

Exhibit A

SCOPE OF SERVICES

1 INTRODUCTION

The Lee County Metropolitan Planning Organization is seeking to develop a Comprehensive Vision Zero Safety Action Plan that identifies projects, programs and strategies that will reduce fatalities and serious injuries for all modes of travel within the County. FDOT will be conducting a Vision Zero Action Plan at the same time for the FDOT maintained roadways within the County and this scope includes coordination amongst the two efforts to provide consistency in the plan.

2 SCOPE OF SERVICES

The Consultant will be responsible for the Tasks that are listed below.

Task 1: Project Management

The Consultant and the Lee MPO will finalize a work plan and schedule for the development of the Comprehensive Vision Zero Safety Action Plan. Expectations for the project's scope of work, schedule, contacts and invoicing requirements will be established at a kick-off meeting. This task will include all work related to management of the project that includes invoicing, progress reports, coordination activities with staff deliverables related to those coordination meetings.

Deliverables:

- Virtual attendance and materials for the kick-off meeting
- Monthly virtual coordination meetings with MPO staff
- Monthly invoices and progress reports in a format consistent with USDOT requirements

Task 2: Safety Action Plan Stakeholder Team Meetings

The safety action plan will be produced in coordination with the MPO's partners and the Consultant will develop a Safety Action Plan Team that will participate in the development of the action plan. The safety action plan team will include the representatives from the local jurisdictions, FDOT, FHP, local law enforcement, EMS/Fire, Lee Health, LeeTran, Lee County Schools, VCB, local advocacy groups and community organizations. The stakeholder team will provide oversight and help guide the action plan development with local community knowledge and insight.

It is anticipated that there will be four action plan team workshops as part of this project that will occur roughly following the development of the items outlined below:

- An initial meeting providing information on the project, safe systems approach and vision zero program, initial information from the crash analysis and input on the public involvement survey
- A second meeting is anticipated to include input on potential infrastructure and non-infrastructure countermeasures based on the crash analysis results and input on the draft criteria and prioritization process
- The third meeting is anticipated to review and provide input on the prioritized projects, programs and strategies and review the next steps and funding opportunities
- The fourth meeting is anticipated to be done virtually and include input from the stakeholder team on the draft action plan document following distribution and time for review

Deliverables:

- Agendas, presentation/handout materials in support of stakeholder meetings
- Consultant staff involvement in facilitating stakeholder meetings

Task 3: Public Involvement and Outreach Activities

The Consultant, with the MPO staff, will put together a short outline of the planned public involvement activities that are anticipated to be included as part of the project. This should include a minimum of two stand-alone public meetings scheduled separately from regularly scheduled MPO Committee, Board or other project specific public meetings. One of the public meetings is anticipated to occur after the crash analysis has been completed. This meeting will include examples of countermeasures that may be looked at to address what the crash data is showing. The second public meeting is anticipated to occur after the countermeasures have been identified along with applying the draft tiering prioritization analysis. The draft and final priority recommendations and documents will be brought through the stakeholder, MPO committees and Board for public review and approval. The Consultant will be responsible for scheduling the meetings, developing maps, graphics and tables for presentations and staffing for the public meetings.

The Consultant will also develop public survey that includes information on the project and questions regarding safety issues, driver behavior, questions and potential recommendations. The survey will be sent out by the MPO and will be used to provide notification of the project along with capturing recommendations and opinions that may help determine countermeasures.

Deliverables:

- Presentations and handout materials to support of virtual and in person public

meetings

- Development of a survey that provides information on the project and questions for the respondents
- Development of outreach materials, data and graphics that can be sent out by the MPO and the stakeholders ahead of public meeting activities

Task 4: Conduct High Injury Network and Crash Analysis

The methodology for developing the high fatality and injury analysis conducted by FDOT on the state system will be reviewed to help develop consistency on how the High Injury Network is developed. The crash data will come from SIGNAL 4 for the most recent 5 year period, outside of the prior 60 days. Additional data may be used, insurance, traffic management systems (i.e. cameras and lidar) and/or transportation data platforms (Ritis, Inrix, etc.) The data will cover all modes of travel on non-state public roads. This data will serve as the baseline for reporting future fatalities and injury performance measures as required by the ongoing grant requirements. Later, this will also be used to measure what projects and programs were successful in reducing fatalities and injuries as well as what has not worked.

In a GIS database, the crash data will be combined with other available roadway characteristic data to help determine issues and potential solutions. These other data sources may include the following: number of lanes, sidewalks, pathways and bike lanes/paved shoulders, posted speed limits, railroad crossings, lighting, traffic counts, traffic signals/intersection controls and round-a-bout locations, transit stops and ridership, heavy truck traffic, bicycle pedestrian counts, land use and demographic data. This will be made available in a web application, building upon the concept of the Florida Highway Safety and Motor Vehicles and Signal4 web sites. The deliverable will be a dynamic, useful web application for key stakeholders (law enforcement, government officials, LeeTran, Lee Trauma, public, etc), with exposed data adapted to user needs.

In this website, The consultant will develop a High Injury Network using the data in the GIS database. The High Injury Network will identify the locations and corridors with the County with the highest frequency of fatal and serious injury crashes. The High Injury network will provide a framework for recommendations for implementation projects, programs and strategies. The crash analysis will identify and focus on factors and issues that appear to be contributing factors in fatal and serious injuries crashes including but not limited to lighting, speed, land use, intersection/mid-block, driver behavior, number of lanes and roadway type. The Consultant will develop up to ten collision profiles that describe the primary factors that lead to fatalities and serious injuries on the High Injury Network and reflect the fundamental safety challenges in the County. The collision profile adds nuance to the collision landscape analysis by identifying some combination of factors that are present at a given location. The collision profiles developed under this task not only tell a story of where the collisions are occurring but they also identify some primary

risk factors that lead to collisions which will help identify countermeasures. The consultant will provide a statistical and probability model that will develop a regression analysis of the factors of past crashes, but also provide a model for future projections if the factors are in place. The Consultant will coordinate with the MPO and stakeholders to identify the High Injury Network.

Depending on the results of the crash analysis, this task may include more in depth crash analysis in up to five areas to help answer questions raised by the MPO or stakeholders. This may include Artificial intelligence models for data and photo/video analytics, 3D models, etc. The models developed and derived data will be exclusive use and ownership of the Lee County MPO. This analysis may include a review of the crash reports or coordination with local agencies to determine more specifically what is occurring in those areas and projections of risk for the future.

The Consultant will develop a technical report outlining the key findings from the crash analysis and the High Injury Network. The technical report will include maps, graphics, tables and charts illustrating the key issues about the roadway characteristics, behavior factors, environmental and socio-economic factors that are contributing to the fatalities and serious injuries.

Deliverables:

- Web site that is adaptable to user login credentials, leveraging Collision database in GIS format included with other available data.
 - Preference is for this web site and models to leverage and be able to integrate with ESRI ArcGIS platform
- It will include:
 - Identification of crash patterns, rates and trends on the non-State public roadways
 - High injury network map
 - Identify the locations, severity, contributing factors and types of crashes
 - Identify both focused and systematic issues related roadway characteristics, land use and other factors indicative of increased crash risk
 - Develop up to ten collision profiles that define key factors associated with fatal and severe injuries
 - Produce a crash analysis technical report and a prediction models.

Task 5: Identify Countermeasures and Prioritize Projects, Programs and Strategies

The Consultant will coordinate with MPO staff and stakeholders to develop a set of criteria that will serve as the background for the prioritization of the projects and programs to be implemented. The prioritization should be in groupings of higher, medium and lower priority to provide flexibility to the maintaining/implementing agencies based on project phasing, timing, upcoming programmed projects etc. The

prioritization process should consider equity by assessing the impacts of proposed projects and programs on different populations giving higher priority to environmental justice communities consistent with grant requirements and opportunities for future phases. In addition, the prioritization process should include information on the estimated cost for the project for development and on-going, as well as information on general phasing and timing. This will also include information on who will be the responsible agency for implementing the project, program or strategy. The prioritization should also include information on previously completed or programmed projects that might influence future crash statistics as well as including opportunities to include countermeasures within currently programmed projects.

Deliverables:

- Project prioritization methodology and criteria including recommendation of people(organization), process(on-going management to deliver on goals) and tools
- Proposed projects, programs and strategies for implementation with timing
- Plan with prioritized projects, programs and strategies in a tier level of high, medium or low priority with project cost and implementation information

Task 6: Develop Goals, Policies and Recommendations for Next Steps

The goals and policies will be developed to provide information on the next steps that should be taken to implement the prioritized projects, programs and strategies. This task will include providing recommendations on items that we should start/continue working on to ensure that we put ourselves in the best position to apply and receive Safe Streets for All implementation funding. This task will also include providing an overview of safety funding (infrastructure and non-infrastructure) opportunities outside of the Safe Streets for All funding program that the different implementing agencies could be using currently or in the future to help fund and implement the prioritized projects. Key metrics will be defined with explanation of Responsibility and Accountability.

Deliverables:

- Chapter that includes recommendations for next steps along with various funding opportunities

Task 7: Produce a Draft and Final Comprehensive Safety Action Plan Document

The Consultant will produce a draft Comprehensive Safety Action Plan based on the findings from the work identified in the previous tasks. The draft Action Plan will include crash trends and emphasize projects, programs and strategies that will help reduce fatalities and serious injuries on the non-state public roadways with an emphasis on underserved communities. The draft Action Plan document will include feedback from the public outreach efforts, MPO committees, the stakeholders, local jurisdictions,

FDOT etc.

Following a review and documentation of the comments received and changes made, as necessary, a final Action Plan document will be developed for MPO committee recommendation with final adoption by the MPO Board.

Deliverables:

- Draft and final Comprehensive Safety Action Plan document
- Presentation of the draft Comprehensive Safety Action Plan to the BPCC, TMOC, TAC, CAC and MEC or MPO Board for review and comment
- Presentation of the Final Comprehensive Safety Action Plan to the BPCC, TMOC, TAC and CAC for recommendation of approval and the MPO Board for approval
- Final Comprehensive Safety Action Plan document addressing final comments for submittal to USDOT

Task 8: Develop a Performance Measure Plan Outline

The Consultant will develop a Safety Action Plan performance measure outline for MPO staff to follow for reporting the status on a yearly basis. This data will start with the base year reporting of fatalities and serious injuries but will also include how the MPO may go about illustrating the specific reporting for projects, programs or strategies moving forward. The reporting should account for equity, project costs, effectiveness and lessons learned to help with the future implementation of similar projects. A comparison of best-case/lessons learned will be summarized and metrics that support the goals will be proposed for Lee County to become best-in-class.

Deliverables:

- Safety Action Plan outline with reporting data consistent with grant agreement requirements and monitoring of long term status

3 SCHEDULE

The Consultant must complete all work by March 31, 2025.

4 TASKS OR ACTIVITIES NOT INCLUDED IN THE SCOPE OF SERVICES

5 MPO's RESPONSIBILITIES

The MPO will provide previous safety action plan documents, information of previous safety outreach efforts and programs and stakeholder contact information.

6 PROJECT BUDGET

The Project Budget is \$375,000.

All work to be performed must follow federal and state laws, procedures and guidelines; and the selected firms shall be responsible for knowledge of and the compliance with all applicable local, state and federal codes and regulations.

The selected firms shall be responsible for knowledge of the compliance with all applicable local, state and federal codes and regulations. All consultants performing the standard types of work covered by ***Rule Chapter 14-75, F.A.C.*** must be technically pre-qualified with FDOT or have an application for prequalification under review at the time that they are proposed.