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Department of Transportation

## **STANDARD SCOPE OF SERVICES and STAFF HOUR ESTIMATION GUIDELINES for PROJECT DEVELOPMENT and ENVIRONMENT (PD&E) STUDIES and DESIGN SERVICES**

### **PURPOSE:**

The Department of Transportation (Department) employs consultant services for the purposes of Project Development and Environment (PD&E) Studies and Design Services. ***The Standard Scope of Services, Staff Hour Estimation Guidelines and Staff Hour Estimation Forms*** (hereafter jointly referred to as the ***S&SHE Guide Documents***) provide guidance for efficient and uniform negotiations of these professional services contracts statewide. This procedure implements the required use of the ***S&SHE Guide Documents*** for PD&E Studies and Design Services Projects.

### **AUTHORITY:**

Sections 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.)

### **REFERENCES:**

Acquisition of Professional Services, Topic No. 375-030-002  
Section 287.055, F.S.  
23 Code of Federal Regulations (CFR), Part 172.

### **SCOPE:**

Both Department and Consultant Project Managers will utilize the ***S&SHE Guide Documents*** in scoping and negotiating all consultant contracts for PD&E Studies and Design Services.

## 1. S&SHE GUIDE DOCUMENTS

### 1.1 PURPOSE OF THE S&SHE GUIDE DOCUMENTS

The ***S&SHE Guide Documents*** consist of three integral parts for both PD&E Studies and Design Services:

- ***Standard Scopes of Services***,
- ***Staff Hour Estimation Guidelines***, and
- ***Staff Hour Estimation Forms***.

The ***S&SHE Guide Documents*** provide Department and Consultant Project Managers with detailed descriptions of the work efforts (Activities and Tasks) for uniform and consistent project scoping and a basis or range of staff hours required to complete every project task. This will ensure that professional services contracts for PD&E Studies and Design Services are negotiated in a consistent and uniform manner statewide.

### 1.2 USAGE OF THE S&SHE GUIDE DOCUMENTS

The ***Standard Scopes of Services*** files and ***Staff Hour Estimation Forms*** require the input of project specific descriptive information in both the ***Project Scope*** and the ***Project Information Sheet*** contained in the ***Staff Hour Estimation Forms***. The Activities and Tasks included in the ***Standard Scope of Services*** and ***Staff Hour Estimation Forms*** will be utilized “as is” to the maximum extent possible and modified only when required to produce project or District specific results.

All changes and/or additions to the ***Standard Scope of Services*** will be made in ***Bold Italics*** to help draw the attention of the users to that change. Any task that is not applicable to a specific project, the statement “***Not applicable to this project***” or “***N/A***” will be added to that task’s section of the Project Scope of Services. Any work that is added or deleted from a defined task in the ***Standard Scope of Services*** will also be documented in the comments area of the ***Staff Hour Estimation Forms*** for that particular task and the staff hours adjusted accordingly.

### 1.3 DISTRIBUTION OF THE S&SHE GUIDE DOCUMENTS

The ***S&SHE Guide Documents*** are posted on the Production Support Office web site:

<http://www.fdot.gov/designsupport/>

### 1.4 REVISIONS AND UPDATES

Each Activity Task Team will consist of both Department and Consultant members. The Activity Task Team leader will be appointed by the appropriate office manager within the Central Office that oversees that activity. The appropriate Activity Task Teams will meet at least once a year to assess the performance of previous updates, discuss any new issues or proposed revisions, and recommend updates to the **S&SHE Guide Documents**.

Mandatory or required revisions and updates to the **S&SHE Guide Documents** will be made as needed with the approval of the State Project Management Engineer. All revisions and updates will be posted on the web site.

All users of the **S&SHE Guide Documents** are encouraged to send comments and suggestions for revisions and updates to the State Project Management Engineer or the contact listed on the Production Support Office Staff Directory web site.

[www.fdot.gov/designsupport/Contacts.shtm](http://www.fdot.gov/designsupport/Contacts.shtm)

## 2. TRAINING

The Production Support Office will prepare and deliver training in the use of this procedure and the **S&SHE Guide Documents**. The consultant community will be included in the target audience.

## 3. FORMS

The **Staff Hour Estimation Forms** are not “official” Department forms in that they are not maintained by the Forms and Procedures Office.