



East Central Florida Regional Planning Council

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Hugh W. Harling, Jr. P.E.
Executive Director

Geographic Information System and Transportation Management System Scope of Services Lake Sumter MPO By East Central Florida Regional Planning Council

This scope of work describes the Geographic Information System (GIS) assistance and Traffic Impact Study review the East Central Florida Regional Planning Council (ECFRPC) will and can provide to the Lake Sumter MPO (LSMPO). The ECFRPC will provide a suite of comprehensive GIS assistance based on the general needs of the MPO. Specific GIS needs will be requested by the MPO and may include, but are not limited to data collection, development and quality control, on-line mapping needs, database development or updates, GIS analysis and map or other graphic creation.

In addition to specialized requests by the MPO, the ECFRPC will manage the monthly and quarterly updates of various databases, datasets, and mapping needs as required by the prevue of the MPO. These include, but are not limited to:

- Signal 4 Data – Quarterly download and update to online crash data dashboard
- TIP Data – monthly download of TIP data from FDOT
- Online GIS applications – monthly review of functionality and updates as needed

Within the first month of contract execution, the ECFRPC GIS team will conduct an on-site visit to the MPO data server. During this visit, the MPO will provide an overview of the server data structure and work with IT to ensure ECFRPC remote access to necessary folders and ArcGIS online, as well as any other databases necessary to conduct tasks as required. Within 45 days of the on-site visit, the ECFRPC will provide the results of the data and data structure audit which will include recommendations, if any, for additional data development and changes to the data structure and update processes.

This scope also includes Traffic Impact Study review as requested by MPO staff. ECFRPC will review the traffic study for conformance with the methodology approved by MPO staff, appropriate land development codes and the Lake County Traffic Impact Study Methodology Guidelines. ECFRPC will prepare a letter to the MPO summarizing the traffic study review and any comments that should be addressed by the applicant.

ECFRPC will provide support to MPO staff to update the Transportation Management System (TMS) spreadsheets for Lake and Sumter Counties based on updated traffic counts, updated functional

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Chair John Lesman Gubernatorial Appointee Seminole County	Vice Chair Sean Parks County Commissioner Lake County	Secretary Emily Bonilla County Commissioner Orange County	Treasurer Ed Kelley County Councilmember Volusia County	Immediate Past Chair Lee Constantine County Commissioner Seminole County	Member at Large Dina Sweatt Mayor of Groveland Lake Cty League of Cities	Member at Large David Moore County Commissioner Marion County
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classification, and the latest FDOT Quality/Level of Service Tables. ECFRPC will coordinate with MPO staff as necessary to perform the update.

The ECFRPC GIS team will participate in standing monthly calls with the MPO Executive Director and others as necessary to review work progress, needs and additional items. The ECFRPC and MPO will determine an appropriate day and time for these calls.

The ECFRPC will invoice monthly based on the personnel costs below. As chart represents the maximum cost for each position, the actual cost may be lower due to the staff member assigned to the task, fringe and indirect. It is understood that these costs will be effective for 3 years. Please note: All planning positions at the ECFRPC provide GIS expertise, in addition to the Economic Development Manager. All positions are listed to allow for a greater opportunity to serve the LSMPO.

This Scope of Work contains activities and tasks contained in the MPO's Unified Planning Work Program (UPWP) Task 2 and Task 8, which serves as the MPO's scope of work.

UPWP Task 2.0 Data Collection

- 2.1 Maintain, update and analyze socioeconomic data for MPO planning products, projects and studies.
- 2.2 Maintain, update and analyze data inventories related to the Transportation Management System (TMS), Congestion Management Process (CMP) and Crash Data database.
- 2.3 Maintain, update and analyze data inventories traffic count data for Lake and Sumter counties.
- 2.4 Maintain, update and analyze data inventories for multi-modal systems including transit and bicycle/pedestrian data.
- 2.5 Management of the MPO's Geographic Information Systems (GIS) and analysis of data.
- 2.6 Utilization of surveys to collect data.
- 2.7 Collect, maintain, and analyze roadway characteristic data as needed.
- 2.8 Update and analyze data for utilization in various MPO efforts.
- 2.9 Maintain, update and analyze data to support the Transportation Disadvantaged program.
- 2.10 Update of MPO Map Series and Tables as needed.
- 2.11 GIS mapping to support visualization and public outreach efforts.

UPWP Task 8.0 Transportation Management System (TMS) and Locally Funded Programs

- 8.4 Management of the MPO's Geographic Information System (GIS) and analysis of data for the TMS.
- 8.5 Providing review of transportation impacts of land use decisions including comprehensive planning as part of TMS program.

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8.15 Traffic impact analysis and recommendations regarding land use changes and development for the TMS program.

Administrative Assistant	\$ 62/hr
Economic Development Manager	\$ 82/hr
Emergency Preparedness Manager	\$ 71/hr
Emergency Preparedness Planner I	\$ 42/hr
Executive Director	\$ 155/hr
Intern	\$ 25/hr
Planner I	\$ 45/hr
Planner II	\$ 60/hr
Planner III	\$ 70/hr
Planning Director	\$ 98/hr
Project Coordinator	\$ 112/hr
Regional Resilience Coordinator	\$ 66/hr

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