FLORIDA DEPARTMENT OF TRANSPORTATION
District Six Planning and Environmental Management Office

SCOPE OF SERVICES

DISTRICTWIDE TRANSPORTATION SYSTEM PLANNING & STATISTICS # 4

FM: ________________  Contract #: _______

Major work type: 13.7- Transportation Statistics
Minor work type: 13.4 - Systems Planning
I. OBJECTIVE

This Exhibit forms an integral part of the Agreement which provides for services by the CONSULTANT in connection with Systems Planning Support. The objective is to provide data collection services, statistics, and system planning support for various tasks.

The services of this contract will support the multi-modal trend of planning the future transportation system in our region. To serve this role, the CONSULTANT shall possess and maintain full multi-modal planning and technical analyses capabilities throughout the entire contract period to efficiently and effectively support the Systems Planning and Statistics Unit functions. The DEPARTMENT requires the CONSULTANT firm for a wide range of engineering services to support the Planning Unit of the Planning and Environmental management Office. The professional and technical services to be performed by the CONSULTANT may include, but not limited to:

1. Project Traffic/Travel Demand Forecasting Review and Development
2. Model Application and Analysis
3. Interchange Access Document Development and Review
4. Feasibility and Special Studies
5. Mobility Performance Measures
6. Multi-Modal Corridor Analysis, Review and Development
7. Transportation Plan Development
8. Data Collection and Support Services
9. Site Impact and Growth Management Reviews/Policy Analysis
10. Project Management Support & On-Site Support

The CONSULTANT shall function as an extension of the DEPARTMENT's resources by providing qualified technical and professional personnel to perform the duties and responsibilities assigned under the terms of this agreement. The DEPARTMENT, at its option, may elect to expand, reduce, or delete the extent of each work element described in this scope of services document, provided such action does not alter the intent of this agreement. The DEPARTMENT shall request CONSULTANT services on an as-needed basis.
II. SERVICES

The CONSULTANT will be required to provide transportation planning services to assist District 6 Planning staff in performing all or some of the tasks identified in the scope of services. The CONSULTANT shall complete all work performed under this contract in accordance with applicable DEPARTMENT policies, guidelines, and procedures.

The following sections describe the tasks for which CONSULTANT services may be required.

1. Project Traffic/Travel Demand Forecasting Review and Development

The CONSULTANT may be required to develop, review and/or analyze travel demand estimates for facility designs. The CONSULTANT must be capable of effectively communicating important details of travel demand forecasts such as methodology, data, tools, and results with various department offices, the public, or other public agencies through presentations, workshops or meetings. Travel demand estimation efforts should be comprehensive and include modal projections as needed. Modal projections may include transit ridership, pedestrian movements, freight flows, truck movements, person throughput and others. The work required for this task may include but is not limited to:

Project Traffic Reports for Design, Interchange Proposals, Alternatives Analyses, and PD&E Studies - The CONSULTANT may be required to project future AADTs, design hour traffic volumes, and turning movements using travel demand models (FSUTMS), historical traffic growth, land use data and/or other appropriate traffic and transit forecasting methodologies agreed upon by the District Six Staff. Given that the variables used for projecting future traffic, such as population and employment are subject to change, the project traffic reports may require a sensitivity test section to depict the applicable range of the design that the projection calls for. Further, as Managed Lanes becoming a key mean of funding mechanism for new transportation facilities, the CONSULTANT shall be proficient on the managed lane travel demand forecasts methodologies. The CONSULTANT may be also required to develop or review revenue forecasts for managed lane projects.

18-Kip Reports - The CONSULTANT may be required to project future traffic estimates (including turning movements), develop D and T design factors, collect necessary project specific traffic data, and prepare pavement loading reports (18-Kip ESAL) using the above information.

Multimodal Travel Demand Forecasting and Analysis - The CONSULTANT may be required to forecast transit ridership and bicycle and pedestrian volumes. In addition, the CONSULTANT may be required to analyze transit viability and plan for transit, bicycle, and pedestrian facilities. The multi-modal demand forecasts may engage in all different types of public transit services and non-motorized modes. Also, their demand forecasts methodologies could range
from simple sketch planning forecasts to the more complex level in meeting FTA’s Small Start requirements. The CONSULTANT must be competent on assessing the objective of a study and recommend the most pertinent and efficient analysis methodology. The CONSULTANT must be capable of expertly communicate and present the complex technical formulation of transit analysis methodology and the implications of analysis findings.

2. **Model Application & Analysis**

The CONSULTANT may be required to provide highly technical model application and model output evaluation services for both highway and transit facilities using four-step and activity-based demand forecast models. These services may include, but are not limited to: modeling process development, subarea model calibration and validation for both highway and transit modes, model performance evaluation, demand forecasts for all transportation modes, model output post processing refinements, documentation, and implementation of new model structures/procedures; provision of scripting, modeling or analysis procedures; sub-area, researching and application for the state-of-the-art modeling practices. This task may also require the CONSULTANT to provide services of applying modeling results for dynamic traffic simulation using Cube Avenue, matrix estimation using Cube Analyst, Synchro, CORSIM, VISSIM or other similar dynamic assignment and traffic simulation software for analysis and presentation. The CONSULTANT may be required to review/ develop ridership forecasts of any Federal Transit Administration Simplified Trips on Project Software (STOPS).

3. **Interchange Access Document Development and Review**

The CONSULTANT will be required to develop and/or review proposals for new or changes to existing interchanges such as Interchange Justification Reports (IJR), Interchange Modification Reports (IMR), or Interchange Operation Analysis Reports (IOAR), following the State and Federal requirements and guidelines. This work may also include development and/or review of alternative design concepts and interchange configurations, such as the Diverging Diamond Interchange or the Single Point Urban Interchange. The CONSULTANT will be required to conduct or review assessments of the operational and safety effects of geometric design and traffic control features for new or existing interchanges. This task may also require the CONSULTANT to perform or review dynamic traffic simulation / micro-simulation, using CORSIM, AVENUE or other similar traffic simulation software(s), for operational analysis, visualization and presentation purposes. The CONSULTANT will be required to develop or review reevaluations of previously approved Interchange Access documents based on changes
in the proposed interchange geometry at various stages of the project. **CONSULTANT** may be required to coordinate Interchange Access Proposals with other agencies, consultants, FHWA and the District Interchange Review Coordination Team.

4. **Feasibility and Systems Planning Studies**

The **CONSULTANT** will be required to develop and/or review Feasibility Studies and Special Studies including, Federal Functional Classification, Roadway Jurisdictional Transfer, and Feasibility of the following studies, including, but not limited to: Lane Elimination, Freeway Managed Lanes & Ramp Metering Studies, Traffic & Revenue Studies, Interstate Master Plans, Freight Planning/Modeling, and Roadway Performance Measures. The **CONSULTANT** will also 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, visualization and presentation purposes. The **CONSULTANT** may be required to coordinate with local agencies, consultants, FTA and FHWA.

*Roadway Jurisdictional Transfer Coordination*

The **CONSULTANT** may be asked to assist in researching, verifying, and documenting proposed, pending or completed jurisdictional roadway transfers between local governmental agencies. Responsibilities may include data analysis, development of graphics, and meeting participation.

*Federal Functional Classification Designation Updates*

The **CONSULTANT** may be asked to assist in the designation and development of federal functional classification based on the parameters, such as trip lengths and purposes, travel speeds, traffic volumes, etc., and procedures that the FHWA regulates and enforces after the decennial (10- year) census data are released by the U.S. Census Bureau.

5. **Mobility Performance Measure, Quality/Level of Service (LOS) Multi-modal LOS (MMLOS), Transit Capacity and Quality of Service Assessment**

The **CONSULTANT** may be required to conduct studies related to Mobility Performance Measures of transporting both people and freight. The **CONSULTANT** may also be required to conduct studies related to quality/LOS assessment, such as assessing localized saturation flow rates and passenger car equivalents (PCEs) for various classes of vehicles as well as developing 5- Stage 1
Q/LOS assessment criteria and methodologies for site impact or other multi-modal analyses pursuant to Highway Capacity Manual and/or FDOT’s Quality/LOS, MMLOS and TCQSM Handbook.

The CONSULTANT may be required to develop and utilize macroscopic, mesoscopic, or microscopic transportation models using such software tools as Cube, Cube Avenue, Synchro, VISSIM, CORSIM, or other software tools to analyze and evaluate various transportation facilities’ Level of Service.

6. Multi-Modal Corridor Analysis, Review and Development

The CONSULTANT may be required to prepare Corridor Analyses in accordance with all applicable FDOT policies and guidelines. The CONSULTANT must be capable of effectively communicating information regarding the analysis, methodology, data, tools, and results with various department offices, the public, or other public agencies through presentations, workshops or meetings. The following delineates the type of corridor work that may be required:

The CONSULTANT may be required to collect data, i.e., traffic data, transit service and ridership data, accident data, land use data, access features, highway characteristics, and signalization information. The CONSULTANT may be required to analyze the data and indicate any deficiencies. The CONSULTANT may be required to identify alternative solutions to existing deficiencies and express each alternative in a form suitable for comparison. The CONSULTANT may be required to provide the following types of corridor travel forecasts including: highway vehicle forecasts, transit ridership forecasts, transit competiveness index assessment, or freight movement forecasts.

The CONSULTANT may be required to determine the need for new or upgraded transportation facilities services within a corridor. The CONSULTANT may be required to perform corridor feasibility studies. The CONSULTANT may be required to perform large area traffic flow and transit ridership analyses as needed to evaluate various multi-modal improvement alternatives within a corridor. The CONSULTANT may be required to evaluate the impact of improved public transportation on traffic LOS and "person trips" within specified corridors. The CONSULTANT may be required to identify critical corridors and make recommendations on improving corridors, including but not limited to the applicability of transportation demand reduction strategies. The CONSULTANT may be required to perform benefit-cost analyses for different alternatives.

The CONSULTANT may be required to develop and/or review various planning and traffic operational studies such as area wide or sub-area travel demand analysis, level of service analysis, travel time reliability studies, capacity calculations, development impact and concurrency reports, right-of-way surplus requests, design traffic reports, signal and median
opening warrants, lane conversion studies, master plans, or other transportation/traffic studies. The CONSULTANT must be capable of effectively communicating information regarding any analysis, methodology, data, tools, and results with various department offices, the public, or other public agencies through presentations, workshops or meetings.

The CONSULTANT may be required to develop and/or review a number of multi-modal transportation studies. The studies may encompass any one of the following subject areas: travel demand modeling (multi-modal), transit oriented design, dynamic traffic assignment and simulation, transportation systems management, congestion management, intermodal facilities, park and ride lot planning, multi-modal alternatives analysis, transit planning, bicycle and pedestrian planning, and others.

Multi-modal studies data collection efforts that may be required include, but shall not be limited to, the following: traffic counts, transit infrastructure inventories, origin/destination studies, freight monitoring, land use data, employment data, literature and/or technology research, mapping, sidewalk/bicycle lane inventories, and rail freight operations data. Multi-modal data analysis efforts may include, but shall not be limited to: long range transportation modeling, traffic engineering analysis, mode split analysis, congestion management studies, intermodal feasibility studies, transportation system management analysis, signal synchronization (systems), preemption/prioritization, reversible lanes, HOV lanes, transportation demand management analysis, transit, carpool, vanpool, crash analyses, sketch planning, and transit routing.

7. Transportation Plan Development

The CONSULTANT may be required to assist staff in the development of the Florida Transportation Plan (Short and Long-Range Components), including goal and policy development and plan inventory needs assessment. The CONSULTANT may also be required to review and assess demands for all modes of transportation facilities identified in Florida’s Transportation Plan (FTP), Regional Long Range Transportation Plans, individual MPO or Municipal Long Range Transportation Plans or other types of plans. The CONSULTANT may be required to assist the DEPARTMENT in reviewing and assessing congestion pricing and to evaluate the benefits and risk of Public-Private-Partnership initiatives. The CONSULTANT may be required to assist in performing analyses or to review proposed changes to transportation and growth management policies, standards, and/or other federal or state guidance or regulations. The CONSULTANT may be required to develop multimodal project prioritization evaluation processes to prioritize various needed improvements from the plan. The CONSULTANT may also be required to assist staff with transportation plan development related intergovernmental and inter-agency coordination.
8. **Data Collection and Support Services**

The **CONSULTANT** will be required to conduct Roadway Characteristics Inventory (RCI) and Highway Performance Monitoring System (HPMS) and traffic count data collection and entry activities as part of the general data collection programs. The **CONSULTANT** shall utilize the most cost effective, state-of-the-art data collection methods for carrying out these data collection tasks including delay studies. The **CONSULTANT** may be required to conduct traffic counts at any location throughout the District. The **CONSULTANT** will be fully responsible for the Quality Control and accuracy of all data items. In addition, the **CONSULTANT** will provide Mainframe updates and edit services following submittal of field data collection and/or quality review(s).

The **CONSULTANT** may be required to collect any of the following standard types of traffic counts including, but not limited to: vehicle classification, speed studies, bi-directional 24-hour, 48-hour, 72-hour arterial and expressway counts, and turning movement counts. The **CONSULTANT** is expected to document the field conditions at the time of the counts. Field documentation also includes 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 ensure the quality of the data by performing regular quality checks of the data. The **CONSULTANT** will be required to fully document the data collection effort and provide this documentation and collected data in SPF format. The **CONSULTANT** may be required to perform other planning related data collection and analysis which may include, but is not limited to:

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**Roadway Characteristic Inventory (RCI)**

This function will involve the gathering of data on a pertinent physical feature or characteristics, as determined by the DEPARTMENT, which define the existing roadway section under consideration. These features are listed in the current RCI data manuals and are subject to change by the DEPARTMENT. This information will be collected from field observations and measurements. The **CONSULTANT** may also be required to prepare and update automated SLDs using the DEPARTMENT's software and according to DEPARTMENT standards.

**Traffic Counts & Data Collection**

The DEPARTMENT conducts an Annual Traffic Count Program to obtain traffic surveys, process raw counts, and maintain current traffic count inventory (TCI) and historic databases for the State Highway System. The Annual Traffic Count Program is supplemented with additional counts that are performed as needed such as:

- Volume Traffic Counts
- Classification Traffic Counts
- Permanent Traffic Monitoring Site (PTMS) Volume & Classification Counts
- Special Traffic Counts
- Turning Movement Counts
- Pedestrian Counts
- Origin-destination survey
- License plate survey
- Travel time and delay survey
- Spot

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Also, the CONSULTANT may be required to assist in designing and managing the collection of transit ridership data to analyze the transit rider profiles, and their travel patterns and transit usage, to support the development and calibration of FSUTMS transit modeling, in coordination with FDOT District 6, District 4, and Modeling Subcommittee. For some data collection efforts such as origin-destination surveys, the CONSULTANT may be required to develop and execute a public involvement plan. The CONSULTANT may also be required to develop a survey plan and survey instruments, as well to ensure that the type and amount of data collected are statistically valid. For these surveys, the CONSULTANT may be required to perform data cleaning work for the collected data, and to summarize survey findings.

Pavement Evaluation and Deficiency Reporting

The ISD Office is in charge of the District Pavement Management System (PMS) process. The CONSULTANT may be required to secure data about the condition of each pavement section in the system based on the annual Pavement Condition Survey (PCS) and will identify those segments requiring immediate action. Some objectives of this task are:

1. Determine pavement conditions on the State Highway System
2. Compare present and past conditions
3. Provide justification for rehabilitation projects
4. Involve designated representatives from each District section
5. Produce the annual Pavement Condition Report

PTMS Design & Inspection

The objective of these tasks is to prepare plan detailed sheets for new Traffic Monitoring Sites (TMS) to be included in roadway projects already scheduled in the five-year Work Program. The CONSULTANT shall visit each project location and perform a field review/survey of the roadway in order to determine the optimal location and applicable technology for the proposed TMS. All TMSs to be implemented under this project shall conform to the DEPARTMENT's Standard Specifications.

The CONSULTANT may be required to perform inspection and acceptance of each newly installed (TMS) to ensure proper functioning. The CONSULTANT will be required to do an overall assessment of the designed/proposed site and will review the existing field conditions. The assessment will require that there are no significant changes or alterations from the designed plans. The CONSULTANT will be required to have a field technician present during
cutting in of the loops. In addition, the CONSULTANT will notify the ISD Office, in writing, that final acceptance has been completed. The District Project Manager and the CONSULTANT shall arrange for final inspections and acceptance of all TMS. Manual and review and follow recommendations as outlined in Chapter 25 of the Plans Preparation Manual (PPM).

9. Site Impact/Growth Management Reviews/Policy Analysis

The CONSULTANT may be required to perform a variety of functions associated with development of metropolitan areas and statewide congestion management plans and systems, and feasibility studies for various Intelligent Transportation Systems (ITS) strategies, as well as travel demand management and localized (e.g., intersection) capacity improvements. The CONSULTANT may be required to assist with Transportation System Management and Operation (TSM&O) program data collection, analysis and/or alternative modeling or testing. The CONSULTANT may be required to utilize sketch planning tools to analyze the potential costs and benefits of implementing various congestion management strategies. The CONSULTANT may be required to use tools such as STEAM, IDAS, FITSE, etc.

The CONSULTANT may be required to review Comprehensive Plan Amendments, Developments of Regional Impact (DRI) Applications for Development Approval, related DRI materials including development orders and substantial deviations, other large scale development projects and Intergovernmental Coordination and Review (ICAR) submittals in accordance with all applicable policies, rules and statutes including but not limited to: FDOT procedure 525-010-101-1.

10. Project Management Support & On-Site Support

Upon request, CONSULTANT staff will be required to work at the DEPARTMENT's offices as scheduled by the DEPARTMENT to perform other tasks outlined in this scope. This arrangement allows for direct interactions between consultant and department staff, allows for CONSULTANT to direct access DEPARTMENT's archives to conduct their work in a timely manner and thus to expedite the completion of work assignments. The details of consultant staff work schedule will be defined in Task Work Orders.

The CONSULTANT may be required to provide Project Management support to DEPARTMENT Project Managers. Tasks may include assisting in tracking data compilation efforts, reviewing work products, coordinating meetings (public or internal) related to DEPARTMENT projects or contracted projects, attending meetings or assisting DEPARTMENT project managers in related ways.

The CONSULTANT may be required to provide project management support to DEPARTMENT project managers. Tasks could include assisting in tracking data compilation efforts, reviewing
work products, ensure proper completion of work assignments, coordinating meetings (public or internal) related to DEPARTMENT projects or contracted projects, attending meetings or assisting DEPARTMENT project managers in related ways. Also, the CONSULTANT may be asked to review Planning, Level of Service (LOS) updates, capacity calculations, PD&Es, and various traffic operational studies.

The CONSULTANT may be required to perform the following types of work:

- The CONSULTANT may be required to develop scope of services, level of effort estimates, and contract provisions for future district planning studies, including estimated staffing requirements and estimated costs for the study.

- Performing various mapping and graphics tasks for presentation or report purposes using CADD and other graphics software and techniques.

- Organizing and conducting trainings, workshops, and presentations to DEPARTMENT staff and other audience for technical subjects specified in this Scope of Services.

- Developing technical memoranda, reports, newsletters and web pages, in compliance with the DEPARTMENT’s rules, for distributing technical information for ISD Office.

- Performing other tasks, such as planning work tasks, related to the implementation and maintenance of the ISD Office Efficient Transportation Decision Making (ETDM) System, to facilitate the Office in meeting its mission and performing its functions and assignments.

- Evaluation and analysis of legislation, regulations, rules, procedures, and policies involving growth management, transportation regionalism, climate change, and other areas of interest and its effects on DEPARTMENT processes, tools, and products.

- Development and or review of project grant applications.

- Help to determine new innovation strategies, cost saving opportunities, and effective practices for newly emerging technologies. The CONSULTANT may be required to develop scope of services, fee estimates, and contract provisions for future planning studies.

III. MEETINGS

The CONSULTANT must be available for unscheduled meetings with no more than one (1) weekday notice to attend, at the request of the DEPARTMENT. Such meetings and presentations may be held at any hour between 8:00 a.m. and 9:00 p.m. on any weekday.
IV. KEY PERSONNEL

The CONSULTANT’s work will be performed and directed by key personnel identified in the executed contract. The CONSULTANT shall provide sufficient staff, either the requested staff person or acceptable staff, at defined levels of expertise as agreed to by the DEPARTMENT. Prior to any changes in the indicated personnel, a request must be submitted to the DEPARTMENT for review and approval. The CONSULTANT may be required to assign a Task Manager to coordinate activities associated with assigned tasks.

V. SUBCONTRACTING SERVICES

The DEPARTMENT must approve services assigned to SUB-CONSULTANT’s in advance. The SUB-CONSULTANT’s must be pre-qualified by the DEPARTMENT to perform all work assigned to them. Additional SUB-CONSULTANT’s with specialized areas of expertise may be required by the DEPARTMENT or requested by the CONSULTANT to complete specific Task Work Order assignments. A formal contract amendment is required to use a SUB-CONSULTANT who is not specifically listed in the contract.

VI. RESPONSIBILITIES OF THE DEPARTMENT

The DEPARTMENT will provide a Project Manager, 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 task work orders. The DEPARTMENT will direct the CONSULTANT’s work through task work orders that describe the project requirements for which CONSULTANT services are required. The CONSULTANT may assist in preparing a given TWO.

After negotiations, the DEPARTMENT will issue the Letter of Authorization for each TWO, which will include a copy of scope of services with descriptions on expected work tasks, schedules, staffing requirements, documentation requirements, and the total allowable cost. The required task work order form will be prepared and signed by both the CONSULTANT Project Manager and the DEPARTMENT Project Manager prior to the initiation of any work.

The DEPARTMENT will provide, prior to the initiation of any work, a specific Task Authorization for the specific work required including specific project requirements, schedule of completion, documentation requirements, deliverables, approved staff man-hours and total allowable project costs and process the CONSULTANT’s invoices for payment.

VII. RESPONSIBILITIES OF THE CONSULTANT

Assist the DPM in preparing Task Authorizations, including project costs and staff-hour fee estimates; implement the work scope, schedule, and manpower. The CONSULTANT shall provide an overall Project Manager who will be the primary point of contact for the DEPARTMENT. The CONSULTANT may also provide task coordinators when such designations are appropriate for the work to be performed. The CONSULTANT shall provide adequate staff with the proper level of expertise to
ensure the timely completion of all assigned work. Also, the CONSULTANT will utilize SUB-CONSULTANT's when identified as appropriate.

The CONSULTANT shall perform all analyses, develop recommendations, and document all work within the required time schedule. Any schedule format shall be approved and agreed to by the DEPARTMENT. The CONSULTANT's Project Manager and/or Task Coordinator(s) shall meet with the DEPARTMENT's Project Manager and/or task coordinator(s) and provide a progress report of all invoices on a monthly basis. The CONSULTANT shall be responsible for determining that all deliverables conform to DEPARTMENT standards and requirements, and that are satisfactory of the intended use.

The CONSULTANT shall provide and maintain a list of staff of the following categories for this contract:

- Project Manager
- Specialist/ Modeler
- Senior Planner
- Senior Engineer
- Project Engineer
- Engineer Intern
- GIS Specialist
- Engineering Technician
- Senior Engineering Technician
- Secretary/Clerical

VIII. MATERIALS AND EQUIPMENT

The CONSULTANT will provide adequate equipment and materials required to complete each TWO within the allotted time, including transportation, accommodations and postage.

If, at any time, the DEPARTMENT's Project Manager determines that the materials or equipment for a specific task is inadequate, the Project Manager will coordinate with the CONSULTANT Project Manager to remedy the situation so as to ensure the timely completion of the work with the required degree of accuracy. The CONSULTANT shall minimize to the extent possible the DEPARTMENT's need to apply its own resources.

IX. TASK WORK ORDERS

Task Work Order (TWO) to perform a data collection task shall be given to the CONSULTANT through a written Task Work Order issued by the District Planning Manager or the Project Manager. Each TWO will be negotiated separately by a fixed unit cost; and shall include specific information on data collection type, tasks to be performed, limit of work, beginning and ending dates, appropriate job class (at an established approved wage rate) with estimated staff man-hours, date required for data submission to the District, and negotiated total price.
The TWO shall specify the limits of the study/task, the desired task activities, a completion date, the products to be submitted and the total price to be paid to the CONSULTANT. TWO issued by the DEPARTMENT’s Project Manager shall serve as the formal authorization effective date of the TWO or a subsequent date if not specified.

There may be three (3) types of Task Work Orders issued under this Agreement:

1. Expense-Based Fee
2. Negotiated Fee
3. Limiting Amount Fee

X. QUALITY CONTROL

The CONSULTANT is responsible for maintaining an acceptable level of quality control. Quality standards will be required and outlined in individual Task Work Orders and subject to individuals approved by the DEPARTMENT’s Project Manager. CONSULTANTS are required to review and quality assurance/ quality control all informational data and work products submitted to the DEPARTMENT.

XI. CONTRACT RECORDS AND FILES

The CONSULTANT shall maintain the records and files for the work required in this contract. The records and files shall contain, but not be limited to, all correspondence for and from CONSULTANT and DEPARTMENT related to the completion of work. This also includes any other materials, traffic data, or information that the CONSULTANT has obtained or has been sent or given.

XII. FUNDING STATUS REPORT

The DEPARTMENT has a Funding Status Report specifying all work orders, total dollar amount of each work order, cumulative balance of the contract, budget amount uncommitted on the contract, billed to date for each TWO, paid to date for each TWO and balance remaining for each TWO. The CONSULTANT shall update the file and submit it with each invoice, in order to keep track of the expenditures and balance of the contract.