**PURPOSE:**

Lake-Sumter (MPO) requires the services of one or more Consultant(s) to provide support for staff to accomplish various transportation planning functions relating to its Unified Planning Work Program (UPWP). Many of these tasks are required by the Bipartisan Infrastructure Law (BIL). The work involves assisting staff on a work assignment basis in various planning, technical, and graphical activities.

The Consultant(s) shall assist the staff by providing additional resources and expertise to accomplish negotiated task assignments authorized by the Executive Director. The scope outlines the general tasks that may be assigned to Consultant(s) under one or more general planning consultant contracts but should not be considered exhaustive.

1. **FIRM QUALIFICATIONS AND CAPABILITES:**

The selected Consultant(s) shall have substantial prior experience providing similar services to Metropolitan Planning Organizations. Personnel involved shall possess the necessary professional skills and qualifications (including any licenses) to perform the required services. All work to be performed must follow federal and state laws, procedures, and guidelines. The selected firms shall be responsible for knowledge of and compliance with all federal and state regulations.

1. **MAJOR TYPES OF WORK:**
   1. Transportation System Monitoring / Data Collection
   2. Transportation Improvement Program
   3. Long-Range Transportation Plan
   4. Unified Planning Work Program
   5. List of Priority Projects
   6. Congestion Management Process
   7. Administration and Management Support
   8. Special Project Planning / Corridor Planning
   9. Public Participation Plan and Outreach
   10. Systems Planning
   11. Regional Planning
2. **SCOPE OF SERVICES:**

As requested by the Lake-Sumter MPO, the Consultant(s) shall provide the following Services, including but not limited to:

* 1. Long-Range Transportation Planning
  2. Freight and Intermodal Planning
  3. Public Transportation Planning
  4. Active Transportation Planning
  5. Health Impact Assessment Planning
  6. Safety and Security Planning
  7. Travel Demand, Traffic & Accessibility Modeling
  8. Mapping and Graphics Production
  9. Development of Project Cost Estimates
  10. Development of Project Traffic & Traffic Operation Studies
  11. Planning and Conceptual Design of Complete Streets
  12. Data Collection Services and Analysis
  13. Development of Preliminary Right-Of-Way Analysis
  14. Congestion Management Analysis
  15. Toll Feasibility Analysis
  16. Support Staff at Public Meetings
  17. Studies and Plans supporting the BIL priorities, Climate, Equity, Resilience, and Sustainability
  18. Public involvement assistance, including website development, newsletter production, and other educational and informational materials, as necessary
  19. Assist staff with Grant Applications
  20. Provides administrative support to the MPO

1. **TASK WORK ORDER ASSIGNMENT:**

All services shall be performed under the direction and to the satisfaction of the Lake-Sumter MPO. The Consultant(s) shall designate a project manager for the coordination of all services under the contract. For each proposed task, Lake-Sumter MPO shall provide a scope and request a proposal defining the services to be provided, task manager (project manager for task work order), and staff to be assigned, projected schedule, and cost. No work shall be performed prior to the approval of the proposal by Lake-Sumter MPO. Lake-Sumter MPO reserves the right to assign Task Work Order assignments to Consultant(s) with specific local or national expertise or choose Consultant(s) based on a requested approach to services.

1. **PROJECT COST ACCOUNTING**

The Consultant(s) will be assigned work by task work order and each task work order will be assigned a single identification number for billing purposes. The Consultant(s) shall provide Lake-Sumter MPO each month with invoices identifying in detail the cost incurred for services performed and a detailed progress report for each specific task.

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