67	475	\$ 51,818.25	11.5%
3 Assistant Project Manager (Konikoff)		\$96.30	575	\$ 55,372.50	12.3%
4 Senior Planner (Norman)		\$84.60	200	\$ 16,920.00	3.8%
5 Program Developer/Manager - Field		\$66.37		\$ -	0.0%
6 Planner (Lorenz)		\$62.50	500	\$ 31,250.00	6.9%
7 Planner - Field		\$44.80		\$ -	0.0%
8 Environmental Specialist - Field		\$43.14		\$ -	0.0%
9 Clerical (Richard)		\$41.01	100	\$ 4,101.00	0.9%
10 Senior Programmer (1 FTE = Van Wart/Bosto/Sands)		\$82.00	2,200	\$ 180,400.00	40.0%
11 Programmer		\$66.37		\$ -	0.0%
Subtotal Labor Hours			4,050		75.4%
Subtotal Labor Dollars				\$ 339,661.75	
Sub-consultant Employee Category		Hourly Rate	Hours	Cost	% of Total
1 Project Manager		\$108.67		\$ -	0.0%
2 Assistant Project Manager		\$96.30		\$ -	0.0%
3 Planner		\$62.50		\$ -	0.0%
4 Senior Programmer (Cartee)		\$82.00	1,040	\$ 85,280.00	18.9%
5 Programmer		\$66.37		\$ -	0.0%
Subtotal Labor Hours			1,040		18.9%
Subtotal Labor Dollars				\$ 85,280.00	
	Units	Price per Unit	# of Units		
Air Fare	trips	\$200.00		\$ -	0.0%
Hotel	nights	\$100.00	2	\$ 200.00	0.0%
Per Diem	days	\$50.00	4	\$ 200.00	0.0%
Car Rental	days	\$50.00	4	\$ 200.00	0.0%
Duplication/Report Printing					0.0%
Color Graphics				\$ -	0.0%
Computer Chargers				\$ -	0.0%
Postage/Delivery Service				\$ -	0.0%
Video Services				\$ -	0.0%
Equipment Rental/Purchase				\$ -	0.0%
Expendables				\$ -	0.0%
Miscellaneous - Charlotte Kelley		\$50.00	500	\$ 25,000.00	5.5%
Subtotal Direct Expenses				\$ 25,600.00	5.7%
TOTAL LABOR & DIRECT EXPENSES				\$ 450,541.75	100.0%

Appendix C



September 18, 2008

Buddy Cunill
General Contract Manager
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450

Re: **Environmental Program Performance Management Contract**
Task Work Order 41: ETDM/EST Help Desk Support
Contract Number: BDC20
Financial Number: 41506422819

Dear Mr. Cunill:

Attached for your review and approval is TWO 41, which includes a Scope of Services (Attachment A) and Cost Estimate (Attachment B) to provide ETDM/EST help desk technical support staff on-site at the FDOT answering help desk calls, fixing EST bugs, and developing enhancements.

If you have any questions, please do not hesitate to contact Ruth Roaza at (850) 402-6373.

Sincerely,

David Rae, PE, PTOE, AICP
Project Manager
URS Corporation

Attachments

Buddy Cunill, Contract Manager
Peter McGilvray, Project Manager

10-15-08
Date

10-16-08
Date

ATTACHMENT A
Task Work Order #41

SCOPE OF SERVICES

Florida Department of Transportation

ETDM/EST Help Desk Support Task Work Order

SERVICES TO BE PROVIDED

The Department has requested on-site technical support staff to answer help desk calls for the Environmental Screening Tool (EST), provide online and hands-on training, fix identified bugs in the application, develop enhancements and provide technical assistance to the Central Environmental Management Office (CEMO). The scope of work is as follows:

- Provide full-time on-premise technology support to assist in day-to-day activities and in supporting environmental program computer needs, including EST.
- Develop and deliver training curriculum for hands-on or on-line training classes.
- Provide programming expertise working on correcting necessary EST bugs, as well as application development, coding, and implementing enhancements to existing or new applications during on-premise hours.
- The work will primarily be conducted on-premise, with some travel required to provide off-site training.

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from November 1, 2008 through October 31, 2010. Mike Konikoff and Stephanie Clemons are the on-premise staff. Any proposed on-premise change in staff will require mutual agreement by both parties. The estimated cost for this Time and Materials Task Work Order authorization is up to \$253,068.80 (see Attachment B). Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

ATTACHMENT B

Client: Central Environmental Management Office

TWO 41: ETDM/EST Help Desk Support Task Work Order

November 1, 2008 - October 31, 2010

Employee	Category	Hourly Rate	Task 1 On-Premise Support	Task 2 Hands-on Training	Total Labor Hours	Costs	% of Total
1	Tech Peer Review	\$163.50			0	\$ -	0.0%
2	Project Manager	\$108.67			0	\$ -	0.0%
3	Assistant Project Manager	\$96.30			0	\$ -	0.0%
4	Senior Planner	\$84.60			0	\$ -	0.0%
5	Program Developer/Manager	\$66.37			0	\$ -	0.0%
6	Planner	\$62.50			0	\$ -	0.0%
7	Planner - Field	\$44.80	2496		2496	\$ 111,820.80	44.2%
8	Environmental Specialist	\$43.14			0	\$ -	0.0%
9	Clerical	\$41.01			0	\$ -	0.0%
10	Programmer	\$66.37			0	\$ -	0.0%
11	Senior Programmer	\$82.00	1664		1664	\$ 136,448.00	53.9%
Subtotal Labor Hours			4160	0	4160	\$ 248,268.80	98.1%
Subtotal Labor Dollars			\$248,268.80	\$0.00		\$ 248,268.80	
# Units Price/Unit							
Air Fare	4.00 trips	\$ 300		\$1,200		\$ 1,200.00	0.5%
Hotel	16.00 nights	\$ 100		\$1,600		\$ 1,600.00	0.6%
Per Diem	32.00 days	\$ 50		\$1,600		\$ 1,600.00	0.6%
Car Rental	8.00 days	\$ 50		\$400		\$ 400.00	0.2%
Mileage						\$ -	0.0%
Duplication/Report Printing						\$ -	0.0%
Computer Chargers						\$ -	0.0%
Postage/Delivery Service						\$ -	0.0%
Video Services						\$ -	0.0%
Equipment Rental/Purchase						\$ -	0.0%
Expendables						\$ -	0.0%
Miscellaneous						\$ -	0.0%
Subtotal Direct Expenses			\$0	\$4,800.00		\$ 4,800.00	\$0
TOTAL LABOR & DIRECT			\$248,268.80	\$4,800.00		\$253,068.80	100.0%

ATTACHMENT A
Task Work Order #41

SCOPE OF SERVICES

Florida Department of Transportation

ETDM/EST Help Desk Support Task Work Order

SERVICES TO BE PROVIDED

The Department has requested on-site technical support staff to answer help desk calls for the Environmental Screening Tool (EST), provide online and hands-on training, fix identified bugs in the application, develop enhancements and provide technical assistance to the Central Environmental Management Office (CEMO). The scope of work is as follows:

- Provide full-time on-premise technology support to assist in day-to-day activities and in supporting environmental program computer needs, including EST.
- Develop and deliver training curriculum for hands-on or on-line training classes.
- Provide programming expertise working on correcting necessary EST bugs, as well as application development, coding, and implementing enhancements to existing or new applications during on-premise hours.
- The work will primarily be conducted on-premise, with some travel required to provide off-site training.

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from November 1, 2008 through October 31, 2010. Mike Konikoff and Stephanie Clemons are the on-premise staff. Any proposed on-premise change in staff will require mutual agreement by both parties. The estimated cost for this Time and Materials Task Work Order authorization is up to \$253,068.80 (see Attachment B). Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

Appendix D



February 24, 2009

Buddy Cunill
General Contract Manager
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450

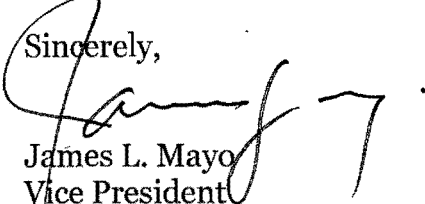
Re: **Environmental Program Performance Management Contract**
Task Work Order #49: EST Programming Support
Contract Number: BDC20
Financial Number: 40708513204

Dear Mr. Cunill:

Attached for your review and approval is TWO #49, which includes a Scope of Services (Attachment A) and Cost Estimate (Attachment B). TWO #49 consists of providing technical support staff to assist in providing on an as needed basis computer programming for the Environmental Screening Tool.

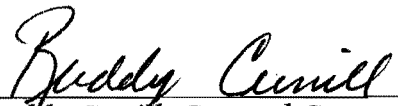
If you have any questions, please do not hesitate to contact Ruth Roaza at (850) 402-6373

Sincerely,



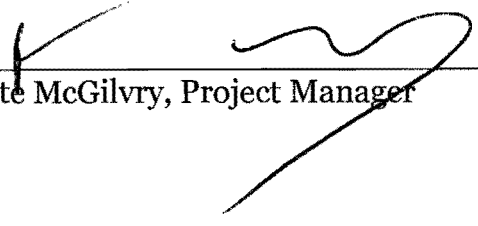
James L. Mayo
Vice President
URS Corporation

Attachments



Buddy Cunill, General Contract Manager

2-26-09
Date



Pete McGilvry, Project Manager

2-26-09
Date

URS Corporation
1625 Summit Lake Drive
Tallahassee, FL 32317
Tel: 850.574.3197
Fax: 850.576.3676

ATTACHMENT A
Task Work Order # 49

SCOPE OF SERVICES

Florida Department of Transportation

EST Programming Support Task Work Order

SERVICES TO BE PROVIDED

The Department has requested technical support staff to assist the Central Environmental Management Office (CEMO) in providing as needed computer programming for the Environmental Screening Tool. The programmer will implement priority EST enhancements, as funding allows and based on priorities established by CEMO. Programming support includes the following tasks:

- Requirement analysis – meet with users and others as requested by CEMO in order to understand the new functionality needed in the EST. Prepare and deliver requirements documents, cost estimate and staffing recommendations.
- Program Design – identify database changes, layout of forms and reports, ensure security and integration with EST
- Development – write, test, and deploy new or modified computer programs on the EST development platform
- Testing – review new or modified computer programs on the EST stage platform
- Documentation – Update Information System Development Methodology (ISDM) documentation as required
- Implementation – Deploy computer programs onto the EST production server
- Coordinate and meet with members of the EST development team as warranted and requested to discuss progress, resource assignments and task plans.

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from March 1, 2009 to June 30, 2009. The estimated cost for this Time and Materials Task Work Order authorization is up to \$48,647.00 (See Attachment B). Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

ATTACHMENT B

Central Environmental Management Office

TWO 49: EST Programming Support

March 1, 2009 - June 30, 2009

URS		Employee Category	Hourly Rate	Hours	Cost	% of Total
1		Tech Peer Review	\$163.50		\$ -	0.0%
2		Senior Project Manager	\$125.00		\$ -	0.0%
3		Project Manager	\$108.67	7	\$ 760.69	1.6%
4		Assistant Project Manager	\$96.30		\$ -	0.0%
5		Senior Planner	\$84.60		\$ -	0.0%
6		Program Developer/Manager - Field	\$66.37		\$ -	0.0%
7		Planner	\$62.50		\$ -	0.0%
8		Planner - Field	\$44.80		\$ -	0.0%
9		Environmental Specialist - Field	\$43.14		\$ -	0.0%
10		Clerical	\$41.01		\$ -	0.0%
11		Senior Programmer	\$82.00		\$ -	0.0%
12		Programmer	\$66.37		\$ -	0.0%
Subtotal Labor Hours				7		1.6%
Subtotal Labor Dollars					\$ 760.69	
Sub-consultant Employee Category		Hourly Rate	Hours	Cost	% of Total	
1		Project Manager	\$108.67		\$ -	0.0%
2		Assistant Project Manager	\$96.30		\$ -	0.0%
3		Planner	\$62.50		\$ -	0.0%
4		Senior Programmer	\$82.00	510	\$ 41,820.00	86.0%
5		Programmer	\$66.37		\$ -	0.0%
Subtotal Labor Hours			510		\$ 41,820.00	86.0%
Subtotal Labor Dollars					\$ 41,820.00	
		Units	Price per Unit	# of Units		
Air Fare		trips	\$200.00		\$ -	0.0%
Hotel		nights	\$100.00		\$ -	0.0%
Per Diem		days	\$50.00		\$ -	0.0%
Car Rental		days	\$50.00		\$ -	0.0%
Duplication/Report Printing					\$ 30.00	0.1%
Color Graphics					\$ -	0.0%
Computer Chargers					\$ -	0.0%
Postage/Delivery Service					\$ 36.31	0.1%
Video Services					\$ -	0.0%
Equipment Rental/Purchase					\$ -	0.0%
Expendables					\$ -	0.0%
Miscellaneous - Charlotte Kelley			\$50.00	120	\$ 6,000.00	12.3%
Subtotal Direct Expenses					\$ 6,066.31	12.5%
TOTAL LABOR & DIRECT EXPENSES					\$ 48,647.00	100.0%

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROCUREMENT ACTION

375-040-28
PROCUREMENT
02/05

REQUEST NUMBER: COST CENTER #: 9 8 5 FISCAL YEAR: 0 8 / 0 9 SEQUENCE #: _____

Requesting Office: Environmental Management	Project Manager: Buddy Cunill	Phone: 414-5280	User ID: ev975bc	Mail Sta. 37
Description of Project: Providing on-going maintenance and support of the Enironmental Screening Tool				
Proposed Contract Period: FROM: <u>04/01/09</u> TO: <u>10/31/10</u>		Funding Category: <input type="radio"/> State - Operating Total Estimated Cost: <input type="radio"/> State - 08XXXX (WP) \$80,449.95 <input type="radio"/> Fed - Operating Details of cost attached, if applicable <input checked="" type="radio"/> Fed - 08XXXX (WP)		

Scope Preparation Assistance: Infonet, Procurement Office, Commodity & Cont. Services, Reference Guides, Scope Development Guidelines.

<input type="radio"/> Request For New Contract		<input checked="" type="radio"/> Request For Action to Existing Contract	
NEW CONTRACT			
PROCUREMENT (ATTACH SCOPE OF SERVICES)		Financial Management I.D.: _____	
<input type="radio"/> Request for Proposal - Technical and Price Proposal (above \$25,000 annual)		Justification Attached	
<input type="radio"/> Invitation to Bid - Price Proposal meeting Minimum Qualifications (above \$25,000 annual)			
<input type="radio"/> Invitation to Negotiate - (above \$25,000 annual)		Justification Attached	
<input type="radio"/> Single Source <input type="radio"/> <= \$25,000 <input type="radio"/> \$25,000.01 to \$150,000 <input type="radio"/> > \$150,000.00		Justification Attached	
<input type="radio"/> Exempt from Competition: Government, University, Artistic, Auditing, Registration, RESPECT, Medical, etc.		Type of Exemption: _____	
Does this new contract replace an existing contract?			
<input type="radio"/> Yes <input type="radio"/> No If yes, Contract # _____		<input type="radio"/> ITB <input type="radio"/> RFP <input type="radio"/> ITN # _____	
Vendor: _____			
EXISTING CONTRACT			
Current Contract End Date: <u>10/31/2010</u> Contract # <u>BDC20</u>		<input type="radio"/> ITB <input checked="" type="radio"/> RFP <input type="radio"/> ITN # <u>03/04-9007-JP</u>	
Financial Management I.D.: <u>41506432819</u> Vendor: <u>URS Corporation Southern</u>			
<input type="radio"/> Renewal No. _____			
<input type="radio"/> Continuation (Single Source/IRR required, as applicable)			
<input type="radio"/> Time Extension <input type="radio"/> No Cost			
<input type="radio"/> With Funding - \$ _____			
Length of Extension: _____			
<input type="radio"/> Amendment - Justification and Description Attached			
<input checked="" type="radio"/> Amendment - Change Budgetary Ceiling of Term Contract for an Indefinite Quantity			
<input type="radio"/> Termination or Certificate of Completion - Description Attached			
<input type="radio"/> Agreement of Assignment			

Mary Harag
Project Manager

03-03-09
Date

Margaret Ball
Approved: Office Manager Signature

3/3/09
Date

TO BE COMPLETED BY PROCUREMENT OFFICE WITH PROJECT

Class Code: _____	Assigned To: _____
Comments: _____	



Florida Department of Transportation

CHARLIE CRIST
GOVERNOR

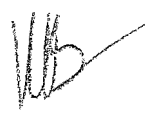
605 Suwannee Street
Tallahassee, FL 32399-0450

STEPHANIE C. KOPELOUSOS
SECRETARY

MEMORANDUM

DATE: December 8, 2008

TO: Environmental Management Office

FROM: Marjorie Bixby, Manager, Environmental Management Office 

SUBJECT: Delegation of Signature Authority

The following establishes the priority for signature authority during my absence from the office for periods longer than one day. This authorization includes all documents requiring the signature of the Manager, Environmental Management Office **with the exception** of personnel actions and authorization of out-of-state travel requests.

- Buddy Cunill, Environmental Program Development Coordinator
- Larry Barfield, Environmental Process Compliance Administrator
- George Ballo, State Sociocultural Effects Administrator.

MB/gns

cc: Debbie Hunt
Buddy Cunill
Larry Barfield
George Ballo



March 2, 2009

Buddy Cunill
General Contract Manager
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450

Re: **Environmental Program Performance Management Contract**
Task Work Order #54: EST Maintenance and Support
Contract Number: BDC20
Financial Number: 41506432819

Dear Mr. Cunill:

Attached for your review and approval is TWO #54, which includes a Scope of Services (Attachment A) and Cost Estimate (Attachment B). TWO #54 consists of providing on-going maintenance and support of the Environmental Screening Tool.

If you have any questions, please do not hesitate to contact Ruth Roaza at (850) 402-6373

Sincerely,

David Rae, PE, PTOE, AICP
Project Manager
URS Corporation

Attachments

Buddy Cunill, General Contract Manager

03-03-09
Date

Pete McGilvry, Project Manager

3/3/09
Date

URS Corporation
1625 Summit Lake Drive
Tallahassee, FL 32317
Tel: 850.574.3197
Fax: 850.576.3676

ATTACHMENT A
Task Work Order # 54

SCOPE OF SERVICES

Florida Department of Transportation

EST Maintenance and Support Task Work Order

SERVICES TO BE PROVIDED

The following tasks are needed for the on-going maintenance and support of the Environmental Screening Tool:

1. **Computer Programming Support** - Implement priority EST enhancements, as funding allows and based on priorities established by CEMO. Enhancements are identified through several sources. First, ETDM working groups and the steering committee recommend improvements to the ETDM process which require technology support. These are usually the highest priority as they affect the ability of ETDM practitioners to perform new or modified tasks. This type of enhancement is anticipated in the upcoming year as project move into Project Development. Second, Department-wide initiatives are underway which may require modifications to the EST. Examples include compliance tracking and integration with the enterprise-wide Electronic Documentation System. Tasks under this work order would focus on requirements analysis, cost feasibility and scope development. Third, users often recommend enhancements which further improve the efficiency of their work flow. These are prioritized based on the number of users affected and the degree to which the enhancement is needed to support ETDM processes. Programming support includes the following:
 - Requirement analysis – meet with users and others as requested by CEMO in order to understand the new functionality needed in the EST. Prepare and deliver requirements documents, cost estimate and staffing recommendations.
 - Program Design – identify database changes, layout of forms and reports, ensure security and integration with EST
 - Development – write, test, and deploy new or modified computer programs on the EST development platform
 - Testing – review new or modified computer programs on the EST stage platform
 - Implementation – Deploy computer programs onto the EST production server
2. **EST Maintenance and Administration** – Monitor and maintain the optimum operation of the EST.
 - Monitor the EST application. Identify and implement efficiencies to improve the speed and operation of the EST
 - Oversee the development, design and deployment of new and modified programs using the EST development procedures. These procedures include tracking fixes and enhancements, QA/QC, and version control procedures. Coordinate programmers to ensure new and modified programs meet established standards and integrate with existing EST components.

- Review map services as GIS data are updated
 - Update application to remain current with supporting technology versions; for example, ArcGIS and Apache.
 - Coordinate and meet with GeoPlan, Data Transfer Solutions, and CEMO as warranted and requested to discuss progress, resource assignments and task plans.
3. **Documentation** –Update EST Handbook and Information System Development Methodology (ISDM) documentation to reflect updates as needed.
 4. **ETDM Coordination** – Support and attend on-going ETDM coordination meetings, as requested. Provide presentations and supporting handouts to inform participants about the status and plans for the EST.

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from April 1, 2009 to June 30, 2009. The estimated cost for this Time and Materials Task Work Order authorization is up to \$80,449.95 (See Attachment B). Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

ATTACHMENT B

Central Environmental Management Office

TWO 54: EST Maintenance and Support

April 1, 2009 - June 30, 2009

URS					
Employee Category	Hourly Rate	Hours	Cost	% of Total	
1 Tech Peer Review	\$163.50		\$ -	0.0%	
2 Senior Project Manager	\$125.00		\$ -	0.0%	
3 Project Manager	\$108.67	103	\$ 11,193.01	13.9%	
4 Assistant Project Manager	\$96.30	220	\$ 21,186.00	26.3%	
5 Senior Planner	\$84.60	48	\$ 4,060.80	5.0%	
6 Program Developer/Manager - Field	\$66.37		\$ -	0.0%	
7 Planner	\$62.50	60	\$ 3,750.00	4.7%	
8 Planner - Field	\$44.80		\$ -	0.0%	
9 Environmental Specialist - Field	\$43.14		\$ -	0.0%	
10 Clerical	\$41.01	48	\$ 1,968.48	2.4%	
11 Senior Programmer	\$82.00	384	\$ 31,488.00	39.1%	
12 Programmer	\$66.37	96	\$ 6,371.52	7.9%	
Subtotal Labor Hours		959		99.5%	
Subtotal Labor Dollars			\$ 80,017.81		
Sub-consultant Employee Category					
	Hourly Rate	Hours	Cost	% of Total	
1 Project Manager	\$108.67		\$ -	0.0%	
2 Assistant Project Manager	\$96.30		\$ -	0.0%	
3 Planner	\$62.50		\$ -	0.0%	
4 Senior Programmer	\$82.00		\$ -	0.0%	
5 Programmer	\$66.37		\$ -	0.0%	
Subtotal Labor Hours		0		0.0%	
Subtotal Labor Dollars			\$ -		
	Units	Price per Unit	# of Units		
Air Fare	trips	\$200.00		\$ - 0.0%	
Hotel	nights	\$100.00		\$ - 0.0%	
Per Diem	days	\$50.00		\$ - 0.0%	
Car Rental	days	\$50.00		\$ - 0.0%	
Duplication/Report Printing			\$ 432.14	0.5%	
Color Graphics			\$ -	0.0%	
Computer Chargers			\$ -	0.0%	
Postage/Delivery Service			\$ -	0.0%	
Video Services			\$ -	0.0%	
Equipment Rental/Purchase			\$ -	0.0%	
Expendables			\$ -	0.0%	
Miscellaneous - Charlotte Kelley		\$50.00		\$ - 0.0%	
Subtotal Direct Expenses			\$ 432.14	0.5%	
TOTAL LABOR & DIRECT EXPENSES				\$ 80,449.95 100.0%	

Harger, Mary

From: The job FI989HLR
Sent: Monday, March 02, 2009 3:06 PM
To: Harger, Mary
Subject: FUNDS APPROVAL/REVIEWED FOR CONTRACT BDC20

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
FUNDS APPROVAL

Contract #BDC20 Contract Type: B1 Method of Procurement: B
Vendor Name: URS CORPORATION
Vendor ID: VF592087895012
Beginning date of this Agmt: 11/01/03
Ending date of this Agmt: 10/31/10
Contract Total/Budgetary Ceiling: ct = \$8,822,359.48

Description:
MA10781

ORG-CODE	*EO	*OBJECT	*AMOUNT	*FIN PROJECT	*FCT	*CFDA
(FISCAL YEAR)		*BUDGET ENTITY		*CATEGORY/CAT	YEAR	
AMENDMENT ID		*SEQ.	*USER ASSIGNED ID	*ENC LINE(6S)/	STATUS	

Action: SUPPLEMENTAL Funds have been: APPROVED

55 210000985	*PD	*131521	*	80449.95	*41506432819	*331	*
2009		*55100100			*088849/09		
S049		*00	*	47	*0072/04		

TOTAL AMOUNT: *\$ 80,449.95 *

FUNDS APPROVED/REVIEWED FOR ROBIN M. NAITOVE, CPA, COMPTROLLER
DATE: 03/02/2009



12805610

May 7, 2009

Buddy Cunill
General Contract Manager
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450


Re: **Environmental Program Performance Management Contract**
Task Work Order #56: EST Maintenance and Support
Contract Number: BDC20
Financial Number: 41506432819

Dear Mr. Cunill:

Attached for your review and approval is TWO #56, which includes a Scope of Services (Attachment A) and Cost Estimate (Attachment B). TWO #56 consists of providing on-going maintenance and support of the Environmental Screening Tool.

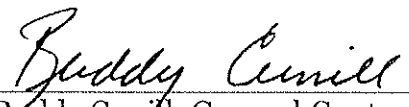
If you have any questions, please do not hesitate to contact Ruth Roaza at (850) 402-6373

Sincerely,



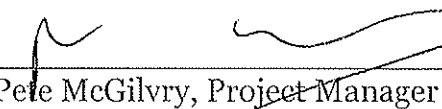
David Rae, PE, PTOE, AICP
Project Manager
URS Corporation

Attachments



Buddy Cunill, General Contract Manager

5-21-09
Date



Pete McGilvry, Project Manager

5-21-09
Date

ATTACHMENT A
Task Work Order # 56

SCOPE OF SERVICES

Florida Department of Transportation

EST Maintenance and Support Task Work Order

SERVICES TO BE PROVIDED

The following tasks are needed for the on-going maintenance and support of the Environmental Screening Tool:

1. **Computer Programming Support** - Implement priority EST enhancements, as funding allows and based on priorities established by CEMO. Enhancements are identified through several sources. First, ETDM working groups and the steering committee recommend improvements to the ETDM process which require technology support. These are usually the highest priority as they affect the ability of ETDM practitioners to perform new or modified tasks. Second, Department-wide initiatives are underway which may require modifications to the EST. Tasks under this work order would focus on requirements analysis, cost feasibility and scope development. Third, users often recommend enhancements which further improve the efficiency of their work flow. These are prioritized based on the number of users affected and the degree to which the enhancement is needed to support ETDM processes. One of the priorities for this task work order is an updated to the graphical user interface to assist with navigation. Programming support includes the following:
 - Requirement analysis – meet with users and others as requested by CEMO in order to understand the new functionality needed in the EST. Prepare and deliver requirements documents, cost estimate and staffing recommendations.
 - Program Design – identify database changes, layout of forms and reports, ensure security and integration with EST
 - Development – write, test, and deploy new or modified computer programs on the EST development platform
 - Testing – review new or modified computer programs on the EST stage platform
 - Implementation – Deploy computer programs onto the EST production server
2. **EST Maintenance and Administration** – Ensure the optimum operation of the EST.
 - Monitor the EST application. Identify and implement efficiencies to improve the speed and operation of the EST
 - Oversee the development, design and deployment of new and modified programs using the EST development procedures. These procedures include tracking fixes and enhancements, QA/QC, and version control procedures. Coordinate programmers to ensure new and modified programs meet established standards and integrate with existing EST components.
 - Review map services as GIS data are updated

Update application to remain current with supporting technology versions; for example, ArcGIS and Apache.

- Coordinate and meet with GeoPlan, Data Transfer Solutions, and CEMO as warranted and requested to discuss progress, resource assignments and task plans.
- 3. **Documentation** –Update EST Handbook and Information System Development Methodology (ISDM) documentation to reflect updates as needed.
- 4. **ETDM Coordination** – Support and attend on-going ETDM coordination meetings, as requested. Provide presentations and supporting handouts to inform participants about the status and plans for the EST.

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from June 1, 2009 to October 31, 2010. The estimated cost for this Time and Materials Task Work Order authorization is up to \$592,149.25 (See Attachment B). Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

ATTACHMENT B

Central Environmental Management Office

TWO 56: EST Maintenance and Support June 1, 2009 - October 31, 2009

URS		Hourly Rate	Hours	Cost	% of Total
Employee Category					
1	Tech Peer Review	\$163.50		\$ -	0.0%
2	Senior Project Manager	\$125.00		\$ -	0.0%
3	Project Manager	\$108.67	690	\$ 74,982.30	12.7%
4	Assistant Project Manager	\$96.30	1,104	\$ 106,315.20	18.0%
5	Senior Planner	\$84.60	276	\$ 23,349.60	3.9%
6	Program Developer/Manager - Field	\$66.37		\$ -	0.0%
7	Planner	\$62.50	749	\$ 46,812.50	7.9%
8	Planner - Field	\$44.80		\$ -	0.0%
9	Environmental Specialist - Field	\$43.14		\$ -	0.0%
10	Clerical	\$41.01	100	\$ 4,101.00	0.7%
11	Senior Programmer	\$82.00	1,380	\$ 113,160.00	19.1%
12	Programmer	\$66.37	1035	\$ 68,692.95	11.6%
13	Senior Planner/Biologist - Field	\$58.00		\$ -	0.0%
Subtotal Labor Hours			5,334	\$ 437,413.55	73.9%
Subtotal Labor Dollars					
Sub-consultant Employee Category		Hourly Rate	Hours	Cost	% of Total
1	Project Manager	\$108.67	60	\$ 6,520.20	1.1%
2	Assistant Project Manager	\$96.30		\$ -	0.0%
3	Planner	\$62.50		\$ -	0.0%
4	Senior Programmer	\$82.00	1,380	\$ 113,160.00	19.1%
5	Programmer	\$66.37		\$ -	0.0%
Subtotal Labor Hours			1,440	\$ 119,680.20	20.2%
Subtotal Labor Dollars					
	Units	Price per Unit	# of Units		
Air Fare	trips	\$200.00		\$ -	0.0%
Hotel	nights	\$100.00		\$ -	0.0%
Per Diem	days	\$50.00		\$ -	0.0%
Car Rental	days	\$50.00		\$ -	0.0%
Duplication/Report Printing				\$ 555.50	0.1%
Color Graphics				\$ -	0.0%
Computer Charges				\$ -	0.0%
Postage/Delivery Service				\$ -	0.0%
Video Services				\$ -	0.0%
Equipment Rental/Purchase				\$ -	0.0%
Expendables				\$ -	0.0%
Miscellaneous - Charlotte Kelley	hours	\$50.00	690	\$ 34,500.00	5.8%
Subtotal Direct Expenses				\$ 35,055.50	5.9%
TOTAL LABOR & DIRECT EXPENSES				\$ 592,149.25	100.0%

EXISTING CONTRACT INPUT

05/20/2009

06.48.28

Contract Number

BDC20

Original
Contract/Budget Ceiling
\$10,495,196.08Total for this Entry
\$592,149.25

Row	Amend ID	Line Id	Amendment Amount	Flair Amount	User ID	Beginning Date	Ending Date	LCSC
1	S055	00	\$592,149.25	\$592,149.25	45	06/01/09	10/31/10	B

Project	Year	Flair Account	Org Code	EO	Object	W/A Code	6S
1 41506432819	2009	10 - 2 - 540001 - 65100100 - 00 - 088849 - 09	210000985	PD	131521	331	0078

Year	Annual Amount	Amendment Amount
2004	\$35,902.36	\$0.00
2005	\$111,560.52	\$0.00
2006	\$2,303,197.42	\$0.00
2007	\$1,630,428.64	\$0.00
2008	\$2,717,469.54	\$0.00
2009	\$592,149.25	\$592,149.25

0065-Press RETURN to return to processing - SUBMIT to Process Entries

Row
Number 0
Delete

Return

Submit

Print

Clear All



May 7, 2009

Buddy Cunill
General Contract Manager
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450

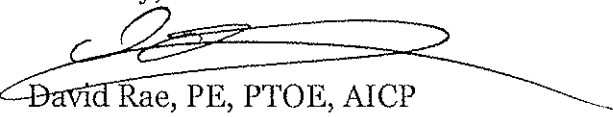
Re: **Environmental Program Performance Management Contract**
Task Work Order #59: ETDM/EST Help Desk Support
Contract Number: BDC20
Financial Number: 41506432819

Dear Mr. Cunill:

Attached for your review and approval is TWO #59, which includes a Scope of Services (Attachment A) and Cost Estimate (Attachment B). TWO #59 consists of providing on-site support staff to assist with the help desk.

If you have any questions, please do not hesitate to contact Ruth Roaza at (850) 402-6373

Sincerely,



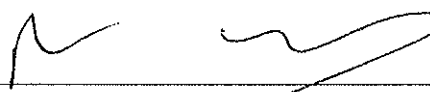
David Rae, PE, PTOE, AICP
Project Manager
URS Corporation

Attachments



Buddy Cunill, General Contract Manager

5-21-09
Date



Pete McGilvry, Project Manager

5-21-09
Date

ATTACHMENT A
Task Work Order #59

SCOPE OF SERVICES

Florida Department of Transportation

ETDM/EST Help Desk Support Task Work Order

SERVICES TO BE PROVIDED

The Department has requested on-site technical support staff to answer help desk calls for the Environmental Screening Tool (EST), provide online and hands-on training, fix identified bugs in the application, develop enhancements and provide technical assistance to the Central Environmental Management Office (CEMO). The scope of work is as follows:

- Provide full-time on-premise technology support to assist in day-to-day activities and in supporting environmental program computer needs, including EST.
- Develop and deliver training curriculum for hands-on or on-line training classes.
- Provide programming expertise working on correcting necessary EST bugs, as well as application development, coding, and implementing enhancements to existing or new applications during on-premise hours.
- The work will primarily be conducted on-premise, with some travel required to provide off-site training.

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from June 1, 2009 through October 31, 2010. Mike Konikoff and Chris Sands are the on-premise staff. Any proposed on-premise change in staff will require mutual agreement by both parties. The estimated cost for this Time and Materials Task Work Order authorization is up to \$120,000 (see Attachment B). Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

ATTACHMENT B

Client: Central Environmental Management Office

TWO 59: ETDM/EST Help Desk Support Task Work Order

June 1, 2009 - October 31, 2010

Employee	Category	Hourly Rate	Task 1 Premise Support	Task 2 Hands-on Training	Total Labor Hours	Costs	% of Total
1	Tech Peer Review	\$163.50			0	\$ -	0.0%
2	Senior Project Manager	\$125.00			0	\$ -	0.0%
3	Project Manager	\$108.67			0	\$ -	0.0%
4	Assistant Project Manager	\$96.30			0	\$ -	0.0%
5	Senior Planner	\$84.60			0	\$ -	0.0%
6	Program Developer/Manager	\$66.37	775		775	\$ 51,436.75	42.9%
7	Planner	\$62.50			0	\$ -	0.0%
8	Planner - Field	\$44.80			0	\$ -	0.0%
9	Environmental Specialist	\$43.14			0	\$ -	0.0%
10	Clerical	\$41.01			0	\$ -	0.0%
11	Programmer	\$66.37			0	\$ -	0.0%
12	Senior Programmer	\$82.00	700		775	\$ 63,550.00	53.0%
13	Senior Planner/Biologist - Field	\$58.00			0	\$ 0.00	0.0%
Subtotal Labor Hours					1550		
Subtotal Labor Dollars						\$ 114,986.75	95.8%
		# Units	Price/Unit				
Air Fare		4.00 trips	\$ 300				
Hotel		16.00 nights	\$ 100				
Per Diem		32.00 days	\$ 50				
Car Rental		8.00 days	\$ 50				
Mileage							
Duplication/Report Printing							
Computer Chargers							
Postage/Delivery Service							
Video Services							
Equipment Rental/Purchase							
Expendables							
Miscellaneous							
				\$213.25		\$ 213.25	0.2%
Subtotal Direct Expenses				\$213		\$ 5,013.25	\$0
TOTAL LABOR & DIRECT				\$109,050.00		\$120,000.00	100.0%

EXISTING CONTRACT INPUT

05/20/2009

05.52.32

Contract Number

BDC20

Original
Contract/Budget Ceiling

\$11,087,345.33

Total for this Entry

\$120,000.00

Row	Amend ID	Line Id	Amendment Amount	Flair Amount	User ID	Beginning Date	Ending Date	LCSC
1	S056	00	\$120,000.00	\$120,000.00	46	06/01/09	10/31/10	B

Project	Year	Flair Account	Org Code	EO	Object	W/A Code	6S
1 41506432819	2009	10 - 2 - 540001 - 55100100 - 00 - 088849 - 09	210000985	PD	131521	331	0079

Year	Annual Amount	Amendment Amount
2004	\$35,902.36	\$.00 ▲
2005	\$111,560.52	\$.00
2006	\$2,303,197.42	\$.00
2007	\$1,630,428.64	\$.00
2008	\$2,717,469.54	\$.00
4		

0001-Press RETURN to return to processing - SUBMIT to Process Entries

Row
Number

0

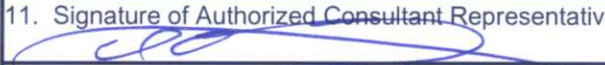

Delete

Return

Submit

Print

Clear All

1. Consulting Agreement for Engineering Services entered into the 13 th day June, 2008 in support of FDOT General Consultant Services Contract No. C8Q73.		2. Task Order #18 CB Task Work Order #04	3. Date February 23, 2009
4. Consultant Name and Address: URS Corporation Southern Attention: David Rae, Vice President 7650 W. Courtney Campbell Causeway <i>1625 Summit Lake Dr</i> Tampa, FL 33607-1462 <i>Tampa, FL 32317</i> Office : 850.402.6362 Email : David.Rae@URSCorp.com		5. Company Representative Drafting Task Order: Jean Carnahan, 813.217.4000 Jean.Carnahan@Jacobs.com	
7. Consulting Agreement Adjustments: N/A Net Price Change: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease Net Schedule Change: <input type="checkbox"/> Add <input type="checkbox"/> Delete		6. Authority Cited to Authorize Services: Article 2, Compensation & Payment Article 3, Changes in Service Article 20, Miscellaneous	
8. Effect of Consulting Agreement Adjustments: New Consulting Agreement Amount: Lump Sum Effort: \$49,063.00 New Consulting Agreement Completion Date: June 30, 2009			
9. Description of Services Authorized. (1) SCOPE: To provide technical assistance with protocols and technologies used to review Environmental Impact Statements (EISs). (2) PERIOD OF PERFORMANCE: 02/23/09 THROUGH 06/30/09 (3) COMPENSATION: Lump Amount (LS2) – Not to Exceed: \$49,063.00 Project Name: Statewide Environmental Management Office (CEMO) Please submit a MONTHLY task status update that includes cumulative expenditure. Status can be relayed in a concise email to Jean Carnahan at the following email address Jean.Carnahan@Jacobs.com . Please attach a copy of this form with your first invoice submitted on this task. Please reference E9W91118 on your invoice. NOTE: Please indicate "FINAL" on the last invoice for this task.			
10. CONSULTANT <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT REQUIRED TO SIGN THIS DOCUMENT.			
11. Signature of Authorized Consultant Representative 		12. Signature of Authorized Company Representative 	
13. Name and Title of Authorized Consultant Representative <i>David R. Rae</i> <i>vice President</i>	14. Date Signed <i>3/18/09</i>	15. Name and Title of Authorized Company Representative David A. Twiddy, Jr. P.E. Tampa Area Manager	16. Date Signed <i>3-31-09</i>



Florida Department of Transportation

CHARLIE CRIST
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

STEPHANIE C. KOPELOUSOS
SECRETARY

February 23, 2008

2009

Mr. David Twiddy, Jr., P.E.
Tampa Operations Manager
Carter and Burgess, Inc.
400 North Ashley Drive, Suite 1550
Tampa, Florida 33602

Subject: **Task Work Order Number: 18**
Environmental Impact Statement Review Technology Support
Contract Number: C8Q73
State Job Number: 41506422220
Project Description: Statewide Environmental Management Consultant

Dear Mr. Twiddy,

As stated in our contract between the Department and Carter and Burgess, Inc. dated June 4, 2008, you are authorized to perform the services described in this Task Work Order upon your acknowledgment by signature of enclosed Task Work Order Form.

SERVICES TO BE PERFORMED

The Consultant may perform activities associated with this Task Work Order related to Project Management Support as specified in Attachment "A" herein. The contract scope of work has not been amended.

For the required services, compensation will be given according to the following as a Lump Sum based on percentage of completion. Amount for this Task Work Order, as allowed in Exhibit B, Method of Compensation attached to the Contract.

SUMMARY OF COMPENSATION

Total Amount under Contract ⁽¹⁾	\$1,821,219.00
Cumulative Amount of Previous Task Work Orders	\$1,064,592.00
Task Work Order Number 18 (Lump sum)	\$49,063.00
Remaining Contract Resources	\$707,564.00

⁽¹⁾Note: The total contract-limiting amount is \$3,000,000.00. This Contract is funded by multiple appropriations, with the approved funds encumbered to date for task work orders totaling \$1,821,219.00.

David Twiddy
February 23, 2009
Page 2

The completion date for services for Task Work Order 18 shall be June 30, 2009. This completion date is within the contract completion date ending June 3, 2013.

Please acknowledge receipt of and agreement with these Task Work Orders by (1) signing and dating both originals; (2) keeping one original; and (3) returning the other original to me at the following address: Florida Department of Transportation, 605 Suwannee Street (MS 37), Tallahassee, Florida 32399-0450.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jeff Caster', with a large, stylized initial 'J' and 'C'.

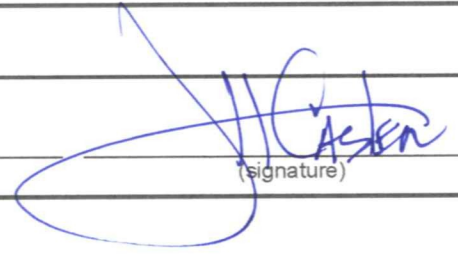
Jeff Caster
Interim Project Manager
Environmental Management Office

cc: Procurement Office
Comptroller

*Limiting or Estimated/Budgeted Amount.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
TASK WORK ORDER FOR PROFESSIONAL SERVICES

375-030-25
PROCUREMENT
05/05
Page 1 of 6

Consultant: Carter-Burgess, Inc.			
Address: 400 North Ashley Drive, Suite 1550 Tampa, Florida 33602			
(To be entered upon execution of T.W.O.) Date:		Task Work Order No.: 18	
Contract No. C8Q73		Payment FM No.: 41506422220	
Brief Task Description: The purpose of this Task Work Order is to provide technical assistance with protocols and technologies used to review Environmental Impact Statements (EISs)			
In accordance with the above referenced contract, you are authorized to perform the tasks detailed in attached Exhibit A (Scope of Services). All services required under this Task Work Order will be completed on or before: 6/30/2009			
The total amount or the limiting amount of the compensation will be: \$49,063.00			
Compensation elements are as follows:			
Element Description	Method of Compensation	Amount	Est*
Labor and Expenses- URS	(LS2) Lump sum paid based on % of completion	\$49,063.00	
		\$0.00	
		\$0.00	
		\$0.00	
Page 1 Total		\$49,063.00	
Page 2 thru 6 Subtotal		\$0.00	
Total		\$49,063.00	
Other Notes: See Attached Scope of Services and fee estimate			
Total authorizations to date (including this one): \$1,113,655.00			
Departmental Approval:			
Jeff Caster (name)		Interim Project Manager (title)	
		 (signature)	
Consultant Acceptance:			
David Twiddy, P.E. (name)		Tampa Operations Manager (title)	
		(signature)	

*Limiting or Estimated/Budgeted Amount.

Distribution Procurement Office , Comptroller ,

SCOPE OF SERVICES
Statewide Environmental Services Consultant

Task Work Order 18
Environmental Impact Statement Review Technology Support

Department Project Manager:	Jeff Caster / Peter McGilvray
URS Project Manager:	Ruth Roaza, (850) 402-6373
Project Description:	Statewide Environmental Services Consultant
Contract:	C8Q73
FIN#:	41506422220

The purpose of this Task Work Order is to provide technical assistance with protocols and technologies used to review Environmental Impact Statements (EISs). Tasks will include the following:

1. Develop EIS Review Checklist – work with Environmental Management Office (EMO) staff to identify a checklist(s) to help ensure that reviews of EISs are consistent and complete.
2. Develop a web-based application, which EMO staff can use to record comments about draft environmental documents that have been submitted to their office for review. Use the web-based application that URS previously created for reviewing the ETDM Manual as a prototype to refine requirements and technical specifications. Computer programming includes the following sub-tasks:
 - a. Requirement analysis – meet with CEMO staff in order to assess user requirements of the application. Prepare and deliver requirements documents.
 - b. Program Design – identify functional and database specifications, and layout of forms and reports
 - c. Development – write, test, and deploy computer programs on the Environmental Screening Tool (EST) development platform
 - d. Testing – review new or modified computer programs on the EST stage platform
 - e. Implementation – Deploy computer programs onto the EST production server
3. Documentation – Provide documentation of the application in accordance to CEMO Information System Development Methodology (ISDM) requirements (including technical and user documentation)

4. Meetings and Coordination – Attend meetings and coordinate with project staff as required.

Deliverables

- EIS Review Checklist(s)
- EIS Review form and reports, to be implemented on the Environmental Screening Tool
- ISDM documentation

Schedule and Compensation

Anticipated duration of the project will extend from March 1, 2009 to June 30, 2009. The total Lump Sum Fee for the Task Work Order is \$49,063.

Task 18: Environmental Impact Statement Review Technology Support

Contract #: C8Q73

Task Work Order 18 - Environmental Management Electronic Document Management System Implementation

Consultant Name: URS

Consultant Project Manager: Ruth Roaza, (850)402-6373, ruth_roaza@urscorp.com

Date: February 10, 2009

TASK	Senior Specialist		Specialist		Senior Planner		Total Hours	Salary Cost	Average Hourly Rate
	Hours	Hourly Rate \$49.93	Hours	Hourly Rate \$35.37	Hours	Hourly Rate \$32.18			
Develop Check List	40	\$1,997.20		\$0.00		\$0.00	40	\$1,997.20	\$49.93
Computer Programming	40	\$1,997.20	220	\$7,781.40		\$0.00	260	\$9,778.60	\$37.61
Documentation	8	\$399.44	80	\$2,829.60		\$0.00	88	\$3,229.04	\$36.69
Meetings and Coordination	22	\$1,098.46	40	\$1,414.80		\$0.00	62	\$2,513.26	\$40.54
		\$0.00		\$0.00		\$0.00	0	\$0.00	#DIV/0!
		\$0.00		\$0.00		\$0.00	0	\$0.00	#DIV/0!
		\$0.00		\$0.00		\$0.00	0	\$0.00	#DIV/0!
TOTAL MAN-HOURS AND COST	110	\$5,492.30	340	\$12,025.80	0	\$0.00	450	\$17,518.10	\$38.93

SALARY RELATED COSTS:	\$17,518.10
Overhead (138.92%)	\$24,336.14
SUBTOTAL	\$41,854.24
Operating Margin (27%)	\$4,729.89
FCCM (0.600%)	\$105.11
Expenses (13.55%)	\$2,373.70
TOTAL FEE (Rounded)	\$49,063.00

Appendix E



November 23, 2009

Buddy Cunill
General Contract Manager
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450


Re: **Environmental Program Performance Management Contract**
Task Work Order #68: EST Simplification
Contract Number: BDC20
Financial Number: 40708513204

Dear Mr. Cunill:

Attached for your review and approval is TWO #68, which includes a Scope of Services (Attachment A) and Cost Estimate (Attachment B). TWO #68 consists of modifications to the user interface of the Environmental Screening Tool to enhance its ease of use.

If you have any questions, please do not hesitate to contact Ruth Roaza at (850) 402-6373

Sincerely,



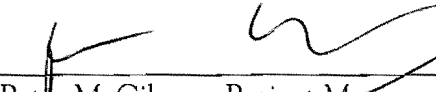
David Rae, PE, PTOE, AICP
Project Manager
URS Corporation

Attachments



Buddy Cunill, General Contract Manager

12/21/09
Date



Peter McGilvray, Project Manager

12/21/09
Date

URS Corporation
1625 Summit Lake Drive, Suite 200
Tallahassee, FL 32317
Tel: 850.574.3197
Fax: 850.576.3676

ATTACHMENT A
Task Work Order # 68

SCOPE OF SERVICES

Florida Department of Transportation

EST Simplification Task Work Order

SERVICES TO BE PROVIDED

The Environmental Screening Tool (EST) was developed under contract by the Florida Department of Transportation's Environmental Management Office to support Florida's Efficient Transportation Decision Making (ETDM) process. Initial development occurred simultaneously with process engineering during the years 2000 through 2003. The EST was developed iteratively using an evolving prototype methodology. This strategy allowed the technology to adapt to refinements in the ETDM Process as the process was defined.

2004 marked the first year of ETDM implementation, during which time refinements to both the process and the EST were identified. In 2004-2005, the EST design was modified to reflect these refinements as well as integrate functionality. Based on feedback from users, the new integrated design of the EST was developed to improve the graphical user interface, code maintainability, and user work flow. The new design also took advantage of technology advancements and upgrades made available since the conception of the project. This new version of the EST went into production in December 2005. Subsequent to 2005, enhancements and additional functionality were developed to support additional tasks as requested by users.

The EST is a complex web-based application supporting a wide range of tasks needed for transportation planning, programming, project development, and environmental reviews. The application is used by hundreds of users for a variety of purposes. Overall, the EST is widely accepted by the user community. However, as more functionality is added, it is becoming more difficult to locate various functions and remember steps needed to perform specific tasks. For new and infrequent users, some parts of the application can be especially confusing. In the summer of 2009, the Department Project Manager initiated discussions with active users to identify improvement to the EST to increase its ease of use. This group identified the following recommendations for EST enhancements to be addressed under this task work order:

Improvements to EST data reports	
	The data output for the demographics data requires substantial modification before the figures are placed into the SCE Evaluation. Develop a summary table for use in SCE Evaluations.
	Provide a way to share GIS Reports between users
Improvements to finding forms and reports	
	Create a search function for finding forms and reports
	Organize pages so that it's more intuitive to find things
	Group forms and reports into specific functional tasks rather than by Tools and Reports and then alphabetical. It needs to be more personalized for different types of users

	Create an online interactive calendar of anticipated project release schedule, ETAT meetings, and training events
Improvements to project entry	
	Standardize Purpose and Need Statements – create a Purpose and Need Statement template with sections or multiple text boxes matching those sections required for PD&E Purpose and Need Statements; provide user with ability to skip over sections that are not applicable and to place sections in order of importance
	Provide a way to test projects (i.e., query project alternatives, etc.) while they are in ETDM QA/QC status before they are released to ETAT
	Standardize project naming convention – e.g., assign each county a #, then provide each phase with a certain # or letter, etc.
Improvements to project notifications	
	AN is confusing and it's hard to remember what's required and what's optional
Improvements to Map Viewer/Editor	
	Provide user with ability to turn off all projects when digitizing a new project
	Allow roadway IDs and roadway names to appear on map during digitizing process
	Because you can't turn on and off separate alternatives, it is impossible to evaluate the difference between overlapping alternatives. Need to be able to turn on and off alternatives with a click, no need to re-search for the project that you're looking at (especially if it's already been selected through the Projects Needing Review page or the "Show on Map" feature)
	Use different colors or patterns, etc. to distinguish between Planning and Programming Screen projects in Map Viewer – projects are currently distinguished in Map Viewer by status (i.e., Editing, In ETAT Review, Completed ETAT Review, etc.)
	Tools are cumbersome. The map viewer needs to be simpler like Google maps or resource-specific maps such as the FWS wetland mapper and the NOAA EFH mapping tools.
	It's difficult to locate functionality hidden under the menus; pull out some of the more commonly used features
	CCI function is not intuitive.
	Put a tip about using F-11 and maximize button on map viewer tool bar
	Integrate project input into consistent viewer

The purpose of this task work order is to provide technical support staff to implement these recommendations as prioritized by the Department Project Manager and as funding allows. The priorities will be implemented through the following tasks:

1. **Usability Testing** – Using the Department's Go To meeting facilities, conduct interactive testing with selected users to determine specific recommendations about improving the user interface of the EST for the following situations:
 - Preparing Advance Notifications
 - Integrated Map Viewer/Editor interface
 - Assisting the infrequent user
2. **Computer Programming**– Based on priorities established by the Department Project Manager and as funding allows, develop and modify computer programs on the EST to enhance the ease of use. Programming tasks include the following:
 - Requirement analysis – meet with users and others as requested by the Department Project Manager in order to understand the functionality needed in the EST.

- Program Design – identify database changes, layout of forms and reports, ensure security and integration with EST
 - Development – write, test, and deploy new or modified computer programs on the EST development platform
 - Testing – review new or modified computer programs on the EST stage platform
 - Implementation – Deploy computer programs onto the EST production server
3. **Documentation** –Update EST Handbook and Information System Development Methodology (ISDM) documentation to reflect updates as needed.
 4. **Meetings and Coordination** – Support and attend project meetings, as requested. Provide presentations and supporting handouts to inform participants about the status and plans for the EST. Provide meeting notes as requested.

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from January 1, 2010 to October 31, 2011. The estimated cost for this Time and Materials Task Work Order authorization is up to \$225,000 (See Attachment B). Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

ATTACHMENT B

Central Environmental Management Office

TWO 68: EST Simplification

January 1, 2010 - October 31, 2011

URS Employee Category		Hourly Rate	Hours	Cost	% of Total
1	Tech Peer Review	\$163.50	150	\$ 24,525.00	10.9%
2	Senior Project Manager	\$125.00		\$ -	0.0%
3	Project Manager	\$108.67	145	\$ 15,757.15	7.0%
4	Assistant Project Manager	\$96.30	300	\$ 28,890.00	12.8%
5	Senior Planner	\$84.60		\$ -	0.0%
6	Program Developer/Manager - Field	\$66.37		\$ -	0.0%
7	Planner	\$62.50	280	\$ 17,500.00	7.8%
8	Planner - Field	\$44.80		\$ -	0.0%
9	Environmental Specialist - Field	\$43.14		\$ -	0.0%
10	Clerical	\$41.01	60	\$ 2,460.60	1.1%
11	Senior Programmer	\$82.00	300	\$ 24,600.00	10.9%
12	Programmer	\$66.37	1000	\$ 66,370.00	29.5%
13	Senior Planner/Biologist - Field	\$58.00		\$ -	0.0%
Subtotal Labor Hours			2,235		80.0%
Subtotal Labor Dollars				\$ 180,102.75	
Sub-consultant Employee Category		Hourly Rate	Hours	Cost	% of Total
1	Project Manager	\$108.67		\$ -	0.0%
2	Assistant Project Manager	\$96.30		\$ -	0.0%
3	Planner	\$62.50		\$ -	0.0%
4	Senior Programmer	\$82.00	500	\$ 41,000.00	18.2%
5	Programmer	\$66.37		\$ -	0.0%
Subtotal Labor Hours			500		18.2%
Subtotal Labor Dollars				\$ 41,000.00	
	Units	Price per Unit	# of Units		
Air Fare	trips	\$200.00		\$ -	0.0%
Hotel	nights	\$100.00		\$ -	0.0%
Per Diem	days	\$50.00		\$ -	0.0%
Car Rental	days	\$50.00		\$ -	0.0%
Duplication/Report Printing				\$ 897.25	0.4%
Color Graphics				\$ -	0.0%
Computer Charges				\$ -	0.0%
Postage/Delivery Service				\$ -	0.0%
Video Services				\$ -	0.0%
Equipment Rental/Purchase				\$ -	0.0%
Expendables				\$ -	0.0%
Miscellaneous - Charlotte Kelley	hours	\$50.00	60	\$ 3,000.00	1.3%
Subtotal Direct Expenses				\$ 3,897.25	1.7%
TOTAL LABOR & DIRECT EXPENSES				\$ 225,000.00	100.0%

Attached is Task Work Order 68 for modifications to the user interface of the Environmental Screening Tool to enhance its ease of use. The cost of this Task Work Order is \$225,000.00. The funds for this Task Work Order have already been encumbered as our funds for our URS contract and we are committing these funds through this Task Work Order. Buddy has reviewed this contract and has signed below.

Originator Buddy Cunill

Phone 414-5319

Date 11/24/2009

	Reviewed by:	Init.	Date
1.	Margie Bixby	<i>MB</i>	11/24
2.	Brad Thoburn	<i>BT</i>	12/15
3.	Debbie Hunt	<i>DH</i>	12/16
4.			
5.			

	Reviewed by:	Init.	Date
1.			
2.			
3.			
4.			
5.			

Harger, Mary

WR5

From: Howard Langridge [howard.langridge@dot.state.fl.us]
Sent: Wednesday, September 19, 2007 4:02 PM
To: Buddy Cunill
Cc: Mary Harger
Subject: Fw: FUNDS APPROVAL/REVIEWED FOR CONTRACT BDC20

----- Forwarded by Howard Langridge/CO/FDOT on 09/19/2007 03:56 PM -----

The job FI989HLR; user I.D. FI989HL <MVS@DOT>
09/19/2007 03:24 PM

To
FI989HL@dot.state.fl.us
cc

Subject
FUNDS APPROVAL/REVIEWED FOR CONTRACT BDC20

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
FUNDS APPROVAL

Contract #BDC20 Contract Type: Method of Procurement:
Vendor Name: URS CORPORATION
Vendor ID: VF592087895012
Beginning date of this Agmt: 11/01/03
Ending date of this Agmt: 07/04/08

ORG-CODE *EO *OBJECT *AMOUNT *FIN PROJECT *FCT *CFDA
(FISCAL YEAR) *BUDGET ENTITY *CATEGORY/CAT YEAR
AMENDMENT ID *SEQ. *USER ASSIGNED ID *ENC LINE(6S)/STATUS

Action: RENEWAL Funds have been: APPROVED

55	210000985	*PD	*131521	*	300000.00	*40708513204	*011	*
2008			*55100100			*088849/08		
L001			*00	*RENEW1		*0040/04		

Action: RENEWAL Funds have been: REVIEWED*

55	210000985	*PD	*131521	*	300000.00	*40708513204	*011	*
2009			55100100			088849 09		
L001			*01	*RENEW1		* /04		

*Funds Approval and encumbrance processing is contingent upon Annual

Legislative appropriation.

Action: RENEWAL Funds have been: REVIEWED*

55	210000985	*PD	*131521	*	300000.00	*40708513204	*011	*
2010			55100100			088849 10		
L001			*02	*RENEW1		/04		

*Funds Approval and encumbrance processing is contingent upon Annual
Legislative appropriation.

TOTAL AMOUNT: *\$ 900,000.00 *

FUNDS APPROVED/REVIEWED FOR ROBIN M. NAITOVE, CPA, COMPTROLLER

DATE: 09/19/2007



August 16, 2010

George Ballo
General Contract Manager
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450

Re: **Environmental Program Performance Management Contract**
Task Work Order #68: EST Simplification
Contract Number: BDC20
Financial Number: 40708513204

Dear Mr. Ballo:

Attached for your review and approval is TWO #68 modification 1, which includes a request for a no-cost time extension until October 31, 2011. This extension is requested to be able to continue to provide services on this task.

If you have any questions, please do not hesitate to contact Ruth Roaza at (850) 402-6373.

Sincerely,

David Rae, PE, PTOE, AICP
Vice President
URS Corporation

Attachments

George Ballo, General Contract Manager

8/23/10

Date

Peter McGilvray, Project Manager

8/23/10

Date

EXHIBIT A
Task Work Order 68: EST Simplification

George Ballo
FDOT Project/Program Manager

August 16, 2010
Date

Florida Department of Transportation
605 Suwannee Street, M.S. 37
Tallahassee, Florida 32399-0450
Address

RE: Purchase Order No: _____
Request No: 1

Contract No: BDC20
Financial No: 40708513204

Action Request:	<input type="checkbox"/> Personnel Approval	<input type="checkbox"/> Increased Compensation
	<input type="checkbox"/> Overtime	<input type="checkbox"/> Relocation
	<input type="checkbox"/> Travel	<input type="checkbox"/> Sub-consultant
	<input type="checkbox"/> Equipment Authorization	<input checked="" type="checkbox"/> Time Extension
	<input type="checkbox"/> Increased Advance Pay	

Approval of the above is requested. The following is justification/explanation of the requested action:

A no-cost time extension until 10/31/2011 is requested to continue to provide services beyond the original contract date.

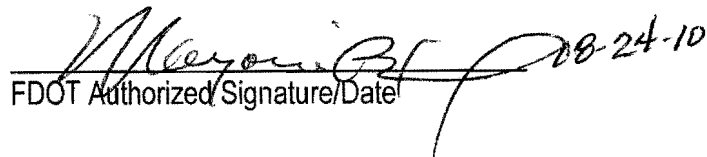
"I certify that the above requested action is necessary for the operation of this project and is in compliance with the terms of the project agreement."

 8/16/10
Consultant Authorized Signature/Date

Department Action ☒ APPROVED ☐ DISAPPROVED

Remarks: _____

"I certify that to the best of my knowledge and belief, and in consultation with the Procurement Office, the above requested action is not in violation of the terms of the project agreement and is necessary for the operation of this project."


FDOT Authorized Signature/Date



April 30, 2010

George Ballo
General Contract Manager
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450

Re: **Environmental Program Performance Management Contract**
Task Work Order #72: EST Maintenance and Support
Contract Number: BDC20
Financial Number: 41506432819

Ballo
Dear Mr. ~~Cumill~~:

Attached for your review and approval is TWO #72, which includes a Scope of Services (Attachment A) and Cost Estimate (Attachment B). TWO #72 consists of providing on-going maintenance and support of the Environmental Screening Tool.

If you have any questions, please do not hesitate to contact Ruth Roaza at (850) 402-6373.

Sincerely,

David Rae, PE, PTOE, AICP
Project Manager
URS Corporation

Attachments

George Ballo, General Contract Manager

7/22/10
Date

Peter McGilvray, Project Manager

7/22/10
Date

ATTACHMENT A
Task Work Order # 72

SCOPE OF SERVICES

Florida Department of Transportation

EST Maintenance and Support Task Work Order

SERVICES TO BE PROVIDED

The following tasks are needed for the on-going maintenance and support of the Environmental Screening Tool:

1. **Computer Programming Support** - Implement priority EST enhancements, as funding allows and based on priorities established by CEMO. Enhancements are identified through several sources. First, ETDM working groups and the steering committee recommend improvements to the ETDM process which require technology support. These are usually the highest priority as they affect the ability of ETDM practitioners to perform new or modified tasks. Second, Department-wide initiatives are underway which may require modifications to the EST. Tasks under this work order would focus on requirements analysis, cost feasibility and scope development. Third, users often recommend enhancements which further improve the efficiency of their work flow. These are prioritized based on the number of users affected and the degree to which the enhancement is needed to support ETDM processes. Programming support includes the following:
 - Requirement analysis – meet with users and others as requested by CEMO in order to understand the new functionality needed in the EST. Prepare and deliver requirements documents, cost estimate and staffing recommendations.
 - Program Design – identify database changes, layout of forms and reports, ensure security and integration with EST
 - Development – write, test, and deploy new or modified computer programs on the EST development platform
 - Testing – review new or modified computer programs on the EST stage platform
 - Implementation – Deploy computer programs onto the EST production server
2. **EST Maintenance and Administration** – Ensure the optimum operation of the EST.
 - Monitor the EST application. Identify and implement efficiencies to improve the speed and operation of the EST
 - Oversee the development, design and deployment of new and modified programs using the EST development procedures. These procedures include tracking fixes and enhancements, QA/QC, and version control procedures. Coordinate programmers to ensure new and modified programs meet established standards and integrate with existing EST components.
 - Review map services as GIS data are updated

- * Update application to remain current with supporting technology versions; for example, ArcGIS and Apache.
 - * Coordinate and meet with GeoPlan, Data Transfer Solutions, and CEMO as warranted and requested to discuss progress, resource assignments and task plans.
3. **Documentation** –Update EST Handbook and Information System Development Methodology (ISDM) documentation to reflect updates as needed.
 4. **ETDM Coordination** – Support and attend on-going ETDM coordination meetings, as requested. Provide presentations and supporting handouts to inform participants about the status and plans for the EST.

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from ~~June~~^{August} 1, 2010 to October 31, 2011. The estimated cost for this Time and Materials Task Work Order authorization is up to \$650,000 (See Attachment B). Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

ATTACHMENT B

Central Environmental Management Office

TWO 72: EST Maintenance and Support

June 1, 2010 - October 31, 2011

August

URS Employee Category	Hourly Rate	Hours	Cost	% of Total
1 Tech Peer Review	\$163.50	85	\$ 13,897.50	2.1%
2 Senior Project Manager	\$125.00		\$ -	0.0%
3 Project Manager	\$108.67	570	\$ 61,941.90	9.5%
4 Assistant Project Manager	\$96.30	912	\$ 87,825.60	13.5%
5 Senior Planner	\$84.60	228	\$ 19,288.80	3.0%
6 Program Developer/Manager - Field	\$66.37		\$ -	0.0%
7 Planner	\$62.50	1,140	\$ 71,250.00	11.0%
8 Planner - Field	\$44.80		\$ -	0.0%
9 Environmental Specialist - Field	\$43.14		\$ -	0.0%
10 Clerical	\$41.01	350	\$ 14,353.50	2.2%
11 Senior Programmer	\$82.00	912	\$ 74,784.00	11.5%
12 Programmer	\$66.37	1824	\$ 121,058.88	18.6%
13 Senior Planner/Biologist - Field	\$58.00		\$ -	0.0%
Subtotal Labor Hours		6,021		71.4%
Subtotal Labor Dollars			\$ 464,400.18	
Sub-consultant Employee Category	Hourly Rate	Hours	Cost	% of Total
1 Project Manager	\$108.67	60	\$ 6,520.20	1.0%
2 Assistant Project Manager	\$96.30		\$ -	0.0%
3 Planner	\$62.50		\$ -	0.0%
4 Senior Programmer	\$82.00	1,824	\$ 149,568.00	23.0%
5 Programmer	\$66.37		\$ -	0.0%
Subtotal Labor Hours		1,884		24.0%
Subtotal Labor Dollars			\$ 156,088.20	
	Units	Price per Unit	# of Units	
Air Fare	trips	\$200.00		\$ - 0.0%
Hotel	nights	\$100.00		\$ - 0.0%
Per Diem	days	\$50.00		\$ - 0.0%
Car Rental	days	\$50.00		\$ - 0.0%
Duplication/Report Printing				\$ 1,011.62 0.2%
Color Graphics				\$ - 0.0%
Computer Charges				\$ - 0.0%
Postage/Delivery Service				\$ - 0.0%
Video Services				\$ - 0.0%
Equipment Rental/Purchase				\$ - 0.0%
Expendables				\$ - 0.0%
Miscellaneous - Charlotte Kelley	hours	\$50.00	570	\$ 28,500.00 4.4%
Subtotal Direct Expenses				\$ 29,511.62 4.5%
TOTAL LABOR & DIRECT EXPENSES				\$ 650,000.00 100.0%

Harger, Mary

From: The job FI989NDR
Sent: Thursday, July 22, 2010 3:27 PM
To: Harger, Mary
Subject: FUNDS APPROVAL/REVIEWED FOR CONTRACT BDC20

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
FUNDS APPROVAL

Contract #BDC20 Contract Type: B1 Method of Procurement: B
Vendor Name: URS CORPORATION
Vendor ID: VF592087895012
Beginning date of this Agmt: 11/01/03
Ending date of this Agmt: 10/31/11
Contract Total/Budgetary Ceiling: ct = \$13,671,115.31

Description:
MA10781

ORG-CODE *EO *OBJECT *AMOUNT *FIN PROJECT *FCT *CFDA
(FISCAL YEAR) *BUDGET ENTITY *CATEGORY/CAT YEAR
AMENDMENT ID *SEQ. *USER ASSIGNED ID *ENC LINE(6S)/STATUS

Action: SUPPLEMENTAL Funds have been: APPROVED

55	210000985	*PD	*131521	*	650000.00	*41506432819	*331	*
2011			*55100100			*088849/11		
S075			*00	*	72	*0101/04		

TOTAL AMOUNT: *\$ 650,000.00 *

FUNDS APPROVED/REVIEWED FOR ROBIN M. NAITOVE, CPA, COMPTROLLER
DATE: 07/22/2010



June 10, 2010

George Ballo
General Contract Manager
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450

Re: **Environmental Program Performance Management Contract**
Task Work Order #74: EST Enhancements for Corridor Analysis Process
Contract Number: BDC20
Financial Number: 40708513201

Dear Mr. Ballo:

Attached for your review and approval is TWO #74, which includes a Scope of Services (Attachment A) and Cost Estimate (Attachment B). TWO #74 consists of modifying the Environmental Screening Tool to support the Department's new corridor analysis process.

If you have any questions, please do not hesitate to contact Ruth Roaza at (850) 402-6373.

Sincerely,

David Rae, PE, PTOE, AICP
Project Manager
URS Corporation

Attachments

George Ballo, General Contract Manager

6/28/10
Date

Peter McGilvray, Project Manager

6/28/10
Date

ATTACHMENT A
Task Work Order # 74

SCOPE OF SERVICES

Florida Department of Transportation

EST Enhancements for Corridor Analysis Process Task Work Order

SERVICES TO BE PROVIDED

The Department is working with federal partners to implement a new corridor analysis process (CAP) to link planning activities with the National Environmental Policy Act (NEPA) process. The CAP provides a means to evaluate general corridors in order to potentially reduce the number of reasonable alternatives which need to be evaluated in future project phases under NEPA. CAP is intended and typically necessary for Environmental Impact Statements and some Environmental Assessments. CAP is intended for new alignments, major re-alignments, major by-passes and other transportation improvements as required, based on consultation with the lead federal agency. The CAP builds upon existing processes, infrastructure, consistent reporting structure, agreed upon timeframes, and accepted practices to achieve the link between Planning and NEPA.

The Department has requested technical support staff to modify the Environmental Screening Tool to support this new process. Tasks include the following:

- Prepare detailed requirements and plan work
- Create Project Development Screening Event Corridor Analysis Report
- Customize Planning and Programming Screening Summary Reports to include Corridor Analysis
- Methodology memo review and sign-off
- Update project description to include normal screening PLUS Corridor Analysis and emails
- Update GIS Analysis to identify Corridor Analysis data layers, distances, and analysis
- Update “Eliminated but considered tool” to have email sent to lead and request concurrence (tool, emails, management)
- Update EEDMS with new document types
- Update public site to show new types
- Create user documentation
- Provide a webinar training session for users

DELIVERABLES

- Enhancements to the EST, according to priorities established by the FDOT Project Manager and as funding allows
- Updated EST User Handbook
- Updates to the EST Information System Development Methodology documentation

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from June 1, 2010 to October 31, 2011. The estimated cost for this Time and Materials Task Work Order authorization is up to \$63,095 (See Attachment B). Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

ATTACHMENT B

Central Environmental Management Office

TWO 74: EST Enhancements for Corridor Analysis Process

June 1, 2010 - October 31, 2011

URS Employee Category	Hourly Rate	Hours	Cost	% of Total
1 Tech Peer Review	\$163.50		\$ -	0.0%
2 Senior Project Manager	\$125.00	282	\$ 35,250.00	55.9%
3 Project Manager	\$108.67	20	\$ 2,173.40	3.4%
4 Assistant Project Manager	\$96.30	66	\$ 6,355.80	10.1%
5 Senior Planner	\$84.60		\$ -	0.0%
6 Program Developer/Manager - Field	\$66.37		\$ -	0.0%
7 Planner	\$62.50	40	\$ 2,500.00	4.0%
8 Planner - Field	\$44.80		\$ -	0.0%
9 Environmental Specialist - Field	\$43.14		\$ -	0.0%
10 Clerical	\$41.01	8	\$ 328.08	0.5%
11 Senior Programmer	\$82.00		\$ -	0.0%
12 Programmer	\$66.37	239	\$ 15,862.43	25.1%
13 Senior Planner/Biologist - Field	\$58.00		\$ -	0.0%
Subtotal Labor Hours		655		99.0%
Subtotal Labor Dollars			\$ 62,469.71	
	Units	Price per Unit	# of Units	
Air Fare	trips	\$200.00		\$ - 0.0%
Hotel	nights	\$100.00		\$ - 0.0%
Per Diem	days	\$50.00		\$ - 0.0%
Car Rental	days	\$50.00		\$ - 0.0%
Duplication/Report Printing				\$ 125.29 0.2%
Color Graphics				\$ - 0.0%
Computer Charges				\$ - 0.0%
Postage/Delivery Service				\$ - 0.0%
Video Services				\$ - 0.0%
Equipment Rental/Purchase				\$ - 0.0%
Expendables				\$ - 0.0%
Miscellaneous - Charlotte Kelley	hours	\$50.00	10	\$ 500.00 0.8%
Subtotal Direct Expenses				\$ 625.29 1.0%
TOTAL LABOR & DIRECT EXPENSES				\$ 63,095.00 100.0%

Attached is Task Work Order 74, for \$63,095 which consists of modifying the Environmental Screening Tool to support the Department's new corridor analysis process. The Department is working with federal partners to implement a new corridor analysis process (CAP) to link planning activities with the National Environmental Policy Act (NEPA) process. The CAP provides a means to evaluate general corridors in order to potentially reduce the number of reasonable alternatives which need to be evaluated in future project phases under NEPA. CAP is intended and typically necessary for Environmental Impact Statements and some Environmental Assessments. CAP is intended for new alignments, major re-alignments, major by-passes and other transportation improvements as required, based on consultation with the federal agency. The CAP builds upon existing processes, infrastructure, consistent reporting structure, agreed upon timeframes and accepted practices to achieve the link between Planning and NEPA. The Department has requested technical support staff to modify the Environmental Screening Tool to support this new process. Tasks include the following:

- Prepare detailed requirements and plan work
- Create Project Development Screening Event Corridor Analysis Report
- Customize Planning and Programming Screening Summary Report to include Corridor Analysis
- Methodology memo review and sign-off
- Update project description include normal screening PLUS Corridor Analysis and e-mails
- Update GIS Analysis to identify Corridor Analysis data layers, distances and analysis
- Update "Eliminated but considered tool" to have e-mail sent to lead and request concurrence (tool, e-mails, management)
- Update EEDMS with new document types
- Update public site to show new types
- Create user documentation
- Provide a webinar training session for users

The duration of this task work order will extend from June 1, 2010 to October 31, 2011. The estimated cost for this Time and Materials Task Work Order authorization is up to \$63,095. Fees for the assigned tasks will be at the rates prescribed in the Contract and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

George Ballo has reviewed this Task Work Order.

Originator G. Ballo *GPB*

Phone 414-5259 Date 5/25/2010

	Reviewed by:	Init.	Date		Reviewed by:	Init.	Date
1.	G. Ballo	<i>GPB</i>	5/26/10	1.			
2.	P. McGilvray	<i>PM</i>	5/26/10	2.			
3.	M. Bixby	<i>MB</i>	6/15/10	3.			
4.	B. Thoburn	<i>BT</i>	6/22/10	4.			
5.	D. Hunt			5.			

*Exec. Briefing (Broad-Deb 6/15)
Will present at Exec. Workshop District following e-mail.*

Harger, Mary

24

From: The job FI989HLR
To: Thursday, June 10, 2010 3:28 PM
Subject: Harger, Mary
FUNDS APPROVAL/REVIEWED FOR CONTRACT BDC20

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
FUNDS APPROVAL

Contract #BDC20 Contract Type: B1 Method of Procurement: B
Vendor Name: URS CORPORATION
Vendor ID: VF592087895012
Beginning date of this Agmt: 11/01/03
Ending date of this Agmt: 10/31/11
Contract Total/Budgetary Ceiling: ct = \$12,972,707.90

Description:
MA10781

ORG-CODE *EO *OBJECT *AMOUNT *FIN PROJECT *FCT *CFDA
(FISCAL YEAR) *BUDGET ENTITY *CATEGORY/CAT YEAR
AMENDMENT ID *SEQ. *USER ASSIGNED ID *ENC LINE(6S)/STATUS

Action: SUPPLEMENTAL Funds have been: APPROVED

55	210000985	*PD	*131521	*	63095.00	*40708513201	*119	*
2010			*55100100			*088849/10		
S067			*00	*	74	*0092/04		

TOTAL AMOUNT: *\$ 63,095.00 *

FUNDS APPROVED/REVIEWED FOR ROBIN M. NAITOVE, CPA, COMPTROLLER
DATE: 06/10/2010



November 22, 2010

Peter McGilvray
General Contract Manager
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450

Re: **Environmental Program Performance Management Contract**
Task Work Order #90: ETDM Public Web Site Simplification
Contract Number: BDC20
Financial Number: 41506432819

Dear Mr. McGilvray:

Attached for your review and approval is TWO #90, which includes a Scope of Services (Attachment A) and Cost Estimate (Attachment B). TWO #90 consists of modifications to the user interface of the ETDM Public Web Site to enhance its ease of use.

If you have any questions, please do not hesitate to contact Ruth Roaza at (850) 402-6312.

Sincerely,

David Rae, PE, PTOE, AICP
Project Manager
URS Corporation

Attachments

Peter McGilvray, General Contract Manager

11/30/2010
Date

ATTACHMENT A
Task Work Order #90

SCOPE OF SERVICES
Florida Department of Transportation
ETDM Public Web Site Simplification Task Work Order

SERVICES TO BE PROVIDED

The ETDM Public Web Site was developed under contract by the Florida Department of Transportation's Environmental Management Office to support Florida's Efficient Transportation Decision Making (ETDM) process. A prototype public web site was published simultaneously with process engineering during the years 2000 through 2003. This strategy allowed the Department to gather input about the use of the website as the ETDM Process was defined.

2004 marked the first year of ETDM implementation, during which time refinements to both the process and the supporting technology were identified. In 2006, the ETDM Public Web Site was modified to reflect these refinements as well as incorporate additional functionality. Based on feedback from potential users, the new design was developed to improve the graphical user interface, code maintainability, and user work flow. The new design also took advantage of technology advancements and upgrades made available since the conception of the project.

The ETDM Public Web Site has not been substantially updated in four years. Recently, the secure site supporting the ETDM Process (the Environmental Screening Tool) has undergone a number of significant enhancements which have increased its ease of use. Some of these enhancements need to be incorporated into the ETDM Public Web Site. Furthermore, additional enhancements to the Map Viewer have been identified which need to be applied to both sites.

The purpose of this task work order is to provide technical support staff to implement these enhancements as prioritized by the Department Project Manager and as funding allows. The services provided under this task work order will include the following:

1. **Usability Testing** – Using the Department's Go To meeting facilities, conduct interactive testing with selected users to determine specific recommendations about improving the user interface of the ETDM Public Web Site.
2. **Computer Programming**– Based on priorities established by the Department Project Manager and as funding allows, develop and modify computer programs on the ETDM Public Web Site and the EST. Programming tasks include the following:
 - * Requirement analysis – meet with users and others as requested by the Department Project Manager in order to understand the functionality needed in the EST.
 - * Program Design – identify database changes, layout of forms and reports, ensure security and integration with EST
 - * Development – write, test, and deploy new or modified computer programs on the EST development platform

- Testing – review new or modified computer programs on the EST stage platform
 - Implementation – deploy computer programs onto the EST production server
 - Maintenance – monitor site and respond to requests for modifications based on priorities established by the Department Project Manager and as funding allows
3. **Documentation** –Update user documentation and Information System Development Methodology (ISDM) documentation to reflect updates as needed.
 4. **Meetings and Coordination** – Support and attend project meetings, as requested. Provide presentations and supporting handouts to inform participants about the status and plans for the ETDM Public Web Site. Provide meeting notes as requested.

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from December 1, 2010 to October 31, 2011. The estimated cost for this Time and Materials Task Work Order authorization is up to \$172,100.60 (See Attachment B). Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

ATTACHMENT B

Client: Central Environmental Management Office

TWO #90: ETDM Public Web Site Simplification

December 1, 2010 - October 31, 2011

Personnel Category			Hourly Rate	Total Labor Hours	Costs	% of Total
1	Technical Peer Review		\$ 163.50	160.0	\$ 26,160.00	15.2%
2	Senior Project Manager		\$ 125.00	510.0	\$ 63,750.00	37.0%
3	Project Manager		\$ 108.67	0.0	\$ -	0.0%
4	Assistant Project Manager		\$ 96.30	400.0	\$ 38,520.00	22.4%
5	Senior Planner		\$ 84.60	0.0	\$ -	0.0%
6	Senior Programmer		\$ 82.00	0.0	\$ -	0.0%
7	Programmer		\$ 66.37	460.0	\$ 30,530.20	17.7%
8	Planner		\$ 62.50	120.0	\$ 7,500.00	4.4%
9	Clerical		\$ 41.01	40.0	\$ 1,640.40	1.0%
10	Program Developer/Manager - Field		\$ 66.37	0.0	\$ -	0.0%
11	Senior Planner/Biologist - Field		\$ 58.00	0.0	\$ -	0.0%
12	Planner - Field		\$ 44.80	0.0	\$ -	0.0%
13	Environmental Specialist - Field		\$ 43.14	0.0	\$ -	0.0%
			Subtotal	1690.0	\$ 168,100.60	97.7%
Subcontractor - DTS						
Subcontractor Personnel Category						
1	Senior Project Manager		\$ 125.00	0.0	\$ -	0.0%
2	Project Manager		\$ 108.67	0.0	\$ -	0.0%
3	Assistant Project Manager		\$ 96.30	0.0	\$ -	0.0%
4	Senior Programmer		\$ 82.00	0.0	\$ -	0.0%
5	Programmer		\$ 66.37	0.0	\$ -	0.0%
6	Planner		\$ 62.50	0.0	\$ -	0.0%
			Subtotal	0	\$ -	0.0%
Subconsultant Expenses						
		Units	Price/Unit			
Hotel		nights	\$ 100.00	0.0	\$ -	0.0%
Per Diem		days	\$ 50.00	0.0	\$ -	0.0%
Car Rental		days	\$ 50.00	0.0	\$ -	0.0%
Misc				0.0	\$ -	0.0%
			Subtotal		\$ -	0.0%
Total Subconsultant					\$ -	0.0%
Direct Expenses						
		Units	Price/Unit			
Car Rental		days	\$ 50.00	0.0	\$ -	0.0%
Hotel		nights	\$ 100.00	0.0	\$ -	0.0%
Per Diem		days	\$ 50.00	0.0	\$ -	0.0%
Mileage		miles	\$ 0.50	0.0	\$ -	0.0%
Duplication/Report Printing						0.0%
Miscellaneous - Editing Services (Charlotte Kelley)		hours	\$ 50.00	80.0	\$ 4,000.00	2.3%
			Subtotal		\$ 4,000.00	2.3%
TOTAL LABOR, SUBCONTRACTOR, & DIRECT					\$ 172,100.60	100.0%

Harger, Mary

From: The job FI989DKR
Sent: Monday, November 29, 2010 2:53 PM
To: Harger, Mary
Subject: FUNDS APPROVAL/REVIEWED FOR CONTRACT BDC20

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
FUNDS APPROVAL

Contract #BDC20 Contract Type: B1 Method of Procurement: B
Vendor Name: URS CORPORATION
Vendor ID: VF592087895012
Beginning date of this Agmt: 11/01/03
Ending date of this Agmt: 10/31/11
Contract Total/Budgetary Ceiling: ct = \$14,717,658.72

Description:
MA10781

ORG-CODE	*EO	*OBJECT	*AMOUNT	*FIN PROJECT	*FCT	*CFDA
(FISCAL YEAR)		*BUDGET ENTITY		*CATEGORY/CAT	YEAR	
AMENDMENT ID	*SEQ.	*USER ASSIGNED ID	*ENC LINE(6S)/STATUS			

Action: SUPPLEMENTAL Funds have been: APPROVED

55 210000985	*PD	*131521	*	172100.60	*41506432819	*331	*
2011		*55100100			*088849/11		
S084		*00	*	90	*0110/04		

TOTAL AMOUNT: *\$ 172,100.60 *

FUNDS APPROVED/REVIEWED FOR ROBIN M. NAITOVE, CPA, COMPTROLLER
DATE: 11/29/2010

The Efficient Transportation Decision Making (ETDM) Public Web Site was developed under contract by the Florida Department of Transportation's Environmental Management Office (EMO) to support Florida's ETDM process. A prototype Public website was published simultaneously with process engineering during the years 2000 through 2003. This strategy allowed the Department to gather input about the use of the website as the ETDM Process was defined.

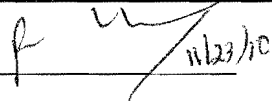
2004 marked the first year of ETDM implementation, during which time; refinements to both the process and the supporting technology were identified. In 2006, the ETDM Public Web Site was modified to reflect these refinements as well as incorporate additional functionality. Based on feedback from potential users, the new design was developed to improve the graphical user interface, code maintainability and user work flow. The new design also took advantage of technology advancements and upgrades made available since the conception of the projects.




The ETDM Public Web Site has not been substantially updated in 4 years. Recently, the secure site used by our agency partners supporting the ETDM Process (the Environmental Screening Tool) underwent a number of significant "simplification" enhancements which have increased its ease of use. Many of the same tools and techniques need to be incorporated into the ETDM Public Web Site to enhance it's ease of use by our public partners.

The purpose of this task work order is to provide technical support staff to implement these enhancements as prioritized by the Department Project manager and as funding allows. The services provided under this task work order will include the following:

- 1-Public Partner Usability Testing
- 2-Computer Programming
- 3-Documentation
- 4-Meeting and Coordination

The duration of this task work order will be through October 31, 2011. The estimated cost for this Time and Materials Task Work Order authorization is not to exceed \$172,100.60. Fees for the assigned tasks will be at the rates prescribed in the contract and invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

Originator Peter McGilvray  Phone 414-5330 Date 11/23/2010

	Reviewed by:	Init.	Date
1.	P. McGilvray		11/23/10
2.	M. Bixby		11/23/10
3.	B. Romig		11/24/10
4.	D. Hunt		
5.			

	Reviewed by:	Init.	Date
1.			
2.			
3.			
4.			
5.			

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROCUREMENT ACTION

375-040-26
PROCUREMENT
06/10

REQUEST NUMBER: COST CENTER #: 9 8 5 FISCAL YEAR: 0 9 / 1 0 SEQUENCE #: _____

Requesting Office: Environmental Management	Project Manager: Peter McGilvray	Phone: 414-5330	User ID: EV985PM	Mail Sta. 37
Description of Project: Technical support staff to modify the user interface of the Efficient Transportation Decision Making (ETDM) Web Site to enhance its ease of use.				
Proposed Contract Period: FROM: <u>12/01/10</u> TO: <u>10/31/11</u>		Funding Category: <input type="radio"/> State - Operating Total Estimated Cost: <input type="radio"/> State - 08XXXX (WP) \$172,100.60 <input type="radio"/> Fed - Operating Details of cost attached, if applicable <input checked="" type="radio"/> Fed - 08XXXX (WP)		

Scope Preparation Assistance: Infonet, Procurement Office, Commodity & Cont. Services, Reference Guides, Scope Development Guidelines.

<input type="radio"/> Request For New Contract		<input checked="" type="radio"/> Request For Action to Existing Contract	
NEW CONTRACT			
PROCUREMENT (ATTACH SCOPE OF SERVICES)		Financial Management I.D.: _____	
<input type="radio"/> Request for Proposal - Technical and Price Proposal (above \$35,000 annual) Justification Attached <input type="radio"/> Invitation to Bid - Price Proposal meeting Minimum Qualifications (above \$35,000 annual) <input type="radio"/> Invitation to Negotiate - (above \$35,000 annual) Justification Attached <input type="radio"/> Single Source <input type="radio"/> <= \$35,000 <input type="radio"/> \$35,000.01 to \$195,000 <input type="radio"/> > \$195,000.00 Justification Attached <input type="radio"/> Exempt from Competition: Government, University, Artistic, Auditing, Registration, RESPECT, Medical, etc. Type of Exemption: _____			
Does this new contract replace an existing contract?			
<input type="radio"/> Yes <input type="radio"/> No If yes, Contract # _____		<input type="radio"/> ITB <input type="radio"/> RFP <input type="radio"/> ITN # _____	
Vendor: _____			
EXISTING CONTRACT			
Current Contract End Date: <u>10/31/2011</u> Contract # <u>BDC20</u> <input type="radio"/> ITB <input type="radio"/> RFP <input type="radio"/> ITN # _____			
Financial Management I.D.: <u>41506432819</u> Vendor: <u>URS Corporation Southern</u>			
<input type="radio"/> Renewal No. _____ <input type="radio"/> Continuation (Single Source/IRR required, as applicable) <input type="radio"/> Time Extension <input type="radio"/> No Cost <input type="radio"/> With Funding - \$ _____ Length of Extension: _____ <input type="radio"/> Amendment - Justification and Description Attached <input checked="" type="radio"/> Amendment - Change Budgetary Ceiling of Term Contract for an Indefinite Quantity <input type="radio"/> Termination or Certificate of Completion - Description Attached <input type="radio"/> Agreement of Assignment			

[Signature] 11/30/2010
Project Manager Date

[Signature] 11/30/10
Approved: Office Manager Signature Date

TO BE COMPLETED BY PROCUREMENT OFFICE WITH PROJECT	
Class Code: _____	Assigned To: _____
Comments: _____	

April 11, 2011

Peter McGilvray
General Contract Manager
Florida Department of Transportation
605 Suwannee Street, MS 37
Tallahassee, Florida 32399-0450

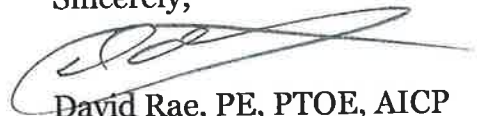
Re: **Environmental Program Performance Management Contract**
Task Work Order #91: Noise Enhancement to the Environmental Screening Tool
Contract Number: BDC20
Financial Number: 41506432819

Dear Mr. McGilvray:

Attached for your review and approval is TWO #91, which includes a Scope of Services (Attachment A) and Cost Estimate (Attachment B). TWO #91 consists of modifying the Environmental Screening Tool to address noise as a separate resource issue.

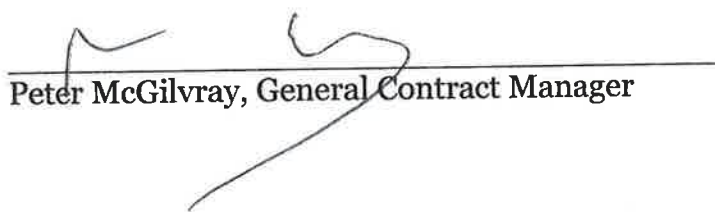
If you have any questions, please do not hesitate to contact Ruth Roaza at (850) 402-6312.

Sincerely,



David Rae, PE, PTOE, AICP
Project Manager
URS Corporation

Attachments



Peter McGilvray, General Contract Manager

4/13/11
Date

ATTACHMENT A
Task Work Order #91

SCOPE OF SERVICES
Florida Department of Transportation
Noise Enhancement to Environmental Screening Tool Task Work Order

SERVICES TO BE PROVIDED

The Efficient Transportation Decision Making (ETDM) Process provides FDOT, environmental agencies and the public the opportunity to participate in the early stages of transportation projects to determine potential environmental effects. This allows FDOT to identify potential issues of concern, address them earlier, refine future studies, and ensure consideration of the human, natural and physical environments.

The ETDM Process is composed of three steps: Planning Screen, Programming Screen, and Project Development and Environment (PD&E) study. During the Planning phase, agency comments help FDOT and Metropolitan Planning Organizations (MPO) determine the feasibility of proposed projects and inclusion in their Long Range Transportation Plans. The Programming screen occurs when those projects are being considered for funding in the FDOT Work Program or MPO Transportation Improvement Program. Information gathered in the Planning and Programming screens gives resource agencies the opportunity to identify project-specific environmental issue information; allows early consideration of avoidance, minimization and mitigation measures; allows elimination of fatally flawed projects from additional study; and informs and supports the PD&E study.

Coordination with environmental resource agencies is facilitated through the Environmental Screening Tool (EST), an Internet-accessible interactive database and mapping application. The EST integrates resource and project data from multiple sources into one standard format and provides quick and standardized analyses of the potential effects of a proposed project on natural, physical, cultural, and community resources. Project information is made available to the public through the EST's public access website.

The EST organizes data and agency comments by resource issues which roughly correlate to environmental studies conducted in PD&E. The information and comments gathered in Planning and Programming for these issues help to identify fatal flaws in the project concept and assists in developing the scope of work for the PD&E studies. The Department has identified the need to address an addition issue, Noise, in the EST. The purpose of this task work order is to provide technical support staff to implement enhancements to the EST to support the Noise issue. The services provided under this task work order will include the following:

1. **Computer Programming**– Based on priorities established by the Department Project Manager and as funding allows, develop and modify computer programs on the EST to incorporate the Noise issue into the Environmental Screening Tool. Programming tasks include the following:
 - Requirement analysis – meet with users and others as requested by the Department Project Manager in order to understand the functionality needed in the EST.
 - Program Design – identify database changes, layout of forms and reports, ensure security and integration with EST
 - Development – write, test, and deploy new or modified computer programs on the EST development platform
 - Testing – review new or modified computer programs on the EST stage platform

- Implementation – deploy computer programs onto the EST production server
- Maintenance – monitor site and respond to requests for modifications based on priorities established by the Department Project Manager and as funding allows

2. **Documentation** –Update user documentation and Information System Development Methodology (ISDM) documentation to reflect updates as needed.
3. **GIS Mapping** – Using existing data in the EST, create a Noise issue map on the EST interactive map viewer and to be used in the Hard Copy Map feature.
4. **Meetings and Coordination** – Support and attend project meetings, as requested. Provide meeting notes as requested.

The cost estimate is based on the following tasks:

Task Description
Add the Noise issue to the database.
Associate the Noise issue with agencies.
Update database milestone package so that the number of summary DOEs required before a summary report can be published is set based on a query, instead of hard-coded to a numeric value. See additional notes for details.
Associate the Noise issue with datasets and analysis types.
Create a map service for Noise issue. Generate the Layer list records for map Table of Contents.
Create hardcopy map template for Noise issue.
Add logic to Summary report, AN Package, Agency Comments - Project Effects report so these either: a) don't list Noise issue unless it was available to be reviewed as a separate issue in selected screening event, or, b) show Noise issue with a note indicating it wasn't a required Issue at time of review. Also, check for and fix any formatting problems caused by new Issue. For example, formatting the summary report chart in order to fit on 8.5 x 11 page in PDF for AN Package.
Add logic to Summary report tool/wizard so that reports needing publication or re-publication don't require the Noise issue to be summarized unless it was available to be reviewed during the screening event. In these cases, determine whether to: a) show Noise issue column with a different color and legend key indicating it wasn't a defined Issue at time of review or, b) hide the Noise issue column
Add logic to performance measures so that agencies required to review Noise issue aren't penalized for not reviewing it before it was available to be reviewed. Also check other PM queries and reports for dependencies on Issue Primary Keys or specific number of Issues.
Update user handbook screen captures that show issues (such as summary report chart) or list/describe issues.
Run a test planning screen, programming screen, and generate milestone documents to test a complete review.
Update ISDM Documentation

Because Noise-related datasets and analyses have already been part of the Aesthetics issue, we assume there will be no new datasets or analysis types needed for the new issue. Instead the existing Noise-related datasets and analyses will be associated with the new issue. Any future updates or additions to Noise-related datasets or analyses will be handled as regular maintenance, not part of this task.

SCHEDULE, RESOURCES AND COMPENSATION

The duration of this task work order will extend from April 1, 2011 to October 31, 2011. The estimated cost for this Time and Materials Task Work Order authorization is up to \$110,678.40 (See Attachment B). Fees for the assigned tasks will be at the rates prescribed in the Contract, and travel costs will be invoiced in accordance with FDOT travel policies. Invoices will be submitted on a monthly basis and will be supported by monthly progress reports.

ATTACHMENT B

Client: Central Environmental Management Office

TWO #91: Noise Enhancement to the Environmental Screening Tool

April 1, 2011 - October 31, 2011

Personnel Category		Hourly Rate	Total Labor Hours	Costs	% of Total	
1	Technical Peer Review	\$ 163.50	80.0	\$ 13,080.00	11.8%	
2	Senior Project Manager	\$ 125.00	400.0	\$ 50,000.00	45.2%	
3	Project Manager	\$ 108.67		\$ -	0.0%	
4	Assistant Project Manager	\$ 96.30	100.0	\$ 9,630.00	8.7%	
5	Senior Planner	\$ 84.60		\$ -	0.0%	
6	Senior Programmer	\$ 82.00	40.0	\$ 3,280.00	3.0%	
7	Programmer	\$ 66.37	400.0	\$ 26,548.00	24.0%	
8	Planner	\$ 62.50	40.0	\$ 2,500.00	2.3%	
9	Clerical	\$ 41.01	40.0	\$ 1,640.40	1.5%	
10	Program Developer/Manager - Field	\$ 66.37		\$ -	0.0%	
11	Senior Planner/Biologist - Field	\$ 58.00		\$ -	0.0%	
12	Planner - Field	\$ 44.80		\$ -	0.0%	
13	Environmental Specialist - Field	\$ 43.14		\$ -	0.0%	
		Subtotal	1100.0	\$ 106,678.40	96.4%	
Subcontractor - DTS						
Subcontractor Personnel Category						
1	Senior Project Manager	\$ 125.00	0.0	\$ -	0.0%	
2	Project Manager	\$ 108.67	0.0	\$ -	0.0%	
3	Assistant Project Manager	\$ 96.30	0.0	\$ -	0.0%	
4	Senior Programmer	\$ 82.00	0.0	\$ -	0.0%	
5	Programmer	\$ 66.37	0.0	\$ -	0.0%	
6	Planner	\$ 62.50	0.0	\$ -	0.0%	
		Subtotal	0	\$ -	0.0%	
Subconsultant Expenses		Units	Price/Unit			
Hotel		nights	\$ 100.00		0.0%	
Per Diem		days	\$ 50.00		0.0%	
Car Rental		days	\$ 50.00		0.0%	
Misc					0.0%	
			0.0	\$ -	0.0%	
		Subtotal		\$ -	0.0%	
Total Subconsultant				\$ -	0.0%	
Direct Expenses						
Car Rental		Units	Price/Unit			
Hotel		days	\$ 50.00	0.0	\$ -	0.0%
Per Diem		nights	\$ 100.00	0.0	\$ -	0.0%
Mileage		days	\$ 50.00	0.0	\$ -	0.0%
Duplication/Report Printing		miles	\$ 0.50	0.0	\$ -	0.0%
Miscellaneous Expenses and Vendor Services					0.0%	
				\$ 4,000.00	3.6%	
		Subtotal		\$ 4,000.00	3.6%	
TOTAL LABOR, SUBCONTRACTOR, & DIRECT				\$ 110,678.40	100.0%	

Project Revision Log

Project Revision Log

Date

07/22/2005

Project Name

Version

Environmental Screening Tool (EST)

Document Name

Project Plan

Revision #	Date	Brief Description of Change	Project Manager Initials

Stage-end Walkthrough Forms

Stage-end Walkthrough Form

Stage:	Planning
Project Manager:	Peter McGilvray
Project Name:	Environmental Screening Tool
Date:	November 30, 2007

List each deliverable that was completed during this stage:

Updated Project Schedule

Open Issues	Resolved Prior to Next Stage? (Y/N)
None	

Comments: Payment of invoices signified acceptance of the deliverables.
Authorization and subsequent Task Work Orders signifies notice to proceed.

Project Team Members

Name	Signature

Outcome: (circle one)

Move to Next Stage

Resolve Issues Prior to Moving to Next Stage

Stage-end Walkthrough Form

Stage:	Planning
Project Manager:	Peter McGilvray
Project Name:	Environmental Screening Tool
Date:	August 29, 2008

List each deliverable that was completed during this stage:

Updated Project Schedule

Open Issues	Resolved Prior to Next Stage? (Y/N)
None	

Comments: Payment of invoices signified acceptance of the deliverables.
Authorization and subsequent Task Work Orders signifies notice to proceed.

Project Team Members

Name	Signature

Outcome: (circle one)

Move to Next Stage

Resolve Issues Prior to Moving to Next Stage

Stage-end Walkthrough Form

Stage:	Planning
Project Manager:	Peter McGilvray
Project Name:	Environmental Screening Tool
Date:	July 31, 2009

List each deliverable that was completed during this stage:

Updated Project Schedule

Open Issues	Resolved Prior to Next Stage? (Y/N)
None	

Comments: Payment of invoices signified acceptance of the deliverables.
Authorization and subsequent Task Work Orders signifies notice to proceed.

Project Team Members

Name	Signature

Outcome: (circle one)

Move to Next Stage

Resolve Issues Prior to Moving to Next Stage

Stage-end Walkthrough Form

Stage:	Planning
Project Manager:	Peter McGilvray
Project Name:	Environmental Screening Tool
Date:	June 30, 2010

List each deliverable that was completed during this stage:

Updated Project Schedule
Stage-end Walkthrough Form

Open Issues	Resolved Prior to Next Stage? (Y/N)
None	

Comments: Payment of invoices signified acceptance of the deliverables.
Authorization and subsequent Task Work Orders signifies notice to proceed.

Project Team Members

Name	Signature
Peter McGilvray	

Outcome: (circle one)

Move to Next Stage

Resolve Issues Prior to Moving to Next Stage

Stage-end Walkthrough Form

Stage:	Planning
Project Manager:	Peter McGilvray
Project Name:	Environmental Screening Tool
Date:	July 31, 2010

List each deliverable that was completed during this stage:

Updated Project Schedule
Stage-end Walkthrough Form

Open Issues	Resolved Prior to Next Stage? (Y/N)
None	

Comments: Payment of invoices signified acceptance of the deliverables.
Authorization and subsequent Task Work Orders signifies notice to proceed.

Project Team Members

Name	Signature
Peter McGilvray	

Outcome: (circle one)

Move to Next Stage

Resolve Issues Prior to Moving to Next Stage

Stage-end Walkthrough Form

Stage:	Planning
Project Manager:	Peter McGilvray
Project Name:	Environmental Screening Tool
Date:	July 31, 2012

List each deliverable that was completed during this stage:

Updated Project Schedule
Stage-end Walkthrough Form

Open Issues	Resolved Prior to Next Stage? (Y/N)
None	

Comments: Payment of invoices signified acceptance of the deliverables.
Authorization and subsequent Task Work Orders signifies notice to proceed.

Project Team Members

Name	Signature
Peter McGilvray	

Outcome: (circle one)

Move to Next Stage

Resolve Issues Prior to Moving to Next Stage