

EXHIBIT A

CONTINUING SERVICES MOBILITY DEVELOPMENT AND RAILROAD SUPPORT CONTRACT

FM No. 429768-6

This Exhibit forms an integral part of the Agreement between the **DEPARTMENT** and **TBD**, the **CONSULTANT** dated _____, which provides for services by the **CONSULTANT** in connection with the _____ Contract.

I. SCOPE OF SERVICES

A. Objective

The objective of this contract is to provide consultant support services phase 12 (planning) and phase 22 (preliminary design) and phase 32 (Consultants/contractors) for rail and mobility planning, multi modal project development support, transit, roadway and freight related data collection and analysis to complement or supplement the **DEPARTMENT's** District Four Office of Modal Development. The services are related to comprehensive support for multimodal capital and operations support services from feasibility study through alternatives analysis to conceptual engineering and environmental analysis. Professional support to be provided by the **CONSULTANT** may include the following activities:

- 1) Conceptualize, promote, develop, organize, and manage rail and transit capital projects (including grade separations)
- 2) Conduct parts of capital rail/transit development projects including conceptual engineering, design, environmental inventory and assessment, National Environmental Policy Act, (NEPA) support, construction support and management, data collection and analysis, travel forecasting, growth management, freeway and arterial level of service, (LOS), capacity analysis, transit ridership and revenue analysis, transit technology assessment, rail freight capacity and facility analysis, station area planning, interagency coordination, public involvement, freight, right-of- way impact, land development, and finance
- 3) Provide project management support to Federal Railroad Administration, (FRA) funded projects or rail related projects, including NEPA document review, electronic review comment, (ERC) support, design coordination, and other engineering/planning support.
- 4) Provide project management support to Federal Transit Administration, (FTA) Small Starts and New Starts
- 5) Provide project management and technical support to non-FTA transit corridor studies and development projects, including project development and environment, (PD&E) support for next phases of railway crossing grade separation projects
- 6) Provide updates to FRA, FTA, Federal Highway Administration, (FHWA), and state grant application, grant management, and administration support
- 7) Support other technical and policy research for rail, transit, and other modal areas, including public engagement
- 8) Other planning and engineering activities that might assist the office of modal development, (OMD) to improve modal development of the region

Work assignments will be on a task order basis.

B. Services

The **CONSULTANT** will be required to support and perform professional transportation planning, preliminary design and environmental, and mobility analysis, and public involvement activities, to assist the District 4 Transportation Planning and Environmental Management, (PLEMO), Staff in the performance of some or all of the tasks as identified in this Scope of Services.

The **CONSULTANT** work will be managed by a **DEPARTMENT** Project Manager. The **DEPARTMENT** Project Manager will define the work for each task to be performed by the **CONSULTANT**, as described in this Scope of Services, through the preparation of a Task Work Order for each task.

For each Task Work Order, the **CONSULTANT** Project Manager and the **DEPARTMENT** Project Manager will discuss the requirements of each task as well as negotiate the staff-hours. The **CONSULTANT** may be requested to assist in preparing the Task Work Order. After negotiations, the **DEPARTMENT** will issue the Task Work Order which shall include product requirements, schedules, manpower requirements, documentation requirements, and total allowable task costs. This will be issued to the **CONSULTANT's** Project Manager in writing, along with a Notice to Proceed in the form of a Letter of Authorization for the Task Work Order, prior to initiation of any work on the Task Work Order.

C. Tasks For Which Consultant Services May Be Required

1. Project Management Support

Activities are associated with managing work in progress. Assignments could include:

- Reviewing work products such as technical methodology proposals, scopes of work, staff-hour estimates for proposed work, meeting minutes, technical correspondence, and project schedules for contracted projects.
- Preparing technical methodology proposals, scopes of work, staff-hour estimates and project schedules.
- Preparing and maintaining project schedules using software and systems approved by the **DEPARTMENT**.
- Support for internal, public, and interagency meetings related to **DEPARTMENT** projects or contracted projects, including coordinating logistics for, preparing agendas and meeting minutes, and attending meetings.
- Assisting the **DEPARTMENT** project manager in related ways.

2. Capital Multimodal Technical Support

Activities relate to reviewing technical work in progress, supplementing the technical resources of work in progress, or performing stand-alone subtasks for work in progress related to capital transit development projects. Assignments may include the review of technical assessments, analyses, and documents; or performing and documenting technical assessments and analyses. Assigned work could include documenting review findings and recommendations; report preparation; preparation of design schematics

including Computer-Aided Design and Drafting, (CADD) drawing and mapping; meeting attendance; and conducting presentations to Department technical reviewers, interagency technical review committees, citizen review committees, Metropolitan Planning Organizations, (MPOs), city councils, and county commission boards.

This work could require using **CONSULTANT** or **DEPARTMENT** computer equipment as specified by the Project Manager.

3. Project Development Support

The **CONSULTANT** will provide multi modal project development support services for projects graduating out of the planning phase. Activities will include preliminary assessments of the study corridor from a planning and engineering prospective. This activity consists of collecting various information and materials related to the performance of engineering analysis within the study area. The information should include all data necessary to perform adequate evaluation of the location and design of a transportation facility. Utilizing the data collected, the **CONSULTANT** shall perform the planning and engineering analysis necessary to initiate or complete the project development process. The task of engineering analysis will be ongoing throughout the duration of the project and will be performed with consideration to the results of the environmental impacts analysis.

The **CONSULTANT** shall assist in the development and analysis of conceptual design alternatives. The design alternatives shall consider context sensitive and innovative solutions. The **CONSULTANT** shall develop and evaluate all viable alternatives in order to address the project needs. The **DEPARTMENT** will then determine which viable alternative(s) to further evaluate through the inter-agency coordination process.

4. Agency Support

Activities relate providing public agency support including MPO's, Transit and railroad originations, county and local agency support activities. Assignments could include the review and preparation of project public involvement programs, preliminary project development and engineering support.

Work orders could be issued to:

- Prepare public involvement activities
- Engage in Rail public safety campaign
- Develop and support special projects related to rail and mobility safety
- Conduct or support public meetings and workshops
- Develop presentation outlines and scripts

Agency support includes interagency technical review committees, citizen review committees, focus groups, workshops, civic organizations, special interest groups, professional organizations, MPO's, county commissions, transportation authorities, and city councils.

The **CONSULTANT** shall be responsible for legal notification of the public if required. Notification of individual property owners in accordance with F.S. 339 is not expected under this scope of services but could be required.

5. Research Support

Activities relate to the assembly and review of data and information, and research into transportation problems, issues, and goals leading to and including the development of transportation problem statements and scopes of work associated with capital transit preliminary engineering studies and Strategic Intermodal System, (SIS) project planning and PD&E studies.

Assignments could include information and data assembly, literature review, state-of-the-practice reviews and consultation, conducting interviews, brainstorming, preparation of position papers, presentation of findings and conclusions, and preparation of scopes of work.

6. Innovation and Project Development Support

Tasks: The work may include tasks related to:

- Innovative pilot project development and implementation support including planning, design and constructability support, complete streets applications, innovative technology implementation, multimodal safety and education campaign support and coordination, grant writing and research support.

Tasks: The work may include a range of services related to strategy development and design recommendations relating to green design and construction practices for transit infrastructure, as well as environmentally preferable procurement for agency operations and maintenance. The **CONSULTANT** shall have the capability to perform all elements that could be required for this work, including but not limited to:

Design

- Assist in the development of innovative design criteria, policy and best practices
- Assist in the development of technical specifications recommendations to support mobility innovation.
- Assist in project development including planning and preliminary design for innovative pilot projects.
- Best practices for environmentally preferable purchasing for construction and operations.

Materials and Products

- Research industry best practices regarding the use of innovative materials, products and construction methods.
- Materials engineering guidance regarding emerging innovative materials, products and technologies.

7. Special Projects

Assist in identifying mobility technology developments. Projecting future needs based on existing behaviors, needs and trends creates the potential for over- or under-forecasting

future demand, and investments that are out of alignment with emerging or likely future requirements. Advancements in technologies that support transportation, communications, and other disciplines provide opportunities to change traditional approaches to employment, travel patterns and land use, often resulting in improved outcomes at a lower cost.

The **CONSULTANT** should be able to analyze how advancements in technology have led or may lead to notable or substantial changes in trip making behaviors; conduct case studies; examine developments beyond technologies widely known to be in development; provide access to capabilities in human behavior for assistance in gauging potential travel behavior changes from new technologies and translating them into land use and travel demand forecast models for scenario testing and evaluation.

8. Data Collection and Analysis Support

Activities are associated with supporting technical work in progress, or in developing problem statements. Assignments may include the sufficient review of data collection efforts, review of data analyses, design and conduct of data collection activities, conduct of data analysis activities, and analysis of existing data. Areas of collection and analysis could include:

- Annual Average Daily Traffic, (AADT), and Turning Movement Counts
- Travel forecasts
- Transit ridership
- Park-and-ride lot usage
- Origin-destination surveys
- Preference surveys
- Land use and zoning data
- Socioeconomic, (socio), data
- Transit Oriented Development, (TOD) data
- Public transportation surveys
- Census data compilation
- Zonal data development
- Public interviews

Work would include documentation of review findings and recommendations, report preparation, and presentation of results to reviewers.

9. Miscellaneous Support

Activities could include the following as specified in a work order:

- Design and preparation of presentations including boards, PowerPoint, videos, scripts, and handouts using **CONSULTANT** provided equipment
- Preparation of report graphics
- Organizing and obtaining facilities for public meetings
- Freight program support
- Editing and reformatting of reports and production of reproduction masters
- Reproduction and binding of reports provided on disk
- CADD drawing and mapping

- Geographic Information System, (GIS), mapping
- Any other potential tasks that is requested by the Department

10. Railroad Support

a. Rail-Highway Crossing Inventory Update

The **CONSULTANT** shall become familiar with the Rail-Highway Crossing Inventory Application elements and data entry requirements. The **CONSULTANT** may be requested to investigate selected open public and private rail-highway crossings in support of the statewide Rail-Highway Crossing Inventory update. The information is to be obtained from consultation with school boards, the FDOT District Four Office, the railroads and/or during field reviews of the crossings. If information is to be obtained from an operating railroad, the **CONSULTANT** shall seek this information directly from the railroad unless otherwise directed by the FDOT Project Manager.

b. Annual District Diagnostic Field Reviews

The **CONSULTANT** may be required to conduct preliminary reviews of crossings to determine which crossings may benefit from rail-highway grade crossing protection device installation or improvements. A Field data collection booklet will be prepared for crossings identified for further investigation by the District Diagnostic Review Team. The **CONSULTANT** may be required to participate on the District Diagnostic Review Team. The **CONSULTANT** may be required to prepare a summary of the findings and recommendations of the District Diagnostic Review Team, complete with drawings/diagrams of the existing crossings showing the proposed improvements. Rail-highway grade crossing drawings/diagrams will be in Micro Station or compatible format.

c. Signal Safety Project Inspection

The **CONSULTANT** may be required to conduct corridor studies to identify rail-highway crossings that may benefit from rail-highway crossing protection device installation or improvements.

The **CONSULTANT** will be required to conduct pre-construction meetings for selected projects. The **CONSULTANT** will be required to perform construction engineering inspection (CEI) for rail-highway crossing device and crossing surface installation at selected locations. The **CONSULTANT** shall submit the daily diaries and all pertinent documentation upon completion of the construction. Invoices shall be reviewed by the **CONSULTANT** within two (2) working days, for payments by FDOT to the railroad.

d. Crossing Maintenance Project Selection and Inspection

The **CONSULTANT** may be required to identify rail-highway crossings on the state-maintained highway system or any crossings along the South Florida Rail Corridor that may benefit from rail-highway crossing reconstruction.

e. Rail-Highway Crossing Consolidation and Public Rail-Highway Crossing Opening Activities

The **CONSULTANT** may be required to perform field reviews of rail-highway grade crossing opening or closing candidate sites, as requested. The **CONSULTANT** may be required to prepare a memorandum to the FDOT Project Manager with any comments, questions and concerns regarding field reviews. The **CONSULTANT** may be required to provide summaries of meetings and or field reviews. These summaries

will be provided to the FDOT Project Manager within five (5) working days of the meeting, unless otherwise specified.

f. Rail-Highway Crossing Condition Drawing/Diagram Update

The **CONSULTANT** may be required to update each of the Rail-Highway Crossing Condition Diagrams and map location using ArcGIS PRO. The **CONSULTANT** is to assure the accuracy of the information and consistency of the format.

g. Other Rail Related Support

- Rail Corridor Planning
- Production Engineering
- Design Services
- Construction Engineering Inspection, (CEI) Management Support
- Other related rail support
- Positive Train Control (PTC)

11. On-Site Support

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

12. Resiliency and Environmental Support

The **CONSULTANT** may be required to provide environmental and resiliency support and provide guidance on how best to address resiliency for multimodal and railroad into multimodal project development including NEPA and other associated regulations to maximize agency resiliency goals while meeting local, state and federal environmental regulatory requirements.

- Strategic advice on integrating sustainability and innovation into conceptual and preliminary engineering processes, including how to best address the cost estimation of sustainability features and how to balance capital investment with operations and maintenance needs.
- Innovative pilot project development and implementation support including planning, design and constructability support, complete streets applications, innovative technology implementation, multimodal safety and education campaign support and coordination, grant writing and research support.
- Provide environmental and contamination support for **Hialeah Rail Yard**.

II. SCHEDULE

The **CONSULTANT** agrees to begin work after issuance of a notice to proceed by the **DEPARTMENT** and upon receipt of Work Orders. The Contract will be for sixty (60) months

after the date of notice to proceed, unless a notice of completion or termination is issued by the **DEPARTMENT**.

III. METHOD OF COMPENSATION

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

III. KEY PERSONNEL

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

IV. 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 perform 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. The need for an additional sub-consultant to be hired and the work assignments to be performed shall be specified by the **DEPARTMENT** or the **CONSULTANT** in writing and agreed to by the **DEPARTMENT** and **CONSULTANT** Project Managers prior to any work being performed by the sub-consultant.

V. MEETINGS

The **CONSULTANT** must be available for unscheduled meetings. The **CONSULTANT** shall be available with no more than a one (1) weekday notice to attend meetings at the request of the **DEPARTMENT**. Such meetings and presentations may be held at any hour between 7:00 a.m. and 12:00 midnight on any weekday.

VI. RESPONSIBILITIES OF THE DEPARTMENT

- A. 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** pertaining to the development and execution of all Task Work Orders of this contract, defining the specific work to be performed and schedule for the 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** may also provide assistant Project Managers, if required, to provide support to the Project Manager for various Tasks.
- B. The **DEPARTMENT** shall provide, prior to the initiation of any work on any of the tasks defined in this exhibit, a specific Task Work Order for the task defining the work to be accomplished and the total reimbursement due the **CONSULTANT**.

- C. The **DEPARTMENT** shall furnish, without charge, the following services and data to the **CONSULTANT** for the performance of the requested services:
- 1) All criteria and full information as 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**, which are available to the **DEPARTMENT** and which the **DEPARTMENT** considers pertinent to the **CONSULTANT's** responsibilities described herein.
 - 4) Available traffic and planning data necessary for the **CONSULTANT** to perform each Task.
 - 5) Limited training of the **CONSULTANT**, if required, on applicable software and **DEPARTMENT** standards and procedures.
 - 6) Limited use of the **DEPARTMENT's** information system (DOTNET). This does not include any cost associated with accessing the DOTNET system.

VIII. 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, manpower coordination, negotiation of task staff-hours and completion of all Task Work Orders. The **CONSULTANT** may also assist the **DEPARTMENT** Project Manager in preparing Task Work Orders. The **CONSULTANT** Project Manager shall communicate with the **DEPARTMENT** Project Manager on a regular basis and shall provide monthly progress reports by Task Work Order. These progress reports shall be the basis for the evaluation and processing of invoices for payment.
- B. The **CONSULTANT** shall provide and maintain a list of staff of the following classifications that would be available to be assigned to specific Task Work Orders:
- 1) Project Manager
 - 2) Senior Engineer
 - 3) Senior Planner
 - 4) Engineer
 - 5) Planner
 - 6) Senior Environmental Specialist
 - 7) Environmental Specialist
 - 8) Transportation Land Development Specialist
 - 9) Transportation Economist/Finance Specialist
 - 10) CADD/Graphics Technician
 - 11) Technician
 - 12) Clerical

For the above classifications, rates will be negotiated prior to beginning the contract. Any classifications not listed above that are later determined to be required must be added to the contract by amendment prior to the issue of any Task Work Orders which include that classification.

- 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, and so notifies the **CONSULTANT**, that the number or expertise of particular staff assigned to a specific task is inadequate, the **CONSULTANT** Project Manager shall coordinate with the **DEPARTMENT** Project Manager to remedy the situation so as to ensure the timely completion of the work.
- D. The **CONSULTANT** shall maintain staff in District 4 as defined in Task Work Orders.
- 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.
- F. The **CONSULTANT** will perform all tasks in accordance with all FDOT Guidelines and Standards, specified DCA Rules, applicable Florida Statutes and Administrative Rules, and other State laws and policies.

IX. COMPUTER SERVICES

- A. for providing proprietary software packages to the **CONSULTANT**. The **CONSULTANT** may be required to use, or provide the capability to use, the following software:
 - 1) Highway Capacity Software, Version 2.2 or latest available version.
 - 2) ART_PLAN, ART_TAB and all other FDOT Level of Service spreadsheets.
 - 3) FSUTMS/TRANPLAN on DOS, Windows, OS/2, and/or UNIX operating systems.
 - 4) Southeast Regional Planning Model
 - 5) FLAMOD noise model
 - 6) ArcGIS Online, ArcGIS Enterprise, ArcGIS Pro or compatible GIS software which **DEPARTMENT** data systems and transportation model data can be imported, used, and mapped.
 - 7) Any other traffic operations, planning, environmental, and presentation software as indicated in the individual Task Work Orders.

The **DEPARTMENT** will not be responsible

- B. Should the **CONSULTANT** desire to use **DEPARTMENT** programs, permission must be granted in accordance with this agreement.
- C. Computations based on computer programs other than the Department's, must conform to all **DEPARTMENT** format requirements.

X. SPECIFICATION FOR WORK

The Consultant shall ensure that all contract documents and support forms have been prepared on Microsoft WINDOWS compatible software. All other software shall be approved by FDOT. All contract documents, reports, plans; studies, etc. will be archived electronically in Adobe Acrobat format.

The Consultant shall ensure to follow all Department guidance related to the use of Artificial Intelligence (AI) tools and automation technologies, including transparency, compliance with agency data policies (Artificial Intelligence Policy 010-325-065), and limitations on the use of external AI platforms.