

## SCOPE OF SERVICES

### A. OVERVIEW OF THE WORK:

The Consultant will assist the Nebraska Department of Transportation (NDOT) and Local Public Agencies (LPA) with environmental services to be completed in accordance with NDOT's current Environmental Procedures Manual (EPM) and supplemental guidance documents found at:

<https://dot.nebraska.gov/projects/environment/environmental-guidance-library/>

The consultant shall demonstrate experience and expertise in the following environmental disciplines:

1. Preparation or Re-evaluation of the CE Determination Form for Federal-Aid Projects, to be completed in accordance with the EPM and the Nebraska Categorical Exclusion Guidance or as directed by NDOT.
2. The Consultant shall provide CE documentation by way of the NE-CE "Smart Form", NEDS database or equivalent, Re-Evaluation Guidance, Instruction, and applicable Forms, or as directed by NDOT.
3. Section 4(f) Determinations in accordance with NDOT's Guidance for Completing the Section 4(f) Review Process in Nebraska for Federal-Aid Projects.
4. Hazardous Materials Reviews and Site Assessment in accordance with NDOT's Hazardous Material Review Guidance Manual.
5. Noise Studies, to be completed in accordance with NDOT's Noise Analysis and Abatement Policy and Guidance Manual including field measurement, Traffic noise modeling utilizing the current FHWA Traffic Noise Model, Abatement Analysis and Reporting.
6. Air Quality Analyses to be completed as directed by Nebraska Department of Environment & Energy (NDEE) Air Quality State Implementation Plan (SIP). The qualified consultant shall execute all air quality analysis of the SIP in support of the CE as directed by NDOT. the environmental review regulation issued by FHWA (23 CFR 771) and the current FHWA Mobile Source Air Toxics (MSAT) guidance. Depending on the project, the following topics may be included in the air quality analysis in a NEPA document. Task includes:
  - a. Comparative Analysis of MSAT Emissions
  - b. Comparative emissions analysis for pollutants with national standards (known as criteria pollutants)
  - c. Discussion of construction emissions and mitigation
  - d. Consideration of Green House Gas Emissions
  - e. Discussions of indirect and cumulative impacts on air quality
  - f. Documentation of interagency coordination and public involvement
  - g. Documentation of compliance with conformity requirements, including hot-spot analysis (If any areas of Nebraska are designated as non-attainment).

7. Threatened and Endangered Species Reviews in accordance with the Biological Evaluation Process (Matrix) for Federal-Aid Transportation Program in Nebraska as amended 2023 and other pertinent Biological Surveys and Assessments such as:
  - a. Migratory Bird Treaty Act Evaluation and Field Survey
  - b. Bald and Golden Eagle Protection Act Evaluation and Survey
  - c. Nebraska Non-game and Endangered Species Conservation Act Evaluation and Coordination
  - d. Desktop and/or Field Survey for State and Federally listed Threatened and Endangered Species, or other Wildlife Species of Concern as directed by NDOT.
  - e. User's Guide for Range-wide Programmatic Consultation for Indiana Bat and Northern Long-eared Bat
8. Historic Properties Survey and Evaluation in accordance with the Programmatic Agreement among the Federal Highway Administration, the Nebraska State Historic Preservation Officer, the Advisory Council on Historic Preservation, and the Nebraska Department of Transportation to Satisfy the Requirements of Section 106 for the Federal-Aid Highway Program in the State of Nebraska, as amended 2023. This does not include historic bridge recordation services.
9. Other related environmental services for the assessment of project impacts and appropriate agency coordination including, but not limited to the following: 1) Section 6(f) of the Land and Water Conservation Fund Act; 2) Prime and Unique Farmlands (Farmland Protection Policy Act); 3) Wild and Scenic River Act, 4) Floodplain Permitting, 5) Socioeconomic studies, and 6) Environmental Justice assessments.
10. Assistance with Public Involvement activities in accordance with the NDOT EPM Chapter 9 – Public Involvement Procedures and Tribal Coordination activities as directed by NDOT. Tasks may include preparation of public involvement materials and facilitation of public meetings.
11. Waterway Determination/Delineation and Permitting; Wetland Delineation/Determinations to be completed in accordance with NDOT Wetland and Water Resource Procedure Document, and the USACE 1987 Wetland Delineation Manual and appropriate Regional Supplements; USACE 2021 Nebraska Regional Conditions; USACE Nebraska Stream Condition Assessment Procedure; Waterway Permitting to be completed in accordance with Section 401 (State Water Quality Certification) and Section 404 of the Clean Water Act, Nebraska Regional-General Permit 11-02, Nationwide and General (Individual) Permit procedures, and/or NE State Title 117; Waterway Permitting in accordance with Section 9 (U.S. Coast Guard) and Section 10 (US Army Corps of Engineers) of the Rivers and Harbors Act as directed by NDOT. Tasks include the following:
  - a. Preparation of on-site Preliminary Wetland/WOUS Determinations and Preparation of Wetland/WOUS delineations using USACE 1987 Wetland Delineation Manual and appropriate Regional Supplements. Wetland/WOUS delineations shall also follow the NDOT Delineation Practices and Standards set forth by the NDOT Wetland and Water Resource Procedure Document.
  - b. Preparation and acquisition of Preliminary or Final Jurisdictional Determination documentation for USACE review, concurrence, and approval.

- c. Prepare Nationwide Permit (NWP) Pre-Construction Notification (PCN) utilizing the NDOT PCN Template and acquire project authorizations from the USACE.
  - d. Prepare Individual Permit (IP) applications and acquire 404 permit approvals; Prepare Section 404(b)(1) guideline analysis and reporting; Prepare USACE permits decision documentation if required.
  - e. Coordinate and acquire Section 401 Water Quality Certification and/or State Title 117 (NE Surface Water Quality Standards) signoff/approvals from the Nebraska Department of Environment and Energy (NDEE) as appropriate.
  - f. Coordinate, present and attend pre-application meetings as required.
  - g. Additional Services associated with 404 permit acquisitions that may be required on a limited basis including: USACE Section 10 authorization acquisition, coordination and acquisition of US Coast Guard permits, floodplain permit acquisition, coordination, and acquisition of Section 401 Water Quality Certifications from the EPA (tribal lands).
12. Wetland and Stream Mitigation Design and Monitoring, to include the following:
- a. Develop mitigation site suitability reports to identify potential onsite mitigation or mitigation bank site opportunities addressing existing and potential wetland and/or stream channel site characteristics.
  - b. Develop conceptual and/or final mitigation site grading plans and written mitigation site plans in conjunction with NDOT and appropriate resource agencies, NPO's and landowners.
  - c. Perform mitigation site monitoring using approved NDOT/USACE methods to include routine small site methods and large site transect methods.
13. Floodplain Permitting and agency coordination that may include support for the map revision process.
14. Water quality assessment, coordination and permitting associated with the National Pollutant Discharge Elimination System (NPDES) under Section 402 of the Clean Water Acts, and/or NDOT's Municipal Separate Storm Sewer System (MS4) program.
15. Assist, review and/or develop written requests to support coordination of Section 408 (33 USC 408) alterations to US Army Corps of Engineers Civil Works projects.

**B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- 1. NEPA/CE Documentation
  - a. The Consultant shall demonstrate experience and efficiency in preparation and coordination of CE documentation for the Nebraska Transportation program. The consultant's Principal Author shall demonstrate continued training and education specifically associated with NDOT environmental guidance manuals and programmatic agreements.
  - b. The Consultant team must demonstrate Training and/or Experience with NDOT processes and guidance for the following: Historic Properties Assessment and Section 106 Coordination, Section 4(f) Coordination, Hazardous Materials Evaluation, Threatened and Endangered Species Survey and Evaluation, Public Involvement Plan Development and Coordination, and Social/economic evaluation.

2. Noise and Air
  - a. The Consultant must have experience in preparing noise studies using the latest FHWA-approved version of the Traffic Noise Model (TNM), and in preparing air quality studies using the latest FHWA-approved version of the Mobile Vehicle Emissions Simulator (MOVES). Work experience must be demonstrated for air quality studies in non- attainment areas as it relates to transportation conformity.
  - b. The proposal should reference certificates of training for the latest Traffic Noise Model (TNM) and the latest Mobile Vehicle Emissions Simulator (MOVES) for key project personnel that were included with the NEPA certification submittal.
  - c. The Consultant should also demonstrate knowledge of, or experience and training using current FHWA or EPA approved software for air dispersion and intersection modeling.
3. Wetland and Waterway Permitting
  - a. The Consultant's wetland scientist(s) must meet [NDOT's definition of "Qualified Scientist."](#)
  - b. The Consultant's wetland scientist(s) must also have Nebraska experience with proficiency in wetland delineation/wetland monitoring principals; and Section 404 permitting experience with the USACE Nebraska Regulatory office.
  - c. The Consultant must demonstrate a high level of proficiency in wetland mitigation site planning, design, and development.
4. The Consultant must demonstrate a high-level knowledge of transportation engineering concepts, transportation planning, and technical writing.
5. The Constant must demonstrate an effective Quality Assurance and Quality Control program that has resulted in minimal repeat field work and document resubmittals

**C. SOFTWARE AND EQUIPMENT REQUIREMENTS:**

1. The Consultant must have Google Chrome web browser to complete the CE documentation using NDOT's web-based application ("Smart Form", NEDS database or equivalent).
2. The Consultant must have an ANSI Type 1 or 2 noise meter to obtain accurate field measurements of noise levels. The field equipment must be capable of measuring decibels weighted with the A-level frequency response referred to as dB(A).
3. Consultant may be required to use prepare modeling input files, conduct modeling, and provide results using the latest version of the following software:
  - a. Motor Vehicle Emission Simulator (MOVES), and Traffic Noise model (TNM)
  - b. Current FHWA or EPA approved software for air dispersion and intersection modeling.
4. Consultant shall employ the use of a GPS unit capable of achieving sub-meter accurate data (differentially corrected). All geospatial data shall be post-processed to correct GPS data inaccuracies, compile all required information in the State geodatabase attribute tables, and checked for completeness, accuracy, and conformance to State data standards. Specific post-processing methods are dependent upon the applied software application.

**D. EXPECTATIONS FOR THE DELIVERABLES:**

1. The CE documentation must conclude with a CE Determination Form, complete with required attachments, signed by the Consultant Principal Author. The document submittal must be by way of the NE-CE "Smart Form" application, NEDS database or equivalent, or as directed by NDOT. All technical documents generated by the Consultant must be in Microsoft Office, ESRI (or equivalent .kmz files) and/or Adobe Acrobat formats. The final CE submittal must be accompanied by file data, not included as an attachment, to support the CE document. The Consultant must submit documentation of QA/QC review by a qualified NEPA Principal Author.
2. State funded projects will be supported through generation of technical specialty reports as outlined in Section 1, paragraphs (d) through (p). All technical documents generated by consultant must be in Microsoft Office, ESRI (or equivalent .kmz files) and/or Adobe Acrobat formats. The Consultant must submit documentation of QA/QC review by a qualified technical specialist.
3. All technical specialty reports and studies must conclude with a report and executive summary suitable to support the project environmental document.
4. Consultant will submit all geospatial data in the NDOT Wetland File Geodatabase (.gdb). Coordinate system projections for all submittals shall be NAD 1983 State Plane Nebraska FIPS 2600 (Feet). The submittal will include a completed attribute table with relevant information, such as wetland name and type, for each feature. The Consultant must submit documentation of QA/QC review by a qualified Wetland Scientist.
5. The Consultant shall conduct on-site visits required to support all environmental studies, assessments, evaluations and permitting actions. All documents shall be presented to NDOT for review, comment, and approval. NDOT reserves the right to make all decisions concerning the conclusions, findings and recommendations of the documents created by consultant.
6. As applicable, plans, permits, studies and other documents provided by the Consultant will be incorporated into State project plans and/or used to obtain environmental clearances as needed to bid and construct State or Local (LPA) projects.
7. All project deliverables shall be uploaded to NDOT's ShareFile site. Upon upload, Consultant shall email NDOT project delivery team. Consultant shall include NDOT project Control Number and Project Name in email subject line.

**A. OVERVIEW**

1. The Consultant will perform services on various Roadway Design projects including those related to Maintenance, Resurfacing, Restoration and Rehabilitation (3R), and New and Reconstruction projects. Services may include, but are not limited to, the following:
  - a. Design Policies and Procedures
    - 1) Design Manual reviews, documentation and training (e.g., Roadway Design Manual, Drainage, Utilities and others)
    - 2) Policy research and development
    - 3) Standard plan research and review, documentation and training
    - 4) Value Engineering support services
    - 5) Practical Design services
    - 6) Preparation of Interchange Access Justification Report
  - b. Planning and Pre-project Activities including, but not limited to, the following tasks:
    - 1) Grant Application Preparation
    - 2) Corridor Analysis
    - 3) Safety Studies for intersections and corridors
    - 4) Cost benefit studies to determine operational, capacity, geometric or safety needs
  - c. Roadway Design activities including, but not limited to, the following tasks:
    - 1) Additional surveys
    - 2) Scoping documents
    - 3) Preliminary & final design
    - 4) Emergency design (e.g., Flood repair)
    - 5) Alternatives Analysis as required for 404 permits and flood plain permits
    - 6) Constructability Analysis
    - 7) Erosion Control
    - 8) Lighting Design
    - 9) ADA design and compliance
    - 10) Railroad coordination
    - 11) Utility rehabilitation and coordination (basic scope of services for subsurface utility engineering added if needed)
    - 12) Project renderings and visualizations

- 13) Presentation development (e.g., Design Relaxations)
  - 14) Plan development/drafting services
  - 15) Project cost and Estimate support
  - 16) Field inspections (Plan-in-Hand's, field review of existing conditions, etc.)
  - d. Application Support Services, development and training
    - 1) AASHTOWare Estimation
    - 2) MicroStation/OpenRoads Designer (ORD)
    - 3) ProjectWise
    - 4) OnBase
    - 5) Various Engineering software including but not limited to AutoTurn, FlowMaster, HY8, etc.
    - 6) Software integration development and training
  - e. Hydraulic and Hydrological Studies
  - f. Survey Services
  - g. Public Involvement Services
  - h. Right of Way Design Services
2. Project management services include managing the project details between the Roadway Design Consultant and other consultants selected by NDOT to perform work on the project. It is NDOT's desire that the Roadway Design Consultant be primarily responsible for facilitating coordination of project deliverables among the other consultants and NDOT. Work performed by other consultants may include, but is not necessarily limited to: Environmental Services, Wetland Delineations and Mitigations, Bridge Design, Hydraulic Studies, Right of Way Design, and Titles and Ownerships research. Project information and deliverables will be managed by the Roadway Consultant in such a manner that each consultant providing support services has access to all project related information necessary to provide their services. This includes such information as surveys, roadway and bridge design plans, right of way design, and hydraulic studies. The NDOT will be the Coordinating Professional, as defined in Neb. Rev. Stat. § 81-3437.

**B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

1. All work shall be completed by or under the direct supervision of a Nebraska licensed professional civil engineer. The consultant firm shall use engineers experienced with all aspects of roadway design related to the services to be provided.
2. The Consultant shall have a working knowledge of and use, when applicable, the following non-exclusive list of references:
  - a. A Policy on Geometric Design of Highways and Streets 2018 (AASHTO)
  - b. Access Control Policy to the State Highway System, 2024 (or latest) (NDOT)

- c. Americans with Disabilities Act Accessibility Guidelines
  - d. Design Process Outline (NDOT)
  - e. Drainage Design & Erosion Control Manual, 2006 (or latest) (NDOT)
  - f. Highway Capacity Manual, 7<sup>th</sup> edition
  - g. Local, State and federal laws and regulations that pertain to roadway design
  - h. Manual on Uniform Traffic Control Devices (FHWA), 2009 Edition with revisions 1, 2, and 3
  - i. MUTCD - Nebraska 2019 Supplement to the MUTCD
  - j. Nebraska Minimum Design Standards – Counties, Municipalities, State - 2016 (or most current) (Nebraska Administrative Code Title 428; Rules and Regulations of the Board of Public Roads Classifications and Standards
  - k. National Environmental Protection Act (NEPA) process
  - l. Preliminary Survey Manual (NDOT)
  - m. Roadside Design Guide, 2011 (AASHTO)
  - n. Roadway Design Manual, 2010 (or latest) (NDOT)
  - o. Standard and Special Plans Manual (NDOT)
  - p. Standard Specifications for Highway Construction 2017 (or latest edition) (NDOT)
  - q. Traffic Control Devices Handbook, 2013 (ITE)
  - r. United States Access Board Guidelines, Standards, and Publications
  - s. Policy for Accommodating Utilities on State Highway Right-of-Way (NDOT)
3. Certification as a NEPA consultant is not required for these services; however, the consultant needs to demonstrate an understanding of the importance of coordinated project development with the NEPA process is an important aspect of their qualifications to perform this work.

**C. SOFTWARE AND EQUIPMENT REQUIREMENTS**

1. The Consultant's design and drafting software and design files must be compatible with NDOT's design and drafting software. Information on NDOT's design protocol can be found on NDOT's website on the Roadway Design page; <http://dot.nebraska.gov/business-center/design-consultant/>.
2. In many cases, projects will require that a 3D model be generated using OpenRoads technology.
3. Consultant will be provided access to other software such as ProjectWise, OnBase, etc. as needed depending on the scope of the project.
4. Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.
5. The Consultant will provide all software and computer equipment required to complete the work including any analysis software required to perform the bridge design work.

**D. EXPECTATIONS FOR THE DELIVERABLES**

1. The consultant shall provide to NDOT acceptable deliverables based on the scope of services. The deliverables may include but not limited to plans, specifications, documentation, training courses. The Consultant shall seal and sign applicable deliverables in accordance with the Nebraska Engineers and Architects Regulation Act. Consultant shall also provide to NDOT all applicable supporting documentation and reports as described in the Task Order.
2. Plans and special provisions shall be developed in compliance with the manuals, guidelines and specifications as listed in the Qualifications, Knowledge and Experience section, paragraph B.
3. Consultant shall submit to the NDOT roadway design plans at the following stages, when applicable: before the plan-in-hand field inspection, before public meetings, at 90% completion stage, and final PS&E package. Deliverables must be completed and submitted in accordance with the schedule set out in the Task Order.
4. Deliverables must be submitted in electronic form as outlined in the Task Order.
5. Submittals will be reviewed and approved by NDOT. Consultant shall address all issues raised by NDOT's review and make all necessary changes to the work.
6. All Task Orders will include time for the consultant to perform an internal QA/QC review before major submittals. NDOT may request a documentation letter be part of these transmittals.

**A. OVERVIEW**

1. This work involves hydrologic and hydraulic studies of drainage basins and streams to define the most practicable solutions for all hydraulic related issues in floodplains, bodies of water, rivers and streams, drainageways, and wetland areas. This may include:
  - a. Hydrologic studies related to highway drainage facilities and floodplains
  - b. Hydraulic design of bridges, culverts, flumes, ditches, channels, energy dissipators, and storm sewer systems
  - c. Hydraulic design of stormwater detention facilities
  - d. Design of stormwater treatment facilities for projects within MS4 communities
  - e. Hydrologic and Hydraulic analysis and design of wetland mitigation and bank sites
  - f. Floodplain analysis and certification including “Certification of Compliance”, floodplain permitting, and floodplain Professionally Qualified Staff (PQS) memo for NEPA document for different types of highway projects with work performed within a mapped or unmapped floodplain
  - g. Design of dams, including certification and completion of necessary permits
  - h. Stream and bank stabilization
  - i. 408 coordination, policy and procedural guidance development and training
  - j. Support for guidance/policy development, maintenance, data collection, etc. for development of culvert inventory and culvert inspection guide.
  - k. Conduct reviews of permits to occupy rights-of-way related to hydrology and hydraulics to assess impacts of development on highway facilities.
  - l. Support and assistance with development and/or revisions of policies, guidance, and manuals, as needed.

**B. QUALIFICATIONS, KNOWLEDGE, AND EXPERIENCE**

1. The work is to be performed by, or under the direct supervision of a Licensed Professional Engineer with hydrologic and hydraulic experience.
2. Consultant’s employees must have a working knowledge of the latest NDOT Bridge Division “Hydraulic Analysis Guidelines 2015”.
3. Consultant’s employees must have a working knowledge of the latest NDOT Roadway Design Division “Drainage Design & Erosion Control Manual”.
4. For projects involving dams, consultant’s employees must meet minimum qualifications in the Nebraska Department of Natural Resources (DNR) dam safety rules as defined in Title 458.
5. Consultant’s employees must have competence in design of municipal storm sewer systems and knowledge of NDOT policies and procedures and the related regulatory requirements.

**ATTACHMENT B3**  
BASIC SCOPE OF SERVICES  
HYDRAULIC AND HYDROLOGICAL STUDIES

6. Consultant's employees must have competence in design of stormwater detention facilities.
7. Consultant's employees must have competence in the design of stormwater quality treatment facilities (STFs).
8. Consultant's employees must have competence in designing and establishing wetland mitigation sites and banks. Experience should include establishing the sites based on groundwater and/or surface water sources for successful establishment and attainment of maximum wetland credits.
9. Consultant's employees must have knowledge of Nebraska Floodplain Regulations and competence in "Certification of Compliance".
10. Consultant's employees must have knowledge and experience in Section 408 levee design, certification and permit application process.

**C. SOFTWARE AND EQUIPMENT REQUIREMENTS**

Consultant's employees must have a working knowledge of hydrologic and hydraulic programs for 1-dimensional and 2-dimensional modeling such as:

1. HY-8 (1D)
2. HEC-RAS (1D & 2D)
3. SMS – Tuflow, SRH2D (2D)
4. HEC-SSP
5. TR-55

**D. EXPECTATIONS FOR THE DELIVERABLES**

1. Consultant's hydrologic and hydraulic work must be completed in accordance with the latest Bridge Division's "Hydraulic Analysis Guidelines 2015" and NDOT Roadway Design Division "Drainage Design & Erosion Control Manual".
2. For Letter of Map Revision (LOMR) or Conditional Letter of Map Revision (CLOMR), Consultant shall comply with the FEMA Guidelines.
3. When applicable, Consultant's work must comply with the DNR Dam Safety Guidelines (only for projects with dams).
4. Consultant shall submit their design and supporting documentation for review and approval by NDOT (electronic copy and hard copies).
5. Consultant shall address all issues raised by NDOT's review and make all necessary changes to the work.
6. Consultant shall submit an electronic copy (and hard copies) of the signed and sealed final approved report and design plans.

[Standard Work Categories](#) anticipated for these services may include:

- 130. Bridge Design
- 131. Bridge Inspection
- 132. Bridge Load Rating

**A. OVERVIEW**

The consultant will provide bridge related services for NDOT such as:

1. Preliminary Engineering Services including Bridge Data Sheet development and Type, Size, and Location plans (TS&L's)
2. Final Bridge Design (including load rating of bridges per the current BIPP)
3. Bridge Plan production
4. Independent structural design reviews
5. Support in Value Engineering activities
6. Construction phase services including but not limited to:
  - a. Calculating girder shims,
  - b. Shop drawing review
  - c. Providing construction consultation

**B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

1. All work must be completed by, or under, the direct supervision of a Nebraska licensed professional civil engineer. The Consultant shall use engineers experienced with all aspects of bridge design related to the services to be provided.
2. The Consultant's team shall have working knowledge of and follow, when applicable:
  - a. Bridge design industry standards
  - b. The NDOT Bridge Office Policies and Procedures Manual. (BOPP)
  - c. AASHTO LRFD Bridge Design Specifications
  - d. NDOT Standard Specifications for Highway Construction
  - e. NDOT Approved Products List
  - f. Special Provisions and Specifications developed by NDOT's Bridge Division
  - g. Local, State and federal laws and regulations that pertain to bridge design

**C. SOFTWARE AND EQUIPMENT REQUIREMENTS**

1. The Consultant shall provide all software and computer equipment required to complete the work including any analysis software required to perform the bridge design work.

2. The consultant is required to complete CADD work within NDOT's Bentley Projectwise environment (Microstation). It is the Consultant's responsibility to obtain the software necessary to translate to and from the specified format for all electronic files supplied by the State and for all electronic files prepared by the Consultant and supplied to the State.
3. Calculation reports and supporting documentation must be submitted to the NDOT Bridge Division FTP site
4. Reports for calculations must be submitted in a PDF format and supporting documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.
5. Electronic design models (LEAP, etc.) should be submitted in native format with a file naming convention that notes the name of the software and the version utilized.
6. The Consultant shall provide quantities for estimation using AASHTOware Project
7. The Consultant shall load rate bridges within AASHTOware BrR. Specialized load ratings can be completed by hand and a calculation package shall accompany the load rating summary sheet.

**D. EXPECTATIONS FOR THE DELIVERABLES**

1. Plans and special provisions must be developed in compliance with the manuals, guidelines and specifications as listed in the Qualifications, Knowledge and Experience section.
2. Bridge plans for new construction will typically be submitted to NDOT for review and comment at preliminary (TS&L), 75% completion stage, 90% completion stage, and final. A preliminary design calculation package should be submitted with the 75% submittal. A refined design calculation package with an accompanying independent calculation package should be submitted at 90% for bridge reconstruction projects. Final plans, calculations, and quantities should be submitted at final turn-in.
3. Bridge repair plans must be submitted at 90% and final completion for review and comment. Final turn-in for all bridge projects shall include stamped and signed plans, all special provisions, cost estimates, and the design calculation package.
4. Load rating submittals shall be required when significant structural improvement is provided thru repairs or for new bridge construction. Load rating submittals shall be provided at final turn-in and shall include a BrR model and signed/stamped LRSS. Load ratings calculated outside of BrR shall include a calculation package.
5. Final plan Microstation files shall be cleaned prior to submittal by removing any unnecessary "working" drawings or details and keeping only the final plan work.
6. Plans will be completed and submitted in accordance with the schedule set out in the Task Orders. Occasionally, the NDOT may require the plans be completed on a "rush" basis for emergency repairs.
7. Consultant's services will be used directly or incorporated into NDOT project plans for use in bidding and constructing projects.

A. OVERVIEW

Consultant may serve as the agent for NDOT, representing NDOT in all matters related to public involvement services

B. APPLICABLE PUBLICATIONS:

1. Work shall be done in accordance with the most current version of the following materials. The most current versions of the NDOT materials can be obtained from the NDOT website.

- a. [Nebraska Public Involvement Procedure](#)
- b. [NDOT Style Guide](#)

C. CONSULTANT SHALL PROVIDE:

1. Public Involvement Meeting

a. Meeting Planning. Consultant will work with NDOT to develop a Public Involvement Plan to address public notifications, develop a database of project stakeholders and plan for the PIM, one-on-one meetings, or agency meetings that might be necessary. Consultant shall:

- 1) Attend and document a kickoff meeting
- 2) Identify venue and arrange for booking
- 3) Provide a meeting venue floor plan including identification of ADA compliant access routes, location of display and presentation materials, and seating arrangement, if applicable
- 4) Verify local newspaper distribution schedule and critical dates and submittal information related to legal advertisements
- 5) Prepare a legal notice of meeting to include project location, purpose and need, planned construction, ROW/easements, additional impacts and construction schedule
- 6) Prepare and distribute a targeted mailer to invite landowners and other project stakeholders identified by NDOT

b. Meeting Documents Preparation. Consultant will prepare materials for the PIM consisting of the following:

- 1) Nametags, Sign-In Sheets, comment forms
- 2) Aerials with proposed alternatives and potential impacts
- 3) Fact Sheet suitable for a mailer or handout at the PIM; The Fact Sheet will be similar to the legal notice and will include location, purpose and need, scope of work, traffic volumes, construction schedule, accommodations of traffic, ROW, potential impacts, additional costs, location map/detour map and appropriate logos (FHWA, NDOT, Preliminary Plan Stamp – NO consultant logos / branding)

- 4) Up to 6 Boards, if applicable
  - 5) NDOT Public Involvement Survey, provided by NDOT
  - 6) Identify and coordinate translations of materials and schedule translator, if applicable
  - 7) Other
- c. Public Information Meeting. Consultant will assist NDOT in conducting a Public Information Meeting (PIM) including setup, facilitation, and teardown. Consultant will:
- 1) Invite property owners and other stakeholders
  - 2) Secure a suitable location for the meeting
  - 3) Attend the meeting
  - 4) Prepare for a continuity meeting (approx. 15 minutes before the actual public meeting) for the project team to review key facts / information and to go over any potential issues and to provide suggestions on how to approach questions and/or conflicts. Provide an agenda or info sheet as needed.
  - 5) Provide a matrix of general comments using NDOT template and draft potential responses
  - 6) Provide a summary memo including a summary of comments received and final responses and PI activities, using a template provided by the State.
  - 7) Provide a Public Involvement report documenting all outreach completed.
- State shall review and identify those comments and determine those comments warranting a detailed response.
- d. Postal Outreach. Consultant will follow State guidance and conduct postal outreach consisting of letters to landowners and other stakeholders to notify them of the project and to request their comments. Comments will be summarized and provided to State. Consultant will prepare responses to written comments for State review, approval and dissemination.

D. DELIVERABLES:

1. Project Schedule
2. Public Involvement Plan
3. Meeting Minutes
4. Public Information Meeting Materials and Maps
5. Summary Memo
6. Public Involvement Report of entire public involvement process
7. Comment Response Letters
8. Comment matrix and draft responses