THIS AGREEMENT made and entered into as of this _____ day of ______________________ by and between Miami-Dade Transit Alliance (Transit Alliance), a not for profit corporation organized and existing under the laws of the State of Florida, having its principal office at 169 E. Flagler Street, Suite 1401, Miami, FL 33131 (hereinafter referred to as the "Contractor"), and Miami-Dade County, a political subdivision of the State of Florida, having its principal office at 111 N.W. 1st Street, Miami, Florida 33128 (hereinafter referred to as the "County"),

WITNESSETH:

WHEREAS, Transit Alliance is a non-profit advocacy organization that has produced extensive research focusing on the state of the current bus network; and

WHEREAS, one of the recommendations from the aforementioned research is a bus network redesign; and

WHEREAS, Transit Alliance presented these findings and recommendations to the Board of County Commissioners (hereinafter referred to as the “Board”) on July 24, 2018; and

WHEREAS, on September 20, 2018, the Board adopted the budget for the 2018-2019 fiscal year which included an allocation of $250,000 for Transit Alliance to recommend modifications to existing transit bus routes through a community-driven process; and

WHEREAS, on May 7, 2019, the Board adopted Resolution R-509-19 supporting the Transit Alliance initiative which seeks to work with Miami-Dade County to develop a bus network redesign for Miami-Dade County; and

WHEREAS, Transit Alliance raised $250,000 in matching dollars to fund this project; and

WHEREAS, the proposed network plan will include both service increases and reductions in order to remain operationally cost neutral; and

WHEREAS, community and stakeholder input balanced against a data-driven service evaluation is critical to the success of building effective transit services; and

WHEREAS, input from the Office of the Mayor, Board and Department of Transportation and Public Works is critical and is framed within a defined process; and

WHEREAS, this project is being undertaken by Transit Alliance in an effort to present implementable changes to the Board at the conclusion of the process; and

WHEREAS, the Contractor has offered to deliver services for “Bus Network Redesign”,
on a non-exclusive basis, that shall conform to the Scope of Services (Appendix A); Miami-Dade County’s Contract No. and all associated addenda and attachments, incorporated herein by reference; and the requirements of this Agreement; and,

WHEREAS, the County desires to fund the Contractor’s provision of such “Bus Network Redesign” for the County, in accordance with the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

ARTICLE 1. DEFINITIONS

The following words and expressions used in this Agreement shall be construed as follows, except when it is clear from the context that another meaning is intended:

a) The words “Contract” or “Agreement” to mean collectively these terms and conditions, the Scope of Services (Appendix A), all other appendices and attachments hereto, all amendments issued hereto, Contract No. and all associated addenda, and the Contractor’s Proposal.

b) The words “Contract Date” to mean the date on which this Agreement is effective.

c) The words “Contract Manager” to mean Miami-Dade County’s Director, Internal Services Department, or the duly authorized representative designated to manage the Contract.

d) The word “Contractor” to mean Miami-Dade Transit Alliance and its permitted successors.

e) The word “Days” to mean Calendar Days.

f) The word “Deliverables” to mean all documentation and any items of any nature submitted by the Contractor to the County’s Project Manager for review and approval pursuant to the terms of this Agreement.

g) The words “directed”, “required”, “permitted”, “ordered”, “designated”, “selected”, “prescribed” or words of like import to mean respectively, the direction, requirement, permission, order, designation, selection or prescription of the County’s Project Manager; and similarly the words “approved”, acceptable”, “satisfactory”, “equal”, “necessary”, or words of like import to mean respectively, approved by, or acceptable or satisfactory to, equal or necessary in the opinion of the County’s Project Manager.

h) The words “Extra Work” or “Additional Work” to mean additions or deletions or modifications to the amount, type or value of the Work and Services as required in this Contract, as directed and/or approved by the County.

i) The words “Project Manager” to mean the County Mayor or the duly authorized representative designated to manage the Project.

j) The words “Scope of Services” to mean the document appended hereto as Appendix A, which details the work to be performed by the Contractor.
k) The word "subcontractor" or "subconsultant" to mean any person, entity, firm or corporation, other than the employees of the Contractor, who furnishes labor and/or materials, in connection with the Work, whether directly or indirectly, on behalf and/or under the direction of the Contractor and whether or not in privity of Contract with the Contractor.

l) The words "Work", "Services" "Program", or "Project" to mean all matters and things required to be done by the Contractor in accordance with the provisions of this Contract.

ARTICLE 2. ORDER OF PRECEDENCE

If there is a conflict between or among the provisions of this Agreement, the order of precedence is as follows: 1) these terms and conditions, 2) the Scope of Services (Appendix A),

ARTICLE 3. RULES OF INTERPRETATION

a) References to a specified Article, section or schedule shall be construed as reference to that specified Article, or section of, or schedule to this Agreement unless otherwise indicated.

b) Reference to any agreement or other instrument shall be deemed to include such agreement or other instrument as such agreement or other instrument may, from time to time, be modified, amended, supplemented, or restated in accordance with its terms.

c) The terms "hereof", "herein", "hereinafter", "hereby", "herewith", "hereto", and "hereunder" shall be deemed to refer to this Agreement.

d) The titles, headings, captions and arrangements used in these Terms and Conditions are for convenience only and shall not be deemed to limit, amplify or modify the terms of this Contract, nor affect the meaning thereof.

ARTICLE 4. NATURE OF THE AGREEMENT

a) This Agreement incorporates and includes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained in this Agreement. The parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this Agreement, and that this Agreement contains the entire agreement between the parties as to all matters contained herein. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written. It is further agreed that any oral representations or modifications concerning this Agreement shall be of no force or effect, and that this Agreement may be modified, altered or amended only by a written amendment duly executed by both parties hereto or their authorized representatives.

b) The Contractor shall provide the services set forth in the Scope of Services, and render full and prompt cooperation with the County in all aspects of the Services performed hereunder.

c) The Contractor acknowledges that this Agreement requires the performance of all things necessary for or incidental to the effective and complete performance of all Work and Services under this Contract. All things not expressly mentioned in this Agreement but necessary to carrying out its intent are required by this Agreement, and the Contractor
shall perform the same as though they were specifically mentioned, described and
delineated.

d) The Contractor shall furnish all labor, materials, tools, supplies, and other items required
to perform the Work and Services that are necessary for the completion of this Contract. All Work and Services shall be accomplished at the direction of and to the satisfaction of the County’s Project Manager.

e) The Contractor acknowledges that the County shall be responsible for making all policy
decisions regarding the Scope of Services. The Contractor agrees to provide input on policy issues in the form of recommendations. The Contractor agrees to implement any and all changes in providing Services hereunder as a result of a policy change implemented by the County. The Contractor agrees to act in an expeditious and fiscally sound manner in providing the County with input regarding the time and cost to implement said changes and in executing the activities required to implement said changes.

ARTICLE 5.  CONTRACT TERM

The Contract shall become effective on the date indicated on the first page and shall continue through the last day of the 24th month. This Contract may be extended beyond the initial term period by mutual agreement between the County and the Contractor.

ARTICLE 6.  NOTICE REQUIREMENTS

All notices required or permitted under this Agreement shall be in writing and shall be deemed sufficiently served if delivered by Registered or Certified Mail, with return receipt requested; or delivered personally; or delivered via e-mail (if provided below) and followed with delivery of hard copy; and in any case addressed as follows:

(1)  to the County

a)  to the Project Manager:

Miami-Dade County
Attention:
Phone:
E-mail:

and,

a)  to the Contract Manager:

Miami-Dade County
Internal Services Department, Strategic Procurement Division
Attention:  Chief Procurement Officer
111 N.W. 1st Street, Suite 1375
Miami, FL  33128-1974
Phone:   (305) 375-4900
E-mail:   namita.uppal@miamidade.gov
Either party may at any time designate a different address and/or contact person by giving notice as provided above to the other party. Such notices shall be deemed given upon receipt by the addressee.

ARTICLE 7. PAYMENT FOR SERVICES

The Contractor warrants that it has reviewed the County's requirements and has asked such questions and conducted such other inquiries as the Contractor in agreement with the amount the Contractor will be granted to provide the Work and Services to be performed under this Contract. The County funding for all Work and Services performed under this Contract, including all costs associated with such Work and Services, shall be in the total amount of Two hundred fifty thousand dollars ($250,000). The County shall have no obligation to grant the Contractor any additional sum in excess of this amount.

All Services undertaken by the Contractor before County’s approval of this Contract shall be at the Contractor’s risk and expense.

ARTICLE 8. METHOD AND TIMES OF PAYMENT

1. The Contractor will create a separate bank account to receive and administer all funds pertaining to this project.
2. The Notice to Proceed will be issued by DTPW.
3. The disbursement of funds shall be in accordance with the attached Disbursement Schedule (Appendix B)

All invoices shall be taken from the books of account kept by the Contractor, shall be supported by copies of payroll distribution, receipt bills or other documents reasonably required by the County, shall show the County’s contract number, and shall have a unique invoice number assigned by the Contractor. It is the policy of Miami-Dade County that payment for all purchases by County agencies and the Public Health Trust shall be made in a timely manner and that interest payments be made on late payments. All firms, including Small Business Enterprises, providing goods and services to the County, shall receive payment to maintain sufficient cash flow. In accordance with Section 218.74 of the Florida Statutes, and Section 2-8.1.4 of the Code of Miami-Dade County, the time at which payment shall be due from the County or the Public Health Trust shall be forty-five (45) days from receipt of a proper invoice. Billings from prime Contractors under services and goods contracts with the County or Public Health Trust, that are Small Business Enterprise contract set-aside, bid preference or contain a subcontractor goal, shall be promptly reviewed and payment made by the County or Trust on those amounts not under dispute within fourteen (14) calendar days of receipt of such billing by the County or the Trust pursuant to Sections 2-8.1.1.1.1 and 2-8.1.1.2 of the Code of Miami-Dade. All payments due from the County or the Public Health Trust, and not made within the time specified by this section shall bear interest from thirty (30) days after the due date at the rate of one percent (1%) per month on
the unpaid balance. Further, proceedings to resolve disputes for payment of obligations shall be concluded by final written decision of the County Mayor, or his or her designee(s), not later than sixty (60) days after the date on which the proper invoice was received by the County or the Public Health Trust.

In accordance with Miami-Dade County Implementing Order 3-9, Accounts Receivable Adjustments, if money is owed by the Contractor to the County, whether under this Contract or for any other purpose, the County reserves the right to retain such amount from payment due by County to the Contractor under this Contract. Such retained amount shall be applied to the amount owed by the Contractor to the County. The Contractor shall have no further claim to such retained amounts which shall be deemed full accord and satisfaction of the amount due by the County to the Contractor for the applicable payment due herein.

Invoices and associated back-up documentation shall be submitted in duplicate by the Contractor to the County as follows:

Miami-Dade County
____________________
____________________
____________________

Attention: _____________

The County may at any time designate a different address and/or contact person by giving written notice to the other party.

ARTICLE 9. INDEMNIFICATION AND INSURANCE

The Contractor shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys’ fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Contractor or its employees, agents, servants, partners principals or subcontractors. The Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

Upon County’s notification, the Contractor shall furnish to the Internal Services Department, Strategic Procurement Division, Certificates of Insurance that indicate that insurance coverage has been obtained, which meets the requirements as outlined below:

1. Worker’s Compensation Insurance for all employees of the Contractor as required by Florida Statute 440.

2. Public Liability Insurance on a comprehensive basis in an amount not less than $300,000 combined single limit per occurrence for bodily injury and property damage. Miami-Dade County must be shown as an additional insured with respect to this coverage.

3. Professional Liability Insurance in an amount not less than $____________ per claim.
The company must be rated no less than "A-" as to management, and no less than "Class VII" as to financial strength by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

OR

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida", issued by the State of Florida Department of Financial Services and are members of the Florida Guaranty Fund.

The mailing address of Miami-Dade County as the certificate holder must appear on the certificate of insurance as follows:

    Miami-Dade County  
    111 N.W. 1st Street  
    Suite 1300  
    Miami, Florida 33128-1974

Compliance with the foregoing requirements shall not relieve the Contractor of this liability and obligation under this section or under any other section in this Agreement.

Award of this Contract is contingent upon the receipt of the insurance documents, as required, within ten (10) business days. If the insurance certificate is received within the specified timeframe but not in the manner prescribed in this Agreement, the Contractor shall have an additional five (5) business days to submit a corrected certificate to the County. If the Contractor fails to submit the required insurance documents in the manner prescribed in this Agreement within fifteen (15) business days, the Contractor shall be in default of the contractual terms and conditions and award of the Contract may be rescinded, unless such timeframe for submission has been extended by the County.

The Contractor shall assure that the Certificates of Insurance required in conjunction with this Section remain in full force for the term of the Contract, including any renewal or extension periods that may be exercised by the County. If the Certificate(s) of Insurance is scheduled to expire during the term of the Contract, the Contractor shall submit new or renewed Certificate(s) of Insurance to the County a minimum of ten (10) calendar days before such expiration. In the event that expired Certificates of Insurance are not replaced or renewed to cover the Contract period, the County may suspend the Contract until the new or renewed certificates are received by the County in the manner prescribed herein. If such suspension exceeds thirty (30) calendar days, the County may, at its sole discretion, terminate the Contract for cause and the Contractor shall be responsible for all direct and indirect costs associated with such termination.

ARTICLE 10. MANNER OF PERFORMANCE

a) The Contractor shall provide the Services described herein in a competent and professional manner satisfactory to the County in accordance with the terms and conditions of this Agreement. The County shall be entitled to a satisfactory performance of all Services described herein and to full and prompt cooperation by the Contractor in all aspects of the Services. At the request of the County, the Contractor shall promptly remove from the project any Contractor's employee, subcontractor, or any other person performing Services hereunder. The Contractor agrees that such removal of any of its employees does not require the termination or demotion of any employee by the Contractor.
b) The Contractor agrees to defend, hold harmless and indemnify the County and shall be liable and responsible for any and all claims, suits, actions, damages and costs (including attorney’s fees and court costs) made against the County, occurring on account of, arising from or in connection with the removal and replacement of any Contractor’s personnel performing services hereunder at the behest of the County. Removal and replacement of any Contractor’s personnel as used in this Article shall not require the termination and or demotion of such Contractor’s personnel.

c) The Contractor agrees that at all times it will employ, maintain and assign to the performance of the Services a sufficient number of competent and qualified professionals and other personnel to meet the requirements to which reference is hereinafter made. The Contractor agrees to adjust its personnel staffing levels or to replace any its personnel if so directed upon reasonable request from the County, should the County make a determination, in its sole discretion, that said personnel staffing is inappropriate or that any individual is not performing in a manner consistent with the requirements for such a position.

d) The Contractor warrants and represents that its personnel and subcontractors collectively have the proper skill, training, background, knowledge, experience, rights, authorizations, integrity, character and licenses as necessary to perform the Services described herein, in a competent and professional manner.

e) The Contractor shall at all times cooperate with the County and coordinate its respective work efforts to most effectively and efficiently maintain the progress in performing the Services.

f) The Contractor shall comply with all provisions of all federal, state and local laws, statutes, ordinances, and regulations that are applicable to the performance of this Agreement.

ARTICLE 11. EMPLOYEES OF THE CONTRACTOR

All employees of the Contractor shall be considered to be, at all times, employees of the Contractor under its sole direction and not employees or agents of the County. Miami-Dade County may require the Contractor to remove an employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose continued employment on County property is not in the best interest of the County. Each employee shall have and wear proper identification.

ARTICLE 12. INDEPENDENT CONTRACTOR RELATIONSHIP

The Contractor is, and shall be, in the performance of all work services and activities under this Agreement, an independent contractor, and not an employee, agent or servant of the County. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the Contractor’s sole direction, supervision and control. The Contractor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Contractor’s relationship and the relationship of its employees to the County shall be that of an independent contractor and not as employees and agents of the County.

The Contractor does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this Agreement.
ARTICLE 13. AUTHORITY OF THE COUNTY’S PROJECT MANAGER

a) The Contractor hereby acknowledges that the County’s Project Manager will determine in the first instance all questions of any nature whatsoever arising out of, under, or in connection with, or in any way related to or on account of, this Agreement including without limitations: questions as to the value, acceptability and fitness of the Services; questions as to either party's fulfillment of its obligations under the Contract; negligence, fraud or misrepresentation before or subsequent to acceptance of the Contractor’s Proposal; questions as to the interpretation of the Scope of Services; and claims for damages, compensation and losses.

b) The Contractor shall be bound by all determinations or orders and shall promptly comply with every order of the Project Manager, including the withdrawal or modification of any previous order and regardless of whether the Contractor agrees with the Project Manager’s determination or order. Where orders are given orally, they will be issued in writing by the Project Manager as soon thereafter as is practicable.

c) The Contractor must, in the final instance, seek to resolve every difference concerning the Agreement with the Project Manager. In the event that the Contractor and the Project Manager are unable to resolve their difference, the Contractor may initiate a dispute in accordance with the procedures set forth in this Article. Exhaustion of these procedures shall be a condition precedent to any lawsuit permitted hereunder.

d) In the event of such dispute, the parties to this Agreement authorize the County Mayor or designee, who may not be the Project Manager or anyone associated with this Project, acting personally, to decide all questions arising out of, under, or in connection with, or in any way related to or on account of the Agreement (including but not limited to claims in the nature of breach of contract, fraud or misrepresentation arising either before or subsequent to execution hereof) and the decision of each with respect to matters within the County Mayor's purview as set forth above shall be conclusive, final and binding on parties. Any such dispute shall be brought, if at all, before the County Mayor within 10 days of the occurrence, event or act out of which the dispute arises.

e) The County Mayor may base this decision on such assistance as may be desirable, including advice of experts, but in any event shall base the decision on an independent and objective determination of whether Contractor’s performance or any Deliverable meets the requirements of this Agreement and any specifications with respect thereto set forth herein. The effect of any decision shall not be impaired or waived by any negotiations or settlements or offers made in connection with the dispute, whether or not the County Mayor participated therein, or by any prior decision of others, which prior decision shall be deemed subject to review, or by any termination or cancellation of the Agreement. All such disputes shall be submitted in writing by the Contractor to the County Mayor for a decision, together with all evidence and other pertinent information in regard to such questions, in order that a fair and impartial decision may be made. Whenever the County Mayor is entitled to exercise discretion or judgement or to make a determination or form an opinion pursuant to the provisions of this Article, such action shall be fair and impartial when exercised or taken. The County Mayor, as appropriate, shall render a decision in writing and deliver a copy of the same to the Contractor. Except as such remedies may be limited or waived elsewhere in the Agreement, Contractor reserves the right to pursue any remedies available under law after exhausting the provisions of this Article.
ARTICLE 14. MUTUAL OBLIGATIONS

a) This Agreement, including attachments and appendices to the Agreement, shall constitute the entire Agreement between the parties with respect hereto and supersedes all previous communications and representations or agreements, whether written or oral, with respect to the subject matter hereto unless acknowledged in writing by the duly authorized representatives of both parties.

b) Nothing in this Agreement shall be construed for the benefit, intended or otherwise, of any third party that is not a parent or subsidiary of a party or otherwise related (by virtue of ownership control or statutory control) to a party.

c) In those situations where this Agreement imposes an indemnity obligation on the Contractor, the County may, at its expense, elect to participate in the defense if the County should so choose. Furthermore, the County may at its own expense defend or settle any such claims if the Contractor fails to diligently defend such claims, and thereafter seek indemnity for costs from the Contractor.

ARTICLE 15. QUALITY ASSURANCE/QUALITY ASSURANCE RECORD KEEPING

The Contractor shall maintain, and shall require that its subcontractors and suppliers maintain, complete and accurate records to substantiate compliance with the requirements set forth in the Scope of Services. The Contractor and its subcontractors and suppliers, shall retain such records, and all other documents relevant to the Services furnished under this Agreement for a period of three (3) years from the expiration date of this Agreement and any extension thereof.

ARTICLE 16. AUDITS

The County, or its duly authorized representatives and governmental agencies, shall until the expiration of three (3) years after the expiration of this Agreement and any extension thereof, have access to and the right to examine and reproduce any of the Contractor's books, documents, papers and records and of its subcontractors and suppliers which apply to all matters of the County. Such records shall subsequently conform to Generally Accepted Accounting Principles requirements, as applicable, and shall only address those transactions related to this Agreement.

Pursuant to Section 2-481 of the Code of Miami-Dade County, the Contractor will grant access to the Commission Auditor to all financial and performance related records, property, and equipment purchased in whole or in part with government funds. The Contractor agrees to maintain an accounting system that provides accounting records that are supported with adequate documentation, and adequate procedures for determining the allowability and allocability of costs.

ARTICLE 17. SUBSTITUTION OF PERSONNEL

In the event the Contractor wishes to substitute personnel for the key personnel identified by the Contractor's Proposal, the Contractor must notify the County in writing and request written approval for the substitution at least ten (10) business days prior to effecting such substitution.

ARTICLE 18. CONSENT OF THE COUNTY REQUIRED FOR ASSIGNMENT

The Contractor shall not assign, transfer, convey or otherwise dispose of this Agreement, including its rights, title or interest in or to the same or any part thereof without the prior written consent of the County.
ARTICLE 19.  SUBCONTRACTUAL RELATIONS

a) If the Contractor will cause any part of this Agreement to be performed by a Subcontractor, the provisions of this Contract will apply to such Subcontractor and its officers, agents and employees in all respects as if it and they were employees of the Contractor; and the Contractor will not be in any manner thereby discharged from its obligations and liabilities hereunder, but will be liable hereunder for all acts and negligence of the Subcontractor, its officers, agents, and employees, as if they were employees of the Contractor. The services performed by the Subcontractor will be subject to the provisions hereof as if performed directly by the Contractor.

b) The Contractor, before making any subcontract for any portion of the services, will state in writing to the County the name of the proposed Subcontractor, the portion of the Services which the Subcontractor is to do, the place of business of such Subcontractor, and such other information as the County may require. The County will have the right to require the Contractor not to award any subcontract to a person, firm or corporation disapproved by the County.

c) Before entering into any subcontract hereunder, the Contractor will inform the Subcontractor fully and completely of all provisions and requirements of this Agreement relating either directly or indirectly to the Services to be performed. Such Services performed by such Subcontractor will strictly comply with the requirements of this Contract.

d) In order to qualify as a Subcontractor satisfactory to the County, in addition to the other requirements herein provided, the Subcontractor must be prepared to prove to the satisfaction of the County that it has the necessary facilities, skill and experience, and ample financial resources to perform the Services in a satisfactory manner. To be considered skilled and experienced, the Subcontractor must show to the satisfaction of the County that it has satisfactorily performed services of the same general type which is required to be performed under this Agreement.

e) The County shall have the right to withdraw its consent to a subcontract if it appears to the County that the subcontract will delay, prevent, or otherwise impair the performance of the Contractor's obligations under this Agreement. All Subcontractors are required to protect the confidentiality of the County's and County's proprietary and confidential information. Contractor shall furnish to the County copies of all subcontracts between Contractor and Subcontractors and suppliers hereunder. Within each such subcontract, there shall be a clause for the benefit of the County in the event the County finds the Contractor in breach of this Contract, permitting the County to request completion by the Subcontractor of its performance obligations under the subcontract. The clause shall include an option for the County to pay the Subcontractor directly for the performance by such Subcontractor. Notwithstanding, the foregoing shall neither convey nor imply any obligation or liability on the part of the County to any subcontractor hereunder as more fully described herein.

ARTICLE 20.  ASSUMPTION, PARAMETERS, PROJECTIONS, ESTIMATES AND EXPLANATIONS

The Contractor understands and agrees that any assumptions, parameters, projections, estimates and explanations presented by the County were provided to the Contractor for evaluation purposes only. However, since these assumptions, parameters, projections, estimates and explanations represent predictions of future events the County makes no representations or
guarantees; and the County shall not be responsible for the accuracy of the assumptions presented; and the County shall not be responsible for conclusions to be drawn therefrom; and any assumptions, parameters, projections, estimates and explanations shall not form the basis of any claim by the Contractor. The Contractor accepts all risk associated with using this information.

ARTICLE 21. SEVERABILITY

If this Agreement contains any provision found to be unlawful, the same shall be deemed to be of no effect and shall be deemed stricken from this Agreement without affecting the binding force of this Agreement as it shall remain after omitting such provision.

ARTICLE 22. TERMINATION AND SUSPENSION OF WORK

a) The County may terminate this Agreement if an individual or corporation or other entity attempts to meet its contractual obligation with the County through fraud, misrepresentation or material misstatement.

b) The County may, as a further sanction, terminate or cancel any other contract(s) that such individual or corporation or other entity has with the County and that such individual, corporation or other entity shall be responsible for all direct and indirect costs associated with such termination or cancellation, including attorney’s fees.

c) The foregoing notwithstanding, any individual, corporation or other entity which attempts to meet its contractual obligations with the County through fraud, misrepresentation or material misstatement may be debarred from County contracting for up to five (5) years in accordance with the County debarment procedures. The Contractor may be subject to debarment for failure to perform and all other reasons set forth in Section 10-38 of the Code of Miami-Dade County.

d) In addition to cancellation or termination as otherwise provided in this Agreement, the County may at any time, in its sole discretion, with or without cause, terminate this Agreement by written notice to the Contractor.

e) All compensation pursuant to this Article are subject to audit.

f) In the event that the County exercises its right to terminate this Agreement, the Contractor will be compensated as stated in the payment Articles herein for the:

i. portion of the Services completed in accordance with the Agreement up to the Effective Termination Date; and

ii. non-cancelable Deliverables that are not capable of use except in the performance of this Agreement and has been specifically developed for the sole purpose of this Agreement, but not incorporated in the Services.

g) In the event that the County exercises its right to terminate this Agreement, the Contractor shall, upon receipt of such notice, unless otherwise directed by the County:

i. stop work on the date specified in the notice ("the Effective Termination Date");

ii. take such action as may be necessary for the protection and preservation of the County’s materials and property;
iii. cancel orders;

iv. assign to the County and deliver to any location designated by the County any non-cancelable orders for Deliverables that are not capable of use except in the performance of this Agreement and has been specifically developed for the sole purpose of this Agreement and not incorporated in the Services;

v. take no action which will increase the amounts payable by the County under this Agreement; and

ARTICLE 23. EVENT OF DEFAULT

a) An Event of Default shall mean a breach of this Agreement by the Contractor. Without limiting the generality of the foregoing, and in addition to those instances referred to herein as a breach, an Event of Default shall include the following:

i. the Contractor has not delivered Deliverables on a timely basis;

ii. the Contractor has refused or failed to supply enough properly skilled staff personnel;

iii. the Contractor has failed to make prompt payment to subcontractors or suppliers for any Services;

iv. the Contractor has become insolvent (other than as interdicted by the bankruptcy laws), or has assigned the proceeds received for the benefit of the Contractor's creditors, or the Contractor has taken advantage of any insolvency statute or debtor/creditor law or if the Contractor's affairs have been put in the hands of a receiver;

v. the Contractor has failed to obtain the approval of the County where required by this Agreement;

vi. the Contractor has failed to provide "adequate assurances" as required under subsection b below;

vii. the Contractor has failed in the representation of any warranties stated herein.

b) When, in the opinion of the County, reasonable grounds for uncertainty exist with respect to the Contractor’s ability to perform the Services or any portion thereof, the County may request that the Contractor, within the timeframe set forth in the County’s request, provide adequate assurances to the County, in writing, of the Contractor’s ability to perform in accordance with the terms of this Agreement. Until the County receives such assurances, the County may request an adjustment to the compensation received by the Contractor for portions of the Services which the Contractor has not performed. In the event that the Contractor fails to provide to the County the requested assurances within the prescribed timeframe, the County may:

i. treat such failure as a repudiation of this Agreement; and

ii. resort to any remedy for breach provided herein or at law, including but not limited to, taking over the performance of the Services or any part thereof either by itself or through others.
c) In the event the County shall terminate this Agreement for default, the County or its designated representatives may immediately take possession of all applicable equipment, materials, products, documentation, reports and data.

ARTICLE 24. NOTICE OF DEFAULT - OPPORTUNITY TO CURE

If an Event of Default occurs in the determination of the County, the County may so notify the Contractor ("Default Notice"), specifying the basis for such default, and advising the Contractor that such default must be cured immediately or this Agreement with the County may be terminated. Notwithstanding, the County may, in its sole discretion, allow the Contractor to rectify the default to the County’s reasonable satisfaction within a thirty (30) day period. The County may grant an additional period of such duration as the County shall deem appropriate without waiver of any of the County’s rights hereunder, so long as the Contractor has commenced curing such default and is effectuating a cure with diligence and continuity during such thirty (30) day period or any other period which the County prescribes. The default notice shall specify the date the Contractor shall discontinue the Services upon the Termination Date.

ARTICLE 25. REMEDIES IN THE EVENT OF DEFAULT

If an Event of Default occurs, the Contractor shall be liable for all damages resulting from the default, including but not limited to:

a) the difference between the cost associated with procuring Services hereunder and the amount actually expended by the County for re-procurement of Services, including procurement and administrative costs; and

b) such other direct damages.

The Contractor shall also remain liable for any liabilities and claims related to the Contractor’s default. The County may also bring any suit or proceeding for specific performance or for an injunction.

ARTICLE 26. PATENT AND COPYRIGHT INDEMNIFICATION

a) The Contractor shall not infringe on any copyrights, trademarks, service marks, trade secrets, patent rights, other intellectual property rights or any other third party proprietary rights in the performance of the Work.

b) The Contractor warrants that all Deliverables furnished hereunder, including but not limited to: equipment, programs, documentation, software, analyses, applications, methods, ways, processes, and the like, do not infringe upon or violate any copyrights, trademarks, service marks, trade secrets, patent rights, other intellectual property rights or any other third party proprietary rights.

The Contractor shall be liable and responsible for any and all claims made against the County for infringement of patents, copyrights, service marks, trade secrets or any other third party proprietary rights, by the use or supplying of any programs, documentation, software, analyses, applications, methods, ways, processes, and the like, in the course of performance or completion of, or in any way connected with, the Work, or the County’s continued use of the Deliverables furnished hereunder. Accordingly, the Contractor at its own expense, including the payment of attorney’s fees, shall indemnify, and hold harmless the County and defend any action brought against the County with respect to any claim, demand, cause of action, debt, or liability.
c) In the event any Deliverable or anything provided to the County hereunder, or portion thereof is held to constitute an infringement and its use is or may be enjoined, the Contractor shall have the obligation to, at the County's option to (i) modify, or require that the applicable subcontractor or supplier modify, the alleged infringing item(s) at its own expense, without impairing in any respect the functionality or performance of the item(s), or (ii) procure for the County, at the Contractor's expense, the rights provided under this Agreement to use the item(s).

d) The Contractor shall be solely responsible for determining and informing the County whether a prospective supplier or subcontractor is a party to any litigation involving patent or copyright infringement, service mark, trademark, violation, or proprietary rights claims or is subject to any injunction which may prohibit it from providing any Deliverable hereunder. The Contractor shall enter into agreements with all suppliers and subcontractors at the Contractor's own risk. The County may reject any Deliverable that it believes to be the subject of any such litigation or injunction, or if, in the County's judgment, use thereof would delay the Work or be unlawful.

ARTICLE 27. CONFIDENTIALITY

a) All Developed Works and other materials, data, transactions of all forms, financial information, documentation, inventions, designs and methods obtained from the County in connection with the Services performed under this Agreement, made or developed by the Contractor or its subcontractors in the course of the performance of such Services, or the results of such Services, or which the County holds the proprietary rights, constitute Confidential Information and may not, without the prior written consent of the County, be used by the Contractor or its employees, agents, subcontractors or suppliers for any purpose other than for the benefit of the County, unless required by law. Such confidential information must be explicitly defined as "Confidential" in writing when provided to Contractor. In addition to the foregoing, all County employee information and County financial information shall be considered Confidential Information and shall be subject to all the requirements stated herein. Neither the Contractor nor its employees, agents, subcontractors or suppliers may sell, transfer, publish, disclose, display, license or otherwise make available to others any part of such Confidential Information without the prior written consent of the County. Additionally, the Contractor expressly agrees to be bound by and to defend, indemnify and hold harmless the County, and their officers and employees from the breach of any federal, state or local law in regard to the privacy of individuals.

b) The Contractor shall advise each of its employees, agents, subcontractors and suppliers who may be exposed to such Confidential Information of their obligation to keep such information confidential and shall promptly advise the County in writing if it learns of any unauthorized use or disclosure of the Confidential Information by any of its employees or agents, or subcontractor's or supplier's employees, present or former. In addition, the Contractor agrees to cooperate fully and provide any assistance necessary to ensure the confidentiality of the Confidential Information.

c) It is understood and agreed that in the event of a breach of this Article damages may not be an adequate remedy and the County shall be entitled to injunctive relief to restrain any such breach or threatened breach. Unless otherwise requested by the County, upon the completion of the Services performed hereunder, the Contractor shall immediately turn over to the County all such Confidential Information existing in tangible form, and no copies thereof shall be retained by the Contractor or its employees, agents, subcontractors or
suppliers without the prior written consent of the County. A certificate evidencing compliance with this provision and signed by an officer of the Contractor shall accompany such materials.

ARTICLE 28.  PROPRIETARY INFORMATION

As a political subdivision of the State of Florida, Miami-Dade County is subject to the stipulations of Florida's Public Records Law.

The Contractor acknowledges that all computer software in the County's possession may constitute or contain information or materials which the County has agreed to protect as proprietary information from disclosure or unauthorized use and may also constitute or contain information or materials which the County has developed at its own expense, the disclosure of which could harm the County's proprietary interest therein.

During the term of the contract, the Contractor will not use directly or indirectly for itself or for others, or publish or disclose to any third party who is not a subcontractor, or remove from the County's property, any computer programs, data compilations, or other software which the County has developed, has used or is using, is holding for use, or which are otherwise in the possession of the County (hereinafter "Computer Software"). All third-party license agreements must also be honored by the contractors and their employees, except as authorized by the County and, if the Computer Software has been leased or purchased by the County, all hired party license agreements must also be honored by the contractors' employees with the approval of the lessor or Contractors thereof. This includes mainframe, minis, telecommunications, personal computers and any and all information technology software.

The Contractor will report to the County any information discovered or which is disclosed to the Contractor which may relate to the improper use, publication, disclosure or removal from the County's property of any information technology software and hardware and will take such steps as are within the Contractor's authority to prevent improper use, disclosure or removal.

ARTICLE 29.  PROPRIETARY RIGHTS

a) The Contractor hereby acknowledges and agrees that the County retains all rights, title and interests in and to all materials, data, documentation and copies thereof furnished by the County to the Contractor hereunder or furnished by the Contractor to the County and/or created by the Contractor for delivery to the County, even if unfinished or in process, as a result of the Services the Contractor performs in connection with this Agreement, including all copyright and other proprietary rights therein, which the Contractor as well as its employees, agents, subcontractors and suppliers may use only in connection with the performance of Services under this Agreement. The Contractor shall not, without the prior written consent of the County, use such documentation on any other project in which the Contractor or its employees, agents, subcontractors or suppliers are or may become engaged. Submission or distribution by the Contractor to meet official regulatory requirements or for other purposes in connection with the performance of Services under this Agreement shall not be construed as publication in derogation of the County's copyrights or other proprietary rights.

b) All rights, title and interest in and to certain inventions, ideas, designs and methods, specifications and other documentation related thereto developed by the Contractor and its subcontractors specifically for the County, hereinafter referred to as "Developed Works" shall become the property of the County.
c) Accordingly, neither the Contractor nor its employees, agents, subcontractors or suppliers shall have any proprietary interest in such Developed Works. The Developed Works may not be utilized, reproduced or distributed by or on behalf of the Contractor, or any employee, agent, subcontractor or supplier thereof, without the prior written consent of the County, except as required for the Contractor’s performance hereunder.

d) Except as otherwise provided in subsections a, b, and c above, or elsewhere herein, the Contractor and its subcontractors and suppliers hereunder shall retain all proprietary rights in and to all Licensed Software provided hereunder, that have not been customized to satisfy the performance criteria set forth in the Scope of Services. Notwithstanding the foregoing, the Contractor hereby grants, and shall require that its subcontractors and suppliers grant, if the County so desires, a perpetual, irrevocable and unrestricted right and license to use, duplicate, disclose and/or permit any other person(s) or entity(ies) to use all such Licensed Software and the associated specifications, technical data and other Documentation for the operations of the County or entities controlling, controlled by, under common control with, or affiliated with the County, or organizations which may hereafter be formed by or become affiliated with the County. Such license specifically includes, but is not limited to, the right of the County to use and/or disclose, in whole or in part, the technical documentation and Licensed Software, including source code provided hereunder, to any person or entity outside the County for such person's or entity's use in furnishing any and/or all of the Deliverables provided hereunder exclusively for the County or entities controlling, controlled by, under common control with, or affiliated with the County, or organizations which may hereafter be formed by or become affiliated with the County. No such License Software, specifications, data, documentation or related information shall be deemed to have been given in confidence and any statement or legend to the contrary shall be void and of no effect.

ARTICLE 30. VENDOR REGISTRATION/CONFLICT OF INTEREST

a) Vendor Registration
The Contractor shall be a registered vendor with the County – Internal Services Department, Strategic Procurement Division, for the duration of this Agreement. In becoming a registered vendor with Miami-Dade County, the Contractor confirms its knowledge of and commitment to comply with the following:

1. Miami-Dade County Ownership Disclosure Affidavit
   (Section 2-8.1 of the Code of Miami-Dade County)

2. Miami-Dade County Employment Disclosure Affidavit
   (Section 2.8.1(d)(2) of the Code of Miami-Dade County)

3. Miami-Dade County Employment Drug-free Workplace Certification
   (Section 2-8.1.2(b) of the Code of Miami-Dade County)

4. Miami-Dade County Disability and Nondiscrimination Affidavit
   (Section 2-8.1.5 of the Code of Miami-Dade County)

5. Miami-Dade County Debarment Disclosure Affidavit
   (Section 10.38 of the Code of Miami-Dade County)

6. Miami-Dade County Vendor Obligation to County Affidavit
   (Section 2-8.1 of the Code of Miami-Dade County)

7. Miami-Dade County Code of Business Ethics Affidavit
   (Sections 2-8.1(i), 2-11.1(b)(1) through (6) and (9), and 2-11.1(c) of the Code of Miami-Dade County)

8. Miami-Dade County Family Leave Affidavit
   (Article V of Chapter 11 of the Code of Miami-Dade County)

9. Miami-Dade County Living Wage Affidavit
   (Section 2-8.9 of the Code of Miami-Dade County)

10. Miami-Dade County Domestic Leave and Reporting Affidavit
    (Article VIII, Section 11A-60 - 11A-67 of the Code of Miami-Dade County)

11. Miami-Dade County E-Verify Affidavit
    (Executive Order 11-116)

12. Miami-Dade County Pay Parity Affidavit
    (Resolution R-1072-17)
13. **Miami-Dade County Suspected Workers’ Compensation Fraud Affidavit**  
   (Resolution R-919-18)

14. **Subcontracting Practices**  
   (Section 2-8.8 of the Code of Miami-Dade County)

15. **Subcontractor/Supplier Listing**  
   (Section 2-8.1 of the Code of Miami-Dade County)

16. **Form W-9 and 147c Letter**  
   (as required by the Internal Revenue Service)

17. **FEIN Number or Social Security Number**  
   In order to establish a file, the Contractor’s Federal Employer Identification Number (FEIN) must be provided. If no FEIN exists, the Social Security Number of the owner or individual must be provided. This number becomes Contractor’s “County Vendor Number”. To comply with Section 119.071(5) of the Florida Statutes relating to the collection of an individual’s Social Security Number, be aware that the County requests the Social Security Number for the following purposes:
   - Identification of individual account records
   - To make payments to individual/Contractor for goods and services provided to Miami-Dade County
   - Tax reporting purposes
   - To provide a unique identifier in the vendor database that may be used for searching and sorting departmental records

18. **Office of the Inspector General**  
   (Section 2-1076 of the Code of Miami-Dade County)

19. **Small Business Enterprises**  
   The County endeavors to obtain the participation of all small business enterprises pursuant to Sections 2-8.1.1.1.1, 2-8.1.1.1.2 and 2-8.2.2 of the Code of Miami-Dade County and Title 49 of the Code of Federal Regulations.

20. **Antitrust Laws**  
   By acceptance of any contract, the Contractor agrees to comply with all antitrust laws of the United States and the State of Florida
b) Conflict of Interest and Code of Ethics

Section 2-11.1(d) of the Code of Miami-Dade County requires that any County employee or any member of the employee’s immediate family who has a controlling financial interest, direct or indirect, with Miami-Dade County or any person or agency acting for Miami-Dade County, competing or applying for a contract, must first request a conflict of interest opinion from the County’s Ethics Commission prior to their or their immediate family member’s entering into any contract or transacting any business through a firm, corporation, partnership or business entity in which the employee or any member of the employee’s immediate family has a controlling financial interest, direct or indirect, with Miami-Dade County or any person or agency acting for Miami-Dade County. Any such contract or business engagement entered in violation of this subsection, as amended, shall be rendered voidable. All autonomous personnel, quasi-judicial personnel, advisory personnel, and employees wishing to do business with the County are hereby advised they must comply with the applicable provisions of Section 2-11.1 of the Code of Miami-Dade County relating to Conflict of Interest and Code of Ethics. In accordance with Section 2-11.1 (y), the Miami-Dade County Commission on Ethics and Public Trust (Ethics Commission) shall be empowered to review, interpret, render advisory opinions and letters of instruction and enforce the Conflict of Interest and Code of Ethics Ordinance.

ARTICLE 31. INSPECTOR GENERAL REVIEWS

Independent Private Sector Inspector General General Reviews

Pursuant to Miami-Dade County Administrative Order 3-20, the County has the right to retain the services of an Independent Private Sector Inspector General (hereinafter “IPSIG”), whenever the County deems it appropriate to do so. Upon written notice from the County, the Contractor shall make available to the IPSIG retained by the County, all requested records and documentation pertaining to this Agreement for inspection and reproduction. The County shall be responsible for the payment of these IPSIG services, and under no circumstance shall the Contractor’s prices and any changes thereto approved by the County, be inclusive of any charges relating to these IPSIG services. The terms of this provision apply to the Contractor, its officers, agents, employees, subcontractors and assignees. Nothing contained in this provision shall impair any independent right of the County to conduct an audit or investigate the operations, activities and performance of the Contractor in connection with this Agreement. The terms of this Article shall not impose any liability on the County by the Contractor or any third party.

Miami-Dade County Inspector General Review

According to Section 2-1076 of the Code of Miami-Dade County, Miami-Dade County has established the Office of the Inspector General which may, on a random basis, perform audits on all County contracts, throughout the duration of said contracts. The cost of the audit for this Contract shall be one quarter (1/4) of one (1) percent of the total contract amount which cost shall be included in the total contract amount. The audit cost will be deducted by the County from progress payments to the Contractor. The audit cost shall also be included in all change orders and all contract renewals and extensions.

Exception: The above application of one quarter (1/4) of one percent fee assessment shall not apply to the following contracts: (a) IPSIG contracts; (b) contracts for legal services; (c) contracts for financial advisory services; (d) auditing contracts; (e) facility rentals and lease agreements; (f) concessions and other rental agreements; (g) insurance contracts; (h) revenue-generating contracts; (l) contracts where an IPSIG is assigned at the time the contract is approved by the Commission; (j) professional service agreements under $1,000; (k) management agreements; (l) small purchase orders as defined in Miami-Dade County Implementing Order 3-38; (m) federal, state and local government-funded grants; and (n) interlocal agreements. Notwithstanding the foregoing, the Miami-Dade County Board of County Commissioners may authorize the
inclusion of the fee assessment of one quarter (1/4) of one percent in any exempted contract at the time of award.

Nothing contained above shall in any way limit the powers of the Inspector General to perform audits on all County contracts including, but not limited to, those contracts specifically exempted above. The Miami-Dade County Inspector General is authorized and empowered to review past, present and proposed County and Public Health Trust contracts, transactions, accounts, records and programs. In addition, the Inspector General has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. Monitoring of an existing project or program may include a report concerning whether the project is on time, within budget and in conformance with plans, specifications and applicable law. The Inspector General is empowered to analyze the necessity of and reasonableness of proposed change orders to the Contract. The Inspector General shall have the power to audit, investigate, monitor, oversee, inspect and review operations, activities, performance and procurement process, including but not limited to project design, specifications, proposal submittals, activities of the Contractor, its officers, agents and employees, lobbyists, County staff and elected officials to ensure compliance with contract specifications and to detect fraud and corruption.

Upon written notice to the Contractor from the Inspector General or IPSIG retained by the Inspector General, the Contractor shall make all requested records and documents available to the Inspector General or IPSIG for inspection and copying. The Inspector General and IPSIG shall have the right to inspect and copy all documents and records in the Contractor's possession, custody or control which, in the Inspector General's or IPSIG's sole judgment, pertain to performance of the contract, including, but not limited to original estimate files, change order estimate files, worksheets, proposals and agreements form and which successful and unsuccessful subcontractors and suppliers, all project-related correspondence, memoranda, instructions, financial documents, construction documents, proposal and contract documents, back-charge documents, all documents and records which involve cash, trade or volume discounts, insurance proceeds, rebates, or dividends received, payroll and personnel records, and supporting documentation for the aforesaid documents and records.

ARTICLE 32. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS

Contractor agrees to comply, subject to applicable professional standards, with the provisions of any and all applicable Federal, State and the County orders, statutes, ordinances, rules and regulations which may pertain to the Services required under this Agreement, including, but not limited to:

a) Equal Employment Opportunity (EEO), in compliance with Executive Order 11246 as amended and applicable to this Contract.

b) Miami-Dade County Small Business Enterprises Development Participation Provisions, as applicable to this Contract.

c) Environmental Protection Agency (EPA), as applicable to this Contract.

d) Section 2-11.1 of the Code of Miami-Dade County, "Conflict of Interest and Code of Ethics."

e) Section 10-38 of the Code of Miami-Dade County, “Debarment of Contractors from County Work.”

g) Section 21-255 of the Code of Miami-Dade County, prohibiting the presentation, maintenance, or prosecution of false or fraudulent claims against Miami-Dade County.

h) The Equal Pay Act of 1963, as amended (29 U.S.C. 206(d)).

i) Section 448.07 of the Florida Statutes “Wage Rate Discrimination Based on Sex Prohibited.”


k) Chapter 22 of the Code of Miami-Dade County (§ 22-1 et seq.) “Wage Theft.”

l) Chapter 8A, Article XIX, of the Code of Miami-Dade County (§ 8A-400 et seq.) “Business Regulations.”

m) Any other laws prohibiting wage rate discrimination based on sex.

Pursuant to Resolution R-1072-17, by entering into this Contract, the Contractor is certifying that the Contractor is in compliance with, and will continue to comply with, the provisions of items “h” through “m” above.

The Contractor shall hold all licenses and/or certifications, obtain and pay for all permits and/or inspections, and comply with all laws, ordinances, regulations and building code requirements applicable to the work required herein. Damages, penalties, and/or fines imposed on the County or Contractor for failure to obtain and maintain required licenses, certifications, permits and/or inspections shall be borne by the Contractor. The Project Manager shall verify the certification(s), license(s), permit(s), etc. for the Contractor prior to authorizing work and as needed.

Notwithstanding any other provision of this Agreement, Contractor shall not be required pursuant to this Agreement to take any action or abstain from taking any action if such action or abstention would, in the good faith determination of the Contractor, constitute a violation of any law or regulation to which Contractor is subject, including but not limited to laws and regulations requiring that Contractor conduct its operations in a safe and sound manner.

ARTICLE 33. NONDISCRIMINATION

During the performance of this Contract, Contractor agrees to not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, sexual orientation, gender identity or gender expression, status as victim of domestic violence, dating violence or stalking, or veteran status, and on housing related contracts the source of income, and will take affirmative action to ensure that employees and applicants are afforded equal employment opportunities without discrimination. Such action shall be taken with reference to, but not limited to: recruitment, employment, termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on the job training.

By entering into this Contract, the Contractor attests that it is not in violation of the Americans with Disabilities Act of 1990 (and related Acts) or Miami-Dade County Resolution No. R-385-95. If the Contractor or any owner, subsidiary or other firm affiliated with or related to the Contractor is found by the responsible enforcement agency or the County to be in violation of the Act or the Resolution, such violation shall render this Contract void. This Contract shall be void if the Contractor submits a false affidavit pursuant to this Resolution or the Contractor violates...
the Act or the Resolution during the term of this Contract, even if the Contractor was not in violation at the time it submitted its affidavit.

**ARTICLE 34. CONFLICT OF INTEREST**

The Contractor represents that:

a) No officer, director, employee, agent, or other consultant of the County or a member of the immediate family or household of the aforesaid has directly or indirectly received or been promised any form of benefit, payment or compensation, whether tangible or intangible, in connection with the award of this Agreement.

b) There are no undisclosed persons or entities interested with the Contractor in this Agreement. This Agreement is entered into by the Contractor without any connection with any other entity or person making a proposal for the same purpose, and without collusion, fraud or conflict of interest. No elected or appointed officer or official, director, employee, agent or other consultant of the County, or of the State of Florida (including elected and appointed members of the legislative and executive branches of government), or a member of the immediate family or household of any of the aforesaid:

i) is interested on behalf of or through the Contractor directly or indirectly in any manner whatsoever in the execution or the performance of this Agreement, or in the services, supplies or work, to which this Agreement relates or in any portion of the revenues; or

ii) is an employee, agent, advisor, or consultant to the Contractor or to the best of the Contractor’s knowledge any subcontractor or supplier to the Contractor.

c) Neither the Contractor nor any officer, director, employee, agency, parent, subsidiary, or affiliate of the Contractor shall have an interest which is in conflict with the Contractor’s faithful performance of its obligation under this Agreement; provided that the County, in its sole discretion, may consent in writing to such a relationship, provided the Contractor provides the County with a written notice, in advance, which identifies all the individuals and entities involved and sets forth in detail the nature of the relationship and why it is in the County’s best interest to consent to such relationship.

d) The provisions of this Article are supplemental to, not in lieu of, all applicable laws with respect to conflict of interest. In the event there is a difference between the standards applicable under this Agreement and those provided by statute, the stricter standard shall apply.

e) In the event Contractor has no prior knowledge of a conflict of interest as set forth above and acquires information which may indicate that there may be an actual or apparent violation of any of the above, Contractor shall promptly bring such information to the attention of the County’s Project Manager. Contractor shall thereafter cooperate with the County’s review and investigation of such information, and comply with the instructions Contractor receives from the Project Manager in regard to remedying the situation.

**ARTICLE 35. PRESS RELEASE OR OTHER PUBLIC COMMUNICATION**

Under no circumstances shall the Contractor without the express written consent of the County:

a) Issue or permit to be issued any press release, advertisement or literature of any kind which refers to the County, or the Work being performed hereunder, unless the Contractor
first obtains the written approval of the County. Such approval may be withheld if for any reason the County believes that the publication of such information would be harmful to the public interest or is in any way undesirable;

b) The usage of the County logo by Contractor in any materials must be approved in writing. The usage of the Contractor logo by the County must be approved in writing.

c) Except as may be required by law, the Contractor and its employees, agents, subcontractors and suppliers will not represent, directly or indirectly, that any product or service provided by the Contractor or such parties has been approved or endorsed by the County.

**ARTICLE 36. BANKRUPTCY**

The County reserves the right to terminate this contract, if, during the term of any contract the Contractor has with the County, the Contractor becomes involved as a debtor in a bankruptcy proceeding, or becomes involved in a reorganization, dissolution, or liquidation proceeding, or if a trustee or receiver is appointed over all or a substantial portion of the property of the Contractor under federal bankruptcy law or any state insolvency law.

**ARTICLE 37. GOVERNING LAW**

This Contract, including appendices, and all matters relating to this Contract (whether in contract, statute, tort (such as negligence), or otherwise) shall be governed by, and construed in accordance with, the laws of the State of Florida. Venue shall be Miami-Dade County.

**ARTICLE 38. COUNTY USER ACCESS PROGRAM (UAP)**

a) **Joint Purchase**

Only those entities that have been approved by the County for participation in the County’s Joint Purchase and Entity Revenue Sharing Agreement are eligible to utilize or receive County Contract pricing and terms and conditions. The County will provide to approved entities a UAP Participant Validation Number. The Contractor must obtain the participation number from the entity prior to filling any order placed pursuant to this Section. Contractor participation in this joint purchase portion of the UAP, however, is voluntary. The Contractor shall notify the ordering entity, in writing, within three (3) business days of receipt of an order, of a decision to decline the order.

For all ordering entities located outside the geographical boundaries of Miami-Dade County, the Contractor shall be entitled to ship goods on an “FOB Destination, Prepaid and Charged Back” basis. This allowance shall only be made when expressly authorized by a representative of the ordering entity prior to shipping the goods.

The County shall have no liability to the Contractor for the cost of any purchase made by an ordering entity under the UAP and shall not be deemed to be a party thereto. All orders shall be placed directly by the ordering entity with the Contractor and shall be paid by the ordering entity less the 2% UAP.

b) **Contractor Compliance**

If a Contractor fails to comply with this Article, that Contractor may be considered in default by the County in accordance with Article 24 of this Contract.
ARTICLE 39. FIRST SOURCE HIRING REFERRAL PROGRAM

Pursuant to Section 2-2113 of the Code of Miami-Dade County, for all contracts for goods and services, the Contractor, prior to hiring to fill each vacancy arising under a County contract shall (1) first notify the South Florida Workforce Investment Board (“SFWIB”), the designated Referral Agency, of the vacancy and list the vacancy with SFWIB according to the Code, and (2) make good faith efforts as determined by the County to fill a minimum of fifty percent (50%) of its employment needs under the County contract through the SFWIB. If no suitable candidates can be employed after a Referral Period of three to five days, the Contractor is free to fill its vacancies from other sources. Contractor will be required to provide quarterly reports to the SFWIB indicating the name and number of employees hired in the previous quarter, or why referred candidates were rejected. Sanctions for non-compliance shall include, but not be limited to: (i) suspension of contract until Contractor performs obligations, if appropriate; (ii) default and/or termination; and (iii) payment of $1,500/employee, or the value of the wages that would have been earned given the noncompliance, whichever is less. Registration procedures and additional information regarding the FSHRP are available at https://iapps.careersourcesfl.com/firstsource/.

ARTICLE 40. PUBLIC RECORDS AND CONTRACTS FOR SERVICES PERFORMED ON BEHALF OF MIAMI-DADE COUNTY

The Contractor shall comply with the Public Records Laws of the State of Florida, including by not limited to, (1) keeping and maintaining all public records that ordinarily and necessarily would be required by the County in order to perform the service; (2) providing the public with access to public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law; (3) ensuring that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (4) meeting all requirements for retaining public records and transferring, at no cost, to the County all public records in possession of the Contractor upon termination of the contract and destroying any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements upon such transfer. In addition, all records stored electronically must be provided to the County in a format that is compatible with the information technology systems of the County. Failure to meet any of these provisions or to comply with Florida’s Public Records Laws as applicable shall be a material breach of this Agreement and shall be enforced in accordance with the terms and conditions of the Agreement.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (305) 375-5773, ISD-VSS@MIAMI-DADE.GOV, 111 NW 1st STREET, SUITE 1300, MIAMI, FLORIDA 33128
ARTICLE 41.  SURVIVAL

The parties acknowledge that any of the obligations in this Agreement will survive the term, termination and cancellation hereof. Accordingly, the respective obligations of the Contractor and the County under this Agreement, which by nature would continue beyond the termination, cancellation or expiration thereof, shall survive termination, cancellation or expiration hereof.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the contract date herein above set forth.

Miami-Dade Transit Alliance

By: ____________________________
Name: __________________________
Title: __________________________
Date: __________________________
Attest: __________________________
Corporate Secretary/Notary Public

Miami-Dade County

By: ____________________________
Name: Carlos A. Gimenez
Title: Mayor
Date: __________________________
Attest: __________________________
Clerk of the Board

Corporate Seal/Notary Seal
Approved as to form and legal sufficiency

Assistant County Attorney
Better Bus Project
Transit Alliance Miami

Bus Network Redesign:

Appendix A - Scope of Services
Appendix B - Disbursement Schedule

Prepared for:
Miami-Dade County, Office of Mayor Gimenez

About Transit Alliance:
Transit Alliance is a non-profit organization advocating for walkable streets, bikeable neighborhoods and better public transit. Our campaigns combine data-driven research, community engagement and policy advocacy to get Miami moving safer, faster and happier.
Appendix A - Scope of Services

About the Better Bus Project:

An intensive 2-year community-driven project to build a better bus system, starting with a complete redesign of the Miami-Dade County bus route network.

Project Budget

<table>
<thead>
<tr>
<th>No.</th>
<th>Scope Item</th>
<th>Lead Entity</th>
<th>Low Estimate</th>
<th>High Estimate</th>
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<tr>
<td>1</td>
<td>Project Management</td>
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<td>2</td>
<td>Engagement</td>
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<tr>
<td>5</td>
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<tr>
<td>6</td>
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<td>$116,044</td>
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<td>7</td>
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<td></td>
<td><strong>Jarrett Walker &amp; Associates Total</strong></td>
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<td><strong>$328,413</strong></td>
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<td></td>
<td><strong>Grand Total (Rounded)</strong></td>
<td></td>
<td><strong>$515,000</strong></td>
<td><strong>$555,000</strong></td>
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<tr>
<td></td>
<td><strong>With Contingency (Rounded)</strong></td>
<td></td>
<td><strong>$580,000</strong></td>
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Project Stages

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<th>Timeframe</th>
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<td>A</td>
<td>Project Setup</td>
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</tr>
<tr>
<td>B</td>
<td>Service Evaluation</td>
<td>May – June</td>
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<tr>
<td>C</td>
<td>New System Visioning</td>
<td>July – August</td>
</tr>
<tr>
<td>D</td>
<td>New System Design</td>
<td>September – January 2020</td>
</tr>
<tr>
<td>E</td>
<td>Implementation (Targeted)</td>
<td>February – June 2020</td>
</tr>
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</table>
Trolleys
This scope includes a network plan for the following three systems:
1. City of Miami
2. City of Miami Beach
3. Coral Gables

These three systems represent nearly 75% of all trolley ridership. Other municipal circulators will be taken into account, however recommendations will not be generated under this scope.

<table>
<thead>
<tr>
<th>Title</th>
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<th>High</th>
<th>Stages</th>
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<td>$47,000</td>
<td>$51,500</td>
<td>A – E</td>
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</table>

Provisioning of Technical Expertise (Subcontractor) in Bus Redesign
- Define scope and outcomes
- Contracting of services

Data Aggregation & Preparation
- Define data to be provisioned
- Obtain data from entities as necessary
- Format and compile data as required for evaluation

Project Timeline & Coordination
- Prepare and maintain project timeline
- Coordination between entities to maintain timeline
- Scheduling of meetings
- Logistics for all workshops

Engagement
- Collect and aggregate community comments to inform plan development across multiple project phases
- Dissemination of reports, network concepts and network plans
- Collect and aggregate stakeholder comments to inform draft reports across all phases

Implementation Support
- Coordination with Department of Transportation and Public Works (DTPW)
### Deliverables

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Code</th>
<th>Item</th>
<th>Cost</th>
<th>Stage</th>
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<tr>
<td>1-2</td>
<td>Data Accepted by Subcontractor</td>
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<td>A</td>
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<tr>
<td>1-3</td>
<td>Completion of Stage B Milestones</td>
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<td>B</td>
<td></td>
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<tr>
<td>1-4</td>
<td>Completion of Stage C Milestones</td>
<td>25%</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>1-5</td>
<td>Completion of Stage D Milestones</td>
<td>25%</td>
<td>D</td>
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</tr>
<tr>
<td>1-6</td>
<td>Completion of Stage E Milestones</td>
<td>5%</td>
<td>E</td>
<td></td>
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</table>

### Public Workshops

- **Portable Workshops** *(mobile)*
  - Design and host portable, public workshops in each of the 13 county commission districts, to be held at transit stops or hubs. Minimum of 32, not to exceed 40 portable workshops.
  - In some districts lacking rider density, smaller workshops across several key stops will be employed

- **Group Workshops** *(stationary)*
  - Program, publicize and facilitate, accessible public workshops in each of the 13 county commission districts. Minimum of 20, not to exceed 26 group workshops.
  - Each district will have a minimum of one dedicated workshop, while following workshops may be consolidated for two adjoining districts if this supports greater turnout

- **Informational Sessions**
  - Program, publicize and facilitate public informational sessions focused on providing residents with greater detail on upcoming changes to bus riders in each of the 13 county commission districts. Minimum of 20, not to exceed 26 group workshops.
Stakeholder/Commissioner Workshops

*In partnership with JWA*

- Program and facilitate a minimum of two group workshops that includes the 13 county commissioners, their staff, as well as municipal elected officials and key agency directors
- Not to exceed 2 workshops

Surveys and Informational Outreach

- Bus Rider Surveys *(on board and online)*
  - Design and conduct an information exchange with bus riders on each county Metrobus route, with a target of reaching an average of 7.5% of route ridership, not to exceed 10% of overall bus ridership (across all phases)
- Community Stakeholders
  - Design and deliver informational presentations for major employers, professional organizations, educational institutions and community based organizations. Minimum 20, not to exceed 25 presentations.
- Municipal Presentations
  - Agencies
    - Prepare and deliver presentations to key agencies such as TPO, CITT, League of Cities, Municipal Commissions (contingent upon agenda availability). Minimum 4, not to exceed 5 presentations.
  - Commissions/Councils
    - Prepare and deliver presentations to municipal commissions/councils. Minimum of 10, not to exceed 15.
- Elected Officials
  - Present project updates between May and November to Transportation Committee and Board of County Commissioners (contingent upon agenda availability). Monthly at Committee, Quarterly at BCC.
  - Direct engagement with each Commissioner office
  - Direct engagement with the Mayor's office
- Engage with TWU and involve bus drivers in plan development
- Implementation support
  - Months prior
    - At-stop and/or on-bus engagement on top 50 routes by ridership and at major transit terminals
  - First day
    - Staff and trained volunteers at 8 hubs, two shifts of 4 hours each
  - Following 4 days
    - Staff and trained volunteers at 4 hubs, two shifts of 2 hours each
## Deliverables

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Code</th>
<th>Item</th>
<th>Cost</th>
<th>Stage</th>
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<td></td>
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<tr>
<td></td>
<td>2-3</td>
<td>Delivered 7th Municipal Presentation</td>
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<td>B</td>
</tr>
<tr>
<td></td>
<td>2-4</td>
<td>Delivered 3rd Commission Presentation</td>
<td>5%</td>
<td>B</td>
</tr>
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<td></td>
<td>2-5</td>
<td>Completed First Stakeholder Workshop</td>
<td>5%</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>2-6</td>
<td>Surveyed 7.5% of Bus Ridership</td>
<td>10%</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>2-7</td>
<td>Delivered 20th Community Presentation</td>
<td>5%</td>
<td>C</td>
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<tr>
<td></td>
<td>2-8</td>
<td>Delivered 14th Municipal Presentation</td>
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<td>C</td>
</tr>
<tr>
<td></td>
<td>2-9</td>
<td>Delivered 6th Commission Presentation</td>
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<td>C</td>
</tr>
<tr>
<td></td>
<td>2-10</td>
<td>Completed Second Stakeholder Workshop</td>
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<td>C</td>
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<tr>
<td></td>
<td>2-11</td>
<td>Completed 16th Portable Workshop</td>
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<td>C</td>
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<tr>
<td></td>
<td>2-12</td>
<td>Completed 10th Group Workshop</td>
<td>5%</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>2-13</td>
<td>Delivered 9th Commission Presentation</td>
<td>5%</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td>2-14</td>
<td>Completed 32nd Portable Workshop</td>
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<td>D</td>
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<td>2-15</td>
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<td>D</td>
</tr>
<tr>
<td></td>
<td>2-16</td>
<td>Completed 10th Information Session</td>
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<td>E</td>
</tr>
<tr>
<td></td>
<td>2-17</td>
<td>Completed 20th Information Session</td>
<td>2.5%</td>
<td>E</td>
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</table>
Brand & Strategy

- Create a public framework for the process within the Transit Alliance brand, optionally including Miami-Dade County branding at key stages and upon approval
- Create communications strategy

Website

Create and maintain project website in three languages (English, Spanish, Haitian Creole) during the period of the project scope to share and communicate:

- About the project
- Ways to connect and follow
- Events/schedule
- Current status
- Project materials (data, studies, etc)
- Implementation information/updates to built audience/following

Social Media

- Create and post regular, weekly messages and updates specific to the project, using #BetterBusProject, for three social platforms (Twitter, Facebook, Instagram)
- Draft social media posts for use by DTPW and/or Miami-Dade County
- Maintain high level of responsiveness to direct messages
- Work with DTPW Communications staff to respond to all bus redesign specific messages received on agency social media pages

Phone, Text and Email

- Create dedicated calendar accessible to all residents to schedule phone calls for all bus redesign questions and general incoming engagement, respondents available in English, Spanish and Haitian Creole. Estimated calendar availability of 8 hours per week.
- Manage scheduled calls
- Create and maintain a text message platform for incoming communication leads
- Create and manage a project-specific email address
Earned and paid media

- Produce press releases at key milestones to inform and engage local media
- Design on-bus and Metrorail signage for project awareness
- Paid media/advertising

Print Materials

- Create and produce educational and support materials for stakeholder and community engagement during portable and group workshops

### Deliverables

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Code</th>
<th>Item</th>
<th>Cost</th>
<th>Stage</th>
</tr>
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<td>3-2</td>
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<tr>
<td>3-5</td>
<td>5%</td>
<td>5th Press Release, 1500th Engagement*</td>
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</table>

*These are virtual engagements, which comprise the following:

- Subscriber to e-mail list
- Twitter direct message or mention reply
- Resident Phone call
- Text message inquiry
- E-mail reply

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<table>
<thead>
<tr>
<th>4</th>
<th>Title</th>
<th>Lead</th>
<th>Low</th>
<th>High</th>
<th>Stages</th>
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<td>JWA</td>
<td>$17,227</td>
<td>$17,939</td>
<td>A</td>
<td></td>
</tr>
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</table>
JWA Kickoff Attendees
Scudder & Analyst & Jarrett if schedule allows

- Kickoff Meeting: With Transit Alliance Only
  - Guided field trip to major terminals/routes and introduction to trolleys
  - Refine project workplan and timeline
  - Establish working processes between TAM, JWA and DTPW
  - Overview of community engagement tactics
  - Assist with defining questions and strategy for engagement phases
  - Planning for first Stakeholder/Commissioner Workshop
  - Flag issues with data set and define additional needs and deadlines

- Kickoff Meeting: With Transit Alliance + DTPW
  - Housekeeping items from above that require DTPW input
  - Initial system perspectives from staff
  - Initial questions for staff
  - Schedule/structure Core Design Retreat

- Kickoff Meeting: With Transit Alliance + DTPW + Mayor
  - General direction and priorities from Mayor

- Additional Kickoff Meetings
  - City of Miami Transportation Department
  - City of Miami Beach Transportation Department
  - City of Coral Gables Transportation Department

- General tasks and kickoff topics
  - Refine the timeline: Schedule key events such as the Core Design Retreat and stakeholder workshop(s).
  - Discuss the purpose of the stakeholder/board workshop(s), who should be there, and how to recruit them. Assign recruitment tasks.
  - Review how municipalities will be involved, particularly the three with trolley networks that are being redesigned.
  - Discuss early outreach or surveying of the public on transit topics, and how it would be incorporated into decisions made in this process.
  - Discuss and establish the role of Commissioners and the Mayor.
  - Review with DTPW and County staff the data we have and any gaps or issues discovered to date.
  - Review and verify any services excluded from redesign process
  - In addition to the meetings above, this scope item includes costs for general project management and a review of the initial data set.

**Deliverables**

<table>
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<tr>
<th>Milestones</th>
<th>Code</th>
<th>Item</th>
<th>Cost</th>
<th>Stage</th>
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<td>Summary of Kickoff Meetings</td>
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Choices Report

A thorough analysis of the DTPW transit system, how it is performing, the land use and street contexts within which it operates. We will explore some key questions and issues including but not limited to:

- Identifying “superstar” routes and the reasons for their success
- Role of limited stop services (MAX routes) relative to local routes
- Evaluating “express commuter” routes and their relative success
- Bus system architecture around Metrorail
- “Dual bus terminals” wherein services are separated by natural features (eg. river) or by design
- High-level assessment on the role of municipal circulators
- On-time performance of DTPW routes based on schedule adherence

For longer-term land use issues, Transit Alliance will determine which land use plans should be considered in the Choices Report.

At this stage of a project, our analysis typically reveals some choices that need to be made about the existing transit network or any future investments in the network. When these choices are about community values, as they often are, we do not offer a recommendation. Instead, we describe why the choice arises, and what values would be served by moving in one direction or another. The Choices Report will be a draft document that will form the basis of the eventual Concepts Report published as part of Task 6. For Task 5, we will complete a draft report that will form the basis of common understanding of the existing system, its performance, and the major trade-offs to consider.

The resulting Choices Report may describe multiple trade-offs and choices that are relevant in Miami, and the resulting feedback from Transit Alliance, DTPW, elected officials and other will help us define the trade-offs to focus on in the Concepts phase in Task 6.

While we are conducting this existing conditions analysis, it is possible to do some early outreach and engagement on transit choices in the abstract. This could be done through a web and on-board survey with Transit Alliance staff leading that effort. Transit Alliance will perform community engagement during this phase with these basic goals:

- Gather specific input to help inform the Choices report and Core Design Retreat decisions
- Inform the community at large (with an emphasis on transit riders) that a redesign is happening
- Build a database of contacts, including engaged riders on key routes

JWA will provide guidance to Transit Alliance on questions to ask in public outreach, provide suggestions on outreach methods, and consult on outreach process.

At the end of this task, JWA will deliver a draft Choices Report to Transit Alliance, DTPW, and project partners. It will be essential that all parties who will attend the Core Design Retreat read the entire Choices Report, provide their comments on it, and are prepared to discuss it before it is used as the basis for group decisions in the Core Design Retreat.

It is our expectation that Transit Alliance will provide us with a single list of reconciled comments on the draft Choices Report, as on other major work products described below. We often find that the best way to do such reconciliation is to hold a conference call with us and key partners who have read the document. In that call, we can discuss any complicated or contentious issues, and then Transit Alliance can take the lead on "cleaning up" the (by then smaller and less complicated) list of comments on which we should take action.

Transit Alliance will handle the following elements during this task:

- Prepare and deliver presentations based on the report to several key audiences
- Create a simplified web-based introduction for the general public
- Disseminate the Choices Report among government staff, stakeholders and elected officials

**Stakeholder Workshop**

| JWA Workshop Attendees | Scudder and Analyst |

We will facilitate a workshop and training session focused on the key choices from the Choices Report. This will need to be about 4.5 hours long, to accommodate an interactive game, a presentation on the Choices Report, real-time polling and discussion. Expected participants include the County Commissioners, their staff, local municipal leaders, with a maximum of 30-40 people based on a collaborative recommendation of attendees.

JWA staff will be on-site for 2 days for this meeting and can present at separate meetings of the Commissioners or other groups as needed while in Miami.

Transit Alliance will organize all logistics for the workshop and other meetings.

**Deliverables**

<table>
<thead>
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<th>Milestones</th>
<th>Code</th>
<th>Item</th>
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<th>Stage</th>
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</tr>
<tr>
<td>5-2</td>
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</table>
To get meaningful direction from the public, stakeholders, and elected and appointed officials, we will ask people to provide input in response to a pair of illustrative alternatives. We expect that both of these alternatives will be designed using the existing operating budget for DTPW and the three trolley providers. We expect these alternatives will differ in their emphasis on coverage and ridership goals. Key assumptions will need to be provided by DTPW and the three municipal trolley operators, including annual revenue hours of service and minimum layover requirements.

The alternatives will be developed with Transit Alliance, DTPW, and other key staff. This collaboration will take place at an Alternatives Core Design Retreat, scheduled between late June or early July. Not only will the Retreat produce the alternatives. In addition, many of the decisions our team will need to make over later months will be informed by the conversations at the Retreat.

To design two networks for a city and transit network the size of Miami-Dade, we expect 5 retreat days will be required. In addition, to prepare for the retreat we will need to schedule one or two significant virtual workshop meetings with Transit Alliance and key decision makers at DTPW prior to the retreat to iron out details on service categories and costing assumptions. Our clients sometimes hold "briefings" at the end of each retreat day, around 4 pm, so that people who cannot or should not attend the whole Retreat can get a "sneak peek" at the Concepts and give early input.

Given the need for some flexibility, JWA will be prepared to run the workshops in one of two different formats.

**JWA Retreat Attendees**
Scudder & Jarrett & 2 Analysts

**Alternatives Core Design Retreat: Option 1**
*Standard Alternatives Core Design Retreat*

Key attendees participate all day (9am to 4pm) with a 4pm check in with additional staff.
Alternatives Core Design Retreat: Option 2

Iterative Design Process for Alternatives

A process wherein larger morning meetings at the department are used to iteratively build the concepts, with only key selected staff members participating in the remainder of the day and progress shared the next morning. This process could end with a full-day all-hands workshop.

In either case, Transit Alliance will handle all logistics and expect the length of either process to be 5 days and utilize the same amount of labor hours.

Conceptual Plans

JWA Presentation Attendees
Scudder

After the Retreat, we will create public-facing maps and other visual explanations of how the Concepts would work, would differ from one another and from the existing network. These materials will be added to the Choices Report that was written prior to the Retreat, in a Conceptual Alternatives chapter.

All of these materials will be delivered to Transit Alliance and its partners in draft form. We ask that comments on the draft Alternatives Chapter (as on the Choices Report) come to us from Transit Alliance in one, reconciled list. As described above, we find that a conference call to discuss the draft is helpful. Given the tight schedule for this project, review time may be as short as a few days, so careful coordination with DTPW and partners will be critical in getting key people to review and respond.

The Alternatives will then be the focus of community engagement. We expect this engagement will occur in September. Scudder will travel to Miami to present the Concepts to the same stakeholder group from Task 5 and participate in other meetings and presentation over a 2 day period to help publicize the concepts.

JWA staff will provide maps of the concepts, charts, graphics, and other materials to Transit Alliance in high resolution image or PDF formats for incorporation in public outreach materials and the project website.

JWA will provide guidance to Transit Alliance on questions to ask in public outreach, provide suggestions on outreach methods, and consult on outreach process.

Transit Alliance will:

- Disseminate the plans
- Solicit and collate feedback from riders and stakeholders
- Present the plans to elected officials
- Consolidate and resolve all input

Deliverables

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Code</th>
<th>Item</th>
<th>Cost</th>
<th>Stage</th>
</tr>
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<tbody>
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<td>6-1</td>
<td>Alternatives Core Design Retreat</td>
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</table>
Before embarking on the New System Design, someone will need to tell JWA what the parameters of the new network design will be. For example, if the Ridership Concept is designed at 90% Ridership/10% Coverage, and the Coverage Concept is 50% Ridership/50% Coverage, someone will need to decide the balance between the goals for the Draft Plan. We often recommend that an elected body make that decision. So perhaps the Board of Commissioners can weigh in with their preference, informed by the public feedback on the concepts.

**Draft Network Plan**

**JWA Retreat Attendees**
Scudder & Jarrett & 2 Analysts

Similar to the Alternatives Core Design Retreat, JWA will facilitate a Final Core Design Retreat to develop the Draft Plan. Using the same format as the previous retreat, the project team will develop the draft plan together over a 4-day workshop, likely held in early October.

The network designed during the Final Core Design Retreat will include the DTPW bus network and the trolley networks for Miami, Miami Beach, and Coral Gables.

After the Retreat, we will create public-facing maps and other visual explanations of how the Draft Plan would work and would differ from the existing network. These materials will be incorporated into a Report on the Draft Recommended Network. Materials included in the Draft Plan Report would be:

- Network Map
- Service parameters (frequency and span)
- Title VI analysis
- High level recommendations for dedicated infrastructure
- Key capital improvements for terminals or transfer centers
Length and speed details and operating costs (revenue hours per route) will be provided separately to Transit Alliance and DTPW in a costing spreadsheet.

All of these materials will be delivered to Transit Alliance and its partners in draft form. We ask that comments on the Draft Plan come to us from Transit Alliance in one, reconciled list. As described above, we find that a conference call to discuss the draft is helpful. Given the tight schedule for this project, review time may be as short as a few days, so careful coordination with DTPW and partners will be critical in getting key people to review and respond.

Scudder will travel to Miami to participate in presentations and meetings over 2-3 days to the Board and others to review the Draft Plan.

Final Network Plan

Based on feedback from public, stakeholders, and elected officials, JWA will revise the Draft Network and update it. At this stage, we would not expect routes to change significantly, but we will closely track if a route changes by more than 25% (in terms of the route miles it covers). And if any route changes by more than 25% we will flag it for review to limit any need to engage Commissioners in another vote.

The Final Network Report will include:

- Network Map
- Service parameters (frequency and span)
- Title VI analysis
- High level recommendations for dedicated infrastructure
- Key capital improvements for terminals or transfer centers
- Length and speed details and operating costs (revenue hours per route) will be provided separately to Transit Alliance and DTPW in a costing spreadsheet

Furthermore, JWA will coordinate with Transit Alliance and DTPW staff on a handoff of:

- Remix network of the recommended routes
- GTFS output from Remix of the recommended network
- Spreadsheet of operating parameters by route (frequency, span of service, route length, estimated speed of route by time of day, estimated cycle times, and total revenue hours of service by route)

This spreadsheet would include weekday, Saturday, Sunday, and annual revenue hour estimates.
## Deliverables

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Code</th>
<th>Item</th>
<th>Cost</th>
<th>Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-1</td>
<td>Final Core Design Retreat</td>
<td>33%</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>7-2</td>
<td>Draft Network Map, Charts, Outcomes</td>
<td>21%</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>7-3</td>
<td>Draft Network Report, Title VI Analysis</td>
<td>26%</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>7-4</td>
<td>Final Network Plan</td>
<td>20%</td>
<td>D</td>
<td></td>
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</table>

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# Appendix B - Disbursement Schedule

<table>
<thead>
<tr>
<th>Code</th>
<th>Milestone Tasks</th>
<th>ETD</th>
<th>% Complete</th>
<th>Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-2</td>
<td>Project Website Launched</td>
<td>~ May 2019</td>
<td>8%</td>
<td>$12,500</td>
</tr>
<tr>
<td>5-4</td>
<td>Final Choices Report Complete</td>
<td>~ June 2019</td>
<td>12%</td>
<td>$31,250</td>
</tr>
<tr>
<td>6-1</td>
<td>Alternatives Core Design Retreat Complete</td>
<td>~ July 2019</td>
<td>12%</td>
<td>$31,250</td>
</tr>
<tr>
<td>6-3</td>
<td>Draft Concepts Report Complete</td>
<td>~ August 2019</td>
<td>18%</td>
<td>$40,000</td>
</tr>
<tr>
<td>6-4</td>
<td>Final Concepts Report Complete</td>
<td>~ September 19</td>
<td>18%</td>
<td>$40,000</td>
</tr>
<tr>
<td>7-1</td>
<td>Final Core Design Retreat Complete</td>
<td>~ October 2019</td>
<td>12%</td>
<td>$27,000</td>
</tr>
<tr>
<td>7-3</td>
<td>Draft Network Plan Complete</td>
<td>~ November 19</td>
<td>12%</td>
<td>$54,000</td>
</tr>
<tr>
<td>7-4</td>
<td>Final Network Plan Complete</td>
<td>~ January 2020</td>
<td>6%</td>
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<tr>
<td>2-16</td>
<td>Completed 10th Info Session</td>
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<td>Completed 20th Info Session</td>
<td>~ June 2020</td>
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<td></td>
<td><strong>Grand Total</strong></td>
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<td><strong>$250,000</strong></td>
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