



SCOPE OF SERVICES FORM ADDENDUM

This Scope of Services is an integral part of this contract between the **County of Durham** (“County”), and **Foursquare ITP, Inc.** (“Contractor”), which contract is dated March 25, 2024. Contractor agrees to provide services and/or materials pursuant to the provisions set forth below.

I. **Background/Purpose:** The Durham County Transportation Department has launched the Durham Transit Tracker, a series of dashboards allowing the public to check on the implementation of the Transit Plan, progress of key transit projects, and better understand the many ways transit funding is being used to improve the transit network. The County is in search of dashboard design services to improve and maintain the Transit Tracker and enhance the user experience.

II. Work/Requirements:

- **Task 6: Project Management** - This task will include monthly progress reports and check-ins with Durham County staff at key points in the delivery of the scope items and also internal tasks, budget, and schedule maintenance.

Deliverables: Monthly Progress Reports

- **Task 7: Dashboard Transition** - Durham County is the owner and maintainer of the Transit Tracker; therefore, the developed dashboard and data collection forms need to be handed off to the county and hosted on their website. This task will include:
 - Creating ArcGIS online group with edit and publish access for the Durham County
 - Holding training sessions; from-data-to-dashboard
 - Excel Collection Form
 - AGOL dashboard

Deliverables:

- Dashboard hosted by Durham County
- Two training sessions for Durham County staff
- **Task 8: Dashboard improvements** - This task will enhance and improve the existing dashboard by completing the following subtasks:
 - Concluding remaining items identified during pre-launch investigation.
 - For all the routes on the project tracker, display the average passenger trips per day and the revenue hours as numbers on the project page.
 - Adding functionalities to allow users to filter information based on project name or ID across dashboards.

Deliverables:

- Updated dashboard

- **Task 9: User Experience Enhancement** - This task will improve the user experience by implementing potential enhancements identified by the Durham County board, and will include the following subtasks:
 - Better contextualization, i.e. make changes so the dashboard is more intuitive for users
 - Prepare and publish a mobile friendly version of the dashboard (will instruct users to use larger screens during the development)
 - Retransition updated dashboard to Durham County
 - Updated User Guide and Tutorial Video

Deliverables:

- Updated dashboard transitioned to Durham County
 - Updated User Guide and Tutorial Video
- **Task 10: Dashboard Maintenance** - This task will provide 8 hours of technical support for the next 5 updates of the tracker, through the end of the calendar year 2027.

Deliverables:

- 8 hours of technical support for 5 updates of dashboard

IV. Schedules/Timelines: The work in Task 6, 7, 8, and 9 can be completed within a four-month timeframe, from June 2025 – September 2025. The work in Task 10 will be provided through 12/31/27.

V. Payment: The compensation paid to Contractor shall be a total amount not to exceed \$85,242. This amendment is thus an additional \$24,887 in compensation to Contractor. The Contractor shall submit an itemized invoice to the County by the end of the month during which Services are performed. Payment will be processed promptly upon receipt and approval of the invoice by County.