

EXHIBIT A
SCOPE OF SERVICES

FLORIDA DEPARTMENT OF TRANSPORTATION - DISTRICT 4
DISTRICTWIDE MODAL PRODUCTION SUPPORT SERVICES

FM# 437049-2-32-01

I. SCOPE OF SERVICES

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 Four Office of Modal Development staff in the development, implementation and evaluation of transportation projects. The modal areas to be supported include, but are not limited to Complete Streets, Pedestrian/Bicycle, Seaports, Transit, Rail, Freight & Goods, Aviation, and MPO Intergovernmental Coordination.

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 execution 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**. **FDOT** will provide contract administration, management services, and technical reviews of all work associated with the development and execution of each task. **FDOT** will provide job specific information and functions as outlined in this contract.

B. 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 4 Office of Modal Development 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's** 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. 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. TASKS FOR WHICH CONSULTANT SERVICES MAY BE REQUIRED

1. Project Management Support

Activities are associated with managing work in progress. Assignments could include:

- a. Reviewing work products such as technical methodology proposals, scopes of work, staff-hour estimates for proposed work, meeting minutes, technical correspondence, and project schedules for contracted projects
- b. Preparing technical methodology proposals, scopes of work, staff-hour estimates and project schedules
- c. Coordinating and attending internal, public, and interagency meetings related to **DEPARTMENT** projects or contracted projects
- d. Preparing meeting minutes
- e. Assisting the **DEPARTMENT** project manager in related ways

2. Development of Scopes of Service

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

3. Corridor Analysis

The **CONSULTANT** may be required to conduct Corridor Analyses in accordance with all applicable **FDOT** policies and guidelines. The following delineates the type of corridor work that may be required:

- a. Data Collection and review of existing conditions:
 - i. The **CONSULTANT** may be required to collect data, i.e., traffic data, accident data, land use data, transit data, access features, highway characteristics, and signalization information.
 - ii. The **CONSULTANT** may be required to analyze the data and indicate any deficiencies.
- b. The **CONSULTANT** may be required to identify alternative solutions to existing deficiencies and express each alternative in a form suitable for comparison.
- c. Corridor travel forecasts including:
 - i. Highway vehicle forecasts (24 hrs.)
 - ii. Transit Ridership forecasts (AM peak, midday and 24 hrs.)
 - iii. Freight Movement forecasts (24 hrs.)
- d. Corridor Analysis:
 - i. The **CONSULTANT** may be required to determine the need for new or upgraded transportation facilities services within a corridor

- ii. 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
- iii. The **CONSULTANT** may be required to evaluate the impact of improved public transportation on traffic LOS and "person trips" within specified corridors.
- e. Identification of potential critical environmental and historical impacts.
- f. Identification of critical corridors and recommendations on improving corridors, including but not limited to the applicability of transportation demand reduction strategies.

4. Project Traffic

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:

- a. Traffic Estimation

The **CONSULTANT** may be required to estimate future design hour and design peak hour traffic volumes using travel demand models (FSUTMS), historical traffic growths, land use data or other appropriate traffic forecasting methodologies accepted by the **DEPARTMENT**.

5. Design Plan Reviews

- a. The **CONSULTANT** shall review all design plans assigned. The review is intended to provide a complete recognition of multi-modal issues in the design, to identify any potential concerns or opportunities within the specific project corridor, and comment as to the appropriate provision of facilities to serve modal needs and to meet the intent of the Americans with Disabilities Act (ADA) of 1990. The review will focus on items identified in the associated Multimodal Scoping Form including transit, railroad, aviation bicycle and pedestrian facility characteristics and needs within the project limits to be considered in the development of the project design plans. Special consideration will be given to the review of the following:
 - i. Transit facilities and access
 - ii. Bike/Ped facilities and access
 - iii. Rail facilities and crossings
 - iv. Bike/Ped safety
 - v. Signage and pavement markings
 - vi. ADA Compliance
 - vii. Land Use
 - viii. Proximity to schools, medical facilities and other land uses typically served by transit and bicycle/pedestrian trips.

- ix. Proximity to railroads
- b. The **CONSULTANT** will also inventory existing transit, rail, bicycle, aviation, pedestrian and ADA facilities and make recommendations for each facility type. The recommendations may require research, meetings and discussions with the appropriate transit companies, FDOT staff and County agencies to determine their needs. Marked up plans, sketches and recommendations should be provided by the **CONSULTANT** to FDOT within an agreed upon time frame.
- c. Multimodal Scoping Forms

The **CONSULTANT** will be required to assist the **DEPARTMENT** in preparing multimodal scoping forms in the scoping process of projects beginning the design or PD&E phase. These include a review by the **CONSULTANT** of existing bicycle, pedestrian, rail and transit features, with suggestions for improvement or addition of appropriate features. The **CONSULTANT** will include applicable data supporting these features, such as transit ridership information, bicycle and pedestrian counts and service frequency. The **CONSULTANT** will solicit comments from local agencies on their applicable master plans, comprehensive plans, and other information pertinent to the project. The **CONSULTANT** will submit these forms to the Modal Development Office, who will distribute them to the project managers.

6. Transit/Multimodal/intermodal Studies

- a. Technical Reviews:

The **CONSULTANT** may review corridor and other multi-modal studies submitted to **FDOT** by outside consultants and/or agencies. Studies should be reviewed to ensure compliance with **FDOT** policies. When requested, the **CONSULTANT** shall attend meetings relating to these studies. Review of transportation studies may include verification of data collection efforts, data analysis, reports and/or plans. It may require research, meetings, and discussions with the appropriate transit companies, the report author(s) **FDOT**, and County agencies to determine their needs. The **CONSULTANT** may also be requested to review Developments of Regional Impact (DRI) and make recommendations on how to provide for multimodal options in the Development Order.

The review shall be based on two (2) levels, the first being an evaluation of the assumptions and methodologies used in the study and second being a review of the accuracy of any qualitative analyses. Marked up plans, sketches and recommendations should be provided by the **CONSULTANT** to **FDOT** within ten (10) working days.

- b. Transportation Studies:

The **CONSULTANT** may be required to perform on a number of multi-modal transportation studies. The studies may encompass any one of the following subject areas: travel demand modeling (multi-modal),

transportation systems management, congestion management, intermodal facilities, park and ride lot planning, multi-modal alternatives analysis, transit planning, bicycle and pedestrian planning, and others. Typically, the reports would include a data collection effort, data analysis, development of alternatives and recommendations. Each work order will be developed with a scope of services detailing the efforts to be performed. A description of typical efforts may include, but shall not be limited to, the following:

Data Collection - Boarding and Alighting Surveys
Traffic Counts
Bike/Ped Counts
Classification Counts
Transit Infrastructure Inventories
Transit Ridership
Park and Ride Lot Utilization Counts
Park and Ride Lot Facilities Inventories
Origin/Destination Surveys
Freight Monitoring
Land Use Data
Employment Data
Literature and/or Technology Research
Mapping
Sidewalk/Bicycle Lane Inventories
Rail Freight Operations Data

Data Analysis - Traffic Engineering Analysis
Mode Split Analysis
Long Range Transportation Modeling
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
Park and Ride Lot Planning
Emergency Ride Home
Accident Analyses
Sketch Planning
Freight Mobility
GIS/Database Development
Bicycle/Pedestrian Planning

7. Master Plans

The **CONSULTANT** may be required to review master plans of local governments and MPOS as they relate to bicycle/pedestrian, and other multi-modal aspects. The **CONSULTANT** may also be required to develop aspects of or entire master plans for the **DEPARTMENT** for multi-modal planning.

8. Park & Ride Services

The **CONSULTANT** may be required to assist the District's Park & Ride Coordinator. A description of the typical efforts may include, but shall not be limited to the following:

- a. Update the Park & Ride lot Inventory Report
- b. Update the Park & Ride lot Maintenance Report
- c. Update the Park & Ride lot Ownership and Maintenance Agreements Report

9. 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, PowerPoints, vu-graphs, videos and handouts
- Conduct or support public meetings and workshops
- Develop presentation outlines and scripts
- Participating in public presentations
- Editing and reformatting of reports and production of reproduction masters
- 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 is not expected under this scope of services but could be required.

10. Miscellaneous Support

The **CONSULTANT** should understand that all types of services that may be required of a Districtwide **CONSULTANT** are not listed in this contract. For example, the **CONSULTANT** may be requested to attend Bicycle & Pedestrian or Complete Streets meetings on behalf of **FDOT** at a location within or outside of the District. The **CONSULTANT** will also be required to assist in the development of scopes for projects authorized under this contract. In any such cases, the services to be provided by the **CONSULTANT** shall be initiated and completed as directed by the **FDOT**, and assignment will be by

"Task Work Order for Professional Services" with payment method and time to be as specified in the Task Work Order.

Activities under this contract could include the following as specified in a work order:

- Reproduction and binding of reports provided on disk
- Preparation of engineering drawings
- Engineering plan revisions
- Preparing and maintaining project schedules using software and systems approved by the **DEPARTMENT**
- Support for internal, public and interagency meetings related to **DEPARTMENT** projects or contracted projects; including coordinating logistics for, preparing agendas, meeting minutes and attending meetings
- CADD drawing and mapping
- GIS mapping

Assist in performing planning analyses and review of proposed changes to policies, procedures, standards, and/or other guidance and regulations developed by the Central office.

- Assist staff in various activities, including:
 - Development and implementation of management systems
 - Development and analyses of mobility strategies, including transit and other innovative approaches, to enhance the movement of people and goods
 - Recommendations of specific pilot projects
- Provide value engineering analysis
- Review and provide written response regarding the development of design and construction cost estimates
- Prepare construction cost estimates
- Provide special engineering services including special studies and economic advisory/analytical services
- Provide construction engineering and inspection management services and related documentation, per mode
- On an as-needed basis, and if directed by the **FDOT** Project Manager, review shop and erection drawings as submitted by design consultants and/or contractors to require timely processing by the Design and/or CEI Consultants

The **CONSULTANT** may be requested to support other activities in connection with the management of selected Rail, Aviation, Transit, Intermodal access, and Seaport projects. Other tasks may include but not be limited to special studies, environmental assessments, cost benefit analysis, capital and operational analysis, market segmentation analysis and revision of various plan drawings and/or maps, as directed by the **FDOT** Project Manager.

11. On-site support

The **CONSULTANT** may be required to provide staff support to be located directly in the **DEPARTMENT's** offices for any specified time, to perform any of the work outlined in this scope and to be performed by any of the staff classifications as listed within this scope of services. The details of such a requirement would be outlined in a Task Work Order.

D. SCHEDULE

The **CONSULTANT** agrees to begin work after issuance of a notice to proceed by the **DEPARTMENT** and upon receipt of Work Orders. **METHOD OF COMPENSATION** Payment shall be made in accordance with Exhibit B of this contract.

E. 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**.

F. SUBCONTRACTING SERVICES

Services assigned to sub-consultants must be approved in advance by the **DEPARTMENT** in accordance with this Agreement. The sub-consultants 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 an additional sub-consultant to be hired and the work assignments to be performed shall be specified 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.

G. MEETINGS

The **CONSULTANT** must be available for unscheduled meetings. The **CONSULTANT** shall be available with no more than a one (1) weekday notice to attend meetings at the request of the **DEPARTMENT**. Such meetings and presentations may be held at any hour between 7:00 a.m. and 12:00 midnight on any weekday.

H. 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 the completion of such work, agreeing on the **CONSULTANT** staffing and availability (including substitutions from the available staffing list provided), and the processing of **CONSULTANT** invoices for payment. The **DEPARTMENT** may also provide assistant Project Managers, if 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**, 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.
 - e. Limited training of the **CONSULTANT**, if required, on applicable software and **DEPARTMENT** standards and procedures.
 - f. Limited use of the **DEPARTMENT's** information system (DOTNET). This does not include any cost associated with accessing the DOTNET system.

I. RESPONSIBILITIES OF THE CONSULTANT

1. The **CONSULTANT** shall provide an overall Project Manager who will be the primary point of contact for the **CONSULTANT** for the scope, schedule, manpower coordination, negotiation of task staff-hours and completion of all Task Work Orders. The **CONSULTANT** may also assist the **DEPARTMENT** Project Manager in preparing Task Work Orders. The **CONSULTANT** Project Manager shall communicate with the **DEPARTMENT** Project Manager on a regular basis and shall provide monthly progress reports by Task Work Order. These progress reports shall be the basis for the evaluation and processing of invoices for payment.
2. 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, and so notifies the **CONSULTANT**, that the number or expertise of staff assigned to a specific task is inadequate, the **CONSULTANT** Project Manager shall coordinate with the **DEPARTMENT** Project Manager to remedy the situation so as to ensure the timely completion of the work.
3. The **CONSULTANT** shall maintain staff in District 4 as defined in Task Work Orders.
4. The **CONSULTANT** shall perform all analyses, develop recommendations, and document all work within the required time schedule as defined in the Task Work Orders.
5. The **CONSULTANT** will perform all tasks in accordance with all **FDOT** Guidelines and Standards, specified DCA Rules, applicable Florida Statutes and Administrative Rules, and other State laws and policies.