EXHIBIT “A”

SCOPE OF SERVICE
FOR
CONTINUING SERVICES TRANSPORTATION STATISTICS DATA COLLECTION AND ANALYSIS

FINANCIAL PROJECT ID.
202015 1 12 10
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SCOPE OF SERVICE
FOR
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DATA COLLECTION AND ANALYSIS

FINANCIAL PROJECT ID. 202015 1 12 10

1.0 PURPOSE:

The Florida Department of Transportation (the Department), District One, 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/Statistics Department, specifically related to data collection and reporting activities on roadways which are located on and off of the State Highway System within District One. The work may involve data collection and reporting for the following areas: Roadway Characteristics Inventory (RCI), Ramp Inventory, Highway Performance Monitoring System (HPMS), and other related incidental tasks that may be assigned. The Department will provide a project manager for each assignment authorized under this contract; however, the Consultant shall minimize the Department’s need to apply its own resources to assignments authorized by the Department.

2.0 SERVICES:

The Consultant may be required to assist the Department in the data entry and also the preparation of Straight Line Diagrams (SLDs). Preparation of Straight Line Diagrams will be in accordance with the latest FDOT rules, procedures and standards. The Consultant may be required to assist the Department with the District GIS Basemap (Arc View) and other mapping activities. All other services to be provided by the Consultant under this contract are to be accomplished in accordance with all applicable guidelines, policies, procedures, and State of Florida laws.

The following types of work elements may be assigned under the terms of this agreement.

2.1 ROADWAY CHARACTERISTICS INVENTORY AND DATA COLLECTION

2.1.1 The Consultant may be required to collect new or verify existing roadway characteristics data on and off the State Highway System in District One. The purpose of this data collection may be the result of recently completed construction projects or as part of the Department’s re-inventory schedule.
2.2.2 The data to be collected under this task and the schedule for collection shall be in accordance with Transportation Statistics latest RCI Field and Office Hand books and 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, and other RCI characteristics.

2.2 RAMP INVENTORY

2.2.1 The Consultant may be required to collect new or verify existing data on all entrances and exit ramps on the State Highway System within District One.

2.2.2 The data to be collected under this task may include, but is not limited to, the following data characteristics: length of ramp, number of lanes, pavement width, shoulder type and width, bridges and other RCI characteristics.

2.3 HIGHWAY PERFORMANCE MONITORING SYSTEM (HPMS)

2.3.1 The Consultant may be required to collect new or verify existing data for the Highway Performance Monitoring System on sample roadway segments, which are located on and off of the State Highway System.

2.3.2 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 and other HPMS characteristics.

2.3.3 The Consultant will review and analyze HPMS reports from the Department’s mainframe database and the Federal Highway Administration guidelines and procedures to determine the extent of data collection necessary to meet Department needs.

3.0 GEOGRAPHICAL INFORMATION SYSTEMS (GIS)

The consultant may be required to develop and/or maintain various types of GIS files and printable maps of presentation quality based on existing and collected data. The use and/or maintenance of ArcGIS Online data and applications (such as but not limited to Survey 123, Collector, Workforce, etc.) may be required.

4.0 SLD PRODUCTION AND REVIEW

The Consultant will be required to produce production quality Straight Line Diagrams based on existing and collected data using programs such as, but not limited to, Straight-Line Diagrammer, Microstation, or AutoCad. Review and quality control checks of SLD’s will also be required.
5.0 **EQUIPMENT**

The Consultant may be required to perform the above data collection activities using the following equipment. Global Positioning System (GPS) capability, a vehicle equipped with a Distance Measuring Instrument (DMI), measuring wheel, 100 foot cloth measuring tape and other minor tools.

6.0 **ELECTRONIC COMMUNICATION REQUIREMENTS:**

The Consultant will be required to have the capabilities of communication with the Department through Electronic Mail (E-Mail), mobile phone, GoToMeeting, and File Transfer Protocol site capabilities.

7.0 **SAFETY:**

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

8.0 **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.

As each task is assigned, the Consultant and the Department’s project manager will agree on accuracy standards and the format in which the data will be provided to the Department. Timing for reporting to the Department will also be decided at that time.

The Consultant shall be responsible for the professional quality, technical accuracy and other services furnished by the Consultant under this contract. The Consultant shall, without additional compensation, correct or revise any errors and/or omission’s and (approved corrections of same) that result from Consultant’s error or substandard performance of the service’s described in this contract.

9.0 **RESPONSIBILITIES OF THE DEPARTMENT:**

The Department will furnish, without charge, the following services and data to the Consultant for the performance of services:

Provide all criteria and full information as to the Department’s requirements for Consultant’s and Contractor’s services including objectives, constraints, budgetary limitations and time limitations.

Furnish all Department procedures, standards, and policies applicable to the services and any updates of such.
Furnish maps, drawings, specifications, schedules, reports, electronic files, 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.

Furnish available traffic and planning data as applicable to services provided.

13.0 **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.