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INVITATION TO BID (ITB)

**MDX PROCUREMENT/CONTRACT NO.:
ITB-23-10**

**MDX PROJECT/SERVICE TITLE:
ROAD RANGER SERVICE PATROL AND RISC/DISC SERVICES
FOR THE MDX SYSTEM**

**EXHIBIT A
SCOPE OF SERVICES**



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EXHIBIT A

Scope of Services

1.0 OBJECTIVE

The Miami-Dade Expressway Authority (MDX) requires Services by a Contractor to provide Road Ranger Service Patrol for the five corridors operated and maintained by the Agency (SR 112, SR 836, SR 874, SR 878, SR 924, and NW 138 St.) (the MDX System). The Services shall also include Rapid/Disabled Incident Scene Clearance (RISC/DISC) and Long-Term Maintenance of Traffic.

2.0 INTRODUCTION

The Scope of Services details the responsibility of the Contractor under the Contract.

At all times during the performance of the Services, the Contractor shall undertake proper health and safety measures to ensure the safety of the traveling public, MDX employees and agents, as well as the Contractor's employees and those of its Sub-contractors/Sub-consultants.

The following sections detail the description and requirements of the Scope of Services. However, the Contractor's responsibility is not limited to those services identified in the Scope of Services if and when the public safety and the traffic operations of the MDX Expressways are at stake. The Contractor at the direction of the MDX Project Manager, shall take any and all necessary steps to ensure public safety and proper traffic operations.

The information included in the Contract documents, is intended to aid the Contractor in attaining a general understanding of the current size and scope of the MDX System. However, refinements, corrections and additions are made to the System on a regular basis to account for completed projects, acquired properties, or other circumstances. Such changes to the System shall not alter the Contract prices. However, pay item quantities may be adjusted as further described herein, to account for such changes in the System.

The Scope of Services includes but is not limited to the following:

3.0 ROAD RANGER SERVICE PATROL

3.1 PURPOSE

This Scope of Services describes and defines the requirements for the Contractor to provide Road Ranger Service Patrol for the MDX System to support and promote the "Open Roads Policy" of the State of Florida on State Highways attached hereto. The goals of the Open Roads Policy are to reduce traffic congestion and delays caused by vehicle crashes, disablements, non-hazardous material spills and other traffic impacting events, as well as reduce the potential for secondary accidents.



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Service Patrol Vehicles shall be divided into two types, Incident Management (IM) and Motorist Assistance (MA) based upon vehicle type. MA type vehicles may be required to continuously patrol the project area as determined within this document. IM type vehicles may be required to patrol all or part of the project area as determined within this document. Road Ranger services may include, but are not limited to, patrolling the designated roadways, clearing disabled vehicles from travel lanes, assisting the Florida Highway Patrol ("FHP"), and other emergency responders during traffic incidents, changing flat tires, jump-starting batteries, removing minor non-hazardous spills and debris from the highway. The Road Ranger Services shall never circumvent the FHP Wrecker Rotation List nor Rapid Incident Scene Clearance (RISC) / Disabled Incident Scene Clearance (DISC) work.

3.2 DEFINED TERMS

In addition to the defined terms found in the ITB Documents, the following are additional defined terms specific to the Road Ranger Service Patrol. Failure to capitalize any defined term in the Solicitation Documents and Contract Documents shall not change the meaning of the defined term when used in the Solicitation and/or Contract Documents.

Contractor: As intended in the Solicitation and Contract Documents, the term "Contractor" shall refer to the qualified and successful bidder that is also a business entity, which is permitted by the laws of the State of Florida to perform the Work/Services within the State of Florida. The Contractor shall enter into a written Contract/Agreement with Miami-Dade Expressway Authority ("MDX") to perform the Work/Services as described in the Solicitation Documents and Contract Documents. In the context of the Solicitation Documents, the Contractor is the Bidder.

Contractor's Project Manager: The Contractor's Representative who has the delegated responsibility and authority to oversee the Services being performed/provided by the Contractor pursuant to this Agreement. The Project Manager may also serve in the Role of Road Ranger Supervisor.

Holidays: Days designated by MDX as holidays, which include, but are not limited to, New Year's Day, Martin Luther King's Birthday, President's Day, Law Enforcement Appreciation Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, the Friday immediately following Thanksgiving Day, and Christmas Day.

Incident Commander: The individual responsible for the management of all operations at the incident site.

Incident Management Services: Services provided by the Contractor include, but are not limited to, the removal of obstructions impeding the flow of traffic or disabled (crash) vehicles.

Maintenance of Traffic (MOT): Techniques and resources used to provide information to motorists regarding traffic events on roadways and to mitigate traffic congestion related to the event including, but not limited to: setting highway flares, cones, flagging, flashing amber/white lights, Dynamic Message Signs, and all other traffic control devices and methods.

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MDX Business Hours: MDX Business Hours are Monday through Friday from 8:00A.M. to 5:00P.M. excluding weekends and Holidays.

MDX Project Manager: MDX's representative with delegated responsibility and authority to oversee the Services required by the Contract.

Motorist Assistance Patrol Service: Services provided by the Contractor include, but are not limited to, assistance to disabled vehicles / motorists during traffic incidents.

Road Ranger Drivers: The service patrol drivers of the Service Patrol Vehicles. When the Scope of Services lists a requirement for a Road Ranger Driver (RR Drivers), it shall be understood to be a requirement for a Road Ranger Supervisor (RR Supervisor) as well, unless a more stringent requirement for a Road Ranger Supervisor is included within this Scope of Services.

Road Ranger Supervisors: The Contractor's Supervisors responsible for oversight, training and scheduling of Road Ranger Drivers (RR Drivers). The Road Ranger Supervisors (RR Supervisors) shall also be responsible for all other tasks as required by the Contract Documents.

Services: All labor, materials and incidentals required of the Contractor to execute and complete the requirements of the Contract Documents, including but not limited to the Incident Management Services and the Motorist Assistance Patrol Service, including all services prescribed or implied.

Service Patrol Beat: The specific section of roadway on which the Services are provided. Beats will vary in length depending on location and time of day.

Service Patrol Vehicles: The approved vehicles to be used for the Services.

Sponsorship Program: The purpose of this program is to obtain private corporate sponsors ("Sponsors") to underwrite some the expenses associated with providing excellent customer service on the MDX System. This program will allow particular content branding to be installed on the Service Patrol Vehicles; the installation of general service signage to acknowledge the corporate sponsorship; and other related activities on the MDX System.

Staging: Strategic stationing of Incident Management Service Patrol Vehicles at MDX designated locations for rapid dispatch and deployment to traffic incidents.

State Law Enforcement Radio System (SLERS): A statewide, 800 MHz two-way radio system utilized by Law Enforcement and first responder personnel.

TMC Hours of Operation: The TMC is operational twenty-four (24) hours per day, seven (7) days per week, and three hundred sixty five (365) days per year (366 during leap year).

Traffic Incident Management: The coordination of State and local transportation, public safety and

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private sector partners to efficiently manage incidents affecting traffic and services provided to clear traffic incidents from facilities.

3.3 SERVICE PATROL OVERVIEW

MDX, in the interest of promoting the “Open Roads Policy” of the State of Florida (attached hereto) and providing increased mobility on MDX’s highways, provides the Services to improve safety, reduce delay, and mitigate secondary traffic incidents. The Services are a vital element of the MDX’s Traffic Management, which optimizes the effectiveness of our highway system through traffic management; detecting and verifying traffic incidents as well as informing motorists and other agencies of these incidents. The Road Rangers are an integral part of MDX’s operations as detectors of traffic events as well as agency responders who facilitate quick clearance of traffic incidents from MDX roadways.

MDX, in seeking to maximize the Services efficiency, has separated the Patrol Services provided by the Contractor into two distinguishable components; Incident Management Services (IM) and Motorist Assistance Patrol Services (MA). IM and MA vehicle and RR Drivers shall provide rapid detection of and response to traffic events by routinely patrolling the project area, assisting disabled motorists and other incidents as encountered. IM and MA vehicles will patrol and be dispatched to assist in rapid clearance of disabled vehicle(s) from the travel lanes. MA vehicles will act in a supporting role upon IM vehicle arrival, assisting in maintenance of traffic (MOT) or may be re-deployed by the TMC in response to other traffic events.

3.4 SERVICES TO BE PROVIDED BY CONTRACTOR

The Contractor shall furnish and maintain all personnel, supervision, expertise, vehicles, equipment, materials, parts, licenses, supplies, tolls and incidentals necessary to provide the Services described herein. Non-performance of these services shall result in compensatory adjustment(s) as described in Section 3.6.2, Performance Measures, of this Scope of Services.

3.4.1 Staffing

The Contractor is responsible for providing adequate management, supervisory, administrative, professional, and support staff to meet the requirements set forth in the Scope of Services and any subsequent amendments thereof.

3.4.1.1 Staffing Plan

The Contractor shall develop and maintain a staffing plan to be reviewed with and approved by MDX on a quarterly basis. The staffing plan shall identify key personnel involved in providing the Services and the average number of hours per week (in percentage, based on a forty (40) hour work week) dedicated by each staff member to this project.

The Contractor shall be responsible for ensuring that the services, duties and responsibilities as required by this Scope of Services as further described herein are

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performed by trained and certified personnel at all times.

MDX reserves the right to reject any applicant for a Contractor proposed staff position prior to their being assigned duties related to this Contract. MDX reserves the right to request the Contractor to remove an employee from duty assignments, and/or bar an employee from further service under this Contract at any time. No reason need be given by MDX.

3.4.1.2. Project Management and Key Personnel

The Contractor shall provide MDX with a Project Manager and RR Supervisors for the term of the Contract. The Contractor Project Manager and RR Supervisors shall coordinate all Contractor required Service Patrol operations, services, duties and responsibilities identified within this Scope of Services. All inquiries into Service Patrol Operations by other agencies or citizens shall be referred to and handled by the MDX Project Manager.

The Contractor shall also provide MDX with a list of Designees who shall be members of the Contractor's key personnel. The Contractor shall provide MDX with current contact information of Contractor Project Manager, RR Supervisors and Designee(s), including phone numbers (toll free, with area code 305 or 786) and email address(s), which shall be used for all project correspondence and for on-call support in the event of any Service Patrol related issues. These persons shall be available to MDX twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days per year (366 during leap year).

The Contractor Project Manager, RR Supervisors and Designee(s) shall be thoroughly knowledgeable and experienced in relation to all the aspects of the services required in this contract and Scope of Services, as well as have the administrative authority to deal with any issues in relation to the personnel and the Road Rangers operations performed under this contract and Scope of Services. The Contractor Project Manager, RR Supervisors and designee(s) shall have a required call-back response time of fifteen (15) minutes after receiving a call from the MDX Project Manager or designee. If required, the Project Manager, RR Supervisors (or Designee) shall be at a requested location within one (1) hour, or as determined reasonable by the MDX, after being contacted by the MDX Project Manager or designee and a response request made. Contractor non-compliance shall result in compensatory adjustments as described in Section 3.6.2, Performance Measures.

3.4.1.3. Road Ranger Drivers and Road Ranger Supervisors

Road Ranger Drivers shall be competent in the tasks of operating the assigned Service Patrol Vehicle and providing safe and proper discharge of the service responsibilities outlined herein including, but not limited to:



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- Minimum age of eighteen (18) years old.
- Shall be fluent in the English language and have a minimum of a High School diploma, GED or equivalent.
- RR Drivers must have a Current Class “E” Driver’s license or greater in accordance with the Florida Department of Highway Safety and Motor Vehicles. Contractor non-compliance shall result in compensatory adjustments as described in Section 3.6.2, Performance Measures.
- Compliance with all operating licenses and training required to operate the assigned vehicles. All RR drivers shall be certified in Intermediate MOT Training and utilize proper lane closure(s) using maintenance of traffic (MOT) materials, including cones, flares, amber lights, etc.
- For Incident Management Vehicles, RR Drivers must have a minimum of one (1) year of experience in operating light / medium duty towing vehicles.

Road Rangers shall acquire and maintain all MDX required training, licensing and certification / authorization levels specified within this contract and Scope of Services, or otherwise mandated by MDX, throughout the term of this Contract.

Road Ranger Supervisors shall be experienced and competent in the tasks and meet the minimum requirements identified above for Road Ranger Drivers plus the following requirements:

- Minimum age of twenty-five (25) years old.
- At least one RR Supervisor must be certified in Advance MOT training.
- Must have a minimum of five (5) years of experience in Supervisory Traffic Incident Management Response Services.
- Must have a minimum of five (5) years of experience in basic Maintenance of Traffic.
- Must have a minimum of five (5) years of experience in operating light/medium duty towing vehicles.
- Must have communication skills, both written and oral, to effectively and tactfully communicate with MDX and its customers.
- Available for all “on-call” responsibilities (24/7/365(366 leap year)).
- Trains RR Drivers in operating the Service Patrol Vehicles and providing safe and proper discharge of the Service Patrol responsibilities.
- Monitors Road Ranger vehicles for required equipment and for equipment failures.
- Ensures required Daily Road Ranger Schedules are prepared and submitted at the required times.



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- Ensures any changes to the required Daily Road Ranger Schedules are prepared and submitted as required.
- Ensures Road Ranger Log Reports are correct and submitted.
- Ensures Shift Changes are managed efficiently.
- Monitors two-way radio communications between Road Rangers and the TMC.
- During their shift, the RR Supervisor shall patrol all roadways to check on RR Drivers and vehicles for required equipment, uniforms, etc.
- Responds to large events, RISC, DISC and fatalities to assist the TMC with Road Ranger on-scene responses and communication.
- Respond to lane blockage event if no Road Rangers are available.

MDX may modify the required training, licensing, certification(s) and/or authorization(s) of Road Ranger Drivers and RR Supervisors at its discretion.

MDX requires the following number of supervisors:

- One (1) for first shift (Monday to Friday)
- One (1) for second shift (Monday to Friday)
- Supervisor shall be on call 24/7 (Weekends)

3.4.1.3 (a) MDX Minimum Pay Rate for Road Ranger Drivers and Road Ranger Supervisors

Throughout the term of this contract, unless adjusted upward by the Contractor, the Contractor shall be required to compensate all RR Drivers working under this contract minimum starting wages of twenty dollars (\$20.00) per hour and RR Supervisors a minimum starting wage of twenty-five dollars (\$25.00) per hour. Proof of compliance with this contract requirement shall be made available for review by MDX via the Contractor's payroll register or employee's payroll check. Contractor non-compliance shall result in compensatory adjustments as described in Section 3.6.2, Performance Measures.

Contractors shall have two (2) business days from the date of the request to provide the requested proof of compliance.

3.4.1.3 (b) Personnel Appearance and Conduct

RR Supervisors and Drivers shall exercise good sound judgment in carrying out their duties and conduct themselves in such a manner that



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will reflect favorably upon MDX. Road Ranger Drivers shall wear clean uniforms at the start of each shift. Uniform shall consist of:

- Collared shirts and Class 3 Fluorescent green safety vests with the MDX logo on the front left and MDX ROAD RANGER on the back.
- Shirts must be tucked into trousers at all times.
- Dark Blue / Navy uniform work trousers or uniform style work shorts (no jeans or cutoffs).
- Black belt.
- If a cap is worn, it must match the uniform safety shirts/vests and be without adornment, lettering or patches unless specifically approved by MDX.
 - o An MDX approved reflective safety cap is acceptable.
- Black work boots or shoes (may be leather “sneakers”) and laces.
- If jacket is worn, it must match the trousers and be without ornamentation, worn under the Class 3 Fluorescent green safety vest.
- All uniform items must be in good repair and appearance.
- Road Ranger Drivers shall be well groomed, clean, with neatly trimmed hair, including facial hair if worn, and have no visible offensive tattoos, as determined by the MDX Project Manager.
- Wear a uniform shirt or jacket while on duty, with undershirts that if worn, do not have printing or pictures which show through the outer shirt.
- RR Drivers and RR Supervisors shall display clearly visible, MDX issued identification badges. The badges shall be worn over their left breast pocket.
- Identification badges must be returned to MDX upon employee termination. The Contractor must electronically report employee terminations to MDX within five (5) Business Days. Contractor non-compliance shall result in compensatory adjustments as described in Section 3.6.2, Performance Measures.
- Lost Identification Badges must be reported to MDX immediately and replaced. The loss of an ID Badge shall result in compensatory adjustments as described in Section 3.6.2, Performance Measures.
- Each uniform shirt shall have an MDX logo on the front and MDX Road Ranger text on the back. MDX reserves the right to change this scenario.



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- No emblems, patches, Contractor's names, or logos will be permitted, unless authorized by MDX.

The Contractor shall furnish all RR Driver and RR Supervisor uniforms and shall be responsible for all associated costs thereof, except for the implementation of the Elected Elements related to the Sponsorship Program.

RR Drivers shall be courteous to motorists at all times and direct motorists in the observance of all due safety precautions.

3.4.1.4. Electronic Registration and Submittal

The Contractor shall submit all MDX required information regarding staff employment applications, employment classifications, Service Patrol Vehicles and Service Patrol hours of operation to be performed under this Contract; emails will be acceptable. The Contractor shall be responsible for updating and maintaining all electronic information provided to MDX on a regular basis, and immediately upon any changes.

The Contractor is required to have a minimum of one (1) touch screen capable laptop, tough book, or tablet PC that uses and has installed a Windows 10 or higher operating system as well as Adobe PDF Writer capabilities to document daily vehicle inspections.

Contractor compliance / performance with contract requirements will be subject to regular evaluation by the MDX.

The Contractor shall utilize the Road Ranger Driver Information System (RRDIS). The RRDIS shall be provided by MDX.

3.4.1.5. Changes in Personnel

Any Contractor staff member removed from service under this Contract shall be replaced by other qualified personnel as per the terms of this Contract.

Any Contractor staff member or personnel who is found to have falsified records including, but not limited to: application documents, reference information, test or investigation results or reports provided to MDX under this Contract; shall be immediately removed from providing service under this Contract.

All changes in Contractor personnel and the employment status, or classification thereof, shall be reflected electronically within five (5) business days and shall be subject to review and approval by MDX.



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3.4.2 Training and Certification Requirements for Road Rangers

The Contractor shall designate a member(s) of management staff to be responsible for training of all Contractor Service Patrol staff. This person(s) shall receive Incident Management and Service Patrol Operations training from MDX and be recognized as the certified instructor(s) to conduct all Contractor provided Service Patrol training. This training shall occur during the time between Notice to Proceed and commencement of Services under this Contract, and prior to any new Contractor staff member providing services under this Contract.

Training and certification of RR Drivers is the responsibility of the Contractor. All Contractor Road Rangers shall obtain the initial required training and certifications within thirty (30) calendar days from the date of contract award or hire date, whichever is more recent. The Contractor shall maintain a current, electronic listing of all RR Driver application and training documents.

The Contractor shall ensure that all RR Drivers Certifications / Licensing remain valid for the duration of the contract. In no case shall a RR Driver be allowed to operate under this Contract if their mandatory certifications / licenses have expired. Contractor non-compliance shall result in compensatory adjustments as described in Section 3.6.2, Performance Measures.

Contractor provided training shall, at a minimum, include the following areas:

- Applicable Florida Statutes (i.e. "Move It" / "Move Over" Laws and Policies)
- Proper uniform attire and grooming, including safety apparel
- Customer service and assistance, including citizen transportation, and issue resolution
- Communication with TMC and motorists
- SLERS radio protocols and procedures
- Service Patrol ride-along in the Service Patrol Vehicle and vehicle equipment/tools/accessories training (40 hours)
- Service Patrol Vehicle Inspections (Contractor and MDX)
- Use of DMS and vehicle lighting
- Use of tow equipment
- Vehicle relocation protocol and procedure, including use of push bumper and vehicle rollover
- Vehicle placement around/within traffic incident scene

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- All RR drivers shall be certified in Intermediate MOT Training and utilize proper lane closure(s) using maintenance of traffic (MOT) materials, including cones, flares, amber lights, etc.
- Proper use of fire extinguisher
- All Contractor RR Drivers shall obtain and electronically submit the following certifications prior to performing services under this Contract. All training is online and free to the public. National Incident Management System (NIMS) Incident Command System (ICS) 100, 200, 700, and 800 Certifications:
 - [Introduction to the Incident Command System, ICS-100](#)
 - [ICS for Single Resources and Initial Action Incidents](#)
 - [National Incident Management System \(NIMS\) An Introduction](#)
 - [National Response Framework, An Introduction](#)
 - All Contractor employees must submit certificates of achievement acknowledging the employee has passed each course. The certificates are provided after successful completion of the course.
- FDOT Computer Based Training on Maintenance of Traffic for Incident Responders. <http://wbt.dot.state.fl.us/ois/MOTTIRCBT/index.htm>
- Hazardous Materials Response – Awareness Level
 - <https://www.saferesponse.com/courses/hazardous-materials-response-awareness-level/>
 - The trainee must register for this training which requires a valid email address.
- Strategic Highway Research Program 2 (SHRP2)
 - The Road Rangers shall complete SHRP2 training based on MDX scheduling. If a Road Ranger does not obtain the SHRP2 training certificate within the allotted timeframe, the RR Driver shall be deactivated from the RRDIS until the training is completed and will not be allowed to provide services under the terms of this Agreement.
 - The SHRP2 training refresher course shall be taken by all RR Drivers providing services under the terms of this Agreement at a minimum of every 18 months.

MDX requires that all RR Driver applicants successfully complete MDX Service Patrol Written and Practical Examinations prior to providing services under the terms of this Contract.

The MDX RR Driver Written Exam shall be administered to applicant RR Drivers by the Road Ranger Project Manager or RR Supervisor during the applicant's mandatory four (4) hour TMC observation period and only after MDX approval of initial training documentation. Applicants must receive a score of 70% or higher to successfully complete the RR Driver Written Exam and successfully complete the RR Driver Practical Exam. The Contractor designated Service Patrol training instructor(s) must successfully complete both the RR Driver Written and Practical Exams. At the discretion of MDX, the RR Driver Written Exam may be retaken no more than one

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(1) time if unsuccessfully completed by an applicant.

The MDX RR Driver Practical Exam shall be administered to applicant RR Drivers only after successful completion of the MDX RR Driver Written Exam.

At the discretion of MDX, an annual refresher training course may be required for a RR Driver that will include, but not limited to a TMC observation period, RR Driver Written and Practical exam retest, and/or communication procedures.

The initial training time, and subsequent required training, including TMC observations, examinations, and ride-along shall not be billable to MDX.

3.4.3 Service Patrol Vehicles

All Service Patrol Vehicles being utilized to provide services under the terms of this agreement shall be new or not older than the current year (2020) production model and must be capable of carrying the equipment, tools and accessories specified in this contract. All Service Patrol Vehicles are restricted for MDX official use only and should only be used to provide the services contained herein. The Contractor shall replace forty percent (40%) of their Service Patrol Vehicle Fleet with new current model year vehicles in the event of Contract Renewal.

All Service Patrol Vehicles shall be capable of carrying the equipment, tools and accessories specified in this contract. Service Patrol Vehicles are not to be used for personal or other business-related work of the Contractor.

Any variations to the Service Patrol Vehicle (i.e. vehicle appearance, size or type) must be approved by the MDX Project Manager or assignee. Variance requests and justifications must be provided to MDX in writing and approved prior to implementation. All equipment, tools, and accessories must be stored safely and securely on Service Patrol Vehicles at all times. All vehicles shall be equipped with functioning seat belts for all possible passengers.

The Contractor shall maintain an adequate number of Service Patrol Vehicles to avoid any lapse of scheduled Service Patrol Coverage and all required Long Term Maintenance of Traffic, including periods of scheduled maintenance or breakdowns. All Contractor Service Patrol Vehicles shall meet the specific vehicle requirements listed in this Contract.

3.4.3.1 IM Vehicle Specifications

The IM vehicles shall meet the following requirements:

- Minimum Gross Vehicle Weight Rating (GVWR) chassis of twelve thousand (12,000) pounds.
- Dual wheel chassis and four (4) ton recovery equipment rating.
- Each IM Vehicle shall, at a minimum, be equipped with the following tools, parts and vehicle accessories.



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Table 3-1

INCIDENT MANAGEMENT VEHICLE TOOL & EQUIPMENT SPECIFICATIONS

QTY	ITEM	DESCRIPTION
EQUIPMENT		
1	Rubber face push bumper	
4	3/8" Safety chain	Minimum five (5') feet in length. D-ring or eyelet mounted on rear of vehicle.
2	5/16" Tow chains	J.T. hook assembly
2	Towing straps	Rated at three thousand (3,000) pounds minimum
100 ft.	3/8" Winch cable	Minimum eight thousand (8,000) pound rating on the first layer of cable and working limit of three thousand five hundred (3,500) pounds
1	Wheel-lift towing equipment	Minimum lift rating of three thousand pounds (3,000 lbs)
1	Boom	Minimum static rating of five thousand pounds (5,000 lbs)
1	Air compressor	At least 12 CFM/150 PSI capability, capable of inflating tires of vehicles and operating impact wrench
2	Power outlets ("booster outlets" or "hot boxes")	Front and rear-mounted, with outlets compatible to twelve (12) volt booster cables
1	Heavy Duty Magnet with Adjustable Handle	Capable of quickly picking up loose nails and similar metal objects
1	Booster cables	Three (3) gauge copper wire with heavy-duty clamps and one end adapted to Vehicle's power outlets, minimum twenty-five (25) feet in length
2	Heavy duty batteries	Minimum of seven hundred and fifty (750) CCA (Cold Cranking AMP)
2	(4") X (6") X (12") wood blocks	
1	Fire extinguishers	Ten (10) pound dry chemical ABC, meeting all safety requirements. If seal is broken unit shall be tested, resealed and certified
1	Twenty-four (24") inch wide street broom	
1	Square-end or round-end Shovel	



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Table 3-1

INCIDENT MANAGEMENT VEHICLE TOOL & EQUIPMENT SPECIFICATIONS

QTY	ITEM	DESCRIPTION
20	Thirty-six (36") inch reflectorized traffic cones ¹	FDOT approved
1	Long Frame Aluminum Jack ²	Two and a half (2 ½) ton, or steel jack - five (5) ton
LIGHTING		
1	Functional cab lighting	
1	Spot light	Cordless rechargeable minimum 1200 lumen
1	Roof mounted LED amber light-bar and LED front and rear white and amber strobes	Full size, 360 degree, class 1 rated with an on/off switch in cab
1	Truck mounted LED DMS	Minimum letter size to meet MUTCD or as approved by MDX
1	Large 2 or 5-cell battery flashlight	spare batteries
SUPPLIES		
5 gal	Radiator water	In clearly labeled container
5 gal	Diesel fuel	In clearly labeled
5 gal	Unleaded gasoline	In clearly labeled container
24	Highway wet flares	Thirty (30) minute burn
1	Trash container	Five (5) gallon minimum
10 gal	Absorbent material for liquid spills	Equivalent to or exceeding the brand name "Speedy Dry"
12	Bottled drinking water	Individually sealed bottles, minimum sixteen ounces (16oz)
1	First Responder First Aid Kit	Fully stocked, including disposable non-latex gloves
50	Comment cards	Format and text to be provided by the Contractor and approved by MDX



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Table 3-1

INCIDENT MANAGEMENT VEHICLE TOOL & EQUIPMENT SPECIFICATIONS

QTY	ITEM	DESCRIPTION
50	"Move It Law" cards	Format and text to be provided by the Contractor and approved by MDX
TOOLS		
1 set	Screwdrivers	Standard 1/8", 3/16", 1/4", 5/16". Phillips head number one (#1) and number two (#2)
1 set	Star Driver	
1 pair	Needle nose pliers	
1 pair	Adjustable rib joint pliers	Minimum two (2") inch capacity
1 pair	Wire cutter	
1 pair	Adjustable wrench - Eight (8") inch	
1 pair	Adjustable wrench - Twelve (12") inch	
1	Five pound (5 lb.) sledgehammer	
20 yd.	Electrical tape	
2	Grease pen	
1	Tire pressure gauge	
25 ft.	Mechanic's wire	
1 set each	Open-end and box wrenches	One each (metric and standard)
1	Pry Bar	Minimum thirty-six (36") inches in length



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INCIDENT MANAGEMENT VEHICLE TOOL & EQUIPMENT SPECIFICATIONS

QTY	ITEM	DESCRIPTION
1 set each	Lug wrenches to fit all vehicles	One each (metric and standard)
2	Funnel	Multi-purpose, flexible spout
FLATBED TRUCK SPECIFIC TOOL & EQUIPMENT SPECIFICATIONS		
EQUIPMENT		
1	Rubber face push bumper	
4	3/8" or 5/16" Transport chain	Minimum ten (10') feet in length
2	3/8" Chain binders	
75 ft.	3/8" Winch cable	Minimum 8,000 lbs. rating on the first layer of cable and working limit of 3,500 lbs. pounds
1	Wheel-lift towing equipment	Able to tow a second vehicle with a (GVWR) of up to 8,500 lbs.
1	Motorcycle strap down system	
1	Eight-point (8 pt.) ratchet strap tie down system	As required for luxury vehicles
1 set	Aluminum ramps for low clearance vehicles	Wood is acceptable
1	Snatch Block	Minimum 8,000 lbs. rating
2	Alloy tow chains	Grade 80, minimum 4 feet in length, single hook, for use in winching with snatch block
1	J hook and T hook combination assembly	Grade 70
4	(4") X (6") X (12") wood blocks	Wheel chocks
1	Fire extinguisher	Five (5) pound dry chemical ABC, sealed and meeting all safety requirements
1	Twenty-four (24") inch wide street broom	
1	Square-end or round-end Shovel	



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Table 3-1

INCIDENT MANAGEMENT VEHICLE TOOL & EQUIPMENT SPECIFICATIONS

QTY	ITEM	DESCRIPTION
6	Thirty-six (36") inch reflectorized traffic cones ¹	FDOT approved
1	Long Frame Aluminum Jack ²	Two and a half (2 ½) ton, or steel jack - five (5) ton
1	Heavy-Duty Battery	Minimum of 750 Cold Cranking Amp (CCA)
1	Heavy Duty Magnet with Adjustable Handle	Capable of quickly picking up loose nails and similar metal objects.
LIGHTING		
1	Functional cab lighting	
1	Spot light	Cordless rechargeable minimum 1200 lumen
1	Roof mounted LED amber light bar	Full size, 360-degree, class 1 rated with on/off switch in cab having traffic arrow directional signals integrated into the light bar (at a minimum, left, right, and flashing warning patterns)
1	Large 2 or 5-cell battery flashlight	Spare batteries
SUPPLIES		
24	Highway wet flares	Thirty (30) minute burn
1	Trash container	Five (5) gallon minimum
10 gal	Absorbent material for liquid spills	Equivalent to or exceeding the brand name "Speedy Dry"
1	First Responder First Aid Kit	Fully Stocked, including disposable protective non-latex gloves
50	Comment cards	Format and text to be provided by the Contractor and approved by MDX
50	"Move It Law" cards	

Notes:

1. Contractor shall replace cones if damaged or visually faded/discolored.
2. The Re-Supply Service Patrol Vehicle shall be required to carry a Long Frame Aluminum Jack, 5 ton.



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3.4.3.2 MA Vehicle Specifications

The MA vehicles shall meet the following requirements:

- Minimum ½ ton, Full size pickup
- GVWR of 4700 pounds
- Minimum height of 72 inches
- Each Service Patrol Vehicle shall, at a minimum, be equipped with the following tools, parts and vehicle accessories.

Table 3-2

MOTORIST ASSIST VEHICLE TOOL & EQUIPMENT SPECIFICATIONS

QTY	ITEM	DESCRIPTION
EQUIPMENT		
1	Rubber face push bumper	
1	(Cordless) 20v impact wrench kit	SAE and Metric
1	4 Way Universal cross wrench	
1	Air compressor	At least 12 CFM / 150psi capability, capable of inflating tires of vehicles
2	Power outlets ("booster outlets or "hot boxes")	Front and rear-mounted, with outlets compatible to twelve (12) volt booster cables
1	Booster cables	Three (3) gauge copper wire with heavy-duty clamps and one end adapted to Vehicle's power outlets, minimum twenty-five (25) feet in length
2	Heavy duty batteries	Minimum of seven hundred and fifty (750) CCA (Cold Cranking AMP)
1	Fire extinguishers	Ten (10) pound dry chemical ABC, meeting all safety requirements. If seal is broken unit shall be tested, resealed and certified
1	Twenty-four (24") inch wide street broom	



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Table 3-2

**MOTORIST ASSIST VEHICLE
TOOL & EQUIPMENT SPECIFICATIONS**

QTY	ITEM	DESCRIPTION
1	Square-end or round-end Shovel	
20	Thirty-six (36") inch reflectorized traffic cones ¹	FDOT approved
1	Generator	Capable of providing a minimum charge to facilitate a five-mile capacity for Electric Vehicles
1	First Responder First Aid Kit	Fully stocked, including disposable non-latex gloves
1	Heavy Duty Magnet with Adjustable Handle	Capable of quickly picking up loose nails and similar metal objects.
1	Long Frame Aluminum Jack ²	Two and a half (2 ½) ton, or steel jack five (5) ton FDOT approved
LIGHTING		
1	Functional Cab Lighting	
1	Spot light	Cordless rechargeable minimum 1200 lumen
1	Roof mounted LED amber light- bar and LED front and rear white and amber strobes	Full size, 360-degree, class 1 rated with an on/off switch in cab
1	Truck mounted LED DMS	Minimum letter size to meet MUTCD or as approved by MDX
11	Large 2 or 5-cell battery flashlight	Spare batteries
SUPPLIES		
5 gal.	Radiator water	In clearly labeled container
5 gal.	Diesel fuel ³	In clearly labeled container
5 gal.	Unleaded gasoline ³	In clearly labeled container
24	Highway wet flares	Thirty (30) minute burn
1	Trash container	Five (5) gallon minimum
10 gal	Absorbent material for liquid spills	Equivalent to or exceeding the brand name "Speedy Dry"
12	Bottled drinking water	Individually sealed bottles, minimum sixteen ounces (16 oz.)
50	Comment cards	Format and text to be provided by the Contractor and approved by MDX

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Table 3-2

**MOTORIST ASSIST VEHICLE
TOOL & EQUIPMENT SPECIFICATIONS**

QTY	ITEM	DESCRIPTION
50	"Move it Law" cards	Format and text to be provided by the Contractor and approved by MDX
1	Road Ranger Quick Reference Guide	MDX to provide electronic copy
1 set	Screwdrivers	Standard 1/8", 3/16", 1/4", 5/16". Phillips head number one (#1) and number two (#2)
1 set	Star Driver	
1 pair	Needle nose pliers	Minimum two (2") inch capacity
1 pair	Adjustable rib joint pliers	Minimum two (2") inch capacity
1 pair	Wire cutter	
1 pair	Adjustable wrench - Eight (8") inch	
1 pair	Adjustable wrench - Twelve (12") inch	
1	Five pound (5 lb.) sledgehammer	
20 yd.	Electrical tape	
1	Tire pressure gauge.	
25 ft.	Mechanic's wire	
1	Bolt cutters	Twenty-four (24") inch or larger
1 set each	Open-end and box wrenches	One each (metric and standard)
1 set each	Lug wrenches to fit all vehicles	One each (metric and standard)
1	Pry bar	Minimum thirty-six (36") inches in length
2	Funnel	Multi-purpose, flexible spout
1	Grease Pen	

Notes:

- Contractor shall replace cones if damaged or visually faded/discolored.
- The Re-Supply Service Patrol Vehicle shall be required to carry a Long Frame Aluminum Jack, 5 ton.
- Gasoline/Diesel is optional to be carried on the MA vehicles.

The Contractor is encouraged to install / provide any additional equipment that will aid and add to safe operation by the RR Driver.



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3.4.3.3 Service Patrol Vehicle Maintenance

All Service Patrol Vehicle exteriors and interiors shall be kept neat and clean and shall be kept in conformance with Applicable State and Local laws.

Service Patrol Vehicles shall not undergo maintenance at any time while actively providing Service Patrol services. RR Drivers shall notify the TMC and the Contractor Project Manager, RR Supervisors (or designee) of any mechanical problems experienced with Service Patrol Vehicles immediately upon occurrence. Vehicles experiencing mechanical problems during service patrol must be removed from service and replaced if problems cannot be repaired or resolved within sixty (60) minutes of occurrence.

Any hours of service in which vehicle maintenance is performed shall not be billable to MDX and may result in compensatory adjustment in accordance with Section 3.6.2, Performance Measures.

If a Service Patrol Vehicle is removed from service more than two (2) times in a thirty (30) day period, MDX may request replacement of the vehicle within the Contractor's Service Patrol Vehicle fleet. MDX shall issue the Contractor a written notice to fulfill this request. Contractor non-compliance to such a request shall result in compensatory adjustments applied to the Contractor invoice in accordance with Section 3.6.2, Performance Measures.

All Service Patrol Vehicle tools, accessories and equipment shall be in proper working order. If a vehicle is found with non-working or missing items, it shall be removed from Service Patrol and shall not resume patrol duty until the items are repaired or replaced. If a vehicle sustains damage in a crash or other incident, it shall not be placed back into service until repaired. The Contractor must document any vehicle removed from or unavailable for Service Patrol services/duty electronically within sixty (60) minutes of the time of removal and return to service.

MDX may require an independent safety inspection of any vehicle by a technician of MDX's choosing (at the Contractor's expense). This can include inspections performed by the Florida Highway Patrol ("FHP") Commercial Vehicle Enforcement (CVE) Division, formerly known as FDOT Motor Carrier Compliance.

3.4.3.4 Backup Service Patrol Vehicles

Backup Service Patrol Vehicle(s) shall be of the same type and quality as the vehicle being replaced and equipped with all tools, parts and accessories as specified within this Scope of Services. The backup Service Patrol Vehicle (s) shall be used when a



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vehicle actively providing Service Patrol is taken out of service for any reason and shall be able to perform all of the services of the vehicle replaced.

The Contractor shall deploy the backup Service Patrol Vehicle as a replacement within sixty (60) minutes of the occurrence of an active Service Patrol Vehicle breakdown, accident or removal request from MDX. The Contractor shall reduce the monthly invoice to reflect the time that Service Patrol was unavailable beyond the sixty minutes allotted for vehicle replacement. Failure to deploy a backup vehicle within sixty (60) minutes may result in compensatory adjustments for non-compliance (unavailability) as described in Section 3.6.2, Performance Measures. In the event of recurring unavailability of vehicles on patrol, MDX has the right to terminate the contract for non-compliance.

3.4.3.5 Re-Supply Service Patrol Vehicles

The Contractor shall be responsible for maintaining Service Patrol Vehicles fully stocked and fully operational at all times and re-stocking shall be completed within one (1) hour of using expendables.

One (1) Motorist Assistance Service Patrol Vehicle per shift shall be designated as the Re-Supply Vehicle. The vehicle designated as such shall be reflected on each Service Patrol Shift Schedule. The RR Driver of this vehicle shall carry with him/her at all times additional stock to replenish other vehicles such as flares, bottled water, quick dry, and other materials, etc.

Upon depletion of materials by other RR Drivers, they shall request a service break from MDX's TMC to meet with the Re-Supply vehicle and replenish their depleted materials.

3.4.3.6 Service Patrol Vehicle Markings

Service Patrol Vehicles not participating in the Sponsorship Program shall be painted white. MDX may specify a specific paint color for the rear of the IM vehicles. This color will be installed once during the initial contract period at the Contractor's expense. The Contractor will be responsible for maintaining this color for the duration of the initial period and may be required to repaint for any renewal period. The Contractor, at their own cost, shall procure and install all Markings. All Markings shall be attached on the areas designated by MDX. MDX shall approve the design and placement of all identification markings. No reference to the Contractor's company name or logo shall be placed on the Service Patrol Vehicles. The Contractor shall pay for any signing, branding or wrapping of vehicles specified by MDX up to \$5,000.00 per vehicle. The signing, branding or wrapping shall be of a quality to be maintained in a neat and clean appearance throughout the contract period. Should any damage occur to the markings it shall be the responsibility of the Contractor to restore the markings to an acceptable condition determined by MDX.



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MDX may require the addition/deletion of markings at any time during the life of the contract. Any covering of MDX identification logos or markings shall be approved by MDX.

The required identification markings are as follows:

- SunGuide logo: Eight and a half (8.5) inch by nine and a half (9.5) inch (both sides).
- “ROAD RANGERS” painted or affixed in six-inch (6”) letters.
- Two (2) inch letters “FREE SERVICE” motto below the “ROAD RANGERS” lettering.
- Patrol vehicles shall also have “FREE SERVICE” logo on the rear bumper/tailgate or as designated by MDX.
- All vehicles shall have a three-digit number placed on or near the driver and passenger doors and the rear bumper or cab that shall identify each patrol vehicle. The numbers shall be sequential, all starting with “9_” such as 901, 902, 903, etc.
 - All Service Patrol vehicles shall have a three-digit number on the back of the DMS.
- “Dial *347” affixed in two-inch (2”) letters determined by MDX as to location.
- “MDX ROAD RANGERS” painted or affixed in six-inch (6”) letters in reverse (so that vehicles looking in rear-view mirror can read) on the front on the truck.
- Service Patrol Vehicles may be required to also have the following conspicuity markings:
 - A single two (2) inch wide, red/white strip of reflective tape applied so as to cause the limits of the truck from any angle to be visible at night when illuminated by oncoming traffic.
 - The tape should be applied at a height of four (4) feet but may vary according to truck or body configuration.
 - On the rear of the vehicle, the tape shall be applied to the upper portion of the bumper/tailgate.
 - Gaps in the tape where members protrude, or the configuration does not lend itself to tape application shall be considered normal.
 - Patrol vehicles may include alternating chevron markings on the back of the tailgate to be visible at night when illuminated by oncoming traffic. The color and specifications will be provided by the Contractor and approved by MDX and installed at the Contractor’s expense.

All markings and decals shall be maintained in a clean, bright and readable condition throughout the term of this Contract.



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Should a Service Patrol Vehicle become permanently inoperable for any reason or should the Service Patrol contract be terminated for any reason, the Service Patrol Vehicles shall have all markings required by this contract permanently removed before being junked, sold, or placed in private service.

Contractor may apply MDX approved Service Patrol Branding markings and/or decals to Service Patrol Vehicles. Any branding markings damaged during this contract will be the responsibility of the Contractor to repair to original condition.

3.4.3.7 Sponsorship Program

MDX has contracted with a marketing consultant for the purpose of implementing a Sponsorship Program that includes obtaining private corporate sponsors ("Sponsors") that will utilize the Service Patrol Vehicles and install general service signage acknowledging the corporate sponsorship on the MDX expressway system and other related activities.

The Contractor is responsible for coordinating with MDX, or the marketing consultant, and shall make all Service Patrol Vehicles used for this Agreement available for use by MDX as part of the Sponsorship Program, which shall include but not limited to:

Service Patrol Vehicle Branding

- a. MDX shall be responsible for the cost of installing the initial branding of the Service Patrol Vehicles.
- b. The cost of replacement branding due to damage to the branded Service Patrol Vehicle shall be the financial responsibility of the Contractor. However, the Contractor shall not be responsible for replacing vehicle branding due to normal wear and tear; faulty material or application; or updating of branding material, which shall be the responsibility of MDX.
- c. The Contractor is responsible for providing a facility, which is sheltered from environmental elements and is powered with electricity, where the sponsorship graphics can be installed on each Service Patrol Vehicle. The Contractor will deliver the Service Patrol Vehicles to the facility for "branding" in accordance with a pre-approved schedule that will be coordinated by the Contractor with MDX or the marketing consultant.
- d. The Contractor will maintain and upkeep all vehicle wrappings and will be responsible for maintenance of the branded Service Patrol Vehicles including cleanliness.
- e. The Contractor shall be responsible for removing the sponsorship graphics from the vehicle at the end of the sponsorship term, unless otherwise directed and compensated by MDX.



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Sponsor Elected Elements

- a. The Sponsorship Program also provides additional opportunity for sponsorships by permitting sponsors, at their sole expense, to brand the uniforms of the Road Rangers; and to pay for collateral materials such as safety information brochures or information cards. Both the uniform branding and all collateral materials are hereafter referred to as “Elected Elements.”
- b. The Contractor shall not be responsible for payment of any Elected Elements. The Contractor will be required to make the Road Ranger’s uniforms available to MDX so that Elected Elements can be added. Additionally, the Contractor is required to direct the Road Rangers to share with the customers they encounter on the MDX System, any collateral materials provided as part of the Sponsorship Program, in accordance with the section herein entitled Comment Cards and Other Printed Materials.

Unauthorized Sponsorships by Contractor

- a. The Contractor understands that the purpose of the Sponsorship Program is for MDX to generate non-toll revenue for the benefit of drivers on the MDX System. Therefore, the Contractor and its Sub-contractors, if any, are hereby precluded from securing, procuring, obtaining, and negotiating, in any manner and by whatever means, sponsorship agreements on its behalf (“Unauthorized Sponsorships”). The Contractor and Sub-contractors, if any, shall not display Unauthorized Sponsorships on the Service Patrol Vehicles; and may not drive or display vehicles with Unauthorized Sponsorships on the MDX System. Unauthorized Sponsorships shall be subject to the compensatory adjustment(s) as described in Section 3.6.2, Performance Measures, of this Scope of Services.

3.4.4 MDX Communication Systems Equipment

The Contractor shall be responsible for the furnishing, installing, programming and maintenance of an 800mhz digital two way radio and AVL system to ensure there is an operational, two-way radio and Automatic Vehicle Location (AVL) system for each Service Patrol vehicle as well as a Contractor provided smart cellular phone for each Service Patrol Vehicle. Service Patrol Vehicles found not to have the communication system equipment as required by MDX shall be subject to compensatory adjustment in accordance with Section 3.6.2, Performance Measures, of this Scope of Services.

The Contractor provided two-way radio components shall include a handheld (portable) unit for each Service Patrol Vehicle, as well as two handheld portable units and four base units with foot pedals for the TMC Operators and Manager/Supervisor. MDX may modify the specified two-way radio and AVL system requirements at its discretion.



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All training of Contractor's staff and associated costs for use of the radios shall be the responsibility of the Contractor.

3.4.4.1 Repairs / Alterations to Communication Systems

The Contractor shall be responsible for protecting any and all installed communication system components in the vehicles. The Contractor shall notify MDX and/or designee of any failure or interruption in the availability of service. It shall be the Contractor's responsibility to coordinate and pay for any required service or maintenance to Service Patrol Vehicle two-way radio and AVL communications equipment within twenty-four (24) hours of a failure occurring.

The Contractor shall be responsible for maintaining continuous, 24/7 operational availability of the two-way radio and AVL equipment used in Service Patrol Vehicles. The Contractor shall not be held responsible for interruptions to two-way radio and/or AVL equipment availability due to a failure of the communications service provider's system.

No unauthorized person will attempt to remove / install, program, modify or repair these systems. The Contractor shall only use licensed service technicians to install / repair / program the communications systems. The Contractor shall not tamper with, remove, disengage or disable communication systems components at any time under this Contract.

If there are any reasons to install / remove system components from Service Patrol Vehicles, (i.e., crash repair / replacement of the vehicle, etc.), the Contractor shall contract a licensed service provider to perform any repairs / alterations to the communications system and shall be responsible for the charges incurred.

Tampering with, removing, disengaging or otherwise disabling any of the system components to intentionally render the system non-operational or prevent the vehicle tracking process is strictly prohibited and may lead to compensatory adjustments and/or the termination of this contract.

3.4.4.2 Communication Channels

All radio units shall be programmed with the same radio channels. MDX will determine the specific channels for use in Service Patrol dispatch and incident management coordination. The Contractor shall be responsible for all costs associated with programming radio units.



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3.4.4.3 Cellular Telephones

The Contractor shall procure at least one (1) cellular phone for each service patrol vehicle and one for the TMC.

Service Patrol Vehicles shall be equipped with that cellular telephone. The cellular telephones shall provide service within the project area for use in Service Patrol Operations. The phones are also to be available to allow disabled motorists to make up to three (3) telephone calls. The Contractor shall be responsible for all costs associated with all of the cellular telephones throughout the term of this contract. The cell phones will be required to utilize a hands-free function while driving. The cell phone will have camera capabilities with a minimum of 5 megapixels and e-mail for enhanced on-scene management.

The RR Driver shall immediately report the loss of signal or cellular phone problems of more than fifteen (15) minutes duration to the TMC and MDX Project Manager and/or designee. Inoperable or faulty cellular phones shall be replaced within Sixty (60) minutes of detection of the fault.

The Contractor shall report to MDX each cellular phone number used in Service Patrol and update any changes within sixty (60) minutes of their occurrence.

3.4.4.4 Electronic Mail (E-mail)

The Contractor shall maintain a reliable e-mail service at their headquarters and at each facility utilized under this Contract. E-mail should be the method of electronic submittal of MDX required Contractor documentation unless otherwise specified by MDX.

The e-mail service shall be capable of receiving attachments. The Contractor shall have and use an up to date "anti-virus" system on any computer and Cell Phone which is used to communicate with MDX by e-mail.

3.4.5 Inspections

Prior to the beginning of each shift, the Contractor shall utilize the RRDIS to document the inspection of each Service Patrol Vehicle and its associated equipment, tools, accessories and parts to ensure they meet all specifications and requirements contained herein. The Contractor shall fully document all Daily Service Patrol Vehicle Inspections and provide electronic copies of inspection reports to MDX daily and upon request. The Contractor shall submit the inspection reports by 5:00 PM each day for the previous day's vehicles that worked on the roadway. Therefore, each vehicle that was on the roadway shall have a submitted inspection report for it.

Maintaining the safety required throughout the Contract shall be the sole responsibility of the Contractor, and in no way do MDX performed Service Patrol Inspections relieve the Contractor



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of final responsibility for providing safety equipment and procedures for the protection of employees and the public throughout the project areas.

MDX will perform periodic inspections, at any time, on the Contractor's safety equipment, RR Drivers and Vehicles (including equipment, tools, accessories, supplies, etc.) that are applicable to this Contract. Inspections may be performed throughout the area that the services are being performed/ provided.

Any Service Patrol Vehicle determined by MDX to be unsafe, poorly maintained, improperly equipped or not meeting the specifications of this Contract shall be removed from service and replaced at no cost to MDX.

For the purposes of Service Patrol Vehicle inspection, Service Patrol Vehicle tires shall be considered unacceptable when tire tread depth reaches 1/16 of an inch as defined by the Rubber Manufacturers Association.

The Contractor shall replace vehicle(s) removed from service within sixty (60) minutes of receiving notification to do so from MDX. The Contractor shall reduce the monthly invoice to reflect the time that Service Patrol was unavailable beyond the sixty (60) minutes allotted for vehicle replacement.

Any discrepancies noted by the Contractor Staff during Daily Service Patrol Vehicle Inspections or by an MDX Representative during periodic inspections shall be subject to Section 3.6.2, Performance Measures.

3.4.5.1 Discrepancies

Failure to resolve reported vehicle discrepancies prior to deploying Service Patrol Vehicles to their designated beat may result in Contractor's placement in non-compliance status as described herein as Section 3.6, Non-Compliance.

3.4.6 Hours of Operation

Service Patrol Services shall be provided Full Time on the entire MDX System; that is twenty-four hours per day, seven (7) days per week, three hundred sixty-five (365) days per year, (366) during leap year, including all Holidays for the term of the Contract, unless otherwise noted herein or specifically authorized / approved in writing by MDX. All Service Patrol beats, as required by MDX, shall be fully staffed with qualified Road Rangers and Vehicles at all times.

MDX reserves the right to adjust the shift times and the number of vehicles required per shift to meet MDX's needs.

Any additional hours worked due to clean up of a traffic incident or as directed by the law enforcement or MDX shall be submitted within twenty-four (24) hours after the incident for approval from MDX.



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3.4.6.1 Shift Approval

The Contractor shall submit to MDX for approval, prior to implementation, their plan for service patrol operations during shift change times. Considerations for approval will include, but are not limited to, safety, driver fatigue mitigation and ability to meet shift change requirements.

Changes to the Contractor's plan during the contract period shall also be submitted for MDX approval prior to their implementation.

MDX reserves the right to limit or change shift duration and request RR Driver replacement due to reduced or inadequate performance or contract non-compliance as outlined in this Scope of Services.

3.4.6.2 Service Patrol Shift Schedule Submittal

The Contractor shall electronically submit Daily Service Patrol Shift Schedules, by utilizing the RRDIS system, to identify which Road Rangers and Vehicles are to be providing Service Patrol Services within the project area from the shift beginning to ending times as required by MDX. Additional required scheduling data includes assigned roadways, beats, and turnaround points.

The Contractor shall complete submittal of daily Service Patrol Shift Schedules no less than thirty (30) minutes prior to the beginning of each shift. Contractor non-compliance may result in compensatory adjustments for non-compliance (unavailability) as described in Section 3.6.2, Performance Measures, of this Scope of Services.

Any changes occurring to scheduled RR Drivers or Vehicles during the course of a Service Patrol Shift shall be documented by the Contractor by revising the corresponding electronic Service Patrol Shift Schedule to reflect the change(s) and submitted.

Any schedule revisions shall be performed and submitted by the Contractor within sixty (60) minutes of the change occurring. Contractor non-compliance may result in compensatory adjustments for non-compliance (unavailability) as described in Section 3.6.2, Performance Measures, of this Scope of Services.

3.4.6.3 Shift Change

The Contractor is required to begin all shifts / assignments with the appropriate number and type of vehicles, at the shift change times determined by MDX and reflected on the Contractor's electronically submitted Service Patrol Shift Schedule.

RR Drivers shall not leave their designated service patrol beats at the end of their shifts until, 1) relieved by a replacement Service Patrol Vehicle and RR Driver, 2) until the incident response requirements are complete, 3) and/or they receive authorization



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from MDX's TMC. Any lapse in the scheduled coverage shall be deducted from the Contractor's invoice. If a Service Patrol Vehicle does not have a replacement unit relieving them for the next shift, then that unit(s) shall stay until the end of the shift or until the incident response requirements are completed.

When a RR Driver receives a request for service or assistance from either MDX or an emergency responder near the end of the RR Driver's shift, the RR Driver shall respond without delay.

The RR Driver shall perform services until properly relieved through shift change, the arrival of a replacement unit, or until the incident response requirements are completed.

Contractor non-compliance with Shift Change requirements shall result in compensatory adjustments as described in Section 3.6.2, Performance Measures.

Shift Change Hours

Shift Change shall coincide with low (non-peak) traffic volume hours. Peak traffic volume hours shall be between the hours of 6:30 AM and 9:00 AM and 3:30 PM and 7:30 PM. Service Patrol shift change shall occur outside of these hours unless otherwise authorized by MDX.

3.4.7 Service Patrol Coverage Area

The Contractor shall provide Service Patrol services along, but not be limited to all MDX roadways along with all adjacent roadways, under jurisdiction of the other Departments. RR Drivers / Vehicles may be dispatched by MDX, at any time, to traffic events within the project area or according to contract Amendment. MDX reserves the right to modify the areas of Service Patrol at any time to meet the needs of MDX.

The project area will include all associated interchange entrance and exit ramps of the roadways. Project areas may change due to construction projects and associated project limits.

Primarily, the Contractor shall provide Service Patrol Services along SR 112, 836, 874, 878, and 924 as shown in Tables 3-3 and 3-4. However, this Contract will allow for the following:

- Limited overlap of Service Patrol into adjacent FDOT Districts if required for effective coverage of roadways.
- Expand or relocate Service Patrol to support heavy traffic holidays/special events, emergency operations and evacuation operations within District Six.
- To expand Service Patrol to other roadways in FDOT District Six.



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- To expand Service Patrol to additional roadways or beat extensions in adjacent FDOT Districts.

3.4.7.1 Service Patrol Beats

Service Patrol Vehicles shall operate within designated Service Patrol beats within the project area as determined by MDX. MDX shall determine the beats, turnaround points, staging areas, and drop locations of Service Patrol. Each beat shall have specific turn around locations at specified entrance/exit ramp areas along their designated facility(s).

MDX reserves the right to dispatch Service Patrol Vehicles to traffic events System-wide as needed.

Tables 3-3 and 3-4 contain schedules of Service Patrol beats. The Contractor shall be in non-compliance if Service Patrol beats are not staffed with RR Drivers and Vehicles available for TMC dispatch according to Service Patrol Scheduling requirements.



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Table 3-3
Weekday Daytime Coverage

Beat #	Roadway Description	Service Patrol Beat Assignment	
		From	To
112A	SR 112	NW 21 st St	Biscayne Blvd
836A	SR 836	NW137 th Ave	NW 87 th Ave
836B	SR 836	NW 107 th Ave	NW 57 th Ave
836C	SR 836	NW 87 th Ave	NW 42 nd Ave
836D	SR 836	NW 57 th Ave	NW 17 th Ave
836 E	SR 836	NW 37 th Ave	Miami Ave
874A	SR 874	Florida's Turnpike (SW 117 Ave)	SW 24 St
878A	SR 878	Kendall Dr	US-1
924A	SR 924	SR 826	NW 27 th Ave
NOTE: 836C shall include LeJeune Rd ramps and CD lanes from 836 to NW 21 St.			
NOTE: 874A shall include the ramps to and from the SW 122 nd Avenue/SW 128 th Street Intersection.			
NOTE: Flatbed wrecker available for all beats.			

Table 3-4
Weekday Nighttime and Weekend/Holiday (24 Hours) Coverage

Beat #	Roadway Description	Service Patrol Beat Assignment	
		From	To
112B	SR 112	NW 21 st St	Biscayne Blvd
874B	SR 874	Florida's Turnpike (SW 117 Ave)	SW 24 St
878B	SR 878	Kendall Dr	US-1
836F	SR 836	NW 57 th Ave	NW 137 th Ave
836G	SR 836	NW 72 nd Ave	Miami Ave.
924B	SR924	NW 27 th Ave	SR 826
NOTE: 836G shall include LeJeune Rd. ramps and CD lanes from 836 to NW 21 St.			
NOTE: 874B shall include the ramps to and from the SW 122 nd Avenue/SW 128 th Street Intersection.			
NOTE: Flatbed wrecker available for all beats			

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3.4.7.2 Beat Adjustments

At any time during the term of this Contract, MDX reserves the right to adjust, add and/or remove Service Patrol beats to better accommodate demand for the service and the needs of MDX. Except during times of emergency, MDX will advise the Contractor of any required adjustment to a beat in writing forty-eight (48) hours prior to the effective date of adjustment.

3.4.8 Operational Procedures

The Service Patrol Services include, but are not limited to, responding to traffic incidents such as: debris in the roadway from spilled loads, vehicle crashes, and obstructions to traffic and other potential hazards, clearing disabled vehicles from travel lanes, assisting disabled motorists, removing minor non-hazardous spills and assisting emergency responders during traffic incidents.

MDX may, at its discretion, modify the service requirements as performed by RR Drivers. Any modifications to these services shall be communicated to the Contractor with at least forty-eight (48) hours written notice prior to implementation, whenever possible. It shall be the responsibility of the Contractor to disseminate all modifications to Service Patrol requirements to staff.

The Contractor or the Road Rangers shall NOT charge any fees, accept ANY gratuities, recommend secondary towing service, or recommend repair/body shops. Violation of this requirement shall constitute grounds for immediate removal of employee and/or cancellation of this Contract.

Contractor non-compliance shall result in compensatory adjustments as described in Section 3.6.2, Performance Measures.

RR Drivers shall exercise good sound judgment in carrying out their duties and conduct themselves in such a manner that will reflect favorably upon MDX. The RR Drivers duties include, but are not limited to:

3.4.8.1 Patrolling

RR Drivers shall continuously patrol the designated project areas. RR Drivers / Vehicles shall not leave their designated Service Patrol Beats without TMC authorization. The Contractor is responsible for providing Service Patrol Services with the number and type of RR Drivers and Vehicles required by MDX at all times. Contractor non-compliance shall result in compensatory adjustments as described in Section 3.6.2, Performance Measures.



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RR Drivers shall not patrol the project area together or in groups at any time unless so dispatched by the TMC. RR Drivers shall not use shoulders during normal patrolling unless responding to a specific emergency request and motorist traffic on the travel lanes is gridlocked or moving at less than ten (10) MPH. RR Drivers must request and receive MDX authorization to utilize the shoulder prior to doing so.

If the RR Driver uses the shoulder, they shall do so with all due care. Their speed shall be no greater than thirty-five (35) MPH being reasonable and prudent so as not to collide with any person, vehicle, object or structure. RR Drivers shall use their horn and/or air horn when necessary to alert drivers.

Any path or maneuver contrary to law or this Contract must be authorized by law enforcement. RR Drivers shall comply with lawful orders of law enforcement.

3.4.8.1 (a) Service Patrol Vehicle Staging

RR Drivers may be authorized by the MDX to interrupt continuous patrol in order to stage Service Patrol Vehicles in locations designated by MDX and await TMC dispatch. Vehicle staging authorization shall be at the discretion of MDX.

Staging of Service Patrol vehicles shall take place at MDX designated locations only. The vehicles shall respond to TMC dispatch to traffic incidents upon notification and conduct periodic patrols of the project area at the request of MDX and/or designee.

MDX reserves the right to modify Service Patrol Vehicle staging requirements at any time to meet the needs of MDX.

3.4.8.1 (b) Authorized Service Patrol Vehicle Stops

RR Drivers shall continuously patrol their designated beats unless authorized by MDX or to execute services contained herein. Authorized stops shall include, but are not limited to:

- Assisting stranded motorist(s) with minor repairs.
- Removing disabled vehicles from travel lanes.
- Removing small spills (non-hazardous) and debris from the travel lanes.
- Assisting Law Enforcement Officials with traffic control and maintenance of traffic.



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- The initial check of “abandoned” vehicles to confirm that the vehicle appears abandoned and is without persons or animals that may be sick, injured or deceased in the vehicle and marking of “abandoned” vehicles with the use of a grease pen.
- Two (2) restroom breaks for fifteen (15) minutes each and one (1) meal for thirty (30) minutes per each eight (8) hour shift.
- Three (3) restroom breaks for fifteen (15) minutes each and one (1) meal for thirty (30) minutes per each twelve (12) hour shift.
- Re-fueling Service Patrol Vehicle (facility not to exceed two (2) miles from the highway exit ramp).
- Performing emergency repairs to a Service Patrol Vehicle (time performing repairs not to exceed thirty (30) minutes, if not repairable, must have replacement vehicle back on patrol within sixty (60) minutes).
- Assisting MDX or its Contractors with Incident Management.
- Staging of Service Patrol Vehicles at MDX designated locations for TMC dispatch to traffic events.

Under no circumstances shall RR Drivers sleep while on duty. Rest, staging and meal periods may be postponed or interrupted at the discretion of MDX if the services of the RR Driver / Vehicle are needed.

RR Drivers shall not request break periods (with the exception of Restroom Breaks and mechanical emergencies) during the peak traffic volume hours of 6:30 AM – 9:00 AM or 3:30 PM – 7:30 PM or within one (1) hour of their scheduled end shift time.

Additionally, the total break period length for a given Road Ranger on a given shift shall not exceed sixty (60) minutes per eight (8) hour shift and seventy-five (75) minutes per twelve (12) hour shift. If the total time of the break periods exceed that time for a Road Ranger, that time shall not be billable to MDX.

3.4.8.2 Notifications

The Contractor shall also be responsible for providing immediate, first-hand information on incidents involving fatalities, hazardous spills, etc. to the TMC.

Also, when directed by MDX, the Contractor shall be required to provide this type of information to other government agencies, private companies or individuals.

All RR Drivers shall be available for and respond to TMC dispatch at all times and shall



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notify the TMC of the following:

- Arrival and departure to any event
- Arrival and departure of other responding agencies
- Changes in lane blockage status or event location
- The need for additional resources or assistance from other agencies
- Emergencies, law enforcement situations, or directives given by external agencies that may be outside the scope of the contracted services
- Verified fires that will impact traffic and lane blockage
- Spilled loads, large debris or incidents requiring advanced maintenance of traffic (MOT) or roadway repairs require notification of and response from MDX Specialty Maintenance Forces (or designee).
- Estimated durations of traffic incidents to assist the TMC's ability to provide advanced notification to partnering agencies and coordinate additional resources for traffic mitigation.
- Detection / verification of problems with the roadway assets including lighting, signs, guardrail, bridge and road damage and any other damages needing repair
- Arrival to Service Patrol Beat at the beginning of shift
- Requests for departure from Service Patrol Beat at end of shift
- Requests for break authorization
- Any additional information impacting the traffic in the project area

3.4.8.3 Advice to Motorists

Motorists shall be initially advised, prior to providing services, the following:

- Relocating or servicing of their vehicle or requesting law enforcement or emergency response is being provided FREE of charge as a courtesy of Miami-Dade Expressway Authority.
- RR Drivers are responsible for clearing disabled vehicles from the travel lanes. Once the vehicle is cleared from the travel lanes, RR Drivers may attempt minor repairs not to exceed approximately fifteen (15) minutes.
- Should repairs not prove possible within the fifteen (15) minute time frame, the motorist shall be allowed up to three (3) telephone calls, using the Service Patrol Vehicle's Contractor provided cellular telephone to make arrangements for further services, towing, and/or transportation.



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- All costs for further service, towing or transportation are the responsibility of the motorist.
- The RR Driver shall inform the motorist(s) that any additional towing services not directly contacted by the motorist(s) may be provided by a Private Towing Service at the motorist(s) option or shall be provided through the FHP towing service rotation list. RR Drivers shall not approve / endorse / encourage towing by any company.
- Should a motorist refuse to remove or allow a disabled vehicle to be cleared out of the travel lanes, the RR Driver shall notify the motorist of F.S. 316.061 and contact the TMC for FHP assistance as needed. The RR Driver shall provide the motorist with a copy of the F.S. 316.061 card informing them that they may be cited for a nonmoving violation, punishable as provided in Chapter 318 of the Florida Statutes.

3.4.8.4 Assistance to Motorists

The RR Drivers shall provide prompt, courteous and skillful assistance to motorists as follows:

- Move the disabled vehicle from travel lanes with the least practical delay, either by pushing or towing.
- Change flat tires.
- Provide jump-starts.
- Provide water for radiators.
- Provide one gallon of fuel (if the MA vehicle is unable to provide fuel, the IM vehicle will be required to assist).
- Provide bottled water for drinking.
- Assist motorist with mechanical failures and perform minor repairs where feasible (maximum fifteen (15) minutes).
- Make an effort to remain with motorists until help arrives or they can be re-located to a safe place.

3.4.8.5 Abandoned Vehicles

When an abandoned vehicle is observed, the RR Driver shall contact the TMC to report the following vehicle information:

- Location, vehicle make and model, color, and license plate number
- Whether or not the vehicle is impeding traffic



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- Vehicle condition and description of any damages or suspicious findings

MDX may require the RR Driver to mark the back windshield of the vehicle with a grease pen displaying the following information:

- Time and date the vehicle was discovered
- Service Patrol vehicle number
- SunGuide® Software Event Chronology number (to be provided by the TMC).

If the abandoned vehicle is impeding traffic, or is considered to be a potential safety hazard, the RR Driver shall notify the TMC to report the vehicle location and request FHP approval/assistance to move or relocate the abandoned vehicle.

The RR Driver shall not touch / relocate / mark the vehicle(s) until the pertinent vehicle information (make / model / tag number / color) has been provided to the TMC and appropriate approval has been given by FHP to touch / relocate / mark the vehicle(s).

The TMC shall check with FHP to ensure the vehicle has not been involved in any illegal activity. Once the TMC has granted the RR Driver approval to touch the vehicle, they shall comply with the TMC instructions.

3.4.8.6 Crashes

The RR Driver shall notify the TMC for FHP or local Law Enforcement, Fire and ambulance assistance as necessary at crash scenes and remain at such scenes providing maintenance of traffic (MOT) until the appropriate assistance arrives.

If the crash involves an injury, fatality, or is an active crime scene, all vehicles shall remain in their final rest position and the scene must remain intact.

If the vehicle is not able to continue under its own power, the RR Driver, with motorist permission, shall attempt to move the vehicle from the travel lanes and to a safe location or drop location and then contact the TMC to inform the TMC that the motorist has requested a private towing service or FHP rotation towing service.

Vehicles disabled due to crashes, without injuries or fatalities, shall not be moved without permission of the motorist, except when directed by employees or agents of MDX, Law Enforcement Officials or the Florida Department of Transportation (F.S. 316.061). The RR Driver shall remain on the scene providing maintenance of traffic (MOT) until FHP or law enforcement personnel arrive.



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3.4.8.7 Disabled Vehicles

The RR Driver shall offer its services to stranded motorists even if the motorist's vehicle is already pulled out of the travel lane.

Disabled vehicles shall be removed from the travel lanes, with motorist permission, with the least practical delay, by moving them to a safe shoulder area or drop location. The RR Driver shall use an appropriate method of moving (pushing or towing) disabled vehicles from the travel lanes using all safety precautions and procedures considered appropriate.

Motorist requested private towing service or FHP Rotation towing service shall be at the motorist's expense.

Should a motorist refuse to remove or allow a disabled vehicle to be cleared of the travel lanes, the RR Driver shall notify the motorist of the "Move It Law" and contact the TMC for FHP assistance as needed.

The RR Driver shall provide the motorist with a copy of the F.S. 316.061 card informing them that they may be cited for a nonmoving violation, punishable as provided in chapter 318. The RR Driver shall remain on the scene providing maintenance of traffic (MOT) until FHP or other authorized law enforcement personnel arrive.

The RR Driver shall not attempt to move disabled vehicles where injuries or fatalities are involved until directed to do so by the FHP, or other authorized law enforcement personnel.

All disabled vehicles that are relocated shall be parked with the wheels turned away from the roadway and the parking brake set if possible.

3.4.8.8 Assistance to Emergency Responder Personnel

MDX has implemented the Rapid Incident Scene Clearance (RISC) and Disabled Incident Scene Clearance (DISC) programs on the MDX System for handling large scale vehicle accidents. The RR Drivers are assigned a supportive role consistent with duties described herein.

The RR Driver shall render assistance to and follow the instruction of emergency responders (Law Enforcement, Fire Rescue, and other Emergency Personnel) within the Scope of Service of this contract. Contractor shall promote good will and cooperation with all emergency responders.

When responding to crashes or other incidents, the Road Rangers shall, if necessary, communicate the need to arrive at the scene to the law enforcement officer controlling traffic at the time to gain access to the scene.



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The RR Driver shall honor the request of emergency responders to remove their vehicle to a safe place if in a hazardous location or provide / adjust maintenance of traffic (MOT) measures in and around the incident scene.

If an emergency responder vehicle is disabled, RR Drivers shall assist the emergency responder in getting towing assistance as they would the public.

RR Drivers shall contact MDX's Contract Manager or designee to resolve any incident involving conflicting policies with other responding agencies.

3.4.8.9 Transporting People

RR Drivers, in order to promote motorist safety or expedite vehicle clearance, may transport disabled motorists to the nearest exit ramp or public facility, not to exceed 0.5 miles from their designated beat. The RR Driver shall contact the TMC, request and receive authorization prior to transporting the person(s).

Prior to beginning the transport of motorists, the RR Driver shall notify the TMC of their current location and beginning vehicle mileage. Immediately upon arrival at the drop off point, the RR Driver shall again notify the TMC of the ending mileage and the fact that the transport is complete. Transported motorists must wear seatbelts at all times while inside of the Service Patrol Vehicles. Passengers are required to install their own child safety seat when needed.

3.4.8.10 Roadway Debris

The Contractor is responsible for removal of small, non-hazardous debris from the travel lanes, and disposing of debris gathered during Service Patrol and generated during incidents. Debris and materials shall be disposed of in a safe and appropriate manner and in accordance with local ordinances and regulations. Contractor non-compliance shall result in compensatory adjustments as described in Section 3.6.2, Performance Measures.

The Contractor shall not be required to handle hazardous material, but shall be responsible to report hazardous material to the TMC to assure the proper agency notification is made by the TMC.

The Contractor shall notify the TMC of any debris or obstructions on the roadway too large for the RR Driver to remove or move without assistance. The RR Driver shall remain on scene at these debris incidents involving lane blockage, providing maintenance of traffic (MOT) until relieved by another RR Driver. Any hazard that will remain after the RR Driver leaves the scene of an incident, such departure to be approved by the TMC, shall be properly marked with traffic cones before leaving the scene.



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3.4.8.11 Roadwork

RR Drivers shall notify the TMC of all roadway construction or maintenance activities detected within the project area. RR Drivers shall exercise due diligence in obtaining the following information regarding all roadwork activities and communicate it to the TMC:

- Event location
- Agency and contractor performing roadwork
- Nature of roadwork being performed
- Expected duration
- Lane blockage information

RR Drivers shall periodically update the TMC on the status of detected roadwork events and may be dispatched by the TMC at regular intervals to report updated event information regarding roadwork activities.

3.4.8.12 Animals

After clearing traffic incidents from the travel lane(s), the RR Driver shall call and report the location, type, and condition of any injured or dead animals to the TMC.

Should a RR Driver find a live animal in a vehicle that is otherwise unoccupied, they shall notify the TMC and request assistance.

If the animal is loose, after notifying the TMC and if the RR Driver can do so without placing themselves in danger, they may attempt to tether the animal until the FHP or other authority arrives.

3.4.8.13 Comment Cards and Other Printed Materials

MDX may require the Contractor to distribute MDX approved printed material to motorists, such as comment cards, maps or safety information. The Contractor shall comply with such requests and distribute printed material to motorists at each traffic event responded to.

RR Drivers may be required to provide a postage-paid Comment Card bearing a designated return address (to be provided by the Contractor and approved by MDX) to every vehicle receiving assistance (one comment card per vehicle). All cards shall have a data field, to be completed by the RR Driver, which will identify the Service Patrol Vehicle number and date/time of event.



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Using a format approved by MDX, the Contractor shall be responsible for the initial preparation of one thousand (1,000) Comment Cards within the first ninety (90) days after Contract Award. Thereafter, the Contractor shall print, furnish, and provide a maximum of eighteen thousand (18,000) Service Patrol Comment Cards annually.

The Contractor shall be responsible for maintaining a minimum of fifty (50) comment cards in each Service Patrol Vehicle throughout the duration of this Contract.

The Contractor may distribute MDX approved printed material consistent with a MDX approved Sponsorship agreement to motorists receiving Service Patrol assistance.

3.4.8.14 Procedural Errors

The Contractor is responsible for managing Service Patrol Operations, providing incident management and motorist assistance services as described within this Contract and Scope of Services.

MDX shall notify the Contractor of RR Drivers' violation of or failure to follow Service Patrol operational guidelines, protocols or procedures set forth by MDX. This notification shall be in the form of a Procedural Error documenting the RR Driver responsible for the violation / failure, a description of the events surrounding the violation / failure and any supporting documentation. Contractor performance/compliance with Service Patrol Operational procedures may be evaluated by MDX on a regular basis.

3.4.9 Meetings

The Contractor shall attend meetings, as requested by MDX, which include, but are not limited to the following:

3.4.9.1 Traffic Incident Management (TIM)

The Contractor shall, at a minimum, have management and/or supervisory personnel attend bi-annual TIM meetings at a location designated by MDX. The Contractor shall provide any assistance/information/expertise to the Traffic Incident Management Team and/or MDX as requested.

The cost for time spent attending these meetings shall be included in the Contractor's Bid Prices.

3.4.9.2 Progress Meetings - Contract Performance Evaluation

This is a performance-based contract. As such, the Contractor Project Manager shall be required to attend regular progress meetings with MDX's Project Manager throughout the term of the Contract to discuss Contractor contract performance. MDX will evaluate



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the services performed by the Contractor as well as Contractor compliance to personnel, vehicle, service and operational requirements under this contract.

Criteria used in evaluating Contractor Contract Performance may include, but are not limited to: timeliness and accuracy in submittal of Contractor staff application information, Service Patrol shift schedules and / or Vehicle information, the number of assessed procedural errors, motorist compliments / complaints, and compensatory adjustments. MDX may, at its discretion, modify the contract performance evaluation criteria, measures, thresholds and associated contract performance payments to meet the needs of the project. Additional information on existing Monthly Contract Performance Evaluation Form criteria may be found in Attachment 3. Contractor non-compliance shall result in compensatory adjustments for failure to attain acceptable CPE scores as described in Section 3.6.2, Performance Measures. These meetings shall occur at regularly scheduled intervals as mutually agreed upon by MDX and the Contractor. The recurrence of these meetings may be determined at the Pre-Work Conference. MDX reserves the right to schedule additional meetings at any time during the term of this Contract. Contract Performance Evaluation Meetings may be rescheduled or postponed at the discretion of MDX.

It shall be the Contractor's responsibility to provide comments and/or confirmation to MDX regarding Performance Evaluation Meeting agenda items, minutes and action items.

Time spent attending these meetings shall not be billable to MDX.

3.4.10 Emergency Events

The Contractor shall make resources available for all activities described herein for providing services during: a hurricane evacuation, unusual incidents, MDX authorized traffic maintenance requests made by the FHP or other law enforcement agencies or as directed by MDX.

MDX may, at its discretion, require Service Patrol vehicles to be staged at the TMC during hurricane or other emergency events. MDX may determine the number and type of vehicles as needed. The Contractor may be asked to expand the designated Service Patrol coverage area (by manning and deploying additional vehicles) to provide disabled vehicle assistance until such time as deemed necessary by MDX.

Responsibilities shall include keeping the evacuation routes clear of debris or disabled vehicles and keeping all lanes open, including the emergency lanes. Service Patrols shall keep MDX and/or designees informed of traffic dynamics and roadway conditions upon special request.

Service Patrols are expected to remain in operation and continue to patrol their designated patrol beats during hurricane evacuations until sustained wind speeds reach 39 MPH and/or MDX or Florida Highway Patrol determines it to be unsafe for motor vehicles to remain on the roadways.

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The Contractor is responsible for contacting the TMC and/or MDX designee prior to giving authorization for Service Patrols to discontinue patrolling services.

Additional services provided to MDX for hurricane assistance shall be billed as separate item(s) on the Contractor's invoice and indicate the event, date, time, vehicle and personnel rates subject to this invoice line item using applicable hourly rate.

3.4.11 Claims Against Third Party Insurers

The Contractor shall support MDX's claims efforts against third party insurers to recover costs of repairing or restoring MDX assets damaged by accidents.

The Contractor shall adhere to the following procedure when supporting MDX with claims against third party insurers:

1. Take pictures of the incident including:
 - a. Entire scene of the accident.
 - b. Damages to the vehicles involved in the incident.
 - c. Vehicle tags.
 - d. Damaged roadway asset (pictures shall be taken from multiple angles).
2. Obtain FHP case number.
3. Ensure all debris from the accident scene is removed by the recovery contractor from the roadway system by the Specialty Contractor. Should the recovery contractor leave any accident debris, the RR Driver shall report the specifics to the TMC.
4. Before the end of the shift, the Contractor shall submit all information of each incident electronically via email to MDX. Emails shall identify each incident by means of including the state road, Mile Marker Location and the FHP case number in the subject line and shall include all pictures as described on No. 1 above.

The Contractor shall provide the RR Drivers with a smartphone with internet access and email capabilities to provide this information at the end of the shift.

Incident records including pictures shall not be deleted from the smartphones until the RR Driver receives confirmation of delivery by MDX.

3.4.12 Miscellaneous Services

In compliance with all terms and conditions of the contract, MDX may request Service Patrol services on beat assignments on other roadways in District Six, or adjacent Districts with sixty (60) days advance notice or such acquisition time as agreed upon by MDX and the Contractor.

MDX reserves the right to request the presence of a Service Patrol to participate with MDX in Public Outreach or Public Relations events.



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The Contractor shall attend MDX approved/requested Post Incident Analysis meetings. The Contractor shall submit to MDX all documentation regarding the subject incident. All attempts shall be made to have the RR Driver involved in the incident attend the meeting.

During emergencies, special events, or at MDX's request the Contractor may be asked to expand the designated Service Patrol coverage area (by manning and deploying additional vehicles) to provide disabled vehicle assistance until such time as deemed necessary by MDX.

Miscellaneous Services provided to the MDX shall be billed as separate item(s) on the Contractor's invoice and indicate the event, date, time, vehicle and subject to this invoice line item using applicable contract rates.

3.4.12.1 Additional Training

All RR Drivers may be required to attend a MDX sponsored Service Patrol Operations training course no less than every twelve (12) months. MDX may require additional RR Driver training at any time after the start date of this contract. The Contractor shall not invoice MDX for additional training attended by the RR Drivers and/or Vehicles. RR Drivers that do not attend the required training course(s) shall be removed from Service Patrol until such time that the RR Driver attends the required training course(s) and is authorized by MDX to resume Service Patrol.

3.5 CONTRACTOR RESPONSIBILITIES

The Contractor shall provide the services described in this Contract through careful planning, assignment, coordination, inspections, quality control, field operations, reporting, and other forms of administrative management techniques that shall optimize the Contractor's performance.

3.5.1 Physical Facilities

The facilities shall be in locations that meet all local zoning requirements for this purpose. The facilities shall be maintained in a clean and orderly manner, consistent with the image that MDX maintains with their facilities. All Service Patrol Vehicle supplies, (i.e., fuel, flares, etc.) shall be stored in a manner consistent with the fire safety code.

3.5.2 Sub-contractor(s)

The Contractor shall be fully responsible for the satisfactory completion of all subcontracted work. The Contractor shall be responsible for the management, scheduling, and administration of all Sub-contractor(s), including invoice processing and payment of the Sub-contractor(s).

3.5.3 Pre-Work Conference

Before the Contractor begins providing the services described in this Contract, there shall be a

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meeting between MDX and Contractor staffs to coordinate the transition of the services from the existing Contractor. At this meeting, the Contractor shall provide its Project Managers and RR Supervisors (and designee(s)) contact information including, but not limited to: email address(s), work telephone number(s) and cellular phone(s).

3.5.4 Reference Checks, Law Enforcement Clearances and Background Checks

The Contractor shall furnish to MDX, the name, date of birth, social security number and address of all applicants for the position of RR Driver, RR Supervisor or Project Manager.

When requested by the MDX, the Contractor shall provide documentation of reference checks, law enforcement clearances and background checks performed on the Contractor's employees assigned to this project.

Personnel that have felony convictions or indictments shall not provide services under this Contract.

All Contractor RR Drivers and Management staff shall be required to complete, and submit to the Joint Task Force Manager of the FHP, the Joint Task Force (JTF) for Law Enforcement communications application for security clearance to the State Law Enforcement Radio System (SLERS), attached hereto, prior to providing services under the terms of this Contract. The Contractor shall submit to MDX the application results for all staff. Contractor's staff not receiving security clearance to the SLERS system by the JTF shall not provide services under this Contract.

JTF application for security clearance to SLERS shall satisfy Criminal Record Check requirements. All Contractor furnished reference checks, law enforcement clearances and background checks shall be submitted electronically to MDX. Failure by the Contractor to comply with these requirements may result in termination of this Contract and the Contractor placed in MDX's debarment list.

3.5.4.1 Criminal Record Check Requirements

The Contractor may be required to electronically submit criminal background checks when requested by MDX, conducted by one of the following MDX approved agencies / authorities:

- Florida Department of Law Enforcement
- The FHP
- The Miami-Dade County Police Department

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These criminal record checks shall go back as far as the employee's date of birth.

3.5.4.2 Driver's License Check Requirements

The Contractor shall be required to submit driving record background checks on all staff prior to their employment under this Contract.

MDX's Project Manager, the FHP, the Miami-Dade County Police Department and / or any other authority approved by MDX may conduct additional checks at any time. Contractor staff shall have a "safe driving record", in accordance with FDOT "Driver's Record Requirements" procedure (topic#250-000-010-a <http://www2.dot.state.fl.us/proceduraldocuments/procedures/bin/250000010.pdf>) and Sections 20.23 (3) (a) and 334.048 of Florida Statutes, prior to beginning Service Patrol Operations.

The Contractor shall provide MDX with updated RR Driver Drivers' License checks at a minimum of every six (6) months.

3.5.5 Drug-Free Workplace Compliance

The Contractor must have subscribe to and practice a drug-free work environment program that is in compliance with sections one (1) through six (6) of F.S. 287.087, and consistent with their signed drug-free workplace affidavit and ensures a high compliance and regard for public safety.

The Contractor shall provide proof, by a licensed medical practitioner or technician that all RR Drivers are drug free in accordance with F.S.112.0455, prior to beginning operations. All Contractor furnished drug test documentation shall be submitted electronically to MDX. RR Drivers shall undergo additional testing in concurrence with FDOT "Drug-Free Workplace and Testing Policy" (topic# 001-250-013-g <http://www2.dot.state.fl.us/proceduraldocuments/procedures/bin/001250013.pdf>) and at a minimum of every six (6) months. Contractor non-compliance shall result in compensatory adjustments as described in Section 3.6.2, Performance Measures.

3.5.6 Authorization to work in the United States of America

The Contractor shall certify that all employees covered under this Contract are either E-Verify as a United States citizen or possess an Alien Registration Card and have a valid Social Security Number. When requested by MDX, the Contractor shall provide documentation to support the legal status of any or all of its employees working under this Contract.

Failure by the Contractor to comply with this requirement may result in termination of this Contract and the Contractor may be debarred by MDX.



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3.5.7 Ability to Speak the English Language

It is required that all Contractor personnel be able to communicate effectively in the English language. Such communications shall be both verbal and written.

3.5.8 Safety

The Contractor is responsible for ensuring that all equipment used by its personnel shall be maintained in a safe and efficient manner in accordance with all local, state and federal laws, regulations and guidelines pertaining to providing the required services under this Contract.

The Contractor shall be responsible for ensuring that all its safety practices are in accordance with applicable state, local, or federal regulations such as, but not limited to:

- All applicable Florida Statutes and Florida Administrative Codes (F.A.C.) and any other appropriate agency guidelines or recommendations.
- All applicable sections of the CFR (Code of Federal Regulations).
- OSHA (Occupational Safety and Health Administration).
- Americans-With-Disabilities Act (A.D.A.).
- All Applicable sections of The Florida Department of Labor and Employment Security (FDLES) Standard.

The Contractor is solely responsible for the safety of all its personnel, for any injury to its personnel that may occur in performing any of the contractual services being provided by the Contractor under this Contract. At the conclusion of a workday, the Contractor shall leave the work area clear of any safety hazard its personnel may have created. MDX assumes no liability for any equipment or personal belongings or effects left on MDX property/site overnight.

If a safety hazard created by the Contractor has the potential to cause harm to life, property or violate any rules or regulations such as, but not limited to, Americans With Disabilities Act (A.D.A.), Occupational Safety and Health Administration (O.S.H.A.) or otherwise contained herein, MDX may take immediate corrective action(s) as required, and the Contractor shall be responsible for the direct and/or indirect costs associated with MDX's costs for remedying the safety hazard.

RR Drivers shall follow the following safety rules and general regulations. Contractor non-compliance shall result in compensatory adjustments as described in Section 3.6.2, Performance Measures. The RR Drivers shall:

- Inspect assigned Service Patrol Vehicles at the beginning of each shift, and take action as necessary to ensure that they are in compliance with all specifications and requirements of this Contract prior to beginning Service Patrol.



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- Keep all communications radios, monitors and cellular phones 'on' and the volume 'up' at all times.
- Remain on their assigned Patrol Beat and depart from the Patrol Beat only as described in this contract.
- Obey all traffic laws.
- Wear their seat belt / safety belt / shoulder harness at all times when operating their vehicle.
- Stop on the travel lanes/ramps only to service an incident.
- Never push a vehicle that obscures visibility in the pushing direction. Such vehicles shall be towed.
- Exercise caution and safety at all times.
- Contact the TMC to request assistance from the FHP, additional RR Drivers or other responding agency when appropriate.
- Use extreme caution in moving all disabled vehicles.
- Not carry firearms or other weapons, either on their persons or in the Service Patrol Vehicle.
- Use LED flashing light bars in conformance with the Florida Motor Vehicle Code and only in the following circumstances:
 - When merging, exiting from traffic lanes or slowing to make a stop at an incident site.
 - To warn traffic when performing services specified herein.
 - The use of red or blue flashing or revolving lights or police siren is prohibited under this contract and is grounds for immediate termination of this contract.
- Wear, at a minimum, DOT approved high-visibility Class Three (3) safety vest with or without sleeves, at all times while assisting motorists or conducting any business on any roadway or shoulder.
 - The vests shall meet and be labeled as meeting ANSI/ISEA 107-2004 Class 3 Standard.
 - Immediately replace the safety vest if damaged or visually faded / discolored or if not visible at a minimum distance of 1,000 feet.

The Contractor shall provide appropriate rain gear for the RR Drivers. The rain gear shall, at a minimum meet and be labeled as meeting latest ANSI/ISEA 107-2004 Class Three (3) Standard. The rain gear shall be fluorescent green and will have the words, "MDX ROAD RANGER" in large black block letters on the back of the raincoat / jacket.

Road Rangers shall only use this type of rain gear when operating under this Contract.

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3.5.9 Damage to Motorist Property

MDX does not assume liability for any alleged or actual damages incurred by motorist's vehicles while performing service under this Contract.

The Contractor shall repair, at Contractor's expense, any damage caused by negligence of the RR Driver to MDX's or motorist's property while performing service under the Contract.

3.5.10 Personnel Changes

Notifications of any changes to personnel or sub-contractor shall be in writing and signed by the Contractor. This official notice may be delivered by hand or sent via certified mail to the following address:

Miami-Dade Expressway Authority
SunGuide Transportation Management Center
1001 N.W. 111th Avenue
Miami, Florida 33172
Attention: MDX TMC Manager

If agreed to by MDX's Project Manager, the Contractor may send notices for approval of new personnel or sub-contractors via MDX's preferred electronic submittal method.

3.5.11 Preservation of MDX Property

The Contractor shall be responsible for any and all damages caused by its employees. In the event that it is proven that the Contractor was at fault for any missing, defaced or destroyed MDX property due to neglect or non-observance of responsibility and/or procedure, the Contractor shall be held liable and accept the responsibility for the replacement/repair of said MDX property. Examples may include, but are not limited to:

- Failure to lock doors/gates.
- Non-observance of unauthorized personnel in proximity to MDX property.
- Allowing unauthorized personnel to gain access to MDX property.
- Failure to take appropriate action(s) for prevailing events such as fire, burglary or vandalism.

3.5.12 Alcohol/Drugs

RR Drivers and RR Supervisors shall not be intoxicated or under the influence of alcohol or any controlled substance, medical prescription or any other drug that causes impairment at any time while working under this contract or reporting for duty under this Contract.

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RR Drivers and RR Supervisors shall not ingest alcoholic beverages within eight (8) hours of coming on duty, nor have the smell of alcoholic beverages on their person while on duty.

RR Drivers and RR Supervisors shall not possess or use any illegal drugs or illegally use any drug while employed under this Contract.

RR Drivers shall adhere to all instructions that come with prescription medications as it relates to driving or operating machinery.

The Contractor shall never allow a RR Driver or RR Supervisor to work under this Contract if they feel he/she is impaired in any way. If the Contractor determines that a RR Driver or RR Supervisor reported for work or was working while in violation of any part of this section, they shall immediately and permanently remove the RR Driver or RR Supervisor from eligibility to work under this contract.

MDX reserves the right to terminate this contract should the Contractor cause unfavorable opinion of the Service Patrol program or MDX.

3.6 NON-COMPLIANCE

This is a performance-based contract in which the Contractor's compliance with this Scope of Services is evaluated periodically by MDX. On instances where MDX finds that the Contractor fails to comply with a specific provision(s) of this contract, MDX shall reduce from the monthly invoice the amounts indicated in Section 3.6.2, Performance Measures, or at MDX's discretion, may terminate this contract and/or any amendments.

If MDX determines that the performance of the Contractor is not satisfactory, MDX shall take the actions described in Section 3.6.2, Performance Measures.

In the event of recurring unavailability of vehicles on service patrol, MDX has the right to terminate the contract for non-compliance with the conditions outlined in the Scope of Services.

3.6.1 Correction of Deficiencies

When deficiencies are indicated in a Contractor Performance Evaluation, the Contractor shall immediately implement remedial action to eliminate the deficiencies. Remedial actions may include further training of the Contractor personnel (in scope and/or frequency), subdivision of staff responsibilities, addition of staff, or replacement of personnel whose performance is considered inadequate.

3.6.2 Performance Measures

It is recognized that this contract is a "Performance Based" contract in which the Contractor's performance and compliance with the Scope of Services shall be evaluated periodically by MDX.



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On occurrences where the Contractor does not meet or exceed the performance standards established herein, MDX shall reserve the right to assess the Contractor "Performance Payment Reductions" that shall be deducted from the monthly Contractor's invoice. Performance Payment Reductions to Contractor's invoice payments may be assessed in combination for multiple infractions.

The infractions that shall activate the invoice Performance Payment Reductions shall include, but are not limited to:

- Failure of Contractor Project Manager or designee(s) to respond within fifteen (15) minutes after receiving a call from MDX - \$100.00 per occurrence.
- Failure of Contractor Project Manager or designee(s) to respond to a location within one hour, as requested by MDX - \$500.00 per occurrence.
- Improperly licensed RR Driver - \$500.00 per occurrence / per day and RR Driver shall be removed from service until properly licensed.
- Failure to compensate RR Drivers or RR Supervisors with the required minimum starting wage - \$1,000.00 per employee / per review period.
- Improper uniforms - \$100.00 per occurrence / per day.
- Failure to turn in Identification Card when employee terminates employment - \$100.00 per occurrence.
- Employee loss of Identification Card - \$100.00 per occurrence.
- Failure to electronically document employee termination within five (5) business days - \$500.00 per occurrence.
- Failure to comply with training requirements as specified in this contract - \$100.00 per day/per employee for each day out of compliance.
- Failure to have specified equipment or other specified items on truck (per truck, per incident) - \$100.00 per occurrence / per day.
- Not maintaining the interiors and exteriors of Service Patrol Vehicles neat and clean, as described in this Contract - \$100.00 per occurrence/per day.
- Contractor bills MDX for time a Service Patrol Vehicle is undergoing Maintenance - \$1,000.00 per occurrence.
- Failure to comply with a MDX request to replace a Service Patrol Vehicle in their fleet within sixty (60) days of written notice - \$5,000.00 per occurrence.
- Not deploying a backup vehicle within sixty (60) minutes from the breakdown or MDX removal request of an active Service Patrol Vehicle - \$100.00 per occurrence and \$100.00 per hour until the vehicle is made available.
- Covering or defacement of MDX identification logos or markings components - \$500.00 per



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occurrence / per day.

- Service Patrol Vehicles not equipped with vehicle logos - \$100.00 per occurrence / per day.
- No MDX specified communications equipment or inoperative communications equipment - \$100.00 per occurrence / per day.
- No Contractor provided cellular telephone or inoperative cellular telephone - \$100.00 per occurrence / per day.
- Tampering with, removing, disengaging or disabling of communication systems (AVL) components - \$500.00 per occurrence / per day.
- Failure to provide replacement communications equipment back to MDX within seven (7) days - \$500 per occurrence / per day.
- Failure to submit vehicle inspection reports on time as described - \$100 per occurrence.
- Tire tread depth reaching unacceptable depth as defined by the Rubber Manufacturers Association (www.rma.org) - \$100 per occurrence / per day.
- Failure to submit daily Service Patrol Shift schedule no less than thirty (30) minutes prior to the beginning of each shift - \$100 per occurrence per day.
- Failure to update MDX in change(s) to Service Patrol Shift Schedules within sixty (60) minutes of the change(s) occurring - \$100.00 per occurrence / per day.
- Failure to change shifts within contract requirement - \$100.00 per occurrence / per unit.
- If at any time a Service Patrol Vehicle and RR Driver are unavailable for routine beat patrol - \$500.00 per hour, for each hour service is not provided and the Contractor shall not be permitted to bill MDX for any unavailability.
- Charging fees, accept gratuities, recommend a second towing service, or recommend repair/body shops - \$500.00 per occurrence.
- Unauthorized leave of Service Patrol Vehicle from Service Patrol Beat - \$500.00 per occurrence / per day.
- RR Drivers not patrolling their beat in a continuous loop - \$100.00 per occurrence / per day.
- Sleeping on Duty - \$500.00 per occurrence / per day.
- Not disposing of debris in a legal manner - \$100.00 per occurrence.
- "Unsatisfactory" or "Unacceptable" Contract Performance Evaluation level for two (2) or more consecutive evaluation terms - \$1,000.00 per occurrence, beginning with second unsatisfactory or unacceptable evaluation.
- Not providing proof from a licensed medical practitioner that all RR Drivers are drug free in accordance with these requirements - \$500.00 per occurrence / per RR Driver.
- Safety violation by RR Driver (examples: not wearing / using safety equipment, careless operation of the vehicle, etc.) - \$100.00 per occurrence.

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- Unauthorized Sponsorship - \$500.00 per day per vehicle until the sponsorship is terminated.

The list above is not inclusive of all compensatory adjustments. For any compensatory adjustment not listed above, MDX shall assess compensatory adjustments between the amounts of \$50.00 and \$5,000.00 depending on the severity of the non-compliant infraction. Every incident above will be verified with either reports, photos, video or other evidence as applicable and dealt with on a case by case basis. Final decision for each infraction shall be at the sole discretion of MDX.

The reduction in payment as described herein on some infractions shall continue to be applied daily until the Contractor complies with the terms and conditions of the contract. It shall be the Contractor's responsibility to notify MDX when compliance is achieved.

Application of compensatory adjustments shall not waive MDX's right to terminate the Contract in the interest of MDX.

3.7 PAYMENT

- **Road Ranger Service Patrol Incident Management Vehicle**

All items necessary to comply with the requirements detailed above as it relates to Road Ranger Service Patrol Vehicle for Incident Management activities shall be included in the Unit Cost for MDX – INCIDENT MANAGEMENT VEHICLE as shown on the Bid Tabulation Sheet. **Payment shall be on a per hour basis which shall include, but not be limited to, all labor, overhead and profit, vehicles and fuel, materials and equipment required to provide the services. The Contractor shall provide a minimum of five (5) Incident Management Vehicles to provide the required coverage of the MDX System, plus one (1) flatbed, plus spare IM vehicles as determined necessary by the Contractor to meet the various requirements of this Scope of Services. Minimum payment for flatbed shall be two (2) hours.**

- **Road Ranger Service Patrol Motorist Assistance Vehicle**

All items necessary to comply with the requirements detailed above as it relates to Road Ranger Service Patrol Vehicles for Motorist Assistance activities shall be included in the Unit Cost for MDX – MOTORIST ASSISTANCE VEHICLE as shown on the Bid Tabulation Sheet. **Payment shall be on a per hour basis which shall include, but not be limited to, all labor, overhead and profit, vehicles and fuel, materials and equipment required to provide the services. The Contractor shall provide a minimum of three (3) Motorist Assistance Vehicles to provide the required coverage of the MDX System, plus spare MA vehicles as determined necessary by the Contractor to meet the various requirements of this Scope of Services.**

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3.8 ROAD RANGER FUEL PRICE ADJUSTMENT

MDX recognizes the volatility of fuel prices and the difficulty inherent in attempts to predict fuel costs and recognizes it is in the best interests of MDX and the Contractor to establish an initial base fuel price and, if necessary, make periodic adjustments during the term of this Contract. MDX is, therefore, establishing a "Fuel Price Adjustment" for Road Ranger Services in this Contract that will have the following effects:

- When fuel prices increase, within the formula's parameters, then the Contractor will be reimbursed for the increased costs.
- When fuel prices decrease, within the formula's parameters, the reimbursement to the Contractor will be lowered accordingly.
- The base fuel price (BFP) for this Contract shall be established at the time of submission of the Bid. The BFP will be established using the Federal Government's Official US Energy Information Administration website per Section 3.8.2.
- The base usage per Incident Management vehicle / per hour for this contract is 3.0 gallons per hour.
- The base usage per Motorist Assistance Patrol vehicle / per hour for this contract is 1.5 gallons per hour.
- The base usage per vehicle / per hour may be recalculated by MDX, at its discretion, at any time.

3.8.1 Quarterly Fuel Cost Review

The MDX will review fuel prices quarterly to determine if there is a significant change (+/- 5%) from the base price of fuels.

The calculation will be done separately for Gasoline, Diesel and alternative Fuels, if necessary. The Contractor shall list Fuel Cost Adjustment calculations on a separate line item on the invoice.

3.8.2 Method of Computation

MDX price adjustments due to fuel cost increases or decreases shall utilize the Federal Government's Official US Energy Information Administration website (<http://www.eia.gov/petroleum/gasdiesel/>). Average local fuel prices can be found on the website by utilizing links for "Gasoline and Diesel Fuel update for the Lower Atlantic States" in the categories of "Regular Gasoline-Conventional Area" and "Retail on-highway diesel-Conventional Area."

The current average fuel price will be compared to the base fuel price(s) established for this Contract. If the current average price has not changed by more than 5% in either direction, there will be no change in the reimbursement rate from the previous invoicing period.



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The Contractor will not be given the option of accepting or rejecting these adjustments. Price adjustments for these fuels will be made only when the current average fuel price (CAFP) varies by more than 5% from the base fuel price (BFP) established, and then only on the portion that exceeds 5%.

The actual adjustment will be calculated by subtracting the base fuel price(s) from the current average fuel price, and multiplying the result by the gallons of consumption per hour / per vehicle and multiplying that result by the total vehicle hours for the month (invoice period).

Example (Month 1):

\$4.25 per gallon (current avg. price) – \$4.00 per gallon (base price) = \$0.25 per gallon difference
 $\$0.25 / \$4.00 = 6.3\%$ which is > 5%, so it qualifies for adjustment

$\$0.5$ (adjustment amount >5%) * 3.0 (gallons per hour/per vehicle-gasoline) = \$0.15 (reimbursement rate per hour)

Using a sample invoice total of 4464 hours (6 vehicles 24 hrs for 31 days) * \$0.15 (reimbursement rate per hour) = \$669.60 fuel adjustment for the month.

(Month 2)

\$4.15 per gallon (current avg. price) – \$4.00 per gallon (base price) = \$0.15 per gallon difference

$\$0.15 / \$4.00 = 3.8\%$ which is < 5% so it does not qualify for adjustment

Should the current fuel price be below the base fuel price and qualify for adjustment, the total fuel adjustment amount will be negative (-) and deducted from the monthly invoice.

Should alternative fuels be used, the following conversion chart will be utilized to determine the dollar amount relevant to the gallons.



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Table 3-5 Gasoline Gallon Equivalents			
Fuel Type	Unit of Measure	BTUs/Unit	Gallon Equivalent
Gasoline (regular)	gallon	114,100	1.00 gallon
Diesel #2	gallon	129,500	0.88 gallons
Biodiesel (B100)	gallon	118,300	0.96 gallons
Biodiesel (B20)	gallon	127,250	0.90 gallons
Compressed Natural Gas (CNG)	cubic foot	900	126.67 cu. ft.
Liquid Natural Gas (LNG)	gallon	75,000	1.52 gallons
Propane (LPG)	gallon	84,300	1.35 gallons
Ethanol (E100)	gallon	76,100	1.50 gallons
Ethanol (E85)	gallon	81,800	1.39 gallons
Methanol (M100)	gallon	56,800	2.01 gallons
Methanol (M85)	gallon	65,400	1.74 gallons
Electricity	kilowatt hour (Kwh)	3,400	33.56 Kwhs

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4.0 RAPID INCIDENT SCENE CLEARANCE AND DISABLED INCIDENT SCENE CLEARANCE

4.1 OVERVIEW

In an effort to provide the traveling public of the State of Florida a cost effective, high quality, transportation infrastructure, the Florida Department of Transportation (hereinafter "Department") has implemented the "Open Roads Policy" (attached hereto) for quick clearance for Safety and Mobility to make travel in Florida safer and more efficient. Consistent with the Open Roads Policy, Miami-Dade Expressway Authority (hereinafter "MDX"), has adopted an innovative clearance strategy by implementing the Rapid Incident Scene Clearance (RISC) Program and the Disabled Incident Scene Clearance (DISC) Program in order to significantly reduce the time it takes to clear major accidents, breakdowns and incidents. The goals of the Open Roads Policy are to reduce traffic congestion and delays caused by vehicle crashes, disablements, non-hazardous material spills and other traffic impacting events, as well as reduce the potential for secondary accidents.

4.1.1 Towing regulations

Towing regulations for heavy-duty wreckers currently used in Florida were developed decades ago. Heavy trucks hauling larger loads now require specialized equipment and skilled operators to quickly remove them after an incident. This program has been established to clear wreckage and open roads as quickly as possible. This program does not eliminate the current Class "C" (Heavy duty) wrecker class that will continue to be utilized to remove trucks and busses that are disabled.

4.1.2 General Description

The Contractor shall provide towing and recovery services to MDX in order to provide Rapid Incident Scene Clearance Services, for those events, crashes or traffic incidents described in Rapid Incident Scene Clearance Part A & B, attached, on the MDX System as well as Disabled Incident Scene Clearance Services.

The Contractor agrees to provide the professional rapid incident scene clearance and vehicle recovery services and disabled incident scene clearance and vehicle removal services in accordance with the terms and conditions described herein and in compliance with all Florida Highway Patrol (hereinafter "FHP") local city and county police departments, and Florida Department of Transportation Rules and Regulations, all local city and county Rules and Regulations, and all applicable provisions of the Florida Administrative Code and Motor Vehicle Statutes.

The Contractor's responsibility to MDX is to perform rapid incident scene clearance and vehicle recovery services and disabled incident scene clearance and vehicle removal services on the MDX System in strict compliance with the terms and conditions contained herein.

Should the MDX determine that the Contractor under this agreement is unable to assist, perform,

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or provide adequate services or equipment, MDX reserves the right to utilize additional services or equipment from any available source. MDX also reserves the right to modify the designated limits of responsibility of the Contractor at any time.

The Contractor and all their operators, employees and subs shall cooperate and comply with the guidance of the Florida Highway Patrol (FHP) and/or MDX authorized representatives pertaining to scene safety and traffic control.

4.1.3 General Requirements

Proper health and safety measures shall be taken by the Contractor to ensure safety for the traveling public, MDX employees, emergency services employees, Contractor employees, and Sub employees.

The Contractor shall comply with the applicable portions of MDX's Lane Closure Requirements and Procedures, attached.

4.1.4 Rapid Incident Scene Clearance Response Requirements

The Contractor shall respond to MDX notification of Incident to Contractor for (RISC) vehicle recovery and clearance services as soon as possible but no later than sixty (60) minutes from the FHP or the MDX's authorized representative initial notification to the Contractor. The Contractor acknowledges that time is of the essence and shall arrive with the two Recovery Wreckers and the Recovery Support Vehicle with required equipment and materials as specified in Rapid Incident Scene Clearance Part A & B, attached, and with all necessary traffic control devices, at the Incident site within one hour from FHP and/or MDX's initial notification of Incident to the Contractor. Upon arrival at the site and authorization to begin work is issued by FHP and/or MDX, the Contractor shall complete the removal and clearance of all crash scene vehicles, cargo, debris and non-hazardous vehicle fluids from all travel lanes and all travel lanes shall be opened to traffic, all lanes open, within ninety (90) minutes of authorization to begin work. The need for additional trucks and heavy equipment shall be jointly determined at the incident scene by the MDX authorized representative, FHP, and the Contractor's representatives. The need for additional trucks and heavy equipment described herein shall not increase the time required to perform the services.

4.1.5 Disabled Incident Scene Clearance Response Requirements

The Contractor shall also respond to MDX requests for Disabled Incident Scene Clearance services as soon as possible but shall arrive at the breakdown location no later than thirty (30) minutes from the FHP or MDX's authorized representative notification of Incident to the Contractor. FHP and/or MDX will request Disabled Incident Scene Clearance Vehicle Removal services when MDX Road Ranger equipment is unable to remove the disabled vehicle. The Contractor acknowledges that time is of the essence and shall arrive with the required equipment, traffic control devices and personnel required to move the disabled vehicle from the MDX travel lane and restore full use of the lane for traffic. The removal of the disabled vehicle and clearance of the travel lane(s)

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and the opening of all lanes to traffic shall, all lanes open, occur within 60 minutes of the official authorization to begin work by FHP and/or MDX authorized representative once the Contractor has arrived on site.

4.1.6 General Response Requirements

The documented "notification of Incident to Contractor", "authorization to work", and "all lanes open" times recorded at the MDX Traffic Management Center (TMC) will be used to verify the request for all response and mobilization payments. If needed, the final clean up and removal of wreckage and debris shall be coordinated with MDX and FHP and may be postponed until the operation will have a minimal impact on traffic.

The Contractor shall be available to provide these services on a **twenty-four (24) hours a day, seven (7) days a week, three hundred and sixty-five (365) (366 during leap year) days per year basis**. The Contractor shall provide MDX with a telephone number at which the Contractor can be contacted at all times.

TIME IS OF THE ESSENCE IN THIS CONTRACT. Upon FHP and/or MDX's notification of Incident to Contractor for rapid incident scene clearance services or disabled incident scene clearance services, the Contractor shall provide MDX an estimated arrival time. The Contractor will not transfer calls for recovery services to another Contractor. The response times specified herein shall be strictly enforced. Failure to respond to a call for recovery services or arrive at the incident site, within the time required and with all necessary materials and equipment as specified herein, shall be considered a breach of this Contract and shall warrant the applicable Performance Payment Reductions (PPR) until the breach is cured to the satisfaction of MDX and/or declaration of contract default.

4.1.7 Miscellaneous

This is a non-exclusive Contract; therefore, MDX may allow other companies to perform vehicle recovery and incident scene clearance on a rotation basis within the area being serviced by the Contractor. Initially, assignment within a rotation shall be based on contract execution date with the Contractor having the earlier contract execution date given the first rapid incident scene clearance. Once a Contractor performs rapid scene clearance services, the Contractor will be placed at the bottom of the rotation. New contractors added to the rotation will always be added to the bottom of the rotation even though another contractor may have already performed services as the rotation existed at the time of contract execution.

If the Contractor is contacted by MDX to provide the services described herein on the MDX System, the Contractor shall notify MDX of the request prior to responding. Failure to do so will automatically cause the Contractor to forfeit the performance payments contained in Section 4.1.15, Performance Payment Enhancements (PPE) and Performance Payment Reduction (PPR). However, the Contractor would be eligible for the performance payments if the Contractor was at the top of the rotation list and authorized by FHP or MDX prior to responding.



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The Contractor, or any of its operators or employees, will not provide any gratuities, commissions, kickbacks or complimentary services of any kind to any MDX or FHP officials, officers, employees, consultants or agents.

4.1.8 Recovery Areas

Recovery wrecker companies need not be located within the area boundaries, but they must mobilize and respond to calls within the indicated response time.

This agreement covers Rapid Incident Scene Clearance and Disabled Incident Scene Clearance by the Contractor for those roads of the mainline roadway, interchanges, ramps and approaches to or within toll gantries under the jurisdiction and operational control of MDX.

4.1.9 Contractor Requirements and Qualifications

The company providing the RISC and DISC Services must comply with the following requirements and keep all required documentation valid through the Contract Term:

- Be registered with the State of Florida Department of Agriculture and Consumer Services,
- Possess any required occupational license,
- Carry valid insurance coverage required by the State of Florida and by the Florida Highway Patrol Authorized Wrecker Program,
- Have current and up to date CDL driving records, employment records and training records on all Operators and make them available for inspection by the Florida Highway Patrol and MDX or their authorized representatives upon request,
- Comply with all applicable Rules and Statutes,
- Be proficient and able to demonstrate "Expedited Roadway Clearance Practices" and "Incident Scene Safety" including:
 - Single lane up-righting of loaded tractor trailers
 - Relocation of loaded, overturned, tractor trailers from travel lanes
- Be or become proficient and able to demonstrate such proficiency in the following areas within the time frames specified herein:
 - Setting up incident scene Traffic Control in accordance with the Manual on Uniform Traffic Control Devices (MUTCD)
 - The mitigation of accidental discharges of motor vehicle fluids, per the Florida Guidelines

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4.1.10 Requirements for Operators

Within (60) Calendar Days of issuance of Notice to Proceed, all Recovery Wrecker Operators must:

- Meet the State of Florida Wrecker Operator Certification Program requirements for experience and training and wear their approved Certification card whenever working on the MDX System.
- Complete Basic and Intermediate and Advanced Maintenance of Traffic training from a certified Department approved training agency.
- Receive instruction, training and if applicable, examination by recognized and approved instructors in each of the following specialized recovery wrecker operator services:
 - Heavy Duty Wrecker Operations
 - Ultra Heavy Wrecker and Recovery Practices
 - Hazardous Materials Awareness
 - Traffic Incident Management Practices including:
 - Incident Scene Traffic Safety
 - The Florida "Open Roads" policy
 - The Florida "Guidelines for the Mitigation of Accidental Discharges of Motor Vehicle Fluids {Non-Cargo}
 - Incident Scene Traffic Control in accordance with the Manual of Uniform Traffic Control Devices (MUTCD)

4.1.11 Performance Measures

MDX will evaluate the Contractor's performance following each incident and will maintain such evaluations for use in administering this section.

4.1.12 Payment of Tolls

The Contractor is required to pay tolls, as are applicable to the general public.

4.1.13 Inspection of Vehicles and Equipment

The Contractor grants the Miami-Dade Expressway Authority and the Florida Highway Patrol the right to inspect the vehicles and equipment, or those of any sub-contractor, upon request during normal business hours to establish or confirm that the company is in compliance with the terms of this Contract.



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4.1.14 Billing Vehicle Owners

The Contractor agrees to seek compensation for actual vehicle recovery and towing services performed pursuant to this agreement solely from the owner of the vehicle or their insurance provider. The Contractor agrees that no claim for compensation will be made against MDX or the Florida Highway Patrol or its employees or agents for any recovery or towing services.

4.1.15 Performance Payment Enhancements (PPE) and Performance Payment Reduction (PPR)

The Contractor shall be eligible for payment under items 1, 2 and 4, below but not more than one payment per incident, provided certain requirements are met. Payment under item 3 below shall only be made if performance payment is made under item 2 below and the additional trucks and heavy equipment were mobilized at the request of MDX or FHP.

- 1) In the event the Contractor mobilizes and arrives at the crash scene at FHP and/or MDX's request with the traffic control devices and recovery equipment, as specified in Rapid Incident Scene Clearance Part A & B, attached, within one hour and recovery services are not necessary or another towing and recovery firm hired or engaged by the vehicle owner is allowed by FHP and MDX incident managers to complete the clearance of the incident and towing of the vehicles, MDX will pay the Contractor a Performance Payment Enhancement (PPE) of \$750.00. Once authorization to begin work is given by FHP and/or MDX to the Contractor to begin actual performance of removal and clearance services, the Contractor is not eligible for payment under this bullet.
- 2) MDX will pay the Contractor a PPE of \$3,000.00 for Rapid Incident Scene Clearance (RISC) when services were authorized by MDX and/or FHP. To qualify for the Rapid Incident Scene Clearance (RISC) payment the Contractor must:
 - Have responded to the incident scene with requested recovery, clearance and traffic control equipment and necessary personnel within **one hour** from the official notification of Incident to Contractor by the FDOT and/or MDX.

AND

 - Have completed the removal and clearance of all crash scene vehicles, cargo, debris and non-hazardous vehicle fluids from all travel lanes and achieve all lanes open to traffic within **90 minutes** after the authorization to begin work has been issued by FHP and/or MDX authorized representative.
- 3) Upon approval of the MDX authorized representative, MDX will pay the Contractor a PPE of \$1,000.00 for Additional Trucks and Heavy Equipment Response and Mobilization as listed in Attachment 4, Rapid Incident Scene Clearance Part A & B.



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- 4) MDX will pay the Contractor a PPE of \$750.00 for Disabled Incident Scene Clearance (DISC) for the number of additional vehicles needed to remove the disabled vehicle to a safe location and open all lanes to traffic.

To qualify for the **Disabled Incident Scene Clearance** payment the Contractor must:

- Have responded to the incident scene with requested recovery, clearance and traffic control equipment and necessary personnel within **30 minutes** from the official notification of Incident to Contractor by the FHP and/or MDX, and have completed the removal and clearance of the disabled vehicle, and achieved all travel lanes open to traffic within **60 minutes** after the authorization to begin work by FHP and/or MDX authorized representative.
- 5) MDX will reduce payment to the Contractor (PPR) by \$1,000.00 per hour for not responding to a call for recovery services or arrival at the incident site, within the time required and with all necessary materials and equipment as specified herein. Such failure shall be considered a breach of this Contract, and the hourly PPR shall be enforced until the breach is cured to the satisfaction of MDX and/or declaration of contract default.

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5.0 LONG TERM MAINTENANCE OF TRAFFIC

5.1 GENERAL DESCRIPTION

When MDX requests Long Term Maintenance of Traffic (LTM) Services, the Contractor shall provide a vehicle and driver to respond to the site of an existing incident which is detouring vehicles off of the mainline at an existing interchange. The LTM Vehicle is to take the place of a Road Ranger (RR) vehicle so that the RR vehicle can resume its regular duties. The LTM Vehicle shall remain on the site of the existing incident until released by MDX or FHP. The LTM Vehicle Driver shall ensure that all vehicles on the MDX System impacted by the incident shall be directed around the incident site.

The LTM Vehicle Driver shall assist the Incident Emergency Response Staff by cleaning up roadside debris associated with the Incident.

The LTM Vehicle driver shall meet the minimum requirements for the Road Ranger Drivers (MA) included in this Scope of work, except there shall be no Minimum Wage requirement. The LTM Vehicle Driver shall be provided with either a smart phone or a radio compatible with the Communication System provided by the Contractor.

5.1.1 LTM Vehicle

The Contractor shall use a Service Patrol Vehicle, excluding the Flatbed Vehicle, as specified in this Contract for all required Long Term Maintenance assignments.

5.1.2 LTM Response Requirements

The Contractor shall arrive at the scene of an incident within sixty (60) minutes of being notified by the TMC.

The LTM Drivers shall report their time of arrival to the scene and their time of discharge from the scene to the MDX Traffic Management Center (TMC).

The LTM Vehicle shall be paid for from the documented arrival and discharge to/from the scene plus one hour for travel as recorded by the MDX TMC, rounded up to the nearest half hour. The minimum payment for any one response shall be two (2) hours.

5.1.3 Payment of Tolls

The Contractor is required to pay tolls, as are applicable to the general public.

5.1.4 Contractor Requirements and Qualifications

The company providing the LTM Services must comply with the following requirements and keep



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all required documentation valid through the Contract Term:

- Be registered to do business within the State of Florida,
- Possess any required occupational license,
- Carry valid insurance coverage required by the State of Florida,
- Comply with all applicable Rules and Statutes,
- Be or become proficient and able to demonstrate such proficiency in the following areas within the time frames determined by MDX.
 - Setting up incident scene Traffic Control in accordance with the Manual on Uniform Traffic Control Devices (MUTCD)

5.1.5 Payment

LONG TERM MAINTENANCE OF TRAFFIC

Payment shall be on a per hour basis which shall include, but not be limited to, all labor, vehicles and fuel, materials and equipment required to provide the Services.



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EXHIBIT A – SCOPE OF SERVICES

**ATTACHMENT 1
OPEN ROADS POLICY AGREEMENT**

State of Florida

OPEN ROADS POLICY AGREEMENT

(Revised January 2014)

Quick Clearance for Safety and Mobility

This Open Roads Policy Agreement (Agreement) is entered into between the Florida Highway Patrol (FHP) and the Florida Department of Transportation (FDOT) and establishes a policy for FHP and FDOT personnel to expedite the removal of vehicles, cargo, and debris from roadways on the State Highway System to restore, in an **URGENT MANNER**, the safe and orderly flow of traffic following a motor vehicle crash or other traffic incident on Florida's roadways.

Whereas, public safety is the highest priority and must be maintained on Florida's roadways before, during, and after traffic incidents; and

Whereas, the quality of life in the State of Florida is heavily dependent upon the free movement of people, vehicles, and all types of commerce, and FHP and FDOT share the responsibility for achieving and maintaining the degree of order necessary to make this free movement possible; and

Whereas, traffic incidents account for approximately twenty-five percent of non-recurring congestion and the impacts on commerce can be minimized with sound traffic incident management practices by responding agencies; and

Whereas, nationally, it is estimated that five fire personnel, twelve police officers, and sixty tow truck operators are killed in struck-by incidents each year, and governmental entities have the responsibility to do whatever is reasonable to reduce the risks to responders; and

Whereas, secondary crashes pose safety risks to incident responders and all motorists; and

Whereas, the expeditious clearance of traffic incidents promotes safety, and that vehicle removal, move-over laws, and quick clearance policies minimize exposure and the potential for secondary crashes; and

Whereas, it is understood that damage to vehicles or cargo or both may occur as a result of clearing the roadway on an urgent basis. While reasonable attempts to avoid such damage shall be taken, the priority of responders is to safely restore traffic to normal conditions because traffic incident related congestion has an enormous cost to society. This cost is significantly greater than the salvage value of an already damaged vehicle and its cargo.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, the parties agree as follows:

1. Roadways will be cleared of damaged vehicles, spilled cargo, and debris as soon as it is safe to do so. Reasonable attempts will be made to avoid unnecessary damage to vehicles and cargo in the process of clearing the roadway.

2. The following operating standards are based on the philosophy that the State Highway System will not be closed or restricted any longer than is absolutely necessary following a traffic crash or other roadway traffic incident.

3. Florida Highway Patrol Operating Standards:

a. Members of FHP who respond to the scene of traffic incidents will make clearing the travel portion of the roadway a high priority. When an investigation is required, it will be conducted in as expedient a manner as possible considering the severity of the incident. Non-critical portions of the investigation may be delayed until lighter traffic conditions allow completion of those tasks. FHP will close only those lanes absolutely necessary to safely conduct the investigation. FHP will coordinate with FDOT representatives to set up appropriate traffic control, establish alternate routes, expedite the safe movement of traffic at the scene, and restore the roadway to normal conditions as soon as possible.

b. Whenever practical, damaged vehicles on access-controlled roadways will be removed to off ramps, accident investigation sites, or other safe areas for completion of investigations to reduce delays. Tow truck operators will be requested as soon as it is evident that they will be needed to clear the roadway. FHP will assure that all authorized tow operators have met established competency levels and that the equipment is of appropriate size, capacity, and design to meet all standards of the State of Florida.

c. FHP will not unnecessarily cause any delay in reopening all or part of a roadway to allow a company to dispatch its own equipment to off-load cargo or recover a vehicle or load that is impacting traffic during peak traffic hours or creating a hazard to the public. FHP and FDOT will cooperate in planning and implementing clearance operations in the most safe and expeditious manner, to include the use of FDOT's Rapid Incident Scene Clearance (RISC) Procedure Number 750-030-020 when and where appropriate.

4. Florida Department of Transportation Operating Standards:

a. When requested by FHP or any other emergency response agency, FDOT will respond and deploy resources to major traffic incidents 24 hours a day, 7 days per week. Each FDOT District will develop and implement response procedures to meet the goal of providing initial traffic control within **30 minutes** of notification during the assigned working hours of each maintenance yard, and **60 minutes** after hours.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, the parties agree as follows:

1. Roadways will be cleared of damaged vehicles, spilled cargo, and debris as soon as it is safe to do so. Reasonable attempts will be made to avoid unnecessary damage to vehicles and cargo in the process of clearing the roadway.

2. The following operating standards are based on the philosophy that the State Highway System will not be closed or restricted any longer than is absolutely necessary following a traffic crash or other roadway traffic incident.

3. Florida Highway Patrol Operating Standards:

a. Members of FHP who respond to the scene of traffic incidents will make clearing the travel portion of the roadway a high priority. When an investigation is required, it will be conducted in as expedient a manner as possible considering the severity of the incident. Non-critical portions of the investigation may be delayed until lighter traffic conditions allow completion of those tasks. FHP will close only those lanes absolutely necessary to safely conduct the investigation. FHP will coordinate with FDOT representatives to set up appropriate traffic control, establish alternate routes, expedite the safe movement of traffic at the scene, and restore the roadway to normal conditions as soon as possible.

b. Whenever practical, damaged vehicles on access-controlled roadways will be removed to off ramps, accident investigation sites, or other safe areas for completion of investigations to reduce delays. Tow truck operators will be requested as soon as it is evident that they will be needed to clear the roadway. FHP will assure that all authorized tow operators have met established competency levels and that the equipment is of appropriate size, capacity, and design to meet all standards of the State of Florida.

c. FHP will not unnecessarily cause any delay in reopening all or part of a roadway to allow a company to dispatch its own equipment to off-load cargo or recover a vehicle or load that is impacting traffic during peak traffic hours or creating a hazard to the public. FHP and FDOT will cooperate in planning and implementing clearance operations in the most safe and expeditious manner, to include the use of FDOT's Rapid Incident Scene Clearance (RISC) Procedure Number 750-030-020 when and where appropriate.

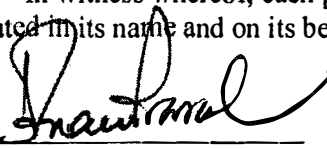
4. Florida Department of Transportation Operating Standards:

a. When requested by FHP or any other emergency response agency, FDOT will respond and deploy resources to major traffic incidents 24 hours a day, 7 days per week. Each FDOT District will develop and implement response procedures to meet the goal of providing initial traffic control within **30 minutes** of notification during the assigned working hours of each maintenance yard, and **60 minutes** after hours.

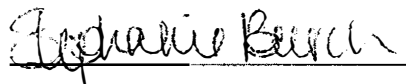
11. FHP will be responsible for calling a meeting with FDOT in July of each year to review this policy, and make changes as necessary.

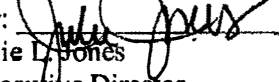
12. With the mutual agreement of both parties, this policy agreement may be terminated on an agreed upon date without penalty to either party.

-----In witness whereof, each party to this Agreement has caused this Agreement to be
executed in its name and on its behalf by its duly authorized representative.

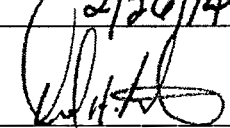
By: 
Ananth Prasad, P.E.
Secretary
Florida Department of Transportation

Date: 1-31-14

Legal Review:


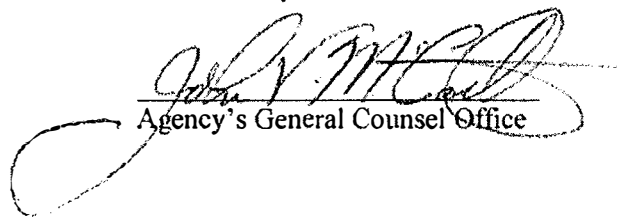
By: 
Julie L. Jones
Executive Director
Florida Department of Highway Safety and
Motor Vehicles

Date: 2/26/14

By: 
Col. David H. Brierton, Jr.
Director
Florida Highway Patrol

Date: 2/17/14

Reviewed By:


Agency's General Counsel Office



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INVITATION TO BID (ITB)

**MDX PROCUREMENT/CONTRACT NO.:
ITB-23-10**

**MDX PROJECT/SERVICE TITLE:
ROAD RANGER SERVICE PATROL AND RISC/DISC SERVICES
FOR THE MDX SYSTEM**

EXHIBIT A – SCOPE OF SERVICES

**ATTACHMENT 2
STATE LAW ENFORCEMENT RADIO SYSTEM (SLERS)
APPLICATION**

**JOINT TASK FORCE FOR LAW ENFORCEMENT COMMUNICATIONS
APPLICATION FOR SECURITY CLEARANCE INSTRUCTIONS
STATE LAW ENFORCEMENT RADIO SYSTEM
(SLERS)**

This application package shall consist of four (4) forms, 1) Personal Inquiry Waiver, 2) Application for Security Clearance, 3) Request for Security Level, 4) Non-Disclosure Agreement and two blue applicant finger print cards for personnel requiring a complete background check. Law enforcement personnel and state employees already having a background check on file with their agency need only complete the Request for Security Level form and the Non-Disclosure Agreement.

All information on the forms shall be typed or printed legibly and shall contain original signatures. Photocopies and Facsimiles are not acceptable. All information must be completed and the Personal Inquiry Waiver must be signed and **notarized** before the background check will be conducted.

The Request for Security Level form shall have the highest access level desired in each information access category marked "yes" and shall also indicate if dial-in access is desired for that system. This form must be completed and signed by the appropriate agency/vendor representative, who is designated to assign access levels within the agency/company. A letter shall be on file with the JTF Security Manager signed by the Division Director or his designee for state agencies. Contractors shall have a letter on file signed by the Chief Executive Officer or his designee that designates who may sign these forms as a company representative.

No person shall be granted access to any part of the system except as authorized by the JTF Security Plan after completion of the application, non-disclosure form and a successful background check.

If you have any questions regarding the completion of these forms or the procedures involved in the process, please contact Major Steve Williams at (850) 922-9501 or Lieutenant Russ Bass at (305) 289-2384.

Mail completed applications to:

Major Steve Williams
JTF Security Manager
Florida Highway Patrol
2900 Apalachee Parkway, MS 46
Tallahassee, Florida 32399

**JOINT TASK FORCE FOR LAW ENFORCEMENT COMMUNICATIONS
STATE LAW ENFORCEMENT RADIO SYSTEM
(SLERS)**

APPLICATION FOR SECURITY CLEARANCE

Name: _____ Sex: _____

Race: _____ Date of Birth: _____

Place of Birth: _____

Social Security Number: _____

Current Drivers License Number: _____ State: _____

Height: _____ Weight: _____ Hair Color: _____

Color Eyes: _____

Current Address:

Street	City	State	Zip
--------	------	-------	-----

Previous Address(s)

Street	City	State	Zip
--------	------	-------	-----

Street	City	State	Zip
--------	------	-------	-----

Street	City	State	Zip
--------	------	-------	-----

Street	City	State	Zip
--------	------	-------	-----

Street	City	State	Zip
--------	------	-------	-----

THIS INFORMATION IS REQUIRED FOR IDENTIFICATION PURPOSES. SUBMIT THE PACKAGE CONTAINING THIS FORM, THE PERSONAL INQUIRY WAIVER, AND EITHER YOUR PROPERLY ENDORSED FINGER PRINT SCANNING RECEIPT OR YOUR FINGER PRINT CARD TO:

Major Steve Williams
JTF Security Manager
Florida Highway Patrol
2900 Apalachee Parkway, MS 46
Tallahassee, Florida 32399

Signature of Applicant

Date

JTF Application for Security Clearance
Revised 03/20/08

**JOINT TASK FORCE FOR LAW ENFORCEMENT COMMUNICATIONS
STATE LAW ENFORCEMENT RADIO SYSTEM
(SLERS)**

REQUEST FOR SECURITY LEVEL

Upon completion of the security clearance and after signing the non-disclosure agreement, the following access is requested.

NAME: _____

VENDOR: _____

PHYSICAL ACCESS

Prime Site(s)/ IMC Sites	Yes _____	No _____
Transmit/Receive Sites	Yes _____	No _____
Dispatch Centers	Yes _____	No _____

INFORMATION ACCESS

OMNI ZONE/CSD COMPUTER

Super manager	Yes _____	No _____	(maximum 3)
DMS/STO Manager	Yes _____	No _____	(JTF Board Approval)
Agency Manager	Yes _____	No _____	(Security Manager Approval)
Dispatcher	Yes _____	No _____	(No limit)

COMPUTER AIDED DISPATCH

Super manager	Yes _____	No _____	(Maximum 3)
Administrator	Yes _____	No _____	(JTF Board Approval)
Supervisor Administrator	Yes _____	No _____	(Security Manager Approval)
Supervisor Dispatcher	Yes _____	No _____	(No limit)
Dispatcher	Yes _____	No _____	(No limit)
Call Taker	Yes _____	No _____	(No limit)
Field Offices	Yes _____	No _____	(No limit)

MESSAGE SWITCH

Access must be obtained through Security Manager, DMS/STO Manager, or DMS/STO Regional personnel.

FCIC/NCIC - HOST COMPUTER

No access to this system, Law Enforcement Use Only.

DIAL-UP ACCESS

Specify system or location and level of access needed:

Signature _____	Title _____	Date _____
-----------------	-------------	------------

JTF - Request for Security Level
Revised - 03/20/08

**JOINT TASK FORCE FOR LAW ENFORCEMENT COMMUNICATIONS
STATE LAW ENFORCEMENT RADIO SYSTEM
(SLERS)**

PERSONAL INQUIRY WAIVER
Authority for Release of Information

TO: Concerned Person or Authorized Representative Of Any Organization, Institution Or Repository of Records	APPLICANTS NAME: _____ DATE OF BIRTH: _____ SOCIAL SECURITY NO.: _____
---	--

I respectfully request and authorize you to furnish to the Department of Highway Safety and Motor Vehicles, Division of Florida Highway Patrol any and all information that you may have concerning my work record, school record, military record, criminal record, financial and credit status. This information is to be used in determining my qualifications and fitness to have access to equipment and facilities which comprise the State Law Enforcement Radio System of the State of Florida.

I hereby release you, your organization or others from any liability or damage which may result from furnishing the information requested above.

_____ Applicants Signature	_____ Date
_____ Address	
_____ City, State & Zip Code	

AFFIDAVIT

STATE OF _____

COUNTY OF _____

Before me personally appeared the said _____ who said that he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose therefore.

Sworn to and subscribed in my presence the _____ day of _____, _____

My Commission Expires:

Notary Public

**JOINT TASK FORCE FOR LAW ENFORCEMENT COMMUNICATIONS
STATE LAW ENFORCEMENT RADIO SYSTEM
(SLERS)**

Security Clearance Denial Reasons

1. The applicant has been convicted of a felony offense.
2. The applicant is currently on probation for any offense or has charges pending (felony or misdemeanor).
3. The applicant has been convicted of a misdemeanor offense involving any type of theft, violence or drug offenses within the past three years.
4. The applicant's driver license is currently suspended or revoked for any reason.
5. The applicant has been convicted of a crime involving domestic violence or currently has a restraining order involving domestic violence or threats.
6. The applicant has been arrested for any charge involving resisting arrest, battery or assault on a law enforcement officer.
7. The applicant is wanted for any criminal offense.
8. The applicant is illegally residing in or is not approved to work in the United States.
9. The identification of adverse intelligence information the applicant.
10. At the discretion of the Security Manager based on any other adverse information regarding the applicant.

FINGERPRINT CONFIRMATION FORM

INSTRUCTIONS:

Please select a "Reason for Fingerprint" option, below and have the individual sign the form. Present this form at a Florida Department of Highway Safety & Motor Vehicles (DHSMV) Drivers License or Tax Collector office. You must present a valid Drivers License or photo identification to the DHSMV Representative. Once the fingerprint transaction is completed, the individual fingerprinted will take this form back to the supervisor/contract manager. The supervisor/contract manager will be responsible for emailing/faxing a copy of this form to the point of contact listed below.

REASON FOR FINGERPRINT:

OPTION 1: HSMV Civilian Employee

NEW DHSMV MEMBER / APPLICANT

REDO: TCR Number:

VENDOR: Please fill in: Division _____ Company _____

(Vendor Only)

(Vendor Only)

*Email Copy of Form to: fpregs@flhsmv.gov or by Fax to: (850) 617-5109

Paid (\$43.25)

OPTION 2: FHP Background Check

SLERS

REDO: TCR Number:

*Email Copy of Form to: ruethrollins@flhsmv.gov or by Fax to: (850) 617-5143

REGIONAL DUTY OFFICER

VENDOR WITH

CJIS ACCESS NEW DHSMV MEMBER/ APPLICANT WITH

TH CJIS ACCESS

*Email Copy of Form to: fpregs@flhsmv.gov or by Fax to: (850) 617-5109

FLORIDA HIGHWAY PATROL TROOPER RECRUIT

*Email Copy of Form to: crotta.george@flhsmv.gov or by Fax to: (850) 617-5213

OPTION 3: Tax Collector

TAX COLLECTOR NEW HIRE:

REDO: TCR Number:

Please fill in: County

*Email copy of Form to: mssq@flhsmv.gov or by Fax to: (850) 617-5069

OPTION 4: Blind Services

NEW BLIND SERVICES MEMBER

REDO: TCR Number:

*Email copy of Form to: mssq@flhsmv.gov or by Fax to: (850) 617-5071

Under provisions set forth in Title 28, Code of Federal Regulations (CFR), Section 50.12, both governmental and nongovernmental entities authorized to submit fingerprints and receive FBI Identification Records must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity. If the information on the record is used to disqualify an applicant, the official making the determination of suitability for licensing or employment shall provide the applicant the opportunity to complete, or challenge the accuracy of, the information contained in the FBI Identification record. The deciding official should not deny the license or employment based on the information in the record until the applicant has been afforded a reasonable time to correct or complete the information, or has declined to do so. An individual should be presumed not guilty of any charge/arrest for which there is no final disposition stated on the record or otherwise determined. If the applicant wishes to correct the record as it appears in the FBI's CJIS Division Records System, the applicant should be advised that the procedures to change, correct or update the record are set forth in Title 28, CFR, Section 16.34.

NAME OF INDIVIDUAL FINGERPRINTED (Print):

(Signature):

REPRESENTATIVE PROCESSING FINGERPRINTS ONLY :

DATE OF SCAN:

TCN#

(Print Name)

(Signature)

**JOINT TASK FORCE FOR LAW ENFORCEMENT COMMUNICATIONS
STATE LAW ENFORCEMENT RADIO SYSTEM
(SLERS)**

NON-DISCLOSURE AGREEMENT

Employee or Contractor Name: _____

Agency or Business Name: _____

Agency or Business Address: _____

Agency or Business Telephone: _____

NOTE: Failure to complete ALL blank portions of this form will result in your application not being processed and returned to you for completion.

I _____, do hereby agree to uphold the policies and procedures adopted by the Joint Task Force on State Law Enforcement Communications to safeguard the information and associated resources that may be entrusted to me, or that I may come into contact with, and, agree to report violations of policies or procedures to the JTF Security Manager, Information Security Officer, State Technology Office, or my immediate supervisor.

Signature of Employee or Contractor

Date



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INVITATION TO BID (ITB)

**MDX PROCUREMENT/CONTRACT NO.:
ITB-23-10**

**MDX PROJECT/SERVICE TITLE:
ROAD RANGER SERVICE PATROL AND RISC/DISC SERVICES
FOR THE MDX SYSTEM**

EXHIBIT A – SCOPE OF SERVICES

**ATTACHMENT 3
MONTHLY PERFORMANCE EVALUATION FORM**

Miami-Dade Expressway - SunGuide Road Ranger Vendor Performance Evaluation

Date: _____

Project Name: MDX ROADWAY PATROL

Contract Number: _____

Contractor Name: _____

SERVICE PATROL VEHICLE OPERATOR DUTIES AND RESPONSIBILITIES (Maximum 25 points)

Evaluation Criteria: Number of Road Ranger Procedural Errors

Grading Scale	
$0 \leq x \leq 2$	25
$2 < x \leq 5$	20
$5 < x \leq 7$	15
$7 < x \leq 10$	10
> 10	0

of Procedural Errors
0

Section Total
25
of
25
Subtotal
25

DOCUMENTATION (Maximum 15 points)

Evaluation Criteria: Daily Shift Schedules

Evaluation Criteria: Driver Logs (hard copies)

Evaluation Criteria: Initial New Hire Documentation & Follow-up Documentation

Compliance Rating	
Y	N
5	-
5	-
5	-

Section Total
15
of
15
Subtotal
40

MEETINGS (Maximum 10 points)

Evaluation Criteria: Meeting Participation

- Monthly Contractor Meetings

- Upon Request or Emergency Meetings

Preparedness		
N/A	Y	N
N/A	-	-
-	5	-
-	5	-

Section Total
10
of
10
Subtotal
50

* In the event that neither TIM Team Meetings nor Emergency Meetings are held during the evaluation period, Monthly Contractor Meetings are worth 15 points

Miami-Dade Expressway - SunGuide Road Ranger Vendor Performance Evaluation

GENERAL CONTRACT REQUIREMENTS (Maximum 25 points)

Evaluation Criteria: Number of Invoice Reductions

of Invoice Reductions
0

Grading Scale	
$0 \leq x \leq 1$	25
$2 < x \leq 4$	15
>4	0

Section Total
25
of
25
Subtotal
75

SERVICE PATROL VEHICLE REQUIREMENTS (Maximum 25 points)

Evaluation Criteria: Number of Vehicle Inspections Reductions

of Inspection Reductions
0

Grading Scale	
$0 \leq x \leq 2$	25
$3 < x \leq 5$	15
>5	0

Section Total
25
of
25
Subtotal
100

TOTAL CONTRACTOR SCORE

Comments:

Grand Total
100

Performance Levels

90 - 100: Outstanding Performance
80 - 89.99: Satisfactory Performance
70 - 79.99: Unsatisfactory Performance
< 70 : Unacceptable Performance



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ROAD RANGER SERVICE PATROL AND RISC/DISC SERVICES
FOR THE MDX SYSTEM**

**EXHIBIT A – SCOPE OF SERVICES
ATTACHMENT 4
RAPID INCIDENT SCENE CLEARANCE
PART A & B**



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INVITATION TO BID (ITB)

MDX PROCUREMENT/CONTRACT NO.: ITB-23-XX
MDX PROJECT/SERVICE TITLE: ROAD RANGER SERVICE PATROL
AND RISC/DISC SERVICES FOR THE MDX SYSTEM

PART A - EVENTS, CRASHES OR TRAFFIC INCIDENTS UTILIZING THE SERVICES OF THE RECOVERY CONTRACTOR FOR RAPID INCIDENT SCENE CLEARANCE

A. Tractor Trailer Combinations (DOT Class 8)

- Rollover on/off the travel lanes
- Multiple truck crash
- Lost Load on or affecting the travel lanes
- Load Shifted on or affecting a travel lane
- Lost tandems or split trailer on or affecting a travel lane
- Truck fire with tires burned off or cargo spilled
- Major impact with or on top of a barrier wall, guardrail or with a bridge support or any Toll Plaza structure
- Disabled vehicle affecting a travel lane

B. Trucks over 16,000 lbs. (DOT Class 5, 6 & 7)

- Rollover on/off travel lanes
- Lost load on or affecting the travel lanes
- Load shifted on or affecting a travel lane
- Truck fire with tires burned off or cargo spilled
- Major impact with or on top of a barrier wall guard rail or with a bridge support or any Toll Plaza structure
- Disabled vehicle affecting a travel lane

C. Motor Homes and Motor Coaches (DOT Class 5 and 6)

- Rollover on the travel lanes
- Fire with tires burned off
- Major impact with or on top of a barrier wall, guard rail or with a bridge support or any-Toll Plaza structure
- Disabled vehicle affecting a travel lane

D. Busses (16 passenger or more, DOT Class 6, 7 & 8)

- Rollover on or off travel lanes
- Fire with tires burned off or burned luggage on the roadway
- Major impact with or on top of a barrier wall) guard rail or with a bridge support or any Toll Plaza structure
- Disabled vehicle affecting a travel lane

E. Aircraft

- Any incident involving an aircraft

Note: In addition, any complex or extended incident where vehicles cannot be easily towed from the scene or are creating a hazard to traffic may be candidates for using the Contractor as directed by MDX.

INVITATION TO BID (ITB)
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PART B – EQUIPMENT AND VEHICLE REQUIREMENTS

The Contractor shall be required to submit to MDX, documentary proof of the equipment with the minimum capacity, size and number, listed below:

A. Initial Response:

Recovery Wrecker Requirements (Company Owned/or leased)

One 50-Ton Hydraulic, extendable, fixed boom, ultra-heavy duty recovery wrecker with a boom structural rating (TEMA or SAE) of 100,000 lbs. A minimum of two planetary winches with a manufacturers rating of 50,000 lbs. each and 200 ft. of 3/4" cable. The boom shall extend a minimum of 150" beyond the tailgate. The boom shall elevate to a working height of 21 ft. The truck chassis shall be a minimum of 62,000 lbs. GVW. The unit shall be equipped with an under reach tow unit with a capacity of 50,000 lbs. The truck chassis must be designed for or reinforced for severe service. The drive line shall also be severe service and geared for the low end, high torque applications frequently required for quick clearance and relocation of loaded, wrecked heavy trucks - in some cases while they are still overturned.

And

One 40-Ton Hydraulic, extendable boom, rotator type heavy duty wrecker with a boom structural rating (TEMA or SAE) of 80,000 lbs. A minimum of two winches each with a 40,000 lbs. manufacturers rating and 200 ft. of 3/4" cable. The boom shall extend beyond the tailgate a minimum of 120". The boom shall elevate to a working height of 18ft. The truck chassis shall be a minimum of 50,000 lbs. GVW. The unit shall be equipped with an under reach tow system with a capacity of 40,000 lbs.

Recovery Support Vehicle Requirements:
(Company Owned/or- leased)

1ea. Support vehicle with an enclosed or utility body and a roof mounted DOT approved MUTCD Type B arrow board. The truck shall be stocked with MUTCD traffic control devices (signs, sign stands and cones etc.) and the additional tools, equipment and material listed. *

*The support vehicle as specified shall be purchased or acquired and placed into service within sixty (60) days from execution of this Agreement.

B. Additional Trucks and Heavy Equipment Requirements:
(Company Owned/or leased)

- 1 ea. Heavy-duty skid steer loader with bucket, broom, and fork attachments
- 1 ea. Tilt bed, hydraulic, lowboy semi-trailer (Landoll or equivalent) with a 35 ton capacity
- 48 ft. bed and a 20,000 lb. winch with 75 ft. of 5/8" cable
- 1ea. Tandem axle tractor with a sliding fifth wheel

INVITATION TO BID (ITB)
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- 1 ea. Rubber tired, articulated, heavy construction end loader with a minimum 2 yard bucket (when loaded on the lowboy trailed the combined height must not exceed 13ft.-6in.)

C. Subcontracted Service Providers

The Contractor shall provide proof of an existing account in good standing with a local company to provide the following services. These services must have the means to respond to a major incident scene 24 hours per day/seven days per week in less than one hour.

- A Maintenance of Traffic (MOT) CONTRACTOR that can provide and set up MUTCD and FDOT approved work zone traffic controls including a Worksite Traffic Supervisor.
- A Disposal Company that can deliver to the scene of an incident dumpsters or hoppers for crash debris, fire debris and or spilled non-hazardous cargo.
- A Vacuum or Suction Service for offloading or recovering spilled grains, powders, plastic pellets, etc.
- A Trucking or Transport company that can provide dump, refrigerator or flatbed trucks and trailers.
- A Construction Crane Rental Company with 50 ton and larger mobile cranes.
- A source of bulk sand available 24 hours a day, 7 days a week.

D. Items Required on Recovery Wreckers

- Alloy (grade #8) chain: 2 ea. 3/8"x 10', 2 ea. 5/8"x 10' and 4 ea. 1/2"x 10'
- Two pairs (4), wide profile, 50 ton, nylon recovery straps
- Four heavy duty- snatch blocks (working load matched to the wrecker)
- Various hooks, clevises and chokers (matched to the wrecker capacity)
- 1ea. High Pressure air cushion (24"x24") with control module and hose
- 4 ea. 4-foot, hardwood timbers (4"x6")
- 8 ea. 2-foot, hard wood cribbing (4"x4")
- 1 ea. Extension ladder (20ft)
- 1 ea. 36" bolt cutters
- 2 ea. BC Fire extinguishers (10 lbs.)
- 1ea. Long handle axe
- 2 ea. Long handle shovels (flat blade)
- 2 ea. Long handle shovels (round blade)
- 2 ea. Street brooms
- 4 ea. Wheel chocks
- 1 ea. 5 ft. Pike bar
- 1 ea. Crowbar (36")
- 1 ea. Sledgehammer (10-12 lbs.)
- 2 ea. Large capacity trash cans
- 1 ea. Hydraulic jack (20 ton)
- 1 ea. Plug/ spill kits, fully stocked
- Angle iron or aluminum, wide flange various lengths
- 1 ea. Complete brake release kit: (hand tools, hoses, glad hands, numerous fittings and brake caging bolts)



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MDX PROJECT/SERVICE TITLE: ROAD RANGER SERVICE PATROL
AND RISC/DISC SERVICES FOR THE MDX SYSTEM

- 2 ea. Heavy duty, Industrial flashlights
- 12 ea. Thirty-six (36) inch, 12lb. reflectorized traffic cones stamped with the FDOT Certified product number
- 4 Dozen 30-minute highway flares
- 120 lbs. or 30 gal. of oil dry or approved absorbent
- 50 ft. of rope (1/2")
- 4 ea. load binders, transport chains and cheater pipe
- 1 ea. Tarpaulin (20 ft. x 20ft.)
- 2 ea. Rolls of duct tape
- 2 ea. Sewer drain or inlet covers (mud flaps acceptable)
- 1ea. Complete mechanics hand tool set
- 1ea. Complete first-aid kit

E. Items required in the Recovery Support Vehicle

- 60 ea. Thirty-six (36) inch, 12lb. reflectorized traffic cones stamped with the FDOT certified product number
- 4 ea. Fabric, MUTCD approved Incident Mgt. Warning signs
- 4 ea. Portable sign stands for 48" warning signs (see above)
- 1 ea. Gas powered cut-off saw
- 4 ea. 500-watt Auxiliary flood lights w/stands
- 1 ea. Portable air compressor
- 1 ea. Air impact wrench with sockets
- 1 ea. Air powered metal chisel
- 1 ea. Acetylene/Oxygen cutting torch
- 2 ea. Bolt cutters (36")
- 4 ea. Long handle shovels (flat blade)
- 2 ea. Long handle shovels (round blade)
- 2 ea. Aluminum or plastic coal or grain shovels
- 4 ea. Street brooms
- 1ea. Adjustable drum moving dolly
- 2 ea. Hand trucks
- 1ea. Pallet puller
- 1 ea. Dock plate-with clamps
- 2 ea. Large Tarpaulins (20ft. x 20ft.)
- 12 Dozen 30-minute Highway flares
- 200 lbs. or 50 gals. of oil dry or approved absorbent
- 1Roll of rubber floor runner (36" wide)
- 10 lbs. of 16Dnails
- Numerous softwood 2x4 studs
- 2 Rolls of heavy duty (80 gauge) stretch wrap with dispenser
- 4 Rolls of duct tape
- Sufficient load binders and securement chain for 30 ton load
- 1Case of heavy duty, 55 gallon trash bags



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- 1 Roll of heavy gauge visqueen plastic sheeting
- 1 ea. Complete first-aid kit
- 4 ea. pallets of filled dry sandbags (approximately 200 1/2-filled standard woven plastic sandbags).

These tools, supplies and material are required as minimum. It is expected that a professional recovery wrecker operation will supplement this list with all items needed to operate in a safe and efficient manner.



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ROAD RANGER SERVICE PATROL AND RISC/DISC SERVICES
FOR THE MDX SYSTEM**

EXHIBIT A – SCOPE OF SERVICES

**ATTACHMENT 5
ROAD RANGER QUICK REFERENCE GUIDE**

Miami-Dade Expressway Authority
Traffic Management Center

1001 NW 111 Avenue • Miami, Florida 33172 • (305) 694-3386

1 INTRODUCTION

This document is intended for use as a resource guide for the personnel responsible for providing service patrol highway assistance to motorists under the Miami-Dade Expressway (MDX) Transportation Management Center (TMC).

The purpose of this document and any related training associated is to provide a quick reference guide to the Road Ranger as to the general principles of highway incident traffic control applied to enhance public and responder safety at motor vehicle crashes and other short term highway incidents.

It is not practical to prescribe detailed guidelines for all situations that may conceivably arise. Consequently, applications of the general principles are presented for some common situations.

This document does not constitute a standard, specification or regulation, nor does it supersede any contractual obligations of the service patrol provider.

2 SAFETY

As a responder you are not the only one at risk during a highway incident. Your duty to the public requires you to manage this risk in a way that keeps the risk at an acceptable level for all parties. You as the incident responder should be aware of your visibility to oncoming traffic. The longer the crash is in place, the longer that response personnel are exposed to danger.

Follow safety rules:

- Examine your vehicle.
- Verify that all tools and equipment are secure. Notify the supervisor of any missing items before beginning your shift.
- Communication equipment 'on' and volume 'up'.
- Vehicle parking → emergency lights and arrow board.
- Wear seat belt at all times.
- Request assistance when appropriate.
- Wear the safety vest at all times.
- Watch traffic at all times while on incident scene.
- Never approach or work on a vehicle from the side of oncoming traffic
- OPERATE YOUR VEHICLE IN A SAFE MANNER AND OBSERVE ALL TRAFFIC LAWS.

When using the shoulder to respond to an emergency, you must always:

- Request TMC authorization.
- Use Caution, use the horn and lights when necessary.
- Proceed with speed less than 15 MPH.

When pushing a motorist's vehicle you should let the driver know:

- Braking Procedures.
- Where the vehicle will be relocated.
- Hand signals.

3 COMMUNICATIONS

The Federal Communication Commission (FCC) prohibits the use of foul language over the radio, so be polite and professional while on duty.

All Road Ranger Vehicles will be equipped with MDX provided radio and AVL communications equipment. Radio communication is solely intended for dispatching and providing incident information back and forth to TMC and the Road Rangers. Personal greetings or conversations are not acceptable or allowed on the radios, it is for business use only.

Radio communication protocols

The Road Ranger shall promptly answer all calls on the radio system in a professional and business manner, using the TMC approved communication protocols listed below.

- The Road Ranger must be aware they are constantly being monitored by the TMC Manager, MDX Operations & Maintenance Manager, MDX TMC Supervisors, PM Contract Manager, Road Ranger Supervisors. Their voices are representatives of the TMC and Miami-Dade Expressway Authority.
- All Road Ranger shall be dispatched by the TMC Operation Staff only.
- Always update the TMC on any active incident status.
- The Road Ranger shall monitor and respond to radio dispatch promptly and evaluate the priority of the current radio traffic before transmitting.
- The Road Ranger shall monitor the channel before they broadcast on it to ensure it is clear to transmit and should wait approximately 15 to 30 seconds between each attempt to contact the TMC, unless circumstances dictate otherwise.
- Road Rangers may be asked by the TMC Operators to "Standby unless emergency". The Road Ranger may interrupt the Operator if there is serious incident i.e., incident blocking lanes, sick motorist, incidents that may cause harm to the Road Ranger or anyone else. Breaks are not considered an Emergency.
- At the start of the transmission or series of transmissions, the Road Ranger shall properly identify themselves by their unit call signs (Truck Number).
- The call sign shall be broadcast clearly and distinctly, as this identifies the transmitting station. Radio communications shall be brief, concise and to the point. Comments added as an expression of courtesy, such as please, thank you or you're welcome, etc., shall not be used. Personal communications are prohibited.
- Personal calls, false calls, unnecessary communications, obscene language are prohibited.
- The Road Ranger shall minimize and avoid all background noise as much as possible to guarantee clear and concise communications.

- Only pertinent information shall be broadcast. All communications shall be transmitted using the proper format and stated as briefly as possible, using the appropriate ten-codes, dispatch signals and NATO Phonetic Alphabet.
- Radio communication for numbers/letters shall be grouped and read in series of three, counted from left to right. For example, the license plate number (tag #) B1RH542 would be read as “Bravo, One, Romeo – Hotel, five, four – two. An exception to the “series of three” rule is the transmitting of telephone numbers.
- The Road Ranger may respond to backup requests for additional resources at incident scenes only if authorized by the TMC. Road Ranger shall notify TMC dispatch of their location, their ability to respond and wait to respond until TMC authorization is granted.
- The Road Ranger shall NOT dispatch themselves to events. The TMC Operational Staff will dispatch the appropriate Road Ranger personnel to each event.

Cellular Telephone

Road Ranger vehicles shall be equipped with hands free cellular mobile telephones capable of communicating with the TMC from all points on the MDX Roadway system.

When to use the Cellular Telephones

- Radio system failure.
- Allowing disabled motorist to make three (3) brief local telephone calls.
- Sensitive information.
- Heightened radio traffic.
- Detailed event coordination.
- Operational issues.
- Emergencies.
- When a Road Ranger member is requested to contact base via the phone.
- Do Not Call the TMC unless it involves the above uses.

Communication upon event arrival

The Road Ranger shall notify the TMC upon detection of a traffic incident during service patrol or arrival to the scene of an incident after being dispatched. The Road Ranger shall not exit the vehicles prior to notification.

The following information shall be communicated to the TMC at the time of notification:

- Highway and direction of travel.
- Proximity to Exit - Before, At, or Beyond nearest cross street. Please see Figure 1: Proximity to Exit: Before, At, Beyond
 - “Before” indicates the location is prior to the exit ramp (**Highlighted in Yellow**).
 - “At” indicates between the exit and the entrance ramp (**Highlighted in Light Blue**)
 - “Beyond” indicates after the entrance ramp (**Highlighted in Red**).
 - Exit Ramp (Highlighted in grey).
 - Entrance Ramp (**Highlighted in Blue**).

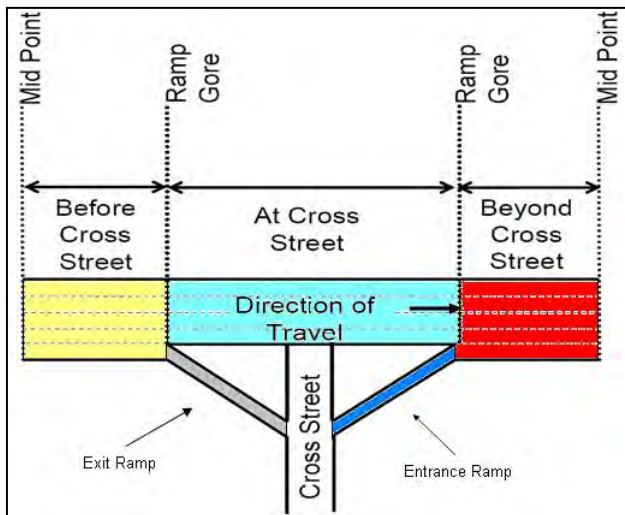


Figure 1: Proximity to Exit: Before, At, Beyond

- Exit Name – The exit name should match the information shown on the guide signs, which could include a combination of street numbers, street names, and exit numbers.
- Incident Type – Crash, disabled vehicle, etc.
- Lanes Affected by Incident - The lanes are counted from left to right. Please see Figures 2 and 3.

- Left Shoulder (LS), Lane 1, Lane2, etc. Right Shoulder (RS)
- Any Additional Resources Required – FHP, Fire Rescue, additional back-up, etc.

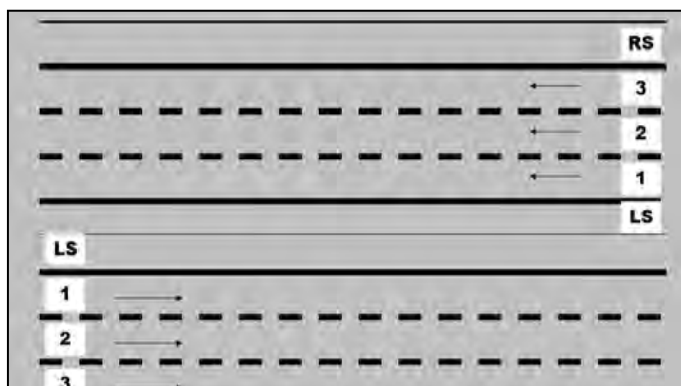


Figure 2: Lane Configuration Diagram

4 NOTIFICATION

Road Ranger are required to notify the TMC for the following

- For all stops, prior to exiting their vehicle.
- Once the Road Ranger member has assessed the situation inform the TMC of the nature of the stop and assistance required.
- Request for additional backup, FHP, local Law Enforcement, Fire Rescue, Asset Maintenance, other special needs or required agencies.
 - Arrival and departure of the above
- Spilled loads or debris.
- Any requests from the motorist, such as need of emergency medical services (EMS) due to an injury.
- Any travel lane blocking changes during an event.
- Any facility damages.
- Current Lane Blockage Status.
- Departing from a stop or incident.
- The beginning and end of any Road Ranger vehicle status changes, such as meals or breaks.
- Road Ranger Vehicle mechanical breakdowns, such as flat tire or engine problems.
- Before and after inspections.

5 MAINTENANCE OF TRAFFIC (MOT)

The level of MOT deployment required varies from incident to incident based on specific need. The following guidelines (not all inclusive) have been established to provide proper MOT setup at an incident scene. Please see Figure 3 thru 10 for examples of MOT setup scenarios. As a guideline, please perform the following activities or tasks when deploying an MOT:

- Always stop 1 car length behind the incident, leaving at least 30 to 50 feet in between the Road Ranger Vehicle and the vehicle in front of it. (Except for jump start)
- Front tires should be turned toward the nearest shoulder or away from travel lanes.
- Arrow board must show the appropriate directional arrow. (Shoulder events must show SLOW DOWN MDX ROAD RANGER)
- Use proper tapering of lanes, NO LESS THAN 15 ft. (6 steps) between cones
- Minimum of 5 cones for shoulder events.
- Minimum of 10-15 cones for lane blockage events.
- When travel lane is blocked provide a work zone buffer between the vehicle and end of taper of 50 Feet.
- When on the shoulder provide a work zone buffer between the vehicle and end of taper of 30 Feet.
- Cones must be spread out all the way to the front of the incident.
- Always face traffic when deploying or picking up MOT.
- Wear the safety vest at all times
- Watch traffic at all times while on incident scene.
- Never approach or work on a vehicle from the side of oncoming traffic
- There shall be one Road Ranger Vehicle per travel lane blocked, if available.
- Light bar must be on when parked at an incident.

MOT Procedure when Towing Vehicles

For Tow Trucks arriving on scene with no additional units on scene

- If the speed of traffic is **greater than** 20 MPH with light traffic and the vehicle blocking the travel lanes can't be pushed or moved, the tow truck shall stay behind the vehicle, set up MOT behind the disabled vehicle and wait for back-up. If no backup is available and the tow truck operator feels secure, they shall set up MOT while hooking up the vehicle and then pickup MOT when getting ready to tow the vehicle to a safe location.
- If the speed of traffic is **less than** 20 MPH and heavy traffic, the tow truck operator shall pull **in front of** the disabled vehicle, and with the motorist's permission attempt to move the vehicle from the travel lanes to a safe location. The tow truck operator shall set up MOT while hooking up the vehicle and then pickup MOT when getting ready to tow the vehicle to a

- safe location.
- If an additional resource is on scene providing MOT (Road Ranger MAV, Law Enforcement, Asset Management, and MDX Personal) the tow truck shall position the unit in front of the vehicle. This will allow for quick removal of the vehicle.

Additional guidelines pertaining to:

Flares

- Use at night to provide better cone visibility by placing the flares near the cones.

Traffic Cones

- Smooth and gradual transition.
- Cone spacing → 15 Feet
- Shoulder event → At least 5 cones.
- Lane event → At least 10 to 15 cones.
- 3 on taper.
- 1 on the side of the Road Ranger vehicle.
- 1 on the side of each car involved in incident.
- Evaluate the scene and update MOT if necessary, based on incident severity and time.

In advance of hills and curves – See figure 3, 4 & 5 for correct placement of cones.

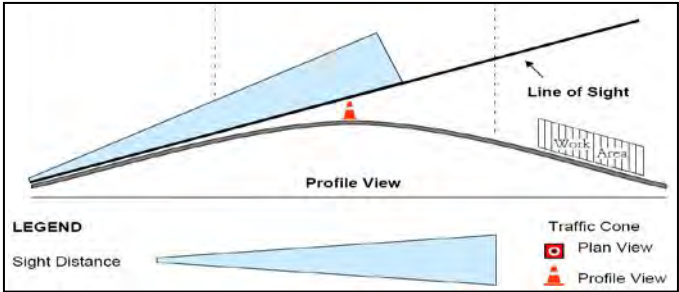


Figure 3: Incorrect Placement on incline

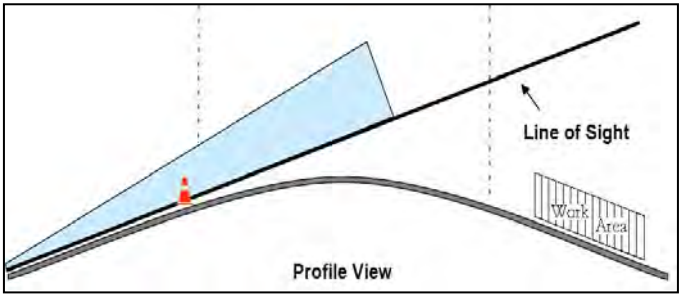


Figure 4: Correct Placement on incline

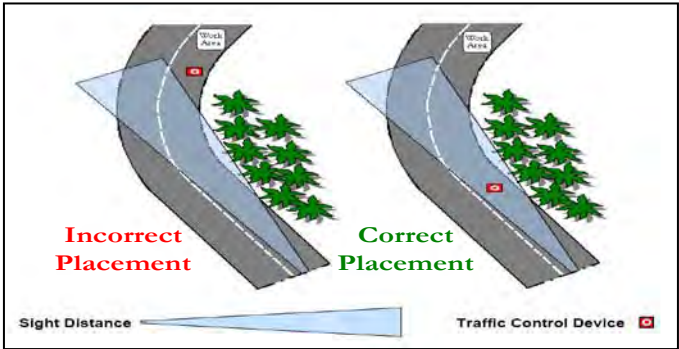


Figure 5: Sight Distance

Arrow Panels

- Provide advance warning to motorists.
- Left Arrow.
- Right Arrow.
- Center (Double) Arrow.

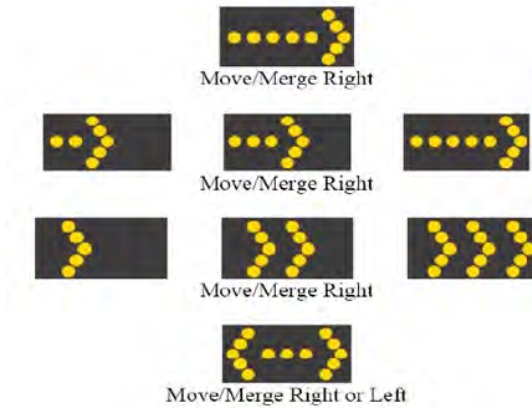


Figure 6: Arrow Board Modes

Maintenance of Traffic (MOT) Diagrams

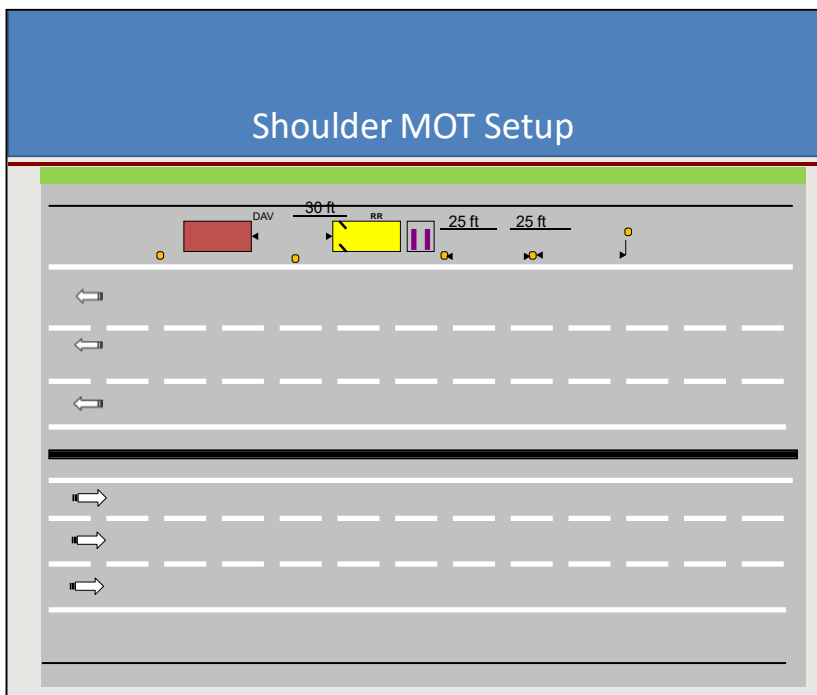


Figure 7: Shoulder MOT Setup

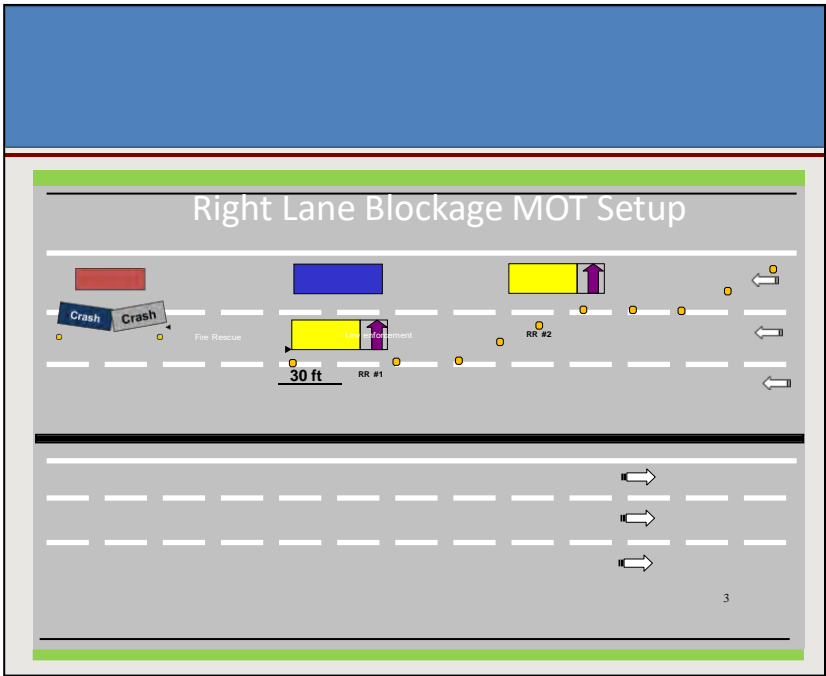


Figure 8: Right Lane MOT Setup

Left Lane Blockage MOT Setup

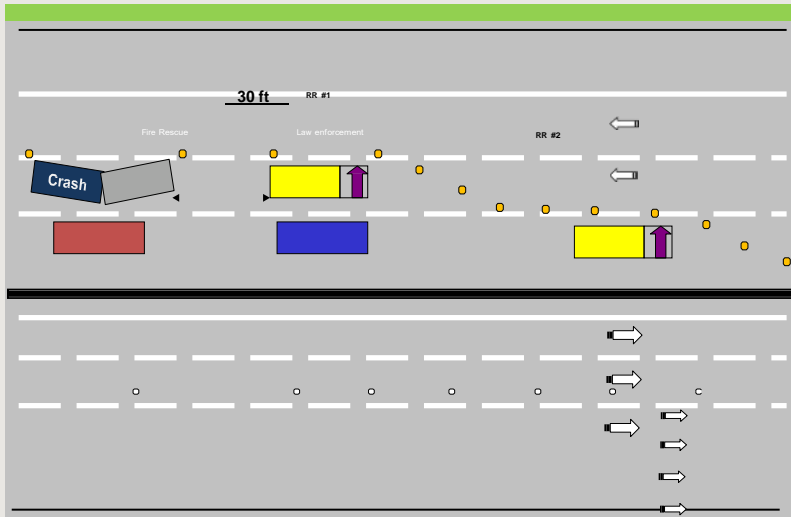


Figure 9: Left Lane Blockage MOT Setup

6 HAZ-MAT

The purpose of this section is to provide guidance to Road Ranger personnel when they encounter or are dispatched to a potential Hazardous Materials (HAZ-MAT) spill and to restore safe operating conditions to the roadway as rapidly as possible without compromising the safety of our personnel or the motoring public. Road Ranger personnel may encounter hazardous materials incidents in one of two ways, as a first responder or when being dispatched to a HAZ-MAT scene.

As a first responder: Your primary role is to initiate an emergency response sequence by notifying the TMC of a possible Hazardous Materials release. As a guideline, please perform the following activities or tasks when managing a HAZ-MAT incident:

- Notify the TMC dispatcher where you are and what the situation is.
- DO NOT approach the material until it is known EXACTLY what it is and if it's safe.
- Approach the incident with the wind at your back, if possible, to avoid inhaling fumes. Stay clear of all spills, vapors, fumes and smoke.
- For the purpose of facilitating appropriate response measure, attempt to identify the spill material.
- Check for the placard (See Figure 17: Example of HAZMAT Placards).

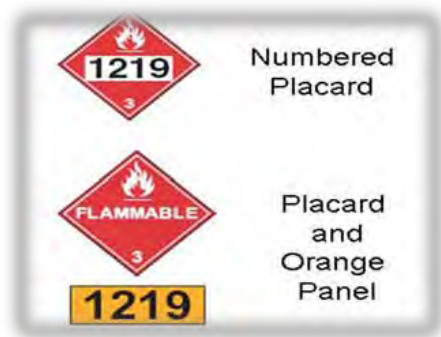


Figure 11: Example of HAZMAT Placards

Check with the driver ONLY if it is safe to do so.

Report to the SunGuide TMC dispatcher the description of any placards found including the color and any numbers thereon. If you are able to interview the driver, relay the information to the dispatcher. If you cannot identify the material then report that to the TMC dispatcher. To protect all individuals and motorists perform the following actions:

- Attempt to detour traffic away from the crash/spill area until the arrival of FHP and or the Fire Department.
- Road Ranger personnel are not to attempt to deal directly with any Hazardous Material! Your role is to initiate an emergency response by others who possess the proper training and equipment to do so.
- When FHP and/or Fire Department arrive, advise them of the information that you have gathered and turn the situation over to them.
- Road Ranger shall inform the TMC when FHP arrives and provide them with the information you have gathered.
- Road Ranger Personnel will continue to act in a support capacity, traffic control, etc., until otherwise instructed.
- **When dispatched to HAZ-MAT Incident:** Your primary role is to support any emergency or first responders. As a guideline, please perform the following activities or tasks when supporting a HAZ-MAT incident:
 - Report to Incident Commander, normally a Fire Department Official/FHP.
 - Find out what support is expected from you (Traffic control, etc.) and assist as necessary until directed to leave scene by TMC or Incident Commander.
 - Relay any special requests from the Incident Commander to the TMC.

7 GENERAL RESTRICTIONS

ROAD RANGER SHALL NOT PERFORM ANY OF THE FOLLOWING ACTIVITIES:

- Shall never accept any tips, gratuities, or gifts from any customers.
- Shall never tow any vehicle off the highway unless authorized by the TMC Operational Staff.
- Shall never transport motorist unless authorized by the TMC
- Shall never call or solicit any private tow trucks to an incident. Must utilize the FHP Wrecker Rotation or private tow requested by motorist.
- Shall never assume the job functions of a law enforcement officer, such as obtaining the driver licenses of the motorist.

9 DISPATCH CODES

Ten Codes

10-1	Receiving Poorly	10-51	En-route
10-3	Stop Transmitting	10-52	ETA
10-4	OK / Acknowledgement	10-53	Coming to Station / Office
10-9	Repeat	10-54	Negative
10-11	Dispatching Too Rapidly	10-57	Departing Zone
10-12	Visitor or Official Present	10-58	Entering Zone
10-18	Complete Assignment Quickly	10-61	Service Needed
10-19	Return to Station / Office	10-63	Request For
10-20	Location	10-65	Clear to Copy
10-21	Call Station / Office by Phone	10-66	Cancel
10-23	Standby	10-69	Fire Truck
10-24	Trouble, send help	10-70	Wrecker
10-26	Message Received	10-71	Ambulance / Rescue
10-33	Emergency	10-88	Telephone Number
10-38	Roadblock	10-94	Request Routine backup
10-39	Message Delivered	10-97	Arrival
10-43	Any Information	10-98	Completed / Cleared
10-45	Call by Phone	10-99	Unable to Receive Your Signal
10-46	Urgent	10-100	Alert - Remain in contact w/ station by phone
10-48	End of Message. Did You Receive?		

Signal Codes

S-2	Drunk Pedestrian	S-16	Debris/Obstruction
S-3	Hit and Run Crash	S-20	Mentally Ill Person
S-4	Vehicle Crash	S-23	Pedestrian/Hitchhiker
S-7	Fatality/Dead Person	S-44	Suicide
S-7P	Possible Fatality	S-55F	Fire
S-9	Lost or Stolen Tag	S-55H	HAZMAT Incident
S-10	Stolen Vehicle	S-56	Animal on Highway
S-11	Abandoned Vehicle	S-76	Disabled Vehicle

Bravo Codes

B-15	15 Minute Break
B-30	30 Minute Break (Lunch)
B-Mike	Mechanical
B-Romeo	Restroom Break
B-Sierra	Service Break

Dispositions

NA	No Action Taken	CAN	Canceled	AOA	Assist Other Agency
TOT	Turned to Other Agency	GOA	Gone on Arrival	NTA	No Trooper Available

10 NATO PHONETIC ALPHABET

LETTER	WORD
A	ALPHA
B	BRAVO
C	CHARLIE
D	DELTA
E	ECHO
F	FOXTROT
G	GOLF
H	HOTEL
I	INDIA
J	JULIETTE
K	KILO
L	LIMA
M	MIKE
N	NOVEMBER
O	OSCAR
P	PAPA
Q	QUEBEC
R	ROMEO
S	SIERRA
T	TANGO
U	UNIFORM
V	VICTOR
W	WHISKEY
X	X-RAY
Y	YANKEE
Z	ZULU



MIAMI-DADE EXPRESSWAY AUTHORITY

3790 NW 21 St. // Miami, FL 33142

www.mdxway.com

INVITATION TO BID (ITB)

**MDX PROCUREMENT/CONTRACT NO.:
ITB-23-10**

**MDX PROJECT/SERVICE TITLE:
ROAD RANGER SERVICE PATROL AND RISC/DISC SERVICES
FOR THE MDX SYSTEM**

EXHIBIT A – SCOPE OF SERVICES

**ATTACHMENT 6
MDX LANE CLOSURE REQUIREMENTS AND PROCEDURES**



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MDX LANE CLOSURE REQUIREMENTS AND PROCEDURES

1.0 General:

Lane Closure Request(s) (LCR) must be submitted following the procedure detailed herein. Failure to comply with the requirements of this document will result in denial of the LCR and the Contractor will have to re-schedule any related activities at no expense to the Miami-Dade Expressway Authority (MDX). Such denial(s) do not represent grounds for a Contract Time extension.

The request(s) must be prepared and signed by the Contractor and submitted for MDX or MDX's representative for approval. The Contractor must seek approval from MDX for personnel responsible for submitting LCRs.

Blanket LCR both for multiple locations and extended periods of time will not be approved. The Contractor must make the requests only after all required resources to complete the work have been secured and should include reasonable contingencies (i.e., an additional day or two to complete a task in case of impacts of unforeseen conditions such as adverse weather conditions).

2.0 Lane Closure Availability

Lane Closure times shall be approved by the Engineer. Restrictions shall apply based on specific location i.e., proximity to tolling points. At a minimum, the following lane closure availabilities should be anticipated.

- For SR 878, SR 874, SR 924, and SR 112 - single lane closures may be scheduled during the following periods:

Between 9:00 AM and 3:30 PM Monday through Friday

Between 11:00 PM and 5:30 AM Sunday through Thursday

Between 5:30 AM and 5:30 PM Saturday

Between 5:30 AM Sunday and 5:30 AM Monday

- For SR 836 - single lane closures may be scheduled during the following periods:

Between 11:00 PM and 5:30 AM Sunday through Thursday

- Full ramp closures, full road closures, or multiple lane closures may be anticipated between 11:00 PM and 5:30 AM

MDX LANE CLOSURE REQUIREMENTS AND PROCEDURES

Hours may be further restricted as determined by the Engineer.

3.0 LCR Procedure:

The LCR form (**Attachment 1**) must be completed and signed by the Contractor's representative. The request must be submitted for approval(s) to MDX.

The requests must be submitted in a clear and complete way, and be signed, so that all pertaining information can be easily understood. Any of the applicable approvers may, as his or her sole discretion, require the forms to be resubmitted if extensive hand corrections have been made to the point the information contained is not deemed clear.

Figure 1: Traffic Advisory Timeline below summarizes the steps to be followed for a timely submittal, review, processing and approval of a LCR. The Contractor must take into consideration and allow time for the review by the applicable reviewers so that an approved LCR is forwarded to the GEC Public Information Officer (PIO) no later than 3:00 PM the Wednesday two weeks prior to the week scheduled for the lane closures.

Figure 1: Traffic Advisory Timeline

SUN	MON	TUE	WED	THU	FRI	SAT
	1		2	3	4	
5	6	7	8 Lane Closure Request forwarded to GEC PIO	9	10	11
12	13	14	15	16	17 Weekly Advisory Distributed	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MDX LANE CLOSURE REQUIREMENTS AND PROCEDURES

The MDX and GEC PIOs will gather lane closures system wide and coordinate them for any potential conflicts. Such coordination will also include the operations of adjacent projects under construction by other agencies. Once all coordination has been completed, the MDX Weekly Traffic Advisory will be distributed the following Friday afternoon and will include lane closures for the seven (7) Calendar Dayperiod of the upcoming week (Sunday through Saturday, inclusive). Any lane closure forms received after the Wednesday submission deadline will not be considered for inclusion in the MDX Traffic Advisory.

Traffic Advisories may be issued as needed for emergency construction or maintenance activities at MDX's sole discretion. Requests from partner agencies (e.g. FDOT) and for maintenance should be submitted to the MDX Operations & Maintenance Manager for approval.

MDX Traffic Advisories are distributed weekly on Friday afternoons. The Advisory covers a seven (7) Calendar Day period beginning on the Sunday of the upcoming week and continues through the following Saturday (Sunday through Saturday, inclusive).

4.0 Information to be Included in a LCR:

Each form shall include at a minimum the following information:

- Construction activity dates and times
- Locations of closure and boundaries
- Number of lanes to be closed (e.g. 1 of 3) and position (e.g. right or left)
- Identify if it is a ramp, a mainline or a street closure
- Any alternate street names/numbers
- Approved detour (if applicable) and any other pertinent information such as FDOT standard index to be used for the lane closure.
- Description of work to be performed

5.0 Traffic Advisory Submission Contacts:

- GEC Public Information Officer: Yvette Holt, 305-335-0924
Yvette@HoltCommunications.net
- Assistant Director of Engineering: Claudio Diaferia, 305-637-3277, ext. 2113
cdiaferia@mdxway.com

Attachment 1 - Lane Closure Request Form



MIAMI-DADE EXPRESSWAY AUTHORITY

3790 NW 21 St. // Miami, FL 33142

www.mdxway.com

LANE CLOSURE REQUEST FORM

MDX PROCUREMENT/CONTRACT NO.: _____

MDX WORK PROGRAM NO.: _____

MDX PROJECT/SERVICE TITLE: _____

MDX ROAD NUMBER:	REPORT FOR DATES: (Sunday thru Saturday)
Lane Closure Request No.:	TYPE OF CLOSURE:
MAINLINE <input type="checkbox"/> NB <input type="checkbox"/> SB <input type="checkbox"/> WB <input type="checkbox"/> EB <input type="checkbox"/>	
LOCATION OF CLOSURE: _____	
DAY/DATE/HOURS OF CLOSURE: From: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
To/Thru: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
Will the lane closure affect FDOT Road(s) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments: _____	
RAMP <input type="checkbox"/> NB <input type="checkbox"/> SB <input type="checkbox"/> WB <input type="checkbox"/> EB <input type="checkbox"/>	
LOCATION OF CLOSURE: _____	
DAY/DATE/HOURS OF CLOSURE: From: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
To/Thru: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
Will the lane closure affect FDOT Road(s) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments: _____	
CROSSSTREET <input type="checkbox"/> NB <input type="checkbox"/> SB <input type="checkbox"/> WB <input type="checkbox"/> EB <input type="checkbox"/>	
LOCATION OF CLOSURE: _____	
DAY/DATE/HOURS OF CLOSURE: From: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
To/Thru: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
Will the lane closure affect FDOT Road(s) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments: _____	

LANE CLOSURE REQUEST FORM

OTHER TRAFFIC MAINTENANCE ACTIONS:		
DESCRIPTION OF WORK TO BE PERFORMED:		
CONTRACTOR:		
PREPARED BY:	_____	_____
	Authorized Signatory	Title
		Date
MDX APPROVAL		
SENT TO:	_____	_____
	Authorized Signatory	Title
		Date
APPROVED BY:	_____	_____
	Authorized Signatory	Title
		Date



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LANE CLOSURE REQUEST FORM

MDX PROCUREMENT/CONTRACT NO.: **(A)**

MDX WORK PROGRAM NO.: **(B)**

MDX PROJECT/SERVICE TITLE: **(C)**

MDX ROAD NUMBER: (D)	REPORT FOR DATES: (Sunday thru Saturday) (E)
Lane Closure Request No.: (F)	TYPE OF CLOSURE: (G)
MAINLINE <input type="checkbox"/> NB <input type="checkbox"/> SB <input type="checkbox"/> WB <input type="checkbox"/> EB <input type="checkbox"/>	
LOCATION OF CLOSURE: (H)	
DAY/DATE/HOURS OF CLOSURE: From: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
To/Thru: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
Will the lane closure affect FDOT Road(s) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments: _____	
RAMP <input type="checkbox"/> NB <input type="checkbox"/> SB <input type="checkbox"/> WB <input type="checkbox"/> EB <input type="checkbox"/>	
LOCATION OF CLOSURE: (H)	
DAY/DATE/HOURS OF CLOSURE: From: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
To/Thru: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
Will the lane closure affect FDOT Road(s) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments: _____	
CROSSSTREET <input type="checkbox"/> NB <input type="checkbox"/> SB <input type="checkbox"/> WB <input type="checkbox"/> EB <input type="checkbox"/>	
LOCATION OF CLOSURE: (H)	
DAY/DATE/HOURS OF CLOSURE: From: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
To/Thru: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
Will the lane closure affect FDOT Road(s) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments: _____	

LANE CLOSURE REQUEST FORM

OTHER TRAFFIC MAINTENANCE ACTIONS:	①	
DESCRIPTION OF WORK TO BE PERFORMED:	②	
CONTRACTOR:	③	
PREPARED BY: ④		
Authorized Signatory	Title	Date
MDX APPROVAL		
SENT TO: ⑤		
Authorized Signatory	Title	Date
APPROVED BY: ⑥		
Authorized Signatory	Title	Date



MIAMI-DADE EXPRESSWAY AUTHORITY

3790 NW 21 St. // Miami, FL 33142

www.mdxway.com

**Instructions to complete:
Lane Closure Request Form**

Intent:

The intent of this form is to provide MDX with a tool to track all construction/maintenance activities that may impact the free flow of traffic within the five (5) corridors of the MDX System.

Instructions:

- A) Include MDX Procurement/Contract No. (MDX, RFP, RFQ, ITB, ITN-XX-XX, as applicable).
Example: RFP-13-01; RFQ-13-01; ITB-13-01, as applicable.
- B) Include MDX Work Program Number (112XX.XXX, 836XX.XXX, 874XX.XXX, 878XX.XXX, 924XX.XXX).
Examples: 11211.060, 83608.030, 87404.060, 87801.030, 92405.030.
- C) Include MDX Project/Service Title.
Example: Central Boulevard Reconstruction.
- D) Include Road Number.
Examples: SR 112, SR 836, SR 874, SR 878, SR 924.
- E) Include the Period (on a weekly or bi-weekly basis) the lane closure(s) are being requested for (the period covered is always from a Sunday to a Saturday, two week period maximum).
Example: From 1/6/13 to 1/12/13.
- F) Include a unique, sequential, project related number.
Example: 001.
- G) Include the type of closure being requested.
Example: Single mainline closure; multiple mainline lane closure; ramp closure; street closure.
- H) Fill out the corresponding section based on the information included in bullet G:
- Check the direction of traffic the lane closure will be impacting.
 - Provide the location of the closure (*Example: SR 836 between NW 17th Avenue and NW 27th Avenue*).
 - Provide start weekday, date and time of the requested lane closure.
 - Provide end weekday, date and time of the requested lane closure.
 - Check if requested closure will impact FDOT roads; such request will require additional coordination.

- I) Add any comments that may help better describe specific conditions applicable to the request.
- J) Include other traffic related information applicable to the lane closure request.
Example: Per Standard Index No. ##; Refer to Sheet ## for Traffic Control Plan to be used.
- K) Include a brief description of the work to be performed.
Example: Milling and resurfacing operation.
- L) Include Contractor's legal entity name.
- M) Authorized Officer to contractually bind and enter into contractual arrangements and/or agreements on behalf of the company.
- M) MDX authorized representative to approve the lane closure request and date (to be completed by MDX).
- N) MDX authorized representative concurring with the lane closure request and date (to be completed by MDX).