EXHIBIT A

SCOPE OF SERVICES

DISTRICT ENVIRONMENTAL MANAGEMENT OFFICE (DEMO)
DISTRICT-WIDE ETDM CONSULTANT

FINANCIAL PROJECT I.D. NO.:

412446-1-12-06

Efficient Transportation Decision Making (ETDM) Support

February 22, 2019
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1. **PURPOSE:**

District One Environmental Management Office requires the professional services of a Consultant to support the Department with various work tasks, including the Efficient Transportation Decision Making (ETDM) process, Sociocultural Effects Evaluation, and Project Development & Environment (PD&E) Studies. The consultant is expected to maintain a team with a thorough understanding of these processes, possess a wide array of transportation planning technical skills and expertise, and provide innovative public and agency involvement techniques.

The Department has listed below the potential tasks that the Consultant may be asked to perform for this contract. The work group pre-qualification required for each work type is also listed.

2. **OBJECTIVES:**

The DEPARTMENT requires the provision of technical services, analyses, coordination, and support in implementing various programs within the Environmental Management Department. Tasks may be assigned relating to any of these tasks. All work will be done in accordance with the Department’s PD&E Manual, the ETDM Planning and Programming Manual, the Sociocultural Effects Evaluation Handbook, the SWAT Handbook, the Public Involvement Handbook, all applicable federal, state, and local regulations and procedures, and all subsequent revisions.

The Consultant shall minimize the Department’s need to apply its own resources to assignments authorized by the Department.

3. **SERVICES**

3.1 **ETDM and SWAT Process (Major – 13.4)**

The CONSULTANT will provide technical services and support in implementing and integrating the ETDM program and the SWAT Process within the District. The following major work elements may be assigned under the terms of this Agreement, but are not limited to:

**ETDM Program General Support**

The CONSULTANT will provide as-needed support, as directed by the FDOT ETDM Coordinator, to assist the DEPARTMENT with all activities associated with the implementation of the ETDM and SWAT Processes. Support services will include, but not be limited to:

a. Coordination with MPOs, TPOs, and District Liaisons to establish the list of projects to be screened using ETDM.
b. Support of District 1 MPOs, TPOs, and FIHS staff in the preparation, entry, and review of ETDM projects.
c. Planning of and participation in Pre-Screening activities and reviews.
d. Preparation and/or review of purpose and need statements.
e. Coordination and assistance to the MPOs and FDOT in digitizing projects into the Environmental Screening Tool.
f. Reviewing ETAT commentary and assisting the ETDM Coordinator with assignment of Degrees of Effect,
g. Review, finalization and publication of Planning and Programming Screening Summary Reports.
h. Preparation of and justification for determining Class of Action.

**SWAT Process**
a. Coordination with MPOs for upcoming priority lists and PD&E projects.
b. Preparation of SWAT Forms for the Planning and Scoping Meetings,
c. Attendance at District SWAT meetings to provide support.

**ETAT Commentary Reviews**

The CONSULTANT will provide support, as directed by the FDOT ETDM Coordinator, to assist the DEPARTMENT with evaluating and summarizing the commentary received from the ETAT agencies. Services will include, but not be limited to:

a. Coordination with the ETAT during the ETDM Screening events.
b. Preparation and conduction of ETAT webinars to inform the members of upcoming project issues.
c. Review of ETAT commentary and identification of pertinent issues.
d. Summarization of all ETAT issues and recommendation of a Summary DOE
e. Facilitation during informal consultation and mediation of potential disputes.
f. Assisting with the development of scopes for focused technical studies, if required.
g. Evaluating mitigation and conservation measures options to off-set project-specific impacts.

**Project Management and Administration**

The CONSULTANT Project Manager will provide management and administrative support for all aspects of the ETDM and SWAT processes, as directed by the FDOT ETDM Coordinator. Services will include, but not be limited to:

a. Planning, coordination, implementation and participation in any required meetings, conferences, presentations, etc, as directed by the FDOT ETDM Coordinator. This includes meeting support materials and equipment, handouts, meeting summaries, and short video or slide presentations.
b. Compiling lists and tracking projects resulting from ETDM evaluations.
c. Preparation of a yearly calendar to track ETDM activities and benefits.
d. Coordination of various professional disciplines to review specific ETAT issues.

**3.2 Sociocultural Effects (SCE) (Major - 13.4)**

**Sociocultural Effects General Support**

The CONSULTANT will provide as-needed support, as requested by the FDOT ETDM Coordinator, to assist the DEPARTMENT with activities associated with SCE data collection and management, and SCE evaluations. Support services will include, but not be limited to:

a. Identifying and working with MPOs, neighborhood groups and community leaders to develop a Community Contact List
b. Developing and analyzing demographic and other data to establish community boundaries
c. Developing community profiles
d. Reviewing existing SCE data for currency and accuracy and defining data priorities
e. Conducting sociocultural effects evaluations for candidate projects and uploading the results into the EST
f. Establishing and implementing outreach activities to gain public input about the potential sociocultural effects for proposed projects.
g. Working with OEM to enhance the way SCE data is collected and used, and reflected in the SDR.

Public Outreach During ETDM

The Consultant will plan, implement, and participate in public outreach activities for all ETDM projects. Services will include, but not be limited to:

a. Determination of the existence of previous public commentary from other venues.
b. Identification of the affected public and groups.
c. Identification of specific public outreach opportunities.
d. Scheduling of participation in public outreach events.
e. Collection of public comments from PO events, and from other venues
f. Summarization of all collected public comments.
e. Entry of summaries of public comments into the EST

3.3 Project Development (Minor – 2.0)

The Consultant may be required to assist the District Environmental Management Office (DEMO) in development and evaluation of engineering and environmental studies for transportation improvements. The following types of work elements may be assigned under the terms of this Agreement. Services will include, but not be limited to:

The Consultant will be needed to assist and support district staff in general public/local government involvement activities, associated with ETDM and Project Development work activities. Support services will include, but not be limited to:

a. District workshops, hearings, meetings, and other venues for the ETDM and Project Development processes.
b. Support for meeting setup, notifications, presentations, graphics, handouts, and other meeting support and materials, as required, and noted above.

4.0 DISTRICT RESPONSIBILITIES

The District will provide access to all reasonably-available and relevant Department and District One data, studies, publications, policies, procedures, standards, flowcharts, work programs, maps, ETDM materials, computer programs and data bases authorized by the Department/District, and relevant organization/process charts.