

Volume 2

Capital Region Transportation Planning Agency

Regional Mobility Plan 2040 Update

Scope of Services

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INTRODUCTION

The Capital Region Transportation Planning Agency (CRTPA) is a multi-county Metropolitan Planning Organization that represents four (4) counties and ten (10) municipalities in North Florida. The CRTPA provides regional transportation planning services in coordination with the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, and local governments in Gadsden, Jefferson, Leon, and Wakulla Counties.

The RMP was developed with the CRTPA Vision to:

"Create an integrated regional multimodal transportation network that provides the most options for moving people and goods economically, effectively and safely while protecting the environment, promoting economic development and maintaining a high quality of life with sustainable development patterns."

One of the primary functions of the CRTPA is to develop and implement a long range transportation plan (LRTP). This document provides guidance and direction to citizens and multiple agencies regarding the future transportation network. The Regional Mobility Plan (RMP), adopted in December of 2010, currently serves as this document. The RMP continued a path set forth from previous long range plans by furthering the integration of bike, pedestrian, and transit modes.

The updated long range transportation planning effort is no different. The project will continue the integration of numerous modes of transportation to ensure that the citizens of the region have multiple opportunities to access and utilize the transportation system.

In order for this update to result in an integrated and comprehensive transportation plan, all modes will need to be included and assessed. This coordinated effort will encompass transit, bicycle, pedestrian, trail, rail, freight, and vehicle and will integrate all modes into a "comprehensive transportation system plan", rather than each mode being examined in separate "silos".

Federal and State Requirements

Federal and state statutes outline the general requirements for long range transportation plan updates and are incorporated in this Scope of Services. It will be a requirement of the selected consultant to adhere to and meet the following:

1. Federal Act - Moving Ahead for Progress in the 21st Century Act;
2. 23 Code of Federal Regulations 450.316 and 450.322;
3. Section 339.175, Florida Statutes; and
4. Florida Department of Transportation *Metropolitan Planning Organization Program Management Handbook*.

MAP-21 Planning Factors

Moving Ahead for Progress in the 21st Century Act, requires the consideration of the following planning factors in developing the RMP 2040 Update:

- A. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency;
- B. Increase the safety of the transportation system for motorized and nonmotorized users;
- C. Increase the security of the transportation system for motorized and nonmotorized users;
- D. Increase the accessibility and mobility of people and for freight;
- E. Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- F. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- G. Promote efficient system management and operation; and
- H. Emphasize the preservation of the existing transportation system.

MAP-21 Long Range Transportation Plan

The metropolitan transportation plan shall, at a minimum, include:

1. The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;
2. Existing and proposed transportation facilities (including major roadways, transit, multimodal and intermodal facilities, pedestrian walkways and bicycle facilities, and intermodal connectors) that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions over the period of the transportation plan. In addition, the locally preferred alternative selected from an Alternatives Analysis under the FTA's Capital Investment Grant program (49 U.S.C. 5309 and 49 CFR part

611) needs to be adopted as part of the metropolitan transportation plan as a condition for funding under 49 U.S.C. 5309;

3. Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods;
4. Consideration of the results of the congestion management process in TMAs that meet the requirements of this subpart, including the identification of SOV projects that result from a congestion management process in TMAs that are nonattainment for ozone or carbon monoxide;
5. Assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs. The metropolitan transportation plan may consider projects and strategies that address areas or corridors where current or projected congestion threatens the efficient functioning of key elements of the metropolitan area's transportation system;
6. Design concept and design scope descriptions of all existing and proposed transportation facilities in sufficient detail, regardless of funding source, in nonattainment and maintenance areas for conformity determinations under the EPA's transportation conformity rule (40 CFR part 93). In all areas (regardless of air quality designation), all proposed improvements shall be described in sufficient detail to develop cost estimates;
7. A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan. The discussion may focus on policies, programs, or strategies, rather than at the project level. The discussion shall be developed in consultation with Federal, State, and Tribal land management, wildlife, and regulatory agencies. The MPO may establish reasonable timeframes for performing this consultation;
8. Pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g);
9. Transportation and transit enhancement activities, as appropriate; and
10. A financial plan that demonstrates how the adopted transportation plan can be implemented.

I. BACKGROUND

A. Study Area, Focus, and Timespan

Study Area

The development of the update to the RMP for the CRTPA will again have a regional focus. The study area will include Leon, Gadsden, Wakulla and Jefferson Counties and the municipalities within those counties. It is fully recognized that each of these counties and their communities have special characteristics that make them unique and a critical element of the planning effort will be the preservation and enhancement of the character of each of these unique communities. The consultant will work closely with the elected officials, staff, residents and other stakeholders in each of these counties and their communities to develop a mobility plan that addresses the transportation needs from both a regional and local perspective.

Focus

As mentioned above, the development of this update to the RMP does not follow a traditional process for updating a long range transportation plan. This effort will focus on the movement of all modes of transportation including transit, bicycle, pedestrian, trail, rail, freight, and vehicle as equal partners. The focus will encompass connectivity of all networks and the accessibility of all modes to residents and visitors within the region. The goal of this planning effort is to develop a plan for a sustainable transportation system, built on the integration of transportation and land use.

LRTP Timespan^{(A1)1}

The LRTP is a document that has a planning horizon of at least 20 years. The LRTP is based upon the region's visioning of the future within the bounds of the financial resources that are available to the region during that timeframe. The LRTP is not a programming document, but rather a planning document that describes how the implementation of projects will help achieve the vision. Therefore, the MPOs will need to show all the projects and project funding for the entire time period covered by the LRTP, from the base year to the horizon year. (23 CFR 450.322(a))

^{(A1)1} – The Federal Highway Administration (FHWA), in cooperation with the Federal Transit Administration (FTA), has developed a summary of issues to provide clarification to the Florida Department of Transportation (FDOT) and Florida's Metropolitan Planning Organizations (MPOs) regarding some of the requirements to be addressed in the next cycle of Long Range Transportation Plan (LRTP) updates. Please check the FHWA's Strategies for Implementing Requirements for LRTP Update for the Florida MPOs for further information.

II. THE PUBLIC

A. Public Participation

Public Participation Plan^(A1)

The Public Participation Plan for the RMP 2040 Update will be an organized, strategic, interactive, and demographically sensitive effort that adheres to the principles of Environmental Justice. The Public Participation Plan will engage, address the needs of, and incorporate input from a broad spectrum of populations within the region including residents, businesses, and transportation system users of all modes. In keeping with the principles of environmental justice, the Public Participation Plan must be designed to provide full and fair participation of all potentially affected communities and traditionally underrepresented populations. Therefore, the Public Participation Plan will include an analysis of the planning area to identify the location of different types of communities, populations, and traditionally underrepresented populations and that the outreach and participation plan will be tailored to meet the needs of engaging these populations within a broader context of a region-wide public participation plan.

Outreach Materials^(A2)

In developing the community outreach materials and carrying out the activities of the public involvement plan, strategies will be employed that engage underrepresented communities in a convenient and meaningful manner in addition to those targeting the larger general populations. A variety of outreach and interactive involvement methods should be explored including the use of technology and social media in addition to face-to-face meetings.

Mandatory Reporting^(A3)

Throughout the progression of the RMP 2040 Update, outreach materials will highlight community concerns that have been raised in the public participation process as well as details about the efforts underway to address them. The public involvement process will be designed to enable the public to analyze, provide comment on, and suggest solutions for community concerns that have been raised throughout the project development.

Mandatory Benefits and Burdens Reporting^(A4)

Benefits and burdens on any affected communities or populations as a result of the proposed final RMP 2040 Update must be documented and evaluated. In addition, alternatives to mitigate impacts, if any, must be documented and evaluated.

General Public Participation Requirements^(A5)

1. Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to, a reasonable opportunity to comment on the proposed long range transportation plan;

2. Providing timely notice and reasonable access to information about transportation issues and processes;
 3. Employing visualization techniques to describe proposed long range transportation plans for use at public workshops and meetings;
 4. Holding public meetings at convenient and Title VI-compliant locations and times;
 5. Providing, as needed, planning documentation in Spanish to address Limited-English proficiency strategy of the Public Participation Plan;
 6. Demonstrating explicit consideration and response to public input received during the development of the long range transportation plan;
 7. Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
 8. Consulting with Federal, State, Tribal, wildlife, land management and regulatory agencies and agencies responsible for natural resources, environmental protection, conservation and historic preservation; and
 9. Providing an additional opportunity for public comment, if the final long range transportation plan differs significantly from the draft version.
10. The Public Participation Plan will be compliant with all federal and state regulations.

Marketing^(A6)

The marketing of the planning process and the project is an outgrowth of the public participation effort. Coordination with staff, their websites, and other agencies and local governments will be crucial in educating the public and building support for the project. Regional and local buy-in will be critical to the successful implementation of the vision for a sustainable transportation system. The consultant will work with staff, Stakeholders, and focus groups to identify project champions. These champions, hopefully prominent citizens and elected officials, will provide public support for the planning effort and will encourage and facilitate widespread public understanding and acceptance. Getting the word out about the project on a widespread basis is accomplished with more than one or two spokespersons.

Activities and Products:

- Development of Public Participation Plan^(A1)
- Outreach Materials^(A2)
- Mandatory Reporting^(A3)
- Mandatory Burdens and Benefits Reporting^(A4)
- General Public Participation Requirements^(A5)
- Marketing^(A6)

- Coordination with CRTPA staff, and local staff and agencies throughout the region.
- Report: Public Participation Plan
- Report: Outreach Materials Report
- Report: Burdens and Benefits Report

B. Guiding Principles, Policies, Goals, Objectives and Strategies Development

Guiding Principles and Policies^(B1)

The CRTPA Board will provide direction for the development of Guiding Principles and Policies to fully implement the future transportation network identified based on the Quality Growth Plus scenario. These Guiding Principles and Policies will provide the structure for the development of the goals, objectives and strategies which will function as the implementation framework. The consultant, in conjunction with staff, will develop draft guiding principles and policies focused on multimodal transportation infrastructure for Board consideration and adoption. Additionally, the guiding principles and policies will consider the cost/benefit of each and every project.

Goals, Objectives and Strategies^(B2)

The Citizens Multimodal Advisory Committee (CMAC) will take the lead in development of the Goals, Objectives and Strategies based on the Board's adopted Guiding Principles and Policies. The Goals, Objectives and Strategies will be consistent with federal, state, and local goals and objectives and will be incorporated into Public Participation Plan process.

The process will begin with a review of the Goals, Objectives and Strategies from the RMP and will ensure that are consistent with state, regional and local comprehensive plans including the Florida Transportation Plan.

Evaluation Criteria^(B3)

In order to ensure that the projects in the Needs Plan are evaluated with a common set of criteria, a series of evaluation criteria will be developed that reflect the Goals, Objectives and Strategies. The starting point for this process will be a review of the RMP evaluation criteria which may be utilized or modified based on the actions taken by the CRTPA Board through the RMP 2040 Update process. When the assessment is completed there will be a presentation to the CRTPA Board to ensure that they are aware of the results. In addition to the Evaluation Criteria, there may be criteria subsets for each mode to further refine and define each project.

The listing of assessed projects (high to low) does not necessarily mean that the list is in priority order, unless approved by the CRTPA Board. The priority ordering of projects is a function of applying the available financial resources to the project list to determine the level of funding available for a particular type of project.

The assessment of each project in the Needs Plan will be included in the Project Pages that are developed in the Cost Feasible Plan component.

Activities and Products:

- Identification of Guiding Principles and Policies ^(B1)
- RMP 2040 Update Goals, Objectives and Strategies^(B2)
- Evaluation Criteria^(B3)
- Coordination with CRTPA staff and local staff and agencies throughout the region
- Report: Final Guiding Principles and Policies that provide guidance for future development and infrastructure needs
- Report: Update Goals, Objectives and Strategies
- Report: RMP Update Evaluation Criteria

III. SPECIAL EFFORTS

A. Corridor Analysis

Corridor Identification^(A1)

Through this process, the critical transportation corridors, by mode, will be identified. These transportation corridors will be stratified into a tier structure, identifying corridors as inter-regional; intra-regional/commuter; and local. This tier structure will also feed into the transit system and provide information for the development of the future system and types of services needed. The focus of the analyses will be on the inter- and intra-regional/commuter corridors. The local tier will be assessed at a broader level in support of the inter- and intra-regional/commuter tiers.

Critical Corridors^(A2)

The corridor analysis will be comprehensive and multimodal. The corridor will be assessed taking into account its functional tier and classification. All modes will be considered, including motorized vehicles, bicycles and pedestrian facilities, rail and transit. Mobility, safety, connectivity and accessibility will be the major elements within the transportation assessment. In addition, the adjacent land use, the aesthetics and the community character will also be considered.

The integration of transportation and land use is a major consideration within the corridor context and has a direct relationship with the transit assessment. Within these corridors, the existing transit service, potential for other types of service, necessary land use, accessibility to stops/stations, and travel patterns will be examined and analyzed. The result of this analysis will be the identification of critical corridors for the various transportation modes.

Lastly, a typical cross-section will be developed for the critical corridors to ensure that the CRTPA Board is aware of the type of amenities that will be included as these corridors are defined.

Activities and Products:

- Identification and Classification of Corridors^(A1)
- Identification and Analysis of Critical Corridors^(A2)
- Coordination with CRTPA and local staff and agencies throughout the region
- Report: Corridor Identification and Analysis (draft and final)
- Report: Critical Corridor Identification (draft and final)

B. Environmental Justice

To ensure that the efforts of the CRTPA are clear as it relates to Environmental Justice, a separate section will be included in the RMP 2040 Update documentation to outline the process. Below is the process that was identified by FHWA and the CRTPA for this task.

Community Characteristics Inventory^(B1)

This component includes describing the demographics of the plan area using census and other available tools, including field visits. Identify those areas that are low income and those that have high percentages of minorities. This includes noting possible LEP communities and clearly stating whether and to what extent language services are provided. While minority and low income may not specifically refer to age and disability, these communities will be identified as well.

Public Outreach^(B2)

Describe the outreach to the public and the public's opportunity to provide input to the plan. Specifically discuss how these opportunities were provided to low income and minority communities through special outreach, nontraditional partnerships or other activities.

Effects on Underserved Populations^(B3)

Using the DOT identified categories; the process will include discussing whether the plan will have a disproportionately high and adverse effects on underserved communities. Areas to consider include, but are not limited to: bodily impairment, infirmity, illness or death; air, noise and water pollution and soil contamination; destruction or disruption of manmade or natural resources; destruction or diminution of aesthetic values; destruction or disruption of community cohesion or a community's economic vitality; destruction or disruption of the availability of public and private facilities and services; vibration, adverse employment effects; displacement of persons, businesses, farms, or nonprofit organizations; increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community; and the denial of, reduction of, or significant delay in the receipt of, benefits of DOT programs, policies or activities.

Disproportionately high and adverse effect on minority and low-income populations means an adverse effect that is; predominantly borne by a minority population and/or a low-income population, or will be suffered by the minority population and/or low-income population and is appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

Identified Disproportionately High Impacts^(B4)

Where Identified Disproportionately High Impacted populations are identified, discuss how they are minimized, mitigated, avoided, or offset. Offsetting benefits to the effected minority and low-income populations may be taken into account.

Activities and Products:

- Community and Characteristics Inventory^(B1)
- Public Outreach^(B2)
- Effects on Underserved Populations^(B3)
- Identified Disproportionately High Impacts^(B4)

- Coordination with CRTPA staff, and local staff and agencies throughout the region
- Report: Environmental Justice Report (draft and final)
- Map(s) and GIS: Environmental Justice Areas (draft and final)

C. Geographic Information System (GIS)

GIS will be large component to the RMP 2040 Update. Its use will be required for the majority of the project to create separate layers for all activities that have GIS identified in the “Activities and Reporting” sections. Additional data suggestions are certainly welcome for this task. Since the CRTPA has an agreement with the Tallahassee-Leon County GIS or TLCGIS, the reporting and/or recording of materials will follow TLCGIS standards to ensure compatibility.

D. Air Quality Analysis

Air pollution is a public health threat in almost every urbanized area of the United States with clear ties, for example, between ozone and childhood asthma, and some modes of transportation have a direct impact on select environmental issues such as ozone. Increases in the number of vehicle miles of travel and in the number of vehicle trips are associated with higher levels of several air pollutants that have adverse respiratory health impacts. These harmful pollutants include fine particulates, toxins, carbon monoxide, NOx and VOCs. By reducing the amount of vehicle miles of travel and shifting to alternative fuels (such as electric vehicles) and alternative modes (carpooling, transit, walking, bicycling), our region can reduce pollution emissions and exposure.

The Clean Air Act (CAA) requires that, in areas experiencing air quality problems, transportation planning must be consistent with air quality goals. The CRTPA is in an air quality attainment and transportation projects are not subject to stringent review and modeling for air quality impacts.

However, the CRTPA wants to establish a baseline of data for air quality to ensure that our environment is not compromised by any of our transportation systems.

Existing Conditions Assessment^(D1)

A review of existing conditions will include the identification of air quality baselines in the region.

Assessment of Potential Air Quality Issues (Existing and Future)^(D2)

The assessment will report on potential air quality issues based on national standards.

Recommendations^(D3)

Recommendations for improvements to locations will be developed to address air quality issues.

Policies^(D4)

The Air Quality Network Plan will include policies that will be adopted to ensure that the region is prepared for potential air quality issues.

Activities and Products:

- Existing Conditions Assessment^(D1)
- Assessment of Potential Air Quality Issues (Existing and Future)^(D2)
- Recommendations^(D3)
- Policies^(D4)
- Coordination with CRTPA staff, and local staff and agencies throughout the region
- Report: Air Quality Plan (draft and final)
- Map(s) and GIS: Existing Conditions (draft and final)
- Map(s) and GIS: Air Quality Issue Locations (draft and final)
- Map(s) and GIS: Recommendations (draft and final)

IV. BASE YEAR DATA

A. Model Data Collection, Mapping and Model Data Development - Transportation

The purpose of this task is to develop the maps, model networks and data files needed to validate and run the transportation model. Data inputs to the model include socioeconomic data in the form of zonal data (ZDATA) files, traffic counts and transit ridership. The second Component to this effort will be a mapping of the data followed by the development of the base year model for RMP 2040 Update. This task is detailed in [Appendix A](#).

B. Data Collection – Land Use

Existing Land Use Conditions^(B1)

Data collection will be undertaken to establish the existing conditions with regards to land use. This data collection effort will begin at the first stages of the planning process and will be conducted concurrently with data collection effort with the transportation system and in conjunction with the Public Participation Plan and the other public participation activities. Every attempt will be made to use data from existing sources and existing or ongoing plans, studies and initiatives will be utilized to obtain needed data. The data collection effort will include information shown in the following table.

| Category | Data Description | Anticipated Source(s) |
|---------------------------------|--|---|
| Land Use and Development | Comprehensive Plans | Cities and Counties |
| | Existing and Future Land Use Maps and Supporting Information | Cities and Counties |
| | Development of Regional Impact (DRI) Plans and Maps | City and County Growth Management Departments |
| | Land Development Regulations (Ordinances) | Cities and Counties |
| | Zoning Map and Ordinances | Cities and Counties |
| | School Board Master Plans and Capital Programs | County School Boards |
| | College and University Master Plans | Florida State University; Florida A & M University; Tallahassee Community College |
| | Water and Sewer System Master Plans | Cities and Counties |
| | Multimodal Facility Master Plans | Passenger and Freight Intermodal Centers; Freight Distribution Centers; Cities and Counties; FDOT |
| | Redevelopment/Economic Development Areas | Cities; Counties; and Development or Redevelopment Authorities |

| Category | Data Description | Anticipated Source(s) |
|----------|---|--------------------------------------|
| | Environmentally-Sensitive Areas and Other Intrinsic Resources | CRTPA; Cities and Counties; DCA; DEP |
| | Historic, Cultural and Archeological Resources | CRTPA; Cities and Counties; DCA; DEP |
| | Planned Bicycle Project Locations and Information | CRTPA |

This data list will be reviewed with staff and any additional data needs will be identified. Through the visioning process, other additional data needs may also be identified and will be included in the collection effort.

The existing conditions will then be used to develop other components of the RMP 2040 Update such as transportation systems modeling and future transportation systems. This process will also establish the baseline conditions for the remainder of the project.

Activities and Products:

- Existing Land Use Conditions^(B1)
- Report: Existing Land Use Conditions (draft and final)

V. THE PLAN

A. Plan Development

The Plan Development task briefly outlines the process that will be followed to move from the Base Year Transportation Model to the Cost Feasible Plan. The effort will focus on system preservation, enhancement of economic competition, mobility options, air quality and environmental preservation.

The transportation system must be multi-modally integrated to accommodate a variety of choices for the citizens of the region.

Existing Plus Committed Network^(A1)

Building of the existing conditions, the next step is to include all planned projects and developments that have been approved by an official Board, Council, or Commission. These do not need to be constructed, just committed to proceed. The details of the Existing Plus Committed Model process can be found in **Appendix B**.

Quality Growth Plus Scenario^(A2)

The update to the RMP will be based on the “Quality Growth Plus” scenario that was adopted by the CRTPA Board. This scenario focuses on the growth and activity areas in the region utilizing environmental overlays to specifically pinpoint areas for potential improvements.

The intent with this update is not to re-invent the Quality Growth Plus scenario process but build upon it and further refine and define the activity centers that are included in the scenario. However, the plan should consider the output of any other scenario effort that is completed during the data collection process.

Future Conditions^(A3)

After refinements to the Quality Growth Plus scenario occurs, it will be assessed for impacts on all transportation systems; environmental resources; cultural and historical resources; other infrastructure needs; demographics; land use; quality of life, such as access to resources and services; community character; and fiscal impacts, such as cost to provide services and returns on investments.

Projects that Need to be in the LRTP^(A4)

As stated in 23 CFR 450.322(f), the LRTP is required to include the projected transportation demand in the planning area, the existing and proposed transportation facilities that function as an integrated system, operational and management strategies, consideration of the results of the Congestion Management Plan, strategies to preserve the existing and projected future transportation infrastructure, pedestrian and bicycle facilities, and transportation and transit enhancement activities. This is defined in the memo “FHWA’s Strategies for Implementing Requirements for LRTP Update for the Florida MPOs” with details below.

Regionally Significant Projects^{(A5)1}

There is a specific definition for “Regionally Significant Projects” by FHWA. As such, these roads need to be identified and a system developed for the CRTPA region. This is defined in the memo “*FHWA’s Strategies for Implementing Requirements for LRTP Update for the Florida MPOs*” with details below.

As noted in 23 CFR 450.104, a regionally significant project means a transportation project (other than projects that may be grouped in the TIP and/or STIP or exempt projects as defined in EPA’s transportation conformity regulation (40 CFR part 93.126, 127 and 128)) that is on a facility which serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes, or employment centers; or transportation terminals) and would normally be included in the modeling of the metropolitan area’s transportation network. At a minimum, this includes all principle arterial highways and all fixed guideway transit facilities that offer a significant alternative to regional highway travel.

Needs Plan^(A6)

The output of the future conditions task will be the Needs Plan. The Needs Plan will also include projects from the public, elected officials and various staff members from the CRTPA partners. For Additional information on the Needs Plan, see [Appendix C](#).

Activities and Products:

- Existing Plus Committed Network^(A1)
- Refinement of Quality Growth Plus Scenario^(A2)
- Future Conditions^(A3)
- Projects that Need to be in the LRTP^{(A4)1}
- Regionally Significant Projects^{(A5)1}
- Needs Plan^(A6)
- Report: Existing Plus Committed Network (draft and final)
- Report: Vision Refinement (draft and final)
- Report: Future Conditions (draft and final)
- Report: Needs Plan (draft and final)

^{(A4)1} and ^{(A5)1} – The Federal Highway Administration (FHWA), in cooperation with the Federal Transit Administration (FTA), has developed a summary of issues to provide clarification to the Florida Department of Transportation (FDOT) and Florida’s Metropolitan Planning Organizations (MPOs) regarding some of the requirements to be addressed in the next cycle of Long Range Transportation Plan (LRTP) updates. Please check the *FHWA’s Strategies for Implementing Requirements for LRTP Update for the Florida MPOs* for further information.

B. Transportation Network Plans

The purpose of the Transportation Network Plans are to identify the networks that make-up the transportation system and how they interact on a daily basis. This task will

include an assessment of these networks and how they interact to ensure that missing gaps can be identified and system improvements can be coordinated. Although the automobile system is not mentioned in this section (since Appendices A, B, C are for that function) the coordinating of Transportation networks includes all systems.

1. Safety Network Plan^{(B1)MAP-21}

The metropolitan transportation plan should include a safety element that incorporates or summarizes the priorities, goals, countermeasures, or projects for the MPA contained in the Strategic Highway Safety Plan required under 23 U.S.C. 148, as well as (as appropriate) emergency relief and disaster preparedness plans and strategies and policies that support homeland security (as appropriate) and safeguard the personal security of all motorized and non-motorized users.

The CRTPA's Congestion Management Process Plan was adopted on January 28, 2013. Contained in this document is an analysis regarding crashes on varying modes including locations and potential solutions to address these issues. This information will be used to as a component for the Safety Network Plan. Additionally, there will be separate criteria developed to utilize as a function of analyzing each project in the Needs Plan for inclusion in the Safety Network Plan.

Additionally, the State of Florida Strategic Highway Safety Plan, adopted in 2006, will be used as a guide in the development of the RMP Safety Network Plan.

Activities and Products:

- Report: Safety Network Plan
- Map and GIS: Safety Projects

2. Trail Network Plan

The Capital Region, which includes Leon, Jefferson, Gadsden and Wakulla Counties, has placed an emphasis on providing residents and visitors with viable opportunities to successfully use all modes of transportation. This approach provides mobility and recreational opportunities, as well as increasing the eco-tourism potential in the region.

There are a number of regional initiatives that have been identified or are already underway throughout the region, including the Capital City to the Sea Trails project. In addition to the regional initiatives, there are a number of entities, including state agencies and local governmental departments, and advocacy groups that also have focused on trail and greenway efforts.

As with any transportation system, the importance of this type of system-wide approach is critical to the development of an integrated network that is coordinated with the other elements of the transportation system and ensures connectivity and access to activity centers.

This scope of work identifies the specific work activities in the development of a comprehensive and coordinated system-wide trail.

Definition

The process for identifying the trail systems will include the development of definitions for local trails and regional trails to clearly identify these projects for potential funding through regional and local sources.

Data Collection and Plan Review

Data is currently available from a wide variety of sources will be researched and compiled, including data from state agencies and local planning and recreational departments. There have been a number of ongoing efforts that must be reviewed and compiled into a comprehensive regional database in order to assess the trails and on a regional, system-wide basis.

In addition to the existing plans, the data sources will also include a wide range of potentially useful transportation and land use data that can be employed to assess the current conditions. Examples of the existing data to be reviewed include safety and crash data; traffic data; parking facilities; recreational facilities; other bicycle and pedestrian facilities; current land use, including residential, commercial, activity centers and generators/attractions; local development plans; local comprehensive plans; environmental data; historical/cultural data; and any pertinent Geographic Information System (GIS) files.

The data effort will be coordinated with the base year effort to ensure that all of the data needed is collected at one time. However, it may be determined that additional or supplemental data are required to fill in gaps of missing information, or to provide a more accurate representation of the current conditions and this information, if needed, will also be collected.

Activities and Products:

- Report: Existing Conditions Report
- Map and GIS: Existing Trails and Projects

Plan Development

To most effectively accomplish this task, “trail service areas” will be identified based on factors including recreational potential, transportation service, and potential for Safe Routes to Schools. Additional factors may be included based on the availability of supporting data.

Once the service areas have been identified, a desktop review, supplemented by field verification if necessary will be undertaken by to determine the most viable locations. This effort will be accomplished with input from the coordination committee. This information will be stored and displayed using Geographic Information Systems (GIS) methods, allowing efficient analysis and communication of a system-wide,

concept approach, including connectivity within the overall transportation system and access to developments, generators and attractions, and population centers.

In coordination with the coordination committee and building on the compiled plans, opportunities to expand and enhance the regional trail system that are appropriate given impacts to developed areas, available rights-of-way, connections to historic, scenic, and cultural features, safety and security, and other important regional and local issues will be identified. Access and service criteria will be developed to augment public input in the preliminary prioritization of the identified facilities. The Team will work with staff and seek input through the coordination committee to select the most appropriate measures, and ensure that these measures are in compliance with the goals and objectives developed within the Regional Mobility Plan. These measures will reflect a balance of considerations, including trail standards and guidelines, environmental impacts, and trail connectivity.

This regional, system wide trails and greenways plan will supplement the Regional Mobility Plan 2040 Update and ensure that the region is served by an integrated system of trails and greenways that are fully coordinated with other pedestrian and bicycle facilities. This trail and greenway network will provide multi-use recreation and alternative transportation opportunities for pedestrians, bicyclists, equestrians, and other non-motorized methods of travel. The work effort in this task will include the following elements:

- Locate existing facilities and delineate “Trail Service Areas”:
- Existing and planned trail and greenway corridors
- Regional destinations such as parks, schools, community amenities, and other locations that offer educational, historical, and natural history opportunities
- Opportunities for new greenway corridors that connect existing or planned facilities to form a regional network
- Assess access and connectivity to other bicycle and pedestrian facilities
- Identify a regional integrated system
- Develop access and service criteria within the framework of the Regional Mobility Plan 2040 Update
- Based on access and service criteria, develop a preliminary prioritization list for more in-depth, future assessments (i.e., specific projects, construction type, project costs) and project prioritization

3. Transit Development Plan

A Transit Development Plan (TDP) will be completed in conjunction with the RMP 2040 Update. The details of the TDP efforts are outlined in [Appendix D](#).

4. Freight Network Plan

While the capital region is not on the radar for freight operations according to the State of Florida, the CRTPA feels that there are great opportunities for freight components. The Freight Network Plan will provide an analysis of the region for these efforts.

Existing Conditions Assessment^(B4A)

A review of existing conditions will include the identification of freight intensive land uses within the study area and in adjacent areas, truck volumes, rail lines, commodity flows, origins and destinations, inside and outside each county in the CRTPA region and the CRTPA region as a whole, and freight networks. Special attention will be directed to the Florida State Freight Mobility and Trade Plan. Future conditions of the above will be required. This assessment should include an analysis (using GIS and TAZ maps) to determine what areas are better served for freight improvements to guide future development of this transportation system.

Deficiencies Identification and Needs Assessment (Existing and Future)^(B4B)

The deficiency identification and Needs assessment will report on the bottlenecks, network connectivity, and infrastructure specific deficiencies that are required for the freight system.

Recommendations^(B4C)

The recommendations for the Freight Network Plan will include the development of specific projects with planning level costs, Short-term quick fix projects and Mid-to-long range projects.

Prioritization^(B4D)

The Freight Network Plan will require the development of a prioritization process that will include a benefit/cost analysis.

Policies^(B4E)

The Freight Network Plan will include policies that will be adopted to ensure that the region is prepared for the eventual expansion of the freight system in the CRTPA area.

Activities and Products:

- Existing Conditions Assessment^(B4A)
- Deficiencies Identification and Needs Assessment (Existing and Future)^(B4B)
- Recommendations^(B4C)
- Prioritization^(B4D)
- Policies^(B4E)
- Coordination with CRTPA staff, and local staff and agencies throughout the region
- Report: Freight Plan (draft and final)
- Map(s) and GIS: Existing Conditions (draft and final)
- Map(s) and GIS: Deficiencies (draft and final)
- Map(s) and GIS: Needs (draft and final)
- Map(s) and GIS: Recommendations (draft and final)
- Map(s) and GIS: Prioritization (draft and final)

5. Bike and Pedestrian Network Plan

A separate Bike and Pedestrian Network Plan will be developed to further refine these networks in the region. Major emphasis will be placed on the development of the regional network using GIS to determine areas that are better suited for biking and walking in conjunction with intermodal connectivity.

Existing Conditions Assessment^(B5A)

A review of existing conditions will include the identification of sidewalks, bike lanes, sharrows, wide shoulders, and other bike and pedestrian features to create a base infrastructure network.

Deficiencies Identification and Needs Assessment (Existing and Future)^(B5B)

The deficiency identification and needs assessment will report on the missing gaps in the intra-regional and inter-regional networks. This assessment will include the projects as include in the Bike and Pedestrian Master Plans for Gadsden, Jefferson, and Wakulla Counties

Recommendations^(B5C)

The recommendations for the Bike and Pedestrian Network Plan will include the development of specific projects with planning level costs, Short-term quick fix projects and Mid-to-long range projects.

Prioritization^(B5D)

The Bike and Pedestrian Network Plan will require the development of a prioritization process that will include a benefit/cost analysis.

Activities and Products:

- Existing Conditions Assessment^(B5A)
- Deficiencies Identification and Needs Assessment (Existing and Future)^(B5B)
- Recommendations^(B5C)
- Prioritization^(B5D)
- Coordination with CRTPA staff, and local staff and agencies throughout the region
- Report: Bike and Pedestrian Master Plan (draft and final)
- Map(s) and GIS: Existing Conditions (draft and final)
- Map(s) and GIS: Deficiencies (draft and final)
- Map(s) and GIS: Needs (draft and final)
- Map(s) and GIS: Recommendations (draft and final)
- Map(s) and GIS: Prioritization (draft and final)

6. Emergency Network Plan

The RMP will include an Emergency Network Plan to identify high priority corridors used for emergency situations that include medical, law enforcement and natural disasters. The intent is to determine if there are routes that lend themselves to special identification as emergency corridors.

Existing Conditions Assessment^(B6A)

A review of existing conditions will include the identification of emergency corridors.

Deficiencies Identification and Needs Assessment (Existing and Future)^(B6B)

The deficiency identification and Needs assessment will report on the missing gaps in the emergency network.

Recommendations^(B6C)

The recommendations for the Emergency Network Plan will include the development of specific projects with planning level costs, Short-term quick fix projects and Mid-to-long range projects.

Prioritization^(B6D)

The Emergency Network Plan will require the development of a prioritization process that will include a benefit/cost analysis.

Activities and Products:

- Existing Conditions Assessment^(B6A)
- Deficiencies Identification and Needs Assessment (Existing and Future)^(B6B)
- Recommendations^(B6C)
- Prioritization^(B6D)
- Coordination with CRTPA staff, and local staff and agencies throughout the region
- Report: Emergency Network Plan (draft and final)
- Map(s) and GIS: Existing Conditions (draft and final)
- Map(s) and GIS: Deficiencies (draft and final)
- Map(s) and GIS: Needs (draft and final)
- Map(s) and GIS: Recommendations (draft and final)
- Map(s) and GIS: Prioritization (draft and final)

7. Opportunity Network Plan

While the long range transportation plan (LRTP) is a twenty (20) year document for transportation system improvements, all efforts do not end at that point. Beyond the horizon of the document, there are opportunities that can be pursued to further shape the direction of the region and individual counties from a transportation perspective.

This is not an unfunded Needs Plan but a look at the future of transportation to address potential future populations and transportation systems.

The purpose of this plan is to provide the chance for all citizens to be involved with a plan that looks at the “opportunities” for systems connectivity throughout the region and how those connections can be protected or preserved without the restrictions of applying a revenue source to the effort.

These improvements can range from light rail to high speed rail to transit to roadway connections and roadway inter-connections to freight and beyond...

C. Financial Analysis and Cost Estimation

Guidelines for Financial Reporting for Cost Feasible Long Range Transportation Plans

Revenues^{(C1)1 and (C1)2}

Reasonably available revenue should be reported in year of expenditure dollars.

Revenues to support the costs associated with the work/phase must be demonstrated. For a project to be included in the cost feasible plan, an estimate of the cost and source of funding for each phase of the project being funded (including the Project Development and Environment (PD&E) phase) must be included. The phases to be shown in LRTPs include Preliminary Engineering, ROW and Construction (FHWA and FTA support the option of combining PD&E and Design phases into “Preliminary Engineering”). Boxed funds can be utilized as appropriate to finance projects. However, the individual projects utilizing the box need to be listed, or at a minimum, described in bulk in the LRTP (i.e. PD&E for projects in Years 2016-2020). (23 CFR 450.322(f)(10)).

Project Phase and Cost by Mode^{(C2)2}

An estimate of the cost of all projects and all phases, regardless of mode, should be included in the cost feasible LRTP.

Operating and Maintenance^{(C3)1 and (C3)2}

The costs of operating and maintaining the existing and future transportation system should be clearly stated in the cost feasible plan, in a manner agreed upon by the MPOAC, FDOT and FHWA/FTA.

Operations & Maintenance: FDOT provides information to the MPOs showing maintenance costs for state maintained facilities for inclusion in the LRTP. Local agencies, working with the MPO, need to provide cost estimates for locally maintained facilities covered in the Plan also. The LRTP cost estimates need to be provided for the Operations and Maintenance (O&M) activities for each of the first ten years in the plan. For example, beyond the first ten years, if using five-year cost bands in the outer years, costs may be shown for each of the five-year cost bands. The LRTP will also need to demonstrate the source of funding for the O&M activities. A clear separation of costs for operations and maintenance activities from other grouped and/or regionally significant projects will need to be shown in order to demonstrate fiscal constraint. (23 CFR 450.322(f)(10)(i)).

Major Transit Capital Projects^{(C4)1}

For LRTP development purposes, federal funding sources for major transit capital projects must be proposed and may not currently be identifiable (or currently allocated)

for use in the urbanized area. The Federal Transit Administration funds projects such as New Start rail and BRT, as well as major capital facilities such as administrative buildings or maintenance facilities with discretionary program dollars allocated on an annual basis. We can only assume that funding model will continue in the future. Therefore in order to plan for a transit “New Start” in the LRTP, the MPO must assume they will be successful in competing for discretionary FTA New Starts program dollars. A reasonable funding mix might be to assume 50% FTA/25% Local/25% State funding, as is currently the norm in Florida.

With regard to the planning of a major capital transit facility other than a New Start, the assumption must be made that FTA discretionary program funds such as “State of Good Repair” or “Bus and Bus Facilities” will be awarded to the transit system based on competitive application and need. In this case, a likely funding mix might be 80% FTA/20% local, or up to 100% FTA matched with toll revenue credits.

Financial Information^{(C5)2}

MPOs should include full financial information for all years covered by the LRTP, including information from their TIP.

Cost Feasible Plan Financial Base Year^{(C6)2}

For their next adopted cost feasible LRTP, MPOs will use:

- FY 2013/2014 as the base year.
- FY 2039/2040 as the horizon year.

The recommended Base and Horizon Years are for financial reporting purposes only and do not impact individual MPO selection of alternative Base and Horizon Years for socioeconomic, modeling and other purposes.

Long Range Revenue Forecast for Long Range Transportation Plan Updates

FDOT, in cooperation with the MPOAC and Florida’s MPOs, prepares long range revenue forecasts for state and federal funds that “flow through” the FDOT Work Program and other financial planning guidance. FDOT will, in cooperation with the MPOAC and Florida’s MPOs, develop an updated revenue forecast through 2040 and guidance for the next updates of metropolitan transportation plans and the Florida Transportation Plan (FTP). The following is guidance for developing and reporting financial estimates in those plans.

Guidelines for Revenue Estimates^{(C7)2}

- The recommended Base Year is FY 2013/2014 (State Fiscal Year) and recommended Horizon Year is FY 2039/2040 for all metropolitan long range transportation plans.
- The recommended Time Period for estimates is 5 years between the Base Year and the year 2030 (2014-2015, 2016-2020, 2021-2025, and 2026-2030) and 10 years for the remaining years of the plan (2031-2040). This is essentially consistent with

previous forecasts and simplifies reporting. The use of 5- and 10-year periods increases flexibility and reduces the need to “fine tune” project priorities.

- For estimates of State and Federal Revenues:
 - FDOT will provide Year of Expenditure (YOE) estimates for state capacity programs for individual MPOs, similar to prior forecasts.
 - FDOT will provide system level estimates of the cost of operating and maintaining the State Highway System at the FDOT District level. MPOs should include the material in long range transportation plan documentation.
 - FDOT will work with the MPOAC to develop the detailed assumptions required for these estimates.
- For estimates of local revenues, FDOT will provide guidance for development of estimates of traditional sources.

Guidelines for Developing Project Costs^{(C8)1 and (C8)2}

- Project Cost Estimates are typically expressed in Present Day Cost (PDC) dollars and will have to be adjusted with inflation factors for the time period during which they are planned to be implemented.
- To adjust costs from PDC to Year of Expenditure:
 - FDOT has developed estimates of inflation factors through 2040 that MPOs are encouraged to use. FDOT will provide documentation of the assumptions used to develop those factors.
 - MPOs should document alternative inflation factors, with explanation of assumptions.
- The recommended Time Period for costs are five (5) years between the Base Year and the year 2030 (2014-2015, 2016-2020, 2021-2025, and 2026-2030) and 10 years for the remaining years of the plan (2031-2040). Annual inflation factor estimates will be used to estimate “mid-point” factors for project costs during each respective 5- or 10-year period.
- FDOT will provide YOE cost estimates, phasing and project descriptions for projects included in the 2040 SIS Cost Feasible Plan to each MPO.

For total project costs, all phases of a project must be described in sufficient detail to estimate and provide an estimated total project cost and explain how the project is expected to be implemented. Any project which will go beyond the horizon year of the LRTP must include an explanation of the project elements beyond the horizon year and what phases/work will be performed beyond the horizon year of the plan. The costs of work and phases beyond the horizon year of the plan must be estimated using Year of

Expenditure (YOE) methodologies and may be described as a band (i.e. Construction expected 2035-2040). FHWA does not expect that this paragraph will apply to routine system preservation or maintenance activities. Total project costs will be shown for capacity expansion projects. System operations and management strategies such as ITS projects will be expected to show total project costs. This last category of projects may include a mixture of specific projects as well as grouped projects. (23 CFR 450.322(f)).

Revenue Sources^{(C9)1}

If the LRTP assumes a new revenue source as part of the cost feasible plan, the source must be clearly explained, why it is considered to be reasonably available, when it will be available, what actions would need to be taken for the revenue to be available, and what would happen with projects if the revenue source was not available. If, for example, the most recent action of a governing body or a referendum of the public defeated a similar revenue source, then the new revenue source may not be included in the Cost Feasible LRTP unless the MPO can justify the revenue source and explain the difference between the action that failed and the action being proposed (for further details, please see FHWA Guidance Financial Planning and Fiscal Constraint for Transportation Plans and Programs issued by Gloria Shepherd, Associate Administrator for Planning, Environment and Realty on April 17, 2009). This applies to all revenue sources in the LRTP (i.e. federal, state, local, private, etc.) Additionally, for projects within the first ten years of the Plan, the funding sources must be broken out to show federal, state, local, and private participation of each project. Beyond the first ten year period, federal and state participation on projects can be shown as a combined source. (23 CFR 450.322(10)(iii))

For FTA funded projects, formula awards (State of Good Repair, Operations, Preventive Maintenance, Rail Modernization, JARC and New Freedom) as well as discretionary awards (Bus Livability, Clean Fuels, Alternatives Analysis, New Starts/Small Starts, Transit in the Parks, Tribal Transit, etc.) may be described and/or pursued by the transit grantee within the LRTP. As such, the MPO and the transit grantee will need to consider how to account for the possibility of placing a discretionary transit project through a competitive award (as well as formula funds) as part of the cost feasible LRTP. At present, FTA receives almost \$ 15.00 in requests for every available \$ 1.00 of available discretionary program transit funding; hence the history of a particular grantee in receiving an award may not be readily discernible at the time the LRTP is updated. The purpose, need and perceived benefit of the transit project as well as geographic distribution of funds may play a role in project selection. As such, a transit needs plan with projects which may be unfunded when the LRTP is prepared may need to be considered, especially for major New Start/Small Start and other capital projects which must eventually be placed within the cost feasible LRTP to have funds awarded. Likewise, other discretionary awards must also be eventually listed within the cost feasible LRTP for FTA to obligate the awarded funds in a grant to a transit grantee.

Cost Estimation Spreadsheet^(C10)

The consultant will provide a spreadsheet cost estimation tool that will incorporate the parameters and inputs in the CRTPA region. CRTPA staff will be able to use this spreadsheet tool throughout the planning period by updating cost look-up tables

incorporated into the spreadsheet in order to reflect accurate costs of materials, rights of way, and other conditions.

Activities and Products:

- Revenues^{(C1)1 and (C1)2}
- Project Phase and Cost by Mode^{(C2)2}
- Operating and Maintenance Costs^{(C3)1 and (C3)2}
- Major Transit Capital Projects^{(C4)1}
- Financial Information^{(C5)2}
- Cost Feasible Plan Financial Base Year^{(C6)2}
- Guidelines for Revenue Estimates^{(C7)2}
- Guidelines for Developing Project Costs^{(C8)1 and (C8)2}
- Revenue Sources^{(C9)1}
- Cost Estimation Spreadsheet^(C10)
- Coordination with CRTPA staff, and local staff and agencies throughout the region
- Report: Needs Plan Cost Estimate by Mode
- Report: Necessary Needs Plan Projects
- Report: Unfunded Project Cost Estimate
- Report: Revenues
- Report: Project Phase and Cost by Mode
- Report: Operating and Maintenance Costs
- Report: Financial Information
- Report: Revenue Estimates
- Report: Revenue Sources
- Report: Cost Estimation Spreadsheet

^{(C1)1}, ^{(C3)1}, ^{(C4)1}, ^{(C8)1 and (C9)1} – The Federal Highway Administration (FHWA), in cooperation with the Federal Transit Administration (FTA), has developed a summary of issues to provide clarification to the Florida Department of Transportation (FDOT) and Florida’s Metropolitan Planning Organizations (MPOs) regarding some of the requirements to be addressed in the next cycle of Long Range Transportation Plan (LRTP) updates. Please check the *FHWA’s Strategies for Implementing Requirements for LRTP Update for the Florida MPOs* for further information.

^{(C1)2}, ^{(C2)2}, ^{(C3)2}, ^{(C5)2 - (C8)2} – The MPOAC adopted “Financial Guidelines for MPO 2035 Long Range Plans” in 2008 as a part of the “MPOAC 2025 Florida Transportation Plan Implementation Action Plan.” The purpose of the guidelines was to improve uniformity in the reporting of financial data, including an estimate of transportation needs in MPO Long Range Transportation Plans, to facilitate a statewide estimate of both total and unfunded transportation needs. This document provides guidelines to continue improvements in uniformity for the next update of those long range plans.

D. Cost Feasible Plan

Identification of Projects^(D1)

Based on the refined scenario, corridor assessments, Network Plans and within the framework of the guiding policies and strategies as identified in ***Section C Policy and Strategy Development***, specific projects will be identified that will move the region and

its communities towards implementation of the long-term vision. The identified projects will focus on the efficient movement of people and goods at all levels, from inter-regional to local travel; overall mobility and the completion of inter-connected and accessible multimodal networks. Projects will include roadway, bicycle and pedestrian, rail, freight, trails and greenways, and transit solutions. Identified projects will take into account the overall character of areas being served and will be structured to enhance and preserve environmental, cultural and historic resources.

Transportation Improvement Program^{(D2)1}

Because projects in a Transportation Improvement Program (TIP) are required to demonstrate planning consistency with the LRTP, the requirements for project inclusion in a TIP must also be considered when developing the LRTP. As a reminder, projects that need to be included in the TIP are: all projects utilizing FHWA and/or FTA funds; all regionally significant projects requiring a FHWA or FTA action regardless of funding source; and regionally significant projects to be funded with other Federal funds than those administered by FHWA or FTA or regionally significant projects funded with non-federal funds (23 CFR 450.324(d)). The reference to regionally significant projects applies regardless of whether the project is a capacity or non-capacity project. Examples of regionally significant, non-capacity projects would include a ferry terminal, and intermodal centers.

Group Projects in LRTP^{(D3)1}

Federal regulations allow a specifically defined type of project(s) to be grouped in the TIP. Similar groupings in the LRTP would be permissible. However, the ability to group project(s) depends on the regional significance of the project(s). Grouped projects in the TIP are typically ones that are not of an appropriate scale to be individually identified and can be combined with other projects which are similar in function, work type, and/or geographic area. Classifications of these grouped project types are listed under 23 CFR 771.117(c) and (d) and/or 40 CFR part 93. Examples are: activities which do not involve or lead directly to construction (such as planning and technical studies or grants for training and research programs); construction of non-regionally significant bicycle and pedestrian lanes, paths, and facilities; landscaping; installation of fencing, signs, pavement markings, small passenger shelters, traffic signals, and railroad warning devices where no substantial land acquisition or traffic disruption will occur; rest areas and truck weigh stations; ridesharing activities; and highway safety or traffic operations improvement projects. Therefore, if grouping projects in the LRTP, the groups need to be specific enough to determine consistency between the LRTP and the TIP.

Environmental Mitigation^{(D4)1}

For highway projects, the LRTP must include a discussion on environmental mitigation that is developed in consultation with Federal, State and Tribal wildlife, land management and regulatory agencies. This discussion should occur at more of a system-wide level to identify areas where mitigation may be undertaken (perhaps illustrated on a map) and what kinds of mitigation strategies, policies and/or programs may be used. This discussion in the LRTP would identify broader environmental mitigation needs and opportunities that individual transportation projects might later take advantage of. MPOs

should be aware that the use of ETDM alone is not environmental mitigation. That effort would be considered project screening and is not a system-wide review. Documentation of the consultation with the relevant agencies should be maintained by the MPO. (23 CFR 450.322(g))

For transit projects, which may develop as part of a discretionary grant process and award, the environmental class of action is usually considered by FTA regional offices in concert with transit grantees as the projects are analyzed and developed. Transit maintenance and transfer facilities and major capacity projects like light, heavy or commuter rail, BRT, etc. may require a separate NEPA document while acquisition of vehicles, provision of repairs, planning studies, engineering, etc, would not require a document. As such, environmental mitigation issues would tend to be developed as part of the NEPA document for specific projects with a NEPA decision made prior to the award of FTA funds. Likewise, transit environmental benefits like reduction in SOV trips and VMT, reduction in greenhouse gases, pedestrian and bicycle linkages, transit oriented/compact development (which is more walkable) may need to be stated within the broad parameters in the LRTP.

Linking Planning and NEPA^{(D5)1}

For highway projects, we (FHWA) are continually looking for strategies that improve the linkage between planning and environmental processes. During the development of regionally significant projects in a LRTP, MPOs will need to include a purpose and need for the project in the LRTP. This purpose and need will be carried into the National Environmental Policy Act (NEPA) process and will be one way to enhance the linkage between planning and NEPA. For example, this purpose and need statement could briefly provide the rationale as to why the project warranted inclusion in the LRTP. Prior to FHWA approving an environmental document (Type-2 Categorical Exclusion, Finding of No Significant Impact, or Record of Decision) and thereby granting location design concept approval, the project must be consistent within the LRTP, the TIP and Statewide Transportation Improvement Program (STIP). The project consistency refers to the description (for example project name, termini and work activity) between the LRTP, the TIP and the STIP (23 CFR 450.216(k), 450.324(g) and 450.216(b)). The NEPA document must also describe how the project is going to be implemented and funded. The project implementation description in the NEPA document needs to be consistent with the implementation schedule in the LRTP and TIP/STIP as well. (450 Appendix A to Part 450, Section II Substantive Issues, 8)

For transit projects, which as mentioned may develop as part of a discretionary grant award, the environmental class of action is usually considered by FTA regional offices in concert with transit grantees as the projects are analyzed and developed. Transit maintenance and transfer facilities and major capacity projects like light, heavy or commuter rail, BRT, etc. will likely require a separate, detailed NEPA document while acquisition of vehicles, provision of repairs, planning studies, engineering, etc, would not require a document. As such, linking planning with NEPA for transit would tend to be developed as transit environmental benefits are described. For example, the reduction in SOV trips and VMT, reduction in greenhouse gases, pedestrian and bicycle linkages,

transit oriented/compact development (which is more walkable) and access for both captive and choice riders to the transit mode choice may be recognized benefits. These environmental benefits may need to be stated within the broad parameters in the LRTP as the perceived benefits of transit.

Short-Range and Long-Range Strategies^(D6) MAP-21

The RMP 2040 Update Cost Feasible Plan will include both long-range and short-range strategies/actions that lead to the development of an integrated multimodal transportation system to facilitate the safe efficient movement of people and goods in addressing current and future transportation demand.

Transit Projects and Studies^(D7)1

Transit Facility

The transit grantee may propose a specific transit maintenance facility, transfer facility, multi-modal station, park n ride lot with transit service or other transit facility for rehabilitation, renovation or new construction. Generally, such facilities are eligible for 5307 or 5309 funds from FTA, or for FLEX funds from FHWA flexed to the transit grantee. At a minimum, such facilities should be contained within the TIP, STIP and be “consistent with” the LRTP. For example, consistent with the LRTP might mean a general statement, paragraph, line item or section on the specific facilities and their general location if known. Inclusion might also mention feasibility studies, preliminary engineering, appraisals, final design, property acquisition and relocation (if any) and NEPA documents and perhaps the intent to seek local, state or federal funding for same. The award of such funds may require an LRTP amendment to show such funds in the constrained LRTP.

Transit Service including Fixed Route Bus, Deviated Route, Para-transit, Enhanced or Express Bus

The transit grantee may propose a specific new transit service for a new area or corridor. Generally, such new service is eligible for 5307 or 5310 funds from FTA, or for L230 FLEX funds from FHWA to the transit grantee. At a minimum, such new service should be “consistent with” the LRTP. For example, consistent with the LRTP might mean a general statement, paragraph, line item or section on the specific service improvements to be undertaken (and the general location if known). Inclusion might also mention feasibility studies, operational plans, strategic plans and perhaps the intent to seek local, state or federal funding for same. The award of such funds may require an LRTP amendment to show such funds.

Transit Service Including Bus Rapid Transit (BRT), Light Rail Transit (LRT) Heavy Rail Transit (HRT), Commuter Rail Transit (CRT), Streetcar through the New Starts/Small Starts Program

The transit grantee may propose a specific new fixed guideway transit service (like BRT, LRT, HRT, CRT or Streetcar) to serve a new area or corridor as part of FTA’s New Starts Program. Generally, such new service is eligible for 5307 or 5309 funds from FTA, or for FLEX funds from FHWA to the transit grantee. At a minimum, such new

service should be “consistent with” the LRTP. As such service may be a large capital expenditure, the project, termini and cost would need to be specified in the constrained LRTP. Inclusion might also mention feasibility studies, NEPA studies, preliminary engineering and final design, right of way acquisition, operational plans, modeling improvements, strategic plans and perhaps the intent to seek local, state or federal funding for same. The award of such funds would require an LRTP amendment to show such funds in the constrained LRTP.

Prioritization Process^(D8)

The consultant, in conjunction with staff, will develop a draft prioritization process based on the identified community values, the long term vision and the guiding principles designed to achieve the preferred scenario in conjunction with the availability of funding. The **Stakeholder Committee** and focus groups will provide input and guidance into the final prioritization process.

Project Pages^(D9)

All of the identified projects will include maps and descriptions to ensure that the public and CRTPA members know exactly where and what the project is supposed to provide to the transportation system. Included on this project page will be a listing of the “Guiding Policies and Strategies” that the project met and didn’t meet to determine a draft priority as well as the cost/benefit of each and every project.

Critical Corridor Pages^(D10)

In addition to the Project Pages, Critical Corridor pages will be developed to further detail the projects and enhancements proposed to the corridor.

Prioritized Projects^(D11)

Once the prioritization process is finalized, the consultant will apply the process to the identified projects in order to develop a draft and final prioritized list of projects.

Activities and Products:

- Identification of Projects^(D1)
- Transportation Improvement Program^{(D2)1}
- Group Projects in LRTP^{(D3)1}
- Environmental Mitigation^{(D4)1}
- Linking Planning and NEPA^{(D5)1}
- Short-Range and Long-Range Strategies^{(D6)MAP-21}
- Transit Projects and Studies^{(D7)1}
- Prioritization Process^(D8)
- Project Pages^(D9)
- Corridor Pages^(D10)
- Prioritized Projects^(D11)
- Coordination with CRTPA and local staff and agencies throughout the region
- Report: Project Identification and Prioritization Process (draft and final)
- Report: Environmental Mitigation

- Report: Purpose and Need for Regionally Significant Projects

(D2)1 - (D5)1, (D7)1 - The Federal Highway Administration (FHWA), in cooperation with the Federal Transit Administration (FTA), has developed a summary of issues to provide clarification to the Florida Department of Transportation (FDOT) and Florida's Metropolitan Planning Organizations (MPOs) regarding some of the requirements to be addressed in the next cycle of Long Range Transportation Plan (LRTP) updates. Please check the *FHWA's Strategies for Implementing Requirements for LRTP Update for the Florida MPOs* for further information.

(D6)MAP-21 – Additional language in 23 CFR 450.322 - Development and content of the metropolitan transportation plan requires this component.

VI. Study Reporting and Data

A. LRTP Documentation/Final Board Approval^{(A1)1}

FHWA and FTA expect that at the time the MPO board adopts the LRTP, a substantial amount of LRTP analysis and documentation will have been completed, and all final documentation will be available for distribution no later than 90 days after the plan's adoption. The Board and its advisory committees, as well as the public should have periodically reviewed and commented on products from interim tasks and reports that culminate into the final Plan. Finalizing the LRTP and its supporting documentation should be the last activity in a lengthy process. All final documents should be posted online and available through the MPO office no later than 90 days after adoption.

^{(A1)1} – The Federal Highway Administration (FHWA), in cooperation with the Federal Transit Administration (FTA), has developed a summary of issues to provide clarification to the Florida Department of Transportation (FDOT) and Florida's Metropolitan Planning Organizations (MPOs) regarding some of the requirements to be addressed in the next cycle of Long Range Transportation Plan (LRTP) updates. Please check the *FHWA's Strategies for Implementing Requirements for LRTP Update for the Florida MPOs* for further information.

B. Map

A full color Adopted Cost Feasible Plan map will be required and will have the following at a minimum:

Size: Minimum 24" x 36"

Data: Goals and objectives, a priority project listing including costs, regional map and project locations.

C. GIS

A major focus of the RMP 2040 Update is the compilation of all transportation system data. Therefore, all GIS will utilize the standards set forth by the TLCGIS.

Activities and Products:

- RMP 2040 Update Fold-out Map
- GIS database of transportation system projects

VII. LRTP Modification

A. Modification^{(A1)1}

MPOs need established written and Board approved procedures that document how modifications to the LRTP are addressed after Board adoption. The procedures should specifically explain what qualifies as a modification as opposed to an amendment. These procedures can be included as part of the LRTP, the PPP, or provided elsewhere as appropriate. FHWA is currently beginning work with FDOT and the MPOs on an LRTP amendment process which will include statewide procedures and thresholds, similar to the STIP amendment process. This effort will assist the MPOs in determining when LRTP amendments are required.

^{(A1)1} – The Federal Highway Administration (FHWA), in cooperation with the Federal Transit Administration (FTA), has developed a summary of issues to provide clarification to the Florida Department of Transportation (FDOT) and Florida's Metropolitan Planning Organizations (MPOs) regarding some of the requirements to be addressed in the next cycle of Long Range Transportation Plan (LRTP) updates. Please check the *FHWA's Strategies for Implementing Requirements for LRTP Update for the Florida MPOs* for further information.