Design Project Inventory

Page Instructions

Order - Number the projects based on the order the firm wants them listed on CSS Webview.

Selected Projects – Check the boxes for the project(s) to be submitted. The page will display the number of projects that have been selected as well as the total number of projects available for selection.

General Instructions

It is suggested that primes and subconsultants confer so that there is consistency in claiming credit for project experience on the same project.

- Initial Submissions: Initial submissions from firms are accepted at any time. A complete submission (all info needed to score a firm on consultant selections) consists of the General Firm Information, the Certified Salary Roster, and either the Design Project Inventory or the Construction Inspection Project Inventory, depending on whether a design or a construction inspection consultant selection is being scored.

- Updates: Updates for any or all of the sections may be submitted at any time, but information used for scoring purposes (i.e., staff totals from the roster, and the design and construction inspection project inventories) will not be activated unless it has been at least 90 days since the activation of the previous submission of that section. Sections that are updated will, at the time of activation, entirely replace the previously submitted section.

Firms may include projects completed within the past 12 years or ongoing projects, but for ongoing projects firms may only take credit for work tasks that have been completed and accepted by the client.

Firms should only claim credit for work for that they directly performed. A prime may not claim credit for a work class or task unless they directly performed the work. A prime may not claim credit for work performed by a subconsultant if the prime only performed activities such as QA, project coordination or revising the subconsultant’s work. Subconsultants may claim credit only for work that they directly performed. This applies to the (1) design inventory for selection of work class, major categories of work, other factors, project specific environmental work and (2) construction inspection inventory for selection of work class and special factors.

Example 1: On a project that included both highway and bridge work, a firm that assigned all bridge work to a subconsultant should select the work class “Highway” rather than “Highway and Bridge” for that project when completing their own project inventory.
Example 2: A subconsultant prepared air quality and wetlands study reports. The prime performed normal QA, coordination of the work and summarized the results in an EIS. The prime may not claim credit for air quality and wetlands study. The prime may only claim credit for EIS.

Instructions for Special Types of Projects

Regional Design Services Agreement and Design Area Backdrop Contract Agreements
- Each assignment should be reported as a separate project and the cost reported should be the cost of that assignment. The overall agreement should not be reported as a single project.
- If a subconsultant was responsible for a complete design project, including the PS&E, show the firm’s role as prime.
- Project complexity should be no higher than moderately complex.

Construction Inspection Area Backdrop Contract Agreements
- Each assignment should be reported as a separate project.
- The construction cost is to be estimated as 10 times the fee for that project.
- Project complexity should be no higher than moderately complex.

Multiple Project Agreements including Term, Term-Like and On-Call Agreements for Construction Inspection and Design Services Agreements
- For design, if a project was processed separately (i.e. separate design report, separate PS&E), then it may be reported as a separate project. For construction inspection, projects should not normally be reported as separate projects. However, if the agreement encompassed all of the work that would normally be performed on a stand-alone CI project (e.g. an agreement to provide all inspectors other than the EIC for a specific project), it may be reported as a single project with the construction cost estimated to be 10 times the fee for that project, and the complexity normally reported as routine.
- For CI, if firms claim an individual assignment as a separate stand-alone project, the firm is required to have the Regional Construction Engineer, the Area Supervisor or other management-level owner’s representative staff person provide written confirmation that it meets NYSDOT’s criteria to do so. This confirmation should be in the form of a written communication stating that the firm provided all the inspectors other than the EIC and performed all the work activities that normally would be performed as part of a stand-alone CI project. If firms claim the complexity as other than routine, the confirmation from the owner’s rep must also include a statement regarding complexity based on NYSDOT’s CSS guidelines. The confirmation cannot be a blanket statement for the entire Term contract, each assignment claimed as an individual project must be supported with a separate confirmation. Communications from the RCE, Area Supervisor or other management-level owner’s representative are to be maintained by the firm claiming
the individual project and those communications must be immediately available to NYSDOT upon request.

All Term, Term-Like, and On-Call Agreements Except Term CI and Design Services Agreements

- The cost reported should be the total value of the agreement.
- Individual assignments are not to be broken out and reported as individual projects.
- The reported complexity for the agreement is Routine regardless of the relative complexity of any individual assignment.

Biennial bridge condition inspection

- Show the total value of the agreement as the construction cost.
- Show the complexity as routine.
- For the CI project inventory, show the project type as bridge condition inspection.
- For the design project inventory, show bridge scoping as the only major category of work.

Bridge painting

- Work class should always be reported as “Appurtenance.”
- For the design project inventory, do not show any major categories of work. You may show work if applicable under “Hazardous Waste.” Do not claim credit for bridge design under major categories of work.
- For the CI project inventory, you may show “Painting with class A containment,” if applicable.

Site development work

- Normally show work class as “Other.” For the design project inventory, do not show credit for any major categories of work except survey and mapping.
- If the site development work included substantial highway or bridge work:
  - Show work class as “Highway” and/or “Bridge” as appropriate.
  - Show construction cost of only the “Highway” and/or “Bridge” work — do not include the cost of other work such as buildings.

Construction Support Services and other services

Construction Support Services and other services where the agreement between the prime and the client did not provide for all of the services that would normally be performed under a project (e.g., construction support services during construction, assisting a municipality in designing a project) — Enter only the construction cost for the services that were directly performed under the agreement. For Construction Support Services it is difficult to estimate the construction cost for the services that were directly performed under the agreement. Therefore the consultant should estimate the construction cost by multiplying by 10 the amount that was paid to the consultant for Construction Support Services. Do not enter the cost of the entire project.
Area wide studies and other work for which there is no construction cost.

- For projects with no applicable construction cost (e.g., bridge condition inspection, traffic studies not associated with a project), show the fee (in thousands of dollars).

**Major Categories of Work and Project Specific Environmental Factors** —

Only claim credit for the work directly performed by the firm. For example, if your firm did an air quality study on a highway design project: (1) Enter work class “Highway” and the highway cost and complexity of the whole project; (2) Select “Air Quality Study” under “Project Specific Environmental Factors;” (3) Do not select any highway or bridge design tasks under “Major Categories of Work.”

**M3-Project Scoping (Highway) or M4-Project Scoping (Bridge):** Credit can only be claimed if the firm participated in the project scoping activities during the development of a project. For NYSDOT projects the project scoping culminates in the preparation of an Expanded Project Proposal. This is **not** development of a scope of services for a contract.

**M9-Design Survey & Mapping:** Credit can only be claimed if the firm performed ground survey and office computations for the purpose of establishing project control and producing 3D digital terrain models (DTMs) on highway projects of at least 200 meters in length. Supplemental survey and mapping and field editing of photogrammetric mapping does not qualify for credit.

**M10-ROW Survey & Mapping:** Credit can only be claimed if the firm has performed ground survey and deed research for the purpose of determining Highway Boundary, and has prepared and certified ROW Appropriation Maps on highway projects of at least 200 meters in length.

**E1-EIS or E2-EA:** Credit can only be claimed if the firm prepared the Environmental Impact Statement or Environmental Assessment. *An Environmental Assessment is not simply an evaluation of environmental impacts* but is a specific document with content as described in Appendix B of the NYSDOT Design Procedure Manual. Firms that contributed portions of the EIS or EA (noise study, air quality study, etc.) should only claim credit under those items.

**E3-Noise Study:** Credit can only be claimed if the firm performed a noise study using field measurements, as well as the calculation of future noise levels, determination and evaluation of noise impacts and abatement measures, use of applicable noise quality software, and appropriate documentation of the study.

**E4-Air Quality Study:** Credit can only be claimed if the firm performed an air quality analysis and determination of impacts including emissions analyses and calculations, use of appropriate air quality software, and preparation of an air quality report.

**E5-General Ecological Study:** Credit can only be claimed if the firm performed a field investigation/analysis with documentation of potential ecological impacts and mitigation measures for the study area.

**E6-Endangered Species Study:** Credit can only be claimed if the firm coordinated with appropriate agencies, conducted a field investigation, and documented impacts and mitigation measures in report form.

**E7-Surface Water Bodies Study:** Credit can only be claimed if the firm performed a study that included a field investigation, determination of project impacts, mitigation
measures, and permit requirements, coordination with appropriate agencies, and documentation of findings.

**E8-Wetlands Study:** Credit can only be claimed if an appropriately qualified professional employed by the firm performed a wetland field delineation, analyzed project impacts, and prepared a wetland delineation report.

**E9-Navigable Waters Study:** Credit can only be claimed if project impacts/mitigation measures are determined on navigable waters as defined by the United States Army Corps of Engineers and the United States Coast Guard. *This does not include filling out permit applications that required NO impact/mitigation measures.*

**E10-Costal Zone Management:** Credit can only be claimed if the project is included in the applicable costal policy and if the firm prepared the applicable Costal Assessment Form and appropriate consistency certificates.

**E11-Wild, Scenic, and Recreational Rivers Study:** Credit can only be claimed if the project affects a river listed on the Federal/State Wild, Scenic, and Recreational River Inventory list, the firm assessed the project’s impacts to the river, and the firm coordinated with appropriate state/federal agencies.

**E12-Storm Water Management:** Credit can only be claimed if the firm determines the effect of new drainage discharge on existing water bodies, including design of water pollution prevention/mitigation plans, and sediment control plans. *This does not include drainage design.*

**E13-Ground Water Study:** Credit can only be claimed if the firm performed an assessment and analysis of the project’s impacts on the existing ground water quality and flow and prepared the appropriate documentation.

**E14-Flood Plain Evaluation:** Credit can only be claimed if the firm prepared the flood plain evaluation in accordance with appropriate state/federal codes, including determination of flood plain boundaries and impacts and evaluations of the project alternatives on the existing conditions.

**E15-Cultural Resources Survey:** Credit can only be claimed by the firm if the field operations and examinations were performed by an appropriately qualified professional employed by the firm and if a cultural resource survey report was prepared.

**E16-Section 4(f) Evaluation:** Credit can only be claimed if the firm conducted the majority of the impact analysis and produced the required Section 4(f) Evaluation Report.

**E17-Section 6(f) Evaluation:** Credit can only be claimed if the firm conducted the majority of the impact analysis and produced the required Section 6(f) Evaluation Report.

**E18-Hazardous Waste Materials Screening:** Credit can only be claimed if the preliminary screening and site visit were performed by the firm and a hazardous waste screening report written was prepared by the firm.

**E19-Hazardous Waste Materials Assessment:** Credit can only be claimed if the firm performed the sampling and executed the testing plan that was proposed and then summarized the analysis in the detailed investigation report.

**E20-Asbestos Preliminary Investigation:** Credit can only be claimed if the firm is appropriately licensed, performed the preliminary screening, and documented the findings in a technical report.

**E21-Asbestos Sampling, Testing, Specs:** Credit can only be claimed if the firm performed the sampling and executed the testing plan that was proposed and detailed the analysis in the asbestos assessment report.
**E22-Farmland Protection Assessment:** Credit can only be claimed if the consultant determined that the project affected farmlands, assessed the project’s impact on those farmlands, and then prepared the required forms and Notice of Intent for submittal to appropriate agencies.

**E23-Energy Analysis:** Credit can only be claimed if direct and indirect energy impacts were analyzed and documented by the firm.

**E24-Visual Impact Assessment:** Credit can only be claimed if the visual assessment was performed by a registered Landscape Architect employed by the firm and a visual impact report prepared in accordance with the appropriate visual assessment policies.

**E25-Adirondack Park Agency Involvement:** Credit can only be claimed if the project required the consultant to have direct involvement in activities associated with rules and regulations for the protection of the Adirondack Park.

**E26-Landscape Design:** Must have prepared landscape plans. Simply seeding does not qualify.

**Special Factors** — Firms should check “Yes” only if they directly performed the work for the factor in question, with the exception of Location Factors, which apply to the project as a whole.

**O1-Traffic Forecasting** — Credit can only be claimed if the firm performed traffic forecasting that considered regional growth patterns, population trends, traffic generators and traffic diversions.

**O2-Soil & Geologic Studies, Foundations** — Normally, on NYSDOT projects, credit for this factor should not be claimed because NYSDOT does virtually all of the geotechnical evaluations. Firms should claim credit only if they performed site investigation and development of a Foundation Design Report, or equivalent document, used for bridge foundations. This report shall have documented the logic for the selected foundation treatment, identified soil parameters used for the design of excavation protection systems and identified foundation related construction issues that required addressing in the final contract documents.

**O3-Moveable Bridge Design** — Credit can only be claimed if the firm provided electrical, mechanical or structural design for a moveable bridge.

**O5-Historic Bridge Design** — Credit can only be claimed if the firm performed the final design of the rehabilitation of a bridge on or eligible for inclusion in the National Registrar of Historic Places.

**O7-Final Design of Retaining Walls over 10 Meters in Height** — Credit can only be claimed if the firm designed retaining walls over 10 meters (32.81 feet) in height.

**O8-Final Design of Complex Maintenance & Protection of Traffic** — Credit can only be claimed if the firm designed more than 75 plan sheets for M&PT (not just more than 75 plan sheets for the entire project). A prime or subconsultant may only claim credit if the firm itself prepared over 75 M&PT sheets.

**O11-Community Participation** — Credit can only be claimed if the firm provided, over an extended period of time, independent community outreach tasks such as: preparing and distributing a periodic project newsletter, developing and maintaining a project Web site or interactive kiosk, or providing and staffing a project information office. Credit should be claimed if a firm provided, over an extended period of time, independent community outreach tasks such as: preparing and distributing a periodic project...
newsletter, developing and maintaining a project Web site or interactive kiosk, or providing and staffing a project information office.

**O14 - Intermodal Scoping/Design Analysis** — Credit can only be claimed if the firm performed an in-depth multi-modal study (either planning, scoping or design) of alternate transportation modes (i.e., rail, bus, auto, water, HOV, exclusive bus lanes).