

### Document Control Panel

File Name:	Scope of Services for ITS Strategic Plan TWO
File Location:	W:\ITS Program\ITS GC\TWO1\task work orders\PDFs\TWO25 Scope.pdf
Created By:	Diane Quigley
Date Created:	January 8, 2003
Version No:	1
Reviewed By:	Gene Glotzbach, Lisa Hapney, Keith Jasper, Bob Krzeminski, Mike Pietrzyk, Cary Vick, Charles Wallace, Paul Watson
Modified By:	Pamela Hoke
Date Modified:	June 18, 2003

**ATTACHMENT "A"**  
**TASK WORK ORDER**  
**ITS GENERAL CONSULTANT**  
**FLORIDA'S 2003 INTELLIGENT TRANSPORTATION SYSTEMS (ITS)**  
**STRATEGIC PLAN UPDATE**

<b>TASK WORK ORDER NUMBER:</b>	<b>25</b>
<b>FDOT TASK MANAGER:</b>	<b>Gene Glotzbach</b>
<b>TASK WORK ORDER AUTHORIZED AMOUNT:</b>	<b>\$230,000.00</b>

**1. PURPOSE**

The purpose of this Task Work Order is to update *Florida's Intelligent Transportation Systems (ITS) Strategic Plan* (hereinafter, the *Plan*). This update will include an analysis of the Florida Department of Transportation's (FDOT) ITS Office and district achievements with respect to the objectives and initial actions recommended in the *Plan*; an assessment of new national and state ITS policies, programs, and technologies; the identification and development of new ITS Program core strategies to guide the future of ITS in Florida; and the provision of ITS management and operations to sustain the investments in ITS. The *Plan* will expressly address the implementation of the *Ten-Year ITS Cost Feasible Plan (CFP)* submitted on October 21, 2002, and approved by the FDOT Executive Committee on October 23, 2002. This update will be considered a minor update and will focus on the identification of new core strategies for the ITS Office during the next three years. A major update of the *Plan* is anticipated after 2005.

**2. BACKGROUND**

The *Plan*, which was adopted by the FDOT in 1999, was designed to guide the FDOT, Florida's metropolitan planning organizations (MPOs), and local governments in the planning, programming, and deployment of integrated, multimodal ITS services.

The primary purpose of the *Plan* was to present a 20-year vision for ITS in Florida and to recommend strategies to achieve this vision. The *Plan* included four main ITS goals, which were consistent with the mission and goals of the *2020 Florida Transportation Plan*. These goals included:

- Safe transportation for residents, visitors, and commerce;
- Protection of the public's investment in transportation;

- A statewide, interconnected transportation system that enhances Florida's economic competitiveness; and
- Travel choices to ensure mobility, sustain the quality of the environment, preserve community values, and reduce energy consumption.

Although the vision and goals for ITS have not significantly changed over the last several years, the recommended strategies to accomplish this vision have. One of the primary strategies identified in the 1999 version of the *Plan* was the establishment of an ITS Office and Program, at both the state and district levels.

Since its inception in July 2000, the ITS Office has made great strides to implement several strategies identified in the *Plan*. Several ITS planning and deployment studies have been completed to-date. Additionally, over the past few years, new ITS directives, policies, and initiatives have been implemented at both the federal and state levels. Recently, the United States Department of Transportation (USDOT) and ITS America published the *National Intelligent Transportation Systems Program Plan: A Ten-Year Vision*. The update of *Florida's ITS Strategic Plan* will be consistent with the *Ten-Year Vision*, recommend strategies to implement new national initiatives that are consistent with the FDOT initiatives, reflect ITS Office and district accomplishments, and provide new direction for the next phases of ITS deployments in Florida. The timeframe for implementing the new ITS Office strategies is 2003 to 2005. After 2005, a major update of the *Plan* will be completed.

### **3. ACTIVITIES**

The update of *Florida's ITS Strategic Plan* will be completed in two major phases. Phase I, Preliminary Activities, will include:

- Evaluation of the ITS Program with respect to the original *Plan* documentation;
- Research and development of new initiatives;
- Update of prior resource and issue papers; and
- Development of new core strategies for the ITS Program.

The new core strategies resulting from this Phase I effort will be considered in Phase II, Update of the *Plan*. Phase II will incorporate the strategies identified in Phase I and will identify a timeframe for implementing the recommendations based on the existing, unfunded ITS needs. Stakeholder coordination will occur in both phases of the project.

## Phase I – Preliminary Activities

- **Activity 1 – Evaluate the ITS Program with respect to the initial actions recommended in *Florida’s ITS Strategic Plan*.**

The first step in determining the future direction of the ITS Office and Program is to assess its current status. The original version of *Florida’s ITS Strategic Plan* identified several initial actions for implementation by the FDOT at both the statewide and district levels. These initial actions were developed to fulfill the goals and objectives of FDOT’s ITS Program. A comparison of the ITS Program’s accomplishments to-date with the recommended initial actions will allow the ITS Office and the districts to:

- o Determine their status in fulfilling the goals and objectives of *Florida’s ITS Strategic Plan*;
- o Identify challenges or barriers encountered in the implementation of these goals;
- o Recommend modifications to these actions based on current FDOT guidelines; and
- o Assess the need for new actions.

Prior to the update of *Florida’s ITS Strategic Plan*, an appraisal of the ITS Office’s progress with respect to the initial actions was prepared. This appraisal included a list of the initial actions, their implementation status, and the method of implementation or lack thereof. The results of the appraisal were summarized to indicate the extent to which the initial actions were achieved. The initial actions not implemented were identified and written justification was provided to determine if the actions are still applicable to the objectives of the ITS Office. *Technical Memorandum No. 1* will incorporate the results of the appraisal of the initial actions and will expand on these results to address district accomplishments and the need for revising, updating, and enhancing these recommended initial actions as well as recommend ways to overcome challenges or barriers encountered in the implementation of these actions.

- **Activity 2 – Update the ITS Program’s Vision, Goals, and Objectives**

The ITS vision, goals, and objectives will be updated to reflect the ITS mission, vision, goals, and objectives identified in the *National ITS Program Plan*, the *Ten-Year ITS CFP*, and the updated short-range component of the *2020 Florida Transportation Plan*. *Technical Memorandum No. 2* will document the updated mission, vision, goals, and objectives for stakeholder review and concurrence.

- **Activity 3 – Research and Document New National and Statewide ITS Initiatives**

The purpose of this section is to identify new ITS trends, technologies, and initiatives that implement and fulfill the vision, goals, and objectives identified in *Florida's ITS Strategic Plan*. These issue papers will research national and statewide efforts in the subject areas and determine the feasibility of pursuing or implementing these efforts as part of the ITS Program over the next three years. Where available, previously developed issue papers and project documentation will be utilized to develop the new issue papers. These initiatives and strategies are being considered for the following reasons:

- o They were not recognized in the previous version of *Florida's ITS Strategic Plan* and have since gained national and/or state status as potential deployment strategies;
- o They implement new national and/or state policies; and
- o A greater level of detail is necessary to develop a second phase of the project containing more resolute actions for implementation.

Each of the following topics will be researched in a five- to ten-page issue paper and will be considered for inclusion in the update of the *Plan* for short- or long-term deployments:

- o **Homeland Security** – With the establishment of the United States Department of Homeland Security and the signing of the Homeland Security Act of 2002 into law, one emphasis of national transportation programs will be to secure America's critical infrastructures. This paper will address national and state homeland security policies and guidance; identify ITS applications that may aid in improving the security of Florida's critical infrastructures; review legacy ITS-related homeland security efforts in Florida; and research funding opportunities for the planning, deployment, and operation of ITS that enhance and support homeland security.

The recommendations of the *Homeland Security Issue Paper* will be consistent with the *Homeland Security and ITS Supplement to the National ITS Program Plan: A Ten-Year Vision* and will include recommended security guidelines developed as part of the *Regional Traffic Management Center (RTMC) Security White Paper*.

- o **Advanced Public Transportation Systems (APTS) and ITS Rail Initiatives** – Although the ITS Office and several districts have been involved in efforts to explore ITS applications in public transportation, little coordination regarding these efforts has occurred between the ITS Office and the Public Transportation Office (PTO). To date, the ITS Office has prepared research regarding APTS. The PTO has completed an *Inventory and Analysis of APTS in Florida* and has developed a resource Web site for APTS entitled RAPTS. A coordinated and comprehensive effort for promoting the use of ITS in transit should be established between the ITS Office and the PTO. This paper will recommend a process for integrating the ITS Office and the PTO APTS efforts and review the integration of the ITS Office and the PTO at the district levels to identify successful integration strategies. The goal of this paper is to identify the ITS Office’s responsibilities in assuming a more proactive role in supporting the development and deployment of APTS in Florida. Additionally, this paper will address ITS and rail transport initiatives in Florida.
- o **Systems Integration, Tracking, and Reporting** – The USDOT has set a goal to deploy integrated ITS infrastructures in 78 of the nation’s largest metropolitan areas by 2006. This paper will propose a long-term strategy for integrating the Florida Intrastate Highway System (FIHS) ITS deployments with local ITS services so they function as a seamless system. The paper will also identify issues and barriers to the integration of ITS in Florida and determine the impact of regional operating organizations (ROOs) on integration consistent with the recommendations proposed in *Florida’s ITS Integration Guidebook*. Additionally, the paper will present an overview of the various levels of ITS integration and recommend actions for the development of an integration tracking and reporting process to fulfill this national goal. The paper will also review the FDOT’s current FIHS deployment tracking system to determine if this application can be expanded to track existing and proposed ITS projects and measure integration at various jurisdictional levels beyond the FIHS, including tolling authorities and local agencies
- o **Regional Operating Organizations (ROOs)** – A national trend exists towards the formation of ROOs to provide a regional framework for the management and operation of ITS in a region. These ROOs help to promote a synergistic sharing of information, and the management and operation of ITS as a seamless whole. This paper will identify the benefits of ROOs with respect to both national and Florida’s integration goals, define the purpose and roles of the ROOs, and recommend a concept for the establishment of ROOs in Florida. Recommended strategies will identify operations and ITS services managed by the ROOs, in addition to funding opportunities for the establishment and continued operation of the ROOs themselves. The paper will address the most appropriate relationships between the proposed ROOs and their counterpart MPOs.

- o **Systems Monitoring and Performance Measures** – An initial objective of the ITS Program, in partnership with the districts, was to develop the *Ten-Year ITS CFP* that identifies, funds, and programs the deployment of a statewide ITS. Now that these initial efforts are complete, the next phase of the ITS Program will focus on the deployment, maintenance, operation, management, and monitoring of the ITS. This paper will evaluate appropriate performance measures; review statewide and national efforts in developing performance measures; analyze the performance measures identified in the *Ten-Year ITS CFP*; and recommend actions to design and implement a systems monitoring program to measure and assess the performance of deployed ITS.
  
- o **Research and Development Program** – Although the FDOT, in conjunction with several state universities and other research institutions, has provided guidance and oversight in conducting ITS research projects pertaining to central data warehousing, road weather information systems (RWIS), unmanned aerial vehicles (UAVs), and transportation management center (TMC) software, a more comprehensive and well-developed ITS research program is necessary to:
  - Provide a coordinated and organized effort between the FDOT offices;
  - Define roles and responsibilities between agencies, offices, and staff;
  - Develop clear and concise Program goals and objectives; and
  - Recommend an implementation program that identifies funding and staffing requirements for the fulfillment of the Program’s objectives.

This paper will make recommendations for the establishment of a comprehensive, coordinated, and well defined ITS research and development program that integrates research and the development and testing of new technology.

- o **Automated Vehicle Monitoring and Enforcement** – This paper will explore the available automated enforcement technologies and recommend appropriate strategies for implementation in Florida. It will focus on ITS applications such as variable speed zones, red-light running, illegal rail gate crossing, overweight trucks, and reducing conflicts between pedestrians/bikes and vehicles. This issue paper will also address legal and statutory impediments to the implementation of these strategies and will recommend a course of action to overcome these impediments including draft language to modify the Florida Statutes.
  
- o **Value Pricing** – Several areas around the country, including Florida, have deployed or are considering the deployment of value-pricing programs, particularly in the area of dynamic electronic toll collection (ETC). Several local jurisdictions within Florida are examining the benefits of value-pricing strategies. Of particular interest is Lee County, Florida, where variable pricing has been deployed on two toll bridges. This area of ITS will be investigated further to determine its potential short- and long-term applications in Florida.

- o **Vehicle Probe Studies** – The ITS Office has researched several methods of travel-time data collection techniques including toll transponders as probes, license plate readers (LPRs), and commercial vehicle transponders as probes. However, with the advent of the Enhanced 911 (E-911) mandate, several new technologies are available that utilize cell phones as probes to collect travel-time data. These include global positioning system (GPS) and software-based applications. This paper will consider these and other options to determine the feasibility and application of these data collection techniques in Florida and recommend future strategies for implementation.
- o **The FDOT ITS Information Privacy Policy** – This issue paper will address privacy issues related to the collection of travel-time data for ITS projects. Issues such as appropriate use and publication of the data, in addition to access rights, will be explored. The paper will recommend proactive FDOT policies and safeguards for protecting public information during ITS research and analysis. A sample policy and a process for implementing the policy will be proposed.
- o **Professional Capacity Building (PCB) Program** – Currently, the ITS Office coordinates with ITS Florida and the Federal Highway Administration (FHWA) in sponsoring ITS training courses throughout the state. This training is typically conducted on an as-needed or as-available basis. To promote and encourage a more structured training curriculum, a program for identifying training needs and the short-term scheduling and programming of the training courses are needed. Additionally, a statewide program will be developed in coordination with ITS Florida and the FHWA that categorizes the training courses into modules or short programs targeted toward specific areas within the ITS field. This paper will discuss the need for an enhanced ITS educational program that identifies, targets, and develops specific ITS training modules; identifies funding opportunities for the training program; defines agency roles and responsibilities; and outlines a process to effectively utilize state and federal training dollars. Additionally, education and outreach strategies to non-ITS practitioners will need to be addressed. This paper will also focus on the roles of the FDOT, ITS Florida, FHWA, the universities and the private sector in developing and administering the training program.

*Technical Memorandum No. 3* will provide a compilation of these issue papers.

- **Activity 4 – Update Supporting Resource Documents and Issue Papers**

*Florida's ITS Strategic Plan* was compiled from a series of resource documents and issue papers. These resource documents provided detailed research and review of ITS Program activities to support the recommendations identified in *Florida's ITS Strategic Plan* documentation. As part of the overall update of *Florida's ITS Strategic Plan*, several of these issue papers and resource documents will be modified to provide updated research, information, and policy guidance for inclusion in the *Plan*. Where possible, previously developed issue papers or project documentation will be referenced or incorporated to replace the resource documents and to identify new core activities for the ITS Office during the next three years. Four of the twelve *Florida ITS Strategic Plan* resource documents and issue papers were selected for update based on the following factors:

- o Completion of ITS studies or projects that impact the recommendations of the support documents;
- o Change at the federal or state level in ITS policy and guidance not reflected in the resource documents; and
- o Developments within the ITS Program that invalidate the findings of the previous documentation.

The following is a list of the resource documents recommended for update as part of the overall *Plan* update:

- o ***The Business Plan – An Implementation Program for the Next Five Years*** – The recently completed *Ten-Year ITS CFP* includes an updated *Business Plan* for the ITS Program that is consistent with the funding levels and programming recommendations documented in the *Ten-Year ITS CFP*. The findings and recommendations contained in the *Ten-Year ITS CFP* will be used to update the *Business Plan* in *Florida's ITS Strategic Plan*. The focus of the *Business Plan* will be to identify alternative procurement methods and funding sources to deploy ITS projects and services, including opportunities for public and private partnerships.
- o ***FDOT Organizational Structure Alternatives to Implement ITS*** – The *Plan* originally recommended an organizational structure within the FDOT modeled after existing ITS organizations around the country. The FDOT adopted the recommended organizational structure comprised of a centralized ITS Program and program manager to provide a statewide umbrella of ITS services. Similarly, ITS programs and managers at the district level were established to oversee the design and implementation of ITS at a regional level. However, the FDOT recently proposed a new organizational structure that will combine the ITS Office with the Traffic Operations Office. This proposed structure will become effective July 1, 2003, based on legislative approval. The implementation of this new organizational structure will also be dependent on the selection of new FDOT management.

As part of the *Plan* update, the *Department Organizational Structure Issue Paper* will be updated to:

- Reflect the proposed organizational structure identified by the FDOT; and
  - Recommend minor adjustments or enhancements to the organizational chart to maximize efficiency and responsiveness and minimize redundant activities;
- o ***Integration of ITS into the MPO Planning Process*** – Since the completion of *Florida's ITS Strategic Plan* in 1999, the FHWA issued 23 Code of Federal Regulations (CFR), Parts 655 and 940, which require the development of regional ITS architectures and the application of a systems engineering process for the deployment of ITS. Simultaneously, the Federal Transit Administration (FTA) issued a policy that has identical requirements for ITS transit projects. Subsequently, the ITS Office developed a *Rule 940 Statewide Implementation Strategy* that recommends that MPOs utilize the regional components of the *Statewide ITS Architecture (SITSA)* as their regional architecture and identifies a process for integrating the regional ITS architecture into the long-range transportation process. Additionally, *Florida's ITS Integration Guidebook* was recently completed, which recommends an iterative process to achieve overall ITS integration at the planning, institutional, and technical levels. The *Integration Issue Paper* will be updated to reflect the recent federal rule/policy, statewide Rule 940 guidelines, and recommendations from *Florida's ITS Integration Guidebook*.
- o ***Rural/Interurban ITS Applications*** – This *Issue Paper* focuses on the status of ITS in rural and interurban areas around the country and in Florida. It recommends several ITS strategies for improving mobility and safety in the rural areas, including centralized dispatch for emergency management services. This *Issue Paper* will be updated to reflect the recommendations of the *Ten-Year ITS CFP's Concept of Operations* and to recognize programmed ITS projects in the rural areas. Additionally, the ongoing *Statewide Incident Management Study*, *ITS Evacuation Planning Study*, and other recent advancements in rural ITS deployments will be discussed. This updated paper will reflect the objectives of *Florida's Rural Economic Development Plan Report* and recommend new strategies for deploying more rural ITS to stimulate statewide economic growth and employment.

*Technical Memorandum No. 4* will document the revised issue papers and resource documents.

- **Activity 5 – Recommended Preliminary Core Strategies**

Based on the research and recommendations included in the resource documents and issue papers, a list of updated core strategies for the ITS Office will be developed to implement the vision, goals, and objectives of the ITS Program. The core strategies will include recommended “early winner” strategies or actions derived from the issue papers and updated resource documents. The recommended strategies will be assessed to determine if further research or implementation in the subject area is feasible within the three-year timeframe. The list will be submitted to the Steering Committee for review. After review, the finalized list of prioritized core strategies will be incorporated in the update of *Florida’s ITS Strategic Plan*. The recommended strategies will be documented in *Technical Memorandum No. 5*.

- **Activity 6 – Phase I Peer Review**

ITS Florida will provide peer review on all documentation prior to submittal to the FDOT. The peer review process shall entail a constructive appraisal of *Florida’s 2003 ITS Strategic Plan* documentation, providing evaluative comments regarding the overall direction and technical accuracy of the documentation relative to the ITS Program’s goals and priorities. ITS Florida will provide comments to PBS&J prior to development and distribution of the draft documentation for the ITS Office’s review. After review of the draft document and resolution of the comments, a final draft of the document will be submitted to the FDOT Task Manager for consideration and distribution to the Steering Committee.

- **Activity 7 – Phase I Steering Committee Meetings and Presentations**

The purpose of this activity is to implement a stakeholder participation process for the development and review of *Florida’s 2003 ITS Strategic Plan* documentation. The updated objectives and recommended actions identified in *Florida’s 2003 ITS Strategic Plan* will be diverse and crosscutting, addressing many aspects and areas of ITS planning, research, management, operations, and deployment. The recommended actions will be prescribed based on a cooperative and coordinated ITS Program that utilizes various FDOT technical resources and skills to provide real-time management, maintenance, and operations of ITS. This diverse, crosscutting management and operations strategy requires the involvement and commitment of several different FDOT agencies at both the state and district level, other state and local agencies, and private-sector organizations as well.

To ensure consistency and consensus among the various agencies in the development of *Florida’s 2003 ITS Strategic Plan* actions, an internal Steering Committee comprised of various FDOT representatives will be assembled. The Steering Committee will be comprised of representatives from the FDOT’s ITS Office, Traffic Operations Office, Systems Planning Office, PTO, and Maintenance Office, in addition to FHWA ITS representatives and district ITS planning and engineering representatives.

The Steering Committee will be responsible for providing general direction and guidance, reviewing all draft documentation, providing written comments, and participating at project stakeholder meetings. PBS&J will prepare a list of committee names and addresses and provide advance notification of the meetings to the members, after prior approval from the FDOT Task Manager. The Steering Committee will receive copies of all project deliverables for review two weeks prior to review deadlines or meetings and all meeting notifications will be distributed one month prior to the meeting date. All comments submitted by the Steering Committee will be documented. Disposition of the comments will be documented and provided to the stakeholders for review and approval prior to final modification of the draft documentation. All documents, comments, and comment responses will be posted on the ITS General Consultant (GC) Web site.

Three Steering Committee meetings will be held during Phase I of the project. These meetings will include a kickoff meeting at the March 2003 ITS Working Group Meeting, an ITS vision meeting, and a preliminary core activities meeting. Upon ITS Office approval, two additional project meetings will be considered, inclusive of internal office project meetings and presentations to affected agencies. PBS&J will be responsible for developing all meeting distribution material and agendas, subject to prior approval from the FDOT Task Manager. The Steering Committee meetings will be held in the central area of the state and, where possible, will be coordinated with other statewide meetings. PBS&J will be responsible for preparing minutes of the meetings.

### **Phase II – Update of the Plan**

- **Activity 8 – Update *Florida's ITS Strategic Plan* Documentation**

The purpose of this activity is to identify the work effort involved in the update of *Florida's ITS Strategic Plan*. The following efforts are proposed:

- o **Revise Existing Chapters** – This activity will involve revising and combining the first three chapters of *Florida's ITS Strategic Plan* (i.e., *Purpose and Need*, *The Challenge*, and *What is ITS?*) into one introductory chapter. All information provided in this chapter will be updated to reflect the most current conditions and include the most recent statistics.

The ITS vision, goals, and objectives from *Technical Memorandum No. 2* will be included in the *Plan* update.

The chapter entitled *ITS Strategic Planning Guidelines* will be updated to reflect current conditions and new objectives for the ITS Office. The chapter regarding the ITS business plan will be revised based on the findings of *The Business Plan – An Implementation Program for the Next Five Years* resource document update.

- o **Add New Sections** – In addition to revising existing chapters in *Florida's ITS Strategic Plan*, a new chapter will be added to provide a compendium of ongoing ITS activities and projects that affect future direction and strategies for the ITS Program. The activities and projects highlighted will include, but not be limited to, the following:
  - *Ten-Year ITS CFP*;
  - *iFlorida*;
  - Incident management;
  - ITS standards and specifications;
  - Data collection and archival;
  - RWIS;
  - Road Ranger (RR) Service Patrols;
  - Telecommunications infrastructures;
  - Statewide 511;
  - *Systems Engineering Management Plan (SEMP)*;
  - Evacuation planning in ITS;
  - Airborne traffic surveillance systems (ATSS);
  - TMC software; and
  - Commercial vehicle operations (CVO) and weigh-in-motion (WIM).

The ITS Telecommunications General Consultant (TGC) will be responsible for developing the incident management, RR Service Patrols, telecommunications infrastructure, and ATSS sections of the *Plan*, and for recommending core strategies for implementation throughout the duration of the *Plan*. The TGC will provide draft text and core strategy recommendations to PBS&J for review and inclusion in the draft document.

- o **Update and Revise Recommended Actions** – Based on review and comment of the recommended preliminary core strategies documented in *Technical Memorandum No. 2*, a list of final core strategies will be developed for the ITS Program. These recommended strategies will be reasonable and achievable actions that can be implemented over the short-term.

Additionally, the revised *Plan* will integrate the new core strategies with the existing unfunded needs to provide a revised list of the ITS Program's strategies and needs. These needs will be categorized in a topical and hierarchical format to assist in prioritizing the overall unfunded strategies and needs. The end result of this needs analysis will consist of a list of short- and long-term core strategies for the statewide ITS Program.

The revised chapters, new chapters, and *Technical Memoranda* will be combined to comprise *Florida's 2003 ITS Strategic Plan*.

- **Activity 9 – Prepare *Florida’s 2003 ITS Strategic Plan Update Brochure***

After completion of the updated *Plan*, *Florida’s 2003 ITS Strategic Plan Update Brochure* will be developed. The *Brochure* will summarize the content of the *Plan* and identify recommended actions. The *Brochure* will be a one-page, tri-fold brochure with color graphics and will be submitted to the FDOT’s Task Manager for review and approval prior to distribution. One thousand (1,000) copies of the *Brochure* will be printed in addition to posting it on the ITS Office Web site in hypertext markup language (HTML) format. The ITS Office will coordinate with the Systems Planning Office for the distribution of *Florida’s 2003 Strategic Plan Update Brochure*.

- **Activity 10 – Phase II Peer Review**

ITS Florida will provide peer review on all documentation prior to submittal to the FDOT. The peer review process shall entail a constructive appraisal of *Florida’s 2003 ITS Strategic Plan* documentation, providing evaluative comments regarding the overall direction and technical accuracy of the documentation relative to the ITS Program’s goals and priorities. ITS Florida will provide comments to PBS&J, prior to development and distribution of the draft documentation for ITS Office review. After review of the draft document and resolution of the comments, a final draft of the document will be submitted to the FDOT Task Manager for consideration and distribution to the Steering Committee.

- **Activity 11 – Phase II Steering Committee Meetings**

As part of Phase II, a Steering Committee meeting will be conducted to present the final *Florida’s 2003 ITS Strategic Plan*. Upon request from the ITS Office, two additional project meetings will be considered, inclusive of internal office project meetings and presentations to affected agencies. The Steering Committee will receive copies of all project deliverables for review two weeks prior to review deadlines or meetings and all meeting notifications will be distributed one month prior to the meeting date.

This Activity will also include a presentation to the FDOT Executive Committee and the FTC. Presentations will be prepared and conducted prior to the completion of Phase II. Comments and suggestions provided by the Executive Committee and the FTC will be incorporated into the final documentation and all deliverables. PBS&J will be responsible for preparing the presentations. Draft copies of the presentations will be submitted to the FDOT Task Manager for review and approval prior to the Executive Committee and FTC meetings.

#### 4. DELIVERABLES

A draft copy of the *Plan* will be transmitted to the Steering Committee for review and comment. The final *Plan* will be produced four weeks after receipt of comments. Fifty copies of the final of *Florida's 2003 ITS Strategic Plan* will be provided to the ITS Office. Additionally, all final deliverables will be provided to the ITS Office in Microsoft Word, Excel, or PowerPoint format and all final documents will be posted on the ITS Office Web site in HTML format. A project compact disk with read only memory (CD-ROM) containing all deliverables in Adobe Portable Document Format (PDF) will also be produced for distribution. A schedule of the deliverable dates is identified in the following table:

<b>Deliverable</b>	<b>Date*</b>
<b>Phase I</b>	
<i>Technical Memorandum No. 1 – Initial Actions Appraisal</i>	06/27/03
<i>Technical Memorandum No. 2 – Updated ITS Mission, Vision, Goals, and Objectives</i>	07/18/03
<i>Technical Memorandum No. 3 – New Issue Papers</i>	09/05/03
<i>Technical Memorandum No. 4 – Updated Issue Papers and Resource Documents</i>	12/05/03
<i>Technical Memorandum No. 5 – Update Recommended Core Strategies</i>	01/14/04
<b>Phase II</b>	
Draft Updated <i>Florida's ITS Strategic Plan</i>	02/24/04
Final <i>Florida's 2003 ITS Strategic Plan</i> and CD-ROM	03/12/04
<i>Florida's 2003 ITS Strategic Plan Update Brochure</i>	03/12/04

\* These dates are based on an assumption that the Notice to Proceed (NTP) will be received by June 9, 2003.

#### 5. PROJECT SCHEDULE

The completion date for this project is estimated at 40 weeks from the issuance of the Notice to Proceed (NTP). A detailed project schedule is provided in Exhibit 1.

## **6. REIMBURSEMENT METHOD**

The compensation for this Task Work Order will be the maximum limiting amount method in accordance with the Consultant's agreement. The Consultant will invoice for services performed under this Task Work Order by individual staff hours for approved staff and authorized expenses. An estimate of the work effort and fee is provided in Exhibit 2.

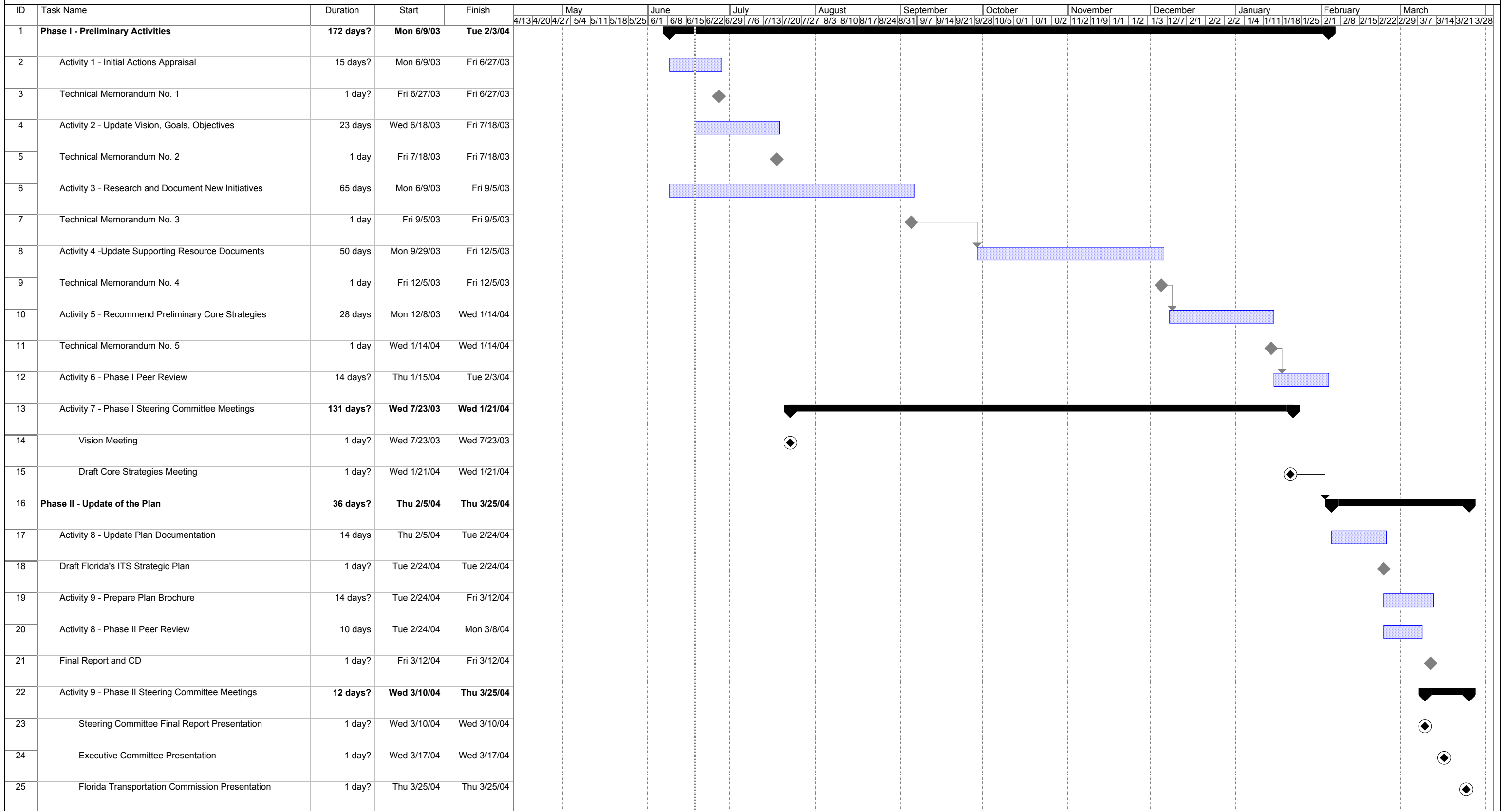
Compensation for the TGC's efforts will be covered by the ITS Office's TGC contract with PB Farradyne.

## **7. STAFFING**

Approved staff and subconsultant staff under this Task Work Order and Contract are also provided in Exhibit 2. The identified staff are authorized to charge to this Task Work Order at the direct salary rates identified for unloaded rates as indicated plus multipliers or loaded rates as specified in the Contract and in accordance with all other provisions of the Contract. Diane E. Quigley will serve as the Consultant Task Manager for this assignment.

The FDOT Task Manager may authorize other staff to charge under this Task Work Order.

**Exhibit 1 - Florida's ITS Strategic Plan Update**



Project: Strategic Plan Update  
Date: Wed 6/18/03

Task		Progress		Summary		External Tasks		Deadline	
Split		Milestone		Project Summary		Tech Memo		Meetings	