

**State of Florida  
Department of Transportation**



**EXHIBIT “A”, SCOPE OF SERVICES**

**FOR**

**DISTRICT WIDE CONTAMINATION ASSESSMENT  
AND REMEDIATION (CAR) SERVICES FOR  
THE FLORIDA DEPARTMENT OF TRANSPORTATION,  
DISTRICT FOUR OFFICE**

<b>FINANCIAL PROJECT NUMBER:</b>	<b>230050-8-C2-01/ 230050-9-C2-01</b>
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**1.0 OBJECTIVE**

The Florida Department of Transportation (the Department), District Four, requests environmental vendor services on an as-needed basis to support all phases of Department business with an emphasis on the assessment, remediation and construction within (potentially) contaminated media. The required work will vary and may include, but not be limited to:

- conducting Phase I and Phase II (Level I and II) Environmental Site Assessments (ESA),
- sampling and analytical testing,
- removal and installation of underground/aboveground storage tanks,
- implementation of various forms of remediation as needed,
- review roadway plans and project reviews,
- installation of drainage and non- drainage features construction activities within (potentially) contaminated areas,
- assessments and abatement of asbestos, lead and mold.

Additionally, respond to emergency situations including highway spills involving hazardous and non-hazardous materials/substances that represent an immediate threat to the transportation system, Department maintained properties including maintenance yards, the environment, land, waters of the State of Florida or for situations deemed necessary by the Department on State roadways.

**2.0 SERVICES REQUIRED OF THE VENDOR**

The Vendor will provide any of the following elements as required by the Department and other regulatory agencies. During emergency situations initiate mobilization for work within 2-hrs of verbal notice.

- a. Prepare Contamination Assessment Plans (CAP's), Site Assessment Reports (SAR's), Contamination Assessment Summary Memo's (CASM's), Impact to Construction Assessments (ICA) Reports, conduct Contamination Site Assessments, prepare and implement Remedial Action Plans (RAP's), Risk Based Corrective Actions (RBCA's) or any other type of environmental assessment or remedial activities as necessary.
- b. Serve as an "expert witness" at any associated legal proceedings. The Vendor shall be prepared to discuss and defend each element with the Department and any other interested party, at the discretion of the Department.
- c. Perform activities related to the removal/installation of above/underground storage tanks;
- d. Conduct asbestos, lead, mold surveys and abatements;

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- e. Perform reviews, investigations, prepare reports and other documentation in accordance with the Department's Project Development and Environment (PD&E) Manual, Part II, Chapter 20. Such review and investigations shall include CSER's, standard Level I and Level II ESA's, Re-evaluations and other PD&E associated reports.
- f. Monitor, sample, analyze, neutralize, decontaminate, properly manage and address cleanup of any material, spill, leak, release, or any other dangerous/hazardous condition. Provide for all appropriate health and safety requirements within the assigned work task areas.
- g. Excavate, manage, secure, transport and dispose of any material in accordance with all applicable local (with delegated preprograms), State and Federal ordinances, rules, codes, statutes, regulations and laws.
- h. Perform activities required on construction projects that must be accomplished when either potentially or contaminated soil/groundwater that have been identified in the immediate area and must be remediated prior to or concurrent with the construction project.
- i. Perform construction activities on or near contaminated areas associated with the site preparation, clearing and grubbing, construction and installation of transportation and non-transportation related features such as, but not limited to, removal and/or replacement of existing asphalt or concrete pavement; removal, relocation, replacement of underground utilities (i.e. storm drainage systems, water mains, sewer mains etc.); the installation and operation of de-watering systems to facilitate installation of such underground utilities; installation of sheet piling to create cofferdams for the installation of certain construction features in the dry.
- j. Furnish sampling and analytical laboratory services which must be conducted in accordance with the Florida Department of Environmental Protection (FDEP) Quality Assurance requirements, FDEP's Standard Operating Procedures (SOP's), or any other applicable requirements.
- k. Deliver records and reports covering each task assignment. Such records and reports shall be delivered at a frequency and be of the type and form directed by the Department and, where applicable, also be acceptable to the appropriate regulatory agency or authority. Records and reports shall be provided on hardcopy, electronically, and/or on computer disks in a format acceptable to the Department.
- l. Prepare/submit project and contract status reports at a frequency as required by the Department.
- m. Provide briefings to the Department on environmental issues including health & safety, contamination, and/or other relevant topics.
- n. Upload deliverables to the Department's Enterprise Applications System

(System) and provide updates to the System as required.

- o. The Vendor agrees to provide all waste profiles and manifests in a format acceptable to the Department and as required by the Department. The Department shall review and approve all draft and final waste profiles and manifests. The Vendor may submit electronic draft waste profiles and manifests; however, all final documents shall be in paper copy. No final electronic waste profiles or manifests shall be acceptable or authorized by Department. The Vendor shall not use electronic keypads or electronic signature devices for any waste profiles or manifests. The Department's Project Manager or designee shall sign all hazardous waste manifests. The Department shall have the right to delegate signature of non-hazardous waste manifests to the Vendor. The Vendor acknowledges and agrees the Department's Project Manager signature authority for waste profiles and manifests is binding upon the Department only to the extent the signature certifies the Facility information/ FDEP ID Number, the quantity of waste generated, and chemical/physical constituents of the waste generated, and to the extent the signature acknowledges receipt of Vendor services. The Vendor agrees that the Department's Project Manager signature authority is not binding upon the Department for any other purpose.
- p. Provide services required to complete construction related work and activities as specified in this contract utilizing the Vendor's own personnel/equipment and/or **Sub-Contractor(s)** personnel/equipment.
- q. In the event of an emergency provide designated services outside of the District Four limits. Prices shall be based on the rates in **Exhibit "C", Price Proposal**; however, additional compensation shall be made as appropriate for travel and transportation.

**3.0 RESPONSIBILITIES AND REQUIREMENTS OF THE VENDOR**

- a. Comply with all (with delegated preprograms), State and Federal ordinances, rules, codes, statutes, regulations and laws whenever State work is being performed. The Vendor shall have all necessary local (with delegated programs), State and Federal permits to provide the mentioned above Services section including permits for transportation and disposal of hazardous and non-hazardous materials and/or wastes. Obtain and maintain all permits and license for this contract.
- b. All work must comply with environmental/health & safety standards and contamination cleanup guidelines including but not limited to activities associated with the National Environmental Policy Act (NEPA), the Departments PD&E Manual and Local Agency Program (LAP) Manual on an as needed basis.
- c. Any work performed as stated in the above Section 2.0 will be governed by

the applicable version of the Florida Department of Transportation Standard Specifications for Road and Bridge Construction (Department Specifications) and any Special Provisions provided in the Letter of Authorization (LOA) authorizing such work.

- d. Vendor and Sub-Contractor(s) designated to complete the required construction shall possess a working knowledge of Department Specifications.
- e. Provide for all appropriate health and safety requirements and demonstrate record of successfully completing within the assigned work areas, including personal protective equipment, ambient air monitoring, personnel training and medical monitoring; upon request.
- f. Be available on a twenty-four (24) hour, seven (7) days a week, fifty-two (52) weeks, a year basis and provide adequate/timely response to a given situation (including construction emergencies and highway spills) with adequate equipment, personnel and materials. The Vendor must have designated personnel on-call and necessary equipment ready to provide an immediate response to an emergency request. All reasonable and feasible efforts should be made to uphold the State's and District's Open Roads Policy for incidents that occur on State roads.
- g. Utilize qualified personnel educated, experienced and trained in the following fields and sciences: chemistry; geology; hydrology; hydrogeology; toxicology; biology; microbiology; chemical, environmental and civil engineering; industrial hygiene; heavy equipment operation, hazardous materials safety; hazardous waste transportation and disposal; site assessment; soil and groundwater remediation; oil/petroleum spills, and services associated with above/underground storage tanks; and roadway and bridge construction activities; as appropriate.
- h. Provide analytical results within the standard laboratory turnaround time. Standard laboratory turnaround time shall be maximum of five (5) calendar days. Rush laboratory turnaround time for analytical results shall be a maximum of twenty-four (24) hours. For parameters/analytical tests where a twenty-four (24) hour turnaround time is not feasible/available then the earliest possible rush turnaround time applies.
- i. Provide all waste profiles and manifests in a format acceptable to the Department and as required by the Department. The Department shall review and approve all draft and final waste profiles and manifests. The Vendor may submit electronic draft waste profiles and manifests; however, all final documents shall be in paper copy. No final electronic waste profiles or manifests shall be acceptable or authorized by Department. The Vendor shall not use electronic keypads or electronic signature devices for any waste profiles or manifests. The Department's Project Manager or designee shall sign all hazardous waste manifests. The Department shall have the

right to delegate signature of non-hazardous waste manifests to the Vendor. The Vendor acknowledges and agrees the Department's Project Manager signature authority for waste profiles and manifests is binding upon the Department only to the extent the signature certifies the Facility information/ FDEP ID Number, the quantity of waste generated, and chemical/physical constituents of the waste generated, and to the extent the signature acknowledges receipt of Vendor services. The Vendor agrees that the Department's Project Manager signature authority is not binding upon the Department for any other purpose.

- j. Within five (5) days after discussion of a proposed LOA the Vendor or any Sub-Contractor of the Vendor retained under this Agreement shall provide the Department with written notification of any contractual arrangements or other business relationships with any person, public agency, or legal entities responsible for previous contamination of the subject or subsequent remediation of any site related to the litigation case. Therefore, such notification shall be made no later than five (5) working days after first discussions of a possible project with the Department's Project Manager and prior to the issuance of a LOA to perform work on the site. If after a LOA has been issued and it's determined that there may be conflict of interest; the Vendor shall immediately verbally notify the Department's Project Manager upon learning of the possible conflict of interest and provide written notification to the Department's Project Manager within the five (5) working days. The Vendor may proceed with authorized work only upon written notification from the Department's Project Manager. The Vendor is responsible for notification on behalf of any of its Sub-Contractors. For purposes of this section, a Vendor or Sub-Contractor may be deemed to have had a business relationship with one of the responsible parties if it has had such a relationship with a parent or subsidiary, a predecessor or a successor, or if the Vendor or Sub-Contractor has been engaged by independent legal representatives on behalf of any such parties.
- k. The Department reserves the right to have specific projects assigned/accomplished under separate agreements.

#### **4.0 KEY LABOR CLASSIFICATIONS**

- a. The Vendor shall provide and maintain an up-to-date list of Vendor staff and Sub-Contractors with agreed-to classifications (subject to the contract **Exhibit "B"** and **"C"**).
- b. Vendor must request approval from the Department's Project Manager for any modifications or additions to the list of available Vendor and Sub-Contractor staff prior to including them in any LOA/Work Plan and Cost Estimates (WPCE). If applicable, new job classifications or Sub-Contractors may be added to the contract via contract amendment. Vendor shall submit a copy of the resume(s) when staff is added.

- c. Invoice and payment processing requires the Contamination Assessment and Remediation (CAR) Contract Manager's name to be on file. Replacing the CAR Contract Manager from the contract will require the Department's prior written approval. The Vendor shall make the best effort to replace the CAR Contract Manager in concert with the Department within a timely manner. An interim CAR Contact Manager should be appointed immediately to serve during the transition time.
- d. The Vendor shall provide sufficient staff, either the specific staff person requested or acceptable staff at defined levels of expertise as agreed to by the Department's Project Manager, in a timely manner to complete all assigned work. If, at any time, the Department Project Manager determines that the number or expertise of a particular staff assigned to a specific task is inadequate, the Department's Project Manager shall coordinate with the CAR Contract Manager to ensure adequate staff with the proper level of expertise is made available to ensure the timely completion of the work.

The following job classifications have been defined as key by the Department for this contract:

1. **CAR Contract Manager** - Bachelor's or Master's Degree with a minimum of eight years of contract and project management experience, preferably on Department contract/projects. And at least five years of experience with Department transportation improvement CAR projects, or similar roadway project and experience. Experience should include: conducting contaminated and/or hazardous materials assessments and management; conducting and managing environmental studies and resource reviews; managing stakeholder relationships; analyzing project budgets and accounting; planning and scheduling projects; reviewing and editing technical reports; overseeing sub-consultant management; handling documents, reporting, and data QA/QC.
2. **CAR Technical Lead** – As a minimum Bachelor's Degree and three years or more experience with Department CAR projects, or similar roadway project experience. Experience should include management and coordination of contamination related projects.
3. **CAR Administrative Lead**– As a minimum Bachelor's Degree and two years or more of administrative assistance contract management experience and experience with Department CAR contracts, including document control, budget and invoice tracking, financial updates and cost tracking coordination, as well as QA/QC.
4. **CAR Project Manager** - Bachelor's or Master's Degree with a minimum of six years of project management experience, preferably on Department projects. And at least four years of experience with Department transportation improvement CAR projects or similar roadway project and experience. Experience should include: conducting contaminated and/or hazardous materials assessments and management; conducting and managing environmental studies and resource reviews; managing stakeholder relationships; analyzing project budgets and accounting; planning and scheduling projects; reviewing and editing technical reports; overseeing sub-consultant management; handling documents, reporting, and data QA/QC.

5. **CAR Senior - Engineer P.E. or Geologist P.G.**– Bachelor's or Master's Degree, registered professional with over ten years of post-registration experience and a minimum of five years with Department transportation CAR projects, or similar roadway project experience. Additional experience with transportation improvement projects with respect to plans review and contaminated and/or hazardous materials avoidance, management and construction is required.
6. **CAR Senior – Engineer / Hydrogeologist / Scientist** – Bachelor's or Master's Degree, with over ten years of discipline specialized experience. Additional experience with contaminated and/or hazardous materials avoidance, management and construction as related to FDOT transportation improvement CAR projects, or similar roadway project experience is required.
7. **CAR Project - Engineer P.E. or Geologist P.G.** – Bachelor's or Master's Degree, registered professional with over six or more years of post-registration experience and a minimum of five years with Department transportation CAR projects, or similar roadway project experience. Additional experience with contaminated and/or hazardous materials avoidance, management and construction as related to Department transportation CAR projects, or similar roadway project experience is required.
8. **CAR Project - Engineer / Geologist / Scientist** – Bachelor's or Master's Degree, with six or more years of discipline specialized experience. Additional experience with contaminated and/or hazardous materials avoidance, management and construction as related to Department transportation improvement CAR projects, or similar roadway project experience is required.
9. **CAR Staff - Engineer / Geologist / Scientist** – Bachelor's or Master's Degree, with one or more years of experience with Department transportation improvement projects or similar roadway projects. Experience with contaminated and/or hazardous materials avoidance, management and construction as related to roadway CAR projects is preferred, and/or experience surveying for environmental features such as wetlands, listed flora and fauna, historical structures, socio-cultural issues and contamination issues. Must have a basic understanding of construction plans, Geographic Information System (GIS) & Global Positioning System (GPS) interfaces and mapping.
10. **CAR Certified Industrial Hygienist (CIH)** – Bachelor's or Master's Degree, American Board of Industrial Hygiene (ABIH) registration (or equivalent), with four or more years of post-registration experience and experience with Department transportation improvement CAR projects or similar roadway project experience.
11. **CAR Industrial Hygienist** – Entry to mid-level position with a Bachelor's or Master's Degree or equal years of experience, with experience in Department transportation improvement CAR projects or similar roadway project.
12. **CAD Tech / GIS Tech** – Technical Certificate or Associates Degree, with at least one year post-graduation experience on FDOT transportation improvement projects or similar roadway project experience. Must have a basic understanding of construction plans. GIS Tech needs Geographic Information Systems (GIS)/Global Positioning Systems (GPS) interface and mapping experience.



13. **CAR Administrative/Clerical** – High School diploma with a minimum of two years of experience with administrative writing and reporting and Microsoft Office software.
14. **CAR Field Superintendent** – Eight or more years of experience in contaminated and/or hazardous materials management and supervising and coordinating CAR and construction work crews on construction projects as related to Department transportation improvement projects, or similar roadway project experience, understanding of project budgets and accounting and reporting to Project Manager. USEPA HAZWOPR, 40-hour is required, 8-hr HAZWOPER Supervisor training is preferred, and any other associated environmental health and safety certifications. Must have a very good understanding of construction plans.
15. **CAR Field Foreman** – Five or more years' experience in contaminated and/or hazardous materials management and supervising and coordinating CAR and construction work crews on construction projects as related to Department transportation improvement projects, or similar roadway project experience. USEPA HAZWOPR, 40-hour is required, 8-hr HAZWOPER Supervisor training is preferred, and any other associated environmental health and safety certifications. Must have a basic understanding of construction plans.
16. **CAR Equipment Operator** – Two or more years' experience with operation of equipment in contaminated and/or hazardous materials areas on construction projects as related to Department transportation improvement projects or similar roadway project experience is required. Can perform a variety of semi-skilled and skilled work in the operation of light, medium and some heavy construction equipment and light to heavy duty trucks. USEPA HAZWOPR, 40-hour is required and any other associated environmental health and safety certifications.
17. **CAR Senior - Field Technician** – Five or more years of experience in contaminated and/or hazardous materials assessment and testing, management and construction as related to FDOT transportation improvement projects, or similar roadway project experience and experience surveying and sampling for contamination issues and other environmental features such as wetlands, listed flora and fauna, historical structures, socio-cultural issues and. USEPA HAZWOPR, 40-hour is required and any other associated environmental health and safety certifications. Must have a very good understanding of construction plans.
18. **CAR Field Technician** – Two or more years of experience in contaminated and/or hazardous materials assessment and testing, management and construction as related to Department transportation improvement projects, or similar roadway project experience and experience surveying and sampling for contamination issues and other environmental features such as wetlands, listed flora and fauna, historical structures, socio-cultural issues and. USEPA HAZWOPR, 40-hour is required and any other associated environmental health and safety certifications. Must have a basic understanding of construction plans.
19. **CAR Pipe Layer** – Three or more years' experience with installing drainage features in contaminated and/or hazardous materials areas on construction projects as related to Department transportation improvement projects or similar roadway project experience is required. Can perform a variety of semi-skilled and skilled work in the operation of light, medium and some heavy construction equipment and light to heavy duty trucks. USEPA HAZWOPR, 40-hour is required and any other associated

environmental health and safety certifications.

20. **CAR Truck Driver** – Two or more years' experience with operation of transport trucks in contaminated and/or hazardous materials areas on construction projects as related to FDOT transportation improvement projects or similar roadway project experience is required. Can perform the operation of light to heavy duty trucks and other equipment. Must hold a Class A CDL license for the operation of tractor trailers and lowboys, and must be able to perform the required inspections and mechanical repair work for the purpose of safety. USEPA HAZWOPR, 40-hour is preferred and any other associated environmental health and safety certifications.
21. **CAR Laborer** - Have the skills needed to perform tasks involving physical labor, operate a variety of hand and power tools, clean up debris and remove waste materials. May assist other craft workers. USEPA HAZWOPR, 40-hour is required and any other associated environmental health and safety certifications.

## **5.0 MISCELLANEOUS**

Due to possible conflicts that may arise, as mentioned in section 3.0, subsection j. of this exhibit, and the Department's need to have multiple Vendors available for these services, the following conditions shall apply:

1. The awarded Vendor for solicitation RFP-DOT-18/19-4003JR is ineligible for award of solicitation RFP-DOT-18/19-4005JR.
2. The awarded Vendor for solicitation RFP-DOT-18/19-4005JR is ineligible for award of solicitation RFP-DOT-18/19-4003JR.