

## ATTACHMENT "A"

### SCOPE OF SERVICES FOR DISTRICTWIDE MISCELLANEOUS STUDIES & RCI DATA COLLECTION CONSULTANT

#### I. OBJECTIVE

The objective of this contract is to provide professional and technical services to maintain the District Six Traffic Operations Roadway Characteristics Inventory (RCI) features, to perform professional engineering services for the traffic regulation approval process, as well as to provide technical services of a miscellaneous nature involving traffic operations. The general tasks to be provided by the **CONSULTANT** include but are not limited to:

- Roadway inventory and data entry for the Traffic Operations RCI features.
- Provide service for updating Traffic Operations RCI features.
- Provide service for traffic regulation approval process.
- Provide support to periodically review and justify the existing regulatory traffic control devices.
- Prepare Traffic Studies such as Speed Study, Signal Warrant Analysis, Sight Distance Evaluation and Intersection Analysis.
- Traffic data collection.
- On-site support staff.

#### II. SERVICES

The **CONSULTANT** shall provide engineering services to satisfy and assist District Six Traffic Operations staff in performing the tasks identified in this Scope of Services. The **CONSULTANT** shall complete all work performed under this contract in accordance with current **DEPARTMENT** policies, guidelines and procedures.

The **CONSULTANT's** work will be directed by the **DEPARTMENT** Project Manager. 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 the 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, which will include schedule for completing such work, documentation requirements, approved man-hours and allowable task costs. This will be issued, in writing, along with a Notice to Proceed in the form of a Letter of Authorization for the Task Work Order to the **CONSULTANT** prior to any work on the Task Work Order being initiated.

## **TASKS FOR WHICH CONSULTANT SERVICES WILL BE REQUIRED**

### **A. Roadway Characteristics Inventory**

RCI data will be collected and input according to FDOT Procedure No. 750-000-001-j and the FDOT *RCI Features and Characteristics Office Handbook*. Any changes to the sponsored traffic operations RCI features must be entered into the RCI database by the **CONSULTANT** within 90 days of maintenance activity or project completion. Staff assigned to perform this task shall have the general knowledge, skills, and abilities to work effectively on tasks such as but not limited to the following:

1. Perform field data collection when necessary to update database information.
2. Research and collect all sponsored characteristics which cannot be collected from field.
3. Record or modify data in Roadway Characteristics Inventory (RCI) database.
4. Apply engineering judgments for illogical data.
5. Use Geographic Information System (GIS) program when applications are needed.

The **CONSULTANT** will be fully responsible for the Quality Control and maintaining an acceptable level of accuracy of all data items.

### **B. Traffic Regulation Approval**

Traffic regulation for regulatory signs, signals and pavement markings will be approved according to FDOT Procedure No. 750-010-011-d to ensure safe and efficient operation of the roadway. The **CONSULTANT** will be required to coordinate with Design and Permit offices to review all design and permitting activities that result in new or revised traffic control devices which require regulation. The **CONSULTANT** will also be required to prepare appropriate documentation to establish all traffic regulations along state highways within the district.

### **C. Prepare Traffic Study**

The **CONSULTANT** will be required to perform various traffic studies. All reports/studies are to be signed and sealed by a professional engineer registered in Florida whose area of specialty is traffic engineering. The studies to be performed by the **CONSULTANT** include but are not limited to:

1. Speed Study
2. Intersection Analysis
3. Sight Distance Evaluation
4. Signal Warrant Analysis
5. Parking Prohibition Analysis
6. Turning Prohibition Analysis
7. Regulatory Signing Evaluation/Analysis

### **D. Traffic Data Collection**

The **CONSULTANT** will be required to conduct traffic counts at various locations

throughout the District for Traffic Studies, such as, but not limited to:

1. Volume Traffic Counts
2. Classification Traffic Counts
3. Special Traffic Counts
4. Turning Movement Counts
5. Pedestrian Counts

#### E. On-site Engineering Support Staff

The **CONSULTANT** should provide on-site technical/engineering staff to the **DEPARTMENT** capable of assisting in the performance of a diverse range of traffic engineering services and other important work assignments as may be determined by the **DEPARTMENT** Project Manager during the period of the Letter of Authorization. The **CONSULTANT** might be required to assign a full-time staff person(s) to work under the direct management and supervision of the **DEPARTMENT** Project Manager, which shall be based in the District Six Traffic Operations Office. Upon request, **CONSULTANT** staff will be required to work at the **DEPARTMENT**'s offices as scheduled by the **DEPARTMENT** to perform other tasks outlined in this scope.

### **III. SCHEDULE**

The **CONSULTANT** agrees to begin work after issuance of a notice to proceed by the **DEPARTMENT** and upon receipt of Work Orders. The contract will last for twenty-four (24) months after the date of notice to proceed.

### **IV. METHOD OF COMPENSATION**

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

### **V. KEY PERSONNEL**

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

### **VI. 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 the sub-consultant to be hired and the work assignments to be performed shall be requested by the **DEPARTMENT** or the

**CONSULTANT** in writing.

## **VII. 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 8:00 a.m. and 5:00 p.m. on a weekday.

## **VIII. RESPONSIBILITY OF THE DEPARTMENT**

- A. 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, agreeing on the **CONSULTANT** staffing and availability (including substitutions from the available staffing list provided), and the processing of **CONSULTANT** invoices for payment.
- B. 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**.
- C. The **DEPARTMENT** shall furnish, without charge, the following services and data to the **CONSULTANT** for the performance of the requested services:
  - All **DEPARTMENT** Policies, Procedures, Standards, and other information applicable to the services.
  - 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. The **DEPARTMENT** will arrange for use of the **DEPARTMENT**'s mainframe system, subject to normal security procedures.

## **IX. RESPONSIBILITIES OF THE CONSULTANT**

- A. The **CONSULTANT** shall designate a Project Manager, who serves as the principal person of contact for the entire contract. The **CONSULTANT** Project Manager will coordinate with the **DEPARTMENT** Project Manger in developing TWO scope of work and staffing efforts, as well as to assemble consultant staff to complete the work in good quality and by specified completion dates. 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 will serve as the basis for appraising work progresses and for invoice approvals.

B. The **CONSULTANT** shall provide and maintain a list of staff of the following classifications that would be available to be assigned to specific Work Orders:

- Project Manager
- Engineer
- Engineer Technician
- CADD Technician
- GIS Specialist
- Secretary/Clerical

For all classifications, salary rates will be negotiated prior to beginning the contract. Any classifications not listed above which are later determined to be required must be added to the contract by amendment prior to the issuance of Task Work Orders which apply the new classification.

C. 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 so as to ensure the timely completion of the work.

## **X. COMPUTER SERVICES**

- A. The **CONSULTANT** may be required to use the following software: Microsoft Word, Excel, Access and ArcView. The **DEPARTMENT** will not be responsible for providing proprietary software packages to the **CONSULTANT**.
- B. Should the **CONSULTANT** desire to use any other **DEPARTMENT** programs, permission must be granted in accordance with this agreement.
- C. Computations or graphics based on computer programs other than the **DEPARTMENT's**, must conform to all **DEPARTMENT** format requirements.
- D. The **DEPARTMENT** will arrange for use of the **DEPARTMENT's** mainframe system.

## **XI. SPECIFICATIONS FOR WORK PRODUCTS**

The **CONSULTANT** shall ensure that all products of Task Work Orders are prepared by using **DEPARTMENT** approved software, stored on DVDs/CDs, and provided to the **DEPARTMENT**. All documentation shall be in Microsoft Word and PDF format. Any programming source codes, form design, raw source database and other ancillary files shall be transferred to the **DEPARTMENT** in addition to the executable applications at the closure of each work order or any moment specified by the **DEPARTMENT** project manager.