

Scope of Services and Budget for Hernando County



CHANGE ORDER #2 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 (Four-Year Term)



USF UNIVERSITY OF
SOUTH FLORIDA

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Exhibit A

Scope of Services

CUTR Work Order # 2024-1

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

Change Order to Scope of Work

This document serves as Change Order 2 to the existing Task Work Order (#2024-1) between the Hernando County Transit Department and USF/CUTR. This Change Order increases the total contract budget by **\$200,000** (from \$118,574.47 to \$318,574.47), consistent with the amended master agreement. This Change Order aims to expand the scope and budget of technical assistance to address specific priority activities identified by Hernando County. These additional activities are necessary to meet the original agreement by addressing the following needs: ongoing work, recurring work, and additional work products.

Expanded Activities

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 (TAM) Plans,

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- 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,
 - 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.

Example Deliverables: Grant Application Assistance, Mapping Services, General Transit Planning Assistance, Route and Schedule Development, Transit Development Plan (TDP) Annual Update, Transit Asset Management (TAM) Plan 3-year Update.

2) Organizational Development Support:

- a. Transportation personnel needs assessment,
- b. Training and professional development services,

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- c. Staff and board leadership and strategic planning processes, retreats, and visioning, and
 - d. Market research, branding, and promotional activities.

Example Deliverables: Graphic Design and Marketing Support

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.

Example Deliverable: Procurement Assistance

4) Public Involvement and Outreach Support:

- a. Public participation programs and presentations,
- b. Public and customer surveys, and
- 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.

Work Order Budget and Management

Change Order to Work Budget and Management

This Change Order revises the original Work Budget and Management section to reflect the expanded scope of work and the associated budget adjustments. Additional funding is necessary to support the newly introduced activities outlined in this Change Order 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 Change Order #1	\$68,574.47
Budget Change Order #2	\$200,000.00
Updated Task Work Order Total:	\$318,574.47

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 Change Order are found in the latter sections of this document.

INVOICING

Periodic progress reports will be submitted tied to task completion or percentage of completion for each assigned subtask, satisfying county procurement and finance requirements and ensuring visible activity against the purchase order. Invoicing will be submitted on a periodic basis consistent with fiscal year requirements and approved by the Hernando County Transit Administrator. Reports will allow the Project Manager to track task assignments and overall budget utilization. All invoicing and grant entries should be submitted in a timely manner.

SCHEDULE

This Work Order 2024-1 has been extended through 2028, consistent with the amended master agreement term (Change Order 1 to the Research and Technical Assistance Master Agreement, executed October 2025), subject to the budget limit or additional budget Change Orders. Total compensation under all work orders shall not exceed \$500,000 for the term of the agreement.

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.

Tia Boyd, AICP, Research Associate, CUTR, Transit Management & Innovation. Tia's expertise includes public participation, interagency coordination, multimodal transportation planning, and statewide and metropolitan policy and planning.

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 Change Order #2:

TASK WORK ORDER 1: CHANGE ORDER # 2														
													7/29/2026	
Office/Section or Dept.	Hernando County Transit Department													
Principal Investigator: Martin Catala. Center for Urban Transportation Research														
			1. General Transportation Planning & Project Management Services		2. Organizational Development Support		3. Intelligent Transportation Systems (ITS) Research & Implementation Technical Assistance		4. Public Involvement & Outreach Support		5. Extension of Staff Assignments		TOTAL	
Name	Role	Rate	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Salaries														
Martin Catala	Project Director	\$141.23	110	\$15,535.30	50	\$7,061.50	60	\$8,473.80	20	\$2,824.60	60	\$8,473.80	300	\$42,369.00
Jonathan Roberson	Research Associate	\$91.39	220	\$20,105.80	120	\$10,966.80	30	\$2,741.70	80	\$7,311.20	120	\$10,966.80	570	\$52,092.30
Melissa De Leon	Community Planner	\$71.99	80	\$5,759.20	20	\$1,439.80	0	\$0.00	20	\$1,439.80	0	\$0.00	120	\$8,638.80
Rob Gregg	Research Associate	\$118.91	40	\$4,756.40	20	\$2,378.20	40	\$4,756.40	40	\$4,756.40	0	\$0.00	140	\$16,647.40
Tia Boyd	Research Associate	\$73.49	90	\$6,614.10	30	\$2,204.70	0	\$0.00	80	\$5,879.20	10	\$734.90	210	\$15,432.90
Jennifer Flynn	Research Associate	\$99.08	150	\$14,862.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	150	\$14,862.00
Kimberly Mendez	Research Associate	\$72.66	130	\$9,445.80	20	\$1,453.20	50	\$3,633.00	40	\$2,906.40	0	\$0.00	240	\$17,438.40
Taylor Dinehart	Research Associate	\$56.01	60	\$3,360.60	0	\$0.00	40	\$2,240.40	0	\$0.00	20	\$1,120.20	120	\$6,721.20
Jana Huss	Research Support Spe	\$55.51	10	\$555.10	0	\$0.00	0	\$0.00	10	\$555.10	0	\$0.00	20	\$1,110.20
Wendy Teague	Graphic Designer	\$82.48	160	\$13,196.80	0	\$0.00	0	\$0.00	60	\$4,948.80	0	\$0.00	220	\$18,145.60
Total Labor + Fringe			1050	\$94,191.10	260	\$25,504.20	220	\$21,845.30	350	\$30,621.50	210	\$21,295.70	2090	\$193,457.80
Other Personnel Services														
	Graduate Student	\$33.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Operating Expenses														
	Travel			\$500.00		\$250.00		\$250.00		\$0.00		\$0.00		\$1,000.00
	Printing/Translation Services			\$3,042.20		\$2,500.00		\$0.00		\$0.00		\$0.00		\$5,542.20
Total Operating Expenses				\$3,542.20		\$2,750.00		\$250.00		\$0.00		\$0.00		\$6,542.20
Total Budget				\$97,733.30		\$28,254.20		\$22,095.30		\$30,621.50		\$21,295.70		\$200,000.00
Note: This is a fixed price lump sum contract. Invoiced upon completion of all assigned tasks and approval by the Hernando County Transit Administrator.														

The budget for Change Order will be for up to \$200,000 (two hundred thousand dollars).

Contact Information:

CUTR Project Managers:

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