Exhibit “A”
Statewide Policy Planning

I. PURPOSE

The Department requires the professional services of a consultant to support Central Office, Office of Policy Planning (OPP) staff in performing various operating and work program tasks, including:

- Updating and implementing the Florida Transportation Plan (FTP)
- Developing transportation policy recommendations and guidance
- Developing implementation guidance, such as handbooks, training materials, webinars, computer-based training, training courses, tools, and tool kits
- Conducting peer review or literature reviews, information searches, or other analyses
- Analyzing, and applying transportation, economic, demographic, technology, or other trends
- Developing revenue forecasts, performance measures and targets, and cost-benefit analyses
- Coordinating public and partner involvement
- Preparing transportation planning studies for statewide, interregional, large-scale, long-term transportation needs
- Event and meeting planning

These tasks may address long-range transportation planning, like the FTP and the Strategic Intermodal System; planning studies, framework, and consistency; planning and environmental linkages; metropolitan, non-metropolitan and rural planning; community planning; resilience and other environmental issues; automated, connected, electrified and shared vehicles; revenue, financial, and economic studies; transportation project funding and programs, such as transportation alternatives; performance management; public and partner involvement; conference planning, like TransPlex and Focus on Community; bicycle and pedestrian issues; air quality standards; multimodal planning; and other activities of the Office of Policy Planning.

II. PROJECT APPROACH

The Consultant Team will be required to assist the Office of Policy Planning in the performance of some or all of the tasks as identified in the next section of this Scope of Services. The Consultant Team’s work will be managed by a Department Project Manager, who will provide a specific definition of the work for each task to be performed by the Consultant as defined in this Scope of Services (see next section) through the issuance of a Task Work Order for each task.

Each Task Work Order shall identify a Department Project Manager who will manage the task, maintaining coordination with the Department Project Manager. Each Task Work Order shall include product/deliverable requirements, schedules, staffing requirements (to include the amount of time the Consultant staff must be in Tallahassee), documentation requirements, and details of compensation.

Each Task Work Order shall be developed by the Department Task Manager and/or Project Manager; approved by the Director, Office of Policy Planning; and issued by the Department Project Manager in writing to the Consultant Project Manager for execution by the Consultant prior to any work on the task being initiated.

III. TASK DESCRIPTIONS
Miscellaneous Services

- Designing, developing, publishing, and distributing documents, newsletters, brochures, presentation materials, websites, surveys, or other publications in support of one or more tasks.
- Providing assistance in developing and holding meetings, workshops, summits, and symposia on transportation planning or transportation related subjects.
- Providing assistance in developing and holding external and internal meetings, including steering committee, advisory group, and task force meetings, meetings with elected officials and high-level executives, staff-level meetings, meetings with FDOT district staff, statewide meetings, etc. Assistance may include scheduling and location coordination, agenda preparation, presentation development, coordination with speakers/presenters, meeting material preparation, meeting summaries, and related outreach.
- Participation in review of various OPP documents, revising them as required, and providing assistance to publications staff as required as they prepare for printing.
- On-site support, as needed.

Updating and Implementing the FTP

The Consultant Team will be required to provide professional services in updating and implementing the Florida Transportation Plan and other related plans, including:

- Develop, update, amend, or revise the FTP, which complies with state and federal laws and regulations
  - Vision, Policy, and Implementation Elements (see www.floridatransportationplan.com)
  - Related performance measures and targets and consideration of performance during plan development
  - Related goals, objectives, and strategies of other plans, including safety plans, modal plans, metropolitan planning organization long range transportation plans, transportation and transit asset management plans
- Develop and help implement a public and partner involvement plan for the FTP, which complies with state and federal laws and regulations
  - Identification of stakeholders
  - Create presentations, outreach materials
  - Tracking of contacts
  - Develop and support partner and public workshops or meetings
  - Coordinate public and partner involvement with FDOT district offices
  - Assist with coordination with Metropolitan Planning Organizations (MPOs), Native American tribes, and other specific groups to meet federal requirements
- Develop a work plan for FTP update and implementation
  - Milestones and timelines
  - Pre- and post-FTP update activities, including research, trends, preliminary and follow-up partner outreach, Steering and/or Implementation Committee maintenance and support, performance monitoring
- Coordinate FTP activities with activities of other plans, both internal and external to FDOT
- Coordinate FTP with Strategic Intermodal System (SIS) Policy Plan
• Document FTP processes, public and partner involvement, and implementation efforts
• Produce FTP Vision, Policy, and Implementation Elements
  o Publication layout and design
  o Website content
  o Publication content
• Coordinate FTP implementation activities
  o Implementation Element at www.floridatransportationplan.com
  o Performance snapshot at www.floridatransportationplan.com
  o Implementation committee meetings, which occur at least twice a year outside the refresh/update cycle
  o FTP Champions support – coordinating with champion teams
  o Capturing and documenting implementation activities by FDOT and partners

Developing Transportation Policy Recommendations and Guidance

The Consultant will be required to provide professional services related to policy development. Policy topics may include but are not limited to: FTP and SIS; modal areas; planning studies, framework, consistency; planning and environmental linkages; metropolitan, non-metropolitan, and rural planning; community planning; resilience; environmental issues; automated, connected, electrified, and shared vehicles; revenue, financial, and economic issues; transportation project funding and funding programs; performance management; public and partner involvement; sociocultural effects; bicycle and pedestrian issues, and other related topics.

• Provide expert analysis on federal and state laws and regulations, including proposed or pending rules or legislation
• Interpret federal and state laws and regulations and draft FDOT policy as requested
• Draft FDOT policy or technical memoranda or guidance
• Propose policy framework or processes to comport with federal and state requirements
• Consider existing policy, processes, or management direction with respect to policy development
• Updating documents like the Non-Metropolitan Consultation Process to comply with federal and state regulations
• Provide expertise in all areas listed above, including both technical and policy level
• Provide expertise in community planning, resilience, and environmental issues
• Support planning processes for rural, non-metropolitan, and metropolitan planning, including day-to-day activities of OPP, identifying efficiencies or improvements, and working with internal and external partners

Developing Implementation Guidance

The Consultant will be required to provide professional services related to implementation guidance. Topics may include but are not limited to: FTP and SIS; modal areas; planning studies, framework, consistency; planning and environmental linkages; metropolitan, non-metropolitan, and rural planning; community planning; resilience; environmental issues; automated, connected, electrified, and shared vehicles; revenue, financial, and economic issues; transportation project funding and funding programs;
performance management; public and partner involvement; sociocultural effects; bicycle and pedestrian issues, and other related topics.

- Draft handbooks, manuals, technical memoranda, or other guidance documents. Specific examples include transportation planning processes/studies; MPO Program Management Handbook; Community Planning Guidance; OPP’s Communications Strategy; OPP Product Catalog and desktop procedures; Public Involvement Handbook.
- Provide expertise on subject matter based on education, experience, and examination of notable practices, innovations, case studies, or other knowledge.
- Offer ideas for enhancing, improving, streamlining, and aligning processes.
- Offer ideas for best or notable practices.
- Coordinate with other experts, which may include OPP staff, other planning offices, modal offices, district staff, and external partners, among others.
- Create training solutions, including webinars, computer based training, in-person courses, curricula, materials and handouts, presentations, videos, interactive surveys or tools. Specific examples of training needs include public and partner involvement; community planning; MPO liaison training; planning consistency; planning studies.
- Develop tool kits, such as website content, interactive tools, references or tools from other sources, etc.
- Prepare and present, where appropriate, content at conference sessions, webinars, working groups.
- Document implementation progress, write white papers, conduct in-depth analyses, collect and analyze data, interview experts and partners, facilitate meetings or working groups, and other related activities.
- Facilitate peer reviews, workshops, committee meetings, and other related activities.

Conducting Peer Reviews, National Scans, or Literature Reviews, and Analyzing and Applying Trends, Notable Practices, Laws and Regulations

The Consultant will be required to provide professional services related to identifying and evaluating literature, case studies, practices, laws, regulations, trends, data, and existing research; conducting peer reviews or national scans; and analyzing and applying trends, notable practices, and laws and regulations. Topics may include but are not limited to: FTP and SIS; modal areas; planning studies, framework, consistency; planning and environmental linkages; metropolitan, non-metropolitan, and rural planning; community planning; resilience; environmental issues; automated, connected, electrified, and shared vehicles; revenue, financial, and economic issues; transportation project funding and funding programs; performance management; public and partner involvement; sociocultural effects; bicycle and pedestrian issues, and other related topics.

- Identify need for studies or trends analyses as they relate to the work of OPP
- Assess available information
- Identify how and where to obtain applicable and relevant information
- Conduct analyses, peer reviews, national scans, or other related activities
- Synthesize information and document planning implications
• Provide recommendations based on research
• Collect and/or analyze data (purchase of data is not authorized under this contract)
• Forecast data trends
• Write white papers, explanations, summaries, reports, or other related documents related to research or analysis
• Document processes
• Coordinate with OPP staff, other FDOT staff/data owners, other consultants, other states, federal agencies, MPOs, Regional Planning Councils (RPCs), and other partners or subject matter experts
• Provide raw and analyzed data in format required by FDOT (purchase of data is not included in this scope of services)
• Use OPP tools for data analysis
• Ensure quality control of data collection and analysis

Produce infographics, charts, tables, spreadsheets, images, or other visual products. Specific examples include the FTP Performance Snapshot, FTP trends, Setting the Stage, Transportation Performance Measures and Targets.

Developing Revenue and Cost Forecasts and Cost-Benefit Analyses

The Consultant will be required to provide services related to developing revenue and cost forecasts, and cost-benefit analyses, including both quantitative and qualitative analyses. Work may include but is not limited to: long range revenue forecast used by the MPOs for development of their Long Range Transportation Plans; cost indicators or forecasts; macroeconomic analysis; cost-benefit and/or return on investment analysis.

• Provide economic expertise, technical work, framework, and recommendations
• Develop, maintain, and/or enhance economic analysis tools used by FDOT, including the Florida Macroeconomic Analysis Model and the Multimodal Economic Tool
• Provide economic analysis and technical input to FDOT as it relates to the FTP, SIS Policy, and other OPP activities
• Support the FDOT economic analysis task team, through presentations, meeting materials, facilitation of discussion, and demonstrations
• Update the long range revenue forecast using accepted and approved methodologies, which may involve data collection and analysis, revisions to models or existing processes, coordination with internal and external stakeholders
• Update the macroeconomic analysis of the FDOT work program, which typically is updated every five years
• Draft, update, or revise policies or procedures related to revenue estimating, revenue or cost forecasts, economic or financial analyses
• Compile and analyze data related to cost indicators, inflation, and other trends that may affect costs, revenue, or economic/financial analyses

Supporting Transportation Performance
The Consultant will be required to provide professional services related to transportation performance measures and targets, for FDOT management, for system performance as it relates to the FTP, and to comply with federal performance requirements.

- Provide performance management expertise, to include knowledge and experience with Federal Highway Administration (FHWA) and National Highway Traffic Safety Administration (NHTSA) performance rules and requirements
- Analyze data, calculate, and forecast performance measures and targets, specifically for safety-related measures, but also for other required measures as needed
- Develop, maintain, or enhance performance management tools and resources for use by the MPOs as well as FDOT
- Evaluate, analyze, and draft performance-related white papers, technical memorandum, policy statements, agreements, and processes
- Support the coordination of performance measures and targets with other FDOT offices and MPOs, including the MPO Advisory Council (MPOAC), MPO leadership, individual MPOs
- Document decisions and processes for performance measures and targets showing compliance with federal requirements
- Provide related content for presentations, trainings, and websites
- Track performance measures and targets for compliance dates, progress, and other compliance requirements
- Assist with coordination with FHWA
- Monitor federal regulations and discuss upcoming rule changes or policies and their implications for FDOT and MPOs

Coordinating Public and Partner Involvement and Sociocultural Effects Evaluation

The Consultant will be required to provide services for public involvement and sociocultural effects related to transportation planning, project development, environmental review, Efficient Transportation Decision Making, design, construction, maintenance, transit, and other areas as required.

- Assist with public involvement and sociocultural effect training classes, including preparing materials, coordinating registration and set up, teaching portions of the classes, and participating in preparatory meetings
- Review, revise, and maintain public involvement and sociocultural effects guidance materials to keep them up to date with current practices and purposes.
- Provide comment on related manuals or handbooks for consistency and accuracy
- Assist in the review of environmental documents for compliance with FDOT, state, and federal procedures as it relates to public and partner involvement and sociocultural effects evaluation
- Coordinate with Office of Environmental Management, districts, and others as needed
- Develop presentations and supporting materials as requested
- Review and analyze information related to national public involvement initiatives and support the department in identifying research topics and addressing and incorporating notable practices or new methodologies

Conducting Transportation Studies
The Consultant will be required to provide professional services related to conducting transportation studies, which may include large-scale, interregional corridor, multi-modal, or long-range future studies. This work may include the following knowledge, skills, and abilities: technical analysis, planning practices, partner and public engagement, transportation modeling, project development, alternatives identification, criteria, and selection, federal planning requirements, planning and environmental linkages, land use and local government comprehensive plan processes and practices, among others.

- Provide transportation planning expertise.
- Provide expertise in working with diverse partners with diverse goals and objectives
- Prepare background information, including data analysis, synthesis of plans and programmed projects, identification of affected stakeholders, businesses or interests, identification of potential environmental issues, review of safety issues, review of other related studies or plans, and related activities.
- Prepare maps, presentation, and other analysis or meeting materials
- Coordinate with other FDOT offices, including applicable districts and modal offices
- Assist with development and implementation of public engagement plans
- Prepare meeting summaries, reports, agenda, and other related materials
- Using expertise and experience, provide recommendations on scope of studies and approach
- Facilitate meetings
- Organize meetings, including identifying participants, locations, and set up
- Develop framework for planning studies that may include policies or guiding principles
- Document planning studies processes and identify lessons learned to inform future studies

Event and Meeting Planning

The Consultant will be required to provide services related to event and meeting planning that may include TransPlex (Transportation Planning Exchange), hosted by OPP approximately every other year; Focus on Community, hosted by OPP approximately annually; and national meetings as they occur.

- Develop theme for content, graphics, programs, meeting materials, signs
- Organize session ideas, content, presenters/speakers, exhibitors, room assignments, equipment needs, moderators, meeting materials
- Identify appropriate content, delivery methods, and presenters
- Coordinate amongst FDOT staff and internal and external presenters
- Assist with registration processes, including on-line registration
- Develop save the date and registration announcements, distribution lists, and marketing plans
- Provide on-site support during events
- Participate in preparatory meetings and calls
- Prepare meeting planners and work plans
- Prepare meeting summaries or reports

NOTE: these services do not include provision of audio/visual support or similar support.

IV. RESPONSIBILITIES OF THE DEPARTMENT
The Department shall provide a Project Manager who shall be responsible for all coordination with the Consultant pertaining to all contractual matters, invoicing and reporting. The Department may also designate a manager for each Task Work Order who shall be responsible for working with the Consultant Project Manager to define the specific work to be performed and the schedule for completion of each task, the Consultant staffing to be provided, and the cost. The Department Project Manager shall be responsible for approval of any additional staffing to be provided including additional consultant staff (approval must be coordinated with the Procurement Office), and shall give approval of all products and services.

V. RESPONSIBILITIES OF THE CONSULTANT

The following activities are responsibilities of the consultant and are not reimbursable. These activities can only be reimbursed through overhead.

The Consultant shall provide and maintain an up-to-date list of staff with agreed-to classifications and approved salaries (subject to the contract Exhibit “B”) that would be available to be assigned to specific Task Work Orders. No consultant staff, except those specifically identified in a Task Work Order or those specifically agreed to by the Department Project Manager, shall charge time to that particular Task Work Order.

Consultant must request approval from the Department’s Project Manager for any modifications or additions to the list of available staff prior to the initiation of any work by that individual. If applicable, new job classifications may be added to the contract via contract amendment. Consultant shall submit a copy of the resume and payroll register before new staff can be added.

The Consultant shall maintain staff in the Office of Policy Planning as defined and agreed to in Task Work Orders. Limited short-term office space may be provided by the Department for technical staff where close proximity with Department staff is necessary for the work being performed. Such arrangements will be made between the Consultant Project Manager and the Department Project Manager on an “as needed” basis, and will be expressly stipulated in the individual Task Work Orders. All Task Work Orders where services are anticipated to be wholly and exclusively performed utilizing Department space or field personnel will be compensated at reduced overhead compensation, or field office rates.

The consultant will also be responsible for:

a. Preparing and transmitting progress reports on a monthly basis or as required by the DEPARTMENT Project Manager. A technical progress report is produced after a Task Work Order is issued and describes work that has been accomplished on the project and provides detail of what deliverables have been accomplished to date.

b. Performing contract management, production coordination for all tasks and work activities including SUBCONSULTANT tasks.

c. Establishing and maintaining contract communications within the CONSULTANT firm, with all SUBCONSULTANT and with the DEPARTMENT.

d. Preparing level of effort estimates in response to DEPARTMENT developed project specific scopes and fee estimates.

e. Attending all contract related meetings as directed by the DEPARTMENT Project Manager or Task Work Order Manager.
VI. **PERSONNEL QUALIFICATIONS**

The Consultant shall assign only competent technical and professional personnel qualified by the necessary experience and education to perform assigned work. The Consultant is responsible for ensuring that staff assigned to work under this Agreement has the training established by the Department as a prerequisite for consultant staff to perform work. If the required training is such that it can be applied by the trainee to work on other contracts, (regardless of whether or not the trainee would work on other agreements), the cost of the trainee’s time and expenses associated with the training is not directly billable to the Department on this contract, and shall only be recoverable through overhead for the Consultant firm.

VII. **SUBCONSULTANT SERVICES**

Services assigned to any subconsultants must be approved in writing and in advance by the Department Project Manager, Procurement Office, and the Consultant Project Manager in accordance with this Agreement. All subconsultants must be technically qualified by the Department to perform all work assigned to them. Additional subconsultants with specialized areas of expertise may be required to complete specific Task Work Order assignments. Any subconsultant to be hired and all work assignments to be performed, and all rates of compensation shall be agreed to by the Department Project Manager, Procurement Office and the Consultant Project Manager and documented in the contract file prior to any work being performed by the subconsultant.

Any new subconsultant must be added to the contract via contract amendment (in coordination with the Procurement Office) prior to any issuance of work on a Task Work Order.

VIII. **CONSULTANT NOT EMPLOYEE OR AGENT**

The Consultant and its employees, agents, representatives, or subconsultants/subcontractors are not employees of the Department and are not entitled to the benefits of State of Florida employees. Except to the extent expressly authorized herein, Consultant and its employees, agents, representatives, or subconsultants/subcontractors are not agents of the Department or the State for any purpose or authority such as to bind or represent the interests thereof, and shall not represent that it is an agent or that it is acting on the behalf of the Department or the State. The Department shall not be bound by any unauthorized acts or conduct of Consultant.

IX. **OWNERSHIP OF WORKS AND INVENTIONS**

The Department shall have full ownership of any works of authorship, inventions, improvements, ideas, data, processes, computer software programs, and discoveries (hereafter called intellectual property) conceived, created, or furnished under this Agreement, with no rights of ownership in Consultant or any subconsultants/subcontractors. Consultant and subconsultants/subcontractors shall fully and promptly disclose to the Department all intellectual property conceived, created, or furnished under this Agreement. Consultant or subconsultant/subcontractor hereby assigns to the Department the sole and exclusive right, title, and interest in and to all intellectual property conceived, created, or furnished under this Agreement, without further consideration. This Agreement shall operate as an irrevocable assignment by Consultant and subconsultants/subcontractors to the Department of the copyright in any intellectual property created, published, or furnished to the Department under this Agreement,
including all rights thereunder in perpetuity. Consultant and subconsultants/subcontractors shall not patent any intellectual property conceived, created, or furnished under this Agreement. Consultant and subconsultants/subcontractors agree to execute and deliver all necessary documents requested by the Department to affect the assignment of intellectual property to the Department or the registration or confirmation of the Department’s rights in or to intellectual property under the terms of this Agreement. Consultant agrees to include this provision in all its subcontracts under this Agreement.