

EXHIBIT "A"

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FM # 410735-1-12-17

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SCOPE OF SERVICES

DISTRICT FIVE PUBLIC TRANSPORTATION GRANT MANAGEMENT AND OVERSIGHT COMPLIANCE CONSULTANT SERVICES

PURPOSE OF AGREEMENT

The Modal Development Consultant (CONSULTANT) for the Florida Department of Transportation (FDOT), Modal Development Office, District Five, shall provide professional and/or technical assistance to support selected projects in the program areas of the Modal Development Office. The program areas to be supported are Transit, Intermodal and Aviation. FDOT will provide a Project Manager for the administration of the terms of this agreement.

The CONSULTANT shall demonstrate good project management practices while working on this project. The CONSULTANT shall follow the guidelines set forth in the Florida Department of Transportation's State Management Plan (SMP). These include communication with the Department and others as necessary, management of time and resources, and documentation. The CONSULTANT may be required to represent the Modal Development Office at meetings and/or field reviews and inspections, and therefore must be well acquainted with all pertinent laws, rules, procedures, and guidelines, with respect to the activities to be performed under this contract.

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 contract.

2000 SERVICES TO BE PROVIDED

Services to be performed under this agreement will be on a Task Work Order basis. When consultant services under this agreement are required by the FDOT, the District Modal Development Office Manager or his/her designee will issue a Task Work Order to the CONSULTANT. The Task Work Order will describe the type of services required for the amount of funds, a description of the work task(s), schedules, deliverables to be produced, documentation requirements, the completion date for the task(s), and the negotiated total price for the authorized work.

Task Work Orders will be developed in cooperation with the CONSULTANT and issued in writing to the CONSULTANT's Project Manager. No work shall be performed under a Task Work Order until both the FDOT and CONSULTANT have executed the Task Work Order, which authorizes the work included in the Task Work Order to proceed.

The CONSULTANT staff may need to be physically located within District 5 during some of the tasks as required in each Task Work Order.

2100 TECHNICAL SERVICES

Technical services work elements may include the program areas for Transit, Intermodal and Aviation. The CONSULTANT may be required to provide technical assistance to the District Five Modal Development Office, including the development and/or review of project scopes and proposals, review of policy proposals, local modal plans and other documents, preparation and review of projects cost estimates, preparation of technical memoranda, project and program budgets, plans, project site visits and inspections for the purpose of compliance reviews.

The CONSULTANT may be required to perform technical work to assist FDOT in the overall project management of the District Five Modal Development Office.

The CONSULTANT will be required to schedule and conduct site visits and inspections for all appropriate grantee agencies within the operating jurisdiction of District 5. The District will provide the latest listing of agencies, with addresses and contact names. These agencies are located throughout Brevard, Flagler, Lake, Marion, Orange, Osceola, Seminole, Sumter and Volusia Counties, which comprise the operating jurisdiction of the District.

2101 TECHNICAL DOCUMENT REVIEWS/DEVELOPMENT

The CONSULTANT may be required to review and/or develop technical reports, grant applications, proposals and/or studies submitted to FDOT by consultants or grantee agencies, to ensure compliance with FDOT policies, and provide appropriate analyses.

The CONSULTANT may be required to attend meetings relating to these reviews. Review of studies may include data analysis reports and plans.

2102 CONTRACT DEVELOPMENT

The CONSULTANT may be required to prepare and process for approval Change Orders, Agreements and/or Budget Revisions for selected public transportation projects. The processing of these documents for approval includes but is not limited to the preparation of transmittal letters, memoranda, requests for authorization, the submittal of fiscal reviews, legal reviews and encumbrance forms.

2103 AGENCY PROCUREMENT REVIEWS

The CONSULTANT may be required to review cost estimates, procurement policies, Request for Proposals (RFP) submitted by grantee agencies and provide comments as to compliance with the SMP and guidance provided by Central Office. The CONSULTANT shall notify FDOT Project Manager whenever there are omissions of items or mathematical errors.

2104 THIRD PARTY CONTRACT REVIEWS

The CONSULTANT may be required to review third party contracts, such as design and construction contracts or vehicle acquisition purchase orders, for FDOT funded projects. Contracts shall be reviewed for compliance with FDOT agreements, policies, and guidelines with a draft response for agencies and returned to the FDOT Project Manager.

2105 ON-SITE SUB RECIPIENT OVERSIGHT ACTIVITIES

The CONSULTANT will be required to complete the below listed oversight activities of agencies receiving state or federal grant funds, and subject to change based on laws, rules, regulations and state or federal guidance. Additionally, the CONSULTANT will work in conjunction with members of the Preventive Maintenance Planning and Training Program (PrMPT) team. This is a project of the Institute for Applied Business Research within the Florida State University College of Business and is funded by FDOT's Central Office. Additionally, Central Office has contracted the Center for Urban Transportation Research (CUTR), University of South Florida to complete Bus System Safety Reviews.

- Triennial Site Visit – to take place every three years
- Triennial Document Desk-top Review – to take place every three years
- Triennial Maintenance Review – to take place every three years and coordinated with the Institute for Applied Business Research within the Florida State University College of Business
- Vehicle Inventory Review – to take place annually
- Bus System Safety Review – to take place every three years and coordinated with the Center for Urban Transportation Research University of South Florida

2106 QUALITY CONTROL PLAN

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

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

2107 OTHER PROFESSIONAL SERVICES

The CONSULTANT should understand that all types of services that may be required of a Districtwide Consultant are not listed in this contract. For example, the CONSULTANT may be required to conduct special inventories, to conduct special studies or research and to develop issue papers on selected topics. In such cases, the services to be provided by the CONSULTANT shall be initiated and completed as directed by the FDOT Project Manager.

2200 TRANSIT SERVICES

Many federal and state transportation funding programs are available to aid to local transit providers, metropolitan planning organizations, local governments and private not for profit agencies providing passenger transportation services.

These include programs that are funded by the Florida Department of Transportation such as Service Development, Block Grant, Commuter Assistance, Park and Ride and Transit Corridor Development, Intermodal Access funds, State New Starts, Strategic Intermodal Systems funds and those funded by the United States Department of Transportation through the Federal Transit Administration. Federal Programs include 5305 (d) – Metropolitan Transportation Planning, 5307 – Urbanized Area Formula Grants, 5309 – Capital Investments Grant, 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities, 5311 – Formula Grants for Rural Areas, 5337 - State of Good Repair, 5339 – Bus and Bus Facilities, Emergency Relief and programs developed or enacted along the duration of the contract.

Agency Coordination activities include communicating to and receiving information from all interested transportation agencies, groups and government organizations regarding project or program development. This includes but is not limited to the preparation of meeting materials and presentations.

The Consultant may be required to perform technical work to assist FDOT in the overall project management responsibilities of the District Five Modal Development Office. The Consultant may be required to review products from the FDOT Central Office, other Districts, MPOs and other entities. The Consultant may also be asked to generate planning studies, maps, applications, displays and graphics.

The Consultant may be required to review transit agencies Transit Development Plans (TDPs) 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 "Manual for the

Preparation of the Transit Development Plans” or revised manuals and 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 Project Manager.

2201 PARK & RIDE LOT DEVELOPMENT AND MONITORING ACTIVITIES

The CONSULTANT may be required to review upcoming work program, land use and other technical documents to determine if there is potential for park and ride lot development. The CONSULTANT may also be asked to review agency requests for funding, prioritize locations for park and ride facilities and develop or revise the annual District Park and Ride Plan. Attendance at meetings with District Highway Project Managers in addition to Design Team and Right of Way Mapping meetings may be required for technical support to the transit unit. An electronic database containing the following information: location (city, county and highway), size (number of regular and handicapped spaces), cost, owner, operator, ancillary facilities (security, shelters, day care, etc.), available transit services, commuter assistance programs promoting facilities and annual occupancy reports. The inventory data is maintained by the CONSULTANT and provided to the District and shall include information on all park and ride facilities constructed in whole, or in part, with state or federal funds, whether state owned or owned by others.

The CONSULTANT shall physically inspect all facilities at least twice a year. The inspection shall ensure that the maintenance of the facility is adequate, appropriate public safety factors exist and that no improvements or repairs are needed. Should deficiencies exist, the CONSULTANT should notify the District. Documentation of these inspections and a summary of corrective measures shall be provided to the District.

2202 FIRST-TIME AND NEW SUBRECIPIENT PROGRAM MANAGEMENT ORIENTATION

A Program Management Orientation site visit should be performed for all first-time sub recipients and new agencies within the first year of receiving a grant award (**applies to all programs**). The purpose of the site visit will be to discuss the Triennial Review Process with the agency to ensure understanding of the compliance requirements and schedule time for triennial review and to provide support and/or develop training schedule in any of the below compliance areas where the agency needs assistance.

- Maintenance activities
- Single Audit compliance
- ADA compliance
- DBE Program compliance

- Title VI Program compliance
- Procurement compliance
- Charter and School Bus Program compliance
- Reporting (Progress/Quarterly and NTD)
- Safety/Security
- Drug and Alcohol

2203 AGENCY TRIENNIAL REVIEWS

Triennial oversight visits are to be conducted in conjunction with other required activities such as Bus System Safety Reviews, Triennial Maintenance Audits and Vehicle Inventory Reviews.

The CONSULTANT will be responsible for preparing correspondence and notices for the District to send to the agencies at least 45-days in advance. The CONSULTANT will provide a draft report, including any identified findings or recommendations, to the District. The draft report must include all attachments related to or documenting any of the findings and/or recommendations. The report will include three sections: General Grant Requirements, Maintenance Audit and System Safety Review. The District must be sent the draft report for review before transmittal.

It is acceptable to ask for clarifications or changes prior to the District accepting the report for transmittal. The District accepted final report will be sent to the sub-recipient agency with a cover letter, on Department letterhead, outlining the timeframe in which the sub-recipient agency needs to provide a corrective action plan to the District which resolves findings identified in the final report. The sub-recipient agency response to the District must include a timeline in which the agency plans to have all of the identified findings resolved and closed. The District can accept the sub-recipient corrective action plan or identify in writing what is not acceptable in the sub-recipient corrective action plan.

2204 SAFETY AND SECURITY COMPLIANCE INSPECTIONS, PLANS AND REPORTS

Bus transit systems, that are wholly or partially funded by the State are required to develop, adopt and implement System Safety Program Plans (SSPP) and a Security Program Plan (SPP) that address the minimum safety and security standards as required by Section 341.061 Florida Statutes, Rule Chapter 14-90, Florida Administrative Code. The CONSULTANT will coordinate with members of the Center for Urban Transportation Research (CUTR), University of South Florida team for the SSPP and BSS reviews which shall be completed simultaneously with the Triennial Review. The CONSULTANT will be responsible for combining the CUTR report with the Triennial Review Report.

2205 VEHICLE INVENTORY INSPECTIONS AND REPORTS

The CONSULTANT may be required to conduct a biennial vehicle inventory to verify compliance with the SMP and the Federal Transit Administration (FTA) for recipients of Federal funds under Sections 5310 and 5311. The authority for this work is 49 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." Vehicle inventory inspections for those agencies currently operating more than 20 vehicles received through the Department must be completed at least once a year at their place of business. Recipients operating 20 or fewer vehicles may have vehicle inventory inspections biennially as required by the vehicle inventory management procedures.

The vehicle inventory inspections will be completed by the CONSULTANT. These inspections shall be conducted, completed and reported no later than March 1 of each even year. The vehicle inventory inspection is a visual inspection of the condition of the vehicle.

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.

2206 FIXED GUIDEWAY OVERSIGHT

The CONSULTANT may be required to review System Safety Program Plan (SSPP) and any revisions to the plans submitted by the 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 14-15.017, 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 Public Transportation 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 Project Manager.

2207 OTHER PROFESSIONAL SERVICES

The CONSULTANT should understand that all types of services that may be required of a Districtwide Consultant are not listed in this contract. For example, the CONSULTANT may be required to conduct special inventories, to conduct special studies, presentations, or research and to develop issue papers on selected topics and graphics as needed.

The CONSULTANT may be required to perform bi-annual inspections of park and ride lots or attend meetings on behalf of FDOT at a location within or outside of the District. The CONSULTANT may be required to maintain the inventory of potential locations of park and ride lots and review FDOT owned surplus land parcels for potential sites. CONSULTANT may be required to begin new reporting functions when necessary or maintain or enter data into grant management software. In any such cases, the services to be provided by the CONSULTANT shall be initiated and completed as directed by the FDOT Project Manager.

2300 PROGRAM MANAGEMENT

2301 ASSET MANAGEMENT AND INVENTORY MANAGEMENT

The CONSULTANT shall maintain and accurate and up-to-date district-wide rolling stock inventory that should include at a minimum the below requirements:

- Agency name and County
- FDOT Control Number and Agency Control Number
- VIN Number, Year, Make and Model
- Vehicle Length
- Ambulatory, Wheelchair Lifts and other ADA Accessories
- Mileage and mileage Updates
- Current Condition, Location of Property
- Grant year and number
- Expected Retirement Age and Mileage

2302 GRANT APPLICATION REVIEWS

The CONSULTANT will be responsible for the annual quantitative review of grant applications from potential and existing sub recipients as well maintaining the scoring sheet. Discussions during this review include past history of the agency, such as, preventative maintenance issues, financial issues, etc. Scoring may be adjusted to account for any new information provided. The CONSULTANT will coordinate with the Grant Review Committee Members disseminate grant application copies and enter information into grant management software.

2303 FTA SECTION 5310/5311/5339 GRANT APPLICATION AND AWARDEE WORKSHOPS

The District will host an annual Grant and Awardee Workshop for Federal Grant Programs Sections 5310/5311/5339 in the early fall. The workshop is designed to give agencies within the District an opportunity to meet FDOT staff and the CONSULTANT team and may be held virtually or in person. The CONSULTANT team will be responsible for organizing the meeting and developing the presentation and workshop materials. All materials must be approved by District staff at least 2 weeks prior to the workshop. Virtual workshops must have the ability to be recorded for a later posting.

The Awardee workshop can either be held in conjunction with the Grant Workshop or on a separate date, this will be decided by District staff. The content of the Awardee Workshop should consist of the areas of oversight, compliance, or grant leveraging.

2400 AVIATION SERVICES

The FDOT is responsible for the administration and programming of projects from funding allocations specified to support aviation improvements.

2401 CONSTRUCTION CHANGE ORDERS

The CONSULTANT may be required to review all public airport construction contract change orders submitted to ensure that the changes to the project are consistent with the original direction of the project and goals stated in the Master Plan. Written concurrence and/or comments shall be provided to the FDOT Project Manager.

2402 PLANNING STUDY REVIEWS

The CONSULTANT may be required to review airport planning studies to include master plans/airport layout plans, feasibility and site selection studies, and environmental studies submitted by grantee agencies to ensure FDOT policies, procedures and guidelines are adequately addressed.

The CONSULTANT may be required to provide comments and/or recommended changes to the Project Manager.

The CONSULTANT may be required to ensure that all applicable FDOT procedures and guidelines are followed.

The CONSULTANT may be required to attend evening meetings or public forums addressing planning study issues.

2403 TECHNICAL SERVICES FOR THE PRIVATE AIRPORT FUNCTION

FDOT inspects and licenses private aviation facilities as well as processes application for new private aviation facilities. The CONSULTANT shall provide project technical services to assist in this aviation function. This will include, but not limited to, initiating and processing new application requests, inspecting and licensing all private aviation facilities, interacting with all applicants and owners in answering questions and in conflict resolutions both verbally and in writing, and maintaining and updating the Aviation Facility Information Directory (inspector) program. The CONSULTANT must have working knowledge of FAA Advisory Circulars pertaining to airport and heliport design, and Chapter 14-60 of the Florida Administrative Code, "Airport Licensing and Airspace Protection". This function

shall be performed in accordance with current department procedures and the District 5 "Airport Licensing and Inspection Manual".

2402 AVIATION ON-LINE COMPUTER APPLICATIONS

The Aviation Office of the FDOT has developed several on-line programs to assist the district aviation staff in work program development, private airport facilities, and contract management. The CONSULTANT must be familiar with the Joint Automated Capital Improvement Program (JACIP) on-line airport and state module, the Aviation Facility Information Directory (inspector) program, and Contact Management. The CONSULTANT may be required to maintain and update information, print reports, and perform an analysis of the data and provide input to the district as requested.

End, Exhibit "A"