



300 S. ADAMS STREET TALLAHASSEE, FL 32301
www.crtpa.org

CRTPA BOARD

MEETING OF TUESDAY, JANUARY 17, 2017 AT 1 PM

CITY OF TALLAHASSEE COMMISSION CHAMBERS
300 S. ADAMS STREET
TALLAHASSEE, FL 32301

MISSION STATEMENT

"The mission of the CRTPA is to act as the principal forum for collective transportation policy discussions that results in the development of a long range transportation plan which creates an integrated regional multimodal transportation network that supports sustainable development patterns and promotes economic growth."

FINAL AGENDA

1. **CALL TO ORDER AND ROLL CALL**
2. **AGENDA MODIFICATIONS**
3. **CONSENT AGENDA**
 - A. Minutes of the September 19, 2016 & December 5, 2016 CRTPA Board Meetings
 - B. CRTPA 2017 Calendar Update
 - C. CRTPA Bylaws
 - D. National Highway System Updates
4. **CONSENT ITEMS PULLED FOR DISCUSSION**

If you have a disability requiring accommodations, please contact the Capital Region Transportation Planning Agency at (850) 891-8630. The telephone number of the Florida Relay TDD Service is # 711.

5. ROLL CALL VOTE AGENDA ITEMS**A. Fiscal Year (FY) 2017 – FY 2021 Transportation Improvement Program (TIP) Amendment**

The CRTPA FY 2017 – FY 2021 TIP is proposed to be amended to reflect the following:

- Atlanta Street (Ben Bostic Rd to Martin Luther King Blvd) (Project #4407241): Add design funding in FY 2017 for this sidewalk project (Gadsden County)

Recommended Action: *Approve amendment by roll call vote*

6. CRTPA ACTION

The public is welcome to comment on any discussion item after a motion has been made and seconded. Each member of the public is provided three (3) minutes to address the CRTPA.

A. CRTPA General Planning Consultant

This item seeks CRTPA authorization to proceed with negotiations of the top ranked applicants selected by the CRTPA GPC Selection Committee.

B. Transportation Disadvantaged Local Coordinating Boards

This item seeks CRTPA approval to return staffing of the Gadsden, Jefferson and Wakulla counties Transportation Disadvantaged Local Coordinating Boards to the Apalachee Regional Planning Council. The CRTPA would retain staffing responsibilities for the Leon County Transportation Disadvantaged Local Coordinating Board.

C. MPOAC Legislative Priorities

At the October 17, 2016 CRTPA Retreat, members expressed an interest in CRTPA development of legislative priorities to be provided to the Florida Metropolitan Planning Organization Advisory Council for 2017.

D. C RTPA Executive Committee Bylaw Revisions

This item provides a follow up to discussion that occurred at the December 5, 2016 C RTPA meeting related to revising the C RTPA bylaws to establish an Executive Committee.

7. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

8. EXECUTIVE DIRECTOR'S REPORT

9. C RTPA INFORMATION

A. Correspondence

B. Future Meeting Dates (Next meeting: March 21, 2017, pursuant to approval of Item 2B)

C. Committee Actions (Citizen's Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)

10. C RTPA CITIZEN COMMENT

This portion of the agenda is provided to allow for citizen input on any C RTPA issue. Those interested in addressing the C RTPA should complete a speaker request form located at the rear of the meeting room. Speakers are requested to limit their comments to three (3) minutes.

11. ITEMS FROM C RTPA BOARD MEMBERS

This portion of the agenda is provided to allow members an opportunity to discuss and request action on items and issues relevant to the C RTPA, as appropriate.



January 17, 2017

AGENDA ITEM 1

CALL TO ORDER AND ROLL CALL



January 17, 2017

AGENDA ITEM 2

AGENDA MODIFICATIONS



January 17, 2017

AGENDA ITEM 3 A

MINUTES

TYPE OF ITEM: Consent

The minutes from the September 19, 2016 & December 5, 2016 CRTPA meetings are provided as **Attachment 1** and **Attachment 2**, respectively.

RECOMMENDED ACTION

Option 1: Approve the minutes of the September 19, 2016 & December 5, 2016 CRTPA meeting.

ATTACHMENT

Attachment 1: Minutes of the September 19, 2016 CRTPA meeting.

Attachment 2: Minutes of the December 5, 2016 CRTPA meeting.



CRTPA BOARD

MEETING OF MONDAY, SEPTEMBER 19, 2016 AT 1 PM

CITY OF TALLAHASSEE COMMISSION CHAMBERS
300 S. ADAMS STREET
TALLAHASSEE, FL 32301

MEETING MINUTES

MEMBERS PRESENT:

Betsey Barfield, Chair, Jefferson County
Randy Merritt, Wakulla County
Anthony Viegbesie, Gadsden County
Rosanne Wood, Leon County Schools
Kristin Dozier, Leon County
Nick Maddox, Leon County
Nancy Miller, City of Tallahassee
Curtis Richardson, City of Tallahassee

STAFF PRESENT: Greg Slay, CRTPA; Jack Kostrzewa, CRTPA; Lynn Barr, CRTPA; Colleen Roland, CRTPA; Greg Burke, CRTPA; Yulonda Mitchell, CRTPA; Thornton Williams, CRTPA Attorney; Mike Lewis, Traffic Safety Engineer, FDOT; Susan Joel, CARDNO.

Commissioner Barfield opened the meeting with an introduction of the new CRTPA Director, Mr. Greg Slay.

1. AGENDA MODIFICATIONS

Mr. Slay noted the additional information for Agenda Item 6D. This was the CMAC/TAC actions. He explained the meeting date was changed and actions were taken after the current agenda was distributed. This was a part of Item 6D.

Commissioner Barfield noted, it was requested by Commissioner Viegbesie to move Item 6D and Item 6E to Item 6A.

2. AWARDS AND SPECIAL PRESENTATIONS

Commissioner Barfield and Commissioner Viegbesie presented the CRTPA Twelfth Annual Transportation Disadvantaged Awards. Mr. Nate Brown, Big Bend Transit of Gadsden County, Driver of the Year 2016 and Mr. Robert Adams, Big Bend Transit of Jefferson County, Edward B. Waters Safety Award.

Commissioner Barfield presented a special award to Jack Kostrzewa for serving as the interim Executive Director for the CRTPA.

3. CONSENT AGENDA

- A. Minutes of the June 20, 2016 CRTPA Board Meeting**
- B. ~~CRTPA Fiscal Year 2017 Budget~~ (Pulled for Discussion)**
- C. CRTPA 2016 Calendar Revision**
- D. Legal Services Contract Extension**

Board Action: Commissioner Merritt made a motion to accept the consent agenda with the modification. Commissioner Miller seconded the motion. The motion was unanimously approved.

4. CONSENT ITEMS PULLED FOR DISCUSSION

3.B CRTPA Fiscal Year 2017 Budget

Commissioner Richardson pulled item 3.B for discussion. Commissioner Richardson had questions about the intern pay increase as well as the cost of living increase for the regular full-time employees. Mr. Slay stated the intern pay increase would be retroactive as the agenda item indicated, unless the board indicated otherwise. The outlined cost of living increase should be reflected as 2%, not 2.5% as the item stated.

Board Action: Commissioner Merritt made a motion to approve the CRTPA Fiscal Year 2017 Budget with the modification noted. Commissioner Miller seconded the motion. The motion was unanimously passed.

5. ROLL CALL VOTE AGENDA ITEMS

A. Fiscal Year (FY) 2017 – FY 2021 Transportation Improvement Program (TIP) Amendment

The CRTPA FY 2017 – FY 2021 TIP is proposed to be amended to reflect the following:

- US 90 (Monroe Street to Buck Lake Road) (Project #4395711): Add funding for lighting in FY 17.
- US 90/W. Tennessee Street (Blountstown Highway to N. Duval Street) (Project #4395741): Add funding for lighting in FY 17.
- US 27 (Ross Road to Call Street) (Project #4395751): Add funding for lighting in FY 17.
- W. Pensacola Street (Appleyard Drive to Chapel Drive) (Project #4395791): Add funding for lighting in FY 17.
- Lake Bradford Road (Levy Avenue to Jackson Bluff Road) (Project #4395801): Add funding for lighting in FY 17.

Mike Lewis, FDOT Traffic Safety Engineer, stated these projects are a part of a statewide project to increase safety at intersections. These locations have had accidents with

pedestrian fatalities at night and these projects would upgrade the intersections to add LED lighting and increase safety in these intersections. Mr. Lewis noted these corridors have the highest statistics statewide and those projects were advanced based on that criteria.

Commissioner Dozier expressed concerns with aligning the projects with Blueprint projects to use funds most efficiently. Mr. Slay stated Blueprint and CRTPA staff were working together to address the concern.

Board Action: Commissioner Merritt made a motion to accept the Fiscal Year (FY) 2017 – FY 2021 Transportation Improvement Program (TIP) Amendment. Commissioner Bowen seconded the motion for further discussion. A roll call vote was taken and the motion was unanimously passed.

6. CRTPA ACTION

A. CRTPA Fiscal Year (FY) 2018 – FY 2022 Priority Project Lists (*Agenda Modification 6D*)

Annually, the CRTPA adopts Priority Project Lists (PPLs) in ranked order to provide the FDOT project funding direction as the state agency proceeds with the annual development of the State Work Program. This year, the following PPLs have been developed for CRTPA Board approval:

Mr. Burke stated the board would review six Priority Lists and outlined each, highlighting the items and changes to the lists for FY 2018-FY 2022 compared to last year.

1. Regional Mobility Plan (RMP) Roadways Priority Project List

This list is the same as last year but some projects are updated to reflect phases of funding received in last year's program. He noted the Capital Circle SW (Springhill to Orange Avenue) project was funded for construction, but in the outer FY 2021 and will remain on the list until it moves within the first three years of the work program.

Mr. Burke stated the Board in past years has set aside funds (\$1 million) to first fund bike and pedestrian projects that are on the Bike/Pedestrian Priority List.

Commissioner Dozier stated a constituent asked about the removal of the Bike/Pedestrian projects that had been removed from the list within the urban area. Mr. Burke stated the Bike/Pedestrian projects had been moved to a separate list for Bike/Pedestrian projects.

Board Action: Commissioner Merritt made a motion to approve the Regional Mobility Plan Roadways Priority Project List. Commissioner Bowen seconded the motion. The motion was unanimously passed.

2. Regional Mobility Plan (RMP) Bicycle and Pedestrian Priority Project List

Mr. Burke stated this list is the same as last year. He noted the project on Glenview Drive (Thomasville to Meridian) has been funded for construction, but in FY 2021, and would remain on the list until it moves within the first three years of the work program. He also noted the Florida Arts Trail in Gadsden County has been recommended to stay on the list, but not move forward with the next phase. The PD&E phase has been completed. The City of Quincy has submitted their concerns with the project. Staff recommended a delay on the project until all of the issues were resolved.

Board Action: Commissioner Merritt made a motion to approve the Regional Mobility Plan (RMP) Bicycle and Pedestrian Priority Project List. Commissioner Miller seconded the motion. The motion was unanimously passed.

3. Transportation Regional Incentives Program (TRIP) Priority Project List

Mr. Burke stated there were two projects on this list. The Weems Road and Welaunee Road Extension projects were added to this priority list. Mr. Slay pointed out the funding would be in FY 2021.

Board Action: Commissioner Merritt made a motion to approve the Transportation Regional Incentives Program (TRIP) Priority Project List. Commissioner Miller seconded the motion. The motion was unanimously passed.

4. Transportation Systems Management (TSM) Priority Project List

Mr. Burke stated the projects on this priority list were all new. He noted the projects from last year's list have all been funded. The recommended projects were a Pedestrian Safety project on South Adams (Paul Russell to Orange Avenue) and another on Thomasville Road (Midtown). Also on the list are Capital Circle Southeast (Tram Road to Woodville Highway) and an improvement on Monroe Street (@Brevard Street).

Board Action: Commissioner Richardson made a motion to approve the Transportation Systems Management (TSM) Priority Project List. Commissioner Miller seconded the motion. The motion was unanimously passed.

5. StarMetro Priority Project List

Mr. Burke stated this list was developed by the StarMetro department and only needs to pass through the CRTPA and noted StarMetro's staff was available for questions.

Board Action: Commissioner Richardson made a motion to approve the StarMetro Priority Project List. Commissioner Bowen seconded the motion. The motion was unanimously passed.

6. Tallahassee International Airport Priority Project List

Mr. Burke stated this list was developed by the Tallahassee International Airport and only needs to pass through the CRTPA.

Board Action: Commissioner Merritt made a motion to approve the Tallahassee International Airport Priority Project Lists. Commissioner Miller seconded the motion. The motion was unanimously passed.

B. Lafayette Paseos Project Funding (*Agenda Modification*)

This agenda item provides a funding update on the status of this Transportation Alternatives (formerly "Transportation Enhancement") project that received construction funding in 2016.

Mr. Slay stated this was a Transportation Alternatives Program (TAP) project that was funded several years ago. The City of Tallahassee has sponsored this project. He noted the City of Tallahassee has received bids for the project and there were funding deficits (\$120,000). The City of Tallahassee has requested the C RTPA provide a portion of the TAP funds to match the City's portion (\$62,000). Commissioner Miller noted the City of Tallahassee had not approved the \$62,000, due to a technicality relating to the contractor and stated it would be revisited at a regular City Commission meeting on (9/28/16). Staff was requesting approval of \$62,000 of TAP funds to assist with this project.

Board Action: Commissioner Merritt made a motion to approve the Lafayette Paseos Project Funding. Commissioner Miller seconded the motion. The motion was unanimously passed.

C. FDOT Thomasville Road (Midtown) Safety Recommendations

This agenda item provides FDOT recommendations related to the C RTPA request that the Midtown area of Thomasville Road be studied to address potential safety improvements for all users.

Mike Lewis, outlined the project recommendations for the FDOT Thomasville Road Safety Recommendations, which would include additional lighting, upgrade crosswalks, pedestrian signals and pedestrian refuge, and install a new intersection. Mr. Lewis discussed the second phase of the project which includes the round- a-bout at Thomasville Road and 7th Avenue. He noted the coordior and proposed round about needs further study.

Board Action: Commissioner Dozier made a motion to request an agenda item analyzing the proposed recommendations with what could be funded between the FDOT, City, Blueprint and the County to include more retail, entertainment and resturant opportunities within the corridor. Commissioner Miller seconded the motion. The motion was unanimously passed.

D. FDOT Adams Street Safety Recommendations

This agenda item provides FDOT recommendations related to the CRTPA request that the Adams Street corridor be studied related to safety concerns.

Mr. Lewis outlined the parameters of the study. He presented the recommendations for the corridor. The recommendations were: to relocate the bus stop, install an additional crosswalk with full mid-block traffic signal and pedestrian refuge and provide access management strategy to force turns at specific locations within the corridor.

Board Action: Commissioner Dozier requested an agenda item to study the South Monroe and Orange Avenue corridors and discuss them as a whole. Commissioner Merritt seconded the motion. The motion was unanimously passed.

E. CRTPA Regionally Significant Roadways

This agenda item seeks to update the agency's Regionally Significant Roadways Map in order to better position the agency and its transportation partners to qualify for Transportation Regional Incentive Program (TRIP) funding.

Mr. Slay provided information on the program.

Board Action: Commissioner Merritt made a motion to approve the CRTPA Regionally Significant Roadways Map. Commissioner Miller seconded the motion. The motion was unanimously passed.

F. South Quincy Loop Kick off

The FDOT will kick off the South Quincy Loop roadway project.

Board Action: This item was informational, therefore no action was taken.

7. EXECUTIVE DIRECTOR'S REPORT**8. CRTPA INFORMATION**

- A. Florida MPOAC Agenda**
- B. TIP Administrative Amendments**
- C. Correspondence**
- D. Future Meeting Dates (Next Meeting: October 17 Retreat)**
- E. Committee Actions (Citizen's Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)**

9. CRTPA CITIZEN COMMENT

None

10. ITEMS FROM CRTPA BOARD MEMBERS

Meeting was adjourned at 2:15 PM

Attested:

Yulonda Mitchell, Recording Secretary

Betsy Barfield, Chair



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CRTPA BOARD

MEETING OF MONDAY, DECEMBER 5, 2016 AT 1:30 PM

CITY OF TALLAHASSEE COMMISSION CHAMBERS
300 S. ADAMS STREET
TALLAHASSEE, FL 32301

MEETING MINUTES

MEMBERS PRESENT:

Betsey Barfield, Chair, Jefferson County
Randy Merritt, Wakulla County
Anthony Viegbesie, Gadsden County
Rosanne Wood, Leon County Schools
Kristin Dozier, Leon County
Nick Maddox, Leon County
John Dailey, Leon County
Nancy Miller, City of Tallahassee
Curtis Richardson, City of Tallahassee

STAFF PRESENT: Greg Slay, CRTPA; Jack Kostrzewa, CRTPA; Lynn Barr, CRTPA; Colleen Roland, CRTPA; Greg Burke, CRTPA; Yulonda Mitchell, CRTPA; Thornton Williams, CRTPA Attorney; Mike Lewis, Suzanne Lex, FDOT; Phillip Gainer, FDOT Secretary; Jarred Purdue, FDOT; Tim Smith, FDOT; Regina Battles, FDOT; Ray Kirkland, FDOT; Allisa Bringinger, FDOT; Vicki Kent, FDOT; Starsky Harrell, FDOT; Carter Johnson, FDOT

1. AGENDA MODIFICATIONS

A. FYs 2017 & 2018 Unified Planning Work Program Amendment

2. CONSENT AGENDA

Board Action: Commissioner Merritt made a motion to accept the consent agenda. Commissioner Nick Maddox seconded the motion. The motion was unanimously passed.

3. CONSENT ITEMS PULLED FOR DISCUSSION**4. ROLL CALL VOTE AGENDA ITEMS****A. Connections 2040 Regional Mobility Plan (RMP) Modification**

Mr. Slay stated the modification to the Connections 2040 Regional Mobility Plan, extend the limits of Orange Avenue (Project ID 1554) from South Adams Street to South Monroe Street.

The Connections 2040 Regional Mobility Plan, the CRTPA's long range transportation plan, is proposed to be modified to reflect the following:

- Revise the Orange Avenue project to extend limits eastwards to South Monroe Street.
- Update the RMP funding table to reflect the Project Development and Environment Study timeline from Tier 2 to Tier 1.

Discussion:

Commissioner Viegbesie stated there were projects within Gadsden County. He listed those projects as 1) Bridge at SR 161. This could be replaced while the resurfacing is being completed. 2) Attapugus Highway, widened with shoulders. Areas are unsafe for pedestrians or bicyclist. 3) Pat Thomas roadway crossing. (Pat Thomas Parkway and Highway 90)

Mr. Slay explained that these projects are usually not added to the RMP and Mr. Slay stated he would meet with Commissioner Viegbesie to gain a better understanding of the request. Typically, shoulder widenings are not a part of the RMP.

Board Action: Commissioner Merritt made a motion to accept the Connections 2040 Regional Mobility Plan (RMP) Modification. Commissioner Miller seconded the motion. A roll call vote was taken and the motion was unanimously passed.

B. Fiscal Year (FY) 2017 – FY 2021 Transportation Improvement Program (TIP) Amendment

The CRTPA FY 2017 – FY 2021 TIP was proposed to be amended to reflect the following:

- Coastal Trail West (US 98 from Surf Road to US 319) (Project #4399261): Add design funding in FY 2017.
- Coastal Trail East (US 98 from Woodville Highway to Lighthouse Road) (Project #4405501): Add design funding in FY 2017.

Mr. Burke stated this was an amendment to add design funding in FY 2017-2021. Funding was from the Sun Trail program for the design for the Coastal trail east and west.

Board Action: Commissioner Merritt made a motion to accept the Fiscal Year (FY) 2017 – FY 2021 Transportation Improvement Program (TIP) Amendment . Commissioner Viegbesie seconded the motion. A roll call vote was taken and the motion was unanimously passed.

5. C RTPA ACTION

A. DRAFT Fiscal Year (FY) 2018 – FY 2022 Work Program

Regina Battles, Florida Department of Transportation (FDOT), District 3, presented the Draft FY 2018 – FY 2022 Work Program. C RTPA written comments on the Draft Work Program must be provided to the FDOT by January 23, 2017.

Ms. Regina Battles, stated the District held a public meeting on November 21, 2016 to discuss and detail these projects to the public and received public comment. Ms. Battles outlined the Draft FY 2018-FY 2022 Work Program by county. Ms. Battles noted the Small County Programs are important to the rural counties within District 3.

Gadsden County received three new County Program projects: Cooks Standing Road, Attapugus Highway and Hickory Street. Hickory Street was important, because this project was a part of a new program for municipalities located within the Small County Outreach Program (SCOP) Areas (\$9 Million). Chattahoochee was selected and received funding for the resurfacing on Hickory Street. Also noted, Little Sycamore Road has been placed in the current Fiscal Year. Gadsden also received three new federally funded safety projects. These are to replace guard rails and other improvements on Iron Bridge Road and Dover Scotland Road. There is also a safety project on Highbridge Road that included widening, paved shoulders and other amenities. An addition of two railroad crossing replacements on SR267 (I-10 to US-90 in Quincy) was included in the resurfacing project.

Commissioner Viegbesie mentioned again Pat Thomas roadway crossing. (Pat Thomas Parkway and Highway 90) and the bridge at Point Milligan Road (near Captian D's Seafood). Ms. Battles stated she would review these. She noted Point Milligan Road was funded with Small County Outreach Program (SCOP) funds and those funds do not allow for full replacement of bridges, only repairs to bridges.

Jefferson County received a new resurfacing project on US-90 from Willis Street to the Madison County line, this includes a reconfiguration at Salt Road, as requested. Also a new bridge replacement CR-259 over the Sea Board Coastline Railroad was added, as well as funding for CR-259 Lake Road resurfacing via Small County Outreach and Thompson Valley Road via Small County Road Assistance program. Also noted the advancement of the existing project W. Lake Road from 2018 to the current fiscal year. The county has a large number of bridge replacements that are already in the work program. These are both on and off system bridge projects coming up in the next fiscal years.

Leon County received new construction funding in fiscal year 2022 for Capital Circle (from Crafordville Road to Spring Hill Road). Apalachee Parkway resurfacing project (from Capital Circle to the Jefferson County Line) was also added, as were, four new safety lighting retrofittings at Mahan Drive, South Adams Street, Pensacola Street and Lake Bradfordville Road via Federal Safety Funds. These projects are part of a state wide (Federal Safety Funds) program to improve lighting in areas that met the criteria with a high rate of night time crashes. Leon County also received funding for Safe Routes to School at Canopy Oaks, Kate Sullivan and other school areas around the county.

Commissioner Dozier briefly discussed the importance of coordinating funds to tie into Blueprint 2000 projects. Mrs. Lex stated Blueprint staff has already discussed leveraging options that were being discussed between the FDOT and Blueprint. The board requested a copy of the full Safe Routes to Schools list.

Wakulla County received a new trail project (Coastal Highway Trail project) from Surf Road to South of Tower Road) via Suntrail funding, as well as, Coastal Highway Trail project ROW funding from (south of Tower to Crawfordville, US319). Funding was received from the Small County Program projects, (Harvey Mill Road for paving of dirt road, East Ivan for widening and resurfacing). City of St. Marks received funding Riverside Drive/Old Fort Road for resurfacing. Shadeville Highway, an existing project, was advanced to current year and Ivan Church Road, was added to current year for resurfacing.

Board Action: This item was informational only, therefore no actions were taken.

B. CRTPA ByLaw Revisions

As discussed at the October 17, 2016 CRTPA Retreat, staff is proposing updates to the CRTPA's bylaws including the agency's meeting schedule.

Mr. Slay noted if this change was aproved, the changes would require a 30-day notification and would be posted (30 days prior) and included on the consent agenda for approval at the January 17, 2017 meeting. Commissioner Viegbesie noted his schedule would not allow for him to attend a meeting held on Tuesdays.

Board Action: Commissioner Maddox made a motion to accept the CRTPA Bylaw Revisions. Commissioner Merritt seconded the motion. The motion was unanimously passed.

C. Executive Committee Discussion

This item sought Board direction related to the establishment of a CRTPA Executive Committee that was discussed at the October 17, 2016 CRTPA Board Retreat.

Mr. Slay stated staff reviewed other TPO/TPAs to find out what others are doing as it relates to Executive Committees and provided a list of standard duties the committee would handle. The committees that were reviewed were responsible for: the evaluation of the Executive Director, Budget Review, Development of Legislative priorities and issues that may arise during session. In the current by-laws a subcommittee is established by the board, which currently consists of Chair, Vice-Chair and past chair, to conduct the Executive Director's evaluation.

Mr. Williams noted any contract would have to be ratified by the full board. Commissioner Miller noted the need for minutes for the committee to be distributed to the full Board.

Mr. Slay noted additional recommendations for any changes to by-laws would be brought before the board as a draft for approval, similar to the changes to be made today.

Board Action: Commissioner Merritt made a motion to accept the Executive Committee recommendations as presented by staff. Commissioner Miller seconded the motion. The motion was unanimously passed.

D. 2017 CRTPA Meeting Calendar

The 2017 CRTPA meeting calendar was developed for Board approval.

Board Action: Commissioner Merritt made a motion to accept the 2017 CRTPA Meeting Calendar. Commissioner Miller seconded the motion. The motion was unanimously passed.

E. Election of CRTPA Chair and Vice-Chair

Annually, CRTPA members elect a new Chair and Vice-Chair to serve for the upcoming calendar year. Currently, Commissioner Barfield and Commissioner Richardson hold the CRTPA Chair and Vice-Chair positions, respectively.

Board Action: Commissioner Dozier nominated Commissioner Richardson for Chairman. Commissioner Miller seconded the motion. The motion was unanimously passed.

Board Action: Commissioner Merritt nominated Commissioner Nick Maddox for Vice-Chairman. The motion was unanimously passed.

F. Election of MPOAC Representative and Alternate

Pursuant to CRTPA By-Laws, the CRTPA's Metropolitan Planning Organization Advisory Council (MPOAC) representative serves a 3-year term. In November 2013, Commissioner Delores Madison was elected to serve as the MPOAC Representative, with Commissioner Nick Maddox elected to serve out the remainder of her term in May 2015. Commissioner Barfield currently serves as the alternate.

Board Action: Commissioner Merritt made a motion to retain Commissioner Nick Maddox to continue to serve as representative for the MPOAC and retain Commissioner Barfield to continue to serve as the alternate.

G. Executive Director's Probationary Period

This item sought Board direction related to the Executive Director's 90-day probationary period, contained within the employment agreement, which was up on October 16, 2017.

Commissioner Barfield stated that the Executive Director's Probationary Period was negotiated within the Executive Director's contract and sought board discussion and action.

Board Action: Commissioner Merritt made a motion to remove the Executive Director from the probationary status and continue employment. Commissioner Viegbis seconded the motion. The motion was unanimously passed.

Commissioner Barfield also stated the contract included a pay increase (2%) upon the ending of the probationary period for the Executive Director and sought board discussion and action.

Board Action: Commissioner Dozier made a motion to approve the pay increase (2%). Commissioner Miller seconded the motion. The motion was unanimously passed.

Board Action: Commissioner Miller made a motion to process the pay increase retroactively to September 1, 2016. Commissioner Merritt seconded the motion. The motion was unanimously passed.

Commissioner Barfield lastly noted, the evaluation of the Executive Director's progress. She noted this has not been done consistently in the past and sought board discussion and action. Commissioner Dozier made a suggestion to provide a standard 3 question evaluation to the members of the board and the board could provide feedback to the committee. Commissioner Richardson stated the entire board should provide input to the Executive Committee for the evaluation, prior to the Executive Committee and their recommendation would be brought before the full board for approval.

6. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

Mrs. Lex provided information on the North Monroe Street (resurfacing) project. She stated the resurfacing project was currently in the design phase. As a result of the Road Safety Audit, there was a recommendation to make pedestrian improvements at the intersection. This will include a signalized cross walk at the Monroe Street/Thomasville Road.

7. EXECUTIVE DIRECTOR'S REPORT

Mr. Slay discussed the need for volunteers from the board to sit on the selection committees. Commissioner Miller discussed the possibility of conflict in sitting on a selection committee within the county they represent. Commissioner Merritt would serve on the General Planning Consultants and Commissioner Richardson would serve on Orange Avenue project selection committees.

8. CRTPA INFORMATION

- A. Correspondence
- B. Future Meeting Dates (January 17, 2017 pursuant to approval of Item 5D)
- C. Committee Actions (Citizen's Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)

9. CRTPA CITIZEN COMMENT**10. ITEMS FROM CRTPA BOARD MEMBERS**

Attested:

Yulonda Mitchell, Recording Secretary

Betsy Barfield, Chair



January 17, 2017

AGENDA ITEM 3 B

2017 CRTPA CALENDAR REVISION

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The adopted 2017 CRTPA Calendar is proposed to be revised to cancel the next scheduled (February 21) meeting of the CRTPA.

RECOMMENDED ACTION

Option 1: Update the CRTPA 2017 Calendar to reflect cancellation of the February 21 meeting.

HISTORY AND ANALYSIS

Pursuant to the CRTPA's adopted 2017 calendar, the CRTPA is scheduled to meet on February 21 (1 pm) in Tallahassee City Commission Chambers. This meeting is proposed for cancellation as there are no items required to be discussed prior to the next (March 21) scheduled CRTPA meeting.

The 2017 CRTPA Calendar is proposed to be revised as follows:

2017 CRTPA Calendar (remaining meetings)

Meeting Date	Meeting Type	Location
February 21	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
March 21	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
April 18	Retreat/Workshop	TBA 9:00 AM-11:00 AM
May 16	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
June 20	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
September 19	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
October 17	Retreat/Workshop	TBA 9:00 AM-11:00 AM
November 21	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
December 19	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm

RECOMMENDED ACTION

Option 1: Update the CRTPA 2017 Calendar to reflect cancellation of the February 21 meeting.

(Recommended)

Option 2: Provide other direction.



January 17, 2017

AGENDA ITEM 3C

CRTPA BYLAW UPDATES

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

Amendments to the CRTPA Bylaws to change the monthly meeting date, responsibilities of the Executive Director and other administrative/editorial amendments.

RECOMMENDED ACTION

Option 1: Adopt proposed bylaw changes as approved by the Board at the December 5 CRTPA meeting.

HISTORY AND ANALYSIS

As discussed at the October Board retreat, staff has developed several amendments to the existing bylaws. The most significant amendment is changing the monthly meeting day from the third Monday of the month to the third Tuesday. A review of the monthly meeting calendar of each member government did not show any direct conflicts. Monthly meetings will be scheduled each month with the exception of July and August. In addition, there were modifications to the Executive Director's responsibilities to reflect current practice for invoices and grant applications as well a few administrative and editorial changes.

Per the requirements of the current bylaws, the proposed changes were posted on the CRTPA website for the 30-day public review.

RECOMMENDED ACTION

Option 1: Adopt bylaw amendments as presented.
(Recommended)

Option 2: Provide other direction.

ATTACHMENT

Attachment 1: Proposed Bylaw Amendments

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY
REVISED BYLAWS, POLICIES
AND PROCEDURES**

~~Adopted November 2006~~
~~Revised June 14, 2014~~
~~Revised January 12, 2015~~
Revised January 17, 2017

- I. Organization Name**
- II. Preamble**
- III. Purpose**
- IV. CRTPA Bylaws**
- V. CRTPA General Policies**
- VI. CRTPA Specific Policies**
- VII. CRTPA Long-Range Transportation Plan Amendment**
- VIII. Funding**
- IX. Notices**

I. Organization Name

The name for the Metropolitan Planning Organization is the Capital Region Transportation Planning Agency (CRTPA).

II. Preamble

The following sets forth the Bylaws, Policies and Procedures that shall serve to guide the proper functioning of the urban transportation planning process by the CRTPA. The intent is to provide policies and procedures for the CRTPA and its Standing Committees for fulfilling the requirements of the Interlocal Agreement that creates the CRTPA; the applicable provisions of federal law; and the applicable provisions of Chapter 339, Florida Statutes. Any interpretations of the Interlocal Agreement by these bylaws shall be the preferred interpretation for the CRTPA unless there is a direct and express conflict with the Interlocal Agreement. Furthermore, all provisions contained in these Bylaws shall be interpreted to be consistent with all applicable state and federal law.

III. Purpose

Pursuant to Section 339.175, Florida Statutes, the purpose of the CRTPA is:

A. To assist in the safe and efficient management, operation, and development of surface transportation systems embracing various modes of transportation in a manner that will maximize the mobility of people, freight and goods within and through the metropolitan area of this state, foster economic growth and development within and through urbanized areas of this

state and minimize, to the maximum extent feasible for transportation-related fuel consumption, air pollution, and greenhouse gas emissions through metropolitan transportation planning processes;

B. To develop, transportation plans and programs, in cooperation with the state and public transit operators, which plans and programs provide for the development and integrated management and operation of transportation systems and facilities, including pedestrian walkways and bicycle transportation facilities that will function as multi-modal and an intermodal transportation system for the metropolitan area;

C. To ensure that the process is integrated with the statewide planning process the CRTPA shall implement and ensure a continuing, cooperative, and comprehensive transportation planning process that considers all modes of transportation based on the complexity of the transportation problems to be addresses and results in coordinated plans and programs consistent with the comprehensively planned development of this affected metropolitan area in cooperation with the Florida Department of Transportation (“Department”);

D. To develop plans and programs that identify transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to facilities that serve important national, state and regional transportation functions.

IV. CRTPA Bylaws

A. Membership and Board Membership

1. As designated by the Governor of the State of Florida, and as reflected in Article 4, Section 4.01(a) of the 2014, Interlocal Agreement, the CRTPA shall consist of voting representatives from Leon County, Gadsden County, Jefferson County, and Wakulla County; the City of Tallahassee, the City of Midway, the City of Quincy, the City of Chattahoochee, the City of Greensboro, the City of Gretna, and the Town of Havana; the Leon County School Board; and one non-voting representative from the Department of Transportation.

The weighted vote of the voting members is as follows:

Governmental Entity	Number of Members	Voting Points
Leon County School Board	1	1
Jefferson County *	1	4
Gadsden Cities **	1	5
Wakulla County ***	1	8
Gadsden County	1	8
Leon County ****	-	37
City of Tallahassee *****	-	37
Total		100

As provided in Section 4.01(a)(1) of the Interlocal Agreement, for Leon County and the City of Tallahassee, the number of voting points is determined by the number of voting members as agreed upon by the Leon County Board of County Commissioners and the City of Tallahassee respectively.

- * The County Representative will also represent the City of Monticello.
- ** The Cities of Chattahoochee, Greensboro, Gretna, Havana, Midway and Quincy will consolidate their membership and weighted vote into one membership.
- *** The County Representative will also represent the Cities of St. Marks and Sopchoppy.
- **** The number of voting members is determined by the Leon County.
- ***** The number of voting members is determined by the City of Tallahassee.

2. The City of Tallahassee and Leon County commissions may change the number of their members to serve as members of the CRTPA Board no more than once annually. Similarly, Cities consolidating their memberships and weighted vote, may reverse such consolidation no more than once annually. Should any membership adjustments be made pursuant to this section, the governmental entity shall notify the Executive Director of the CRTPA in writing of such change. The written notice shall specifically reference this section as the basis for the change.

3. Board members from participating governments which have one voting member may designate an alternative member of that government to vote in the absence of the appointed member. Such designation may be changed no more frequently than annually, unless the alternate leaves office. A participating governmental entity that selects an alternative member shall notify the CRTPA in writing of that selection. No Board Member may vote by proxy.

4. As provided by Section 6.04 of the Interlocal Agreement, the Board may delegate authority to one or more of its members to act on behalf of the Board and may delegate certain duties to the Executive Director.

a. Delegation to one or more Board Members shall be pursuant to a majority vote of the Board, which shall identify the member(s) to whom authority is delegated, specify the scope (and time period if appropriate) for the delegation, and whether action of the Board member(s) shall be subject to Board ratification or approval. Any such delegation shall be subject to the requirements of the Sunshine Law, when applicable. The scope and time period of the delegation shall be appropriate for the intended purpose, and shall be limited as necessary to comply with law. When practicable, the action of the Board members shall be subject to Board ratification or approval.

b. Delegation to the Executive Director shall be pursuant to a majority vote of the Board, which shall specify the scope, direction and purpose for the delegation and whether the action of the Executive Director shall be subject to ratification or

approval of the Board, Board members or the Chairperson. Delegation to the Executive Director shall be subject to such limitations in scope, direction and supervision by the Board as appropriate for the intended purpose and as necessary to comply with law.

B. Membership Term of Office

1. The membership and terms of elected officials as voting members of the CRTPA Board shall be as prescribed in Section 339.175(3) and (4), Florida Statutes, and Sections 4.01 and 4.02 of the Interlocal Agreement. Board members from participating governments which have one voting member may appoint a substitute member to serve as a member of the CRTPA Board no more frequently than once annually, unless the member leaves office.

2. a. The term of office of members of the CRTPA shall be four years. The membership of a member who is a public official automatically terminates upon said official leaving the elective or appointive office for any reason, or may be terminated by a majority vote of the total membership of the governmental entity represented by the member. A vacancy shall be filled by the original appointing entity. A member may be appointed for one or more additional four year terms. Where Counties and Cities have elected to consolidate their memberships and weighted vote, the term of the representative member or members shall be no less than one year from the date of designation by the consolidated entity represented by the member.

2. b. Any governmental entity performing any actions under this section shall notify the CRTPA in writing of such actions.

3. The CRTPA may also provide for other non-voting advisors as needed.

C. Officers and Duties

1. The CRTPA Board shall hold an annual organizational meeting no later than the last Board meeting of the calendar year for the purpose of electing the following officers from its voting membership:

- Chairperson
- Vice-Chairperson
- Representative to the Florida Metropolitan Planning Organization Advisory Council
- Alternate representative to the Florida Metropolitan Planning Organization Advisory Council

The Chairperson and Vice-Chairperson shall be members of different member governments.

2. Officers shall be elected by a majority of the votes of members present at the organizational meeting. The Chairperson and Vice-Chairperson shall serve a term of one year. The representative and alternate to the Florida Metropolitan Planning Organization Advisory Council shall serve a term of three years.

3. The Chairperson shall preside at all meetings and shall sign official documents of the CRTPA. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson. In the absence of both a Chairperson and Vice-Chairperson at a regular or special Board meeting, a temporary Chair shall be elected by majority vote at said meeting to serve as Chairman of the meeting, for this meeting alone. The Chairperson shall:

- a. Sign, on behalf of the MPO, resolutions, contracts, deeds, certifications, vouchers and all other instruments whether relating to real or personal property or otherwise;
- b. Appoint subcommittees as needed;
- c. Approve or revise the final agenda presented by the Executive Director;
- d. Accept agenda items from other MPO members, with advice of the Executive Director to ensure that the addition is submitted on a timeline that allows them to be fully staffed and distributed with the regular agenda materials;
- e. Draft the annual performance evaluation of the Executive Director, distribute it to MPO membership for comments, and develop the final evaluation for MPO approval;
- f. Have authority to approve CRTPA expenditures of greater than \$5,000, but no greater than \$25,000;
- g. Have authority to approve certain personnel actions, such as salary adjustments, disciplinary actions, and final approval of staff evaluations completed by the Executive Director;
- h. Perform such other duties as, from time to time, may be assigned by the Board.

4. If the chair is unable to serve the remainder of the chair's term, the vice-chair shall automatically become the chair and the CRTPA shall elect a new vice-chair. In the event of the permanent inability of the Chairperson or Vice-Chairperson of the CRTPA to serve, a new officer(s) will be elected from the membership at the next meeting.

D. Administration

The administration of the CRTPA shall be as set forth in Sections 6.01 through 6.05 of the Interlocal Agreement. The Chairperson shall serve as the principle administrative officer of the Board. The Executive Director shall serve as the principal administrator of the MPO's operations and staff and shall have responsibility for advising the Board regarding official MPO business and administration.

1. The Executive Director shall serve at the pleasure of the Board and shall report directly to the CRTPA Board for all matters regarding the administration and operation of the CRTPA and any additional personnel as deemed necessary. A subcommittee of the Chair, the Vice-Chair and immediate past Chair will conduct the annual performance evaluation of the Executive Director and deliver their findings to the Board for its review and approval. CRTPA staff will report directly to the Executive Director and serve at the pleasure of the director. The Executive Director shall have authority to:

- a. Approve expenditures for the normal operations of staff not to exceed \$5,000;
- b. Approve routine staff travel;
- c. Hire, fire, assign duties to, and evaluate CRTPA staff, subject to review and concurrence of the Chairperson; and
- d. Sign invoices, grant applications, and routine communications with local, state and federal agencies, except in those instances when the signature of the chair is required.

2. The Executive Director, or designee, is responsible for the CRTPA meeting minutes and all notices and agendas for future meetings. The Executive Director shall also perform such other and additional duties as are necessary to carry out the objectives and functions of the CRTPA and the directives from the CRTPA membership.

3. The CRTPA General Counsel shall be under a legal services contract, the term of which is not to exceed thirty-six (36) months and shall serve at the pleasure of the Board and shall perform such duties as are assigned by the Board, the Chairperson or the Executive Director.

E. Meetings

1. Regular meetings of the CRTPA shall be held as needed in the Tallahassee City Commission Chambers or other locations designated by the Chairperson. ~~Regular meetings will be held no less frequently than every two months, or six times a year.~~

2. Meetings will be held on the third ~~Monday~~ Tuesday of ~~any given~~ each month, with the exception of July and August and such other times as scheduled by the Chairperson. Meeting dates will be adjusted by the Chairperson to accommodate holidays or other conflicts.

3. Special meetings of the CRTPA may be called by the Chairperson, or in the absence of the chair, by the vice-chair. Special meetings may also be called on the initiative of four (4) or more voting members petitioning the chair.

4. There must be majority representation to constitute a quorum for the transaction of business. A quorum is defined as 51% of the voting interest of the CRTPA. An

affirmative vote shall consist of a majority vote of the total quorum present. A quorum must be present for any matters to be voted on at any duly called CRTPA meeting.

5. Agenda materials for the CRTPA meetings shall be distributed to Board Members no later than seven days prior to the meeting, unless otherwise decided by the Chairperson. Supplemental materials shall be provided to the Board Members as soon as practicable.

6. Meetings will be open to the public. Citizen comments and suggestions are welcomed. Any group which requests in writing will be notified of CRTPA meetings. Members of the public are allowed to speak on any items not on the Agenda during the Public Comment period, with established time limits, and by providing a Speaker Card at the CRTPA meeting as set out in section F. Members of the public are allowed to comment on items on the agenda at the appropriate time following the same established rules for time limits and providing speaker cards.

7. The CRTPA may choose to hold workshops from time to time. A quorum shall not be necessary for conducting a workshop; however, all workshops shall be noticed in the same manner as regular meetings of the CRTPA.

8. The most current edition of Roberts Rules of Order Revised is the adopted rule of meeting procedure. The Chairperson (or the Vice Chairperson when serving as Chairperson) shall preside at all meetings.

9. The General Counsel or his designee shall serve as the “parliamentarian. The CRTPA General Counsel shall advise the Chairperson and the Board at the direction of the Chairperson.

10. CRTPA meetings will be recorded and minutes will be prepared.

11. Where a Super-Majority Vote is required by the Interlocal Agreement or CRTPA Bylaws, such Super-Majority Vote shall be defined as two-thirds of the vote of the Board members in attendance and no less than 67 ~~votes~~ points, regardless of the number of members in attendance.

12. The Executive Director shall serve as the clerk of the CRTPA.

13. As necessary, subcommittees and the chair of subcommittees shall be designated by the chair to investigate and report on specific subject areas of interest to the CRTPA. A subcommittee shall consist of at least three members.

F. Citizen Participation at Board Meetings

1. Citizen comments will be accepted during the meeting.

2. Citizens may speak on issues related to the approved agenda or any issue for which the CRTPA has the statutory authority to act upon.

3. ~~Citizens will complete a Request to Speak card.~~ In order to maintain an orderly flow of public comment, citizens will be asked to complete a Request to Speak card. If the citizen is unable to complete the card, s/he will be assisted by the CRTPA staff.

4. Citizens will be allowed to speak for three minutes.

5. Large groups of citizens wishing to speak are encouraged to designate a spokesperson to represent their views.

G. Bylaw Amendments

The CRTPA Bylaws may be amended by a majority vote of the CRTPA. Proposed amendments shall be considered at the annual organizational meeting or at any other CRTPA meeting with thirty (30) days' notice of the proposed amendment. The CRTPA Board may adopt resolutions as necessary to implement, supplement or clarify the CRTPA Bylaws, but shall not substantively alter the policies or procedures contained in the Bylaws except upon a Super-Majority Vote. No less often than annually, the Board shall consider amendments to the Bylaws to incorporate prior resolutions issued by the Board, as appropriate.

H. Creation of Committees

The following committees have been created by the CRTPA, are ratified herein and shall serve as standing committees, with membership subject to appointment by the CRTPA Board:

1. The Technical Advisory Committee (TAC), which shall function as provided in Section 339.175(6)(d) and (8)(b), Florida Statutes, and as otherwise directed by the CRTPA Board. The TAC serves at the pleasure of the Board.

- a. The TAC serves in an advisory capacity to the CRTPA on matters related to coordinating transportation planning and programming including, but not limited to, review of CRTPA related transportation studies, reports, plans and programs. The TAC shall assist the CRTPA by providing technical resources and recommendations as requested.
- b. The membership of the TAC must include, whenever possible, planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments, as applicable; the school superintendent of each county within the jurisdiction of the CRTPA or the superintendent's designee; and other appropriate representatives of affected local governments.
- c. In addition to any other duties assigned to it by the CRTPA or by state or federal law, the TAC is responsible for considering safe access to schools in

its review of transportation project priorities, long-range transportation plans, and transportation improvement programs, and shall advise the CRTPA on such matters.

- d. In addition, the TAC shall coordinate its actions with local school boards and other local programs and organizations within the metropolitan area which participate in school safety activities, such as locally established community traffic safety teams. Local school boards must provide the CRTPA with information concerning future school sites and in the coordination of transportation service.
- e. The TAC shall have additional advisory (non-voting) members as the CRTPA deems advisable.
- f. Each member of the TAC is expected to demonstrate interest in the technical advisory committee's activities through attendance at the regularly scheduled meetings except for reasons of an unavoidable nature. A majority of the TAC may recommend the removal of any member who fails to attend, or arrange for an alternate to attend, three or more meetings in a one-year period. Such recommendations shall be forwarded to the appointing agency or governmental unit through the CRTPA Executive Director.

2. The Citizens Advisory Committee (known as the Citizens Multimodal Advisory Committee)(CMAC), which shall function as provided in Section 339.175(6)(e)1. and (8)(b), Florida Statutes, and as otherwise directed by the CRTPA Board. The CMAC serves at the pleasure of the Board. The membership on the CMAC must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective multimodal transportation system. Minorities, the elderly, and the handicapped must be adequately represented as well as representatives and users of various transportation modes.

- a. The community at large shall be represented in the transportation planning process by the CMAC. The CMAC serves in an advisory capacity to the CRTPA for the purpose of assisting in the formulation of the CRTPA's goals and objectives, seeking reaction to planning proposals and providing comment with respect to the concerns of various segments of the population regarding their transportation needs.
- b. Notwithstanding the above provisions, the CRTPA may, with the approval of the department and the applicable federal governmental agency, adopt an alternative program or mechanism to ensure citizen involvement in the transportation planning process.

V. CRTPA General Policies

~~A. The CRTPA agenda will include sections for Action, Information, and Citizen Involvement. Agenda items for Board action will be divided into consent, discussion and action sections~~

~~A. B.~~ The CRTPA agenda will be limited to required items only as determined by the Chairperson. Board Members are requested to coordinate with the Executive Director on those items that they wish to have considered, so that they can be adequately staffed prior to being heard by the Board.

~~B. C.~~ The Executive Director is directed to assist the Chairperson in scheduling important matters for Board consideration, where practicable, for at least one discussion meeting prior to scheduling the matter for Board action at a subsequent meeting. Notwithstanding the foregoing, unless otherwise provided by law, Board action shall not be delayed nor subject to challenge simply because it was acted upon at the same meeting at which it was first discussed by the Board. Workshops, retreats and delegated subcommittees of Board Members shall also be considered as methods of exchanging information and opinions on and focusing the analysis of important matters that may later come before the Board for action.

~~C. D.~~ No other governmental organization shall preclude the scheduled convening or adjournment time of the CRTPA.

VI. CRTPA Specific Policies

A. Any policy that affects planning efforts and not administration nor procedural policies of the CRTPA shall be adopted solely by resolution and not become part of these bylaws. Examples of this are resolutions that promote bicycle and pedestrian transportation, preservation of right-of-way, and consideration of the needs of the Transportation Disadvantaged in plan development. All resolutions will be kept in a separate section of each member's agenda book for reference purposes.

B. A majority vote will be required by the CRTPA when amending, adding, or deleting projects from the Transportation Improvement Program, the Priority Project List, any Project Development and Environment Study, and any intersection improvement study requiring the approval of the CRTPA.

VII. Modifications to the Long Range Transportation Plan

~~A. A request to amend the Long Range Transportation Plan may be initiated by the CMAC, the TAC, the CRTPA, or another governmental agency. Members of the CRTPA will be notified of a request to amend the Long Range Transportation Plan.~~

~~A. B.~~ A request to amend the Long Range Transportation Plan will be reviewed by the TAC to determine the technical applicability of the proposal for plan inclusion or removal and the CMAC recommendation, CRTPA Staff recommendation, and the recommendation of the TAC will be forwarded to the CRTPA Board.

~~B. C.~~ If the CRTPA Board determines that the proposed amendment should be considered, the CRTPA Board may initiate the established plan amendment process in

compliance and consistent with procedures established in Chapter 339 Florida Statutes and all applicable federal code.

CD. In addition to the required public notification and public hearing of the plan amendment(s), efforts to communicate the plan amendment to the traditionally underserved (populations protected by Title VI of the Civil Rights Act of 1964) will be made and documented.

VIII. Funding of the CRTPA

A. Each member government shall pay a proportional share of the operating costs of the CRTPA, over and above the amount annually provided by federal and state sources. Proportional costs are based on population. To the extent that funding allocated for MPO CRTPA operations is exceeded by expenses, the balance shall be funded by the members, with the exception of the Leon County School Board, in proportion to their weighted vote without consideration of the weighted vote of the Leon County School Board. The Leon County School Board shall provide in-kind services in lieu of direct funding for MPO CRTPA operations. Unless otherwise agreed by the parties hereto, any change in the weighted voting occurring during the MPO's CRTPA's fiscal year shall result in a proration of financial responsibility of the members.

B. The CRTPA staff will perform only those services required by applicable Federal Code and State Statute. If tasks are requested by the CRTPA that are not part of the statutory duty of the CRTPA staff, additional funding will be provided by the member governments.

C. An estimate of the amount will be made known in the annual Unified Planning Work Program, prior to July 1. Concurrent with the adoption of the Final Unified Planning Work Program the CRTPA will adopt its budget. The Unified Planning Work Program is the de facto budget of the CRTPA.

D. Payment of funds by participating governments will be made to the CRTPA no later than December 31.

IX. Notices.

All notices, demands and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice required to be given shall be as follows, addressed to the current incumbent:

Mayor
City of Tallahassee
300 South Adams Street
Tallahassee, FL 32301

City Attorney
City of Tallahassee
300 South Adams Street
Tallahassee, FL 32301

Chairperson
Leon County Board of County Commissioners
301 S. Monroe Street, 5th Floor
Tallahassee, Florida 32301
County Attorney
Leon County
301 S. Monroe Street, Suite 202
Tallahassee, Florida 32301

Chairperson
Gadsden County Board of Commissioners
9-B East Jefferson Street
Post Office Box 1799
Quincy, Florida 32353-1799

Chairperson
Wakulla County Board of County Commissioners
3093 Crawfordville Highway
Post Office Box 1263
Crawfordville, FL 32326

Chairperson
Jefferson County Board of County Commissioners
1 Courthouse Circle
Monticello, FL 32344

Mayor
City of Quincy
404 W. Jefferson Street
Quincy, Florida 32351-2328

City Manager
City of Quincy
404 West Jefferson Street
Quincy, FL 32351-2328

Mayor
City of Midway
Post Office Box 438
Midway, FL 32343

City Manager
City of Midway
Post Office Box 438
Midway, FL 32343

Mayor
Town of Havana
P. O. Box 1068
Havana, FL 32333-1068

Town Manager
Town of Havana
P.O. Box 1068
Havana, FL 32333-1068

Mayor
City of Chattahoochee
P.O. Box 188
Chattahoochee, FL 32324

City Manager
City of Chattahoochee
P.O. Box 188
Chattahoochee, FL 32324

Mayor
Town of Greensboro
150 E 11th Street
Greensboro, FL 32330

Town Manager
Town of Greensboro
150 E 11th Street
Greensboro, FL 32330

Mayor
City of Gretna
Post Office Drawer 220
Gretna, Florida 32332

City Manager
City of Gretna
Post Office Drawer 220
Gretna, Florida 32332

Chairperson
Leon County School Board
2757 W. Pensacola Street
Tallahassee, Florida 32304

District III Secretary
Florida Department of Transportation
1074 Highway 90
Post Office Box 607
Chipley, Florida 32428

Executive Director
Capital Region Transportation
Planning Agency
300 S. Adams Street, Mail Stop A-19
Tallahassee, FL 32301

General Counsel
Capital Region Transportation Planning Agency
300 S. Adams Street, Mail Stop A-19
Tallahassee, FL 32301

A party may unilaterally change its address or addressee by giving notice in writing to the other parties as provided in this section. Thereafter, notices, demands and other pertinent correspondence shall be addressed and transmitted to the new address and addressee.



January 17, 2017

AGENDA ITEM 3 D

NATIONAL HIGHWAY SYSTEM (NHS) UPDATES

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The Florida Department of Transportation has recently informed the CRTPA that changes have been made to the several segments on the National Highway System in Leon County. The changes are to reflect consistency with federal guidelines that require the functional classification of roadways on the NHS to be designated *principal arterial*. As a result, several Leon County roadway segments have been removed from the NHS.

RECOMMENDED ACTION

Option 1: Approve changes to the NHS in Leon County to reflect consistency with federal guidelines and authorize the CRTPA Chair to sign the required documentation.

HISTORY AND ANALYSIS

Federal guidelines require that in order for a roadway to be included on the NHS the functional classification be principal arterial. Currently, there are several roadway segments in Leon County on the NHS that are classified as either urban minor arterial or urban major collector. As a result, the FDOT has informed the CRTPA that the relevant segments are proposed for removal from the NHS (see ***Attachment 1***).

The following segments proposed for removal are as follows:

- Woodville Hwy (US 27/SR 363/SR 61) from City Limit sign to Gail Ave.;
- Blountstown Hwy (SR 20) from Capital Circle to Pensacola St.;
- Pensacola St. (SR 366) from Blountstown Hwy to Stadium Dr.;
- E. Jefferson/W. Pensacola St. from Monroe St. to Varsity Dr.;
- Stadium Drive (SR 366) from Pensacola Street to St. Augustine Drive;
- W. Pensacola St./Varsity Dr./Madison St. from Champions Way/Chieftains Way to Monroe St.;
- Adams St. (SR 363) from SR 61/SR 361 to S A L Railroad;
- Duval St. (SR 363) from Adams St. to Gaines St.;
- Bronough St. (SR 363) from Gaines St. to Duval St. (SR 363);
- US 319/SR 61 from Gail Ave. to SR 61/SR 363

Associated with the changes to the NHS in Leon County are forms that require the signature of the CRTPA chair.

RECOMMENDED ACTION

Option 1: Approve changes to the NHS in Leon County to reflect consistency with federal guidelines and authorize the CRTPA Chair to sign the required documentation.
(Recommended)

Option 2: Provide other direction.

ATTACHMENT

Attachment 1: FDOT request including proposed NHS roadway segment revisions



Florida Department of Transportation

RICK SCOTT
GOVERNOR

1074 Highway 90
Chipley, Florida 32428

JIM BOXOLD
SECRETARY

November 28, 2016

The Honorable Betsy Barfield, Commissioner
Capital Region Transportation Planning Agency Chairman
bbarfield@jeffersoncountyfl.gov

RE: National Highway System updates in Leon County

Dear Chairman Barfield:

The Florida Department of Transportation (FDOT) would like to inform you of updates to several roadway segments on the National Highway System (NHS) in Leon County.

In order for a roadway to be included on the NHS, Federal guidelines require the functional classification to be a *principal arterial* road. These roadway segments are currently classified as either *urban minor arterials* or *urban major collectors* and will be removed from the NHS.

Enclosed, for your review, are location maps of the roadway segments and *Application for National Highway System Change* forms which require your signature.

If you have any comments, concerns or questions regarding the proposed changes, please contact Jim Newsom, District Three Functional Classification Manager at 850-330-1535 or via email at james.newsom@dot.state.fl.us.

Sincerely,

A handwritten signature in blue ink that reads "Tim Smith". The signature is written in a cursive, flowing style.

Tim Smith, P.E.
Intermodal Systems Development Administrator

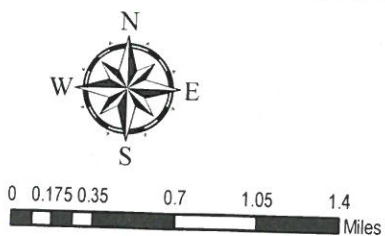
Enclosures



Leon County Sections to be Removed from the NHS

National Highway System

- 1 - Interstate
- 2 - STRAHNET Route
- 3 - STRAHNET Connector
- 4 - Unbuilt
- 5 - Other
- 6 - Intermodal Connector
- 7 - MAP 21





Application for National Highway System Change

**Indicates required information*

*Date: November 28, 2016

*Sponsoring Agency: FL Dept. of Transportation

*Contact Person: Jim Newsom, Functional Classification Manager

*Roadway Name: US-27/SR-363/SR-61/Woodville Hwy

*From: City Limit Sign

*To: SR-61A/Gaile Ave

If 1-Way, Number of Lanes: ☐ 1 ☐ 2 ☐ 3 ☐ 4

If 2-Way, Number of Lanes: ☒ 2 ☐ 4 ☐ 6 ☐ 8

*AADT and Year: 12,300 Year 2015

*Phone Number: (850) 330-1535

*E-mail: James.newsom@dot.state.fl.us

*Section Number: 55040000

*From Mile Post: 6.410

*To Mile Post: 8.945

Source: FDOT

Speed Limit
(miles per hour): _____

*Current Functional Classification:

- | | |
|--|--|
| <input type="checkbox"/> Urban Principal Arterial - Interstate | <input checked="" type="checkbox"/> Urban Minor Arterial |
| <input type="checkbox"/> Urban Principal Arterial - Other Freeways and Expressways | <input type="checkbox"/> Rural Minor Arterial |
| <input type="checkbox"/> Urban Principal Arterial - Other | <input type="checkbox"/> Urban Major Collector |
| <input type="checkbox"/> Rural Principal Arterial - Interstate | <input type="checkbox"/> Urban Minor Collector |
| <input type="checkbox"/> Rural Principal Arterial - Other | <input type="checkbox"/> Rural Major Collector |

*Proposed NHS Travelway:

- | |
|--|
| <input type="checkbox"/> NHS/Interstate |
| <input type="checkbox"/> NHS/STRAHNET Route |
| <input type="checkbox"/> NHS/STRAHNET Connector |
| <input type="checkbox"/> NHS/Unbuilt |
| <input type="checkbox"/> NHS/Other |
| <input type="checkbox"/> NHS/Intermodal Connector |
| <input checked="" type="checkbox"/> Remove NHS Designation |

*Summary of Justification for
Proposed Change:

The functional classification on this section does not match the criteria needed for the NHS.

☐ Please check here to indicate full justification is included with this application. Include full color map, Traffic Study, and Supporting Documentation from MPO

Note: Full justification documentation is required for ALL NHS additions and for deletions if the functional classification remains Principal Arterial

Recommended By:

Local Government/Metropolitan
Planning Organization (MPO) Chairman

Date

Federal Highway Administration – Division

Date

FDOT – Central Office

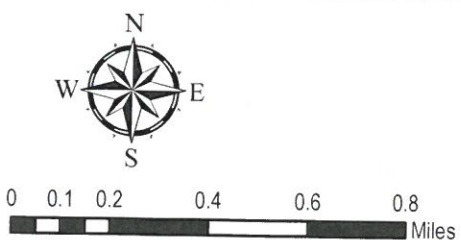
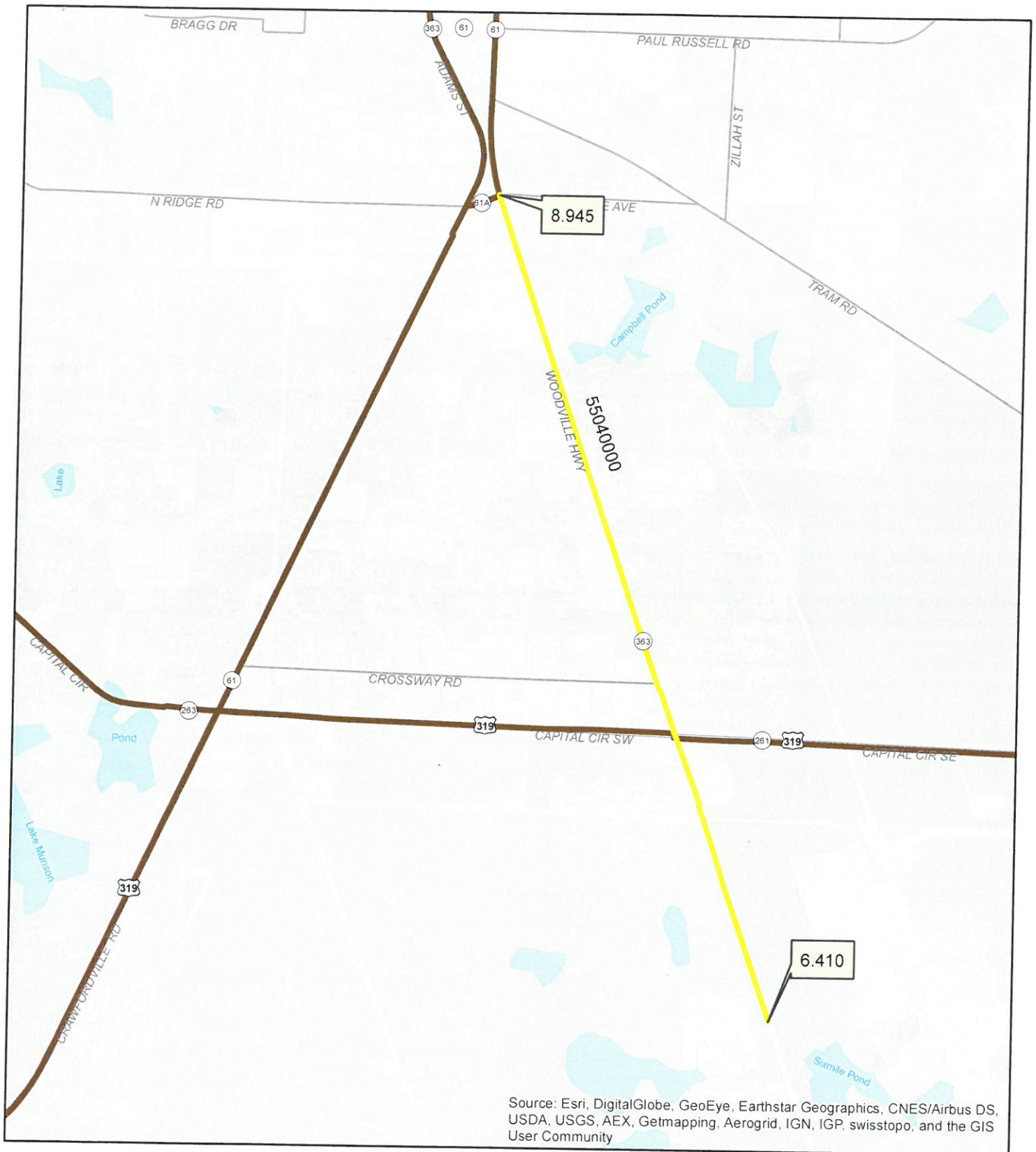
Date

Approved By:

Federal Highway Administration - Headquarters

Date

*Total no. of sheets attached to this application (indicate 0 if not
attaching any sheets):



55040000
M.P. 6.410 - 8.945
US-27/SR-363/SR-61
from Marpan Ln
to SR-61A/Gaile Ave

National Highway System

- 1 - Interstate
- 2 - STRAHNET Route
- 3 - STRAHNET Connector
- 4 - Unbuilt
- 5 - Other
- 6 - Intermodal Connector
- 7 - MAP 21



Application for National Highway System Change

**Indicates required information*

*Date: November 28, 2016

*Sponsoring Agency: FL Dept. of Transportation
Jim Newsom, Functional

*Contact Person: Classification Manager

*Roadway Name: SR-20/Blountstown Hwy

*From: SR-263/Capital Circle

*To: SR-366/Pensacola St

*Phone Number: (850) 330-1535

*E-mail: James.newsom@dot.state.fl.us

*Section Number: 55070100

*From Mile Post: 0.000

*To Mile Post: 0.233

If 1-Way, Number of Lanes: ☐1 ☐2 ☐3 ☐4

If 2-Way, Number of Lanes: ☐2 ☒4 ☐6 ☐8

*AADT and Year: 18,100 Year 2015

Source: FDOT

Speed Limit
(miles per hour): _____

***Current Functional Classification:**

- | | |
|---|--|
| <input type="checkbox"/> Urban Principal Arterial – Interstate | <input checked="" type="checkbox"/> Urban Minor Arterial |
| <input type="checkbox"/> Urban Principal Arterial –
Other Freeways and Expressways | <input type="checkbox"/> Rural Minor Arterial |
| <input type="checkbox"/> Urban Principal Arterial – Other | <input type="checkbox"/> Urban Major Collector |
| <input type="checkbox"/> Rural Principal Arterial –
Interstate | <input type="checkbox"/> Urban Minor Collector |
| <input type="checkbox"/> Rural Principal Arterial –
Other | <input type="checkbox"/> Rural Major Collector |

***Proposed NHS Travelway:**

- | |
|--|
| <input type="checkbox"/> NHS/Interstate |
| <input type="checkbox"/> NHS/STRAHNET Route |
| <input type="checkbox"/> NHS/STRAHNET Connector |
| <input type="checkbox"/> NHS/Unbuilt |
| <input type="checkbox"/> NHS/Other |
| <input type="checkbox"/> NHS/Intermodal Connector |
| <input checked="" type="checkbox"/> Remove NHS Designation |

*Summary of Justification for
Proposed Change:

The functional classification on this section does not match the criteria needed for the NHS.

☐ Please check here to indicate full justification is included with this application. Include full color map, Traffic Study, and Supporting Documentation from MPO

Note: Full justification documentation is required for ALL NHS additions and for deletions if the functional classification remains Principal Arterial

Recommended By:

Local Government/Metropolitan
Planning Organization (MPO) Chairman

Date

Federal Highway Administration – Division

Date

FDOT – Central Office

Date

Approved By:

Federal Highway Administration - Headquarters

Date

*Total no. of sheets attached to this application (indicate 0 if not
attaching any sheets):



55070100

M.P. 0.000 - 0.233

SR-20/Blountstown Hwy
from SR-263/Capital Circle
to SR-366/Pensacola St

National Highway System

- 1 - Interstate
- 2 - STRAHNET Route
- 3 - STRAHNET Connector
- 4 - Unbuilt
- 5 - Other
- 6 - Intermodal Connector
- 7 - MAP 21



0 0.05 0.1 0.2 0.3 0.4 Miles



Application for National Highway System Change

**Indicates required information*

*Date: November 28, 2016

*Sponsoring Agency: FL Dept. of Transportation
Jim Newsom, Functional

*Contact Person: Classification Manager

*Roadway Name: SR-366/Pensacola St

*From: SR-20/Blountstown Hwy

*To: SR-366/Stadium Dr

*Phone Number: (850) 330-1535

*E-mail: James.newsom@dot.state.fl.us

*Section Number: 55090000

*From Mile Post: 0.156

*To Mile Post: 2.794

If 1-Way, Number of Lanes: ☐1 ☐2 ☐3 ☐4

If 2-Way, Number of Lanes: ☐2 ☒4 ☐6 ☐8

*AADT and Year: 25,500 Year 2015

Source: FDOT

Speed Limit
(miles per hour): _____

***Current Functional Classification:**

- | | |
|---|--|
| <input type="checkbox"/> Urban Principal Arterial – Interstate | <input checked="" type="checkbox"/> Urban Minor Arterial |
| <input type="checkbox"/> Urban Principal Arterial –
Other Freeways and Expressways | <input type="checkbox"/> Rural Minor Arterial |
| <input type="checkbox"/> Urban Principal Arterial – Other | <input type="checkbox"/> Urban Major Collector |
| <input type="checkbox"/> Rural Principal Arterial –
Interstate | <input type="checkbox"/> Urban Minor Collector |
| <input type="checkbox"/> Rural Principal Arterial –
Other | <input type="checkbox"/> Rural Major Collector |

***Proposed NHS Travelway:**

- | |
|--|
| <input type="checkbox"/> NHS/Interstate |
| <input type="checkbox"/> NHS/STRAHNET Route |
| <input type="checkbox"/> NHS/STRAHNET Connector |
| <input type="checkbox"/> NHS/Unbuilt |
| <input type="checkbox"/> NHS/Other |
| <input type="checkbox"/> NHS/Intermodal Connector |
| <input checked="" type="checkbox"/> Remove NHS Designation |

*Summary of Justification for
Proposed Change:

The functional classification on this section does not match the criteria needed for the NHS.

☐ Please check here to indicate full justification is included with this application. Include full color map, Traffic Study, and Supporting Documentation from MPO

Note: Full justification documentation is required for ALL NHS additions and for deletions if the functional classification remains Principal Arterial

Recommended By:

Local Government/Metropolitan
Planning Organization (MPO) Chairman

Date

Federal Highway Administration – Division

Date

FDOT – Central Office

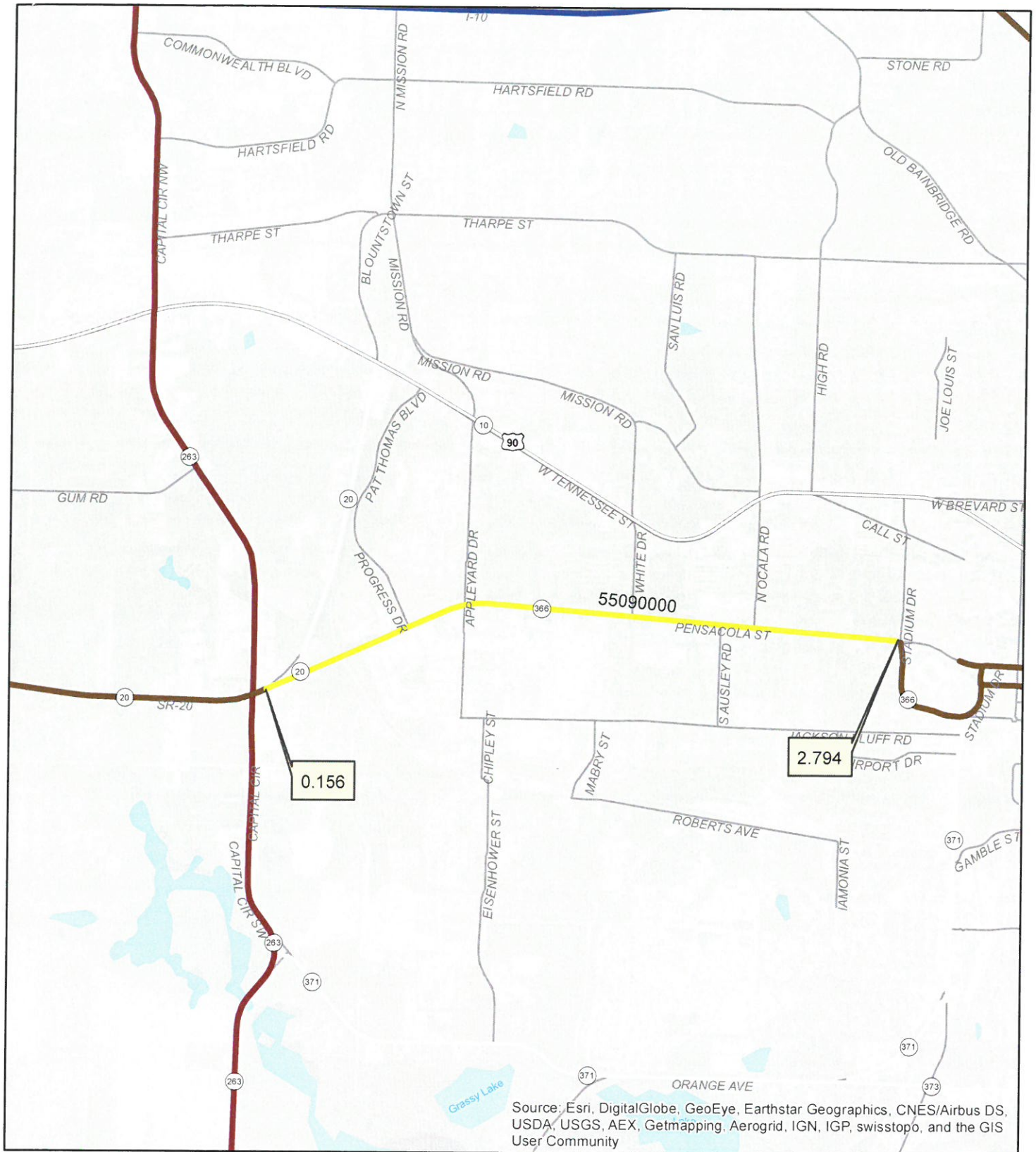
Date

Approved By:

Federal Highway Administration - Headquarters

Date

*Total no. of sheets attached to this application (indicate 0 if not
attaching any sheets):



55090000

M.P. 0.156 - 2.794

SR-366/Pensacola St

from SR-20/Blountstown Hwy
to SR-366/Stadium Dr

National Highway System

- 1 - Interstate
- 2 - STRAHNET Route
- 3 - STRAHNET Connector
- 4 - Unbuilt
- 5 - Other
- 6 - Intermodal Connector
- 7 - MAP 21



0 0.15 0.3 0.6 0.9 1.2 Miles



Application for National Highway System Change

**Indicates required information*

*Date: November 28, 2016

*Sponsoring Agency: FL Dept. of Transportation
Jim Newsom, Functional

*Contact Person: Classification Manager

*Roadway Name: E Jefferson St / W Pensacola St

*From: US-27/SR-61/S Monroe St

*To: Varsity Dr

*Phone Number: (850) 330-1535

*E-mail: James.newsom@dot.state.fl.us

*Section Number: 55090001

*From Mile Post: 0.000

*To Mile Post: 1.223

If 1-Way, Number of Lanes: ☐1 ☐2 ☒3 ☐4

If 2-Way, Number of Lanes: ☐2 ☐4 ☐6 ☐8

*AADT and Year: 6,200 Year 2015

Source: FDOT

Speed Limit
(miles per hour): _____

*Current Functional Classification:

- | | |
|---|---|
| <input type="checkbox"/> Urban Principal Arterial – Interstate | <input type="checkbox"/> Urban Minor Arterial |
| <input type="checkbox"/> Urban Principal Arterial –
Other Freeways and Expressways | <input type="checkbox"/> Rural Minor Arterial |
| <input type="checkbox"/> Urban Principal Arterial – Other | <input checked="" type="checkbox"/> Urban Major Collector |
| <input type="checkbox"/> Rural Principal Arterial –
Interstate | <input type="checkbox"/> Urban Minor Collector |
| <input type="checkbox"/> Rural Principal Arterial –
Other | <input type="checkbox"/> Rural Major Collector |

*Proposed NHS Travelway:

- | |
|--|
| <input type="checkbox"/> NHS/Interstate |
| <input type="checkbox"/> NHS/STRAHNET Route |
| <input type="checkbox"/> NHS/STRAHNET Connector |
| <input type="checkbox"/> NHS/Unbuilt |
| <input type="checkbox"/> NHS/Other |
| <input type="checkbox"/> NHS/Intermodal Connector |
| <input checked="" type="checkbox"/> Remove NHS Designation |

*Summary of Justification for

Proposed Change:

The functional classification on this section does not match the criteria needed for the NHS.

☐ Please check here to indicate full justification is included with this application. Include full color map, Traffic Study, and Supporting Documentation from MPO

Note: Full justification documentation is required for ALL NHS additions and for deletions if the functional classification remains Principal Arterial

Recommended By:

Local Government/Metropolitan
Planning Organization (MPO) Chairman

Date

Federal Highway Administration – Division

Date

FDOT – Central Office

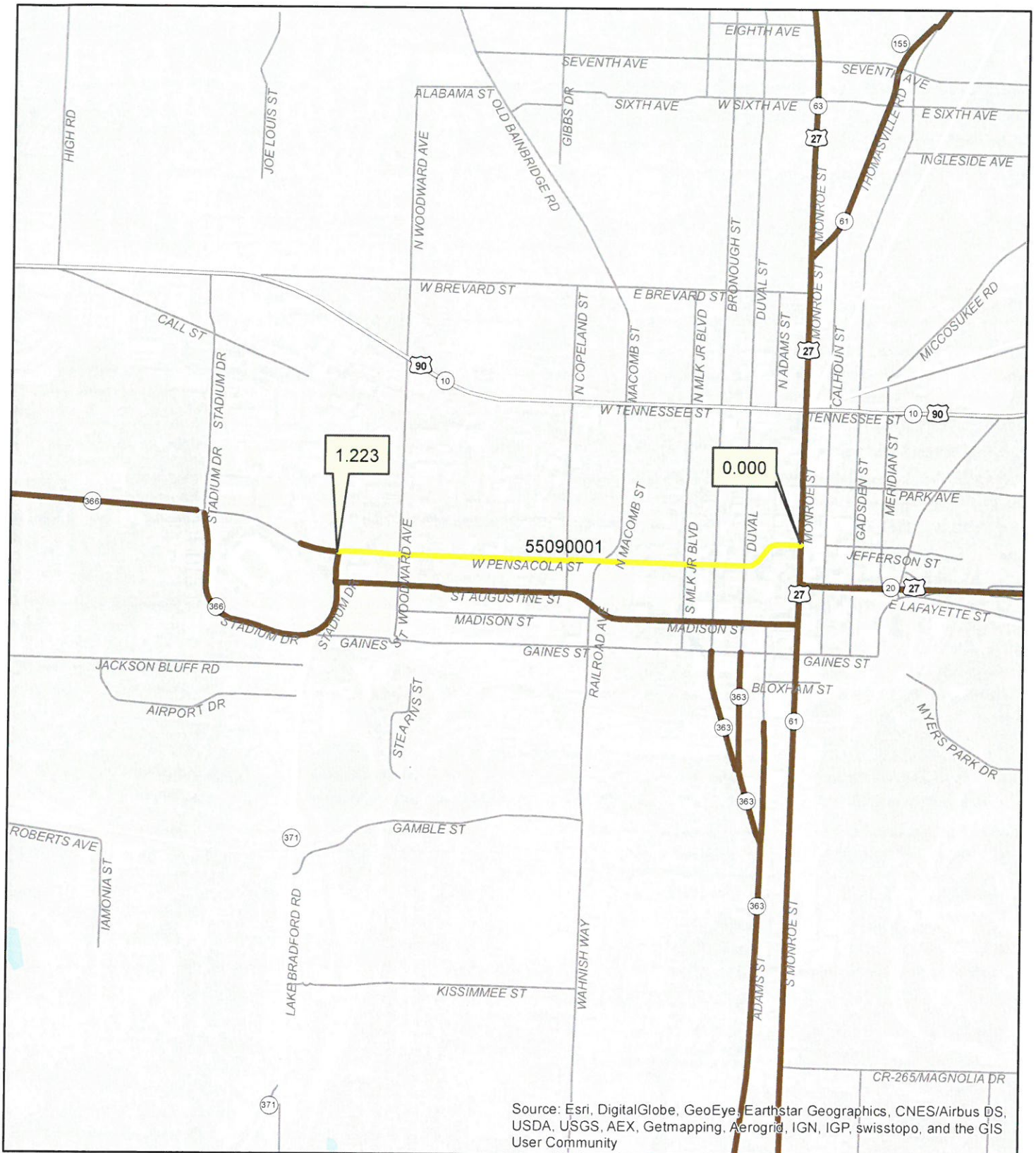
Date

Approved By:

Federal Highway Administration - Headquarters

Date

*Total no. of sheets attached to this application (indicate 0 if not
attaching any sheets):



0 0.1 0.2 0.4 0.6 0.8 Miles

55090001
M.P. 0.000 - 1.223
E Jefferson St / W Pensacola St
from US-27/SR-61/S Monroe St
to Varsity Dr

National Highway System

- 1 - Interstate
- 2 - STRAHNET Route
- 3 - STRAHNET Connector
- 4 - Unbuilt
- 5 - Other
- 6 - Intermodal Connector
- 7 - MAP 21



Application for National Highway System Change

**Indicates required information*

*Date: November 28, 2016

*Sponsoring Agency: FL Dept. of Transportation
Jim Newsom, Functional

*Contact Person: Classification Manager

*Roadway Name: SR-366/Stadium Dr

*From: SR-366/Pensacola St

*To: St Augustine St

*Phone Number: (850) 330-1535

*E-mail: James.newsom@dot.state.fl.us

*Section Number: 55090002

*From Mile Post: 0.622

*To Mile Post: 1.301

If 1-Way, Number of Lanes: ☐1 ☐2 ☐3 ☐4

If 2-Way, Number of Lanes: ☐2 ☒4 ☐6 ☐8

*AADT and Year: 17,000 Year 2015

Source: FDOT

Speed Limit
(miles per hour): _____

*Current Functional Classification:

- | | |
|---|---|
| <input type="checkbox"/> Urban Principal Arterial – Interstate | <input checked="" type="checkbox"/> Urban Minor Arterial |
| <input type="checkbox"/> Urban Principal Arterial –
Other Freeways and Expressways | <input type="checkbox"/> Rural Minor Arterial |
| <input type="checkbox"/> Urban Principal Arterial – Other | <input checked="" type="checkbox"/> Urban Major Collector |
| <input type="checkbox"/> Rural Principal Arterial –
Interstate | <input type="checkbox"/> Urban Minor Collector |
| <input type="checkbox"/> Rural Principal Arterial –
Other | <input type="checkbox"/> Rural Major Collector |

*Proposed NHS Travelway:

- | |
|--|
| <input type="checkbox"/> NHS/Interstate |
| <input type="checkbox"/> NHS/STRAHNET Route |
| <input type="checkbox"/> NHS/STRAHNET Connector |
| <input type="checkbox"/> NHS/Unbuilt |
| <input type="checkbox"/> NHS/Other |
| <input type="checkbox"/> NHS/Intermodal Connector |
| <input checked="" type="checkbox"/> Remove NHS Designation |

*Summary of Justification for

Proposed Change:

The functional classification on this section does not match the criteria needed for the NHS.

M.P. 0.622 – 1.145 Urban Minor Arterial M.P. 1.145 – 1.301 Urban Major Collector

☐ Please check here to indicate full justification is included with this application. Include full color map, Traffic Study, and Supporting Documentation from MPO

Note: Full justification documentation is required for ALL NHS additions and for deletions if the functional classification remains Principal Arterial

Recommended By:

Local Government/Metropolitan
Planning Organization (MPO) Chairman

Date

Federal Highway Administration – Division

Date

FDOT – Central Office

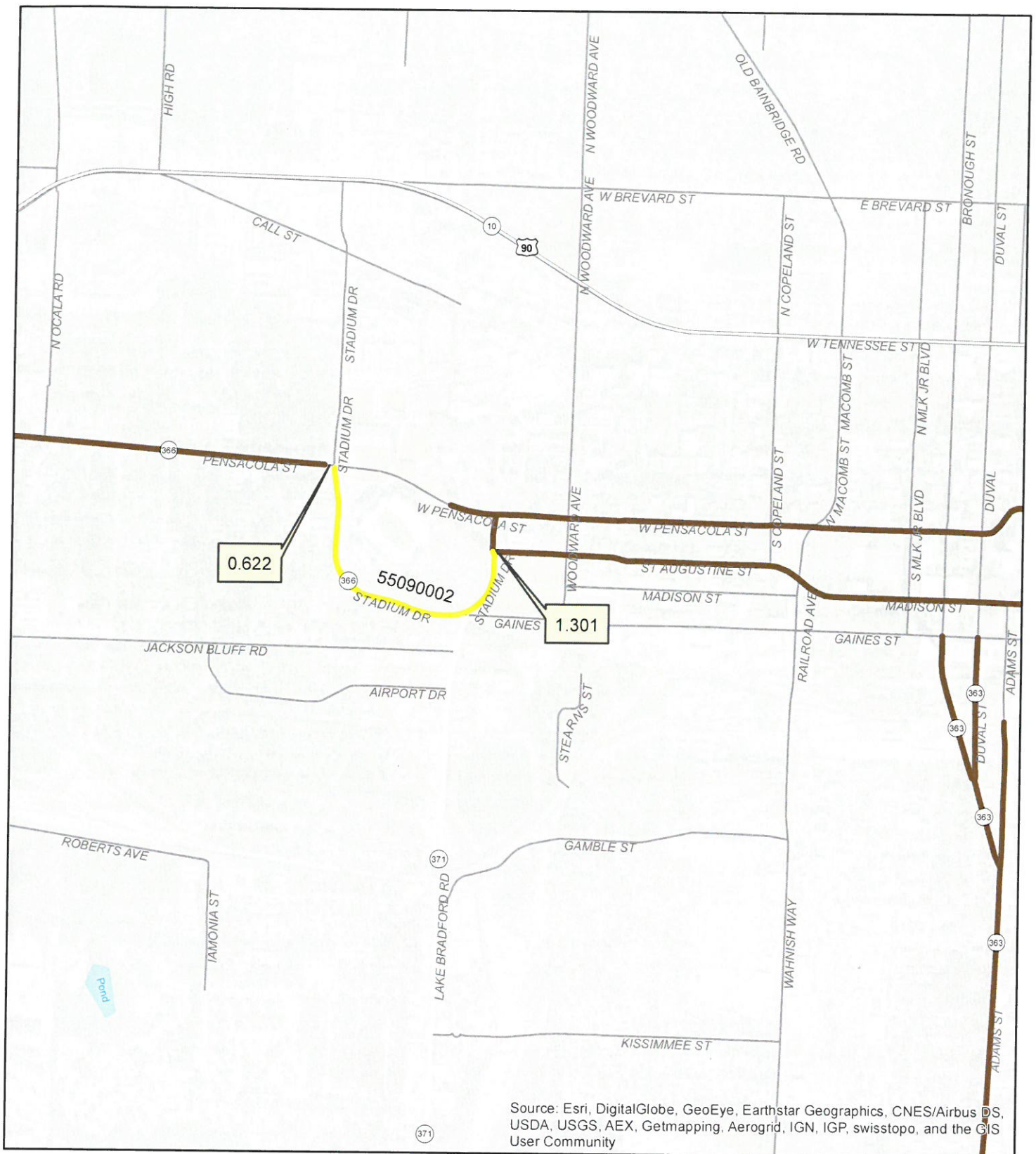
Date

Approved By:

Federal Highway Administration - Headquarters

Date

*Total no. of sheets attached to this application (indicate 0 if not
attaching any sheets):



55090002

M.P. 0.622 - 1.301

SR-366/Stadium Dr

from SR-366/Pensacola St
to St Augustine St

National Highway System

- 1 - Interstate
- 2 - STRAHNET Route
- 3 - STRAHNET Connector
- 4 - Unbuilt
- 5 - Other
- 6 - Intermodal Connector
- 7 - MAP 21



0 0.075 0.15 0.3 0.45 0.6
Miles



Application for National Highway System Change

**Indicates required information*

*Date: November 28, 2016

*Sponsoring Agency: FL Dept. of Transportation

Jim Newsom, Functional

*Contact Person: Classification Manager

W Pensacola St/Varsity

*Roadway Name: Dr/Madison St

*From: Champions Way/Chieftains Way

*To: US-27/SR-61/Monroe St

*Phone Number: (850) 330-1535

*E-mail: James.newsom@dot.state.fl.us

*Section Number: 55090003

*From Mile Post: 3.103

*To Mile Post: 4.503

If 1-Way, Number of Lanes: ☐ 1 ☐ 2 ☐ 3 ☒ 4

If 2-Way, Number of Lanes: ☐ 2 ☒ 4 ☐ 6 ☐ 8

*AADT and Year: 9,800 Year 2015

Source: FDOT

Speed Limit
(miles per hour): _____

*Current Functional Classification:

- | | |
|---|---|
| <input type="checkbox"/> Urban Principal Arterial – Interstate | <input type="checkbox"/> Urban Minor Arterial |
| <input type="checkbox"/> Urban Principal Arterial –
Other Freeways and Expressways | <input type="checkbox"/> Rural Minor Arterial |
| <input type="checkbox"/> Urban Principal Arterial – Other | <input checked="" type="checkbox"/> Urban Major Collector |
| <input type="checkbox"/> Rural Principal Arterial –
Interstate | <input type="checkbox"/> Urban Minor Collector |
| <input type="checkbox"/> Rural Principal Arterial –
Other | <input type="checkbox"/> Rural Major Collector |

*Proposed NHS Travelway:

- | |
|--|
| <input type="checkbox"/> NHS/Interstate |
| <input type="checkbox"/> NHS/STRAHNET Route |
| <input type="checkbox"/> NHS/STRAHNET Connector |
| <input type="checkbox"/> NHS/Unbuilt |
| <input type="checkbox"/> NHS/Other |
| <input type="checkbox"/> NHS/Intermodal Connector |
| <input checked="" type="checkbox"/> Remove NHS Designation |

*Summary of Justification for

Proposed Change:

The functional classification on this section does not match the criteria needed for the NHS.

☐ Please check here to indicate full justification is included with this application. Include full color map, Traffic Study, and Supporting Documentation from MPO

Note: Full justification documentation is required for ALL NHS additions and for deletions if the functional classification remains Principal Arterial

Recommended By:

Local Government/Metropolitan
Planning Organization (MPO) Chairman

Date

Federal Highway Administration – Division

Date

FDOT – Central Office

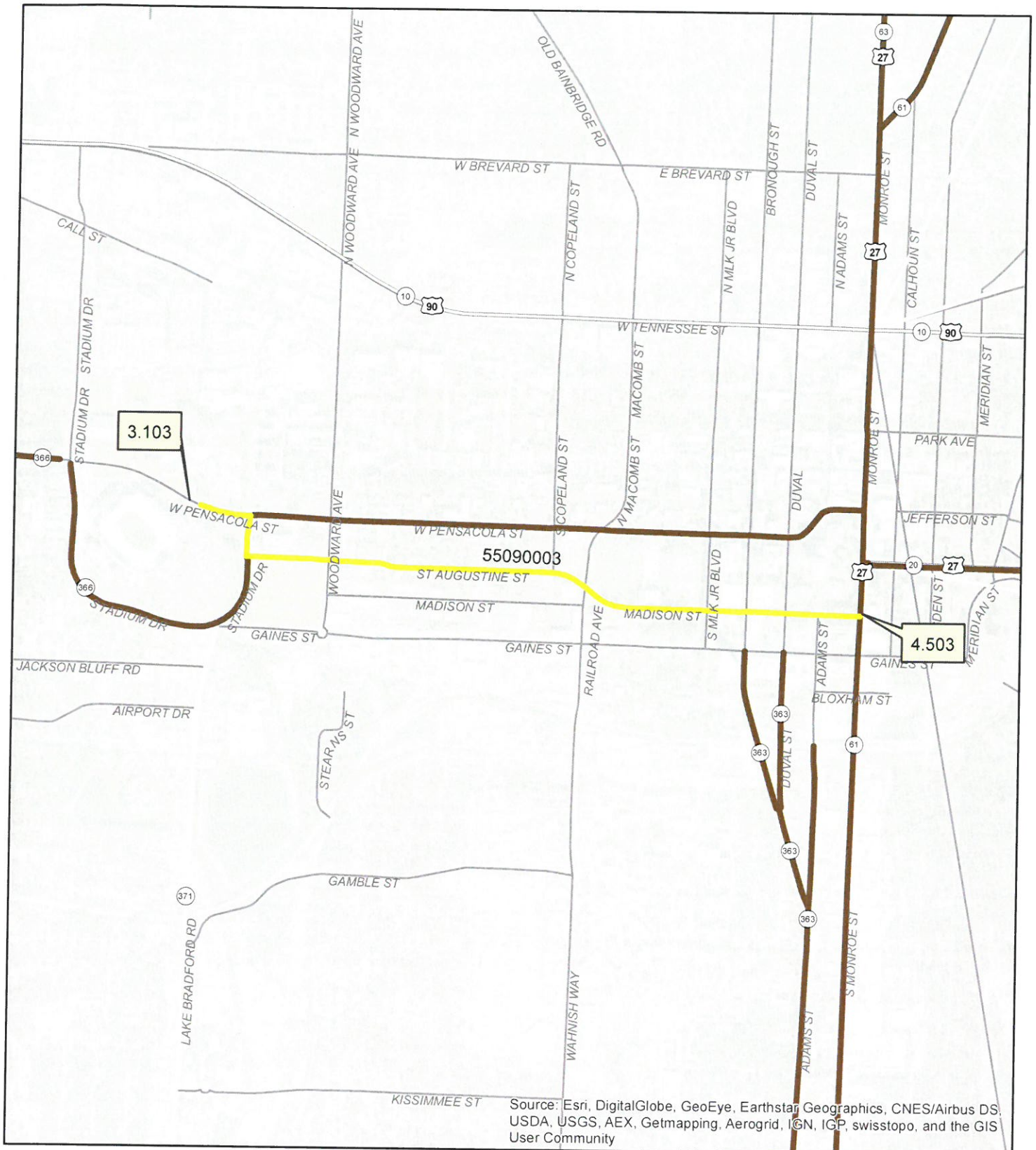
Date

Approved By:

Federal Highway Administration - Headquarters

Date

*Total no. of sheets attached to this application (indicate 0 if not
attaching any sheets):



55090003

M.P. 3.103 - 4.503

*W Pensacola St/Varsity Dr
from Champions Way/Chieftains Way
to US-27/SR-61/Monroe St*

National Highway System

- 1 - Interstate
- 2 - STRAHNET Route
- 3 - STRAHNET Connector
- 4 - Unbuilt
- 5 - Other
- 6 - Intermodal Connector
- 7 - MAP 21



0 0.05 0.1 0.2 0.3 0.4
Miles



Application for National Highway System Change

**Indicates required information*

*Date: November 28, 2016

*Sponsoring Agency: FL Dept. of Transportation
Jim Newsom, Functional

*Contact Person: Classification Manager

*Roadway Name: SR-363/Adams St

*From: SR-61/SR-363

*To: S A L Railroad

If 1-Way, Number of Lanes: ☐1 ☐2 ☐3 ☐4

If 2-Way, Number of Lanes: ☒2 ☐4 ☐6 ☐8

*AADT and Year: 9,800 Year 2015

*Phone Number: (850) 330-1535

*E-mail: James.newsom@dot.state.fl.us

*Section Number: 55100000

*From Mile Post: 0.430

*To Mile Post: 2.346

Source: FDOT

Speed Limit
(miles per hour): _____

*Current Functional Classification:

- | | |
|---|---|
| <input type="checkbox"/> Urban Principal Arterial – Interstate | <input type="checkbox"/> Urban Minor Arterial |
| <input type="checkbox"/> Urban Principal Arterial –
Other Freeways and Expressways | <input type="checkbox"/> Rural Minor Arterial |
| <input type="checkbox"/> Urban Principal Arterial – Other | <input checked="" type="checkbox"/> Urban Major Collector |
| <input type="checkbox"/> Rural Principal Arterial –
Interstate | <input type="checkbox"/> Urban Minor Collector |
| <input type="checkbox"/> Rural Principal Arterial –
Other | <input type="checkbox"/> Rural Major Collector |

*Proposed NHS Travelway:

- | |
|--|
| <input type="checkbox"/> NHS/Interstate |
| <input type="checkbox"/> NHS/STRAHNET Route |
| <input type="checkbox"/> NHS/STRAHNET Connector |
| <input type="checkbox"/> NHS/Unbuilt |
| <input type="checkbox"/> NHS/Other |
| <input type="checkbox"/> NHS/Intermodal Connector |
| <input checked="" type="checkbox"/> Remove NHS Designation |

*Summary of Justification for
Proposed Change:

The functional classification on this section does not match the criteria needed for the NHS.

☐ Please check here to indicate full justification is included with this application. Include full color map, Traffic Study, and Supporting Documentation from MPO

Note: Full justification documentation is required for ALL NHS additions and for deletions if the functional classification remains Principal Arterial

Recommended By:

Local Government/Metropolitan
Planning Organization (MPO) Chairman

Date

Federal Highway Administration – Division

Date

FDOT – Central Office

Date

Approved By:

Federal Highway Administration - Headquarters

Date

*Total no. of sheets attached to this application (indicate 0 if not
attaching any sheets):



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

55100000

M.P. 0.430 - 2.346
SR-363/Adams St
from SR-61/SR-363
to S A L Railroad

National Highway System

- 1 - Interstate
- 2 - STRAHNET Route
- 3 - STRAHNET Connector
- 4 - Unbuilt
- 5 - Other
- 6 - Intermodal Connector
- 7 - MAP 21



Application for National Highway System Change

**Indicates required information*

*Date: November 28, 2016

*Sponsoring Agency: FL Dept. of Transportation
Jim Newsom, Functional

*Contact Person: Classification Manager

*Roadway Name: SR-363/Duval St

*From: SR-363/Adams St

*To: Gaines St

*Phone Number: (850) 330-1535

*E-mail: James.newsom@dot.state.fl.us

*Section Number: 55100001

*From Mile Post: 0.000

*To Mile Post: 0.506

If 1-Way, Number of Lanes: ☐1 ☐2 ☐3 ☒4
If 2-Way, Number of Lanes: ☐2 ☒4 ☐6 ☐8

*AADT and Year: 11,000 Year 2015

Source: FDOT

Speed Limit
(miles per hour): _____

***Current Functional Classification:**

- | | |
|---|---|
| <input type="checkbox"/> Urban Principal Arterial – Interstate | <input type="checkbox"/> Urban Minor Arterial |
| <input type="checkbox"/> Urban Principal Arterial –
Other Freeways and Expressways | <input type="checkbox"/> Rural Minor Arterial |
| <input type="checkbox"/> Urban Principal Arterial – Other | <input checked="" type="checkbox"/> Urban Major Collector |
| <input type="checkbox"/> Rural Principal Arterial –
Interstate | <input type="checkbox"/> Urban Minor Collector |
| <input type="checkbox"/> Rural Principal Arterial –
Other | <input type="checkbox"/> Rural Major Collector |

***Proposed NHS Travelway:**

- | |
|--|
| <input type="checkbox"/> NHS/Interstate |
| <input type="checkbox"/> NHS/STRAHNET Route |
| <input type="checkbox"/> NHS/STRAHNET Connector |
| <input type="checkbox"/> NHS/Unbuilt |
| <input type="checkbox"/> NHS/Other |
| <input type="checkbox"/> NHS/Intermodal Connector |
| <input checked="" type="checkbox"/> Remove NHS Designation |

*Summary of Justification for
Proposed Change:

The functional classification on this section does not match the criteria needed for the NHS.

☐ Please check here to indicate full justification is included with this application. Include full color map, Traffic Study, and Supporting Documentation from MPO

Note: Full justification documentation is required for ALL NHS additions and for deletions if the functional classification remains Principal Arterial

Recommended By:

Local Government/Metropolitan
Planning Organization (MPO) Chairman

Date

Federal Highway Administration – Division

Date

FDOT – Central Office

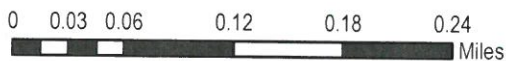
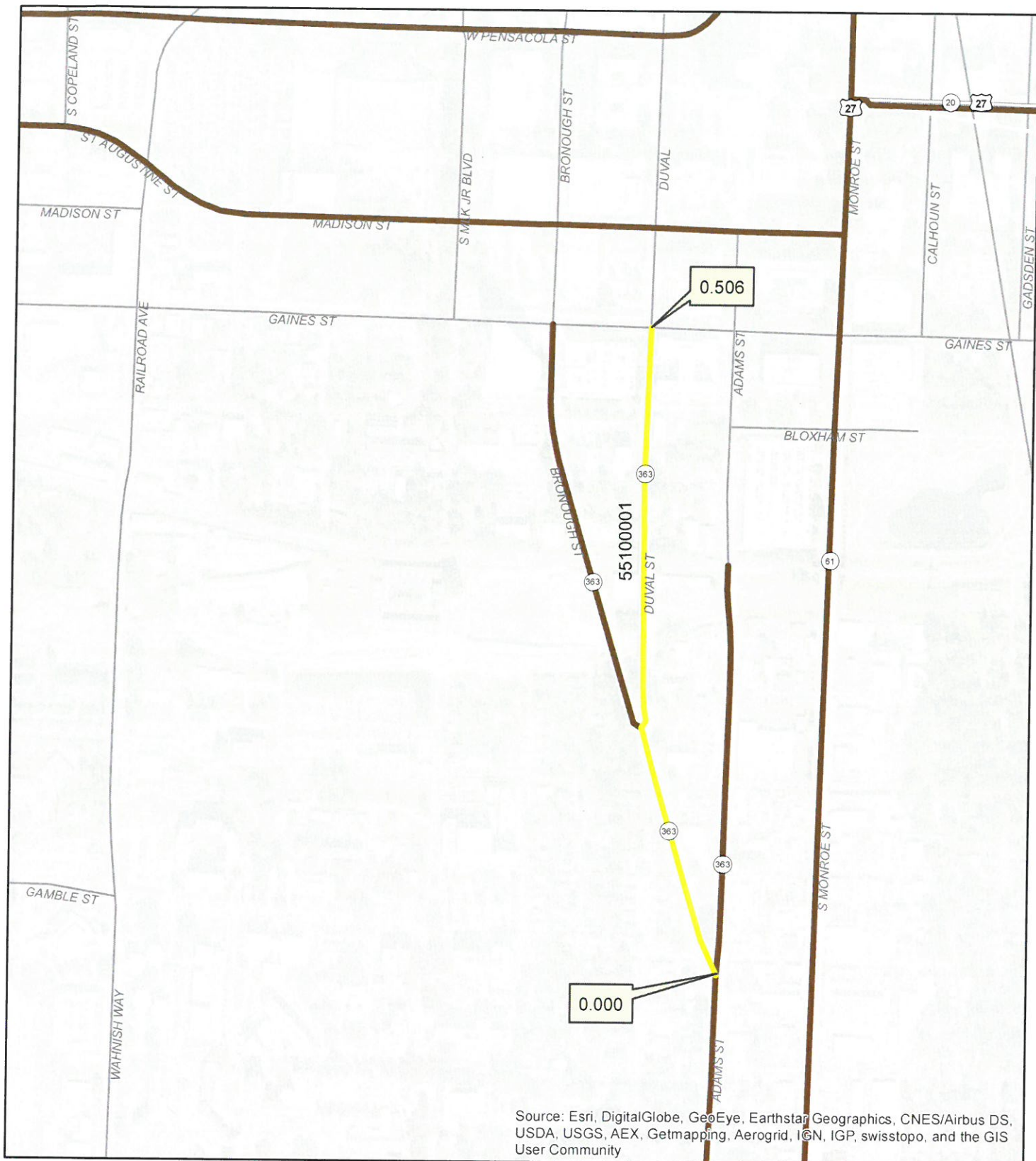
Date

Approved By:

Federal Highway Administration - Headquarters

Date

*Total no. of sheets attached to this application (indicate 0 if not
attaching any sheets):



55100001
 M.P. 0.000 - 0.506
 SR-363/Duval St
 from SR-363/Adams St
 to Gaines St

National Highway System

- 1 - Interstate
- 2 - STRAHNET Route
- 3 - STRAHNET Connector
- 4 - Unbuilt
- 5 - Other
- 6 - Intermodal Connector
- 7 - MAP 21



Application for National Highway System Change

**Indicates required information*

*Date: November 28, 2016

*Sponsoring Agency: FL Dept. of Transportation
Jim Newsom, Functional

*Contact Person: Classification Manager

*Roadway Name: SR-363/Bronough St

*From: Gaines St

*To: SR-363/Duval St

If 1-Way, Number of Lanes: ☐ 1 ☒ 2 ☐ 3 ☐ 4

If 2-Way, Number of Lanes: ☐ 2 ☐ 4 ☐ 6 ☐ 8

*AADT and Year: 7,200 Year 2015

*Phone Number: (850) 330-1535

*E-mail: James.newsom@dot.state.fl.us

*Section Number: 55100002

*From Mile Post: 0.000

*To Mile Post: 0.320

Source: FDOT

Speed Limit
(miles per hour): _____

*Current Functional Classification:

- | | |
|---|---|
| <input type="checkbox"/> Urban Principal Arterial – Interstate | <input type="checkbox"/> Urban Minor Arterial |
| <input type="checkbox"/> Urban Principal Arterial –
Other Freeways and Expressways | <input type="checkbox"/> Rural Minor Arterial |
| <input type="checkbox"/> Urban Principal Arterial – Other | <input checked="" type="checkbox"/> Urban Major Collector |
| <input type="checkbox"/> Rural Principal Arterial –
Interstate | <input type="checkbox"/> Urban Minor Collector |
| <input type="checkbox"/> Rural Principal Arterial –
Other | <input type="checkbox"/> Rural Major Collector |

*Proposed NHS Travelway:

- | |
|--|
| <input type="checkbox"/> NHS/Interstate |
| <input type="checkbox"/> NHS/STRAHNET Route |
| <input type="checkbox"/> NHS/STRAHNET Connector |
| <input type="checkbox"/> NHS/Unbuilt |
| <input type="checkbox"/> NHS/Other |
| <input type="checkbox"/> NHS/Intermodal Connector |
| <input checked="" type="checkbox"/> Remove NHS Designation |

*Summary of Justification for

Proposed Change:

The functional classification on this section does not match the criteria needed for the NHS.

☐ Please check here to indicate full justification is included with this application. Include full color map, Traffic Study, and Supporting Documentation from MPO

Note: Full justification documentation is required for ALL NHS additions and for deletions if the functional classification remains Principal Arterial

Recommended By:

Local Government/Metropolitan
Planning Organization (MPO) Chairman

Date

Federal Highway Administration – Division

Date

FDOT – Central Office

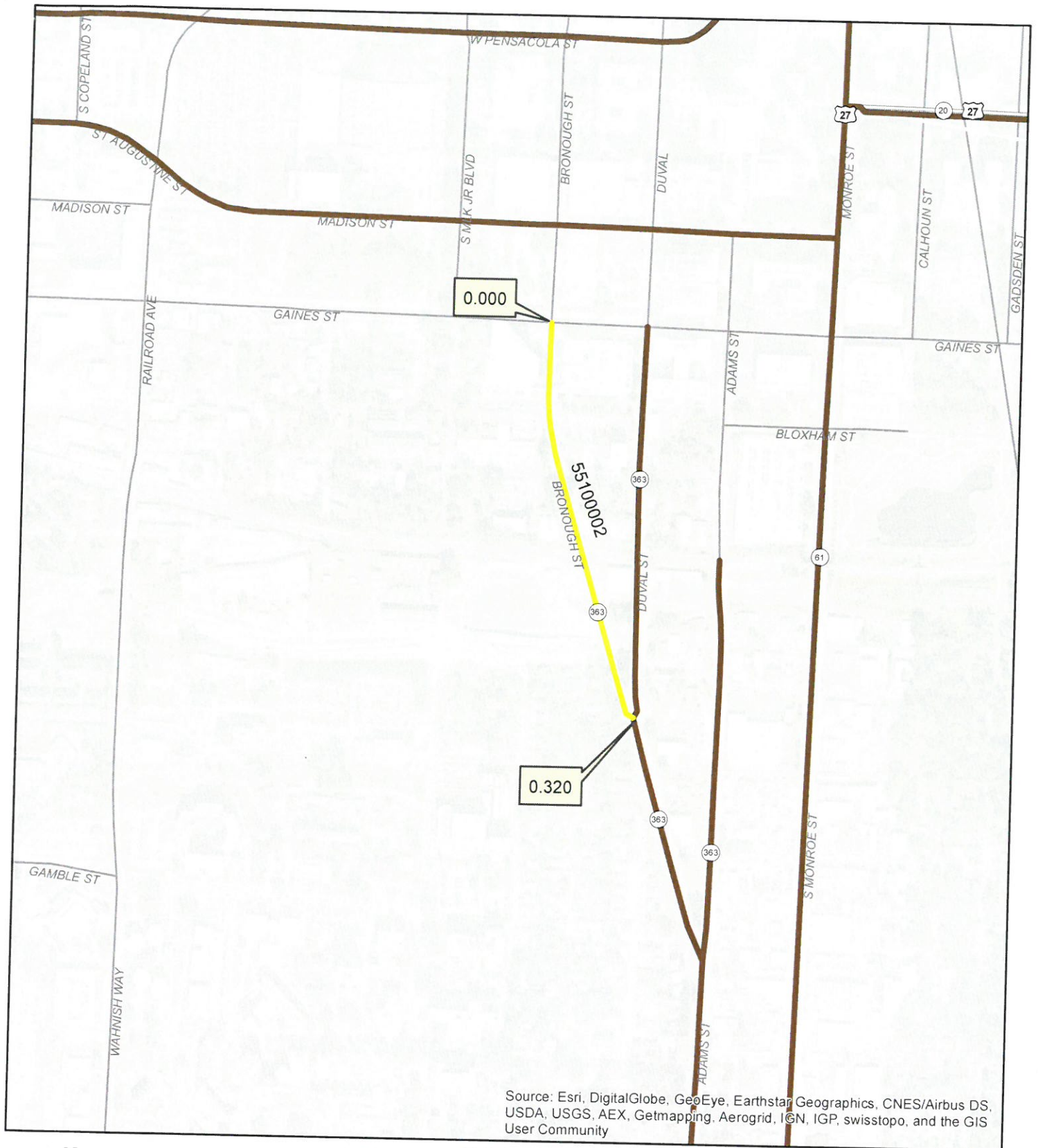
Date

Approved By:

Federal Highway Administration - Headquarters

Date

*Total no. of sheets attached to this application (indicate 0 if not
attaching any sheets):



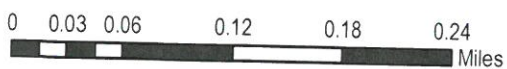
55100002

M.P. 0.000 - 0.320

SR-363/Bronough St
from Gaines St
to SR-363/Duval St

National Highway System

- 1 - Interstate
- 2 - STRAHNET Route
- 3 - STRAHNET Connector
- 4 - Unbuilt
- 5 - Other
- 6 - Intermodal Connector
- 7 - MAP 21





Application for National Highway System Change

**Indicates required information*

*Date: November 28, 2016

*Sponsoring Agency: FL Dept. of Transportation
Jim Newsom, Functional

*Contact Person: Classification Manager

US-319/SR-61/Wakulla
*Roadway Name: Springs Rd

*From: SR-61A/Gaile Ave

*To: SR-61/SR-363

*Phone Number: (850) 330-1535

*E-mail: James.newsom@dot.state.fl.us

*Section Number: 55120000

*From Mile Post: 6.920

*To Mile Post: 7.483

If 1-Way, Number of Lanes: ☐1 ☐2 ☐3 ☐4

If 2-Way, Number of Lanes: ☒2 ☐4 ☐6 ☐8

*AADT and Year: 16,100 Year 2015

Source: FDOT

Speed Limit
(miles per hour): _____

***Current Functional Classification:**

- | | |
|---|---|
| <input type="checkbox"/> Urban Principal Arterial – Interstate | <input type="checkbox"/> Urban Minor Arterial |
| <input type="checkbox"/> Urban Principal Arterial –
Other Freeways and Expressways | <input type="checkbox"/> Rural Minor Arterial |
| <input type="checkbox"/> Urban Principal Arterial – Other | <input checked="" type="checkbox"/> Urban Major Collector |
| <input type="checkbox"/> Rural Principal Arterial –
Interstate | <input type="checkbox"/> Urban Minor Collector |
| <input type="checkbox"/> Rural Principal Arterial –
Other | <input type="checkbox"/> Rural Major Collector |

***Proposed NHS Travelway:**

- ☐ NHS/Interstate
- ☐ NHS/STRAHNET Route
- ☐ NHS/STRAHNET Connector
- ☐ NHS/Unbuilt
- ☐ NHS/Other
- ☐ NHS/Intermodal Connector
- ☒ Remove NHS Designation

*Summary of Justification for
Proposed Change:

The functional classification on this section does not match the criteria needed for the NHS.

☐ Please check here to indicate full justification is included with this application. Include full color map, Traffic Study, and Supporting Documentation from MPO

Note: Full justification documentation is required for ALL NHS additions and for deletions if the functional classification remains Principal Arterial

Recommended By:

Local Government/Metropolitan
Planning Organization (MPO) Chairman

Date

Federal Highway Administration – Division

Date

FDOT – Central Office

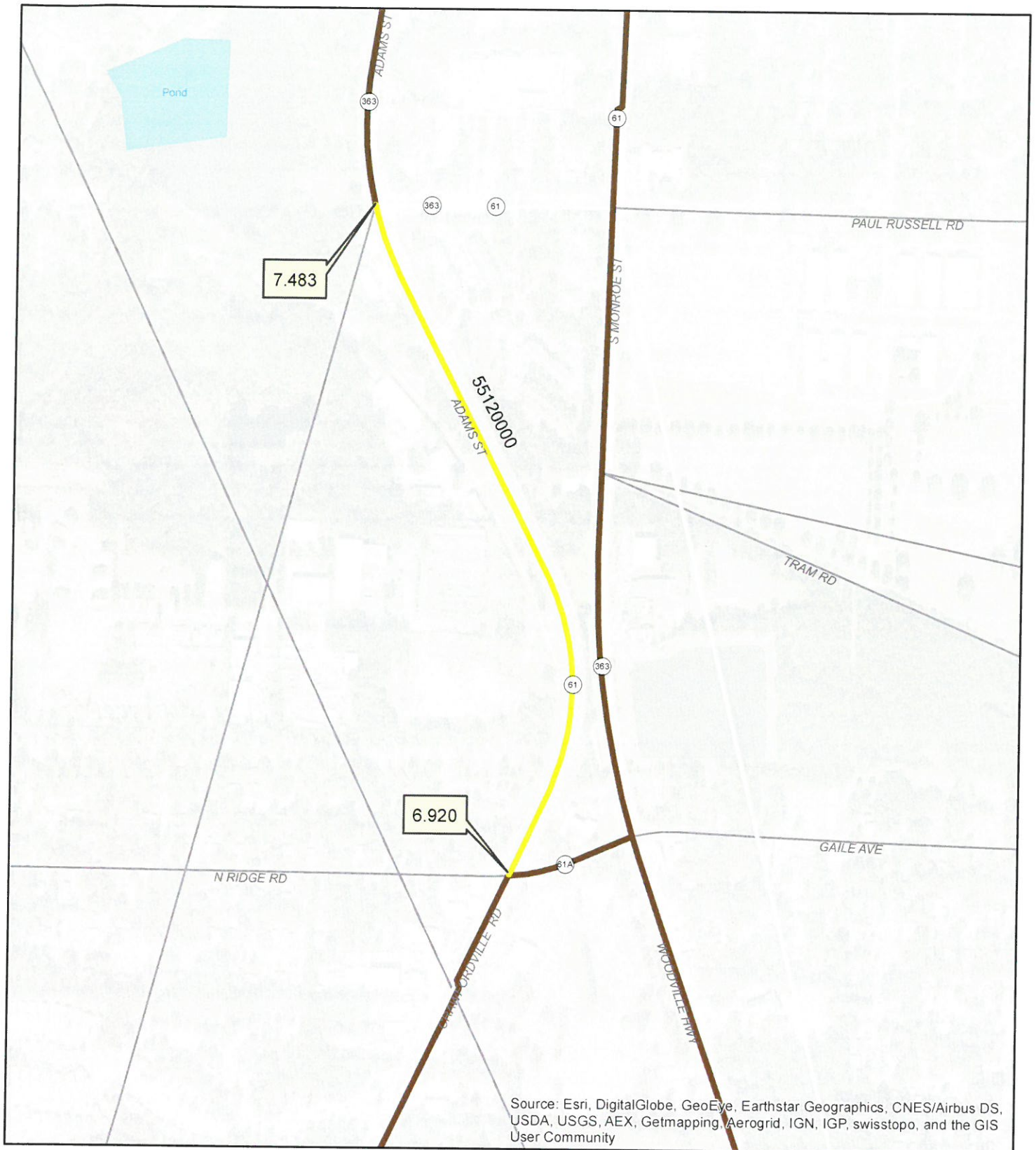
Date

Approved By:

Federal Highway Administration - Headquarters

Date

*Total no. of sheets attached to this application (indicate 0 if not
attaching any sheets):



0 0.03 0.06 0.12 0.18 0.24 Miles

55120000
M.P. 6.920 - 7.483
US-319/SR-61/Wakulla Springs Rd
from SR-61A/Gaile Ave
to SR-61/SR-363

National Highway System

- 1 - Interstate
- 2 - STRAHNET Route
- 3 - STRAHNET Connector
- 4 - Unbuilt
- 5 - Other
- 6 - Intermodal Connector
- 7 - MAP 21



January 17, 2017

AGENDA ITEM 4

CONSENT ITEMS PULLED FOR DISCUSSION



January 17, 2017

AGENDA ITEM 5 A

**FISCAL YEAR 2017 – FISCAL YEAR 2021
TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT**

TYPE OF ITEM: Roll Call

STATEMENT OF ISSUE

The purpose of this item is to amend the CRTPA Fiscal Year (FY) 2017 – FY 2021 Transportation Improvement Program (TIP) to reflect the following:

- Atlanta St (CR 274 from Ben Bostic Rd to Martin Luther King Blvd) (Project #4407241): Add design funding in FY 17 for this sidewalk project (Gadsden County).

CRTPA COMMITTEE ACTIONS

The CRTPA's two (2) committees (Citizens Multimodal Advisory Committee and Technical Advisory Committee) did not meet in January; however, were informed about the proposed amendment.

RECOMMENDED ACTION

Option 1: Adopt a resolution amending the FY 2017 – FY 2021 Transportation Improvement Program to reflect:

- **ADD PROJECT:** Atlanta St (CR 274 from Ben Bostic Rd to Martin Luther King Blvd) (Project #4407241): Add design funding in FY 17 for this sidewalk project (Gadsden County).

HISTORY AND ANALYSIS

The CRTPA's Transportation Improvement Program is adopted annually and identifies those projects in the region that have received state and federal funding. Frequently, the TIP needs to be formally amended to reflect project changes such as the addition or deletion of a project and changes to existing projects related to funding or project scope.

The CRTPA was recently contacted by the Florida Department of Transportation to amend the current TIP to reflect the addition of Transportation Alternative (TA) funding for the design of a sidewalk on Atlanta Street in Gadsden County. The project is included on the CRTPA's most recently adopted (FY 2018 – FY 2022) Transportation Alternatives Priority Project List (sponsored by Gadsden County) and proposes the construction of 6' sidewalk on the west side of Atlanta Street (CR 274) near Quincy.

The following project provides more information on the project proposed to be added to the FY 2017 – FY 2021 TIP:

Atlanta St (CR 274 from Ben Bostic Rd to Martin Luther King Blvd) (Project #4407241): Add design funding (\$230,500 in FY 17) for this sidewalk project (1.447 miles in length).

Subsequent to Board approval, the FY 2017 – FY 2021 TIP will be updated to reflect the project's addition.

OPTIONS

Option 1: Adopt a resolution amending the FY 2017 – FY 2021 Transportation Improvement Program to reflect:

- ADD PROJECT: Atlanta St (CR 274 from Ben Bostic Rd to Martin Luther King Blvd) (Project #4407241): Add design funding in FY 17 for this sidewalk project (Gadsden County).
(RECOMMENDED)

Option 2: CRTPA Board Discretion.

ATTACHMENT

Attachment 1: TIP project page

Attachment 2: Resolution 2017-1-5A

Atlanta Street (CR 274) Sidewalk

No Map
Available

Project #: 4407241**Work Summary:** SIDEWALK**SIS?:** No**Lead Agency:** Gadsden County**Length:** 1.447**County:** Gadsden County**LRTP #:** 2040 RMP
Bicycle/Pedestrian CFP

Phase	Fund Source	2016/17	2017/18	2018/19	2019/20	2020/21	Total
PE	TALT	151,369	0	0	0	0	151,369
PE	TALU	79,131	0	0	0	0	79,131
Total		230,500	0	0	0	0	230,500

Prior Cost < 2016/17: 0**Future Cost > 2020/21:** 0**Total Project Cost:** 230,500

Project Description: This project provides Transportation Alternatives funding for the design of a sidewalk in Gadsden County on the west side of Atlanta Street (Ben Bostic Road to Martin Luther King Boulevard). The project was added to the TIP at the January 17, 2017 CRTPA meeting.

CRTPA RESOLUTION 2017-1-5A**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) AMENDING
THE FY 2017 – FY 2021 TRANSPORTATION IMPROVEMENT PROGRAM**

Whereas, the Capital Region Transportation Planning Agency (CRTPA) is the organization designated by the Governor of Florida on August 17, 2004 together with the State of Florida, for carrying out provisions of 23 U.S.C. 134 (h) and (i)(2), (3) and (4); CFR 450.324, 326, 328, 330, and 332; and FS 339.175 (5) and (7); and

Whereas, the Transportation Improvement Program (TIP) shall be endorsed annually by the CRTPA and submitted to the Governor of the State of Florida, to the Federal Transit Administration, and to the Federal Highway Administration, through the State of Florida;

Whereas, the TIP is periodically amended to maintain consistency with the Florida Department of Transportation Work Program and;

Whereas, authorization for federal funding of projects within an urbanized area cannot be obtained unless the projects are included in the CRTPA's TIP;

NOW, THEREFORE LET IT BE RESOLVED BY THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) THAT:

The CRTPA amends the FY 17 – FY 21 Transportation Improvement Program to reflect:

- Atlanta Street (Ben Bostic Rd to Martin Luther King Blvd) (Project #4407241): Add design funding in FY 2017 for this sidewalk project (Gadsden County)

Passed and duly adopted by the Capital Region Transportation Planning Agency (CRTPA) on this 17th day of January 2017.

Capital Region Transportation Planning Agency

By: _____
Curtis Richardson, Chair

Attest:

Greg Slay, Executive Director



January 17, 2017

AGENDA ITEM 6 A

CRTPA GENERAL PLANNING CONSULTANT

TYPE OF ITEM: Action

STATEMENT OF ISSUE

Staff is seeking Board approval of Kimley-Horn & Associates, Inc. and RS&H to serve as General Planning Consultants to the CRTPA.

HISTORY AND ANALYSIS

In 2011 the CRTPA Board approved three consultants to provide planning services on an as needed basis. These three firms, RS&H, Renaissance Planning Group and URS, completed projects such as the 6th Avenue/Gadsden Street Pedestrian Improvements in Tallahassee (currently under construction), the Monroe Street Median Study, Jefferson County Bike and Pedestrian Plan, Lake Ella Pedestrian Improvements (currently under construction), Congestion Management Plan, and scope of services development for the Capital City to the Sea Trails project.

The consultants had three year contracts with options for an additional two years, bringing the potential length of time to be under contract to the CRTPA to five years. The two-year options were approved by the CRTPA Board and these contracts expired in June of 2016.

In September of 2015, staff requested that the CRTPA Board approve staff moving forward with the re-initiating the general planning consultants (GPC) process with the caveat that the new Executive Director would want to continue this effort. The hiring of the new Executive Director, an infusion of funding and desire to address several issues prompted the initiation of the GPC process.

The Request for Qualifications (RFQ), shown as **Attachment 1**, was released on November 27, 2016 with responses due on December 22, 2016. There were five RFQs submitted including:

- AECOM
- Gannett Fleming
- Kimley Horn & Associates
- RS&H
- Tindale-Oliver

On January 4, 2017 the Selection Committee met to discuss and score the RFQ responses. The Selection Committee was comprised of six people with varying experience and knowledge of the MPO transportation planning process and needs of the CRTPA Board.

The consultants were ranked on two criteria, Experience and Ability and Past Performance. The six scores from the Selection Committee were averaged and multiplied by a factor of five (5) to produce a final score which is shown below from highest to lowest with further details in **Attachment 2**:

Kimley Horn & Associates	44.20
RS&H	37.50
Tindale-Oliver	34.17
Gannett Fleming	33.33
AECOM	33.33

Within the released RFQ there is language that states the Selection Committee will shortlist up to three consultant teams for the interview process. However, there was a clear separation in points between the top two consultant teams and the other three firms. Therefore, the Selection Committee agreed to forego the interview process and move forward with the selection of the top two teams to serve as the GPC's for the CRTPA.

NEXT STEPS

Upon CRTPA approval, staff will begin the negotiating and contract phase.

RECOMMENDED ACTION

Option 1: Approve Kimley Horn & Associates and RS&H to serve as the General Planning Consultants for the CRTPA and authorize the Executive Director to move forward with contract negotiations.

Option 2: CRTPA Board Discretion.

ATTACHMENT

Attachment 1: GPC Request for Qualifications

Attachment 2: Selection Committee Scores/Ranking



REQUEST FOR QUALIFICATIONS (RFQ)

NO. 0014-17-RWT-RC

PROFESSIONAL SERVICES:

TRANSPORTATION PLANNING SERVICES

NOVEMBER 27, 2016

TABLE OF CONTENTS

<u>SECTION</u>	<u>DESCRIPTION</u>
1.0	General Information
2.0	Scope of Services/Project Description
3.0	Schedule of Events
4.0	Requests for Clarifications
5.0	Statement of Qualification Content Requirements
6.0	Interviews
7.0	Submitting Statement of Qualifications
8.0	Evaluation Criteria
9.0	Contract Award
10.0	Right of Rejection
11.0	General Terms and Conditions
12.0	Confidentiality
13.0	Grievance Procedure
14.0	Selection Process
15.0	Federal Required Clauses
16.0	E-Verify
17.0	Conflict of Interest
18.0	Lobbying Blackout Period
19.0	Availability of Funds
20.0	Severability
21.0	Remedies
22.0	Enforcement Costs

ATTACHMENTS TO THIS RFQ

Attachment A – Scope of Services

Attachment B – CRTPA Recommended Experience Table

SECTION 1.0 **GENERAL INFORMATION**

On behalf of the Capital Region Transportation Planning Agency (CRTPA), the City of Tallahassee Procurement Services Office is requesting written Statement of Qualifications (SOQ) from Planning Teams to provide Transportation Planning Services. The Team should demonstrate experience in the following areas: Model Simulation, Analyses and Forecasting, Safety Planning, Efficient Transportation Decision-Making (ETDM) Support, Grant Writing, Disaster Recovery Planning, ITS Development, Scope of Service Development, Project Cost Estimation, Bike and Pedestrian Program Support, Mapping Graphics and GIS Support, Congestion Management, Air Quality Analysis, Complete Streets Development, Transportation and Land Use Connections, Private/Public Partnership Development Strategies, Transit System Development, Webpage Support, Public Involvement, Economic Development – port, rail and highway access, Long Range Transportation Plan (LRTP), Regional Trail, Traffic Operations, Corridor Planning, and FAST Act performance Measures.

SECTION 2.0 **SCOPE OF SERVICES/PROJECT DESCRIPTION**

See Scope of Services (Attachment A)

SECTION 3.0 **SCHEDULE OF EVENTS**

The proposed time schedule as related to this procurement is as follows:

EVENT	DATE/TIME
Release of RFQ	November 27, 2016
Deadline for Questions/Inquiries	December 15, 2016
SOQ Due Date/Time (Deadline)	December 22, 2016 (4:30 PM)
Preliminary Scoring/Ranking of SOQs and Shortlist Teams	January 4, 2017
Interviews of Short-listed Teams	January 11, 2017
Final Scoring/Ranking and Recommended Team(s)	January 11, 2017
Anticipated Award- See process outlined in Section 14.	January 17, 2017

SECTION 4.0 **REQUESTS FOR CLARIFICATIONS**

ALL questions concerning this RFQ must be directed in writing to **Robert Threewitts PROCUREMENT SERVICES DIVISION, PHONE: (850) 891-8025, E-MAIL: Robert.Threewitts@talgov.com or through FRS TDD at 771.** All telephone conversations are considered to be unofficial responses and will not be binding. Changes to this RFQ shall be made by issuance of an addendum.

SECTION 5.0 **STATEMENT OF QUALIFICATION CONTENT REQUIREMENTS**

- 5.1 A prospective service provider's response to this Statement of Qualification (SOQ) should, at a minimum, include the following information as provided in **TAB 1** thru **TAB 4**, herein, in 12 point, Times New Roman font. Please note that the SOQ should address the requirements in a clear and concise manner in the order stated herein. SOQs that do not adhere to the following format or include the requested information/documents shall be determined to be incomplete and therefore non-responsive. Any SOQ that is determined to be non-responsive as outlined herein, shall not be considered further.
- 5.2 SOQs must be separately tabbed as follows and must include the information/documents specified in the applicable tab.
- 5.3 The response must contain a manual signature of an authorized representative of the responding Team. A response that does not contain a manual signature is a material deviation from the requirements and shall be determined to be non-responsive, and shall not be considered further.
- 5.4 The following information is required in the submittal in order to evaluate and rank each applicant. The Selection Committee will objectively evaluate the applicants' responses. **A maximum total of 50 points will be assigned.**
- 5.5 The total number of pages for the SOQ, is not to exceed 50 pages (depending on the number of consultants that constitute the Team), three (3) pages for the Executive Summary (TAB 1), up to 46 pages for TAB 2, and one (1) page for each consultant in TAB 3. The number of pages for TAB 4 is dependent of the information provided to meet the demands of the additional materials, and TAB 1 Item k. A response that contains more than 50 pages is a material deviation from the requirements and shall be determined to be non-responsive, and shall not be considered further.

TAB 1 - EXECUTIVE SUMMARY/GENERAL INFORMATION

Present in brief, concise terms, a three (3) page (maximum) summary level description of the contents of the SOQ and of your company and its capabilities. The signer of the SOQ must declare that the SOQ is in all respects fair and in good faith without collusion or fraud, and that the signer of the SOQ has the authority to bind the principal proposer. At a minimum the following information must be included:

- a. Name of Firm
- b. Mailing Address of Firm
- c. Physical Address of Firm
- d. Name of Contact Person
- e. Phone Number
- f. Fax Number
- g. Cell Phone Number
- h. E-mail Address

- i. Business Structure
- j. Number of Years Firm in Business
- k. Proof of Liability Insurance (this will not count as page(s) associated with the Executive Summary)

TAB 2 – TEAM QUALIFICATIONS

Provide a two page summary of experience for each Task in the **Scope of Services (Attachment A)** for your Team (not per Team member) including:

- a. Type of work.
- b. Location.
- c. Length of time to complete project.
- d. Partnership or sole source.
- e. Cost.
- f. Approach to project.
- g. Up to three references (related to projects that were worked on in the last five years) including name, title, phone number and a brief description of the project and the work performed.
- h. Any feedback received from the project (awards, letters of achievement, letters of commendation, etc....).

TAB 3 – STAFF QUALIFICATIONS

This section should express the general and specific project related capability of your staff that will be assigned to this project, per the **Scope of Services (Attachment A)**, including management, technical, field and support staff. For quick reference the CRTPA requests the use of the Experience Table (shown as **Attachment B**). One (1) Experience Table can be used for each team member.

TAB 4 – OTHER ATTACHMENTS

Acknowledged Addenda

**All responses must comply with the requirements of section 11.4 -
ISSUANCE OF ADDENDA**

SECTION 6.0 **INTERVIEWS**

After the SOQs have been evaluated, the Selection Committee will shortlist up to three (3) Teams. Shortlisted respondents will be interviewed (not making presentations), by the Selection Committee. The selected Teams are expected to respond to any question asked of the RFQ based on the **Scope of Services (Attachment A)**. **A maximum total of 100 points will be assigned. Lastly, up to six (6) Team Members may be present during the interview process.**

SECTION 7.0 SUBMITTING STATEMENT OF QUALIFICATIONS

7.1 SOQs shall be submitted as follows:

7.1.1 All SOQs must be in writing and in complete sets: **ONE ORIGINAL (SO IDENTIFIED) AND FIVE (5) COMPLETE COPIES (SO IDENTIFIED). Please also submit 1 copy on a CD or Thumb-drive.**

7.1.2 All SOQs shall be submitted in a sealed envelope/container, which will be received (recorded and clocked-in) at:

**CITY OF TALLAHASSEE
PROCUREMENT SERVICES DIVISION
300 S. ADAMS STREET, MAIL STOP # A-28
TALLAHASSEE, FLORIDA, 32301-1731**

NOT LATER THAN THE DATE/TIME SPECIFIED ABOVE IN SECTION 3.0 LATE SOQS WILL BE CONSIDERED NONRESPONSIVE AND SHALL NOT BE CONSIDERED FOR EVALUATION.

7.1.3 The front of each SOQ envelope/container shall contain the following information for proper identification:

- The name and address of the proposer
- The word "SOQ" and the RFQ number
- The time/date specified for receipt of SOQs
- The number of each envelope/container submitted (i.e. "1 of 3, "2 of 3", "3 of 3")

7.1.4 The responsibility for submitting the SOQ to the Procurement Services Division on or before the above stated time and date is solely that of the proposer. The City of Tallahassee or CRTPA will in no way be responsible for delays in mail delivery or delays caused by any other occurrence. **LATE SOQS WILL BE CONSIDERED NONRESPONSIVE AND WILL NOT BE CONSIDERED FOR EVALUATION.**

7.1.5 All SOQs must be in writing as provided in Section 5, above. Non-responsive SOQs will not be considered. The signer of the SOQ must declare that the SOQ is in all respects fair and in good faith without collusion or fraud and that the signer of the SOQ has the authority to bind the principal proposer. **A SOQ THAT DOES NOT COMPLY WITH THIS SECTION SHALL BE CONSIDERED NONRESPONSIVE AND WILL NOT BE CONSIDERED FOR EVALUATION.**

7.1.6 The City/CRTPA shall not be liable for any costs incurred by a proposer prior to entering into a contract. Therefore, all proposers are encouraged to provide a simple, straightforward, and concise description of their ability

to meet the project requirements.

- 7.1.7 Teams responding to this RFQ must be available for in-person interviews. **A TEAM THAT DOES NOT ATTEND A SCHEDULED IN-PERSON INTERVIEW SHALL BE CONSIDERED NONRESPONSIVE AND SHALL NOT BE CONSIDERED FOR FURTHER EVALUATION.**

SECTION 8.0 EVALUATION CRITERIA

Evaluation of SOQs/interviews will be performed consistent with the following criteria:

Criteria	Max Score	Factor	Max Points
Binder 1			
Experience and Ability	5	5	25
Past Performance	5	5	25
SOQ Criteria Subtotal	10		50
Interview Criteria			
Approach and Methodology	5	10	50
Understanding of Project Requirements	5	10	50
Interview Criteria Subtotal	10		100
Maximum Points Assigned	20		150

As part of the evaluation process, shortlisted respondents shall be required to participate in the Interview process (**Section 6.0 and 7.1.7**). **A TEAM THAT DOES NOT ATTEND A SCHEDULED IN-PERSON INTERVIEW SHALL BE CONSIDERED NONRESPONSIVE AND SHALL NOT BE CONSIDERED FOR FURTHER EVALUATION.**

Maximum Scoring Description
0 - No Response / Not Addressed
Answer is No to RFQ requirements; this element of the evaluation criteria was not addressed .
1 - Poor/Below Expectations / Unsatisfactory
The proposal is inadequate in most basic requirements, specifications or provisions of the criteria element; respondent's information for this element of the evaluation criteria was unsatisfactory .
2 - Below Average / Meets Some Expectations
The proposal meets many of the basic requirements, specifications or provisions of the criteria element; respondent's information for this element of the evaluation criteria is below average .
3 - Average / Meets Most Expectations
The proposal adequately meets the minimum requirements, specifications or provisions of the criteria element; respondent's information for this element of the evaluation criteria is average .

4 - Above Average / Meets All Expectations
The proposal more than adequately meets the minimum requirements, specifications or provisions of the criteria element; respondent's information for this element of the evaluation criteria is above average .
5 - Excellent / Exceeds Expectations
The proposal exceeds minimum requirements, specifications or provision in most aspects of the criteria element; respondent's information for this element of the evaluation criteria is Excellent .

SECTION 9.0 **CONTRACT AWARD**

- 9.1 The CRTPA reserves the right to incorporate the successful Team's proposal into a contract. The CRTPA also shall incorporate the SOQ into that contract. The successful team agrees that the CRTPA shall have the right to place the contract documents in a hierarchy to outline the controlling language of the contract. Failure of a Team to accept this obligation is a major deviation from the requirements this RFQ and shall result in the cancellation of any award.
- 9.2 The selected Team(s) will be required to assume responsibility for all services offered in the proposal. The CRTPA will consider the selected Team(s) primary firm to be the sole point of contact with regard to contractual matters, including payment of any or all charges.
- 9.3 A copy of the recommended ranking and award will be available for review in the Purchasing Division upon completion of the evaluation by the committee.

Vendors may obtain a copy of the final ranking from the City's web site at:

Web site at: <http://www.talgov.com/dma/dma-procurement-bidinfo.aspx>

Then click on: (View all bid information on DemandStar's website)

SECTION 10.0 **RIGHT OF REJECTION**

The CRTPA reserves the right to waive any minor irregularity in any SOQ.

The CRTPA reserves the right to reject all SOQs in whole or in part, with or without cause, in its sole discretion.

The CRTPA reserves the right to accept the SOQ that in its judgment will be in the best interest of the CRTPA region and its citizens.

CRTPA reserves the right, and has absolute and sole discretion, to cancel its RFQ at any time prior to approval of the award by the CRTPA. The decision by CRTPA to cancel a RFQ shall not be the basis for a protest.

Additionally, the CRTPA reserves the right to request clarification of information submitted and to request additional information of one or more proposers.

Any SOQ may be withdrawn until the date and time set above for the submission of the SOQ.

SECTION 11.0 **GENERAL TERMS AND CONDITIONS**

11.1 **CIVIL RIGHTS REQUIREMENTS**

Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

11.2 PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

11.3 INDEMNIFICATION

As a part of its contract, the consultant shall indemnify and hold harmless the City and CRTPA, its officials and employees, from all losses, damages, costs, expenses, liability, claims, actions, and judgments of any kind whatsoever brought or asserted against, or incurred by, the City and CRTPA, including without limitation attorney's fees and costs of litigation, to the extent that the same arise out of or are caused by any act or omission of the consultant, its subconsultants or subcontractors, or by the employees, officers, directors, or agents of the consultant, or its subcontractors.

11.4 ISSUANCE OF ADDENDA

11.4.1 If this solicitation is amended, the City will issue an appropriate addendum to the solicitation. If an addendum is issued, all terms and conditions that are not specifically modified shall remain unchanged.

11.4.2 Respondents shall acknowledge receipt of each addendum to this solicitation using one of the following methods:

- By signing and returning the addendum;
- By signed letter;
- By signed facsimile (subject to the conditions specified in the provision entitled "FACSIMILE DOCUMENTS").

11.4.3 The City must receive the acknowledgment by the time and date, and at the location specified for receipt of proposals.

11.5 PAYMENT

11.5.1 Prompt Pay Policy

It is the policy of the City of Tallahassee and CRTPA to fully implement the provisions of the State of Florida Prompt Payment Act. For more information, refer to Florida State Statute 218.7.

11.5.2 Withholding Payment

In the event a contract is canceled under any provision herein, the CRTPA may withhold from the Contractor any monies owed on that or any contract, an amount sufficient to compensate for damages suffered because of the violation resulting in cancellation.

11.6 INSURANCE REQUIREMENTS

Prior to commencing work, the Consultant shall procure and maintain at Consultant's own cost and expense for the duration of the agreement the following insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work or services hereunder by the Consultant, his agents, representatives, employees or Subcontractors. The cost of such insurance shall be included in Consultant's proposal. The Consultant is required to have the CRTPA as a named insured on the appropriate policies.

11.6.1 Consultant shall maintain limits no less than:

Commercial General/Umbrella Liability Insurance - \$500,000 limit per occurrence for property damage and bodily injury. The service provider should indicate in its proposal whether the coverage is provided on a claims-made or preferably on an occurrence basis. The insurance shall include coverage for the following:

- Premise/Operations
- Explosion, Collapse and Underground Property Damage Hazard (only when applicable to the project)
- Products/Completed Operations
- Contractual
- Independent Contractors
- Broad Form Property Damage
- Personal Injury

Business Automobile/Umbrella Liability Insurance - \$500,000 limit per accident for property damage and personal injury.

- Owned/Leased Autos
- Non-owned Autos
- Hired Autos

Workers' Compensation and Employers' Umbrella Liability Insurance - Workers' Compensation coverage with benefits and monetary limits as set forth in Chapter 440, Florida Statutes. This policy shall include Employers' Umbrella Liability coverage for \$1,000,000 per accident. Workers' Compensation coverage is required as a condition of performing work or services for the City whether or not the Contractor

or Vendor is otherwise required by law to provide such coverage.

Professional Liability Insurance - \$2,000,000 or as per project (ultimate loss value per occurrence).

11.6.2 Other Insurance Provisions

11.6.2.1 *Commercial General Liability and Automobile Liability Coverage's*

- The CRTPA, members of its Board, committees, officers, agents, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor or premises on which Contractor is performing services on behalf of the CRTPA. The coverage shall contain no special limitations on the scope of protection afforded to the members of the CRTPA Board and committees, officers, agents, employees and volunteers.
- The Contractor's insurance coverage shall be primary insurance as respects the CRTPA, members of its Board, committees, officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the CRTPA, members of its Board, committees, officers, agents, employees and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
- Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the CRTPA, members of its Board, committees, officers, agents, employees and volunteers.
- Coverage shall state that Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

11.6.2.2 *Workers' Compensation and Employers' Liability and Property Coverage's*

The insurer shall agree to waive all rights of subrogation against the CRTPA, members of its Board, committees, officers, agents, employees and volunteers for losses arising from activities and operations of Contractor in the

performance of services under this Agreement.

11.6.2.3 *All Coverage's*

- Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the CRTPA.
- If Contractor, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, the same shall be deemed a material breach of contract. The CRTPA, at its sole option, may terminate this Agreement and obtain damages from the Contractor resulting from said breach.
- Alternatively, the CRTPA, in its sole discretion, may purchase such required insurance coverage (but has no special obligation to do so), and without further notice to Contractor, the CRTPA may deduct from sums due to Contractor any premium costs advanced by the CRTPA for such insurance.
- The CRTPA named as "additional insured" as its interest may appear.

11.6.2.4 *Deductibles and Self-Insured Retention's*

Any deductibles or self-insured retention's must be declared to and approved by the CRTPA. At the option of the CRTPA, the insurer shall reduce or eliminate such deductibles or self-insured retention's as respects the CRTPA, members of its Board, committees, officers, agents, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses, related investigation, claim administration and defense expenses.

11.6.2.5 *Acceptability of Insurers*

Insurance is to be placed with Florida admitted insurers rated B+X or better by *A.M. Best's* rating service.

11.6.2.6 *Verification of Coverage*

Contractor shall furnish the CRTPA with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements

for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the CRTPA before work commences.

11.6.2.7 Subcontractors

Contractor shall include each of its subcontractors as insureds under the policies of insurance required herein.

SECTION 12.0 CONFIDENTIALITY

- 12.1 By submitting a proposal in response to this solicitation, a respondent acknowledges that City/CRTPA is a governmental entity subject to the Florida Public Records Law (Chapter 119, Florida Statutes). The respondent further acknowledges that any materials or documents provided to City may be "public records" and, as such, may be subject to disclosure to, and copying by, the public unless otherwise specifically exempt by statute. Should a respondent provide City with any materials which it believes, in good faith, contain information which would be exempt from disclosure or copying under Florida law, the respondent shall indicate that belief by typing or printing, in bold letters, the phrase "Proprietary Information" on the face of each affected page of such material. The respondent shall submit to the City both a complete copy of such material and a redacted copy in which the exempt information on each affected page, and only such exempt information, has been rendered unreadable. In the event a respondent fails to submit both copies of such material, the copy submitted will be deemed a public record subject to disclosure and copying regardless of any annotations to the contrary on the face of such document or any page(s) thereof. Note, the City does not consider cost proposals to be proprietary and this information will be made public. Cost proposals marked as proprietary or confidential will not be evaluated and zero points will be given.
- 12.2 Should any person request to examine or copy any material so designated, and provided the affected respondent has otherwise fully complied with this provision, City, in reliance on the representations of the respondent, will produce for that person only the redacted version of the affected material. If the person requests to examine or copy the complete version of the affected material, City shall notify the respondent of that request, and the respondent shall reply to such notification, in a writing that must be received by City no later than 4:00 p.m., ET, of the second City business day following respondent's receipt of such notification, either permitting or refusing to permit such disclosure or copying. Failure to provide a timely written reply shall be deemed consent to disclosure and copying of the complete copy of such material. If the respondent refuses to permit disclosure or copying, the respondent agrees to, and shall, hold harmless and indemnify City for all expenses, costs, damages, and penalties of any kind whatsoever which may be incurred by City, or assessed or awarded against City, in regard to City's refusal to permit disclosure or copying of such material. If litigation is filed in relation to such request and the respondent is not initially

named as a party, the respondent shall promptly seek to intervene as a defendant in such litigation to defend its claim regarding the confidentiality of such material. This provision shall take precedence over any provisions or conditions of any proposal submitted by a respondent in response to the RFP and shall constitute City's sole obligation with regard to maintaining confidentiality of any document, material, or information submitted to the City.

SECTION 13.0 **GRIEVANCE PROCEDURE**

13.1 Right to Protest. Any prospective bidder, or Respondent may protest the provisions of a Request for Bids (IFB), Request for Proposals (RFP) or Request for Qualifications (RFQ).

i Protest of Specifications or Proceedings Prior to Bid Opening

Any actual or prospective bidder, or contractor, who is aggrieved in connection with the solicitation of a contract or bid, may protest on the grounds or irregularities in specifications or bid procedure.

ii Protest of Recommended Award

Any actual bidder or Respondent, who is aggrieved in connection with the evaluation of bids, the evaluation of proposals, or the staff recommendation regarding award of a contract, provided that such bidder or Respondent would have been awarded the contract but for the aggrieved action, may protest such evaluation or award recommendation.

13.2 Filing a Protest. A written protest shall be considered filed, for purposes of this procedure when all related items are actually delivered to and received by the Procurement Services Division. All protest shall be directed to the attention of the Manager for Procurement Services.

i For protest related to the specifications or proceeding of an IFB, RFP or RFQ, a formal written protest must be filed no later than 72 hours (excluding weekends and holidays) prior to the scheduled bid opening date. Failure to timely file the written protest including the required protest bond/cashier's check, shall constitute a waiver of such protest.

ii For protest related to the evaluation of bids, evaluation of proposals, or staff recommendation regarding award of a contract, a written notice of intent to protest must be filed with Procurement Services within 72 hours (excludes weekends and holidays) after posting of the intended recommendation regarding award, and a written protest, must be filed with the Procurement Services Division no later than 5:00 p.m., ET, on the seventh (7th) calendar day following the date on which the written notice of intent to protest was filed. A weekend commences at 12:00 a.m., ET, on Saturday and ends at

the same time on the following Monday. A holiday begins at 12:00 a.m., ET, on the observed holiday and ends at the same time on the following day.

Such written protest shall state, with particularity the facts and grounds upon which the protest is based, and shall include references to applicable laws, statutes, ordinances, policies, or other authority on which the protest is based. Failure to timely file either the notice of intent or the written protest including the protest bond/cashier's check, shall constitute a waiver of such right to protest.

- 13.3 Protest Bond. Any person who files a formal written protest, shall post with the Procurement Services Division, at the time of filing the formal written protest, a cashier's check or bond payable to the City of Tallahassee in an amount equal to 1 percent of the City's estimate of the total volume of the contract or \$5,000, whichever is less. If the decision of the Protest Committee upholds the action taken by the City, then the City shall retain the amount in payment of a portion of the cost and expense, including but not limited to, time spent by City staff in responding to the protest and in conducting the evaluation of the protest. If the decision of the Protest Committee does not uphold the action taken by the City, then the City shall return that amount, without deduction, to the person or entity filing the protest

13.4 Stay of Procurement During Bid Protest

In the event protest is filed in accordance with the bid protest procedures herein, Procurement Services shall not proceed further with the solicitation or award of the contract until the Protest Committee has rendered a written decision regarding the protest or until the CRTPA Executive Director in consultation with the City Manager or designee makes a written determination that continuation of the process and award of a contract without delay is necessary to protect the substantial interest of the City.

13.5 Additional Information

For additional information concerning protest procedures, vendors may request a copy of the City's Purchasing Policy & Procedures Manual Section 2.0.

SECTION 14.0 **SELECTION PROCESS**

- 14.1 The Selection Committee will review and score all SOQs received (by the due date), and determine the shortlisted Teams (Teams with the highest scores) using the selection criteria established for this project.
- 14.2 The Selection Committee will conduct interviews of the shortlisted Teams and will establish ratings for each Team in accordance with the scoring criteria established for this project.
- 14.3 The Selection Committee will recommend the order of ranking for CRTPA Board

approval. It shall be the CRTPA Board's discretion to accept the selection committee ranking or to establish another ranking.

- 14.4 The contract for this project will be negotiated with the Team, approved by the CRTPA Board.

14.5 PROHIBITED COMMUNICATIONS

As provided for in the City of Tallahassee Code of Ordinances, Number 11-O-03AA, subsection 2-357, any form of communication, other than written correspondence, shall be prohibited between any person or representative of any firm seeking an award of this solicitation and any City Commissioner or Commissioners staff, or any city employee authorized to act on behalf of the City Commission. Prohibited communications shall be in effect from the date/time submittals are due for this solicitation until the City Commission or authorized designee awards or approves a contract, rejects all responses, or otherwise takes action which ends the solicitation process.

SECTION 15.0 **FEDERAL REQUIRED CLAUSES**

15.1 BUY AMERICA REQUIREMENTS

49 U.S.C. 5323(j)
49 C.F.R. Part 661

15.1.1 Applicability to Contracts

The Buy America requirements apply to the following types of contracts: Construction Contracts and Acquisition of Goods or Rolling Stock (valued at more than \$100,000).

15.1.2 Flow Down

The Buy America requirements flow down from FTA recipients and subrecipients to first tier contractors, who are responsible for ensuring that lower tier contractors and subcontractors are in compliance. The \$100,000 threshold applies only to the grantee contract, subcontracts under that amount are subject to Buy America.

Mandatory Clause/Language

The Buy America regulation, at 49 CFR 661.13, requires notification of the Buy America requirements in FTA-funded contracts, but does not specify the language to be used. The following language has been developed by FTA.

Buy America - The contractor agrees to comply with 49 U.S.C. 5323(j) and 49 C.F.R. Part 661, which provide that Federal funds may not be

obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver. General waivers are listed in 49 C.F.R. 661.7, and include final assembly in the United States for 15 passenger vans and 15 passenger wagons produced by Chrysler Corporation, and microcomputer equipment and software. Separate requirements for rolling stock are set out at 49 U.S.C. 5323(j)(2)(C) and 49 C.F.R. 661.11. Rolling stock must be assembled in the United States and have a 60 percent domestic content.

A bidder or offeror must submit to the FTA recipient the appropriate Buy America certification (below) with all bids or offers on FTA-funded contracts, except those subject to a general waiver. Bids or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive. This requirement does not apply to lower tier subcontractors.

Certification requirement for procurement of steel, iron, or manufactured products.

Certificate of Compliance with 49 U.S.C. 5323(j)(1)

The bidder or offeror hereby certifies that it will meet the requirements of 49 U.S.C. 5323(j)(1) and the applicable regulations in 49 C.F.R. Part 661.5.

Date _____

Signature _____

Company Name _____

Title _____

Certificate of Non-Compliance with 49 U.S.C. 5323(j)(1)

The bidder or offeror hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j)(1) and 49 C.F.R. 661.5, but it may qualify for an exception pursuant to 49 U.S.C. 5323(j)(2)(A), 5323(j)(2)(B), or 5323(j)(2)(D), and 49 C.F.R. 661.7.

Date _____

Signature _____

Company Name _____

Title _____

Certification requirement for procurement of buses, other rolling stock and associated equipment.

Certificate of Compliance with 49 U.S.C. 5323(j)(2)(C).

The bidder or offeror hereby certifies that it will comply with the requirements of 49 U.S.C. 5323(j)(2)(C) and the regulations at 49 C.F.R. Part 661.11.

Date _____

Signature _____

Company Name _____

Title _____

Certificate of Non-Compliance with 49 U.S.C. 5323(j)(2)(C)

The bidder or offeror hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j)(2)(C) and 49 C.F.R. 661.11, but may qualify for an exception pursuant to 49 U.S.C. 5323(j)(2)(A), 5323(j)(2)(B), or 5323(j)(2)(D), and 49 CFR 661.7.

Date _____

Signature _____

Company Name _____

Title _____

15.2 LOBBYING 31 U.S.C. 1352, 49 CFR Part 19, 49 CFR Part 20

15.2.1 Applicability to Contracts

The Lobbying requirements apply to Construction/Architectural and Engineering/Acquisition of Rolling Stock/Professional Service Contract/Operational Service Contract/Turnkey contracts.

15.2.2 Flow Down

The Lobbying requirements mandate the maximum flow down, pursuant to Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352(b)(5) and 49 C.F.R. Part 19, Appendix A, Section 7.

15.2.3 Mandatory Clause/Language

Clause and specific language therein are mandated by 49 CFR Part 19, Appendix A.

Modifications have been made to the Clause pursuant to Section 10 of the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. § 1601, *et seq.*]

- Lobbying Certification and Disclosure of Lobbying Activities for third party contractors are mandated by 31 U.S.C. 1352(b)(5), as amended by Section 10 of the Lobbying Disclosure Act of 1995, and DOT implementing regulation, "New Restrictions on Lobbying," at 49 CFR § 20.110(d)

- Language in Lobbying Certification is mandated by 49 CFR Part 19, Appendix A, Section 7, which provides that contractors file the certification required by 49 CFR Part 20, Appendix A.

Modifications have been made to the Lobbying Certification pursuant to Section 10 of the Lobbying Disclosure Act of 1995.

- Use of "Disclosure of Lobbying Activities," Standard Form-LLL set forth in Appendix B of 49 CFR Part 20, as amended by "Government wide Guidance For New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96) is mandated by 49 CFR Part 20, Appendix A.

15.2.4 Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, as amended by the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. § 1601, *et seq.*]

- Contractors who apply or bid for an award of \$100,000 or more shall file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient.

APPENDIX A, 49 CFR PART 20--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

_____ Signature of Contractor's Authorized Official

_____ Name and Title of Contractor's Authorized
Official

_____ Date

15.3 GOVERNMENT-WIDE DEBARMENT AND SUSPENSION

Background and Applicability

In conjunction with the Office of Management and Budget and other affected Federal agencies, DOT published an update to 49 CFR Part 29 on November 26, 2003. This government-wide regulation implements Executive Order 12549, *Debarment and Suspension*, Executive Order 12689, *Debarment and Suspension*, and 31 U.S.C. 6101 note (Section 2455, Public Law 103-355, 108 Stat. 3327). The provisions of Part 29 apply to all grantee contracts and subcontracts at any level expected to equal or exceed \$25,000 as well as any contract or subcontract (at any level) for Federally required auditing services. 49 CFR 29.220(b). This represents a change from prior practice in that the dollar threshold for application of these rules has been lowered from \$100,000 to \$25,000. These are contracts and subcontracts referred to in the regulation as “covered transactions.”

Grantees, contractors, and subcontractors (at any level) that enter into covered transactions are required to verify that the entity (as well as its principals and affiliates) they propose to contract or subcontract with is not excluded or disqualified. They do this by (a) Checking the Excluded Parties List System, (b) Collecting a certification from that person, or (c) Adding a clause or condition to the contract or subcontract. This represents a change from prior practice in that certification is still acceptable but is no longer required. 49 CFR 29.300.

Grantees, contractors, and subcontractors who enter into covered transactions also must require the entities they contract with to comply with 49 CFR 29, subpart C and include this requirement in their own subsequent covered transactions (i.e., the requirement flows down to subcontracts at all levels).

Clause Language

The following clause language is suggested, not mandatory. It incorporates the optional method of verifying that contractors are not excluded or disqualified by certification.

Suspension and Debarment

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by the City of Tallahassee. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the City of Tallahassee, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

SECTION 16.0 **E-Verify**

The Team shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the Team during the term of the Contract to perform employment duties within Florida; and
2. All persons, including subcontractors, assigned by the Team to perform work pursuant to the contract with the Department.

SECTION 17.0 **Conflict of Interest**

The proposer represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder, as provided for in Florida Statutes 112.311. The proposer further represents that no person having any interest shall be employed for said performance.

The proposer shall promptly notify the CRTPA in writing by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance which may influence or appear to influence the proposer's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the proposer may undertake and request an opinion of the CRTPA as to whether the association, interest or circumstance would, in the opinion of the CRTPA, constitute a conflict of interest if entered into by the proposer.

The CRTPA agrees to notify the proposer of its opinion by certified mail within thirty (30) days of receipt of the notification by the proposer. If, in the opinion of the CRTPA, the prospective business association, interest or circumstance would not constitute a conflict of interest by the proposer, the CRTPA shall so state in the notification and the proposer shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the CRTPA by the proposer under the terms of this Contract.

SECTION 18.0 **Lobbying Blackout Period**

A lobbying blackout period shall commence upon issuance of the solicitation until the CRTPA selects the successful proposer. For procurements that do not require CRTPA approval, the blackout period commences upon solicitation issuance and concludes upon contract award.

The CRTPA may void any contract where the CRTPA, City Mayors, one or more County Commissioners, or a county staff person has been lobbied in violation of the black-out period restrictions.

Applicants shall not direct any queries or statements concerning their proposal to the CRTPA, City or County Commissioner and/or staff during the selection process, from the time of submission of a SOQ until the execution of a contract. Any proposer who initiates any discussions with staff, other than staff designated in the RFQ in any manner other than that described herein is subject to disqualification from this procurement.

SECTION 19.0 **Availability of Funds**

The CRTPA's performance and obligation to pay under this Contract is contingent upon an annual appropriation for its purpose by the Board, or other specified funding source for this procurement.

SECTION 20.0 **Severability**

If any term or provision of this RFQ and subsequent contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this RFQ and subsequent Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this RFQ and subsequent Contract shall be deemed valid and enforceable to the extent permitted by law.

SECTION 21.0 **Remedies**

This RFQ and subsequent Contract shall be governed by the laws of the State of Florida. Venue for any litigation involving this RFQ and subsequent contract shall be the Circuit Court in and for Leon County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy

shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or at equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

SECTION 22.0 **Enforcement Costs**

If any legal action or other proceeding is brought for the enforcement of this RFQ and subsequent Contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this RFQ and subsequent Contract, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all expenses (including taxes) even if not taxable as court costs (including, without limitation, all such fees, costs and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

Attachment A

Scope of Services

Introduction

The Capital Region Transportation Planning Agency (CRTPA) hereby solicits Request for Qualifications (RFQ) for General Planning Consulting (GPC) tasks in support of the Adopted Unified Planning Work Program (UPWP). The work involves performing a variety of technical, graphical, public involvement, and product review activities on a work tasks basis.

The Consultant will be required to perform policy, planning and engineering analysis and to develop specific recommendations and products, and provide assistance to the CRTPA staff in the completion of some or all of the tasks as identified in Section I of this RFQ. All work performed by the Consultant will be in compliance with the “**Fixing America's Surface Transportation Act**” (FAST Act) or the latest Federal Transportation Policy and conform to the most recent State Laws, FDOT Policies, and Procedures including the Florida Transportation Plan (FTP).

The selected Consultant(s) performing the GPC tasks shall assist the CRTPA staff by providing additional resources to accomplish tasks authorized by the CRTPA Board. The CRTPA will select a firm(s) based upon the requirements of Florida Statute 287.055, as amended, including review of RFQs received, selection and ranking of firms for discussions and evaluations and selection of the firm(s) deemed to best serve the interests of the CRTPA. Lastly, the Consultant should demonstrate experience in innovative, integrated multimodal transportation planning, project development and people/goods oriented mobility.

Services

The services outlined in this RFQ will be accomplished using separate work orders as approved by the CRTPA Board and executed by the CRTPA Executive Director. A separate, detailed Scope-of-Services (SOS) will be developed by the Consultant for each task in coordination and with approval by the CRTPA Executive Director or Project Manager. Details of the Consultant's specific responsibilities, the work to be done, and products to be delivered will be defined in the Task SOS along with the approved negotiated fee. No work will begin until the Consultant receives a Notice to Proceed (NTP) letter signed by the CRTPA Executive Director. The CRTPA will have sole discretion for assigning any specific service(s) to any Consultant(s) retained by the CRTPA as a GPC.

A. Tasks

The following list represents examples and is not all inclusive of the types of work which may be required of the GPC. This list is not an attempt to define exclusively those specific activities that the GPC will perform.

Attachment A

1. Model Simulation, Analyses and Forecasting. The Consultant(s) will maintain, at all times, the most current version of the Cube Voyager and the current version of the CRTPA's Regional Mobility Plan Model. The Consultant(s) may be required to prepare maps and graphics for display and distribution related to the corridor studies, sub-area studies and special transportation studies. These maps and graphics may be required to illustrate background and baseline conditions, alternatives considered, comparison of alternatives, recommended results and special features of the study. Graphics may include figures for reports and handouts, presentation boards and slides.

The Consultant(s) will utilize a version of ArcGIS for preparation of maps and graphics that is compatible with the most recent version used by the CRTPA. The Consultant(s) will utilize versions of MS Word, Excel, Access, and PowerPoint for preparation of documents, spreadsheets, databases, and presentations that are compatible with the most recent versions used by the CRTPA. (Currently Office 2010)

The Consultant(s) should also maintain or have ready access to the latest versions of key traffic operations models, level of service Analysis models and other traffic simulation methodologies.

The Consultant(s) shall have the ability to produce Adobe.pdf documents for file transfers and web postings and .eps files for commercial printing services.

2. Safety Planning. The CRTPA is committed to safety planning and programming. The Consultant may be requested to assist the CRTPA with developing plans and programs to better provide the safety of the traveling public. Such activities may include, for example, the development of pedestrian crossings, medians, sidewalks to reduce conflicts between modes, or refinement of current bicycle and pedestrian safety programs and intergovernmental and interagency coordination on safety topics.
3. Efficient Transportation Decision-Making (ETDM) Support. The CRTPA has a lot of projects in the current version of the Regional Mobility Plan (RMP) that may require ETDM processing as they are developed. The Consultant should have the ability to develop Planning Screen inputs for this process.
4. Disaster Recovery Planning. Some of the members of the CRTPA are in coastal areas that could use assistance in developing strategies for natural disasters. However, the emphasis for these efforts are related more to recovery than to evacuation.
5. ITS Development. As the transportation systems in the region become more sophisticated there may be the opportunity to assist in these efforts. The Consultant should be knowledgeable with adopted FDOT ITS architecture.

Attachment A

6. Scope of Service Development. The GPC may be required to develop scopes of service; level of effort estimates, estimated staffing requirements, estimated costs, and contract provisions for future CRTPA projects.
7. Project Cost Estimation. Based on the results of studies being performed in the CRTPA region, a consultant may be required to provide project cost estimation.
8. Bike and Pedestrian Program Support. The bicycle and pedestrian program in the CRTPA is growing with other members developing Bicycle and Pedestrian Master Plans. The need for some assistance in these efforts may be required for efforts at the City or County level for CRTPA members. This may include specific project development or master plan development as a whole.
9. GIS and Graphics Support. Currently, the CRTPA is seeking to potentially develop some website applications that require GIS proficiency. Additionally, the CRTPA will be seeking assistance in developing newsletters, brochures, and project materials based on projects in the region.
10. Congestion Management. Annually, the Congestion Management Plan needs to be updated to reflect any changes that have occurred during the year. Additionally, data collection may be requires to measure the status of the transportation system.
11. Air Quality Analysis. It is anticipated that there will be some analysis required to assess air quality levels.
12. Transportation and Land Use Connections. The Regional Mobility Plan continued efforts towards linking transportation and land use. There may be additional work to solidify the connection between these two disciplines.
13. Private/Public Partnership Development Strategies. As the cost of projects, both transportation and developments, continue to grow higher, there may be some efforts needed at the CRTPA level to initiate a program to develop Private/Public partnerships.
14. Transit System Development. In coordination with StarMetro, the CRTPA may need assistance to further develop the transit system as it relates to the implementation of the Transit Development Plan (TDP).
15. Webpage Support. As the efforts of the CRTPA grow, there may be a need to provide website support for efforts. This may require a completely new website to accommodate the projects and products of the CRTPA.
16. Public Involvement. To further the CRTPA's Public Involvement Plan, there may be the need to have a consultant provide public involvement support.

Attachment A

17. Economic Development – port, rail and highway access. There is a need to assess the region's opportunities relating to economic development and multiple modes of transportation including, port, rail, and highway access.
18. Long Range Transportation Plan (LRTP). As the FAST Act begins implementation, there may be a need to ensure that the LRTP is consistent with this transportation bill.
19. Regional Trail. The initiation of the SUN Trails program by FDOT may require support to ensure that the CRTPA region is prepared to maximize the opportunities presented by this system.
20. Traffic Operations. As the CRTPA expands coordination efforts in the region there may be opportunities to provide traffic operations support to our transportation partners.
21. Corridor Planning. To better assist CRTPA partners, the CRTPA may be working with our transportation partners in developing plans that are consistent with the FDOT Complete Streets manual and other Corridor Study needs.
22. FAST Act Performance Measures. As the FAST Act starts to begin implementation it is vitally important that the CRTPA be in the best position to utilize any program coming out of this legislation. These initial efforts will be focusing on Performance Measures that will need to be developed to ensure that all of the CRTPA transportation partners are eligible for FAST Act funding.

Page 1 of 2


CRTPA Recommended Experience Table

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SCORES/RANKING

REQUEST FOR QUALIFICATIONS No: 0014-17-RWT-RC

TITLE/DESCRIPTION: Transportation Planning Services

	Non-Cost				Factored Points	Averaged Factored Points
	Experience & Ability	Past Performance		Total Points		
Maximum Points for Category	5	5				
Respondents						
Kimley Horn	26.0	27.0		53.0	265.00	44.2
RS & H	23.0	22.0		45.0	225.00	37.5
Tindale Oliver	19.0	22.0		41.0	205.00	34.17
Gannett Fleming	20.0	20.0		40.0	200.00	33.33
AECOM	20.0	20.0		40.0	200.00	33.33

Recommended Firm: Kimley Horn and RS&H


Chairperson: Jack Kostrzewa
 (signing on behalf of the committee)

1 4 2017
 Date Signed

Posted:

 Date

Committee Member: Greg Burke, Autumn Calder, Jeff Horton, Randy Merritt, Greg Slay



January 17, 2017

AGENDA ITEM 6 B

TRANSFER OF TRANSPORTATION DISADVANTAGED PROGRAM DESIGNATION OF OFFICIAL PLANNING AGENCY

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The Apalachee Regional Planning Council (ARPC) has requested to reassume the duties as the designated Official Planning Agency (OPA) for the Transportation Disadvantaged Program for Gadsden, Jefferson and Wakulla Counties. Currently, the CRTPA serves as the OPA for all three as well as Leon County.

HISTORY AND ANALYSIS

In 2014 a determination was made by staff from both the CRTPA and ARPC that the CRTPA was required to serve as the OPA of every county with the CRTPA planning area. Subsequently, the CRTPA was designated as the OPA for Gadsden, Jefferson and Wakulla Counties by the Commission for Transportation Disadvantaged (CTD). The CRTPA has been the OPA for Leon County since inception of the program in the early 1990s.

Recent discussions with the CTD staff have determined the CRTPA does not necessarily have to serve as the OPA for the three counties. The ARPC has requested to reassume the duties as the OPA to better coordinate paratransit efforts with other rural counties in the ARPC jurisdiction. The ARPC is currently the OPA for Franklin, Liberty, and Jackson Counties. Rural demands on the coordinated system are quite different than urban areas and this transfer will improve the ARPC's ability to coordinate the transportation programs in the rural counties.

CRTPA staff is confident the ARPC will continue to offer the same level of planning expertise and service to these counties. While the CRTPA staff would not be preparing the agendas and subsequent work products, they would be attending the meetings to ensure a smooth transition. The ARPC has been in regular attendance at recent Local Coordinating Board meetings and is up-to-date on current TD issues in the three counties.

Staff is proposing that this change take place at the end of the present contract year – June 30, 2017. Funding from the CTD to manage the planning activities for the three counties totals approximately \$58,000 and would transfer to the ARPC upon their designation as OPA for the three counties.

RECOMMENDED ACTION

Option 1: Request that the Florida Commission for the Transportation Disadvantaged designate the Apalachee Regional Council as the OPA for Gadsden, Jefferson, and Wakulla Counties.

Option 2: Board Discretion.



January 17, 2017

AGENDA ITEM 6 C

MPOAC LEGISLATIVE PRIORITIES

TYPE OF ITEM: No Action Required

STATEMENT OF ISSUE

Each year, the MPO Advisory Council (MPOAC) develops a series of legislative priorities for submittal to the Florida Legislature highlighting topics important to transportation funding and safety.

HISTORY AND ANALYSIS

The MPOAC has developed a draft set of legislative priorities for the 2017 legislative session. The priorities for this year include:

1. Support implementation of recommendations of the MPOAC Revenue Study and other options to expand transportation revenue sources.
2. Regulate distract driving as a primary driving offense (rather than a secondary offense) by prohibiting the use of wireless communication devices while driving.
3. Restoration of the Transportation Regional Incentive Program (TRIP) to 2007 level.
4. Allow Strategic Intermodal System (SIS) funds to be used on non-SIS facilities that improve mobility on SIS facilities.
5. Remove funding limitations currently applied to transit funds in the State Transportation Trust Fund (STTF)

Complete language and background on each priority can be found on ***Attachment 1***.

The draft priorities were approved by the MPOAC's Policy and Technical Subcommittee at their December 20, 2016 meeting. The draft will be presented to the MPOAC Governing Board for final approval at their January 26, 2017 meeting.

During the review of the MPOAC's priorities at the October 2016 Board retreat, there was discussion about possibly developing localized priorities. In reviewing the MPOAC priorities for the upcoming year, staff feels the proposed priorities sufficiently cover any local issues. When sending the priorities to our local delegation, we may want to emphasize the indexing of local option gas taxes (a key recommendation under Priority 1) and distracted driving as particular areas of interest of to CRTPA.

RECOMMENDED ACTION

Option 1: None required.

ATTACHMENT

Attachment 1: Draft 2017 MPOAC Legislative Priorities

FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL
2017 DRAFT LEGISLATIVE POLICY POSITIONS

Priority Policy Positions

The MPOAC supports State Legislation that:

1. Implements the recommendations from the MPOAC transportation revenue study and other options for expanding transportation revenue sources.

Key Recommendations:

- Expand the Charter County and Regional Transportation System Surtax to allow municipalities over 150,000 in population (or the largest municipality in a county) and all counties located in MPO areas to enact up to a one cent local option surtax by referendum.
 - Index local option fuel taxes to the consumer price index in a manner similar to the current indexing of state fuel taxes.
 - Direct the Florida Department of Transportation to develop a plan and conduct one or more pilot tests to move Florida toward a Mileage Based User Fee, which protects individual privacy, in lieu of the traditional fuel tax.
2. Regulates distracted driving as a *primary* offense by prohibiting the use of electronic wireless communications devices and other similar distracting devices while operating a moving motor vehicle.

The 2013 Florida legislature enacted the “Florida Ban on Texting While Driving Law.” The law prohibits operation of a moving motor vehicle while manually typing, sending or reading interpersonal communication (texting, e-mailing, instant messaging, etc.) using a wireless communications device, with certain exceptions. The law provides for enforcement of the ban as a secondary offense, meaning a driver would have to be pulled over for some other violation to get a ticket for violating the ban on texting. The 2014, 2015, and 2016 Florida Legislatures underscored the severity of distracted driving by considering bills that would have substantially increased the penalty for distracted driving. This legislative proposal would seek to strengthen the enforcement mechanism for the texting while driving ban by making it a primary offense.

3. Restores funding to 2007 levels for the Transportation Regional Incentive Program (TRIP). The TRIP leverages state documentary stamp tax proceeds to promote regional planning and project development by providing state matching funds for improvements to regionally significant transportation facilities identified and prioritized by regional partners. This proposal seeks to restore TRIP funding by reducing diversions of documentary stamp proceeds for non-transportation purposes.

Include Updated Chart here

Additional Policy Positions

The MPOAC supports State Legislation that:

4. Allows Strategic Intermodal System (SIS) funds to be used on roads and other transportation facilities not designated on the SIS if the improvement will enhance mobility or support freight transportation on the SIS.

Current state law does not permit SIS funds to be spent on roads or other transportation facilities that are not part of the SIS, even if proposed improvements would directly benefit users of SIS facilities by enhancing mobility options or supporting freight movement in a SIS corridor. This legislative proposal would broaden the State's ability to improve passenger and freight mobility on SIS corridors by making eligible the expenditure of SIS funds on non SIS roads and other transportation facilities where the benefit to users of SIS facilities can be demonstrated.

5. Establishes flexible and predictable funding for transit projects (capital and operating) identified through the metropolitan transportation planning process.

Current state law limits the amount of funding that can be made available from the STTF for transit projects for both capital and operating expenses. These limitations, which are not in place for roadway funding, makes transit funding from the STTF less predictable for the purposes of planning and project implementation and artificially limits the ability of MPOs to implement priority transit projects. This proposal recognizes the critical role transit plays in moving people and goods within and between Florida's metropolitan areas by removing the distinction between transit and highway projects for the purpose of spending funds from the STTF.



January 17, 2017

AGENDA ITEM 6 D

CRTPA BYLAW UPDATES

TYPE OF ITEM: Action

STATEMENT OF ISSUE

Amendments to the CRTPA Bylaws to establish an Executive Committee and it define its responsibilities, revise certain sections to make them consistent with current state law, eliminate the 30-day notice requirement for amendments and other editorial changes.

HISTORY AND ANALYSIS

As directed by the Board at its December meeting, staff has revised the CRTPA Bylaws to establish an Executive Committee and define the Committee's responsibilities (Section D(4)). In addition, revisions were made to Sections III, VI and VII to make them consistent with the current relevant sections of Chapter 339.75 Florida Statutes. In order to make the process of amending the Bylaws less time consuming, staff is proposing to eliminate the 30-day notice requirement to amend the Bylaws (section G). There are also a few editorial changes to improve consistency in the document.

Once approved, the proposed amendments will be posted to the CRTPA website for public review 30 days prior to the next meeting.

RECOMMENDED ACTION

Option 1: Approve bylaw amendments as presented.
(Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENT

Attachment 1: Proposed Bylaw Amendments

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY
REVISED BYLAWS, POLICIES
AND PROCEDURES**

~~Adopted November 2006~~
~~Revised June 14, 2014~~
~~Revised January 12, 2015~~
~~Revised January 17, 2017~~
Revised March 21, 2017

- I. Organization Name**
- II. Preamble**
- III. Purpose**
- IV. CRTPA Bylaws**
- V. CRTPA General Policies**
- VI. CRTPA Specific Policies**
- VII. CRTPA Long-Range Transportation Plan Amendment**
- VIII. Funding**
- IX. Notices**

I. Organization Name

The name for the Metropolitan Planning Organization (MPO) is the Capital Region Transportation Planning Agency (CRTPA).

II. Preamble

The following sets forth the Bylaws, Policies and Procedures that shall serve to guide the proper functioning of the urban transportation planning process by the CRTPA. The intent is to provide policies and procedures for the CRTPA and its Standing Committees for fulfilling the requirements of the Interlocal Agreement that creates the CRTPA; the applicable provisions of federal law; and the applicable provisions of Chapter 339.175, Florida Statutes. Any interpretations of the Interlocal Agreement by these bylaws shall be the preferred interpretation for the CRTPA unless there is a direct and express conflict with the Interlocal Agreement. Furthermore, all provisions contained in these Bylaws shall be interpreted to be consistent with all applicable state and federal law.

III. Purpose

Pursuant to Section 339.175, Florida Statutes, the purpose of the CRTPA is:

- A. To assist in the safe and efficient management, operation, and development of surface transportation systems embracing various modes of transportation in a manner that will serve the mobility needs of people and freight and foster economic growth and development within and through urbanized areas of this state while minimizing transportation-related fuel consumption, air pollution, and greenhouse gas emissions through metropolitan transportation planning processes ~~that will maximize the mobility of people, freight and goods within and through the metropolitan area of this state, foster economic growth and development within and through urbanized areas of this state and minimize, to the maximum extent feasible for transportation-related fuel consumption, air pollution, and greenhouse gas emissions through metropolitan transportation planning processes;~~
- B. To develop, in cooperation with the state and public transit operators, transportation plans and programs for metropolitan areas. The plans and programs for each metropolitan area must provide for the development and integrated management and operation of transportation systems and facilities, including pedestrian walkways and bicycle transportation facilities that will function as an intermodal transportation system for the metropolitan area, based upon the prevailing principles provided in s. 334.046(1) ~~transportation plans and programs, in cooperation with the state and public transit operators, which plans and programs provide for the development and integrated management and operation of transportation systems and facilities, including pedestrian walkways and bicycle transportation facilities that will function as multi-modal and an intermodal transportation system for the metropolitan area;~~
- C. To ensure that the process is integrated with the statewide planning process the CRTPA shall implement and ensure a continuing, cooperative, and comprehensive transportation planning process that considers all modes of transportation based on the complexity of the transportation problems to be addresses and results in coordinated plans and programs consistent with the comprehensively planned development of this affected metropolitan area in cooperation with the Florida Department of Transportation ("Department");
- D. To ensure that the process is integrated with the statewide planning process the CRTPA shall develop plans and programs that identify transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to facilities that serve important national, state and regional transportation functions. For the purpose of this section, those facilities on the Strategic Intermodal System designated under s. 339.63 and facilities for which projects have been identified pursuant to s. 339.2819(4).

IV. CRTPA Bylaws

A. Membership and Board Membership

1. As designated by the Governor of the State of Florida, and as reflected in Article 4, Section 4.01(a) of the 2014, Interlocal Agreement, the CRTPA shall consist of voting representatives from Leon County, Gadsden County, Jefferson County, and Wakulla County; the City of Tallahassee, the City of Midway, the City of Quincy, the City of Chattahoochee, the City of Greensboro, the City of Gretna, and the Town of Havana; the Leon County School Board; and one non-voting representative from the Department of Transportation.

The weighted vote of the voting members is as follows:

Governmental Entity	Number of Members	Voting Points
Leon County School Board	1	1
Jefferson County ¹	1	4
Gadsden Cities ²	1	5
Wakulla County ³	1	8
Gadsden County	1	8
Leon County ⁴	-	37
City of Tallahassee ⁵	-	37
Total		100

¹The County Representative will also represent the City of Monticello.

²The Cities of Chattahoochee, Greensboro, Gretna, Havana, Midway and Quincy will consolidate their membership and weighted vote into one membership.

³The County Representative will also represent the Cities of St. Marks and Sopchoppy.

⁴The number of voting members is determined by the Leon County.

⁵The number of voting members is determined by the City of Tallahassee.

As provided in Section 4.01(a)(1) of the Interlocal Agreement, for Leon County and the City of Tallahassee, the number of voting points is determined by the number of voting members as agreed upon by the Leon County Board of County Commissioners and the City of Tallahassee respectively.

2. The City of Tallahassee and Leon County commissions may change the number of their members to serve as members of the CRTPA Board no more than once annually. Similarly, Cities consolidating their memberships and weighted vote may reverse such consolidation no more than once annually.

Should any membership adjustments be made pursuant to this section, the governmental entity shall notify the Executive Director of the CRTPA in writing of such change. The written notice shall specifically reference this section as the basis for the change.

3. Board members from participating governments which have one voting member may designate an alternative member of that government to vote in the absence of the appointed member. Such designation may be changed no more frequently than annually, unless the alternate leaves office. A participating governmental entity that selects an alternative member shall notify the CRTPA in writing of that selection. No Board Member may vote by proxy.
4. As provided by Section 6.04 of the Interlocal Agreement, the Board may delegate authority to one or more of its members to act on behalf of the Board and may delegate certain duties to the Executive Director.
 - a. Delegation to one or more Board Members shall be pursuant to a majority vote of the Board, which shall identify the member(s) to whom authority is delegated, specify the scope (and time period if appropriate) for the delegation, and whether action of the Board member(s) shall be subject to Board ratification or approval. Any such delegation shall be subject to the requirements of the Sunshine Law, when applicable. The scope and time period of the delegation shall be appropriate for the intended purpose, and shall be limited as necessary to comply with law. When practicable, the action of the Board members shall be subject to Board ratification or approval.
 - b. Delegation to the Executive Director shall be pursuant to a majority vote of the Board, which shall specify the scope, direction and purpose for the delegation and whether the action of the Executive Director shall be subject to ratification or approval of the Board, Board members or the Chairperson. Delegation to the Executive Director shall be subject to such limitations in scope, direction and supervision by the Board as appropriate for the intended purpose and as necessary to comply with law.

B. Membership Term of Office

1. The membership and terms of elected officials as voting members of the CRTPA Board shall be as prescribed in Section 339.175(3) and (4), Florida Statutes, and Sections 4.01 and 4.02 of the Interlocal Agreement. Board members from participating governments which have one voting member

may appoint a substitute member to serve as a member of the CRTPA Board no more frequently than once annually, unless the member leaves office.

2. The term of office of members of the CRTPA shall be four years. The membership of a member who is a public official automatically terminates upon said official leaving the elective or appointive office for any reason, or may be terminated by a majority vote of the total membership of the governmental entity represented by the member. A vacancy shall be filled by the original appointing entity. A member may be appointed for one or more additional four year terms. Where Counties and Cities have elected to consolidate their memberships and weighted vote, the term of the representative member or members shall be no less than one year from the date of designation by the consolidated entity represented by the member.
3. Any governmental entity performing any actions under this section shall notify the CRTPA in writing of such actions.
4. The CRTPA may also provide for other non-voting advisors as needed.

C. Officers and Duties

1. The CRTPA Board shall hold an annual organizational meeting no later than the last Board meeting of the calendar year for the purpose of electing the following officers from its voting membership:
 - Chairperson
 - Vice-Chairperson
 - Representative to the Florida Metropolitan Planning Organization Advisory Council
 - Alternate representative to the Florida Metropolitan Planning Organization Advisory Council

The Chairperson and Vice-Chairperson shall be members of different member governments.

2. Officers shall be elected by a majority of the votes of members present at the organizational meeting. The Chairperson and Vice-Chairperson shall serve a term of one year. The representative and alternate to the Florida Metropolitan Planning Organization Advisory Council shall serve a term of three years.
3. The Chairperson shall preside at all meetings and shall sign official documents of the CRTPA. In the event of the Chairperson's absence, or at

the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson. In the absence of both a Chairperson and Vice-Chairperson at a regular or special Board meeting, a temporary Chair shall be elected by majority vote at said meeting to serve as Chairman of the meeting, for this meeting alone. The Chairperson shall:

- a. Sign, on behalf of the ~~MPO~~ CRTPA, resolutions, contracts, deeds, certifications, vouchers and all other instruments whether relating to real or personal property or otherwise;
 - b. Appoint subcommittees as needed;
 - c. Approve or revise the final agenda presented by the Executive Director;
 - d. Accept agenda items from other ~~MPO~~ CRTPA members with advice of the Executive Director to ensure that the addition is submitted on a timeline that allows them to be fully staffed and distributed with the regular agenda materials;
 - e. Draft the annual performance evaluation of the Executive Director, distribute it to ~~MPO~~ CRTPA membership for comments, and develop the final evaluation for ~~MPO~~ CRTPA approval;
 - f. Have authority to approve CRTPA expenditures of greater than \$5,000, but no greater than \$25,000;
 - g. Have authority to approve certain personnel actions, such as salary adjustments, disciplinary actions, and final approval of staff evaluations completed by the Executive Director;
 - h. Perform other duties as, from time to time, may be assigned by the Board.
4. If the chair is unable to serve the remainder of the chair's term, the vice-chair shall automatically become the chair and the CRTPA shall elect a new vice-chair. In the event of the permanent inability of the Chairperson or Vice-Chairperson of the CRTPA to serve, a new officer(s) will be elected from the membership at the next meeting.

D. Administration

The administration of the CRTPA shall be as set forth in Sections 6.01 through 6.05 of the Interlocal Agreement. The Chairperson shall serve as the principle administrative officer of the Board. The Executive Director shall serve as the principal administrator of the ~~MPO~~ CRTPA's operations and staff and shall have responsibility for advising the Board regarding official ~~MPO~~ CRTPA business and administration.

1. The Executive Director shall serve at the pleasure of the Board and shall report directly to the CRTPA Board for all matters regarding the administration and operation of the CRTPA and any additional personnel as deemed necessary. ~~A subcommittee of the Chair, the Vice Chair and immediate past Chair will conduct the annual performance evaluation of the Executive Director and deliver their findings to the Board for its review and approval.~~ CRTPA staff will report directly to the Executive Director and serve at the pleasure of the director. The Executive Director shall have authority to:
 - a. Approve expenditures for the normal operations of staff not to exceed \$5,000;
 - b. Approve routine staff travel;
 - c. Hire, fire, assign duties to, and evaluate CRTPA staff, subject to review and concurrence of the Chairperson; and
 - d. Sign invoices, grant applications, and routine communications with local, state and federal agencies, except in those instances when the signature of the chair is required.
2. The Executive Director, or designee, is responsible for the CRTPA meeting minutes and all notices and agendas for future meetings. The Executive Director shall also perform such other and additional duties as are necessary to carry out the objectives and functions of the CRTPA and the directives from the CRTPA membership.
3. The CRTPA General Counsel shall be under a legal services contract, the term of which is not to exceed thirty-six (36) months and shall serve at the pleasure of the Board and shall perform such duties assigned by the Board, the Chairperson or the Executive Director.

4. Executive Committee

- a. The CRTPA shall establish an Executive Committee comprised of the Chair, Vice-Chair and immediate Past-Chair. The Executive Committee shall meet as directed by the Chair for any items not requiring board action. The Executive Committee at meet at least three (3) weeks two (2) weeks prior to a regularly scheduled CRTPA meeting for items that will require Board action at that Board meeting.
- b. The duties of the Executive Committee shall include:
 - Advise and provide direction to the Executive Director on critical issues as they arise
 - An annual evaluation of the Executive Director
 - Review of the annual CRTPA Budget and Unified Planning Work Program (UPWP)
 - Development of annual legislative priorities in consultation with the designated MPOAC representative.
 - Review of legislative issues during session
 - Establishment of CRTPA personnel policies and procedures
 - Review and approval (?) of contracts \$ amount for contracts(?)
 - Emergency approval of time-sensitive items
- c. The Board shall have the authority to delegate additional duties to the Executive Committee.
- d. As needed, the above duties of the Executive Committee shall be provided to the full board

E. Meetings

1. Regular meetings of the CRTPA shall be held as needed in the Tallahassee City Commission Chambers or other locations designated by the Chairperson.
2. Meetings will be held on the third Tuesday of ~~given~~ each month, with the exception of July and August and such other times as scheduled by the Chairperson. Meeting dates will be adjusted by the Chairperson to accommodate holidays or other conflicts.
3. Special meetings of the CRTPA may be called by the Chairperson, or in the absence of the chair, by the vice-chair. Special meetings may also be called on the initiative of four (4) or more voting members petitioning the chair.

4. There must be majority representation to constitute a quorum for the transaction of business. A quorum is defined as 51% of the voting interest of the CRTPA. An affirmative vote shall consist of a majority vote of the total quorum present. A quorum must be present for any matters to be voted on at any duly called CRTPA meeting.
5. Agenda materials for the CRTPA meetings shall be distributed to Board Members no later than seven days prior to the meeting, unless otherwise decided by the Chairperson. Supplemental materials shall be provided to the Board Members as soon as practicable.
6. Meetings will be open to the public. Citizen comments and suggestions are welcomed. Any group which requests in writing will be notified of CRTPA meetings. Members of the public are allowed to speak on any items not on the Agenda during the Public Comment period, with established time limits, and by providing a Speaker Card at the CRTPA meeting as set out in section F. Members of the public are allowed to comment on items on the agenda at the appropriate time following the same established rules for time limits and providing speaker cards.
7. The CRTPA may choose to hold workshops from time to time. A quorum shall not be necessary for conducting a workshop; however, all workshops shall be noticed in the same manner as regular meetings of the CRTPA.
8. The most current edition of Roberts Rules of Order Revised is the adopted rule of meeting procedure. The Chairperson (or the Vice Chairperson when serving as Chairperson) shall preside at all meetings.
9. The General Counsel or his designee shall serve as the “parliamentarian. The CRTPA General Counsel shall advise the Chairperson and the Board at the direction of the Chairperson.
10. CRTPA meetings will be recorded and minutes will be prepared.
11. Where a Super-Majority Vote is required by the Interlocal Agreement or CRTPA Bylaws, such Super-Majority Vote shall be defined as two-thirds of the vote of the Board members in attendance and no less than 67 points, regardless of the number of members in attendance.
12. The Executive Director shall serve as the clerk of the CRTPA.
13. As necessary, subcommittees and the chair of subcommittees shall be designated by the chair to investigate and report on specific subject areas of

interest to the CRTPA. A subcommittee shall consist of at least three members.

F. Citizen Participation at Board Meetings

1. Citizen comments will be accepted during the meeting during the public comment portion of an action item or the designated Citizen Comment section of the meeting agenda.
2. Citizens may speak on issues related to the approved agenda or any issue for which the CRTPA has the statutory authority to act upon.
3. In order to maintain an orderly flow of public comment, citizens will be asked to complete a Request to Speak card. If the citizen is unable to complete the card, s/he will be assisted by the CRTPA staff.
4. Citizens will be allowed to speak for three minutes.
5. Large groups of citizens wishing to speak are encouraged to designate a spokesperson to represent their views.

G. Bylaw Amendments

The CRTPA Bylaws may be amended by a majority vote of the CRTPA. ~~Proposed amendments shall be considered at the annual organizational meeting or at any other CRTPA meeting with thirty (30) days' notice of the proposed amendment.~~ The CRTPA Board may adopt resolutions as necessary to implement, supplement or clarify the CRTPA Bylaws, but shall not substantively alter the policies or procedures contained in the Bylaws except upon a Super-Majority Vote. No less often than annually, the Board shall consider amendments to the Bylaws to incorporate prior resolutions issued by the Board, as appropriate.

H. Creation of Committees

The following committees have been created by the CRTPA, are ratified herein and shall serve as standing committees, with membership subject to appointment by the CRTPA Board:

1. The Technical Advisory Committee (TAC), which shall function as provided in Section 339.175(6)(d) and (8)(b), Florida Statutes, and as otherwise directed by the CRTPA Board. The TAC serves at the pleasure of the Board.

- a. The TAC serves in an advisory capacity to the CRTPA on matters related to coordinating transportation planning and programming including, but not limited to, review of CRTPA related transportation studies, reports, plans and programs. The TAC shall assist the CRTPA by providing technical resources and recommendations as requested.
 - b. The membership of the TAC must include, whenever possible, planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments, as applicable; the school superintendent of each county within the jurisdiction of the CRTPA or the superintendent's designee; and other appropriate representatives of affected local governments.
 - c. In addition to any other duties assigned to it by the CRTPA or by state or federal law, the TAC is responsible for considering safe access to schools in its review of transportation project priorities, long-range transportation plans, and transportation improvement programs, and shall advise the CRTPA on such matters.
 - d. In addition, the TAC shall coordinate its actions with local school boards and other local programs and organizations within the metropolitan area which participate in school safety activities, such as locally established community traffic safety teams. Local school boards must provide the CRTPA with information concerning future school sites and in the coordination of transportation service.
 - e. The TAC shall have additional advisory (non-voting) members as the CRTPA deems advisable.
 - f. Each member of the TAC is expected to demonstrate interest in the technical advisory committee's activities through attendance at the regularly scheduled meetings except for reasons of an unavoidable nature. A majority of the TAC may recommend the removal of any member who fails to attend, or arrange for an alternate to attend, three or more meetings in a one-year period. Such recommendations shall be forwarded to the appointing agency or governmental unit through the CRTPA Executive Director.
2. The Citizens Advisory Committee (known as the Citizens Multimodal Advisory Committee)(CMAC), which shall function as provided in Section 339.175(6)(e)1 and (8)(b), Florida Statutes, and as otherwise directed by the

CRTPA Board. The CMAC serves at the pleasure of the Board. The membership on the CMAC must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective multimodal transportation system. Minorities, the elderly, and the handicapped must be adequately represented as well as representatives and users of various transportation modes.

- a. The community at large shall be represented in the transportation planning process by the CMAC. The CMAC serves in an advisory capacity to the CRTPA for the purpose of assisting in the formulation of the CRTPA's goals and objectives, seeking reaction to planning proposals and providing comment with respect to the concerns of various segments of the population regarding their transportation needs.
- b. Notwithstanding the above provisions, the CRTPA may, with the approval of the department and the applicable federal governmental agency, adopt an alternative program or mechanism to ensure citizen involvement in the transportation planning process.

V. CRTPA General Policies

- A. The CRTPA agenda will be limited to required items only as determined by the Chairperson. Board Members are requested to coordinate with the Executive Director on those items that they wish to have considered, so that they can be adequately staffed prior to being heard by the Board.
- B. The Executive Director is directed to assist the Chairperson in scheduling important matters for Board consideration, where practicable, for at least one discussion meeting prior to scheduling the matter for Board action at a subsequent meeting. Notwithstanding the foregoing, unless otherwise provided by law, Board action shall not be delayed nor subject to challenge simply because it was acted upon at the same meeting at which it was first discussed by the Board. Workshops, retreats and delegated subcommittees of Board Members shall also be considered as methods of exchanging information and opinions on and focusing the analysis of important matters that may later come before the Board for action.

VI. CRTPA Specific Policies

- A. Any policy that affects planning efforts and not administration nor procedural policies of the CRTPA shall be adopted solely by resolution and not become part of these bylaws. Examples of this are resolutions that promote bicycle and pedestrian transportation, preservation of right-of-way, and consideration of the needs of the

Transportation Disadvantaged in plan development. All resolutions will be kept in a separate section of each member's agenda book for reference purposes.

- B. A majority vote will be required by the CRTPA when amending, adding, or deleting projects from the Transportation Improvement Program (TIP), the Priority Project List, any Project Development and Environment Study, and any intersection improvement study requiring the approval of the CRTPA. Per Chapter 339.175(13) Florida Statutes, any amendment that affects projects in the first three years of the TIP must be approved on a recorded roll-call vote or hand-counted vote of a majority of the membership present.

VII. Modifications to the Long Range Transportation Plan

- A. A request to amend the Long Range Transportation Plan (LRTP) will be reviewed by the TAC to determine the technical applicability of the proposal for plan inclusion or removal and the CMAC recommendation, CRTPA Staff recommendation, and the recommendation of the TAC will be forwarded to the CRTPA Board.
- B. If the CRTPA Board determines that the proposed amendment should be considered, the CRTPA Board may initiate the established plan amendment process in compliance and consistent with procedures established in Chapter 339 Florida Statutes and all applicable federal code. Per Chapter 339.175, Florida Statutes, any amendment that affects projects in the first three years of the LRTP must be approved on a recorded roll-call vote or hand-counted vote of a majority of the membership present.
- C. In addition to the required public notification and public hearing of the plan amendment(s), efforts to communicate the plan amendment to the traditionally underserved (populations protected by Title VI of the Civil Rights Act of 1964) will be made and documented.

VIII. Funding of the CRTPA

- A. Each member government shall pay a proportional share of the operating costs of the CRTPA, over and above the amount annually provided by federal and state sources. Proportional costs are based on population. To the extent that funding allocated for CRTPA operations is exceeded by expenses, the balance shall be funded by the members, with the exception of the Leon County School Board, in proportion to their weighted vote without consideration of the weighted vote of the Leon County School Board. The Leon County School Board shall provide in-kind services in lieu of direct funding for CRTPA operations. Unless otherwise agreed by the parties hereto, any change in the weighted voting occurring during the CRTPA's fiscal year shall result in a proration of financial responsibility of the members.

- B. The CRTPA staff will perform only those services required by applicable Federal Code and State Statute. If tasks are requested by the CRTPA that are not part of the statutory duty of the CRTPA staff, additional funding will be provided by the member governments.
- C. An estimate of the amount will be made known in the annual Unified Planning Work Program, prior to July 1. Concurrent with the adoption of the Final Unified Planning Work Program the CRTPA will adopt its budget. The Unified Planning Work Program is the de facto budget of the CRTPA.
- D. Payment of funds by participating governments will be made to the CRTPA no later than December 31.

IX. Notices.

All notices, demands and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice required to be given shall be as follows, addressed to the current incumbent:

City of Tallahassee

Mayor
300 South Adams Street
Tallahassee, FL 32301

City Attorney
300 South Adams Street
Tallahassee, FL 32301

Leon County Board of County Commissioners

Chairperson
301 S. Monroe Street, 5th Floor
Tallahassee, Florida 32301

County Attorney
301 S. Monroe Street, Suite 202
Tallahassee, Florida 32301

Gadsden County Board of Commissioners

Chairperson
9-B East Jefferson Street
Post Office Box 1799
Quincy, Florida 32353-1799

Jefferson County Board of County Commissioners

Chairperson
1 Courthouse Circle
Monticello, FL 32344

Wakulla County Board of County Commissioners

Chairperson
3093 Crawfordville Highway
Post Office Box 1263
Crawfordville, FL 32326

Gadsden County Municipalities

Mayor
City of Chattahoochee
P.O. Box 188
Chattahoochee, FL 32324

City Manager
City of Chattahoochee
P.O. Box 188
Chattahoochee, FL 32324

Mayor
Town of Greensboro
150 E 11th Street
Greensboro, FL 32330

Town Manager
Town of Greensboro
150 E 11th Street
Greensboro, FL 32330

Mayor
City of Gretna
Post Office Drawer 220
Gretna, Florida 32332

City Manager
City of Gretna
Post Office Drawer 220
Gretna, Florida 32332

Mayor
Town of Havana
P. O. Box 1068
Havana, FL 32333-1068

Town Manager
Town of Havana
P.O. Box 1068
Havana, FL 32333-1068

Mayor
City of Midway
~~Post Office Box 438~~
50 M.L. King Blvd.
Midway, FL 32343

City Manager
City of Midway
~~Post Office Box 438~~
50 M.L. King Blvd.
Midway, FL 32343

Mayor
City of Quincy
404 W. Jefferson Street
Quincy, Florida 32351-2328

City Manager
City of Quincy
404 W. Jefferson Street
Quincy, Florida 32351-2328

Leon County School Board

Chairperson
2757 W. Pensacola Street
Tallahassee, Florida 32304

Florida Department of Transportation

District III Secretary
1074 Highway 90
Chipley, Florida 32428

Capital Region Transportation Planning Agency

Executive Director
300 S. Adams Street, Mail Stop A-19
Tallahassee, FL 32301

General Counsel
300 S. Adams Street, Mail Stop A-19
Tallahassee, FL 32301

A party may unilaterally change its address or addressee by giving notice in writing to the other parties as provided in this section. Thereafter, notices, demands and other pertinent correspondence shall be addressed and transmitted to the new address and addressee.



January 17, 2017

AGENDA ITEM 7

FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

TYPE OF ITEM: Information

A status report on the activities of the Florida Department of Transportation will be discussed.



January 17, 2017

AGENDA ITEM 8

EXECUTIVE DIRECTOR'S REPORT

TYPE OF ITEM: Information

A status report on the activities of the Capital Region Transportation Planning Agency (CRTPA) and other items will be discussed.



January 17, 2017

AGENDA ITEM 9 A

CORRESPONDENCE

TYPE OF ITEM: Information

The following correspondence has been received by the CRTPA since its last meeting:

TO	FROM	REGARDING	DATE
Greg Slay, Executive Director CRTPA	W. Dale Allen, Executive Director Florida Greenways and Trails Foundation	St. Marks Trail and Road Crossing Safety Concerns	Dec 28, 2016



Florida Greenways & Trails Foundation

FGTF.org • © Florida Greenways & Trails Foundation, Inc.

December 28, 2016

Greg Slay
Executive Director
Capital Region Transportation Planning Agency
300 South Adams Street
Tallahassee, Florida 32301

Re: St. Marks Trail and Road Crossing Safety Concerns

Dear Mr. Slay:

On behalf of the Florida Greenways & Trails Foundation as well as the many thousands of users of the Tallahassee-St. Marks Historic State Rail Trail, I am writing to make you aware of a series of road crossing safety issues along the Trail in Leon and Wakulla Counties.

Given the pending extension of the paved trail along US 98 in Wakulla County and the almost certain increase in trail use in 2017-18 from both residents and visitors to the Capital Region, I urge you to review the current four most dangerous crossings and take action to address as soon as possible.

Please note that in addition to a brief description of each crossing problem from north to south, I have also taken the liberty to suggest a possible remedy for your consideration.

Trail Crossing #1—Entrances to two major commercial properties south of Capital Circle Trail Head. These entrance driveways are dangerous for several reasons:

- there are no turn lanes along Woodville Highway, and traffic must exit the highway quickly
- trail signs do not adequately prepare trail users of this risk.

*REMEDY: establish highway turn lanes and off-set the Trail further to the west to allow longer stopping distance for vehicles; improve trail signage and trail surface markings to warn of traffic.

Trail Crossing #2-- Oak Ridge Road East in Woodville.

This intersection is dangerous for several reasons:

- traffic approaching from the west often exceeds posted speed limits and usually does not stop for pedestrians and bicyclists despite the well-marked crossing and signage
- vegetation on the north side of Oak Ridge Road often obscures road traffic from trail users until almost the intersection
- Old Woodville Highway is immediately parallel to the St. Marks Trail, and traffic turns quickly and with little warning for Trail users.

*REMEDY: consider a "round-about" to improve both the safety and aesthetics of this intersection.

Trail Crossing #3—SR 267 a.k.a “Bloxham Cut-off Road”.

This intersection is probably the most dangerous along the Trail for several reasons:

--both SR 267 and Shadeville Road converge at the trail crossing resulting in vehicles turning in several directions as trail users attempt to cross.

--traffic flow is very fast at this intersection and vehicles rarely slow, or stop, for bicyclists.

--trail bollards and warning signs separating trail and roads are repeatedly damaged by motorists

--trail users have an informal parking area on south side of crossing, adding to congestion.

*REMEDY: this intersection desperately requires a major “round-about” engineered for the safety of trail users.

Trail Crossing #4—US 98 at Newport Station.

This intersection is hazardous now and will certainly become more dangerous when the Coastal Trail Extension along US 98 is completed in 2017-18:

--traffic along US 98 includes heavy commercial use by logging trucks and heavy trucks carrying fill.

--traffic does not slow or stop despite the clearly marked crossing and signage.

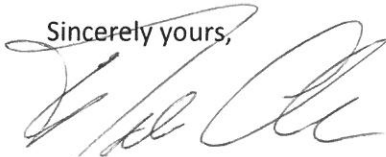
--traffic often moves faster than posted speed limit of 55 mph.

*Preliminary REMEDY: warning yellow flashing lights triggered by trail users need to slow traffic one-half mile ahead of crossing, with full-stop red light as pedestrians and bicyclists begin the crossing.

*Full REMEDY: once US 98 trail is completed and both trails are connected, an effort to fund an elevated bridge across US 98 needs to begin.

Thank you for your attention to these safety concerns. Please keep me and the Florida Greenways & Trails Foundation informed of your work to improve these intersection dangers.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'W. Daie Allen', written over a horizontal line.

W. Daie Allen
Executive Director

Cc. Joe Beckham, President
Mark Llewellyn, Sr.
Bob Romig
Rob Lacey



January 17, 2017

AGENDA ITEM 9 B

FUTURE MEETINGS

TYPE OF ITEM: Information

Pursuant to approval of agenda item 3B (which cancels the February 21 CRTPA meeting), the Capital Region Transportation Planning Agency will meet on the following dates, times and locations in 2017:

Meeting Date	Meeting Type	Location
March 21	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
April 18	Retreat/Workshop	<i>TBA 9:00 AM-11:00 AM</i>
May 16	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
June 20	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
September 19	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
October 17	Retreat/Workshop	<i>TBA 9:00 AM-11:00 AM</i>
November 21	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm
December 19	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm



January 17, 2017

AGENDA ITEM 9 C

COMMITTEE ACTIONS (CITIZEN'S MULTIMODAL ADVISORY COMMITTEE/TECHNICAL ADVISORY COMMITTEE/TRANSPORTATION DISADVANTAGED COORDINATING BOARD)

TYPE OF ITEM: Information

STATEMENT OF ISSUE

This item provides information to the Capital Region Transportation Planning Agency (CRTPA) on the activities of the Citizens Multimodal Advisory Committee (CMAC), the Technical Advisory Committee (TAC), and the Transportation Disadvantaged Coordinating Boards (TDCBs) for Leon, Wakulla, Jefferson, and Gadsden counties.

TAC and CMAC: The CMAC and TAC have not met since their joint meeting on Tuesday, November 22, 2016, the actions of which were reported to the CRTPA Board at their December 5, 2016 Meeting.

The next meetings of the CMAC and TAC will occur on February 7, 2017.

TDLCB: The actions of the Transportation Disadvantaged Local Coordinating Boards (TDLCB) in Gadsden, Jefferson, Leon and Wakulla counties are listed below.

Gadsden County

The Gadsden County TDLCB has not met since the last CRTPA meeting. The next meeting is on February 15, 2017. The actions of the board will be reported at the next CRTPA meeting

Jefferson County

The Jefferson County TDLCB has not met since the last CRTPA meeting. The next meeting is on February 15, 2017. The actions of the board will be reported at the next CRTPA meeting

Leon County

The Leon County LCB is scheduled to meet on January 18, 2017. The actions of the board will be reported at the next CRTPA meeting.

Wakulla County

The Leon County LCB is scheduled to meet on January 18, 2017. The actions of the board will be reported at the next CRTPA meeting.



January 17, 2017

AGENDA ITEM 10

CITIZEN COMMENT



January 17, 2017

AGENDA ITEM 11

ITEMS FROM MEMBERS