

ATTACHMENT B

SERVICES TO BE PROVIDED BY THE STATE

Subject to availability, the services to be provided or performed by the State will include, but not be limited to, the following items:

A. GENERAL REQUIREMENTS

The State will prepare or provide:

1. Name, address and phone number of the State's project manager.
2. Available records that would assist in the completion of the environmental services.
3. Review of recommendations offered by the Engineer and approval or rejection of any or all work performed under this contract.
4. Review of progress of work and final acceptance of all documents.
5. Processing of all periodic payment requests submitted by Engineer.
6. Submittal of documentation to regulatory agencies for review and comment when specified.
7. All comments regarding the review of the environmental services completed.
8. Assistance in the coordination and scheduling of site visits.
9. Review and approval of typical roadway and bridge cross sections created by the Engineer.
10. Approval of pavement design to be used for cost estimation purposes.
11. Available planimetric mapping, aerial photography, and Digital Terrain Model (DTM) for the corridor.
12. Available horizontal control points, benchmark elevations, and descriptions for vertical control in the project area.
13. Existing subsurface utility engineering (SUE) mapping, if available.
14. Available existing Right-of-Way (ROW) maps of state highway facilities in the project corridor.
15. Available interface data for any projects adjacent to the project corridor.
16. Current average bid prices for construction, maintenance, and operation costs.
17. Assistance as necessary in obtaining the required data and information from other local, regional, state, and federal agencies.
18. Timely reviews of deliverables in accordance with Exhibit C – Work Schedule, of the Work Authorization and decisions necessary for the Engineer to maintain the project work schedule.
19. Examples of acceptable format for the deliverables required by the work authorizations.
20. Current version of all State's guidelines for preparation of environmental documents, air quality analysis, and noise analysis and versions of "recommended text" for air, noise, or other studies for which the State desires standard wording to be used.

21. Potential Archeological Liability Map (PALM) of the project area, if applicable.
22. Distribution of environmental document and schematic layout to the appropriate agencies and the public.
23. Cost estimate method for any required ROW and associated improvements.
24. Crash Data from at least 3 previous years if available.
25. For any website needs (e.g., public involvement, project information, etc.) the State will work with its Communication Division to request the creation and maintenance of the website. This includes the completion of the State's "Website Needs Request" form 2199 and ensuring the website conforms to state law, Texas Department of Information Resources requirements, TxDOT policies and procedures, and TxDOT Brand Guidelines.
26. Value Engineering study, if available.

B. ROUTE AND DESIGN STUDIES

The State will provide:

1. As-built plans.
2. Preliminary cost estimate, project information, and other documentation.
3. Soil boring logs for inclusion in the final plans, if applicable.
4. Available environmental documentation.
5. Map file, topographic (planimetric) base file, and aerial photography.
6. Approved traffic data.
7. State's Transportation Project Lifecycle Management System (TxDOTCONNECT) project information.
8. Design Summary Report.
9. Value Engineering Report, if available and applicable.

C. SOCIAL, ECONOMIC AND ENVIRONMENTAL STUDIES AND PUBLIC INVOLVEMENT

The State will:

1. Provide available project development documents, environmental documentation, schematics, typical sections, public involvement records, etc.
2. Review and process each necessary environmental and public involvement document prior to letting of the construction contract.
3. Locate suitable facilities, advertise, and conduct each required public meeting.
4. Provide designated State representatives for each public meeting.
5. Provide a court reporter if necessary, for public meetings.
6. Review the information and material developed by the Engineer to be presented at each public meeting or public hearing three weeks before any such event. The State will return review comments to the Engineer two weeks before each such meetings or hearings, if applicable.

7. For any website needs (e.g., public involvement, project information, etc.) the State will work with its Communication Division to request the creation and maintenance of the website. This includes the completion of the State's "Website Needs Request" form 1299 and ensuring the website conforms to state law, Texas Department of Information Resources requirements, TxDOT policies and procedures, and TxDOT Brand Guidelines.

D. RIGHT-OF-WAY DATA AND UTILITY

The State will:

1. Provide available existing right of way plans for the proposed project location.
2. Conduct all right-of-way appraisals and acquisitions, if applicable.
3. Any coordination on approvals required with the General Land Office (GLO) when crossing state owned lands or navigable waters.
4. If available, Utility Engineering Investigation data and utility ownership/facility data; and
5. Planimetric layouts and related information.

E. DESIGN SURVEYS AND CONSTRUCTION SURVEYS

The State will:

1. Provide survey control points such as horizontal control points, benchmark elevations and descriptions for vertical control, and listing of horizontal alignment coordinates for baseline control only, if available.
2. Provide aerial photographs (contact prints) of the proposed project area, if available.
3. Furnish a Digital Terrain Model (DTM) file to generate cross sections and contours, if available.

F. ROADWAY DESIGN CONTROLS

The State will provide:

1. Applicable Preliminary Design Concept Conference, schematic layout, and Plans, Specifications and Estimate (PS&E) package checklists for use by the Engineer.
2. As-built plans of the existing project facilities, if available.
3. Standard GEOPAK design cross section criteria files developed by the State.
4. Pavement design, if available.

G. DRAINAGE

The State will provide:

1. Existing hydraulic and hydrologic studies associated with the project and project area if available.
2. Areas of wetlands delineation to be surveyed by the Engineer.
3. Data, if available, including "as-built plans", existing cross sections, existing channel, and drainage easement data.

H. SIGNING, PAVEMENT MARKINGS AND SIGNALIZATION (PERMANENT)

The State will:

1. Furnish traffic signal justification warrants, if applicable.
2. Available traffic counts, traffic projections, and accident data, if available.

I. MISCELLANEOUS (ROADWAY)

The State will:

1. Provide example estimates, district general notes and standards, sample specification lists, and related hard copy documentation for the Engineer's use in preparing the preliminary estimate, general notes, and specifications.
2. Provide a maximum project cost to be used in the preparation of the preliminary design.
3. Furnish tabulation of current applicable bid prices, if applicable.
4. Negotiate with each project utility company for relocation agreements or required relocation as applicable.

J. PROJECT MANAGEMENT AND ADMINISTRATION

The State will:

1. Review, approve, and update Project Design Criteria.
2. Provide prompt review of deliverables.
3. Provide copies of preferred District Details to be used.
4. Provide copies of preferred District Standards to be used.
5. Prepare final General Notes and final Specification Data Sheets.

K. BRIDGE DESIGN

The State will:

1. Furnish as-built plans of existing structures, National Bridge Inventory (NBI), and applicable bridge inspection reports of existing structures.
2. Review and provide written approval of each preliminary bridge layout before bridge design work begins.
3. Assess lead and asbestos on existing bridges, if applicable.

L. CONSTRUCTION PHASE SERVICES

The State will provide:

1. Shop drawings and related submittals received from the contractor or fabricators.
2. Requests for applicable change order plan modifications that are based on changed conditions or a request by the State to modify the design based on field conditions or applicable updates to the State's standards and criteria.

M. ADDITIONAL RESPONSIBILITIES

The State will:

1. Provide design criteria for roadway, structures, drainage, and hydraulics.

2. Interface with local, regional, State, and Federal agencies or other entities on behalf of Engineer.
3. Coordinate and notify in writing with Emergency Medical Services (EMS), school system, United States (U.S.) Mail, etc. for any detour routes and roadway closures. Upon request by the State, the Engineer shall prepare the necessary exhibits.
4. Provide the Engineer with timely reviews in accordance with Exhibit C, "Work Schedule" of the Work Authorization and decisions to enable the Engineer to maintain the project schedule as approved by the State.
5. Provide paper prints or electronic copies of design files containing, for example, a sample title sheet, plan profile sheet, plan sheet, sheet quantities, and storm water pollution prevention plan (SWP3) sheet, if available and applicable.
6. Provide milestone guidelines as applicable to the district in which the work is being performed.
7. Secure all required permits and agreements.
8. Provide the TxDOT *Guide for Determining Time Requirements for Traffic Signal Preemption at Highway-rail Grade Crossings*.

N. RESOURCE INFORMATION

1. Agencies.
 - a. AASHTO – American Association of State Highway and Transportation Officials
 - b. BEG - Bureau of Economic Geology, University of Texas at Austin
 - c. CEQ - Council on Environmental Quality
 - d. ENV - Environmental Affairs Division of the Texas Department of Transportation
 - e. District - One of the 25 geographical districts into which the Texas Department of Transportation is divided.
 - f. FEMA - Federal Emergency Management Agency
 - g. FHWA - Federal Highway Administration
 - h. IBWC – International Boundary and Water Commission
 - i. MPO - Metropolitan Planning Organization
 - j. NRCS - Natural Resource Conservation Service (formerly Soil Conservation Service)
 - k. SHPO - State Historic Preservation Office
 - l. State – Texas Department of Transportation acting on behalf of the State of Texas
 - m. TARL – Texas Archeological Research Laboratory
 - n. THC - Texas Historical Commission
 - o. TCEQ - Texas Commission on Environmental Quality
 - p. TPWD - Texas Parks and Wildlife Department
 - q. TxDOT - Texas Department of Transportation
 - r. USACE – United States Army Corps of Engineers

- s. USCG – United States Coast Guard
 - t. USEPA – United States Environmental Protection Agency
 - u. USFWS – United States Fish and Wildlife Service
 - v. USGS – United States Geological Survey
2. Environmental Terms.
- a. ACT – Antiquities Code of Texas
 - b. APE - Area of Potential Effects
 - c. Archeological Historic Property - an archeological site eligible for inclusion in the National Register of Historic Places (36 CFR 60) or for designation as a State Archeological Landmark (SAL) (TAC, Title 13, Part 2, Chapter 26).
 - d. CE – Categorical Exclusion Action
 - e. CFR – Code of Federal Regulations
 - f. CSJ – Control Section Job
 - g. Deliverables – Reports for environmental services
 - h. EA – Environmental Assessment
 - i. Environmental Compliance Oversight System (ECOS)
 - j. Environmental Services – environmental documents, studies, research, permit applications, public involvement, training and other activities for completion of environmental documentation.
 - k. EO – Executive Order
 - l. EPIC – Environmental Permits Issues and Commitments
 - m. Environmental Compliance Toolkits - the official location for approved policies, procedures, standards, and guidance from the Environmental Affairs Division of the State (web address: <http://www.txdot.gov/inside-txdot/division/environmental/compliance-toolkits.html>)
 - n. FHWA Technical Advisory T 6640.8A (1987) – FHWA Format Guidance
 - o. FONSI - Finding of No Significant Impact (23 CFR 771 and TAC, Title 43)
 - p. Historic-age resource - a building, structure, object or non-archeological site (defined in accordance with 36 CFR 60) that is at least 50 years old at the time of a transportation project's letting.
 - q. Historic Property - a building, structure, object or non-archeological site eligible for inclusion in the National Register of Historic Places (36 CFR 60).
 - r. IP – Individual Permit
 - s. ISA – Initial Site Assessment
 - t. MSAT – Mobile Source Air Toxics
 - u. NEPA – National Environmental Policy Act of 1969
 - v. NCHRP – National Cooperative Highway Research Program
 - w. NHPA – National Historic Preservation Act

- x. NRHP – National Register of Historic Places
- y. NRI – Nationwide River Inventory
- z. NWP – Nationwide Permit
- aa. PCN - Pre-Construction Notification
- bb. Project Area - a geographic area designated for performance of specified analyses, such as wetland or archeological studies
- cc. SAL – State Antiquities Landmark
- dd. Section 4(f) – refers to the original section within the U.S. Department of Transportation (DOT) Act of 1966, which established the requirement for consideration of park and recreational lands, wildlife and waterfowl refuges, and historic sites in transportation project development. The law, now codified in 49 U.S.C. §303 and 23 U.S.C. §138, is implemented by the Federal Highway Administration (FHWA) through the regulation 23 CFR §774.
- ee. Section 4(f) Evaluation – an evaluation prepared when a project proposed to use resources from any significant publicly owned public parks, recreation areas, or wildlife and waterfowl refuges, and any land from a historic site of national, state, or local significance
- ff. Section 7 – refers to Section 7 of the federal Endangered Species Act (ESA) of 1973 (16 U.S.C. §1531 et seq.), called “Interagency Cooperation,” which is the mechanism by which Federal agencies ensure the actions they take, including those they fund or authorize, do not jeopardize the existence of any listed species
- gg. Section 106 – refers to Section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. 306108), which requires Federal agencies to take into account the effects of their undertakings on historic properties and to provide the Advisory Council on Historic Preservation (ACHP) with a reasonable opportunity to comment. In addition, federal agencies are required to consult on the Section 106 process with State Historic Preservation Offices (SHPO), Tribal Historic Preservation Offices (THPO), Indian Tribes (to include Alaska Natives) [Tribes], and Native Hawaiian Organizations (NHO).
- hh. SOP – Standard Operating Procedure – established procedure to be followed in carrying out a given operation or in a given situation
- ii. Study Area - the geographic area to be discussed in an environmental document
- jj. TAC – Texas Administrative Code
- kk. TPDES – Texas Pollutant Discharge Elimination System
- ll. Transportation Activity - a construction or other project performed by the State or under its jurisdiction
- mm. Transportation Project - the planning, construction, or reconstruction of a transportation facility that the department has the legal authority to plan, construct, or reconstruct, including but not limited to, a public road or highway, bridge, ferry, transit facility, or high occupancy vehicle lane
- nn. TxDOT NEPA MOU – the December 16, 2014 “Memorandum of Understanding (MOU) between FHWA and TxDOT concerning the State of Texas’ Participation in the Project Delivery Program Pursuant to 23 U.S.C. 327”

- oo. TXNDD – Texas Natural Diversity Database
- pp. USC – United States Code
- qq. Wetland Determination – Preliminary study to determine whether a wetland is present
- rr. UTM – Universal Transverse Mercator
- ss. Wetland Delineation – Demarcation of the boundaries of a wetland in accordance with the most current version of the USACE Wetlands Delineation Manual (Technical Report Y-87-1)
- tt. Waters of the U.S. – Jurisdictional limits of the U.S. Army Corps of Engineers under the Clean Waters Act, as Defined in 33 CFR 328

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