**EXHIBIT “A”**

**Scope of Services**

**For**

**Scoping Preliminary Engineering Services**

**Project Name**

**Project No.**

**CN:**

**Description of Services**

This scope of services is for preparing the Local Public Agency (LPA) Project Programming Request, NDOT Form 530, completing form NDOT-76, Project Coordination Meeting (PCM) 0, and developing a scope of services Preliminary Engineering (PE) services.

**NDOT to provide:**

The LPA and the Nebraska Department of Transportation (NDOT) will provide all available documentation or information needed to develop the SOS as requested by the Consultant.

* Instructions and guidance on the level of detail expected in preparing the “Local Public Agency (LPA) Project Programming Request, NDOT Form 530”.
* A copy of the “The Local Public Agency (LPA) Project Programming Request, NDOT Form 530”.
* A copy of the “Principal Controlling Design Criteria, NDOT Form 76”
* A draft copy of the Scope of Services for PE (Word doc).
* A draft copy of the Scope of Services, Workbook for PE (Excel file).
* A copy of the Project Coordination Meeting 0 Document.

The NDOT form 530 prepared by the Consultant and approved by signatures of NDOT form 530 in addition to the completed NDOT form 76 and PCM 0 will be used by the Consultant to develop the current version of the Scope of Services and Workbook for PE design. The SOS will address the needs of the proposed improvements as detailed in the NDOT Form 530 and NDOT Form 76. The goal of developing a project specific SOS is to identify the design tasks needed to produce a complete and accurate set of construction documents.

Development of the SOS for PE services is a phased process starting with the PCM 0 followed by a site visit. After the site visit the PE Consultant will complete the NDOT Form 76 and will work with the NEPA Consultant in preparing the NDOT Form 530 for review and approval by NDOT. After approval of the NDOT Form 530, NDOT Staff will prepare the Probable Class of NEPA Action NDOT Form 53. The NEPA Consultant will develop the SOS and fee proposal based on the Probable Class of NEPA Action, NDOT Form 53 prepared and approved by NDOT.

**Schedule:**

Notice to Proceed (NTP) with developing scope of PE services.

Attend PCM 0

Attend Site Visit.

Submit LPA, Project Programming Request Form 530 and Principal Controlling Design Criteria Form 76 to NDOT for approval.

NDOT Approves Project Programming Request Form 530

PE Consultant prepares SOS and Workbook upon receipt of approved NDOT Form 530.

NDOT Approves Probable Class of NEPA Action NDOT Form 53.

NEPA Consultant prepares SOS and Workbook upon receipt of approved NDOT Form 53.

NTP with PE services.

NTP with NEPA services.

The NDOT Project Coordinator (PC) will schedule a site visit with the Design and National Environmental Policy Act (NEPA) Consultant along with a representative from the following to identify site conditions which may need to be addressed during the design and the NEPA phase of the project:

NDOT, LPA, Unit Head.

NDOT, LPA, PC/RC.

NDOT, LPA, Right of Way Coordinator.

NDOT, Bridge Division Representative.

NDOT, Environmental Coordinator

NDOT, Section 106 Cultural Resource Coordinator

NDOT District, Environmental Superteam Member

NDOT District, Design Superteam Member

LPA, Project Liaison (PL)

PE, Consultant

NEPA, Consultant

Representatives from known utilities, Public and Private.

Examples of Items to be considered during the development of the scope of services are the Bridge Type (Slab, Reinforced Concrete, and Steel Girder), Construction Phasing/Detour Route/Temporary Roads, Utility Coordination/Verification, encroachments in the existing ROW, Geotechnical investigations, constructability, Delivery Schedule, etc.

**Task**:

**Development of Scope of Services for PE**

1. Project Management
2. Prepare NDOT Form 530.
3. Develop the Scope of services and corresponding workbook for PE
4. Develop a schedule of professional services from Notice to Proceed to PS&E turn in of the project

**Site Visit**

1. Attend a site visit
2. Travel

**Special instructions:**

Initially task in the scope of services (Word document) that do not apply to this project are to be stricken through and later deleted after review and approval by the PC. Task in the workbook (Excel file) that do not apply to this project will not show any hours and will later be hidden after the review and approval by the PC. Tasks are to be hidden rather than to be deleted as to not corrupt the Excel file.