

**GENERAL ENGINEERING SERVICES
DELAWARE COUNTY ENGINEER'S OFFICE
DELAWARE, OHIO**

Scope of Services

Delaware County General Eng Serv 2024-1
Scope of Services Date: 7-26-2024
PID No. Various

The consultant may be required to perform miscellaneous design tasks, plan review, and environmental investigations on a task order type basis. Basic services may include, but are not limited to, the following:

Roadway Design
Plan Review
Intersection Design
Bridge Design
Bridge Inspection (not including Underwater Bridge Inspection)
Surveying Services
Traffic Studies
Preparation of Right of Way Descriptions/Plans
Lighting Design
Traffic Signal Design
Structural Design and Review Services

All work shall be performed on an actual cost basis or by negotiated lump sum fee per task order, to be determined by the Department. The consultant shall maintain a project cost accounting system that will segregate costs for individual task orders.

The duration of the agreement will be 24 months from authorization.

The total amount of this agreement shall not exceed \$300,000.00.

Agreement Administration Procedures

I. Task Order Notification and Authorization Procedures for task orders less than or equal to \$50,000 (lump sum)

- A. The County will identify a task order, assign a task order name or number and request a task order proposal from the Consultant.
- B. The County will provide information for the Consultant to develop a basic scope of service and lump sum fee required for the work.
- C. Consultant will send a letter proposal with a basic scope of service and a lump sum fee not to be exceeded for the work.
- D. The County will authorize the consultant to perform the task by standard authorization letter that includes:
 - 1. Reference to the Consultant's letter proposal.
 - 2. The completion time from authorization.
 - 3. The lump sum fee.

II. Task Order Notification and Authorization Procedures for task orders greater than \$50,000 (lump sum or cost plus net fee)

- A. The County will identify a task order, assign a task order name or number and request a task order proposal from the Consultant.
- B. The County will coordinate with the Consultant to develop a detailed scope of service and maximum lump sum or maximum cost plus net fee depending on the complexity of the scope of services required for the work.
- C. The Consultant will develop a detailed scope of services including narrative of each aspect of the work and a cost proposal with a breakdown of hourly staff rates, overhead percentage and net fee percentage and estimated hours for each classification. Use of the ODOT PDP Task List and Cost Forms is preferred but not required.
- D. The Consultant will send the detailed cost proposal with cover letter stating the lump sum fee not to be exceeded or the maximum cost plus net fee.
- E. The County will authorize the consultant to perform the task by standard authorization letter that includes:
 - 1. Reference to the Consultant's proposal and detailed scope of services
 - 2. The completion time from authorization.
 - 3. The lump sum fee or the maximum compensation (including net fee).
 - a. The net fee shall be calculated as 11% of actual cost (labor + overhead + direct non-salary expenses). Subconsultant net fees shall be calculated in the same manner but the prime consultant shall not earn net fees on subconsultant costs.

III. Invoice and Project Schedule Requirements

- A. The consultant shall provide monthly invoices and project schedules if requested by the County. Each invoice shall include all task orders authorized, a summary of the total amount authorized, the total amount invoiced.