

## ***VOLUSIA TRANSPORTATION PLANNING ORGANIZATION (TPO)***

### **SCOPE OF SERVICES**

#### **CONTINUING GENERAL PLANNING CONSULTANT SERVICES**

This exhibit forms an integral part of the Agreement which provides for services by the **CONSULTANT** for the Continuing General Planning Services Contract.

##### **I. PURPOSE:**

The Volusia TPO requires the professional services of a Consultant(s) to provide general transportation planning services. The Consultant(s) will assist the Volusia TPO staff by providing support for the development of planning studies, production of required federal 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 Volusia 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. SERVICES:**

The Consultant(s) may be required to perform the following types of activities in assistance to the Volusia TPO under the terms of this agreement. This scope outlines tasks that may be assigned to the Consultant(s) under the General Planning Consultant Agreement.

###### **1. Planning Activities:**

###### **a. Annual (Transportation System Conditions) Reports and Updates**

- i.** The Consultant(s) may be required to develop, review and modify the TPO's Congestion Management System (CMS) network and databases associated with the network. System trends and conditions may also need to be measured and reported (lane miles, vehicle miles of travel, duration of congestion, socioeconomic trends, etc.) The Consultant(s) may be required

to identify and provide corridor and segment rankings based on pre-defined technical parameters.

**b. Financial Analyses**

- i. The Consultant(s) may be required to conduct financial analyses and forecasting, identify revenue resources and develop costs estimates.

**c. Planning Studies**

- i. The Consultant(s) may be required to provide assistance or perform other planning studies such as freight studies; Efficient Transportation Decision Making (ETDM); sociocultural effects, level of service (LOS) determinations (including bicycle and pedestrian LOS analyses); access management classification and re-classification studies; bicycle/pedestrian plans and other studies supporting multi-modal project planning as appropriate.
- ii. Process requests for designation changes; coordinate regional and local facilities with the Strategic Intermodal System (SIS); manage policy level public and partner involvement efforts related to the SIS; assist in technical level public and partner involvement efforts related to the SIS; Assist in providing revenue forecasts.
- iii. The Consultant(s) may be required to assist the TPO in additional planning and programs with such activities that may include revisions to, or expansion of, current crash data collection and analysis efforts, coordination and work activities related to participation and support of the Federal Safe Routes to School program and intergovernmental and interagency coordination on safety topics.

**d. Policy Review and Document Development and Review**

- i. The Consultant(s) may required to help review TPO manuals, plans, handbooks and help develop policy and procedures guidelines etc.; assist the TPO in state and federal grant programs; support and assist with transit issues and initiatives; review and update TPO contract agreements (i.e. interlocal agreement for the creation of Metropolitan Planning Organization, Intergovernmental Coordination and Review (ICAR), and Transportation Planning Funds Joint Participation Agreement.
- ii. The Consultant(s) may be required to do a comprehensive synthesis and review of TPO adopted policies, resolutions and actions.
- iii. At the direction of the Volusia TPO, the Consultant(s) may be required to provide technical assistance to local governments or transportation agencies and/or perform other planning studies to review and comment on studies performed by local governments, the Florida Department of Transportation, private developers and other transportation agencies or consultants of those agencies.

**2. Corridor Analyses and Sub-area Analyses and Implementation Plans**

- a. The Consultant(s) will maintain at all times the most current version of the Central Florida Regional Planning Model (CFRPM) and the current version of the

Volusia TPO Model.

- b.** The Consultant(s) may be required to collect existing technical and socio-economic data, conduct analysis of existing conditions, identify deficiencies and make recommendations of solutions. The Consultant(s) may also be required to forecast future conditions and identify needs for new or upgraded transportation facilities and services within a specified corridor or sub-area. The Consultant(s) may also be required to perform large area traffic flow analyses, including analysis of system-wide travel patterns and characteristics, and needed, to evaluate the area wide impacts of various alternatives and traffic operation improvements and/or ITS opportunities.
- c.** The Consultant(s) should also maintain or have ready access to the latest versions of key traffic operations models, level of service analysis models and other traffic simulation methodologies.

### **3. Public Involvement:**

- a.** The Consultant(s) may be required to conduct community surveys, conduct an evaluation of the effective and appropriate social media format, evaluate and research the use of implementing the use of social media such as Twitter and development of a social media policy.
- b.** The Consultant(s) may also be required to assist the Volusia TPO in the development and implementation of general or specific public involvement activities; creating and maintaining online data products, including interactive web pages, data visualizations, development of databases and GIS maps and similar items.
- c.** The Consultant(s) may be required to attend and present to TPO Board, TCC, CAC, BPAC and other advisory committees as well as local clubs, local governments, organizations and citizen groups. The Consultant(s) may be required to assist the Volusia TPO in the evaluation of general and project-specific public involvement activities according to the procedures contained adopted Public Participation Plan.

### **4. Technical Services**

- a.** The Consultant(s) may be required to prepare maps and graphics for display and distribution related to the corridor studies, sub-area studies, bicycle/pedestrian studies and special transportation studies. These maps and graphics may be required to illustrate background and baseline conditions, alternatives considered, comparison of alternatives, recommended results and special features of the study. Graphics may include figures for reports and handouts, presentation boards and slides.
- b.** The Consultant(s) will utilize a version of ArcGIS for preparation of maps and graphics that is compatible with the most recent version used by the TPO. The Consultant(s) will utilize versions of Microsoft Word, Excel, Access, and

PowerPoint for preparation of documents, spreadsheets, databases, and presentations that are compatible with the most recent versions used by the Volusia TPO.

- c. The Consultant(s) may be required to develop a user-friendly tracking system application utilizing technology to allow access of project information to the general public, elected officials, technical staff and agencies. Work cooperatively with the Florida Department of Transportation and local governmental agencies to implement data collection and management activities.
- d. The Consultant(s) shall have the ability to produce Adobe Portable Document Format (.pdf) documents for file transfers and web postings and Encapsulated Postscript (.eps) files for commercial printing services.

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

### **III. RESPONSIBILITIES OF THE VOLUSIA TPO**

The Volusia 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 Volusia 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 Volusia TPO by others which are available to the Volusia TPO and which the Volusia 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 Volusia TPO Model, including all current networks and databases necessary to run the model.

### **IV. SUBCONTRACTING**

Services assigned to subconsultants must be approved in advance in writing by the Volusia TPO.