

DISTRICTWIDE MODAL INSPECTION CONSULTANT SERVICES
SCOPE OF SERVICES
FM# 435140-3-12-01 and 435140-3-12-02
Ad # 19625 and 19626

Major Work:

99.0 – Other Professional Services

Minor Work:

6.1 - Traffic Engineering Studies
6.2 - Traffic Signal Timing
6.3.2 - Intelligent Trans Systems Implementation
7.1 - Signing, Pavement Marking and Channelization
7.2 - Lighting
7.3 - Signalization
8.4 - Right of Way Mapping
13.3 - Policy Planning
13.4 - Systems Planning

Objective:

These contracts will involve assisting the Florida Department of Transportation District Six Modal Development Office with professional and technical services performing multimodal inspections and reports, project site visits, transit system safety, security, vehicle maintenance, plans reviews, transit system vehicle inventory, park-and-ride inventory, subrecipient procurement reviews, fixed guideway oversight, Title VI program compliance, and other modal related services for Aviation, Intermodal, Rail, Seaport and Transit projects in Miami-Dade and Monroe Counties on a task assignment basis.

DISTRICTWIDE MODAL DEVELOPMENT OFFICE CONSULTANT SERVICES
SCOPE OF SERVICES

- I. Purpose

- II. Services to be provided
 - A. Transit Services
 - B. Aviation Services
 - C. Intermodal Services
 - D. Seaport Services
 - E. Rail Services

- III. Work Order/Task Authorization

- IV. Administration and Management
 - A. Notice to Proceed
 - B. FDOT Standards
 - C. Third Party Involvement
 - D. Work Expectations

- V. Progress Reporting and Coordination
 - A. Contract Status Meeting
 - B. Contract Documentation
 - C. Notification

- VI. Subcontracting Services

PURPOSE

The Modal Development Consultant (Consultant) for the Florida Department of Transportation (FDOT), Modal Development Office (MDO), District Six, shall assist said office by providing inspection/site visits services to support the Modal Development Office. Services shall include, multimodal inspections and reports, project site visits, multimodal inventories, transit systems safety plans reviews, transit system vehicle inventory, park-and-ride inventory, for Aviation, Intermodal, Rail, Seaport and Transit projects in Miami-Dade and Monroe Counties. FDOT will provide a Project Manager for the administration of this agreement. The Consultant should be familiar with all applicable Florida Statutes, Florida Administrative Codes, Code of Federal Regulations, Federal Guidelines and FDOT Procedures, and Standards that pertain to this Scope of Services.

It is expected that the Consultant, or through the use of qualified sub-consultants shall have specific technical knowledge in safety and program oversight inspection in each program areas of Aviation, Intermodal, Rail, Seaport and Transit.

It shall be the Consultant's responsibility to utilize the best judgment, practice and principles possible during the execution of the work commissioned under this contract. The Consultant shall demonstrate good project management practices while working on this contract. These include communication with the Department and others as necessary, management of time and resources, and documentation.

The Consultant shall set up and maintain throughout the performance of each task a contract file in accordance with Department procedures. FDOT will provide contract administration, management services, and technical reviews of all work associated with the development and execution of each task. FDOT will provide job specific information and functions as outlined in this Scope of Services. The Consultant shall perform all services as requested and directed by the Department's Project Manager.

III. SERVICES TO BE PROVIDED

A. TRANSIT SERVICES

1. Safety Compliance Inspections and Reports

a. Background and Descriptions

Florida Statute 341.061 requires the Florida Department of Transportation to develop and promulgate administrative rules that provide equipment and operational safety standards governing fixed guideway transit and public-sector bus systems. Rule Chapters 14-15.017 and 14-90, Florida Administrative Code (FAC) establishes the minimum safety standards. Bus and rail transit systems that are wholly or partially funded by the State are required by these rules to develop, adopt and implement System Safety Program Plans (SSPP) that address the minimum safety standards.

The SSPP's developed by the transit systems must address the elements and standards in Rule Chapters 14 -15.017 and 14-90 regarding equipment and operational safety. Compliance with these requirements and regulations is currently accomplished and monitored through a self-certification process. Annually, each system must submit a safety certification to the Department attesting to the following:

- (1) The adoption of a SSPP pursuant to safety standards set forth in Rules 14-15.017 and 14-90, FAC.
- (2) Compliance with the adopted standards in the SSPP.
- (3) Performance of annual safety inspections on all operational buses.

b. Objective

It is the objective of the FDOT to have the Consultant review the adoption and implementation of each System's Safety Program Plan pursuant to Florida Statute 341.061 and Rule Chapters 14-15.017 and 14-90, FAC. This is to be accomplished by examining selected equipment and operational safety records to verify compliance with minimum established standards.

The product of these examinations shall be a formal report of each safety compliance review. This work requires close coordination between the Consultant, the FDOT and the bus or rail transit system. The Consultant shall maintain communication with the FDOT project manager regarding all activities associated with the performance of this work. The Consultant shall be well acquainted with all pertinent laws, rules, procedures and guidelines with respect to bus transit system equipment and operational safety standards that include, but are not limited to, the following:

- (1) Florida Statute 341.061
- (2) 49 CFR Part 659
- (3) Rule Chapter 14-15.017, FAC
- (4) Rule Chapter 14-90, FAC
- (5) Bus Transit Safety Program Procedure No. 725-030-009
- (6) Fixed Guideway Transportation Safety Program Manual No. 725-030-014

c. Schedule Safety Compliance Reviews

The Consultant shall perform a safety compliance review of each bus or rail transit system as identified by the Project Manager. A list will be provided with the management contact, address and telephone number for each system in FDOT District Six. Upon

completion of the reviews, a draft report shall be submitted within two weeks with the final report completed within four weeks.

The Consultant shall develop a tentative time schedule for implementation of the entire review process. A schedule shall be established that will give each of the systems a minimum of two (2) weeks written notification prior to a review. Scheduling shall be tentatively arranged by telephone or in person with each system prior to written notification. The scheduling of reviews shall be coordinated with the Project Manager.

The FDOT may schedule follow-up reviews for a particular system if the findings indicate that an unsafe condition exists. If the unsafe condition requires immediate attention, the Consultant shall immediately notify the Project Manager. Under most circumstances, follow-up reviews will focus only on those areas determined as being in non-compliance and creating an unsafe condition. The necessity and frequency of follow-up reviews shall be determined by the Project Manager. The consultant may also be requested to prepare responses to Agencies on their review responses.

d. Conduct Safety Compliance Reviews

The Consultant shall conduct safety compliance reviews in accordance with guidelines provided in the Bus Transit Safety Program Procedure No. 725-030-009 and the Fixed Guideway Transportation Safety Program Manual No. 725-030-014. The reviews shall be performed on-site at the administrative and/or operational location(s) of the bus or rail transit system, as required. Immediately preceding the review, a brief meeting shall be held between the Consultant and a representative of the bus transit system. The purpose of the meeting shall be to describe the safety compliance review process, discuss the items to be reviewed and coordinate access to appropriate files and records. The areas to be examined during a bus system review are in the procedure.

A sampling of records shall be performed in each one of the above review areas. The percentage of records sampling for each of these areas at each bus transit system shall be according to the following criteria:

<u># of Operational Buses</u>	<u>% Records Sampling</u>
1 - 10	100%
11 - 25	70%
26 - 50	40%
51 - 150	25%
151 - 250	20%

The criteria for a fixed guideway transportation system safety and security review are in the Safety and Security Oversight Program Manual.

Information shall be provided for the following four (4) categories under each area reviewed:

- (1) Areas of Concern
- (2) Deficiency
- (3) Recommendations
- (4) Observations

The reviews shall be organized and conducted in a manner that will minimize the time spent at the bus or rail transit system's facilities and to prevent any unnecessary interruptions to personnel or operations.

Only those records and files pertinent to the accomplishment of the review shall be examined. All information extracted from files and records shall be accurately and properly documented to preclude inconclusive findings and reporting of erroneous data.

During the review, the Consultant shall make every effort possible to obtain and/or clarify from the transit system any information that appears missing or incomplete.

Upon completion of the review, a brief meeting shall be scheduled with a representative of the transit system to provide the transit system's management with a preliminary overview of the findings.

During this time, management shall be advised of any unsafe practices requiring immediate corrective action. The Consultant shall immediately notify the FDOT Project Manager concerning the identified unsafe condition(s). A written report describing in detail the particular unsafe condition shall be submitted to the Project Manager within twenty-four (24) hours following notification.

e. Prepare Safety Compliance Review Reports

The Consultant shall prepare a technical report of each safety compliance review conducted. The report shall be in a format similar to that of model and sample reports. The report shall include information for the four (4) categories as stated above.

FDOT shall establish the compliance timetable based on the findings, recommendations and requirements contained in the report. The information contained in these categories shall be of

sufficient detail for FDOT to develop an appropriate compliance timetable. The report shall state the number of records reviewed for each area and the percentage of records sampling performed.

Five (5) copies of the report shall be submitted to the FDOT. In addition, a copy of the report shall be provided to the Project Manager in electronic format. Reports shall not be publicized or used for any other purpose by the Consultant without the written consent of the Department.

3. Park-and-Ride Facilities Inspections

a. General

In accordance with FDOT Procedure No. 725-030-002 each Park and Ride Facility shall be physically inspected annually. Inspections shall be conducted on weekdays during peak-use hours. In District Six, there are approximately thirty (30) facilities to be inspected in accordance with the Procedure. Most Park and Ride Lot locations belong to Miami-Dade Transit in District 6. Several sites are operated by Tri-Rail and a few sites are managed by the Department. New sites are being developed by Miami-Dade Transit and therefore the number of sites to be inspected is expected to increase during the life of this contract.

b. Facility Inspections Criteria

(1) Physical Characteristics

The Consultant shall physically inspect each facility noting the condition, maintenance and usage of the property. Each facility shall be inspected using the FDOT's Maintenance Rating Program. Notice shall be made of cleanliness of the facility, condition of the pavement and markings, signage bicycle facilities and lighting.

(2) Problems and Deficiencies

The Consultant shall document in writing and photographically any problems/deficiencies observed.

(3) Security

The Consultant shall document the presence or lack of security provisions (guards, surveillance cameras, call box or phones).

(4) Vehicles

The Consultant shall count and record the number of vehicles occupying the facility at the time of the inspection.

c. Photographs

The Consultant shall photograph each facility in color using a camera capable of time/date stamping each print.

d. Facility Inspection Report

The Consultant shall prepare an inspection report for each facility. Five (5) copies of the report including photographs shall be provided. An electronic version of the report shall also be provided. The report shall have a table of contents, be paginated, and include a tab for each location inspected.

At a minimum, the report must contain the following elements:

- (1) Property Name
- (2) Address
- (3) Date/Time of Inspection
- (4) Property Description
- (5) Findings
- (6) Parking Capacity
 - i. Disabled
 - ii. Stroller
 - iii. Total parking spaces including disabled and stroller parking
- (7) Number of Spaces Occupied
- (8) Occupancy Rate
- (9) Transit Services Provided

A summary page listing all lots inspected, # of spaces, occupancy rate, and their condition shall be provided by the Consultant.

4. Vehicle Inventory for FTA Section 5310 and 5311 Programs

a. General

- (1) The Consultant will conduct a biennial vehicle inventory as required by the Federal Transit Administration (FTA) for recipients of Federal funds under Section 5310 and Section 5311 or on vehicles purchased with 50% or more State funds. The requirement for this work is in 49 CFR, Part 18, Subpart C. Section 32 (d)(2) which states "A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years".
- (2) The Consultant shall have access to, and shall perform data collection functions compatible with, FDOT's recording system.

- (3) The Consultant shall provide personnel that have basic knowledge of vehicle performance characteristics, preventive maintenance functions and requirements. The Consultant shall have knowledge and ability to gauge the general condition of a vehicle.
- (4) Each Agency will be notified in writing of the audit results.

b. Tasks to be Performed

- (1) The Consultant shall schedule and conduct site visits for all appropriate grantee agencies within the operating jurisdiction of FDOT District Six. The latest listing of agencies, with addresses and contact names will be provided by the District Project Manager.
- (2) Each agency shall be asked, by the Consultant, to provide a copy of their latest total vehicle inventory. The Consultant shall verify this listing against the inventory provided by the FDOT and make any additions or updates to the list provided, as appropriate. The funding source for vehicle procurement shall be verified for all vehicles. Each vehicle identified as procured under the two specified federal programs, Section 5310 and Section 5311 or applicable state programs shall be visually inspected, the current mileage/date recorded for each vehicle, along with the pertinent data specified in the "work sheet" provided by the FDOT. These elements will include, but not be limited to, type of wheelchair accessibility accommodations, number of ambulatory seats and number of wheelchair tie-down positions.

The Consultant shall photograph each vehicle to document its condition. A minimum of two (2) photographs shall be taken of each vehicle. One photograph shall be of the rear of the vehicle including its FDOT vehicle number. Photographs shall be time and date stamped.

The report shall have a title page, table of contents, be paginated and have a tab for each agency inspected.

- (3) The Consultant shall also provide the District with any corrections of agency address, phone numbers, and contact person. The Consultant shall document appropriate use of the vehicles, preventative maintenance, activities and practices, and overall condition of the vehicles inspected. The Project Manager will provide all documentation required for the proper preventive maintenance of the vehicles.

- (a) The Consultant shall update all vehicle records in the District's Inventory System. Vehicles identified as a result of the site visits, but not previously carried in the inventory system, shall be flagged as new entries. The Consultant shall assure that the placement of the Department's unique identifier numbers has been accomplished by the agencies.
- (b) There may be certain agencies listed as owners of record for vehicles that do not operate the units. The vehicles are leased out or sub-contracted for operation. Such activity shall be documented with the operator specified, including: address, contact person, telephone number and any other pertinent data such as types of services rendered.
- (c) Status of vehicle procurement in process shall be documented.
- (d) The Consultant shall prepare a technical report of each vehicle inventory management review conducted. (Form #725-030-25)
- (e) The Consultant shall be familiarized with the requirements of 49 CFR, Part 18, and the final activity report should address those issues, such grant condition performance, pertinent to Subpart B, Section 12, "High Risk Grantees".

c. FDOT Responsibilities

Provide Consultant with the latest available:

- (1) Agency addresses with contact names and phone number(s).
- (2) Vehicle Inventory listing for each program fund source (Section 5310, Section 5311 and State).
- (3) Information on vehicles leased or transferred to a third party operator.
- (4) Vehicle Inventory procedure with Work Forms attached. (Form 725-030-025)
- (5) Program of Projects for grants approved within the last three years, wherein capital acquisitions are specified.
- (6) Any other appropriate information that will further complete and accurate final inventory.
- (7) Listing of assigned vehicle control numbers, as appropriate, for those vehicles in the "pipeline", not yet entered into the inventory system.
- (8) Copies of all identified references, as requested.

B. AVIATION SERVICES

Project Management Site Visits

The Consultant will be required to schedule and conduct annual site visits and a final inspection upon project completion. The visit will be documented to include photos, verifying progress per project and in a manner consistent with the terms of the Joint Participation Agreement / Public Transportation Grant Agreement, and that allocated funding is being used for the purpose for which it was intended.

C. INTERMODAL SERVICES

Project Management Site Visits

The Consultant will be required to schedule and conduct annual site visits and a final inspection upon project completion. The visit will be documented to include photos, verifying progress per project and in a manner consistent with the terms of the Joint Participation Agreement / Public Transportation Grant Agreement, and that allocated funding is being used for the purpose for which it was intended.

D. SEAPORT SERVICES

Project Management Site Visits

The Consultant will be required to schedule and conduct annual site visits and a final inspection upon project completion. The visit will be documented to include photos, verifying progress per project and in a manner consistent with the terms of the Joint Participation Agreement / Public Transportation Grant Agreement, and that allocated funding is being used for the purpose for which it was intended.

E. RAIL SERVICES

1. Construction Site Visits, Inspections and Complaint Resolution

The consultant shall perform site visits of all signal and surface rail projects performed by the rail companies and funded by the Department. Inspections shall be done during construction and for final acceptance.

On Rail Complaints Resolution, Investigate, gather data, prepare reports, make recommendations, and follow up on these recommendations until resolved. Coordinate with the Intermodal/Rail Programs Administrator to

make sure the party filing the complaint has been informed of the resolution.

2. Signal Safety Program

Perform an annual team visit of approximately 15 at-grade crossings to inspect and implement signal safety recommendations. The team includes experts from Miami-Dade County, Railroad Companies (FEC & CSX), FDOT Central Office Rail personnel, FDOT Safety Engineer, and the District Intermodal/Rail Programs Administrator. This program includes the following tasks:

Site Selection - Analyze Crash and Accident Data, Traffic data (AADT, T-factors, school buses, pedestrians, etc), Rail Operational Data (includes surface type, number of trains, speed, type of safety equipment on site, and others). Based on this analysis the team will select 15 to 20 sites for inspections. The sites are selected for Rail Signal Equipment improvements only.

Participate in the Diagnostics field review, and prepare the field review packages for all participants. Participate with the team in the assessment of the existing conditions of the at-grade crossing, in terms of traffic operations, train safety and operations, roadway safety, pedestrian activity, roadway features and ROW issues.

Prepare Final Report- Prepare a report including maps, sketches, and field sheets to include all of the team's recommendations. This report must have all recommendations separated by agency responsible for implementation.

III. WORK ORDER/TASK AUTHORIZATION

Services to be provided by the Consultant under this agreement shall be initiated and completed as directed by the FDOT. Individual tasks will be assigned by FDOT through "Letter of Authorization" (LOA) and/or "Notice to Proceed" (NTP) with payment method and time to be as specified in the Authorization. It is not necessary for each Task in this Scope to be issued a NTP or LOA during the duration of the Contract, since certain Tasks may not be required to be performed.

IV. ADMINISTRATION AND MANAGEMENT

A. NOTICE TO PROCEED

Services to be provided by the Consultant under this agreement shall be initiated and completed as directed by the FDOT. Individual tasks will be assigned by FDOT through "Letter of Authorization" (LOA) and/or Notice to Proceed (NTP) with payment method and time to be as specified in the Authorization. It is not necessary for each Task in this Scope to be issued a NTP or LOA during the duration of the Contract, since certain Tasks may not be required to be performed.

B. FDOT STANDARDS

FDOT will provide current standards, policies, manuals, files and any other data available for use on this contract.

C. THIRD PARTY INVOLVEMENT

When necessary, FDOT will provide letters of introduction to other persons or agencies, such as to property owners for access to private properties, or to railroad companies for information requests.

D. WORK EXPECTATIONS

FDOT will provide general philosophies and guidelines of the Department to be used in the fulfillment of this contract. Objectives, constraints, and limitations will be completely defined by the Department.

V. PROGRESS REPORTING AND COORDINATION

A. CONTRACT STATUS MEETING

To maintain continuous interaction, the Consultant shall attend coordination meetings as required by the Modal Development Office staff to discuss the status of the work schedule(s) and project(s) in progress.

B. CONTRACT DOCUMENTATION

Upon completion of each activity, the Consultant shall provide to the FDOT written documentation describing how, when and where each activity was conducted. All such documentation and correspondence shall be directed to the Project Manager.

C. NOTIFICATION

The Consultant shall advise the FDOT prior to any field activity in sufficient time for assignment of MDO personnel to accompany or join the Consultant in the activity. The Consultant's schedule shall be made known to FDOT at all times.

VI. SUBCONTRACTING SERVICES

Due to the nature and scope of the required services, it may be desirable for the Consultant to subcontract portions of the work. The Consultant shall be authorized to subcontract these services under the provisions of this Agreement. Subcontracting firms must be approved and pre-qualified by the FDOT prior to initiation of any work and must be named in the agreement or any amendment thereto.