

Exhibit “A” Scope of Services

Transportation Data and Statistics Support

I. Purpose

This scope of services forms an integral part of the Agreement which provides for support and services by the Consultant for the Transportation Data Analytics Office. The Department requires the Consultant firm for a wide range of office support functions including the collection of data to develop transportation statistics that support the FDOT’s performance reporting of the Work Program and to provide state and Federal reports and datasets. The Department will require the Consultant to support the modernization of its data inventory and management systems to develop digital twin solutions of Florida’s transportation network for transportation data users.

II. Summary of Services

The Florida Department of Transportation (Department) requires professional consultant services to support the continual development of transportation statistics and data to meet its reporting obligations. The Consultant will perform tasks as documented in the agreed Task Work Orders. Depending on the requirements of the Task Work Order, Consultant staff may be required to perform tasks on-site or remotely to access and perform work on Department systems. In order to provide accurate and timely work, the Consultant team must have experience or be familiar with the functions and business processes related to the Department’s core transportation data management and information management activities including:

- Roadway Characteristics Inventory (RCI)
- Linear Referencing Systems (LRS)
- All Roads Network of Linear Referenced Data (ARNOLD)
- Traffic and Non-Motorized Count Programs
- Transportation Data Visualization
- Highway Performance Monitoring System (HPMS)
- Mileage, Statistics, Travel, and Extent Reporting
- Highway Performance Monitoring System (HPMS)
- Transportation Data Quality and Governance
- Transportation Performance Management (TPM)
- Transportation Asset Management Plan (TAMP)
- Model Inventory of Roadway Elements (MIRE)

The Consultant will be required to provide expertise and solutions which support and improve the Transportation Data and Analytics Office (TDA) functions, capabilities, and

operations to sustain managing and servicing business data, statistics, and information for transportation planners, project engineers, the Federal government, and the public. The Consultant will be required to provide digital solutions which include integrating transportation data, collecting data, analyzing data, developing statistics, managing data, providing information, and providing data that meets the Department's data and information needs and requirements.

The Consultant must be experienced in providing quality-assured data and statistics to assist the TDA office to perform its data reporting requirements. The Consultant must have knowledge of the transportation data reporting requirements and processes of FDOT and the Federal Highway Administration. The Consultant must have experience integrating transportation data and statistics into the FDOT business of planning, programming, maintenance, and operations of a safe and efficient transportation system. The Consultant team must be experienced with implementing Environmental Systems Research Institute (ESRI) Roads and Highways into transportation agency road inventory programs. The Consultant must be able to provide support to create quality data, which is timely, reliable, organized, and accurate for data sharing.

The Consultant's work will be managed by a Department Project Manager who shall provide a specific definition of the work to be performed by the Consultant for each task defined in Sections A through J of this scope of services through the issuance of Task Work Orders. The Task Work Orders will be prepared as needed and shall include project purpose and need, tasks to be performed, project schedule, manpower requirements, description of deliverables, Task Work Order expiration date, estimated project budget, and the method and schedule of compensation. Data deliverables provided to the Department through the agreed-upon Task Work Order will be subject to a review period to test and validate deliverables for approval and acceptance as agreed upon between the Consultant and the Department. Each Task Work Order shall be developed by the Department's Project Manager and shall be approved by the CIM Officer, the Consultant Project Manager, and the Department's Project Manager. Consultant firms will not be reimbursed for developing scopes of service for Task Work Orders, budget estimates, and contract provisions for various projects and activities, including estimated staffing requirements, project schedules, deliverables, and estimated costs.

The funding sources for issued task work orders may be funded with work program or operating funds. Work associated with Task Work Orders that use operating budget must be completed by June 30th (last date of the of the fiscal year), with a final invoice received by the Department no later than September 1st. Budget reverts on September 30th if not paid out. The Consultant will not be reimbursed for non-project-specific activities. No work shall be performed until the TWO is fully executed.

III. Definition of Consultant Tasks

The Consultant will be required to perform some or all the tasks identified below:

Task A: Onsite Support Staff

It is anticipated the Consultant team must have the capability to provide experience and qualified staff or teams of staff to be physically located in the TDA Office or perform work virtually either part-time or full-time through an agreed upon Task Work Order. The Consultant will provide qualified candidates to perform work on-site in the TDA office who meet the needs and requirements of the TDA office. The Consultant will function as an extension of Department staff who must be able to access Department tools and resources to perform work. The Consultant will be expected to provide qualified, technical personnel to perform the duties and responsibilities assigned under the terms of this agreement which may include activities related to the following:

Collecting data from new or existing sources, performing data extraction, integrating data into platforms, performing data analysis, creating statistics, modeling data structures, testing systems, testing applications, supporting system maintenance, providing digital data transfer solutions, performing field visits to roadway sections, performing quality control, conducting studies, performing project management, administering programs, coordinating users and meetings, supporting training and workshop events, assisting in technical and professional reviews, developing report and graphics preparations, and developing documentation. Consultants working onsite will adhere to Department information technology, cybersecurity, use of FDOT vehicle, and application development standards, change management, documentation initiatives, and public data requests and must be able to respond in a timely manner.

These positions below at a minimum shall be provided at the negotiated field rate for consultant staff. Consultants who work 20 hours or less in a week will be considered an external Consultant. Consultants who are external and need to access FDOT remotely must utilize the Department of Managed Services – VPN.

Project Manager	Engineering Intern
Transportation Data Technician	Engineering Technician
Transportation Data Analyst	Chief Engineer
Transportation Data Scientist	Designer
GIS Specialist	Graphic Designer
Computer Programmer	Planner
Senior Computer Programmer	Senior Planner

The Department will be allowed to review candidates proposed by the Consultant and provide final approval on the individuals proposed to work on-site or virtually. The

Department, at its option, may elect to expand, reduce, or delete the extent of each work element described in this scope of services document, provided such action does not alter the intent of this agreement. The Department shall request Consultant services on an as-needed basis.

Task B: RCI and HPMS System Support

The Consultant team must have the experience and capability to provide solutions that support the RCI and HPMS systems production of data and transportation statistics. The Consultant must have the ability to access RCI and HPMS systems to provide data to internal and external stakeholders of transportation data and support TDA data development projects. The consultant must be able to perform the following detailed activities:

- Support the development and maintenance of the RCI and HPMS system standards for Department reporting obligations.
- Develop, coordinate, and implement efficient business process workflows of the RCI and HPMS system which support the provision of current and accurate information of Florida's roadways.
- Develop, coordinate, integrate, and implement transportation data models which manage the data elements for transportation statistics.
- Develop solutions for data users which improve the accuracy and availability of transportation data provided by the RCI and HPMS systems.
- Gather transportation data and information from plans, surveys, statistics, geographical information systems (GIS), FDOT transportation data sources, aerial photography, and remote sensing technology for projects.
- Collect data from multimodal data sources including aviation, waterways, rail, bicycle, pedestrian, and pipeline.
- Analyze FDOT transportation data sources that reside in office databases, systems, digital formats, or paper formats.
- Perform asset data collection for transportation planning purposes that requires a field visit to a roadway to RCI sections, LRS sections, and HPMS samples. Data collection may require the collection of mile point extent data, measurements of assets, global positioning system (GPS) coordinate data, count data, signage, local names, road designations, and photos/videos.
- The Consultant may be required to compile existing aerial imagery or LiDAR data records to support data collection tasks.
- Collect photos or video of transportation multimodal assets.
- Support the development of FDOT's Americans with Disabilities Act (ADA) asset inventory for FHWA ADA Transition Plan compliance.
- Collect roadway mileage and extent data from Federal partners, cities, counties, and municipalities.

- Data mining or query data from databases or systems.

Task C – Linear Referencing System Support Services

The Consultant must have the experience and capability to provide solutions to support the development and maintenance of the Department's GIS Linear Referencing System to develop transportation statistics. The Consultant may be required to provide on-site support staff in the TDA office and/or through remote access. The Consultant must have the ability to work with LRS system data to provide solutions to the Department.

The following activities will be performed:

- Digitize transportation networks utilizing GIS or other mapping software capable of providing shapefiles and geodatabases to the Department.
- Perform updates and maintenance of the LRS of Florida's roadway network in reconciliation with RCI.
- Collect transportation networks to integrate with the LRS.
- Calibrate or validate the LRS sections by performing field visits and inspections.
- Coordinate requirements of FHWA's all roads network of linear referenced data elements.
- Provide technical staff capable of maintaining, editing, and developing attributes to the LRS.
- Develop LRS networks through migration and conflation of datasets.
- Provide management, Extract, Transform & Load (ETL) activities, system configuration, technical support, digitizing, coordination, or implementation support for ESRI Roads and Highways.
- Support the review, configuration, maintenance, documentation, and implementation of the advanced linear referencing system data model.
- Collect and integrate roadway centerline data and information from cities, counties, or unincorporated areas into the Unified LRS project.
- Provide technical staff capable of maintaining and servicing the I-View GIS application.
- Develop and support the creation LRS maintenance processes, LRS sectioning standards, and geoprocesses.
- Assist in developing GIS shapefile metadata for LRS datasets.

Task D: Coordination, Enterprise Planning, and Training Support

The Consultant must have the capability to perform coordination activities with all areas of the Department that support resource planning and management of data related to transportation planning and programming. The Consultant will be required to implement solutions that would assist the TDA Office to meet Department data needs and requirements. The consultant must have the ability to implement training resources and knowledge transfer activities of the TDA training programs. The

following activities will be performed:

- Support program planning, stakeholder coordination, documentation, data modeling, change management activities, and provide training for District and Central Office staff responsible for working with RCI, HPMS, Traffic, and LRS products.
- Develop documentation for data and process requirements, procedures, handbooks, frameworks, and methods and practices performed by the TDA office.
- Coordinate data requirements related to state safety initiatives, project estimates, design, and the Federal government.
- Support development and facilitation of statewide data collection and system training workshops and meetings.
- Support the collection, study, and coordination of TDA office business data requirements with Department staff to meet Department data standards, reports, initiatives, and priorities.
- Support the planning, scheduling, coordination, and facilitation of training events or workshops which may be on-site, at an FDOT office, or administered through virtual means.
- Support the knowledge transfer and training needs of ESRI Roads and Highways.
- Provide technical coordinators to lead and facilitate training sessions.
- Assist in the development of Computer Based Training (CBT) scripts, visual graphics, and interactive training courses.
- Assist with providing access to training resources to Department stakeholders.

Task E: Transportation Data Analysis, Mapping, and Quality Control

The Consultant must have experience and the capability to perform analyses of transportation datasets and to provide high-quality information, maps, and statistics. The Consultant must have the ability to analyze and quality control TDA data which supports the development of accurate information. The Consultant will be required to support the quality management process to provide reliable, organized, and accurate data for sharing. The following detailed activities will be performed:

- Perform ad-hoc data analytics, analyze trends, create supporting datasets, and develop statistics for Department requests.
- Perform 2D and 3D analysis of the transportation system related to land use, infrastructure, and geography.
- Perform change detection analyses from new construction, improvements, inspections, or changes to Florida's transportation network.
- Develop data visualizations, datasets, data, maps, and graphics to support

transportation inventory and spatial data tasks.

- Analyze Department databases and data systems including RCI, HPMS, Traffic Monitoring, and LRS systems.
- Analyze and review state and Federal transportation system designations to validate road numbers, status, names, classification, context, and road types.
- Analyze other Department transportation data related to location, geographic boundaries, roadway alignments, descriptions, financial, performance, condition, trends, quality, and statistics.
- Analyze TDA office data utilization, data integrations, data workflows, relationships, datasets, and databases to develop system solutions.
- Perform data analyses for transportation planning activities, project development, cost estimates, safety, traffic operations, and data system maintenance.
- Perform analysis of multimodal datasets related to highways, bicycle, pedestrian travelways, trails, rails, aviation, waterways, space, transit, and pipelines.
- Support the analysis, mapping, and digitizing of transportation asset locations.
- Compilation of required data to support the planning and development of the Strategic Intermodal System.
- The Consultant will be required to provide process development, workflow support, technical coordination, mapping solutions, data sharing solutions, urban area review, and data management activities for the Decennial Census process to update Urban Areas and Functional Classification data of Florida roadways.
- Assist in review and coordination of HPMS data submittals and scorecards for inconsistencies and program update priorities.
- Analyze HPMS samples and sections for sample adequacy and data gaps.
- Perform data analysis of MyFloridaLRS or RCI/LRS reconciliation packages and perform data system updates.
- Provide support for quality management processes performed by the TDA office including Quality Assurance Review and District Quality Evaluation reports.
- Perform random sampling of program data for quality assurance and quality control processes.
- Analyze surveys and user feedback for trends, statistics, and information.
- Provide technical studies which supports the system modernization activities including the analysis of third-party data sources, transportation technology, data management solutions, commercial-off-the-shelf products, and industry best practices to Department stakeholders.
- Develop cost-benefit analyses or return-on-investment estimates.

Task F: Transportation Statistics Development and Management

The Consultant must have the experience and capability to support the TDA Office's transportation statistic development process. The Consultant will be tasked to provide operations and maintenance activities for TDA data management systems. The following detailed activities include:

- Perform tasks that support the development of centerline mileages, annual and short-term traffic count estimates, lane miles, and vehicle miles traveled.
- Maintain system components including the support of the TDA system data management architecture.
- Support the transportation data model with data format changes, configurations, domain codes changes, transformations, conversions, and updates.
- Perform data collection, database management, system maintenance, data integrations, and extract, transform, and load (ETL) activities of transportation datasets to develop transportation statistics.
- Develop transportation data management workflows or stored procedures that store, join, relate, query, clean, retrieve and distribute data.
- Develop data validation methods and codes to support data reporting standards.
- Support the development of the Department's system performance measures required for the long-range performance plan (LRPP).
- Other statistics the Consultant must be able to support include the required FHWA's Transportation Performance Management (TPM) statistics and other FDOT traffic engineering statistics such as delay, safety, level of service, transportation equity, condition, and reliability.
- Provide support to modernize and develop systems architecture designs that support the automation and timely processing of quality data.
- Data-mine, analyze, and develop datasets that provide statistical information on freight and passenger movements along Florida's multimodal transportation network.
- Provide internal and external users with digital solutions and access to all functional areas of the Department.
- Develop, review, document, and coordinate office business workflows that support the data governance standards and change management initiatives of the Department.
- Coordinate with Transportation Technology Staff, OIT staff, and the State Data Center for data management and system maintenance projects.
- Perform geospatial statistics and geoinformatics of GIS or remote sensing data.
- Develop statistics for plans, infographics, and reports.

Task G: HPMS and Data Reporting Support

The Consultant must have the capability and experience to provide technical expertise which would support the reporting activities, responsibilities, and provision of public data from the TDA office. The Consultant must have the capability to support state reporting requirements and the Department's obligations to the FHWA Highway Performance Monitoring System. The following reporting activities include:

- Provide data support for the HPMS integration, processing, submission, and reporting process.
- Provide support to maintain and configure systems, databases, reporting applications, and data reports.
- Provide data reports, spreadsheets, whitepapers, and datasets of transportation data.
- Develop automated transportation data reporting solutions for canned reports.
- Provide support for the development, quality maintenance, and validation of Department mileage reports.
- Integrate transportation data with TDA office data systems for reports.
- Provide standardized reports for Department websites which are Section 508 Complaint.
- Develop quality control and quality assurance reports of Department transportation data, datasets, products, and information.

Task H: Travel Demand Modeling and Forecasting Analysis

The Consultant must have the experience to provide technical modeling data services to support travel demand modeling and forecasting activities. The Consultant may be required to provide support services listed below through on-site or virtual Consultant Support to access the modeling software and data management environment and is dependent on the requirements of the Task Work Order. The Consultant may be required to support the Office of Policy Planning, Systems Implementation and Forecasting and Trends Office with modeling or forecasting data developed by the TDA office or requires new development. The following modeling support activities may include:

- The travel demand modeling and forecasting services will support the TDA Office support need to run, develop, update, or perform ETL activities of modeling datasets for Federal and State reporting requirements.
- Provide modeling development expertise regarding disaggregation of socioeconomic data to Traffic Analysis Zones (TAZs) in Florida and neighboring states.
- Perform ETL activities on modeling datasets or databases for vehicle miles traveled datasets required for HPMS data reporting requirements.

- Assist in developing forecasting data models for transportation traffic volumes, transportation project life cycle, and transportation assets.
- Analyze how freight demand in Florida relates to and influences mode choice, using a nested logit model as an analytical tool. FreightSIM, the freight module of the travel demand model uses a nested logit model to forecast freight movements by mode. The Consultant will investigate the influence of demand characteristics on freight modal choice within the discrete choice model.
- Provide studies and analysis of the economic factors and their relationships with freight and modal movement based on international trade, domestic trade, and regional/local distribution that do not fit in traditional Department established district boundaries and municipal boundaries and develop effective freight modeling and economic analyses that require clustering of data into meaningful zones.

IV. Responsibilities of the Department

1. The Department shall provide a Project Manager who shall be responsible for all coordination with the Consultant pertaining to all contractual matters, invoicing and reporting. The Department may also designate a manager for each Task Work Order who shall be responsible for working with the Consultant Project Manager to define the specific work to be performed and the schedule for completion of each task, the Consultant staffing to be provided, and the cost. The Department Project Manager shall be responsible for approval of any additional staffing to be provided including additional Consultant staff (approval must be coordinated with the Procurement Office), and shall give approval of all work products and services.
2. The Department shall approve, prior to 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. The Task Work Order shall specify the Department Task Work Order Manager, who may be different from the Project Manager.
3. The Department shall furnish, without charge, the following services, and data to the Consultant for the performance of the requested services.
4. All Task Work Orders will contain criteria and information regarding the Department's requirements for the Consultant's services including objectives, constraints, budgetary limitations, and time restraints. The Department shall apprise the Consultant when a Task Work Order is funded by operating funds. The Department will provide:
 - A. All Department rules, policies, procedures, standards, and other information applicable to the services.
 - B. All drawings, specifications, schedules, reports, and other information

prepared by and/or for the Department by others that are available to the Department and which the Department considers pertinent to the Consultant's responsibilities described herein.

- C. Computer access (mainframe and personal) if needed by Consultant staff to perform assigned tasks. Specific computer access requirements will be specified in each individual Task Work Order.
- D. Limited short-term office space may be provided by the Department for technical staff where close contact with Department staff is necessary for the work being performed. Such arrangements will be made between the Consultant Project Manager and Department Project Manager on an "as-needed" basis and will be specifically stated in individual Task Work Orders.

VI. Responsibilities of the Consultant

1. The Consultant shall provide an overall Project Manager, acceptable to the Department, who will be the primary point of contact with the Department for the scope, schedule, management plan, fee estimates, manpower coordination, and completion of all Task Work Orders. The Consultant Project Manager shall appoint, with the concurrence of the Department Project Manager and Department Task Work Order Managers, a Consultant project coordinator to support the Consultant Project Manager. The Consultant Project Manager shall meet with Department staff on a regular basis as requested by the Department Project Manager and shall provide monthly progress reports in a mutually agreeable format, by Task Work Order, no later than two weeks after the end of the billing cycle of each month unless agreed to by the Department Project Manager. These progress reports shall be the basis for the evaluation and processing of invoices for payment unless otherwise stated in the Task Work Order. The Consultant will not charge the Department for time worked on Task Work Order scopes, fee estimates, invoices, or progress reports.
2. The Consultant shall provide and maintain an up-to-date list of staff with agreed-to classifications and approved salaries (subject to the contract Exhibit "B") that would be available to be assigned to specific Task Work Orders. No Consultant staff, except those specifically identified in a Task Work Order or those specifically agreed to by the Department Project Manager, shall charge time to that particular Task Work Order.
3. Consultant must request approval from the Department's Project Manager for any modifications or additions to the list of available staff prior to the initiation of any work by that individual. If applicable, new job classifications may be added to the contract via contract amendment. Consultant shall submit a copy of the resume

and payroll register before new staff can be added.

4. The Consultant shall provide qualified staff in coordination and approval by the Department's Project Manager. If at any time, the Department Project Manager or the Task Work Order Manager determines that the number of expertise of staff assigned to a specific task is inadequate, the Department Project Manager and the Task Work Order Manager shall coordinate with the Consultant Project Manager to ensure adequate staff with the proper level of expertise is made available to ensure the timely completion of the work.
5. Any Consultant staff required to work on-site or virtually part-time or full-time with the Department will be defined and agreed upon through the requirements in the Task Work Orders. Limited office space may be provided by the Department for technical staff in proximity with Department staff and access to internal networks and systems are necessary for the work being performed. Such arrangements will be made between the Consultant Project Manager and the Department Project Manager on an "as-needed" basis. All Task Work Orders where services are anticipated to be wholly and exclusively performed utilizing Department space will be compensated at reduced overhead compensation or field office rates. Consultants who perform full-time or part-time work on-site or virtually will be required to provide daily timesheets with the Consultant invoices. Additionally, Consultants who are performing work full-time on-site or virtually to augment TDA staff are required to work solely for the TDA office. Work requested by the Consultant staff from other Department offices must be approved by the Department Project Manager. Consultant staff intended to be full-time with the TDA but are approved to work on other Department Task Work Orders must invoice billed hours to each Task Work Order accurately. For a Task Work Order where Consultant staff are anticipated to work the majority of a 40 hour week at Department facilities, the Consultant will be reimbursed at the field rate, and staff who are anticipated to work on average the majority of the week at the home office should be reimbursed at the home rate.
 - A. The Consultant will be responsible for covering VPN costs and coordinating with the Department of Managed Services and the Department's Office of Information Technology to access the Department's network.
6. The Consultant may be required to have on-call Task Work Orders that provide general technical services and quick turnaround tasks requested by the Department. These Task Work Orders will require the Consultant to develop a work plan document that provides agreed-upon expectations, acceptance criteria, staff resources, due dates, estimated work effort, and deliverables.

7. The Consultant shall provide all agreed services, deliverables, products, and documentation within the required time schedule as defined in the individual Task Work Order.
8. The Consultant shall verify to the Department Project Manager that all computers used by Consultant staff have a resident anti-virus program acceptable to the Department.
9. The Consultant will be expected to provide subject matter expertise and capabilities to work with transportation data sources stored in the Department. Data sources proprietary or non-proprietary which are not available to the Department will not be purchased through this contract.
10. The Consultant may be required to provide documents in the minimum formats, the following: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft Project, Microsoft Publisher, GIS readable formats, Adobe Illustrator, or other formats as approved Department's Project or Task Manager are managed as specifically agreed to in an individual Task Work Order. The Project or Task Manager may require files to be of a specific version. A sequential naming convention should be applied to the files and documentation provided to the Department. Specific project documentation requirements will be specified in the respective Task Work Order. A list of minimum deliverables includes:
 - A. Collected data or datasets,
 - B. Aerials, photos, videos, or remote sensed data,
 - C. Data utilized for analysis,
 - D. Statistics and calculations,
 - E. Extracted and processed data,
 - F. Developed code and system configurations,
 - G. Integrated data that can be verified in Department systems,
 - H. Metadata associated with datasets,
 - I. Flowcharts, entity-relationship-diagrams, or visual graphics and their associated templates,
 - J. Maps, Web Maps, Infographics, visual graphics, or illustrations of data or datasets,
 - K. Quality assurance review reports and evaluations,
 - L. Reports, whitepapers, and presentation materials,
 - M. Documented methods and processes,
 - N. Logs of work activity,
 - O. Project management plans,
 - P. Project schedules,
 - Q. Meeting notes and summaries

VI. Subconsultant Services

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

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

VII. Consultant Not Employee or Agent

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

Personnel Qualifications

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

VIII. Contract Deliverables

The Consultant will be responsible for the completion of the contract deliverables. The contract deliverables will be coordinated with the Department Project Manager or the Department Task Work Order Manager and identified in Task Work Orders. These deliverables will generally be in paper or electronic formats. Each deliverable requires

review and/or testing by the Department and shall be deemed accepted only upon formal written approval by the Department subject to the review standards. Deliverable review periods will be determined in agreeance between the Department Project Manager and Consultant Project Manager and identified in the Task Work Order.

Specifications for Delivery

The Consultant shall ensure that all products of Task Work Orders are prepared using Department approved software, stored in a digital format, and provided to the Department via the FDOT File Transfer Appliance, Microsoft 365 storage, a flash drive, or other related storage device. As the Department upgrades hardware and software, the Consultant shall maintain compatibility with the adopted Department standards.

Quality Control Plan

The Consultant shall be responsible for ensuring that all work products provided to the Department are quality controlled to conform to Department standards and criteria. Task Work Orders that identify Consultant and subconsultant services, the Consultant may be required to review subconsultant work before delivery to the Department. The Consultant will ensure that quality is achieved through checking, reviewing, and verifying work activities by objective and qualified individuals who were not directly responsible for performing the initial work. Based on the agreed upon Task, and prior to the submittal of the first invoice, the Consultant shall submit to the Department Project Manager for approval, a proposed Quality Control Plan for 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.

Contract Deliverable Submission and Distribution

All deliverables, word processing documents, data files, spreadsheets, presentations, charts, databases, or other Project artifacts will be provided in a format approved by and currently supported by the Department.

The Department Managers may require contract deliverables to be of a specific electronic file type that may include and include:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access;
- Microsoft Project
- Microsoft Publisher
- .txt files
- .CSV files
- GIS Shapefiles
- GIS databases
- portable document formats (PDF) or
- other formats as approved by the Department Managers.

Contract Deliverable Review and Approval

All contract deliverables identified in the Task Work Order require the Department Project Manager or Department Task Work Order Manager's approval. If the Consultant proceeds with subsequent tasks before a deliverable is approved by the Department, this work is performed solely at the Consultant's risk, and the Department shall not be responsible, financially, or otherwise, for any re-work to the subsequent tasks, however minor or extensive they may be, that result from delays in acceptance or changes to the deliverable or the tasks. The Department commits to provide review and approval or specific disapproval for deliverables or their revisions based on the appropriate time determined by the Department Project Manager and identified in the Task Work Order. A response will be provided to confirm receiving of deliverable(s).

For written deliverable documents, the Consultant may be requested to provide the Department iterations of the deliverable documents to ensure the Department is coordinated with the deliverables. The Consultants are expected to conduct a thorough quality assurance review of each deliverable prior to its submission to the Department for acceptance. This analysis should include the incorporation of prior deliverable comments. The Consultant will take necessary and appropriate steps to ensure the deliverable is free from grammatical defects prior to submitting the deliverable to the Department for review. The Department shall reserve the right to reject a deliverable (draft or final) that has significant spelling, grammatical, punctuation, format, and pagination errors. If the deliverable is rejected on this basis, the Consultant shall correct all grammatical, spelling, punctuation, format and/or pagination errors, conduct another quality assurance review and re-submit the deliverable. The Department's review cycle shall begin based on the re-submission date and not on the original submission date.

Each deliverable shall be submitted in accordance with the approved Department Task Manager for review and comment by the Department. Any deliverable received after 5:00 P.M. Eastern Time will be considered received the following workday.

Acceptance criteria for the fully operational solution will consist of the following:

1. All contract deliverables are complete, meet the Contract requirements, and are approved by the Department's Task Manager in writing.
 2. All documentation is accurate, complete, and easy to use and is updated as required.
- All documentation is delivered to the Department's Project Manager and accepted by the Department's Task Manager in writing.

Iterative Deliverable Review

The Consultant shall ensure that the technical detail in iterative deliverables is consistent. Based on the requirements of the Task Work Order, iterative deliverables that are identified in the task will be provided throughout the period of the Task Work Order to the Department for review and to collect comments. Upon receiving Department comments the Consultant shall update and republish the previously submitted deliverable, using a distinct version number. If the deliverable previously required approval, the updated and republished deliverable will also require approval.

Deliverable Compliance

All deliverables and deliverable templates shall be developed and submitted as defined in accordance with this section. The Consultant shall provide electronic and information technology resources in complete compliance with the accessibility standards provided in the following Florida Administrative Codes (F.A.C).

Chapter 60-8.002, F.A.C. – Accessible and Electronic Information Technology

The Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in programs conducted by Federal agencies, in programs receiving Federal financial assistance, in Federal employment, and in the employment practices of Federal contractors. Section 508 now establishes requirements for electronic and information technology developed, maintained, procured, or used by the Federal government. Section 508 requires Federal electronic and information technology to be accessible to people with disabilities, including employees and members of the public.

While these standards currently apply to the federal government, it is the direct responsibility of Florida state government agencies and their Web designers and developers to become familiar with these accessibility guidelines and to apply these principles in designing and creating any official State of Florida website. All Florida State Government websites must comply with Section 508 to ensure the widest possible audience easy access to government information.

Therefore, all deliverables related to this Task Work Order which plan to be shared publicly shall comply with Section 508. The functional performance criteria require that technologies with:

- visual modes also are usable with limited vision and without vision or color perception;
- audible modes also are usable with limited hearing and without hearing;
- speech-based modes for input, control, or operation also are usable without speech;
- manual operation modes also be usable with limited reach and strength and without fine motor
- control or simultaneous manual operations; and
- have features making its use simpler and easier for people with limited cognitive, language, and
- learning abilities.

VIII. Ownership of Works and Inventions

The Department shall have full ownership of any works of authorship, inventions, improvements, ideas, data, processes, computer software programs, and discoveries (hereafter called intellectual property) conceived, created, or furnished under this Agreement, with no rights of ownership in Consultant or any

subconsultants/subcontractors. Consultant and subconsultants/subcontractors shall fully and promptly disclose to the Department all intellectual property conceived, created, or furnished under this Agreement. Consultant or subconsultant/subcontractor hereby assigns to the Department the sole and exclusive right, title, and interest in and to all intellectual property conceived, created, or furnished under this Agreement, without further consideration. This Agreement shall operate as an irrevocable assignment by Consultant and subconsultants/subcontractors to the Department of the copyright in any intellectual property created, published, or furnished to the Department under this Agreement, including all rights thereunder in perpetuity. Consultant and subconsultants/subcontractors shall not patent any intellectual property conceived, created, or furnished under this Agreement. Consultant and subconsultants/subcontractors agree to execute and deliver all necessary documents requested by the Department to effect the assignment of intellectual property to the Department or the registration or confirmation of the Department's rights in or to intellectual property under the terms of this Agreement. Consultant agrees to include this provision in all its subcontracts under this Agreement.

SCORING SHEET

Project: Ad 24905 Transportation Data and Statistics Support

Consultant: _____

Evaluator: _____

Signature: _____ Date: _____

SCORING CATEGORIES	SCORING CRITERIA	SCORE POSSIBLE	REVIEWER SCORE
TEAM EXPERIENCE AND CAPABILITIES		(0 TO 50 PTS)	
<i>Team Capabilities to Scope</i>	Team contains at least fifteen years of combined experience supporting FDOT's RCI and HPMS data systems (10 points). The letter of response provides an understanding of the intent of each task and how TDA office data relates to the Work Program. (5 points).	15	
<i>RCI Next Project Support</i>	Team response lists its experience, capabilities, and strategic recommendations to provide support, projects, staff, and resources to the modernization of RCI and the RCI Next Project (10 points). The team has listed experience working with the ESRI Roads and Highways product (5 points) and identifies opportunities for the product to support FDOT's key work program processes (5 points).	20	
<i>HPMS Version 9 Support</i>	Team response lists its experience and capabilities to provide support, projects, staff, and resources to assist the Department meet the FHWA HPMS Version 9 data reporting requirements.	10	
<i>Project Recommendations</i>	Team response provides at least three or more recommended project tasks the consultant would recommend performing if awarded the contract (5 points).	5	
	CATEGORY TOTAL SCORE		

SCORING SHEET

PROJECT MANAGEMENT		(0 TO 50 PTS)	
<i>Project Management Structure</i>	Team proposal provides a project management approach which would support the functions of the TDA office (10 points). Identifies a project management organization chart (lists prime and subconsultants) focused on meeting the needs of the contract (5 points). Provides information on how the team plans to manage invoices, deliverables, staff resources, and handle change management (5 points).	20	
<i>On-site Staff Support</i>	Proposal demonstrates the ability to provide capable staff who will be able to perform work on site and meet the day to day needs of the TDA office. Consultant provides an approach or staff capable to perform technical documentation, data collection, stakeholder coordination, data analysis, business analysis, GIS analysis, and research (10 points).	10	
<i>Project Communication</i>	Proposal provides how the project manager would perform communication activities with prime and subconsultant teams to meet the needs and requirements of the TDA office (5 points). The response should include how communication with the FDOT project manager would be performed (5 points)	10	
<i>Quality Management Plan</i>	Proposal provides how quality management would be performed to assure deliverables continuously meet FDOT's requirements. The response should include details of how quality control would be performed (5 points). The response would be referred to as a deliverable and reviewed for accuracy and legibility (5 points).	10	
	CATEGORY TOTAL SCORE		
		TOTAL SCORE	

SCORING SHEET

Comments:

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook paper or a document template. There are no margins, text, or other markings present.

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