

## EXHIBIT A – SCOPE OF WORK/SERVICES

20-0925

Wekiva Trail Segment 5 PD&E Study

### 1.0 Scope of Work

The Consultant shall provide project planning, preliminary engineering and environmental analysis services for the Wekiva Trail (Segment 5) from Disston Avenue (where Tav-Lee Trail ends near Kalua Beach Bar) in Tavares to Tremain Street in Mount Dora, for approximately 5.5 miles (See Exhibit A Project Location Map).

The Consultant must be prequalified in FDOT Work Group Section 2.0 Project Development and Environment (PD&E) Studies. The Consultant shall perform those services required for PD&E studies, including consideration of all social and environmental effects, along with the required environmental documents, a Section 106 process with a Cultural Resource Assessment Survey (CRAS), engineering reports, public involvement, hearings, and any additional information needed to meet federal NEPA standards.

The purpose of this project is to provide all tasks necessary to obtain Federal Highway Administration (FHWA) approval under the National Environmental Policy Act for Wekiva Trail Segment 5.

Three potential alternatives to be evaluated as part of the PD&E process are presented below. Other alternatives may be presented by the consultant.

- 1) Trail within the existing railroad corridor
- 2) Trail within roadside right-of-way
- 3) No build alternative

The County will provide contract administration management services and technical reviews of all work associated with the development and preparation of the engineering/environmental study reports.

A Corridor planning study is currently being performed for this project by the Florida Department of Transportation (FDOT). The corridor study recommended the trail be placed along the existing Seaboard Coast Line Railroad.

The Project development process and all tasks identified in this Scope of Services must follow the guidance provided in the FDOT's current version of the PD&E Manual. As discussed in Part 1, Chapter 1, of the PD&E Manual, the PD&E Manual satisfies state and federal processes and incorporates the requirements of the National Environmental Policy Act (NEPA), federal law, regulations, and Executive Orders included in the FHWA Federal-Aid Policy Guide, and applicable state laws and regulations including Section 339.155 of the Florida Statutes and Rule Chapter 14 of the Florida Administrative Code. As such, Project documents prepared by the CONSULTANT must comply with all applicable state and federal laws, regulations, and Executive Orders.

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The Scope of Services defines the Project tasks to be performed consistent with the PD&E Manual and other pertinent manuals.

The CONSULTANT must demonstrate good project management practices while working on this Project, including effective communication with the COUNTY and others as necessary, effective management of time and resources, and quality of documentation. Throughout the PD&E Study, the CONSULTANT shall set up and maintain a contract file in accordance with standard procedures. The CONSULTANT and any SUB-CONSULTANTS are expected to know the laws and rules governing their profession and are expected to provide professional services in accordance with current and applicable regulations, codes, ordinances, and standards.

The COUNTY will provide contract administration and management, as well as technical reviews of all work associated with the development of this Project and performed under this Scope of Services. The COUNTY'S technical reviews will focus on high-level conformance and are not meant to substitute CONSULTANT quality reviews of deliverables. The CONSULTANT is fully responsible for all work performed and work products developed under this Scope of Services.

This proposal addresses each task within these elements and serves to further define specific tasks within the Scope of Services.

### 2.0 Consultant Tasks

#### **Task 1 Administration**

##### **A. Attend Notice to Proceed / Project Overview Meeting**

The Consultant will prepare for and attend a Notice to Proceed Meeting or internal Project Overview meeting with the Lake County Project Manager and staff. At this meeting, Lake County staff and key members of the consulting team will set the final parameters for the project and formally initiate the study.

##### **B. Project Status Meetings**

The appropriate members of the consulting team will attend up to ten (10) periodic meetings with the Lake County Project Manager and staff to discuss project progress and status and upcoming events and activities. The purpose of these meetings is to maintain clear communication between the County and the project team. The Consultant shall prepare and distribute meeting minutes following each of these meetings.

##### **C. Project Schedule**

The Consultant will submit a detailed project schedule identifying major tasks, their duration and task relationships. An electronic submittal, compatible with Microsoft (MS) Project, is also required.

**Task 2 Public Involvement**

The public involvement element of this project is a primary component distinguishing this project from a trail design project. The purpose of the public involvement element is to involve the community in the project development and decision making process so that the County can develop a project that not only meets the multi-modal transportation needs of the area, but is also supported by the community it is intended to serve. Therefore, the Consultant shall conduct the following public involvement activities throughout the project:

**A. Public Involvement Plan**

The Consultant shall prepare a Public Involvement Plan (PIP) and submit it to the County Project Manager for review and approval. The PIP will delineate the Consultant’s efforts to inform and involve the citizens of the County, the appropriate state and local agencies, and the responsible appointed and elected public officials in the project planning, review and approval process.

**B. Public Information/Participation Meetings**

The Consultant will prepare for and conduct three (3) public information/participation meetings as described below.

- **Project Overview Meeting** - The Consultant shall coordinate and conduct a project overview meeting within approximately four (4) weeks of receiving a Notice to Proceed. The purpose of this meeting will be to inform the affected property owners of the initiation of the project and its purpose, planned project activities and project schedule. The meeting will provide a short project overview followed by a discussion period.

- **Public Alternative Concepts Workshop** – The Consultant will coordinate and conduct a public meeting within approximately sixteen (16) weeks of the Project Overview meeting, for the purpose of presenting alternative improvement concepts to the public for review and comment. Public input and discussion at this meeting will be considered for incorporation in the alternative analysis process; hence, leading to the identification and selection of a preferred improvement concept. The requirements of this workshop are as follows:

- a. Will have an open house format, in addition, to a short formal presentation.
- b. Alternative concepts will be displayed on aerial photography for review by the public.
- c. The consulting team will be available to respond to questions and hold one-on-one conversations with members of the public.

- **Public Information Meeting on the Draft Recommended Improvement** – Following completion of the alternative analysis activities and identification of a preferred improvement concept, the Consultant will coordinate and conduct a third public meeting. The purpose of this meeting will be to present the project team’s Draft Recommended Improvement Concept to the public for review and comment prior to presentation to the

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Board of County Commissioners (BCC). The consulting team will present the recommended improvement concept to the public and respond to their questions and comments.

The Consultant will conduct all meetings for the County and will ensure an adequate number of personnel are present in addition to the County staff. The Consultant shall be responsible for all presentation and handout materials, as directed by the County, and will provide a summary of each meeting. The Consultant will prepare written responses to all questions not adequately addressed at the meetings and will provide follow-up information necessary to adequately respond to the public's comments and questions.

### **C. Board of County Commissioners Public Hearing**

The Consultant shall provide all support necessary for the County to conduct a Final Public Hearing on the recommended improvement concept. The Consultant will provide an aerial photo of the corridor in digital format. The Consultant will prepare a Power Point presentation for the BCC Public Hearing.

### **D. Coordination Meetings**

The Consultant will coordinate and conduct up to ten (10) meetings (according to Lake County Public Meeting Guidelines) with the following local and state organizations to inform them of the project and solicit their input:

- Florida Department of Transportation
- City of Tavares
- City of Mount Dora
- Lake County Office of Parks and Trails
- Friends of Lake County Trails
- Local Utilities
- Department of Environmental Protection/Water Management District
- Others

These may be included with the Project Status Meetings.

### **E. Small Group Meetings**

The Consultant shall be available to conduct up to three (3) meetings/presentations with organizations interested in the study. These meetings may be held with informal homeowners' groups, formal homeowner associations, Chambers of Commerce, or other formal organizations such as Citizens Advisory Committee. The Consultant will be responsible for all presentations and handout materials.

### **F. Mailing List**

The Consultant shall prepare a mailing list of interested parties which includes any person or institution expressing an interest in the project, potential permitting or review agencies, elected and appointed officials in the area, community leaders, media

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representatives and all homeowners/property owners located within 300 feet of any improvement concept. It is estimated that 900 parcels are within this 300-ft buffer area.

The Consultant will regularly update the mailing list during the course of the study.

#### **G. Newsletters / Notices**

The Consultant will coordinate the preparation and distribution of two newsletters: one at the start of the project and one after the last Public Hearing. The newsletters will be double-sided and printed in color on 8 1/2" x 11" sheets. The newsletters will be sent to each entry included in the data base mailing list. Those newsletters not mailed will be distributed as needed through the small group meetings, workshops and public meetings.

#### **H. Notices**

The Consultant will coordinate the preparation of a public notice to announce the public hearing. The newsletters will be sent to each entry included in the data base mailing list.

#### **I. WEB Page Creation / Maintenance**

The Consultant shall prepare an Internet WEB site for the study. This site will be linked to the Lake County Citizens First Page/Public Works. The Consultant will coordinate with the appropriate county offices to ensure compatibility. The Consultant will create and post the site prior to the Project Overview meeting listed above. The Consultant will then update the site prior to the Alternative Concepts Workshop, prior to the Public Information Meeting and following the Public Hearing.

#### **J. Advertisements / News Releases**

The Consultant will coordinate the preparation and distribution of three news releases to the appropriate agencies prior to each public meeting (Project Overview, Alternative Concepts Meeting, and Draft Concept Meeting) and following the final BCC Public Hearing.

The Consultant will also be responsible for placing the public meeting dates on the Lake County Extra Calendar of events.

To summarize, the Consultant will attend the following meetings with the identified number of staff:

1. Project Status Meetings: 10 Meetings
2. Agency Coordination Meetings (FDOT, Cities of Tavares and Mount Dora, Lake County Office of Parks and Trails): Up to 5 Meetings,
3. Agencies (Local Public Utilities, EPA and SJRWMD): Up to 5 Meetings,
4. Lake County Board of County Commissioners: 2 Briefings, 1 Hearing

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5. Small Group Meetings: 3 Meetings,
6. Public Meetings: 3 Meetings

### Quality Control

The Consultant shall be responsible for ensuring that all work products conform to the FDOT standards and criteria for PD&E studies in conformity to the PD&E Manual and direction provided by the FDOT and Lake County.

This shall be accomplished through an internal Quality Control (QC) process performed by the Consultant. This QC 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.

### Task 3 Data Collection

The CONSULTANT shall review the information already collected as part of the “Tavares-Mount Dora Trail Corridor Planning Study” and any other project documents and materials that have been prepared prior to this PD&E phase, the consulting team will begin collecting the engineering, drainage, hydraulic, and environmental data necessary to further evaluate the three alternatives (roadway trail, railroad bed trail, no build) presented in the Corridor Planning Study.

The CONSULTANT will maximize the use of existing information available from State, regional, local agencies, private sources, and its own files. Examples include the Programming Screen Summary Report, Concept Reports, previously completed planning products, listed species reports, Florida Department of Environmental Protection OCULUS Electronic Document Management System, and other sources as appropriate.

#### **A. Aerial Photography/Base Maps**

The Consultant will prepare 1”=100’ scale verified aerial based raster image maps. This photography will be used to present the master drainage basins, the alternative improvement concepts, the recommended trail concept, right-of-way requirements and any other required information. The Consultant will prepare the black and white aerial photography on a minimum size of 22” x 34” sheets with appropriate title blocks, suitable for public display. Color aerial photography will also be prepared at a scale of 1”=100’. This will be used to present the overall project concept and the final preferred alternative to the public at the various public meetings.

#### **B. Existing Characteristics**

The Consultant will conduct field investigations to collect all pertinent existing field information necessary to develop, evaluate and compare the alternative improvement concepts. The existing data will be compiled, documented and mapped on the aerial photography base maps for public presentations.

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### C. Utilities

The Consultant will identify the following existing and proposed utilities that may influence location and design consideration:

- Overhead transmission lines, microwave towers, etc.
- Underground water, gas, sanitary sewer, force mains, power cables, fiber etc.  
(Additional information can be found on the ftp site concerning the City of Tavares utility plans for the corridor)

The desire is to use the railroad bed as a utility corridor for fiber connections and other utilities, as well as, a trail. It is anticipated that the following Utility Agency Owners (UAOs) are within or adjacent to the Project, but it is the responsibility of the CONSULTANT to determine the final list of UAOs within the project area:

- TECO
- Duke Energy
- Century Link
- City of Mount Dora
- City of Tavares
- Spectrum
- Comcast
- Lake Apopka Natural Gas
- Florida Gas Transmission Company
- Summit Broadband
- Sumter Electric Cooperative
- Lake County (fiber)

The Consultant will document this information in the Utility Section of the Wekiva Trail Conceptual Analysis Report, which will summarize how the existing utilities will influence location and design considerations.

### D. Railroads

The Consultant will coordinate with the FDOT Railroad Coordinator.

### E. Soil Survey and Geotechnical Data

The Consultant will review existing soil maps and available geotechnical information for the study area.

### F. Right-of-Way Mapping

The Consultant will prepare right-of-way identification maps for that portion of the project from Disston Avenue to Tremain Street at a 1"=100' scale suitable for use at the public meetings. The maps will include section line ties, existing right-of-way, subdivisions and property lines based on the last deed of record provided by the County.

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### Active Railroad Right-of-Way Title Work - Optional Services

The Consultant will provide services necessary to identify the title ownership to the CSX owned railroad for the project alternatives which is proposed to be acquired for the Lake-Wekiva Trail Project. This proposed scope of services includes the following:

- Identification of the ownership interest(s) that will need to be acquired and the encumbrances that will need to be cleared to obtain sufficient quality of title for one section of active railroad right-of-way corridor proposed to be acquired for the Wekiva Trail.
- Title research report and title review, and document preparation.
- Identification of those efforts that may be required to obtain a Quiet Title on the referenced railroad right-of-way property, if necessary.

### Survey Requirements:

The Consultant shall provide sufficient Land Survey information to provide property line information for the PD&E study.

- 1) Consultant shall prepare the Record Survey under the direction and supervision of a Professional Surveyor and Mapper licensed in the State of Florida. The survey shall be in accordance with the adopted “Standards of Practice” for Land Surveying as required by Chapter 5J-17, Florida Administrative Code pursuant to Section 472.027, Florida State Statutes.”
- 2) Consultant shall submit all survey notes and computations to document the surveys. All field survey work shall be recorded and submitted to the County. Field notes shall include all sketches, bench level runs and instrument set up information that supports electronic data collection methodology. Computations shall include any adjustment reports for Horizontal and Vertical control.
- 3) Consultant shall establish or recover Horizontal Project Control (HPC) relative to Florida State Plane Coordinate System, Florida East Zone, 1983 North American Datum, and 1990 Adjustment (NAD83/90). All Primary Control values shall be established with independent, redundant measurement methods. A report depicting residual statistics shall be submitted with the computations portion of the project report.
- 4) Prior to beginning survey, the Consultant will request a copy of a Right of Way package from the Lake County Right of Way Supervisor. This package will include all the right of way information available in the Lake County Public Works Department.
- 5) Consultant shall recover monumentation along existing right of way lines according to all available recorded Public Records. Establish, recover or re-establish project alignment. Also includes analysis and processing of all field collected data, existing maps, and/or reports for identifying existing right of way lines per County maps, platted or dedicated rights of way. The Survey shall show existing recorded right of way with recording



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information for the dedication document clearly identified (deed, plat, court order, or recorded maintenance or right of way maps). This information shall include intersecting side street right of way shown on the survey. All other evidence of right of way that is shown on the survey shall be shown in different line type, with the source clearly identified (i.e. property line per deed, State Road Department (SRD)/FDOT monument found, RW per unrecorded plat, recorded plat, etc.)

- 6) Consultant shall comply with all Right of Way Engineering Project Requirements as set forth by Lake County Public Works / Engineering / Right of Way Section.
- 7) The final signed and sealed survey shall be provided to the Project Manager for review by the County Staff. Upon approval, three (3) signed and sealed copies of the survey, along with an electronic file in appropriate format shall be provided to the Project Manager for distribution to County Staff.

### **G. Land Use Plans**

The Consultant shall collect all land use information (existing and future) necessary to develop and evaluate a reasonable range of alternative trail improvements and to identify locations where right-of-way could potentially be dedicated for the trail improvement. Information to be collected will include future land use plans, proposed development plans, zoning regulations, Lake County's Comprehensive Policy Plan, and preliminary and final plats. The Consultant will map pertinent information on the aerial base maps.

### **H. Quality Control**

The Consultant shall be responsible for ensuring that all work products conform to FDOT and Lake County standards and criteria. This shall be accomplished through an internal Quality Control (QC) process performed by the Consultant. This QC 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 Quality Control Plan shall include the proposed method or process of providing Quality Control for all work products, and shall identify the products to be reviewed, the personnel who perform the reviews, and the method of documentation.

### **Task 4 Environmental Analysis**

Tasks described within this section direct work efforts applicable to the environmental analysis and documentation for this Project. Prior to beginning environmental work, the CONSULTANT must review available information. This review will support the CONSULTANT'S ability to adequately assess the potential for Project alternatives to affect known environmental resource issues.

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CONSULTANT activities to conduct and prepare environmental analysis and reports shall be done under the direction of the COUNTY'S Project Manager. The CONSULTANT will collect pertinent environmental data, conduct analyses, and document the results of this analysis within technical reports or memoranda. The analyses and reporting will be performed and presented in accordance with the procedures in the PD&E Manual. The CONSULTANT will analyze all Build Alternatives and the No Build Alternative with respect to impacts to natural, cultural, social and physical resources and document all analyses in the reports. Wherever appropriate the CONSULTANT will describe proposed measures to avoid, minimize, or mitigate project impacts on the environmental issues. Additionally, the CONSULTANT will summarize results of the environmental analysis in the Environmental Document. The CONSULTANT must verify and record in the Environmental Document any environmental resource that is identified as "No Involvement." The Consultant will summarize in the Environmental Document the results of analysis of environmental resources that were completed as part of another study or performed by others concurrent with this project.

The Consultant shall follow the FDOT Section 106 process with a CRAS with review by FDOT. A CRAS will be prepared.

### Memorandum of Agreement

If adverse impacts to the historic railroad and the railroad bridges are unavoidable, the Consultant will prepare a Memorandum of Agreement (MOA) for this project based on the Section 106 Case Study Report. As part of this task, the Consultant will outline the proposed contents of the MOA and submit these for review and comment by the signatory and concurring parties. The Consultant will develop stipulations for mitigation and other strategies based on input from agencies and involved parties. The Consultant will ensure that the MOA is written with such clarity that it will not be subject to misinterpretation when later executed.

### Section 4(f)

Section 4(f) – The Consultant will confirm the applicability of Section 4(f) to this project. The Consultant will coordinate with the FHWA, FDOT, SHPO, and other interested parties regarding Section 4(f) issues in accordance with the FDOT PD&E Manual. The Consultant shall determine how the project falls under the mandates of 4(f) and access direct and indirect (i.e. constructive) use. The Consultant shall provide all information and analysis necessary for the agencies to determine applicability and level of Section 4(f) documentation necessary, including a possible individual Section 4(f) Statement.

**Optional Services** - If an individual Section 4(f) Statement is necessary, extensive documentation will be necessary regarding the historic resources and the engineering and environmental studies undertaken to identify the only prudent and feasible alternative. This Section 4(f) effort will need to be completed according to the PD&E Manual. Also, the coordination and routing of this document to the agencies including the FHWA and even Department of the Interior in Washington D.C. will be required.

### A. Cultural Features

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The Consultant will collect information on cultural facilities such as parks, schools and recreation areas, as well as the neighborhoods they serve that are located within the vicinity of the Wekiva Trail study corridor. This information will be mapped and documented.

### **B. Archaeological and Historic Features**

The Consultant will review sources to identify recorded historical and archaeological sites within the study area. Utilizing this information, the Consultant will map all sites that may influence the location and evaluation of alternative trail concepts. This information will be documented in the Cultural Resource section of the Wekiva Trail Conceptual Analysis Report.

### **C. Hydraulic and Natural Features**

The Consultant will review existing information to identify significant hydraulic and natural features found within the study area. The Consultant will supplement documented information with field reviews of the study area. Information to be documented will, at a minimum, include the following:

- Wetlands
- Floodplains and Floodways
- Drainage outfalls

The Consultant will document, in report and map format, all information that may influence the location and evaluation of alternative improvement concepts.

The Consultant will also collect permit-related information on sites that may require environmental resource permits, dredge and fill permits, water quality permits or Stormwater discharge permits. This activity will include identifying all relative permitting agencies and all existing permits and their conditions.

### **D. Threatened and Endangered Species**

The Consultant will review existing information to determine the potential presence of threatened or endangered plant and animal species within the study area. The Consultant will supplement documented information with field reviews of the study area. The Consultant will document in report and map format (*in the Wekiva Trail Conceptual Analysis Report*) all information that may influence the location and evaluation of alternative improvement concepts.

### **E. Contamination/Hazardous Material Sites**

A Contamination Screening Evaluation Report (CSER) will be prepared. The potential for soil contamination The Consultant will review available records to identify sites with documented or possible undocumented contamination. To supplement this recorded information, the Consultant will perform a field review of the study area to identify non-

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reported sites that may potentially be contaminated with hazardous materials. The contamination data and analysis activities will be documented in the Contamination section of the Wekiva Trail Conceptual Analysis Report.

#### **F. Corridor Analysis/Project Need**

Following completion of the data collection and evaluation activities, the Consultant will review the two corridors from the previously prepared plan or present a new path. This analysis will determine the most appropriate corridor within which alternative trail concepts should be developed and evaluated.

The Corridor Analysis activities will, at a minimum, reconfirm the improvements needed by addressing the current and projected development pattern and the presence of any environmentally sensitive features within the corridor.

The Consultant will prepare an interim Corridor Analysis Technical Memorandum with typical sections that will document the Corridor Analysis activities. The technical memorandum will be submitted to the County for approval and will be finalized in the Corridor Analysis section of the *Wekiva Trail Conceptual Analysis Report*.

#### **Quality Control/Quality Assurance**

The Consultant shall be responsible for ensuring that all work products conform to FDOT and Lake County standards and criteria. This shall be accomplished through an internal Quality Control (QC) process performed by the Consultant. This QC 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 Quality Control Plan shall include the proposed method or process of providing Quality Control for all work products, and shall identify the products to be reviewed, the personnel who perform the reviews, and the method of documentation.

#### **Task 5 Trail Alternatives Development and Analysis**

The Consultant shall review the three alternatives prepared as part of the Tavares-Mount Dora Trail Corridor Planning Study: No Build, Trail Along road right-of-way, Trail in railroad bed (or a new path presented by the consultant). The current recommended alternative is to have the trail on the railroad bed.

A trailhead is anticipated where the current City of Tavares Public Works building is currently located.

The Consultant will document the evaluation and recommendation of the alternative analysis in the Wekiva Trail Conceptual Analysis Report.

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### A. Alternative Typical Sections

The Consultant will review the alternative typical sections prepared as part of the previous Corridor Planning Study. The Consultant will evaluate the alternatives using criteria that shall include, but not be limited to, the established trail criteria and right-of-way requirements and impacts.

### B. Alternative Improvement Concepts

#### 1. Develop Alternative Trail Concepts

The Consultant will review the alternative alignment trail concepts presented in the Corridor Planning Study. The alternatives will be presented on the aerial base maps.

The proposed right-of-way requirements will be depicted on each Trail Alternative Concept display. The approximate square footage of each parcel affected by the alternative will be shown on the aerial within the parcel.

#### 2. Analyze Alternative Trail Concepts

The Consultant will analyze the benefits and impacts associated with each alternative alignment trail concept as well as the No-Build concept. The analyses to be performed for each alternative will include engineering and environmental measures (i.e. environmental assessment) are described below:

**Cost Analysis** – The Consultant will develop engineering design and construction cost estimates for each alternative. Right-of-way cost estimates shall be provided for each alternative by the County and shall include values for relocation assistance and business damages.

**Conceptual Drainage Analysis** – The Consultant will perform a preliminary drainage analysis of each alternative to determine any required improvements. Community (social-economic) Impact Analysis. The Consultant shall estimate the number of residences, businesses, neighborhoods, and community facilities impacted by each alternative. The right-of-way cost estimate will reflect the cost of these impacts while this measure will reflect the number of each impacted. The Consultant will prepare aerial photography with proposed right-of-way lines for each alternative. The square footage of each parcel affected by the alternative will be printed on the aerial within the parcel.

**Visual/Aesthetics** – The Consultant will prepare concept renderings at three (3) locations for each alternative improvement concept. These renderings will be used to convey the future appearance (i.e. visual and aesthetics) of each alternative improvement concept to the public at the various meetings.

The Consultant shall incorporate the Lake County Trails Master Plan (TMP) and the Lake County Sign and Crossing Standards into the study.

**Wetland Impacts** – The Consultant will estimate the acres of wetlands impacted by each alternative and identify potential mitigation requirements.

**Flood Plain Impacts** – The Consultant will estimate the extent of flood plain encroachment of each alternative.

**T&E Species Impacts** – The Consultant will quantify/qualify the potential impacts to threatened and endangered species habitat associated with each alternative.

**Noise Sensitive Site Impacts** – The Consultant will estimate the number of noise sensitive sites impacted by each alternative.

**Archaeological and Historic Feature Impacts** – The Consultant will estimate the number and extent of impacts caused to archaeologically significant or historical structures.

**Contaminated Sites Impacted** – The Consultant will estimate the number and extent of contaminated sites in each alternative

**Geotechnical Analysis** – The Consultant will evaluate the suitability of the soil underlying each alternative for trail construction.

### **3. Alternatives Comparison Matrix**

The Consultant will prepare an evaluation matrix to document and compare the results of the evaluation tasks. This matrix will be used to clearly identify the most viable trail concept. It will be prepared in a manner suitable for presentation to the public. A draft Alternatives Evaluation and Comparison Matrix will be provided by the Consultant.

### **C. Select Preferred Alternative**

Following completion of the alternative analysis and second public meeting, the Consultant, in association with the County Project Team, will select a preferred improvement alternative to be evaluated at a more detailed level.

### **Task 6 Preferred Trail Concepts**

The Consultant will refine the preferred trail concept to finalize the major elements of the project. These refinements will include estimating the final right-of-way limits, drainage improvements, social impact estimates, cost and other major features needed to advance the project to the design phase.

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The Consultant will prepare the draft Wekiva Trail Conceptual Analysis Report documenting all activities leading to and including selection of the preferred improvement concept. This draft will be prepared and available for public review prior to the final public meeting and BCC public hearing.

The Consultant will finalize the document following the BCC Public Hearing by incorporating the final public input received and the BCC's final action on the recommendation.

### **Task 7 Structures (Bridges)**

The Consultant will provide a one to two-page technical memorandum including an evaluation of existing conditions, description of proposed conversion requirements and an estimate of probable construction cost for one existing railroad bridge within the project limits (Oakland Drive). A detailed structural analysis of the existing bridge is not included. It is assumed the bridge will have sufficient capacity for the pedestrian bridge retrofit, and any strength calculations will be performed during final design. The Consultant will prepare a Plan & Elevation Sheet and a Typical Section Sheet for the bridge site. In the absence of existing bridge plans or survey data, the plans will not be drawn to scale and will be based on tracing the existing bridge geometry from aerials.



The Consultant will attempt to obtain the existing bridge plans by coordinating with Florida Central Railroad and CSX. One site visit to compare the existing plans to the general as-built condition of the existing bridge will be performed. If the plans are not available, then the Consultant will perform one site visit to document the general existing conditions at the bridge sites.

The Consultant will review and provide input into architectural concepts for historic interpretive details for the bridges.

The Consultant will develop Conceptual Plans for conversion of the railroad bridge to shared use trail bridges with the goal of preserving the historic context of the bridges. This work will include a plan and elevation of the bridges which will be graphically rendered with sufficient detail to allow review by Lake County/Mount Dora/Tavares and SHPO as part of the Section 106 process. The Consultant shall provide two initial concepts for the railroad bridge for discussion with stakeholders. Based on a review of these initial concepts, the Consultant shall provide a final draft concept to be reviewed by the stakeholders. Upon review and comments, a Final Concept Plan will be submitted for approval.

The project deliverables will consist of a technical memorandum with plans consisting of an original submittal and a revised version incorporating review comments.

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Supporting Information can be found at this ftp site:

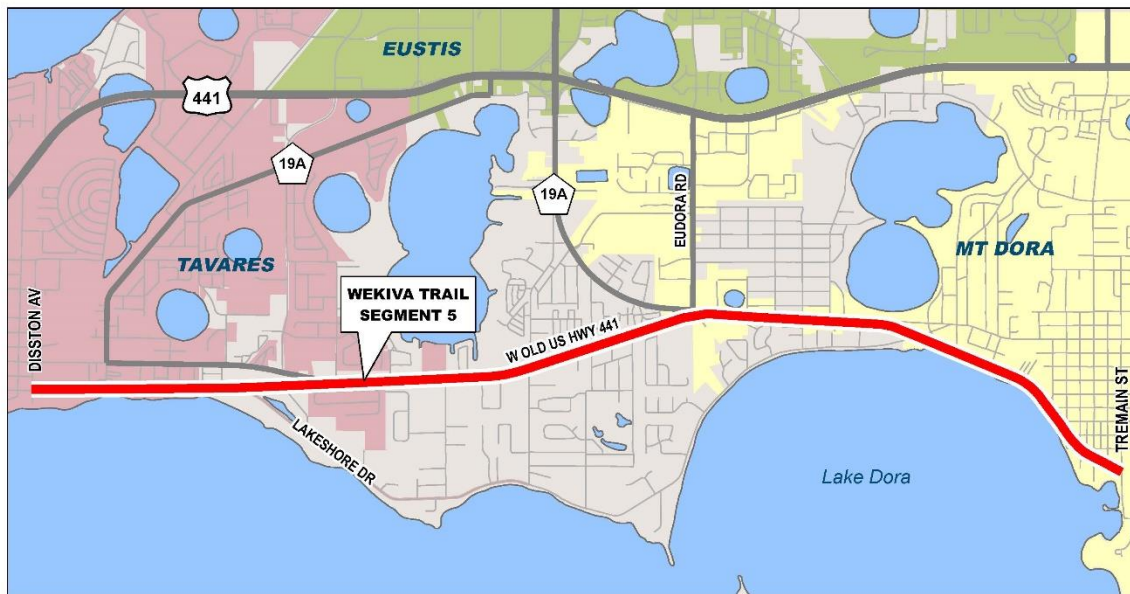
[ftp://ftp.co.lake.fl.us/Public\\_Works/Engineering/Wekiva%20Trail%20Segment%205%20Coord%20Study/](ftp://ftp.co.lake.fl.us/Public_Works/Engineering/Wekiva%20Trail%20Segment%205%20Coord%20Study/)

The alternative Section of the Corridor Report being performed by FDOT is not yet available.

Supporting Information for the BUILD Grant application that was submitted in May 2020 can be found at this ftp site:

[ftp://ftp.lakecountyfl.gov/Public\\_Works/Engineering/BUILD%202020/](ftp://ftp.lakecountyfl.gov/Public_Works/Engineering/BUILD%202020/)

Wekiva Trail Segment 5 Alignment



Wekiva Trail, Segment 5

0 0.25 0.5 Miles



### 3.0 Key Vendor Personnel

In submitting a proposal, the vendor is representing that each person listed or referenced in the proposal will be available to perform the services described for the Lake County Board of County Commissioners, barring illness, accident, or other unforeseeable events of a similar nature in which case the vendor must be able to promptly provide a qualified replacement. In the event the vendor wishes to substitute personnel, the vendor shall propose a person with equal or higher qualifications and each replacement person is subject to prior written County approval. In the event the requested substitute person is not satisfactory to the County and the matter cannot be



## EXHIBIT A – SCOPE OF WORK/SERVICES

20-0925

Wekiva Trail Segment 5 PD&E Study

resolved to the satisfaction of the County, the County reserves the right to cancel the contract for cause.

### **4.0 Special Notice to Vendors Regarding Federal and State Requirements**

This purchase action is being supported in whole or in part by Federal or State funding, or both. Therefore, this solicitation and any resulting contract include provisions related to various specific federal and state requirements. All such clauses will be considered and treated as “flow-down” clauses that will be considered applicable to any prime contract and any subcontract associated with performance under the contracts resulting from this solicitation. Detailed review of all terms and conditions included in this solicitation is strongly encouraged to ensure that full compliance with all contractual requirements is considered during the solicitation response process, and throughout performance under the contract, at prime vendor and subcontractor levels.

For any construction contract supported by state funding, the vendor shall give preference to the employment of state residents in the performance of the work on the project if state residents have substantially equal qualifications to those of nonresidents. The term “substantially equal qualifications” refers to a situation where the vendor cannot make a reasonable determination that the qualifications held by one person are better than the qualifications of another person. A vendor required to employ state residents must contact the Department of Economic Opportunity to post the vendor’s employment needs in the state's job bank system.

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