

EXHIBIT A

SCOPE OF SERVICES

GENERAL PLANNING CONSULTANT FLORIDA DEPARTMENT OF TRANSPORTATION – DISTRICT 2

This Exhibit forms an integral part of the Agreement that provides for services by the **CONSULTANT** in connection with the General Planning Consultant Contract.

I. SCOPE OF SERVICES

A. OBJECTIVE

The primary objective of this contract is to provide professional planning services to supplement the Florida Department of Transportation District 2 Planning Staff in multi-modal planning and program management, intergovernmental coordination, statistics and all other planning tasks necessary to carry out the Department's programs in District 2. Such activities may include the following core planning activities:

- | | |
|--|-----------------------------------|
| 1. Corridor Planning; | 11. Work Program Activities; |
| 2. Growth Management; | 12. Economic Development; |
| 3. Metropolitan Planning Organization (MPO) Support Activities; | 13. Bike/Pedestrian activities; |
| 4. Local Agency Program (LAP) Administration; | 14. Strategic Planning; |
| 5. Joint Participation (JPA) Administration; | 15. Sketch level planning; |
| 6. Policy Planning; | 16. GIS; |
| 7. Systems Planning; | 17. Strategic Intermodal System; |
| 8. Public Outreach; | 18. Freight Movement; |
| 9. Rural Planning Activities; | 19. Work Program activities; |
| 10. Statistics including Roadway Characteristics Inventory (RCI), Traffic Counts, Traffic Studies and Traffic Forecasting; | 20. Complete Streets; |
| | 21. Context Classification; |
| | 22. Scenic Highway Program; |
| | 23. And Miscellaneous Activities. |

The **CONSULTANT** shall minimize the Planning Staff's need to apply its own resources to assignments authorized by the **DEPARTMENT**.

B. SERVICES

The **CONSULTANT** is required to provide professional transportation planning services, policy and engineering analysis, development of specific recommendations and products, transportation planning related data collection and assistance to the District 2 Planning Staff in the performance of all or some of the tasks as identified in this Scope of Services. The **CONSULTANT** shall complete all work under this contract

according to current **DEPARTMENT** policies, guidelines, procedures and rules that may be supplemented by Federal Guidelines, manuals and other documents as appropriate.

The **CONSULTANT'S** work will be managed by a **DEPARTMENT** Project Manager. The **DEPARTMENT** Project Manager will review and approve a Task Work Order to define the work for each task to be done by the **CONSULTANT**, as described in this Scope of Services. For each Task Work Order, the **CONSULTANT** Project Manager and the **DEPARTMENT** Project Manager will discuss the requirements of the task and negotiate the working hours. The **CONSULTANT** will prepare the Task Work Order. After negotiations, the **DEPARTMENT** will issue the Task Work Order that shall include product requirements, schedules, work force requirements, documentation requirements and total allowable task costs. A Notice to Proceed in the form of a Letter of Authorization for the Task Work Order will be sent to the **CONSULTANTS** Project Manager before any work on the Task Work Order begins. **CONSULTANT** staff may be required at times to be physically located in the Lake City District Office or the Jacksonville Urban Office, working directly with **DEPARTMENT** staff on tasks as required in each specific Task Work Order.

II. TASKS FOR WHICH CONSULTANT SERVICES ARE REQUIRED

A. CORRIDOR PLANNING

To include Access Management, Congestion Management, Corridor Designation Studies, Master and Action Plans, Multi-modal projects, Strategic planning, Sketch Planning, Scenic Highway Program and the Transportation Enhancement Program in the urban areas.

1. Access Management Support

The **CONSULTANT** may be required to participate in the classification or reclassification of the State Highway System according to established guidelines and any other supporting documentation. Duties may include data collection, data summary, agency coordination, public involvement coordination (including public hearings), advertisements and documentation, and any other supporting tasks required to complete the classifications. Activities under this section will be in compliance with Procedure 525-030-155 and Rule Chapter 14-97 Florida Administrative Code.

2. Congestion Management Support

The **CONSULTANT** may be required to participate in the development and review of Congestion Management Systems in accordance with established guidelines and any other supporting documentation. Duties may include data collection, data summary,

coordination, analysis and any other supporting tasks required to support the development of Congestion Management Systems.

3. Corridor Analysis

The **CONSULTANT** may be required to prepare or update Corridor Reports and participate in corridor related planning. The following types of corridor planning services may be required:

- a. Collect and analyze existing data that may include but is not limited to traffic data, accident data, land use data, access features, highway characteristics, transit service, bicycle/pedestrian features, signalization information and environmental features.
- b. Conduct analysis necessary to identify transportation deficiencies and potential solutions (alternatives) for new or upgraded transportation facilities (all modes) within a corridor. Analysis of environmental impacts of alternative corridors and/or modes may be required. Evaluate improvement alternatives. Evaluate and analyze level of service on transportation systems.
- c. Develop travel demand forecasts. These may include person, vehicle, transit and/or bicycle projections for either specific corridors within a non-urbanized area or large-area travel demand and/or transit ridership analyses, as necessary for the corridor planning process.
- d. Identify critical corridors, make recommendations on improving corridors, and develop or update.

4. Master and Action Plans – Strategic Intermodal System (SIS)

The **CONSULTANT** may be required to perform all engineering and planning services required to prepare or update an Action Plan or Master Plan for corridor segments on the SIS in accordance with procedure 525-030-260. The preparation or update of an Action Plan or Master Plan is an integral part of the continuing process for SIS development. An Action Plan or Master Plan is a compilation of recommendations to bring the corridor into compliance with SIS standards of the **DEPARTMENT**.

The **CONSULTANT** may also be required to perform a screening analysis of all SIS corridors to assess compatibility with

DEPARTMENT SIS standards and to recommend improvements needed to comply.

5. Scenic Highway Program

The **CONSULTANT** may be required to assist staff with the Scenic Highway Program including evaluation of potential corridors. This may also include managing the Scenic Highway Program as outlined in all applicable procedures, rules and regulations.

6. Transportation Alternatives Program

Assist staff with the Transportation Alternatives Program including field reviews and eligibility reviews of proposed projects including the production of a technical memorandum summarizing the feasibility of the project(s). This may also include the development of cost estimates and managing the Transportation Alternatives Program as outlined in all applicable procedures, rules and regulations.

7. Context Classifications

The **CONSULTANT** may be required to determine the Context Classification of a corridor. The **CONSULTANT** will assess the distinguishing characteristics, primary and secondary measures to evaluate land use characteristics, development patterns and roadway connectivity to determine the Context Classification. This assessment will be conducted in accordance with the FDOT Context Classification handbook.

8. Safety Studies

The **CONSULTANT** may be required to conduct roadway and pedestrian safety studies of corridors and intersections. This includes collecting data such as crash data, sight distance, traffic movement, roadway and intersection geometry. Crash data will come from the Department's Crash Analysis and Reporting System (CARS) and from Signal Four Analytics.

B. GROWTH MANAGEMENT

To include Development of Regional Impact (DRI) Review Activities, Intergovernmental Coordination and Review (ICAR), Local Government Comprehensive Plan Review Activities and other related activities.

1. Development of Regional Impact (DRI) Review

The **CONSULTANT** is required to provide an evaluation and review of traffic analyses (Question 21) of DRIs, Development Orders, Monitoring Reports and other DRI related analyses. The **CONSULTANT** will use the latest Regional Planning Council or

State DRI Guidelines, and other guidance as specified by the **DEPARTMENT**.

The **CONSULTANT** may be required to attend methodology meetings, review DRI methodologies and Applications for Development Approval (ADA), provide alternative analyses using transportation demand models, review amended Development Orders and review Annual Reports. The **CONSULTANT** is required to prepare adequate response letters for the technical reviews.

2. Review of Local Government Transit Initiatives

The **CONSULTANT** may be required to provide development, evaluation and review of local government transit initiatives intended to address transportation mobility, community capture and other growth management initiatives. This activity may include field reviews, data collection and attendance at meetings.

3. Comprehensive Plan Support

The **CONSULTANT** may be directed to evaluate and analyze Local Government Comprehensive Plans (LGCP), PUD, Permit traffic methodology review support, Evaluation and Appraisal Reports (EAR) and plan amendments following all applicable policies, rules and statutes. The **CONSULTANT** may be required to prepare responses, objections and recommendations for transmittal with D2 review.

The **CONSULTANT** is required to update a database and map of Growth Management projects.

C. METROPOLITAN PLANNING ORGANIZATION ACTIVITIES

To include Efficient Transportation Decision Making Activities, Metropolitan Planning Organization (MPO) Liaison Activities, Community Impact Assessment and other related activities.

1. Efficient Transportation Decision Making (ETDM) Activities

The **CONSULTANT** may be required to provide support to FDOT staff in establishing and maintaining an Environmental Technical Advisory Team (ETAT), provide data as needed to the ETDM database for the project input utility, the ETAT Review Tools, and may be required to assist staff in the field verification of ETDM data. The **CONSULTANT** may also be required to assist staff in the evaluation of projects as well as provide technical support for the study, analysis and documentation required by the ETDM process

to obtain required permits from various federal, state and regional agencies. The **CONSULTANT** will be prepared to provide primary data, study, analysis and documentation necessary to remediate potential problem areas identified by the ETAT.

2. Support for Liaison with MPOs

The **CONSULTANT** may be required to assist the **DEPARTMENT** in coordinating with the Metropolitan Planning Organizations (MPO) in District 2 (North Florida TPO, Gainesville MTPO). This may include facilitating the MPOs understanding of department plans, projects, programs, policies and activities. The **CONSULTANT** may be required to assist the **DEPARTMENT** in preparing and/or delivering presentations to the MPOs, Technical Advisory/Coordinating Committees, Citizen Advisory Committees, and various other subcommittees. The **CONSULTANT** may be required to conduct training or workshops, research and preparation of responses to MPO questions, concerns, etc.

The **CONSULTANT** may be required to assist with development, review and support of long-range transportation models (Urban, and Regional) and Air Quality analysis. The **CONSULTANT** may be required to assist in the review and comment on the MPOs Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP), Long-Range Transportation Plan, Travel Demand Modeling, GIS, Congestion Management Plan, Certification Review, and other documents developed by the MPOs.

3. Community Impact Assessment

The **CONSULTANT** may be required to assist staff in the development and analysis of community data for the MPOs. This data is a compilation of community characteristics to be utilized when studying and developing a corridor in a community. The **CONSULTANT** may be required to assist staff in the field verification of community data. The **CONSULTANT** may be required to assist staff in the evaluation of projects relative to the community data. This may require the use of the ETDM Screening Tool and associated computer hardware and software.

4. Work Program Development

The **CONSULTANT** may be required to assist staff in the development of the Five Year Work Program. This work may include funding and equity analysis, review of the Work Program for duplication of projects, inconsistencies, completeness and correctness. This effort may also include the preparation of maps and presentation material, distribution of Work Program, assistance

at meetings and/or public hearings, research on specific issues and any other activities related to the development of the Work Program that may be required.

D. LOCAL GOVERNMENT COORDINATION

To include the Local Agency Program (LAP) process, Joint Participation Agreement (JPA), Work Program Development and Rural Planning Activities.

1. Rural Planning Activities

The **CONSULTANT** may be required to conduct Community Impact Assessment (CIA), ETDM activities, planning assistance, and rural economic development activities in the rural counties of District 2. This may also include any support of the Economic Development Transportation Fund (EDTF) activities.

2. Work Program Development

The **CONSULTANT** may be required to assist staff in the development of the Five Year Work Program. This work may include fund and equity analysis, review of the Work Program for duplication of projects, inconsistencies, completeness and correctness. This may also include the preparation of maps and presentation material, distribution of Work Program, assistance at meetings and/or public hearings, research on specific issues and any other activities related to the development of the Work Program that may be required.

3. Florida Single Audit Act

The **CONSULTANT** may be required to assist staff with reviewing audit packages, completing single audit checklists, assisting with correspondence and other activities necessary to administer the Florida Single Audit Act.

4. Local Agency Program (LAP)

The **CONSULTANT** may be required to assist staff with the Local Agency Program (LAP). This may include project development, management, quality control, inspection and administrative activities as outlined in the Local Agency Program Manual.

5. Locally Managed Programs

The **CONSULTANT** may be required to assist staff with other State and Federal locally-driven programs. These programs include the Small County Road Assistance Program (SCRAP), the Small County Outreach Program (SCOP), the County Incentive Grant Program (CIGP), the Transportation Regional Incentive Program

(TRIP), Shared-Use Nonmotorized (SUN) Trail Program, Transportation Alternatives Program (TAP) and any other programs created by legislative action during the terms of the contract. This may include project development, management, quality control, inspection and administrative activities as outlined in the guidelines, procedures and legislation of the respective programs.

E. PUBLIC OUTREACH

The **CONSULTANT** may be required to assist staff in public outreach activities for corridor studies, the Florida Transportation Plan (FTP), Strategic Intermodal System (SIS), web site activities, Work Program, and a Geographic Information System (GIS) database.

1. Public Relations

The work may include the preparation of visual aids with multimedia capabilities using such media as CD ROM/DVD applications, written presentation materials, graphics, brochures, videotapes, and other means to enhance the project and corridor public presentation. This work may also include public notification, Northeast Transportation Forum, placement of advertising, the provision of a facilitator, preparation of presentation materials and handouts, coordination of and attendance at public workshops and hearings, keeping of meeting notes and follow-up, scheduling and notification of public meetings and any other task related to public outreach activities that may be required for specific projects.

2. Geographic Information System (GIS) Mapping and Database

The **CONSULTANT** may be required to assist in the development of various maps, graphics and databases for project presentation and documentation using ArcGIS, Microstation, AutoCAD and other graphics and database software.

F. STATISTICS

To include general data collection, traffic analysis reviews, project design traffic, traffic counts, statistical analyses, asset management, and roadway data collection.

1. General Data Collection

The **CONSULTANT** may be required to perform planning related data collection studies that may include, but are not limited to, origin-destination survey, travel time and delay survey, auto occupancy, bridge closing and/or boat volume, trip generation, saturation flow, parking, crash, traffic conflicts, spot speeds, transit

ridership, public transportation survey, census data compilation, zonal data development, community impact assessment and public interviews. The **CONSULTANT** may be required to assist staff with data collection and analyses for factors that must be considered during the state planning process. Also, the **CONSULTANT** may be required to develop questionnaires and forms necessary for these studies, and ensure that the type and amount of data collected is statistically valid. The **CONSULTANT** will be required to document the data collection effort fully and provide this documentation and collected data in an electronic format acceptable to the **DEPARTMENT**.

2. Traffic Analysis Reviews

The **CONSULTANT** is required to perform or review various planning and operational studies such as concurrency reports, congestion management reports, design traffic reports, level of service computations, and other transportation studies. All work will be done in accordance with the applicable **DEPARTMENT** policies, guidelines and procedures.

3. Project Traffic

The **CONSULTANT** is required to develop future transportation demand estimates (all modes). This may include estimates and development of systems traffic and project traffic reports. The work required may include:

a. Traffic Projections

The **CONSULTANT**, in accordance with Procedure 525-030-120, "Design Traffic Procedure", may be required to estimate future design hour and design peak hour traffic volumes using travel demand models (FSUTMS), historical traffic growth, land use data or other appropriate traffic forecasting methodologies defined by the **DEPARTMENT**.

b. Design Traffic Reports

The **CONSULTANT**, in accordance with Procedure 525-030-120, "Design Traffic Procedure", may be required to project future traffic estimates (including turning movements), develop K, D, and T design factors, collect necessary project specific traffic data and prepare pavement loading reports (18-Kip ESAL) using the above information.

c. Transit Patronage Estimation

The **CONSULTANT** may be required to estimate future design hour and design peak hour transit patronage volumes using travel demand models (FSUTMS or ABM), historical

patronage growth, land use data or other appropriate transit forecasting methodologies defined by the **DEPARTMENT**.

d. Transit Operating Estimation

The **CONSULTANT** may be required to estimate future vehicle needs, operating and maintenance costs and other related costs associated with proposed public transportation projects including fixed rail, bus rapid transit, express bus routes, van pools and other appropriate public transportation projects as defined by the **DEPARTMENT**.

4. Traffic Count Support

The **CONSULTANT** may be required to assist staff in traffic data collection, analysis and testing.

a. Traffic Counts

The **CONSULTANT** may be required to conduct traffic counts at various locations throughout the District. The types of counts may be vehicle classification, bi-directional and non-directional road tube counts, loops and piezo counts or turning movement, for any duration (period of time) required by the **DEPARTMENT**. The **CONSULTANT** may be expected to document the field conditions at the time of the counts. Field documentation may include counter location with reference to State Highway section number and milepost, as recorded on the Straight Line Diagrams. Geometric measurements such as number of lanes, length of storage and taper for turn/merge lanes, types of traffic control, and the location and/or presence of signal boxes and loop detectors, may also be required. The **CONSULTANT** will be required to document the data collection effort fully and provide this documentation and collected data in an electronic format acceptable to the **DEPARTMENT**.

b. Turning Movement Counts and Signalization

The **CONSULTANT** may be required to provide counts, in a timely manner, at specific intersections, and specific movements (i.e., left or right turn lanes), signal timing, green ratios (g/C ratio), analyze intersection level of service, and evaluate signal warrants or conduct a signal warrant evaluation. The **CONSULTANT** will be required to document the data collection effort fully, and provide documentation in a format acceptable to the **DEPARTMENT**.

c. Permanent Count Site Locations

The **CONSULTANT** may be required to recommend permanent count site locations for the installation of loops and cabinets. This task may require statistical analysis of existing count locations to determine count site needs by facility type, area type, number of lanes, etc., to meet validation and/or calibration needs of the long-range transportation model (FSUTMS). Field review and right of way research may be required to find suitable sites.

d. Inspections

The **CONSULTANT** may be required to conduct inspections of existing or potential permanent vehicle count and telemetry sites. This may include the collection of all data necessary for the **CONSULTANT** to develop a condition diagram of the site location. The types of data required may include but are not limited to site location, testing of equipment, verification of condition of hardware and repair recommendations.

e. Other

Other tasks that may be required as part of traffic count support include development of a database, data entry and development of tables, maps and reports.

5. Roadway Characteristics Inventory and Straight Line Diagrams

The **CONSULTANT**, in accordance with Procedure 525-020-310, "General Interest Roadway Data Procedure", may be required to collect general highway data, using a Distance Measuring Instrument (DMI) or Global Positioning System (GPS), and enter this information into the **DEPARTMENT's** computer records. This information is recorded by State Highway section number and roadway milepost.

a. Data Collection

The **CONSULTANT** may be required to collect new or verify existing roadway characteristics data on and off the State Highway System within District 2. The purpose of this data collection may be the result of completed construction projects or as part of the **DEPARTMENT's** re-inventory schedule.

b. Characteristics

The data to be collected under this task may include but is not limited to the following data characteristics: number of

lanes, pavement widths, median types and widths, shoulder types and widths, intersection names and locations, bridge number and location, cross drains and etc..

c. Straight Line Diagrams

The **CONSULTANT** may also be required to prepare and update automated Straight Line Diagrams (SLDs) using the **DEPARTMENT's** software and according to **DEPARTMENT** rules, procedures and standards. In addition, the **CONSULTANT** may be required to extract RCI data for other applications.

6. Ramp Inventory

The **CONSULTANT** may be required to collect new or verify existing data on all entrances and exit ramps on the State Highway System within District 2. The data to be collected under this task may include but is not limited to the following characteristics: length of ramp, number of lanes, pavement width, shoulder type and width, bridges, cross drains, etc..

7. Highway Performance Monitoring System (HPMS)

The **CONSULTANT** may be required to collect new or verify existing data for the Highway Performance Monitoring System on sample roadway segments that are located on and off the State Highway System in District 2. The **CONSULTANT** will review and analyze HPMS reports from the **DEPARTMENT's** mainframe database and Federal Highway Administration guidelines and procedures to determine the extent of data collection necessary to meet **DEPARTMENT** needs. The data to be collected under this task may include but is not limited to the following data characteristics: number of signals, number of stop signs, number of lanes, pavement widths, median types and widths, shoulder types and widths, etc..

8. Functional Classification of Roadways

The **CONSULTANT** may be required to functionally classify all public highways based on the federal functional classification system and **DEPARTMENT** rules, procedures and guidelines. The **CONSULTANT** may be required to assist with public involvement and meetings with local governments. The **CONSULTANT** may also be required to provide supporting documentation, maps and data entry.

9. Transfer of Roadways

The **CONSULTANT** may be required to prepare documentation for the transfer of roadway sections to or from the State Highway

System within District 2. The required documentation is addressed in Procedure 525-020-010. This documentation package normally includes a location map, right of way maps, roadway construction plan sheets and related correspondence. The **CONSULTANT** would be required to coordinate with local government agencies as part of this task.

10. Urban Boundary Mapping and Base Mapping

The **CONSULTANT** may be required to assist in the development and adjustment of urban area and urbanized area boundaries with District 2. The proposed boundary locations will be delineated on maps in accordance with **DEPARTMENT** procedure. The **CONSULTANT** may be required to assist with public involvement and meetings with local governments. The **CONSULTANT** will provide supporting documentation, maps and update the database. The **CONSULTANT** may also be required to assist in updating the GIS Base Map for District 2. This will include providing supporting documentation, maps and updating the database.

G. SYSTEMS PLANNING

To include Model Support, Interchange Modification and Justification, Modal Systems Planning, Transportation Systems Management and Operations (TSM&O), Intelligent Transportation Systems (ITS) and Level of Service.

1. Model Support

The **CONSULTANT** may be required to provide highly technical model development and evaluation services. These services may include, but are not limited to development, evaluation, documentation and implementation of new model structures and/or procedures, provision of subarea validation, merging of existing models, validation and/or calibration, conformity testing, and research state of the art model practices.

The **CONSULTANT** may be required to assist in Air Quality Conformity Analysis and review of Conformity Analyses performed by others. Activities may include development of the transportation portion of the State Implementation Plan (SIP). In addition, the **CONSULTANT** may be requested to facilitate the conversion of data among various software applications.

2. Interchange Modification Reports (IMR) and Interchange Justification Reports (IJR)

The **CONSULTANT** may be required to develop IJR's and/or IMR's in accordance with the **DEPARTMENT's** Interchange Request and

Review Manual and applicable policies. The **CONSULTANT** may also be required to review and prepare comments on IJR and IMRs submitted by private developers and other public agencies.

3. Modal Systems Planning

The **CONSULTANT** may be required to assist staff in various public transportation activities including inspections, data gathering, analysis, report development, research and issue identification, training, creation of rail locator maps, inventory of rail crossings, and review of documents according to applicable **DEPARTMENT** policies, guidelines and procedures. Tasks may also include the monitoring of Bicycle/Pedestrian efforts within District 2. This may include review of all plans for bicycle and pedestrian involvement, ADA requirements, connecting sidewalks, curb ramps, bicycle accommodations, signing and all other applicable criteria.

4. Level/Quality of Service

The **CONSULTANT** may be required to assist staff in the evaluation and analysis of level of service for the State Highway System and local roads. Results and all input assumptions will be fully documented and mapped. This task may also include the development of a database for level of service. The **CONSULTANT** may be required to assist staff in the evaluation and analysis of quality of service for transit, bicycle and pedestrian facilities. This may require the review and analysis of data developed by others.

H. PLANNING SUPPORT

This may include Policy Analysis, Florida Transportation Plan, On-Site Support, Project Management, and Emergency Management Planning.

1. Policy Analysis

The **CONSULTANT** may be required to assist in performing planning policy or economic analyses and review of proposed changes to policies, procedures, standards, and/or other guidance and regulations developed by the Central Office or other state and federal agencies.

2. Florida Transportation Plan (FTP) and Strategic Intermodal System (SIS)

The **CONSULTANT** may be required to assist in the development and update of the Florida Transportation Plan (Short and Long-Range Components) and the Strategic Intermodal System. This may include goal and policy development; plan inventory needs

assessment, corridor identification and public involvement coordination.

3. Development of Scopes of Service

The **CONSULTANT** may be required to develop scopes of service, level of effort estimates, and contract provisions for future district planning studies, including estimated staffing requirements and estimated costs for the study.

4. Project Management Support

The **CONSULTANT** may be required to provide project management support to **DEPARTMENT** Project Managers. Tasks could include assisting in tracking data compilation efforts, review work products, coordinating meetings (public or internal) related to **DEPARTMENT** projects or contracted projects, attend meetings or assist **DEPARTMENT** Project Managers in other related ways.

5. On Site Support

The **CONSULTANT** may be required to provide staff support to be located directly in the **DEPARTMENT's** offices for any specific time, to perform any of the work outlined in this scope and to be performed by any of the staff classifications as listed in this scope of services. The details of such a requirement would be outlined in a Task Work Order.

6. Economic Development and Analysis

The **CONSULTANT** will be required to know the basics of Economics and associated Analyses foundations and techniques used in Transportation planning. This includes providing support to the **DEPARTMENT** Project Manager on Task Work Orders or Projects that include ROI, B/C, other economic analyses and Tools.

7. State and Local Mobility Planning and Fees

The **CONSULTANT** may be required to review and provide comment to State and/or locally assessed mobility fees. This requirement includes review of funding options, applicability and impacts to District 2, implications to the SIS and the proposed plan to address mobility via standard approaches or alternative means.

III. SCHEDULE

The **CONSULTANT** agrees to begin work after issuance of a notice to proceed by the **DEPARTMENT** and upon receipt of Task Work Orders. The Contract will

last for sixty months after the date of notice to proceed and may be extended by the **DEPARTMENT** in writing if necessary.

IV. METHOD OF COMPENSATION

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

V. KEY PERSONNEL

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

VI. SUBCONTRACTING SERVICES

Services assigned to sub-consultants must be approved in advance by the **DEPARTMENT** in accordance with this Agreement. The sub-consultants must be qualified by the **DEPARTMENT** to do all work assigned to them. Additional sub-consultants with specialized areas of expertise may be required by the **DEPARTMENT** or requested by the **CONSULTANT** to complete specific Task Work Order assignments. Either the **DEPARTMENT** or the **CONSULTANT** may request, in writing, the need to hire the sub-consultant. Before the sub-consultant begins any work, the **DEPARTMENT** and **CONSULTANT** Project Managers must agree in writing upon the work assignments to be performed.

VII. MEETINGS

The **CONSULTANT** must be available for unscheduled meetings. The **CONSULTANT** shall be available with no more than one weekday notice to attend meetings at the request of the **DEPARTMENT**.

VIII. RESPONSIBILITIES OF THE DEPARTMENT

A. Project Manager

The **DEPARTMENT** will provide a Project Manager who shall be responsible for the day-to-day management of this contract, all coordination with the **CONSULTANT** concerning the development and execution of all Task Work Orders, defining the specific work to be done and schedule for completion of such work, agreeing on the **CONSULTANT** staffing and availability (including substitutions from the available staffing list provided), and the processing of **CONSULTANT** invoices for payment. The **DEPARTMENT** will also provide Task

Managers, when required, to provide support to the Project Manager for various Task Work Orders.

B. Task Work Orders

The **DEPARTMENT** will provide, before the initiation of any work on any of the tasks defined in this exhibit, a specific Task Work Order defining the work to be accomplished and the total reimbursement due the **CONSULTANT**.

C. SERVICES AND DATA

The **DEPARTMENT** shall furnish, without charge, the following services and data to the **CONSULTANT** for the performance of the requested services:

1. Criteria and information appropriate to the **DEPARTMENT's** requirements for the **CONSULTANT's** services including objectives, constraints, budgetary limitations, and time restraints.
2. All **DEPARTMENT** policies, procedures, standards and other information applicable to the services.
3. All specifications, schedules, reports and other information prepared by or for the **DEPARTMENT** by others that are available to the **DEPARTMENT** that the **DEPARTMENT** considers pertinent to the **CONSULTANT's** responsibilities described herein.
4. Available traffic and planning data that may relate to **CONSULTANT's** task.
5. Mainframe computer access for **CONSULTANT** or sub-consultant staff as required to support the services to be requested.

IX. RESPONSIBILITIES OF THE CONSULTANT

A. The **CONSULTANT** shall provide an overall Project Manager who will be the primary point of contact for the **CONSULTANT** for the scope, schedule, work force coordination, negotiation of task working hours and completion of all Task Work Orders. The **CONSULTANT** may also assist the **DEPARTMENT** Project Manager in preparing Task Work Orders. The Project Manager shall meet with the **DEPARTMENT** Project Manager regularly and shall provide monthly progress reports by Task Work Order. These progress reports shall be the basis for evaluation and processing of invoices for payment.

B. The **CONSULTANT** shall provide and maintain a list of staff of the following classifications that are available for assignment to specific Task Work Orders:

1. Transportation Specialist (transportation demand modeling, policy, land use, economics, marketing).
2. Project Manager.
3. Senior Engineer.
4. Engineer.
5. Senior Planner.
6. Planner.
7. Senior GIS Manager/Analyst.
8. GIS Technician.
9. Graphics.
10. Technician.
11. Administration/Clerical.

Any classifications not listed above must be documented in individual Task Work Orders by the **CONSULTANT** and agreed to by the **DEPARTMENT's** Project Manager. Rates for all classifications will be negotiated before beginning the contract.

C. The **CONSULTANT** shall provide sufficient staff, either the specific staff person requested or acceptable staff at defined levels of expertise as agreed to by the **DEPARTMENT's** Project Manager, in a timely manner to complete all assigned work within the Task Work Order schedule. If, at any time, the **DEPARTMENT's** Project Manager determines that the number or expertise of particular staff assigned to a specific task is inadequate, the Project Manager shall coordinate with the **CONSULTANT** Project Manager to remedy the situation to ensure the timely completion of the work.

D. The **CONSULTANT** shall maintain staff for District 2 as defined in Task Work Orders. In the event the **CONSULTANT** requires intra-firm expertise, the **CONSULTANT** shall request authorization from the

DEPARTMENT Project Manager, and identify the related cost of such consultation, at the time the authorization is requested.

E. The **CONSULTANT** shall perform all analyses, develop recommendations, and document all work within the required time schedule as defined in the Task Work Orders. The **CONSULTANT** shall develop a work schedule detailing how the work will be accomplished in the prescribed period.

F. The **CONSULTANT** shall promptly advise the **DEPARTMENT** if any review or analysis defined in a Task Work Order may present a conflict of interest, or the appearance of conflict, with any other client of the **CONSULTANT** or affiliated firms.

G. The **CONSULTANT** will perform all tasks according to all FDOT Guidelines and Standards, specific DCA Rules, applicable Florida Statutes and other State laws and policies.

X. COMPUTER SERVICES

A. The **CONSULTANT** may be required to use the following software and the latest compatible versions:

1. Economic Analyses Tools,
2. Highway Capacity Software,
3. ARTPLAN, FREEPLAN, HIGHPLAN and all other FDOT Level of Service spreadsheets or software,
4. FSUTMS and ABM,
5. GIS such as ArcGIS,
6. Microsoft Office Products including Word, Excel, PowerPoint, Access,
7. ETDM,
8. Traffic simulation Models: examples are CORSIM, Sim Traffic, SIDRA, Synchro, Vissim, Paramics, Dynasim, Avenue and other models as necessary,
9. Transit Development and Assessment: TBEST or other tools as necessary,

- 10.** Any other applicable software as indicated in the individual Task Work Orders.

The **DEPARTMENT** will not be responsible for providing proprietary software packages to the **CONSULTANT**, nor agree to the use of software that the **DEPARTMENT** operates under licensed agreement.

B. Should the **CONSULTANT** want to use any other **DEPARTMENT** programs, permission must be granted according to this agreement.

C. Computations based on computer programs other than the **DEPARTMENT's**, must conform to all **DEPARTMENT** format requirements.

XI. SPECIFICATION FOR WORK

The **CONSULTANT** shall ensure that all products of Task Work Orders are prepared using **DEPARTMENT** approved software, stored on Compact Disc (CD), Digital Video Disc (DVD) or Universal Serial Bus (USB) and provided to the **DEPARTMENT**. Current **DEPARTMENT** software standards include:

Operating System/Interface:	Windows
Word Processor:	MS Word
Spreadsheet:	MS Excel
Database:	MS Access

As the **DEPARTMENT** upgrades hardware and software, the **CONSULTANT** shall maintain compatibility with the then currently adopted **DEPARTMENT** standards. The **CONSULTANT** shall have the ability to use software that can update and interact with the ETDM Screening Tool.