

Exhibit “A” - Scope of Services
Connected and Automated Vehicle (CAV)-Statewide Arterial Management Program (STAMP)
and Managed Lanes (ML) Contract

I. Purpose

The Florida Department of Transportation’s (FDOT) Connected and Automated Vehicles (CAV) Program, the Statewide Arterial Management Program (STAMP) and Managed Lanes (ML) Program are being combined under one General Engineering Consultant (GEC) contract with a goal towards implementing the Department’s Vital Few of *improving safety, advancing mobility, inspiring innovation, and fostering workforce development*. This combined CAV-STAMP-ML contract scope, presented here, outlines the professional services support to the State Traffic Engineering and Operations Office (STEOO) for the CAV, STAMP and ML Programs. The Consultant team will plan, implement, and guide the planning, operations, maintenance and management of the CAV, STAMP and ML programs including the strategic and tactical approaches to implementation and deployment. In so doing, the selected Consultant team will perform the tasks outlined below.

Upon selection of the Consultant Team, a Consultant Project Manager (referred to as CPM from hereon), will be selected with input from the Department’s Project Manager (FDOT PM from hereon). The CPM reports to the FDOT PM, and must have significant knowledge, skills, and expertise to deliver the CAV, STAMP and ML programs. The CPM must have strong project management skills including production scheduling, activity planning, quality reviews, stakeholder consultations, generating ideas, and leading the CAV, STAMP and ML Programs. The Consultant Team must support the CPM in all aspects of delivering an outcome-based Program to the Department and FDOT PM.

At the start of the contract, a total of seven (7) in-house full-time equivalent (FTE) Consultant Team members will be located at the FDOT State Traffic Engineering and Operations Office in Tallahassee. A CPM should be assigned and fully functional on day 1 of the Contract. External support (Consultant Team home offices) will supplement the work effort delivered by the in-house consultants. The Department may also request Consultant services on an as-needed basis which may require additional FTEs. There is no guarantee that any or all the services described in this scope will be assigned during the term of this agreement. The Consultant should provide these services on a non-exclusive basis. The in-house FTEs are expected to not serve on any other contracts, in part or in full. The Department, at its option, may elect to have any of the services set forth herein performed by other consultants. Any in-house FTE consultant under this contract, may be requested to support other contracts but after explicit approval and communication by the FDOT Project Manager of this contract. If requested, the Consultant shall draw experts on an as-needed basis. Quality assurance and quality control elements should be ingrained in all project activities, deliverables, discussions, outputs, and presentations. One of the main goals of this Program is to produce tangible results for realizing the Department’s Vital Few goals – improving safety, advancing mobility, inspiring innovation, and fostering workforce development.

For a Task Work Order where Consultant staff are anticipated to work the majority of a 40-hour week at department facilities, the Consultant will be reimbursed at the field rate, and staff who are anticipated to work on average most of the week at the home office should be reimbursed at the home rate.

II. CAV Program

a. Program Management Support

The CPM, with support from a Task Manager if proposed will manage projects and tasks, perform quality assurance services, and provide technical services to support the CAV Program. Program Management Support Tasks include the following.

- Coordinate the CAV Program, functions, and activities
- Manage Task Work Orders (TWO)
- Scheduling and resource assignments including the identification of home office versus in-house Consultant staff utilization
- Develop work plans outlining how the TWO deliverables will be achieved
- Furnish weekly and monthly progress reports
- Perform quality control and quality assurance services
- Deliver administrative and technical services
- Track project budgets and maintain burn rates
- Monitor efficiencies in resource identification and utilization
- Provide quality control with all deliverables
- Perform other project management support tasks as necessary

b. Training Development Support

The Consultant Team will develop training material and modules for use by the Department, stakeholders, and contractors with the Department, and for possible use of the modules by external partners. This support must be consistent with Department's training initiatives. Tasks include:

- Develop the virtual and in-person training material
- Develop Computer Based Training (CBT) modules
- Coordinate continuing education units (CEUs), authorized entity Professional Engineer (PE), American Institute of Certified Planners (AICP), etc. credits for the training modules
- Coordinate with the Department's offices and the Learning Curve system
- Work with partners to identify training and delivery opportunities
- Monitor and update training materials and guidance as the state of practice evolves
- Scheduling, coordinating, and assistance in conducting District and Central Office trainings
- Perform other training development support tasks as necessary

c. General Engineering and Support

The Consultant will provide all systems engineering documentation, Standard Plans and specifications reviews, Request for Proposal (RFP) preparation and reviews, technical analysis, recommendations, planning, design, integration, and operations support. The Consultant must develop and/or implement specifications, Standard Plans, integration plans, testing plans, and system validation plans. Tasks include:

- Develop and review standards and specifications
- Develop and maintain technical documentation
- Prepare engineering and technical white papers as necessary
- Studies on topics for implementing the CAV Program

- Prepare procurement packages for proposed technology deployments
- Provide any support related to furnishing, installing, integrating, testing, and training on CAV.
- Develop regional and project-level systems engineering management plans
- Perform safety analysis including benefits and costs associated with project activities
- Conduct traffic operational analysis including use of traffic operations analysis software and microsimulation tools
- Review and develop design criteria packages and plans, solicitation packages, and contract documents and addendums. Firm(s) who participate in the development of such documents shall be precluded from pursuing such projects in accordance with the Conflict-of-Interest Procedure for Department Contracts, Procedure No. 375-030-006.
- Provide support for the ITS Communication Network including dedicated short-range communications (DSRC), cellular vehicle to other (C-V2X), networks, and wireless technologies
- Provide engineering analysis support as requested, including capabilities for structural analysis and expertise for structural equipment such as mast arm and span wire signal structures.
- Gather data from third party sources or crowdsourcing applications to support emergency management, engineering analyses, studies, and other functions as requested.
- Perform other General Engineering and support tasks as necessary

d. General Outreach and Studies Support

The Consultant will provide logistical, and staff support to conduct outreach to internal Department offices, Districts, as well as external stakeholders and partners. This support includes scheduling of meeting date, time and location as well as providing staff support for meeting facilitation, material preparation, recording action items and follow up action items from previous meetings. Tasks include:

- Schedule, coordinate, and assist in conducting District workshops and meetings
- Provide staff support for meeting facilitation and meeting material preparation
- Record action items from the meeting/workshop as well as perform follow up activities for previous meeting action items
- Plan and conduct stakeholder outreach workshops
- Develop and maintain SharePoint
- Prioritize study needs
- Perform other outreach and studies support tasks as necessary

e. Data Security and Data Management

The Consultant will study and identify potential safeguards for secure data and data management activities. These safeguards allow for secure exchange of trusted data between infrastructure data and vehicle data, assures privacy between users from third parties, and provides efficient data collection from various sources for distribution to various users. The Consultant must follow all

existing data related processes if they exist and New data must be formalized against agency procedures, platforms, requirements for technology implementation, security, and align with formalized technology and data governance groups and activities of FDOT. Tasks include:

- Identify policy and services for security credential management and cybersecurity for infrastructure and vehicle data
- Develop policy and procedures for infrastructure data management- e.g., signal phase and timing, speed, parking, bicycle pedestrian, transit, freight, multimodalism and several other CAV applications
- Develop policy and procedures for vehicle data management- e.g., vehicle location, speed, dimensions
- Identify security needs for data distribution
- Identify policy and procedures for protection of privacy
- Develop data management plan for real-time data decision making and other activities
- Provide in-depth support on Security Credential Management Systems (SCMS), cyber and physical security
- Provide in-depth support on the Department's V2X Data Exchange Platform
- Perform other data security and data management tasks as necessary

f. CAV Tasks

CAV Program and Project Development Support: The Consultant must develop, perform, and update, as directed by the Department, the CAV Business Plan, gap analysis, strategic planning and visioning, CAV action plans, programmatic cost estimates, implementation road maps, and program schedules. The Consultant must conduct studies, analyze issues, develop white papers and technical memorandums, and strategic action plans to support the Program. The Consultant must also support CAV partnership development and interaction. The Consultant, as directed by the Department, must develop CAV procurement documents, including RFPs, scope of services, preliminary and detailed engineering, Work Programing, and project cost estimates. Firm(s) who participate in the development of such documents shall be precluded from pursuing such projects in accordance with the Conflict-of-Interest Procedure for Department Contracts, Procedure No. 375-030-006.

CAV Implementation Support: The Consultant, as directed by the Department, must also develop and/or implement CAV specifications, Standard Plans, integration plans, testing plans, and system validation plans. As requested by the Department, the Consultant must perform project-level systems management, and provide support for CAV projects implemented by other offices within the Department. The Consultant must have a comprehensive understanding of the conceptualization, brainstorming, planning, developing, designing, operating, and maintaining the support systems for CAV implementation; these include but are not limited to procuring, furnishing, installing, integrating, testing, and training on the currently available and proposed CAV technologies.

CAV Plans, Documentation, Workshops, Outreach: As directed by the Department, the Consultant must develop and update project-level architectures, systems engineering and concept of operations documents, and supporting material for the CAV Program. The Consultant must also develop project concepts, grant applications, cost estimates, stakeholder coordination, project schedules and other material for responsive grant applications. As directed by the Department, the Consultant must support the Department in managing and delivering CAV projects implemented with the awarded grant funds. At the Department's request, the Consultant must plan stakeholder workshops at the Central and District Offices, or at any stakeholder facility, to advocate for the CAV Program and to fulfil the Program's needs in line with the Department's vision and mission. The Consultant must also conduct outreach with the public and private agencies; industry and business partners; and the national, state, and local bodies. The Consultant must develop a Communications Outreach Plan including developing marketing and branding material, managing the CAV webpage, and developing sophisticated presentation material.

CAV Data Analysis and Evaluation: In anticipation of the need to develop tools to collect and effectively utilize new data generated by CAV and vehicle/other modes to infrastructure communication, the Consultant must develop models and architectures for data collection, storage, security, and analysis. As requested by the Department, the Consultant must develop crash and mobility data analysis and before/after evaluation reports. Tools for crash data collection include Signal 4 Analytics and FDOT's Crash Analysis Reporting System (CARS). The Consultant must develop tools to deliver CAV-related performance measures, interactive visualization tools. As requested by the Department, the Consultant must develop tools and strategies to convert CAV data and other performance measure data into useful information for analysis purposes. Example tools include dashboard with GIS capabilities and automated decision support systems and benefit/cost analyses utilizing available tools. The Consultant must run simulation models to develop an estimate of impacts of possible CAV deployment strategies. For such modeling, the Consultant shall be familiar with SYNCHRO, Tru-Traffic, Highway Capacity Software (HCS), CORSIM, SimTraffic, VISSIM, QuickZone and SIDRA Intersection Modeling.

Miscellaneous Activities: Recognizing that CAV is a quickly changing discipline, new areas of interest will likely evolve. The Consultant should be aware of national best practices and emerging technologies and should recommend to the Department on activities that may be considered to support the Program.

III. STAMP

The CPM and the Consultant Team will manage projects and tasks, perform quality assurance services, and provide technical services to support the STAMP. The Consultant Team will provide wide-ranging services that include but are not limited to planning, developing, and implementing standards, deployment, design, integration, operations, maintenance, telecommunications, mainstreaming, traveler information, and multimodal systems. A principal task of the Consultant Team will be to assist the FDOT PM and/or the STAMP lead in developing Department's STAMP

Working Group functions. Consultant will work closely with the Department's District level arterial management personnel and local agency staff, as directed by the Department. The Consultant Team shall provide qualified technical and professional personnel to perform to the Department standards and procedures, the duties and responsibilities assigned under the terms of this contract.

a. Program Management Support

The CPM manages projects and tasks, performs quality assurance services, and provides technical services to support the STAMP Program. The CPM, with support from a STAMP Task Manager (if proposed), should have knowledge, skills, and expertise to deliver the STAMP program. The Program must have a sound understanding of the STAMP tasks detailed in this Scope of Services. The Program must have strong Project Management skills including production scheduling, activity planning, quality reviews, stakeholder consultations, generating ideas, and leading the STAMP Program. The following are the Program Management Support Tasks.

- Coordinate the STAMP Program functions and activities
- Manage Task Work Orders (TWO)
- Scheduling and resource assignments including the identification of home office versus in-house consultant staff utilization
- Develop work plans outlining how the TWO deliverables will be achieved
- Furnish weekly and monthly progress reports
- Perform quality control and quality assurance services
- Deliver administrative and technical services
- Track project budgets and maintain burn rates
- Consider efficiencies in resource identification and utilization
- Monitor and provide quality control with all deliverables
- Perform other Project Management Support Tasks

b. General Engineering and Support

The Consultant Team provides all systems engineering documentation, Standard Plans and specifications reviews, Request for Proposal (RFP) preparation and reviews, technical analysis, recommendations, planning, design, integration, and operations support. The Consultant Team must develop and/or implement specifications, Standard Plans, project plans, integration plans, testing plans, and system validation plans. The following are the General Engineering and Support Tasks.

- Develop and Review standards and specifications
- Develop and maintain technical documentation
- Prepare engineering and technical white papers as necessary
- Studies on topics for implementing the STAMP Program
- Develop Regional and project level systems engineering management plans
- Perform safety analysis including benefits and costs associated with project activities, using tools such as Signal 4 Analytics and FDOT's Crash Analysis Reporting System (CARS).

- Conduct Traffic operational analysis including use of Highway Capacity Software (HCS) and microsimulation tools such as SYNCHRO, Tru-Traffic, CORSIM, SimTraffic, VISSIM, QuickZone and SIDRA Intersection Modeling.
- Provide engineering analysis support as requested, including capabilities for structural analysis and expertise for structural equipment such as mast arm and span wire signal structures.
- Review and develop design criteria packages and plans, solicitation packages, and contract documents and addendums. Firm(s) who participate in the development of such documents shall be precluded from pursuing such projects in accordance with the Conflict-of-Interest Procedure for Department Contracts, Procedure No. 375-030-006.
- Gather data from third party sources or crowdsourcing applications to support emergency management, engineering analyses and studies, and other applications as requested.
- Develop tools and strategies to convert performance measure data into useful information for analysis purposes. Example tools include dashboard with GIS capabilities and automated decision support systems and benefit/cost analyses utilizing available tools.
- Perform other General Engineering and Support Tasks as necessary

c. Consultant STAMP Services

The following types of work elements may be assigned under the terms of this contract:

- Develop STAMP-related policy, guidance, and other documentation and for consistency with the state's Transportation Systems Management & Operations (TSM&O) program.
- Study national best practices on such areas as Signal Performance Measures, Vision Zero and Transportation Operations Programs, and offer practical solutions to advance traffic operations.
 - Collect and summarize the best practices on various themes in arterial management and provide a basis for decision-making.
 - Develop arterial management-related white papers with a view to deploy and implement systems that are sustainable and can produce tangible results.
 - Develop and revise the STAMP Action Plan.
 - Create technology papers on signal operations and related data collection and decision-making.
- Support development of comprehensive signal systems which can feed into the STAMP.
 - Develop detailed analyses on signal system operations, signal retiming aspects, and adaptive signal control technologies with consideration for mobility and safety.
 - Provide specialized services utilizing field expertise.
 - Perform detailed field-based assessment of signal system issues which can further the active development of the STAMP.

- Develop policy and guidance on decision support system for cross-jurisdictional signal coordination.
- Support development of a STAMP Strategic Plan and the delivery methods to install a comprehensive arterial program in the state.
 - Identify arterial funding options and usage.
 - Develop arterial strategy implementation, operations and maintenance cost factors and estimates.
 - Develop traffic signal timing and retiming scope of services templates.
 - Develop traffic signal retiming cost factors for data collection, retiming, implementation, and tuning.
 - Develop signal maintenance scope of services for use with contractor maintenance.
 - Develop arterial operations and maintenance cost factors.
- Develop guidance on STAMP initiatives including, but not limited to adaptive signal control systems for efficient signal and arterial operations. Support development and use of performance measures for:
 - Signal operations.
 - Signalized arterials.
 - Multimodal use of arterials.
- Support development of integrated corridor management.
 - Perform tasks to support integration of arterial and freeway systems.
 - Develop a model for interagency coordination.
- Support training programs
 - Develop traffic signal-related training courses, modules, computer-based training, and webinars.
 - Assist with delivery of signal-related training courses.

IV. Managed Lanes General Engineering Support Contract

The Managed Lanes (ML) Program is focused on implementation of express lanes and other managed lane types (including thru lanes, truck only lanes, bus only lanes/transitways/busways, reversible lanes, part time shoulder use, connected and automated vehicle only lanes, reversible lanes, and carpool occupancy lanes) on networks in the major urbanized areas of the State. Managed Lanes provide customers travel options, offers a more predictable travel time, and deliver a long-term solution to manage congestion. The Consultant Team support the planning and implementation of the Managed Lanes program. At the request of FDOT PM, the Consultant Team will perform the tasks outline below.

a. General Tasks

i. Program Management Support

The CPM manages the projects and tasks, performs quality assurance services, and provides technical services to support the ML Program. The CPM should have knowledge, skills, and expertise to deliver the ML program and carry out the mission. The CPM, with support from a Task Manager if proposed, must have a sound understanding of Systems and Policy Planning, Project Development and Environment, Design, Construction, Traffic Engineering and Operations, Maintenance, Safety, Systems Engineering, Study and Work Program functions. The Program must have strong Project Management skills including production scheduling, activity planning, quality reviews, stakeholder consultations, generating ideas, and leading the ML Program. The following are the Program Management Support Tasks.

- Coordinate the ML Program functions and activities
- Manage Task Work Orders (TWO)
- Scheduling and resource assignments including the identification of home office versus in-house consultant staff utilization
- Develop work plans outlining how the TWO deliverables will be achieved
- Furnish weekly and monthly progress reports
- Perform quality control and quality assurance services
- Deliver administrative and technical services
- Track project budgets and maintain burn rates
- Consider efficiencies in resource identification and utilization
- Monitor and provide quality control with all deliverables
- Perform other Project Management Support Tasks

ii. Training Development Support

The Consultant Team develops training materials and modules for use by the Department stakeholders, and contractors with the DEPARTMENT and for possible use of the modules by external partners. This support must be consistent with DEPARTMENT's Statewide TSM&O (Transportation Systems Management and Operations) Excellence Program (STEP) training initiative. Training Development Support Tasks include the following:

- Develop training materials
- Develop Computer Based Training (CBT) modules
- Coordinate continuing education units (CEUs), Professional Engineer credit, and American Institute of Certified Planners credits for the training modules
- Coordinate with the DEPARTMENT'S Training Management and Design office to put the CBT's and instructor led training into the Learning Curve system
- Work with partners to identify training and delivery opportunities
- Monitor and update training materials and guidance as the state of practice evolves
- Scheduling, coordinating, and assistance in conducting District and Central Office trainings
- Perform other Training Development Support Tasks as necessary

iii. General Engineering and Support

The Consultant Team provides all systems engineering documentation, Standard Plans and specifications reviews, Request for Proposal (RFP) preparation and reviews, technical analysis, recommendations, planning, design, integration, and operations support. The Consultant Team must develop and/or implement specifications, Standard Plans, project plans, integration plans, testing plans, and system validation plans. The following are the General Engineering and Support Tasks.

- Develop and Review standards and specifications
- Develop and maintain technical documentation
- Prepare engineering and technical white papers as necessary
- Studies on topics for implementing the ML Program
- Develop Regional and project level systems engineering management plans
- Perform safety analysis including benefits and costs associated with project activities, using tools such as Signal 4 Analytics and FDOT's Crash Analysis Reporting System (CARS).
- Review and develop design criteria packages and plans, solicitation packages, and contract documents and addendums Firm(s) who participate in the development of such documents shall be precluded from pursuing such projects in accordance with the Conflict-of-Interest Procedure for Department Contracts, Procedure No. 375-030-006.
- Provide engineering analysis support as requested, including capabilities for structural analysis and expertise for structural elements. Gather data from third party sources or crowdsourcing applications to support emergency management, engineering analyses and studies, and other applications as requested.
- Perform other General Engineering and Support Tasks as necessary

iv. General Outreach and Studies Support

The Consultant Team provides logistical, and staff support to conduct outreach to internal FDOT offices, districts, as well as external stakeholders and partners. This support includes scheduling meeting dates, times and locations as well as providing staff support for meeting facilitation, material preparation, recording action items and completion of follow up action items from previous meetings. The following are the Outreach and Studies Support Tasks.

- Schedule, coordinate, and assist in conducting District workshops and meetings
- Provide staff support for meeting facilitation and meeting material preparation
- Record action items from the meeting/workshop as well as perform follow up activities for previous meeting action items
- Plan and conduct stakeholder outreach workshops
- Develop and maintain SharePoint
- Prioritize study needs
- Perform other Outreach and Studies Support Tasks as necessary

b. Managed Lanes Tasks

i. Program Development Support

The Consultant Team develops and updates, as directed by the FDOT PM, the Managed Lane Program Business Plan, gap analysis, strategic planning and visioning, Managed Lane action plans, programmatic cost estimates, Implementation plans, and program schedules. The Consultant Team conducts studies, analyze issues, develop white papers and technical memorandums, and strategic action plans to support the Managed Lanes Program. The following are the Program Development Support Tasks.

- Gap analysis and strategic planning
- Managed Lanes Business Plan
- Managed Lanes Action Plan
- Maintain schedule tracking different phases of Managed Lanes Projects around the state

ii. Managed Lanes Data Analysis and Evaluation

The Consultant Team develops models and architectures for data collection, storage, security, and analysis. The Consultant Team develops crash and mobility data analysis and before/after evaluation reports. Tools for crash data collection include Signal 4 Analytics and FDOT's Crash Analysis Reporting System (CARS). The Consultant Team develops interactive visualization tools display performance measures. Example tools include dashboard and automated decision support systems and benefit/cost analyses utilizing available tools.

iii. Managed Lanes Data Analysis and Evaluation Tasks

- Model architectures for developing safety and mobility studies of Managed Lanes facilities
- Before and After studies on Managed Lanes facilities
- Interactive visualization tools and dashboards with GIS capabilities to display the Managed Lanes performance measures

iv. General Planning Support

The Consultant Team provides data collection, needs assessment, concept development and concept evaluation for the ML Program. The Consultant Team supports the ML Program by developing white papers, technical memorandums, programmatic cost estimates, implementation plans, and schedules. The Consultant Team performs before/after evaluation reports containing safety and operational analysis. The Consultant Team develops reporting tools such as dashboards and automated decision support systems for processing data and performance measures into information for analysis purposes. The following are the General Planning Support Tasks.

- Perform and document data collection and origin/destination analysis
- Perform before/after evaluation of safety and operational performance
- Develop, maintain, and review Corridor/Interstate Master Plans, Action Plans, Business and Strategic Plans
- Augment the existing SIS (Strategic Intermodal System) Needs Plan and Cost Feasible Plan process for use in defining the Corridor Build Out on Managed Lanes facilities

- Develop, maintain, and review systems engineering plans, Concept of Operations, State/Regional/Project ITS (Intelligent Transportation System) architectures, system requirements and high-level design
- Provide planning level traffic analysis and project traffic forecasting and document the results
- Conduct planning level operational and simulation analysis and document the findings using tools such as CORSIM, HCS, and VISSIM.
- Perform and document feasibility and study concept analysis
- Perform and publish GIS mapping and analysis
- Develop and review Policy, Procedure, and Manuals

v. General Systems Engineering Management Support

The Consultant Team develops and maintains system engineering documents to ensure the Department meets the requirements of 23 CFR, Part 940, the DEPARTMENT's Systems Engineering and ITS Architecture Procedure 750-040-003-c , and the Division of State Technology (DST) Chapter 60GG-1 to support the Managed Lanes Program. The following are the General Systems Engineering Management Support Tasks.

- Develop and update ITS architecture, systems engineering documents and ConOps documents
- Develop and review Regional, Corridor, and Project Level Concept of Operations
- Develop and review Regional Traffic Management Center (RTMC) Express Lanes operational procedures or guidelines
- Develop and review traffic incident management procedures and guidelines for express lanes
- Develop procurement documents, including Requests for Proposals (RFP), scope of services, and project cost estimates. Firm(s) who participate in the development of such documents shall be precluded from pursuing such projects in accordance with the Conflict-of-Interest Procedure for Department Contracts, Procedure No. 375-030-006.

vi. Statewide Express Lanes Software (SELS) Change Management and Enhancement Support

If necessary, the Consultant Team organizes proposed SELS enhancements to be reviewed at the Change Management Team (CMT) meetings. The Consultant Team develops the agenda, attends meetings, records meeting results and decisions, develops presentation materials, and manages action items. The Consultant Team assists with integration assignments, independent SELS software verification and validation, SELS software concept of operations, user needs and preliminary requirements. The Consultant Team supports the review of SELS design/development and SELS factory acceptance testing. The following are the Statewide Express Lanes Software (SELS) Change Management and Enhancements Support Tasks.

- Support for SELS change management activities
- Independent verification and validation of SELS software enhancements
- Develop SELS software concept of operations/requirements

- Reviews SELS design and SELS factory acceptance testing review
- Development and review of SELS operational parameters for the Level of Service Table and Delta Density Table
- Document existing and/or proposed processes
- Develop and deliver training and technical assistance
- SELS SharePoint development and maintenance

V. Deliverables

Deliverables will be defined in each Task Work Order. Work associated with Task Work Orders that use operating budget must be completed by June 30th (last date of the of the fiscal year), with a final invoice received by the Department no later than September 1st. Budget reverts on September 30th if not paid out.

VI. Responsibilities of the Department

The Department shall provide a Project Manager who shall be responsible for all coordination with the Consultant pertaining to all contractual matters, invoicing, and reporting. The Department may also designate a manager for each Task Work Order who shall be responsible for working with the Consultant Project Manager to define the specific work to be performed and the schedule for completion of each task, the Consultant staffing to be provided, and the cost. The Department Project Manager shall be responsible for approval of any additional staffing to be provided including additional Consultant staff (approval must be coordinated with the Procurement Office) and shall give approval of all work products and services.

VII. Responsibilities of the Consultant

The Consultant shall provide and maintain an up-to-date list of staff with agreed-to classifications and approved salaries (subject to the contract Exhibit “B”) that would be available to be assigned to specific Task Work Orders. No Consultant staff, except those specifically identified in a Task Work Order or those specifically agreed to by the Department Project Manager, shall charge time to that Task Work Order.

Consultant must request approval from the Department’s Project Manager for any modifications or additions to the list of available staff prior to the initiation of any work by that individual. If applicable, new job classifications may be added to the contract via contract amendment. Consultant shall submit a copy of the resume and payroll register before new staff can be added.

For a Task Work Order where Consultant staff are anticipated to work the majority of a 40-hour week at Department facilities, the Consultant will be reimbursed at the field rate, and staff who are anticipated to work on average most of the week at the home office should be reimbursed at the home rate.

The Consultant shall have a total of seven (7) full-time equivalents (FTE) with a general distribution of 3 FTE CAV staff, 2.5 for STAMP and about 1.5 FTE for ML. Note that this is a general estimation of staff allocation as of the contract start date. Needs may change; the Consultant Team is requested to remain flexible. The Consultant shall maintain an office and staff in Tallahassee, Florida as defined and agreed to in Task Work Orders. Limited short-term office space may be provided by the Department for technical staff where proximity with Department staff is necessary for the work being performed. Such arrangements will be made between the Consultant Project Manager and the Department Project Manager on an “as needed” basis and will be expressly stipulated in the individual Task Work Orders.

VIII. Conflict of Interest

The Consultant or any affiliate is not eligible to pursue advertised work in the Consultant area of oversight or any project for which the Consultant developed the Scope of Services, or RFP in accordance with FDOT Procedure No. 375-030-006, Conflict of Interest Procedure for Department Contracts.

IX. Personnel Qualifications

The Consultant shall assign only competent technical and professional personnel qualified by the necessary experience and education to perform assigned work. The Consultant is responsible for ensuring that staff assigned to work under this Agreement has the training established by the Department as a prerequisite for Consultant staff to perform work. If the required training is such that it can be applied by the trainee to work on other contracts, (regardless of whether the trainee would work on other agreements), the cost of the trainee’s time and expenses associated with the training is not directly billable to the Department on this contract and shall only be recoverable through overhead for the Consultant firm.

The FTE staff members shall have key personnel for each of these program areas with the following minimum experience in the respective areas: CAV program, 2-3 years; STAMP program, 4 years; and for the ML program, 2-3 years. The key personnel for the STAMP program shall have a professional engineer license, however, P.E. licensure is not required for the CPM.

For home office support, team members with Road Safety Professional (RSP) certification are preferred.

X. Subconsultant Services

Services assigned to any subconsultants must be approved in writing and in advance by the Department Project Manager, Procurement Office, and the Consultant Project Manager in accordance with this Agreement. All subconsultants must be technically qualified by the Department to perform all work assigned to them. Additional subconsultants with specialized areas of expertise may be required to complete specific Task Work Order assignments. Any subconsultant to be hired and all work assignments to be performed, and all rates of

compensation shall be agreed to by the Department Project Manager, Procurement Office and the Consultant Project Manager and documented in the contract file prior to any work being performed by the subconsultant.

Any new subconsultant must be added to the contract via contract amendment (in coordination with the Procurement Office) prior to any issuance of work on a Task Work Order.

XI. Consultant Not Employee or Agent

The Consultant and its employees, agents, representatives, or subconsultants/ subcontractors are not employees of the Department and are not entitled to the benefits of State of Florida employees. Except to the extent expressly authorized herein, Consultant and its employees, agents, representatives, or subconsultants/subcontractors are not agents of the Department or the State for any purpose or authority such as to bind or represent the interests thereof and shall not represent that it is an agent or that it is acting on the behalf of the Department or the State. The Department shall not be bound by any unauthorized acts or conduct of Consultant.

XII. Ownership of Works and Inventions

The Department shall have full ownership of any works of authorship, inventions, improvements, ideas, data, processes, computer software programs, and discoveries (hereafter called intellectual property) conceived, created, or furnished under this Agreement, with no rights of ownership in Consultant or any subconsultants/subcontractors. Consultant and subconsultants/subcontractors shall fully and promptly disclose to the Department all intellectual property conceived, created, or furnished under this Agreement. Consultant or subconsultant/subcontractor hereby assigns to the Department the sole and exclusive right, title, and interest in and to all intellectual property conceived, created, or furnished under this Agreement, without further consideration. This Agreement shall operate as an irrevocable assignment by Consultant and subconsultants/subcontractors to the Department of the copyright in any intellectual property created, published, or furnished to the Department under this Agreement, including all rights thereunder in perpetuity. Consultant and subconsultants/subcontractors shall not patent any intellectual property conceived, created, or furnished under this Agreement. Consultant and subconsultants/subcontractors agree to execute and deliver all necessary documents requested by the Department to effect the assignment of intellectual property to the Department or the registration or confirmation of the Department's rights in or to intellectual property under the terms of this Agreement. Consultant agrees to include this provision in all its subcontracts under this Agreement.