

EXHIBIT "A"

**DISTRICTWIDE PUBLIC TRANSPORTATION CONSULTANT SERVICES
MODAL DEVELOPMENT OFFICE
FM NO. 213945 1 12 03**

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EXHIBIT "A"

DISTRICTWIDE PUBLIC TRANSPORTATION CONSULTANT SERVICES MODAL DEVELOPMENT OFFICE FM NO. 213945 1 12 03

SCOPE OF SERVICES

I. PURPOSE

The Modal Development Consultant (the Consultant) for the Florida Department of Transportation, Public Transportation Office, District Two, (FDOT) shall assist said office by providing professional/technical personnel to perform services to support the the Modal Development Office. Services shall include, but not be limited to, multimodal plans and specifications reviews, technical reports/studies reviews, multimodal inspections and reports, project site visits, review of roadway project plans for integration of transit opportunities, review of DRIs for integration opportunities for transit, development of project scopes, multimodal inventories, transit systems safety plan reviews, design services, construction engineering

inspection & inspection (CEI) services, and program assistance to support compliance with 2 CFR 200 and FTA Circular 5010.E for Transit, Aviation, Rail, Intermodal, and Seaport projects within the District. FDOT will designate a Project Manager for any of the assignments tasked under this agreement. The Consultant should be familiar with all applicable Florida Statutes, Florida Administrative Codes, Code of Federal Regulations, Federal Guidelines, and FDOT Procedures and Standards that pertain to this Scope of Service.

It shall be the Consultant's responsibility to utilize the best judgment, practice and principles possible during the prosecution of the work commissioned under this contract. The Consultant shall demonstrate good project management practices while working on this project. These include frequent 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. 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 Scope of Services.

II. SERVICES TO BE PROVIDED

A. TRANSIT

1. TRANSIT/HIGHWAY PLANS REVIEW

As needed, the Modal Development Consultant shall review plans for major public transportation projects at various stages of design. Reviews may be required at the initiation of each project, at the 30 percent stage, at the 60 percent stage, and at the completion of the project plans stage. Additional reviews may be required as directed. The review is intended to provide comments as to the appropriate provision of facilities to serve transit vehicle and pedestrian needs and to meet the intent of the Americans with Disabilities Act of 1990. This may require research, meetings, and discussions with the appropriate transit agencies, FDOT, and County agencies to determine their needs. Marked up plans, sketches and recommendations should be provided by the Consultant to FDOT within ten working days of being given an assignment.

2. SAFETY COMPLIANCE INSPECTIONS AND REPORTS

a. BACKGROUND AND DESCRIPTIONS

Florida Statute 341.061 requires the Florida Department of Transportation develop and promulgate administrative rules that provide equipment and operational safety standards governing public-sector bus and fixed guideway transit systems. Rule Chapters 14-90 and 14-55, Florida Administrative Code (FAC) establishes the minimum safety standards. Bus and rail transit systems that are wholly or partially funded by the State are required by these rules to develop, adopt and implement System Safety Program Plans (SSPP) that address the minimum safety standards.

The SSPP's developed by the transit systems must address the elements and standards in Rule Chapters 14-90 and 14-55 regarding equipment and operational safety. Compliance with these requirements and regulations is currently accomplished and monitored through a self-certification process. Annually, each system must submit a safety certification to the Department attesting to the following:

- (1) The adoption of a SSPP pursuant to safety standards set forth in Rules 14-90 and 14-55, FAC.
- (2) Compliance with the adopted standards in the SSPP.
- (3) Performance of annual safety inspections on all operational buses.

b. OBJECTIVE

It is the objective of the FDOT to have the Consultant review the adoption and implementation of each System's Safety Program Plan pursuant to Florida Statute 341.061 and Rule Chapters 14-90 and 14-55, FAC. This is to be accomplished by examining selected equipment and operational safety records to verify compliance with minimum established standards.

The product of these examinations shall be a formal report of each safety compliance review. This work requires close coordination between the Consultant, the FDOT and the bus or rail transit system. The Consultant shall maintain communication with the FDOT project manager regarding all activities associated with the performance of this work. The Consultant shall be well acquainted with all pertinent laws, rules, procedures and guidelines with respect to bus transit system equipment and operational safety standards that include, but are not limited to, the following:

- (1) Florida Statute 341.061
- (2) 49 CFR Part 659
- (3) Rule Chapter 14-55, FAC
- (4) Rule Chapter 14-90, FAC
- (5) Bus Transit Safety Program Procedure No. 725-030-009
- (6) Fixed Guideway Transportation Safety Program Procedure No. 725-030-014
- (7) D2 Safety Compliance Report Template (Report Form)
- (8) Transit Safety Status Report (published monthly by FTA)
- (9) FDOT Transit State Management Plan

c. SCHEDULE SAFETY COMPLIANCE REVIEWS

The Consultant shall perform a safety compliance review of each bus or rail transit system as identified by the Modal Development Office Manager. A list will be provided with the local system contact, address and telephone number for each system in FDOT District Two. In addition, this list will include the number of operational buses and bus drivers for each system. Upon completion of the reviews, a final report shall be submitted within two weeks.

The Consultant shall develop a tentative time schedule for implementation of the entire review process. A schedule shall be established that will give each of the systems a minimum of three weeks written notification prior to a review. Scheduling shall be tentatively arranged by telephone and/or email with each system prior to written notification. The scheduling of reviews shall be coordinated with the FDOT Project Manager. FDOT may schedule follow-up reviews for a particular system if the findings

indicate that an unsafe condition exists. If the unsafe condition requires immediate attention, the Consultant shall immediately notify the FDOT Project Manager. Under most circumstances, follow-up reviews will focus only on those areas determined as being in non-compliance and creating an unsafe condition. The necessity and frequency of follow-up reviews shall be determined by the FDOT Project Manager.

d. CONDUCT SAFETY COMPLIANCE REVIEWS

The Consultant shall conduct safety compliance reviews in accordance with guidelines provided in the Bus Transit Safety Program Procedure No. 725-030-009 and the Fixed Guideway Transportation Safety Program Procedure No. 725-030-014. The reviews shall be performed on-site at the administrative and/or operational location(s) of the bus or rail transit system, as required. Immediately preceding the review, a brief meeting shall be held between the Consultant and a representative of the local transit system. The purpose of the meeting shall be to describe the safety compliance review process, discuss the items to be reviewed and coordinate access to appropriate files and records. The following areas shall be examined during a bus system review:

- (1) General Information
- (2) System Safety Program Plan Files
- (3) Bus Safety Program Plan Files
- (4) Proof of Valid Driver's License Records
- (5) Driver Training Records
- (6) Operational and Safety Procedures
- (7) Driving Hours and Work Periods
- (8) Records of Pre-Employment Medical Examinations
- (9) Records of Biennial Driver Medical Examinations
- (10) Bus Maintenance Records
- (11) Records of Bus Accidents
- (12) Driver's Daily Bus Inspection Files
- (13) Bus Maintenance Reviews and Vehicle Inspections
- (14) Bus Emergency & Safety Equipment Inspection

Unless otherwise directed by the FDOT Project Manager, a sampling of records shall be performed in each one of the above review areas. The percentage of records sampling for each of these areas at each bus transit system shall generally be in accordance with the following criteria. The actual sample size undertaken will be established by the FDOT Project manager:

<u># of Operational Buses</u>	<u>% Records Sampling</u>
1 - 10	100%
11 - 25	70%
26 - 50	40%

51 - 150	25%
151 - 250	20%
251 or more	10%

The criteria for a fixed guideway transportation system safety and security review are in the procedure.

The Consultant may be required to review the Public Transportation Agency Safety Plan (PTASP) and the System Safety Program Plan (SSPP) and any revisions to the plans submitted by the local agency responsible for the operation of the fixed guideway transportation system (FGTS). The Consultant will verify that the SSPP complies with the criteria established by Rule Chapter 14-55, F.A.C. and that each FTA funded FGTS submits a Security Program Plan (SPP) in addition to the SSPP. The Consultant will prepare a letter for the Modal Development Office Manager as to the approval of the SSPP or notification of discrepancies in the plan. The Consultant may be asked to maintain investigation reports on accidents, review the FGTS' accident and investigation reports to ensure they are conducted in accordance with the policy and procedures and Safety Oversight Technical Advisory (SOTA), review corrective action plans submitted by the FGTS and conduct on-site safety reviews. Reporting requirements will be prepared by the Consultant and given to the FDOT Project Manager.

Information shall be provided for the following four categories under each area reviewed:

- (1) Deficiencies
- (2) Areas of Concern
- (3) Observations
- (4) Corrective Action Requirements/Recommendations

Findings shall consist of the actual information obtained during the review. Recommendations should address those areas found to be only minimal with regard to compliance with required safety standards. Each recommendation shall provide a method to be considered by the transit system for improving safety performance. Operational characteristics of the system shall be considered for making the appropriate recommendations. Requirements shall indicate and describe the specific action(s) and measure(s) necessary to correct discrepancies and non-compliance items identified in the findings.

The reviews shall be organized and conducted in a manner that will minimize the time spent at the bus or rail transit system's facilities and to prevent any unnecessary interruptions to personnel or operations.

Only those records and files pertinent to the accomplishment of the review shall be examined. All information extracted from files and records shall be accurately and properly documented to preclude inconclusive findings and reporting of erroneous data.

During the review, the Consultant shall make every effort possible to obtain and/or clarify from the local transit system any information that appears missing or incomplete.

Upon completion of the review, a brief meeting shall be scheduled with a representative of the transit system to provide the transit system's management with a preliminary overview of the findings.

During this time, management shall be advised of any unsafe practices requiring immediate corrective action. The Consultant shall immediately notify the FDOT Project Manager concerning the identified unsafe condition(s). A written report describing in detail the particular unsafe condition shall be submitted to the FDOT Project Manager within twenty-four hours following notification.

e. PREPARE SAFETY COMPLIANCE REVIEW REPORTS

The Consultant shall prepare a technical report of each safety compliance review conducted. The report shall be in a format similar to that of model and sample reports. The report shall include information for the four categories as stated above.

FDOT shall establish the compliance timetable based on the findings, recommendations and requirements contained in the report. The information contained in these categories shall be of sufficient detail for FDOT to develop an appropriate compliance timetable. The report shall state the number of records reviewed for each area and the percentage of records sampling performed. Four copies of the report shall be submitted to the FDOT. In addition, a copy of the report shall be provided using the Department's current software as prescribed by the FDOT Project Manager. Reports shall not be publicized or used for any other purpose by the Consultant without the written consent of the Department.

3. ADMINISTRATION OF FTA SECTION 5310, 5311 and 5339 PROGRAMS

a. PURPOSE

To perform certain activities required by the Federal Transit Administration's (FTA) Section 5310 Program authorized by U.S.C. 5310, Section 5311 Program authorized by 49 U.S.C. 5311 and Section 5339 authorized by 49 U.S.C. 5339.

b. AUTHORITY

- (1) Section 341.053, Florida Statutes
- (2) FTA Circular 9070.1D
- (3) Rule Chapter 14-73, F.A.C., Public Transportation
- (4) 49 CFR Part 18 and 19

c. REQUIREMENTS AND PROVISIONS FOR WORK

The services performed by the Consultant shall be in compliance with all applicable Department manuals and guidelines. The Department's manuals and guidelines 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:

- (1) Procedure Topic No. 725-030-010, Section 5310 Program
- (2) Procedure Topic No. 725-030-025, Transit Vehicle Inventory Management
- (3) Procedure Topic No. 725-000-005, Public Transportation Grant Agreement Procedure, (PTGA)
- (4) Procedure Topic No. 450-010-001, Single Audit Procedure
- (5) FDOT Guidelines for Acquiring Vehicle, Invoicing Procedures
- (6) Procedure Topic No. 725-030-004, Section 5311 Program
- (7) Procedure Topic No. 725-030-035, Public Transit Substance Abuse Management Program
- (8) Procedure Topic No. 725-030-009, Bus Transit System Safety Programs

d. BACKGROUND

The Section 5310 Program, 49 U.S.C. 5310, was established by U.S. Congress to provide capital funding for organizations providing transportation for elderly persons and persons with disabilities.

In Florida, program funds will be used to support State designated Community Transportation Coordinators (CTC's) and nonprofit agencies providing service under the terms of a coordination or transportation operator contract.

The Section 5311 Program, 49 U.S.C. 5311, provides Public Transit Service to non-urbanized areas and provides funding to subsidize Intercity bus service between small rural areas and small urban areas.

e. PROJECT DEVELOPMENT

The Consultant may be directed to:

- (1) Prepare a letter announcing the availability of funds before November of each calendar year to nonprofit Agencies (list of Agencies to be provided and maintained by the Department).
- (2) Prepare videos and/or PowerPoint presentations to deliver at public workshops.
- (3) Assisting the Department in conducting public workshops for purposes of presenting PTO programming, or for other purposes which relate to public transportation and the need to obtain community input.
- (4) Preparing schedules for receiving grant applications, as instructed by the FDOT Project Manager, processing and distributing the applications to any FDOT Review Committees, checking the applications for completeness and providing a list of discrepancies.
- (5) Preparing a data information/evaluation spreadsheet from the data supplied by the local agencies, preparing a chart showing the agencies' total request or needs, and providing a chart showing the performance of the agencies that received grants last calendar year.
- (6) Preparing agendas for, and minutes of any FDOT Review Committee meetings. Compiling scores from the FDOT Review Committee and preparing final score sheet/funding allocations.
- (7) Preparing FTA Section 5310 PROGRAM OF PROJECTS (Category "B") for the program year.
- (8) As directed, prepare Public Transportation Grant Agreements (PTGA) providing five copies as required, and submitting to FDOT Project Manager for review and approval.
- (9) Monitoring and conducting on-site reviews of FTA Section 5311 Program subrecipients for verification of compliance with federal regulations for Section 5311 Program, Substance Abuse.

4. VEHICLE INVENTORY FOR FTA SECTION 5310, 5311, AND 5339 PROGRAMS

a. GENERAL

- (1) The objective of this task is to conduct a biennial vehicle inventory as required by the Federal Transit Administration (FTA) for recipients of Federal funds under Section 5310 and Section 5311. The requirement for this work is in 9 CFR, Part 18, Subpart C. Section 32 (d)(2) which states, "A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years".
- (2) The Consultant shall have access to, and shall perform data collection functions compatible with, FDOT's recording system.
- (3) The Consultant shall provide personnel that have knowledge of vehicle performance characteristics, preventive maintenance functions and requirements, and who are knowledgeable in appropriate areas of maintenance management.

b. TASKS TO BE PERFORMED

- (1) The Consultant shall schedule and conduct site visits for all appropriate grantee agencies within the operating jurisdiction of FDOT District Two. The latest listing of agencies, with addresses and contact names will be provided by the FDOT Project Manager.
- (2) The Consultant shall secure from each local agency, a copy of their latest total vehicle inventory. The Consultant shall verify this listing against the inventory provided by the FDOT and make any additions or updates to the list provided, as appropriate. The funding source for vehicle procurement shall be verified for all vehicles, at each agency. Each vehicle identified as procured under the two specified federal programs, Section 5310 and Section 5311, shall be visually inspected, the current mileage/date recorded for each vehicle, along with the pertinent data specified in the "work sheet" provided by the FDOT. These elements will include, but not be limited to, type of wheelchair accessibility accommodations, number of ambulatory seats and number of wheelchair tie-down positions. The Consultant shall photograph each vehicle to document its condition. A minimum of two photographs shall be taken of each vehicle. One photograph shall be of the rear of the vehicle including its FDOT vehicle number.

- (3) The Consultant shall also provide the District with any corrections of agency address, phone numbers, contact person(s). The Consultant shall document appropriate use of the vehicles, quality of preventative maintenance and overall condition of the vehicles inspected. The Project Manager will provide all documentation required for the proper preventive maintenance of the vehicles.
 - (a) The Consultant shall update all vehicle records in the District's Inventory System. Vehicles identified as a result of the site visits, but not previously carried in the inventory system, shall be flagged as new entries. The Consultant shall assure that the placement of Department's unique identifier number(s) has been accomplished by the agencies.
 - (b) There may be certain agencies listed as owners of record for vehicles that do not operate the units. The vehicles are leased out or sub-contracted for operation. Such activity shall be documented with the operator specified, including: address, contact person, telephone number and any other pertinent data such as types of services rendered.
 - (c) Status of procurement in process, shall be documented.
 - (d) The Consultant shall prepare a technical report of each vehicle inventory management review conducted.
 - (e) The Consultant shall familiarize with the requirements of 49 CFR, Part 18, and the final activity report should address those issues, as appropriate, pertinent to Subpart B, Section 12, "High Risk Grantees".

c. FDOT DISTRICT RESPONSIBILITIES

Provide Consultant with the last available information for:

- (1) Agency address listing, with contact names and phone number(s).
- (2) Vehicle Inventory Listing, for each program fund source (Section 5310 and Section 5311).
- (3) Data on agencies listed as vehicles owners but who sub-contract operation of the units to others.
- (4) Vehicle Inventory procedure with Work Forms attached.

- (5) Program of Projects for grants approved within the last three years, wherein capital acquisitions are specified.
- (6) Any other appropriate information that will help ensure a complete and accurate final inventory.
- (7) Listing of assigned vehicle control numbers, as appropriate, for those vehicles in the "pipeline", not yet entered into the inventory system.
- (8) Copies of all identified references, as requested.

5. REVIEW TRANSIT DEVELOPMENT PLANS

The Consultant may be required to review Transit Development Plans (TDP's) of local transit agencies or annual updates to the plan to determine if the necessary elements of the plan have been included. The Consultant will use the Department's most current copy of the "Manual for the Preparation of Transit Development Plans" or most recently updated manuals in conjunction with Rule Chapter 14-73, F.A.C. to determine if the content of the TDP is in compliance. Compliance issues, recommendations and/or comments for the TDP will be prepared by the Consultant and provided to the FDOT Project Manager within ten working days of receipt of the document.

6. REVIEW TRANSIT CORRIDOR DEVELOPMENT(S)

The Consultant may be required to review applications/transit corridor plans for funding, establish criteria for ranking projects, coordinate the ranking criteria with the FDOT Central Office and participate in the selection and project management of any Transit Corridor projects that may be selected for funding. The Consultant may also be asked to represent the Department by chairing a Technical Advisory Group (TAG) for the project, organize the TAG, provide technical assistance, coordinate meetings and prepare reports for the FDOT Project Manager.

7. PROVIDE REVIEW AND ASSISTNACE WITH FDOT TransCIP PROGRAM

The Consultant will be directed to review and assist with applications, agencies and compliance with all existing and future TransCIP District requirements and applications. This would include grant application review, vehicle inventory, score card application, compliance and other tasks as may be directed to ensure compliance with FDOT policies. When requested, the Consultant shall attend meetings relating to TransCIP. Review of transit applications may include verification of data, data analysis, reports and/or other items. It may require research, meetings, and discussions with the appropriate local agencies to determine or verify actual needs/issues.

8. PARK AND RIDE FACILITIES INSPECTION

a. GENERAL

In accordance with FDOT Procedure No. 725-030-002 each Park and Ride Facility shall be physically inspected annually. Inspections shall be conducted on weekdays during peak-use hours. In District Two, there are approximately eleven facilities to be inspected in accordance with the Procedure. Sites may be added or removed as the Department determines appropriate.

b. FACILITY INSPECTION CRITERIA

(1) PHYSICAL CHARACTERISTICS

The Consultant shall physically inspect each facility noting the condition, maintenance and usage of the property. Each facility shall be inspected using the FDOT's Maintenance Rating Program. Notice shall be made of cleanliness of the facility, condition of the pavement and markings, signage and lighting, as required by the Department's procedure.

(2) PROBLEMS AND DEFICIENCIES

The Consultant shall document in writing and photographically any problems/deficiencies observed.

(3) SECURITY

The Consultant shall document the presence or lack of security provisions (guards, surveillance cameras, call box phones, etc.) which shall be reported within the District's annual Park-N-Ride report to the FDOT Central Office.

(4) VEHICLES

The Consultant shall record the number of vehicles occupying the facility at the time of the inspection.

c. PHOTOGRAPHS

The Consultant shall photograph each facility using a camera capable of time/date stamping each print.

d. FACILITY INSPECTION REPORT

The Consultant shall prepare an inspection report for each facility. Three copies of the report including original photographs shall be provided. Photographs shall be contained in a clear plastic holder and labeled on the rear. At a minimum, the report must contain the following elements:

- (1) PROPERTY NAME
- (2) ADDRESS
- (3) DATE/TIME OF INSPECTION
- (4) PROPERTY DESCRIPTION
- (5) CONDITION OF SECURITY
- (6) PARKING CAPACITY
- (7) # OF SPACES OCCUPIED
- (8) OCCUPANCY RATE
- (9) TRANSIT ROUTES SERVING THE LOT
- (10) SUMMARY OF FINDINGS

A summary listing all of the lots inspected which addresses the elements noted above shall be provided by the Consultant.

9. E-FILING AND PAPER FILING

The Consultant shall provide staff services and assistance with E-filing and paper filing in the Jacksonville Urban Office as needed and directed in compliance with state and federal guidelines and regulations. This task would also include assistance with FDOT Grantee Annual Certifications, Annual Compliance and quarterly vehicle mileage reporting. Provide continual Quality Assurance and Quality Control with all E- files and paper filing as required and directed by the Passenger Operations Team.

B. AVIATION SERVICES

1. REVIEW DESIGN DRAWINGS AND SPECIFICATIONS

Airport Sponsors are required to submit plans and specifications for public airport construction projects for review and comments by FDOT.

The Consultant may be directed to review the completeness and applicability of the plans as well as the project's relation to the Master Plan. The Consultant shall maintain assure all plans and specifications submitted until completion/termination of the proposed project, all documents should be housed in the Joint Automated Capital Improvement Program (JACIP) and the Departments shared drive. The Consultant may be directed to review the plans and specifications for conformance with FDOT and Federal Aviation Administration (FAA) standards and requirements. Recommendations or suggested changes shall be marked on the plans and described in a typed format for return to the FDOT Modal Development Office.

FDOT will convey comments, recommendations, and sketches to the sponsor for revisions and further consideration. Revised plans and specifications resubmitted by the sponsor may then be required to be reviewed again by the Consultant whose written concurrence or further comments will be required.

2. PROJECT BID COST REVIEW

The Consultant may be directed to review public airport construction project bids and provide comments as to accuracy of quantities and unit prices. The Consultant shall expeditiously notify FDOT whenever omissions of items or mathematical errors are observed.

3. CONSTRUCTION CHANGE ORDERS REVIEW

The Consultant may be directed to review all public airport construction contract change orders submitted for FDOT approval to ensure that the changes to the project are consistent with the original intent of the project as identified within the Public Transportation Grant Agreement, as well as goals stated in the airport's current Master Plan. Written concurrence and/or comments shall be provided to the FDOT Public Transportation Office.

4. THIRD PARTY CONTRACTS REVIEW

The Consultant may be directed to review all third-party contracts, such as sponsor/contractor agreements, which affect FDOT funded projects. Contracts shall be reviewed for compliance with FDOT policies and guidelines.

5. AVIATION FACILITIES INSPECTIONS AND REPORTS

FDOT Central Office is charged with the responsibility of conducting public airport safety inspections statewide. As inspections are undertaken at public airports, the FDOT District Aviation Office will accompany the FDOT Central Office inspector so that District aviation personnel will be acquainted with any observed findings that may subsequently require remedial action by the airport. As may be directed by the FDOT Project Manager, the Consultant may be requested to substitute in lieu of District aviation personnel when such inspections are performed at public airports within the District.

- (a) While observing inspections as performed by the FDOT Central Office aviation personnel, the Consultant will record any unsafe conditions such as unmarked obstructions, deteriorating or cracked runways, stored materials within the primary area, parked aircraft near runways, taxiways or in the approach surfaces, areas which may potentially attract birds, and any other potential hazards that may be consequential to the Department.
- (b) The Consultant will document any findings in the form of a report that will be filed with the District Aviation Coordinator. In the interest of safety, should the District so direct, the Consultant would prepare a letter for the

Aviation Coordinator's signature to be sent to the airport manager concerning the conditions found on the airport during the inspection, and where appropriate, advise the airport of its obligations under existing state law, regulation, or policy, for the correction of such conditions. Within its authority the FDOT may exercise its powers in gaining the removal or correction of unsafe conditions detected as a result of an airport data safety inspection.

6. MASTER PLANS REVIEW

Because the Airport Master Plan details the development of an airport over a 10 to 20 year period, a thorough understanding of these comprehensive aviation plans are essential. The Consultant shall be prepared to:

- a.** Participate in the full Airport Master Plan process as it progresses from drafting the initial Scope of Work to participating in the Consultant selection process to development of the draft and final submittals of the Airport Layout Plan.
- b.** Provide comments and/or recommended changes to the FDOT Project Manager in a timely manner.
- c.** Maintain a library of District's current Airport Master Plans and any updates.
- d.** Ensure that all procedures addressed in FDOT Procedure Topic No.725-040-100 are followed.
- e.** The Consultant may be required to attend evening meetings or public forums addressing master plan issues.

7. NOISE STUDIES REVIEW

The Consultant may be directed to review noise studies submitted by sponsors to ensure that FDOT and FAA standards on noise studies are adequately addressed. Attend technical review meetings concerning noise studies, and when required, provide memoranda summarizing the most important discussions and/or decisions reached in the meetings or proceedings.

8. OTHER TECHNICAL REPORTS REVIEW

Review other technical reports by public airport sponsors as may be requested by the District and provide analyses, as directed.

9. PROJECT MANAGEMENT SITE VISITS

When directed, the Consultant shall assist the aviation program coordinator in conducting project inspection visits on a semiannual basis to ensure compliance with all applicable Procedures, Public Transportation Grant Agreement terms and conditions, and Department-approved plans and specifications. Inspection reports shall include progress photos and utilize FDOT standard from 725-040-30 (Aviation Project Monitoring). Completed reports, including photos, shall be uploaded to the applicable project within the Joint Automated Capital Improvement Program (JACIP). The consultant will be responsible for contacting each airport sponsor, coordinating scheduling, and working with the project sponsor to gain access to the project site.

10. GRANT MANAGEMENT

The Consultant shall assist the aviation program coordinator in developing, administering, and managing the aviation grant program. This includes coordination with airport project sponsors for work program development, development of the five-year aviation work program, the development of Public Transportation Grant Agreements (PTGA), administration and compliance oversight of active grant agreements, financial monitoring, invoice review, and grant monitoring to ensure timely closeout of aviation grants. The Consultant shall provide personnel with working knowledge of the Joint Automated Capital Improvement Program (JACIP) to complete these activities.

11. QUALITY CONTROL

As directed, the Consultant shall perform quality control reviews of each project file prior to grant closeout. This may include verification of contracts, invoices, compliance documents, certifications, third party agreements, change orders, plan sets, engineering documents, and other Documents as instructed by the Department. The Consultant shall provide a summary documenting the completeness of each project file & work with the aviation program coordinator to resolve discrepancies prior to grant closeout.

C. INTERMODAL SERVICES

1. REVIEW DESIGN DRAWINGS AND SPECIFICATIONS

Sponsors requesting funding from the Department for construction of Intermodal projects are required to submit plans and specifications to the Department for review and comment. The Consultant may be required to review and address the technical sufficiency of any submittal as well as its relationship to the appropriate Master Plan(s). The Consultant shall

maintain a file of all plans and specifications submitted until completion/termination of the project at which those plans and specifications shall be returned to the District Office. Plans and specifications shall be reviewed for conformance with FDOT and applicable Federal standards and requirements. Recommendations or suggested changes shall be marked on the plans and described in a typed format for return to the FDOT, Modal Development Office. FDOT will convey comments, recommendations and sketches to the sponsor for revisions and further consideration. Revised plans and specifications resubmitted by the sponsor may then be required to be reviewed again by the Consultant whose written concurrence or further comments will be required.

2. COST ESTIMATES REVIEW

Review public Intermodal construction cost estimates submitted by sponsors and provide comments as to accuracy of quantities and unit prices. The Consultant shall expeditiously notify FDOT whenever omissions of items or mathematical errors are observed.

3. CONSTRUCTION CHANGE ORDERS REVIEW

Review public intermodal facility construction contract change orders submitted for FDOT approval to ensure that the changes to the project are consistent not only with the project's Public Transportation Grant Agreements (PTGA), but also with the agency's goals as set forth within in the local agency's Master Plan. Written concurrence and/or comments shall be provided to the FDOT Modal Development Office Manager.

4. THIRD PARTY CONTRACTS REVIEW

Review third party contracts, such as sponsor/contractor agreements, which affect FDOT funded projects. Contracts shall be reviewed for compliance with FDOT policies and guidelines.

5. STRATEGIC INTERMODAL SYSTEM (SIS) DEVELOPMENT

The Consultant may be directed to assist the District in administering the technical review process relating to selection of projects proposed for the statewide Strategic Intermodal System (SIS). This may include a thorough review of candidate projects being proposed by local agencies with respect to cost estimates submitted, any phasing plans submitted, consistency with local comprehensive planning process or adopted modal plans. The Consultant may be utilized as the District's point of coordination for contact with local agencies for purposes of clarifying or validating information received on candidate projects, providing critical assessment of cost information provided, assisting in the refinement of any detail, obtaining pertinent graphics or information for possible use by the Department in the preparation of reports which summarize projects selected for SIS funding.

6. TECHNICAL REPORTS/STUDIES REVIEW

Review technical reports including, but not limited to, planning studies, PD&E studies, and other technical studies and reports as requested and provide appropriate analyses within ten working days unless otherwise specified.

7. PROJECT MANAGEMENT SITE VISITS

As directed, the Consultant shall assist in conducting site inspection visits to ensure compliance with the Department's Plans and Specifications, the Department's Procedures, Public Transportation Grant Agreements (PTGA), and/or other criteria which defines the acceptability of the project as funded.

D. SEAPORT SERVICES

1. REVIEW DESIGN DRAWINGS AND SPECIFICATIONS

Seaport Sponsors are required to provide final design plans and specifications and final bid documents to the Department's Project Manager prior to bidding or commencing construction of the Project. The Consultant may be directed by the project manager to review the completeness and applicability of the plans to the Public Transportation Grant Agreement (PTGA) project description and scope. The Consultant shall maintain and assure all plans and specifications, and documents submitted until completion/termination of the proposed project be housed in Seaport Grant Management System (SEACIP) and the Departments shared drive.

2. BUDGET/COST ANALYSIS REVIEW

The Consultant may be directed by the project manager to review Public Transportation Grant Agreement (PTGA) project budget and cost to determine if they are allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached

3. CONSTRUCTION CHANGE ORDERS REVIEW

The Consultant may be directed by the project manager to review all public seaport construction contract change orders submitted for FDOT approval to ensure that the changes to the project are consistent with the original intent of the project as identified within the Public Transportation Grant Agreement. Written concurrence and/or comments shall be provided to the FDOT Public Transportation Office.

4. THIRD PARTY CONTRACTS REVIEW

The Consultant may be directed by the project manager to review all third-party contracts, such as sponsor/contractor agreements, which affect FDOT funded projects. Contracts shall be reviewed for compliance with FDOT policies and guidelines.

5. MASTER PLAN REVIEW

Because the Seaport Master Plan details the development of a seaport over a 10-to-20-year period, a thorough understanding of these comprehensive master plans are essential. The Consultant shall be prepared to:

- a.** Participate in the full Seaport Master Plan process as it progresses from drafting the initial Scope of Work to participating in the Consultant selection process to development of the draft and final submittals of the Seaport Layout Plan.
- b.** Provide comments and/or recommended changes to the FDOT Project Manager in a timely manner.
- c.** Maintain a library of District's current Seaport Master Plans and any updates.
- d.** Ensure that all procedures addressed in FDOT Procedure Topic No.725-040-100 are followed.
- e.** The Consultant may be required to attend evening meetings or public forums addressing master plan issues.

6. STUDIES / TECHNICAL REPORTS REVIEW

The Consultant may be directed by the project manager to review studies and technical reports generated by public seaport sponsors which may be highly technical in nature. Attend technical review meetings concerning studies and technical reports, and when required, provide memoranda summarizing the most important discussions and/or decisions reached in the meetings or proceedings.

7. PROJECT MANAGEMENT SITE VISITS

When directed, the Consultant may be tasked by the project manager to conduct project inspection visits on a semiannual basis to ensure compliance with all applicable Procedures, Public Transportation Grant Agreement terms and conditions, and Department-approved plans and specifications. Inspection reports shall include progress photos and document percentage of project completed, work anticipated in the next six months, identify problem areas and remediation actions, as well as other information pertinent to the delivery of the project. Completed reports, including photos, shall be uploaded to the applicable project within the Seaport Grant Management System (SEACIP). The Consultant will be responsible for contacting each seaport sponsor, coordinating

scheduling, and working with the project sponsor to gain access to the project site.

8. GRANT MANAGEMENT

The Consultant may be tasked by project manager to develop, administer, and manage the District's seaport grant program. This includes coordination with seaport project sponsors for work program development, development of the five-year seaport work program, the development of Public Transportation Grant Agreements (PTGA), administration and compliance oversight of active grant agreements, financial monitoring, invoice review, and grant monitoring to ensure timely closeout of aviation grants. The Consultant shall provide personnel with working knowledge of the Seaport Grant Management System (SEACIP) to complete these activities. The Consultant may also be tasked with assisting the Department with accounting expertise for the review of U.S. Army Corps of Engineers (USACE) navigational project supporting documentation associated expenses in relation with a local seaport sponsors PTGA for said navigational project being administered by the USACE.

9. QUALITY CONTROL

As directed by the project manager, the Consultant shall perform quality control reviews of each project file prior to grant closeout. This may include verification of contracts, invoice, compliance documents, certifications, third party agreements, change orders, plan sets, engineering documents, and other Documents as instructed by the Department. The Consultant shall provide a summary documenting the completeness of each project file & work with the freight and seaports coordinator or designee to resolve discrepancies prior to grant closeout.

E. RAIL SERVICES

1. PLANS REVIEW

The Consultant may be required to review plans for each project plan set submitted into the Departments Electronic Review Comments (ERC) system for work activities with the potential to impact railroads and railroad right-of-way. The reviews may be required at the initiation of each project, at 30 percent phase, 60 percent phase, 90 percent phase, and at the completion of the project plan stage. Additional reviews may be required as directed. When the potential for rail involvements is identified the Consultant shall coordinate with the rail program coordinator to assure funding is established and rail agreements are executed. The

Consultant shall coordinate reviews of each plan set with the applicable railroad, assure railroad comments are received within the allotted timeframe, coordinate the communication of railroad review comments with the applicable Engineer of Record (EOR), and provide the railroad with revised plans which address and close out all railroad comments. The Consultant shall assure each project plan set has been accepted by the railroad in writing prior to the letting date of each project. This may require research, meetings, and discussions with the appropriate railroad, FDOT, local municipality, and consultant engineering firm to determine impacts, mitigate railroad concerns, and gain railroad plan acceptance. An assessment of impacts and initiation of coordination with the applicable railroad shall be completed within ten working days on a plan set being submitted into the ERC system. This task may also include issuing rail clear or no rail involvement certifications for each production project prior to the letting date.

2. RAIL AGREEMENT MANAGEMENT

The Consultant may be required to assist the rail program coordinator in developing, administering, and managing rail agreements. This includes development of the five-year rail work program, the development of rail agreements and change orders, administration and compliance oversight of active rail agreements, electronic filing, physical filing, financial monitoring, and project monitoring to ensure timely closeout of rail agreements.

3. CONSTRUCTION MANAGEMENT

The Consultant shall assist the rail program coordinator through the duration of each project with rail involvement to coordinate contractor work activities with the applicable railroad. This may include submission of contractor means and methods to the railroad for review and acceptance, submission of contractor insurance to the railroad for review and acceptance, submission of various contractor generated documents to the railroad for review and acceptance, coordination of railroad protective services for contractor activities, attending preconstruction and progress meetings, coordination with Construction Engineering Inspection (CEI) representatives, and other construction management coordination as required by the rail program coordinator. The Consultant shall initiate coordination with the applicable railroad within three working days of receiving contractor submittals. This may require research, meetings, and discussions with the appropriate railroad, FDOT, CEI representatives, contractor personnel, and other project stakeholders.

4. PREPARATION OF TRAFFIC CONTROL PLANS FOR ROUTINE MAINTENANCE AND EMERGENCY CROSSING SURFACE REHABILITATION

The Consultant may be directed to design a safe and effective Traffic Control Plan (TCP) to move vehicles and pedestrians efficiently during the surface rehabilitation of the railroad crossing. The Plan shall be prepared by a Licensed Professional Engineer in the State of Florida in accordance with Chapter 471 Florida Statutes. The Engineer must have working knowledge of the Department's "Roadway and Design Standard Index," "Manual on Uniform Traffic Control Devices" (MUTCD) and "Roadway Plans Preparation Manual." The Consultant's designee for development of the traffic control plan must have attended a minimum of "Traffic Control Plan Design (DOT Level I)" and on-site inspector must have attended "DOT Level Traffic Safety in the Work Area." In addition, the Consultant shall have working knowledge of the American Railway Engineering and Maintenance-of-Way Association (AREMA) "Manual for Railway Engineering" and Federal Railroad Administration (FRA) "Railroad-Highway Grade Crossing Handbook," most recent addition. The Consultant personnel shall have and wear the following safety equipment during all field inspections: hard hat, safety vest, safety glasses, and safety toed lace up boots with a defined heel.

Each Plan shall consist of the following tasks:

- a.** The Consultant shall prepare notes and details to include the following:
 - (1) General Notes
 - (2) Construction Sequence, if applicable
 - (3) Typical Detail(s)
 - (4) Tabulations of quantities sheet(s)
 - (5) Traffic Control Plan (TCP) sheet(s): including current applicable District Traffic Control Plan Notes
 - (6) Temporary Signal Timing Plan
- b.** As directed, the Consultant shall prepare plans to include means of ingress and egress to existing property owners and business, proposed traffic routing, signing, proposed adjustments to signal timing, and proposed detours.
- c.** The Consultant shall prepare the TCP I digital format. The TCP will become the FDOT's property. The deliverables will be signed and sealed plans. Which will, in turn, be sent to the Railroad company for implementation on the day of the road closure, or as determined appropriate by the Department.
- d.** The Consultant shall investigate the best detour route upon full and partial closure of the roadway always keeping in mind the different types of vehicular and pedestrian traffic in the area.
- e.** Once a date has been targeted for closure, the Consultant shall work with the Department and appropriate local representatives to ensure a smooth operation. Local representatives generally

include local police, municipalities, local businesses, and civic leaders. The Consultant will suggest and coordinate the number of police officers to be present on site. There will be a Law Enforcement Officer present on site. Law Enforcement will direct traffic as necessary. Local transit agency, fire rescue, hospitals and local school board transit routes must also be informed of the closure. City or County Public Works Signal and Signs Divisions will be informed of any proposed signal timing changes. The Department will disseminate the information to the media through the appropriate FDOT Public Information Office. The Consultant shall hold a preconstruction meeting one month prior to the crossing surface being rehabilitated. The attendees at the preconstruction meeting will normally consist of the above-mentioned personnel but is not limited to them only. In addition, the railroad company and their contracted barricade company providing the services and the paving contractor should also be present.

- f. As directed, The TCP must be approved by the FDOT District Maintenance of Traffic Engineer or District Construction Office Engineer. Any "Roadway/Lane Closure Request" must be prepared through application and submitted six weeks prior to date of closure.
- g. If so directed, The Consultant would be present each day the project is ongoing to ensure that the TCP is properly setup and to make modifications, as necessary.
- h. On emergency rehabilitation projects, the Consultant must follow the same instructions as in item "e." above, however, timing is the critical factor. The personnel to be contacted will be the same: FDOT Construction and Traffic Operation, FHP, Police, Fire Rescue, Hospitals, Transit Agency, School Board Transit Operations and the appropriate City or County Public Works Signals and Signs Division. The Consultant will conduct the meeting by teleconference with the appropriate parties. Under these circumstances, The TCP along with the application for "Roadway/Lane Closure Request" must be "walked through" the Department to expedite approval in one day.

5. RAILROAD CROSSING FIELD DATA COLLECTION

- (1) As directed, the Consultant shall conduct a field inventory of the District's crossings. There are approximately 1,200 crossings within District 2.
- (2) For any crossings that are field inventoried as part of the District's annual update, the Consultant shall conduct public and private school bus counts on these crossings. The Consultant shall call the local school board District to identify the morning and afternoon peak hours of bus operation. The Consultant shall

perform the counts either in the morning or afternoon peak hours and multiply by two assuming an even distribution.

- (3) The inventory shall follow the guidelines of the Department's most current policy for Rail-Highway Crossing Inventory and the Rail-Highway Crossing Inventory Manual.

a. AVERAGE DAILY TRAFFIC COUNTS

As directed, the Consultant shall perform a twenty-four-hour traffic count collected at fifteen-minute intervals with hourly and twenty-four-hour totals or some or all crossings within the District. The Consultant will convert Average Daily Traffic (ADT) to Average Annual Daily Traffic (AADT) using appropriate axle and seasonal adjustments provided by DOT.

- (1) Counts must not be more than six months old
- (2) Counts must not be taken at a distance greater than 1200 feet from the crossing

b. INPUT DATA INTO RAIL-HIGHWAY CROSSING DATA BASE

When directed by the rail program coordinator the Consultant shall update, revise or correct RHCI Database with information collected from:

- (1) The Consultant's field survey
- (2) Railroad company information
- (3) Traffic information either from governmental agencies, FDOT, or from actual twenty-four hour traffic counts administered by the Consultant.
- (4) School bus counts

6. ANNUAL DISTRICT DIAGNOSTIC FIELD REVIEWS

The Consultant may be required to participate in Diagnostic Team Reviews (DTR) of select crossings within the District to determine which crossings may benefit from rail-highway grade crossing protection device installation or improvements. A field data collection booklet will be prepared for crossings identified for further investigation by the District Diagnostic Review Team. The Consultant may be required to prepare a summary of the findings and recommendations for the District Diagnostic Review Team, complete with diagrams of the existing crossing showing the

proposed improvements and enter the diagnostic recommendation into the RHCI Database.

7. SIGNAL SAFETY PROJECT INSPECTIONS

The Consultant may be required to conduct corridor studies to identify rail- highway grade crossings that may benefit from rail-highway grade crossing protection device installation or improvements. The Consultant may also be requested to perform rail-highway grade crossing protection device and/or crossing surface installation inspections (CEI) for selected locations.

To assist the District in improving its Work Program cost estimates relating to signal safety improvements, the District may direct the Consultant to conduct field inspections at various crossing locations where signal preemption or other specialized equipment may be warranted. This task may involve the preparation and delivery of preemption studies, signed and sealed by a Professional Engineer (PE) licensed in the State of Florida, utilizing the Texas Department of Transportation method. The intent is to comprehensively assess the adequacy of existing traffic signals in close proximity to rail tracks, along with a review of rail signal control equipment, electrical cabinets/vaults, track sensors, etc., to determine what components may require updating or replacement that ultimately will affect the cost estimate for the signal improvement. The Consultant will summarize his assessment for the signal equipment and itemize the costs relating to the crossing(s).

8. CROSSING MAINTENANCE PROJECT SELECTION

For purposes of developing candidate projects for the Department's Five-Year Work Program, The Consultant may be requested to participate in development of a process for selecting specific rail-highway grade crossings as candidate projects for programming within the Department's Five-Year Work Program. This process will employ use of the Department's RHCI database, field reviews, discussions with railroad personnel, FDOT's resurfacing program schedule, and other factors to determine the priority under which these projects should be undertaken. The Consultant will document the process elements considered which support the prioritized list provided to the FDOT Work Program Office.

As directed, the Consultant may be required to undertake specialized studies intended to assist the District rail staff in improving cost estimation relating to candidate rail crossings or signal safety projects. This may include a historical review of the Department's expense profiles relating to past rail projects, by type or typical section, to establish a generalized cost that is representative for comparable crossing types across the District. Project related cost information for

previously completed projects will be made available through the District's Financial Office. The Consultant may be required to develop a specialized scope specifically designed for the purpose of securing engineering and/or cost estimation services directly from CSX, FEC, or other railroads to improve project cost estimates for candidate rail projects which may be under consideration by the District for inclusion into the District's Tentative Work Program.

9. HIGHWAY CROSSING LOCATOR MAP DEVELOPMENT

As directed, the Consultant shall review each of the Rail Highway Crossing Locator Maps to assure the accuracy of the information. All crossings are to be identified by the American Association of Railroads Crossing Number (AAR No.). If information is to be obtained from an operating railroad, the Consultant shall seek this information directly from the railroad unless otherwise directed by the Department.

The Consultant shall convert the Locator Maps from Microstation to ARCVIEW GIS format. The base maps for the location of rail-highway crossings are to be consistent with the FDOT's planning base map. Utilizing FDOT's existing locator maps, the Consultant shall assure the proposed maps are consistent with the data used to update, revise, and correct the maps based on information obtained during the field and office data collection phases.

The Consultant shall establish, as a minimum, the following ARCVIEW GIS themes:

1. County boundaries
2. Municipal limits
3. Active rail lines
4. AARC Crossing Numbers
5. Public & Private Schools (K-12) within 3 miles of an operating rail line
6. Railroad name

10. RAIL-HIGHWAY CROSSING PHOTO LOG UPDATE

As directed, the Consultant shall utilize FDOT's existing Rail-Highway Crossing Photo Log of rail- highway grade crossings within the RHCI Database, the Consultant shall review the Photo Log for consistency with current conditions. The Consultant shall take photographs of any crossings that are not consistent with the existing photograph. The Consultant shall digitize all photographs in the Rail-Highway Crossing Photo Log.

The photos are to be identified by AAR Crossing Number, State Road Number and/or Local Street Name, Railroad Name, and the date of the photo.

The Consultant may be directed to provide a photo logbook of all open rail- highway grade crossings within the District. The Consultant shall provide the digitized photos in electronic format

11. RAILWAY-HIGHWAY CROSSING PLAN & PROFILE SHEET DEVELOPMENT

The Consultant may be directed to prepare a plan and profile sheet for each of the public rail-highway grade crossings. The diagrams are to be revised to include the rail-highway grade crossing profile.

The Consultant may be required to perform a Level "C" utility location, as defined in the FDOT's Utility Accommodation Guide, most recent edition. The Consultant may also be required to perform additional levels of utility location for selected rail-highway grade crossings.

As directed, the Consultant shall provide the drawings in digital format.

12. PROJECT FISCAL MONITORING

The Consultant may be required to analyze various fiscal reports, such as the Outstanding Encumbrance Report, Modal Development Transportation Production Charts, Work Program/SAMAS/Budget Comparison (Gene Martin) Report, and Project Scheduling & Management Report in order to monitor the progression Modal Development Office projects appearing in the Work Program.

13. REVIEW / DEVELOP RAIL CONCEPT PLANS - PASSENGER RAIL & FREIGHT

As directed, the Consultant will assist the District in development and/or review of any statewide rail passenger or freight concept plans that may potentially interface District 2. This may include attending meetings, reviewing concept plans, evaluating documents such as engineering reports, environmental documents, ridership studies, route-alignment evaluations, engineering and financial plans as they relate to District Two. Comments would be provided to the FDOT Project Manager within the time prescribed.

15. OTHER OPTIONAL RAIL SERVICES

The Consultant should recognize that other types of rail services may be requested in addition to those enumerated above. For example, the Consultant may be requested to generate other rail studies, white papers, engineering documents, or provide construction- engineering inspection should FDOT construction personnel not be available.

16. QUALITY CONTROL

As directed, the Consultant shall perform quality control reviews of each project file prior to project closeout. This may include verification of contracts, invoices, compliance documents, certifications, third party agreements, change orders, plan sets, engineering documents, and other documents as instructed by the Department. The Consultant shall provide a summary documenting the completeness of each project file & work with the rail program coordinator to resolve discrepancies prior to project closeout.

F. FREIGHT SERVICES

1. FREIGHT IMPACT ANALYSIS

The Consultant may be directed by the project manager to provide analysis of the impact of any transportation project on freight activities, facilities, features, and operations within a project area. This will ensure that as alternatives are developed, freight is taken into consideration when determining the impacts and the balancing of those impacts. Analysis of impacts to freight facilities and operations that may need to be considered include but are not limited to:

- Capacity improvement concepts and projects
- Changing access to warehousing and industrial areas, airport, rail and seaport facilities
- Complete streets or context sensitive concepts or projects
- Application of tolling to an existing or new limited access facility and diversion of trucks to parallel facilities (operational impacts, safety, and pavement deterioration)
- Grade Separation
- Operational improvement concepts and projects
- Transportation Systems Management and Operations (TSM&O) concepts and projects
- Modal concepts and projects

2. INLAND PORTS, PORT FACILITIES, AND INTERMODAL LOGISTICS CENTER (ILC) SITE ANALYSIS

The Consultant may be directed by the project manager to provide site analysis for inland ports, port facilities, and Intermodal Logistics Centers (ILC) to determine a proposed project's feasibility and integrations into the existing multi-modal transportation network. Consultant will assist the department by completing a quantitative and qualitative evaluation of concepts and proposals. Work items may include:

- Return on Investment (ROI) evaluations
- Economic analysis
- Methodology reviews
- SWOT (strengths, weaknesses, opportunities, and threats) analysis
- Modeling
- Concept Development
- Long Range Estimate Preparation

3. TRUCK PARKING CAPACITY DEVELOPMENT PROFESSIONAL SERVICES

The Consultant may be directed by the project manager to perform professional services pertaining to conducting environmental analysis, economic impact analysis, market analysis, and site selection analysis to support truck parking development efforts in the District.

4. STAKEHOLDER COORDINATION, OUTREACH, AND EDUCATION

The Consultant may be directed by the project manager to support the District's freight internal and external coordination, outreach, and education efforts.

5. FREIGHT PROJECT ANALYSIS AND PRIORITIZATION

The Consultant may be directed by the project manager to develop and/or refine a process to accommodate the prioritization of District freight infrastructure investments, including integrating this process with other existing Department project development and funding processes.

6. MODELING

The Consultant may be directed by the project manager to Perform traffic modeling to determine operational impacts of proposed freight projects

including but not limited to the use of FSUTMS (Florida Standard Urban Transportation Model Structure), AutoTURN, VisSim, and Syncro.

7. VISUALIZATION/ IMMERSIVE TECHNOLOGY

The Consultant may be directed by the project manager develop information rich virtual immersive design visualization models of freight infrastructure projects for internal and external use.

8. PROJECT DEVELOPMENT, EVALUATION, CONCEPT DEVELOPMENT, LONG RANGE ESTIMATE (LRE) PREPERATION, AND MINOR ROADWAY DESIGN

The Consultant may be directed by the project manager to support the development of freight infrastructure projects throughout their lifecycle. Support may include providing comprehensive Consultant resources necessary to address requirements from the Department's core functional areas of planning, production, delivery, and maintenance. This task may include the development of 30%, 60%, 90%, and 100% plans signed and sealed by a Professional Engineer licensed in the State of Florida.

9. FEDERAL DISCRETIONARY GRANT APPLICATION DEVELOPMENT AND SUPPORT

The Consultant may be directed by the project manager to support the development of Federal Discretionary Grant applications for the District. Work items may include but are not limited to Notice of Funding Opportunity (NOFO) Analysis, project identification, project narrative development, benefit cost analysis (bca) development, project familiarization strategy development and implementation.

10. OVERDIMENSIONAL / OVERWEIGHT FREIGHT ROUTE IMPACT ANALYSIS

The Consultant may be directed by the project manager to provide services to support conceptual level over dimensional /overweight route validation to analyze vertical and horizontal roadway capabilities and bridge loadings along select routes in District Two by identifying restricting elements to determine a conceptual maximum over dimensional load and/or vehicle configuration that "could" ultimately transit selected routes

11. ALTERNATIVE FUELS

The Consultant may be directed by the project manager to provide services to support the integration of alternative fueling options and strategies into freight infrastructure projects. Support may include providing comprehensive Consultant resources necessary to address requirements from the Department's core functional areas of planning, production, delivery, and maintenance.

G. MOBILITY WEEK SERVICES

Mobility Week is a celebration of making smart, efficient, and safe multimodal transportation choices. During Mobility Week, cities, counties, and transportation partner agencies host events to promote transportation choices, highlight transportation achievements, and roll out new initiatives or policies.

1. PLANNING

The Consultant may be directed to assist the Mobility Week District Coordinator in planning the District's mobility week activities and initiatives. This task may include attending and participating in the Statewide District Coordinator Mobility Week monthly meetings, attending District Two Mobility Week team meetings, the development of communications and marketing plans for Mobility Week, outreach and coordination with Mobility Week partners (includes: TPO's, transit agencies, local municipalities, elected officials, elementary schools, middle schools, high schools, previous year partners, and other stakeholders), coordination with elementary schools to facilitate the District's bike lane contest, coordination with middle and high schools to facilitate the District's safety video contest, event scheduling, event planning, development of promotional materials for events and contests, and other tasks necessary to facilitate the Mobility Week initiative.

2. EXECUTION

The Consultant may be directed to assist the Mobility Week District Coordinator in the execution of Mobility Week events. This task may include attending in-person or virtual events, scheduling and coordination of event volunteers, event set up, dissemination of promotional materials, coordination of invitations for the District's bike lane sign contest and safety video contest, dissemination of event registration forms, coordination of judging committees for the District's bike lane sign contest and safety video contest, dissemination of prize packages for Mobility Week contest winners, and other tasks necessary to facilitate the Mobility Week initiative.

3. CLOSEOUT AND REPORTING

The Consultant may be directed to assist the Mobility Week District Coordinator in activities required to closeout the annual Mobility Week initiative and generate data detailing the initiatives

impacts. This task may include attending and participating in Mobility Week meetings, aggregating summary metrics for Mobility Week events, reporting Mobility Week statistics, and other tasks necessary to close out the Mobility Week initiative.

H. PERFORM TRANSPORTATION STUDIES OR DATA COLLECTION ACTIVITIES

The Consultant may be directed to undertake studies and prepare reports relating to a number of multi-modal transportation areas. The evaluations 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 and others. Typically the reports would include a data collection effort, data analysis, development of alternative 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 Classification Counts Transit Amenities Inventories 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
Database Development -	Mapping GIS
Data Analysis -	Long Range Transportation Modeling Traffic Engineering Analysis Mode Split Analysis Congestion Management Studies Intermodal Feasibility Study Transportation System Management Analysis Signal Synchronization (Systems) Preemption/Prioritization Transportation Demand Management Analysis Transit Carpool/Vanpool Park and Ride Lot Planning Guaranteed Ride Home Accident Analyses

Transit Sketch Planning
Transit Routing
TDP Development
Transit Service Development
Corridor Development
Commuter Assistance Development
Rural Transit Operational Studies

I. MISCELLANEOUS SERVICES

The Consultant should recognize the potential for other task assignments relating to Aviation, Intermodal, Seaport, Rail, Rural Transit, Urban Transit, Commuter Assistance and Freight may be required in addition to those enumerated in this Scope. The Consultant shall provide miscellaneous services for the Modal Development Office including, but not limited to, review of studies, reports, engineering documents and in-house support as needed. Services may also include limited reviews and research.

III. LENGTH OF SERVICES

- A.** Services to be provided by the Consultant under this agreement shall be initiated and completed as directed by FDOT. Individual tasks will be assigned by FDOT through "Letter of Authorization" (LOA); "Notice to Proceed" (NTP); or "Task Authorization" (TA), with payment method and time to be as specified in the authorization. Since the Department may not require consulting services to be performed in all of the task areas noted within this scope during the length of the contract, each task activity will be accompanied by a NTP, LOA, or TA as provided by the Department.
- B.** The duration of this contract shall be for a period of five years (sixty months).

IV. ADMINISTRATION AND MANAGEMENT

- A.** The District's Project Manager for the administration of the terms of this contract will be the District Modal Development Office Manager, unless otherwise noted based upon the specific task activity to be undertaken. The Consultant's work shall be performed and directed by the key personnel identified in his proposal presentation. Any changes in the indicated personnel shall be subject to review and approval by FDOT.
- B.** FDOT will provide current standards, policies, manuals, files and any other data available for use on this contract.
- C.** When necessary, FDOT will provide letters of introduction to other persons or agencies, such as to property owners for access to private properties, or to railroad companies for information requests.

- D. FDOT will provide general philosophies and guidelines of the Department to be used in the fulfillment of this contract. Objectives, constraints, and limitations will be completely defined by the Department.

V. PROGRESS REPORTING AND COORDINATION

- A. To maintain continuous interaction, the Consultant shall attend coordination meetings as required by the District Modal Development Office staff to discuss the status of the work schedule(s) and project(s) in progress.
- B. This Contract has a maximum ceiling amount. Each Task will be negotiated based on the rates for that year. In order to ensure at all times that sufficient funding remains in the Contract, the Consultant shall keep the FDOT Project Manager informed of the status of actual versus estimated man-hours and expenses applicable to each authorization. The FDOT Project Manager may decrease the amount of work defined in this Exhibit "A" if necessary to remain within the total maximum ceiling amount.
- C. Upon completion of each activity, the Consultant shall provide to the FDOT written documentation describing how, when and where each activity was conducted. All such documentation and correspondence shall be directed to the FDOT Project Manager.
- D. Prior to any field activity to be undertaken by the Consultant, the Consultant shall provide advance notice to the FDOT Project Manager to allow for possible assignment of FDOT personnel to accompany the Consultant in the field/activity.

VI. SUBCONTRACTING SERVICES

- A. Due to the nature and scope of the required services, it may be desirable for the Consultant to subcontract portions of the work. The Consultant shall request authorization from the Department to subcontract any services under the provisions of this Agreement. Subcontracting firms must be approved and pre-qualified by the Department prior to initiation of any work and must be named in the agreement or any amendment thereto.

VII. INVOICES AND COMPENSATION INVOICING

A. INVOICING

The Consultant shall prepare invoicing for electronic entry into the FDOT CITS system and shall concurrently forward a hard copy of the invoice and accompanying progress report with each invoice to the FDOT D2 Modal Development Office Manager. Modal Development Manager will exercise judgment on whether work accomplished by the Consultant is of sufficient quality and quantity by comparing the reported status of completion against the actual work accomplished. At completion of all work, the Consultant shall provide a final

invoice marked "FINAL", which shall be supported by the delivery to the FDOT of all project files, maps, sketches, reports, worksheets and other materials used or generated during the process of the work.

B. BASIS OF PAYMENT

The Consultant will be paid for his work on the basis of man hours expended for each category of personnel, plus expenses and out-of-pocket costs.

C. EXHIBIT "B"

The Consultant is referred to EXHIBIT "B" of this Agreement which sets forth the limits and methods of compensation to be made for the services set forth in EXHIBIT "A" SCOPE OF SERVICE.