



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

CRTPA BOARD

MEETING OF MONDAY, JUNE 19, 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 March 21, 2017 CRTPA Board Meeting
 - B. Updated CRTPA Citizens Multimodal Advisory Committee (CMAC) and Technical Advisory Committee (TAC) Bylaws Adoption
 - C. CRTPA Citizens Multimodal Advisory (CMAC) Members Appointment
 - D. Fiscal Year 2018 Grant Application for Transportation Disadvantaged Planning Services
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) 2018 – FY 2022 Transportation Improvement Program (TIP) Adoption**

The CRTPA FY 2018 – FY 2022 TIP has been developed for Board adoption. The TIP contains those projects within the CRTPA region that have received funding in the Florida Department of Transportation's FY 2018 – FY 2022 Work Program.

Recommended Action: *Approve agenda item 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 Fiscal Year (FY) 2019 – FY 2023 Priority Project Lists

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

1. **Regional Mobility Plan (RMP) Roadways Priority Project List**
2. **Regional Mobility Plan (RMP) Bicycle and Pedestrian Priority Project List**
3. **Regional Trails Priority Project List**
4. **Transportation Systems Management (TSM) Priority Project List**
5. **StarMetro Priority Project List**
6. **Tallahassee International Airport Priority Project List**

B. Revised FY 2016/17 – 2017/18 Unified Planning Work Program (UPWP)

This item seeks approval of the revised CRTPA's FY 2018 Unified Planning Work Program.

C. Southwest Area Transportation Plan

This item seeks approval of selection of a consultant to develop the Southwest Area Transportation Plan and approval of the CRTPA Chair and Executive Director to authorize and administer the contract.

D. Midtown Area Transportation Plan

An update on a recently initiated CRTPA study in Tallahassee's Midtown area will be provided.

7. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

- **FDOT/CRTPA Annual Certification**

8. EXECUTIVE DIRECTOR'S REPORT

9. CRTPA INFORMATION

A. Correspondence

B. Future Meeting Dates (Next meeting: Monday, September 19, 2017)

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

10. CRTPA CITIZEN COMMENT

This portion of the agenda is provided to allow for citizen input on any CRTPA issue. Those interested in addressing the CRTPA 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 CRTPA 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 CRTPA, as appropriate.



June 19, 2017

AGENDA ITEM 1

CALL TO ORDER AND ROLL CALL



June 19, 2017

AGENDA ITEM 2

AGENDA MODIFICATIONS



June 19, 2017

AGENDA ITEM 3 A

MINUTES

TYPE OF ITEM: Consent

The minutes and voting sheet from the March 21, 2017 CRTPA meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the March 21, 2017 CRTPA meeting.

ATTACHMENT

Attachment 1: Minutes and voting sheet of the March 21, 2017 meeting.



300 S. ADAMS STREET TALLAHASSEE, FL 32301
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CRTPA BOARD

MEETING OF TUESDAY, MARCH 21, 2017 AT 1 PM

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

MEETING MINUTES

MEMBERS PRESENT

Commissioner Curtis Richardson, City of Tallahassee, Chair
Commissioner Kristin Dozier, Leon County
Commissioner Nick Maddox, Leon County
Commissioner Randy Merritt, Wakulla County
Commissioner Betsey Barfield, Jefferson County
Commissioner Daniel McMillian, Gadsden Cities
Commissioner Rosanne Wood, Leon County Schools

Staff Present: Thornton Williams, CRTPA Attorney; Greg Slay, CRTPA, Greg Burke, CRTPA; Colleen Roland, CRTPA; Lynn Barr, CRTPA; Jack Kostrzewa, CRTPA; Yulonda Mitchell, CRTPA; Suzanne Lex, FDOT; Starsky Harrell, FDOT; Sherry Alaghemand, PE, FDOT; John Moore, Stantech

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:05 PM.

2. AGENDA MODIFICATIONS

A. Quincy Bypass Northern Loop

The Florida Department of Transportation will provide an update on the Project Development and Environment (PD&E) Study for the Quincy Bypass Northern Loop (SR 12 to SR 267).

Ms. Sherry Alaghemand, PE, FDOT, outlined the project. She highlighted the public meeting held on February 23, 2017 and stated this project was to provide alternative routes for heavy truck traffic, improve existing traffic issues within the Town Square, reduce emergency response times for the Northern end of Gadsden County, and enhance safety and mobility for vehicles and pedestrians. The goal is to advance the recommendations from the corridor study (2015) and proceed with the PD&E Study and to maintain contact with the public through connections that were formed during the corridor study. She noted the PD&E and Design process would overlap and the design would be at approximately 60% upon completion of the PD&E study. She outlined the schedule and funding, stating a public hearing will be held in

January 2018. She stated the PD&E and Design was fully funded; however, Right-of-way and Construction is currently unfunded at this time.

Commissioner McMillan stated the citizens from the area didn't think this was the best solution to the problem and stated there were current roadways that could be repaired instead of spending the funds in the manner discussed. He stated a South-bound loop was more efficient to relieve congestion along Highway 90.

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

3. CONSENT AGENDA

- A. Minutes of the January 17, 2017 CRTPA Board Meeting**
- B. CRTPA Bylaws**
- C. Fiscal Year (FY) 2019 – FY 2023 Transportation Alternatives (TA) Priority Project List**
- D. Fiscal Year (FY) 2019 – FY 2023 Transportation Regional Incentive Program (TRIP) Priority Project List**
- E. Leon County Transportation Disadvantaged Program Community Transportation Coordinator (CTC) Recommendation**
- F. CRTPA 2017 Calendar Update**
- G. Gadsden County Transportation Disadvantaged Program Community Transportation Coordinator (CTC) Recommendation**
- H. CRTPA Legal Services Contract**

Board Action: Commissioner Merritt made a motion to accept the consent agenda. Commissioner Dozier seconded the motion and the motion was unanimously passed.

4. CONSENT ITEMS PULLED FOR DISCUSSION

5. CRTPA ACTION

A. Quincy Bypass Northern Loop

The Florida Department of Transportation will provide an update on the Project Development and Environment (PD&E) Study for the Quincy Bypass Northern Loop (SR 12 to SR 267).

Moved to the front of the agenda (Modifications)

B. South Monroe Street Complete Streets

An update on efforts by the City of Tallahassee to implement a Complete Streets approach.

Cherie Bryant, PLACE, summarized the proposal and stated South Monroe Street usually operates as a suburban type street and has an opportunity for

redevelopment and public investment to create an environment that is more sensitive to the pedestrian, cyclist and mass transit needs of the area. She stated there is zoning in place to support very urban redevelopment similar to Gaines Street. The City of Tallahassee Commission has made this item a priority and has discussed what could be done to make the area safer and easier for transit use. She the City will work with developers and that a corridor plan would make the changes a little easier. Additionally, she noted that she was looking to make sure the coordinating body is aware of the proposal and seek comments and next steps to be discussed at a later date.

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

C. CRTPA General Planning Consultant Contracts

This item seeks approval of the contracts associated with the selection of the two CRTPA GPCs at the January 17, 2017 CRTPA meeting.

The CRTPA General Planning Consultant Contracts were reviewed by the Selection Committee. The Committee recommended Kimley-Horn and RS&H for the consultants.

Board Action: Commissioner Maddox made a motion to approve option 1. Option 1 Authorize the CRTPA Chairman to execute and the Executive Director to administer a contract with the Kimley Horn & Associates, Inc. and RS&H for CRTPA General Planning Consulting activities based on the Board approved Scope-of-Services and budget limitations. The motion was seconded by Commissioner Wood and the motion was unanimously passed.

D. CRTPA Committee Bylaws

This item relates to updating the CRTPA's committee bylaws as discussed at the October 17, 2016 CRTPA Retreat.

Mr. Slay noted the CRTPA Bylaws would return for final approval after the 30-day requirement. Upon the final approval, this would include all the changes approved in this item.

Board Action: Commissioner Barfield made a motion to approve Options 1 and 2. Option 1: Provide direction on the finalization of the TAC bylaws. Option 2: Provide direction on the finalization of the CMAC bylaws. Commissioner Maddox seconded the motion and the motion was unanimously passed.

6. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

Mrs. Lex stated the State was reviewing the SIS needs plan and that the CRTPA's Regional Mobility Plan and the SIS needs were incorporated into the State's SIS system.

7. EXECUTIVE DIRECTOR'S REPORT

- **CRTPA Transportation Management Area (TMA) Certification**

Mr. Slay provided an update on the 4-year Transportation Management Area Certification. He stated a report would be produced and brought to the Board at the September meeting and noted there may be a few "corrective actions".

8. CRTPA INFORMATION

- A. Florida MPOAC Agenda
- B. Correspondence
- C. Future Meeting Dates (Next meeting: May 16, 2017)
- D. Committee Actions (Citizen's Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)

9. CRTPA CITIZEN COMMENT

Freda Bass Prieto, 329 East King Street, Quincy, FL. She noted a resurfacing of Pat Thomas Parkway and noted that the growth of Quincy has occurred towards the interstate. She noted there is no safe way to cross and that she is concerned with the addition of bicycle lanes and low/no lighting and places to safely cross the highway. She wanted to know how these things can be accomplished.

Mrs. Lex stated that the DOT normally doesn't host a "kick-off" for resurfacing projects and noted that the project is evaluated for resurfacing only. Mr. Slay stated he would provide a status update at the May meeting.

Commissioner Maddox stated we should conduct a corridor study of this Pat Thomas Parkway area. He noted the Pedestrian Medians on Monroe Street (Near Lake Ella).

10. ITEMS FROM CRTPA BOARD MEMBERS

Attested:

Yulonda Mitchell, Recording Secretary

Curtis Richardson, Chair



June 19, 2017

AGENDA ITEM 3 B

CRTPA COMMITTEE BYLAWS

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item relates to the adoption of updated committee bylaws of the Capital Region Transportation Planning Agency (CRTPA) as discussed at the October 17, 2016 CRTPA Board Retreat, and as proposed at the March 20, 2017 CRTPA Board Meeting. The proposed bylaws for the Technical Advisory Committee (TAC) have been provided as **Attachment 1**, while the proposed bylaws for the Citizen's Multimodal Advisory Committee (CMAC) have been provided as **Attachment 2**.

CRTPA COMMITTEE ACTIONS

The CRTPA's two (2) committees reviewed and discussed the proposed bylaw revisions at their March 7, 2017 and June 6, 2017 committee meetings. Both the Technical Advisory Committee (TAC) and Citizen's Multimodal Advisory Committee (CMAC) Members recommended approval of their respective proposed bylaws.

RECOMMENDED ACTIONS

- Option 1: Adopt the proposed TAC bylaws.
- Option 2: Adopt the proposed CMAC bylaws.

HISTORY AND ANALYSIS

In recent months, CRTPA staff has been revising the committee bylaws of the TAC and CMAC to address not only efficiency and effectiveness issues, but also to institute membership changes to address the desires of the CRTPA Board. Proposed bylaws were brought to the committees and CRTPA Board for initial review in March of 2017 and placed on the CRTPA webpage for public review. No public comments have been received on the bylaw changes and both committees (the TAC and CMAC) have recommended final approval of the bylaws by the CRTPA Board at its June 19, 2017 CRTPA Board Meeting.

The final proposed TAC bylaws are provided as **Attachment 1**, while the final proposed CMAC bylaws are provided as **Attachment 2**. The following pages summarize the changes to the bylaws that adoption will finalize.

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| <u>TAC Changes</u> |
|---------------------------|

- Update the **membership** of the TAC as follows:
 - Membership is extended and organized by transportation profession/specialty as available by local jurisdiction;
 - Commuter Services of North Florida has been added to the TAC and removed from the CMAC;
 - Blueprint IA has been added to the TAC;
 - Office of Greenways and Trails has been added to the TAC and removed from the CMAC;
 - City of Tallahassee Engineer has been added.
- Revise the Quorum language to establish that quorum calculations only count occupied seats, and not seats which are in need of an appointment.
 - a quorum is defined as a 50% majority vote plus 1, and removes the stipulation that at least one member of a jurisdiction other than Tallahassee or Leon County must be present for a quorum to be realized.
- Revise language related to the **Meeting Schedule** as follows:
 - Indicate that the TAC schedule is meant to complement the meeting schedule of the CRTPA so that the CRTPA can consider the recommendations of the TAC at their Board meetings.
 - Replace all language relating to the frequency and dates of meetings with the specification that the TAC will meet on the first Tuesday of every month, and other such times as scheduled by the Chairperson, except July and August (when no meetings will be scheduled).
- Revise language related to **Meeting Attendance** to replace “three or more meetings in a one-year period” with, “50% of scheduled meetings in a one-year period” with regard to the number of meetings missed that will trigger the request for replacement of a TAC voting member.
- Revise language pertaining to **Bylaw Amendments to state that** the TAC Bylaws may be amended by a majority vote of the CRTPA.
- Revise the Citizen Participation Section and rename it, “**Public Participation**” to provide the following:

- Members of the public may speak on items on the approved agenda after a motion has been made on that item and the Chairperson calls for public comment.
- The public may speak on items that are not on the agenda during the “Public Comment” section of the agenda.
- Individuals are encouraged (rather than required) to complete a “Request To Speak” card for each item they wish to address. Further, it adds that if they are unable to complete the card or do not wish to, that CRTPA staff will note his/her concerns.
- “Citizens” are referenced now as “individuals”.
- Large groups of people wishing to speak are encouraged to designate a spokesperson to represent their views.

| |
|----------------------------|
| <u>CMAC Changes</u> |
|----------------------------|

➤ Update the **membership** of the CMAC as follows:

- Delete Section 1, Membership Table, including the prior voting membership of Florida Department of Health, Commuter Services of North Florida, and Florida Office of Greenways and Trails
- Delete appointments of CMAC members by individual CRTPA Board Members.
- Add a new Section 2, “Maximum Membership” to state that the CMAC will consist of a maximum membership of fifteen (15) voting representatives from the four (4) county region.
- Rename Section 3 to, “Appointment Procedures and Terms of Membership.”
- Terms - State that CMAC members are appointed by and serve at the pleasure of the CRTPA Board. CMAC Members may be replaced at the will of the CRTPA Board, however, the anticipated term of service of a CMAC member shall be four years.
- Reappointments - A CMAC Member may be reappointed by the CRTPA Board to one or more four-year terms. Terms are reconsidered for renewal at the end of each calendar year, no later than the last CRTPA Board Meeting of a calendar year, regardless of the date of initial appointment.

- Revise the language about **vacancies** to state that, “When vacancies exist, the CRTPA Executive Director or his/her designee will review the current demographics and representation on the committee and advise the CRTPA Board of any specific representation that is needed. Board Members will be given an opportunity to forward applications to any individuals they know to have an interest in serving on the CMAC for upcoming CRTPA Board consideration. Completed applications will be forwarded to CRTPA Board Members for consideration, and Board approval will be sought for any suggested appointments.”
- Revise the Quorum language to establish that quorum calculations only count occupied seats, and not seats which are in need of an appointment.
 - a quorum is defined as a 50% majority vote plus 1, and removes the stipulation that at least one member of a jurisdiction other than Tallahassee or Leon County must be present for a quorum to be realized.
- Revise language related to the **Meeting Schedule** as follows:
 - Indicate that the CMAC schedule is meant to complement the meeting schedule of the CRTPA so that the CRTPA can consider the recommendations of the CMAC at their Board meetings.
 - Replace all language relating to the frequency and dates of meetings with the specification that the CMAC will meet on the first Tuesday of every month, and other such times as scheduled by the Chairperson, except July and August (when no meetings will be scheduled).
- Section 1, “Meeting Schedule” amend as follows:
 - Indicate that the CMAC schedule is meant to complement the meeting schedule of the CRTPA so that the CRTPA can consider the recommendations of the CMAC at their Board meetings.
 - Replace all language relating to the frequency and dates of meetings with the specification that the CMAC will meet on the first Tuesday of every month, and other such times as scheduled by the Chairperson, except July and August (when no meetings will be scheduled).
- Revise language related to **Meeting Attendance** to replace “three or more meetings in a one-year period” with, “50% of scheduled meetings in a one-year period” with regard to the number of meetings missed that will trigger the request for replacement of a CMAC voting member. The language is further amended to state that the request for removal and replacement shall be sent to the CRTPA Board from the CRTPA Executive Director at the last scheduled meeting of the year.
- Revise language pertaining to **Bylaw Amendments to state that** the CMAC Bylaws may be amended by a majority vote of the CRTPA.

- Revise the Citizen Participation Section and rename it, “**Public Participation**” to provide the following:
 - Members of the public may speak on items on the approved agenda after a motion has been made on that item and the Chairperson calls for public comment.
 - The public may speak on items that are not on the agenda during the “Public Comment” section of the agenda.
 - Individuals are encouraged (rather than required) to complete a “Request To Speak” card for each item they wish to address. Further, it adds that if they are unable to complete the card or do not wish to, that CRTPA staff will note his/her concerns.
 - “Citizens” are referenced now as “individuals”.
 - Large groups of people wishing to speak are encouraged to designate a spokesperson to represent their views.

NEXT STEPS

Subsequent to CRTPA Board adoption, CRTPA staff will begin initiating the membership changes to the committees.

ACTIONS

- Option 1: Adopt the proposed TAC bylaws
(Recommended)
- Option 2: Adopt the proposed CMAC bylaws
(Recommended)
- Option 3: Provide other direction.

ATTACHMENTS

- Attachment 1: Proposed TAC Bylaws
- Attachment 2: Proposed CMAC Bylaws

Technical Advisory Committee Bylaws

Adopted May 2012

Amended June 2017

Preamble

The following sets forth the bylaws that shall serve to guide the proper functioning of the urban transportation planning process for the Technical Advisory Committee (TAC) of the Capital Region Transportation Planning Agency (CRTPA), as provided for in Section 339.175(6)(d), Florida Statutes.

ARTICLE I: NAME AND PURPOSE**Section 1. NAME**

The name of this committee shall be the Technical Advisory Committee (TAC).

Section 2. PURPOSE

The tasks of this committee shall include, but not be limited to the following:

- a. Provide technical and professional advice to the CRTPA Board on issues related to the transportation planning processes in the CRTPA region. This includes but is not limited to: the Long Range Transportation Plan, Unified Planning Work Program, Priority Project Lists, Transportation Improvement Program, Public Involvement Plan, and other regionally significant transportation related issues and projects as requested.
- b. Provide technical advice to the CRTPA Board from a balanced mobility perspective considering the needs and safety of all transportation users and modes in the CRTPA region within fiscal and physical constraints.
- c. Promote equity in the regional transportation planning process.
- d. Consider safe access to schools in its review of transportation project priorities, long range transportation plans, and transportation improvement programs. Advise the CRTPA Board on such matters.
- e. Coordinate the actions of the TAC with local school boards and other local programs and organizations within the CRTPA area which participate in school safety activities such as locally established community traffic safety teams.
- f. Any other duties assigned to it by the CRTPA Board, CRTPA staff, or by state and/or federal law.

ARTICLE II: ORGANIZATION

Section 1. AREA

The Committee shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla counties.

Section 2. AUTHORITY

Pursuant to 23 USC 134, 49 USC 5303, 23 CFR 450, and Section 339.175 (6)(d), Florida Statutes, the TAC is statutorily formulated. The TAC is governed by the policies and guidelines set forth by the CRTPA.

Section 3. NONDISCRIMINATION

No organization or person shall, on the grounds of race, color, national origin, religion, creed, or handicap, be excluded from participating in, be denied the benefits of, or be subject to discrimination from the TAC.

ARTICLE III: MEMBERSHIP

Section 1. MEMBERSHIP REQUIREMENTS

The TAC shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla counties. Therefore, the TAC must be made up of a cross-section of professionals throughout the four-county region. Pursuant to section 339.175(6)(d), Florida Statutes, 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 transportation 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.

Section 2. MEMBERSHIP

The TAC provides for one (1) voting representative and one (1) alternate from the following organizations which are identified by technical transportation-related profession:

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| <u>Aviation</u> |
| <i>Tallahassee International Airport</i> |
| <u>Engineering</u> |
| <i>City of Tallahassee Traffic Management</i> |
| <i>City of Tallahassee, City Engineer</i> |
| <i>Leon County Public Works, Transportation</i> |
| <u>Planning</u> |
| <i>City of Tallahassee, Growth Management</i> |
| <i>Gadsden County Planning & Community Development</i> |

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| <u>Planning Continued</u> |
| <i>Jefferson County Planning</i> |
| <i>Leon County</i> |
| <i>Development Support & Environmental Management, Transportation Planning</i> |
| <i>Wakulla County, Planning & Community Development</i> |
| <i>Department of Planning, Land Management & Community Enhancement (PLACE)</i> |
| <u>Schools</u> |
| <i>Gadsden County Superintendent/Representative</i> |
| <i>Jefferson County Superintendent/Representative</i> |
| <i>Leon County Superintendent/Representative</i> |
| <i>Wakulla County Superintendent/Representative</i> |
| <u>Transit</u> |
| <i>StarMetro</i> |
| <i>Commuter Services of North Florida</i> |
| <u>Other</u> |
| <i>Apalachee Regional Planning Council</i> |
| <i>Blueprint IA</i> |
| <i>Office of Greenways and Trails</i> |

Section 3. TERMS OF MEMBERSHIP

TAC members serve at the pleasure of the CRTPA Board.

- a. The membership and terms of voting members of the TAC will be consistent with their continued employment relationship with the member government. TAC members will not continue in their appointed capacity upon cessation of employment with the member government.
- b. Should the appointee's terms of employment change in such a way that his/her participation on the TAC is no longer appropriate, the member government will appoint a new member.
- c. A TAC member will cease to be a voting member of the TAC if at such time his/her local governmental department/agency ceases to serve within the planning area of the CRTPA Board.

Section 4. APPOINTMENTS AND ALTERNATES

- a. Voting representatives of the local organizations identified in these bylaws are required by the CRTPA Board to provide a primary and alternate voting member for the TAC.
- b. TAC members serve at the pleasure of their appointing entity and may be replaced at will. However, Primary and Alternate TAC Member designations may not be changed more frequently than annually, unless members cease to be employed by the member

government or their terms of employment have changed in such a way that their participation on the TAC is no longer appropriate.

ARTICLE IV: VOTING

Section 1. VOTING AUTHORITY

- a. Only the appointed members, or their alternates, are entitled to vote at any meeting of the TAC.
- b. Votes are recorded on official voting sheets and must be signed.

Section 2. VOTING WEIGHT

Each TAC member shall have one vote. Votes shall be weighted equally.

Section 3. VOTING BY ALTERNATES

If a member who represents an organization is unable to attend meeting(s), an alternate may vote in his/her stead on the following conditions:

- a. CRTPA staff must be notified ahead of the meeting that the alternate is attending.
- b. The alternate must be from the same organization as the absent member, and recorded as the official alternate.

Section 4. QUORUM

The calculations for determining a quorum of the TAC will consider only occupied voting seats and not seats which are need of a designated voting member. A quorum and the recommendations of the TAC are subject to the following conditions:

- a. A majority vote (50% of the appointed membership plus 1) of the TAC shall constitute a quorum. An affirmative vote shall consist of a majority vote of the total quorum present.
- b. In the absence of a quorum at any scheduled meeting, the members present shall function as a full subcommittee, electing an interim chair, if necessary, and the consensus of the group, as determined by a majority vote per item, is forwarded to the CRTPA Board as a recommendation without a quorum.

ARTICLE V: REGULAR AND SPECIAL MEETINGS

Section 1. MEETING SCHEDULE

The meeting schedule is designed to complement the meeting schedule of the CRTPA, such that recommendations from the committee can be considered by the CRTPA Board. The regular meeting of the TAC will typically be held on the first Tuesday of each month, with the exception of July and August when no meetings will be scheduled, and such other times as scheduled by the Chairperson. Meeting dates will be adjusted by the Chairperson or CRTPA Staff to accommodate holidays or other conflicts.

Section 2. MEETING ATTENDANCE

Each member of the TAC is expected to demonstrate interest in the TAC's activities through attendance at the scheduled meetings except for reasons of an unavoidable nature. The CRTPA Executive Director may recommend the removal of any member who fails to attend, or arrange for an alternate to attend, 50 % of scheduled meetings in a one-year period. A request for replacement of any TAC member shall be sent to the applicable Department from which the non-representation is being experienced.

Section 3. MEETING LOCATION

Meetings of the TAC shall be held at a location agreed to by the members and accessible by the public.

Section 4. SPECIAL MEETINGS

Special meetings may be called by the Chairperson or CRTPA's Executive Director, or as directed by the Board.

Section 5. MEETING NOTIFICATION

- a. Notice of the time, place and purpose of all meetings shall be provided to each member of the Committee, not less than seven (7) days before such meeting. Special meetings will provide notice not less than three (3) days before such meeting.
- b. TAC meetings shall be advertised on the CRTPA web site at least one week prior to the scheduled meeting date. Special TAC Meetings will provide notice not less than three (3) days before the special meeting date.
- c. Meetings will be open to the public. Any group which so requests in writing will be notified of TAC meetings.

Section 6. MEETING MATERIALS

- a. Agenda materials for the TAC meetings shall be posted on the CRTPA webpage no later than seven (7) days prior to the meeting.
- b. Supplemental materials shall be provided to the TAC members as soon as practicable and no later than the Friday before a scheduled meeting. These materials shall also be posted on the CRTPA webpage on the same date.

Section 7. MEETING MINUTES

TAC meetings will be recorded and minutes will be prepared. TAC Minutes will be posted on the CRTPA website for public review.

ARTICLE VI: OFFICERS & DUTIES

Section 1. COMMITTEE LEADERSHIP AND SELECTION

The members of the TAC shall elect from their own membership the following officers no later than the last meeting of the calendar year:

A: Chairperson

B: Vice-Chairperson

Officers shall be elected by a majority vote of the quorum present. Officers shall represent different member governments.

Section 2. LEADERSHIP TERMS

The terms of office for all officers shall be one year beginning at the first TAC meeting of the calendar year and terminating at the last TAC meeting of the year, or until their successors are elected at the next regular meeting of the committee. Any officer may be re-elected for the same office. The Chairperson or Vice-Chairperson's term of office shall be consistent with their continued employment relationship with the member government. They will not continue in their appointed capacity upon cessation of employment with the member government. Likewise, should their terms of employment change in such a way that their participation on the TAC is no longer appropriate, new officers shall be elected by a majority vote of the quorum present at the next regular or special meeting of the TAC following the vacancy of the Chairperson or Vice-Chairperson.

Section 3. LEADERSHIP DUTIES:

The Chairperson shall preside at all meetings of the TAC and conduct all meetings of the TAC. 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 TAC meeting, a temporary Chair shall

be elected by majority vote at the meeting to serve as Chairperson of that meeting, for that meeting alone.

ARTICLE VII: RULES OF PROCEDURE

Section 1. MEETING CONDUCT

All meetings of the TAC shall be conducted in accordance with the most current edition of Roberts Rules of Order Newly Revised. The Chairperson (or the Vice Chairperson when serving as Chairperson) shall preside at all meetings and shall either serve as the parliamentarian or designate another TAC member to serve as parliamentarian.

Section 2. CONFLICT OF INTEREST

Whenever a TAC Member has cause to believe that a matter to be discussed would involve him/her to be in a conflict of interest, he/she shall announce the conflict of interest and refrain from voting on any such matter.

ARTICLE VIII: BYLAW AMENDMENTS

The TAC Bylaws may be amended by a majority vote of the CRTPA.

ARTICLE IX: PUBLIC PARTICIPATION

Comment will be accepted by individuals during the course of TAC meetings as set forth below:

- a. Members of the public may speak on items on the approved agenda after a motion has been made on that item and the Chairperson calls for public comment.
- b. Members of the public may speak on items which are not on the agenda during the “Public Comment” section of the agenda.
- c. Individuals are encouraged to complete a separate “Request to Speak” card for each item they wish to address. If they are unable to complete the card, or do not wish to, then his/her concerns will be noted by the CRTPA staff.
- d. Individuals will be allowed to speak up to three minutes on each agenda item or “Public Comment” topic for which they have indicated a desire to speak. Additional time may be allotted at the discretion of the TAC Chairperson.
- e. Large groups wishing to speak are encouraged to designate a spokesperson to represent their views. Additional time may be allotted at the discretion of the TAC Chairperson when such a situation arises.

Citizen's Multimodal Advisory Committee Bylaws

Adopted May 2012

Amended June 2017

Preamble

The Capital Region Transportation Planning Agency (CRTPA) supports full and timely public participation in the transportation decision-making process of the CRTPA. To ensure that participation is reflective of the cross section of residents and interests within the CRTPA area, it has created a Citizens Multimodal Advisory Committee (CMAC) to advise the CRTPA Board, as provided by Section 339.175, (5)(e)1, Florida Statutes.

The following Articles set forth the Bylaws that guide the proper functioning of the urban transportation planning process for the CMAC of the CRTPA.

ARTICLE I: NAME AND PURPOSE

Section 1. NAME

The name of this committee shall be the Citizens Multimodal Advisory Committee (CMAC).

Section 2. PURPOSE

This Committee was established by the Capital Region Transportation Planning Agency (CRTPA) in May 2012. The tasks of this Committee shall include, but not be limited to the following:

- a. Provide independent citizen advice to the CRTPA Board on issues related to the development of an efficient, safe, and cost-effective transportation system, regarding the transportation planning processes in the CRTPA region. This includes but is not limited to: the Long Range Transportation Plan, Unified Planning Work Program, Priority Project Lists, Transportation Improvement Program, Public Involvement Plan, and other regionally significant transportation related issues and projects as requested.
- b. Provide advice to the CRTPA from a balanced mobility perspective considering the needs and safety of all transportation users and modes of transportation in the CRTPA region within fiscal and physical constraints.
- c. Promote equity in the regional transportation planning process.
- d. Promote public awareness and participation in the regional transportation planning process within the region and from professional and citizen-based organizations and employers.
- e. Review and evaluate CRTPA issues as requested by the CRTPA Board, or CRTPA staff.

ARTICLE II: ORGANIZATION

Section 1. AREA

The Committee shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla counties.

Section 2. AUTHORITY

Pursuant to 23 USC 134, 49 USC 5303, 23 CFR 450, and Section 339.175 (6)(e), Florida Statutes, the CMAC is statutorily formulated. The CMAC is also governed by the policies and guidelines set forth by the CRTPA.

Section 3. NONDISCRIMINATION

No organization or person shall, on the grounds of race, color, national origin, religion, creed, or handicap, be excluded from participating in, be denied the benefits of, or be subject to discrimination from the CMAC.

ARTICLE III: MEMBERSHIP

Section 1. GEOGRAPHICAL AND SPECIAL INTEREST BALANCE

The CMAC shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla Counties. The CMAC will be made up of a cross-section of citizens who represent the four-county region. Pursuant to Section 339.175(e), Florida Statutes, the membership on the citizen's advisory committee must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and those with mobility challenges must be adequately represented, and efforts will be made to secure representatives of the bicycling, pedestrian, transit, and student populations. The CRTPA Executive Director or his /her designee may recommend appointment to the CMAC with approval of the CRTPA Board to balance the geographical or special interest/diversity of the committee.

Section 2. MAXIMUM MEMBERSHIP

The CMAC will consist of a maximum of fifteen (15) voting representatives from the four (4) county region.

Section 3. APPOINTMENT PROCEDURES AND TERMS OF MEMBERSHIP

Terms of membership are based on the calendar year, and are renewable in January 1 of any given year, regardless of when appointments were made. Further details of term conditions are outlined below.

- a. Application - Anyone serving on the CMAC must have a completed application on file prior to consideration for appointment to the committee.

- b. Appointments – CMAC member appointments are made at a CRTPA Board Meeting by the CRTPA Board. CMAC members serve at the pleasure of the CRTPA Board.
- c. Terms - CMAC Members may be replaced at the will of the CRTPA Board, however, the anticipated term of service of a CMAC member shall be four years, and may be staggered into terms of lesser length.
- d. Reappointments - A CMAC Member may be reappointed by the CRTPA Board to one or more four-year terms. Terms are reconsidered for renewal at the end of each calendar year, if the CMAC member's term is about to expire. The CRTPA shall act upon the renewal of a CMAC member's term by no later than the last CRTPA Board Meeting of a calendar year, regardless of the date of initial appointment.

Section 4. RESIGNATIONS

CMAC members are expected to send written notice of intent to resign their position to the CRTPA Executive Director, as soon as practical, but at least one (1) month prior to their expected resignation from attendance at any meeting, if possible.

Section 5. VACANCIES

When vacancies exist, the CRTPA Executive Director or his/her designee will review the current demographics and representation on the committee and advise the CRTPA Board of any specific representation that is needed.

ARTICLE IV: VOTING

Section 1. VOTING AUTHORITY

Only the appointed members are entitled to vote at any meeting of the CMAC.

Section 2. VOTING WEIGHT

Each CMAC member shall have one vote. Votes shall be weighted equally.

Section 3. QUORUM

The calculations for determining a quorum of the CMAC will consider only appointed voting members and not eligible vacancies. A quorum and the recommendations of the CMAC are subject to the following conditions:

- a. A majority vote (50% of the appointed membership plus 1) of the CMAC shall constitute a quorum. An affirmative vote shall consist of a majority vote of the total quorum present.
- b. In the absence of a quorum at any scheduled meeting, the members present shall function as a full subcommittee, electing an interim chair, if necessary, and the

consensus of the group, as determined by a majority vote per item, is forwarded to the CRTPA Board as a recommendation without a quorum.

ARTICLE V: REGULAR AND SPECIAL MEETINGS

Section 1. MEETING SCHEDULE

The meeting schedule is designed to complement the meeting schedule of the CRTPA, such that recommendations from the committee can be considered by the CRTPA Board. The meetings of the CMAC will typically be held on the first Tuesday of 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 or CRTPA Staff to accommodate holidays or other conflicts.

Section 2. MEETING ATTENDANCE

Each member of the CMAC is expected to demonstrate interest in the CMAC's activities through attendance at scheduled meetings except for reasons of an unavoidable nature. The CRTPA Executive Director may recommend the removal of any member who fails to attend 50% or more scheduled meetings in a one-year period. A request for removal and replacement of any CMAC member shall be sent to the CRTPA Board from the CRTPA Executive Director at the last scheduled meeting of each year.

Section 3. MEETING LOCATION

Meetings of the CMAC shall be held at a location agreed to by the members and accessible by the public.

Section 4. SPECIAL MEETINGS

Special meetings may be called by the Chairperson or CRTPA Executive Director, or as directed by the CRTPA Board.

Section 5. MEETING NOTIFICATION

- a. Notice of the time, place and purpose of all meetings shall be provided to each member of the Committee, not less than seven (7) days before such meeting. Special meetings will provide notice not less than three (3) days before such meeting.
- b. CMAC meetings shall be advertised on the CRTPA web site at least one week prior to the scheduled meeting date. Special CMAC Meetings will provide notice not less than three (3) days before the special meeting date.
- c. Meetings will be open to the public. Any group which so requests in writing will be notified of CMAC meetings.

Section 6. MEETING MATERIALS

- a. Agenda materials for the CMAC meetings shall be posted on the CRTPA webpage no later than seven (7) days prior to the meeting.
- b. Supplemental materials shall be provided to the CMAC members as soon as practicable and no later than the Friday before a scheduled meeting. These materials shall also be posted on the CRTPA webpage on the same date.

Section 7. MEETING MINUTES

CMAC meetings will be recorded and minutes will be prepared. CMAC Minutes will be posted on the CRTPA website for public review.

ARTICLE VI: OFFICERS & DUTIES

Section 1. Committee Leadership and Selection

The members of the CMAC shall elect from their own membership the following officers no later than the last meeting of the calendar year:

A: Chairperson

B: Vice-Chairperson

Officers shall be elected by a majority vote of the quorum present.

Section 2. Leadership Terms

The terms of office for all officers shall be one year beginning at the first CMAC meeting of the calendar year and terminating at the last CMAC meeting of the year, or until their successors are elected at the next regular meeting of the committee. Any officer may be re-elected for the same office.

Section 3. Leadership Duties:

The Chairperson shall preside at all meetings of the CMAC and conduct all meetings of the CMAC. 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 CMAC meeting, a temporary Chair shall be elected by majority vote at the meeting to serve as Chairperson of that meeting, for that meeting alone.

ARTICLE VII: RULES OF PROCEDURE

Section 1. MEETING CONDUCT

All meetings of the CMAC shall be conducted in accordance with these bylaws. Should the bylaws not address an issue regarding the conduct of a meeting, the most current edition of Roberts Rules of Order Newly Revised, shall govern. The Chairperson (or the Vice Chairperson when serving as Chairperson) shall preside at all meetings and shall either serve as the parliamentarian or designate another CMAC member to serve as parliamentarian.

Section 2. CONFLICT OF INTEREST

Whenever a CMAC Member has cause to believe that a matter to be discussed would involve him/her to be in a conflict of interest, he/she shall announce the conflict of interest, prior to the vote on the matter before the CMAC and shall refrain from voting on any such matter.

ARTICLE VIII: BYLAW AMENDMENTS

The CMAC Bylaws may be amended by a majority vote of the CRTPA.

ARTICLE IX: PUBLIC PARTICIPATION

Comment will be accepted by individuals during the course of CMAC meetings as set forth below:

- a. Members of the public may speak on items on the approved agenda after a motion has been made on that item and the Chairperson calls for public comment.
- b. Members of the public may speak on items which are not on the agenda during the “Public Comment” section of the agenda.
- c. Individuals are encouraged to complete a separate “Request to Speak” card for each item they wish to address. If they are unable to complete the card, or do not wish to, then his/her concerns will be noted by the CRTPA staff.
- d. Individuals will be allowed to speak up to three minutes on each agenda item or “Public Comment” topic for which they have indicated a desire to speak. Additional time may be allotted at the discretion of the CMAC Chairperson.
- e. Large groups wishing to speak are encouraged to designate a spokesperson to represent their views. Additional time may be allotted at the discretion of the CMAC Chairperson when such a situation arises.



June 19, 2017

AGENDA ITEM 3 C

CRTPA CITIZEN'S MULTIMODAL ADVISORY COMMITTEE (CMAC) APPOINTMENTS

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item relates to appointing the existing members of the CRTPA's Citizen's Multimodal Advisory Committee (CMAC) to a four-year term, consistent with updated CMAC Bylaws scheduled for adoption at today's meeting (see Item 3B).

RECOMMENDED ACTIONS

Option 1: Appoint the following existing CMAC members to a four-year term:

- Chad Hanson
- Terry Basham
- Neil Fleckenstein
- JR Harding
- Hans Van Tol
- Jo Penrose
- Dana Crosby

HISTORY AND ANALYSIS

Changes to the CRTPA's CMAC bylaws are scheduled to be adopted at today's meeting (Item 3B). Included in the changes are revisions to the committee's membership which state that the anticipated term of service of a CMAC member shall be four years.

The current members of the CMAC as are follows:

- Chad Hanson
- Terry Basham
- Neil Fleckenstein
- JR Harding
- Hans Van Tol
- Jo Penrose
- Dana Crosby

This item seeks to appoint all existing members of the CMAC to four-year terms in order be consistent with the updated membership terms of the committee's bylaws. As detailed in the bylaws, CMAC members may be reappointed by the CRTPA Board to one or more four-year terms. Terms are reconsidered for renewal at the end of each calendar year, no later than the last CRTPA Board Meeting of a calendar year, regardless of the date of initial appointment

ACTIONS

Option 1: Appoint the following existing CMAC members to a four-year term:

- Chad Hanson
- Terry Basham
- Neil Fleckenstein
- JR Harding
- Hans Van Tol
- Jo Penrose
- Dana Crosby

(Recommended)

Option 2: CRTPA Board Discretion



June 19, 2017

AGENDA ITEM 3 D

**FISCAL YEAR 2018 GRANT APPLICATION
FOR TRANSPORTATION DISADVANTAGED PLANNING SERVICES**

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The purpose of this item is to approve submission of a grant to the Florida Commission for the Transportation Disadvantaged.

RECOMMENDED ACTION

Option 1: Approve a resolution and direct staff to execute other appropriate documents authorizing the submittal of a Transportation Disadvantaged Trust Fund Grant with the Florida Commission for the Transportation Disadvantaged.

HISTORY AND ANALYSIS

Florida State Statutes Chapter 427.11 provides funding for Metropolitan Planning Organizations providing staff support to local Transportation Disadvantaged Coordinating Boards.

The funding is allocated by a formula based on population. The Capital Region Transportation Planning Agency (CRTPA) is slated to receive \$25,633 for Fiscal Year 2018. It will be used to provide partial salary to employees staffing the Transportation Disadvantaged Coordinating Board in Leon County.

Approval and transmittal of the grant application is by resolution. Upon receipt of the resolution, the contract can be executed. The resolution is enclosed as *Attachment 1*.

RECOMMENDED ACTION

Option 1: Approve a resolution and direct staff to execute other appropriate documents authorizing the submittal of a Transportation Disadvantaged Trust Fund Grant with the Florida Commission for the Transportation Disadvantaged.
(Recommended)

Option 2: Provide other direction.

ATTACHMENT

Attachment 1: Authorizing resolution



Authorizing Resolution 2017-6-3C

A RESOLUTION of the Capital Region Transportation Planning Agency hereby referred to as the “CRTPA” authorizing the submittal and execution of a Transportation Disadvantaged Trust Grant Application with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, the CRTPA has the authority to file a Transportation Disadvantaged Trust Fund Grant Application and to undertake transportation disadvantaged service planning as authorized by Section 427.0159 Florida Statutes and Rule 41-2, Florida Administrative Code.

NOW THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA has the authority to file this grant application.
2. The CRTPA authorizes the Executive Director, or an appointed designee, to sign any and all agreements, or contracts, originating from this application.
3. The CRTPA authorizes the Executive Director or his/her designee to file and execute the application on behalf of the CRTPA with the Florida Commission for the Transportation Disadvantaged.
4. The CRTPA authorizes the Executive Director to sign any, and all assurances, reimbursement invoices, warranties, certification and other documents that may be required in connection with the application or subsequent agreements.

DULY PASSED AND ADOPTED THIS 19th Day of June, 2017.

Capital Region Transportation Planning Agency

By: _____
Curtis Richardson
CRTPA Board Chair

Attest: _____
Greg Slay
CRTPA Executive Director



June 19, 2017

AGENDA ITEM 4

CONSENT ITEMS PULLED FOR DISCUSSION



June 19, 2017

AGENDA ITEM 5 A

FISCAL YEAR (FY) 2018 – FY 2022 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

TYPE OF ITEM: Roll Call Vote

STATEMENT OF ISSUE

Consistent with state and federal requirements, the Fiscal Year (FY) 2018– FY 2022 Transportation Improvement Program (TIP) has been developed (a link to the document may be found on the agency’s webpage) for Capital Region Transportation Planning Agency (CRTPA) adoption.

CRTPA COMMITTEE ACTIONS

The Technical Advisory Committee recommended the CRTPA adopt the TIP at its June 6, 2017 meeting. Although a quorum wasn’t present, the Citizens Multimodal Advisory Committee also recommended the CRTPA adopt the TIP at its June 6, 2017 meeting.

RECOMMENDED ACTION

Option 1: Adopt by resolution the FY 2018 – FY 2022 Transportation Improvement Program

HISTORY AND ANALYSIS

The CRTPA Transportation Improvement Program identifies regional transportation projects (roadway, bicycle and pedestrian, transportation systems management, transportation enhancement, public transportation, aviation, resurfacing and bridge projects) that have received funding in the Florida Department of Transportation’s (FDOT) Draft Five-Year Work Program. The TIP is developed in accordance with 23 U.S.C. 134(h), 23 CFR 450 and Chapter 339.175(7), F.S., and is one of the annual requirements of the metropolitan transportation planning process for the CRTPA.

The purpose of the TIP is to inform the public and governmental agencies of transportation projects (planning through construction) that have received funding during the next five-year period (FY 2018 – FY 2022) within our region (Gadsden, Jefferson, Leon and Wakulla counties).

Projects contained within the FY 2018 – FY 2022 TIP reflect those projects that were presented to the CRTPA Board on December 5, 2016 by the FDOT District 3 during their presentation of the FDOT Draft FY 2018– FY 2022 Five-Year Work Program.

Highlights of some of the newly funded projects include:

Gadsden County:

- ❑ Pat Thomas Parkway (SR 267): I-10 to US 90 (3.9 miles). **Resurface** (CST) in FY 18
- ❑ Ralph Strong Road: Crossroads School Entrance to US 90 (.9 miles). **Sidewalk** (PE & CST) in FY 19 & 21
- ❑ Salem Road (CR 159) over Swamp Creek. **Bridge Replacement** (PE, ROW & CST) in FY 18, 20 & 22
- ❑ High Bridge Road (CR 268): Joe Adams Rd to Brickyard Rd (8.8 miles). **Resurface** (PE & CST) in FY 18 & FY 20

Jefferson County:

- ❑ CR 259 over SCL Railroad Bridge. **Bridge Replacement** (PE, ROW & CST) in FY 18, 20 & 22
- ❑ US 90 (SR 10): Willow Street to Madison County Line (9.9 miles). **Resurface** (PE & CST) in FY 18 & FY 20
- ❑ Lake Road (CR 259): US 19 to Cocroft Rd (6.1 miles). **Resurface** (PE & CST) in FY 20 & FY 22

Leon County:

- ❑ Capital Circle, SW (SR 263): Crawfordville Rd to Springhill Rd (2.3 miles). **Add Lanes & Reconstruct** (ROW & CST) in FY 18, 19, 20 & 22
- ❑ Apalachee Parkway (US 27): Capital Circle to Jefferson County Line (9.3 miles). **Resurface** (PE & CST) in FY 18 & FY 20
- ❑ Monroe Street (US 27): Clara Kee Blvd to Harriett Dr (.4 miles) **Sidewalk**. (PE & CST) in FY 18 & FY 19

Wakulla County:

- ❑ US 98: Franklin County Line to Boykin Rd (7.2 miles). **Resurface** (CST) in FY 18
- ❑ Sopchoppy Hwy (SR 375): n of Beasley Rd to US 98 (7.8 miles). **Resurface** (PE & CST) in FY 18 & FY 20
- ❑ US 98: s of Tower Rd to US 319 (7.5 miles). **Bike Path/Trail** (ROW) in FY 20
- ❑ US 98: Surf Rd to s of Tower Rd (1.7 miles). **Bike Path/Trail** (CST) in FY 20

* PROJECT PHASES ABBREVIATION KEY:

PLN = Planning; PE = Preliminary Engineering (Design); CST = Construction; ROW = Right of Way; ENV = Environment; RRU = Rail Road/Utilities

PUBLIC COMMENTS

Public meetings to present the Transportation Improvement Program (and the agency's FY 2019–2023 Transportation Priority Project Lists) were held on May 22 – 24, 2017 throughout the CRTPA Region (Monticello, Crawfordville, Quincy and Tallahassee). Information regarding the meeting was published in the region's newspapers, placed on the CRTPA's website (www.crtpa.org) and an e-mail message regarding the meeting was sent to the agency's transportation partners and interested citizens. Note: At the time of agenda development, no public comments had been received regarding the agency's TIP.

NEXT STEP

Subsequent to CRTPA Board adoption of the TIP, staff will transmit the document to the Florida Department of Transportation.

RECOMMENDED ACTION

Option 1: Adopt by resolution the FY 2018 – FY 2022 Transportation Improvement Program (Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENTS

Attachment 1: LINK to FY 2017 – FY 2021 Transportation Improvement Program (document link located on www.crtpa.org homepage or directly at:
<http://crtpa.dtstiptool.com/Document/Show/1518>

Attachment 2: Adoption Resolution

CRTPA RESOLUTION 2017-05-4A**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) ENDORSING
THE FY 2018 – FY 2022 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;

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

1. The Fiscal Year 2018 through Fiscal Year 2022 Transportation Improvement Program is hereby endorsed as an accurate representation of the region's transportation effort as developed through a continuing, cooperative, and comprehensive process that provided consideration to all transportation modes in accordance with the metropolitan planning provisions of U.S.C. 134;
2. The CRTPA authorizes the Chair to sign the State of Florida certification statement, which must be submitted annually with the TIP;
3. In order to expedite amendments to the TIP, the CRTPA authorizes the Executive Director to administratively approve airport project amendments which do not materially affect surface transportation traffic volumes or traffic distribution in the vicinity of the subject airport;
4. The CRTPA also authorizes the Executive Director to administratively approve project amendments to the TIP which do not meet any of the four (4) criteria which require a formal tip amendment listed in Chapter 5, Section 14 of the Florida Department of Transportation's Metropolitan Planning Organization Program Management Handbook; and
5. The CRTPA requires the Executive Director to inform the CRTPA of all TIP amendments approved under these authorizations quarterly.

Passed and duly adopted by the Capital Region Transportation Planning Agency (CRTPA) on this 19th day of June 2017.

Capital Region Transportation Planning Agency

Attest:

By: _____
Curtis Richardson, Chair

Greg Slay, Executive Director



June 19, 2017

AGENDA ITEM 6 A 1

**FISCAL YEAR (FY) 2019 - FY 2023
REGIONAL MOBILITY PLAN (RMP)
ROADWAYS
PRIORITY PROJECT LIST (PPL)**

TYPE OF ITEM: Action

STATEMENT OF ISSUE

Staff is seeking Board approval of the Fiscal Year (FY) 2019 - FY 2023 Regional Mobility Plan (RMP) Roadways Priority Project List (PPL) (***Attachment 1***). The RMP Roadways PPL contains roadway projects that were identified in the adopted Connections 2040 RMP Roadway Cost Feasible Plan (the agency's long range transportation plan adopted on June 29, 2015).

RECOMMENDATIONS BY CRTPA COMMITTEES

The Technical Advisory Committee recommended the CRTPA adopt the RMP Roadways Priority Project List at its June 6, 2017 meeting. Although a quorum wasn't present, the Citizens Multimodal Advisory Committee also recommended the CRTPA adopt the RMP Roadways Priority Project List at its June 6, 2017 meeting.

RECOMMENDED ACTION

Option 1: Adopt the FY 2019 - FY 2023 RMP Roadways Priority Project List.

HISTORY AND ANALYSIS

The CRTPA annually adopts priority project lists (PPLs) to identify, in ranked order, the agency's transportation project priorities. The purpose of the lists is to provide the Florida Department of Transportation (FDOT) guidance as that agency proceeds with development of the Annual State Work Program. Specifically, the FDOT seeks to match available state and federal funding with those eligible transportation projects ranked highest by the CRTPA.

Subsequent to receipt of project funding in the annual State Work Program, a five-year document identifying state and federally funded transportation projects, the CRTPA will incorporate funded projects into the agency's annual Transportation Improvement Program (TIP).

The following PPLs are scheduled for adoption:

RMP Roadways PPL – Identifies roadway projects (Project source: Connections 2040 RMP Roadway Cost Feasible Plan)

RMP Bicycle and Pedestrian PPL – Identifies bicycle and pedestrian projects (Project source: Connections 2040 RMP Roadway Cost Feasible Plan)

Regional Trails PPL – Identifies regional trails projects (Project source: CRTPA 2040 RMP and Florida Office of Greenways and Trails)

Transportation Systems Management (TSM) PPL – Identifies low cost (typically intersection) improvements to the existing transportation system that can be constructed in less than two years and have gone through a required FDOT process in order to be considered eligible for funding (Project source: FDOT candidate project list developed in coordination with the CRTPA)

StarMetro PPL – Identifies transit projects consistent with StarMetro's adopted Transit Development Plan (Project source: projects identified by StarMetro and provided to the CRTPA for adoption)

Tallahassee International Airport PPL – Identifies Tallahassee International Airport projects consistent with the adopted Airport Master Plan (Project source: projects identified by the Tallahassee International Airport and provided to the CRTPA for adoption)

FY 2019 - FY 2023 RMP Roadways PPL

The Draft FY 2019 – FY 2023 RMP Roadways Plan PPL is comprised of roadway projects identified in the CRTPA's Connections 2040 RMP Roadway Cost Feasible Plan (adopted at the June 29, 2015 CRTPA meeting and updated every five (5) years).

RMP Roadways PPL Development: The Draft RMP Roadways PPL maintains the ranked order of the projects contained within the adopted Connections 2040 RMP Roadway Cost Feasible Plan. This order was established during development of the RMP through ranking the project using the CRTPA's approved scoring criteria. Additionally, the Draft RMP Roadways PPL contains only those projects in the first Tier ("Tier 2") of the RMP (2021 - 2025) for which funding is anticipated to be available.

Projects identified for funding in the outer tiers – Tier 3 (2026 - 2030) and Tier 4 (2031 - 2040) – are not included on the PPL.

Changes from last year's (FY 2018 - FY 2022) RMP PPL

The Draft FY 2019 - FY 2023 RMP Roadways PPL maintains the project order of last year's (FY 2018 - FY 2022) adopted RMP PPL; however, the following minor updates have been made:

- Capital Circle, Southwest (Crawfordville Road to Springhill Road) (Project #2197492) – This #3 ranked project received construction funding in FY 2022 and is fully funded; however, the project will remain on the list until the funding is within the first three years of the TIP.
- Orange Avenue (Capital Circle to Monroe Street) (Project #437902) – This #6 ranked project was revised to reflect a change in project limits consistent with the funded PD&E Study. Previously, the limits were reflected as Springhill Road to Adams Street. Additionally, the funding sought was updated to reflect the need for additional PD&E Study funding.
- Crawfordville Road (N. of Alaska Way to Lost Creek Bridge) (Project #2204956) – This #4 ranked project was revised to reflect a change in project limits. Previously, the limits were identified as US 98 to Lost Creek Bridge. The limits were changed to reflect construction of the limits from US 98 to N. of Alaska Way.

SU FUNDING SET ASIDE

Consistent with CRTPA Board direction in prior years, staff proposes maintaining the minimum \$1,000,000 of SU funding to be set aside to fund projects on the agency's Regional Trails and RMP Bicycle and Pedestrian Priority Project Lists prior to funding any of the transportation projects identified on the CRTPA's other priority project lists.

PUBLIC INPUT

Public meetings to present the CRTPA's Draft FY 2019 - FY 2023 Priority Project Lists (in conjunction with agency's Draft Transportation Improvement Program) were held on May 22 – 24, 2017 throughout the CRTPA Region (in Monticello, Crawfordville, Quincy and Tallahassee). Information regarding the meeting was published in the region's newspapers, placed on the CRTPA's website (www.crtpa.org) and an e-mail message regarding the meeting was sent to the agency's transportation partners and interested citizens. Note: At the time of agenda development, no public comments had been received regarding the agency's draft priority project lists.

NEXT STEPS

Subsequent to adoption of the CRTPA FY 2019 - FY 2023 PPLs, the lists will be provided to the FDOT for use as the agency proceeds with development of the Draft FY 2019 - FY 2023 Annual State Work Program.

Following development of the Draft State Work Program, CRTPA staff will initiate development of the CRTPA FY 2019 - FY 2023 Transportation Improvement Program (TIP) incorporating those transportation projects in the CRTPA region that have received state and federal funding.

OPTIONS

Option 1: Adopt the FY 2019 - FY 2023 RMP Roadways Priority Project List.
(Recommended)

Option 2: Provide other direction.

ATTACHMENTS

Attachment 1: Draft FY 2019 - FY 2023 RMP Roadways Priority Project List
Attachment 2: RMP Projects Map

Capital Region Transportation Planning Agency
DRAFT RMP Roadways Priority Project List
Fiscal Year 2019 - Fiscal Year 2023

ATTACHMENT 1

| Priority Rank | RMP ID# | Project Name/Limits | FDOT WPI# | Programmed Funding | | | | | | Project/Strategy | County | SIS | Length (miles) | Funding Sought |
|---------------|---------|---|--------------------|--------------------|-----------|-----------|---------|----------|----------|---------------------------|---------|-----|----------------|---|
| 1 | 1026 | Woodville Highway¹ (Capital Circle, SE to Gaile Ave) (Gaile Ave to Paul Russell Road) | 4240094 4240095 | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Widen to 4 lanes | Leon | | 2.1 | CST (\$17.4 m) ⁴ CST (\$6.8 m) ⁴ |
| | | | | ROW | \$3.8 m | \$840,000 | | | | | | | | |
| | | | | ROW | | \$4.9 m | \$1.1 m | | | | | | | |
| 2 | 382 | Capital Circle, Southwest² (Springhill Rd to Orange Ave) | 4157829 | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Widen from 2 to 6 lanes | Leon | Y | 4.1 | FULLY FUNDED* |
| | | | | CST | | | | \$44.1 m | | | | | | |
| 3 | 1513 | Capital Circle, Southwest² (Crawfordville Rd to Springhill Rd) | 2197492 | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Widen from 2 to 6 lanes | Leon | | 2.34 | FULLY FUNDED* |
| | | | | ROW | \$8.4 m | \$4.7 m | \$3 m | | | | | | | |
| | | | | CST | | | | | \$28.8 m | | | | | |
| 4 | 1540 | Crawfordville Road (N. of Alaska Way to Lost Creek Bridge) | 2204956 | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Widen to 4 lanes | Wakulla | | 3.6 | ROW (\$6.3 m) ⁴ CST (\$27 m) ⁴ |
| | | | | PE | \$934,550 | | | | | | | | | |
| 5 | 308 | Crawfordville Road (Lost Creek Bridge to East Ivan Rd) | 2204953 | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Widen to 4 lanes | Wakulla | | 4.4 | ROW (\$30 m) ⁴ CST (\$41 m) ⁴ |
| | | | | | | | | | | | | | | |
| 6 | 1554 | Orange Avenue² (Capital Circle to Monroe Street) | 4379021 | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Widen to 4 lanes | Leon | | 4.3 | PD&E (\$2 m) ⁴ |
| | | | | PD&E (Feasibility) | | \$788,000 | | | | | | | | |
| 7 | 383 | Lake Bradford Road/Springhill Road¹ (Capital Circle, SW to Gaines Street) | - | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Widen to 4 lanes | Leon | | 3.8 | PD&E |
| | | | | - | - | - | - | - | - | | | | | |
| 8 | 181 | Tharpe Street¹ (Capital Circle, NW to Ocala Rd) | - | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Widen to 4 lanes | Leon | | 2.7 | PD&E Reevaluation |
| | | | | - | - | - | - | - | - | | | | | |
| 9 | 3 | Wakulla Environmental Institute (Coastal Highway to Crawfordville Rd) | - | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | New 2 lane road | Wakulla | | - | PD&E |
| | | | | - | - | - | - | - | - | | | | | |
| 10 | 75 | Thomasville Rd/Meridian Rd/7th Ave³ (Midtown Operational Improvements) | - | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Intersection Improvements | Leon | | - | PE |
| | | | | - | - | - | - | - | - | | | | | |
| 11 | 179 | Bannerman Road¹ (Tekesta Dr to Thomasville Rd) | - | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Widen from 2 to 4 lanes | Leon | | 1.7 | PE |
| | | | | - | - | - | - | - | - | | | | | |

Capital Region Transportation Planning Agency

DRAFT RMP Roadways Priority Project List

Fiscal Year 2019 - Fiscal Year 2023

| Priority Rank | RMP ID# | Project Name/Limits | FDOT WPI# | Programmed Funding | | | | | | Project/Strategy | County | SIS | Length (miles) | Funding Sought |
|---------------|---------|--|-----------|--------------------|-----------|-----------|------|------|------|---------------------------|-----------|-----|----------------|----------------------|
| 12 | 369 | Welaunee Blvd Extension¹ (Fleischmann Rd to south of I-10) | Blueprint | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | New 4 lane road | Leon | | 2.25 | CST |
| | | | | PD&E | \$625,000 | | | | | | | | | |
| | | | | PE | \$1.725 m | | | | | | | | | |
| 13 | 1571 | Welaunee Blvd Extension¹ (South of I-10 to Shamrock Street) | Blueprint | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | New 4 lane road | Leon | | 2 | ROW/CST |
| | | | | PD&E | \$625,000 | | | | | | | | | |
| | | | | PE | | \$1.725 m | | | | | | | | |
| 14 | 138 | Mahan Dr and Capital Circle, NE | - | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Intersection Improvements | Leon | Y | - | Feasibility Study |
| | | | | - | - | - | - | - | - | | | | | |
| 15 | 1365 | Pensacola Street (West Side Student Corridor Gateway¹) (Capital Circle, NW to Appleyard Dr) | - | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Widen to 4 lanes | Leon | | 0.8 | PD&E Reevaluation |
| | | | | - | - | - | - | - | - | | | | | |
| | | | | | | | | | | | | | | |
| 16 | 137 | Welaunee Blvd/I-10 Interchange | - | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | New Interchange | Leon | Y | - | PD&E |
| | | | | - | - | - | - | - | - | | | | | |
| 17 | 1527 | Woodville Hwy/Natural Bridge Rd (Intersection) | - | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Roundabout | Leon | | - | Feasibility Study |
| | | | | - | - | - | - | - | - | | | | | |
| 18 | 4 | Old Lloyd Rd/Gamble Rd (Intersection) | - | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Roundabout | Jefferson | | - | Feasibility Study |
| | | | | - | - | - | - | - | - | | | | | |

¹ [Blueprint Gateway Project](#)

² [Blueprint Regional Mobility Project](#)

³ [Blueprint Community Enhancement District](#)

⁴ FDOT Long Range Estimate (LRE)

* Fully Funded Projects are retained on the list until such funding is within the first three (3) years of the TIP.

ABBREVIATIONS:

PD&E - Project Development and Environment Study

PE - Preliminary Engineering (Design)

ROW - Right-of-Way

CST - Construction

SIS - Strategic Intermodal System (FDOT roadway designation)

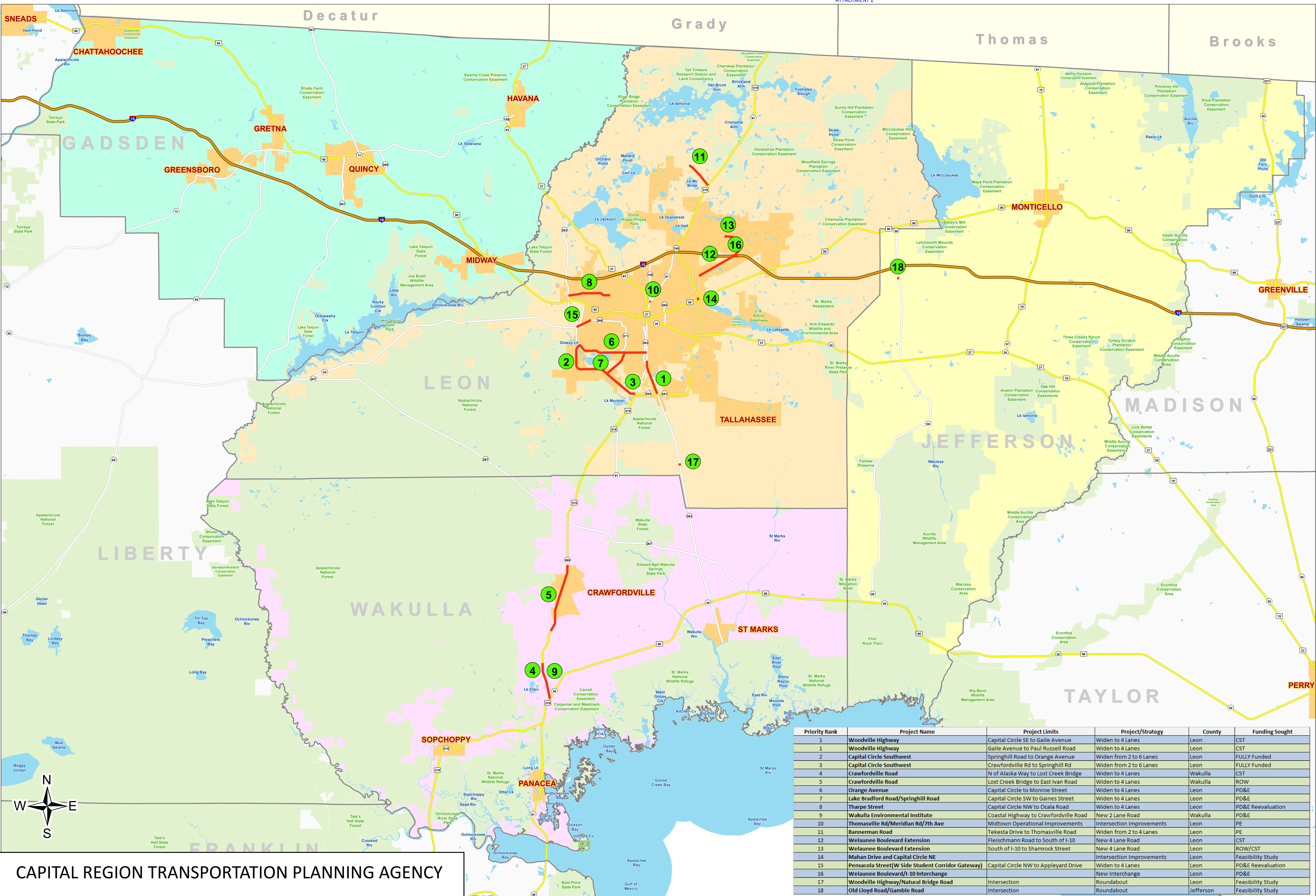
FULLY FUNDED PROJECTS (NOT YET CONSTRUCTED):

Crawfordville Rd (Wakulla County)

Limits: (SR 267 to Leon County) (2.2 miles) - ID# 2204957
(E. Ivan Rd to SR 267) (3.9 miles) - ID# 2204958

Description: Widen roadway to 4-lanes in
Wakulla County (E. Ivan Rd to Leon
County)

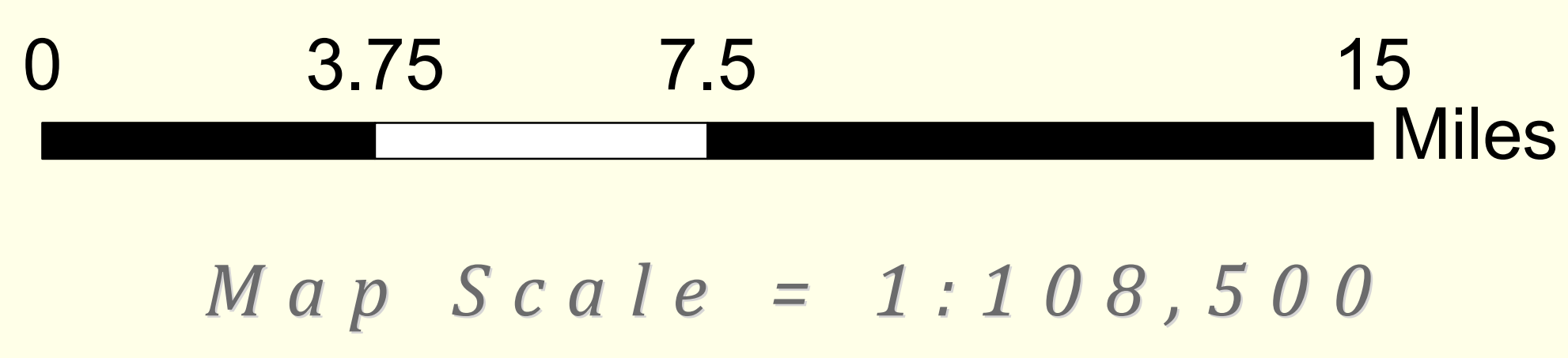
Construction Funded: Construction
funded for both segments in FY 2018



CAPITAL REGION TRANSPORTATION PLANNING AGENCY

DRAFT RMP ROADWAYS PRIORITY PROJECT LIST

FISCAL YEAR 2019 - FISCAL YEAR 2023



| Priority Rank | Project Name | Project Limits | Project/Strategy | County | Funding Sought |
|---------------|---|---------------------------------------|---------------------------|-----------|-------------------|
| 1 | Woodville Highway | Capital Circle SE to Gaile Avenue | Widen to 4 Lanes | Leon | CST |
| 1 | Woodville Highway | Gaile Avenue to Paul Russell Road | Widen to 4 Lanes | Leon | CST |
| 2 | Capital Circle Southwest | Springhill Road to Orange Avenue | Widen from 2 to 6 Lanes | Leon | FULLY Funded |
| 3 | Capital Circle Southwest | Crawfordville Rd to Springhill Rd | Widen from 2 to 6 Lanes | Leon | FULLY Funded |
| 4 | Crawfordville Road | N of Alaska Way to Lost Creek Bridge | Widen to 4 Lanes | Wakulla | CST |
| 5 | Crawfordville Road | Lost Creek Bridge to East Ivan Road | Widen to 4 Lanes | Wakulla | ROW |
| 6 | Orange Avenue | Capital Circle to Monroe Street | Widen to 4 Lanes | Leon | PD&E |
| 7 | Lake Bradford Road/Springhill Road | Capital Circle SW to Gaines Street | Widen to 4 Lanes | Leon | PD&E |
| 8 | Tharpe Street | Capital Circle NW to Ocala Road | Widen to 4 Lanes | Leon | PD&E Reevaluation |
| 9 | Wakulla Environmental Institute | Coastal Highway to Crawfordville Road | New 2 Lane Road | Wakulla | PD&E |
| 10 | Thomasville Rd/Meridian Rd/7th Ave | Midtown Operational Improvements | Intersection Improvements | Leon | PE |
| 11 | Bannerman Road | Tekesta Drive to Thomasville Road | Widen from 2 to 4 Lanes | Leon | PE |
| 12 | Welaunee Boulevard Extension | Fleischmann Road to South of I-10 | New 4 Lane Road | Leon | CST |
| 13 | Welaunee Boulevard Extension | South of I-10 to Shamrock Street | New 4 Lane Road | Leon | ROW/CST |
| 14 | Mahan Drive and Capital Circle NE | | Intersection Improvements | Leon | Feasibility Study |
| 15 | Pensacola Street(W Side Student Corridor Gateway) | Capital Circle NW to Appleyard Drive | Widen to 4 Lanes | Leon | PD&E Reevaluation |
| 16 | Welaunee Boulevard/I-10 Interchange | New Interchange | | Leon | PD&E |
| 17 | Woodville Highway/Natural Bridge Road | Intersection | Roundabout | Leon | Feasibility Study |
| 18 | Old Lloyd Road/Gamble Road | Intersection | Roundabout | Jefferson | Feasibility Study |

Priority Project Roadways

Interstate

U.S. Roads

State Roads

Major Waterbodies

Cities / Towns

Florida Conservation Lands

CRTPA Region

County Name

GADSDEN

JEFFERSON

LEON

WAKULLA

NOTE: This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

Created By: Jason Cox GIS Specialist | Contact: 860-606-5594 | Date: 05/04/17

Document Path: U:\Requests\GIS\Customer Requests\CRTPA\CRTPA Mapping\Roadways PPL\PL 2019-2023\Roadways.mxd





June 19, 2017

AGENDA ITEM 6 A 2

**FISCAL YEAR (FY) 2019 – FY 2023
REGIONAL MOBILITY PLAN (RMP)
BICYCLE AND PEDESTRIAN
PRIORITY PROJECT LIST (PPL)**

TYPE OF ITEM: Action

STATEMENT OF ISSUE

Staff is seeking Board approval of the Fiscal Year (FY) 2019 – FY 2023 Regional Mobility Plan (RMP) Bicycle and Pedestrian Priority Project List (PPL) (***Attachment 1***). The RMP Bicycle and Pedestrian PPL contains bicycle and pedestrian projects that were identified in the adopted Connections 2040 RMP Roadway Cost Feasible Plan (the agency's long range transportation plan adopted on June 29, 2015).

RECOMMENDATIONS BY CRTPA COMMITTEES

The Technical Advisory Committee recommended the CRTPA adopt the RMP Bicycle and Pedestrian Priority Project List at its June 6, 2017 meeting. Although a quorum wasn't present, the Citizens Multimodal Advisory Committee also recommended the CRTPA adopt the RMP Bicycle and Pedestrian Priority Project List at its June 6, 2017 meeting.

RECOMMENDED ACTION

Option 1: Adopt the FY 2019– FY 2023 RMP Bicycle and Pedestrian Priority Project List.

HISTORY AND ANALYSIS

The CRTPA annually adopts priority project lists (PPLs) to identify, in ranked order, the agency's transportation project priorities. The purpose of the lists is to provide the Florida Department of Transportation (FDOT) guidance as that agency proceeds with development of the Annual State Work Program. Specifically, the FDOT seeks to match available state and federal funding with those eligible transportation projects ranked highest by the CRTPA.

One of the lists scheduled for adoption is the RMP Bicycle and Pedestrian Priority Project List.

FY 2019 – FY 2022 RMP Bicycle and Pedestrian PPL

The Draft FY 2019 – FY 2023 RMP Bicycle and Pedestrian PPL is comprised of the projects identified in the CRTPA's Connections 2040 RMP Roadway Cost Feasible Plan (adopted at the June 29, 2015 CRTPA meeting and updated every five (5) years).

Bicycle and Pedestrian PPL Development: The Draft RMP Bicycle and Pedestrian PPL largely maintains the ranked order of the projects contained within the adopted Connections 2040 RMP Bicycle and Pedestrian Cost Feasible Plan. This order was established during development of the RMP through ranking the project using the CRTPA's approved scoring criteria. The criteria included providing points for bicycle and pedestrian projects already under development in order to ensure that initiated projects proceed to completion, something that is ensured by maintaining consistency between the RMP CFP and the project on the RMP Bicycle and Pedestrian PPL.

Additionally, the RMP Bicycle and Pedestrian PPL contains only those projects in the first Tier ("Tier 2") of the RMP (2021 – 2025) for which funding is anticipated to be available. Projects identified for funding in the outer tiers (Tier 3 (2026 – 2030) and Tier 4 (2031 – 2040)) are not included on the PPL.

Changes from last year's (FY 2018 – FY 2022) RMP Bicycle and Pedestrian PPL

This year's RMP Bicycle and Pedestrian PPL has been updated and reflects the following changes:

- **Projects Moved to Regional Trails PPL** – Four projects on last year's RMP Bicycle and Pedestrian PPL were removed from the list and placed on the agency's new Regional Trails PPL. Specifically, the following projects were removed:
 - **Coastal Trail West (Capital City to the Sea Trails) (with limits updated)**
 - **Coastal Trail East (Capital City to the Sea Trails) (with limits updated)**
 - **Bloxham Cutoff Road Trail (Capital City to the Sea Trails) (with limits updated)**
 - **Capital Cascades Trail (Springhill Road to Mill Street)**
- **Florida Arts Trail (N. Corry Street to US 27) (Project # 433801)** – Last year's #1 ranked project is recommended to be ranked #5 on this year's list.
- **Monticello Bike Trail Extension (southern terminus of Monticello Bike Trail to Jefferson County Middle/High School)** – Last year's #8 ranked project is recommended to be ranked #2 on this year's list.
- **Capital Cascades Trail (Gamble Street to Monroe Street)** – this project was removed as it is being included in the current construction of FAMU Way.

PUBLIC INPUT

Public meetings to present the CRTPA's Draft FY 2019 - FY 2023 Priority Project Lists (in conjunction with the agency's Draft Transportation Improvement Program) were held on May 22 – 24, 2017 throughout the CRTPA Region (in Monticello, Crawfordville, Quincy and Tallahassee). Information regarding the meeting was published in the region's newspapers, placed on the CRTPA's website (www.crtpa.org) and an e-mail message regarding the meeting was sent to the agency's transportation partners and interested citizens.

NEXT STEPS

Subsequent to adoption of the CRTPA FY 2019 - FY 2023 PPLs, the lists will be provided to the FDOT for use as the agency proceeds with development of the Draft FY 2019 - FY 2023 Annual State Work Program.

Following development of the Draft State Work Program, CRTPA staff will initiate development of the CRTPA FY 2019 - FY 2023 Transportation Improvement Program (TIP) incorporating those transportation projects in the CRTPA region that have received state and federal funding.

OPTIONS

Option 1: Adopt the FY 2019 – FY 2023 RMP Bicycle and Pedestrian Priority Project List.
(Recommended)

Option 2: Provide other direction.

ATTACHMENTS

| | |
|---------------|--|
| Attachment 1: | FY 2019 – FY 2023 RMP Bicycle and Pedestrian Priority Project List |
| Attachment 2: | Bicycle and Pedestrian PPL Map |

Capital Region Transportation Planning Agency
DRAFT RMP Bicycle and Pedestrian Priority Project List
 Fiscal Year 2019 - Fiscal Year 2023

ATTACHMENT 1

| Priority Rank | RMP ID# | Project Name/Limits | FDOT WPI# | Programmed Funding | | | | | | Project/Strategy | County | Length (miles) | Funding Sought ** |
|---------------|---------|--|-----------|--------------------|----------|------|------|-----------|------|------------------|-----------|----------------|-------------------|
| 1 | 422 | Glenview Drive (Meridian Rd to Thomasville Rd) | 4369911 | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Sidewalk | Leon | 0.44 | Fully funded *** |
| | | | | PE | \$37,000 | | | | | | | | |
| | | | | CST | | | | \$277,000 | | | | | |
| 2 | 567 | Monticello Bike Trail Extension (Southern Terminus of Monticello to Jefferson Co Middle/High School) | | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Shared Use Path | Jefferson | 2.4 | PD&E |
| | | | | - | - | - | - | - | - | | | | |
| 3 | 543 | Wakulla Environmental Institute (US 98 to WEI) | | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Shared Use Path | Wakulla | 1.4 | PE |
| | | | | - | - | - | - | - | - | | | | |
| 4 | 454 | Goose Pond Trail* (Mahan Dr/Fort Knox to Weems Rd) | | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Shared Use Path | Leon | 1.2 | PD&E |
| | | | | - | - | - | - | - | - | | | | |
| 5 | 1026 | Florida Arts Trail (N Corry St to Florida Georgia Hwy) | 433801 | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Shared Use Path | Gadsden | 11 | PE |
| | | | | - | - | - | - | - | - | | | | |
| 6 | 160 | US 90 Trail (Madison St to Dover Rd) | | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Shared Use Path | Gadsden | 10.7 | PD&E |
| | | | | | | | | | | | | | |
| 7 | 1556 | Magnolia Drive (Monroe St to Lafayette St) | | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Sidewalk | Leon | 2 | CST |
| | | | | - | - | - | - | - | - | | | | |
| 8 | 1254 | Martin Rd Trail (Monticello Bike Trail to US 19) | | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Shared Use Path | Jefferson | 0.3 | PD&E |
| | | | | - | - | - | - | - | - | | | | |
| 9 | 527 | Thomasville Rd Trail* (Meridian Rd to Live Oak Plantation Rd) | | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Shared Use Path | Leon | 3.7 | PD&E |
| | | | | - | - | - | - | - | - | | | | |

* Also a Blueprint Intergovernmental Agency project

** ABBREVIATIONS:

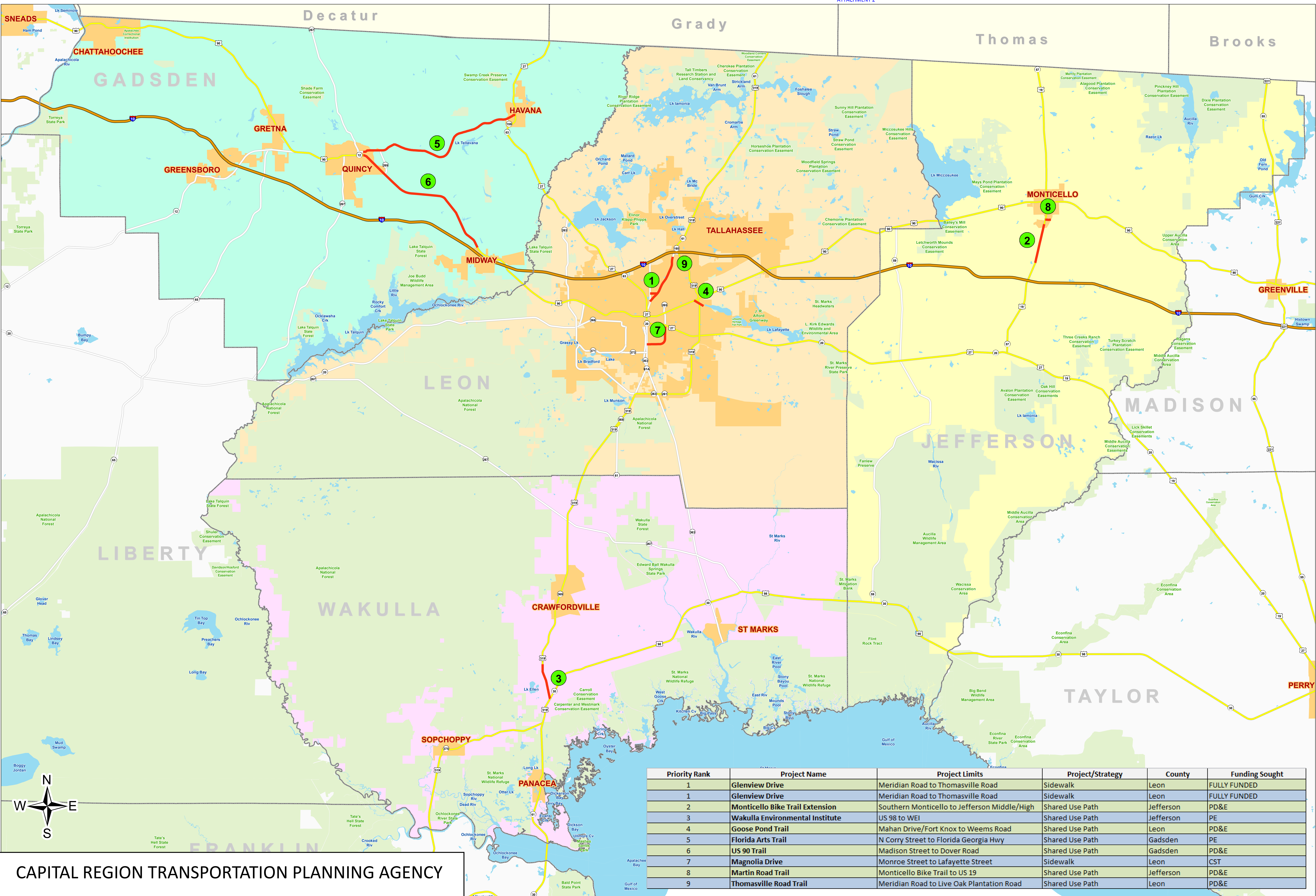
PD&E - Project Development and Environment Study

PE - Preliminary Engineering

CST - Construction

ROW - Right-of-Way

*** Note: Fully Funded Projects are retained on the list until such funding is within the first three (3) years of the TIP.

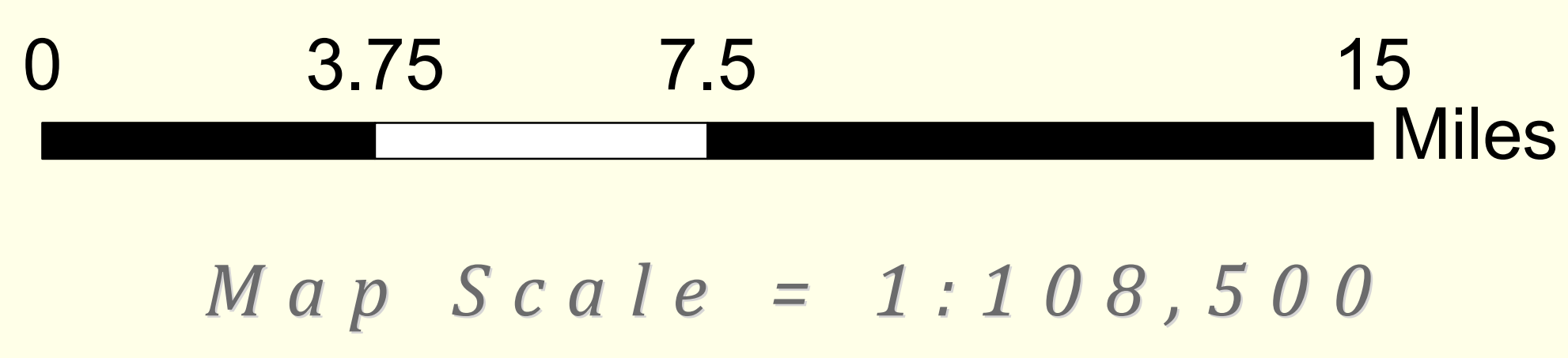


CAPITAL REGION TRANSPORTATION PLANNING AGENCY

DRAFT RMP PEDESTRIAN/BICYCLE PRIORITY PROJECT LIST

FISCAL YEAR 2019 - FISCAL YEAR 2023

| Priority Rank | Project Name | Project Limits | Project/Strategy | County | Funding Sought |
|---------------|---------------------------------|--|------------------|-----------|----------------|
| 1 | Glenview Drive | Meridian Road to Thomasville Road | Sidewalk | Leon | FULLY FUNDED |
| 1 | Glenview Drive | Meridian Road to Thomasville Road | Sidewalk | Leon | FULLY FUNDED |
| 2 | Monticello Bike Trail Extension | Southern Monticello to Jefferson Middle/High | Shared Use Path | Jefferson | PD&E |
| 3 | Wakulla Environmental Institute | US 98 to WEI | Shared Use Path | Jefferson | PE |
| 4 | Goose Pond Trail | Mahan Drive/Fort Knox to Weems Road | Shared Use Path | Leon | PD&E |
| 5 | Florida Arts Trail | N Corry Street to Florida Georgia Hwy | Shared Use Path | Gadsden | PE |
| 6 | US 90 Trail | Madison Street to Dover Road | Shared Use Path | Gadsden | PD&E |
| 7 | Magnolia Drive | Monroe Street to Lafayette Street | Sidewalk | Leon | CST |
| 8 | Martin Road Trail | Monticello Bike Trail to US 19 | Shared Use Path | Jefferson | PD&E |
| 9 | Thomasville Road Trail | Meridian Road to Live Oak Plantation Road | Shared Use Path | Leon | PD&E |



Priority Project Pedestrian/Bicycle

Interstate

U.S. Roads

State Roads

Major Waterbodies

Cities / Towns

Florida Conservation Lands

CRTPA Region

County Name

GADSDEN

JEFFERSON

LEON

WAKULLA

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Created By: Jason Cox GIS Specialist | Contact: 860-406-5594 | Date: 05/04/17

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June 19, 2017

AGENDA ITEM 6 A 3

**FISCAL YEAR (FY) 2019 – FY 2023
REGIONAL TRAILS
PRIORITY PROJECT LIST (PPL)**

TYPE OF ITEM: Action

STATEMENT OF ISSUE

Staff is seeking Board approval of the Fiscal Year (FY) 2019 – FY 2023 Regional Trails Priority Project List (PPL) (***Attachment 1***). The Regional Trails PPL contains regional trails projects that were identified in the adopted Connections 2040 RMP Bicycle and Pedestrian Plan as well as on the FDOT Florida Shared Use Nonmotorized (SUN) Trail Network.

RECOMMENDATIONS BY CRTPA COMMITTEES

The Technical Advisory Committee recommended the CRTPA adopt the Regional Trails Priority Project List at its June 6, 2017 meeting. Although a quorum wasn't present, the Citizens Multimodal Advisory Committee also recommended the CRTPA adopt the Regional Trails Priority Project List at its June 6, 2017 meeting.

RECOMMENDED ACTION

Option 1: Adopt the FY 2019– FY 2023 Regional Trails Priority Project List.

HISTORY AND ANALYSIS

The Draft FY 2019 – FY 2022 Regional Trails PPL is a new priority list. The list is comprised of projects that were previously included on the agency's Bicycle and Pedestrian PPL (and identified in the CRTPA's Connections 2040 RMP Bicycle and Pedestrian Plan). Additionally, projects within the CRTPA region that are included in the FDOT SUN Trail Network are also included on the PPL.

Specifically, the projects included on the list are segments associated with Capital City to the Sea Trails Project, the Nature Coast Trail and the Capital Cascades Trail.

The Regional Trails PPL provides an opportunity to highlight the CRTPA's regional trail projects including additional funding opportunities available to such projects.

PUBLIC INPUT

Public meetings to present the CRTPA's Draft FY 2019 - FY 2023 Priority Project Lists (in conjunction with agency's Draft Transportation Improvement Program) were held on May 22 – 24, 2017 throughout the CRTPA Region (in Monticello, Crawfordville, Quincy and Tallahassee). Information regarding the meeting was published in the region's newspapers, placed on the CRTPA's website (www.crtpa.org) and an e-mail message regarding the meeting was sent to the agency's transportation partners and interested citizens.

NEXT STEPS

Subsequent to adoption of the CRTPA FY 2019 - FY 2023 PPLs, the lists will be provided to the FDOT for use as the agency proceeds with development of the Draft FY 2019 - FY 2023 Annual State Work Program.

Following development of the Draft State Work Program, CRTPA staff will initiate development of the CRTPA FY 2019 - FY 2023 Transportation Improvement Program (TIP) incorporating those transportation projects in the CRTPA region that have received state and federal funding.

OPTIONS

Option 1: Adopt the FY 2019 – FY 2023 Regional Trails Priority Project List.
(Recommended)

Option 2: Provide other direction.

ATTACHMENTS

- Attachment 1: FY 2019 – FY 2023 Regional Trails Priority Project List.
Attachment 2: Regional Trails PPL Map

Capital Region Transportation Planning Agency
DRAFT Regional Trails Priority Project List
 Fiscal Year 2019 - Fiscal Year 2023

| Priority Rank | RMP ID# | Project Name/Limits | FDOT WPI# | Programmed Funding | | | | | | Project/Strategy | County | Length (miles) | Funding Sought * |
|---------------|---------|---|-----------|--------------------|------|------|----------|------|------|------------------|------------------|----------------|-------------------|
| 1 | 561 | Coastal Trail West - CC2ST (s. of Tower Road to Wakulla High School) | 4399263 | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Shared Use Path | Wakulla | 6.5 | CST |
| | | | | ROW | | | \$1.06 m | | | | | | |
| 2 | 542 | Coastal Trail East - CC2ST (St. Marks Trail to Lighthouse Road) | 4405501 | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Shared Use Path | Wakulla | 2.8 | ROW/CST |
| | | | | - | - | - | - | - | - | | | | |
| 3 | 456 | Capital Cascades Trail (Segment 4)** (Springhill Rd to Mill Street/St. Marks Trail) | | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Shared Use Path | Leon | 1.2 | PE |
| | | | | - | - | - | - | - | - | | | | |
| 4 | | Forest Trail North (Trout Pond to Lake Henrietta) | | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Shared Use Path | Leon | 6.5 | Feasibility Study |
| | | | | - | - | - | - | - | - | | | | |
| 5 | 550 | Bloxham Cutoff Rd Trail - CC2ST (Springhill Rd to US 98) | | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Shared Use Path | Wakulla | 10.9 | PD&E |
| | | | | - | - | - | - | - | - | | | | |
| 6 | | Forest Trail South (Ochlockonee Bay Trail to Trout Pond) | | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Shared Use Path | Wakulla/ Leon | 19.7 | Feasibility Study |
| | | | | - | - | - | - | - | - | | | | |
| 7 | | Nature Coast Trail (Coastal Trail East to Jefferson County Line) | | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Shared Use Path | Jefferson | 14 | Feasibility Study |
| | | | | - | - | - | - | - | - | | | | |
| 8 | | Nature Coast Regional Trail Connector (Monticello to Jefferson County Line) | | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Shared Use Path | Jefferson | 14 | Feasibility Study |
| | | | | - | - | - | - | - | - | | | | |
| 9 | | Nature Coast Regional Trail Connector (Tallahassee to Monticello) | | Phase | 2018 | 2019 | 2020 | 2021 | 2022 | Shared Use Path | Jefferson | 26 | Feasibility Study |
| | | | | - | - | - | - | - | - | | | | |

* ABBREVIATIONS:

PD&E - Project Development and Environment Study

PE - Preliminary Engineering

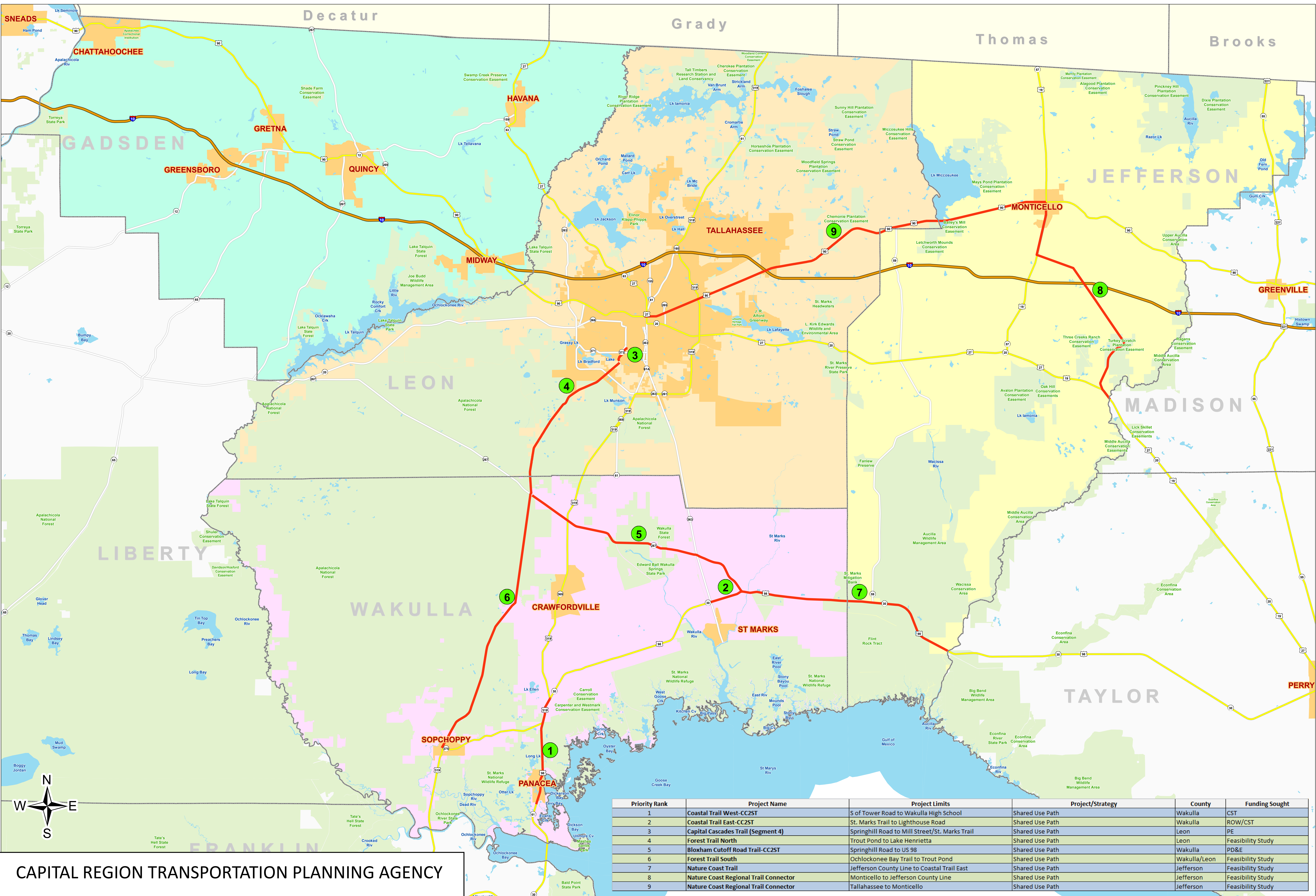
CST - Construction

ROW - Right-of-Way

** Also a Blueprint project

FULLY FUNDED PROJECTS (NOT YET CONSTRUCTED):

| | | |
|--|---|---|
| Capital City to the Sea: Coastal Trails Projects <i>Limits</i> : US 98 (Coastal Highway) | <u>Description</u> : Construct multiuse trail on US 98; ID#'s 430162, 4301463, 4301464, 4301465, 4301466, 4399262 | <u>Construction Funded</u> : Construction funded from Wakulla High School to Woodville Highway (FY's 17, 18, 19 & 20) (approximatley 14 miles) and from Surf Rd to s of Tower Rd (FY 20) (approximately 2.8 miles). |
| | | |

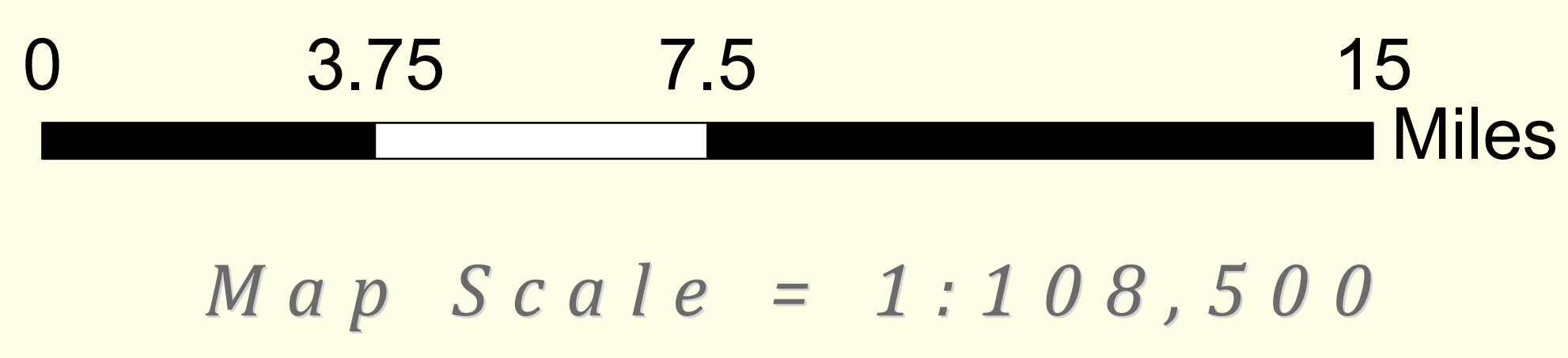


CAPITAL REGION TRANSPORTATION PLANNING AGENCY

DRAFT REGIONAL TRAILS PRIORITY PROJECT LIST

FISCAL YEAR 2019 - FISCAL YEAR 2023

| Priority Rank | Project Name | Project Limits | Project/Strategy | County | Funding Sought |
|---------------|---------------------------------------|--|------------------|--------------|-------------------|
| 1 | Coastal Trail West-CC2ST | S of Tower Road to Wakulla High School | Shared Use Path | Wakulla | CST |
| 2 | Coastal Trail East-CC2ST | St. Marks Trail to Lighthouse Road | Shared Use Path | Wakulla | ROW/CST |
| 3 | Capital Cascades Trail (Segment 4) | Springhill Road to Mill Street/St. Marks Trail | Shared Use Path | Leon | PE |
| 4 | Forest Trail North | Trout Pond to Lake Henrietta | Shared Use Path | Leon | Feasibility Study |
| 5 | Bloxham Cutoff Road Trail-CC2ST | Springhill Road to US 98 | Shared Use Path | Wakulla | PD&E |
| 6 | Forest Trail South | Ochlockonee Bay Trail to Trout Pond | Shared Use Path | Wakulla/Leon | Feasibility Study |
| 7 | Nature Coast Trail | Jefferson County Line to Coastal Trail East | Shared Use Path | Jefferson | Feasibility Study |
| 8 | Nature Coast Regional Trail Connector | Monticello to Jefferson County Line | Shared Use Path | Jefferson | Feasibility Study |
| 9 | Nature Coast Regional Trail Connector | Tallahassee to Monticello | Shared Use Path | Jefferson | Feasibility Study |



Priority Project Trails

Interstate

U.S. Roads

State Roads

Major Waterbodies

Cities / Towns

Florida Conservation Lands

CRTPA Region

County Name

GADSDEN

JEFFERSON

LEON

WAKULLA

NOTE: This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

Created By: Jason Cox GIS Specialist | Contact: 860-606-6594 | Date: 05/04/17

Document Path: U:\Requests\GIS\Customer Requests\CRTPA\CRTPA Mapping\Roadways PPL\PL 2019 2023\Trails.mxd





June 19, 2017

AGENDA ITEM 6 A 4

**FISCAL YEAR (FY) 2019 – FY 2023
TRANSPORTATION SYSTEMS MANAGEMENT
PRIORITY PROJECT LIST (PPL)**

TYPE OF ITEM: Action

STATEMENT OF ISSUE

Staff is seeking Board approval of the Fiscal Year (FY) 2019 – FY 2023 Transportation Systems Management (TSM) Priority Project List (PPL) (***Attachment 1***). The TSM PPL identifies relatively low cost improvements to the existing transportation system that can be constructed in less than two years (such as intersection improvements).

RECOMMENDATIONS BY CRTPA COMMITTEES

The Technical Advisory Committee recommended the CRTPA adopt the Transportation Systems Management (TSM) Priority Project List at its June 6, 2017 meeting. Although a quorum wasn't present, the Citizens Multimodal Advisory Committee also recommended the CRTPA adopt the Transportation Systems Management (TSM) Priority Project List at its June 6, 2017 meeting.

RECOMMENDED ACTION

Option 1: Adopt the FY 2019 – FY 2023 Transportation Systems Management Priority Project List.

HISTORY AND ANALYSIS

The Transportation Systems Management (TSM) Priority Project List identifies improvements to the existing transportation system that can typically be constructed in less than two years.

Development of the CRTPA TSM PPL begins with the receipt of the FDOT District 3 TSM Candidate List. This list provides those TSM projects within the CRTPA region that have identified by the FDOT as eligible for TSM funding. Associated with the FDOT Candidate List is a TSM project process developed by the FDOT.

The Draft FY 2019 – FY 2023 TSM PPL was developed in close coordination with the FDOT District 3 Traffic Operations Office.

Draft FY 2019 – FY 2023 TSM Priority Project List

The Draft FY 2019 – FY 2023 TSM PPL contains the following three (3) projects on the list:

- Thomasville Road (Midtown) Pedestrian Safety (Monroe Street to Seventh Avenue)
This project proposes increasing pedestrian safety along the Midtown portion of Thomasville Road through the construction of pedestrian islands and the installation of a rectangular rapid flashing beacon (RRFB) near Beard Street. The project originally included the reconfiguration of the Thomasville Road/Monroe intersection to add crosswalks. However, that portion of the project is being incorporated in the upcoming resurfacing of Monroe Street, scheduled to occur in FY 2018. The project has also identified the addition of enhanced lighting; however, due to ongoing proposals in the Midtown area, the lighting portion is not being pursued at this time. This project was ranked #3 and is proposed to be ranked #1 on this year's TSM PPL. The project was requested by the CRTPA.
- Monroe Street (Third Avenue to Seventh Avenue)
This is a new project on the TSM PPL that proposes the following corridor improvements: (1) upgrade signals & ITS hardware, (2) add ADA features for sidewalks and (3) examine corridor lighting. The project is proposed to be ranked #2 on this year's TSM PPL and was requested by the FDOT staff.
- Monroe Street (US 27/SR 63) @ Brevard Street
The project proposes the construction of a southbound right turn lane on Brevard Street. The project was originally requested for FDOT study by the City of Tallahassee.

Changes from Last Year's (FY 2018 – FY 2022) TSM PPL

The following identifies changes from the projects included on last year's FY 2018 – FY 2022 TSM PPL:

- S. Adams Street (SR 263) (Paul Russell Road to Orange Avenue)
Last year's #1 ranked TSM project was the installation of a pedestrian signalized crossing on S. Adams Street near College Club Townhomes. The project has received funding and will be constructed by the FDOT as a push-button project.

- Capital Circle, Southeast (Tram Road to Woodville Highway)
Last year's #2 ranked TSM project, a project that funded the burying of ITS (Intelligent Transportation Systems) fiber to provide protection from storm damage, has received funding in FY 2019.

PUBLIC INPUT

Public meetings to present the CRTPA's Draft FY 2019 - FY 2023 Priority Project Lists (in conjunction with the agency's Draft Transportation Improvement Program) were held on May 22 – 24, 2017 throughout the CRTPA Region (in Monticello, Crawfordville, Quincy and Tallahassee). Information regarding the meeting was published in the region's newspapers, placed on the CRTPA's website (www.crtpa.org) and an e-mail message regarding the meeting was sent to the agency's transportation partners and interested citizens.

NEXT STEPS

Subsequent to adoption of the CRTPA FY 2019 - FY 2023 PPLs, the lists will be provided to the FDOT for use as the agency proceeds with the development of the Draft FY 2019 - FY 2023 Annual State Work Program.

Following development of the Draft State Work Program, CRTPA staff will initiate development of the CRTPA FY 2019 - FY 2023 Transportation Improvement Program (TIP) incorporating those transportation projects in the CRTPA region that have received state and federal funding.

OPTIONS

Option 1: Adopt the FY 2019 – FY 2023 Transportation Systems Management Priority Project List.
(Recommended)

Option 2: Provide other direction.

ATTACHMENTS

Attachment 1: DRAFT FY 2019 – FY 2023 TSM Priority Project List

| Recommended Rank | Previous Rank | Major Street | Minor Street | Proposed Improvements | Study Date | Cost Estimate | Safety Information (from Traffic Study): | Mobility Information |
|------------------|--|------------------------------------|------------------------------|---|------------|---|--|---|
| 1 | 3 | Thomasville Road (Midtown) (SR 63) | Monroe St to Seventh Ave | Install pedestrian refuge islands and a rectangular rapid flash beacon (RRFB) near Beard Street | March 2016 | \$170,000 | 5 bicyclist and 3 pedestrian crashes in the 6-year analysis period (2009-2014) | Heavy Pedestrian Traffic Bus Service |
| | PROJECT INFORMATION: Safety Study identifies proposed improvements to address pedestrian and bicycle safety along the Midtown corridor of Thomasville Rd (Monroe Street to 7th Avenue). Study was conducted based upon a request by the CRTPA. Thomasville/Seventh/Meridian Intersection Level of Service (LOS): AM LOS C; PM LOS D. | | | | | | | |
| | | | | | | | | |
| Recommended Rank | Previous Rank | Major Street | Minor Street | Proposed Improvements | Study Date | Cost Estimate | Safety Information (from Traffic Study): | Mobility Information |
| 2 | N/A | Monroe Street (SR 61/US 27) | 3rd Avenue to Seventh Avenue | Upgrade signals and ITS hardware; add ADA features to sidewalks; examine corridor lighting | N/A | | N/A | N/A |
| | PROJECT INFORMATION: This project was added by the FDOT; awaiting additional information from FDOT. | | | | | | | |
| | | | | | | | | |
| Recommended Rank | Previous Rank | Major Street | Minor Street | Proposed Improvements | Study Date | Cost Estimate | Safety Information (from Traffic Study): | Mobility Information |
| 3 | 4 | Monroe Street (SR 61/US 27) | Brevard Street | Construct SBRT* (*South Bound Right Turn lane) | June 2015 | Estimated cost: \$950,440 (includes \$822,800 in r-o-w) | 52 collisions in 5 -year analysis period (2010-2014); majority 'rear-end' crashes of which 13 occurred in southbound approach lanes. | Moderate Pedestrian Traffic Bus service Signalized intersection |
| | PROJECT INFORMATION: Signalized Intersection Study identifies that a southbound right turn lane is warranted at this location, and would include a sufficient radius to accommodate the heavy vehicles that are currently driving over the curb. Monroe Intersection Level of Service (LOS): AM LOS A&B; PM LOS C. Brevard eastbound left: AM/PM LOS D. Project studied based upon request by City of Tallahassee. | | | | | | | |



June 19, 2017

AGENDA ITEM 6 A 5

**FISCAL YEAR (FY) 2019 – FY 2023
STARMETRO
PRIORITY PROJECT LIST (PPL)**

TYPE OF ITEM: Action

STATEMENT OF ISSUE

Staff is seeking Board approval of the Fiscal Year (FY) 2019 – FY 2023 StarMetro Priority Project List, included as ***Attachment 1***.

CRTPA COMMITTEE ACTIONS

The Technical Advisory Committee recommended that the CRTPA adopt the StarMetro Priority Project List at its June 6, 2017 meeting. Although a quorum wasn't present, the Citizens Multimodal Advisory Committee also recommended the CRTPA adopt the StarMetro Priority Project List at its June 6, 2017 meeting.

RECOMMENDED ACTION

Option 1: Adopt the FY 2019 – FY 2023 StarMetro Project List.

HISTORY AND ANALYSIS

Annually, the Capital Region Transportation Planning Agency (CRTPA) provides a listing of projects to the Florida Department of Transportation (FDOT), in priority order, for funding consideration. One of these lists is the StarMetro Project Priority List.

Unlike other lists adopted by the CRTPA, this list is developed by the City of Tallahassee's transit agency, StarMetro. Projects contained on this list are consistent with StarMetro's 2016-2026 Transit Development Plan Major Update, adopted on June 8, 2016.

FY 2019 - FY 2023 StarMetro PPL

The Draft FY 2019 – FY 2023 StarMetro PPL is comprised of capital projects identified in StarMetro’s 2016-2026 Transit Development Plan Major Update.

Changes from last year’s (FY 2018 - FY 2022) StarMetro PPL

The Draft FY 2019 - FY 2023 StarMetro PPL contains five (5) capital projects and reflects a change from last year’s PPL. Specifically, last year’s StarMetro PPL (and years previous to that) largely reflected formula funding that the agency was scheduled to receive in the State Work Program. This year’s PPL focuses on funding identified capital projects.

PUBLIC INPUT

Public meetings to present the CRTPA’s Draft FY 2019 - FY 2023 Priority Project Lists (in conjunction with agency’s Draft Transportation Improvement Program) were held on May 22 – 24, 2017 throughout the CRTPA Region (in Monticello, Crawfordville, Quincy and Tallahassee). Information regarding the meeting was published in the region’s newspapers, placed on the CRTPA’s website (www.crtpa.org) and an e-mail message regarding the meeting was sent to the agency’s transportation partners and interested citizens.

NEXT STEPS

Subsequent to adoption of the CRTPA FY 2019 - FY 2023 PPLs, the lists will be provided to the FDOT for use as the agency proceeds with development of the Draft FY 2019 - FY 2023 Annual State Work Program.

Following development of the Draft State Work Program, CRTPA staff will initiate development of the CRTPA FY 2019 - FY 2023 Transportation Improvement Program (TIP) incorporating those transportation projects in the CRTPA region that have received state and federal funding.

OPTIONS

Option 1: Adopt the FY 2019 – FY 2023 StarMetro Priority Project List.
(Recommended)

Option 2: Provide other direction.

ATTACHMENT

Attachment 1: DRAFT FY 2019 – FY 2023 StarMetro Priority Project List

StarMetro
DRAFT Priority Project List
Fiscal Year (FY) 2019 - FY 2023

| Priority Rank | Project | Description* | Funding Sought |
|---------------|--|---|----------------|
| 1 | SE Quadrant SuperStop | Construct multi-bay SuperStop in southeastern Tallahassee. | \$650,000 |
| 2 | C.K. Steele Plaza Planning Study | Planning study of C.K. Steele Plaza that identifies opportunities for redevelopment of the site. | \$200,000 |
| 3 | Bus Stop Upgrades | This project proposes upgrading at least 50 stops to include boarding and alighting areas for bus wheelchair ramps use and will also connect bus stops to sidewalks and add shelter pads to prepare for the future placement of an amenity. | \$500,000 |
| 4 | Bus Transit Signal Prioritization | This project provides for the addition of global positioning system (GPS) based system devices on StarMetro buses to improve transit system performance. | \$250,000 |
| 5 | NW Quadrant SuperStop | Construct multi-bay SuperStop in northwestern Tallahassee. | \$650,000 |

* - see other side for full project descriptions

| Project Name | Project Details |
|--|---|
| SE Quadrant SuperStop | Construct multi-bay SuperStop in southeastern Tallahassee. This SuperStop will provide an off-street location for customer to transfer between multiple routes and will serve as a layover point for operators to improve system performance with the inclusion of public restrooms and possibly a Tallahassee Police Department substation. In addition, the SuperStop will allow StarMetro to develop neighborhood circulators to efficiently provide transportation options for disabled and low income individuals located in south Tallahassee and improve service to the Veteran's Administration Clinic. |
| C.K. Steele Plaza Planning Study | Planning study of C.K. Steele Plaza to identify the needs, challenges, opportunities, and funding options to transform the Plaza from a single-use transit facility into a mixed-use, multistory intermodal facility with opportunities for house StarMetro Administrative Staff; leasable space for office, restaurants, and retail activities; and connections to intercity transportation such as Amtrak, Greyhound, and/or Megabus. |
| Bus Stop Upgrades | StarMetro has approximately 900 active stops. Many of these stops are not compliant with the Americans with Disabilities Act (ADA) as compliance is only required when an amenity such as a bench or a shelter is added to the stop. This project proposes upgrading at least 50 stops to include boarding and alighting areas for bus wheelchair ramps use and will also connect bus stops to sidewalks and add shelter pads to prepare for the future placement of an amenity. |
| Bus Transit Signal Prioritization | The City of Tallahassee is starting to replace the existing infrared based traffic signal preemption system for emergency vehicles with a more advanced global positioning system (GPS) based system. This system will provide a more efficient routing of emergency vehicles with less disruption to the traffic signal network. The GPS system also allows for adding signal prioritization to transit vehicles. Signal prioritization extends the green time or shortens the red time for approaching buses depending on the system parameters such as a bus running behind schedule. Signal prioritization is shown to improve overall transit system performance and efficiency by at least 10%. It costs approximately \$3,000 per bus for the signal prioritization devices. |
| NW Quadrant SuperStop | Construct multi-bay SuperStop in northwestern Tallahassee. This SuperStop will provide an off-street location for customer to transfer between multiple routes, serve as a layover point for operators to improve system performance, public restrooms, and possibly a Tallahassee Police Department substation. In addition, the SuperStop will allow StarMetro to develop neighborhood circulators to efficiently provide transportation options for disabled and low income individuals located in north Tallahassee. |



June 19, 2017

AGENDA ITEM 6 A 6

**FISCAL YEAR (FY) 2019 – FY 2023
TALLAHASSEE INTERNATIONAL AIRPORT
PRIORITY PROJECT LIST (PPL)**

TYPE OF ITEM: Action

STATEMENT OF ISSUE

Staff is seeking Board approval of the Fiscal Year (FY) 2019 – FY 2023 Tallahassee International Airport Priority Project List, included as ***Attachment 1***.

CRTPA COMMITTEE ACTIONS

The Technical Advisory Committee recommended the CRTPA adopt the Tallahassee International Airport Priority Project List at its June 6, 2017 meeting. Although a quorum wasn't present, the Citizens Multimodal Advisory Committee also recommended the CRTPA adopt the Tallahassee International Airport Priority Project List at its June 6, 2017 meeting.

RECOMMENDED ACTION

Option 1: Adopt the FY 2019 – FY 2023 Tallahassee International Airport Priority Project List.

HISTORY AND ANALYSIS

Annually, the Capital Region Transportation Planning Agency (CRTPA) provides a listing of projects to the Florida Department of Transportation (FDOT), in priority order, for funding consideration. One of these lists is the Tallahassee International Airport Priority Project List. Unlike other lists adopted by the CRTPA, the Tallahassee International Airport (TIA) develops this list. Projects contained on this list are consistent with TIA's Master Plan.

The TIA PPL provides guidance to the FDOT as the agency proceeds with development of the Annual FDOT Work Program. Ultimately, the projects included within the FDOT Work Program are included in the CRTPA's Transportation Improvement Program (TIP).

An update of the TIA Master Plan is currently in progress and is scheduled to be completed in 2017. The TIA Master Plan serves as the City of Tallahassee's strategy for the development of the Tallahassee International Airport

PUBLIC INPUT

Public meetings to present the CRTPA's Draft FY 2019 - FY 2023 Priority Project Lists (in conjunction with agency's Draft Transportation Improvement Program) were held on May 22 – 24, 2017 throughout the CRTPA Region (in Monticello, Crawfordville, Quincy and Tallahassee). Information regarding the meeting was published in the region's newspapers, placed on the CRTPA's website (www.crtpa.org) and an e-mail message regarding the meeting was sent to the agency's transportation partners and interested citizens.

NEXT STEPS

Subsequent to adoption of the CRTPA FY 2019 - FY 2023 PPLs, the lists will be provided to the FDOT for use as the agency proceeds with development of the Draft FY 2019 - FY 2023 Annual State Work Program.

Following development of the Draft State Work Program, CRTPA staff will initiate development of the CRTPA FY 2019 - FY 2023 Transportation Improvement Program (TIP) incorporating those transportation projects in the CRTPA region that have received state and federal funding.

OPTIONS

Option 1: Adopt the FY 2019 – FY 2023 Tallahassee International Airport Priority Project List.
(Recommended)

Option 2: Provide other direction.

ATTACHMENT

Attachment 1: FY 2019 – FY 2023 Tallahassee International Airport Priority Project List

| TALLAHASSEE INTERNATIONAL AIRPORT | | | | | | | | | | | |
|---|---|----------|----------|-------------------|-------------|-------------|--------------|--------------|---------------|---------------|--|
| Priority Project List | | | | | | | | | | | |
| FDOT Fiscal Year 2019- Fiscal Year 2023 | | | | | | | | | | | |
| FDOT | | FDOT FIN | JACIP | | | Current | | Future | | | |
| Priority | Description | Number | Number | FUNDING | Prior Years | 2019 | 2020 | 2021 | 2022 | 2023 | |
| 1 | Terminal Modernization | 226781 | TLH2 | State/FDOT | 1,200,000 | 400,000 | 400,000 | ** 400,000 | ** 400,000 | ** 400,000 | |
| | | | | Local/PFC | 1,200,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | |
| | | | | Local/RR&I | | 100,000 | | | | | |
| | | | | Local/CFC | 50,000 | | | | | | |
| 2 | Airport Access and Roadway Realignment | 416010 | PFL10211 | State/FDOT/SIS | | * 1,750,000 | | | | | |
| | | | | Local/RR&I | | 1,750,000 | | | | | |
| 3 | International Port of Entry & Federal Inspection Station (FIS) Facility | Pending | 3DOT42 | FAA/Discretionary | | ** 900,000 | ** 4,860,000 | | | | |
| | | | | State/FDOT | | ** 50,000 | ** 270,000 | | | | |
| | | | | Local/RR&I | | 50,000 | | | | | |
| | | | | Local/Sales Tax | | | 270,000 | | | | |
| 4 | Terminal PLB Acquisition and Installation | 422301 | PFL9600 | State/FDOT | | 400,000 | 400,000 | ** 400,000 | ** 400,000 | ** 400,000 | |
| | | | | Local/PFC | 1,400,000 | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 | |
| 5 | Air Carrier Apron Improvements | 226774 | TLH31 | FAA/Entitlement | | | 270,000 | ** 2,025,000 | | | |
| | | | | State/FDOT | | | 15,000 | ** 112,500 | | | |
| | | | | Local/PFC | | | 15,000 | ** 112,500 | | | |
| 6 | Airfield Lighting Improvements | Pending | PFL9597 | FAA/Entitlement | | | ** 765,000 | | | | |
| | | | | State/FDOT | | | 42,500 | | | | |
| | | | | Local/RR&I | | | 42,500 | | | | |
| 7 | Security Fence and Gate Rehabilitation, Updates and Improvements | Pending | PFL9466 | FAA/Entitlement | | | | | ** 900,000 | | |
| | | | | State/FDOT | | | | | ** 50,000 | | |
| | | | | Local/RR&I | | | | | 50,000 | | |
| 8 | Enhancements and Upgrades ATCT | Pending | PFL2711 | State/FDOT | | | | ** 400,000 | | | |
| | | | | Local/RR&I | | | | 400,000 | | | |
| 9 | Hangar(s) Development and Modernization | 422301 | PFL10400 | State/FDOT | | | 1,000,000 | * 3,000,000 | | | |
| | | | | Local/Sales Tax | | | 1,000,000 | 3,000,000 | | | |
| 10 | Aircraft Maintenance and Storage Hangar and Related Taxilanes | Pending | PFL9601 | State/FDOT | | | ** 2,500,000 | ** 5,000,000 | | | |
| | | | | Local/Private | | | 2,500,000 | 5,000,000 | | | |
| 11 | Taxiway Alpha Rehabilitation | Pending | PFL11984 | State/FDOT | | | | ** 1,000,000 | ** 10,000,000 | | |
| | | | | Local/RR&I | | | | ** 1,000,000 | ** 10,000,000 | | |
| 12 | Taxiway Rehabilitation | Pending | PFL11985 | FAA/Discretionary | | | | | ** 1,710,000 | ** 17,100,000 | |
| | | | | State/FDOT | | | | | ** 95,000 | ** 950,000 | |
| | | | | Local/PFC | | | | | ** 95,000 | ** 950,000 | |
| 13 | ARFF Station Rehab | Pending | PFL10605 | FAA/Entitlement | | | ** 90,000 | ** 810,000 | | | |
| | | | | State/FDOT | | | ** 5,000 | ** 45,000 | | | |
| | | | | Local/RR&I | | | 5,000 | 45,000 | | | |
| 14 | Parking Area Improvements | Pending | PFL10395 | State/FDOT | | | ** 500,000 | | | | |
| | | | | Local/RR&I | | | 500,000 | | | | |
| 15 | Perimeter Road Rehabilitation and Improvements | 226781 | TLH7 | FAA/Entitlement | | | | ** 900,000 | | | |
| | | | | State/FDOT | | | | ** 50,000 | | | |
| | | | | Local/RR&I | | | | 50,000 | | | |
| 16 | Computerized Maintenance Management System (CMMS) | Pending | PFL11081 | State/FDOT | | | | | ** 40,000 | | |
| | | | | Local/RR&I | | | | | 40,000 | | |
| 17 | Terminal Concessions Redevelopment | Pending | PFL11083 | State/FDOT | | | | ** 125,000 | | | |
| | | | | Local/RR&I | | | | 125,000 | | | |
| 18 | Computer Based Training Upgrades | Pending | PFL11084 | State/FDOT | | | | | ** 50,000 | | |
| | | | | Local/RR&I | | | | | 50,000 | | |
| 19 | Air Cargo Facility Expansion | Pending | PFL11079 | State/FDOT | | | | * 1,112,500 | | | |
| | | | | Local/RR&I | | | | ** 1,112,500 | | | |
| 20 | Intermodal Logistics Center (ILC) | Pending | PFL11726 | State/FDOT/SIS | | | | ** 5,000,000 | | | |
| | | | | Local/RR&I | | | | ** 5,000,000 | | | |
| 21 | Airfield Maintenance Sweeper Truck | Pending | PFL11092 | FAA/Entitlement | | | | ** 225,000 | | | |
| | | | | Local/PFC | | | | ** 25,000 | | | |
| 22 | Airport Emergency Power Improvements | Pending | PFL11627 | FAA/Entitlement | | | | | ** 675,000 | | |
| | | | | State/FDOT | | | | | 37,500 | | |
| | | | | Local/PFC | | | | | 37,500 | | |
| * = Project partially funded | | | | Total | 3,850,000 | 6,400,000 | 16,450,000 | 37,475,000 | 25,630,000 | 20,800,000 | |
| ** = Project not funded | | | | | | | | | | | |
| | | | | FAA/Entitlement | - | - | 1,125,000 | 3,960,000 | 1,575,000 | - | |
| | | | | FAA/Discretionary | - | 900,000 | 4,860,000 | - | 1,710,000 | 17,100,000 | |
| | | | | State/FDOT | 1,200,000 | 850,000 | 5,132,500 | 11,645,000 | 11,072,500 | 1,750,000 | |
| | | | | State/FDOT/SIS | - | 1,750,000 | - | 5,000,000 | - | - | |
| | | | | Local/CFC | 50,000 | - | - | - | - | - | |
| | | | | Local/PFC | 2,600,000 | 1,000,000 | 1,015,000 | 1,137,500 | 1,132,500 | 1,950,000 | |
| | | | | Local/RR&I | - | 1,900,000 | 547,500 | 7,732,500 | 10,140,000 | - | |
| | | | | Local/Sales Tax | - | - | 1,270,000 | 3,000,000 | - | - | |
| | | | | Local/Private | - | - | 2,500,000 | 5,000,000 | - | - | |
| | | | | Total | 3,850,000 | 6,400,000 | 16,450,000 | 37,475,000 | 25,630,000 | 20,800,000 | |



June 19, 2017

AGENDA ITEM 6 B

**REVISED FY 2016/17 – 2017/18
UNIFIED PLANNING WORK PROGRAM (UPWP)**

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The Unified Planning Work Program (UPWP) serves as the CRTPA staffs' work outline and budget for the two-year period beginning July 1, 2016. For FY 2017/18, staff is proposing to revise the UPWP to be add several projects and to make the overall document more concise and streamlined. The reformatted UPWP will also address issues related to late billings and simplify administrative tasks such as timekeeping and invoice preparation.

RECOMMENDED ACTION

Option 1: Approve as presented and authorize the Chairman to execute the amended PL contract.

HISTORY AND ANALYSIS

Serving as the CRTPA staffs' work outline and budget for a two-year period, the UPWP is being proposed for revision. The following provides an overview of the changes:

Overall PL budget for the UPWP increased from \$557,525 to \$853,408. The increase is due to the inclusion of available funds not included in the original UPWP.

Task 1.0 Administration

Eliminated previous subtasks 1.1 – 1.7 and combined them into one overall task. In addition, moved activities related to the UPWP from previous Section 3 into Task 1.0

Task 2.0 Data Collection

No significant changes.

Task 3.0 Long Range Planning

Previously Section 5. Task 3.0 contains all activities related to the Regional Mobility Plan (RMP) as well as development of Intelligent Transportation Systems (ITS) strategies, regional coordination (from the previous Section 8) and performance measures.

Task 4.0 Short Range Planning

Includes activities related to the development of the TIP, annual priorities, and annual legislative activities.

Task 5.0 Mobility Planning

Previously Section 7 – Systems Planning. Task 5.0 contains activities related to bicycle/pedestrian planning and the coordination with StarMetro, the Tallahassee International Airport and the Transportation Disadvantaged Program. Also includes previously approved work on the update to the Bicycle/Pedestrian Master Plan as well the Congestion Management Program and Performance Measures. Work added for the upcoming year includes a partnership with the Tallahassee Advanced Traffic Management Systems Group to update the ITS Master Plan. The CRTPA portion of the cost is \$50,000 and will come from previously allocated funds.

Task 6.0 Public Involvement

Previously Section 6. No significant changes.

Task 7.0 Special Projects

Previously Section 9 Other Planning Projects. Includes previously approved activities for the Southwest Area Transportation Plan, Midtown Area Transportation Plan and the Wakulla Environmental (WEI) Trail Feasibility Study. Additional work for FY 2017/18 includes corridor assessments for three (3) facilities:

- Pensacola Street from Nina Road to Appleyard Drive
- Tharpe Street from Capital Circle NW to Ocala Road
- Bannerman Road from Tekesta Drive to Thomasville Road

The estimated budget for all three assessments is \$90,000.

RECOMMENDED ACTION

Option 1: Approve as presented and authorize the Chairman to execute the amended PL contract.
(Recommended)

Option 2: CRTPA Board Discretion

ATTACHMENTS

Attachment 1: UPWP document
Attachment 2: PL Contract amendment



UNIFIED PLANNING WORK PROGRAM

Fiscal Years 2016/2017—2017/2018

Effective Date: July 1, 2016—June 30, 2018

Adoption Date: April 26, 2016

Revised December 5, 2016

Revised June 19, 2017

Prepared by the
Capital Region Transportation Planning Agency
300 South Adams Street
Tallahassee, FL 32301
(850)891-8630

www.crtpa.org

Federal Aid ID No. 0220(54)

FDOT Financial Project Numbers: 439331-1-14-01, -02, 03, 04

Code of Federal Domestic Assistance Numbers:

20.205 – Highway Planning and Construction

20.505 – Federal Transit Technical Studies Grant (Metropolitan Planning)

This report was financed in part by the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation and participating local governments.

CAPITAL REGION TRANSPORTATION PLANNING AGENCY
FY 2016/17 – 17/18 UNIFIED PLANNING WORK PROGRAM

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- Section 5305(d) Forms (SF 424, GMIS, Approved Budget)
- Certifications and Assurances
- Certification of Restrictions of Lobbying
- Debarment and Suspension Certification
- Title VI Nondiscrimination Policy Statement
- Disadvantaged Business Enterprise Utilization
- Agency Comments
- Annual Certification

Overview of June 19, 2017 Revisions

The FY 2016/17- 17/18 UPWP was originally adopted in May 2016. For FY 2017/18, the UPWP has been reformatted to make the overall document more concise and streamlined and to add several projects. The reformatted UPWP will also address issues related to late billings and simplify administrative tasks such as timekeeping and invoice preparation. Overall, the activities and work products identified in the original UPWP are largely unchanged except for the projects added in December 2016 (Midtown Area Transportation Plan, Bicycle/Pedestrian Master Plan and the Wakulla Environmental Institute Trail) and the new projects outlined below. The UPWP as it was originally adopted in May 2016 is available at <http://crtpa.org/files/120943594.pdf>. The Task Budget tables section for FY 2016/17 is left blank in the new UPWP. The original tables for FY 2016/17 are included in Appendix III for information purposes.

An overview of the changes for FY 2017/18 is as follows:

Overall PL budget for the UPWP increased from \$557,525 to \$853,408. The increase is due to the inclusion of available funds not included in the original UPWP.

Task 1.0 Administration

Eliminated previous subtasks 1.1 – 1.7 and combined them into one overall task. In addition, moved activities related to the UPWP from previous Section 3 into Task 1.0

Task 2.0 Data Collection

No significant changes.

Task 3.0 Long Range Planning

Previously Section 5. Task 3.0 contains all activities related to the Regional Mobility Plan (RMP) as well as development of Intelligent Transportation Systems (ITS) strategies, regional coordination (from the previous Section 8) and performance measures.

Task 4.0 Short Range Planning

Includes activities related to the development of the TIP, annual priorities, and annual legislative activities.

Task 5.0 Mobility Planning

Previously Section 7 – Systems Planning. Task 5.0 contains activities related to bicycle/pedestrian planning and the coordination with StarMetro, the Tallahassee International Airport and the Transportation Disadvantaged Program. Also includes previously approved work on the update to the Bicycle/Pedestrian Master Plan as well the Congestion Management Program and Performance Measures. Work added for the upcoming year includes a partnership with the Tallahassee Advanced Traffic Management Systems Group to update the ITS Master Plan. The CRTPA portion of the cost is \$50,000 and will come from previously allocated funds.

Task 6.0 Public Involvement

Previously Section 6. No significant changes.

Task 7.0 Special Projects

Previously Section 9 - Other Planning Projects. Includes previously approved activities for the Southwest Area Transportation Plan, Midtown Area Transportation Plan and the Wakulla Environmental (WEI) Trail Feasibility Study. Additional work for FY 2017/18 includes corridor assessments for three (3) facilities:

- Pensacola Street from Nina Road to Appleyard Drive
- Tharpe Street from Capital Circle NW to Ocala Road
- Bannerman Road from Tekesta Drive to Thomasville Road

The estimated budget for all three assessments is \$90,000.

Resolution 2017-06-6B

A RESOLUTION REVISING THE FISCAL YEAR 2018 PORTION OF THE UNIFIED PLANNING WORK PROGRAM FOR THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA); AUTHORIZING THE CHARIMAN TO EXECUTE ALL REQUIRED FORMS ANDS ASSURANCES; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL SUBSEQUENT GRANT APPLICATIONS, INVOICES AND JOINT PARTICIPATION AGREEMENTS.

Whereas, the CRTPA is the designated and constituted body responsible for the urban transportation planning and programming process; and

Whereas, the CRTPA is the authorized recipient of the United States Department of Transportation's planning funds; and

Whereas, the CRTPA prepared and submitted a Fiscal Years 2017 and 2018 Unified Planning Work Program; and

Whereas, comments from reviewing agencies have been received and addressed; and

Whereas, minor adjustments were made along with textual clarifications requested by the reviewing agencies; and

Whereas, a final Unified Planning Work Program reflecting agency comments has been prepared.

NOW THEREFORE BE IT RESOLVED that the CRTPA:

1. Adopts the Revised Final Unified Planning Work Program for Fiscal Year 2018, and
2. Authorizes the Chairman to execute all required forms and assurances, and
3. Authorizes the CRTPA Executive Director to file and execute all related grant applications, invoices and joint participation agreements to the Unified Planning Work Program and Section 5305(d) Transit Planning Grant.

DONE, ORDERED, AND ADOPTED THIS 19th DAY OF JUNE, 2017

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Curtis Richardson, Chairman

ATTEST:

Greg Slay, Executive Director

Capital Region
Transportation Planning Agency
CRTPA
Resolution 2016-5-2C

A RESOLUTION ADOPTING THE FISCAL YEARS 2017 AND 2018 UNIFIED PLANNING WORK PROGRAM FOR THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA); AUTHORIZING THE CHAIR TO EXECUTE THE GRANT AND RELATED ASSURANCES; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL SUBSEQUENT INVOICES AND JOINT PARTICIPATION AGREEMENTS.

WHEREAS, the CRTPA is the designated and constituted body responsible for the urban transportation planning and programming process; and

WHEREAS, the CRTPA is the authorized recipient of the United States Department of Transportation's planning funds; and

WHEREAS, the CRTPA prepared and submitted a Fiscal Years 2016 and 2017 Unified Planning Work Program; and

WHEREAS, comments from reviewing agencies have been received and addressed; and

WHEREAS, minor adjustments were made along with textual clarifications requested by the reviewing agencies; and

WHEREAS, a final Unified Planning Work Program reflecting agency comments has been prepared.

NOW THEREFORE BE IT RESOLVED by the CRTPA that the CRTPA:

1. Adopts the Final Unified Planning Work Program for Fiscal Years 2017 and 2018, and
2. Authorizes the CRTPA chair to file and execute the Section 5305D Transit Planning Grant, and
3. Authorizes the CRTPA Executive Director to file and execute all related invoices and joint participation agreements to the Unified Planning Work Program and Section 5305D Transit Planning Grant.

DONE, ORDERED, AND ADOPTED THIS 16th DAY OF MAY, 2016

CAPITAL REGION TRANSPORTATION PLANNING AGENCY


Betsy Barfield, CHAIR

ATTEST: 

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

Suzanne Lex

CRTPA Liaison (Grant Manager)

Signature

Date

GLOSSARY OF ABBREVIATIONS

| | | |
|----------|---|--|
| ADA | - | Americans with Disabilities Act of 1990 |
| ARPC | - | Apalachee Regional Planning Council |
| ATMS | - | Automated Traffic Management System |
| CMAC | - | Citizen's Multimodal Advisory Committee |
| CFR | - | Code of Federal Regulations |
| CMP | - | Congestion Management Process |
| CTC | - | Community Transportation Coordinator |
| CTD | - | Commission for the Transportation Disadvantaged |
| CTST | - | Community Traffic Safety Team |
| DBE | - | Disadvantaged Business Enterprise |
| DOPA | - | Designated Official Planning Agency |
| DRI | - | Development of Regional Impact |
| ETDM | - | Efficient Transportation Decision Making |
| FAST Act | - | Fixing America's Surface Transportation Act |
| FDOT | - | Florida Department of Transportation |
| FHWA | - | Federal Highway Administration |
| FSUTMS | - | Florida Standard Urban Transportation Modeling Structure |
| FTA | - | Federal Transit Administration |
| GIS | - | Geographic Information System |
| GMIS | - | Grant Management Information System (FTA funds) |
| ITS | - | Intelligent Transportation System |
| JPA | - | Joint Participation Agreement |
| LOS | - | Level of Service |
| LRTP | - | Long Range Transportation Plan |

GLOSSARY OF ABBREVIATIONS (cont.)

| | | |
|---------|---|---|
| MAP-21 | - | Moving Ahead for Progress in the 21 st Century Act |
| MPO/TPO | - | Metropolitan/Transportation Planning Organization |
| MPOAC | - | Metropolitan Planning Organization Advisory Council |
| RMP | - | Regional Mobility Plan |
| ROW | - | Right of Way |
| PD&E | - | Project Development and Environmental Study |
| PEA | - | Planning Emphasis Area |
| PIP | - | Public Involvement Plan |
| RPC | - | Regional Planning Council |
| SIS | - | Strategic Intermodal System |
| STIP | - | State Transportation Improvement Program |
| TAC | - | Technical Advisory Committee |
| TATMS | - | Tallahassee Advanced Transportation Management System |
| TAZ | - | Traffic Analysis Zone |
| TDLCB | - | Transportation Disadvantaged Local Coordinating Board |
| TDP | - | Transit Development Plan |
| TIP | - | Transportation Improvement Program |
| TRIP | - | Transportation Regional Incentive Program |
| UPWP | - | Unified Planning Work Program |
| UA | - | Urbanized Area (as designated by the 2010 Census) |
| USC | - | United States Code |

INTRODUCTION

The Unified Planning Work Program (UPWP) has been prepared to define the tasks to be performed with funds under Title 23 Sections 134 (Metropolitan Transportation Planning), 135 (Statewide Transportation Planning) and Title 49 (Public Transportation) by the Capital Region Transportation Planning Agency (CRTPA) for the period July 1, 2016, through June 30, 2018. This document serves to define activities for the public as well as public officials and agencies that contribute manpower and allocate funds to the transportation planning process. The UPWP provides a description of planning tasks and an estimated budget for each of the planning tasks to be undertaken by the CRTPA. Planning activities programmed within the UPWP meet the level of effort requirements anticipated by the CRTPA to meet local priorities as well as the requirements of Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Florida Department of Transportation (FDOT). FHWA and FTA provide funding support through the FDOT, the form of PL funds (FHWA) and the Section 5305(d) funds (FTA). Public involvement for the development of the UPWP is accomplished through the regularly scheduled meetings of the Technical Advisory Committee (TAC) and Citizens Multimodal Advisory Committee (CMAC), (draft only) and CRTPA (draft & final approval). The draft UPWP is also placed on the CRTPA website for public review prior to approval by the CRTPA.

Development of this UPWP officially began on January 11, 2016 with a kickoff meeting held between CRTPA staff and the Florida Department of Transportation to discuss the overall process. Consistent with previous years, the UPWP was developed through reviewing and updating tasks contained within the preceding document in coordination with CRTPA staff and outside agencies responsible for the tasks identified within the document. Development of the UPWP also included a review of the CRTPA's top critical priorities as identified at its past annual retreats and development of tasks to address these priorities. In addition, staff reviewed the requirements related to development of UPWPs as contained within Chapter 3 of the Metropolitan Planning Organization Program Management Handbook.

The draft UPWP was presented to the CRTPA and its subcommittees for comment (March 2016) and finalized by the CRTPA at its May 2016 meeting. In addition, the UPWP is posted on the CRTPA's web page (www.crtpa.org). Throughout the year, copies of the document are provided upon request as well as available at public events attended by CRTPA staff.

Subsequent to adoption, the UPWP is reviewed throughout the year to ensure consistency between staff work efforts and tasks identified within the document as well as monitoring work progress and assessing the need for possible amendment. The UPWP reflects compliance with the comprehensive Title VI Environmental Justice Procedures. Additionally, the UPWP was generated to address any annual and applicable state and federal Planning Emphasis Areas as detailed in Section II: Organization and Management. Although the CRTPA is in air quality attainment status, CRTPA staff in conjunction with the Florida Department of Transportation continues to monitor the CRTPA's air quality status as well as air quality issues.

Transportation planning in the CRTPA planning area is guided by the Year 2040 Regional Mobility Plan (RMP). The RMP utilizes input from government officials, citizen's advisory boards, technical experts and the public. Selected projects from the Cost Feasible Plan are identified in the Transportation Improvement Program (TIP) project priority listing. These projects are prioritized on an annual basis.

In December 2015, the [Fixing America's Surface Transportation Act](#) (FAST Act) was signed into law. The FAST Act serves as the primary surface transportation legislation and is valid until September 30, 2020. The bill identifies ten factors that shall be considered as part of the review of projects and plans. Those factors are as follows:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life, promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

Table I, on page 35, illustrates the CRTPA's consideration of the ten planning factors in the transportation planning process.

In addition to the FAST Act factors, both the FHWA and FDOT periodically develop Planning Emphasis Areas (PEAs) for consideration as part of the transportation planning process. PEAs are not necessarily requirements for the transportation planning process but more concepts that should be considered as part of the process. For FY 2016 those areas are as follows:

Federal

FAST Act Implementation

Relates to implementation of performance measures originally required in the Moving Ahead for Progress in the 21st Century (MAP-21), the precursor to the FAST Act. Includes using transportation performance measures, setting targets, reporting performance and programming projects that help achieve those targets.

Regional Models of Cooperation

Encourages MPOs to take a regional approach to transportation planning. For the CRTPA, this is accomplished through our participation in the FDOT District 3 quarterly meeting as well as coordination with the ARPC.

Ladders of Opportunity

Encourages MPOs to identify gaps in transportation connectivity to essential services.

A complete overview of the Federal Planning Emphasis Areas can be found at

https://www.fhwa.dot.gov/planning/processes/metropolitan/mpo/fy_2016/index.cfm.

State

Freight Planning

Encourages making freight planning a core area of transportation planning.

Transit Planning

Encourages MPOs to include various transit oriented applications as part of the transportation planning process.

Complete Streets

Encourages MPOs to consider complete street principles when reviewing corridors. Complete street principles involve context-sensitive application of all modes to ensure safe and efficient connectivity. Bicycle/Pedestrian: Encourages bicycle and pedestrian mode be considered during project development.

Table II, on page 36, illustrates the CRTPA's consideration of the Planning Emphasis Areas in the transportation planning process.

ORGANIZATION AND MANAGEMENT OF THE CRTPA

The CRTPA is the public agency responsible for developing policies and procedures to guide the transportation planning process for the Tallahassee Metropolitan Statistical Area (MSA). The MSA includes Leon, Gadsden, Wakulla and Jefferson counties. As the body most directly responsible for the guidance of the transportation planning process, the CRTPA strives to ensure that the recommendations are in keeping with the goals and standards of the federal and state government, as well as its member governments. The CRTPA board is composed of members of the Gadsden, Leon Jefferson and Wakulla County Commissions, the City of Tallahassee City Commission and the Leon County School Board. In addition, the five municipalities of Gadsden County (Chattahoochee, Greensboro, Gretna, Havana, Midway and Quincy) are represented by one elected official selected annually by the municipalities. An overview of the voting structure is shown in Table 1.

| Table 1 CRTPA Voting Apportionment | | |
|---------------------------------------|------------------|---------|
| | | |
| Government | Voting Points | Members |
| Voting Members | | |
| Leon County | 37 | 3 |
| City of Tallahassee | 37 | 3 |
| Gadsden County | 9 | 1 |
| Wakulla County | 7 | 1 |
| Gadsden Municipalities | 5 | 1 |
| Jefferson County | 4 | 1 |
| Leon County School Board | 1 | 1 |
| Non-Voting Members | | |
| FDOT | - | - |
| FHWA | - | - |

The CRTPA functions include, but are not limited to, the preparation of the required tasks assigned. Its annual responsibilities are to perform the tasks of preparing the UPWP, the TIP, and the annual CRTPA Audit Report. As with all transportation planning delegated by the federal and state laws, the CRTPA is responsible for insuring adequate representation and compatibility of state, county, and municipal projects in the transportation planning process. This includes consideration of all modes of transportation with respect to the needs of the elderly and handicapped as outlined in the Americans with Disabilities Act.

The CRTPA staff is responsible for collecting and disseminating all information from the transportation planning process to the general public. The work effort required to support the planning process is administered by the CRTPA staff in cooperation with local governments and the FDOT. Other agencies that are consulted in various phases of the planning process include the Department of Environmental Protection, the Federal Aviation Administration, Federal Rail

Administration and the Water Management District Offices. Additional public input is provided through public meetings, public hearings, and civic meetings.

The CRTPA has three advisory committees: the Citizens Multimodal Advisory Committee (CMAC), the Technical Advisory Committee (TAC) and the Transportation Disadvantaged Local Coordinating Board (TDLCB). The CMAC is composed of members of the general public who represent the general welfare of the community. The TAC, composed of engineers, planners, and other related transportation professionals, reviews plans, programs, and projects and recommends solutions to the CRTPA based on technical expertise. The TDLCB identifies the local needs of the transportation disadvantaged population and investigates alternatives to meet those needs. The CMAC and TAC meet approximately two weeks prior to regularly scheduled CRTPA meetings to ensure that their recommendations are incorporated in CRTPA agenda items and provided to CRTPA members in a timely manner. The bylaws for the advisory committees are available for review on the CRTPA website www.crtpa.org.

Status of Current Agreements

- Interlocal Agreement for the Creation of the MPO: The current Interlocal Agreement establishing the CRTPA was adopted and executed on March 13, 2014.
- Transportation Planning Funds (PL) Joint Participation Agreement: The Transportation Planning Funds Joint Participation Agreement between the CRTPA and the FDOT outlines the parameters to administer federal PL funds and was approved by the CRTPA on June 20th, 2016. The agreement is for two years and will track this UPWP.
- Intergovernmental Coordination and Review and Public Transportation Coordination Joint Project Agreement (ICAR): This agreement between the FDOT, CRTPA, the Apalachee Regional Planning Council (ARPC), City of Tallahassee TalTran (now “StarMetro”), and the Tallahassee Regional Airport was approved by the CRTPA on September 27, 2005. The purpose of this agreement is to provide for coordination with public transit operators, as well as to provide a process through the ARPC for intergovernmental coordination and review and identification of inconsistencies between proposed CRTPA transportation plans and local government plans. This agreement also provides a process for conflict and dispute resolution through the ARPC. CRTPA staff will be looking to update this agreement during FY 2018.
- Public Transportation Joint Participation Agreement: This agreement between the CRTPA and the FDOT to fund the Section 5305(d) grant was executed on September 15, 2014 and expires on September 30, 2018. The agreement’s purpose is to fund the Section 5305(d) grant as identified in the CRTPA’s UPWP.

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES

YEAR 2040 REGIONAL MOBILITY PLAN

The 2040 Regional Mobility Plan was adopted by the CRTPA in December 2015. This plan identifies roadway, transit, bicycle and pedestrian projects within the CRTPA planning area boundary. The Leon County section of bicycle and pedestrian projects contained within this plan were identified as part of development of the Tallahassee-Leon County Year Bicycle and Pedestrian Master Plan (discussed below). Other projects will be identified from other member jurisdictions. This plan is available for review on the CRTPA's website (www.crtpa.org).

BICYCLE/PEDESTRIAN ACTIVITIES

The Tallahassee-Leon County Year 2025 Bicycle & Pedestrian Master Plan (BPMP) was adopted by the CRTPA on May 17, 2004. The BPMP includes nearly 70 miles of sidewalks, bike facilities and shared use paths for implementation. CRTPA staff will be updating the BPMP during FY 18. In 2014, the CRTPA developed an assessment of the bicycle and pedestrian access to local schools to determine opportunities under the Safe Routes to School (SRTS) program. The report has been used to provide base data and improve SRTS applications. The report can be accessed via the internet at <http://crtpa.org/files/93982872.pdf>.

PUBLIC TRANSPORTATION

StarMetro

The current Transit Development Plan (TDP) was adopted in late 2015 and provides an overview of exiting StarMetro service as well as planned improvements over the next 10 years. The TDP can be viewed at <http://crtpa.org/files/112726434.pdf>.

The CRTPA currently serves as the Designated Official Planning Agency for the TD Program for each of the four counties. As of July 1, 2017, administration of the Gadsden, Jefferson and Wakulla County programs will transfer to the Apalachee Regional Planning Council.

Leon County Transportation Disadvantaged Service Plan (TDSP)

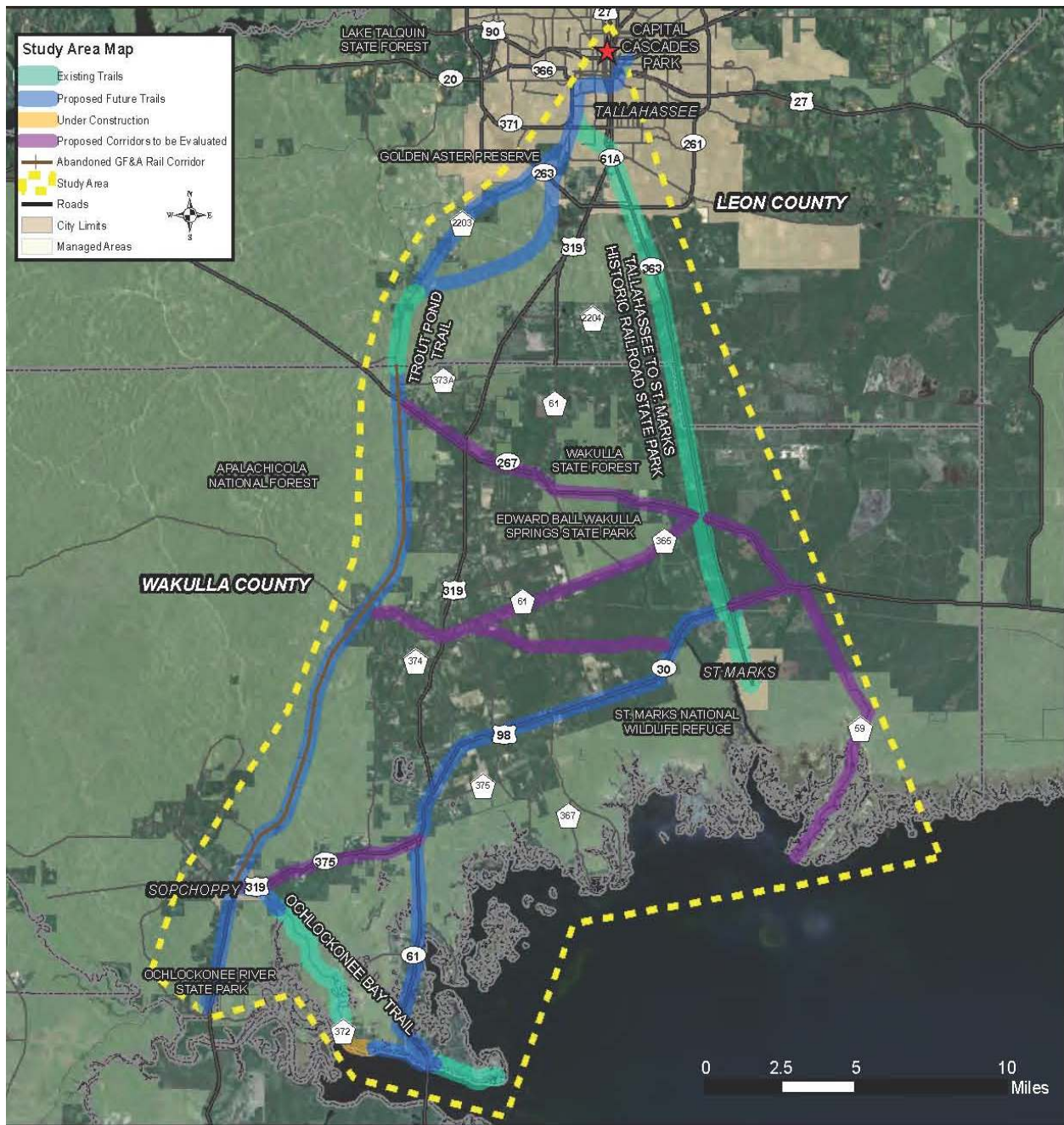
This five-year plan includes a service analysis and implementation plan for transportation disadvantaged services within Leon County. The annual update to this plan was approved on April 11, 2011. The process for selecting a new Community Transportation Coordinator (CTC) is scheduled to begin in early 2017. Once the CTC is designated, an update to the TDSP will be initiated.

REGIONAL TRAILS

Over the last two years, the CRTPA has made significant progress on the development of a regional trail system. In 2014, the CRTPA completed the Capital City to the Sea Trails Master Plan. The Plan identified a series of interconnected trails that link the Tallahassee area to several destinations

along the Gulf of Mexico in Wakulla County. Utilizing the existing St. Marks Trail as well as new trail opportunities, the Plan provides a significant blueprint to develop over 130 miles of multi-use trails. The information developed as part of the Plan was used in the successful application for the Coastal Trail section from Wakulla High School to the beginning of the existing Ochlocknee Bay Trail in Panacea. The Capital City to the Sea Trails Master Plan can be viewed at <http://crtpa.org/files/84061493.pdf>. Figure 1 shows the various trails identified in the Plan.

Figure 1



PRIORITIES FOR FY 2016/17 AND FY 2017/18

SOUTHWEST AREA TRANSPORTATION PLAN

The SW Area Transportation Plan is a multi-roadway plan designed to serve as a precursor to the planned Orange Avenue Project Development and Environmental (PD&E) Study scheduled for FY 2019. The Plan is a joint effort of the CRTPA and the Blueprint Agency and will include a multi-modal review of three corridors: Orange Avenue from Capital Circle SW to South Monroe Street, Lake Bradford Street from Gaines Street to Capital Circle SW and Springhill Road from Orange Avenue to Capital Circle SW. The area includes several significant community assets including FAMU, FSU, Tallahassee International Airport and Lake Bradford as well as additional secondary schools and numerous neighborhoods. The Plan is expected to commence in Summer 2017 and take 12-18 months to complete.

TALLHASSEE MIDTOWN AREA TRANSPORTATION PLAN

The Midtown Area Plan will review potential improvements for vehicular, bicycle and pedestrian uses in the area. Currently, Thomasville Road through the Midtown area is severely congested throughout the day. This congestion, coupled with the significant increases in pedestrian activity along the corridor, has created a need to identify creative solutions to improve the overall safety and operations of the transportation system in the area. The Plan will incorporate previously identified projects in the area and test their impact on the system. The Plan is expected to commence in Spring 2017 and take 9-12 months to complete.

CONGESTION MANAGEMENT PROCESS (CMP) UPDATE/PERFORMANCE MEASURES

The current CMP was completed in 2012 and developed primarily on a policy-based process. Potential approaches to improve congestion included implementation of Transportation Demand Management (TDM) strategies through local comprehensive plans. The update to the CMP will transition the process to a more project-based process. Working with our local partners as well as FDOT, the updated CMP will identify specific improvements to the transportation system to alleviate congested areas as well as improve safety.

Guidance on implementing performance measures was originally expected to be available in 2014 but has not yet been published. Once published, FDOT will have 12 months to establish its measures and the CRTPA will have six months after FDOT to establish its measures. CRTPA staff has been actively involved in FDOT's Mobility Performance Team (MPT). The MPT was established to assist FDOT and MPOs/TPOs in implementing the performance measure requirements. Once the requirements for performance measures are published, the CRTPA will be in a good position to enact the program. Initial performance measures are expected to focus primarily on highway modes but may be expanded to include transit.

2045 REGIONAL MOBILITY PLAN

Activities for the 2045 LRTP over this UPWP cycle include review of model network and TAZ structure and review of potential data sources to develop 2015 base year socioeconomic data. In addition, CRTPA staff will continue to coordinate regional model issues through FDOT's modeling coordination committee.

ITS MASTER PLAN UPDATE

The CRTPA will be working with the Tallahassee Advanced Transportation Management System (TATMS) group to update the current Intelligent Transportation System (ITS) Master Plan. The ITS Master Plan will include an inventory of existing deployments, an operational needs assessment as well as potential future deployment and a prioritization of anticipated needs. The ITS Plan Update is anticipated to commence in mid-2017 and take 12 months to complete.

BICYCLE/PEDESTRAIN MASTER PLAN UPDATE

As mentioned previously, the current Bicycle/Pedestrian Master Plan was adopted in 2004. The update will focus on the development of a connected system of facilities including bicycle lanes, sidewalks and multi-use trails.

WORK PROGRAM

The specific elements of the Unified Planning Work Program are organized into the following tasks:

- 1.0 Administration: identifies those functions necessary for proper management of the transportation planning process on a continuing basis.
- 2.0 Data Collection: includes the collection and analysis of socioeconomic, land use, and other transportation related data on a continuing basis in order to document changes within the transportation study area.
- 3.0 Long Range Planning: includes work related to the development and maintenance of the Long Range Transportation Plan (LRTP) as well as the Efficient Transportation Decision Making Process (ETDM) and items related to Census 2010.
- 4.0 Short Range Planning: includes development of the annual Transportation Improvement Program and Priority Project process, reviews of impacts to the transportation system from new development and annual Enhancement Project process.
- 5.0 Multimodal Planning: includes all work items related to SunTran and the Transportation Disadvantaged Program.
- 6.0 Public Involvement: describes the activities used to encourage public participation in the transportation planning process.
- 7.0 Special Projects: identifies any short-term projects or studies undertaken by the CRTPA.

Each task provides an overview of the activities to be completed and the funding sources and costs associated with those activities.

Personnel: *Salaries and fringe benefits for CRTPA staff. Fringe includes retirement, FICA, health insurance, workers compensation and executive benefits.*

Indirect Expenses: Includes allocated costs: IT, Procurement, and HR services as percentage (17.78%, approved by FHWA) of personnel costs.

Travel: *Costs for travel.*

Direct Expenses:

Office: *Supplies, Telecom/IT services, copier (leased), postage, equipment, etc.*

Facility: *Rent*

Administrative: *Training, legal, audit, etc.*

Consultant: *Costs for consultant services.*

Section 120 of Title 23, United States Code, permits FDOT to use toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23. This credit, referred to as a soft match, is listed as state funds in the Planning Funds section of Table V, page 39.

UPWP TASK 1.0 –ADMINISTRATION

The Program Administration task includes the administrative activities necessary to carry out the transportation planning process for the C RTPA planning area.

OBJECTIVE

To guide and effectively manage the tasks identified in the Unified Planning Work Program (UPWP) and maintain an effective and efficient continuing, cooperative and comprehensive transportation planning process.

PREVIOUS WORK

| | |
|--|---------------------------------------|
| FY 2016/17 – FY 2017/18 UPWP (May 2016) | Attended MPOAC meetings |
| Provided staff support to C RTPA & committees | Completed annual audit (April 15, 16) |
| Provided training to elected officials and staff in the following areas: | |
| FDOT Public Involvement | Title XI |
| MPOAC Institute (May 2015) | |

ANTICIPATED ACTIVITIES

STAFF SUPPORT

- 1.1 Provide staff support and administration to the C RTPA and its committees by developing meeting schedules, providing technical assistance, providing minutes and other tasks as directed. Support includes travel and associated facility and office expenses (i.e. office supplies, telecom/IT expenses, utilities, etc.).
- 1.2 Administrative support for travel, purchasing, invoice development, payroll processing and overall office administration.
- 1.3 PL and 5305(d) grant administration through the monitoring/maintenance of the FY 2016/17 – FY 2017/18 UPWP
 - Prepare and submit invoices on a quarterly basis
 - Ensure compliance with federal and state grant requirements
- 1.4 Continue participation in the Metropolitan Planning Organization Advisory Council (MPOAC).
- 1.5 Maintain and update, as necessary, all C RTPA agreements.
- 1.6 Purchase computers and other office equipment/furnishings as needed.
Note: items over \$5,000 require FDOT and FWHA approval prior to purchase.

- 1.7 Other activities consistent with the UPWP as directed by the CRTPA or its subcommittees.

UNIFIED PLANNING WORK PROGRAM

- 1.8 Revise/Amend the FY 2016/17 – FY 2017/18 UPWP as necessary.
- 1.9 Improve linkage between UPWP and City of Tallahassee financial systems.
- 1.10 Amend the PL Agreement as necessary.
- 1.11 Develop FY 2018/19 – FY 2019/20 UPWP (May 2018)
- Review status of current planning projects.
 - Coordinate with planning partners to determine new planning projects to be included in UPWP.
 - Review upcoming planning requirements to address as part of the UPWP.
 - Develop and execute, in partnership with FDOT, a new PL agreement.

CERTIFICATION

- 1.12 FHWA Transportation Management Area (TMA) Certification (June 2017)
- Compile responses to FHWA and FTA certification questions.
 - Hold multi-day meetings to review responses with FHWA/FTA/FDOT review team.
 - Hold advertised public meeting to receive comments on overall CRTPA performance and process.
 - Prepare response to final report prepared by FHWA and FTA if necessary. *Note: TMA Certification occurs every four years*
- 1.13 FDOT Annual Certification (June 2017, 2018)
- Compile responses to FDOT certification questions.
 - Meet with FDOT staff to review responses and prepare final certification documentation.

AUDIT/LEGAL SERVICES

- 1.14 Employ a qualified auditor to perform the CRTPA audit in accordance with federal requirements and Chapter 215.97, Florida Statutes (Florida Single Audit Act).
- 1.15 Assist in the development of the Comprehensive Annual Financial Report (CAFR) as it relates to CRTPA grants.
- 1.16 Receive copy of all audit reports relating to revenues and expenditures.
- 1.17 Retain legal counsel for the CRTPA.

TRAINING

- 1.18 Continue to provide training opportunities to CRTPA Board and staff members in various policy, technical and administrative areas.

END PRODUCTS

Effective and efficient management of the local 3-C planning process including active participation by public agencies and citizens.

Final FY 2018/19 - 19/20 UPWP. (May 2018)

Timely submittal of invoices to FDOT for PL and Section 5305(d). (ongoing)

Additional training in mission critical areas (GIS, Title VI). (ongoing)

MPOAC Institute board member training (May, June 2017, 2018)

Annual audit (Spring 2017, 2018)

RESPONSIBLE AGENCY

CRTPA

FUNDING SOURCES

| | FY 2016/17 | FY 2017/18 |
|-----------------------------|------------|------------|
| FHWA: | | |
| Personnel: | \$75,000 | \$167,598 |
| Indirect Expenses (17.78%): | | \$21,063 |
| Travel: | \$9,000 | \$15,855 |
| Direct Expenses: | | |
| Administrative: | \$0 | \$32,000 |
| Contracted Services | | |
| Audit: | \$30,000 | \$30,000 |
| Legal: | \$42,000 | \$24,000 |
| Other: | | \$6,500 |
| Facility: | \$14,000 | \$15,000 |
| Office: | \$26,025 | \$30,075 |
| Subtotal: | \$196,025 | \$342,091 |
| FTA: | | |
| Personnel: | \$8,280 | \$14,868 |
| Indirect Expenses (17.78%): | | \$1,869 |
| FDOT (match): | \$1,035 | \$2,092 |
| Local (match): | \$1,035 | \$2,092 |
| Subtotal: | \$11,385 | \$20,921 |
| | | |
| Total: | \$207,410 | \$363,012 |

UPWP TASK 2.0 – DATA COLLECTION/SAFETY

The Data Collection task outlines efforts to monitor the area's transportation characteristics and factors affecting travel including socioeconomic data, community and land use data, transportation system data, and data related to natural, physical and human environmental concerns and issues.

OBJECTIVE

To monitor changes in traffic characteristics within the CRTPA planning boundary. To compare existing conditions with projections to anticipate planning needs and activities. Provide data to appropriate agencies to improve overall safety of the transportation system.

PREVIOUS WORK

Coordination with the City of Tallahassee, FDOT District 3 Traffic Operations (for Gadsden, Wakulla and Jefferson Counties) relative to Intelligent Transportation Systems (ITS) deployments.

Development of socio-economic data for 2040 Long Range Plan, ETDM Projects, maps, bicycle and pedestrian, and non-motorized transportation

ANTICIPATED ACTIVITIES

DATA COLLECTION

- 2.1 Coordinate collection and dissemination of GIS data with Tallahassee-Leon County GIS (TLCGIS).
- 2.2 Continue to collect necessary data for Congestion Management System (CMS).
- 2.3 Annually review the traffic count program to ensure adequate coverage and to eliminate unnecessary or redundant count locations.
- 2.4 Work with TATMS staff to develop travel-time reports from Bluetooth sensors along local roadways.

SAFETY

- 2.5 Analyze crash trends and statistics to identify high-hazard locations and prioritize potential improvements.
- 2.6 Continue participation on the Community Traffic Safety Teams (CTST) within the CRTPA planning area.

END PRODUCT

Coordination of data needs with local partners. (ongoing)
Development of travel time reports to monitor system performance.
Continued coordination with CSTS partners in the CRTPA planning area.

RESPONSIBLE AGENCY

CRTPA

FUNDING SOURCES/USES

| | FY 2016/17 | FY 2017/18 |
|-----------------------------|-----------------|-----------------|
| FHWA: | | |
| Personnel: | \$0 | \$5,877 |
| Indirect Expenses (17.78%): | | \$739 |
| Consultant: | \$10,000 | |
| TLCGIS | | \$10,000 |
| Subtotal: | \$10,000 | \$16,615 |
| FTA: | | |
| Personnel: | \$8,116 | \$7,836 |
| Indirect Expenses (17.78%): | | \$985 |
| FDOT (match): | \$1,015 | \$1,103 |
| Local (match): | \$1,015 | \$1,103 |
| Subtotal: | \$9,131 | \$11,026 |
| Total: | \$20,145 | \$27,641 |

UPWP TASK 3.0 – LONG RANGE PLANNING

The Long Range Planning task includes the activities related to the development of the Regional Mobility Plan (RMP) as well as the long-term implementation of various transportation projects. The Task also includes coordination efforts with our regional partners to address transportation on a regional level.

OBJECTIVES

- Maintain the Regional Mobility Plan and a computer simulation model (FSUTMS) for forecasting travel patterns.
- Evaluate alternative transportation modes and systems.
- Improve traffic operations through the use of ITS technologies.
- Coordinate planning efforts with regional partners.

PREVIOUS WORK

2040 LONG RANGE TRANSPORTATION PLAN

- Adopted 2040 Long Range Transportation Plan. (November 2015)
- Completed public involvement program. (November 2015)
- Completed Goals, Objectives and Performance Measures (September 2015)
- Completed Needs Assessment (August 2015)
- Completed Financial Resources (August 2015)

INTELLIGENT TRANSPORTATION SYSTEMS

- Worked with FDOT District 3 on the update of the Regional ITS Architecture.

ON-GOING ACTIVITIES

- Continued participation in the development of various transportation projects.

REGIONAL COORDINATION

- Continued participation in the District 3 MPO quarterly meetings.

REGIONAL TRAILS

- Worked with Wakulla County on the development of the Coastal Trail.
- Completed the development of the Capital City to the Sea Trails Master Plan.

ANTICIPATED ACTIVITIES

REGIONAL MOBILITY PLAN

- 3.1 Amend 2040 RMP as necessary.
- 3.2 Assist local governments with incorporating relevant portions of the 2040 RMP into their respective comprehensive plans.
- 3.3 2045 RMP Update
FY 2016/17:
 - No planned activity
FY 2017/18
 - Initiate development of base year (2015) socioeconomic data
 - Review/update traffic model network (June 2017)
 - Update area and facility types
 - Review TAZ structure
 - Review effectiveness of current model network
 - Through the District model coordinating committee, work with FDOT and neighboring jurisdictions to ensure regional issues for both highway and transit are addressed.
 - Initiate development of scope of services for 2045 RMP update.

AIR CONFORMITY

- 3.4 Monitor Environmental Protection Agency (EPA) development of Air Conformity standards. Monitor local ozone tracking stations located at Tallahassee Community College. Leon County Air Quality Data available at http://www.dep.state.fl.us/air/air_quality/county/Leon.html.

PERFORMANCE MEASURES

- 3.5 Continue participation in the Mobility Performance Measures Team.
- 3.6 Investigate potential data sources for mobility data.
- 3.7 Develop performance measures based on local needs/preferences and define targets. (Fall 2017, Spring 2018 – dependent on FHWA Final Rule timeline)

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

- 3.8 Continue work with Tallahassee Advanced Traffic Management System (TATMS) to identify ITS deployments.
- 3.9 Review potential ITS applications/deployments for StarMetro.

- 3.10 Partner with TATMS to initiate update of ITS Master Plan. See Task 7.0 Special Projects for further details.

REGIONAL AND LOCAL COORDINATION

- 3.11 Continue participation in District 3 MPO coordination meetings.
- 3.12 Continue coordination with ARPC on various land use and transportation issues.
- 3.13 Improve overall coordination on transportation and land use issues with local governments, state agencies, local universities and other groups.
- 3.14 Assist local governments, as needed, to implement locally-identified transportation projects.

REGIONAL TRAILS

- 3.15 Continue development of the Capital City to the Sea Trails and other regional trails.
- Continue work with FDOT to complete the US 98 Coastal Trail from Wakulla High School to Surf Road.

END PRODUCT

2045 LRTP (November 2020)

Regionally coordinated transportation planning process. (ongoing)

RESPONSIBLE AGENCY

CRTPA

FUNDING SOURCES/USES

| | FY 2016/17 | FY 2017/18 |
|-----------------------------|------------|------------|
| FHWA: | | |
| Personnel: | \$59,622 | \$42,744 |
| Indirect Expenses (17.78%): | | \$5,372 |
| Consultant: | | |
| LRTP: | \$30,000 | \$50,000 |
| Other: | \$30,000 | \$0 |
| Subtotal: | \$119,622 | \$98,116 |
| FTA: | | |
| Personnel: | \$16,052 | \$13,545 |
| Indirect Expenses (17.78%): | | \$1,702 |
| FDOT (match): | \$2,006 | \$1,906 |
| Local (match): | \$2,006 | \$1,906 |
| Subtotal: | \$18,058 | \$19,059 |
| | | |
| Total: | \$139,687 | \$117,175 |

UPWP TASK 4.0 – SHORT RANGE PLANNING

The Short Range Planning task includes the activities related to the actual implementation of various transportation projects identified as part of the 2040 RMP and other CTRPA plans. Primary activities of the task include the Annual Project Priority process that serves as the basis for the development of the Transportation Improvement Program (TIP) as well as the development and maintenance of the TIP. Other activities include the development of legislative priorities and working with local governments to determine the impact of significant new development on the transportation system.

OBJECTIVES

- To identify and address short term transportation needs.
- Review development activity to monitor its effect on the local transportation system.

PREVIOUS WORK

- Completion of Annual Priority Project process.
- Published annual listing of Obligated Federal Projects.
- Continued work on Interactive TIP System. Available at <http://crtpa.dtstiptool.com/>
- Developed Annual TIP.
- Worked with local governments on various planning issues.
- Adopted annual legislative priorities.
- Assisted local governments in developing applications for FDOT submittal.

ANTICIPATED ACTIVITIES

PROJECT PRIORITY LISTS

- 4.1 Develop annual Project Priority Lists (PPLs). (June 2017, 2018)
PPLs are developed for:
 - 2040 RMP Projects
 - Major Capacity Projects
 - Transportation System Management
 - Operations-level projects
 - Intersections
 - ITS
 - Pedestrian Crosswalks
 - Transportation Alternatives
 - Regional Trails
 - Transportation Regional Incentive Program (TRIP)
 - StarMetro
 - Tallahassee International Airport

Current PPLs can be viewed [here](#).

- 4.2 Conduct public outreach for the PPLs consistent with the requirements of the latest Public Involvement Plan.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

- 4.3 Develop and adopt the TIP. (June 2017, 2018)
- 4.4 Coordinate the development of the TIP with FDOT D3 as well as local governments.
- 4.5 Conduct public involvement for the adoption of the TIP consistent with the requirements of the latest Public Involvement Plan.
- 4.6 Review local government comprehensive plans for consistency with CRTPA TIP and LRTP as necessary.
- 4.7 Publish annual listing of federally-funded obligated projects. (December)
- 4.8 Continue refinement of Interactive TIP system.
- 4.9 Amend TIP as necessary.

MONITOR TRANSPORTATION SYSTEM IMPACTS

- 4.10 Monitor and review traffic operation needs through collection and analysis of peak hour traffic data.
- 4.11 Monitor and review DRI and other site specific impacts in the development review process as necessary.
- 4.12 Conduct site impact analysis for new development projects as requested by local governments.
- 4.13 Advise local governments and boards on decisions which may impact corridors identified for improvement or identified as physically or policy constrained.
- 4.14 Coordinate CRTPA actions with local government comprehensive plan development efforts to encourage alternative modes of transportation.
- 4.15 Assist local governments in the implementation of the transportation provisions of SB 360, especially as they relate to the Mobility Plan.

FAST ACT TRANSPORTATION ALTERNATIVES (TA) PROGRAM

- 4.16 Assist local governments in FAST Act TA application process.
- 4.17 Monitor progress of programmed TA projects and assist in their implementation when necessary.

LEGISLATIVE ACTIVITIES

- 4.18 Develop annual legislative priorities. (November 2017, 2018)
- 4.19 Monitor legislative activities on both the federal and state level to determine impact on transportation issues.
- 4.20 Assist MPOAC with legislative activities. (\$500 - Local funds)

END PRODUCT

Annual Priority Project Lists. (June)
Annual Transportation Improvement Plan (June)
Annual Listing of Federal Projects (December)
Annual Legislative Priorities (November)

RESPONSIBLE AGENCY

CRTPA

FUNDING SOURCES/USES

| | FY 2016/17 | FY 2017/18 |
|-------------------------------|------------|------------|
| FHWA: | | |
| Personnel: | \$77,869 | \$33,224 |
| Indirect Expenses (17.78%): | | \$4,175 |
| Consultant: | | |
| Interactive TIP: | \$10,000 | \$10,000 |
| Other: | \$35,000 | \$0 |
| Subtotal: | \$122,869 | \$47,399 |
| FTA: | | |
| Personnel: | \$16,052 | \$19,172 |
| Indirect Expenses (17.78%): | | \$2,409 |
| FDOT (match): | \$2,000 | \$2,698 |
| Local (match): | | \$2,698 |
| Subtotal: | \$18,058 | \$26,977 |
| Local: | \$3,000 | |
| MPOAC Legislative Activities: | | \$500 |
| Total: | \$143,934 | \$74,876 |

UPWP TASK 5.0 – MOBILITY PLANNING

The Multimodal Planning task reflects the planning activities related to the various transportation modes including highways, transit, bicycle/pedestrian, and aviation.

OBJECTIVES

To ensure the efficient and effective provision of public transportation by providing technical assistance and staff support to the local Community Transportation Coordinator and the SunTran system.

PREVIOUS WORK

BICYCLE/PEDESTRAIN PLANNING

Adoption of the multimodal portion of the 2040 RMP.

Development of Project Priority Lists (PPLs) for Bicycle/Pedestrian Projects and Transportation Alternatives Projects. (June 2015, 2016)

Coordination with Bicycle Work Group in Leon County, Leon County Schools, Community Traffic Safety Team Members locally and with FDOT District 3 on outreach opportunities to promote safety and mobility options for all within the region.

Coordination with Florida DEP and FDOT for the Capital City to the Sea Trails programming through CRTPA and SUNTrail.

Developed concept for Florida Arts Trail.

TRANSPORTATION DISADVANTAGED

Selection of Community Transportation Coordinator.

Completion of Annual Operating Report.

Annual review/update of Transportation Disadvantaged Service Plan (TDSP).

Annual review of Community Transportation Coordinator.

ANTICIPATED ACTIVITIES

BICYCLE/PEDESTRAIN

- 5.1 Development of the FY 2017 & 2018 Priority Project Lists for Bicycle and Pedestrian and Transportation Alternatives projects. (June 2017, June 2018)
- 5.2 Continued participation in the Leon County Bike Work Group
- 5.3 Coordination with the CMAC to identify and program key bicycle and pedestrian projects and programs for the region.

BICYCLE/PEDESTRAIN (CON'T)

- 5.4 Disseminate bicycle and pedestrian safety materials throughout the year at key events, such as the Leon County Safety Fair, that target a wide range of the population of the CRTPA area.
- 5.5 Coordinate with the CTST's to promote responsible transportation behavior for all users of the network.
- 5.6 Coordinate with technical and citizen's groups to identify roadway design improvements as opportunities arise to improve the system.
- 5.7 Update the Tallahassee/Leon County Bicycle/Pedestrian Master Plan (December 2018)

The current Master Plan was last updated in 2004. This update will include a review of existing plans from local agencies as well as the SUNTrails program. In general, anticipated activities to be undertaken include:

 - Review of existing conditions and plans
 - Identification of potential communities/neighborhoods for connection improvement
 - Identification of gaps in the current bicycle/pedestrian network and regional trails
 - Potential linkages to parks and other public spaces
 - Extensive public involvement with local agencies, user groups and the general public
 - Review of existing and potential revenue sources
 - Short- and long-term implementation plans

TRANSIT (STARMETRO)

- 5.8 Assist StarMetro as necessary to improve transit service.
- 5.9 Coordinate with StarMetro on the annual update of the Transit Development Plan (TDP).
- 5.10 Coordinate with StarMetro on the development of the annual project priority list for transit.
- 5.11 Work with StarMetro in the development of performance measures as they relate to transit service.
- 5.12 Work with StarMetro to identify potential ITS strategies/deployments to improve transit operations and efficiency.

TRANSPORTATION DISADVANTAGED

- 5.13 Provide staff support and administration to the Gadsden County, Jefferson County, Leon County and Wakulla County Transportation Disadvantaged Local Coordinating Boards (TDLCB). *Note: Leon County only after June 2017*
- 5.14 Conduct grant administration including quarterly operational reports and financial statements.
- 5.15 Continue to facilitate coordination between the TDLCB and the CTC, StarMetro.
- 5.16 Review CTC's annual report and perform evaluation. (December 2016, 17)
- 5.17 Review of Memorandum of Agreement and approval of fare structure prior to submission to Commission for the Transportation Disadvantaged.
- 5.18 Continue coordination with the Commission for Transportation Disadvantaged.
- 5.19 Annually update TDSP.
- 5.20 Conduct annual Public Hearing for the TDLCB.

AVIATION

- 5.21 Assist Tallahassee International Airport (TIA), as necessary, in the update of their Airport Master Plan.
- 5.22 Coordinate with TIA on transportation projects that have a direct impact on airport operations.
- 5.23 Assist TIA, as necessary, with the development of the Joint Aviation Capital Improvement Program (JAICP).
- 5.24 Coordinate with TIA on the development of the annual project priority list for aviation.

CONGESTION MANAGEMENT PLAN/PERFORMANCE MEASURES

5.25 Congestion Management Plan (CMP) Update (Phase I - June 2018)

The current CMP was last updated in 2013. Primarily a policy document, the CMP determined the levels-of-service (LOS) for various roadways based on existing traffic counts and provided options to reduce overall delay through land development regulations and Transportation Demand Management (TDM) strategies. The update will focus on specific projects to reduce delay at congested intersections and improve safety. This is expected to be a multi-phase project that will include the following elements:

- Identification of highly congested intersections and bottlenecks
- Identification of high-crash intersections and road segments
- Applicability of Intelligent Transportation System (ITS) deployments
- Identification of potential improvements and countermeasures
- Engineering review of potential improvements and countermeasures
- Potential prioritization criteria
- Existing and potential funding sources

5.26 Establish MAP-21/FAST Act Performance Measures (Completion dependent on finalization of FHWA guidance)

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

5.27 ITS Master Plan Update (December 2018)

Partner with Tallahassee Advance Traffic Management Systems Group (TATMS) to update the current ITS Master Plan. Anticipated work will include:

- Stakeholder coordination
- Inventory of existing technology deployments
- Operational needs assessment
- Development of deployment and integration recommendations
- Develop prioritized implementation plan

END PRODUCT

Effective and efficient coordinated public transportation system (ongoing)
Completion of CTC review (annual)
Completion of NTD report (annual)
Updated Congestion Management Plan (June 2018)
Establishment of MAP-21/FAST ACT Performance Measures (TBD)

RESPONSIBLE AGENCY

CRTPA

FUNDING SOURCES/USES

| | FY 2016/17 | FY 2017/18 |
|-----------------------------|------------|-------------|
| FHWA: | | |
| Personnel: | \$22,729 | \$42,118 |
| Indirect Expenses (17.78%): | | \$5,293 |
| Consultant: | | |
| Bike/Ped Master Plan (SU) | | \$562,000 |
| CMP (CM) | | \$200,000 |
| Performance Measures (CM) | | \$196,966 |
| ITS Master Plan (CM) | | \$50,000 |
| Subtotal: | \$22,729 | \$1,056,377 |
| FTA: | | |
| Personnel: | \$8,683 | \$18,222 |
| Indirect Expenses (17.78%): | | \$2,290 |
| FDOT (match): | \$1,085 | \$2,564 |
| Local (match): | \$1,085 | \$2,564 |
| Subtotal: | \$9,768 | \$25,640 |
| TD: | | |
| TPO Staff: | \$29,420 | \$25,828 |
| Consultant: | | - |
| Subtotal: | \$29,420 | \$25,828 |
| Total: | \$63,003 | \$1,107,845 |

UPWP TASK 6.0 – PUBLIC INVOLVEMENT

The Public Transportation task identifies the activities that encourage and facilitate public participation in the transportation planning process. Activities include meeting notices as well as presenting information to various civic groups and local agencies on a regular basis.

OBJECTIVES

Ensure adequate opportunity for public input on the transportation planning process as well as specific projects.

PREVIOUS WORK

CRTPA

Held monthly internal meetings to assess implementation of the Public Involvement Plan.

Developed update to the PIPP as part of the development of the Public Involvement Plan for the Connections 2040 Regional Mobility Plan.

Developed/adopted Title VI Procedures as part of the Public Involvement Process Plan and attended training and outreach events related to Title VI best practices.

Conducted public outreach seeking comments on the CRTPA's plans and programs including the TIP, UPWP, Project Priority Lists, and Regional Mobility Plan.

Continued updates to the CRTPA website to improve access to information related to CRTPA activities and projects.

Analyzed and documented public comment received regarding the CRTPA's plans and programs.

Increased efforts to seek input from the region's traditionally underserved population through targeted locations in public events.

ONGOING ACTIVITIES

CRTPA

- 6.1 Develop and disseminate public information, as necessary, to inform the public of transportation planning activities. Conduct presentations on transportation related topics to civic and governmental agencies as requested.
- 6.2 Continue to conduct public outreach related to the CRTPA's plans and programs (including TIP, RMP, UPWP and Project Priority Lists) within the CRTPA region.
- 6.3 Provide a clearinghouse for transportation related activities for all levels of government and public involved in improving the local transportation system.
- 6.4 Provide CRTPA information and public involvement items at public events including community festivals and institutions of education.

- 6.5 Complete regular updates to the CRTPA webpage – www.ctpa.org.
- 6.6 Continue to monitor and track all public information requests.
- 6.7 Continue efforts related to increasing input from the region's traditionally underserved population.
- 6.8 Continue televising CRTPA meetings live on WCOT and provide post-meeting access to the video via the CRTPA website and YouTube Channel.
- 6.9 Develop and publish an annual report on CRTPA activities.
- 6.10 Periodically review and update Public Involvement Plan (PIP) to comply with the FAST Act, Title VI and other applicable requirements.
- 6.11 Continue to expand efforts related to increasing input from the region's traditionally underserved populations/areas.
- 6.12 Update the Limited English Proficiency Plan for the CRTPA planning area. (December 2017)
- 6.13 Conduct safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties.
- 6.14 Continue to coordinate with FDOT on the annual Work Program Hearing.

END PRODUCT

Effective program to provide the public information regarding the transportation planning process and specific projects.

Update of CRTPA website. (ongoing)

Updated LEP Plan. (December 2017)

RESPONSIBLE AGENCY

CRTPA

FUNDING SOURCES/USES

| | FY 2016/17 | FY 2017/18 |
|-----------------------------|------------|------------|
| FHWA: | | |
| Personnel: | \$27,347 | \$42,341 |
| Indirect Expenses (17.78%): | | \$5,321 |
| Consultant: | | |
| Website Update: | \$35,000 | \$35,000 |
| Subtotal: | \$62,347 | \$82,662 |
| FTA: | | |
| Personnel: | \$3,844 | \$14,214 |
| Indirect Expenses (17.78%): | | \$1,786 |
| FDOT (match): | \$481 | \$2,000 |
| Local (match): | \$481 | \$2,000 |
| Subtotal: | \$4,325 | \$20,001 |
| | | |
| Total: | \$67,152 | \$102,662 |

UPWP TASK 7.0 – SPECIAL PROJECTS

The Special Projects task identifies the activities that are non-recurring studies dealing with various transportation issues.

OBJECTIVES

Conduct identified studies and/or surveys to improve the overall transportation system.

PREVIOUS WORK

Completed Capital City to the Sea Trails Master Plan

ANTICIPATED ACTIVITIES

7.1 Southwest Area Transportation Plan (December 2018)

As a precursor to the upcoming PD&E Study for Orange Avenue, the CRTAP, in partnership with the Blueprint IA, will develop an area-wide transportation plan for the southwest Tallahassee area. The plan will include a review of the following corridors:

- *Orange Avenue from Capital Circle SW to Monroe Street*
- *Lake Bradford from Orange Avenue to Stadium Drive*
- *Springhill Road from Capital Circle SW to Orange Avenue*

The plan will focus on the development of a multimodal system that will include multiuse trails and enhanced transit services as well as improved bicycle and pedestrian connectivity to the numerous neighborhoods in the area. The area contains several education facilities: Florida State University (FSU), Florida Agricultural and Mechanical University (FAMU), R. Nims Middle School and FAMU High School.

- Review existing and future land uses
- Review large-scale projects impacting the study area
- Identify deficiencies in the current system
- Develop/conduct public involvement with affected stakeholders
- Develop potential corridor design alternatives
- Develop planning-level cost estimates for improvements
- Develop final plan documentation

7.2 Midtown Area Transportation Plan (Phase I) (June 2018)

The Midtown Area Transportation Study will take a multi-modal approach to improving the transportation network in the area. The study will review the operating characteristics of several roadways including Thomasville Road, Monroe Street, North Meridian Road, North Calhoun and Gadsden Streets and East 6th and 7th Avenues. Building on the recently completed Thomasville Road Safety Study, the Midtown Study will also identify opportunities to improve the bicycle and pedestrian network as well as potential transit improvements. The study is anticipated to include several additional aspects including:

- Development of alternative traffic flow patterns
- Identification of operations improvements
- Review of crash histories and potential countermeasures
- Development of short- and long-term improvements
- Investigate potential ITS improvements
- Review of potential ITS deployments

7.3 Wakulla Environmental Institute (WEI) Trail Feasibility Study (July 2018)

The WEI Trail Feasibility Study will identify potential routes and right-of-way needs to connect the Coastal Trail to the WEI facility. The WEI facility has been identified as a regional trail hub connecting to the Coastal Trail.

7.4 Conduct Corridor Assessments:

- Pensacola Street from Nina Road to Appleyard Drive
- Tharpe Street from Capital Circle NW to Ocala Road
- Bannerman Road from Tekesta Drive to Thomasville Road

The assessments would review the existing conditions of each corridor and identify potential short- and long-term improvements. The assessments would also explore potential Complete Streets applications as well as enhanced typical sections.

END PRODUCT

Completed Wakulla Environmental Institute (WEI) Trail Feasibility Study (July 2018)
Completed Midtown Area Transportation Plan (Phase I) (September 2018)
Completed Southwest Area Transportation Plan (December 2018)

RESPONSIBLE AGENCY

CRTPA

FUNDING SOURCES/USES

| | FY 2016/17 | FY 2017/18 |
|-----------------------------|------------|-------------|
| FHWA: | | |
| Personnel: | \$62,072 | \$115,275 |
| Indirect Expenses (17.78%): | | \$14,487 |
| Consultant: | \$27,441 | |
| SW Area Plan (SU) | | \$480,000 |
| Midtown Area Plan (SU, SA) | | \$225,000 |
| WEI Feasibility (SU) | | \$62,500 |
| Corridor Assessments | | \$90,000 |
| Subtotal: | \$89,513 | \$987,262 |
| FTA: | | |
| Personnel: | \$17,404 | \$25,997 |
| Indirect Expenses (17.78%): | | \$3,267 |
| FDOT (match): | \$2,176 | \$3,658 |
| Local (match): | \$2,176 | \$3,658 |
| Subtotal: | \$19,580 | \$36,580 |
| | | |
| Total: | #REF! | \$1,023,843 |

TABLE I
FAST ACT PLANNING FACTORS

| FAST ACT Planning Factors | UPWP Tasks | | | | | | |
|--------------------------------|------------|-----------------|-----|-----|-------------------|---------------|------------------|
| | Admin | Data Collection | LRP | SRP | Mobility Planning | Public Invlv. | Special Projects |
| Support Economic Vitality | X | | X | X | X | | X |
| | | | | | | | |
| Increase Safety | | X | X | X | | X | X |
| | | | | | | | |
| Increase Security | | X | X | X | | X | X |
| | | | | | | | |
| Increase Accessibility | | | X | X | X | X | X |
| | | | | | | | |
| Protect Environment | | | X | X | X | | X |
| | | | | | | | |
| Enhance Connectivity | | | X | X | X | X | X |
| | | | | | | | |
| Promote Efficient Operation | X | X | X | X | X | | X |
| | | | | | | | |
| Emphasize System Preservation | X | X | X | X | | X | X |
| | | | | | | | |
| Improve Resiliency/Reliability | X | X | X | X | X | | X |
| | | | | | | | |
| Enhance Travel/Tourism | X | | X | X | X | X | X |

See page 2 for details

TABLE II
FEDERAL AND STATE PLANNING EMPHASIS AREAS

| FEDERAL PLANNING EMPHASIS AREAS | UPWP Tasks | | | | | | |
|---------------------------------|------------|-----------------|-----|-----|-------------------|---------------|------------------|
| | Admin | Data Collection | LRP | SRP | Mobility Planning | Public Invlv. | Special Projects |
| FAST Implementation | | X | | X | | | X |
| | | | | | | | |
| Regional Models of Cooperation | | | X | X | X | | X |
| | | | | | | | |
| Ladders of Opportunity | | | | | X | | X |
| | | | | | | | |
| STATE PLANNING EMPHASIS AREAS | | | | | | | |
| Freight Planning | | | X | X | | | X |
| | | | | | | | |
| Transit Planning | | X | X | X | X | | X |
| | | | | | | | |
| Complete Streets | | | | | | | |
| | | | | | | | |
| Bicycle/Pedestrian | | | X | X | X | | X |

See page 2 for details

TABLE III
SCHEDULE OF SELECTED PROJECTS

| UPWP TASK | -- 2016 -- | | | | | | -- 2017 -- | | | | | | | | | | | | -- 2018 -- | | | | | |
|--|------------|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|
| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
| TASK 1.0 PROGRAM ADMINISTRATION | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.4 Develop 2018/19-19/20 UPWP | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.7 Audit | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.9 TMA Certification | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.10 FDOT Annual Certification | | | | | | | | | | | | | | | | | | | | | | | | |
| TASK 2.0 DATA COLLECTION | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.1 Collection of count data | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.3 Publish Traffic Information Guidebook | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.4 CMS data collection | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.5 Review of traffic count program | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.7 Analysis of accident data | | | | | | | | | | | | | | | | | | | | | | | | |
| TASK 3.0 LONG RANGE PLANNING | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1 2045 LRTP Update | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.7 Develop Performance Measures | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 4.0 SHORT RANGE PLANNING | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.1 Develop 2022 Priority Projects Develop 2023 Priority Projects | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.3 TIP Update (Biannual) | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.11 Process FAST ACT TA Applications | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.16 Develop Legislative Priorities | | | | | | | | | | | | | | | | | | | | | | | | |
| TASK 5.0 Modal Planning | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.1 Develop Annual PPLs - Bike/Ped | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.7 Bike/Ped Master Plan Update | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.25 Update CMP - Phase I | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.27 ITS Master Plan Update | | | | | | | | | | | | | | | | | | | | | | | | |
| TASK 6.0 PUBLIC INVOLVEMENT | | | | | | | | | | | | | | | | | | | | | | | | |
| 6.5 Develop Annual Report | | | | | | | | | | | | | | | | | | | | | | | | |
| TASK 7.0 SPECIAL PROJECTS | | | | | | | | | | | | | | | | | | | | | | | | |
| 7.1 SW Area Transportation Plan | | | | | | | | | | | | | | | | | | | | | | | | |
| 7.2 Midtown Area Transportation Plan | | | | | | | | | | | | | | | | | | | | | | | | |
| 7.3 WEI Feasibility Study | | | | | | | | | | | | | | | | | | | | | | | | |

TABLE IV

FY 2016/17 Funding Source by Agency

SEE APPENDIX IV

TABLE V
FY 2017/18 Funding Source by Agency

| TASK | ELEMENT | FHWA | | | | FTA 5305(d) | FDOT | | CTD | Local Match ² | Total |
|------|-------------------|-----------|-------------|-----------|-----------|----------------|-------------------------|--------------------|----------|-----------------------------|-------------|
| | | PL | SU | SA | CM | | Soft Match ¹ | Match ² | | | |
| 1.0 | Admin | \$342,091 | | | | \$16,737 | \$61,816 | \$2,092 | | \$2,092 | \$363,012 |
| 2.0 | Data/Safety | \$16,615 | | | | \$8,821 | \$3,002 | \$1,103 | | \$1,103 | \$27,641 |
| 3.0 | LRP | \$98,116 | | | | \$15,247 | \$17,730 | \$1,906 | | \$1,906 | \$117,175 |
| 4.0 | SRP | \$47,399 | | | | \$21,582 | \$8,565 | \$2,698 | | \$3,198 | \$74,876 |
| 5.0 | Mobility Planning | \$47,411 | \$562,000 | | \$446,966 | \$20,512 | \$190,887 | \$2,564 | \$25,828 | \$2,564 | \$1,107,845 |
| 6.0 | Public Inv. | \$82,662 | | | | \$16,000 | \$14,937 | \$2,000 | | \$2,000 | \$102,662 |
| 7.0 | Special Proj. | \$219,762 | \$555,948 | \$211,552 | | \$29,264 | \$178,398 | \$3,658 | | \$3,658 | \$1,023,843 |
| | TOTAL | \$854,056 | \$1,117,948 | \$211,552 | \$446,966 | \$128,163 | \$475,335 | \$16,020 | \$25,828 | \$16,520 | \$2,817,053 |

¹ Soft match is non-cash match for FHWA Funds and represents 18% of total FHWA funds. Soft match is not included in overall totals.

² Match for FTA Funds. 5305(d) funds are 80% FTA, 10% FDOT & 10% Local.

APPENDIX I
FY 2017/18 PL BUDGET DETAIL

| Accounting Category | Task 1.0 Admin | Task 2.0 Data Collection | Task 3.0 LRP | Task 4.0 SRP | Task 5.0 Public Trans. | Task 6.0 Public Inlv. | Task 7.0 Special Projects |
|---|-------------------|--------------------------------|-----------------|-----------------|------------------------------|-----------------------------|---------------------------------|
| Personnel | \$ 188,661 | \$ 6,615 | \$ 48,116 | \$ 32,470 | \$ 24,472 | \$ 52,526 | \$ 152,766 |
| Travel | \$ 15,855 | | | | | | |
| Administrative Expenses | | | | | | | |
| Advertising | \$ 4,500 | | | | | | |
| Dues, Subscriptions, Memberships ¹ | \$ 2,500 | | | | | | |
| Workers Comp | \$ 20,000 | | | | | | |
| Training | \$ 5,000 | | | | | | |
| Contracted Services | | | | | | | |
| Audit | \$ 30,000 | | | | | | |
| Legal | \$ 24,000 | | | | | | |
| Other | \$ 6,500 | | | | | | |
| Facility Expenses | | | | | | | |
| Rent | \$ 15,000 | | | | | | |
| Office Expenses | | | | | | | |
| Copier | \$ 3,500 | | | | | | |
| Printing & Binding | \$ 3,000 | | | | | | |
| Equipment Repairs | \$ 225 | | | | | | |
| Software | \$ 3,500 | | | | | | |
| Telephone | \$ 1,000 | | | | | | |
| Food ² | \$ 1,500 | | | | | | |
| Postage | \$ 750 | | | | | | |
| Office Supplies | \$ 4,000 | | | | | | |
| Unclassified Supplies | \$ 2,000 | | | | | | |
| Journals & Books | \$ 600 | | | | | | |
| Machinery & Equipment (<\$5,000) | \$ 10,000 | | | | | | |
| Machinery & Equipment (>\$5,000) | \$ - | | | | | | |
| Consultant | \$ - | \$ 10,000 | \$ 50,000 | \$ 10,000 | \$ - | \$ 35,000 | \$ 90,000 |
| Totals | \$ 342,091 | \$ 16,615 | \$ 98,116 | \$ 42,470 | \$ 24,472 | \$ 87,526 | \$ 242,766 |

¹ Individual dues are covered by local match, not federal funds.

² Food is covered by local match, not federal funds.

Appendix II
Planning Activities within CRTPA Planning Area

| Activity | Limits | Length | Description | Responsible Agency | Website | Completion Date |
|------------------------------------|---|--------|--|---------------------|---------|-----------------|
| Current/Upcoming Activities | | | | | | |
| WEI Trail | WEI Facility to US 98 | 2 mi. | Determine best route to connect the WEI facility to the Coastal Trail along US 98. | CRTPA | TBD | Jul 2018 |
| Congestion Management Plan Update | CRTPA Planning Area | - | Update of 2011 CMP. | TPO | - | Jul 2018 |
| Midtown Area Transportation Plan | Midtown Tallahassee | - | Identification of vehicular and multi-modal projects to improve the transportation system in the Midtown area. | CRTPA | TBD | Sep 2018 |
| Southwest Area Transportation Plan | Orange Avenue, Lake-Bradford Road & Springhill Road | - | Identify multimodal improvements for the study area. | CRTPA/Blue-print IA | TBD | Dec 2018 |
| ITS Master Plan Update | Leon County | - | Partnership with TATMS to update the current ITS Master Plan. Update will review current and future technologies and potential applications. | TPO | - | Dec 2018 |

Appendix III
FY 2017 Task Budget Detail Sheets

| Estimated Budget Detail for FY 17 | | | | | | | | |
|-----------------------------------|-----------------------------|------------------|-----------|-----------------|-----------------|----------------|---------------|------------------|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| Personnel Services | | | | | | | | |
| | Staff Salaries | \$27,473 | | \$16,484 | | | | |
| | Indirect Costs | 5,577 | - | 3,346 | \$3,750 | \$3,750 | - | - |
| | Fringe Costs | 16,950 | | 10,170- | | | | |
| | Subtotal: | \$50,000 | - | \$30,000 | \$3,750 | \$3,750 | - | \$87,500 |
| Consultant Services | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Travel | | | | | | | | |
| | | \$9,000 | - | - | - | - | - | \$9,000 |
| | Subtotal: | - | - | - | - | - | - | - |
| Other Direct Expenses | | | | | | | | |
| | Detail attached | \$53,525 | - | - | - | - | - | \$53,525 |
| | Subtotal: | | - | - | - | - | - | |
| | Total: | \$112,525 | | \$30,000 | \$3,750 | \$3,750 | | \$150,025 |

| Task 1.2 Estimated Budget Detail for FY 17 | | | | | | | | |
|--|-----------------------------|-----------|-----------|----------|-----------------|-------------|-----------------|---------|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans . Disad . | Total |
| Personnel Services | | | | | | | | |
| | Salaries | \$2,748 | | | | | | \$2,748 |
| | Indirect | 557 | - | - | - | | - | 557 |
| | Fringe | 1,695 | | | | | | 1,695 |
| | Subtotal: | - | - | - | - | | - | - |
| Consultant Services | | | | | | | | |
| | Click here to enter text. | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Travel | | | | | | | | |
| | Click here to enter text. | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Other Direct Expenses | | | | | | | | |
| | Click here to enter text. | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| | Total: | \$5,000 | - | - | - | - | - | \$5,000 |

| Task 1.3 Estimated Budget Detail for FY 17 | | | | | | | | |
|--|-----------------------------|-----------|-----------|----------|-----------------|-------------|---------------|-------|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| Personnel Services | | | | | | | | |
| | | - | - | - | - | | - | - |
| | Subtotal: | - | - | - | - | | - | - |
| Consultant Services | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Travel | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Other Direct Expenses | | | | | | | | |
| | Capital Purchases | \$10,000 | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| | Total: | \$10,000 | - | - | - | - | - | - |

| Task 1.4 Estimated Budget Detail for FY 17 | | | | | | | | |
|--|-----------------------------|-----------------|-----------|----------|-----------------|-------------|---------------|-----------------|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| Personnel Services | | | | | | | | |
| | Salaries | \$10,990 | | | | | | \$10,990 |
| | Indirect | 2,230 | - | - | - | | - | 2,230 |
| | Fringe. | 6,780 | | | | | | 6,780- |
| | Subtotal: | \$20,000 | - | - | - | | - | \$20,000 |
| Consultant Services | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Travel | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Other Direct Expenses | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | , | - | - | - | - | - | |
| | Total: | \$20,000 | - | - | - | - | - | \$20,000 |

| Task 1.6 Estimated Budget Detail for FY 17 | | | | | | | | |
|--|-----------------------------|-----------|-----------|----------|-----------------|-------------|---------------|----------|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| Personnel Services | | | | | | | | |
| | | - | - | \$16,113 | - | | - | \$16,113 |
| | Subtotal: | - | - | - | - | | - | - |
| Consultant Services | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Travel | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Other Direct Expenses | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| | Total: | - | - | \$16,113 | - | - | - | \$16,113 |

Note: represented in individual tasks

| Task 1.7 Estimated Budget Detail for FY 17 | | | | | | | | |
|--|-----------------------------|-----------|-----------|----------|-----------------|-------------|---------------|----------|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| Personnel Services | | | | | | | | |
| | | - | - | - | - | | - | - |
| | Subtotal: | - | - | - | - | | - | - |
| Consultant Services | | | | | | | | |
| | Lawyer Auditor | \$72,000 | - | - | - | - | - | \$72,000 |
| | Subtotal: | - | - | - | - | - | - | - |
| Travel | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Other Direct Expenses | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | | - | - | - | - | - | |
| | Total: | \$72,000 | - | - | - | - | - | \$72,000 |

| Task 2.1 Estimated Budget Detail for FY 17 | | | | | | | | |
|--|-----------------------------|-----------|-----------|----------|-----------------|---------------------------|---------------|----------|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| Personnel Services | | | | | | | | |
| | Subtotal: | - | - | - | - | Click here to enter text. | - | - |
| Consultant Services | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Travel | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Other Direct Expenses | | | | | | | | |
| | Tallahassee/Leon County GIS | \$10,000 | - | - | - | - | - | \$10,000 |
| | Subtotal: | | - | - | - | - | - | |
| | Total: | \$10,000 | - | - | - | - | - | \$10,000 |

| Task 3.1 Estimated Budget Detail for FY 17 | | | | | | | | |
|--|-----------------------------|-----------------|-----------|-----------------|-----------------|-------------|---------------|-----------------|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| Personnel Services | | | | | | | | |
| | Staff Salaries | \$9,890 | | \$13,736 | | | | \$23,626 |
| | Indirect Costs | 2,008 | - | 2,788 | | | - | 4,796 |
| | Fringe Costs | 6,102 | | 8,476 | | | | 14,578 |
| | Subtotal: | \$18,000 | - | \$25,000 | - | | - | \$43,000 |
| Consultant Services | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Travel | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Other Direct Expenses | | | | | | | | |
| | | | - | - | - | - | - | |
| | Subtotal: | | - | | | | - | |
| | Total: | \$18,000 | - | \$25,000 | | | - | \$43,000 |

| Task 4.1 Estimated Budget Detail for FY 17 | | | | | | | | |
|--|-----------------------------|-----------------|-----------|-----------------|-----------------|----------------|---------------|-----------------|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| Personnel Services | | | | | | | | |
| | Staff Salaries | \$21,980 | | \$10,304 | | | | |
| | Indirect Costs | 4,460 | - | 2,091 | | | - | \$58,750 |
| | Fringe Costs | 13,560 | | 6,355 | | | | |
| | Subtotal: | \$40,000 | | \$18,750 | | | - | \$58,750 |
| Consultant Services | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Travel | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Other Direct Expenses | | | | | | | | |
| | | | - | - | - | - | - | |
| | Subtotal: | | - | - | - | - | - | |
| | Total: | \$40,000 | | \$18,750 | \$5,000 | \$5,000 | | \$58,750 |

| Task 5.1 Estimated Budget Detail for FY 17 | | | | | | | | |
|--|-----------------------------|-----------|-----------|----------|-----------------|-------------|---------------|----------|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| Personnel Services | | | | | | | | |
| | Staff Salaries | \$16,635 | | \$10,713 | | | | |
| | Indirect Costs | 3,370 | - | 2,175 | \$2,438 | \$2,438 | - | \$54,375 |
| | Fringe Costs | 9,995 | | 6,612 | | | | |
| | Subtotal | \$30,000 | | \$19,500 | \$2,438 | \$2,438 | | \$54,375 |
| Consultant Services | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Travel | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Other Direct Expenses | | | | | | | | |
| | | | - | - | - | - | - | |
| | Subtotal: | | | | | | | |
| | Total: | \$30,000 | | \$19,500 | \$2,438 | \$2,438 | | \$54,375 |

| Task 6.1 Estimated Budget Detail for FY 17 | | | | | | | | |
|--|-----------------------------|-----------------|-----------|-----------------|-----------------|----------------|---------------|-----------------|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| Personnel Services | | | | | | | | |
| | Staff Salaries | \$27,000 | | \$6,594 | | | | |
| | Indirect Costs | 4,460 | - | 1,338 | \$1,500 | \$1,500 | - | - |
| | Fringe Costs | 13,540 | | 4,068 | | | | |
| | Subtotal: | \$45,000 | - | \$12,000 | \$1,500 | \$1,500 | - | \$60,000 |
| Consultant Services | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Travel | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Other Direct Expenses | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| | Total: | \$45,000 | - | \$12,000 | \$1,500 | \$1,500 | - | \$60,000 |

| End Product | Completion Date | Responsible Agency |
|---|-----------------------------|--------------------|
| Comprehensive Programs | ongoing | CRTPA |
| Public Education | ongoing | CRTPA |
| CMAC Coordination | ongoing | CRTPA |
| 2019-2024 Priority Project Lists for Bicycles and Pedestrians | June | CRTPA |
| Community Traffic Safety Team Support and Coordination | ongoing | CRTPA |
| 2020-2025 Priority Project Lists for Bicycles and Pedestrians | June | CRTPA |
| Tallahassee/Leon County Bicycle and Pedestrian Plan Update | July 1 2017 to June 30 2018 | CRTPA/Consultant |

| Task 7.1 Estimated Budget Detail for FY 17 | | | | | | | | | |
|--|-----------------------------|-----------------|-----------|------------------|----------|-----------------|-------------|---------------|------------------|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FHWA (OTHER) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| Personnel Services | | | | | | | | | |
| | Staff Salaries | \$27,000 | | | | | | | \$27,000 |
| | Indirect Costs | 4,460 | | | | | | | 4,460 |
| | Fringe Costs | 13,560 | | | | | | | 13,560 |
| | Subtotal: | \$45,000 | - | | - | - | | - | \$45,000 |
| Consultant Services | | | | | | | | | |
| | | - | - | \$562,500 | - | - | - | - | \$562,500 |
| | Subtotal: | - | - | | - | - | - | - | \$562,500 |
| Travel | | | | | | | | | |
| | | - | - | | - | - | - | - | - |
| | Subtotal: | - | - | | - | - | - | - | - |
| Other Direct Expenses | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | Total: | \$45,000 | | \$562,500 | | | | | \$607,500 |

| Task 7.2 Estimated Budget Detail for FY 17 | | | | | | | | |
|--|-----------------------------|-----------|-----------|----------|-----------------|------------------|---------------|-------|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| Personnel Services | | | | | | | | |
| | | - | - | - | - | \$530,000 | - | - |
| | Subtotal: | - | - | - | - | \$530,000 | - | - |
| Consultant Services | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Travel | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Other Direct Expenses | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| | Total: | - | - | - | - | \$530,000 | - | - |

Note to reviewers: No funding from the Federal Transit Administration is used for planning/personnel services.

| Task 7.3 Estimated Budget Detail for FY 17 | | | | | | | | |
|--|-----------------------------|-----------|----------|----------|-----------------|-------------|---------------|----------|
| Budget Category | Budget Category Description | FHWA (PL) | FAA | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| Personnel Services | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | \$30,000 | - | - | - | - | \$30,000 |
| Consultant Services | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Travel | | | | | | | | |
| | t. | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Other Direct Expenses | | | | | | | | |
| | | | - | - | - | - | - | |
| | Subtotal: | | - | - | - | - | - | |
| | Total: | | \$30,000 | | | | | \$30,000 |

| Task 7.4 Estimated Budget Detail for FY 17 | | | | | | | | |
|--|-----------------------------|-----------|-----------|----------------|-----------------|--------------|---------------|------------------|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| Personnel Services | | | | | | | | |
| | Staff Salaries | | | | - | | \$47,253 | |
| | Indirect Costs | | - | \$2,000 | \$250 | \$250 | \$ 9,592 | \$88,452 |
| | Fringe Costs | | | | | | \$29,115 | |
| | | | | | | | - | |
| | Subtotal: | | - | \$2,000 | - | | 86000 | \$88,500 |
| Consultant Services | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Travel | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Other Direct Expenses | | | | | | | | |
| | | | - | - | - | - | - | |
| | Subtotal: | | - | - | - | - | - | |
| | Total: | | | \$2,000 | \$250 | \$250 | | \$ 88,500 |

| | Task 7.5 Estimated Budget Detail for FY 17 | | | | | | | | |
|-----------------|--|-----------|-----------|--------------|----------|-----------------|-------------|---------------|-----------|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FHWA (OTHER) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| A. | B. Personnel Services | | | | | | | | |
| | Staff Salaries | \$5,465 | - | | \$5,717 | | | | |
| | Indirect Costs | 1,115 | - | | 1,161 | \$1,300 | \$1,301 | - | |
| | Fringe Costs | 3,390 | | | 3,527 | | | | |
| | Subtotal: | \$10,000 | - | | \$10,405 | \$1,300 | \$1,301 | - | \$23,006 |
| C. | D. Consultant Services | | | | | | | | |
| | | - | - | \$125,000 | - | - | - | - | - |
| | Subtotal: | - | - | \$125,000 | - | - | - | - | \$125,000 |
| E. | F. Travel | | | | | | | | |
| | | - | - | | - | - | - | - | - |
| | Subtotal: | - | - | | - | - | - | - | - |
| G. | H. Other Direct Expenses | | | | | | | | |
| | | | - | | - | - | - | - | |
| | Subtotal: | | - | | - | - | - | - | |
| | Total: | \$10,000 | | \$125,000 | \$10,405 | \$1,300 | \$1,301 | | \$148,006 |

| Task 8.1 Estimated Budget Detail for FY 17 | | | | | | | | |
|--|-----------------------------|------------------|-----------|-----------------|-----------------|----------------|---------------|------------------|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| Personnel Services | | | | | | | | |
| | Staff Salaries | \$60,440 | | \$10,980 | | | | \$71,420 |
| | Indirect Costs | 12,270 | - | 2,231 | 2,500 | 2,500 | - | 19,501 |
| | Fringe Costs | 37,290 | | 6,789 | | | | 44,079 |
| | | | | - | | | | |
| | Subtotal: | \$110,000 | - | \$20,000 | \$2,500 | \$2,500 | - | \$135,000 |
| Consultant Services | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Travel | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Other Direct Expenses | | | | | | | | |
| | | | - | - | - | - | - | |
| | Subtotal: | | | | - | | - | |
| | Total: | \$110,000 | - | \$20,000 | \$2,500 | \$2,500 | - | \$135,000 |

| Task 9.1 Estimated Budget Detail for FY 17 | | | | | | | | |
|--|-----------------------------|-----------------|------------------|----------|-----------------|-------------|---------------|------------------|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| Personnel Services | | | | | | | | |
| | Staff Salaries | \$10,990 | | | | | | \$10,990 |
| | Indirect Costs | 2,230 | - | - | - | | - | 2,230 |
| | Fringe Costs | 6,780 | | | | | | 6,780 |
| | Subtotal: | \$20,000 | - | - | - | | - | \$20,000 |
| Consultant Services | | | | | | | | |
| | Thomasville Rd Op Plan | - | \$225,000 | - | - | - | - | \$225,000 |
| | WEI Trail Study | | \$62,500 | | | | | \$62,500 |
| | SW Plan/Orange Ave | | \$150,000 | | | | | \$150,000 |
| | Subtotal: | - | \$437,500 | - | - | - | - | \$437,500 |
| Travel | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Other Direct Expenses | | | | | | | | |
| | | | - | - | - | - | - | |
| | Subtotal: | | - | - | - | - | - | |
| | Total: | \$20,000 | \$437,000 | | | | | \$457,000 |

| Task 9.2 Estimated Budget Detail for FY 17 | | | | | | | | |
|--|-----------------------------|-----------------|-----------|----------|-----------------|-------------|---------------|-----------------|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| Personnel Services | | | | | | | | |
| | Staff Salaries | \$5,465 | - | - | - | | - | \$5,465 |
| | Indirect Costs | 1,115 | - | - | - | | - | 1,115 |
| | Fringe Costs | 3,390 | | | | | | 3,390 |
| | Subtotal: | \$10,000 | - | - | - | | - | \$10,000 |
| Consultant Services | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Travel | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Other Direct Expenses | | | | | | | | |
| | | | - | - | - | - | - | |
| | Subtotal: | | - | - | - | - | - | |
| | Total: | \$10,000 | | | | | | \$10,000 |

Section 5305(d) - FY 2018
Grant Management Information System Codes
FTA Funds Only - 80% of Total
Capital Region TPA

| Technical Classifications: | | | |
|-----------------------------|--|---------------------------|---------|
| 41.11.00 | Program Support and Administration | \$ | 21,113 |
| 41.12.00 | General Development and Comprehensive Planning | | |
| 41.13.00 | Long Range Transportation Planning (including Major Investment Studies and EIS) | \$ | 20,749 |
| 41.13.01 | System Level | \$ | 4,378 |
| 41.13.02 | Project Level | \$ | 18,222 |
| 41.14.00 | Short Range Transportation Planning | \$ | 15,338 |
| 41.15.00 | Transportation Improvement Program | \$ | 3,834 |
| 41.16.00 | Special Projects | \$ | 30,992 |
| 41.16.01 | Americans with Disabilities Act (ADA) | | |
| 41.16.02 | Clean Air Planning | | |
| 41.16.06 | Financial Planning | | |
| 41.16.07 | Management Systems | | |
| 41.16.08 | Livable Communities | | |
| 41.17.00 | Other Activities (<i>Public Involvement</i>) | \$ | 14,214 |
| | | Total FTA Funds \$ | 128,841 |
| Accounting Classifications: | | | |
| 41.20.01 | Personnel | \$ | 91,046 |
| 41.20.02 | Fringe Benefits | \$ | 37,794 |
| 41.20.03 | Travel | \$ | - |
| 41.20.04 | Equipment | | |
| 41.20.05 | Supplies | | |
| 41.20.06 | Contractual | \$ | - |
| 41.20.07 | Other | \$ | - |
| 41.20.08 | Indirect Costs | | |
| | | Total FTA Funds \$ | 128,841 |
| Fund Allocations: | | | |
| 41.30.01 | MPO Activities | \$ | 128,840 |
| 41.30.02 | Transit Operator Activities | | |
| 41.30.03 | State and/or Local Agency Activities | | |
| | | Total Net Project Cost \$ | 128,840 |
| | | Total FTA Funds \$ | 128,841 |

Section 5305(d)3 - FY 2018
Grant Management Information System Codes
All Funds
Capital Region TPA

| Technical Classifications: | | | |
|-----------------------------|--|------------------------------|------------|
| 41.11.00 | Program Support and Administration | \$ | 26,391 |
| 41.12.00 | General Development and Comprehensive Planning | | |
| 41.13.00 | Long Range Transportation Planning (including Major Investment Studies and EIS) | \$ | 25,936 |
| 41.13.01 | System Level | \$ | 5,473 |
| 41.13.02 | Project Level | \$ | 22,777 |
| 41.14.00 | Short Range Transportation Planning | \$ | 19,172 |
| 41.15.00 | Transportation Improvement Program | \$ | 4,793 |
| 41.16.00 | Special Projects | \$ | 38,740 |
| 41.16.01 | Americans with Disabilities Act (ADA) | | |
| 41.16.02 | Clean Air Planning | | |
| 41.16.06 | Financial Planning | | |
| 41.16.07 | Management Systems | | |
| 41.16.08 | Livable Communities | | |
| 41.17.00 | Other Activities (<i>Public Involvement</i>) | \$ | 17,768 |
| Total Net Project Cost | | \$ | 161,050 |
| Accounting Classifications: | | | |
| 41.20.01 | Personnel | \$ | 113,808 |
| 41.20.02 | Fringe Benefits | \$ | - |
| 41.20.03 | Travel | \$ | - |
| 41.20.04 | Equipment | | |
| 41.20.05 | Supplies | | |
| 41.20.06 | Contractual | \$ | - |
| 41.20.07 | Other | \$ | - |
| 41.20.08 | Indirect Costs | | |
| Total Net Project Cost | | \$ | 113,808 |
| Fund Allocations: | | | |
| 41.30.01 | MPO Activities | \$ | 161,050 |
| 41.30.02 | Transit Operator Activities | | |
| 41.30.03 | State and/or Local Agency Activities | | |
| Total Net Project Cost | | \$ | 161,050 |
| | Federal Share (80%) | \$ | 128,840 |
| | Local Share (20%) | \$ | 32,211 |
| Accounting Classification | FPC | Description | Amount |
| 91.37.08.8P-2 | 02 | Technical Studies - Planning | \$ 161,050 |

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of her or his 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 any agency, 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 influencing or attempting to influence 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.
- (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, 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 Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

Executed this 19th day of June 2017

By: _____
Curtis Richardson, Chairman

DEBARMENT AND SUSPENSION CERTIFICATION

As required by U.S. DOT regulations on Government-wide Debarment and Suspension (Non-procurement) at 49 CFR 29.510:

(1) The Capital Region Transportation Planning Agency certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of Federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state or local) with commission of any of the offenses listed in paragraph (2) of this certification; and
- (d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, state or local) terminated for cause or default.

(2) The Capital Region Transportation Planning Agency also certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to FTA.

Executed this 19th day of June 2017

By: _____
Curtis Richardson, Chairman

TITLE VI NONDISCRIMINATION POLICY STATEMENT

The Capital Region Transportation Planning Agency (CRTPA) assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The CRTPA further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendix A* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

Executed this 19th day of June 2017

By: _____
Curtis Richardson, Chairman

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal*
- (6.) *Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or

b. cancellation, termination or suspension of the contract, in whole or in part.

Incorporation of Provisions: The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the Capital Region Transportation Planning Agency that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Capital Region Transportation Planning Agency and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Capital Region Transportation Planning Agency in a non-discriminatory environment.

The Capital Region Transportation Planning Agency shall require its consultants to not discriminate on the basis of race, color, national origin, sex, age, handicap/disability, or income status in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.

Executed this 19th day of June 2017

By: _____
Curtis Richardson, Chairman

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**AMENDMENT TO THE
METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

525-010-02
POLICY PLANNING
OGC – 5/16
Page 1 of 2

| | | |
|--|---|---|
| Financial Project No.: <u>439323-1-14-01</u> <u>439323-1-14-02</u> <u>439323-1-14-03</u> <u>439323-1-14-04</u> | Fund: <u>PL; SU; CMAQ; SA</u> Function: <u>615</u> Federal Award Project No.: <u>0220(054)</u> MPO DUNS No.: <u>831025601</u> | FLAIR Approp.: <u>088854</u> FLAIR Obj.: <u>780000</u> Org. Code: <u>55032010330</u> Vendor No.: <u>F96000435042</u> |
| Contract No.: <u>GOD29</u> CFDA Number & Title: <u>20.205</u> | | |

THIS AMENDMENT TO THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Amendment) is made and entered into on this _____ day of June 2017, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 1074 Highway 90, Chipley FL and the Capital Region Transportation Planning Agency (CRTPA), whose address is 300 S. Adams Street, Tallahassee, FL, and whose Data Universal Numbering System (DUNS) Number is: 831025601 (collectively the "parties").

RECITALS

WHEREAS, the Department and the CRTPA on June 20, 2016 entered into a Metropolitan Planning Organization Agreement (Agreement), whereby the Department passed through Federal funds to the CRTPA to assist the CRTPA in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP).

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

- Paragraph 4 of the Agreement is amended to reflect:

Project Cost: The total budgetary ceiling for the Project is \$3,208,547.00. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 7, Amendments.

The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. No work shall begin before the Agreement is fully executed and a "Letter of Authorization" is issued by the Department. The total of all authorizations shall not exceed the annual budgetary ceiling established below and shall be completed within the term of this Agreement:

| FINANCIAL PROJECT NO. | FISCAL YEAR | AMOUNT |
|-----------------------|-------------|-----------------------|
| <u>439323-1-14-01</u> | <u>2017</u> | <u>\$557,525.00</u> |
| <u>439323-1-14-01</u> | <u>2018</u> | <u>\$854,056.00</u> |
| <u>439323-1-14-02</u> | <u>2017</u> | <u>\$1,138,448.00</u> |
| <u>439323-1-14-03</u> | <u>2017</u> | <u>\$446,966.00</u> |
| <u>439323-1-14-04</u> | <u>2017</u> | <u>\$211,552.00</u> |

- Exhibit A (Scope of Work) of the Agreement is amended as follows: This amendment is more fully described in the attached UPWP Revision Form #1.

Except as modified, amended, or changed by this Amendment, all of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
AMENDMENT TO THE
METROPOLITAN PLANNING ORGANIZATION AGREEMENT

525-010-02
POLICY PLANNING
OGC – 5/16
Page 2 of 2

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day, month and year set forth above.

MPO

Florida Department of Transportation

Capital Region Transportation Planning Agency

District Three

Curtis Richardson

Signatory

Phillip Gainer, P.E.

Department of Transportation

Signature

Signature

Chairman

Title

District Three Secretary

Title

Legal Review

CRT

Legal Review

Department of Transportation



June 19, 2017

AGENDA ITEM 6 C

**SOUTHWEST AREA TRANSPORTATION PLAN
CONSULTANT APPROVAL/CONTRACT AUTHORITY**

TYPE OF ITEM: Action

STATEMENT OF ISSUE

Staff is seeking Board approval of Kimley-Horn & Associates, Inc. (KHA) as the consultant for the Southwest Area Transportation Plan, and for approval of the CRTPA Chair and Executive Director to authorize and administer the contract with KHA.

RECOMMENDED ACTION

- Option 1: Approve Kimley-Horn & Associates as the Southwest Area Transportation Plan consultant.
- Option 2: Provide the CRTPA Chairperson, Commissioner Curtis Richardson, the authority to sign the contract, and the CRTPA Executive Director, Greg Slay, the authority to administer the executed contract.

HISTORY AND ANALYSIS

Background

On March 26, 2017 CRTPA staff released the Request for Proposals (RFPs) for the Southwest Area Transportation Plan (SATP). This plan will investigate opportunities for multimodal improvements in the Orange Avenue (Capital Circle, Southwest to Monroe Street), Springhill Road (Capital Circle, Southwest to Orange Avenue) and Lake Bradford Road (Capital Circle, Southwest to Stadium Drive) corridors.

Ultimately, the results of the project will produce individual master plans for each of the corridors that will provide guidance for future Project Development and Environment (P&DE) studies and/or the implementation of improvements should a PD&E not be required.

Consultant Selection Process

The RFP contained a schedule of events for the selection of a consultant to perform the work associated with the SATP. Per the RFP, on April 27, 2017, four (4) proposals were submitted for consideration. Upon review, one of the four was disallowed, which left proposals from:

1. Kimley-Horn & Associates, Inc.,
2. Michael Baker International, and
3. Stantec

Since there were only three submittals remaining, staff opted to eliminate the shortlisting process and have the remaining consultant teams present/interview with the Consultant Selection team which consisted of Autumn Calder (Blueprint), Charles Hargraves (Blueprint), Jack Kostrzewa (CRTPA), and Greg Slay (CRTPA).

The presentations/interviews were held on May 23, 2017, with the results being (in rank order):

1. Kimley-Horn & Associates, Inc. – 160.00 points out of 175
2. Stantec – 121.25 out of 175 points
3. Michael Baker International – 117.50 out of 175 points

The Final Ranking was posted on May 24, 2017.

NEXT STEPS

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

OPTIONS

Option 1: Approve Kimley-Horn & Associates as the Southwest Area Transportation Plan consultant.
(Recommended)

Option 2: Provide the CRTPA Chairperson, Commissioner Curtis Richardson, the authority to sign the contract, and the CRTPA Executive Director, Greg Slay, the authority to administer the executed contract.
(Recommended)

Option 3: CRTPA Board Discretion.

ATTACHMENT

Attachment 1: SATP Request for Proposals

Attachment 2: SATP Scope of Services



**REQUEST FOR PROPOSALS
Southwest Area Transportation Plan
RFP NO. RFP 0037-17-RWT-RC**

March 26, 2017

Request For Proposals

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SECTION 1.0 GENERAL INFORMATION

The Capital Region Transportation Planning Agency (CRTPA) and Blueprint Intergovernmental Agency (BP) are partnering to conduct the Southwest Area Transportation Plan. This Plan will assess several corridors in Southwest Tallahassee/Leon County to develop a coordinated land use/transportation plan that addresses future mobility needs and supports future development in a form that is consistent to the vision of surrounding communities.

To complete this effort, a multi-disciplined consulting team is needed to perform and complete varying tasks that will require coordination between numerous organizations as well as meet the demands of being consistent with FDOT standards.

The three corridors included in the Southwest Area Transportation Plan are:

- **Orange Avenue – Capital Circle, Southwest to Monroe Street (approximately 4.35 miles)**
- **Lake Bradford Road - Capital Circle, Southwest to Stadium Drive (approximately 3.37 miles)**
- **Springhill Road - Capital Circle, Southwest to Lake Bradford Road (approximately 2.14 miles)**

Ultimately, this plan will utilize, for example, Complete Streets and the FDOT Roundabout Policy, to create options that local jurisdictions would like to see considered in the currently programmed Orange Avenue Project and Development Study (PD&E) and any potential future PD&E studies on Lake Bradford Road and Springhill Road.

The major tasks associated with this project include public involvement, data collection, and option development and assessment.

SECTION 2.0 SCOPE-OF-SERVICES

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 RFP | March 26, 2017 |
| Deadline for Questions/Inquiries | April 13, 2017 |
| Proposal Due Date/Time (Deadline) by 4:30PM | April 27, 2017 |
| Scoring/Ranking of Proposals and Shortlist Teams | May 9, 2017 |
| Presentations and Interviews of Short-listed Teams | May 25, 2017 |
| Final Scoring/Ranking and Recommended Team | May 25, 2017 |
| Anticipated Award | June 19, 2017 |

SECTION 4.0 REQUESTS FOR CLARIFICATIONS

ALL questions concerning this RFP 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 RFP may be made by issuance of an addendum.

SECTION 5.0 PROPOSAL REQUIREMENTS

- 5.1 A prospective service provider's response to this Request for Proposals should, at a minimum, include the following information as provided in **TAB 1** thru **TAB 7**, herein, in 12 point, Times New Roman font. Please note that the **PROPOSAL** should address the requirements in a clear and concise manner in the order stated herein. **PROPOSALS** that do not adhere to the following format or include the requested information/documents will be incomplete and therefore non-responsive.
- 5.2 **PROPOSALS** must be separately tabbed as follows and must include the information/documents specified in the applicable tab.
- 5.3 The **PROPOSAL** must contain a manual signature of an authorized representative of the responding Team.
- 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 100 points will be assigned.**
- 5.5 With the exception of the Executive Summary (**TAB 1**), there are no page limits for the **PROPOSAL**.

TAB 1 - EXECUTIVE SUMMARY/GENERAL INFORMATION

Present in brief, concise terms, a five (5) page (maximum) summary level description of the contents of the **PROPOSAL** and of your company and its capabilities. The signer of the **PROPOSAL** must declare that the **PROPOSAL** is in all respects fair and in good faith without collusion or fraud, and that the signer of the **PROPOSAL** 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 – EXPERIENCE (25 points)

Provide the names and titles of all the firms that will provide services to the CRTPA as a member of the consulting team, and outline their respective roles in providing those services. Resumes should be included as an appendix and be specific to experience with similar projects. All firm's will provide the following information:

- Organizational Structure relating to the team effort of this project.
- Past experience in providing similar type of services requested except for any project completed for the CRTPA, Ocala/Marion County TPO or BP. Any experience should provide:
 - Location.
 - Length of time to complete project.
 - Completion date.
 - Partnership or sole source.
 - Cost.
 - Approach to project.
 - 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.
 - Any feedback received from the project (awards, letters of achievement, letters of commendation, etc....).

TAB 3 - APPROACH (50 points)

The consulting team's approach to developing and completing the project tasks as outlined in **ATTACHMENT A– Southwest Area Transportation Plan Scope-of-Services**.

TAB 4 – INNOVATIVE PROJECT METHODOLOGY (25 points)

The information in this tab showcases the proposal’s unique approach or public participation effort.

TAB 5 – FEDERAL REQUIRED CLAUSES

This tab is to be used for all information pertaining to Section 15.0 – Federal Required Clauses.

TAB 6 – MISCELLANEOUS FORMS

This tab is for the following forms:

Representations/Certifications with a completed IRS Form W-9.

TAB 7 – ACKNOWLEDGED ADDENDUMS

All Addendums (if issued) are to be placed in is tab.

SECTION 6.0 SUBMITTING PROPOSAL

6.1 Proposals shall be submitted as follows:

6.1.1 All **PROPOSALS** must be in writing and in complete sets: **ONE ORIGINAL (SO IDENTIFIED) AND FIVE (5) COMPLETE COPIES (SO IDENTIFIED)**. Also include a copy of your proposal on a thumb-drive.

6.1.2 All **PROPOSALS** 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 IN SECTION 3.0
LATE PROPOSALS WILL BE CONSIDERED NONRESPONSIVE AND
SHALL NOT BE CONSIDERED FOR EVALUATION.**

6.1.3 The front of each **PROPOSAL** envelope/container shall contain the following information for proper identification:

- The name and address of the proposer,
- The word "**PROPOSAL**" and the **RFP number**,
- The time/date specified for receipt of **PROPOSAL**

- The number of each envelope/container submitted (i.e. "1 of 3", "2 of 3", "3 of 3")
- 6.1.4 The responsibility for submitting the **PROPOSAL** 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 PROPOSALS WILL BE CONSIDERED NONRESPONSIVE AND WILL NOT BE CONSIDERED FOR EVALUATION.**
- 6.1.5 All **PROPOSALS** must be in writing as provided in **Section 5**, above. Non-responsive **PROPOSALS** will not be considered. The signer of the **PROPOSAL** must declare that the **PROPOSAL** is in all respects fair and in good faith without collusion or fraud and that the signer of the **PROPOSAL** has the authority to bind the principal proposer. **A PROPOSAL THAT DOES NOT COMPLY WITH THIS SECTION SHALL BE CONSIDERED NONRESPONSIVE AND WILL NOT BE CONSIDERED FOR EVALUATION.**
- 6.1.6 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.
- 6.1.7 Teams responding to this RFP must be available for the in-person Presentation and Interview.

A TEAM THAT DOES NOT ATTEND A SCHEDULED THE IN-PERSON PRESENTATION AND INTERVIEW SHALL BE CONSIDERED NONRESPONSIVE AND SHALL NOT BE CONSIDERED FOR EVALUATION.

SECTION 7.0 PRESENTATION AND INTERVIEW

The Selection Committee will evaluate and shortlist the submitted **PROPOSALS** (See Section 3.0 for dates).

The scores from the shortlisted Teams will be reset to zero (0) before moving into the Presentation and Interview phase.

Shortlisted respondents will be asked to make a 15-minute Presentation regarding their **PROPOSAL**, followed by an Interview (up to half an hour) by the Selection Committee. During the Interview, Teams are expected to respond to any question asked regarding the Presentation or the **PROPOSAL**.

A maximum total of 175 points will be assigned based on the Presentation and Interview responses. Lastly, up to six (6) Team Members may be present during the interview process.

SECTION 8.0 EVALUATION CRITERIA

The evaluation of PROPOSALS/Interviews will be performed consistent with the following criteria:

| Criteria | Max Score | Factor | Max Points |
|--|------------------|---------------|-------------------|
| Proposal | | | |
| Experience | 5 | 5 | 25 |
| Approach | 5 | 10 | 50 |
| Innovative Project Methodology | 5 | 5 | 25 |
| PROPOSAL Criteria Total | 15 | | 100 |
| | | | |
| Presentation/Interview | | | |
| Presentation | 5 | 5 | 25 |
| Understanding of Project Requirements | 5 | 15 | 75 |
| Response to Questions by SC Members | 5 | 15 | 75 |
| Presentation/Interview Criteria Total | 15 | | 175 |

As part of the evaluation process, shortlisted respondents shall be required to participate in the Interview process (**Section 6.1.7 and 7.0**).

A TEAM THAT DOES NOT ATTEND A SCHEDULED IN-PERSON INTERVIEW SHALL BE CONSIDERED NONRESPONSIVE AND SHALL NOT BE CONSIDERED FOR EVALUATION.

| Maximum Scoring Description |
|--|
| 0 - No Response / Not Addressed |
| Answer is No to RFP 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 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 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 **PROPOSAL**.

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

The CRTPA reserves the right to accept the **PROPOSAL** 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 RFP at any time prior to approval of the award by the CRTPA. The decision by CRTPA to cancel a RFP 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 **PROPOSAL** may be withdrawn until the date and time set above for the submission of the **PROPOSAL**.

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

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 **PROPOSALS** 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 shortlisted Teams will make presentations to the Selection Committee which, in turn, will conduct interviews of the shortlisted Teams and 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.
- 14.4 The contract for this project will be negotiated with the shortlisted Team(s) ranked highest, as approved by the CRTPA Board.

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 **PROPOSAL** until the execution of a contract. Any proposer who initiates any discussions with staff, other than staff designated in the RFP 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 RFP 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 RFP 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 RFP and subsequent Contract shall be deemed valid and enforceable to the extent permitted by law.

SECTION 21.0 REMEDIES

This RFP and subsequent Contract shall be governed by the laws of the State of Florida. Venue for any litigation involving this RFP 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 RFP and subsequent Contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this RFP 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.

INTRODUCTION

The Capital Region Transportation Planning Agency (CRTPA) and the Blueprint Intergovernmental Agency (Blueprint) have requested the development of the **Southwest Area Transportation Plan** with the desire to develop a coordinated land use/transportation plan that addresses future mobility needs and supports future development in a form that is consistent to the vision of surrounding communities.

The three corridors included in the Southwest Area Transportation Plan are:

- Orange Avenue – Monroe Street to Capital Circle, Southwest (approximately 4.35 miles)
- Lake Bradford Road - Gaines Street to Capital Circle, Southwest (approximately 3.37 miles)
- Springhill Road - Capital Circle, Southwest to Lake Bradford Road (approximately 2.14 miles)

Ultimately, this plan will utilize, for example, Complete Streets and the FDOT roundabout policy, to create options that local jurisdictions would like to see considered in the currently programmed Orange Avenue Project and Development Study (PD&E) and any potential future PD&E studies on Lake Bradford Road and Springhill Road.

OBJECTIVE

The objective for the Southwest Area Transportation Plan is to create a vision for the area that is consistent with the Long Range Transportation Plan, the Blueprint 2020 sales tax extension projects, the Tallahassee-Leon County Comprehensive Plan, and that has buy-in from the land owners, residents and public officials while producing guide for the future development of the area. This will be achieved through balancing transportation, land-use, environmental and neighborhood preservation measures to produce a positive image for the ultimate build out of the area while providing for the safe and efficient use of existing transportation facilities through access management.

A number of special considerations that are part of this study are listed below.

Connections 2040 Regional Mobility Plan (RMP)

These roads are identified in the Connections 2040 Regional Mobility Plan (RMP) with transportation system capacity/gateway improvements for all three corridors.

Blueprint Project List

The corridors identified in the Plan overlap several Blueprint projects identified in the 2020 sales tax extension.

Florida State University and Florida A&M University Master Plans

Consideration of the plans for the university system needs will be considered for incorporation into the Plan.

Airport Master Plan

Any improvements to the Tallahassee International Airport as noted in the Airport Master Plan will be considered for incorporation into the Plan.

StarMetro Transit Development Plan

Transit route changes or additional improvements to the transit system will be considered for incorporation into the Plan.

Project Development and Environment Study

Concurrently, a major purpose of the **Southwest Area Transportation Plan**, and specifically for Orange Avenue, will be to develop options to be addressed during a Project Development and Environment (PD&E) Study, scheduled for 2019, and potential PD&E studies (yet to be programmed) associated with Lake Bradford Road and Springhill Road.

For Orange Avenue (Capital Circle, Southwest to Monroe Street) this is a two-phase project with Phase I being the **Southwest Area Transportation Plan** and Phase II, the Orange Avenue Project Development and Environment (PD&E) Study.

Documentation

The outcome from the Plan will be a **Corridor Master Plan**, for each of the three (3) corridors that will further detail how land use and transportation will be coordinated to meet the future development demands of the corridors while providing for transportation system capacity in a form that supports the vision of Tallahassee, Leon County and the CRTPA region. Identification of key nodes within each corridor shall be delineated for a more site specific plan to help redevelopment and reinvestment of these corridors.

Every option that is created for each corridor shall be identified, developed, analyzed and expressed in a form suitable for comparison to all other corridor options. It will be necessary to analyze in sufficient detail to identify enough differences to determine, but not eliminate, which option would be in the best overall public interest taking into consideration benefits and burdens to the region and the populations within and served by the corridor

Each option will be included in the respective **Corridor Master Plan** (Task 4). The results of the option analysis will be documented in an **Options Evaluation Report** (Task 3) (a subcomponent of the respective **Corridor Master Plans**).

Project Guidance

The project will be guided by a **Project Team** that includes varying interests and will include, at a minimum, staff from the CRTPA and Blueprint.

TASK 1 - DETAILED WORK PLAN AND WORK SCHEDULE

The development and maintenance of a project **Work Plan** will be needed to detail the methodology, expected sequence of tasks, subtasks and important milestones of the project. A **Schedule** (a subcomponent to the **Work Plan**) will be developed to identify target dates for completion of work tasks and deliverables and shall reflect meeting dates associated with the project. This will include the preparation and establishment of monthly **Project Team** meetings to discuss upcoming events, needs, issues, and tasks. This effort will result in monthly **Progress Reports** (a subcomponent to the **Work Plan**).

Task Deliverables: **Project Work Plan and Schedule**
 Monthly Project Team Meetings and Progress Reports

TASK 2 DATA COLLECTION

The main document that will support changes to any of the respective **Corridor Master Plans**’ is the **Data Appendix** which will document the data collection efforts as outlined below.

Data Collection and Physical Context Evaluation

The data collection effort for this project is very wide and detailed. The following data will be needed for the respective **Corridor Master Plan**.

Base Mapping

A project “base map” will need to be completed utilizing existing GIS data. This base map will be the palette in which all recommendations and alternatives are reflected.

Photo Inventory

Photographs will include both eye-level pictures of the study area to illustrate land development patterns within the study area.

Parcel Information

Existing parcel information will be analyzed utilizing existing data including parcel ownership, building patterns, land use and entitlements, number, type and location of driveways, street network and circulation patterns. This process will include identification of development opportunities and constraints from current zoning and future land use designations.

Existing Codes and Regulations

Existing zoning codes and land development regulations will be reviewed for those that are applicable to the specific corridor. This would provide a context for review of the level of change needed to coordinate land use and transportation planning within the respective corridor.

Physical Inventory

Existing data and any existing field survey’s will be used to analyze and map existing and future land uses, historical/cultural features, vacant and agricultural land, public space/parks, community facilities, neighborhoods, activity centers, building and development patterns, and major utility infrastructure required to serve development (for example, water and sewer lines).

Environmental Inventory

Wetlands, water bodies, environmental systems, habitat for threatened and endangered species, socio-cultural effects, cultural resources, noise effects, and other features that influence development patterns and transportation infrastructure will be analyzed and mapped.

Environmental Justice Inventory

Populations within the corridor area as well as those projected to benefit by/use the corridor area will be identified by Census data and ground verification to identify the potential benefits and burdens to various populations with the region including, but not limited to, minorities, low income, and those with mobility challenges including physical and lack of automotive ownership.

Transportation and Land Use History

Existing Leon County resources will be used to develop a description of the land use and transportation history of the roads in the respective **Corridor Master Plan** in order to place past trends in the context of future opportunities.

Future Land Use

Future land use designations according to the current comprehensive plan for Tallahassee/Leon County, as well as all pending developments, building permit applications, rezoning petitions and Local Government Comprehensive Plan amendments will be analyzed and mapped.

Transportation

Base transportation conditions for use in subsequent analyses will be assembled. This initial inventory and analysis will cover the existing and committed highway network, bicycle and pedestrian facilities, and transit service. The following information will be developed from available sources:

- Inventory of facility type, functional classification and administrative responsibility;
- Existing number of lanes, right-of-way (if available) and committed capacity; improvements from the CRTPA Transportation Improvement Program (TIP) and FDOT work program and/or local Capital Improvement Program;
- Existing traffic counts plus committed trips from approved development to show available capacity by road segment at the adopted level of service standard;
- Transportation analyses for proposed developments within the study area;
- Planned roadway capacity improvements contained in the CRTPA's Connections 2040 Regional Mobility Plan and any regional planning efforts affecting the study area;
- Bus routing and stop information, service frequencies, and any future transit initiatives; and
- Pedestrian and bicycle related land use inventory (schools, parks, business activity), physical features (bike facilities, sidewalk inventories).

Traffic Data

Traffic projections will be developed for planning purposes only utilizing historic growth rates to reflect potential capacity issues. No transportation modeling will be required for this effort.

24-hour traffic machine counts (approach volumes at 15-minute increments) at key intersections will be identified by the **Project Team** with data provided by the City of Tallahassee.

Based on an analysis of the 24-hour traffic machine counts and evaluation of current and future development trends (traffic generators), an 8-hour manual vehicle turning movement will be performed for peak hours at those intersections where required. A Synchro analysis will be required where roundabouts are proposed to be located in each of the corridors.

Crash Data

Crash data will be obtained for the previous five-year period, which will include the number and type of accidents, accident locations, number of fatalities and injuries, and estimates of property damage and economic loss.

Utilities

All utilities will be documented utilizing existing GIS data, or other available data.

Railroads

All railroads will be documented utilizing existing GIS data, or other available data.

Transportation Plans

All Transportation Plans will be obtained for all modes of transportation including surface, transit and non-motorized modes. The following plans or studies should be obtained:

- Connections 2040 Regional Mobility Plan;
- Capital Improvement Plans;
- Tallahassee–Leon County Comprehensive Plan;
- Transit Development Plan (TDP) from StarMetro;
- Transit; rail, bus, other; and
- Non-motorized modes, including bikeways and pedestrian walkways.

Safety

Project needs associated with the safety of the existing facilities will be identified based on the crash data information.

Task Deliverables: Data Appendix

TASK 3 CORRIDOR ASSESSMENT

Existing Corridor Assessment

A **Corridor Assessment** is required that will utilize the **Data Appendix**. This assessment will be ongoing throughout the duration of the project and will be performed with consideration to the results of the data collection effort.

Option Analysis

After the **Corridor Assessment** is completed, an **Options Evaluation Report** will be developed. The report will document the respective corridor options accompanied by the desires of the community with respect to landscaping, aesthetics, or other special features in order to satisfy the requirements of the FDOT's policy on Transportation Design for Livable Communities, Complete Streets Implementation and Roundabout Policy.

All viable options will be developed and evaluated in order to address the project needs.

Additionally, the Corridor Assessment process will lead to the development of a "Purpose and Need" statement for road that will address area-wide as well as corridor specific needs.

Task Deliverables: **Existing Corridor Assessment**
 Options Evaluation Report

TASK 4 CORRIDOR MASTER PLAN

Ultimately, the **Southwest Area Transportation Plan** will require a **Corridor Master Plan** for each road. This effort will synthesize Task 2, Task 3, and Task 5 into a draft master plan report with graphics and diagrams to illustrate the overall planning concepts.

The **Corridor Master Plan** will include:

Development Framework. The Development Framework will illustrate a vision for the study area. This overall vision will identify area resources (public institutions, parks and open space, neighborhoods), where new development and specific uses could occur, catalytic development sites [nodes] (parcels that are likely to be aggregated), and connections and transitions to adjacent rural areas, tying them together into a single strategic plan.

Development and Redevelopment. Recommendations for development and redevelopment in the corridor, including:

- Types of land uses and general mix of uses;
- Potential locations for each of the land uses (and/or location criteria), including locations for key, mixed-use projects and potential points of concentrated activity;
- Incentives that could be used to encourage development and redevelopment of the corridor, or that encourage existing uses to enhance their appearance.
- Traffic and Multimodal Transportation Analysis - The analysis will show the alternative roadway cross sections developed during the **Planning Charette**, and the recommended alternative. Additionally, the analysis will assess improvements to conditions for pedestrian, bicycle and transit circulation. Based on this assessment, recommendations will be provided regarding follow-up actions needed to implement the plan; examples include changes to adopted Level-of-Service standards and the creation of a Multimodal Transportation District to address concurrency needs.
- Community Impact Analysis - This analysis will estimate the number of residences, businesses, neighborhoods, and community facilities impacted by each alternative.
- Timeline for Implementation Plan - As part of the refinement of the design concepts, a time schedule and estimated cost for improvements, responsible agencies, and potential funding sources will be prepared as an implementation strategy.
- Coordination for Subsequent PD&E Study -Additional issues to be addressed in more detail as part of a subsequent PD&E study will be identified and noted. Examples of issues include the following:
 - NEPA requirements for environmental impacts.

Task Deliverables: Corridor Master Plans for Orange Avenue, Lake Bradford Road, and Springhill Road.

TASK 5 PUBLIC PARTICIPATION

This task outlines the process to incorporate the public into the corridor planning process by working closely with a **Project Team** and by conducting stakeholder interviews. During this initial phase of the study the following techniques to gather information and build a common understanding of the project's focus will be employed.

Project Team

The Project Team is a group of transportation professionals, both land use and transportation, that will be formed to assist in the technical aspects of the project, provide direction, and serve as the first point of contact for activities related to the Southwest Area Transportation Plan.

Stakeholder Interviews

A series of presentations/interviews with Stakeholders in the area will be conducted. Several stakeholder groups are likely to include: neighborhood organizations, church groups, local businesses, property owners, educational institutions, chambers of commerce, elected officials, FDOT and representatives of the private development community. These presentations should be brief, informal and highly focused on specific stakeholder issues regarding the Study Area. This process is intended to provide one-on-one or small group meetings with the Stakeholders. The results of these interviews will be presented to the **Project Team** in the form of a **Stakeholder Interview Report**. This effort will be used to complement the **Data Appendix** and clarify specific issues and concerns within the area.

Kick-off & Advisory Workshop

A joint kick-off and advisory workshop with the **Project Team** will provide direction and input regarding the study's focus, specific areas of concern and key Stakeholders to be interviewed. The **Goals and Objectives** of the project will be defined from this workshop.

Planning Charette

The major effort for public participation associated with this project is a **Planning Charette**. The **Planning Charette**, open to the public, will be focused around three (3) major public events: the **Planning Charette** kick-off and planning session, a planning options session (multiple days as required), and a closing presentation of the **Planning Charette's** results on the last day.

The public will be encouraged to attend the beginning and ending sessions of the **Planning Charette** for general coverage. Individuals interested in specific issues will be encouraged to attend the **Planning Charette** throughout the entire process.

The outcome of the **Planning Charette** is the **Conceptual Improvement Plan**, which is further detailed below:

A **Conceptual Improvement Plan** will be produced during the **Planning Charrette** that will be formatted into a PowerPoint presentation with all associated graphics. Specific components of the **Conceptual Improvement Plan** will include:

- Illustrative **Development Framework Plan** (Task 4).
- Preliminary transportation analysis of development impacts.
- Roadway cross section(s) for the corridors to support the **Development Framework Plan** (Task 4).
- Access management concept for corridor.
- Phasing diagrams illustrating development of the corridor over time.
- Transportation corridor options.
- Transit concepts.
- Streetscape Improvements.
- Parks & Public Spaces.
- Illustrative Design Sketches (both eye-level and aerial renderings).
- Initial Action/Implementation Plan.
- Recommended Funding Alternatives (by phase).

Task Deliverables: **Stakeholders Interviews Report**
 Goals and Objectives
 Conceptual Improvement Plan
 PowerPoint Presentation

TASK 6 PROJECT DELIVERABLES

There are several documents that are associated with the completion of the **Southwest Area Transportation Plan**. These are described below:

Southwest Area Transportation Plan

The **Southwest Area Transportation Plan** will document the overall process including Task 1 through Task 5. This will also include an Executive Summary of the Southwest Area Transportation Plan process.

Project Work Plan and Schedule (Task 1)

Monthly Project Team Meetings and Progress Reports (Task 1)

Data Appendix (Task 2)

Existing Corridor Assessment (Task 3)

Options Evaluation Report (Task 3)

Corridor Master Plan (Task 4)

Stakeholders Interviews Report (Task 5)

Goals and Objectives (Task 5)

Conceptual Improvement Plan (Task 5)

PowerPoint Presentation (Task 5)

TASK 7 FINAL PLAN

A **Final Southwest Area Transportation Plan** will be prepared that incorporates comments and direction by the Project Team.

Final Presentations

There will be three **Southwest Area Transportation Plan** presentations. The first will be to the public and the second and third to the C RTPA Board and Blueprint Intergovernmental Agency, respectively.

TASK 8 PROJECT CONTINUATION

At the CRTPA's option, the CONSULTANT may be requested to provide professional services not explicitly outlined in this Scope-of-Services. These services may include, but are not limited to, a Project Development and Environment (PD&E) Study. A supplemental agreement for the optional services shall be executed in accordance with Section 2 of the Standard Professional Services Agreement Terms.



June 19, 2017

AGENDA ITEM 6 D

MIDTOWN AREA TRANSPORTATION PLAN

TYPE OF ITEM: No Action Required

STATEMENT OF ISSUE

Staff will provide an update on the Midtown Area Transportation Plan recently initiated by Kimley-Horn and Associates (CRTPA General Planning Consultant) which provides a technical analysis of potential transportation improvements.

HISTORY AND ANALYSIS

Background

Transportation improvements to the Midtown area of Tallahassee have been discussed and documented for a number of years. Recent efforts include:

- The CRTPA's Connections 2040 Regional Mobility Plan" (adopted on November 16, 2015) which identifies the Thomasville Road/Meridian Road/Seventh Avenue intersection for improvement. This project has been included on the agency's RMP Roadways Priority Project List (and is on the most recent Roadway PPL scheduled for adoption at today's meeting).
- Blueprint Intergovernmental Agency Community Enhancement project ("Midtown Placemaking (Thomasville and Monroe Roads)") that identifies improvements at the five-points intersection of Meridian Road/Thomasville Road/Seventh Avenue as well as streetscaping improvements to Monroe Street (Thomasville Road to Tharpe Street) and Thomasville Road (Monroe Street to Post Road). This project was included in the November 2014 passage of the Leon County Penny Sales Tax Extension.
- FDOT safety study ("Thomasville Road (Midtown) Safety Study") was conducted by the FDOT on Thomasville Road (Monroe Street to Betton Road) based upon a request by the CRTPA to evaluation bicycle and pedestrian safety along the corridor. The study, presented to the CRTPA on September 19, 2016, identified potential pedestrian safety improvements along the corridor (some of which are included on the agency's Transportation Systems Management (TSM) Priority Project List for funding).

Midtown Area Transportation Plan

Building upon and coordinating the above efforts, the Midtown Area Transportation Plan was recently initiated by Kimley-Horn and Associates, a C RTPA General Planning Consultant. The study will identify and review potential changes to the transportation network and, pursuant to the project's scope, "gain a better understanding of the travel patterns in and around the Midtown area of Tallahassee and identify deficiencies within the existing transportation network." The study will evaluate the existing conditions and recommend potential improvements to the area that addresses the needs of vehicles, pedestrians, and bicyclists in the Midtown area.

The plan includes a review of previous studies in the area including the Midtown Action Plan. Data collection efforts associated with the study will include the use of Bluetooth detection technology to determine traffic patterns throughout the Midtown area. Additionally, intersection and roadway segments will be evaluated to complete a traffic operations analysis.

Potential operational and safety improvements will be considered and evaluated for feasibility, including:

- Roundabouts
- Complete Street concepts
- One-way streets
- Two-way streets
- Re-routing/signing
- Traffic calming measures
- Speed limit modifications
- Street lighting
- Bicycle, pedestrian, and transit options

Identified operational improvements ("alternatives") will be evaluated for feasibility and ability to address identified issues in the Midtown area, including right-of-way impacts.

Workshops are scheduled to be conducted with the Board and committees to discuss the plan's evaluation and recommended alternatives from which to proceed and the plan is anticipated to be completed in six (6) months.

NEXT STEPS

Consistent with Board direction, additional phases of the project may include public outreach, refined analysis of identified alternatives and phasing and implementation strategies.



June 19, 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 including the following:

- FDOT/CRTPA Annual Certification



June 19, 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.



June 19, 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 |
|--|---|------------------------|----------------|
| Sec. Phillip Gainer FDOT Chipley, FL | Greg Slay, Executive Director CRTPA | Priority Project Lists | March 21, 2017 |



March 23, 2017

Mr. Phillip Gainer, PE, Secretary
Florida Department of Transportation, District Three
PO Box 607
Chipley, FL 32428

Subject: FY 2019 – FY 2023 CRTPA Priority Project Lists (PPLs)

Dear Secretary Gainer:

The purpose of this letter is to notify you that on March 21, the Capital Region Transportation Planning Agency (CRTPA) adopted the following Fiscal Year (FY) 2019 – FY 2023 CRTPA Priority Project Lists (PPLs):

- Transportation Alternatives PPL
- Transportation Regional Incentives Program PPL

We appreciate the Department's continued efforts towards improving our region's transportation system. If further information is required, please do not hesitate to contact me or Greg Burke at 850 891-8626.

Sincerely,

Greg Slay, AICP
Executive Director
Capital Region Transportation Planning Agency

Enclosures

cc: Mr. Jared Perdue, P.E., FDOT District Three, with attachments
Ms. Regina Battles, P.E., FDOT District Three with attachments
Ms. Suzanne Lex, FDOT District Three, with attachments

Capital Region Transportation Planning Agency
ADOPTED Transportation Regional Incentives Program (TRIP) Priority Project List
Fiscal Year 2019 - Fiscal Year 2023

| Priority Rank | Project Name | From | To | Project/Strategy | County | Funding Sought |
|---------------|-------------------------------|---------------------------|--------------------------|------------------|--------|----------------|
| 1 | Weems Road Extension | Capital Circle, Northeast | US 90 | New 2 land road | Leon | CST |
| | | | | | | |
| 2 | Welaunnee Boulevard Extension | Fleischmann Rd | South of Shamrock Street | New 4 lane Road | Leon | PD&E |

ABBREVIATIONS:

CST= Construction

PD&E = Project Development and Environment Study

Capital Region Transportation Planning Agency
ADOPTED Transportation Alternatives Priority Project List
 Fiscal Year 2019 - Fiscal Year 2023

| Priority | Project | Limits | Notes |
|----------|--|--|---|
| 1 | Havana Middle School Sidewalk (Sponsor: Town of Havana) | 11th Ave (4th St to Iron Bridge Rd); Iron Bridge Rd (CR 12A to 11th Ave) | Design funded (FY 18); seeking construction funds |
| 2 | Atlanta Street Sidewalk (Sponsor: Gadsden County) | Martin Luther King, Jr. Boulevard to Ben Bostic Road | Design funded (FY 17); seeking construction funds |
| 3 | Dogwood Street Pedestrian Crossing (Sponsor: City of Monticello) | US 19/Dogwood Street Intersection | No funded phases |
| 4 | Mound Street Sidewalk (Sponsor: Wakulla County) | US 98 to Woolery Park | No funded phases |



June 19, 2017

AGENDA ITEM 9 B

FUTURE MEETINGS

TYPE OF ITEM: Information

The Capital Region Transportation Planning Agency will meet on the following remaining dates, times and locations in 2017:

| Meeting Date | Meeting Type | Location |
|---------------------|---------------------|---|
| September 19 | Board Meeting | City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:00 pm |
| October 17 | Retreat/Workshop | Location: TBD, 9:00 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 |



June 19, 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 met on Tuesday, June 6, 2017, and took action on the following items:

Committee Bylaw Revisions

TAC Action: Recommended approval unanimously with a quorum

CMAC Action: Recommended approval unanimously without a quorum

November 22, 2016 and March 7, 2017 Committee Meeting Minutes

TAC Action: Recommended approval unanimously with a quorum

CMAC Action: Recommended approval unanimously without a quorum

Fiscal Year (FY) 2018 -FY 2022 Transportation Improvement Program (TIP) Adoption

TAC Action: Recommended approval unanimously with a quorum

CMAC Action: Recommended approval unanimously without a quorum

FY 2019 -FY 2023 Priority Project Lists (PPL's)

TAC Action: Recommended approval unanimously with a quorum

CMAC Action: Recommended approval unanimously without a quorum

FY 2018 Unified Planning Work Program (UPWP) Update

TAC Action: Recommended approval unanimously with a quorum with the corrections to PL Funding raised by FDOT Liaison, Suzanne Lex regarding ineligible expenses.

CMAC Action: Recommended approval unanimously without a quorum with the corrections to PL Funding raised by FDOT Liaison, Suzanne Lex.

In addition to items on the agenda, CMAC Members also discussed ways in which to entice the population to get interested and participate in CRTPA projects and outreach. Of note was the suggestion to update the CRTPA webpage to include pictures from the region and perhaps initiate a

CRTPA field trip open to the public to view “what’s new” in the region. Mr. JR Harding, CMAC Vice-Chair, also led a discussion on the need to adopt the federal requirements for accessibility rather than state requirements because they are much more comprehensive. On the same topic, he suggested that CRTPA projects that utilize boardwalking should utilize the construction on boardwalk with the planks running parallel to the directional travel rather than perpendicular in an effort to make the travel more accessibility-friendly (and he noted that other projects that have done this in the state have found the projects to last longer before maintenance is needed).

Additionally, the TAC and CMAC also heard an update from FDOT on the ***Quincy Bypass Southern Loop and the Complete Streets Handbook and Design Manual with Upcoming Workshops***. No action was requested or taken.

Transportation Disadvantaged Local Coordinating Boards

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

Gadsden County

The GCTDCB met on March 23, 2017. At that meeting they adopted a resolution recommending that Big Bend Transit remain the Community Transportation Coordinator through 2022. They also reviewed and approved the Annual CTC Evaluation. They were notified that as of July 1, 2017 the Apalachee Regional Planning Council would become their Designated Official Planning Agency. Their next meeting is scheduled for June 15th, at which time the Annual Public Hearing will be held.

Jefferson County

The JCTDCB met on March 23, 2017. At that meeting they received a quarterly report and also reviewed and approved the Annual CTC Evaluation. They were notified that as of July 1, 2017 the Apalachee Regional Planning Council would become their Designated Official Planning Agency. Their next meeting is scheduled for June 15th, at which time the Annual Public Hearing will be held.

Leon County

The LCTDCB met on May 17, 2017. At that meeting they received a report detailing the activities of the Community Transportation Coordinator (CTC) and the planning staff. The Transportation Disadvantaged Service Plan was reviewed and no revisions were recommended.

The Florida Commission for the Transportation Disadvantaged (FCTD) met early that day at their regular business meeting and approved Star Metro as the CTC through 2022.

Wakulla County

The Wakulla TDCB met on April 12, 2017. They received a report from the CTC and the planning staff. They reviewed and approved the evaluation of the CTC. CRTPA staff notified them that the Designated Official Planning Agency would become the Apalachee Regional Planning Council on July 1, 2017.



June 19, 2017

AGENDA ITEM 10

CITIZEN COMMENT



June 19, 2017

AGENDA ITEM 11

ITEMS FROM CRTPA BOARD MEMBERS