

RIVER TO SEA  
TRANSPORTATION PLANNING ORGANIZATION (R2CTPO)

**SCOPE OF SERVICES**

**TRANSIT PLANNING SERVICES - GENERAL CONSULTING**

# River to Sea Transportation Planning Organization

## TRANSIT PLANNING SERVICES – GENERAL CONSULTING

This exhibit forms an integral part of the Agreement which provides for services by the CONSULTANT for the contract of Transit Planning Services – General Consulting.

### I. PURPOSE:

The River to Sea TPO requires the professional services of a Consultant(s) to provide general planning consulting services-Transit for the River to Sea TPO. Consultant(s) will assist the TPO staff by providing support for the development of transit planning studies, production of required federal or other documents and review of other studies or activities to accomplish tasks outlined in the TPO's Adopted Unified Planning Work Program (UPWP). The work involves a variety of technical, graphical, study management, product review and public involvement activities. Innovative ideas and methodologies are encouraged.

The services outlined in this Scope of Services will be accomplished using separate Work Orders, as approved by the TPO Board or designee, and a separate, more detailed Scope of Services will be developed for each. Details of the Consultant's specific responsibilities, the work to be done, and products to be delivered will be defined in the Scope of Services along with the approved negotiated fee. No work is to be started until the Consultant receives a Notice to Proceed letter signed by the TPO Executive Director or designee. The River to Sea TPO will have sole discretion for assigning any specific service(s) to any Consultant(s) retained by the TPO as a General Planning Consultant.

### II. SCOPE OF SERVICE:

The Consultant(s) may be required to perform the following types of activities in assistance to the River to Sea TPO under the terms of this agreement. The Consultant(s) is to have the capability of providing the full spectrum of transit planning services associated with the operation of urban/suburban transit systems. Examples of capabilities desired include, but are not limited to:

- Transit route service planning and analysis, including but not limited to system operation analysis and forecasting
- Route and system ridership modeling/TBEST knowledge and experience
- Financial planning and budget analysis
- Performance monitoring and evaluation
- Transit database management assistance
- High-quality GIS mapping
- Regional transit planning and transit corridor planning
- Transit Oriented Development planning
- Capital project planning, including facility, design for bus stop amenities and feasibility study.
- Transit survey and public participation program development
- Knowledge of Intelligent Transportation Systems (ITS) planning and "open" architecture integration

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- Knowledge of FTA funding and compliance requirements, including grant administration, Title VI and Environmental Justice analysis, Americans with Disabilities Act (ADA) requirements
- Experience of implementing ADA Compliance for transit and paratransit programs and facilities
- Architectural and Engineering Services
- Knowledge of/experience with Transportation Development Plan (TDP) and Transportation Disadvantaged Service Plans (TDSP)
- Very Small Starts funding eligibility requirements/project submittals
- Facilitating workshops and presentations
- Knowledge of Department of Home Land Security (DHS)/FTA Compliance security consulting including Threat and Vulnerability Assessments (TVAs), Continuity of Operations Programs (COOP), System Security Programs (SSP) and Transit Security Training Programs
- Marketing and communications consulting
- Technical assistance with plan development and implementation as assigned

### **Deliverables:**

Each Work Assignment will define the deliverables. Data collected from research shall be provided in electronic format along with a written summary of the contents of the disk. Deliverables shall be accepted by the River to Sea TPO project manager before payment for such work.

The Consultant(s) shall also assist TPO staff by providing additional resources to accomplish assignments authorized by the TPO Board.

### **III. RESPONSIBILITIES OF THE RIVER TO SEA TPO**

The River to Sea TPO will furnish, without charge, the following services and data to the Consultant(s) for the performance of services:

- a. Provide all criteria and full information as to the River to Sea TPO's requirements for Consultant services including objectives, constraints, budgetary limitations, and time restraints.
- b. Furnish drawings, specifications, schedules, reports and other information prepared by and/or for the River to Sea TPO by others which are available to the River to Sea TPO and which the River to Sea TPO considers pertinent to the Consultant's responsibilities, as described herein.
- c. Furnish available traffic and planning data.
- d. Furnish the latest version of the River to Sea TPO Planning Area Model, including all current networks and databases necessary to run the model.

### **IV. SUBCONTRACTING**

Services assigned to sub-consultants must be approved in advance in writing by the River to Sea TPO.