Scope and Fee System

SAFe - Scope and Fee System

All ODOT PDP design projects in the programmatic selections are inserted into SAFe

Task Order projects at the District preference

Individual projects as part of a larger engineering task order
SAFe System
Access at: http://pdp.dot.state.oh.us/
SAFe System

SAFe

Scope of project and associated tasks are listed in the SAFe system.

Each sub-consultant should have access to SAFe.

Obtain access from

https://myodot.dot.state.oh.us
Obtaining SAFe Access

- Go to https://myodot.dot.state.oh.us
- Bottom right of page
- “I need to request a primary account”
- Next Screen
- Select Online PDP from dropdown, fill out form and submit
- If user already has access to Active Directory (MyODOT) through (CEonline or Falcon), request SAFe access from Office of Consultant Services
  - Email the following to Jim Prosch (Jim.Prosch@dot.state.oh.us) Office of Consultant Services
    - First Name
    - Middle Initial
    - Last Name
    - Email address
What is MyODOT

MyODOT is a website that allows individuals to request a web account (user ID and password) that allows them to access many systems within ODOT that require login credentials. The types of MyODOT accounts that may be requested are:

Personal account
A personal account is for users that want to create an account that can be used to access ODOT-secured Sharepoint extranet sites or personalize access to various ODOT external applications.

Primary account
A primary account owner is the person who creates the first MyODOT account on behalf of an organization or business and uses that account as their personal account for accessing applications within ODOT. As a primary account owner for an organization, this person can create secondary accounts for specific applications within ODOT. Primary accounts must be approved by authorized ODOT personnel.

Secondary account
For those organizations that have multiple individuals who need access to ODOT applications, i.e. subcontractors working for a primary contractor, ODOT offers a secondary account. Secondary accounts are created by designated primary account owners.

Basic account
Individuals that are neither primary account owners or secondary account owners may request a basic account. This will be their personal account for accessing systems within ODOT. Basic accounts must be approved by authorized ODOT personnel.

What would you like to do today?
1. I need to request a personal account. Click here
2. I need to request a primary account. Click here
3. I need to create a secondary account. Click here
4. I need to request a basic account. Click here
Accessing the SAFe System

http://pdp.dot.state.oh.us

Welcome to the Scope and Fee System
Click Here to View Projects as a Viewer
Or
Click Here to Sign On
Questions? Please Contact the ODOT DotT Help Desk at (614) 995-3648
SAFe System

Once in SAFE, a project list associated with that user will appear.
SAFe System Geotech Tasks

1.0 - Planning Phase
- Identify Geotechnical Issues – 1.2.C.B

2.0 Preliminary Engineering Phase
2.1 Develop Preliminary Alternatives
- Geotechnical Deliverables – 2.1.A.G

2.5.D Structures
- Structure Type Study – 2.5.D.A
- Retaining Wall Justification Study – 2.5.E

2.7.D Geotechnical Services
SAFe System Geotech Tasks

3.0 Environmental Engineering Phase
- Finalize Geotechnical Investigation and Report

4.0 Final Engineering and R/W Phase
- No geotechnical tasks in this section

Geotechnical Costs are typically provided in Section 2.7.D rather than splitting the costs between the individual tasks.
SAFe System

- Planning Phase
- 1.2.C.B – Identify Geotechnical Issues
- Typically done by District

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SAFe System

Feasibility Study Development, 2.1.A
- Geotechnical Deliverables 2.1.A.G
- Likely done by District
- Use archive soil information, GeoMS
- Similar to old Red Flag information, overview

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SAFe System

2.7.D Geotechnical Services

This task is where the majority of geotech costs will be outlined.

Look at comments for any specific guidelines, i.e. “Submit with Stage 2”

Click on Task Narrative on the right side of the task window.

Also look for specific task attachments.
## SAFe System

### 2.7C: Geotechnical Services

#### 2.7.C.1 - Subsurface Utility Engineering (SUE)

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>In Scope</th>
<th>Consultant</th>
<th>ODOT</th>
<th>LPA</th>
<th>If Authorized</th>
<th>Original Path</th>
<th>Likely</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.7.C.B</td>
<td>Description of proposed work and/or sewer work</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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</tbody>
</table>

**Tasks:**
- 2.7.C.A - Wall Locations
- 2.7.C.B - Wall Elevations
- 2.7.C.C - Wall Type
- 2.7.C.D - Footing depth and foundation type

#### 2.7.C.2 - Geotechnical Services and Report

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
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<th>Original Path</th>
<th>Likely</th>
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</thead>
<tbody>
<tr>
<td>2.7.D.A</td>
<td>Geotechnical Services and Report</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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</tbody>
</table>

**Tasks:**
- 2.7.D.A - Geotechnical Services and Report
- 2.7.D.B - Complete with Feasibility Study

#### 2.7.C.3 - Structures - Design Report

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>2.7.F.A</td>
<td>Bridge Design Report</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
- 2.7.F.B - Final Structure Site Plan
- 2.7.F.C - Supplemental Site Plan for roadway crossing
- 2.7.F.D - Supplemental Site Plan for Railway Crossing
- 2.7.F.E - Contractor Constructability Site Access Study
- 2.7.F.F - Evaluate Highway Steel (SSN/PHS/TSS) girders
- 2.7.F.G - Evaluate Twin-Column Nonreinforced Piers on Large Dia Drilled Shafts
- 2.7.F.H - Refine Substructure Slab / Piers

**Tasks:**
- 2.7.G.A - Perform Airway/Highway clearance analysis
- 2.7.G.B - roadway/Highway clearance analysis
- 2.7.G.C - eval Substructure Build up and subsurface drainage requirements
- 2.7.G.D - Prepare Protection Overpass Justification
- 2.7.G.E - RR Coordination
- 2.7.G.F - ITS - System Engineering Analysis

#### 2.7.G.G - Opt-8 precast concrete arch system

<table>
<thead>
<tr>
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<th>Likely</th>
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<tbody>
<tr>
<td>2.7.G.G</td>
<td>Opt-8 precast concrete arch system</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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</tbody>
</table>

**Tasks:**
- Stage 1 Geotechnical Services and Report
- Stage 1 Structure Type Study
- Stage 1 subdivision Site Plan
- Stage 1 Evaluation Preliminary Plans Ramps; Stability Calculations
- Stage 1 Bridge Hires
- Stage 2 Substructure Hires
- Stage 2 Structure Load Rating
- Stage 3 Structure Costs
- Stage 3 Structure Estimated Quantity Sheet
- Stage 3 Reinforcing Steel Schedule
- Stage 3 Replacing Specialty Costs
- Lighting Analysis, Voltage Drop Calculations

**Profile Is Locked: HAM Ellman Steel/Central Pkwy Connector; RJD: 58185, Agreement No. (18179)**
Inputting Geotech Costs

Assumptions:

- Geotech firm is a subconsultant
- Prime Consultant has assigned a subconsultant user to the project profile
- Prime must have assigned a task or tasks to the geotech subconsultant.
- Geotech subconsultant has prepared a proposal for geotechnical services in standard format. A PDF of cost is provided
Step 1 – Select the Project

Click on a Project to open the Profile
Step 2 – Confirm Task

Confirm that a task has been assigned
Step 3 – Upload PDF of Fee Proposal

Select “Profile Wizard”
Step 3 – Upload PDF of Fee Proposal

Include the Date of the Cost Proposal since there may be revisions after ODOT comments.

List of Non-electronic Documents (List the documents that exist only as printed resources.)
Step 4 – Input fee amount

Return to menu then open the Fee Proposal screen
Step 4 – Input fee amount

Geotech costs are entered as a **Direct Cost**. Click to create a direct cost category.
Step 4 – Input fee amount

Click here first to create a new direct cost category....

....then enter the rate, which is the same cost from the pdf,...

....then close.
Step 4 – Input fee amount

On fee proposal screen, Double click on the name of the task
Step 4 – Input fee amount

<table>
<thead>
<tr>
<th>Cost Details: 2.7.D.A Geotechnical Services and Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>Geotechnical Services</td>
</tr>
<tr>
<td>Total Direct</td>
</tr>
</tbody>
</table>

Enter “1” unit

Overall cost will then be the total geotech cost

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Step 5 – Submit Proposal

From the menu, open Profile Wizard

To submit, fill out and e-sign

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Review of Cost Proposal

Comments provided by District or Central Office

- Placed in the Task Comments as much as possible
- Alternatively, scanned and PDF attached
Proposal Preparation

- Use OGE standard proposal
- Include scaled boring plan
  - Show proposed and archive borings
- Provide table of proposed drilling
  - Drilling depths, soil & rock core amounts
- Outline any special circumstances
  - Night drilling, restricted hours
- Provide all direct costs
  - Traffic control subs, clearing and dozer subs
- Use OGE invoice even though cost is presented as a direct cost in SAFe
Questions

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513-933-6707
Joe.Smithson@dot.state.oh.us

Jim Prosch – Consultant Services
614-752-7459
Jim.Prosch@dot.state.oh.us

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