

Task Work Order No. 17

As-needed Support Services

SUMMARIES

Agreement Information and Budget Status Approved Task Work Orders

Name: Advancing Strategic Initiatives No. 02

RFP Number: 22-02

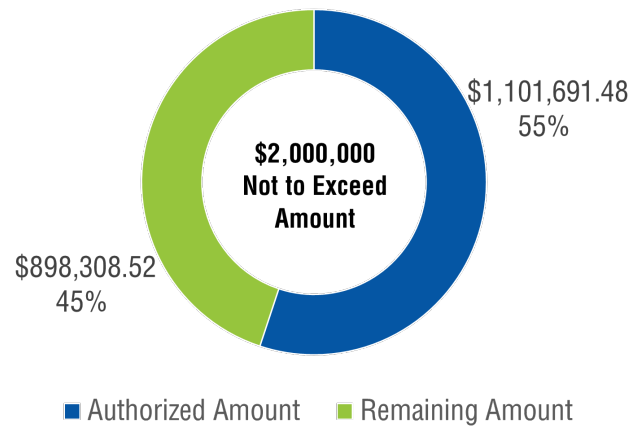
Start Date: 03/10/2022

End Date: 03/31/2027

Not to Exceed Amount: \$2,000,000.00

Total Amount of Approved Task Work Orders: \$1,101,691.48

Remaining Amount: \$898,308.52



Task Work Order Information and Agreement Status after Authorization

Date: 01/28/2025

Number: 17

Name: As-needed Support Services

Amount: \$34,213.88

Total Amount of Approved Task Work Orders: \$1,135,905.36

Remaining Agreement Amount Upon Approval: \$864,094.64

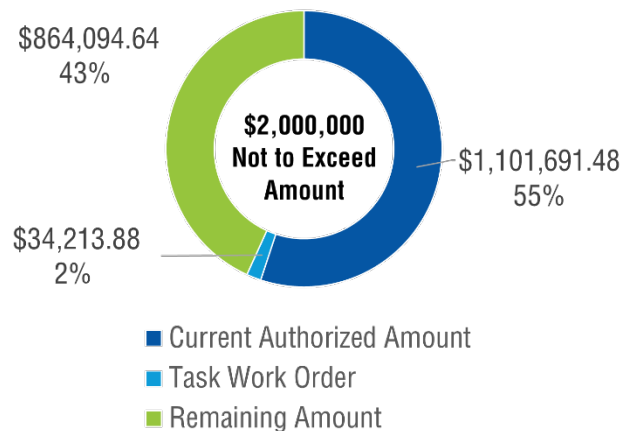


TABLE OF CONTENTS

COVER SHEET	III
TASK WORK ORDER DETAIL	1
Support for MPO Board Member Requests.....	1
Operational Support.....	1
Deliverable Schedule and Cost Summary	2
Cost Breakdown by Firm	2
ADDITIONAL INFORMATION	3
Roles and Responsibilities	3
Consultant Team	3
MPO Staff	3
Deliverable Review Period	3
EXECUTION SHEET	4

COVER SHEET

Agreement Name: Advancing Strategic Initiatives No. 02
RFP Number: 22-02
MPO Agreement Manager: Carl Ema
Consultant Agreement Manager: Todd Brauer
Task Work Order Name: As-needed Support Services
Task Work Order Number: 17
MPO Task Manager: Greg Stuart
Consultant Task Manager: Todd Brauer

**Strategic
Direction:**

- Improve Mission Achievement
 - Strengthen Efficient Decision-making
 - Effective Administration / Organization Efficiency
 - Increase Value to the MPO's Membership
 - Provide Greater Contribution to the Community
-

Subconsultant Utilization:

- Insight Transportation Consultants*
- Local Public Agency Solutions*
- Media Relations Group*
- Patel, Greene and Associates*
- Rockland Planning*
- Wordsworth Communications*

*DBE-certified Firm

**Rationale and
General Approach**

The MPO Executive Director is seeking support services on an as-needed basis in order to respond quickly and efficiently to various MPO Board Member requests as well as support and feedback on proposed operational / administrative enhancements to the MPO as it continues to grow.

TASK WORK ORDER DETAIL

Subtask Number: 01
Subtask Name: SUPPORT FOR MPO BOARD MEMBER REQUESTS

Consultant Team Responsibilities: The Consultant Team shall be available to the MPO Executive Director to respond to a variety of MPO Board Member requests in a timely manner and with the appropriate amount of backup material depending on the request received. The Consultant Team will respond to requests until the budget is exhausted.

MPO Staff Responsibilities: MPO staff shall perform the following to support the Consultant Team.

1. Review and comment on draft deliverables.
2. The MPO Task Manager will consolidate and reconcile comments from other MPO staff for draft deliverables.

Deliverable(s): *Timely Responses to MPO Board Member Requests, Including any Required Backup Materials (Until the Budget is Exhausted)*

Due Date: June 30, 2026

Subtask Number: 02
Subtask Name: OPERATIONAL SUPPORT

Consultant Team Responsibilities: The Consultant Team shall be available to the MPO Executive Director to review and provide feedback on various techniques and strategies being considered to address impacts to the operation of the MPO resulting from the continued growth of the MPO and the potential organizational changes necessary to support this growth. The Consultant Team will provide feedback until the budget is exhausted.

MPO Staff Responsibilities: MPO staff shall perform the following to support the Consultant Team.

1. Review and comment on draft deliverables.
2. The MPO Task Manager will consolidate and reconcile comments from other MPO staff for draft deliverables.

Deliverable(s): *Comments, Notes, and Suggested Revisions in Advance of Proposed Organizational / Administrative Changes (Until the Budget is Exhausted)*

Due Date: June 30, 2026

Deliverable Schedule and Cost Summary

Subtask Number	Description	Deliverable(s)	Due Date	Costs		
				Labor	Directs	Totals
01	Support for MPO Board Requests	Timely Responses and, if necessary, backup materials	June 30, 2026	\$17,702.68	\$0.00	\$17,702.68
02	Operational Support	Comments, Notes, Revisions of Proposed Organizational Changes	June 30, 2026	\$16,511.20	\$0.00	\$16,511.20
Totals				\$34,213.88	\$0.00	\$34,213.88

Cost Breakdown by Firm

Consultant Firm	Costs		
	Labor	Directs	Totals
Whitehouse Group	\$33,272.00	\$0.00	\$33,272.00
Insight Transportation Consulting*	\$0.00	\$0.00	\$0.00
Local Public Agency Solutions*	\$0.00	\$0.00	\$0.00
Media Relations Group*	\$499.36	\$0.00	\$499.36
Patel, Greene and Associates*	\$0.00	\$0.00	\$0.00
Rockland Planning*	\$0.00	\$0.00	\$0.00
Wordsworth Communications*	\$442.52	\$0.00	\$442.52
Totals	\$34,213.88	\$0.00	\$34,213.88

*DBE-certified Firm

Planned DBE Participation 2.8%

ADDITIONAL INFORMATION

Roles and Responsibilities

CONSULTANT TEAM

Task Work Order Role	Responsible Consultant Team Member
Contract Compliance and Monitoring	Todd Brauer
Task Manager	Todd Brauer
Research and Analysis	Todd Brauer and Wade White
Document Development	Todd Brauer, Amy Vargas, Vanessa Salinas, and Julia Johnson
Quality Control (QC)	Amy Vargas and Julia Johnson
Quality Assurance (QA)	Wade White and Amy Vargas
Submission of Deliverables	Todd Brauer

MPO STAFF

Task Work Order Role	Responsible MPO Staff Member
Contract Compliance and Monitoring	Carl Ema
Task Manager	Greg Stuart
Assistance and Support to the Consultant Team	Bryan Caletka, Renee Cross, Carl Ema
Reviewers of Deliverables	Greg Stuart and Bryan Caletka
Reception / Approval of Deliverables	Greg Stuart

Deliverable Review Period

Draft deliverables (comments, notes, backup materials, etc.) will be provided to the MPO Task Manager for one (1) set of comments before it is finalized. MPO staff have one (1) week to review and provide comments and suggested edits upon receipt of the draft deliverable. The MPO Task Manager will consolidate and reconcile comments and suggested edits from other MPO staff for each draft deliverable. The Consultant Task Manager will provide finalized deliverables one (1) week after the MPO Task Manager provides comments and suggested edits.

EXECUTION SHEET

TASK WORK ORDER No. 17 - BETWEEN THE BROWARD METROPOLITAN PLANNING ORGANIZATION AND WHITEHOUSE GROUP INC. FOR THE ADVANCING STRATEGIC INITIATIVES No. 02 AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have made and executed this Task Work Order on the respective dates under each signature. This Task Work Order when completed with all signatures is the authorization to proceed.

Broward Metropolitan Planning Organization

Whitehouse Group Inc.

BY: _____
PRINT: _____
DATE: _____

BY: _____
PRINT: _____
DATE: _____