

CLAY COUNTY AGREEMENT/CONTRACT #2021/2022-173 AM1

**FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
JACKSONVILLE TRANSPORTATION AUTHORITY
AND
CLAY COUNTY, FLORIDA**

THIS FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING (“First Amendment”) is made as of the ___ day of August, 2022 by and between the **JACKSONVILLE TRANSPORTATION AUTHORITY** (the “Authority” or “JTA”), a body corporate and politic whose principal business address is 100 LaVilla Center Drive, Jacksonville, Florida 32202 and **CLAY COUNTY** (the “County”), a political subdivision of the State of Florida, whose principal business address is 477 Houston Street, Green Cove Springs, Florida 32043. JTA and the County may hereinafter be referred to individually as a “Party” or collectively as the “Parties.”

Recitals

WHEREAS, on May 24, 2022, the County and JTA entered into a Memorandum of Understanding, Clay County Agreement/Contract #2021/2022-173 (“MOU”), attached hereto and incorporated herein as **Attachment A**, for the purpose of entering into a cooperative relationship whereby the Parties will together undertake the Study referred to as the Clay County Transit Study to better understand the needs of commuters in the Study area; and

WHEREAS, the Parties agreed to split the cost equally (50/50) for the Study in a total amount not to exceed \$200,000 with each Parties portion not exceeding \$100,000; and

WHEREAS, in accordance with the MOU, JTA has procured RS&H, Inc. to conduct the Study; and

WHEREAS, RS&H along with its subcontractors, England-Thims & Miller, Inc. and Quest, has prepared a Scope of Work and Fee Estimate for the Study, a copy of which is attached hereto as **Attachment B**, which has been reviewed, negotiated, and agreed to by the Parties; and

WHEREAS, the total estimated cost for the Study is \$248,730 with an estimated completion date within 9 months of the initial kick off meeting; and

WHEREAS, the Parties desire to have RS&H and its subconsultants conduct the Study with the Parties splitting the costs reflected in **Attachment B** for the Study; and

WHEREAS, the Parties wish to enter into this First Amendment to amend paragraphs 2 I and 2 III of the MOU to address the increase in the total costs for the Study and completion date in accordance with the Scope of Work and Fee Estimate prepared by RS&H.

NOW THEREFORE, in consideration of the foregoing Recitals, the mutual covenants and promises set forth herein, and for other good and valuable consideration, the receipt of which

is hereby acknowledged and all objections to the sufficiency and adequacy of which are hereby waived, the Parties agree as follows:

1. The above recitals are true and correct and are incorporated herein by reference.
2. The last sentence in Paragraph 2 I of the MOU is hereby amended and replaced in its entirety with the following: The Parties anticipate the Study being completed within nine (9) months of the initial kick off meeting with the contractor.
3. Paragraph 2 III is hereby amended and replaced in its entirety with the following:
 - III. JTA and the County will split the cost equally (50/50) for the Study. However, the County's portion of the costs shall not exceed \$125,000. The JTA's portion shall also not exceed costs of \$125,000. JTA shall pay the contractor for its services in performing the Study. Upon completion of the Study in 2023, JTA shall invoice the County for its portion of the costs incurred by the contractor in an amount not to exceed \$125,000.
4. Except as expressly provided herein, all other terms and conditions of the MOU not affected by this First Amendment are incorporated herein and shall remain in full force and effect.
5. The Parties agree to utilize electronic signatures and that the digital signatures of the Parties set forth below are intended to authenticate this First Amendment and have the same force and effect as manual written signatures. Each person signing on behalf of the Parties represents and warrants that he/she has full authority to execute this First Amendment on behalf of such Party and that the First Amendment will constitute a legal and binding obligation of such Party.

[Signatures appear on the following page.]

IN WITNESS WHEREOF, JTA and the County have executed this First Amendment to the MOU as of the date and year first written above.

**JACKSONVILLE TRANSPORTATION
AUTHORITY**

By: _____
Nathaniel P. Ford, Sr.
Chief Executive Officer

APPROVED AS TO FORM:

By: _____
Cleveland Ferguson, III
SVP/Chief Administrative Officer

**CLAY COUNTY, a political subdivision of the
State of Florida**

By: _____
Wayne Bolla
Its Chairman

ATTEST:

Tara S. Green
Clay County Clerk of Court and Comptroller
Ex Officio Clerk to the Board

ATTACHMENT A
MOU

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
JACKSONVILLE TRANSPORTATION AUTHORITY
AND
CLAY COUNTY, FLORIDA**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made as of the 24 day of May, 2022 (“Effective Date”) by and between the **JACKSONVILLE TRANSPORTATION AUTHORITY** (the “Authority” or the “JTA”), a body corporate and politic whose principal business address is 100 LaVilla Center Drive, Jacksonville, Florida 32202 and **CLAY COUNTY** (the “County”), a political subdivision of the State of Florida, whose principal business address is 477 Houston Street, Green Cove Springs, Florida 32043. The Authority and the County may hereinafter be referred to individually as a “Party” or collectively as the “Parties.”

Recitals

WHEREAS, the Authority is a public transportation agency that provides various mass transportation services throughout Duval County, Florida, including the design and construction of bridges and highways, express and regular bus service, community shuttles, a downtown Skyway monorail, a trolley service, a Game Day Xpress for various sporting events, paratransit service for the disabled and elderly, and ride request on demand services; and

WHEREAS, JTA currently provides transportation services in Clay County that includes locations for stops and pick-ups along the Red Line, Blue Line, and Magenta Line along with the Green Line also known as the VA Flex Route; and

WHEREAS, JTA also provides commuter bus service between Clay County and downtown Jacksonville, Florida; and

WHEREAS, population growth in Clay County and the high percentage of intercounty commutes contributes to increasing regional traffic congestion; and

WHEREAS, the Parties mutually desire to enter into a cooperative relationship whereby they will together undertake a study referred to as the Clay County Transit Study to better understand the needs of commuters in the study area.

NOW THEREFORE, in contemplation of mutually beneficial relationships to be established, and in consideration of other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

Agreement

1. Incorporation of Recitals. The Recitals are an integral part of this MOU and are incorporated herein by reference.

2. Terms of Agreement.

- I. JTA and the County will mutually agree on the scope of work to be provided to the 2022 Major Update to 2017 Clay County Transportation Study (the "Study"). The Study shall reflect demographic, economic, infrastructure and industry growth and trends that impact public transportation services and needs within the County. The Study will provide the implementation steps and schedule for five year and ten year planning periods, so that the Study recommendations can be incorporated into the County's five-year Capital Improvement Plan. The Study shall be completed before January 2023.
 - II. JTA will procure, pursuant to its Procurement Rule 002, a responsible and responsive contractor to conduct the Study. The request shall require that a single insurance policy be given and that both JTA and the County shall be named as Additional Insureds. The Parties will mutually agree to any additional requirements to include in the request.
 - III. JTA and the County will split the cost equally (50/50) for the Study. However, in no event shall the County's portion of the costs exceed \$100,000. The JTA's portion shall also not exceed costs of \$100,000. JTA shall pay the contractor for its services in performing the Study. Upon completion of the Study, JTA shall invoice the County for its portion of the costs incurred by the contractor in an amount not to exceed \$100,000.
 - IV. JTA will provide necessary JTA and contractor personnel to accomplish the purpose of this MOU.
 - V. County will provide necessary County resources to accomplish the purpose of this MOU.
3. Term. This MOU shall be for a term of one (1) year from the Effective Date, and should end no later than the completion of the Study.
 4. Termination. This MOU may be terminated by either Party with seven (7) days advance written notice to the other Party.
 5. Costs. Each Party shall bear its own costs in the performance of this MOU aside from the cost of the Study which will be split equally between the Parties.
 6. Amendments. No provision of this MOU may be amended, modified, waived or discharged unless the Parties, by mutual written agreement, agree to such amendment, modification, waiver or discharge.
 7. Notices. All notices, demands, or other communications given hereunder will be in writing and will be deemed to have been duly given on the first business day after mailing via U.S. Registered or Certified Mail, Return Receipt Requested, postage prepaid, and addressed as follows:

Howard Wanamaker
County Manager

Nathaniel P. Ford Sr.
Chief Executive Officer

Clay County
477 Houston Street
Green Cove Springs, FL 32043

Jacksonville Transportation Authority
100 LaVilla Center Drive
Jacksonville, FL 32202

8. Preparation and Negotiation of Agreement. The Parties may extend this MOU for one (1) year only, thereafter JTA will prepare and submit a draft of more definitive agreements to the County for its review and comment. JTA and the County agree to negotiate in good faith the terms and conditions of the more definitive agreements, consistent with the provisions of this MOU.
9. Appropriated Funds. JTA acknowledges that in the budget for each fiscal year of the County during which the term of the MOU is in effect a limited amount of funds are appropriated which are available to make payments for the Study arising under the MOU. Any other provisions of the MOU to the contrary notwithstanding, and pursuant to the provisions of Section 129.07, Florida Statutes, the maximum payment that the County is obligated to make under the MOU from the budget of any fiscal year shall not exceed the appropriation for said fiscal year. Nothing in this MOU shall obligate the County to JTA to expand appropriations or to enter into any contract or other obligation.
10. Taxes. In that the County is a governmental agency exempt from sales and use taxes, the County shall pay no such taxes, any other provisions of this MOU to the contrary notwithstanding. The County shall provide proof of its exempt status upon reasonable request.
11. No Joint Venturer. Both JTA and the County acknowledge and agree that this MOU represents an expression of intent to form a definitive agreement between the Parties and nothing in this MOU should be construed as creating a partnership, joint venture or other legal entity.
12. Independent Contractors. The Parties are independent contractors and are not joint employers, employees, agents, partners, or representatives of the other. As such, each Party is responsible, where necessary, to obtain, at its sole cost, workers' compensation insurance, disability benefits insurance, and any other insurances that may be required for it or its employees by law.
13. Governing Law. This MOU is governed by the laws of the State of Florida and jurisdiction and venue shall be situated in the courts of Clay County, Florida.
14. Public Records. The access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with this MOU shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State or Federal law. The Parties shall comply with all requirements of Chapter 119, Florida Statutes, to the extent applicable to the records and documents associated with this MOU that are in its possession or under its control. A request to inspect or copy public records relating to the MOU must be made directly to the County. The Parties shall retain all records relating to this MOU for a period of at least five (5) years after the MOU ends

or terminates, whichever occurs first. All records shall be kept in such a way as will permit their inspection pursuant to Chapter 119, Florida Statutes.

15. Indemnification. Subject to the provisions of Section 768.28 Florida Statutes, which provisions are not expanded, altered or waived beyond the statutory limits contained therein, each Party shall indemnify and hold harmless the other Party and its Board of Directors, officers, agents, and employees, from all claims, liabilities, damages, losses, and costs, including but not limited to reasonable attorneys' fees (and other reasonable legal costs such as those for paralegal, investigative, legal support and the actual costs incurred for expert witness testimony), to the extent caused in whole or in part by the acts, errors, omissions, negligence, recklessness, or willful misconduct of the Party, one of its contractors, any persons or entities directly or indirectly employed or utilized by the Party, or anyone for whose acts they may be liable, in the performance of this MOU.
16. Assignment. Neither Party has a right to assign its rights and obligations under this MOU.
17. Publicity. All press releases, reports, statements or announcements issued by either Party with respect to the MOU shall be presented to the other Party reasonably in advance of issuance and shall be subject to the other Party's prior approval.
18. Compliance with Regulations. This MOU and the use of transit vehicles and all services provided by JTA contemplated by this MOU are subject to and shall be in accordance with the terms and conditions of any grant agreement(s) between the respective Parties, and the Federal Transit Administration and/or the FDOT, should they provide funds for the provision of service. This MOU is subject to all applicable federal, state, local, and other governmental laws, rules or regulations.
19. Sovereign Immunity. Both the County and JTA are governmental entities whose limits of liability are set forth in Section 768.28, Florida Statutes and nothing herein will be construed to extend the liabilities of either beyond that provided in Section 768.28, Florida Statutes. Nothing herein shall inure to the benefit of any third party for the purpose of allowing any claim otherwise barred by sovereign immunity or operation of law.
20. Counterparts. This MOU may be executed in one or more counterparts, each of which shall be deemed an original, and all such counterparts taken together shall constitute one and the same instrument.
21. Authority. The Parties agree to utilize electronic signatures and that the digital signatures of the Parties set forth below are intended to authenticate this MOU and have the same force and effect as manual written signatures. Each person signing on behalf of the Parties represents and warrants that he/she has full authority to execute this MOU on behalf of such Party and that the MOU will constitute a legal and binding obligation of such Party.

IN WITNESS WHEREOF, JTA and Clay County have executed this MOU as of the date and year first written above.

**JACKSONVILLE TRANSPORTATION
AUTHORITY**

By: 
Nathaniel P. Ford, Sr.
Chief Executive Officer

APPROVED AS TO FORM:


By: 
Cleveland Ferguson, III
SVP/Chief Administrative Officer



**CLAY COUNTY, a political subdivision of the
State of Florida**

By: 
WF Bolla (Jul 15, 2022 08:42 EDT)
Wayne Bolla
Its Chairman

ATTEST:


Tara S. Green
Clay County Clerk of Court and Comptroller
Ex Officio Clerk to the Board

**ATTACHMENT B
SCOPE OF WORK AND
FEE ESTIMATE**

Exhibit A

RS&H

Clay County Transportation Study - 2022 Major Update to 2017 Clay County Transportation Study

Scope of Services:

This scope of services updates the 2017 Clay County Transportation Study (“The Study”) reflecting demographic, economic, infrastructure and industry growth and trends that impact public transportation services and needs. The Study will provide the implementation steps and schedule for five year and ten-year planning periods, so that the Study recommendations can be incorporated into the County’s five-year Capital Improvement Plan.

RS&H will provide the services described and as supplemented with additional detail in blue text. Please see attached fee estimate with proposals from ETM and Quest.

Scope Tasks

Task 0 – Project Meetings

The Consultant’s project manager and key project team members will meet via conference call on a bi-weekly basis, and more often, when necessary, with JTA and Clay County staff and other stakeholders to provide a progress update and coordinate activities of the project. The Consultant will prepare a weekly update document that will be emailed to the JTA and Clay County staff prior to the bi-weekly meeting and will update the document on a weekly basis throughout the project.

RS&H

- Kick off meeting with JTA and Clay County
 - Attendance by PM and Senior Planner
- Monthly Meetings - 9-month duration (36 weeks) 9 one-hour virtual meetings plus one hour prep per meeting
- Weekly Progress updates by email (36 weeks) – 0.5 hours per week –
- Monthly Progress Report: assumes 1 hour for 9 months

ETM

- Kick off meeting with JTA and Clay County
 - Assume 4 hours for Sr Planner to Attend in person
 - Assume 2 hours for Sr Planner to prep
- Monthly Meetings 9-month duration (36 weeks) 9 one-hour meetings plus one hour prep per meeting

Quest

- Kick off meeting with JTA and Clay County
 - Assume 4 hours for Sr Planner to Attend in person
 - Assume 2 hours for Sr Planner to prep

- Monthly Meetings 9-month duration (36 weeks) 5 select one-hour meetings plus one hour prep per meeting

The Consultant will work with JTA to develop an invoice and progress reporting format that meets JTA's and Clay County's requirements and will provide a monthly progress report with all invoices. At minimum, this bi-weekly update will provide information on the status of tasks and the proposed completion dates of key deliverables. Progress report should follow closely the PMP process to include Project Charter, RACI chart, GANTT chart, risk management etc.

Task 0.1 Interagency meetings

In coordination with JTA and Clay County, the Consultant will prepare for and attend agency coordination meetings for this project. It is anticipated that no more than two working meetings will occur during the course of this project, at key project milestones. The Consultant will also have smaller group or individual discussions and/or coordination with agency stakeholders, as needed, to collect data, request input/feedback and complete the study.

RS&H

- Consultant will attend a maximum of 3 virtual two-hour smaller group or individual/agency stakeholders with 2-hour prep and follow up for each –12 hours for PM and 12 hours for Senior Planner

ETM

- Assume maximum of 3 virtual two-hour meetings with 2-hour prep and follow up for each – 12hours for Sr Planner

Quest

- Assume maximum of 3 virtual two-hour meetings with 2-hour prep and follow up for each – 120 hours for Sr Planner

Task 1 – Coordination with Public Involvement Plan & Public Meetings

The development of the Clay County Transportation Study requires the development of the Clay County vision, mission, goals, and policies showing how the Transit Study aligns to meet the Clay County vision, mission, and goals. Public involvement is critical to the successful completion of the Clay County Transportation Study. Thus, a Public Involvement Plan (PIP) will be developed for the project that will ensure that the public and external stakeholders are involved. The JTA and Clay County Board of Commissioners will also be a part of the public involvement process to ensure message accuracy, mission continuity and address public concerns.

Task 1.1 Public Involvement Plan the Consultant shall work with JTA's Customer Engagement and Marketing & Communications teams and Clay County Board of Commissioners to develop the Public Involvement Plan (PIP) which successfully meets all requirements of the Florida Department of Transportation (FDOT) for such plans used in Transit Development Plans. Additionally, public involvement should meet JTA and Clay County Board of Commissioners goals for the project beyond FDOT requirements.

Quest

- Prepare PIP
- Coordinate with JTA and FDOT.

RS&H

- Review PIP
- Coordinate with JTA and FDOT, includes review meeting with attendance by PM and Senior Planner

ETM

- Review PIP

Task 1.2 Public Meetings the Consultant will work with JTA's Customer Engagement and Marketing & Communications teams and Clay County Board of Commissioners to coordinate public involvement activities. The Consultant will be responsible for presenting information at public meetings and developing all public meeting material content (slide presentations, handouts, displays, surveys and comment cards, and materials for uploading on a project web site or social media outlets) for up to three series of five public and/or stakeholder meetings to be held at key decision points throughout the project. These meetings will be hosted in physical space with an accompanying interactive video conference option. Materials will be developed based on input from JTA and Clay County Board of Commissioners. A public facing website of the study's materials, current findings, past meeting recordings and progress shall be created and maintained the through the life of the project. The Consultant project manager or other staff members as appropriate will conduct the presentations, breakout sessions and question and answer sessions in the course of the public and stakeholder meetings.

Consultant attendance at public meetings assumes the following level of public involvement:

- Public engagement will occur at traditional public involvement meetings with an accompanying video conference platform available.
- Throughout the study, there will be a total of three public involvement meetings: one public meetings at each of three phases in the study:
 - **Stage 1** Situation Appraisal/Mission and Goals; Public input on necessities and desires of public transportation; immediate and long term. **Input accomplished through survey only.**
 - **Stage 2** Framework/Alternatives: Presenting initial data and suggested path forward. **One public meeting in each District for a total of 5, consultant will attend virtual only JTA and County will staff and provide virtual access**
 - **Stage 3** Final Plan: Synthesized plan that includes public input, industry expert guidance, tasks, and milestones. **One public meeting including virtual format. JTA and County will staff and provide virtual access.**
- For each study phase, one meeting will occur in the existing Clay Community Transportation and JTA service area.

- JTA and Clay County staff may decide to extend public engagement to additional supplemental meetings with no involvement from the Consultant or Consultant's team.
- The Consultant is responsible for presentation development and presentation at the meetings unless otherwise noted specifically.
- The Consultant is responsible for all meeting records.

Quest

- Assembly and design of all meeting materials
- Development of meeting materials: handouts, factsheets, comment cards, etc. Based on relevant project information
- Provide Materials to be uploaded to website and social media
- Attendance at Public meetings,
 - SR COS will attend virtually – 6 meetings at 2 hours each, total of 12 hours.
- Documentation of meeting comments, feedback, input

RS&H

- Prepare Content for Presentation – 15-20 slide presentation for Stages 2 and 3
- Provision of input for materials, displays, etc. from relevant project activities
- Development of content for meeting materials:
 - handouts,
 - factsheets
 - comment cards, etc.
- Phase 1 meeting
 - Support/review survey development
- Displays
 - Phase 2
 - Existing Conditions Map, including current system
 - Land Use/Activity Centers Map
 - Transit densities/propensities/demographics
 - Interactive Map for participants to provide feedback on origins/destinations/needed stop locations
 - Phase 3
 - System alternatives evaluated
 - Recommended scenarios
- Review of all meeting materials
- Virtual Meeting attendance by PM and Senior Planner and virtual presentation at Stages 2 and 3 at two hours per meeting.

ETM

- Provision of input for materials, displays, etc. from relevant project activities
- Virtual Meeting attendance by DPM - Five meetings at Stage 2 and one meeting for Stage 3 at 2 hours per meeting, 12 hours total.

JTA and Clay County staff is responsible for the following components of public involvement.

- Clay County is responsible for all meeting logistics, either public meetings or CAG/TAG meetings, including ASL, language and material translation as required and legal advertising. Clay County is responsible for printing all handout materials.
- Clay County is responsible for securing the meeting locations, all on site set up, greeting, sign in, etc. JTA and Clay County is responsible for preparing any meeting invitations/letters and invitation lists as well as inviting meeting invitees.
- JTA and Clay County is responsible for programming, management, and operation of the web site (The Consultant is to provide materials and graphics, assumed to be presentation materials from public involvement). Primary responsibility for response to inquiries will be JTA, with the Consultant consultation as required.
- JTA and Clay County are responsible for all foreign language and handicap translation and accessibility (deaf/blind).
- JTA and Clay County are responsible for coordination with North Florida TPO Committees.

The Consultant will coordinate with JTA and Clay County to provide documentation of public meetings and will provide this documentation in draft form within two weeks of each phase of public meetings. Public meeting materials and comments will be reproduced in an appendix of the final report.

Task 1.3 Survey In addition to traditional public outreach spaces, a transit survey will be administered to customers riding (and/or waiting at bus stops/loading areas, senior centers, or other agency/group locations to ride) Clay Transit's transportation. The purpose of the survey will be to collect information sufficient to determine customer demographics and travel activity, and to solicit input from customers on their level of satisfaction with various aspects of the Clay Transit service. The Consultant will prepare and implement a survey, in coordination with the JTA and Clay County. The survey will reach every part of the County to ensure that the needs of every citizen of the County is represented by means of this survey. Thus, the survey will be performed in person throughout most of the County

Survey - Each Team member will be responsible for:

Quest

- Survey development
- Administration of the survey
 - On Board Survey
 - Online Survey
- Compilation of results including surveys conducted by JTA and Clay County.
- Survey administration and documentation

RS&H

- Support the development of the survey content
- Review Survey Result documentation

ETM

- Support the development of the survey content
- Review Survey Result documentation

Task 2 – Assessment of Existing Conditions

The Consultant will complete a full assessment of existing conditions which are likely to influence the planning of the service redesign.

Task 2.1 – Demographic and Economic Spatial Analysis

Demographic and economic conditions that influence transit usage will be analyzed for the Clay County service area and larger region. The Consultant will provide maps displaying information on population density, income, automobile ownership, environmental justice, employment density, significant trip attractors, TD population, vehicle availability and other spatial information to aid the planning process. The Consultant will work with JTA and Clay County to collect this data and determine which additional data items are to be presented and the format for this presentation. All methodology will be recorded, and all maps will be hosted in an online portal with the ability to edit and download, as necessary. The results of the demographic and spatial analysis will be included in the Task 2 Technical Memorandum.

ETM

- Demographic and economic conditions assessment
- GIS maps and documentation
 - Population Density
 - Median Household Income
 - Percent Minority and Hispanic/Latino Origin [Environmental Justice]
 - Percent Low income [Environmental Justice, TD population]
 - Percent Seniors [TD population]
 - Percent Zero-Vehicle Households [TD population]
 - Percent Supplemental Security Income (SSI) [TD population-est. persons with disabilities]
 - Percent Limited English Proficiency (LEP)
 - Composite Demographic Map
 - Employment Density
 - Significant Trip Attractors: Senior Centers, Major Medical Facilities, Major Education Facilities and Top Paratransit Destinations, if available
- Documentation of methodology and results for inclusion in Tech Memo

RS&H

- Review of materials developed by ETM, including GIS
- Compilation of GIS files into database for JTA future use
- Review of write up for inclusion in Tech Memo

Assumptions

- Analysis will utilize readily available data

Task 2.2 – Transportation System Characteristics

Traffic characteristics including major trip generators and attractors will be documented and mapped. All methodology will be recorded, and all maps will be hosted in an online portal with the ability to edit and download, as necessary. Roadways with congestion will be documented and mapped. Roadways with capacity constraints will be identified. Origin-Destination, Household Survey and parking, pedestrian, customer satisfaction and other travel market surveys that have been performed will be gathered and used in the analysis.

Clay County Transportation Route Analysis & NTD Data

The Consultant shall provide individual profiles on all existing Clay County Transportation bus routes and Community Shuttle/Alternative Service delivery routes/services. These profiles will provide key metrics such as Unlinked Passenger Trips (UPT) per Revenue Hour, Average Vehicle Load, Farebox Recovery Rate, and other common metrics. The profile will also display maps of ridership activity and average loads along the route, using data provided by Clay County. The profiles should also include data on actual running times for route segments (e.g., mean, standard deviation, normal range). All methodology will be recorded, and all maps will be hosted in an online portal with the ability to edit and download, as necessary. Existing Clay County data will be used for this task. The Consultant may need to coordinate with Clay County staff and Consultants to gather necessary data.

At a minimum, the summary of current transit services should include the following details:

- Description of the service area,
- Types of services provided (e.g., fixed route, paratransit/transportation disadvantaged, vanpool, and regional connections, etc.) to include an explanation of each system's structure and functions,
- Description of the fixed route system:
 - Level of service provided (e.g., days of service, service spans, service frequencies, etc.),
 - Route and system-wide data (e.g., ridership, miles, hours, passengers/mile, passengers/hour, revenue, etc.), existing fares
 - Description of existing transit infrastructure (e.g., major transfer stations, bus shelters, benches, etc.),
 - Description and map of service area with route overlay,
 - Description of any performance standards and/or evaluation criteria
- Similar detailed information on the other transit services such as paratransit services, van pools and activity area circulators.

RS&H

- Development of transportation network assessment/characteristics

- Review and inclusion of previous documentation
- Display Maps
 - Service Area with Route Overlay
 - Review GIS maps developed by ETM
- Development of route analysis
- Collection of NTD data
- Documentation of methodology and assessment results for inclusion in Tech Memo

ETM

- Review and provide support
- Assist with describing the existing transit system including service area, types of services provided and description of the fixed route system
- Develop transportation system characteristics
 - Document and map major trip generators and attractors
 - Document and map roadways with congestion
 - Identify roadways with capacity constraints
 - Collect and summarize relevant and readily available documents for the analysis (from Clay County, JTA, the North Florida TPO and other potential stakeholders). These will include Origin-Destination Studies, Household Travel Surveys, parking, pedestrian, customer satisfaction and other travel market surveys that have been performed

Assumptions

- Will use information from regional model – Northeast Regional Planning Model (NERPM) for Base Year and Future Year Traffic

Task 2.3 – Peer and Trend Analysis

The Consultant shall work with JTA and Clay County staff to select a set of 5-7 peers to compare against Clay County Transportation in key metrics. Metrics shall include overall transit ridership and passenger miles, various efficiency and effectiveness measures, and the intensity of transit use (ridership per capita). Consultant will begin with the peers selected for the last Clay County Transportation Study, and, if applicable, will utilize the same peers for this study.

The Consultant shall perform a trend analysis to evaluate how the Clay County Transportation system's performance has changed over time, with NTD data being the preferred source. The trend analysis will cover at a minimum of three years but is recommended for five years.

The performance measures to be used for the analysis may include the following or other applicable measures.

Operational Measures

General

- Service Area Population
- Service Area Population Density
- Passenger Trips

- Passenger Miles
- Average Passenger Trip Length
- Vehicle Miles
- Revenue Miles
- Revenue Hours
- Route Miles

Vehicle

- Vehicles Available in Maximum Service
- Vehicles Operated in Maximum Service
- Revenue Miles per Vehicles in Max.

Service

- Average Age of Fleet (in yrs.)

Labor

- Total Employee FTEs
- Revenue Hours per Employee FTE
- Passenger Trips per Employee FTE

Service and Service Effectiveness

- Vehicle Miles Per Capita
- Passenger Trips per Capita
- Passenger Trips per Vehicles in Max. Service
- Passenger Trips per Revenue Mile
- Passenger Trips per Revenue Hour

Financial Measures / Expense and Revenue

- Operating Expenses
- Maintenance Expenses
- Local Revenue
- Passenger Fare Revenue
- Local Contribution
- Other Non-Fare Revenue
- Average Fare

Efficiency

- Operating Expense per Capita
- Operating Expense per Passenger Trip
- Operating Expense per Revenue Mile
- Operating Expense per Revenue Hour
- Maintenance Expense per Revenue Hour

- Maintenance Expense per Vehicles

All data will be placed into a comprehensive, formatted, and standardized platform such as Microsoft Excel that can be edited for annual updates, as necessary. The data will contain methodology and attribute definitions and displayed in GIS databases for map overlays and GIS analysis.

ETM

- Select a set of peers to compare against Clay County Transportation in key metrics
- Peer and Trend Analysis, with tables and charts
- Documentation of methodology and assessment results for inclusion in Tech Memo

RS&H

- Review of peer and trend analysis documentation
- Documentation review for inclusion in Tech Memo

Assumptions

- If three to five years of recent transit data listed above (under general, vehicle, service, vehicle, and financial/expanse/revenue) is not available from NTD, then JTA/Clay County will provide the data
- The trend and peer analysis and metrics will be developed at a system level, as is customary

Task 2.4 – Other Plans and Policies

Data shall be assembled of the effects of technology, TNCs, micro transit, shared economy services, land use, state and local transportation plans, and other governmental actions and policies that impact the transit system. The Consultant will collect land use plans, reports and other governmental actions and policy information and summarize, providing maps for appropriate information. All methodology will be recorded, and all maps will be hosted in an online portal with the ability to edit and download, as necessary.

ETM

- Review of other existing and related plans
- Review of applicable policies
- Documentation of methodology and summary
- Detailed review results for inclusion in Tech Memo

RS&H

- Review of plan and policy review
- Review of documentation for inclusion into Tech Memo

Assumptions

- Consultant will collect documents and provide maps that are part of those documents in the formats collected (anticipated format is pdf)

Task 2.5 – Estimate of Transit Demand

The Consultant will develop an estimation of the community's demand for transit service using planning tools and FDOT/FTA approved transit demand estimation techniques with supporting demographic, land use, transportation, and transit data. The result of the transit demand estimation process shall be a ten-year annual projection of transit ridership. Prior to initiating the demand estimating process, JTA and Clay County approval of the modeling technique to be utilized will be sought and received. All methodology will be recorded, and all maps will be hosted in an online portal with the ability to edit and download, as necessary.

RS&H

- Estimation of transit demand
- Future projections of demand
- Coordination with FDOT on approval of modeling
- Maps
 - Results of future demand analysis
 - Future demand overlaid with existing routes
- Documentation of methodology and assessment results for inclusion in Tech Memo
- Host information on project on-line portal for team access

ETM

- Support demand estimation

Assumptions

- Will use TBEST if data is available
- Alternatively, will use travel demand model data

Task 2.6 – Land Use & Transit

The Consultant will develop an assessment of the extent to which the land use and urban design patterns in the Clay County's service area support or hinder the efficient provision of transit service, including any efforts being undertaken by the Clay County or local land use authorities to foster a more transit-friendly operating environment.

The Consultant will develop a report documenting Task 2, with individual chapters devoted to each of the subtasks, and will provide to JTA and Clay County for review. This chapter will be summarized in the final report and included in full in an appendix to the final report. The report and data will also be hosted with versioning to ensure quality assurance.

ETM

- Land use assessment and design patterns affecting transit service
 - Describe transit supportive land uses (such as high density or multi-family residential areas, mixed-use areas, office, and community spaces)
 - Describe general land use connectivity including first and last mile connectivity

- Identify efforts by JTA/Clay County or another entity to foster a more transit friendly operating environment
- Documentation of methodology and assessment results
- Maps
 - Land uses and major developments
 - Activity Centers – employment density, etc.
 - Population density
- Inclusion of documentation in Tech Memo

RS&H

- Review of assessment and results
- Review of documentation in Tech Memo

Assumptions:

- Map and other data sources will be readily available, map data in GIS format

Task 2.7 – Technology

Technology is increasingly involved in efficient transit service. The Consultant will review current and innovative technology and include it in the peer analysis Task 2.4. Technology applications will include Electronic Fare Payment, Computer Aided Dispatch, Automatic Vehicle Location, Automatic Passenger Counters, Transit Scheduling, Passenger Information, and mobile applications that automate and combine these functions. In addition, Smart Roadway technologies, like transit signal priority and integrated charging should be examined. Finally, autonomous transit vehicles and integration within the current transit operations should be examined.

RS&H

- Technology assessment
- Documentation of methodology and assessment results for inclusion in Tech Memo

Task 3 – Complete a Comprehensive Operational Analysis

The Consultant shall evaluate Clay County Transportation service delivery and operations and provide recommendations for ensuring Clay County Transportation delivers service effectively for customers in the most cost-efficient way possible. The Consultant will review the scheduling of assets and labor and make recommendations for improving these processes.

The Consultant will also review costs of service delivery and operations and work with JTA and Clay County Transportation staff to develop a financial and cost model for estimating the capital and operating cost of services, for use in financial planning of the service redesign. The cost model will include revenue by source information as well as capital resource information. The cost model will include all services, including bus, U2C/Skyway, Connexion, and Alternative Service Delivery/Community Shuttle services. Clay County Transportation will provide the Consultant with complete and updated shape files in ARC or other compatible GIS format for use in modeling and modifying Clay County Transportation bus operations. The combined GIS and financial/cost model will be used for the analysis in tasks 3-5. All methodology will be recorded, and all maps will be hosted in an online portal with the

ability to edit and download, as necessary. The Consultant will also make site and field reviews of Clay County Transportation staffing and costs for non-operational functions of Clay County Transportation and make recommendations for improved efficiencies.

The procedures and documentation of Tasks 3, 4 and 5 are described together in Task 5.

RS&H

- Evaluate Clay County Service Delivery and Operations
- Review Scheduling of Assets and Labor
- Review Cost of Service Delivery
- Develop Financial Model for estimating capital and operating costs
 - Revenue by Source
 - Capital Resource
 - Include all services as origin/destination points
 - Bus
 - U2C Skyway
 - Connexion

ETM

- Review Cost of Service Delivery
- Assist with a financial and cost model
- Additional Review and Support as needed

Assumption:

- Use standard FTA/APTA approach.
- Use FDOT TDP financial spreadsheet template as a resource/base

Task 4 – Develop Service Framework

Using information from Task 2 and the analysis and recommendations developed in Task 3, along with stakeholder and community input, the Consultant shall work with JTA and Clay County Transportation staff to develop an overall service framework for both long-range (20 years) and mid-range (5-10 years) timeframes. Service framework will determine some of the following:

- Appropriate modes, based on demand and available resources
- Service level and type distinctions (e.g., frequent service, express service, flexible service)
- General service delivery standards by type (service span, frequency, stop spacing, route directness, etc.)
- Budgets for service types
- Funding Sources
- Technology Forecast Inclusions
- Governance Recommendations

- Service levels by corridor/ geography within service area (including regional routes)

The Consultant will develop an analysis and recommendations based on a halfday workshop with JTA and Clay County staff, and review of the Task 2 information and the additional analysis proposed in Task 3. During the workshop, the Consultant will conduct analysis; formulate ideas; and suggest and refine recommendations in coordination with JTA's and Clay County's Project Managers. Deliverable is a set of maps indicating areas to be served, the GIS data and layers created to produce maps, and the type/level of service to be provided; along with a written description specifying standards for each service type, timeline, milestones, and implementation strategy to essentially serve as a legend. All methodology will be recorded, and all maps will be hosted in an online portal with the ability to edit and download, as necessary.

The procedures and documentation of Tasks 3, 4 and 5 are described together in Task 5.

RS&H

- Lead half Day Workshop
 - Assumes attendance for half day workshop at 4 hours for PM and Senior Planner
- Prepare Materials for Workshop
- Workshop Summary/documentation
- Set of Maps
 - Scenarios/recommendations including service type
- Budgets for service types
- Technology Forecast Inclusions
- Written Description of standards for each service type
- Timeline with milestones
- Implementation Strategy
- Methodology and maps hosted on on-line portal

ETM

- Review of Tasks 2 and 3 information/analysis
- Assist with the workshop including prep, materials, and workshop summary
- Assist with developing an analysis and recommendations based on the workshop
- Work with JTA and Clay County Transportation and RS&H staff to assist with developing overall service framework for both long-range (20 years) and mid-range (5-10 years) timeframes.
 - Appropriate modes, based on demand and available resources
 - Service level and type distinctions (e.g., frequent service, express service, flexible service)
 - General service delivery standards by type (service span, frequency, stop spacing, route directness, etc.)
 - Funding Sources
 - Governance Recommendations
 - Service levels by corridor/ geography within service area (including regional routes)
 - Document methodology related to portions completed by ETM

Task 5 – Develop Short and Mid-Range Transit Network

Using the deliverables from Tasks 3 and 4, the Consultant in coordination with JTA and Clay County Transportation staff will design a full transit network, using service corridors and areas with service levels resulting from Task 4. A short-term (1-3 years) and mid-range (5-10 years) route structure will be designed. New routes should have profile built identifying the service type, displaying the route/service area on a map, and providing service parameters and estimated costs. Key to the design of the new route structures will be:

- Consistency with service framework and long-term plans identified in Task 4.
- An underlying route/service area structure that supports growing ridership system- wide, particularly on current identified BRT corridors and other high frequency key corridors identified in Task 4; and
- Consistency with anticipated Clay County financial resources and improvement of overall key performance metrics.

A second workshop may need to be convened to complete the assignment of recommendations to short-and long-term periods. The Consultant will then document the analysis and recommendations developed for tasks 3, 4, and 5 based on the outcome of these workshops and submit to JTA and Clay County Transportation for review, followed by revisions based on the agency review. This documentation will include description of the service standards and criteria used to develop the recommendations and descriptions of the recommendations including maps of proposed route alignments/service areas, estimates of hours, miles, number of vehicles, and costs, and recommendations of headway and service span for each route and service, as well as descriptions and cost estimates for any facilities proposed by the recommendations.

RS&H

- Short Term and Mid Term Route Structure
- Service Parameters
- Estimated Cost
- Maps of Routes
- Description and cost estimates for proposed facilities
- Summary Memo
- Preparation for and attendance at half day workshop

ETM

- Support and review task activities
- Attendance at half day workshop

Task 6 – Zero Emissions Fleet Plan - Not Included

Task 7 – Fare Analysis – Not included

Task 8 – Long term Facility and Parking Analysis –Not Included

Task 9 – Develop Implementation Plan

The Consultant will develop a ten-year implementation plan for service changes and other improvements in order to implement the transit improvements and network developed in Tasks 3, 4 and 5. The implementation plan for services will include a schedule of changes and annual budgets for transit operations based on identified funding sources (plan should not include unfunded needs). The implementation plan will also include an action plan for organizational or operational recommendations produced in Task 3. Finally, the plan should include:

- Maps indicating areas to be served, and the type/ level of service to be provided (Task 4).
- A monitoring program to track performance measures.
- A financial model that will allow Clay County to develop revenues and costs over a 20-year period.
- A ten-year financial plan listing operating and capital expenses for the proposed network.
- A capital acquisition or construction schedule; and
- Anticipated revenues by source.

This plan will be consistent with and inform the Clay County’s financial plan. Deliverables for Task 6 will include:

- A financial model in Excel spreadsheet form that will allow Clay County to project revenues, operating and capital costs over the next 20 years and to inform operational and capital budgeting.
- A service implementation plan that describes the process and steps involved in implementing service and estimated dates for the completion of each step.
- Documentation of operational changes including a plan checklist, maps, and route descriptions to provide the agency with a full description of the recommendations. This will include maps and tables providing detailed information on the recommended changes to each existing route or service, or describing new routes, services, or facilities.
- A report documenting the implementation plan, with maps or other descriptive materials included in the appendices of the report.

RS&H

- Develop and finalizes plan based on efforts/results from previous tasks
- Develop Financial Model for estimated operating and capital Costs for 20 years
- A capital acquisition or construction schedule.
- Implementation Plan with
 - Checklist
 - Maps and Route Descriptions
 - Tables of recommended changes or new routes.
- Compiled Document

ETM

- Provides support and input from previous study
- Maps indicating areas to be served, and the type/ level of service to be provided (Task 4).
- A monitoring program to track performance measures
- A ten-year financial plan listing operating and capital expenses for the proposed network.
- Anticipated revenues by source.
- This plan will be consistent with and inform the Clay County's financial plan. Deliverables for Task 6 will include:
 - A service implementation plan that describes the process and steps involved in implementing service and estimated dates for the completion of each step.
 - A report documenting the implementation plan, with maps or other descriptive materials included in the appendices of the report.

Assumptions

- JTA and Clay County to provide funding sources

Task 10 – Prepare the Clay County Transportation Study Update Document

The Consultant will develop the Clay County Transportation Study Update document. The document will incorporate details of the above tasks (Tasks 1 – 6). An executive summary will also be developed. These documents will be reviewed and approved by JTA and Clay County staff.

The Consultant shall prepare a PowerPoint presentation slide summary the Study Update findings and recommendations. The Consultant shall assist Clay County in presenting the Study Update before the Clay County Board of County Commissioners, and the JTA in presenting the Study Update before the JTA Board of Directors. The Consultant shall also assist the JTA and Clay County in presenting the Study Update before the North Florida TPO. The Consultant will incorporate all comments before finalizing the Study Update document.

The report shall adhere to Florida Administrative Code (FAC) 14-73.001 and include:

- Description of Public Involvement Process.
- Situation Appraisal.
- Clay County's Mission and Goals.
- Alternative Courses of Action.
- Ten-Year Implementation Plan.
- Relationship to Other Plans.

Once JTA and Clay County has reviewed the Clay County Transportation Study, The Consultant will revise the Study documents based upon any comments received. The Consultant will revise the PowerPoint presentation for Clay County to present the final Transportation Study to the Clay County Board of Commissioners for final approval and promulgation.

RS&H

- Assemble Document
- Prepare and Present Final Presentation to Board of Commissioners

ETM

- Provide Input and review document
- Participate in preparation and presentation to Board of Commissioners

Additional description of the required components is contained below.

Description of Public Involvement Process

The Consultant will document the implementation of the PIP that was approved by JTA and Clay County during Task 1.

1. The Clay County Transportation document will include a description of the process used and the public involvement activities undertaken. The public involvement process must include opportunities for JTA and Clay County to review and comment during the development of 1) the mission, goals, objectives; 2) alternatives; and 3) the ten-year implementation program. These agencies must also be advised of all public meetings where the Clay County Transportation Study is to be presented or discussed.

Situation Appraisal

The Consultant will incorporate and summarize findings from Tasks 1, 2, and 3 (public involvement, assessment of existing conditions and comprehensive operational analysis), which includes elements required for the Situation Appraisal. Generally, the Situation Appraisal will analyze the strengths and weaknesses of Clay County Transportation as well as the external barriers and opportunities that impact Agency's delivery of transit services. Peer analysis and performance review will include all similar services offered by Clay County Transportation and desired future services not yet implemented. Findings from a review of additional state, regional and/or local plans and policies as well as any available recent Clay County Transportation surveys (i.e., customer satisfaction surveys, non-rider/potential rider surveys, employee/driver surveys, complaint records, etc.) may also be incorporated. At a minimum, the Situation Appraisal will include the following:

- 1) the effects of land use, state and local transportation plans, other governmental actions and policies, socioeconomic trends, organizational issues, and technology on the transit system.
- 2) An estimation of the community's demand for transit service resulting in a ten-year annual projection of transit ridership; and
- 3) An assessment of the extent to which the land use and urban design patterns in the provider's service area support or hinder the efficient provision of transit service, including any efforts being undertaken by the provider or local land use authorities to foster a more transit-friendly operating environment.

Clay County Transportation's Mission and Goals

The Consultant will coordinate with Clay County Transportation and other agencies, as required, to develop the vision, mission, goals, and objectives for the Clay County Transportation Study, taking into consideration the findings of the situation appraisal. JTA and Clay County must have opportunity to review and comment during development of Clay County Transportation's mission, goals, and objectives.

Alternative Courses of Action

The Consultant will incorporate and summarize effort and findings from the prior Clay County Transportation Study Tasks that develop and evaluate alternative strategies and actions for achieving JTA's goals and objectives, including the benefits and costs of each alternative. As required for the study, the Consultant will examine financial alternatives, including options for new or dedicated revenue sources. It is anticipated that Tasks 3 – 6 will provide information for this TDP element.

Ten-Year Implementation Plan

The Consultant will incorporate material from Task 6 to prepare a ten-year implementation program that will contain a ten-year plan of programmed improvements consistent with FTA and FDOT requirements. The ten-year program shall include maps indicating areas to be served and the type and level of service to be provided, a monitoring program to track performance measures, a ten-year financial plan listing operating and capital expenses, a capital acquisition or construction schedule, and anticipated revenues by source. The implementation program shall include a detailed list of projects or services needed to meet the goals and objectives in the Clay County Transportation Study, including projects for which funding may not have been identified.

Relationship to Other Plans

The Consultant will document the Clay County Transportation Study Update's consistency with goals and objectives from associated local transportation plans and planning documents. As much as possible, Task 2 will provide the information to incorporate. The Consultant will review local transportation plans and planning documents, including the Florida Transportation Plan, the North Florida TPO's Long- Range Transportation Plan and the Transportation Improvement Program, Northeast Florida Regional county Strategic Regional Policy Plan, Clay County Transportation transit plans, Clay County comprehensive plan, local agency plans, other local transit plans within the region, and the Clay County Transportation Disadvantaged Service Plan so that, to the extent practicable, the Clay County Transportation Study Update is consistent and does not conflict with these transportation supportive plans, policies, and programs. The Consultant will identify and compile community goals and objectives from these plans, to include regional transportation goals and objectives that relate to transit and mobility and discuss their relationship to the Clay County Transportation Study Update.

Exhibit B
Clay County Transit Study
Fee Estimate Summary

Task	Description	Firm			Total
		RS&H	ETM	Quest (DBE)	
0	Project Meetings	\$ 16,660.68	\$ 6,840.00	\$ 4,080.00	\$ 27,580.68
1	Public Involvement	\$ 17,576.78	\$ 8,575.00	\$ 58,025.00	\$ 84,176.78
2	Existing Conditions	\$ 27,301.77	\$ 32,620.00		\$ 59,921.77
3	Operational Analysis	\$ 8,537.31	\$ 3,840.00	\$ -	\$ 12,377.31
4	Service Framework	\$ 10,942.94	\$ 6,910.00	\$ -	\$ 17,852.94
5	Transit Network	\$ 13,955.56	\$ 5,210.00	\$ -	\$ 19,165.56
6	Zero Emission Plan	\$ -	\$ -	\$ -	\$ -
7	Fare Analysis	\$ -	\$ -	\$ -	\$ -
8	Long Term Facility and Parking Analysis	\$ -	\$ -	\$ -	\$ -
9	Implementation Plan	\$ 12,296.74	\$ 6,480.00		\$ 18,776.74
10	Update Document	\$ 4,708.21	\$ 4,170.00	\$ -	\$ 8,878.21
	Total	\$ 111,980.00	\$ 74,645.00	\$ 62,105.00	\$ 248,730.00
	Per Cent	45.0%	30.0%	25.0%	

Cost by Project Task Outline

6/16/2022

Project	JTA Clay County Transit Study		Date
Project No.			
ETM PM	A. Bacchus	England-Thims & Miller, Inc., 14775 Old St. Augustine Road, Jacksonville, FL 32258	

Task Outline		Estimated Labor								Total
		DPM / Senior Planner	Senior Engineer	Engineer	Planner	Graphic Designer	GIS Analyst/ Designer	GIS/CAD Technician	Clerical Support	
Task No.	Task Name									
0	Project Meetings									\$ 6,840.00
0	Kick off Meeting	6								6
0	Monthly Project Meetings (Virtual)	18								18
0.1	Three Interagency Meetings (Virtual)	12								12
1	Public Involvement									\$ 7,920.00
1.1	Review PIP	2								2
1.2	Attend Six Public Meetings (Virtual)	12								12
1.2	Provide input for & Develop Materials, Displays, etc.	4	4			4	8	8	2	30
1.3	Assist w/ Survey Content & Review Results	4								4
2	Assessment of Existing Conditions									\$ 32,620.00
2.1	Demographic and Economic Spatial Analysis	20	2				32	8	2	64
2.2	Transportation System Characteristics	4	4	4			8	2		22
2.2	Clay County Transportation Route Analysis & NTD Data	8					8	4		20
2.3	Peer and Trend Analysis	24		2					2	28
2.4	Other Plans and Policies	24			4		4	4	2	38
2.5	Estimate of Transit Demand	2	4	2			4			12
2.6	Land Use & Transit	8					4	2	1	15
3	Provide Support/Review Comp. Operational Analysis	8	2	2	2	2	2	4	2	24 \$ 3,840.00
4	Provide Support/Review for Service Framework	24			4	2	4	4	4	42 \$ 6,910.00
5	Provide Support for Short/Mid Range Transit Networks	16			4	2	4	4	2	32 \$ 5,210.00
7	Support for/Review Fare Analysis									0 \$ -
8	Support for/Review Long Term Facility & Parking Analysis									0 \$ -
9	Support for Implementation Plan	24			4	2	4	2	2	38 \$ 6,480.00
10	Provide Input/Review for Document & Presentation	12	2			2	4	2	4	26 \$ 4,170.00
TOTAL HOURS		232	18	10	18	14	86	44	23	445
BILLING RATE		\$ 190.00	\$ 205.00	\$ 165.00	\$ 155.00	\$ 155.00	\$ 140.00	\$ 125.00	\$ 90.00	
TOTAL DOLLARS		\$ 44,080.00	\$ 3,690.00	\$ 1,650.00	\$ 2,790.00	\$ 2,170.00	\$ 12,040.00	\$ 5,500.00	\$ 2,070.00	\$ 73,990.00

Material Dollars	Cost	Summary
Misc. Printing, Mounting, Boards	\$ 500.00	Total Hours 445
	\$ -	
Miscellaneous Dollars	Cost	Total Labor Dollars \$ 73,990.00
Mileage	\$ 155.00	Material Dollars \$ 500.00
	\$ 655.00	Miscellaneous Dollars \$ 155.00
		Subcontractors 0
		Total Project \$ 74,645.00

Clay County Transportation Study Fee Estimate

Activity	Classification	Hours	Billing Rate	Total
Task 0 - Project Meetings				
	SR COS	22	\$120	\$2,640
		Subtotal	22	\$2,640
Task 0.1 - Interagency Meetings				
	SR COS	12	\$120	\$1,440
		Subtotal	12	\$1,440
Task 1.1 - Public Involvement Plan				
	SR COS	40	\$120	\$4,800
	GIS Specialist	10	\$95	\$950
		Subtotal	50	\$5,750
Task 1.2 - Public Meetings				
Stage 2 Meetings	SR COS	35	\$120	\$4,200
Stage 3 Meetings	SR COS	7	\$120	\$840
		Subtotal	42	\$5,040
Public Meetings Notifications				
	Graphic Designer	72	\$95	\$6,840
	SR COS	9	\$120	\$1,080
				\$0
		Subtotal	81	\$7,920
Website Content				
	Graphic Designer	27	\$95	\$2,565
		Subtotal	27	\$2,565
		Subtotal Task 1.2 Public Meetings	150	\$15,525
Task 1.3 - Survey				
Survey development	SR COS	15	\$120	\$1,800
Survey management/QC	SR COS	80	\$120	\$9,600
Onboard effort – 4 people, 5 days	COS	120	\$100	\$12,000
	COS JR	120	\$80	\$9,600
Online survey development and manage / monitor	Graphic Designer/Virtual Support	10	\$95	\$950
Survey data – compile and submit data	SR COS	10	\$120	\$1,200
Paratransit phone survey	COS JR	20	\$80	\$1,600
		Subtotal	375	\$36,750
			GRAND TOTAL	\$62,105

Quest Classifications

Hourly Billing Rate

Senior Community Outreach Specialist (COS)
 Community Outreach Specialist (COS)
 Graphic Designer/Virtual Support
 GIS Specialist
 Junior Community Outreach Specialist (COS)

\$120
 \$100
 \$95
 \$95
 \$80