

EXHIBIT A
SCOPE OF SERVICES for Contract 20641 FM#: 421054-1-12-01
DISTRICT SIX DISTRICTWIDE GENERAL PLANNING CONSULTANT
Major Work Types 13.4 and 13.5

This Exhibit forms an integral part of the Agreement which provides for services by the **CONSULTANT** in connection with the Districtwide General Planning Consultant contract.

A. OBJECTIVE

The objective of this contract is to provide professional engineering and planning services and technical personnel on a task work order basis, to supplement the **DEPARTMENT'S** District Six's Planning Office staff in the development, implementation and evaluation of transportation projects.

It shall be the **CONSULTANT'S** responsibility to utilize professional project management and quality assurance/quality control practices and demonstrate the very best judgment, practices and principles during the prosecution of the work commissioned under this contract. These include, but are not limited to, 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. The **CONSULTANT** shall also develop an electronic filing system for the contract that is mutually accessible between FDOT and the **CONSULTANT**. The **DEPARTMENT** will provide contract administration, management services, and technical reviews of all work associated with the development and execution of each task. The **DEPARTMENT** will provide job specific information and functions as outlined in this contract.

The main activities to be performed by the **CONSULTANT** will include:

1. Florida's Strategic Intermodal Systems (SIS) Support
2. Interchange Access Reviews
3. Corridor and subarea studies and planning
4. Growth Management and Land Development Reviews
5. Arterial Analysis
6. Level of Service calculation and reporting
7. Project management services
8. Data collection and analysis

Additional activities that may be required by the **CONSULTANT** to support District Six Planning Staff can potentially include:

9. Special Use /TSM&O Planning and Evaluation
10. GIS Mapping of Work Program Datasets
11. Multimodal Planning, including transit, freight, bicycle, pedestrian and other special studies
12. Design Reviews
13. Concept Development and Project Development Support
14. Public Involvement Support
15. Project Development and Environment (PD&E) Studies and Evaluation
16. Landscape Architect

SERVICES TO BE PROVIDED

The **CONSULTANT** will be required to perform professional transportation engineering and planning analyses, to develop specific products and recommendations, and to assist the District 6 Planning and Environmental Management Office staff in the performance of some or all of the tasks as identified in this Scope of Services.

A **DEPARTMENT** Project Manager will manage the **CONSULTANT** work. The **DEPARTMENT** Project Manager will provide definition of the work for each task to be performed by the **CONSULTANT**, as described in this Scope of Services, through the preparation of a Task Work Order for each task. For each work order, the **CONSULTANT** Project Manager and the **DEPARTMENT** Project Manager will discuss the requirements of each task as well as negotiate the staff-hours. The **CONSULTANT** may assist in preparing the Task Work Order. After negotiations, the **DEPARTMENT** will issue the Task Work Order that shall include product requirements, schedules, staffing requirements, documentation requirements, and total allowable task costs. This will be issued to the **CONSULTANT'S** Project Manager in writing, along with a Notice to Proceed in the form of a Letter of Authorization for the Task Work Order, prior to any work on the Task Work Order being initiated.

C. TASK FOR WHICH CONSULTANT SERVICES MAY BE REQUIRED

1. *Florida's Strategic Intermodal System (SIS) Plan:* The **CONSULTANT** may be required to develop data, analysis and reports for SIS connectors, hubs, and corridors. This may include preparation of a Multi-Modal Needs Plan, Cost Feasible Plan, First Five Year Plan and Second Five Year Plan and review of maps provided by central office. The **CONSULTANT** must be knowledgeable of SIS eligibility requirements for Hubs (Airports, Seaports, Spaceport, Intermodal Passenger Terminals, and Intermodal Freight Terminals), Connectors and Corridors.

2. *Interchange Access Reviews:* The **CONSULTANT** may be required to review MLOU's, IMR's, IJR's, SIMR's, TIMR's, Design Traffic Reports, Existing Conditions Reports, Future Conditions Reports, Future Forecast Reports and Future Operational Analysis Reports; in accordance with all applicable polices, rules and statutes including but not limited to: FDOT procedure No. 525-030-160 (Minimum responsibilities).
3. *Corridor and subarea studies and planning:* Perform all tasks necessary to reach a decision on an appropriate corridor concept and scope that is acceptable to the **DEPARTMENT**, the public, and the appropriate local government. This includes but is not limited to: identifying the need for new or upgraded transportation facilities (additional highway lanes, transit facilities, Express lanes, park & ride lots, multi-use trails, other modal alternatives; developing travel forecasts or facilities usage estimates; analyzing deficiencies; identifying environmental impacts; providing cost estimates (LRE), coordinating public involvement and review by **DEPARTMENT** offices, the MPO, and local governments; and determining the extent of physical improvements and operational strategies appropriate for implementation within the corridor. In addition, the **CONSULTANT** may be required to perform some or all of the tasks associated with the following types of corridor studies, including public involvement activities which may include printing of documents, brochures, surveys etc....development of websites.
4. *Growth Management and Land Development Reviews:* 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 525-010-205 (Minimum responsibilities).
5. *Arterial Analysis:* The Arterial Analysis will form the basis for recommended improvements intended to control access, reduce travel time, delays and queues, enhance safety, manage and/or reduce conflicts, enhance positive guidance, and improve overall operational and traffic flow characteristics. At a minimum, this will include traffic counts, an arterial inventory and a crash analysis. 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 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 recommendations on improving corridors, including but not limited to the applicability of transportation demand reduction strategies.

The **CONSULTANT** may be required to develop future traffic volumes. This may include estimates and development of Systems Traffic and Project Traffic Reports. The work that may be required for this task could include traffic estimations using travel demand models, historical traffic growth, land use data or other appropriate traffic forecasting methodologies accepted by the **DEPARTMENT**.

6. *Level of Service calculation and reporting:* The **CONSULTANT** may be required to prepare and review LOS analysis of the state highway system using Highway Capacity Manual Software or other methodology acceptable to the **DEPARTMENT**. The **CONSULTANT** may be required to prepare districtwide LOS analysis per the Quality/Level of Service Handbook and summarize the results in districtwide maps. This task may include the preparation of input datasets of traffic statistics (AADT, PHF, K100 and D factors, turning movements), roadway characteristics (number of through and turn lanes), signalization characteristics (cycle length, green time/cycle length ratio), as well as the identification of backlogged and constrained facilities. This task is intended to complement, not duplicate, the efforts of the district's data collection **CONSULTANT**.
7. *Project Management Services:* The **CONSULTANT** may be required to assist the **DEPARTMENT'S** Project Manager in management tasks for corridor studies including but not limited to the following:

Preparation of work plans, scopes of services, task work orders, man-hour, cost estimates, schedules, printing of documents, and other tasks as needed to initiate planning activities. Coordination and project management functions as needed to ensure that District planning activities are fully coordinated among **DEPARTMENT** staff and other entities involved in the transportation planning process. Tasks may include representing planning staff at meeting workshops, reviewing work products, monitoring schedules, and maintaining contact with consultants and others working on planning activities.

8. *Data Collection and Analysis:* The **CONSULTANT** may be required to collect information on existing and/or planned conditions within a corridor or subarea including but not limited to: roadway and traffic characteristics; intersection conditions; land uses; transit routes and facilities; other modal alternatives; environmental constraints; origin & destination; Right-of-Way boundaries; bike and pedestrian facilities; accident and crash data; and other information appropriate for corridor studies. The **CONSULTANT** may be required to evaluate and analyze the data and prepare specific recommendations as to the quality of the data, any deficiencies in the data and analysis, and the reasonableness of conclusions derived from the process.

Additional Tasks: The following services may be required to support Planning Staff in District 6:

9. *Special Use Lanes/TSM&O Planning and Evaluation:* The **CONSULTANT** may be required to provide planning and technical support for Special Use Lane and/or TSM&O projects or programs. The **CONSULTANT** may be required to prepare and print the “Express Lane Monitoring Reports” including comparisons of travel time, vehicle occupancy, person-throughput, level of service, and violation rates, between the general-purpose lanes and Express Lanes in coordination with District Four.
10. *GIS Mapping of Work Program Datasets:* The **CONSULTANT** may be required to prepare and print various types of maps or documents from the district’s work program datasets obtained from TSO reports.
11. *Multimodal Planning:* The **CONSULTANT** will assist the Planning and Environmental Management Office in reviewing various planning documents prepared by Regional/County Transit & Metropolitan Planning Agencies including the Long-Range Transportation Plan, Transportation Improvement Plan and Transit Development Plan as required. The **CONSULTANT** will review the required documentation for major transit improvements such as fixed guideway, light rail, Bus Rapid Transit or Special Use Lane projects. This area of review would include evaluation of the costs and benefits of proposed projects and would include evaluation of alternatives and validation of travel demand forecasts and analysis, as well as reviews of Transit Concept and Alternatives (TCAR) deliverables. In consultation with the District Program and/or Project manager, the **CONSULTANT** shall review draft documents and provide technical comments on plan content, on whether it meets minimum state and/or federal requirements, and with suggestions for document improvement.
12. *Design Reviews:* The **CONSULTANT** may be required to review FDOT and local government studies and/or plans against the **DEPARTMENT’S** design standards per the current FDOT Design Manual. Consultant shall be required to review and comment on design plans, or other applicable submittals, using the FDOT Electronic Comment and Review (ERC) tool, as well as provide responses in a timely manner and attend phase review meetings as requested by the **DEPARTMENT** Contract Manager.
13. *Concept Development and Project Development Support:* The **CONSULTANT** shall incorporate concepts including full consideration for freight, transit, bicycle and pedestrian facilities into corridor studies and other related services performed under this contract in accordance with Section 335.065 Florida Statutes and **DEPARTMENT** goals. The **CONSULTANT** shall assist the Planning Office in District Six, to review: resurfacing scoping reports, safety reports, PD&E studies, design plans for resurfacing/reconstruction/capacity projects.

14. *Public Involvement Support*: Activities relate to developing or supporting public involvement activities. Assignments could include the review and preparation of project public involvement program plans and proposals, or support in the conduct of all or part of project public involvement programs.

Work orders could be issued to:

- Prepare project public involvement plans
- Review and/or revise project public involvement plans
- Develop and maintain mailing lists
- Investigate and secure public meeting venues
- Conceptualize and produce presentation materials including boards, slides, vu-graphs, and handouts
- Submit meeting notices in the Florida Administrative Register
- Conduct or support public meetings and workshops, including Listening Sessions
- Develop presentation outlines and scripts
- Participating in public presentations

Public involvement can include interagency technical review committees, citizen review committees, focus groups, workshops, civic organizations, special interest groups, professional organizations, Metropolitan Planning Organizations, county commissions, transportation authorities, and city councils.

The **CONSULTANT** shall be responsible for legal notification of the public if required. Notification of individual property owners in accordance with F.S. 339 under this scope of services may be required.

15. *Landscape*: The **CONSULTANT** may be required to develop conceptual landscape design for planning studies and other related services performed under this contract.

D. SCHEDULE

The **CONSULTANT** agrees to begin work after issuance of a Notice To Proceed by the **DEPARTMENT** and upon receipt of Task Work Orders. The Contract will last for sixty (60) months after the date of the Notice To Proceed or as amended by a time extension.

E. METHOD OF COMPENSATION

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

F. KEY PERSONNEL

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

G. SUBCONTRACTING SERVICES

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

H. MEETINGS

The **CONSULTANT** must be available for unscheduled meetings. The **CONSULTANT** shall be available with no more than one (1) weekday notice to attend meetings at the request of the **DEPARTMENT**. Such meetings and presentations may be held at any hour between 8:00 am and 12:00 midnight on any weekday.

I. RESPONSIBILITIES OF THE DEPARTMENT

1. The **DEPARTMENT** will provide a Project Manager who shall be responsible for: the day-to-day management of this contract, all coordination with the **CONSULTANT** pertaining to the development and execution of all Task Work Orders of this contract, defining the specific work to be performed and schedule for completion of such work, approving the **CONSULTANT** staffing and availability (including substitutions from the available staffing list provided), and the processing of **CONSULTANT** invoices for payment. The **DEPARTMENT** will also provide assistant Project Managers when required, to provide support to the Project Manager for various tasks.

2. The **DEPARTMENT** shall provide, prior to the initiation of any work on any of the tasks defined in this exhibit, a specific Task Work Order for the task defining the work to be accomplished and the total reimbursement due the **CONSULTANT**.
3. The **DEPARTMENT** shall furnish, without charge, the following services and data to the **CONSULTANT** for the performance of the requested services:
 - a) All criteria and full information as to the **DEPARTMENT'S** requirements for the **CONSULTANT'S** services including objectives, constraints, budgetary limitations, and time restraints.
 - b) All **DEPARTMENT** policies, procedures, standards, and other information applicable to the services.
 - c) All specifications, schedules, reports, and other information prepared by or for the **DEPARTMENT** by others which are available to the **DEPARTMENT** and which the **DEPARTMENT** considers pertinent to the **CONSULTANT'S** responsibilities described herein.
 - d) Available traffic and planning data necessary for the **CONSULTANT** to perform each task.

J. RESPONSIBILITIES OF THE CONSULTANT

1. The **CONSULTANT** shall provide an overall Project Manager, located within Miami- Dade and Broward counties, who will be the primary point of contact for the **CONSULTANT** for the scope, schedule, man-power coordination, negotiation of task man-hours and completion of all Task Work Orders. The **CONSULTANT** may also assist the **DEPARTMENT** Project Manager in preparing Task Work Orders. The Project Manager shall meet with the **DEPARTMENT'S** Project Manager on a regular basis and shall provide monthly progress reports by Task Work Order. These progress reports shall be the basis for evaluation and processing of invoices for payment.
2. The **CONSULTANT** shall provide and maintain a list of staff of the following classifications that would be available to be assigned to specific Task Work Orders:
 - a) Project Manager
 - b) Professional Engineer
 - c) Senior Transportation Engineer/Planner
 - d) Transportation Engineer/Planner
 - e) Engineer Technician
 - f) Transportation Land Use Planner
 - g) Natural Scientist
 - h) GIS,CADD/Graphics Technician
 - i) Clerical

Any classifications not listed above must be documented in individual Task Work Orders by the **CONSULTANT** and approved by the **DEPARTMENT'S** Project Manager. For all classifications, rates will be negotiated prior to beginning the contract.

3. The **CONSULTANT** shall provide sufficient staff, either the specific staff person requested or acceptable staff at defined levels of expertise as agreed to by the **DEPARTMENT'S** Project Manager, in a timely manner to complete all assigned work within the Task Work Order schedule. If, at any time, the **DEPARTMENT'S** Project Manager determines that the number or expertise of particular staff assigned to a specific task is inadequate, the Project Manager shall coordinate with the **CONSULTANT** Project Manager to remedy the situation to ensure the timely completion of the work.
4. The **CONSULTANT** may be required to provide staff to work in the office of the **DEPARTMENT'S** Project Manager, District Office or other location as may be defined in any Task Work Orders.
5. The **CONSULTANT** shall perform all analyses, develop recommendations, and document all work within the required time schedule as defined in the Task Work Orders.
6. The **CONSULTANT** will perform all tasks in accordance with all FDOT Guidelines and Standards, rules of the **DEPARTMENT** of Community Affairs, applicable Florida statutes and any other State laws and policies.

K. COMPUTER SERVICES

1. The **CONSULTANT** may be required to use the latest available versions of the following software:
 - a) Highway Capacity Software (HCS),
 - b) CORSIM
 - c) SYNCHRO
 - d) VISSIM
 - e) ART_PLAN, ART_TAB and all other FDOT Level of Service spreadsheets
 - f) Southeast Florida Regional Planning Model (SERPM), Cube Voyager, and the Network Information System (NIS), Southeast Regional Planning Model
 - g) MOBILE and EMIS emissions models
 - h) Any other software as indicated in a Task Work Order.

The **DEPARTMENT** will not be responsible for providing proprietary software packages to the **CONSULTANT**.

2. Should the **CONSULTANT** desire to use any **DEPARTMENT** programs permission must be granted in accordance with this agreement.
3. The **CONSULTANT** will be responsible for providing electronic copies (PDF) of all work products (reports, spreadsheets, datasets, drawings, graphics, etc.) to the **DEPARTMENT** in a format compatible with the **DEPARTMENT'S** computer systems.

4. Computations based on computer programs other than the **DEPARTMENT'S** must conform to all **DEPARTMENT** accuracy and format requirements.