

Lee County Board Of County Commissioners
Agenda Item Summary

Blue Sheet No. 20040374

1. REQUESTED MOTION:

ACTION REQUESTED: Approve Change Order No. 1 to Contract #2585 for CN-02-31 Burnt Store Road-Veterans Parkway-Colonial Boulevard Corridor Study with Post, Buckley, Schuh, and Jernigan, Inc. in the not-to-exceed amount of \$254,993.00.

WHY ACTION IS NECESSARY: Board approval required.

WHAT ACTION ACCOMPLISHES: Change Order allows for Lee County and Charlotte County to reach a decision on the type, design, timing, and implementation schedule and location of a transportation facility providing for the ultimate development of Burnt Store Road and Jones Loop Road North.

2. DEPARTMENTAL CATEGORY:

09. Transportation
COMMISSION DISTRICT #:

C9C

3. MEETING DATE:

04-13-2004

4. AGENDA:

CONSENT
 ADMINISTRATIVE
 APPEALS
 PUBLIC
 WALK ON
TIME REQUIRED:

5. REQUIREMENT/PURPOSE:
(Specify)

STATUTE
 ORDINANCE
 ADMIN. CODE AC-4-4
 OTHER

6. REQUESTOR OF INFORMATION:

A. COMMISSIONER _____
B. DEPARTMENT Transportation
C. DIVISION _____
BY: Scott Gilbertson, Director

7. BACKGROUND:

On September 9, 2003, the Board of County Commissioners entered into a contract with Post, Buckley, Schuh and Jernigan Inc. under CN-02-31 Burnt Store Road-Veteran's Parkway Colonial Boulevard Corridor Study in the amount of \$780,766.00.

Change Order #1 will be in the amount of \$254,993.00 to provide documented information necessary for Lee County and Charlotte County to reach a decision on the type, design, timing, and implementation schedule and location of a transportation facility providing for the ultimate development of Burnt Store Road and Jones Loop Road North.

A separate Interlocal Agreement will be executed between the County and Charlotte County that specifies that the Charlotte County - Punta Gorda MPO (hereinafter referred to as the Charlotte MPO) will be the project manager for the portion of the work that pertains to Charlotte County.

Funds are available in account string: 20408530721.506510

Attachments: Two (2) original Change Orders
Charlotte County Interlocal Agreement

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
					OA	OM	Risk	GC	
<i>[Signature]</i> 3-29-04	<i>[Signature]</i>	N/A		<i>[Signature]</i> 3-30-04	<i>[Signature]</i> 3-30-04	<i>[Signature]</i> 4/1/04	<i>[Signature]</i> 03/30/04	<i>[Signature]</i> 3/30/04	<i>[Signature]</i> 3-29-04

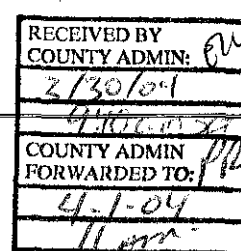
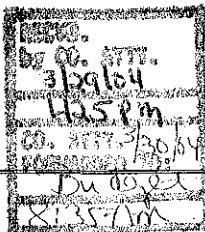
10. COMMISSION ACTION:

APPROVED

DENIED

DEFERRED

OTHER



LEE COUNTY PROFESSIONAL SERVICE/SERVICE PROVIDER AGREEMENT
CHANGE ORDER/SUPPLEMENTAL TASK AUTHORIZATION

Change Order
 Supplemental Task Authorization

NO.: 1

(A Change Order or Supplemental Task Authorization Requires Approval by the Department Director for Expenditures Under \$25,000 or Approval by the County Manager for Expenditures Between \$25,000 and \$50,000 or Approval by the Board of County Commissioners for Expenditures over \$50,000)

CONTRACT/PROJECT NAME: BURNT STORE ROAD – VETERANS PARKWAY – COLONIAL BOULEVARD

CONSULTANT: PBS&J PROJECT NO.: 4085

SOLICIT NO.: CN-02-31 CONTRACT NO.: 2585 ACCOUNT NO.: _____

REQUESTED BY: Nicole Maxey DATE OF REQUEST: February 17, 2004

Upon the completion and execution of this Change Order or Supplemental Task Authorization by both parties the Consultant/Provider is authorized to and shall proceed with the following:

- EXHIBIT "CO/STA-A: SCOPE OF PROFESSIONAL SERVICE: DATED: 11/10/2003
- EXHIBIT "CO/STA-B: COMPENSATION & METHOD OF PAYMENT: DATED: 11/10/2003
- EXHIBIT "CO/STA-C: TIME AND SCHEDULE OF PERFORMANCE: DATED: 11/10/2003
- EXHIBIT "CO/STA-D: CONSULTANT'S/PROVIDERS ASSOCIATED
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: 11/10/2003
- EXHIBIT "CO/STA-E: PROJECT GUIDELINES AND CRITERIA: DATED: 11/10/2003

It is understood and agreed that the acceptance of this modification by the CONSULTANT/PROVIDER constitutes an accord and satisfaction.

RECOMMENDED:
By: _____
Department Director Date

By: [Signature] 3/27/04
Contracts Mgmt Date

APPROVED:
By: _____
*County Attorney's Office Date

*County Attorney signature needed for over Board level expenditures only.

ACCEPTED:
[Signature]
By: _____
Consultant/Provider
(Print Name) RICHARD A. WICKETT
Chairman of the Board
Date Accepted: 2/19/04
Corporate Seal

COUNTY APPROVAL:
By: _____
Department Director
(Print Name) _____
(Under \$25,000)

Date Approved: _____

By: _____
County Manager (Between
(\$25,000 and under \$50,000)
Date Approved: _____

By: _____
Chairman
Board of County Commissioners
Date Approved: _____

SCOPE OF PROFESSIONAL SERVICES

for

**BURNT STORE ROAD
VETERANS PARKWAY - COLONIAL BOULEVARD**

This Exhibit forms an integral part of the agreement between the Lee County Department of Transportation (hereinafter referred to as the COUNTY) and **PBS&J** (hereinafter referred to as the CONSULTANT) relative to the CORRIDOR STUDY. A separate interlocal agreement will be executed between the COUNTY and Charlotte County that specifies that the Charlotte County – Punta Gorda MPO (hereinafter referred to as the CHARLOTTE MPO) will be the project manager for the portion of the work that pertains to Charlotte County.

SECTION 1 – CHANGES TO PROFESSIONAL SERVICES

The "Scope of Professional Services" as set forth in Exhibit "A" of the Professional Services Agreement, or Service Provider Agreement, referred to hereinbefore is hereby supplemented, changed or authorized, so that the CONSULTANT or SERVICE PROVIDER, shall provide and perform the following professional services, tasks, or work as a supplement to, change to, or authorized to, the scope of services previously agreed to and authorized:

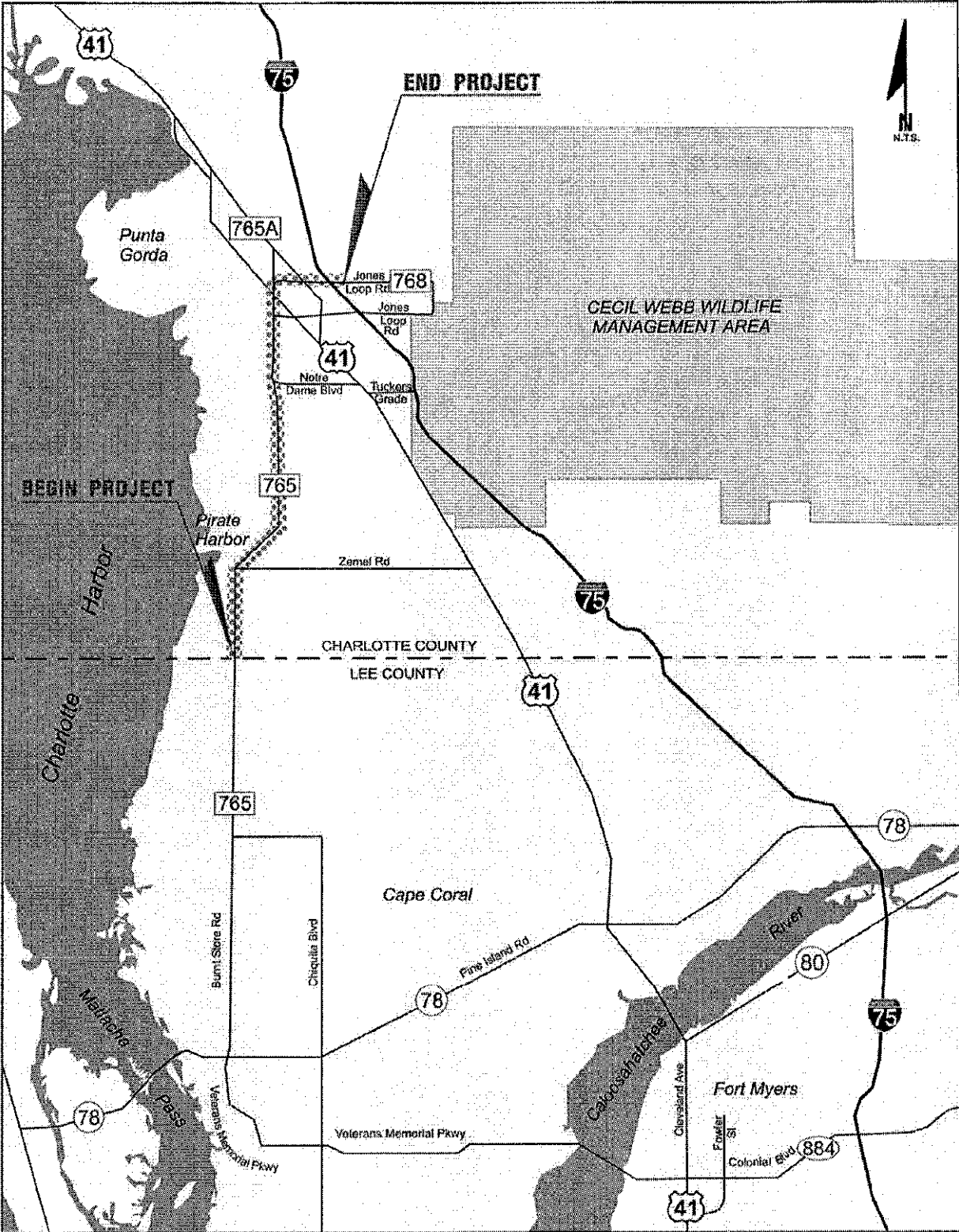
General Information

The CONSULTANT shall perform those services required for a CORRIDOR STUDY. This includes consideration of all social, economic, and environmental effects, and mitigation as required by the COUNTY and CHARLOTTE MPO for the listed tasks. In addition, the CONSULTANT will prepare the required environmental and engineering reports, and Conceptual Design Plans, and assist as necessary in coordination with the project stakeholders, including the City of Punta Gorda and Charlotte County, as well as with the Public.

The project limits of the CORRIDOR STUDY will be from the Lee County Line, continuing north along Burnt Store Road to Jones Loop Road North, and terminating at the intersection with Jones Loop Road North and Piper Road, to the east of I-75 in Charlotte County. A project location map is provided.

The project will address the corridor as two study segments. The study segments are as follows: Burnt Store Road from the Lee County Line to Notre Dame Boulevard; Burnt Store Road from Notre Dame Boulevard to Jones Loop Road North east of I-75. Two (2) alternative corridors will be evaluated in Charlotte County. Burnt Store Road from the Lee County Line to Notre Dame Boulevard; Notre Dame Boulevard from Burnt Store Road to US 41; Tuckers Grade from US 41 to I-75 will be evaluated as one alternative corridor. The other alternative corridor to be evaluated is Burnt Store Road from the Lee County Line to Zemel Road; Zemel Road from Burnt Store Road to US 41; Tuckers Grade from US 41 to I-75.

Project Location Map



This project will have two phases. Phase I will be the Project Traffic Development. Phase II will be a Conceptual Alternatives Analyses for the corridor. Phase II will begin during Phase I, prior to the finalization of the Project Traffic Report. This will allow for coordination between the Phase I/Phase II tasks.

The CONSULTANT shall be aware that as a project is developed, certain minor modifications and/or improvements to the original recommendation may be required. The CONSULTANT is to incorporate these refinements into the design and will consider this effort to be an anticipated and integral part of the work. This will not be a basis for any supplemental fee request(s).

The CONSULTANT shall demonstrate good project management practices while working on this project. This includes communication with the COUNTY, CHARLOTTE MPO and others as necessary, management of time and resources, and documentation. The CONSULTANT shall set up and maintain throughout the study of the project a contract file in accordance with COUNTY procedures.

The COUNTY will provide contract administration, management services, and technical reviews of all work associated with the development and preparation of the contract plans. The COUNTY and CHARLOTTE MPO will provide job specific information and/or functions as outlined in this contract.

The general objective of the study is to provide documented information necessary for the COUNTY and CHARLOTTE MPO to reach a decision on the type, design, timing, and implementation schedule and location of a transportation facility providing for the ultimate development of Burnt Store Road and Jones Loop Road North.

The detailed information generated during the study will be analyzed, evaluated, and comprehensively documented in a series of reports predicting impacts, and estimating costs associated with the improvement of the transportation facility. Preliminary location and design recommendations will include alignments, typical sections, ROW requirements, and estimated costs. The CONSULTANT will recommend the Preferred Alternative(s) based on this process.

SECTION 2 - TASKS

Pursuant to the GENERAL SCOPE of the ADDITIONAL SERVICES stated herein above, the CONSULTANT shall perform all services and/or work necessary to complete the following task(s) and/or provide the following item(s) which are enumerated to correspond to the task(s) and/or items set forth in EXHIBIT B entitled "COMPENSATION AND METHOD OF PAYMENT."

BASIC SERVICES

PHASE I - PROJECT TRAFFIC DEVELOPMENT

The CONSULTANT shall prepare a Project Traffic Report, which documents the collection and analysis of existing data; projection of future traffic volumes; short term needs; and identification of improvement needs. These services will include the following tasks:

Task Index

- Task 1 – Preliminary Matters
- Task 2 – Public and Agency Coordination
- Task 3 – Existing Conditions
- Task 4 – Expressway Corridor Evaluation (Not Applicable)
- Task 5 – Travel Demand Forecasts
- Task 6 – Develop Design Traffic
- Task 7 – Identification of Needs
- Task 8 – Project Traffic Report
- Task 9 – Non-Personnel Reimbursement Expense and Cost
- Task 10 – Study Requirements and Provisions of Work

Task 1 – Preliminary Matters

A. Introductory Meeting

The CONSULTANT shall meet with the COUNTY and CHARLOTTE MPO; the purpose of this introductory meeting is as follows:

- The CHARLOTTE MPO shall render all relevant information in its possession. This may include previous correspondence and reports, traffic data, planning information, transportation plans, and model network and data files.
- The COUNTY and CHARLOTTE MPO shall review with the CONSULTANT how the CONSULTANT will conduct the study process.

B. Kickoff Letter

A Kickoff (Introductory) Letter will be mailed by the CONSULTANT to the Staff Technical Task Force and Elected Officials Task Force. The letter will describe the study intent and schedule and provide contacts for further information.

C. WebSite Development

The CONSULTANT shall develop a web page with seven (7) components:

- Home page with Project Description
- Project Map
- Project Schedule
- Public involvement opportunities section
- Upcoming Events
- A project team contacts and comments/subscription section
- Technical Information with uploads

The web page shall be developed in month 1 and updated 6 times during the study period. It shall contain the updated date on the page, as well as the date of the next update. There shall be a link to the website from the County, City and MPO websites.

Task 2 – Public and Agency Coordination

The CONSULTANT shall conduct a community involvement program to reach consensus regarding the need for, and scheduling of, transportation improvements within the study corridor described above. The community involvement program will consist of program elements that differ in use and composition over the course of the study. The Phase I community involvement program elements and their individual timing are to occur as described.

A. Staff Technical Task Force

The Staff Technical Task Force members will consist of land use and transportation staff from Charlotte County, Charlotte County – Punta Gorda MPO, and the City of Punta Gorda. The task force members will be selected by their respective jurisdiction. The CONSULTANT shall organize, hold, and prepare materials and minutes for one (1) Staff Technical Task Force meeting to be held in Charlotte County. The Staff Technical Task Force will attend up to three (3) similar meetings to be held in Lee County.

The Staff Technical Task Force will assist the study team in reaching consensus on corridor and sub-corridor issues such as build out year; future year and build out population estimates and composition; future land use types and intensity; and, growth rates and types. This assistance is expected to occur in Tasks 3 through 5. The task force will also assist with and review the deliverables of Tasks 6 through 8.

B. Elected Officials Task Force

The Elected Officials Task Force members will consist of one representative from Charlotte County and one representative from the City of Punta Gorda. The task force members will be identified by their respective jurisdiction. The CONSULTANT will organize, hold, and prepare visual materials and minutes for one (1) Elected Officials Task Force meeting to be held in Charlotte County. The Elected Officials Task Force will attend up to two (2) similar meetings to be held in Lee County. Visual materials may include a video presentation or simulation.

The Elected Officials Task Force will review any issues identified by the Staff Technical Task Force as politically sensitive during Tasks 3 through 5. The Elected Officials Task Force will determine when the results and Deliverables of Tasks 6 through 8 should be reported back to their respective bodies. The primary involvement is anticipated to occur during Phase II as the development and timing of existing and future transportation needs and improvements are developed.

C. Business Community

The abutting Business Community Owners and Renters along the corridor will be asked to discuss existing access issues and review access management proposals during Phase II.

D. Public-At-Large Workshops

Workshops are not expected to occur until Phase II.

Task 3 – Existing Traffic and Highway Conditions

The CONSULTANT shall be responsible for collecting existing highway characteristics in Charlotte County. Data includes all pertinent physical features, which define the existing highway segment under consideration, and surrounding roadway network.

A. Transportation Plans

The CONSULTANT shall obtain plans for all modes of transportation including surface, transit and non-motorized modes. The following plans or studies should be obtained:

- Charlotte County-Punta Gorda MPO Long Range Transportation Plan. If applicable, the Financially Feasible Plan and the Needs Assessment Plan.
- Burnt Store Road Corridor Study.
- Local Comprehensive Plans.
- Transit, Rail, Bus, other.
- Non-Motorized Modes – Bikeways and Pedestrian Walkways.

The CONSULTANT shall meet with the task force members to identify the following factors: existing and projected road user types including handicapped and the elderly; existing and projected high traffic generators; existing and anticipated hazards; and, high crash or problem locations.

B. Existing Highway Characteristics

The highway characteristics shall include those items listed below:

- Roadway/Bridge Features - number of lanes, median type, and shoulder type.
- Pedestrian/Bicycle Facilities - walkways and routes.
- Traffic Signals - existing and proposed locations, signal timings, and phasings.

- Posted Speeds - identify posted speed throughout the project limits.
- Access Classification - identify access classification for the roadways within the project limits, in accordance with the maintaining agencies.
- Intersection Channelization - number and type of lanes at significant intersections.

C. Historical Traffic Trends

The CONSULTANT shall obtain historical traffic count data throughout the study area. The historical data will be used to analyze traffic growth trends and patterns for the following study areas:

- Charlotte County – Burnt Store Road, Jones Loop Road, and surrounding network (including Tuckers Grade, US 41, Taylor Road, Notre Dame Boulevard, Zemel Road, and Piper Road).

D. Traffic Count Data

The CONSULTANT shall collect daily and peak hour traffic count data throughout the project limits. Traffic data may be obtained from the CHARLOTTE MPO and other agencies. The CONSULTANT will supplement the data by collecting traffic counts in the field.

1. Daily Traffic Counts

The CONSULTANT shall obtain daily traffic counts in the urban and rural areas. Fifteen minute counts, with hourly totals, will be collected for 24-hours in each direction.

2. Vehicle Classification Counts

The CONSULTANT shall obtain daily vehicle classification counts in the urban and rural areas. Fifteen minute counts, with hourly totals, will be collected for 72-hours in each direction.

3. Hourly Turning Movement Counts

The CONSULTANT shall obtain fifteen minute vehicle turning movement counts, with hourly totals for eight hours, at all signalized intersections. The turning movement counts shall include the AM, mid-day, and PM peak hours. Hourly counts at unsignalized intersections, which may require signalization in the future, should also be obtained. The CONSULTANT shall prepare condition diagrams at each location, and count trucks separately.

E. Level of Service (LOS) Analyses

The CONSULTANT shall determine existing LOS from the traffic count data collected for the study corridor. The analyses will include daily and peak hour LOS for the existing corridor. The CONSULTANT will follow accepted procedures for determining LOS.

F. Identify Existing Deficiencies

The CONSULTANT shall identify existing deficiencies for the study corridor. The deficiencies will be determined from the existing LOS analyses of corridor segments, intersections, and interchanges.

Task 4 - Expressway Corridor Evaluation (Not Applicable)

An expressway corridor evaluation will not be conducted for the project limits within Charlotte County. An evaluation will be conducted for the project limits within Lee County.

Task 5 - Travel Demand Forecast

The purpose of this task is to develop forecasts of the travel demand associated with this corridor in Charlotte County. This will include the projection of activity data associated with vehicle traffic, alternatives to the single-occupancy vehicle, transit services, and other modes. The use of the Florida Standard Urban Transportation Model Structure (FSUTMS) is required. The procedures employed by the CONSULTANT must be agreed to by the Staff Technical Task Force.

A. Methodology

The CONSULTANT shall prepare a methodology for the travel demand forecasting for interim years 2010, 2020, 2030 and a build-out year where applicable. The methodology will describe the proposed methods for developing socioeconomic data; the future travel network; modes of travel; and study subareas.

B. Socioeconomic Data Development

The CONSULTANT shall develop socioeconomic data for the study area in Charlotte County for the years 2010, 2020, 2030 and a build-out year where applicable. The development process should include a review of the following: Bureau of Economic and Business Research forecasts, most recent census data, building permit activity, etc. The socioeconomic data will be presented to the Staff Technical Task Force for acceptance.

C. Network Development

The CONSULTANT shall develop the interim years 2010, 2020, 2030 and a build-out year networks, using two-digit coding. The Staff Technical Task Force will review the proposed network modifications.

D. Future Travel Demand

The CONSULTANT shall perform travel demand forecast modeling for the corridor in Charlotte County. Interim years 2010, 2020, 2030 and a build-out year forecasts, where applicable, will be developed for analyses.

E. Reasonableness Checks

The model output traffic volumes must be checked by the CONSULTANT for reasonableness. Although expected changes cannot be accurately quantified, approximate changes should be estimated. The model generated Peak Season Weekday Average Daily Traffic for the interim year 2030 and the build-out year will be reviewed for logical traffic growth rates.

The CONSULTANT shall document the travel demand forecasting process. The documentation will clearly show the network and Traffic Analysis Zones data modifications made for each analysis year in Charlotte County. The travel demand model results will be shown on maps, line diagrams, and tables as appropriate. Upon review and acceptance of the travel demand forecast, the CONSULTANT may begin the development of design traffic.

Task 6 - Develop Design Traffic

The purpose of this task is to develop annual average daily traffic (AADT) that is acceptable for use in identifying improvement needs to be evaluated in Phase II.

A. Develop AADT

The CONSULTANT shall prepare projections of AADT for the interim years 2010, 2020, 2030 and a build-out year, where applicable, in Charlotte County. Accepted methods will be used to develop two-way AADT estimates.

B. Traffic Factors

The CONSULTANT shall develop traffic factors (K, D, T, and Peak Hour Factor [PHF]) for the interim years 2010, 2020, 2030 and a build-out year, using accepted procedures. These factors are defined as:

1. K-factor, the proportion of the AADT occurring during the 30th highest hour of the design year.
2. D-factor, the proportion of traffic in the 30th highest hour of the design year traveling in the peak direction.
3. T-factor, the percentage of truck traffic during the peak hours.
4. Peak Hour Factor (PHF), the measure of traffic demand fluctuation within the peak hour.

Task 7 - Identification of Needs

The purpose of this task is to identify improvement needs for the corridor. This will include the number of through lanes and potential interchange locations. The CONSULTANT shall identify improvement needs for the interim years 2010, 2020, 2030 and a build-out year, where applicable, in Charlotte County.

A. Short Term Needs

The CONSULTANT shall identify intersection and/or interchange improvement needs prior to interim year 2010. Improvement needs may include geometric, Transportation System Management or Intelligent Transportation System (ITS). Timing and type of needs will be determined for up to two (2) locations along the study corridor.

B. Interim Year Needs

The CONSULTANT shall identify interim years 2010, 2020, 2030 and improvements for the study corridor in Charlotte County. This will include the number of through lanes and potential locations for interchanges. Further analyses of interim year conditions will be completed during Phase II.

C. Build-Out Year Needs

The CONSULTANT shall identify build-out year improvements for the study corridor where applicable in Charlotte County. This will include the number of through lanes and potential locations for interchanges. Further analyses of build-out year conditions will be completed during Phase II. A build out year of 2030 may be acceptable for segments of the study corridor where applicable.

Task 8 - Project Traffic Report

The CONSULTANT shall prepare a Project Traffic Report, which documents the collection and analysis of existing data; projection of future traffic volumes; and, identification of interim year 2030 and build-out year needs for the study corridor in Lee County and Charlotte County.

Task 9 - Non-Personnel Reimbursement Expense and Cost

The CONSULTANT shall submit to the COUNTY, as specified in Attachment 2 to Exhibit B, non-personnel reimbursement expenses and cost required to conduct the study.

Task 10 - Study Requirements and Provisions of Work

A. Governing Regulations

The services performed by the CONSULTANT shall be in compliance with all applicable manuals and guidelines. The manuals and guidelines incorporate by requirement or reference all applicable state and federal regulations.

B. Project Schedule

The CONSULTANT shall provide a detailed project activity/event schedule to the COUNTY and CHARLOTTE MPO within 10 days of Notice-to-Proceed for the Supplemental Task Authorization.

C. Key Personnel

The CONSULTANT'S work shall be performed and directed by the 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 COUNTY and CHARLOTTE MPO.

D. Progress Meetings and Reports

The CONSULTANT, with appropriate sub-consultants (not all subs need to be at all meetings), shall meet with the COUNTY and CHARLOTTE MPO monthly at the COUNTY'S office and provide written progress reports and other presentation materials which describe the work performed on each task. Progress reports shall be delivered to the COUNTY concurrently with the monthly progress meeting. Judgments on whether work of sufficient quality and quantity has been accomplished will be made by the COUNTY's and CHARLOTTE MPO's Project Managers.

E. Submittals

The CONSULTANT shall furnish files and documents as required by the COUNTY to adequately control, coordinate, and approve the Project Traffic Report.

The CONSULTANT shall provide copies of the required files and documents as listed below. These are the anticipated printing requirements for the project. The tabulation will be used for estimating purposes. Generally, there are two (2) draft and four (4) final copies for COUNTY review plus the appropriate number for the City of Cape Coral, City of Fort Myers, City of Punta Gorda, Charlotte County, Charlotte County - Punta Gorda MPO, Lee County MPO, and FDOT.

<u>DOCUMENT</u>	<u>QUANTITY</u>	<u>SHEET SIZE</u>
Project Traffic Report - Draft	10	8-1/2"x11"
Project Traffic Report - Final	12	8-1/2"x11"
Executive Summary - Draft	10	8-1/2"x11"
Executive Summary - Final	12	8-1/2"x11"
Traffic Counts Appendix	10	8-1/2"x11"
Draft Technical Appendix	10	8-1/2"x11"
Final Technical Appendix	10	8-1/2"x11"

Upon completion of the study, the CONSULTANT shall compile and deliver to the COUNTY a comprehensive project file including all project correspondence, data, maps, sketches, worksheets, and other materials used or generated during the study process.

F. County Services

The COUNTY and CHARLOTTE MPO shall provide those services and materials as set forth below:

1. Project data currently on file.
2. Engineering and Planning Review Services.
3. Task Force Review
4. Future Land Use.

G. Quality Control

The CONSULTANT shall be responsible for insuring that all work products conform to COUNTY and CHARLOTTE MPO standards and criteria. This shall be accomplished through an internal quality control process performed by the CONSULTANT. This quality control process shall insure that quality is achieved through checking, reviewing, and surveillance of work activities by objective and qualified individuals who were not directly responsible for performing the initial work.

The CONSULTANT shall submit to the COUNTY and CHARLOTTE MPO's Project Manager for approval the proposed method or process of providing quality control for all work products. The Quality Control Plan shall identify the products to be reviewed, the personnel who perform the reviews, and the method of documentation. The CONSULTANT will be responsible for the inclusion of the Quality Assurance Checklist indicating the CONSULTANT's quality control process has been completed. All reports prepared by subconsultants shall be reviewed by the CONSULTANT.

PHASE II CONCEPTUAL ALTERNATIVES ANALYSES

The CONSULTANT shall prepare a Conceptual Alternatives Analyses Report, which documents the collection of and evaluation of ROW; environmental features; contamination sites; cultural features; and, natural features. The report will also evaluate conceptual alternatives, mitigation, and costs.

Task Index

- Task 1 - Preliminary Matters
- Task 2 - Public and Agency Coordination
- Task 3 - Develop Design Hour Volumes
- Task 4 - Expressway Corridor Evaluation (Not Applicable)
- Task 5 - Future Conditions Analyses
- Task 6 - Environmental Analyses
- Task 7 - Engineering Analyses
- Task 8 - Conceptual Alternatives Analyses Report
- Task 9 - Non-Personnel Reimbursement Expense and Cost
- Task 10 - Study Requirements and Provisions of Work

Task 1 - Preliminary Matters

A. Introductory Meeting

Prior to beginning work on Phase II, the CONSULTANT shall meet with the COUNTY and CHARLOTTE MPO. The purpose of this introductory meeting is as follows:

- The CHARLOTTE MPO shall render all relevant information in its possession. This may include previous correspondence, environmental reports, ROW maps, wetland maps, and contamination site locations.
- The COUNTY and CHARLOTTE MPO shall review with the CONSULTANT how the CONSULTANT will conduct the study process.

B. Kickoff Letter

Within 30 days of Phase II initiation, a Kickoff (Introductory) Letter will be mailed by the CONSULTANT to the task force and elected officials. The letter will describe the study intent and schedule and provide contacts for further information.

C. WebSite Development

The CONSULTANT shall develop a web page with seven (7) components:

- Home page with Project Description
- Project Map

Project Schedule
Public involvement opportunities section
Upcoming Events
A project team contacts and comments/subscription section
Technical Information with uploads

The web page shall be developed in Phase I and updated 18 times during the study period. It shall contain the updated date on the page, as well as the date of the next update.

Task 2 - Public and Agency Coordination

The CONSULTANT shall conduct a community involvement program to reach consensus regarding the need for, and scheduling of, transportation improvements within the study corridor described in this document. The community involvement program will consist of program elements that differ in use and composition over the course of the study. The Phase II community involvement program elements and their individual timing are to occur as described.

A. Staff Technical Task Force

The Staff Technical Task Force members will consist of land use and transportation staff from Charlotte County, Charlotte County – Punta Gorda MPO, and the City of Punta Gorda. The task force members will be identified by their respective jurisdictions. The CONSULTANT shall organize, hold and prepare materials and minutes for up to two (2) Staff Technical Task Force meeting to be held in Charlotte County. The Staff Technical Task Force will attend up to four (4) similar meetings in Lee County.

The Staff Technical Task Force will assist the study team in reaching consensus on corridor alternatives and sub-corridor issues such as design hour traffic, expressway corridor concepts, typical sections, alignment alternatives, and type and timing of improvements. This assistance is expected to occur in Tasks 3 and 4. The task force will also assist and review the deliverables of Tasks 5 through 8. The task force will assist with the results of the Phase II recommendations prior to the Public-at-Large presentations.

B. Elected Officials Task Force

The Elected Officials Task Force members will consist of one representative from Charlotte County and one representative from the City of Punta Gorda. The task force members will be identified by their respective jurisdictions. The CONSULTANT shall organize, hold and prepare visual materials and minutes for one (1) Elected Officials Task Force meetings to be held in Charlotte County. The Elected Officials Task Force will attend up to four (4) similar meetings to be held in Lee County. Visual materials may include a video presentation or simulation.

The Elected Officials Task Force will review any issues identified by the Staff Technical Task Force as politically sensitive during Tasks 3 and 4. The Elected Officials Task Force will determine when the results and deliverables of Tasks 5 through 8 should be reported back to their respective bodies. The primary involvement is anticipated to occur as the development and timing of existing and future transportation needs and improvements are developed.

C. Business Community

The abutting Business Community Owners and Renters along the corridor will be asked to discuss existing access issues and review access management proposals during Phase II. The CONSULTANT shall organize, hold, and prepare materials and minutes for one (1) Business Community meeting. Businesses will be identified in the field and the tenant and property owner will be notified by mail of the business community meetings.

D. Public-at-Large Workshops

A workshop in the informal format is proposed at one (1) location just prior to the conclusion of Phase II. A video and displays will be prepared by the CONSULTANT to present transportation needs and future scheduled improvements and studies. The CONSULTANT shall advertise the workshop to notify the public in the News-Press, the Cape Coral Breeze, the Charlotte Herald Tribune, and the Charlotte Sun, specific to the project location. In addition, press releases will be issued to local media including print, radio, and television to encourage public attendance. The CONSULTANT shall arrange for variable message boards to be placed in the corridor to announce the meeting. Direct mailing to property owners will not be included for the workshop.

Task 3 - Develop Design Hour Volumes

The purpose of this task is to develop design hour volumes (DHV), and directional design hour volumes (DDHV) that are acceptable for use in identifying and evaluating improvement needs.

The CONSULTANT shall prepare DDHV for use in identifying improvement needs. These data include turning movements and link volumes as appropriate for the analyses of the alternatives. DDHV will be provided for the interim years 2010, 2020, 2030 and a build-out year, where applicable, in Charlotte County.

Task 4 - Expressway Corridor Evaluation (Not Applicable)

An expressway corridor evaluation will not be conducted for the project limits within Charlotte County. An evaluation will be conducted for the project limits within Lee County.

Task 5 - Future Traffic Conditions

The purpose of this task is to evaluate future traffic conditions for the corridor. This will include the evaluation of segments, intersections and interchanges for the interim years 2010, 2020, 2030 and a build-out year, where applicable. The CONSULTANT shall analyze the future conditions for the alternatives being considered in Charlotte County.

A. Level of Service

The CONSULTANT shall determine the future LOS for each alternative for the interim year 2030 and the build-out year. The CONSULTANT will follow acceptable procedures for determining LOS. The analyses will include design hour LOS.

B. Intersection Turn Lanes

The CONSULTANT shall identify intersection turn lanes for the interim years 2010, 2020, 2030 and a build-out year, where applicable. The number and type of turn lanes will be identified at intersections and interchanges for each alternative.

C. Queue Analyses

The CONSULTANT shall determine the future queuing at intersections for each alternative for the interim year 2030 and the build-out year. The CONSULTANT will follow acceptable procedures for calculating queue lengths.

Task 6 - Environmental Analyses

The CONSULTANT shall perform the data collection outlined in this section required to assess the environmental consequences or impacts of conceptual alternatives that are being considered to satisfy the project's need. This effort consists of collecting essential by literature search in Charlotte County. Prior to performing any location visits to further ground truth mapped features outside of the existing ROW, verbal contact shall be made with all affected property owners, including government entities. This contact shall consist of either an in person visit or telephone call.

A. Environmental Data Collection

Upon Notice to Proceed for Phase II, the CONSULTANT shall begin preliminary assessments of the study corridor from an environmental standpoint. The data gathering consists of collecting various information and materials needed for the environmental analysis. The information should include all data necessary to perform adequate evaluation of the social, natural, and physical impacts in determining the location and design of a transportation facility. This activity consists of collecting and recording various and current photographic, cartographic, technical report, and planning data relative to the natural, man made, cultural, socioeconomic, physical, political, and aesthetic features influencing the development of appropriate Conceptual Alternative locations.

The CONSULTANT shall further familiarize themselves with the study area by making location visits to further ground truth mapped features and reveal unmapped features that potentially could impact or influence the selection of a Preferred Alternative(s). Observations of unmapped features would include:

- Pedestrian movement and critical linkages with commercial and institutional sites
- Neighborhood dynamics edge definition
- Bicycle usage/traffic
- Transit usage/traffic
- Recreational site usage
- Visual/scenic resources
- Potential Contamination Sites

- Historic and Archaeological Sites
- Unmapped wetlands

The CONSULTANT shall develop a Computer Aided Drafting and Design (CADD) database that includes all existing environmental features. This information is to be included on the Corridor Base Map(s).

B. Social Impacts

1. Land Use Information

The CONSULTANT is responsible for the following:

- Collect data regarding past and present land usage as well as future land use plans, proposed developments, current zoning, municipal comprehensive plans, and observed growth trends.
- Collect data required to prepare corridor analysis maps indicating current residential, commercial, industrial, public, agricultural, and designated future land use for vacant parcels adjacent to the alignment.

2. Cultural Features

The CONSULTANT shall collect the data necessary to identify the local Community Facilities including schools, parks, recreation areas, churches, social service agencies, medical facilities, community centers, and police and fire protection. Also to be identified are any wildlife refuges, bikeways, and managed conservation land.

3. Social-Economic Impacts

The CONSULTANT shall collect the data necessary required to perform an analysis of the social-economic impacts of all proposed conceptual alternatives and the adjacent community.

4. Archaeological and Historical Features

The CONSULTANT shall collect background data for historic and archaeological resources for the proposed design alternatives being evaluated. This effort shall identify all previously recorded archeological sites and historic structures, any properties listed or determined eligible for listing in the National Register of Historic Places (NRHP), and any properties that may be eligible for NRHP-listing based on desktop and windshield surveys only. This information shall be provided in a memo format for use in the preliminary environmental evaluation.

This preliminary assessment is intended to comply with the National Historic Preservation Act of 1966 (Public Law 89-665), as amended, and the implementing regulations (36 CFR 800), as well as the provisions contained in the revised Chapter 267, F.S.

Project personnel shall meet the minimum criteria for archaeologists, historians, architectural historians and other professionals as set forth in the Secretary of the

Interior's Standards and Guidelines for Archaeology and Historic Preservation and 48 CFR 44716.

5. Pedestrian and Bicyclist facilities

The CONSULTANT shall collect the data necessary to identify pedestrian or bicycle facilities associated with the existing corridor and identify any local agencies, including Charlotte County BPAC or community interest groups supporting the future development of these facilities on this project.

6. Visual and Aesthetic Impacts

The CONSULTANT shall collect the data necessary to identify the visual and aesthetic impacts of all proposed conceptual alternatives as expressed by the community as being important through their local comprehensive plan, legislation, local designation, surveys or ordinances.

C. Natural Impacts

The CONSULTANT shall perform data collection required to perform an analysis of the natural impacts of all proposed conceptual alternatives. This shall include identifying possible permit requirements, a general location and size of wetland areas, and identifying the permitting agencies involved.

1. Identify Possible Permits

In conjunction with the collection of data related to wetlands, wildlife and habitat, Outstanding Florida Waters, Aquatic Preserves, and Wild and Scenic Rivers, The CONSULTANT shall obtain permit related information about sites which may require dredge and fill permits, water quality permits, or stormwater discharge permits. This includes identifying all involved permit agencies.

2. Wetland Impacts

The CONSULTANT shall collect the data necessary to perform an assessment of the impacts to wetlands for all proposed conceptual alternatives in the corridor.

In order to determine the approximate locations and boundaries of existing wetland communities within the project study area, available site-specific data will be collected and reviewed. The following information will be utilized for this task:

- U.S. Department of Agricultural, Natural Resources Conservation Service (NRCS), Lee County Soil Survey;
- U.S. Fish and Wildlife Service (USFWS), National Wetlands Inventory (NWI) Maps, based on the Cowardin System of Wetland Classification documented in the USFWS' "Classification of Wetlands and Deepwater Habitats of the United State", 1979;
- U.S. Geological Survey (USGS), Topographic Quadrangle Maps, 7.5 minute series;

- South Florida Water Management District (SFWMD), Land Use Maps, based on the Florida Department of Transportation's (FDOT) Florida Land Use, Cover and Forms Classification System (FLUCCS);
- Aerial Photographs of the project area at 1"=100' scale.

Following the review of this wetland information, the CONSULTANT shall further familiarize themselves with the study area by making location visits to further ground truth mapped features and reveal unmapped features that potentially could impact or influence the selection of a Preferred Alternative(s).

3. Wildlife and Habitat Impacts

The CONSULTANT shall collect data to be used in an analysis of potential impacts to wildlife and habitat by all proposed conceptual alternatives. Several data sources will be reviewed to determine occurrence and potential occurrence of state and federally protected plant and animal species within the study area. Information sources and databases to be utilized for this study are as follows:

- Florida Natural Areas Inventory (FNAI) county occurrences database;
- Local consulting biologists;
- State-managed databases.

If federally endangered or threatened species or a designated critical habitat is involved, the CONSULTANT will collect the data required to fulfill all agency requirements. The agencies most directly involved with this process are the USFWS, the National Marine Fisheries Service (NMFS), and the Florida Fish and Wildlife Conservation Commission (FWC).

4. Aquatic Preserve Impacts

The CONSULTANT shall collect data to comply with the Florida Aquatic Preserve Act of 1975 (Sections 258.35 through 258.46, Florida Statutes), with updates in the 1985 Florida Statutes, the 1986 Supplement to the 1985 Florida Statutes, and the 1989 Florida Statutes. This information can be determined through a review of Florida Statue 258, and all previously mentioned updates and supplements. If a defined Aquatic Preserve will be impacted by this project the CONSULTANT shall collect the data required to coordinate and document these findings with the Florida Department of Environmental Protection (FDEP).

5. Outstanding Florida Waters Impacts

The CONSULTANT shall review Chapter 17-3.041 of the Florida Administrative Code to determine whether or not the project is located in an area designated to be an Outstanding Florida Water. If a designated Outstanding Florida Water is found to be impacted by this project, the CONSULTANT shall collect the data required to describe the impact(s) in the appropriate environmental document. The type of information required to be collected can be found in Chapter 17-4.242 (Permitting Process) and 17-25 (Stormwater Discharge) of the Florida Administrative Code.

6. Wild and Scenic Rivers Impacts

The CONSULTANT shall follow the assessment process promulgated by Presidential Directive dated August 2, 1979, "Wild and Scenic Rivers and National trails"; Council of Environmental Quality Memorandum dated August 10, 1980, "Interagency Consultation to avoid or Mitigate Adverse Effects of Rivers in the Nationwide Inventory"; and federal Register, Volume 47, Number 173 dated September 7, 1982, "National Wild and Scenic Rivers System-Final Revised Guidelines for Eligibility, Classification, and Management of River Areas", to determine whether or not the project will be located within the boundaries of a river listed in the inventory. If a designated Wild and Scenic River is found to be impacted by this project the CONSULTANT shall collect the data required to coordinate and document these findings with the National Park Service (NPS) in accordance with the guidelines set forth in Part 2, Chapter 23-2.3 and 23-2.4 of the PD&E Manual.

7. Public Land Impacts

The CONSULTANT shall collect information relating to publicly owned lands within the project corridor and identify restrictions to these lands. Impacts to publicly owned lands shall be identified for the proposed conceptual alternatives.

D. Physical Impacts

1. Contamination Impacts

The CONSULTANT shall collect the data necessary to complete an assessment of contamination involvement within the project corridor in an attempt to avoid serious project impacts and delays.

In order to determine the locations of potentially contaminated sites within the project study area, available site-specific data will be collected. Regulatory, aerial photography, historical directory and field reviews will be conducted to collect the data necessary for this task.

a) Regulatory Review

A regulatory review (records search) of federal and state environmental records will be conducted. This review will include information compiled by the United States Environmental Protection Agency (USEPA), the FDEP, and the Charlotte County Environmental Services. A database search of potential hazardous material and petroleum sites within the proposed study area will also be conducted. The following USEPA and state database listings will be reviewed:

- The National Priorities (Superfund) List (NPL);
- The Facility Index Database System (FINDS);
- The Comprehensive Environmental Response, Compensation, and Liability Information List (CERCLIS);
- The No Further Remedial Action Planned List (NFRAP);
- The Emergency Response Notification System List (ERNS);
- The Resource Conservation and Recovery Information System List (RCRIS);

- The Hazardous Waste Data Management System List (HWDMS);
 - The Toxic Release Inventory List (TRIS);
 - The State Funded Action Sites List (SFAS);
 - The Solid Waste Facilities List (SLDWST);
 - The Petroleum Contamination Tracking System Report (PCTS);
 - The Storage Tanks Reports (TANKS);
 - The Hazardous Waste Compliance and Enforcement Tracking System List (COMHAZ).
- a) Aerial Photograph Review
A review of the available aerial photography will include searching for visual evidence of land use that may indicate a potential for adverse environmental impacts in the proposed study area. The aerial photographs will be obtained from the Charlotte County Property Appraiser's office and the Charlotte County Soil and Water Conservation District.
- b) Historical Directory Review
A review of all available historic directories will provide historical business names and addresses in the proposed study area.
- c) Field Review
Following the review of the regulatory, aerial and historical information, The CONSULTANT shall further familiarize themselves with the study area by making location visits to further ground truth documented sites and reveal any features that potentially could impact or influence the selection of a Preferred Alternative(s).

Task 7 – Engineering Analyses

The purpose of this task is to collect and analyze various information and materials relative to the performance of engineering analyses within the study area in Charlotte County. The information should include all data necessary to perform adequate evaluation of the location and design of a transportation facility.

A. Data Collection

The CONSULTANT shall begin preliminary assessments of the study corridor from an engineering standpoint. This task is largely of a data gathering nature.

1. Field Review
The CONSULTANT shall conduct field trips needed to collect engineering data.
2. Existing Roadway Characteristics
This task includes gathering data of pertinent corridor physical features and conditions which help in better understanding the existing highway segments under consideration in this contract. Features include existing laneage, widths, sidewalks, typical sections, and drainage features. Most of this information is available from the City of Punta Gorda and

Charlotte County; however, other references including field observations and interviews with knowledgeable people will yield additional data.

3. Existing Structure Characteristics

This task includes gathering data of existing structures using the same means as stated above in Task 7.A.2.

4. Aerial Photography

The CONSULTANT shall obtain controlled aerial photography from the COUNTY and Charlotte County to be used as a basis for plotting various data necessary for both engineering and environmental analysis, Corridor and Design Alternative analysis, and the development of the preliminary Conceptual Design Plans. Copies of aerial photography are the prime source of information used to convey project considerations to the public at public meetings. The aerial photography shall extend to adequately include the boundaries of the study area, and be suitable for use at 1"=100'.

5. Transportation Plans

The CONSULTANT shall utilize the information collected in Phase I.

6. Base Map

The CONSULTANT shall develop a CADD database that includes existing characteristics. CADD data base information shall be compatible for use on aerial photography used for public hearing presentations, corridor maps, and alternative plans at 1"=100'.

B. Design Analysis

Utilizing the data collected as part of this scope of work, the CONSULTANT shall perform the engineering analysis necessary to complete the conceptual alternatives analyses process. The task of engineering analysis will be ongoing throughout the duration of Phase II and will be performed with consideration to the results of the environmental impacts analysis.

After selection of viable corridor(s), the CONSULTANT shall develop and analyze alternate conceptual design alternatives. Viable alternatives shall be developed in each corridor.

The CONSULTANT shall develop and evaluate all viable alternatives in order to address the project needs.

1. Typical Section Analysis

The CONSULTANT shall develop up to three (3) appropriate typical sections alternatives for each study segment of the project. These will include the County's standard typical sections, and any typical sections that may result in minimizing ROW.

2. Roadway Design Alternatives

The CONSULTANT shall identify, develop, and analyze up to nine (9) feasible Preliminary Design Alternatives as outlined in Part 1, Chapter 9 of the FDOT PD&E Manual. For each conceptual design alternative determine:

- Horizontal alignment
 - Typical section
 - Conceptual vertical alignment
 - Preliminary construction and ROW costs
 - Traffic data
 - Geometric concepts of intersections
 - Extent of improvement to all intersection roads
3. Prepare Concept Plans
The CONSULTANT will overlay the concept plans on the base maps.

C. Comparative Analysis of Alternatives

The Staff Technical Task Force will determine which viable alternative(s) will be evaluated further through the public involvement process and environmental analysis for their respective counties. The possibility exists that the No-Build alternate may be selected at this point.

1. Construction Cost Estimates
The CONSULTANT shall develop construction cost estimates for each preliminary design alternative.
2. Right Of Way Cost Estimates
Charlotte County will provide estimates of ROW acquisition costs, including cost estimates for relocations and business damages. The CONSULTANT shall provide Charlotte County with the respective acreages for mainline and alternative potential pond sites required by each preliminary design alternative.
3. Comparative Analysis and Evaluation Matrix
After developing the viable alternatives and costs, the CONSULTANT will prepare a matrix comparing the impacts and costs of the alternatives evaluated, with a recommendation of the most viable alternative(s). The CONSULTANT shall present their recommendations to the Staff Technical Task Force for consideration.

Task 8 - Conceptual Alternatives Analyses Report

The CONSULTANT shall prepare a Conceptual Alternatives Analyses Report to document the findings of the Phase II feasibility analysis. The report will include recommendations on the timing and type of future improvements, including an express corridor concept, based on a review and analysis of all the engineering and existing environmental data.

Task 9 - Non-Personnel Reimbursement Expense and Cost

The CONSULTANT shall submit to the CHARLOTTE MPO, as specified in Attachment 2 to Exhibit B, non-personnel reimbursement expenses and cost required to conduct the study.

Task 10 - Study Requirements and Provisions of Work

A. Governing Regulations

The services performed by the CONSULTANT shall be in compliance with all applicable manuals and guidelines. The manuals and guidelines incorporate by requirement or reference all applicable state and federal regulations.

B. Project Schedule

The CONSULTANT shall provide a detailed project activity/event schedule to the COUNTY and CHARLOTTE MPO.

C. Key Personnel

The CONSULTANT'S work shall be performed and directed by the 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 COUNTY and CHARLOTTE MPO.

D. Progress Meetings and Reports

The CONSULTANT, with appropriate sub-consultants, shall meet with the COUNTY and CHARLOTTE MPO monthly at the COUNTY's office and provide written progress reports and other presentation materials which describe the work performed on each task. Progress reports shall be delivered to the COUNTY concurrently with the monthly progress meeting. Judgments on whether work of sufficient quality and quantity has been accomplished will be made by the COUNTY's and CHARLOTTE MPO's Project Managers.

E. Submittals

The CONSULTANT shall furnish files and documents as required by the COUNTY and CHARLOTTE MPO to adequately control, coordinate, and approve the Conceptual Alternatives Analyses Report.

The CONSULTANT shall provide copies of the required files and documents as listed below. These are the anticipated printing requirements for the project. The tabulation will be used for estimating purposes. Generally, there are two (2) draft and four (4) final copies for COUNTY review plus the appropriate number for the City of Cape Coral, City of Fort Myers, City of Punta Gorda, Charlotte County, Charlotte County – Punta Gorda MPO, Lee County MPO, and FDOT.

<u>DOCUMENT</u>	<u>QUANTITY</u>	<u>SHEET SIZE</u>
Conceptual Alternatives Analyses Report - Draft	10	8-1/2"x11"
Conceptual Alternatives Analyses Report - Final	12	8-1/2"x11"
Executive Summary – Draft	10	8-1/2"x11"
Executive Summary – Final	12	8-1/2"x11"
Technical Appendix – Draft	10	8-1/2"x11"
Technical Appendix – Final	10	8-1/2"x11"

Upon completion of the study, the CONSULTANT shall compile and deliver to the COUNTY a comprehensive project file including all project correspondence, data, maps, sketches, worksheets, and other materials used or generated during the study process.

F. County Services

The COUNTY and CHARLOTTE MPO shall provide those services and materials as set forth below:

1. Project data currently on file.
2. Engineering and Environmental Review Services.
3. Task Force Reviews.
4. ROW Cost Estimates.

G. Quality Control

The CONSULTANT shall be responsible for insuring that all work products conform to COUNTY and CHARLOTTE MPO standards and criteria. This shall be accomplished through an internal quality control process performed the CONSULTANT. This quality control process shall insure that quality is achieved through checking, reviewing, and surveillance of work activities by objective and qualified individuals who were not directly responsible for performing the initial work.

Prior to submittal of the first invoice for Phase II, the CONSULTANT shall submit to the COUNTY's and CHARLOTTE MPO's Project Managers for approval the proposed method or process of providing quality control for all work products. The Quality Control Plan shall identify the products to be reviewed, the personnel who perform the reviews, and the method of documentation. The CONSULTANT will be responsible for the inclusion of the Quality Assurance Checklist indicating the CONSULTANT's quality control process has been completed. All reports prepared by subconsultants shall be reviewed by the CONSULTANT.

CHANGE ORDER AGREEMENT No. 1
 or
 SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-B"

Date: November 10, 2003

COMPENSATION AND METHOD OF PAYMENT

for

BURNT STORE ROAD – VETERANS PARKWAY –
 COLONIAL BOULEVARD

SECTION 1.00 CHANGE(S) IN COMPENSATION

The compensation the CONSULTANT, or SERVICE PROVIDER, shall be entitled to receive for providing and performing the supplemented, changed or authorized services, tasks, or work as set forth and enumerated in the Scope of Services set forth in this CHANGE ORDER OR SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", attached hereto shall be as follows:

NOTE: A Lump Sum (L.S.) or Not-to-Exceed (N.T.E.) amount of compensation to be paid the CONSULTANT should be established and set forth below for each task or sub-task described and authorized in Exhibit "CO/STA-A". In accordance with Professional Services Agreement Article 5.03(2) "Method of Payment", tasks to be paid on a Work-in-Progress payment basis should be identified (WIPP).

Task Number	Task Title	Amount of Compensation	Indicate Basis of Compensation LS or NTE	If Applicable Indicate (W.I.P.P.)
<u>Phase I</u> <u>Project Traffic Development</u>				
Task 1	Preliminary Matters	\$2,660	NTE	W.I.P.P.
Task 2	Public & Agency Coordination	\$17,075	NTE	W.I.P.P.
Task 3	Existing Traffic Highway Conditions	\$11,184	NTE	W.I.P.P.
Task 4	Express Corridor Evaluation	\$0	NTE	W.I.P.P.
Task 5	Travel Demand Forecast	\$18,600	NTE	W.I.P.P.
Task 6	Develop Design Traffic	\$4,479	NTE	W.I.P.P.
Task 7	Identification of Needs	\$16,705	NTE	W.I.P.P.
Task 8	Project Traffic Report/QC	\$12,517	NTE	W.I.P.P.
<u>Phase II</u> <u>Conceptual Alternatives Analyses</u>				
Task 1	Preliminary Matters	\$1,783	NTE	W.I.P.P.
Task 2	Public & Agency Coordination	\$51,319	NTE	W.I.P.P.
Task 3	Develop Design Hour Volumes	\$7,376	NTE	W.I.P.P.
Task 4	Express Corridor Evaluation	\$0	NTE	W.I.P.P.
Task 5	Future Traffic Conditions	\$21,072	NTE	W.I.P.P.
Task 6	Environmental Analyses	\$23,709	NTE	W.I.P.P.
Task 7	Engineering Analyses	\$34,036	NTE	W.I.P.P.
Task 8	Concept Alt Analyses Report/QC	\$32,478	NTE	W.I.P.P.
TOTAL		\$254,993		

(Unless list is continued on next page)

CHANGE ORDER AGREEMENT No. 1
or
 SUPPLEMENTAL TASK AUTHORIZATION No. _____

SECTION 2.00 SUMMARY OF CHANGE(S) IN COMPENSATION

Pursuant to and in consideration of the change(s) in the Scope of Professional Services set forth in the CHANGE ORDER or AGREEMENT, Exhibit "CO/STA-A", the compensation the COUNTY has previously agreed to pay to the CONSULTANT, or SERVICE PROVIDER, as set forth in Exhibit "B" of the Professional Services Agreement, or Service Provider Agreement, shall be changed to be as follows:

Section/Task Number	Section/Task Name	Compensation in the Basic Agreement	Adjustment(s) by Previous CO or STA Nos. _____	Adjustment(s) Due to this CO or STA	Summary of Changed Compensation
<u>Phase I</u>	<u>Project Traffic Development</u>				
Task 1	Preliminary Matters	\$37,593	N/A	\$2,660	\$40,253
Task 2	Public & Agency Coordination	\$39,005	N/A	\$17,075	\$56,080
Task 3	Existing Traffic Highway Conditions	\$28,853	N/A	\$11,184	\$40,037
Task 4	Express Corridor Evaluation	\$53,442	N/A	\$0	\$53,442
Task 5	Travel Demand Forecast	\$45,772	N/A	\$18,600	\$64,372
Task 6	Develop Design Traffic	\$16,115	N/A	\$4,479	\$20,594
Task 7	Identification of Needs	\$48,363	N/A	\$16,705	\$65,068
Task 8	Project Traffic Report/QC	\$42,376	N/A	\$12,517	\$54,893
<u>Phase II</u>	<u>Conceptual Alternatives Analyses</u>				
Task 1	Preliminary Matters	\$69,145	N/A	\$1,783	\$70,928
Task 2	Public & Agency Coordination	\$119,058	N/A	\$51,319	\$170,377
Task 3	Develop Design Hour Volumes	\$16,741	N/A	\$7,376	\$24,117
Task 4	Express Corridor Evaluation	\$29,628	N/A	\$0	\$29,628
Task 5	Future Traffic Conditions	\$45,533	N/A	\$21,072	\$66,605
Task 6	Environmental Analyses	\$37,593	N/A	\$23,709	\$61,302
Task 7	Engineering Analyses	\$75,080	N/A	\$34,036	\$109,116
Task 8	Concept Alt Analyses Report/QC	\$76,469	N/A	\$32,478	\$108,947
TOTAL		\$780,766		\$254,993	\$1,035,759

CHANGE ORDER AGREEMENT No. 1
or
 SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-C"

Date: November 10, 2003

TIME AND SCHEDULE OF PERFORMANCE

for BURNT STORE ROAD – VETERANS PARKWAY – COLONIAL BOULEVARD

SECTION 1.00 CHANGES FOR THIS CHANGE ORDER OR SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT

The time and schedule of completion for the various phases or tasks required to provide and perform the services, tasks, or work set forth in this CHANGE ORDER or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", entitled "Scope of Professional Services" attached hereto is as follows:

Phase and/or Task Reference as Enumerated in EXHIBIT "A"	Name or Title of Phase and/or Task	Number of Calendar Days For Completion of Each Phase and/or Task	Cumulative Number of Calendar Days For Completion from Date of Notice to Proceed For this CO or STA
<u>Phase I</u>	<u>Project Traffic Development</u>		
Task 1	Preliminary Matters	180	240
Task 2	Public & Agency Coordination	180	240
Task 3	Existing Traffic Highway Conditions	180	240
Task 4	Express Corridor Evaluation	0	0
Task 5	Travel Demand Forecast	180	240
Task 6	Develop Design Traffic	180	240
Task 7	Identification of Needs	180	240
Task 8	Project Traffic Report/QC	180	240
<u>Phase II</u>	<u>Conceptual Alternatives Analysis</u>		
Task 1	Preliminary Matter	360	540
Task 2	Public & Agency Coordination	360	540
Task 3	Develop Design Hour Volume	360	540
Task 4	Express Corridor Evaluation	0	0
Task 5	Future Traffic Conditions	360	540
Task 6	Environmental Analyses	360	540
Task 7	Engineering Analyses	360	540
Task 8	Concept Alt Analyses Report/QC	360	540

CHANGE ORDER AGREEMENT No. 1
 or
 SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-C"

Date: November 10, 2003

TIME AND SCHEDULE OF PERFORMANCE

for BURNT STORE ROAD – VETERANS PARKWAY – COLONIAL BOULEVARD

SECTION 2.00 SUMMARY OF THE IMPACT OF CHANGE(S) IN PROFESSIONAL SERVICES ON THE OVERALL PROJECT TIME AND SCHEDULE OF PERFORMANCE

Pursuant to and in consideration of the changes in the Scope of Professional Services in this CHANGE ORDER or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", the time and schedule the COUNTY and the CONSULTANT, or SERVICE PROVIDER, has previously agreed to for all of the work to be done under this Professional Services Agreement, or Service Provider Agreement, shall be changed to be as follows:

Phase and/or Task Reference as Enumerated in EXHIBIT "A" and EXHIBIT "CO/STA-A"	Name or Title of Phase and/or Task	Number of Calendar Days For Completion of Each Phase and/or Task	Cumulative Number of Calendar Days For Completion From Date of Notice to Proceed
Phase I	<u>Project Traffic Development</u>		
Task 1	Preliminary Matters	180	270
Task 2	Public & Agency Coordination	180	270
Task 3	Existing Traffic Highway Conditions	180	270
Task 4	Express Corridor Evaluation	0	270
Task 5	Travel Demand Forecast	180	270
Task 6	Develop Design Traffic	180	270
Task 7	Identification of Needs	180	270
Task 8	Project Traffic Report/QC	180	270
Phase II	<u>Conceptual Alternatives Analysis</u>		
Task 1	Preliminary Matter	360	720
Task 2	Public & Agency Coordination	360	720
Task 3	Develop Design Hour Volume	360	720
Task 4	Express Corridor Evaluation	0	720
Task 5	Future Traffic Conditions	360	720
Task 6	Environmental Analyses	360	720
Task 7	Engineering Analyses	360	720
Task 8	Concept Alt Analyses Report/QC	360	720

CHANGE ORDER AGREEMENT No. 1
or
 SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-D"

Date: November 10, 2003

CONSULTANT'S, OR SERVICE PROVIDER'S, ASSOCIATED SUB-CONSULTANT(S) AND SUBCONTRACTOR(S)

for BURNT STORE ROAD -- VETERANS PARKWAY -- COLONIAL BOULEVARD

CONSULTANT, or SERVICE PROVIDER, intends to engage the following sub-consultant(s) and/or sub-contractor(s) to assist the CONSULTANT, or SERVICE PROVIDER, in providing and performing the services, tasks, or work required under this CHANGE ORDER, or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT.

(If none, enter the word "none" in the space below.)

Service and/or Work to be Provided or Performed	Name and Address of Individual or Firm	Disadvantaged, Minority or Women Business Enterprise, (If Yes, Indicate Type)			Sub-Consultant Services are Exempted from Prime Consultant=s Insurance Coverage	
		Yes	No	Type	Yes	No
Public & Agency Coordination	Cella & Associates 2125 1 st Street, Suite 201 Fort Myers, Florida 33901	X		WBE	X	
Traffic Demand Forecast Support	CRSPE, Inc. 1414 SE 17 th Avenue, Suite 104 Cape Coral, Florida 33990		X		X	
Identification of Needs/ Engineering Analyses	JGK Consulting Corporation 126 First Street, Unit 101 Tierra Verde, Florida 33715		X		X	

CHANGE ORDER AGREEMENT No. 1

or

SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-E"

Date: November 10, 2003

PROJECT GUIDELINES AND CRITERIA

for BURNT STORE ROAD – VETERANS PARKWAY – COLONIAL BOULEVARD

As a supplement, or change, to the Project Guidelines and Criteria set forth in the Professional Services Agreement, or Service Provider Agreement, Exhibit "E", the COUNTY has established the following Guidelines, Criteria, Goals, Objectives, Constraints, Schedule, Budget, and/or Requirements which shall serve as a guide to the CONSULTANT, or SERVICE PROVIDER, in performing the professional services, tasks, or work to be provided pursuant to the professional services set forth hereinbefore in CHANGE ORDER or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", attached hereto:

(If none, enter the word "None" in the space below.)

ITEM No. 1

Refer to inter-local agreement with Charlotte County Board of County Commissioners.

**INTERLOCAL AGREEMENT BETWEEN
LEE COUNTY AND CHARLOTTE COUNTY
REGARDING BURNT STORE ROAD – VETERANS PARKWAY –
COLONIAL BOULEVARD EXPRESSWAY CORRIDOR STUDY**

This Interlocal Agreement is made and entered into this 9th day of March, 2004, by and between **LEE COUNTY**, a political subdivision and charter county of the State of Florida, acting by and through its Board of County Commissioners, the governing body thereof, "LEE", and **CHARLOTTE COUNTY**, a political subdivision of the State of Florida, acting by and through its Board of County Commissioners, the governing body thereof, "CHARLOTTE", collectively, the "Parties" hereto.

RECITALS

WHEREAS, the Lee County Board of County Commissioners is the governing body in and for Lee County; and the Charlotte County Board of County Commissioners is the governing body in and for Charlotte County; and,

WHEREAS, both counties are duly empowered pursuant to Florida Statutes, in particular, Section 163.01, Florida Statutes, to enter into Interlocal Agreements for the sharing of certain governmental powers and obligations; and,

WHEREAS, the Parties desire to participate in a joint Corridor Study to evaluate a roadway corridor beginning at I-75 and Jones Loop Road in Charlotte County and ending at I-75 and Colonial Blvd. in Lee County; and,

WHEREAS, the Parties hereto find that entering into this Interlocal Agreement serves a public purpose and is to the public's benefit.

NOW THEREFORE, the Parties, LEE and CHARLOTTE intending to be legally bound, agree to the following terms and conditions hereinafter set forth:

SECTION I **PURPOSE**

It is the purpose and intent of this Interlocal Agreement to define the terms and conditions under which joint participation in the Burnt Store Road - Veterans Parkway - Colonial Blvd. Expressway Corridor Study to evaluate a roadway corridor beginning at I-75 and Jones Loop Road in Charlotte County and ending at I-75 and Colonial Blvd. in Lee County will occur.

All terms and conditions of this Interlocal Agreement shall be interpreted in a manner consistent with, and in furtherance of, the purposes as set forth above.

SECTION II **AUTHORITY FOR AGREEMENT**

CHARLOTTE represents to LEE that the execution and delivery of this Interlocal Agreement has been duly authorized by all appropriate actions of the governing body of CHARLOTTE, has been executed and delivered by an authorized officer of CHARLOTTE, and constitutes a legal, valid and binding obligation of CHARLOTTE. LEE represents to CHARLOTTE that the execution and delivery of this Interlocal Agreement has been duly authorized by all appropriate actions of the governing body of LEE, has been executed and delivered by an authorized officer of LEE, and constitutes a legal, valid and binding obligation of LEE.

SECTION III **PARAMETERS OF CORRIDOR STUDY**

- A. The Corridor Study will evaluate a roadway corridor beginning at I-75 and Jones Loop Road in Charlotte County and ending at I-75 and Colonial Blvd. in Lee

County, according to the proposed Scope of Services and contract with Post, Buckley, Schuh & Jernigan, Inc., attached hereto.

B. See Attached Scope of Services (Exhibit A).

SECTION IV **SCOPE OF SERVICES**

LEE will be solely responsible for managing the Corridor Study, including selection of the Consultant, Post, Buckley, Schuh & Jernigan, Inc. (PBS&J), however, LEE will formally notice CHARLOTTE in writing of all public meetings and progress meetings at least two (2) weeks prior to such meeting(s), and will be available for up to two (2) presentations to the Charlotte County Board of County Commissioners at the request of its Chairman.

SECTION V **COMPENSATION AND METHOD OF PAYMENT**

CHARLOTTE agrees to pay LEE the principal sum of Two Hundred Fifty Four Thousand Nine Hundred Ninety Three Dollars and 00/100 (\$254,993.00) for and in consideration of the services described in this Interlocal Agreement.

Payment for participation in the Corridor Study will be made by CHARLOTTE to LEE within ninety (90) calendar days following execution of this Interlocal Agreement.

Any services provided above and apart from the scope of the Corridor Study as set out herein, shall be negotiated between the Parties and paid on an invoice basis.

SECTION VI **TERM OF AGREEMENT FOR SERVICES**

This Interlocal Agreement, with respect to the contemplated services to be provided, shall begin on the date as written above and end on the date of full completion of the project, unless renewed or amended by the Parties hereto with the same formalities as this Agreement, and in no

event shall extend beyond the completion of the Corridor Study.

SECTION VII **ASSIGNMENT**

No assignment, delegation, transfer or novation of this Interlocal Agreement or any part thereof shall be made, unless approved in writing by LEE and CHARLOTTE.

SECTION VIII **NOTICES**

Any communication, written or oral, pursuant to this Interlocal Agreement, shall be directed to the Lee County Department of Transportation, 1500 Monroe St. – P.O. Box 398, Ft. Myers, FL, 33902-0398, to the attention of Scott Gilbertson, P.E., Director, and the Charlotte County Public Works Division, 7000 Florida St., Punta Gorda, FL, 33950, to the attention of Thomas O’Kane, P.E., Director.

SECTION IX **AMENDMENT**

This Interlocal Agreement may only be amended in writing and duly executed by the Parties with the same formalities as this Agreement.

SECTION X **CONSTRUCTION**

This Interlocal Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

SECTION XI **TERMINATION**

CHARLOTTE may opt out of the Corridor Study at any time, and thereby terminate this Interlocal Agreement by giving thirty (30) days written notice to LEE.

LEE may terminate this Interlocal Agreement for its convenience without prejudice to any

other right or remedy giving (30) days written notice to CHARLOTTE.

Should CHARLOTTE reject the Corridor Study Consultant recommendations and terminate this Interlocal Agreement, the project limits may be revised to the corridor line between Burnt Store Road at the County Line and I-75 and Colonial Blvd., and any portion of the original \$254,993.00 contribution by CHARLOTTE not expended on the Study will be returned to CHARLOTTE.

If for any reason this Interlocal Agreement is terminated prior to completion of the Corridor Study, LEE will return to CHARLOTTE its proportionate share of the \$254,993.00 not expended on the Study.

SECTION XII **SEVERABILITY**

If any provision of this Interlocal Agreement is held invalid, the remainder of the Interlocal Agreement shall not be affected thereby, and all other parts of this Interlocal Agreement shall nevertheless be in full force and effect.

SECTION XIII **LIABILITY**

The Parties agree that by execution of this Interlocal Agreement, no Party will be deemed to have waived its statutory defense of sovereign immunity, or increased its limits of liability as provided for by Section 768.28, Florida Statutes, and similar provisions of law.

SECTION XIV **FILING**

This Interlocal Agreement and any subsequent amendments hereto shall be filed with the Lee County Clerk of the Circuit Court, Minutes Department, and the Clerk of the Circuit Court

of Charlotte County, Commission Minutes Department.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals the date and year first above written.

ATTEST: BARBARA T. SCOTT
CLERK OF COURTS

By: Anne L. Bahler
Deputy Clerk 1-13-04

BOARD OF COUNTY COMMISSIONERS
OF CHARLOTTE COUNTY, FLORIDA

By: Matthew D. DeBoer
Chairman, Matthew D. DeBoer

APPROVED AS TO FORM:

By: Renée Francis Lee
Renée Francis Lee, County Attorney

T02
LE#03-579

ATTEST: CHARLIE GREEN
CLERK OF COURTS

By: Spice S. Price
Deputy Clerk

BOARD OF COUNTY COMMISSIONERS
OF LEE COUNTY, FLORIDA

By: [Signature]
Chairman

APPROVED AS TO FORM:

By: Andrea B. Jester
Office of the County Attorney



Change Order Agreement No. _____

Or

Supplemental Task Authorization No. 1

EXHIBIT "CO/STA - A"

Date: September 26, 2003

SCOPE OF PROFESSIONAL SERVICES

for

**BURNT STORE ROAD – VETERANS PARKWAY –
COLONIAL BOULEVARD**

11/14/2003

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SCOPE OF PROFESSIONAL SERVICES

for

**BURNT STORE ROAD
VETERANS PARKWAY - COLONIAL BOULEVARD**

This Exhibit forms an integral part of the agreement between the Lee County Department of Transportation (hereinafter referred to as the COUNTY) and PBS&J (hereinafter referred to as the CONSULTANT) relative to the CORRIDOR STUDY. A separate interlocal agreement will be executed between the COUNTY and Charlotte County that specifies that the Charlotte County - Punta Gorda MPO (hereinafter referred to as the CHARLOTTE MPO) will be the project manager for the portion of the work that pertains to Charlotte County.

SECTION 1 - CHANGES TO PROFESSIONAL SERVICES

The "Scope of Professional Services" as set forth in Exhibit "A" of the Professional Services Agreement, or Service Provider Agreement, referred to hereinbefore is hereby supplemented, changed or authorized, so that the CONSULTANT or SERVICE PROVIDER, shall provide and perform the following professional services, tasks, or work as a supplement to, change to, or authorized to, the scope of services previously agreed to and authorized:

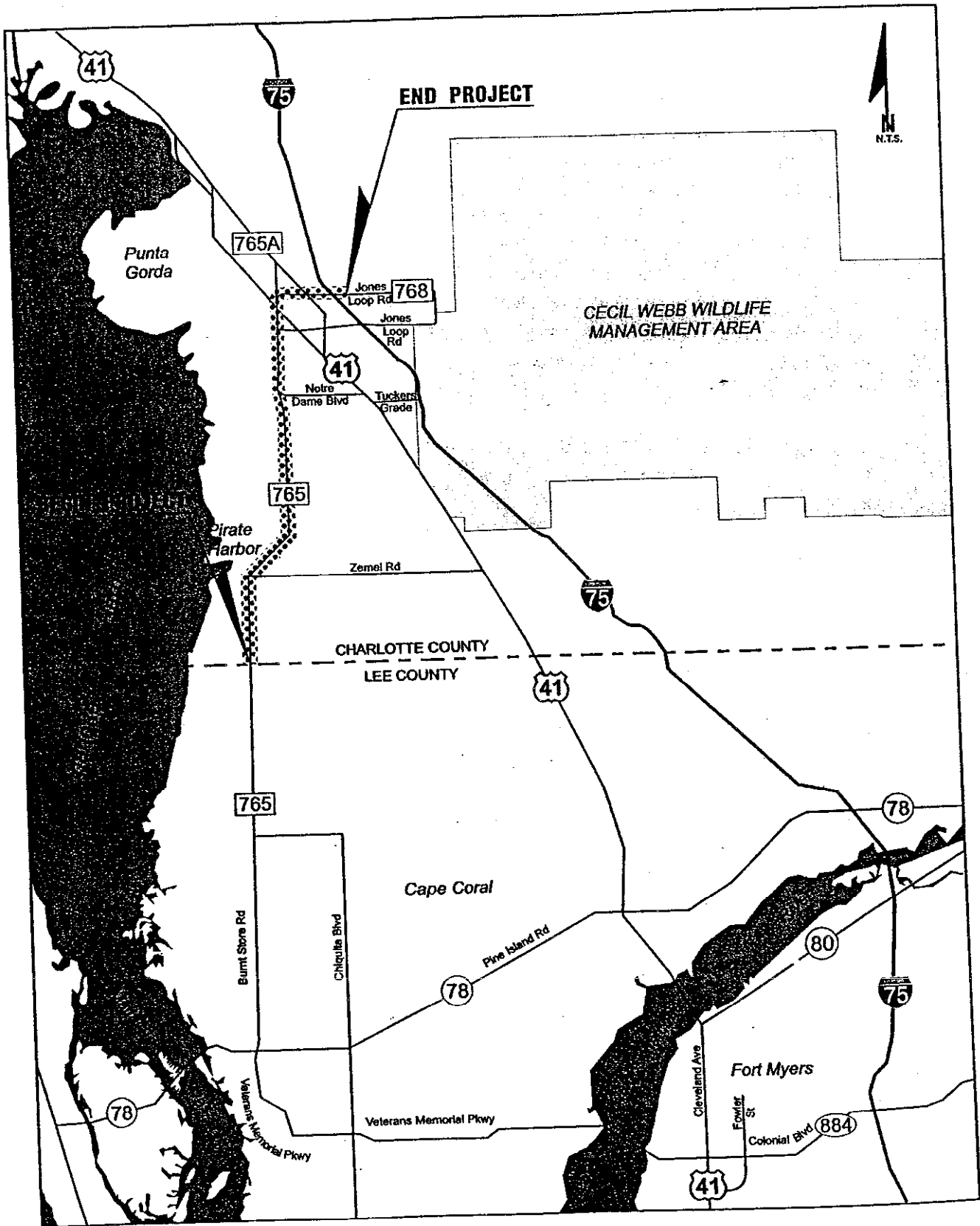
General Information

The CONSULTANT shall perform those services required for a CORRIDOR STUDY. This includes consideration of all social, economic, and environmental effects, and mitigation as required by the COUNTY and CHARLOTTE MPO for the listed tasks. In addition, the CONSULTANT will prepare the required environmental and engineering reports, and Conceptual Design Plans, and assist as necessary in coordination with the project stakeholders, including the City of Punta Gorda and Charlotte County, as well as with the Public.

The project limits of the CORRIDOR STUDY will be from the Lee County Line, continuing north along Burnt Store Road to Jones Loop Road North, and terminating at the intersection with Jones Loop Road North and Piper Road, to the east of I-75 in Charlotte County. A project location map is provided.

The project will address the corridor as two study segments. The study segments are as follows: Burnt Store Road from the Lee County Line to Notre Dame Boulevard; Burnt Store Road from Notre Dame Boulevard to Jones Loop Road North east of I-75. Two (2) alternative corridors will be evaluated in Charlotte County. Burnt Store Road from the Lee County Line to Notre Dame Boulevard; Notre Dame Boulevard from Burnt Store Road to US 41; Tuckers Grade from US 41 to I-75 will be evaluated as one alternative corridor. The other alternative corridor to be evaluated is Burnt Store Road from the Lee County Line to Zemel Road; Zemel Road from Burnt Store Road to US 41; Tuckers Grade from US 41 to I-75.

Project Location Map



This project will have two phases. Phase I will be the Project Traffic Development. Phase II will be a Conceptual Alternatives Analyses for the corridor. Phase II will begin during Phase I, prior to the finalization of the Project Traffic Report. This will allow for coordination between the Phase I/Phase II tasks.

The CONSULTANT shall be aware that as a project is developed, certain minor modifications and/or improvements to the original recommendation may be required. The CONSULTANT is to incorporate these refinements into the design and will consider this effort to be an anticipated and integral part of the work. This will not be a basis for any supplemental fee request(s).

The CONSULTANT shall demonstrate good project management practices while working on this project. This includes communication with the COUNTY, CHARLOTTE MPO and others as necessary, management of time and resources, and documentation. The CONSULTANT shall set up and maintain throughout the study of the project a contract file in accordance with COUNTY procedures.

The COUNTY will provide contract administration, management services, and technical reviews of all work associated with the development and preparation of the contract plans. The COUNTY and CHARLOTTE MPO will provide job specific information and/or functions as outlined in this contract.

The general objective of the study is to provide documented information necessary for the COUNTY and CHARLOTTE MPO to reach a decision on the type, design, timing, and implementation schedule and location of a transportation facility providing for the ultimate development of Burnt Store Road and Jones Loop Road North.

The detailed information generated during the study will be analyzed, evaluated, and comprehensively documented in a series of reports predicting impacts, and estimating costs associated with the improvement of the transportation facility. Preliminary location and design recommendations will include alignments, typical sections, ROW requirements, and estimated costs. The CONSULTANT will recommend the Preferred Alternative(s) based on this process.

SECTION 2 - TASKS

Pursuant to the GENERAL SCOPE of the ADDITIONAL SERVICES stated herein above, the CONSULTANT shall perform all services and/or work necessary to complete the following task(s) and/or provide the following item(s) which are enumerated to correspond to the task(s) and/or items set forth in EXHIBIT B entitled "COMPENSATION AND METHOD OF PAYMENT."

BASIC SERVICES

PHASE I - PROJECT TRAFFIC DEVELOPMENT

The CONSULTANT shall prepare a Project Traffic Report, which documents the collection and analysis of existing data; projection of future traffic volumes; short term needs; and identification of improvement needs. These services will include the following tasks:

Task Index

- Task 1 – Preliminary Matters
- Task 2 – Public and Agency Coordination
- Task 3 – Existing Conditions
- Task 4 – Expressway Corridor Evaluation (Not Applicable)
- Task 5 – Travel Demand Forecasts
- Task 6 – Develop Design Traffic
- Task 7 – Identification of Needs
- Task 8 – Project Traffic Report
- Task 9 – Non-Personnel Reimbursement Expense and Cost
- Task 10 – Study Requirements and Provisions of Work

Task 1 – Preliminary Matters

A. Introductory Meeting

The CONSULTANT shall meet with the COUNTY and CHARLOTTE MPO; the purpose of this introductory meeting is as follows:

- The CHARLOTTE MPO shall render all relevant information in its possession. This may include previous correspondence and reports, traffic data, planning information, transportation plans, and model network and data files.
- The COUNTY and CHARLOTTE MPO shall review with the CONSULTANT how the CONSULTANT will conduct the study process.

B. Kickoff Letter

A Kickoff (Introductory) Letter will be mailed by the CONSULTANT to the Staff Technical Task Force and Elected Officials Task Force. The letter will describe the study intent and schedule and provide contacts for further information.

C. WebSite Development

The CONSULTANT shall develop a web page with seven (7) components:

- Home page with Project Description
- Project Map
- Project Schedule
- Public involvement opportunities section
- Upcoming Events
- A project team contacts and comments/subscription section
- Technical Information with uploads

The web page shall be developed in month 1 and updated 6 times during the study period. It shall contain the updated date on the page, as well as the date of the next update. There shall be a link to the website from the County, City and MPO websites.

Task 2 – Public and Agency Coordination

The CONSULTANT shall conduct a community involvement program to reach consensus regarding the need for, and scheduling of, transportation improvements within the study corridor described above. The community involvement program will consist of program elements that differ in use and composition over the course of the study. The Phase I community involvement program elements and their individual timing are to occur as described.

A. Staff Technical Task Force

The Staff Technical Task Force members will consist of land use and transportation staff from Charlotte County, Charlotte County – Punta Gorda MPO, and the City of Punta Gorda. The task force members will be selected by their respective jurisdiction. The CONSULTANT shall organize, hold, and prepare materials and minutes for one (1) Staff Technical Task Force meeting to be held in Charlotte County. The Staff Technical Task Force will attend up to three (3) similar meetings to be held in Lee County.

The Staff Technical Task Force will assist the study team in reaching consensus on corridor and sub-corridor issues such as build out year; future year and build out population estimates and composition; future land use types and intensity; and, growth rates and types. This assistance is expected to occur in Tasks 3 through 5. The task force will also assist with and review the deliverables of Tasks 6 through 8.

B. Elected Officials Task Force

The Elected Officials Task Force members will consist of representatives of Charlotte County, Charlotte County – Punta Gorda MPO, and the City of Punta Gorda. The task force members will be identified by their respective jurisdiction. The CONSULTANT will organize, hold, and prepare visual materials and minutes for one (1) Elected Officials Task Force meeting to be held in Charlotte County. The Elected Officials Task Force will attend up to two (2) similar meetings to be held in Lee County. Visual materials may include a video presentation or simulation.

The Elected Officials Task Force will review any issues identified by the Staff Technical Task Force as politically sensitive during Tasks 3 through 5. The Elected Officials Task Force will determine when the results and Deliverables of Tasks 6 through 8 should be reported back to their respective bodies. The primary involvement is anticipated to occur during Phase II as the development and timing of existing and future transportation needs and improvements are developed.

C. Business Community

The abutting Business Community Owners and Renters along the corridor will be asked to discuss existing access issues and review access management proposals during Phase II.

D. Public-At-Large Workshops

Workshops are not expected to occur until Phase II.

Task 3 - Existing Traffic and Highway Conditions

The CONSULTANT shall be responsible for collecting existing highway characteristics in Charlotte County. Data includes all pertinent physical features, which define the existing highway segment under consideration, and surrounding roadway network.

A. Transportation Plans

The CONSULTANT shall obtain plans for all modes of transportation including surface, transit and non-motorized modes. The following plans or studies should be obtained:

- Charlotte County-Punta Gorda MPO Long Range Transportation Plan. If applicable, the Financially Feasible Plan and the Needs Assessment Plan.
- Burnt Store Road Corridor Study.
- Local Comprehensive Plans.
- Transit, Rail, Bus, other.
- Non-Motorized Modes - Bikeways and Pedestrian Walkways.

The CONSULTANT shall meet with the task force members to identify the following factors: existing and projected road user types including handicapped and the elderly; existing and projected high traffic generators; existing and anticipated hazards; and, high crash or problem locations.

B. Existing Highway Characteristics

The highway characteristics shall include those items listed below:

- Roadway/Bridge Features - number of lanes, median type, and shoulder type.
- Pedestrian/Bicycle Facilities - walkways and routes.
- Traffic Signals - existing and proposed locations, signal timings, and phasings.

- Posted Speeds - identify posted speed throughout the project limits.
- Access Classification - identify access classification for the roadways within the project limits, in accordance with the maintaining agencies.
- Intersection Channelization - number and type of lanes at significant intersections.

C. Historical Traffic Trends

The CONSULTANT shall obtain historical traffic count data throughout the study area. The historical data will be used to analyze traffic growth trends and patterns for the following study areas:

- Charlotte County – Burnt Store Road, Jones Loop Road, and surrounding network (including Tuckers Grade, US 41, Taylor Road, Notre Dame Boulevard, Zemel Road, and Piper Road).

D. Traffic Count Data

The CONSULTANT shall collect daily and peak hour traffic count data throughout the project limits. Traffic data may be obtained from the CHARLOTTE MPO and other agencies. The CONSULTANT will supplement the data by collecting traffic counts in the field.

1. Daily Traffic Counts

The CONSULTANT shall obtain daily traffic counts in the urban and rural areas. Fifteen minute counts, with hourly totals, will be collected for 24-hours in each direction.

2. Vehicle Classification Counts

The CONSULTANT shall obtain daily vehicle classification counts in the urban and rural areas. Fifteen minute counts, with hourly totals, will be collected for 72-hours in each direction.

3. Hourly Turning Movement Counts

The CONSULTANT shall obtain fifteen minute vehicle turning movement counts, with hourly totals for eight hours, at all signalized intersections. The turning movement counts shall include the AM, mid-day, and PM peak hours. Hourly counts at unsignalized intersections, which may require signalization in the future, should also be obtained. The CONSULTANT shall prepare condition diagrams at each location, and count trucks separately.

E. Level of Service (LOS) Analyses

The CONSULTANT shall determine existing LOS from the traffic count data collected for the study corridor. The analyses will include daily and peak hour LOS for the existing corridor. The CONSULTANT will follow accepted procedures for determining LOS.

F. Identify Existing Deficiencies

The CONSULTANT shall identify existing deficiencies for the study corridor. The deficiencies will be determined from the existing LOS analyses of corridor segments, intersections, and interchanges.

Task 4 - Expressway Corridor Evaluation (Not Applicable)

An expressway corridor evaluation will not be conducted for the project limits within Charlotte County. An evaluation will be conducted for the project limits within Lee County.

Task 5 - Travel Demand Forecast

The purpose of this task is to develop forecasts of the travel demand associated with this corridor in Charlotte County. This will include the projection of activity data associated with vehicle traffic, alternatives to the single-occupancy vehicle, transit services, and other modes. The use of the Florida Standard Urban Transportation Model Structure (FSUTMS) is required. The procedures employed by the CONSULTANT must be agreed to by the Staff Technical Task Force.

A. Methodology

The CONSULTANT shall prepare a methodology for the travel demand forecasting for interim years 2010, 2020, 2030 and a build-out year where applicable. The methodology will describe the proposed methods for developing socioeconomic data; the future travel network; modes of travel; and study subareas.

B. Socioeconomic Data Development

The CONSULTANT shall develop socioeconomic data for the study area in Charlotte County for the years 2010, 2020, 2030 and a build-out year where applicable. The development process should include a review of the following: Bureau of Economic and Business Research forecasts, most recent census data, building permit activity, etc. The socioeconomic data will be presented to the Staff Technical Task Force for acceptance.

C. Network Development

The CONSULTANT shall develop the interim years 2010, 2020, 2030 and a build-out year networks, using two-digit coding. The Staff Technical Task Force will review the proposed network modifications.

D. Future Travel Demand

The CONSULTANT shall perform travel demand forecast modeling for the corridor in Charlotte County. Interim years 2010, 2020, 2030 and a build-out year forecasts, where applicable, will be developed for analyses.

E. Reasonableness Checks

The model output traffic volumes must be checked by the CONSULTANT for reasonableness. Although expected changes cannot be accurately quantified, approximate changes should be estimated. The model generated Peak Season Weekday Average Daily Traffic for the interim year 2030 and the build-out year will be reviewed for logical traffic growth rates.

The CONSULTANT shall document the travel demand forecasting process. The documentation will clearly show the network and Traffic Analysis Zones data modifications made for each analysis year in Charlotte County. The travel demand model results will be shown on maps, line diagrams, and tables as appropriate. Upon review and acceptance of the travel demand forecast, the CONSULTANT may begin the development of design traffic.

Task 6 - Develop Design Traffic

The purpose of this task is to develop annual average daily traffic (AADT) that is acceptable for use in identifying improvement needs to be evaluated in Phase II.

A. Develop AADT

The CONSULTANT shall prepare projections of AADT for the interim years 2010, 2020, 2030 and a build-out year, where applicable, in Charlotte County. Accepted methods will be used to develop two-way AADT estimates.

B. Traffic Factors

The CONSULTANT shall develop traffic factors (K, D, T, and Peak Hour Factor [PHF]) for the interim years 2010, 2020, 2030 and a build-out year, using accepted procedures. These factors are defined as:

1. K-factor, the proportion of the AADT occurring during the 30th highest hour of the design year.
2. D-factor, the proportion of traffic in the 30th highest hour of the design year traveling in the peak direction.
3. T-factor, the percentage of truck traffic during the peak hours.
4. Peak Hour Factor (PHF), the measure of traffic demand fluctuation within the peak hour.

Task 7 - Identification of Needs

The purpose of this task is to identify improvement needs for the corridor. This will include the number of through lanes and potential interchange locations. The CONSULTANT shall identify improvement needs for the interim years 2010, 2020, 2030 and a build-out year, where applicable, in Charlotte County.

A. Short Term Needs

The CONSULTANT shall identify intersection and/or interchange improvement needs prior to interim year 2010. Improvement needs may include geometric, Transportation System Management or Intelligent Transportation System (ITS). Timing and type of needs will be determined for up to two (2) locations along the study corridor.

B. Interim Year Needs

The CONSULTANT shall identify interim years 2010, 2020, 2030 and improvements for the study corridor in Charlotte County. This will include the number of through lanes and potential locations for interchanges. Further analyses of interim year conditions will be completed during Phase II.

C. Build-Out Year Needs

The CONSULTANT shall identify build-out year improvements for the study corridor where applicable in Charlotte County. This will include the number of through lanes and potential locations for interchanges. Further analyses of build-out year conditions will be completed during Phase II. A build out year of 2030 may be acceptable for segments of the study corridor where applicable.

Task 8 - Project Traffic Report

The CONSULTANT shall prepare a Project Traffic Report, which documents the collection and analysis of existing data; projection of future traffic volumes; and, identification of interim year 2030 and build-out year needs for the study corridor in Lee County and Charlotte County.

Task 9 - Non-Personnel Reimbursement Expense and Cost

The CONSULTANT shall submit to the COUNTY, as specified in Attachment 2 to Exhibit B, non-personnel reimbursement expenses and cost required to conduct the study.

Task 10 - Study Requirements and Provisions of Work

A. Governing Regulations

The services performed by the CONSULTANT shall be in compliance with all applicable manuals and guidelines. The manuals and guidelines incorporate by requirement or reference all applicable state and federal regulations.

B. Project Schedule

The CONSULTANT shall provide a detailed project activity/event schedule to the COUNTY and CHARLOTTE MPO.

C. Key Personnel

The CONSULTANT'S work shall be performed and directed by the 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 COUNTY and CHARLOTTE MPO.

D. Progress Meetings and Reports

The CONSULTANT, with appropriate sub-consultants (not all subs need to be at all meetings), shall meet with the COUNTY and CHARLOTTE MPO monthly at the COUNTY'S office and provide written progress reports and other presentation materials which describe the work performed on each task. Progress reports shall be delivered to the COUNTY concurrently with the monthly progress meeting. Judgments on whether work of sufficient quality and quantity has been accomplished will be made by the COUNTY's and CHARLOTTE MPO's Project Managers.

E. Submittals

The CONSULTANT shall furnish files and documents as required by the COUNTY to adequately control, coordinate, and approve the Project Traffic Report.

The CONSULTANT shall provide copies of the required files and documents as listed below. These are the anticipated printing requirements for the project. The tabulation will be used for estimating purposes. Generally, there are two (2) draft and four (4) final copies for COUNTY review plus the appropriate number for the City of Cape Coral, City of Fort Myers, City of Punta Gorda, Charlotte County, Charlotte County - Punta Gorda MPO, Lee County MPO, and FDOT.

<u>DOCUMENT</u>	<u>QUANTITY</u>	<u>SHEET SIZE</u>
Project Traffic Report - Draft	10	8-1/2"x11"
Project Traffic Report - Final	12	8-1/2"x11"
Executive Summary - Draft	10	8-1/2"x11"
Executive Summary - Final	12	8-1/2"x11"
Traffic Counts Appendix	10	8-1/2"x11"
Draft Technical Appendix	10	8-1/2"x11"
Final Technical Appendix	10	8-1/2"x11"

Upon completion of the study, the CONSULTANT shall compile and deliver to the COUNTY a comprehensive project file including all project correspondence, data, maps, sketches, worksheets, and other materials used or generated during the study process.

F. County Services

The COUNTY and CHARLOTTE MPO shall provide those services and materials as set forth below:

1. Project data currently on file.
2. Engineering and Planning Review Services.
3. Task Force Review
4. Future Land Use.

G. Quality Control

The CONSULTANT shall be responsible for insuring that all work products conform to COUNTY and CHARLOTTE MPO standards and criteria. This shall be accomplished through an internal quality control process performed by the CONSULTANT. This quality control process shall insure that quality is achieved through checking, reviewing, and surveillance of work activities by objective and qualified individuals who were not directly responsible for performing the initial work.

The CONSULTANT shall submit to the COUNTY and CHARLOTTE MPO's Project Manager for approval the proposed method or process of providing quality control for all work products. The Quality Control Plan shall identify the products to be reviewed, the personnel who perform the reviews, and the method of documentation. The CONSULTANT will be responsible for the inclusion of the Quality Assurance Checklist indicating the CONSULTANT's quality control process has been completed. All reports prepared by subconsultants shall be reviewed by the CONSULTANT.

PHASE II CONCEPTUAL ALTERNATIVES ANALYSES

The CONSULTANT shall prepare a Conceptual Alternatives Analyses Report, which documents the collection of and evaluation of ROW; environmental features; contamination sites; cultural features; and, natural features. The report will also evaluate conceptual alternatives, mitigation, and costs.

Task Index

- Task 1 - Preliminary Matters
- Task 2 - Public and Agency Coordination
- Task 3 - Develop Design Hour Volumes
- Task 4 - Expressway Corridor Evaluation (Not Applicable)
- Task 5 - Future Conditions Analyses
- Task 6 - Environmental Analyses
- Task 7 - Engineering Analyses
- Task 8 - Conceptual Alternatives Analyses Report
- Task 9 - Non-Personnel Reimbursement Expense and Cost
- Task 10 - Study Requirements and Provisions of Work

Task 1 - Preliminary Matters

A. Introductory Meeting

Prior to beginning work on Phase II, the CONSULTANT shall meet with the COUNTY and CHARLOTTE MPO. The purpose of this introductory meeting is as follows:

- The CHARLOTTE MPO shall render all relevant information in its possession. This may include previous correspondence, environmental reports, ROW maps, wetland maps, and contamination site locations.
- The COUNTY and CHARLOTTE MPO shall review with the CONSULTANT how the CONSULTANT will conduct the study process.

B. Kickoff Letter

Within 30 days of Phase II initiation, a Kickoff (Introductory) Letter will be mailed by the CONSULTANT to the task force and elected officials. The letter will describe the study intent and schedule and provide contacts for further information.

C. WebSite Development

The CONSULTANT shall develop a web page with seven (7) components:

Home page with Project Description
Project Map

Project Schedule
Public involvement opportunities section
Upcoming Events
A project team contacts and comments/subscription section
Technical Information with uploads

The web page shall be developed in Phase I and updated 18 times during the study period. It shall contain the updated date on the page, as well as the date of the next update.

Task 2 - Public and Agency Coordination

The CONSULTANT shall conduct a community involvement program to reach consensus regarding the need for, and scheduling of, transportation improvements within the study corridor described in this document. The community involvement program will consist of program elements that differ in use and composition over the course of the study. The Phase II community involvement program elements and their individual timing are to occur as described.

A. Staff Technical Task Force

The Staff Technical Task Force members will consist of land use and transportation staff from Charlotte County, Charlotte County – Punta Gorda MPO, and the City of Punta Gorda. The task force members will be identified by their respective jurisdictions. The CONSULTANT shall organize, hold and prepare materials and minutes for up to two (2) Staff Technical Task Force meeting to be held in Charlotte County. The Staff Technical Task Force will attend up to four (4) similar meetings in Lee County.

The Staff Technical Task Force will assist the study team in reaching consensus on corridor alternatives and sub-corridor issues such as design hour traffic, expressway corridor concepts, typical sections, alignment alternatives, and type and timing of improvements. This assistance is expected to occur in Tasks 3 and 4. The task force will also assist and review the deliverables of Tasks 5 through 8. The task force will assist with the results of the Phase II recommendations prior to the Public-at-Large presentations.

B. Elected Officials Task Force

The Elected Officials Task Force members will consist of representatives of Charlotte County, Charlotte County – Punta Gorda MPO, and the City of Punta Gorda. The task force members will be identified by their respective jurisdictions. The CONSULTANT shall organize, hold and prepare visual materials and minutes for one (1) Elected Officials Task Force meetings to be held in Charlotte County. The Elected Officials Task Force will attend up to four (4) similar meetings to be held in Lee County. Visual materials may include a video presentation or simulation.

The Elected Officials Task Force will review any issues identified by the Staff Technical Task Force as politically sensitive during Tasks 3 and 4. The Elected Officials Task Force will determine when the results and deliverables of Tasks 5 through 8 should be reported back to their respective bodies. The primary involvement is anticipated to occur as the development and timing of existing and future transportation needs and improvements are developed.

C. Business Community

The abutting Business Community Owners and Renters along the corridor will be asked to discuss existing access issues and review access management proposals during Phase II. The CONSULTANT shall organize, hold, and prepare materials and minutes for one (1) Business Community meeting. Businesses will be identified in the field and the tenant and property owner will be notified by mail of the business community meetings.

D. Public-at-Large Workshops

A workshop in the informal format is proposed at one (1) location just prior to the conclusion of Phase II. A video and displays will be prepared by the CONSULTANT to present transportation needs and future scheduled improvements and studies. The CONSULTANT shall advertise the workshop to notify the public in the News-Press, the Cape Coral Breeze, the Charlotte Herald Tribune, and the Charlotte Sun, specific to the project location. In addition, press releases will be issued to local media including print, radio, and television to encourage public attendance. The CONSULTANT shall arrange for variable message boards to be placed in the corridor to announce the meeting. Direct mailing to property owners will not be included for the workshop.

Task 3 - Develop Design Hour Volumes

The purpose of this task is to develop design hour volumes (DHV), and directional design hour volumes (DDHV) that are acceptable for use in identifying and evaluating improvement needs.

The CONSULTANT shall prepare DDHV for use in identifying improvement needs. These data include turning movements and link volumes as appropriate for the analyses of the alternatives. DDHV will be provided for the interim years 2010, 2020, 2030 and a build-out year, where applicable, in Charlotte County.

Task 4 - Expressway Corridor Evaluation (Not Applicable)

An expressway corridor evaluation will not be conducted for the project limits within Charlotte County. An evaluation will be conducted for the project limits within Lee County.

Task 5 - Future Traffic Conditions

The purpose of this task is to evaluate future traffic conditions for the corridor. This will include the evaluation of segments, intersections and interchanges for the interim years 2010, 2020, 2030 and a build-out year, where applicable. The CONSULTANT shall analyze the future conditions for the alternatives being considered in Charlotte County.

A. Level of Service

The CONSULTANT shall determine the future LOS for each alternative for the interim year 2030 and the build-out year. The CONSULTANT will follow acceptable procedures for determining LOS. The analyses will include design hour LOS.

B. Intersection Turn Lanes

The CONSULTANT shall identify intersection turn lanes for the interim years 2010, 2020, 2030 and a build-out year, where applicable. The number and type of turn lanes will be identified at intersections and interchanges for each alternative.

C. Queue Analyses

The CONSULTANT shall determine the future queuing at intersections for each alternative for the interim year 2030 and the build-out year. The CONSULTANT will follow acceptable procedures for calculating queue lengths.

Task 6 - Environmental Analyses

The CONSULTANT shall perform the data collection outlined in this section required to assess the environmental consequences or impacts of conceptual alternatives that are being considered to satisfy the project's need. This effort consists of collecting essential by literature search in Charlotte County. Prior to performing any location visits to further ground truth mapped features outside of the existing ROW, verbal contact shall be made with all affected property owners, including government entities. This contact shall consist of either an in person visit or telephone call.

A. Environmental Data Collection

Upon Notice to Proceed for Phase II, the CONSULTANT shall begin preliminary assessments of the study corridor from an environmental standpoint. The data gathering consists of collecting various information and materials needed for the environmental analysis. The information should include all data necessary to perform adequate evaluation of the social, natural, and physical impacts in determining the location and design of a transportation facility. This activity consists of collecting and recording various and current photographic, cartographic, technical report, and planning data relative to the natural, man made, cultural, socioeconomic, physical, political, and aesthetic features influencing the development of appropriate Conceptual Alternative locations.

The CONSULTANT shall further familiarize themselves with the study area by making location visits to further ground truth mapped features and reveal unmapped features that potentially could impact or influence the selection of a Preferred Alternative(s). Observations of unmapped features would include:

- Pedestrian movement and critical linkages with commercial and institutional sites
- Neighborhood dynamics edge definition
- Bicycle usage/traffic
- Transit usage/traffic
- Recreational site usage
- Visual/scenic resources
- Potential Contamination Sites

- Historic and Archaeological Sites
- Unmapped wetlands

The CONSULTANT shall develop a Computer Aided Drafting and Design (CADD) database that includes all existing environmental features. This information is to be included on the Corridor Base Map(s).

B. Social Impacts

1. Land Use Information

The CONSULTANT is responsible for the following:

- Collect data regarding past and present land usage as well as future land use plans, proposed developments, current zoning, municipal comprehensive plans, and observed growth trends.
- Collect data required to prepare corridor analysis maps indicating current residential, commercial, industrial, public, agricultural, and designated future land use for vacant parcels adjacent to the alignment.

2. Cultural Features

The CONSULTANT shall collect the data necessary to identify the local Community Facilities including schools, parks, recreation areas, churches, social service agencies, medical facilities, community centers, and police and fire protection. Also to be identified are any wildlife refuges, bikeways, and managed conservation land.

3. Social-Economic Impacts

The CONSULTANT shall collect the data necessary required to perform an analysis of the social-economic impacts of all proposed conceptual alternatives and the adjacent community.

4. Archaeological and Historical Features

The CONSULTANT shall collect background data for historic and archaeological resources for the proposed design alternatives being evaluated. This effort shall identify all previously recorded archeological sites and historic structures, any properties listed or determined eligible for listing in the National Register of Historic Places (NRHP), and any properties that may be eligible for NRHP-listing based on desktop and windshield surveys only. This information shall be provided in a memo format for use in the preliminary environmental evaluation.

This preliminary assessment is intended to comply with the National Historic Preservation Act of 1966 (Public Law 89-665), as amended, and the implementing regulations (36 CFR 800), as well as the provisions contained in the revised Chapter 267, F.S.

Project personnel shall meet the minimum criteria for archaeologists, historians, architectural historians and other professionals as set forth in the Secretary of the

Interior's Standards and Guidelines for Archaeology and Historic Preservation and 48 CFR 44716.

5. Pedestrian and Bicyclist facilities

The CONSULTANT shall collect the data necessary to identify pedestrian or bicycle facilities associated with the existing corridor and identify any local agencies, including Charlotte County BPAC or community interest groups supporting the future development of these facilities on this project.

6. Visual and Aesthetic Impacts

The CONSULTANT shall collect the data necessary to identify the visual and aesthetic impacts of all proposed conceptual alternatives as expressed by the community as being important through their local comprehensive plan, legislation, local designation, surveys or ordinances.

C. Natural Impacts

The CONSULTANT shall perform data collection required to perform an analysis of the natural impacts of all proposed conceptual alternatives. This shall include identifying possible permit requirements, a general location and size of wetland areas, and identifying the permitting agencies involved.

1. Identify Possible Permits

In conjunction with the collection of data related to wetlands, wildlife and habitat, Outstanding Florida Waters, Aquatic Preserves, and Wild and Scenic Rivers, The CONSULTANT shall obtain permit related information about sites which may require dredge and fill permits, water quality permits, or stormwater discharge permits. This includes identifying all involved permit agencies.

2. Wetland Impacts

The CONSULTANT shall collect the data necessary to perform an assessment of the impacts to wetlands for all proposed conceptual alternatives in the corridor.

In order to determine the approximate locations and boundaries of existing wetland communities within the project study area, available site-specific data will be collected and reviewed. The following information will be utilized for this task:

- U.S. Department of Agricultural, Natural Resources Conservation Service (NRCS), Lee County Soil Survey;
- U.S. Fish and Wildlife Service (USFWS), National Wetlands Inventory (NWI) Maps, based on the Cowardin System of Wetland Classification documented in the USFWS' "Classification of Wetlands and Deepwater Habitats of the United State", 1979;
- U.S. Geological Survey (USGS), Topographic Quadrangle Maps, 7.5 minute series;

- South Florida Water Management District (SFWMD), Land Use Maps, based on the Florida Department of Transportation's (FDOT) Florida Land Use, Cover and Forms Classification System (FLUCCS);
- Aerial Photographs of the project area at 1"=100' scale.

Following the review of this wetland information, the CONSULTANT shall further familiarize themselves with the study area by making location visits to further ground truth mapped features and reveal unmapped features that potentially could impact or influence the selection of a Preferred Alternative(s).

3. Wildlife and Habitat Impacts

The CONSULTANT shall collect data to be used in an analysis of potential impacts to wildlife and habitat by all proposed conceptual alternatives. Several data sources will be reviewed to determine occurrence and potential occurrence of state and federally protected plant and animal species within the study area. Information sources and databases to be utilized for this study are as follows:

- Florida Natural Areas Inventory (FNAI) county occurrences database;
- Local consulting biologists;
- State-managed databases.

If federally endangered or threatened species or a designated critical habitat is involved, the CONSULTANT will collect the data required to fulfill all agency requirements. The agencies most directly involved with this process are the USFWS, the National Marine Fisheries Service (NMFS), and the Florida Fish and Wildlife Conservation Commission (FWC).

4. Aquatic Preserve Impacts

The CONSULTANT shall collect data to comply with the Florida Aquatic Preserve Act of 1975 (Sections 258.35 through 258.46, Florida Statutes), with updates in the 1985 Florida Statutes, the 1986 Supplement to the 1985 Florida Statutes, and the 1989 Florida Statutes. This information can be determined through a review of Florida Statute 258, and all previously mentioned updates and supplements. If a defined Aquatic Preserve will be impacted by this project the CONSULTANT shall collect the data required to coordinate and document these findings with the Florida Department of Environmental Protection (FDEP).

5. Outstanding Florida Waters Impacts

The CONSULTANT shall review Chapter 17-3.041 of the Florida Administrative Code to determine whether or not the project is located in an area designated to be an Outstanding Florida Water. If a designated Outstanding Florida Water is found to be impacted by this project, the CONSULTANT shall collect the data required to describe the impact(s) in the appropriate environmental document. The type of information required to be collected can be found in Chapter 17-4.242 (Permitting Process) and 17-25 (Stormwater Discharge) of the Florida Administrative Code.

6. Wild and Scenic Rivers Impacts

The CONSULTANT shall follow the assessment process promulgated by Presidential Directive dated August 2, 1979, "Wild and Scenic Rivers and National trails"; Council of Environmental Quality Memorandum dated August 10, 1980, "Interagency Consultation to avoid or Mitigate Adverse Effects of Rivers in the Nationwide Inventory"; and federal Register, Volume 47, Number 173 dated September 7, 1982, "National Wild and Scenic Rivers System-Final Revised Guidelines for Eligibility, Classification, and Management of River Areas", to determine whether or not the project will be located within the boundaries of a river listed in the inventory. If a designated Wild and Scenic River is found to be impacted by this project the CONSULTANT shall collect the data required to coordinate and document these findings with the National Park Service (NPS) in accordance with the guidelines set forth in Part 2, Chapter 23-2.3 and 23-2.4 of the PD&E Manual.

7. Public Land Impacts

The CONSULTANT shall collect information relating to publicly owned lands within the project corridor and identify restrictions to these lands. Impacts to publicly owned lands shall be identified for the proposed conceptual alternatives.

D. Physical Impacts

1. Contamination Impacts

The CONSULTANT shall collect the data necessary to complete an assessment of contamination involvement within the project corridor in an attempt to avoid serious project impacts and delays.

In order to determine the locations of potentially contaminated sites within the project study area, available site-specific data will be collected. Regulatory, aerial photography, historical directory and field reviews will be conducted to collect the data necessary for this task.

a) Regulatory Review

A regulatory review (records search) of federal and state environmental records will be conducted. This review will include information compiled by the United States Environmental Protection Agency (USEPA), the FDEP, and the Charlotte County Environmental Services. A database search of potential hazardous material and petroleum sites within the proposed study area will also be conducted. The following USEPA and state database listings will be reviewed:

- The National Priorities (Superfund) List (NPL);
- The Facility Index Database System (FINDS);
- The Comprehensive Environmental Response, Compensation, and Liability Information List (CERCLIS);
- The No Further Remedial Action Planned List (NFRAP);
- The Emergency Response Notification System List (ERNS);
- The Resource Conservation and Recovery Information System List (RCRIS);

- The Hazardous Waste Data Management System List (HWDMS);
 - The Toxic Release Inventory List (TRIS);
 - The State Funded Action Sites List (SFAS);
 - The Solid Waste Facilities List (SLDWST);
 - The Petroleum Contamination Tracking System Report (PCTS);
 - The Storage Tanks Reports (TANKS);
 - The Hazardous Waste Compliance and Enforcement Tracking System List (COMHAZ).
- a) Aerial Photograph Review
A review of the available aerial photography will include searching for visual evidence of land use that may indicate a potential for adverse environmental impacts in the proposed study area. The aerial photographs will be obtained from the Charlotte County Property Appraiser's office and the Charlotte County Soil and Water Conservation District.
- b) Historical Directory Review
A review of all available historic directories will provide historical business names and addresses in the proposed study area.
- c) Field Review
Following the review of the regulatory, aerial and historical information, The CONSULTANT shall further familiarize themselves with the study area by making location visits to further ground truth documented sites and reveal any features that potentially could impact or influence the selection of a Preferred Alternative(s).

Task 7 – Engineering Analyses

The purpose of this task is to collect and analyze various information and materials relative to the performance of engineering analyses within the study area in Charlotte County. The information should include all data necessary to perform adequate evaluation of the location and design of a transportation facility.

A. Data Collection

The CONSULTANT shall begin preliminary assessments of the study corridor from an engineering standpoint. This task is largely of a data gathering nature.

1. Field Review
The CONSULTANT shall conduct field trips needed to collect engineering data.
2. Existing Roadway Characteristics
This task includes gathering data of pertinent corridor physical features and conditions which help in better understanding the existing highway segments under consideration in this contract. Features include existing laneage, widths, sidewalks, typical sections, and drainage features. Most of this information is available from the City of Punta Gorda and

Charlotte County; however, other references including field observations and interviews with knowledgeable people will yield additional data.

3. Existing Structure Characteristics

This task includes gathering data of existing structures using the same means as stated above in Task 7.A.2.

4. Aerial Photography

The CONSULTANT shall obtain controlled aerial photography from the COUNTY and Charlotte County to be used as a basis for plotting various data necessary for both engineering and environmental analysis, Corridor and Design Alternative analysis, and the development of the preliminary Conceptual Design Plans. Copies of aerial photography are the prime source of information used to convey project considerations to the public at public meetings. The aerial photography shall extend to adequately include the boundaries of the study area, and be suitable for use at 1"=100'.

5. Transportation Plans

The CONSULTANT shall utilize the information collected in Phase I.

6. Base Map

The CONSULTANT shall develop a CADD database that includes existing characteristics. CADD data base information shall be compatible for use on aerial photography used for public hearing presentations, corridor maps, and alternative plans at 1"=100'.

B. Design Analysis

Utilizing the data collected as part of this scope of work, the CONSULTANT shall perform the engineering analysis necessary to complete the conceptual alternatives analyses process. The task of engineering analysis will be ongoing throughout the duration of Phase II and will be performed with consideration to the results of the environmental impacts analysis.

After selection of viable corridor(s), the CONSULTANT shall develop and analyze alternate conceptual design alternatives. Viable alternatives shall be developed in each corridor.

The CONSULTANT shall develop and evaluate all viable alternatives in order to address the project needs.

1. Typical Section Analysis

The CONSULTANT shall develop up to three (3) appropriate typical sections alternatives for each study segment of the project. These will include the County's standard typical sections, and any typical sections that may result in minimizing ROW.

2. Roadway Design Alternatives

The CONSULTANT shall identify, develop, and analyze up to nine (9) feasible Preliminary Design Alternatives as outlined in Part 1, Chapter 9 of the FDOT PD&E Manual. For each conceptual design alternative determine:

- Horizontal alignment
- Typical section
- Conceptual vertical alignment
- Preliminary construction and ROW costs
- Traffic data
- Geometric concepts of intersections
- Extent of improvement to all intersection roads

3. Prepare Concept Plans

The CONSULTANT will overlay the concept plans on the base maps.

C. *Comparative Analysis of Alternatives*

The Staff Technical Task Force will determine which viable alternative(s) will be evaluated further through the public involvement process and environmental analysis for their respective counties. The possibility exists that the No-Build alternate may be selected at this point.

1. Construction Cost Estimates

The CONSULTANT shall develop construction cost estimates for each preliminary design alternative.

2. Right Of Way Cost Estimates

Charlotte County will provide estimates of ROW acquisition costs, including cost estimates for relocations and business damages. The CONSULTANT shall provide Charlotte County with the respective acreages for mainline and alternative potential pond sites required by each preliminary design alternative.

3. Comparative Analysis and Evaluation Matrix

After developing the viable alternatives and costs, the CONSULTANT will prepare a matrix comparing the impacts and costs of the alternatives evaluated, with a recommendation of the most viable alternative(s). The CONSULTANT shall present their recommendations to the Staff Technical Task Force for consideration.

Task 8 - Conceptual Alternatives Analyses Report

The CONSULTANT shall prepare a Conceptual Alternatives Analyses Report to document the findings of the Phase II feasibility analysis. The report will include recommendations on the timing and type of future improvements, including an express corridor concept, based on a review and analysis of all the engineering and existing environmental data.

Task 9 - Non-Personnel Reimbursement Expense and Cost

The CONSULTANT shall submit to the CHARLOTTE MPO, as specified in Attachment 2 to Exhibit B, non-personnel reimbursement expenses and cost required to conduct the study.

Task 10 - Study Requirements and Provisions of Work

A. Governing Regulations

The services performed by the CONSULTANT shall be in compliance with all applicable manuals and guidelines. The manuals and guidelines incorporate by requirement or reference all applicable state and federal regulations.

B. Project Schedule

The CONSULTANT shall provide a detailed project activity/event schedule to the COUNTY and CHARLOTTE MPO.

C. Key Personnel

The CONSULTANT'S work shall be performed and directed by the 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 COUNTY and CHARLOTTE MPO.

D. Progress Meetings and Reports

The CONSULTANT, with appropriate sub-consultants, shall meet with the COUNTY and CHARLOTTE MPO monthly at the COUNTY's office and provide written progress reports and other presentation materials which describe the work performed on each task. Progress reports shall be delivered to the COUNTY concurrently with the monthly progress meeting. Judgments on whether work of sufficient quality and quantity has been accomplished will be made by the COUNTY's and CHARLOTTE MPO's Project Managers.

E. Submittals

The CONSULTANT shall furnish files and documents as required by the COUNTY and CHARLOTTE MPO to adequately control, coordinate, and approve the Conceptual Alternatives Analyses Report.

The CONSULTANT shall provide copies of the required files and documents as listed below. These are the anticipated printing requirements for the project. The tabulation will be used for estimating purposes. Generally, there are two (2) draft and four (4) final copies for COUNTY review plus the appropriate number for the City of Cape Coral, City of Fort Myers, City of Punta Gorda, Charlotte County, Charlotte County - Punta Gorda MPO, Lee County MPO, and FDOT.

<u>DOCUMENT</u>	<u>QUANTITY</u>	<u>SHEET SIZE</u>
Conceptual Alternatives Analyses Report - Draft	10	8-1/2"x11"
Conceptual Alternatives Analyses Report - Final	12	8-1/2"x11"
Executive Summary - Draft	10	8-1/2"x11"
Executive Summary - Final	12	8-1/2"x11"
Technical Appendix - Draft	10	8-1/2"x11"
Technical Appendix - Final	10	8-1/2"x11"

Upon completion of the study, the CONSULTANT shall compile and deliver to the COUNTY a comprehensive project file including all project correspondence, data, maps, sketches, worksheets, and other materials used or generated during the study process.

F. County Services

The COUNTY and CHARLOTTE MPO shall provide those services and materials as set forth below:

1. Project data currently on file.
2. Engineering and Environmental Review Services.
3. Task Force Reviews.
4. ROW Cost Estimates.

G. Quality Control

The CONSULTANT shall be responsible for insuring that all work products conform to COUNTY and CHARLOTTE MPO standards and criteria. This shall be accomplished through an internal quality control process performed the CONSULTANT. This quality control process shall insure that quality is achieved through checking, reviewing, and surveillance of work activities by objective and qualified individuals who were not directly responsible for performing the initial work.

Prior to submittal of the first invoice for Phase II, the CONSULTANT shall submit to the COUNTY's and CHARLOTTE MPO's Project Managers for approval the proposed method or process of providing quality control for all work products. The Quality Control Plan shall identify the products to be reviewed, the personnel who perform the reviews, and the method of documentation. The CONSULTANT will be responsible for the inclusion of the Quality Assurance Checklist indicating the CONSULTANT's quality control process has been completed. All reports prepared by subconsultants shall be reviewed by the CONSULTANT.

CHANGE ORDER AGREEMENT No.
 SUPPLEMENTAL TASK AUTHORIZATION No. 1

EXHIBIT "CO/STA-B"

Date: September 23, 2003

COMPENSATION AND METHOD OF PAYMENT

for

BURNT STORE ROAD – VETERANS PARKWAY –
 COLONIAL BOULEVARD

SECTION 1.00 CHANGE(S) IN COMPENSATION

The compensation the CONSULTANT, or SERVICE PROVIDER, shall be entitled to receive for providing and performing the supplemented, changed or authorized services, tasks, or work as set forth and enumerated in the Scope of Services set forth in this CHANGE ORDER OR SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", attached hereto shall be as follows:

NOTE: A Lump Sum (L.S.) or Not-to-Exceed (N.T.E.) amount of compensation to be paid the CONSULTANT should be established and set forth below for each task or sub-task described and authorized in Exhibit "CO/STA-A". In accordance with Professional Services Agreement Article 5.03(2) "Method of Payment", tasks to be paid on a Work-in-Progress payment basis should be identified (WIPP).

Task Number	Task Title	Amount of Compensation	Indicate Basis of Compensation LS or NTE	If Applicable Indicate (W.I.P.P.)
Phase 1	<u>Project Traffic Development</u>			
Task 1	Preliminary Matters	\$2,660	NTE	W.I.P.P.
Task 2	Public & Agency Coordination	\$17,075	NTE	W.I.P.P.
Task 3	Existing Traffic Highway Conditions	\$11,184	NTE	W.I.P.P.
Task 4	Express Corridor Evaluation	\$0	NTE	W.I.P.P.
Task 5	Travel Demand Forecast	\$18,600	NTE	W.I.P.P.
Task 6	Develop Design Traffic	\$4,479	NTE	W.I.P.P.
Task 7	Identification of Needs	\$16,705	NTE	W.I.P.P.
Task 8	Project Traffic Report/QC	\$12,517	NTE	W.I.P.P.
Phase II	<u>Conceptual Alternatives Analyses</u>			
Task 1	Preliminary Matters	\$1,783	NTE	W.I.P.P.
Task 2	Public & Agency Coordination	\$51,319	NTE	W.I.P.P.
Task 3	Develop Design Hour Volumes	\$7,376	NTE	W.I.P.P.
Task 4	Express Corridor Evaluation	\$0	NTE	W.I.P.P.
Task 5	Future Traffic Conditions	\$21,072	NTE	W.I.P.P.
Task 6	Environmental Analyses	\$23,709	NTE	W.I.P.P.
Task 7	Engineering Analyses	\$34,036	NTE	W.I.P.P.
Task 8	Concept Alt Analyses Report/QC	\$32,478	NTE	W.I.P.P.
TOTAL		\$254,993		

(Unless list is continued on next page)

CHANGE ORDER AGREEMENT NO. _____

OR

SUPPLEMENTAL TASK AUTHORIZATION No. 1

SECTION 2.00 SUMMARY OF CHANGE(S) IN COMPENSATION

Pursuant to and in consideration of the change(s) in the Scope of Professional Services set forth in the CHANGE ORDER or AGREEMENT, Exhibit "CO/STA-A", the compensation the COUNTY has previously agreed to pay to the CONSULTANT, or SERVICE PROVIDER, as set forth in Exhibit "B" of the Professional Services Agreement, or Service Provider Agreement, shall be changed to be as follows:

Section/Task Number	Section/Task Name	Compensation In the Basic Agreement	Adjustment(s) by Previous CO or STA Nos. _____	Adjustment(s) Due to this CO or STA	Summary of Changed Compensation
Phase I	<u>Project Traffic Development</u>				
Task 1	Preliminary Matters	\$37,593	N/A	\$2,660	\$40,253
Task 2	Public & Agency Coordination	\$39,005	N/A	\$17,075	\$56,080
Task 3	Existing Traffic Highway Conditions	\$28,853	N/A	\$11,184	\$40,037
Task 4	Express Corridor Evaluation	\$53,442	N/A	\$0	\$53,442
Task 5	Travel Demand Forecast	\$45,772	N/A	\$18,600	\$64,372
Task 6	Develop Design Traffic	\$16,115	N/A	\$4,479	\$20,594
Task 7	Identification of Needs	\$48,363	N/A	\$16,705	\$65,068
Task 8	Project Traffic Report/QC	\$42,376	N/A	\$12,517	\$54,893
Phase II	<u>Conceptual Alternatives Analyses</u>				
Task 1	Preliminary Matters	\$69,145	N/A	\$1,783	\$70,928
Task 2	Public & Agency Coordination	\$119,058	N/A	\$51,319	\$170,377
Task 3	Develop Design Hour Volumes	\$16,741	N/A	\$7,376	\$24,117
Task 4	Express Corridor Evaluation	\$29,628	N/A	\$0	\$29,628
Task 5	Future Traffic Conditions	\$45,533	N/A	\$21,072	\$66,605
Task 6	Environmental Analyses	\$37,593	N/A	\$23,709	\$61,302
Task 7	Engineering Analyses	\$75,080	N/A	\$34,036	\$109,116
Task 8	Concept Alt Analyses Report/QC	\$76,469	N/A	\$32,478	\$108,947
TOTAL		\$780,766		\$254,993	\$1,035,759

CMO:026
09/25/01