EXHIBIT “A”

SCOPE OF SERVICES
STAGE 1

FINANCIAL PROJECT ID#:
213961-4-12-04

DESCRIPTION:

DISTRICTWIDE PLANNING CONSULTANT – TRANSPORTATION STATISTICS
DATA COLLECTION AND ANALYSIS
1.0 **PURPOSE:**

The Department requires the professional services of a Consultant to act as an extension of the Department by providing technical personnel to perform services to support the Planning Department, specifically related to data collection and reporting activities on roadways which are located on and off the State Highway System within District Two. The work will involve data collection and reporting for the following areas: Roadway Characteristics Inventory (RCI), Ramp Inventory, Highway Performance Monitoring System (HPMS), Functional Classification, Urban Boundary Mapping, Base Mapping and other related incidental tasks that may be assigned. The Department will provide a project manager for this contract. The Consultant shall minimize the Department’s need to apply its own resources to work performed under this contract.

The Consultant’s work will be managed by the Department’s Project Manager. All work performed under this contract is located within the 18 county area of District 2. Consultant staff may be required at times to be physically located in the Lake City District Office or the Jacksonville Urban Office, working directly with Department staff to perform the tasks in this contract. The focus of the work is anticipated to be on the East side of the District. An in-district office will be advantageous.

2.0 **REFERENCES**

*Transportation Statistics RCI Office and Field Handbooks:* These Handbooks are published by and available from the Department

*Highway Performance Monitoring System (HPMS) Field Manual – U.S. Department of Transportation, Federal Highway Administration,* published by the FHWA

*Quality Assurance Monitoring Plan*

**Topic No.: 525-020-310 General Interest Roadway Data**

**Topic 525-020-311 FHWA Urban Boundary and Federal Functional Classification**

References shall be to the latest editions and as may be updated during the course of this contract.

3.0 **SERVICES:**

The following types of work elements will be assigned under the terms of this agreement:

**A. ROADWAY CHARACTERISTICS INVENTORY, DATA COLLECTION AND STRAIGHT LINE DIAGRAMS:**

1. Perform the cyclic 5 year re-inventory of the general interest roadway data for all roads Active On or Off the State Highway System including Active Exclusive facilities in accordance with the Handbooks. Update the required physical features for the roadways in RCI and produce new Straight Line Diagrams within 30 days of re-inventory. Retain documentation for 10 years.
2. Re-inventory and update the Roadway Inventory Tracking Application for completed new construction, realignments, resurfacing and/or re-construction for all roads on and/or off the State Highway System. Update the required physical features in RCI and produce new Straight Line Diagram within 120 days of notification of construction completion for Active On the State Highway system roadways. Retain documentation for 10 years.

3. Update and produce new Straight Line Diagrams that reflect the data recorded in the RCI database within 30 days of any revision to the RCI database.

4. Update and produce new County Section Number Keysheets within 30 days of any additions, deletions, realignments or road transfers to or from the State Highway System.

5. Resolve any discrepancies found in the RCI database, Straight Line Diagrams or County Section Keysheets within 30 days of notification of discrepancies. The production of Straight Line Diagrams, County Section Keysheets shall meet the requirements in the General Interest Roadway Data procedure (525-020-310), RCI Field and Office Handbooks.

6. Provide support to the District Project Manager as may be required for the District to meet its responsibilities for data collection, Quality Assurance Review’s, District Quality Evaluations, and requisite reporting.

7. Create a Video Log of all roads Active On or Off the State Highway System. The Department shall have access to Video Logs of inventories at any time. Retain Video Logs for 10 years.

The data to be collected under this task may include but is not limited to the following data characteristics: number of lanes, pavement widths, median types and widths, shoulder types and widths, intersection names and location, bridge number and locations, sidewalks and etc. When possible, inventory will be done in county by county clusters or as determined by the Project Manager.

B. RAMP INVENTORY:

1. The Consultant shall collect new or verify existing data on all entrance and exit ramps on the State Highway System within District Two.

2. The data to be collected shall include but is not limited to the following data characteristics: length of ramp, number of lanes, pavement width, shoulder type and width, bridges, and etc. The use of a Global Positioning System (GPS) for basemap alignment of new ramps will be required.

C. HIGHWAY PERFORMANCE MONITORING SYSTEM (HPMS):

1. Perform the cyclic 3 year re-inventory for HPMS standard samples in accordance with the Handbooks and update the RCI database. Resolve any RCI discrepancies in data found during analysis of the HPMS data within 15 days of notification of discrepancies. Assist in the quality control field inspections for HPMS samples.

2. The data to be collected under this task may include but is not limited to the following data characteristics: number of signals, number of stop signs, number of lanes, pavement widths, median types and widths, shoulder types and widths, etc.
3. The Consultant will review and analyze HPMS reports from the Department’s mainframe database, and Federal Highway Administration guidelines and procedures, to determine the extent of data collection necessary to meet Department needs.

**D: FUNCTIONAL CLASSIFICATION OF ROADWAYS AND TRANSFERS:**

1. The Consultant may be required to functionally re-classify public highways on a periodic basis as the function of a roadway changes over time using the Federal Functional Classification system. The Consultant may be required to assist with public involvement and meeting with local governments. The Consultant will provide supporting documentation, maps and RCI data entry. The required documentation is addressed in Department Procedure 525-020-311.

2. The Consultant may be required to prepare documentation for the transfer of roadway sections to or from the State Highway System within the 18 counties of District Two. The required documentation is addressed in Department Procedure 525-020-010. This documentation package normally includes a location map, right of way maps, roadway construction plan sheets and related correspondence. The Consultant will be required to coordinate with local government agencies as part of this task.

**E: URBAN BOUNDARY MAPPING AND BASE MAPPING:**

1. The Consultant may be required to assist in the development and adjustment of urban area and urbanized area boundaries as may periodically be adjusted by FHWA. The proposed boundary locations will be delineated on maps in accordance with Department procedure. The Consultant may be required to assist with public involvement and meeting with local governments. The Consultant will provide supporting documentation, maps and update the RCI database. This work would be negotiated separately.

2. The Consultant may be required to assist in updating the GIS Linear Referencing System for the 18 counties within District Two. The Consultant will provide supporting documentation and maps, and update the RCI database.

**4.0 EQUIPMENT:**

The Consultant may be required to perform the above data collection activities using the following equipment: a vehicle equipped with a Global Positioning System (GPS), Distance Measuring Instrument, measuring wheel, 100 foot measuring tape, Video Logging hardware with necessary software, and other items necessary. All equipment shall be maintained in good working order and recalibrated as necessary to provide accurate data.

**5.0 ELECTRONIC MAIL REQUIREMENTS:**

The Consultant will be required to have the capabilities of communication with the Department through Electronic Mail (E-Mail).

**6.0 SAFETY:**

The Consultant will be required to perform the above tasks in adherence to all FDOT safety guidelines, policies and procedures.

**7.0 QUALITY CONTROL:**

The Consultant will be required to provide quality control for all data collection activities to ensure that Departmental accuracy standards are maintained and the data collected is provided to the Department in a timely manner.
The Consultant shall maintain a Quality Control Monitoring Plan. The plan shall be a comprehensive, well defined, written set of procedures and activities designed to produce services and products that meet the District's accuracy standards. The Consultant shall conduct an on-going Quality Control program to monitor performance.

8.0 SUBCONTRACTING:

Services assigned to sub-consultants must be approved in advance by the Department. 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. Either the Department or the Consultant may request in writing, the need to hire the sub-consultant. Before the sub-consultant begins any work, the Department and Consultant Project Managers must agree in writing upon the work assignments to be performed.

9.0 KEY PERSONNEL:

The Consultant's work shall be performed and directed by key personnel identified in the proposal or Letter of Intent by the Consultant. Any changes in the indicated personnel shall be subject to review and approval by the Department.

10.0 RESPONSIBILITIES OF THE DEPARTMENT:

The Department will provide a Project Manager who shall be responsible for:

A. DEPARTMENT PROJECT MANAGER SHALL:

1. Responsible for day to day management of this contract.

2. Define the specific work to be performed and schedule for completion of such work.

3. Agree on the Consultant staffing and availability (including substitutions from the available staffing list provided).


B. TASK MANAGERS:

The Department will also provide Task Managers, when required, to provide support to the Project Manager for various Tasks.

D. SERVICES AND DATA:

1. The Department will provide all criteria and full information as to the Department's requirements for Consultants and contractor's services including objectives, constraints, budgetary limitations and time restraints.

2. The Department will furnish all Department procedures, standards, and policies applicable to the services.
3. The Department will furnish maps, drawings, specifications, schedules, reports and other information prepared by and/or for the Department by others which are available to the Department and which the Department considers pertinent to the Consultant’s responsibilities, as described herein.

4. The Department will furnish available traffic and planning data.

11.0 RESPONSIBILITIES OF THE CONSULTANT:

The Consultant shall provide an overall Project Manager who will:

A: CONSULTANT PROJECT MANAGER SHALL:

1. Be the primary point of contact for the Consultant for the scope, schedule, work force coordination, negotiation and completion of all work under this contract.

2. Meet with the Department Project Manager regularly and shall provide weekly Progress Reports. These Progress Reports shall be the basis for evaluation and processing of invoices for payment.

B. LIST OF STAFF CLASSIFICATIONS FOR ASSIGNMENT TO TASK WORK ORDERS:

The Consultant shall provide and maintain a list of staff of the following classifications that are available for assignment to specific Task Work Orders:

1. Project Manager
2. GIS/CADD Specialist
3. Computer Developer
4. Senior Technician
5. Technician
6. Clerical

Any classifications not listed above must be documented and agreed to by the Department’s Project Manager. Rates for all classifications will be negotiated before beginning the contract.

C. PROVIDE SUFFICIENT STAFF:

1. 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. If, at any time, the Department’s Project Manager determines 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.

2. As a minimum, Consultant staff gathering roadway data or inputting data into the RCI database, shall have completed the RCI training course provided by the Department. For any newly hired personnel performing work in the RCI that have not completed RCI training, they shall work under the direction of a trained person until such time as the newly hired personnel has completed RCI training.
3. The Consultant shall do all analyses, develop recommendations, and document all work within the required time schedule of this contract. The Consultant shall develop a work schedule detailing how the work will be accomplished in the prescribed period.

4. The Consultant shall promptly advise the Department if any work may present a conflict of interest or the appearance of conflict, with any other client of the Consultant or affiliated firms.

5. The Consultant will perform all tasks according to all FDOT Guidelines and Standards, applicable Florida Statutes and other state laws and policies.

12.0 COMPUTER SERVICES:

A. REQUIRED SOFTWARE:

The Consultant shall be required to use the following software in versions compatible with the District versions:

1. ARCMAP

2. Adobe Illustrator

3. Transportation Statistics Office - Straight Line Diagrammer

4. Any other applicable software as may be required to perform the work in this contract.

B. OTHER:

1. Should the Consultant want to use any other Department programs, permission must be granted according to this agreement.

2. Computations based on computer programs other than the Department’s must conform to all Department format requirements.