

ATTACHMENT "A"

SCOPE OF SERVICES FOR TRAFFIC ENGINEERING STUDIES AND ENGINEERING REVIEWS CONSULTANT

I. OBJECTIVE

The objective of this contract is to provide professional and technical services to develop various traffic operations studies that will be identified for intersections, arterials, etc., and related improvement recommendations and evaluations, as well as to perform professional engineering services through the review of studies and plans involving traffic operations. The general tasks to be provided by the CONSULTANT include but are not limited to:

- Review Engineer Documents such as Plans, Reports, Technical Memos, Permits, Traffic Impact Studies, Lane Closures Analyses, but not limited to.
- Review Construction Plans such as Signalization Plans, Signing and Pavement marking Plans and MOT plans but not limited to.
- Provide comments from review.
- Prepare traffic studies.
- Prepare traffic operations reports.
- Traffic data collection.
- In-house support.

II. SERVICES

The CONSULTANT shall provide engineering services to satisfy and assist District 6 Traffic Operations staff in performing the tasks identified in this Scope of Services. The CONSULTANT shall complete all work performed under this contract in accordance with current DEPARTMENT policies, guidelines and procedures.

The CONSULTANT's work will be directed by the DEPARTMENT Project Manager. The DEPARTMENT Project manager will provide definition of the work for each task to be performed by the CONSULTANT as described in this Scope of Services, through the preparation of a Task Work Order for each task. For each work order, the CONSULTANT Project Manager and the DEPARTMENT Project Manager will discuss the requirements of the task as well as negotiate the staff-hours. The CONSULTANT may assist in preparing the Task Work Order. After negotiations, the DEPARTMENT will issue the Task Work Order, which will include schedule for completing such work, documentation requirements, approved man-hours and allowable task costs. This will be issued, in writing, along with a Notice to Proceed in the form of a Letter of Authorization for the Task Work Order to the CONSULTANT prior to any work on the Task Work Order being initiated.

TASKS FOR WHICH CONSULTANT SERVICES WILL BE REQUIRED

A. Review Traffic Studies

The CONSULTANT will be required to review various traffic studies. All review shall be performed in accordance with the applicable DEPARTMENT policies, guidelines and procedures. The Engineering Documents to be reviewed by the CONSULTANT include but are not limited to:

- PD& E Study
- Safety Study
- Pedestrian Study
- Permits
- Traffic Access and Impact Study
- Intersection and Arterial Analysis
- Signal Warrant Analysis
- Speed Study
- Sight Distance Evaluation
- Roadway Lighting Study
- Intelligent Traffic System Documents

B. Review Plans

The **CONSULTANT** will be required to review Maintenance of Traffic Plans, Signalization plans, and Signing and Pavement Marking Plans but not limited to and ensure the plans comply with current FDOT, AASHTO, and MUTCD standards.

C. Prepare Traffic Study

The **CONSULTANT** will be required to perform various traffic studies. All reports/studies are to be signed and sealed by a professional engineer registered in Florida whose area of specialty is traffic engineering. The studies to be performed by the **CONSULTANT** include but are not limited to:

- Access Management Plans
- Intersection and Arterial Analysis
- Operational Study
- Pedestrian Study
- Safety Study
- Speed Study
- Signal Warrant Analysis
- Sight Distance Evaluation
- Roadway Lighting Study

D. Prepare Traffic Operations Reports/Technical Memos

The **CONSULTANT** will be required to prepare traffic operations studies that will identify and evaluate/analyze problems, and recommend appropriate solutions based on an analysis of the cost effectiveness of each of the recommended improvements.

E. Traffic Data Collection

The **CONSULTANT** will be required to conduct traffic counts at various locations throughout the District for Traffic Studies. The type of counts may be vehicle classification, bi-directional or turning movement and for any duration (period of time) required by the **DEPARTMENT**. The **CONSULTANT** may be expected to document the field condition at the time of the counts. Field documentation may include counter location and geometric measurements such as number of lanes, length of storage and taper for turn/merge lanes, type of traffic control, and the location and/or presence of signal boxes and loop detectors. The **CONSULTANT** will be required to fully document the data collection effort and Stage I

provide this documentation and collected data in PDF format.

III. SCHEDULE

The **CONSULTANT** agrees to begin work after issuance of a notice to proceed by the **DEPARTMENT** and upon receipt of Work Orders. The contract will last for twenty-four (24) months after the date of notice to proceed.

IV. METHOD OF COMPENSATION

Payment shall be made in accordance with Exhibit B of this contract.

V. KEY PERSONNEL

The **CONSULTANT's** work shall be performed and directed by key personnel identified in the proposal written technical presentation by the **CONSULTANT**. Any changes in the indicated personnel shall be subject to review and approval by the **DEPARTMENT**.

VI. SUBCONTRACTING SERVICES

Services assigned to sub-consultants must be approved in advance by the **DEPARTMENT** in accordance with this Agreement. The sub-consultants must be qualified by the **DEPARTMENT** to perform all work assigned to them. Additional sub-consultants with specialized areas of expertise may be required by the **DEPARTMENT** or requested by the **CONSULTANT** to complete specific Task Work Order assignments. The need for the sub-consultant to be hired and the work assignments to be performed shall be requested by the **DEPARTMENT** or the **CONSULTANT** in writing.

VII. MEETINGS

The **CONSULTANT** must be available for unscheduled meetings. The **CONSULTANT** shall be available with no more than a one (1) weekday notice to attend meetings at the request of the **DEPARTMENT**. Such meetings and presentations may be held at any hour between 8:00 a.m. and 5:00 p.m. on a weekday.

VIII. RESPONSIBILITY OF THE DEPARTMENT

- A. The **DEPARTMENT** will provide a Project Manager who shall be responsible for: the day-to-day management of this contract, all coordination with the **CONSULTANT** pertaining to the development and execution of all Task Work Orders of this contract, defining the specific work to be performed and schedule for completion of such work, agreeing on the **CONSULTANT** staffing and availability (including substitutions from the available staffing list provided), and the processing of **CONSULTANT** invoices for payment.
- B. The **DEPARTMENT** shall provide, prior to the initiation of any work on any of the tasks defined in this exhibit, a specific Task Work Order for the task defining the work to be accomplished and the total reimbursement due the **CONSULTANT**.
- C. The **DEPARTMENT** shall furnish, without charge, the following services and data to the **CONSULTANT** for the performance of the requested services:
 - All **DEPARTMENT** Policies, Procedures, Standards, and other information applicable to the services.

- All specifications, schedules, reports, and other information prepared by or for the **DEPARTMENT** by others which are available to the **DEPARTMENT** and which the **DEPARTMENT** considers pertinent to the **CONSULTANT's** responsibilities described herein.
- D. The **DEPARTMENT** will arrange for use of the **DEPARTMENT's** mainframe system, subject to normal security procedures.

IX. RESPONSIBILITIES OF THE CONSULTANT

- A. The **CONSULTANT** shall designate a Project Manager, who serves as the principal person of contact for the entire contract. The **CONSULTANT** Project Manager will coordinate with the **DEPARTMENT** Project Manager in developing TWO scope of work and staffing efforts, as well as to assemble consultant staff to complete the work in good quality and by specified completion dates. The **CONSULTANT** Project Manager shall communicate with the **DEPARTMENT** Project Manager on a regular basis and shall provide monthly progress reports by Task Work Order. These progress reports will serve as the basis for appraising work progresses and for invoice approvals.
- B. The **CONSULTANT** shall provide and maintain a list of staff of the following classifications that would be available to be assigned to specific Work Orders:
- Project Manager
 - Engineer
 - Engineer Technician
 - CADD Technician
 - GIS Specialist
 - Secretary/Clerical

For all classifications, salary rates will be negotiated prior to beginning the contract. Any classifications not listed above which are later determined to be required must be added to the contract by amendment prior to the issuance of Task Work Orders which apply the new classification.

- C. The **CONSULTANT** 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 within the Task Work Order schedule. If, at any time, the **DEPARTMENT's** Project Manager determines that the number or expertise of particular staff assigned to a specific task is inadequate, the Project Manager shall coordinate with the **CONSULTANT** Project Manager to remedy the situation so as to ensure the timely completion of the work.

X. COMPUTER SERVICES

- A. The **CONSULTANT** may be required to use the following software: Microsoft Word and Excel. The **DEPARTMENT** will not be responsible for providing proprietary software packages to the **CONSULTANT**.
- B. Should the **CONSULTANT** desire to use any other **DEPARTMENT** programs, permission must be granted in accordance with this agreement.

C. Computations or graphics based on computer programs other than the **DEPARTMENT's**, must conform to all **DEPARTMENT** format requirements.

D. The **DEPARTMENT** will arrange for use of the **DEPARTMENT's** mainframe system.

XI. SPECIFICATIONS FOR WORK PRODUCTS

The **CONSULTANT** shall ensure that all products of Task Work Orders are prepared on IBM or IBM compatible hardware using **DEPARTMENT** approved software, stored on DVDs/CDs, and provided to the **DEPARTMENT**. All documentation shall be in Microsoft Word and PDF format. Any programming source codes, form design, raw source database and other ancillary files shall be transferred to the **DEPARTMENT** in addition to the executable applications at the closure of each work order or any moment specified by the **DEPARTMENT** project manager.