# SCOPE OF SERVICES

This Scope of Services will be placed as an exhibit, and will form an integral part of the Agreement which provides for services by the **CONSULTANT** to prepare a **Corridor Improvement Program (CIP) Phase 1: Assessment of US 17/92 (US 17)** for the **Volusia Transportation Planning Organization (VTPO)**.

## INTRODUCTION AND BACKGROUND

The Volusia Transportation Planning Organization (VTPO) is an independent organization responsible for the planning and programming of all federal and state transportation funds for all of Volusia County and for the cities of Flagler Beach and Beverly Beach in Flagler County. This organization is the primary forum within which local governments and citizens voice concerns, identify priorities, and plan for improvements to all modes of transportation – roadway, public transportation, and bicycle and pedestrian facilities. The VTPO Board is comprised of elected officials representing various local area governments and appointed members representing transportation authorities serving the area.

The VTPO Board is supported by several advisory committees that include technical staff as well as citizen representatives that review information and make recommendations to the Board. The organization has a small staff of transportation planning professionals that support, coordinate and complete the transportation planning activities undertaken by the VTPO Board and committees. The VTPO currently operates under signed joint participation and inter local agreements with all member governments.

The VTPO supports the concepts of smart growth and efforts to create greater densities through infill development and re-development. To support these concepts we must find ways to make our existing corridors operate more efficiently. The VTPO also recognizes that we have declining financial resources to support ambitious infrastructure projects and are, therefore, further encouraged to make the most of our existing assets.

A general description of the scope of professional services required includes, but is not limited to, the following:

## PROJECT OBJECTIVES

The Volusia Transportation Planning Organization (VTPO) has a task entitled Corridor Improvement Program (Task 5.08) in its Unified Planning Work Program. Under this task the VTPO intends to pursue coordinated strategies to identify and promote specific projects that have been identified and/or recommended from previous studies and/or existing plans. Furthermore, the corridor review will identify where a lack of existing data, analysis or resources exist and make recommendations for follow-up planning activities.

*CORRIDOR IMPROVEMENT PROGRAM (CIP)*
*PHASE 1: ASSESSMENT OF US 17/92 (US 17)*

The focus of this program is to assess the US 17/92 corridor. The assessment will include: the collection and analysis of all transportation studies previously undertaken on all or part of the identified corridor; this includes, but is not limited to, PD&E's, crash data, master plans, transportation concurrency exception areas (TCEA's), comprehensive plans, transportation studies, community redevelopment area (CRA) plans, overlay districts, and the Transit Development Plan (TDP). This assessment will be undertaken with an eye towards identifying conflicts and commonalities between and among the various plans and among improvements recommended by the various studies previously undertaken. The study is intended to identify improvements previously recommended, currently needed but not yet implemented by previous studies. The assessment will identify and involve the VTPO Technical Coordinating Committee (TCC) representatives for jurisdictions along the corridor along with other professional staff as identified to provide input and data.

The **VTPO** is seeking the professional services of a **CONSULTANT** to assist the VTPO in completing a corridor assessment that will serve to improve the safety and effectiveness of the US 17/92 corridor from the Seminole County line north to the City of DeLand and US 17 north to the Putnam County line. The CONSULTANT will conduct the corridor review and assessment activities concurrently in two sections as identified below:

- ✓ ***Section I: US 17/92 (US 17) from the Seminole County line to SR 15A, north of DeLand***
- ✓ ***Section II: US 17 from SR 15A, north of DeLand to the Putnam County line***

Specific areas of emphasis for this study include:

- The addition of SunRail operations
- Management of freight activity
- Safety and mobility within cities

## PROJECT TASKS

### TASK A: Data Collection/Assessment

- Collect and review pertinent studies, plans, and analyses that have been completed for the specified US 17/92 corridor. This includes, but is not limited to, PD&E's, crash data, master plans, transportation concurrency exception areas (TCEA's), comprehensive plans, transportation studies, freight plans and studies, community redevelopment area (CRA) plans, overlay districts, Developments of Regional Impact (DRI) that effect the corridor and the Transit Development Plan (TDP).
- Utilizing existing and available data sources, compile an inventory of existing conditions along the corridor including lane width, turn lanes and driveways, paved shoulders, pedestrian and bicycle facilities, school zones, general pavement conditions, medians, transit stops and amenities, and generalized land use characteristics, right-of-way, utilities, and identify safety concerns within the

corridor such as lighting deficiencies, failing intersections, curb cuts, inadequate pavement marking, and ADA issues. Data collection sources may include, but is not limited to aerial photos, plans, tables, GIS databases/shapefiles and maps, as appropriate.

- Present findings and report to the Stakeholders, the Volusia TPO's standing committees (TCC, CAC, and BPAC) and to the TPO Board.

## Deliverables

- A list of studies, plans, and analyses identified and reviewed for the CIP analysis and a copy of each provided on CD for archiving purposes. Large documents may be subject to negotiations. For example, a large DRI may only require copies of the transportation section of the report.
- The commonalities and differences identified along the corridor as a result of the corridor analysis shall be included in the report identified in Task B.
- A project list compiled in order of magnitude by category for the proposed transportation improvements and related projects for the US 17/92 corridor aimed to identify projects that may be pursued by the communities.
- A GIS database of projects and studies and an overall depiction of the corridor in ArcMap provided in a web-based viewer and associated GIS files and tables consistent with previous CIP efforts.

## TASK B: Work with Stakeholders

- Up to six (6) meetings with stakeholder communities for the purpose of gathering information regarding local issues, possible projects already identified by the jurisdictions and additional details of studies/plans etc. pertinent to the assessment of this corridor may be required and should be considered as part of the project proposal. These interviews will be held prior to Workshop #1.
- Convene a stakeholders group to identify existing and potential issues related to traffic and mobility along the corridor and to discuss future design needs based upon current and proposed land use designations. A total of five meetings will be required, one kick-off meeting and two half-day workshops for each section of the corridor.
    - The first workshop for each section will cover the following items:
        - Define guiding principles and explain project objectives
        - Develop initial corridor maps
    - The second workshop for each section will cover the following items:
        - Refining and reviewing the list of projects
        - Initial list of funding sources/opportunities
        - Discuss initial list of opportunities and constraints

## Deliverables

- A comprehensive Stakeholder contact list including, but not limited to, VTPO TCC representatives, planning department staff, CRA representatives, county/city leaders, FDOT and Votran etc.
- A list of follow-up activities, studies and analyses that may be needed to address issues of gaps in information as may be identified as part of this phase I effort.
- A technical memorandum documenting all activities undertaken in Tasks A and B with specific information pertaining to the two sections as identified below:

✓ ***Section I: US 17/92 (US 17) from the Seminole County line to SR 15A, north of DeLand***

✓ ***Section II: US 17 from SR 15A, north of DeLand to the Putnam County Line***

## TASK C: Provide an Analysis of Roadway Designations

- Compare the Strategic Intermodal System (SIS), State Route (SR) and local road designations on design standards, minimum speed limits, traffic calming, access management criteria, roadway function, transit function (existing and future), freight movement, school zones, LOS, signage, etc.
- Investigate any expectations and limitations of various designations under current growth management legislation.
- Evaluate the potential impacts of relocating the existing SIS, between SR 472 and I-4, to SR 472, between US 17/92 and I-4 including funding, design flexibility, freight traffic, complete streets initiatives and other mobility considerations. This will involve communication and coordination with the local area representatives, the FDOT District Office as well as the FDOT Central Office.
- Describe potential impacts to future un-built developments such as the SR 472/I-4 Areawide DRI if SR 472 were designated a SIS facility.

## Deliverables

- A technical memorandum or report outlining activities and research findings described in Task C.

Five (5) hard copies and one PDF version of a complete draft report shall be submitted to the VTPO. The report shall be finalized based on two rounds of comments. Twenty (20) printed copies and 30 copies on CD-ROM in a PDF version of the final report shall be provided to the VTPO to be used for distribution to committee members and for archiving purposes.

## PROJECT SCHEDULE

The services to be rendered by the **CONSULTANT** may commence upon the execution of this Agreement and an issuance of a Notice to Proceed. The work will be guided by a detailed project schedule identifying major tasks, their duration and task relationships, prepared by the **CONSULTANT** and furnished to the **VTPO**. The tasks identified in this scope are expected to run concurrently and should be reflected as such in the project schedule. The schedule will be placed as an exhibit, and will form an integral part of the Agreement which provides for services by the **CONSULTANT**.

**The CONSULTANT will be required to complete their review in multiple areas within a short time period and MUST be able to provide the VTPO with the Final Report within 150 days of receiving a written Notice to Proceed. Project may be extended by written authorization only.**

## LABOR-HOUR ESTIMATES

The **CONSULTANT** shall prepare and furnished to the **VTPO** a table estimating the labor-hours by task and by staff position**.** The estimate will be placed as an exhibit, and will form an integral part of the Agreement which provides for services by the **CONSULTANT**.

## PROJECT TEAM

The firms shall provide the project management methodology and approach as how they will deliver a quality product for this project.

The **CONSULTANT** will assign a Lead Project Manager and a Project Manager for each study section of the project; Section I -US 17/92 (Seminole County to SR 15A) and Section II -US 17 (SR 15A north to Putnam County). The **VTPO** will assign a Project Manager to serve as the main contact and will coordinate on all feedback and approval process of deliverables.

## REPORTING

Progress Reports will be prepared by the **CONSULTANT** to document progress, problems encountered and their proposed solution, adherence to schedules, percentage of completion, and planned activities for the next month. Invoices will be based upon the **CONSULTANT's** reporting of work completed**.**

All material designed as part of this project must be created in a format that will allow future modification by the VTPO staff. In addition, VTPO will assume ownership of all materials generated as part of this project.

# RESPONSIBILITIES

## A. Responsibilities of the VTPO

The **VTPO** shall:

- Develop a page on the VTPO website, www.volusiatpo.org, for the Corridor Improvement Program (CIP) where all reports /plans will be archived;
- Designate a VTPO Project Manager for the study to act as the point of contact for this work effort. The VTPO Project Manager will provide direction, approve project invoices, and respond to contract issues or clarifications that may arise;
- Review all materials and documents submitted by the **CONSULTANT** as specified herein, and provide written comments allowing two revision cycles for each deliverable; and
- Provide the necessary documentation and internal data required for the completion of this contract. This information will be provided in a timely manner in accordance with the project schedule.

## B. Responsibilities of CONSULTANT

The **CONSULTANT** will:

- Perform all tasks set out in the Scope of Work using the standard of care prevalent in the industry for similar projects;
- Designate a Lead Project Manager for the project who will arrange interviews, preside over project meetings and ensure the timely completion of deliverables as well as address any concerns and issues that may arise during the course of this study;
- A Project Manager will be also be designated for each study section of the project; Section I -US 17/92 (Seminole County to SR 15A) and Section II -US 17 (SR 15A north to Putnam County). Each Project Manager will be the point of contact for work efforts in each location and coordinate with and report to the Lead Project Manager;
- Develop GIS database of projects and studies in Arc Map and provide a web-based viewer of database via Google maps; and
- Document the processes and techniques used by all participants in the project;
- Make presentations with the applicable graphics to the **VTPO** and standing committees as defined in Task A and B; and

- Provide the required documentation and source data utilized in the completion of this contract. This information will be provided in a timely manner in accordance with the project schedule and will be in a common business format (i.e. Microsoft Word, Adobe PDF) and project tables and associated GIS layers in shapefile format. All documentation files will be in Adobe Acrobat PDF, Microsoft Word and ArcGIS provided on CD-ROM to the **VTPO** at the closure of the project.