

EXHIBIT “A”

SCOPE OF SERVICES

PLANNING AND ENVIRONMENTAL
MANAGEMENT OFFICE (PLEMO)
PLANNING UNIT

TPO SUPPORT CONSULTANT

FINANCIAL PROJECT # 252094-2-12-01

SECTION I. PURPOSE

The purpose of this Exhibit is to describe the scope of work and the responsibilities of the CONSULTANT and the DEPARTMENT under this contract. The work tasks will generally include any and all activities necessary to properly administer the Department's TPO program review and program management for the Metropolitan Transportation Planning process. The Transportation Planning Organization (TPO) is established for the purpose of receiving Federal highway improvement funds. The primary responsibility of the TPO is to maintain a long range transportation planning process that is coordinated, cooperative, comprehensive, and continuing.

The primary products of the TPO include: the Long Range Transportation Plan (LRTP); the Transportation Improvement Program (TIP); the Unified Planning Work Program (UPWP); and a wide variety of other plans and studies. The CONSULTANT shall perform all program review and support services as requested and directed by the Department's Project Manager.

The DEPARTMENT will provide contract administration, management and technical review of all work associated with the provision of the administrative and support services. The CONSULTANT will be provided with INDIVIDUAL TASK WORK ORDERS as part of this Districtwide Contract. The DEPARTMENT will provide, or ask the CONSULTANT to provide, a specific Scope of Work that will describe the required effort in full detail for each INDIVIDUAL TASK WORK ORDER.

SECTION II.

OBJECTIVE

FDOT will require the CONSULTANT to provide technical, and administrative, support in administering the Miami-Dade Transportation Planning Organization (TPO) metropolitan planning process, as outlined in the MPO Program Management Handbook. Incorporating the requirements of the United States Code (USC), and the Code of Federal Regulations (CFR); applicable Federal regulations included in the Federal Highway Administration Federal-Aid Policy Guide; and applicable State laws including Chapter 339.175 of the Florida Statutes. The required support will include but not limited to: Administrative Tasks, Documents Review, Coordination, Corridor Analysis, Cost Analysis, Comparative Analysis of Alternatives, Visual and Aesthetic Analysis, Corridor Report, Analysis of Social and Economic Impacts, Plans Review for all modes of transportation including Surface, Transit and Non-motorized Modes and Other Planning Services.

A. General:

The DEPARTMENT desires to obtain assistance from the CONSULTANT for the performance of miscellaneous planning, administrative, document reviews, technical reviews, and other planning/engineering tasks as identified by the DEPARTMENT.

The Consultant over the life of the contract may be required to provide full time or part time staffing at the District 6 headquarters to support the Planning and Environmental Management Office (PLEMO) work effort. The Consultant should be prepared to provide qualified technical professionals at all levels requested.

The MPO Program Management Handbook provides guidance on the Department's role in administering the MPO/TPO Program and incorporates the requirements of the United States Code (USC), and the Code of Federal Regulations (CFR); applicable Federal regulations included in the Federal Highway Administration Federal-Aid Policy Guide; and applicable State laws including Chapter 339.175 of the Florida Statutes.

B. TPO Administration

Administrative tasks will include preparation of joint participation agreements (JPA's), assistance with the preparation of Annual Joint Certification Review Package and Report, review of TPO Quarterly Progress Reports, review and processing of invoices. Research and prepare presentation materials. Prepare and proofread Amendment Request Packages for the LRTP, TIP, STIP and UPWP. Maintenance of filing system

Tracking of Federal funds allocation, distribution and usage. Close-out of federal funds, Update of contract related documents in FACTS. Research Policy Documents, Work Program Data and Instructions. Coordinate with FDOT Project Managers, and other FDOT District and Central Office staff. Coordinate with Planning and Environmental Management Office (PLEMO) staff. Research and prepare Planning Consistency Forms. Research and provide information on Planning and Environmental Linkage.

C. TPO Document Review

Review of documents, plans, and studies will include substantive technical reviews of the major and minor TPO reports, scope of services and products. Review may also include preparation of comments. The major TPO products include the Long Range Transportation Plan (LRTP); the Transportation Improvement Program (TIP); the Unified Planning Work Program (UPWP); along with a wide variety of other plans and studies. Review of documents prepared and managed by Southeast Florida Transportation Council (SEFTC) and SEFTC Sub-committees.

D. TPO Coordination

Coordination may include attendance at meetings, such as Steering Committees, Regional Transportation Technical Advisory Committee (RTAC), Transportation Planning Council (TPC) Transportation Planning Technical Advisory Committee (TPTAC) and Southeast Florida Transportation Council (SEFTC) and all other committee meetings as required by the Department project manager. Consultant should provide meeting follow-up communications via phone and e-mail. There may also be the need to coordinate with FHWA, Federal Transit Administration (FTA), the Office of Policy Planning (OPP), Florida Department of Environmental Protection (DEP), Monroe County Growth Management Office and other FDOT Central Office and District Departments and other MPOs or TPOs in the State of Florida and TPO consultants.

SECTION III. TASKS / ISSUE AREAS WITHIN TPO SUPPORT SERVICE

Transportation Plan Review

The CONSULTANT may be required to review plans for all modes of transportation including surface, transit and non-motorized modes. The following plans or studies will be involved in this task:

- Miami-Dade County Transportation Planning Organization (TPO) Strategic Miami Area Transit (SMART) Implementation Plan
- Miami-Dade County TPO Long Range Transportation Plan (LRTP)
- LRTP Cost Feasible Plan.
- Transportation Improvement Program.
- Local Comprehensive Plan; city and county.
- Transit Development Plan
- Freight Plan
- Performance Measures
- Non-motorized modes, including bikeways and pedestrian walkways.
- Other Plans as required by Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and FDOT Office of Policy Planning (OPP) and Office of Environmental Management (OEM)

Florida Transportation Plan (FTP)

Review and assist with preparation of local input and required updates to the FTP.

Corridor Analysis

Review proposed corridor improvements for all modes and alternative alignments. Provide comments and recommendations. Review for right-of-way availability; cultural features including public and private development; natural features which could be impacted by the project; logical termini giving consideration to directness, length, and service. The impacts for each alternative shall be identified and expressed in a form suitable for comparison to other corridor alternatives. Identify the most viable corridor(s) that would be in the best overall public interest.

Cost Analysis - The CONSULTANT may be tasked with developing or reviewing cost estimates for various alternatives, including detailed cost estimates; Right-of-Way acquisition costs; costs for operation and maintenance of alternatives.

Comparative Analysis of Alternatives - The CONSULTANT may be tasked with preparation of a matrix comparing the impacts and costs of the alternatives evaluated, with a recommendation of the most viable alternative(s).

Visual and Aesthetic Analysis – The CONSULTANT may be tasked with analyzing the visual and aesthetic impacts of the proposed alternatives. The analysis shall evaluate the alternatives and develop aesthetic recommendations within the context of the surrounding community. Coordination with the local interest groups and the Transportation Planning Organization Transportation Aesthetic Review Committee (TARC), including meeting attendance may be needed.

Conceptual Traffic Control Plans – The CONSULTANT may be tasked with developing or reviewing conceptual traffic control plans. The CONSULTANT would need to coordinate the development of any plans with the District Traffic Operations Office, and the District Design Office.

Corridor Report - The CONSULTANT may be tasked with developing or reviewing a corridor report, including preparation of an evaluation matrix. The corridor report should summarize the project need, discuss the corridors evaluated, and provide recommendations for further study.

Land Use Information - The CONSULTANT may be tasked with reviewing existing land use as well as future land use plans, proposed developments, zoning guidelines, local government comprehensive plans, and observed growth trends. Activities may include review and/or preparation of existing and future land use maps and collecting data on development activity within a highway corridor. This task may include coordination with local governments and the Florida Department of Community Affairs.

Analysis of Social and Economic Impacts - The CONSULTANT may be tasked with reviewing the social, cultural (archaeological or historic sites), and environmental impacts of various area-wide or corridor plan alternatives. The analysis may include evaluation of an overall approach to land use and community cohesion; and preparation or review of econometric comparisons of various roadway/transit network configurations on the influence of growth. Review of long range plans, area-wide studies, or corridor reports may require the review and or preparation of a community impact assessment report.

Right of Way Needs Evaluation - The CONSULTANT may be tasked with analysis existing ROW availability, and future ROW needs, based on various corridor alternatives.

Efficient Transportation Decision Making (ETDM) – The CONSULTANT may be tasked with review and/or preparation of documentation for the ETDM Planning or Programming screens. Any ETDM activities shall be consistent with the current Florida ETDM Process Guideline Manual.

SECTION IV. OTHER PLANNING SERVICES

A. Planning

The following types of work are not primary tasks under this contract but may be needed in certain circumstances. These tasks will be assigned by INDIVIDUAL TASK WORK ORDERS. The activities to be performed by the CONSULTANT may include:

1. Corridor and Area-wide Studies
2. The ability to utilize Geographic Information Systems (GIS) to analyze social, community, and/or environmental impacts.
3. Florida's Strategic Intermodal System (SIS) Support
4. Access Management Support
5. Level of Service Determination
6. Project Management Services
7. Work Plan Preparation
8. Arterial Analysis
9. Highway Safety Studies
10. Data Collection and Analysis
11. Participation in Public Involvement Program.
12. Conducting kick-off meetings, Citizen Advisory Committees, Scoping Meetings, or Informational Meetings.

13. Developing and maintaining mailing lists.
14. Conducting Public Hearings, including ensuring the preparation of Public Hearing Transcripts.
15. Preparing Presentation Materials for Public Involvement Meetings and responding to Elected and Appointed Officials Inquiry
16. Legislative Roadway Designations
17. Surplus Property Review
18. ICAR Review and Coordination

SECTION V. STUDY REQUIREMENTS AND PROVISIONS FOR WORK

A. Department Guidance:

The services performed by the CONSULTANT shall be in compliance with all applicable DEPARTMENT manuals, guidelines, and procedures. The DEPARTMENT'S manuals, guidelines, and procedures incorporate by requirement or reference all applicable State and Federal regulations. The current edition, including updates, of the following DEPARTMENT Manuals and Guidelines shall be used in the performance of this work. The following list identifies the guidelines for the performance of this project; however, it is not limited to this list.

1. MPO Management Handbook.
2. Project Development and Environment Manual
3. FDOT Geographic Information Systems Standards Manual.
4. FDOT ETDM Manual
5. FDOT Context Classification

B. Project Schedule:

The CONSULTANT agrees to begin work upon receipt and acceptance of a Task Work Order (TWO) / Letter of Authorization (LOA) provided by the Department's Project Manager. For TWO's requiring six months or longer to complete, the Consultant Project Manager shall provide a schedule of task completion.

C. Key Personnel:

The CONSULTANT'S work shall be performed and directed by the key personnel identified in the proposal presentations by the CONSULTANT. Any changes in the indicated personnel shall be subject to review and approval by DEPARTMENT.

Replacement of the Project Manager from this project will require the DEPARTMENT's prior written approval of whomever the CONSULTANT intends to substitute. Without this prior written approval, the CONSULTANT will be considered in default.

D. Progress Reporting:

The CONSULTANT shall meet with the DEPARTMENT on a monthly basis and provide written progress reports that describe the work performed on each INDIVIDUAL TASK WORK ORDER. Progress reports shall be delivered to the DEPARTMENT in a format as prescribed by the Department and no less than 10 days prior to submission of the corresponding invoice. The Project Manager will make judgment on whether work of sufficient quality and quantity has been accomplished.

E. Meetings and Presentations:

The CONSULTANT must be available for unscheduled meetings. The CONSULTANT staff shall also be available for project related meetings with a one (1) workday notice. Presentations required for project tasks may be held during the evening hours, beyond the normal workday. The CONSULTANT may be called upon to provide maps, press releases, advertisements, audiovisual displays and similar material for meetings.

F. Quality Control:

The CONSULTANT shall be responsible for insuring that all work products, including draft submittals, conform to DEPARTMENT standards and criteria. This shall be accomplished through an internal Quality Control (QC) process performed by the CONSULTANT. This QC process shall insure that objective and qualified individuals who were not directly responsible for performing the initial work achieve quality through checking, reviewing, and surveillance of work activities.

Prior to submittal of the first invoice, the CONSULTANT shall submit to the DEPARTMENT'S Project Manager for approval the proposed method or process of providing Quality Control for all work products. The Quality Control Plan shall identify the products to be reviewed, the personnel who perform the reviews, and the method of documentation.

G. Correspondence:

Copies of all written correspondence between the CONSULTANT and any party pertaining specifically to this contract shall be provided to the DEPARTMENT for their records.

H. Project Management:

The DEPARTMENT will designate a Project Manager who shall be the representative of the DEPARTMENT for the Contract. While it is expected the CONSULTANT shall seek and receive advice from various State, regional, and local agencies, the final direction on all matters of this Contract remain with the Project Manager.

I. Submittals:

The CONSULTANT shall provide both printed and electronic copies of all required documents for each INDIVIDUAL TASK WORK ORDER. Upon completion of the study, the CONSULTANT shall deliver to the DEPARTMENT, in an organized manner, all project files, maps, sketches, worksheets, and other materials used or generated during the study process.

J. Computer Automation:

The project may be developed utilizing computer automation systems in order to facilitate the development and analysis of various project concepts and their impacts. Various software and operating systems were developed to aid in assuring quality and conformance with Department of Transportation policies and procedures. However, it is the responsibility of the CONSULTANT to utilize current FDOT releases of all CADD applications.

SECTION VI. METHOD OF COMPENSATION

Payment for the work accomplished will be in accordance with Exhibit B of this contract. The DEPARTMENT'S Project Manager and the CONSULTANT shall monitor the cumulative invoiced billings to ensure the reasonableness of the billings compared to the INDIVIDUAL TASK WORK ORDER schedule and the work accomplished and accepted by the DEPARTMENT.

The specific events and associated work percentages will be established for each INDIVIDUAL TASK WORK ORDER.

SECTION VII. RESPONSIBILITIES OF THE DEPARTMENT

The DEPARTMENT will provide those services and materials as set forth below:

1. Project data currently on file.
2. Engineering standards and review services.
3. Environmental standards and review services.
4. Existing right-of-way maps.
5. The DEPARTMENT will provide available Work Program data.
6. Directives from Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and Office of Policy Planning (OPP)

SECTION VIII. RESPONSIBILITIES OF THE CONSULTANT

1. The CONSULTANT shall provide an overall Project Manager, located within Monroe, Miami-Dade, Broward or Palm Beach counties, who will be the primary point of contact for the CONSULTANT for the scope, schedule, manpower coordination, negotiation of task man-hours and completion of all Work Orders. The CONSULTANT may also assist the DEPARTMENT Project Manager in preparing Work Orders. The Project Manager shall meet with the DEPARTMENT'S Project Manager on a regular basis and shall provide monthly progress reports by Work Order. These progress reports shall be the basis for evaluation and processing of invoices for payment.
2. 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:
 - a) Project Manager
 - b) Senior Transportation Planner

- c) Transportation Planner
- d) Project Administrator
- e) Planning Technician
- f) Professional Engineer

Any classifications not listed above must be documented in individual Work Orders by the CONSULTANT and approved by the DEPARTMENT'S Project Manager. For all classifications, rates will be negotiated prior to beginning the contract.

3. 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 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.
4. The CONSULTANT shall provide staff to work in the office of the DEPARTMENT'S Project Manager, District Office or other location as may be defined in any Work Orders.
5. The CONSULTANT shall perform all analyses, develop recommendations, and document all work within the required time schedule as defined in the Work Orders.
6. The CONSULTANT will perform all tasks in accordance with all FDOT Guidelines and Standards, rules of the Department of Economic Opportunity (DEO), applicable Florida statutes and any other State laws and policies.

SECTION IX. COMPUTER SERVICES

1. The CONSULTANT will be required to use FDOT Work Program Data and may be required to use the latest available versions of the following:
 - a) Any other software as indicated in a Work Order.
 - b) TPO Interactive TIP

The DEPARTMENT will not be responsible for providing proprietary software packages to the CONSULTANT.

2. Should the CONSULTANT desire to use any DEPARTMENT programs permission must be granted in accordance with this agreement.
3. The CONSULTANT will be responsible for providing electronic copies of all work products (reports, spreadsheets, datasets, drawings, graphics, etc.) to the DEPARTMENT in a format compatible with the DEPARTMENT'S computer systems.
4. Computations based on computer programs other than the DEPARTMENT'S must conform to all DEPARTMENT accuracy and format requirements.