

## **Exhibit A**

### **SCOPE OF SERVICES**

The Lee County Metropolitan Planning Organization (MPO) is responsible for the development and implementation of a balanced, integrated, and multimodal transportation program which efficiently moves traffic. The MPO's goal is to ensure that a continuing, comprehensive and cooperative approach to planning for transportation needs is maintained and properly coordinated with other MPOs, Florida Department of Transportation (FDOT) and Federal Highway Administration (FHWA). To reach their goal, the MPO annually develops and reviews planning activities relating to roadway capacity improvements, congestion management, enhancement, transit, and rail and aviation projects. Any firm chosen for this Scope of Services will support and assist MPO Staff and other consultants hired by MPO Staff with any tasks shown in the MPO's Unified Planning Work Program (UPWP).

The MPO requires the services of one or more Consultants to provide production support to the MPO transportation planning activities. The work involves providing guidance and assistance to the MPO staff on a work assignment basis in a variety of planning, engineering, administrative, technical, analytical, statistical, graphical, public involvement and product review activities. Specific tasks will be assigned to the consultant(s) selected by the Lee County MPO on an as-needed basis.

#### **MAJOR TYPES OF WORK:**

- Safety and Security Planning
- Policy Planning
- Systems Planning
- Sub-Area / Corridor Planning
- Land Planning / Engineering
- Transit Planning
- Traffic Data Collection
- Short and Long Range Planning
- Conceptual Design Services

The types of work involved may include, but is not limited to, the following examples:

#### **SCOPE OF WORK:**

1. Community Impact Assessment;
2. Safety And Security Planning;
3. Development of Project Traffic;
4. Preparation of Corridor Studies;
5. Development of Regional Impact Reviews;
6. Traffic Modeling;
7. Traffic Data Collection Services;
8. Access Management Studies;

9. Environmental Data Collection and Analysis;
10. Data Collection and Analysis;
11. Preliminary Right-Of-Way Analysis;
12. Traffic Operations Analysis Studies;
13. Preparation of Long Range Transportation Plan;
14. Level of Service Analysis;
15. Long Range Transportation Planning to include modeling assistance;
16. Modeling Land Use Scenarios;
17. Mapping and Graphics Production;
18. Transit Planning;
19. Community Impact Assessment;
20. Conducting Bicycle/Pedestrian Action Plans;
21. Congestion Management Analysis;
22. Toll Feasibility Analysis;
23. Support Staff at Public Meetings;
24. Public involvement assistance including website development, newsletter production and other educational and informational materials, as necessary;
25. Assist staff with Grant Applications;
26. Develop project information, including community impacts, including input into the Efficient Transportation Decision Making (ETDM) process;
27. Evaluate potential Transportation Regional Incentive Program (TRIP) applications;
28. Review of Project Development & Environment studies;
29. Developing Project Cost Estimates;
30. Providing administrative support to the MPO;
31. Livability and Complete Streets Planning;
32. Planning and Conceptual Design of Bicycle/Pedestrian, Intersection and Transit Improvements;
33. Traffic and Bicycle/Pedestrian Count Data Collection and Survey Data Collection;
34. Plans Review;
35. Development and Analysis of Performance Measures;
36. Analysis of the impact and infrastructure planning for increased Autonomous, Ride Sharing Services and Electric Vehicle usage.

This scope of services was written by the Lee County MPO, but can be used by any FDOT District One MPO (Collier, Charlotte, Heartland, Sarasota/Manatee or Polk MPOs) and/or Lee Tran. The contracts are classified as fixed term agreements for various and miscellaneous professional transportation planning consulting services which will be utilized on an as-needed basis. Tasks will be assigned by means of work orders, each of which will include a written scope of work specifying the products to be produced and/or services to be performed, and specify the completion date and maximum compensation to be paid for completion of the work specified therein. Work orders for more than \$25,000 shall require the approval of the MPO Board. Compensation under the work orders shall be based upon the negotiated schedule of hourly rates and charges specified in the contract.

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.