

Scope of Services and Budget for Hernando County



AMENDMENT #1 TO TASK WORK ORDER # 2024-1

Project Development and Technical Support

Prepared by

The Center for Urban Transportation Research (CUTR)
at The University of Florida (USF)

Reference Authorization: RESEARCH AND TECHNICAL ASSISTANCE MASTER AGREEMENT
BETWEEN HERNANDO COUNTY AND THE UNIVERSITY OF SOUTH FLORIDA BOARD OF
TRUSTEES, JANUARY 9, 2024 (Two Year Term)



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Exhibit A

Scope of Services

CUTR Work Order # 2024-1

Project Title: Mobility Services Project Development, Management, and Technical Support

Amendment to Scope of Work

This document serves as an amendment to the existing Task Work Order between the Hernando County Transit Department and USF/CUTR. This amendment aims to expand the scope and budget of technical assistance to address specific priority activities identified by Hernando County. These additional activities build upon the goals and objectives outlined in the original agreement and are necessary because the following key tasks have been completed:

Completed Activities

- **DBE Policy & Plan Development**
Assisted TheBus staff (Georgia Lim) with DBE Policy and Plan development from February to May 2024 (90% completed – awaiting FTA approval).
 - Final DBE Plan submitted to FTA (uploaded to TRAMs – Georgia 12.11.24).
- **Fleet/Vehicle Needs**
Supported TheBus staff in identifying procurement opportunities for new vehicles (March-October 2024).
 - Hernando will piggy-back on a State of GA contract (Darlene – 12.11.24).
 - TRIPS contact update for Gillig buses is pending (Georgia to follow up with JTA – 12.11.24).
 - Fleet Plan and tracking are up to date (12.11.24).
- **MPO Coordination**
Coordinated with the MPO on UPWP/TIP updates and the MPO's 2050 LRTP project team, including the development and updates of TheBus GIS files.

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- **Plan Review**
Conducted reviews and provided comments on the Benesch facility and routing study.
 - **Fare-Free Policy/Research**
Researched fare-free policy opportunities and provided guidance on potential policy options.
 - **Emergency Management & Service**
Provided consulting and recommendations on instituting post-storm emergency services.

Expanded Task Activities

With these activities completed, the scope of work is expanded to address the following additional subtasks:

Subtask 1: Title VI Plan Development

- Develop and update Hernando County's Title VI Plan to ensure full compliance with federal regulations. Activities include equity analyses, data reporting, and documentation of outreach efforts to support funding and program eligibility.

Subtask 2: Mapping, Graphics, and Marketing Support

- Provide GIS mapping services, graphics development, and marketing materials to enhance public engagement and communication. These materials will be tailored to support transit operations, outreach initiatives, and planning studies.

Subtask 3: Grant Application Assistance

- Assist with identifying, developing, and submitting grant applications for state and federal transit funding. Activities include technical assistance for preparing applications, financial analysis, and ensuring compliance with grant requirements.

Subtask 4: General Transit Planning Assistance

- Deliver on-call technical planning support to address service planning, demand analysis, performance monitoring, and other tasks as directed by Hernando County Transit to improve operational efficiency and service delivery.

BACKGROUND AND PURPOSE STATEMENT

Hernando County has established a research and technical assistance master agreement with USF/CUTR to provide technical assistance services to Hernando County in the form of research and developmental studies, which may include, as mutually agreed, the fields of architecture, business, civil and environmental engineering, funding and financing, land

use and urban design, mobility solutions, planning, project development, public engagement technology advancements, and geographic information systems (GIS).

This work order will provide on-call services to respond promptly to requests from Hernando County for support to address various transit and mobility service development, management, and technical issues. To maintain transparency and client engagement, and to ensure that on-call support activities align with the goals of each support request, the CUTR Team will hold monthly progress meetings with Hernando County. Meeting topics will include goals and objectives of the support request(s); a summary of progress made; questions, concerns, or other input from Hernando County (and any resulting changes made to the planned activities); and next steps or action items. Meeting agendas and summaries of progress will be prepared and delivered to Hernando County by the CUTR Team.

Examples of on-call service support activities include but are not limited to the following areas of expertise available from the CUTR Team:

1) General Transportation Planning and Project Management Services:

- a. Assist with the development, application, and management of federal and state public transportation grants,
- b. Provide technical support for grant compliance requirements, policies, plans, certifications, and procedures (e.g., metropolitan transportation planning programs, triennial reviews, safety plans and procedures, maintenance practices and procedures, Title VI planning, procurement procedures, requests for proposals (RFP), and transit asset management),
- c. Service planning, technical assistance, and performance analysis to maintain key performance indicators (KPIs) and enhance/improve service,
- d. Assistance with the development and management of planning studies for new services/programs/capital projects (e.g., comprehensive route and system analysis, demand response analysis, and assessment of new services such as on-demand/micro-transit services). Procedures to include fixed-route, paratransit, and mobility-on-demand services,
- e. Mobility management activities, coordination, and program development,
- f. Funding, budgeting, and general financial analysis,
- g. Capital improvement planning,
- h. Comprehensive transportation planning/growth management reviews,

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- i. Intergovernmental coordination and urban planning processes (e.g., the Federal Transit Administration, the Florida Department of Transportation, metropolitan planning organizations, and local governments),
 - j. Planning requirements and update procedures for Transit Development Plans (TDPs) and Transportation Disadvantaged Service Plans (TDSPs),
 - k. Rural transportation studies and service development,
 - l. Regional public transportation studies,
 - m. GIS and data analysis services, and
 - n. Fare analysis and implementation strategies.
- 2) Organizational Development Support:**
- a. Transportation personnel needs assessment,
 - b. Training and professional development services,
 - c. Staff and board leadership and strategic planning processes, retreats, and visioning, and
 - d. Market research, branding, and promotional activities.
- 3) Intelligent Transportation Systems (ITS) Research and Implementation Technical Assistance:**
- a. Assistance in maximizing existing technologies/platforms,
 - b. New IT systems research, planning, and specification development,
 - c. Procurement, training, and installation support,
 - d. Database management and analysis, and
 - e. Performance and ridership analysis and reporting.
- 4) Public Involvement and Outreach Support:**
- a. Public participation programs and presentations,
 - b. Public and customer surveys, and

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- c. Website and social media support.

5) Extension of staff assignments:

- a. Internal strategic development planning,
- b. Project prioritization, budgeting, and funding analysis,
- c. Preparation of presentations and meeting facilitation,
- d. Research and training, and
- e. Other assignments as directed by Hernando County Transit.

Exhibit B

Work Order Budget and Management

Amendment to Work Budget and Management

This amendment revises the original Work Budget and Management section to reflect the expanded scope of work and the associated budget adjustments. The additional funding is necessary to support the newly introduced activities outlined in this amendment while continuing to build upon the original tasks and deliverables.

UPDATED WORK ORDER BUDGET:

<i>Description</i>	<i>Amount</i>
Original Budget	\$50,000.00
Budget Amendment	\$68,574.47
Updated Task Work Order Total:	\$118,574.47

This revised budget incorporates the expanded scope, ensuring the continued delivery of technical assistance to the Hernando County Transit Department. Full budget details of the amendment are found in the latter sections of this document.

INVOICING

Monthly progress reporting will be based on hours expended and by task assignment under development or completed. These monthly reports will allow the Project Manager of this work order to track the task assignments and overall budget. Invoicing will occur upon completion of all assigned tasks and approval by the Hernando County Transit Administrator.

SCHEDULE

This Work Order 2024-1 will be in effect for a period of two years from notice to proceed (NTP), subject to the budget limit or additional budget amendments.

ASSIGNED TEAM

Martin Catala, Program Director, CUTR Transit Management and Innovation

Martin Catala is the project manager of this work order. He will play a role in identifying and developing work activities that will occur under this work order and will track activities and provide progress updates on the respective work activities.

Jonathan Roberson, Research Associate, CUTR Transit Management and Innovation

Jonathan Roberson will provide support for this work order based on the identified activities. Mr. Roberson has over 20 years of experience working at public transit agencies in Florida and will provide insights, direction and perform work activities under this work order.

Jennifer Flynn, Research Associate, CUTR - Transit Management & Innovation

Jennifer Flynn will provide support for this work order depending on the needs and requirements of each task identified under this work order. Ms. Flynn has over 20 years of experience in public transportation research and analysis. She has specialties in performance evaluation, innovative mobility and healthcare/medical transportation services.

Rob Gregg, Research Associate, CUTR - Transit Management & Innovation Rob has experience in the public transportation field including planning, marketing, operations, federal and state grant programs, intergovernmental coordination, public participation, and general system management. He will be actively involved with oversight of all tasks and work assignments.

Jason Jackman, Senior Research Associate, CUTR - ITS, Traffic Operations & Safety

Jason's experience and expertise include pedestrian and bicycle safety, outreach education, policy analysis, communications, and program management.

Melissa De Leon, Community Planner, CUTR - Transit Management & Innovation

Melissa's experience includes grant and proposal coordination, assisting in preparation of Transit Development Plans and transit feasibility studies for cities and counties throughout the State of Florida.

Wendy Teague, Graphics Designer, CUTR

Wendy has experience developing marketing, graphics and public outreach materials and information.

Additional CUTR staff may be assigned for this work order within the limits of the budget as approved by the Hernando County Transit Department.

Budget Amendment:

Office/Section or Dept. Hernando Transit Department											1/8/2026	
Principal Investigator: Martin Catala. Center for Urban Transportation Research												
			Subtask 1: Title VI Plan		Subtask 2: Mapping- Graphics-Marketing Needs		Subtask 3: Grant Application Assistance		Subtask 4: General Transit Planning Assistance		TOTAL	
Name	Role	Fixed Rate	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Salaries												
Martin Catala	Project Director	\$117.48	20	\$2,349.50	20	\$2,349.50	20	\$2,349.50	40	\$4,699.00	100	\$11,747.50
Jonathan Roberson	Research Associate	\$93.95	60	\$5,637.00	40	\$3,758.00	40	\$3,758.00	100	\$9,395.00	240	\$22,548.00
Melissa DeLeon	Community Planner	\$69.00	40	\$2,760.00	16	\$1,104.00	19	\$1,311.00	36	\$2,484.00	111	\$7,659.00
Rob Gregg	Research Associate	\$112.50	0	\$0.00	0	\$0.00	0	\$0.00	30	\$3,375.00	30	\$3,375.00
Jennifer Flynn	Research Associate	\$92.08	0	\$0.00	0	\$0.00	0	\$0.00	20	\$1,841.50	20	\$1,841.50
Jason Jackman	Research Associate	\$76.88	16	\$1,230.00	40	\$3,075.00	0	\$0.00	30	\$2,306.25	86	\$6,611.25
Wendy Teague	Graphic Designer	\$77.54	8	\$620.30	40	\$3,101.50	0	\$0.00	30	\$2,326.13	78	\$6,047.93
Graduate Student	Graduate Student	\$41.25	23.2	\$957.00	40	\$1,650.00	16	\$660.00	30	\$1,237.50	109.2	\$4,504.50
Total Labor + Fringe			167.2	\$13,553.80	196	\$15,038.00	95	\$8,078.50	316	\$27,664.38	774	\$64,334.68
Other Personnel Services												
Consulting Services		\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Operating Expenses												
Travel			\$312.50		\$312.50		\$302.30		\$562.50		\$1,489.80	
Printing/Translation Services			\$437.50		\$1,875.00		\$0.00		\$437.50		\$2,750.00	
Total Operating Expenses			\$750.00		\$2,187.50		\$302.30		\$1,000.00		\$4,239.80	
Total Budget			\$14,303.80		\$17,225.50		\$8,380.80		\$28,664.38		\$68,574.47	

Note: This is a fixed price lump sum contract. Invoiced at the end of the project.

Contact Information:

CUTR Project Managers:

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