

DISTRICTWIDE CONTINUING SERVICES

GENERAL PLANNING SUPPORT CONSULTANT CONTRACT

I. Objectives

The purpose of this contract is to provide the Department with professional planning services in support of Intermodal Systems Development's Planning Studio. The work may involve, but is not limited to, the major and minor services described within this document including the preparation of planning documents that assist in delivering a transportation system that address safety, community values, and mobility.

The CONSULTANT may also provide support in minor tasks including but not limited to: review of local government Comprehensive Plans, Development of Regional Impacts/Florida Quality Developments, Sector Plans, developing and testing alternative land use scenarios, development of policy guidance, and research.

This contract will be Task Work Order driven based on needs and funding availability by the DEPARTMENT. All major and minor tasks enumerated below may not be specifically requested of the CONSULTANT during the contract term. The CONSULTANT shall minimize the DEPARTMENT'S need to apply its own resources to assignments authorized by the DEPARTMENT. Additionally, the CONSULTANT shall independently ensure that all deliverables have undergone a thorough quality assurance procedure and quality control review.

II. Summary of Services

The CONSULTANT will be well versed in all applicable federal and state codes, statutes, rules, regulations, policies, procedures, guidelines, manuals, handbooks, and standards that pertain to this Scope of Services. The Consultant will provide the Department with access to staff with expertise and experience across multiple disciplines; have knowledge of the District One Region; and demonstrate an ability to stay abreast of evolving topical areas, such as resilience, changing demographics and mobility preferences/approaches, and emerging technologies as they relate to planning for and delivering transportation services and facilities.

III. Potential Consultant Tasks

Any overlap among tasks will be reflected in task work orders as appropriate.

Major Tasks

Collaborative Planning

Create or maintain collaborative planning projects or programs that bring together the Department and partners to frame and address transportation-related challenges and opportunities for specific areas in a holistic, performance-based way.

Travel Mode and Issue Integration and Plan Alignment

Advance efforts to improve connections between and among travel modes and the integration of transportation with other issue areas such as land use, housing, economic development, health, access to opportunity, and environmental protection.

Compile and review needs or projects across modes of travel in plans of the Department and partners. Document findings and identify opportunities for promoting coordinated plan

implementation and improving or enhancing plans through amendments or updates. Identify and support the Department in pursuing opportunities to improve the alignment and outcomes of planning processes conducted by multiple partners.

Planning Studies and Plans

Conduct preliminary analyses of areawide (defined geographic areas) or corridors to address deficiencies and explore opportunities to improve access and multimodal mobility for people and freight.

The analyses will identify:

- Context classification
- Community vision
- Modes to be served and to what level
- Target Speed

The analyses will need to obtain an understanding of the:

- Problem(s)
- Purpose & Need(s)
- Goals & Objectives
- Measures of success
- Possible range of land use and transportation alternatives (planning level)
- Next steps

Tailor studies to address the complexity of the problem to be solved, level of data, and stakeholder input needed to develop alternatives. The community's visions, priorities, and values should be reflected in the guiding principles and purpose and need of the study. The study should also include measures that are based on the community's visions, priorities, and values. The study should identify the desired role of the roadway and from that the desired operating (target) speed. Connectivity should be addressed during the study by coordinating with the Metropolitan Planning Organization and local government planning staff.

Produce reports that document findings, the identified context classifications, community visions, concept sketch, commitments made, range of land use and transportation alternatives, and next steps. Effectively communicate information (such as methodologies, tools and data used, and results) with various Department offices, other agencies, and the public.

Visioning and Scenario Planning

Support Department participation in community and regional visioning initiatives and efforts to implement the results of such initiatives. Use the scenario-based planning approach to explore 'what if' futures that recognize shifts away from past trends and new levels of uncertainty created by various transformational forces in society, the economy, and the environment. Provide technical assistance to partners for visioning and scenario planning initiatives.

Context Sensitive Solutions (CSS), Complete Streets (CS), and Lane Elimination Review

Promote understanding and use of CSS and tools in appropriate planning and project level activities. Support implementation of the Department's context classification system for CS with consideration of circumstances and opportunities specific to District One.

Based on the Florida Department of Transportation Context Classification guidelines, the CONSULTANT shall support the District to evaluate and determine the appropriate context classification either at a project level or a systemwide level. This shall include a review of findings with the appropriate Departmental units and local governmental stakeholders, as required, and will lead to the determination of the appropriate design standards to be applied.

Support District staff in reviewing requests for the elimination of lanes on the State Highway System in accordance with the Department's Statewide Lane Elimination Guidance and determine whether requests are consistent with related planning and design criteria and feasible for implementation.

Planning for Non-Motorized Travel

Provide expertise on the development and implementation of strategies and plans addressing non-motorized travel and the connection between non-motorized travel and access to transit.

Plan Reviews

The CONSULTANT may be required to provide support to the DEPARTMENT in reviewing plans against the governing documents for the project; requests for proposals (RFPs), minimum technical requirements (MTRs), standard and supplemental specifications, standard drawings, ADA guidelines and District preferences. The efforts may also include the need to review crash data and provide appropriate recommendations to address concerns.

Outreach – Engagement of Public and Other Constituencies

Utilize state-of-the art, innovative, and cost-effective formats, techniques, and tools to support information sharing and effective engagement of the public, local government staff, and other constituencies relating to tasks in this Scope of Services. Produce, revise, or review public involvement plans for Department plans, programs, projects, or studies and implement such plans.

Multiple tasks will involve assisting District staff in meeting-related activities, including preparing agendas and backup materials, attending meetings, drafting meetings summaries, preparing presentations, and providing facilitation services. Multiple tasks also will involve production of documents or documentation as specified by the Department.

The CONSULTANT shall coordinate and perform the appropriate level of public involvement for tasks and projects as outlined in Part 1, Chapter 11 of the PD&E Manual and the FDOT Public Involvement Handbook.

The CONSULTANT shall provide to the DEPARTMENT drafts of all Public Involvement collateral (i.e., newsletters, property owner letters, advertisements, etc.) associated with the following tasks for review and approval at least five (5) business days prior to printing and/ or distribution.

The CONSULTANT shall provide all support necessary for the DEPARTMENT to hold or participate in various public meetings, which may include but not limited to:

- Scoping Meetings
- Elected Officials/Agency Kick-off Meeting
- Public Kick-off Meeting
- Corridor or other Public Meeting
- Alternatives Public Meeting

For any of the above type meetings, the CONSULTANT shall prepare and/or provide:

- Scripts or agenda for presentation.
- Handouts.
- Graphics for presentation.
- Meeting equipment set-up and tear-down.
- Legal and/or display advertisements. (The CONSULTANT will pay the cost of publishing.)
- Letters for notification of elected and appointed officials, property owners and other interested parties. (The CONSULTANT will pay the cost of first class postage.)
- News releases, for use three to five days prior to meeting.
- Summary notes of meetings to be provided to the Department no later than 5 business days after the meeting.
- Briefing and debriefing of Department staff.

The CONSULTANT will investigate potential meeting sites to advise the DEPARTMENT on their suitability. The CONSULTANT will pay all costs for meeting site rental and insurance.

The CONSULTANT will attend the meetings with an appropriate number of personnel to assist the DEPARTMENT'S Project Manager.

Minor Tasks

Transit Oriented Development (TOD)

Provide expertise and resources on TOD that will foster implementation of TOD in the District One region. Activities could include convening partners, sharing information, assessing barriers and opportunities to implementing TOD, performing research, and providing technical assistance. They also could include assessing and documenting land use and built form conditions, conducting land or economic market assessments, identifying and quantifying parcel-specific development opportunities, identifying modifications to regulatory frameworks and relevant land development incentives for TOD, determining the acceptance and support of specific station/hub development scenarios by adjacent neighborhoods and businesses, and preparing NEPA approaches for progressing station/hub development and interface with the Federal Transit Administration.

Rural Access and Mobility

Identify access and mobility-related needs and issues for rural areas and potential ways to address them. Prepare or otherwise provide information for use in reports, grant applications and other documents, including ones involving Rural Economic Development Initiative (REDI) communities.

Resiliency to Extreme Weather and Other Environmental Conditions/Climate Trends

To further efforts of the Department and partners to increase the resiliency of transportation and other infrastructure in the District to existing and potential impacts of extreme weather, flood risks, and other environmental conditions/climate trends:

Collect, analyze, and share related data, reports, studies, guidance, policies, laws, regulations, and standards.

Perform research, provide documentation and education on, and demonstrate capability in using best/emerging practices and analytical and other tools for identifying and addressing impacts.

Lead or participate in vulnerability and other studies and efforts to utilize/implement study results, coordinating with partners.

Provide expertise on retrofitting/adaptation of transportation infrastructure.

Provide guidance on incorporating risks into long range planning, project development, design, operations, and asset management decisions for all modes of travel.

Support related initiatives of the Department and the Department in meeting expectations associated with extreme weather/climate change initiatives led by partners.

Data Collection, Analysis, and Collaboration

Collect data relating to tasks in this Scope of Services utilizing state-of-the-art and cost-effective methods. Compile and share information on types and availability of data relating to tasks in this Scope of Services. Facilitate collaboration among the Department and partners to promote efficiencies in the acquisition and use of data and informed use of data.

Assess, collect, and utilize big data and analytics tools for analysis of transportation conditions and travel behavior such as, but not limited to, Streetlight, Airsage, INRIX, HERE, GPS, Bluetooth, NPMRDS, WAZE, FAF, CFS, ATRI, Transearch, Hadoop, Spark, SAS, and other data sources and processing frameworks.

Review and analyze socio-economic data including data generated by local and state governments, ZDATA files used in District One's regional model, and other sources in support of modeling and market assessments for corridors and studies.

Apply expertise in the use of community impact assessment, health impact assessment, and other such tools that identify potential effects of transportation plans, policies, programs, or projects on communities. Demonstrate knowledge of Title VI/Environmental Justice requirements and effective ways to comply with them. Apply expertise in the use of opportunity index and other such tools that address access of people to opportunities/ essential services.

Transit Access and Pedestrian Safety Review

The DEPARTMENT desires to integrate the evaluation and inclusion of potential Transit- Pedestrian and Safety enhancements and improvements within projects included in the District's Work Program. The CONSULTANT may be asked to review a corridor for pedestrian crash history, existing/planned transit service, or other criteria. The CONSULTANT may be asked to coordinate

with the various stakeholders during the study, including issue identification and evaluation of recommendations. It is anticipated that some or all of the following data may be collected by the CONSULTANT as part of the transit/pedestrian safety integration process:

Crash History;

Traffic Characteristics;

Traffic Operations;

Existing and Planned Transit Service and Facilities; and

Roadway Horizontal Alignment.

Based on data collected, the CONSULTANT may be required to identify and document transit, pedestrian, safety, and Americans with Disabilities Act (ADA) issues and opportunities. The issue identification process and resulting recommendations should consider traffic operational impacts and overall traffic safety objectives, and will reference the Manual on Uniform Traffic Control Devices (MUTCD), Manual on Uniform Traffic Studies (MUTS), FDOT Plans Preparations Manual (PPM), Americans with Disabilities Act Accessibility Guidelines (ADAAG), and Traffic Engineering Manual (TEM) as appropriate. It is anticipated that recommended countermeasures may include mid-block crossing, signalized intersection, or corridor-wide countermeasures. Proposed recommendations will be considered by corridor stakeholders to evaluate the feasibility of individual recommendations, implementation method for feasible recommendations, and potential funding sources.

Feasibility and Special Studies

The CONSULTANT may be required to develop or review Feasibility Studies and Special Studies including, but not limited to, Freeway Managed Lanes and Ramp Metering Studies, Freight Studies, Traffic and Revenue Studies, and Interstate Master Plans.

The CONSULTANT may be required to conduct or review Maintenance of Traffic / Lane Closure Analyses, including evaluation of lane and/or roadway/bridge closures or detours on the highway network. This task may also require the CONSULTANT to perform dynamic traffic or micro-simulation for operational analysis and presentation purposes.

Applied Research

Investigate transportation-related topics (e.g., transportation network companies on land use and travel behavior/trip making). Engage in research leading to results that may be applied to transportation planning and related challenges and opportunities in the region.

Cost-Benefit, Net-Present-Value, and Return on Investment Analyses

Provide expertise on benefit-cost analysis, net-present-value, and return on investment calculation tools used for decision making, including project prioritization. Apply this expertise in conjunction with work performed under other tasks in this Scope of Services.

Transportation Systems Management and Operations (TSM&O)/Transportation Demand Management (TDM)

To further efforts by the Department and partners to preserve capacity and improve the efficiency, safety, and reliability of the existing transportation system:

Provide expertise on TSM&O and TDM strategies to advance the integration of operational and behavioral solutions into the transportation planning process and promote implementation of multimodal, cross-jurisdictional systems, services, and projects designed to maximize existing transportation system performance.

Review of Local Government Comprehensive Plan (LGCP) Amendments

The CONSULTANT may be required to review LGCP amendments. Review of LGCP amendments must be performed in accordance with the laws and rules which are in place at the time of the review, currently found in Chapter 163, Florida Statutes (FS), Chapter 73C-40.0256, Florida Administrative Code (FAC), or their successors, and other District procedures that may be formulated during the contract period such as the DEPARTMENT's Transportation Impact Handbook. The CONSULTANT may be required to prepare the agency comments for the DEPARTMENT's submittal to local governments and the Florida Department of Economic Opportunity (DEO) in response to a local government Comprehensive Plan Amendment proposed action. The CONSULTANT review should identify and provide comments on issues within the DEPARTMENT'S jurisdiction related to state transportation resources and facilities of state importance that may be adversely impacted by the plan amendment, if adopted. The CONSULTANT may be required to attend meetings with the FDOT PM and local government staff to discuss issues and/or concerns. The CONSULTANT may be required to assist DEPARTMENT staff in various community outreach or coordination efforts as part of this task.

Transportation Impact Assessment Review

The DEPARTMENT may review transportation studies associated with land use proposals by a local government. The CONSULTANT may be required to review technical data and analysis and prepare comments. The review of technical data may include trip generation estimates, trip distributions, estimates for modal split based on qualitative and quantitative methodologies, operational analyses of facilities and intersections, and the identification of potential appropriate transportation mitigation and strategies. The CONSULTANT may be required to provide review comments in consideration of the DEPARTMENT's authority, transportation impact assessment best practices, and consistency with provisions of LGCPs and Land Development Regulations (LDRs) and their codes and ordinances. The CONSULTANT should monitor and understand changes in legislative requirements that may affect the DEPARTMENT's authority or local government requirements regarding provision of necessary transportation infrastructure.

Functional Classification of Roadways and Jurisdictional Transfers

The CONSULTANT may be required to classify, verify, or reclassify public highways based on federal and / or State functional classification systems. The CONSULTANT may be required to prepare documentation for the transfer of roadway sections to or from the State Highway System. Documentation packages normally include location maps, right-of-way maps, roadway construction plans, and related correspondence. The CONSULTANT may be required to coordinate with local government agencies and assist DEPARTMENT staff in various community outreach efforts as part of this task. In addition, the CONSULTANT may be required to integrate or assist DEPARTMENT staff in the integration of this data into DEPARTMENT databases such as the Roadway Characteristics Inventory (RCI) and/or GIS initiatives.

Strategic Intermodal System (SIS) Support

The CONSULTANT may be required to provide general assistance to the DEPARTMENT as related to the Strategic Intermodal System through a variety of transportation planning tasks. Tasks may include, but are not limited to, coordination of SIS projects between the DEPARTMENT and various stakeholders, collection and analysis of data, conducting studies, and review of reports and documents for SIS facilities.

Access Management Support

The CONSULTANT may be required to participate in the classification or reclassification of the State Highway System, in accordance with the guidelines and regulations set forth in Rule Chapter 14-97, FAC and any other supporting documentation. The CONSULTANT may be required to conduct field inventories of the State Highway System to confirm access management classification and perform public involvement duties, as needed, to support this task.

Develop and Test Alternative Land Use Scenarios

The CONSULTANT may be required to develop alternative land use and/or demographic scenarios for transit hub analyses, corridor studies, or larger scale land use changes. These scenarios may also incorporate assumptions on changes of policies, such as changes in building codes on parking requirements for residential, office, and/or retail land uses. The CONSULTANT may be required to test the interaction between alternative land use scenarios and their consequential changes on lifestyle and trip making patterns of personal and business type trips. These changes may include level of auto ownership, types of auto being owned, participation of car ownership sharing, uses of transit and carpooling, change of shopping locations, participation of telecommuting, and extent of web-conferencing utilization. The CONSULTANT may be required to apply multiple land use modeling tools to develop land use scenarios whereby the effects and merits of different land use models can be compared and their projections can be reconciled for a final forecast of each land use scenario. The CONSULTANT may be required to interconnect land use model(s) with multi-modal models to iteratively perform time-series micro simulations to demonstrate the evolutionary effect of travel behavior changes and travel demands.

Project Development

The CONSULTANT may be required to prepare various Project Development plans utilizing planning studies or other information available to support further analyses. The Project Development process should follow guidance provided by the FDOT PM and may include developing, comparing, and evaluating alternatives, stakeholder buy-in, alternative selection, developing final concept plans, and developing implementation strategies for programming subsequent phases. The CONSULTANT may be required to propose remedial measures and projects.

Model Application

The CONSULTANT may be required to perform or review model sub-area validation to support the PD&E Studies and Design Projects. The tasks may include, but are not limited to, socioeconomic data review, sub-area multi-modal model validation, model post processing, developing and applying specialized modeling procedures, as well as documenting and presenting model performance for the subarea.

The CONSULTANT may be required to perform tasks relating to the Florida Standard Urban Transportation Modeling Structure (FSUTMS) and/or CUBE Voyager which include, but are not limited to: providing technical support to Metropolitan Planning Organization (MPO) staff, Regional Planning Councils (RPC), and other local jurisdictions, attending meetings representing the District, providing technical assistance to outside agencies and firms as directed by the FDOT Project Manager (PM), implementing and supporting transit functions in all models, dynamically maintaining models as needs change, supporting new technology and methods as directed by the FDOT PM, and other tasks related to transportation modeling.

The CONSULTANT may be required to provide work elements in, but not limited to, the following areas pertaining to FSUTMS/CUBE modeling:

Model Validation and Development

The CONSULTANT may be required to check the validity of FSUTMS/CUBE models. This may require checking validation of base year models to ensure that they are within accepted tolerances, and reviewing future year models that have been modified to examine the impacts of proposed development and projected future conditions. The consultant may be required to develop and maintain special purpose models as assigned by the FDOT PM, i.e. Transit Model. The CONSULTANT may be required to develop, validate, re-validate, and / or maintain regional models involving multi county MPOs, as well as rural county models. The CONSULTANT may be required to coordinate with MPO and / or local staff(s) to ensure consistency with local development plans. These models may include a base year, interim year(s), and horizon year, cost feasible and needs networks. The CONSULTANT may be required to submit documentation on any changes or modifications made to FSUTMS/CUBE models in performing tasks assigned by the FDOT PM.

Model Updates and Data Collection

The CONSULTANT may be required to provide and develop data input files for the FSUTMS / Cube models, which may involve the development of future year data sets taking into account population changes, shifts in development areas, and large-scale projects with regional transportation impacts. The CONSULTANT may be required to act as a Department representative in coordinating with local staff to obtain this data.

Maintenance of Models

The CONSULTANT may be required to update and maintain the FSUTMS/CUBE models to future forecast years for the purpose of assessing existing, new, or proposed elements of the State Highway System. Such alternatives may include, but are not limited to, transit, tolls, multi modal elements, and other alternatives as directed by the FDOT PM. The CONSULTANT may be required to provide complete documentation of any and all changes or modifications made to the model datasets in performing this task. The CONSULTANT will be required to ensure that current models are performing properly in any future versions of FSUTMS / Cube, or any program which may replace FSUTMS/CUBE in the future. The

CONSULTANT will be required to make any necessary file, structure, or data changes to current models to insure compatibility with any future transportation modeling software, or updates to current software, and provide complete documentation as assigned by the FDOT PM.

File Hosting/Distribution

It is recognized that transfer of Cube Voyager/FSUTMS datasets are too large to be handled through simple email attachment, and the need to exchange this data in a timely fashion is critical to ongoing modeling activities. The CONSULTANT will be required to operate and maintain an Internet FTP (File Transfer Protocol) site with sufficient data storage and transfer capacity to facilitate the expedient exchange of FSUTMS/CUBE datasets between the CONSULTANT and Department staff. This FTP site will be available 24 hours per day, with suitable bandwidth available to move large data files in a reasonable manner. Access will be password / user login restricted to specific authorized users as specified by the FDOT PM. A secondary, non-password protected (anonymous FTP) area will be provided for Department approved file download and distribution to outside transportation model users. However, anonymous or unsecured users will not have file upload or deletion capabilities.

Mesoscopic Modeling Support

Due to the depletion of right-of-way reservations in large urbanized metropolises, transportation investments are shifting from building new highway capacities to maximizing their usage. Consequently, transportation planning is becoming more operational oriented. This paradigm shift requires a modeling approach that caps the flow of traffic demands to network capacity. Accordingly, the CONSULTANT may be required to perform mesoscopic modeling analyses using Dynamic Traffic Assignment (DTA) tools such as CUBE AVENUE. The CONSULTANT may be required to apply DTA in conjunction with other multi-modal models for rapid decision-making analysis on strategies of operating existing or proposed new roadway network facilities.

Metropolitan Transportation Planning

The CONSULTANT may be required to provide support to the DEPARTMENT in preparation of various documentation and correspondence with MPO/TPOs regarding projects and work program activities. The following task activities are representative of the types of assignments that the CONSULTANT may be required to perform under this contract:
The CONSULTANT may be required to provide support to the DEPARTMENT in preparation of various documentation and correspondence with MPO/TPOs regarding projects and work program activities. The following task activities are representative of the types of assignments that the CONSULTANT may be required to perform under this contract:

Transportation Improvement Plan (TIP) Amendment Reviews

Review and process TIP amendments for technical accuracy, including coordination with Work Program and Production Support.

State Transportation Improvement Plan (STIP) Amendment Reviews

Coordinate STIP amendments with the FDOT Central Office, Work Program and MPO/TPOs regarding issues and questions. The CONSULTANT may also be asked to prepare and process amendments.

Long Range Transportation Plan (LRTP) Review

The CONSULTANT may be required to provide reviews associated with an MPO/TPO's LRTP. This may include, but not be limited to, review of document for completeness, verification of project's inclusion in LGCPs, and ensure State and Federal planning requirements have been met.

Unified Planning Work Program (UPWP) Support

The CONSULTANT may be required to coordinate with DEPARTMENT work units to identify planning activities that integrate into MPO/TPOs work efforts and overlap with their areas of responsibilities. This effort may include editing or drafting work activity descriptions and providing estimates of costs.

Support to the State and Federal Certification Process

The CONSULTANT may be required to support Federal certification coordination with FDOT Central Office and other Districts, prepare certification questions, review certification responses, and prepare certification summaries.

Project Priority Lists

The CONSULTANT may be required to collect, review, and aggregate MPO/TPOs priority lists to support development of the DEPARTMENT's 5-Year Work Program. This review may address completeness of information and involve coordination with MPO/TPOs and local governments to verify accuracy and resolve any questions.

Work Program Mapping and Spreadsheets

The CONSULTANT may be required to create, update, or review Work Program amendments and prepare draft letters regarding Work Program projects, maps and summary spreadsheets.

Meeting Attendance

The CONSULTANT may be required to attend various MPO/TPOs related meetings which include those of the MPO/TPO Board, Technical Advisory Committee (TAC), Citizen Advisory Committee (CAC), and various other MPO/TPO specific subcommittees that may include, but are not limited to, Land Use, Level of Service, Bicycle and Pedestrian Advisory Committee (BPAC), or others. The CONSULTANT may be required to take notes at these meetings or prepare information on topics on which DEPARTMENT staff may be asked to speak.

IV. Specifications for Work Products

The CONSULTANT shall ensure that all Task Work Order (TWO) products be prepared on PCs using DEPARTMENT approved software, stored on DVDs/CDs, and copies provided to the DEPARTMENT. All documentation shall be in Microsoft Word, Microsoft Excel, and/or Adobe Portable Document Format (PDF). Any analysis files, programming source codes, form designs, raw source databases and other ancillary files shall be transferred to the DEPARTMENT at the closure of each work order, or at any moment specified by the DEPARTMENT Project Manager.

The CONSULTANT shall complete all work performed under this contract in accordance with current DEPARTMENT Policies, Procedures, Guidelines, Standards, and other information applicable to the services. The CONSULTANT shall correct or revise, without any additional compensation, any work product that is found to be in error or deficient. The CONSULTANT shall perform all analyses, develop recommendations, and document all by specific time as defined in each of the TWO assignments. The CONSULTANT shall copy the FDOT PM on any and all correspondence (phone calls, email etc.) related to task assignments.

All work prepared by the CONSULTANT as part of this contract will be the sole property of the DEPARTMENT. All files, software, graphics, or any related materials developed for the DEPARTMENT through this contract will be specified in each TWO as a deliverable.

V. Method of Compensation

Payments for each TWO will be specified on the corresponding Letter of Authorization. After negotiations, the DEPARTMENT will issue the Letter of Authorization for each TWO, which will include a Scope of Services (containing a description of the expected work tasks, schedules, staffing requirements, and documentation requirements), a staff hour estimate, and the total allowable cost. The required FDOT TWO form must be prepared and signed by both the CONSULTANT PM (or designee) and the FDOT PM prior to the initiation of any associated work.

VI. Responsibilities of the Department

The DEPARTMENT will provide a FDOT PM, who will be responsible for the day-to-day management of this contract, including coordination with the CONSULTANT pertaining to the development and execution of all TWOs. The FDOT PM will direct the CONSULTANT's work through TWOs that describe the project (or task) requirements for which CONSULTANT services are required. The CONSULTANT may assist in the preparation of a given TWO, including the clarification of production and technical details. The DEPARTMENT will designate a FDOT Professional Services Contract Manager who shall represent the DEPARTMENT in all matters pertaining to contract administration.

VII. Responsibilities of the Consultant

The CONSULTANT shall provide an overall PM who will be the CONSULTANT's primary point of contact for the scope, schedule and staff coordination, negotiation of task man-hours and completion of all TWOs. The CONSULTANT PM shall meet with the DEPARTMENT PM on a regular or scheduled basis, and shall provide a project schedule and submit monthly progress reports for all active TWOs to the FDOT PM that details staff hours worked by task. These progress reports shall be the basis for evaluation, processing, and approval of all CONSULTANT invoices presented to the DEPARTMENT for payment.

The CONSULTANT shall provide and maintain a list of staff of the following classifications that would be available to be assigned to specific TWOs:

- Project Manager;
- Planner, Project Planner, Senior Planner, Chief Planner;
- Engineer or Senior Engineer;
- Engineer Intern;
- Engineering Technician or Senior Engineering Technician;

Community Outreach Specialist;
Clerical.

The CONSULTANT must obtain approval from the Department Project Manager for any modifications or additions to the list of available staff prior to the initiation of any work by the individuals involved. If, applicable, new job classifications may be added to the contract via a contract amendment. The CONSULTANT shall submit a copy of the resume and payroll register when staff is added.

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 FDOT PM, in a timely manner within the TWO schedule. These key personnel, including the CONSULTANT PM, shall possess superior verbal and writing communication skills, can translate complex technical analysis findings into common language, and be capable of presenting results and conclusions in a concise manner that is intuitively understandable to elected officials and the public. If, at any time, the FDOT PM determines that the number or expertise of particular staff assigned to a specific task is inadequate, the FDOT PM shall coordinate with the CONSULTANT PM to immediately remedy the situation to ensure the timely completion of the TWO assignment.