

**State of Florida  
Department of Transportation**



**EXHIBIT “A”, SCOPE OF SERVICES**

**FOR**

**DISTRICT WIDE CONTAMINATION ASSESSMENT  
AND REMEDIATION (CAR) SERVICES**

## 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 Level I and II Environmental/Contamination Site Assessments (Level I & II assessments),
- sampling and analytical testing, and drilling services
- review roadway plans and project reviews,
- removal and installation of underground/aboveground storage tanks (Level III Remedial Cleanup Activities),
- design, implementation, effluent treatment and various forms of remediation as needed (Level III Remedial Cleanup Activities),
- installation of drainage and non- drainage features, construction activities within (potentially) contaminated areas (Level III Remedial Activities),
- conducting asbestos, mold, lead/Heavy Metals, mold surveys/assessments (Level I & II assessments) and abatements (Level III Remedial Cleanup Activities).

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/rail 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 a roadway emergency spill situations initiate mobilization for work within 1.5-hrs of verbal notice. The required work will vary and may include, but not be limited to:

- a. 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.
- 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. Provide services required to complete Level I & II assessments and Level III Remedial Cleanup (removal/installation of above/underground storage tanks, dewatering effluent treatment, remedial designs, remediation, and construction) related work/activities, as specified in this contract utilizing the Vendor's own personnel/equipment and/or **Sub-Contractor(s)** personnel / equipment.
- d. Conduct asbestos, lead/Heavy Metals, mold surveys/assessments (Level I & II assessments) and abatements (Level III Remedial Cleanup Activities).
  - a. Assessing the potential for project impacts to physical and natural resources utilizing database research, including the Efficient Transportation Decision Making (ETDM) Environmental Screening Tool (EST), FDEP Contamination Locator Map, and the Environmental Contamination GIS Tool. The Vendor must be able to identify potential impact to the project from a variety of potential contamination sources as well as identifying environmental impacts to wetlands, threatened and endangered species, wildlife and habitat, noise, air quality and other environmental features as they relate to the project and determine the need for further coordination with Department staff or regulatory agencies.
  - b. Perform reviews, investigations, assessments, 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 contamination related documents such as but not limited to CSER's, drainage/pond related reports, industry standard Phase I & II Environmental Site Assessment's (Level I & Level II), Re-evaluations and other PD&E associated reports.
  - c. Prepare Contamination Assessment Summary Plans (CAP's), Contamination Screening Evaluation Reports (CSER) Updates, Site Assessment Reports (SAR's), Environmental Features ID memos, Type I, Non-Major State Action memos, Categorical Exclusion Memos, Environmental/Construction Handoff Memos, Re-evaluations, Re-evaluation Contamination memos, Contamination Assessment Summary Memo's (CASM's), Impact to Construction Assessments (ICA) Reports, Bridge Survey Reports, conduct Contamination Site Assessments, Construction Summary Reports (CSR), prepare and implement Remedial Action Plans (RAP's), Remedial Designs, Remedial Construction, Tank related Closure Reports, Risk Based Corrective Actions (RBCA's) or any other type of environmental assessment or remedial activities as necessary.
  - d. Monitor, sample, analyze, neutralize, mitigate, 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.
  - e. 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.

- f. Perform environmental assessments activities and be able to design/install remedial systems 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. to assist with
- g. Perform environmental assessments and 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 remedial/dewatering 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.
- h. Compile field data, photographs, tables, figures, and other supporting information into a written report and/or memo. Furnish assessment, remediation and reporting 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.
- i. Deliver records, submittals, memos, and reports (deliverables) covering each task assignment. Such deliverables 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. Deliverables shall be provided on hardcopy, electronically, and/or on computer disks in a format acceptable to the Department.
- j. Prepare/submit project deliverables and contract status reports at a frequency as required by the Department. Submit to the DEPARTMENT's Project Manager (PM) for approval draft copies of reports and/or deliverables prior to finalizing. It will be the responsibility of the Vendor to submit draft reports/deliverables 30-days after the laboratory data is obtained or after the field activities are completed (whichever is the later); unless directed otherwise by the Department's PM. Final reports and deliverables are required to be signed and sealed by a P.E. or P.G and submitted to the Department 15-days after the draft reports/deliverables submittal date or 30-days prior to project production date (whichever comes first); unless directed otherwise by the Department's PM.
- k. Provide meeting minutes or written briefings on meetings attended on departments behalf within two business day via email and verbally to the

Department: on environmental issues including health & safety, contamination, and/or other relevant topics.

- I. Upload deliverables in a timely manner to the Department's Enterprise Applications (One-Stop Permitting, Collaborative Tool, ERC, PSEE, etc.) System (System), Statewide Environmental Project Tracker (**SWEPT**). and provide updates to the System as required.
- m. 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.

### **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 Level I & II assessments and construction activities 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/certifications 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, an on-call phone number, weekly on-call schedule, 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 design/implement; 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 and store 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 and Sub-Contractors staff 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.

Invoice and payment processing requires the Contamination Assessment and

Remediation (CAR) Contract Manager's name to be on file. Replacing the CAR Contract Manager and the designated CAR office labor support (CAR support) staff from the contract will require the Department's prior written approval. A three-month notice is required before replacing a CAR Contract Manager and the CAR support staff unless another timeline is agreed by the department. The Vendor shall make the best effort to replace the CAR Contract Manager and CAR support staff in concert with the Department within a timely manner. An interim CAR Contract Manager and the CAR support staff, should be appointed immediately to serve during the transition time.

- c. 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 Contract Manager and CAR support staff need to be able to come to the District Four office within a hours' notice and available to work in the District Four office on the designated weekly schedule.

The classification/staff utilized shall be used according to the required task not the company title/rank. 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 ten years of contract and project management experience, preferably on Department contract/projects and at least five years' experience working under a CAR Contact with the Department of transportation or similar experience. Project Management Institute (PMI) or Project Management Professional (PMP) Certification is preferred. Department contract/projects Experience should include conducting contaminated and/or hazardous materials assessments and management; conducting and managing environmental studies, assessments, 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 Project Manager** - Bachelor's or master's degree with a minimum of six years of project management experience, preferably on Department projects and five years or more of experience working under a CAR Contact with the Department of transportation improvement projects. Project Management Institute (PMI) or Project Management Professional (PMP) Certification is preferred. 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.



3. **CAR Senior - Engineer P.E. or Geologist P.G.** – with Bachelor’s or master’s degree with ten years of post-registration and of project management experience, preferably on Department projects and at least five years’ experience working under a CAR Contact of experience with Department transportation improvement projects or similar roadway projects and experience. Only to be used only when reviewing/signing/ sealing reports and/or for the remedial system development/design related activities. 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.
4. **CAR Certified Industrial Hygienist (CIH)** – Bachelor’s or master’s degree, American Board of Industrial Hygiene (ABIH) registration, with four or more years of post-registration experience and experience with Department transportation improvement CAR projects or similar roadway project experience. Experience with contaminated and/or hazardous materials avoidance, management and construction as related to roadway CAR projects is preferred.
5. **CAR Project - Engineer P.E. or Geologist P.G.** – Bachelor’s or master’s degree, registered professional with five years of post-registration experience and a minimum of three years with Department transportation CAR projects or similar experience. Only to be used only when reviewing/signing/ sealing reports and/or for the remedial system development/design related activities. Additional experience with transportation improvement projects with respect to plans review and contaminated and/or hazardous materials avoidance, management and construction is required. Additional experience surveying for environmental features such as wetlands, listed flora and fauna, historical structures, socio-cultural and contamination related issues. Must have a basic understanding of construction plans, Geographic Information System (GIS) & Global Positioning System (GPS) interfaces and mapping.
6. **CAR Senior – Geologist / Scientist** – Bachelor’s or master’s degree, with over ten years of discipline specialized experience and five years or more of experience working under a CAR Contact with the Department of Transportation improvement projects. 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. Additional experience surveying for environmental features such as wetlands, listed flora and fauna, historical structures, socio-cultural and contamination related issues. Must have a basic understanding of construction plans, Geographic Information System (GIS) & Global Positioning System (GPS) interfaces and mapping.
7. **CAR Project - Geologist / Scientist** – Bachelor’s or master’s degree, with six or more years of discipline specialized experience and three years or more of experience working under a CAR Contact with the Department of Transportation improvement projects or similar 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. Additional experience surveying for environmental features such as wetlands, listed flora and fauna, historical structures, socio-cultural and contamination related issues. Must have a basic understanding of construction plans, Geographic Information System (GIS) & Global Positioning System (GPS) interfaces

and mapping.

8. **CAR Staff - Geologist / Scientist** – Bachelor’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 and contamination related issues. Must have a basic understanding of construction plans, Geographic Information System (GIS) & Global Positioning System (GPS) interfaces and mapping.
9. **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.
10. **CAR Administrative/Clerical** – High School diploma with a minimum of two years of experience with administrative writing and reporting and Microsoft Office software.
11. **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.
12. **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 contamination related issues. USEPA HAZWOPR, 40-hour is required and any other associated environmental health and safety certifications. Must have a very good understanding of construction plans.
13. **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 contamination related issues. USEPA HAZWOPR, 40-hour is required and any other associated environmental health and safety certifications. Must have a basic understanding of construction plans.
14. **CAR Laborer II** – 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.

15. **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 DOT-RFP-22-4004-CF is ineligible for award of solicitation DOT-RFP-22-4005-AR.
2. The awarded Vendor for solicitation DOT-RFP-22-4005-AR is ineligible for award of solicitation DOT-RFP-22-4004-CF.