

EXHIBIT "A"

DISTRICT WIDE MAINTENANCE INSPECTION AND SUPPORT SERVICES

SCOPE OF SERVICES

FOR

DISTRICT 4

DISTRICTWIDE

BROWARD, PALM BEACH, MARTIN, ST. LUCIE AND INDIAN RIVER COUNTIES

Financial Project ID(s):428751-3-72-01

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SCOPE OF SERVICES
MAINTENANCE INSPECTION AND SUPPORT SERVICES

I. PURPOSE:

This scope of services describes and defines the services required for Maintenance Inspection and Support Services that the Department is requesting to support Department (also referred to as FDOT) Maintenance personnel in the administration of the maintenance program in Broward, Palm Beach, Martin, St. Lucie and Indian River Counties. The scope includes, but is not limited, to inspection of maintenance and permit activities, contract administration, plans reviews, data collection, data reporting and input, permits administration and record keeping. The services to be provided under this agreement will be provided on an as needed basis using Letters of Authorization issued by the Department.

II. SERVICE REQUIREMENTS:

The Vendor will provide qualified personnel to assist the Florida Department of Transportation (FDOT and/or Department) employees in the following:

- Inspect performance of all work to current FDOT Standards and Specifications throughout the contract duration, as may be updated throughout the life of the contract.
- Inspect assigned assets within the project limits as assigned.
- Perform work that is consistent with the FDOT's maintenance practices, and produce end results in accordance with Contract Documents in effect at the time of the performance of any work. Contract Documents include *Design Standards, Maintenance Activity Standards*, Procedures, Handbooks, Guides, Manuals, and applicable *Department Specifications*. The Vendor shall comply with all Florida Statutes and Florida Administrative code, as amended.

Vendor shall obtain the latest *Department Specifications*, including the *Standard Specifications for Road and Bridge Construction, Workbook of Implemented Modifications to the Standard Specifications, Mandatory Revisions to the Workbook*, and the latest *Standard Maintenance Special Provisions* from the State Specifications Office Website on the Internet (<http://www.fdot.gov/programmanagement/Divisions.shtm>).

Vendor shall acknowledge and agree that it is a conflict of interest for the vendor to receive compensation from both FDOT and a contractor on any work assignment specified under an issued Letter of Authorization either directly or indirectly for the duration of this contract.

III. DEFINITIONS:

- A. **Agreement:** The Standard Written Agreement, including all Exhibits and Attachments, between the Department and the Vendor setting forth the obligations of the parties thereto, including but not limited to the performance of the work, furnishing of services, and the basis of payment.
- B. **Vendor:** The individual, firm, or company contracting with the Department for

performance of work.

- C. **Maintenance Contract:** The written agreement between the Department and a contractor setting forth the obligations of the parties thereto, including but not limited to the performance of the work, furnishing of labor and materials, and the basis of payment.
- D. **Maintenance Project Manager:** The Department employee assigned to manage the Agreement and represent the Department during the performance of the services covered under this Agreement.
- E. **Maintenance Contract Manager:** Operation Center representative that will review, coordinate and direct work efforts and quality at their assigned location.
- F. **Liaison:** The employee assigned by the Vendor who serves as the primary point of contact and is in charge of providing administrative support and management of the Agreement.
- G. **District Maintenance Engineer:** The administrative head of the District's Maintenance Offices.

IV. ITEMS TO BE FURNISHED BY THE DEPARTMENT:

- A. The Department will furnish a Letter of Authorization for each assignment. These documents may be provided in either paper or electronic format.
- B. The Department will allow connection to the FDOT Network by the Vendor through either dialup communications, authorized Virtual Private Network (VPN) or approved leased lines. Appropriate approvals must be received from the Department prior to their use.
- C. The Department will furnish and support the software packages for SiteManager, Electronic Document Management System (EDMS) and Permits Information Tracking System (PITS), One Stop Permitting and other Department applications as needed.
- D. The Department will make available any plans, forms, or data necessary for the Vendor to perform assigned duties.
- E. The Department will assign a Project Manager for this contract and designate an Operations Contract Manager for each Operations Center. A total of three Operations Contract Managers will be designated.
- F. The Department may make available a workspace at each Operations Center and the District Maintenance Office as required by the Department for any given assignment.

V. **ITEMS FURNISHED BY THE VENDOR:**

A. **Department Documents:**

All Department documents, directives, procedures, and standard forms are available through the Department's Internet website. Most items can be purchased through the following address:

Florida Department of Transportation
Maps and Publication Sales
605 Suwannee Street, MS 12
Tallahassee, Florida 32399-0450
Telephone No. (850) 488-9220

All others can be acquired through the District Office or on-line at the Department's website.

All documents noted under this section will be considered as incidental expense to the personnel assigned to this contract and there will be no additional compensation.

B. **Office Automation:**

Provide all software and hardware necessary to efficiently and effectively carry out the responsibilities under this Agreement. EDMS efforts may require compatible scanning equipment be provided at the assigned work location.

Provide inspection personnel with a laptop computer running SiteManager application through Citrix connection using a wireless data connection at the jobsite.

Provide each inspection personnel with a cellular phone.

Provide data connection enabled laptop computers to support each Department-provided inventory data collection device for field data acquisition.

All computer coding associated with, but not limited to, Roadway Characteristic Inventory (RCI) and PITS shall be input by Vendor personnel using equipment furnished by them.

Ownership and possession of computer equipment and related software, which is provided by the Vendor, shall remain at all times with the Vendor. The Vendor shall retain responsibility for risk of loss or damage to said equipment during performance of this Agreement. Field office equipment should be maintained and operational at all times.

All equipment and licenses noted under this section will be considered as incidental expense to the personnel assigned to this contract and will not entitle the Vendor to additional compensation.

C. **Field Office:**

The Vendor may use its own facilities upon approval of the Department, but the Department may make available to the Vendor workspace, as required by the Department, at the following locations:

1. Broward Operations Center
5548 NW 9th Avenue
Fort Lauderdale, FL 33309
2. Palm Beach Operations Center
7900 Forest Hill Blvd
West Palm Beach, FL 33413
3. Treasure Coast Operations Center
3601 Oleander Avenue
Fort Pierce, FL 34982-6594
4. District Four Maintenance Office
3400 W Commercial Blvd
Fort Lauderdale, FL 33309

The Vendor is responsible for the repair of any damage to the facilities caused by their negligence. The Vendor will not use the FDOT property in any manner for personal advantage, commercial gain, or other endeavors by the Vendor or the Vendor's employees other than for the performance of the work described in this contract. The issue or loan of FDOT property, for non-FDOT activities or for personal use is prohibited. The Vendor will further use and occupy the FDOT facility in a careful and proper manner, and not commit any waste thereon. The Vendor shall follow all Department security protocols at the applicable location.

If the Vendor elects to use its own facilities there will be no compensation for the office lease expenses.

All office supplies such as paper, writing instruments, paper clips, etc. will be at the expense of the Vendor and will not be compensated for under this contract.

D. **Vehicles:**

Vehicles will be equipped with appropriate safety equipment and must be able to effectively carry out the requirements of this Agreement. Vehicles shall have the name and phone number of the Vendor visibly displayed on both sides of the vehicle.

The vehicles are considered as incidental expense to the personnel assigned to this contract and there will be no additional compensation.

E. **Field Equipment:**

Supply survey, inspection, and testing equipment essential to perform services under this Agreement.

Hard hats shall have the name of the Vendor visibly displayed.

Provide a digital camera or enabled device for electronically transmitting photographic documentation of contractor progress, noteworthy incidents or events for the duration of

the projects. Photographs shall be submitted to document final acceptance of work for invoice purposes.

Retain responsibility for risk of loss or damage to said equipment during performance of this Agreement. Field office equipment shall be maintained and in operational condition at all times.

Equipment described herein under this Agreement will remain the property of the Vendor and shall be removed at completion of the work. All equipment expenses are considered incidental to the personnel assigned to this contract and there will be no additional compensation.

F. Licensing for Equipment Operations:

Obtain proper licenses for equipment and personnel operating equipment when licenses are required. The license and supporting documents shall be available for verification by the Department, upon request.

The Licenses are considered as incidental expense to the personnel assigned to this contract and there will be no additional compensation.

VI. PERFORMANCE OF THE VENDOR:

During the term of this Agreement, the Department will review various phases of Vendor operations, such as contract administration and inspection, permits administration and inspection related to this Agreement, to determine compliance with this Agreement. Vendor will cooperate and assist Department representatives in conducting the reviews. If deficiencies are indicated, remedial action shall be implemented immediately. Department recommendations and Vendor responses/actions are to be properly documented by the Vendor. No additional compensation shall be allowed for remedial action taken by the Vendor to correct deficiencies. Remedial actions and required response times may include, but are not necessarily limited to the following:

- A. Further subdivide assigned inspection responsibilities, reassign inspection personnel, or assign additional inspection personnel, within one week of notification.
- B. Immediately replace personnel whose performance has been determined by the Vendor and/or the Department to be inadequate.
- C. Immediately increase the frequency of monitoring and inspection activities in phases of work that are the Vendor's responsibility.
- D. Increase the scope and frequency of training of the Vendor personnel.

The Vendor shall maintain and submit upon request reports, product or documentation supporting the progress or completion of each work assignment. This may include Daily work reports, activity logs, inventory reports, or timesheets authorized by supervising Department personnel. All timesheets will detail work activities performed during each timesheet period.

VII. SERVICES TO BE PROVIDED:

A. General:

It shall be the responsibility of the Vendor to administer, monitor, and inspect Maintenance assets, contracts and permits activities such that the projects conform with plans, specifications, supplemental specifications, special provisions and Maintenance standards. It shall also be the responsibility of the Vendor to accurately collect data for the RCI.

B. Liaison Responsibility of the Vendor

The Vendor will provide a Liaison to the Department. For the duration of the Agreement, the Liaison will serve as the primary point of contact for the Vendor and will keep the Department's Maintenance Project Manager and Maintenance Contract Managers informed of all significant activities, decisions, correspondence, reports and other communications related to the Agreement.

The Vendor Liaison will facilitate communications between all parties ensuring responses and resolutions are provided in a timely manner and maintain accurate records to document communications and work assignments.

The Vendor Liaison will submit all administrative items relating to work requests, Letters of Authorization, Invoices, Personnel Approval, User Access Requests, Time Extensions, Supplements and Amendments to the Maintenance Project Manager for review and approval. No compensation will be provided to the Vendor for Liaison services or other Vendor services supporting the management or administration of services under the Agreement. Only work assigned under approved Letters of Authorization will be eligible for compensation.

C. Contract Administration

- Assist in the development of Scopes of Work and Specifications for Maintenance contracts to be let, attend pre-bid meetings and monitor contract requirements on behalf of the Department.
- Assist in processing contract documents.
- Review plans and verify plan quantities.
- Prepare supplemental agreements and contract time extensions for Department's staff approval.
- Compile and input Maintenance Management System (MMS) data from contract work orders and invoices.
- Assist in the management of Maintenance contract program through the District Maintenance Contract Administrator.
- Participate in the development of the Maintenance contract work program.
- Conduct quality inspections & evaluations of contracted maintenance activities to improve contract effectiveness & inspection/administration practices.

D. **Contract Management:**

- Assist in the preparation of maintenance contract packages by providing field measurements, estimating quantities and other necessary data. Prepare and review contract maintenance work orders.
- Coordinate, plan and schedule contractor maintenance activities.
- Prepare contract progress reports.
- Periodically review the roadway and roadside for short-term and long-term maintenance needs.
- Perform semi-final inspection of construction projects.
- Conduct and/or participate in the pre-bid conferences and pre-work conferences of Maintenance Contracts.
- Assist in hurricane preparation and recovery management when needed.
- Assist in the oversight and management of the assigned maintenance contracts.
- Maintain contract files in accordance with current Department's requirements.

E. **Permit Operations:**

- Assist the Department in processing permits in accordance with the *Florida Administrative Code (F.A.C.)* as assigned.
- Coordinate, process, administer, and inspect permits as assigned.
- Review permit application requests and associated engineering drawings to ensure that applicable forms are properly completed and that the proposed construction within the Department's Right of Way is in accordance with the Department's Specifications and Standards.
- Enter permit related data into the Department's permit database including PITS.
- Collect permit fees and turn them over to the Department's representative.
- Coordinate and/or perform field inspections of permitted construction that is in progress, to ensure compliance with the Department Specifications and Standards.
- The Department's staff will retain all approvals and signature authorities as required by the *F.A.C.*

F. **Field Inspection:**

- Verify the acceptability of a contractor's work methods and work product.
- Provide periodic field reviews of maintenance of traffic (MOT) setups.
- Vendor should be present at the contract job site during performance of work, or make as many visits to the job site as may be necessary to ensure that the Department receives the fair value of work as related to quality and quantity.
- Interact with a contractor's superintendent to correct deficiencies.
- Perform independent assignments as directed by the Operations Contract Manager.
- Assist the Department with the Maintenance Rating Program (MRP) inspection when assigned.
- Document field inspections.

G. **Plans Review:**

- Review and comment on all phases of design plans with careful attention to access management, Traffic Control, signing/pavement markings, safety issues, and maintainability as assigned.
- Attend all meetings related to plans review.
- Geo-reference inventory data and enter into Department data systems.
- Perform independent assignments as directed by the Operations Contracts Manager.
- Conduct site visits when needed.

H. **Roadway Characteristic Inventory (RCI) Data Collection and Computation Work:**

- Perform RCI services in accordance with FDOT established Rule/Procedure utilizing criteria as noted in the RCI manual.
- Perform other related field data collection and analysis related to the unit maintenance functions.
- Report detailed attribute, condition, and location data for each asset in the Department's database.

I. **Guardrail and Sign Inspection:**

- Inspect single and multi-post ground mounted signs as assigned by the Department in accordance with the Department's Design Standards.
- Conduct nighttime inspection of signs to check for retro-reflectivity in accordance with *Procedure No. 850-065-002, Maintenance Rating Program (MRP)* prescribed in the *MRP Handbook* as assigned.
- Inspect guardrail installations using the *Guardrail Inspection and Maintenance Procedure No. 850-050-003f* as assigned.

J. **MRP Inspection**

Assist the District MRP Team, review and inspect field locations in accordance with the *Maintenance Rating Program (MRP)*.

VIII. **PERSONNEL:**

A. **General Requirements:**

Provide competent personnel qualified by experience and education. Submit in writing to the Department's Project Manager the names of personnel proposed for assignment to the project, including a detailed resume for each containing at a minimum: education, and experience as they relate to the individual assignment. A Letter of Authorization will be issued after personnel have been reviewed and selected by the Department.

Personnel identified in the Vendor's technical proposal are to be assigned as proposed and are committed to performing services under this Agreement. Personnel changes will require written approval from the Department. Staff that has been removed shall be replaced by the Vendor within 10 calendar days of Department notification.

The Vendor shall assign a Liaison as a primary point of contact for this contract. The Liaison shall be responsible for corresponding and coordinating work assignments with the Department and be available for progress updates and quality assurance reviews pertaining to the contract. The liaison shall also be responsible for providing all required documentation to the Department as needed to support the assignment, including work estimates and proper invoicing of the contract. The Vendor shall not be compensated for work effort provided by the Liaison.

Before an assigned project begins, all project staff shall have a working knowledge of the current maintenance procedures. All project staff must possess all the necessary qualifications/certifications for fulfilling the duties of the position they hold. Cross training of the Vendor's project staff is highly recommended to achieve a knowledgeable and versatile project inspection team but shall not be at any additional cost to the Department and should occur as workload permits. Night and Weekend work may be required for certain work functions.

Minimum qualifications for the Vendor's personnel are set forth as follows. Exceptions to these minimum qualifications will be considered on an individual basis.

The Department will not compensate straight overtime or premium overtime for any positions. All hours worked will be paid at the bid unit rates in 'Exhibit C'.

B. Personnel Qualifications:

1. **MAINTENANCE PROJECT MANAGER:** 10 years of roadway engineering experience, 5 years of which are in project management. Qualifications include the ability to communicate effectively in English (verbally and in writing); direct assigned activities; plans and organizes the work of subordinate and staff members; reviews policies, methods, practices and procedures; and review programs for conformance with Department standards. Also, must have the following:
 - FDOT Advanced MOT Certification.
 - Knowledge of the Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction.
 - Knowledge of American Disability Act (ADA) requirements.
 - Knowledge of FDOT Roadway and Traffic Design Standards.
 - Skill in dealing and working with internal and external customers in a tactful and courteous manner.
 - Skilled in reading and interpreting plans, specifications, design standards and manuals.
 - Ability to plan, organize and coordinate work assignments of subordinates and ensure proper completion of work assignments.
 - Ability to solve problems related to road and bridge maintenance.
 - Ability to coordinate in emergency situations.

2. **MAINTENANCE CONTRACT/PERMIT SPECIALIST:** High school graduate, or equivalent, plus six (6) years of roadway construction and/or maintenance technical experience. Qualifications include roadway plans review experience, ability to communicate effectively in English (verbally and in writing); manage maintenance contracted projects. Also, must have the following:
 - FDOT Advanced MOT Certification.

- Knowledge of the Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction.
 - Knowledge of FDOT Roadway and Traffic Design Standards.
 - Knowledge of American Disability Act (ADA) requirements.
 - Ability to understand and communicate work required by a maintenance contract.
 - Ability to perform complex mathematical calculations and complete maintenance documents.
 - Ability to enforce field compliance of contract specifications and design standards.
 - Ability to work in all environmental extremes such as heat, cold, rain, etc.
3. **MAINTENANCE MRP SPECIALIST:** High school graduate, or equivalent, plus three (3) years of roadway construction and/or maintenance inspection experience. Qualifications include the ability to communicate effectively in English (verbally and in writing); ability to perform basic mathematical calculations, inspect maintenance contract projects. Also, must have the following:
- FDOT Advanced MOT Certification.
 - Knowledge of the Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction.
 - Knowledge of FDOT Roadway and Traffic Design Standards.
 - Knowledge of American Disability Act (ADA) requirements.
 - Ability to understand and communicate work required by a maintenance contract.
 - Ability to perform complex mathematical calculations and complete maintenance documents.
 - Ability to enforce field compliance of contract specifications and design standards.
 - Two or more years of successful completion of the FDOT annual MRP training with a passing test score for at least two consecutive years.
 - Ability to interpret and correct low scores in the MRP.
 - Ability to work in all environmental extremes such as heat, cold, rain, etc.
4. **MAINTENANCE DATA SYSTEMS SPECIALIST:** High School graduate, or equivalent, plus three (3) years of ESRI (Environmental Systems Research Institute) software use experience and three (3) years of roadway construction, maintenance and/or design project related experience OR possess an Associate Degree in a Computer Science related field of study plus two (2) years of ESRI software use experience and two (2) years of roadway construction, maintenance and/or design project related experience. Qualifications include the ability to communicate effectively in English (verbally and in writing); ability to perform basic mathematical calculations. Also, must have the following:
- Knowledge of the Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction.
 - Knowledge of FDOT Roadway and Traffic Design Standards.
 - Skilled in reviewing and interpreting engineering data and plans.
 - Ability to convert plans and asset inventory data into a geo-referenced data inventory system.
 - Ability to compile and input data, prepare progress reports and support data.

5. **MAINTENANCE CONTRACT/PERMIT INSPECTOR:** High school graduate, or equivalent, plus three (3) years of roadway construction and/or maintenance inspection experience. Qualifications include the ability to communicate effectively in English (verbally and in writing); ability to perform basic mathematical calculations, inspect maintenance contract projects. Also, must have the following:
- FDOT Intermediate MOT Certification.
 - Knowledge of the Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction.
 - Knowledge of FDOT Roadway and Traffic Design Standards.
 - Skill in the use of engineering tools, equipment, and instruments.
 - Ability to enforce field compliance of contract specifications and design standards.
 - Ability to work in all environmental extremes such as heat, cold, rain, etc.
6. **MAINTENANCE LANDSCAPE INSPECTOR:** High school graduate, or equivalent, plus three (3) years of roadway landscape maintenance/construction inspection experience. Qualifications include the ability to communicate effectively in English (verbally and in writing); ability to perform basic mathematical calculations, inspect maintenance contract projects. Also, must have the following:
- Knowledge of the Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction.
 - Knowledge of FDOT Roadway and Traffic Design Standards.
 - Possess a ISA (International Society of Arboriculture) Master Arborist certification or LIAF (Landscape Inspector's Association of Florida) Landscape Inspector certification.
 - Ability to enforce field compliance of contract specifications and design standards.
 - Ability to work in all environmental extremes such as heat, cold, rain, etc.
7. **MAINTENANCE INVENTORY TECHNICIAN:** High school graduate or equivalent. Qualifications include the ability to communicate effectively in English (verbally and in writing); ability to perform basic mathematical calculations, collect data using a handheld Global Positioning System (GPS) unit. Also, must have the following:
- Skilled in the use of spreadsheets and computer software.
 - Skill in the use of engineering tools, equipment, and GPS instruments.
 - Ability to work in all environmental extremes such as heat, cold, rain, etc.
8. **MAINTENANCE TECHNICIAN:** High school graduate or equivalent. Qualifications include ability to communicate effectively in English (verbally and in writing); ability to perform basic mathematical calculations and follow simple technical instructions. Also, must have the following:

Qualification:

- Skilled in the use of spreadsheets and computer software.
- Ability to identify maintenance reports and documents, review documentation for completeness and compile reports. This may include use of various Department systems including EDMS.

9. **ASSISTANT BRIDGE INSPECTOR:** High school graduate or equivalent. Qualifications include 24 months of bridge inspection experience, or a Bachelor's Degree from an accredited college or university with a major in an area of engineering. Ability to communicate effectively in English (verbally and in writing).
10. **ASSISTANT UNDERWATER BRIDGE INSPECTOR:** High school graduate or equivalent. Qualifications include 24 months of bridge inspection experience, or a Bachelor's Degree from an accredited college or university with a major in an area of engineering. Ability to communicate effectively in English (verbally and in writing). Also, must have the following:
 - Advanced Diver or Rescue Diver certification from the Professional Association for Dive Instructors or National Association for Underwater Instructors
or
 - Certification as a Commercial Diver from an accredited commercial dive school or Second Class Navy Dive School (surface supplied air).
11. **CERTIFIED BRIDGE INSPECTOR:** High school graduate or equivalent. Qualifications include ability to communicate effectively in English (verbally and in writing). Also, must have the following:
 - FHWA bridge inspection course graduate.
 - Valid Florida Certified Bridge Inspection Certificate.
 - Experience in all phases of Topside inspections.
12. **CERTIFIED UNDERWATER BRIDGE INSPECTOR:** High school graduate or equivalent. Qualifications include ability to communicate effectively in English (verbally and in writing). Must be experienced in all phases of Topside and Underwater inspections. Also, must have the following:
 - Valid Florida Certified Bridge Inspection Certificate.
 - Experience in all phases of underwater inspections.
 - Advanced Diver or Rescue Diver certification from the Professional Association for Dive Instructors or National Association for Underwater Instructors
or
 - Certification as a Commercial Diver from an accredited commercial dive school or Second Class Navy Dive School (surface supplied air).
13. **PUBLIC PRIVATE PARTNERSHIP (P3) OPERATING PERIOD MANAGER:** Six (6) years of engineering experience, two (2) years of which involved Construction and/or Maintenance of major road or bridge structures with the exception of Complex Category 2 (CC2) bridge structures. Ability to communicate effectively in English (verbally and in writing); manage maintenance contracted projects. Also, must have the following:
 - FDOT Advanced MOT Certification.
 - Skilled in reviewing and interpreting engineering data and plans.
 - Ability to perform field inspection audits of maintenance operations.

- Ability to perform quantitative engineering related to payment adjustments, availability payments, and renewal work estimates.

IX. OPTIONAL SERVICES:

At the Department's option the Vendor may be requested to provide additional positions or personnel. Fees for these personnel services will be addressed as an amendment to this contract.

X. INVOICING INSTRUCTIONS:

Services will begin and be performed as directed by issued Letters of Authorization. Invoices shall be submitted in accordance with Exhibit "B" of this agreement.

A Final Invoice will be submitted to the Department upon completion of each assignment. Submittal of these Final Invoices will indicate completion of the Letter of Authorization and authorize the Department to release any remaining funds on that Letter of Authorization to be reassigned to other work under the Agreement.