

Delaware County General Eng Serv 2012-1  
Scope of Services Meeting Time:           Date: \*\*/\*\*/\*\*  
Location:  
Approved Final Scope of Services Minutes Date: \*\*/\*\*/\*\*

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

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  
Surveying Services  
Drainage Design  
Traffic Studies

~~Ecological Investigations~~ (removed from original scope of services)

~~Wetland Mitigation~~ (removed from original scope of services)

~~Cultural Resources Investigations~~ (removed from original scope of services)

~~Environmental Document Preparation~~ (removed from original scope of services)

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 twenty-four months from the authorization date of the agreement.

The total amount of this agreement shall not exceed \$150,000.00.

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One copy of the price proposal shall be submitted consisting of a statement from the consultant that they have a clear understanding of the scope of services. For Type B task order requests (cost plus net fee), the proposal shall also include the names and starting hourly rates of the personnel doing the work, average overhead rate (based on the length of the agreement), average cost of money rate, analytical rates and testing rates (if applicable).

If subconsultants are used, the amount expended annually with each subconsultant shall be shown in a tabular format. When authorized by Type B task order (cost plus net fee), a proposal by cover letter from the subconsultant to the prime consultant showing hourly rates, average overhead rate, average cost of money rate, analytical rates and testing rates (if applicable) shall be provided.

**Price Proposal Due Date: \*\*/\*\*/\*\***

**Agreement Administration Procedures**

- I. **Type I Task Order Notification and Authorization Procedures for task orders less than or equal to \$25,000**
  - A. The County will identify a task order, assign a task order name or number and provide the consultant a general scope of services.
  - B. The County will coordinate with the Consultant to develop a general scope of service and lump sum fee required for the work.
  - C. The County will authorize the consultant to perform the task by standard authorization letter that includes:
    - 1. A general scope of services for the task order.
    - 2. The completion time from authorization.
    - 3. The lump sum fee.

**II. Type II Task Order Proposal Request, Review and Authorization Procedures for task orders greater than \$25,000**

- A. The County will identify a task order, assign a task order name or number and develop a detailed scope of services.
- B. The County will prepare a request for a task order proposal in the format included herein and transmit it to the consultant. Review of the task order request and task order proposal preparation are allowable costs and shall be shown as a separate line item in the proposal. Compensation for the task order shall be based on a lump sum; however, tasks shall be itemized when needed to define the cost for each component of the work.
- C. Standard Proposal Format - Each Task Order Proposal shall include the following elements:
  - 1. Letter of transmittal with reference to include:
    - a. Delaware County General Engineering Services Agreement
    - b. Task Order Name or No.
    - c. Lump sum fee compensation for the task order
  - 2. Appendix A of the consultant's proposal shall include the task order proposal request transmitted to the consultant by the County.
- D. The County will review the consultant's proposal for:
  - 1. Adherence to submittal requirements.
  - 2. Compliance with the scope of services.
  - 3. Acceptability of the lump sum fee
- E. The County will resolve any issues with the consultant and obtain a revised proposal (if necessary). If a lump sum fee cannot be agreed to, the County may use a Type IIB task order.
- F. The County will authorize the consultant to proceed with the task.

**III. Invoice and Project Schedule Requirements**

- A. The consultant shall provide invoices no more than once per month showing all task orders authorized, a summary of the total amount authorized, the total amount invoiced and appropriate project schedules.

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**Authorization to Proceed -Type I Task Order**

Consultant Name and Address

Re: Delaware County General Engineering Services Agreement No. \_\_\_\_\_  
Task Order Name or Number

Dear Consultant:

Effective this date you are hereby authorized to proceed with the subject task order.

Project Identification

- a. County-Route-Section
- b. PID No.

Project Limits

- a. From SLM or Station: to SLM or Station:
- b. Total Length:
- c. Lateral Limits:
- d. General Description of Task Order Area:

Services Requested

(General description of services required.)

Documents Furnished by the County (attached)

- a.
- b.
- c.

Additional Scope of Services Notes

Task Order Completion Time

\_\_\_ days from Notice to Proceed.

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Prime Compensation

The County agrees to compensate the consultant for the performance of the task order specified by lump sum not to exceed \$\_\_\_\_\_.

Please address your written acknowledgment of this communication to:

Ryan J. Mraz  
Deputy Design Engineer

Respectfully,

Attachments:

cc: file

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**Request for Task Order Proposal -Type II Task Order**

Consultant Name and Address

Re: Delaware County General Engineering Services Agreement No. \_\_\_\_\_  
Task Order Name or Number

Dear Consultant:

Please provide a cost proposal for the subject task order as follows:

Project Identification

- a. County-Route-Section
- b. PID No.

Project Limits

- a. From SLM or Station: to SLM or Station:
- b. Total Length:
- c. Lateral Limits:
- d. General Description of Task Order Area:

Services Requested

(Detailed description of services required.)

Documents Furnished by the County (attached)

- a.
- b.
- c.

Additional Scope of Services Notes

Task Order Completion Time

\_\_\_ days from Notice to Proceed.

Due date for Cost Proposal:

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Please submit your proposal to:

Ryan J. Mraz  
Deputy Design Engineer

If you have any questions or comments regarding this request, please contact this office prior to submitting your proposal.

Respectfully,

Attachments:

cc: file

General Engineering Services Scope of Services  
Delaware County Engineer  
2012-1 Task Order Contract

**Authorization to Proceed -Type II Task Order**

Consultant Name and Address

Re: Delaware County General Engineering Services Agreement No. \_\_\_\_\_  
Task Order Name or Number

Dear Consultant:

Reference is made to your task order proposal dated \_\_\_\_\_, requesting compensation for the identified task.

Effective this date you are hereby authorized to proceed with the subject task order.

**Prime Compensation**

The County agrees to compensate the consultant for the performance of the task order specified by lump sum not to exceed \$\_\_\_\_\_.

Please address your written acknowledgment of this communication to:

Ryan J. Mraz  
Deputy Design Engineer

Respectfully,

cc: file