

APPENDIX A SCOPE OF WORK

General Approach

The Yuma Metropolitan Planning Organization (YMPO) is seeking a qualified consultant firm with experience in developing Pavement Management Systems (PMS) to carry out a Pavement Management Study for the YMPO region. The study will involve reviewing the PMSs currently in use amongst YMPO member agencies and, possibly, recommending changes, or enhancements, to them; recommending PMS processes for those agencies that do not currently have such systems, possibly including software packages; and assisting member agencies in implementing and/or advancing their PMS, as needed.

YMPO is requesting proposals from qualified and interested consultant firms for professional services to implement the above PMS activities for the six local agencies located in the YMPO region: including the City of Yuma, Yuma County, the Cities of San Luis and Somerton, the Town of Wellton, and the Cocopah Indian Tribe.

The goal of this program is to provide our member agencies with the tools and training to develop and maintain their PMS for future years. The consultant shall also provide a current overall pavement condition survey for roads within the YMPO region; recommend appropriate treatment strategies; provide budget analyses and future year funding scenarios; personnel training; and final reports. The Consultant's proposal should include a summary of the project understanding, approach, proposed scope, schedule with deliverables, and budget.

YMPO encourages Proposers to be creative in developing a sound approach which achieves the goals for this project. YMPO also urges the Proposer to be as specific as possible when describing the activities that they will perform to support each task. We would like the Proposer to make maximum use of matrices, tables, and drawings in working papers produced for the project to ensure conciseness and clarity to minimize the amount of text required. Finally, YMPO requires the Proposer to adhere strictly to the following proposed tasks. The development of the YMPO Pavement Management System Study is supported by the FY 2018-2041 YMPO (Regional) Long-Range Transportation Plan (RTP).

Possible Additional Work: In addition to the recommending of PMS processes, the successful company will measure the surface conditions on a limited number of roadway segments within each agency's jurisdiction, and to further, or start, the population of the

PMS database. Depending on the needs of YMPO member agencies, the successful company is encouraged to work with the individual agencies to exceed the number of miles to be measured, although that additional work will NOT occur as part of this contract.

Scope of Work

The PMS Study should include the following tasks:

- Task 1 Task Review and Confirm or Adjust the Scope of Work;
- Task 2 Prepare Detailed Work Plan and Schedule;
- Task 3 A Pavement Condition Survey for each agency;
- Task 4 Recommended Maintenance and Rehabilitation Strategies;
- Task 5 Recommended Pavement Management Systems for each member agency;
- Task 6 Overall Budget Analyses and Funding Scenarios;
- Task 7 Assistance in Implementing the PMS Databases;
- Task 8 Final Reports/Council Presentations.

Task 1. Review and Confirm or Adjust the Scope of Work:

Based on the original Scope of Work, review and approve the scope of work, as written, and/or, in cooperation with YMPO, revise the scope of work, as mutually agreed.

Task 2. Prepare Detailed Work Plan and Schedule:

Based on the confirmed, or revised scope of work, present a detailed outline of a work plan strategy, schedule of meetings, meetings documentation, and proposed public involvement program.

Task 3. Pavement Condition Surveys:

Review and audit the database/inventory of each agency's roadway network, split or combine, or add new sections, as necessary. (e.g., GIS/PMP linkage, functional class, surface type, length, width, number of lanes, and average annualized daily traffic counts (AADT)).

Task 4. Maintenance and Rehabilitation Strategies:

Review and update maintenance and rehabilitation strategies for each member agency, including appropriate treatments such as fog seals, slurry seals, chip seals, overlays, reconstruction and the determination of treatment unit costs.

Task 6. Budget Analysis and Funding Scenarios:

1. A minimum of five budget and/or target-driven scenarios analysis and show impact with the use of GIS maps. This shall include the following scenarios:
 - a. Budget needs assessment;
 - b. Utilize existing budget;
 - c. Maintain current Pavement Condition Index (PCI);
 - d. Improve network PCI (by 5 pts);
 - e. Improve network to regional target PCI.
2. Program criteria for project ranking should include AADT, roadway classification, current bicycle facility, and PCI.
3. Provide recommendations, if shortfalls exist, for how each member agency can employ better preventive maintenance strategies or increase funding by proposing a preferred future budget level.
4. Deliver a draft updated pavement management database, and Budget Options Report containing the above information, to each member agency for their review.

Task 6. Final Reports/Council Presentations:

Prepare final report and PowerPoint presentation for YMPO Executive Board. Presentation shall provide a summary of the pavement network and shall include budgets and planning recommendations.

Project Schedule

The Consultant shall develop a project schedule that allows for adequate time for all deliverables to be prepared by the Consultant and provide two weeks for local agency staff review. The Consultant must provide a schedule of activities based on the Notice to Proceed and Study Completion dates provided at the end of this chapter.

The Consultant shall diligently pursue the development of the Study to ensure completion and the submission of documents within the proposed time schedule. Moreover, the Consultant shall notify the YMPO in writing of any event which could delay substantially the achievement of the Project within the prescribed time limits and proposed methods for bringing the Project back on schedule.

Deliverable Requirements

All materials submitted to YMPO shall be reviewed for quality and conform to the following:

1. Documents shall be organized, worded, and illustrated so that they can be easily understood.
2. All submittals shall include cover sheets that accurately describes the purpose of the submittal, sender, date, type, quantity, and electronic file name of the enclosed documents. Submittals requesting city staff action shall note the due date.
3. Documents shall be organized so they can be easily revised as requested.
4. Graphics can be color, with a set of black and white materials provided so that they can be easily reproduced by black and white photocopier.
5. The Consultant shall provide at least two (2) hard copies of all draft and at least three (3) hard copies of all final reports. All documents shall also be submitted electronically as MS Office 2016® formatted documents at a minimum.
6. Final documents shall also be provided electronically as Adobe Acrobat® Portable Document Format (PDF) with object recognition, chapters for written documents, and bookmarks, if applicable.