



Meeting Packet
September 30, 2013, 5:00 p.m.



**Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area**



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September 23, 2013

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Randy Wells, Chair

SUBJECT: **Meeting Announcement**

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will meet on **Monday, September 30, 2013 at 5:00 p.m.** This meeting will be held in the **Jack Durrance Auditorium, Alachua County Administration Building,** Gainesville, Florida.

Attached are copies of the meeting agenda.

If you have any questions concerning this matter, please contact Marlie Sanderson, AICP, Director of Transportation Planning, at 352.955.2200, extension 103.

Attachments

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AGENDA
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
FOR THE GAINESVILLE URBANIZED AREA

Jack Durrance Auditorium
Alachua County Administration Building, Gainesville, Florida

Monday, 5:00 p.m.
September 30, 2013

STAFF RECOMMENDATION

Page #3

**I. Approval of the Meeting Agenda
and Consent Agenda Items**

APPROVE BOTH AGENDAS

The MTPO needs to approve the meeting agenda and the consent agenda items.

Page #225

II. Year 2040 Long Range Transportation Plan Update

NO ACTION REQUIRED

Staff and the Consultant will overview this two-year planning effort.

Page #243

III. Meeting Time- 2014

POLICY DECISION

The MTPO needs to decide what its meeting times will be in 2014.

**Back
Cover**

IV. Next MTPO Meeting

NO ACTION REQUIRED

The next MTPO meeting is scheduled for December 2, 2013 at 5:00 p.m.

V. Comments

- A. MTPO Members*
- B. Citizens Comments*
- C. Chair's Report*

If you have any questions concerning this matter, please contact Marlie Sanderson, AICP,
Director of Transportation Planning, at 352.955.2200.

*No backup material included with the attached agenda material.

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**CONSENT AGENDA
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
FOR THE GAINESVILLE URBANIZED AREA**

**Jack Durrance Auditorium
Alachua County Administration Building, Gainesville Florida**

**Monday, 5:00 p.m.
September 30, 2013**

STAFF RECOMMENDATION

Page #7 CA. 1 Minutes- August 5, 2013 APPROVE MINUTES

This set of MTPO minutes is ready for review.

Page #17 CA. 2 Minutes- August 12, 2013 APPROVE MINUTES

This set of MTPO minutes is ready for review.

**Page #21 CA. 3 Florida Department of Transportation-
Reimbursement Agreement APPROVE STAFF
RECOMMENDATION**

This Agreement provides \$200,000 for the Year 2040 Long Range Transportation Plan.

**Page #91 CA. 4 Atkins North America, Inc. Agreement APPROVE STAFF
RECOMMENDATION**

This \$400,000 Agreement is for the consultant who will assist in the Year 2040 Long Range Transportation Plan Update.

**Page #157 CA. 5 Engagement Letter for Fiscal Year 2012-13 Audit APPROVE STAFF
RECOMMENDATION**

The audit this year will be prepared by Powell and Jones, Certified Public Accountants.

**Page #165 CA. 6 Updated Bylaws APPROVE STAFF
RECOMMENDATION**

The currently adopted Bylaws were last reviewed and revised in 1983.

Page #167 CA. 7 Transportation Disadvantaged Program- Resolution of Appreciation APPROVE STAFF RECOMMENDATION

This resolution is for Major Stroupe who has served as the Veterans Representative on the Alachua County Coordinating Board since May 2011.

Page #171 CA. 8 Transportation Disadvantaged Program- Status Report NO ACTION REQUIRED

The MTPO has asked for regular status reports concerning this program

Page #183 CA. 9 Alachua County Federal and State Funds by Mode NO ACTION REQUIRED

In June 2013, the MTPO asked for this updated information.

Page #191 CA. 10 Transportation Design for Livable Communities NO ACTION REQUIRED

In June 2013, the MTPO asked for a copy of this information.

Page #213 CA. 11 City of Gainesville and Alachua County Website Links NO ACTION REQUIRED

In December 2012, the MTPO requested that we work with City and County staff to improve the links between the MTPO's website and the websites of the City and County.

Page #219 CA. 12 Florida Department of Transportation Letter- September 4, 2013 NO ACTION REQUIRED

This letter is concerning the Archer Road and SW 34th Street intersection.

Page #221 CA. 13 Florida Department of Transportation Letter- September 5, 2013 NO ACTION REQUIRED

This letter is concerning the U.S. 441 Intelligent Transportation System sign on the north side of Paynes Prairie.

Page #223 CA. 14 Florida Department of Transportation Project Notice- NW 34th Street at the YMCA NO ACTION REQUIRED

This notice states that the construction of the left-turn lane will begin on September 17, 2013.

Consent

Agenda

Enclosures

MINUTES
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
FOR THE GAINESVILLE URBANIZED AREA

Jack Durrance Auditorium
Alachua County Administration Building
Gainesville, Florida

3:00 p.m.
Monday
August 5, 2013

MEMBERS PRESENT

Randy Wells, Chair
Susan Baird, Vice Chair
Susan Bottcher
Mike Byerly
Chuck Chestnut
James Bennett/Greg Evans
Thomas Hawkins
Yvonne Hinson-Rawls
Robert Hutchinson
Lee Pinkoson
Lauren Poe
Curtis Reynolds

MEMBERS ABSENT

Todd Chase
Ed Braddy
Gib Coerper

OTHERS PRESENT

See Exhibit A

STAFF PRESENT

Scott Koons
Marlie Sanderson
Michael Escalante
Luke Tia

CALL TO ORDER

Chair Wells called the meeting to order at 3:08 p.m.

I. APPROVAL OF THE MEETING AGENDA AND CONSENT AGENDA

Chair Wells asked for approval of the consent agenda and meeting agenda.

Mr. Marlie Sanderson, Director of Transportation Planning for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, noted that the Florida Department of Transportation would like to have item CA.6 Archer Road at SW 34th Street Intersection placed on the meeting agenda for discussion.

A member requested adding an agenda item to discuss the Alachua County-City of Gainesville Transportation Surtax Joint Meeting Agenda.

MOTION: Commissioner Hutchinson moved to approve the Consent Agenda and Meeting Agenda amended to place item CA.6 Archer Road at SW 34th Street Intersection and a discussion of the Alachua County-City of Gainesville Transportation Surtax Joint Meeting Agenda after item VI. SE 16th Avenue (State Road 226)- Main Street To Williston Road. Commissioner Byerly seconded; motion passed unanimously.

II. TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Mr. Sanderson stated that the Florida Department of Transportation has requested amendments to the Fiscal Years 2012/2013 - 2016/2017 Transportation Improvement Program to address the addition of the US 441 Intelligent Transportation System Project and the rolling forward of several roadway and transit projects into the Fiscal Years 2013/2014 - 2017/2018 Transportation Improvement Program.

Mr. Gerry Dedenbach, Causseaux, Hewett & Walpole Planning Director representing Mr. Garrett Gleim and family, discussed the family's safety concerns regarding the proposed location of a dynamic message sign in front of the Gleim's family home on US 441. He noted the signs proximity to median openings for U-turn opportunities. He added that the family and its consultants have met with Florida Department of Transportation staff to discuss the relocation of the sign and electronic communications equipment and with State Senator Keith Perry to discuss the project's timeline.

Dr. Irvan Gleim discussed his family's concerns regarding the proposed location of a dynamic message sign. He noted that he had participated in the Florida Department of Transportation neighborhood meeting on March 11, 2013. He praised the Florida Department of Transportation for changing the speed limit on NW 39th Avenue near NW 97th Boulevard. He also discussed safety issues concerning the median on NW 39th Avenue and NW 97th Boulevard.

Mr. James Bennett, Florida Department of Transportation District 2 Urban Transportation Engineer, discussed the message board signs and answered questions.

Mr. Peter Vega, Florida Department of Transportation District 2 Intelligent Transportation System Engineer, discussed the US 441 Intelligent Transportation System Project and answered questions.

Ms. Karen Taulbee Florida Department of Transportation District 2 Transportation Specialist, discussed the proposed Transportation Improvement Programs amendments.

MOTION: Commissioner Pinkoson moved to approve the Transportation Improvement Program amendments (Exhibit 1) and request that the Florida Department of Transportation reconsider the recommendations presented by the Gleim family (Exhibit 2). Commissioner Bottcher seconded. Commissioner Chestnut requested that the motion be split.

SPLIT MOTION PART ONE:

Commissioner Pinkoson moved to request that the Florida Department of Transportation reconsider the recommendations presented by the Gleim family (Exhibit 2). Commissioner Bottcher seconded; motion passed unanimously.

SPLIT MOTION PART TWO:

Commissioner Pinkoson moved to approve the Transportation Improvement Program amendments (Exhibit 1). Commissioner Bottcher seconded. Mr. Sanderson conducted a show-of-hands vote; motion passed 9 to 1, with Commissioner Baird in dissent.

III. PROPOSED LONG RANGE TRANSPORTATION PLAN AMENDMENT-
ARCHER ROAD PROJECT AND
IV. PROPOSED LONG RANGE TRANSPORTATION PLAN AMENDMENT-
TOWER ROAD PROJECT

Mr. Sanderson stated that the MTPO, at its June 3rd meeting, requested an agenda item for its next meeting to consider amending the adopted long range transportation plan for the four-laning of Archer Road and for the Tower Road project. He discussed the amendment process and answered questions.

Mr. Bennett discussed right-of-way requirements and the project development and environmental study, design, right-of-way acquisition and construction process. He said that a project development and environmental study for the four-laning of Archer Road is being considered for Fiscal Year 2016-17. He noted that Tower Road was off the State Highway System.

City of Archer Commissioner Fletcher Hope discussed the need for the MTPO to include the four-laning of Archer Road in the Cost Feasible Plan in order for the Florida Department of Transportation to consider four-laning this road to the City of Archer.

MOTION: Commissioner Pinkoson moved to not amend the adopted long range transportation plan at this time, but instead address the project priority for Tower Road modifications and the four-laning of Archer Road along with other transportation priorities over the next two years as part of the Year 2040 long range transportation plan update. Commissioner Bottcher seconded; motion passed unanimously.

V. MARKING PEDESTRIAN CROSSINGS

Mr. Sanderson stated that this agenda item was requested by a member of the MTPO. He noted that the Year 2035 Cost Feasible Plan identifies portions of University Avenue, West 13th Street and Waldo Road as multimodal emphasis corridors.

Commissioner Hawkins discussed his concerns with criteria for marking pedestrian crossings and the costs, scope and timeline of the engineering studies required by the Florida Department of Transportation Traffic Engineering Manual.

Mr. Bennett discussed midblock crossings, Florida Department of Transportation's Transportation Design for Livable Communities policy and answered questions. He said that engineering studies were needed for specific locations for crosswalks at unsignalized intersections. He noted that the multimodal project descriptions in the Cost Feasible Plan need to be clarified so that projects can be included in the List of Priority Projects.

Mr. Sanderson stated that staff would work with the Florida Department of Transportation and the Alachua County Traffic Safety Team to develop needed crosswalk marking locations for inclusion in the List of Priority Projects.

Ms. Taulbee noted that the second priority in the adopted Year 2035 Cost Feasible Plan, NW 34th Street center turnlanes, has not been fully funded.

Mr. Bennett stated that he wanted time to review Transportation Design for Livable Communities policy before the MTPO requests designations.

Mr. Nathan Skop spoke concerning this agenda item.

MOTION: Commissioner Hutchinson moved to request that:

- 1. the Advisory Committees and City, County, MTPO and University of Florida staffs provide sufficient detail for the Cost feasible Plan's Multimodal Emphasis Corridors and Waldo Road Multiway Boulevard for the Florida Department of Transportation to fund specific projects after considering the design standards in the Transportation Design for Livable Communities and request that University of Florida planners participate with respect to roads segments adjacent to campus; and**
- 2. MTPO staff develop a priority list of existing unmarked crosswalks that need enhanced markings to include in the List of Priority Projects next year.**

Commissioner Hawkins seconded; motion passed unanimously.

VI. SE 16TH AVENUE (STATE ROAD 226)- MAIN STREET TO WILLISTON ROAD

Commissioner Hinson-Rawls discussed her concerns with the intersection modifications and asked why the roadway would not be four-laned.

Mr. Bennett discussed the project, development and environmental study and the status of SE 16th Avenue Project. He reported that the study showed that there was no need to four-lane SE 16th Avenue during the study period and that is why only intersection modifications are being constructed.

Ms. Teresa Scott, City of Gainesville Public Works Director, discussed the status of the SW 16th Avenue Project, transit superstops and crosswalks for high transit ridership stops.

Ms. Taulbee noted that it was too late to modify the project design.

Mr. Skop discussed his concerns with road narrowings.

MOTION: Commissioner Hutchinson moved to request the top ten bus pullout locations, including the University of Florida campus, from the MTPO Advisory Committees, including the involvement of bus drivers. Commissioner Poe seconded; motion passed 8 to 1, with Commissioner Baird in dissent.

The MTPO recommended that MTPO staff work with Ms. Teresa Scott to develop this information.

CA.6 ARCHER ROAD AT SW 34TH STREET INTERSECTION

Mr. Bennett stated that there was an opportunity to include modifications to SW 34th Street at the Archer Road and Windmeadows Boulevard intersections as part of the SW 34th Street resurfacing project. He said he needed to know if the MTPO wanted these modifications considered in the design.

After some member discussion, a quorum of the MTPO was no longer in attendance at 6:40 p.m.

Date

Lauren Poe, Secretary/Treasurer

EXHIBIT A

<u>Interested Citizens</u>	<u>Alachua County</u>	<u>City of Gainesville</u>	<u>Florida Department of Transportation</u>
Craig Carnes	Chris Dawson	Paul Folkers	Karen Taulbee
Gerry Dedenbach	Mike Fay	Debbie Leistner	Peter Vega
Irvan Gleim	Sean McLendon	Teresa Scott	
Al Grieshaber	Dave Schwartz		
Fletcher Hope	Alan Yeatter		
Doug Jones			
Nathan Skop			

* By telephone

Spoke and provided written comments

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EXHIBIT 1

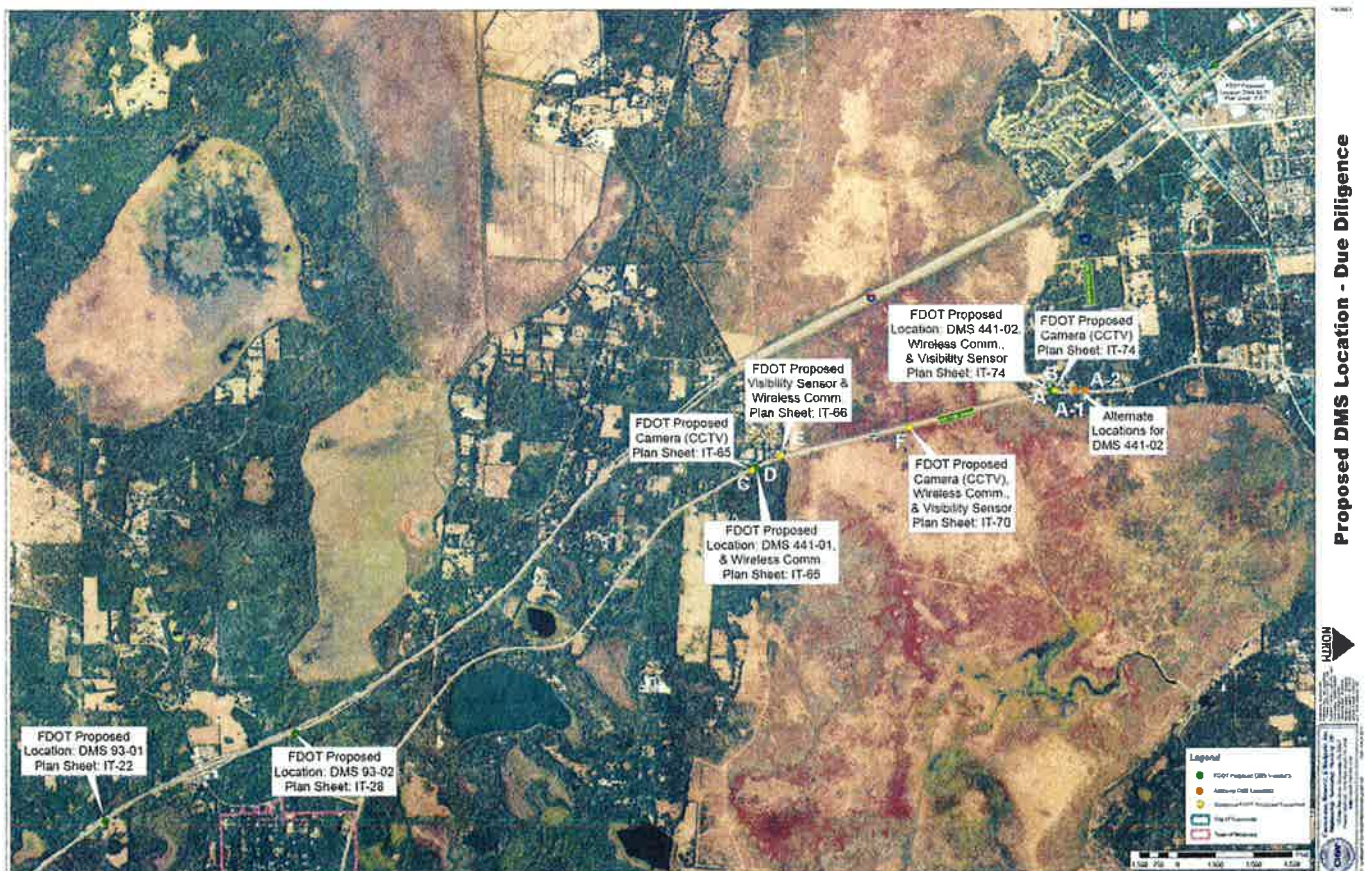
TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Amend the Fiscal Years 2012/2013-2016/2017 Transportation Improvement Program to add the US 441 Intelligent Transportation System Project [FIN #4337651] from SW 104th Avenue to SW 66th Place; and

Amend the Fiscal Years 2013/2014-2017/2018 Transportation Improvement Program to:

- roll forward the following Traffic Signal Update Projects:
 - Archer Road at Interstate 75 [FIN #4342931] and at SW 23rd Terrace [FIN #4343961];
 - Newberry Road at NW 55th Terrace [FIN #4343951], at NW 57th Street [FIN #4343941], at NW 60th Street [FIN #4343931] and at NW 98th Street [FIN #4343821];
 - NW 6th Street at NW 16th Avenue [FIN #4343811]; and
 - Williston Road at SE 4th Street [FIN #4343831]; and
- roll forward the following Federal Transit Administration Grant-Funded Transit Projects:
 - Section 5307 Formula Grant Purchases [FIN #40440261], [FIN #4044111], [FIN #4044121] and [FIN #4083541];
 - Section 5308 Clean Fuel Program Vehicle Purchases [FIN #4320341];
 - Section 5309 Transit Maintenance Facility and Fare Boxes [FIN #4299271];
 - Section 5317 New Freedom Capital Award [FIN #4335881] and Operating Assistance [FIN #4335891]; and
 - Section 5339 Regional Transit System Alternatives Analysis [FIN #42885914].

EXHIBIT 2





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**CONSENT AGENDA
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
FOR THE GAINESVILLE URBANIZED AREA**

**Jack Durrance Auditorium
Alachua County Administration Building
Gainesville, Florida**

**Monday, 5:00 p.m.
August 5, 2013**

STAFF RECOMMENDATION

Page #7 CA. 1 MTPO Minutes- June 3, 2013

APPROVE MINUTES

This set of MTPO minutes is ready for review.

Page #17 CA. 2 Transportation Alternative Projects

APPROVE JOINT RECOMMENDATION

This year, the Florida Department of Transportation is requesting new projects in September with applications for new projects due in November.

Page #21 CA. 3 Section 5305(d) Grant Application

APPROVE STAFF RECOMMENDATION

Each year, the MTPO submits a grant application for these funds.

Page #37 CA. 4 Unified Planning Work Program Amendments

**APPROVE STAFF
RECOMMENDATION**

These amendments are needed to incorporate the increase in Section 5305(d) funds and to also include a new Regional Transit System task for the Transit Development Plan.

**Page #47 CA. 5 Proposed Amended Budget for Fiscal Year 2012-13-
and Proposed Budget for Fiscal Year 2013-14**

APPROVE BUDGETS

These budgets will allow staff to monitor MTPO expenditures and make appropriate adjustments as needed.

Page #59 CA. 7 Transportation Disadvantaged Coordinating Board Appointment APPROVE STAFF RECOMMENDATION

The City of Gainesville has recommended that Commissioner Chase serve as Coordinating Board Chair.

Page #61 CA. 8 Transportation Disadvantaged Program-Resolution of Appreciation APPROVE STAFF RECOMMENDATION

This Resolution is to recognize Commissioner Bottcher's service as Coordinating Board Chair.

Page #65 CA. 9 Transportation Disadvantaged Program-Status Report NO ACTION REQUIRED

The MTPO has asked for regular status reports concerning this program.

Page #79 CA. 10 Title VI/Nondiscrimination Policy Statement- NO ACTION REQUIRED

On April 2, 2012, the MTPO authorized the Chief Staff Official to sign this Policy Statement each year.

Page #83 CA. 11 Eugene, Oregon and Gainesville Comparative Analysis NO ACTION REQUIRED

At the June 3rd meeting, the MTPO requested that staff prepare this comparison of Gainesville and Eugene, Oregon.

MINUTES
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
FOR THE GAINESVILLE URBANIZED AREA

Jack Durrance Auditorium
Alachua County Administration Building
Gainesville, Florida

5:00 p.m.
Monday
August 12, 2013

MEMBERS PRESENT

Randy Wells, Chair
Susan Baird, Vice Chair
Susan Bottcher
Ed Braddy
Mike Byerly
Todd Chase
Chuck Chestnut
Thomas Hawkins
Yvonne Hinson-Rawls
Robert Hutchinson
Lee Pinkoson
Lauren Poe

MEMBERS ABSENT

Gib Coerper
Greg Evans
Curtis Reynolds

OTHERS PRESENT

See Exhibit A

STAFF PRESENT

Scott Koons
Marlie Sanderson
Michael Escalante

CALL TO ORDER

Chair Randy Wells called the meeting to order at 10:00 p.m.

I. APPROVAL OF THE MEETING AGENDA

Mr. Marlie Sanderson, Director of Transportation Planning, recommended approval of the meeting agenda.

MOTION: Commissioner Pinkoson moved to approve the Meeting Agenda. Commissioner Bottcher seconded; motion passed unanimously.

II. ARCHER ROAD AT SW 34TH INTERSECTION

Mr. Sanderson stated that the Florida Department of Transportation would like to know if the MTPO wants to include the proposed SW 34th Street at Archer Road and Windmeadows intersection modifications in an upcoming resurfacing project.

MOTION: Commissioner Poe moved to:

1. request that the Florida Department of Transportation consider the inclusion of the modifications to SW 34th Street at Archer Road and Windmeadows Boulevard intersections as part of the SW 34th Street Resurfacing Project; and

2. request that the Alachua County Traffic Safety Team:

- A. identify modifications that will make the SW 34th Street at Archer Road and SW 34th Street at Windmeadows Boulevard intersections less hostile to pedestrians; and**
- B. incorporate these projects into its List of Priority Projects- Safety recommendations for next year (2014).**

Commissioner Hinson-Rawls seconded. Commissioner Hutchinson requested that the motion be split into three parts.

SPLIT MOTION PART ONE:

Commissioner Poe moved to request that the Florida Department of Transportation construct the right turn lane on the east approach of State Road 24 at the State Road 121 intersection as part of the SW 34th Street Resurfacing Project. Commissioner Hinson-Rawls seconded; motion passed 10 to 1 with Commissioner Hawkins in dissent.

SPLIT MOTION PART TWO:

Commissioner Poe moved to request that the Florida Department of Transportation construct the median modifications to SW 34th Street at the Windmeadows Boulevard intersection as part of the SW 34th Street Resurfacing Project. Commissioner Hinson-Rawls seconded; motion failed due to lack of majority of the County Commission.

SPLIT MOTION PART THREE:

Commissioner Poe moved to request that the Alachua County Traffic Safety Team:

- 1. identify modifications that will make the SW 34th Street at Archer Road and SW 34th Street at Windmeadows Boulevard intersections less hostile to pedestrians; and**
- 2. incorporate this project into its List of Priority Projects- Safety recommendations for next year (2014).**

Commissioner Hinson-Rawls seconded; motion passed unanimously.

III. NEXT MTPO MEETING

Mr. Sanderson stated that the next meeting is scheduled for September 30, 2013 at 3:00 p.m.

A member discussed a meeting conflict.

MOTION: Commissioner Chase moved to reschedule the September 20, 2013 meeting to begin at 5:00 p.m. Commissioner Baird seconded; motion passed unanimously.

IV. COMMENTS

A. MEMBERS

There were no member comments.

B. CITIZENS

There were no citizen comments.

ADJOURNMENT

Chair Wells adjourned the meeting at 10:19 p.m.

Date

Lauren Poe, Secretary/Treasurer

EXHIBIT A

<u>Interested Citizens</u>	<u>Alachua County</u>	<u>City of Gainesville</u>	<u>Florida Department of Transportation</u>
Tom Cunilio	Betty Baker	Russ Blackburn	
Tavane Griffith	Mike Fay	Paul Folkers	
Frank Linberg	Dave Wagner	Teresa Scott	
Kim Worley	Alan Yeatter		
Ellen Vause			

* By telephone

Spoke and provided written comments

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September 23, 2013

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
FROM: Marlie Sanderson, AICP, Director of Transportation Planning
SUBJECT: Florida Department of Transportation- Reimbursement Agreement

STAFF RECOMMENDATION

Approve Resolution 2013-02 authorizing the Chair to sign the attached Reimbursement Agreement with the Florida Department of Transportation.

BACKGROUND

In order to receive federal and state funds for transportation projects, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area must update the adopted Year 2035 Long Range Transportation Plan to the Year 2040. The Florida Department of Transportation is providing \$200,000 in funding assistance to help pay for the Year 2040 Long Range Transportation Plan Update.

In order to receive these funds, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area must approve Resolution 2013-02. This Resolution authorizes the Chair to sign the attached Reimbursement Agreement (Financial Project Identification Number 434702-1-18-01) with the Florida Department of Transportation.

Attached are the Resolution 2013-02 Certificate, Resolution 2013-02 and Florida Department of Transportation- Reimbursement Agreement.

Attachments

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CERTIFICATE

The undersigned, as the duly qualified and acting Secretary of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, hereby certifies that the annexed is a true and correct copy of Resolution No. 2013-02, which was adopted at a legally convened meeting of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, which meeting was held on the _____ day of _____, A.D., 2013.

WITNESS my hand this _____ day of _____, A.D., 2013.

Lauren Poe, Secretary

CHAPTER 1

The first part of the book is a general introduction to the subject of the book. It discusses the importance of the subject and the scope of the book. It also discusses the methods used in the book and the results of the research. The second part of the book is a detailed study of the subject. It discusses the history of the subject and the current state of the field. It also discusses the methods used in the study and the results of the research. The third part of the book is a conclusion and a discussion of the implications of the research. It discusses the limitations of the study and the need for further research. It also discusses the potential applications of the research and the impact of the findings on the field.

CHAPTER 2

RESOLUTION NO. 2013-02

A RESOLUTION OF THE METROPOLITAN
TRANSPORTATION PLANNING ORGANIZATION FOR
THE GAINESVILLE URBANIZED AREA AUTHORIZING
A REIMBURSEMENT AGREEMENT BETWEEN THE
STATE OF FLORIDA DEPARTMENT OF
TRANSPORTATION AND THE METROPOLITAN
TRANSPORTATION PLANNING ORGANIZATION FOR
THE GAINESVILLE URBANIZED AREA FOR THE
YEAR 2040 LONG RANGE TRANSPORTATION PLAN
UPDATE, PLANNING STUDY, PLAN DEVELOPMENT
AND ADOPTION; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has the authority to enter into an Agreement with the Florida Department of Transportation for the Year 2040 Long Range Transportation Plan Update, Planning Study, Plan Development and Adoption, as authorized under Section 339.175(7), Florida Statutes;

NOW THEREFORE, BE IT RESOLVED BY THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA:

1. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has the authority to enter into the above referenced Agreement and attached as Exhibit 1 and made part of this resolution by reference.
2. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Chairperson to execute the above referenced Agreement on behalf of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area with the Florida Department of Transportation to facilitate the Year 2040 Long Range Transportation Plan Update, Florida Department of Transportation Financial Project Identification Number 434702-1-18-01 for reimbursement in amounts not to exceed \$100,000 for Fiscal Year 2013-14 deliverables and \$100,000 for Fiscal Year 2014-15 deliverables.
3. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Chairperson to sign any and all assurances, agreements or contracts that are required in connection with the Agreement.
4. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Executive Director to act in connection with the Agreement and to provide such additional information as may be required by the Florida Department of Transportation.

5. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Executive Director to sign any and all reimbursement invoices, warranties, certification, amendments, supplements and any other documents that may be required in connection with the Agreement.
6. That this resolution shall take effect upon its adoption.

DULY ADOPTED in regular session, this _____ day of _____ A.D., 2013.

METROPOLITAN TRANSPORTATION
PLANNING ORGANIZATION FOR THE
GAINESVILLE URBANIZED AREA

Randy Wells, Chair

ATTEST:

Lauren Poe, Secretary

APPROVED AS TO FORM

David C. Schwartz, Attorney
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

REIMBURSEMENT AGREEMENT

THIS REIMBURSEMENT AGREEMENT ("Agreement") is made and entered into by and between the State of Florida Department of Transportation ("Department"), and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area ("Agency").

-RECITALS-

1. The parties mutually agree that it is in their best interest to undertake the transportation project known as the **Long Range Transportation Plan 2040**, more particularly described in **Exhibit A (Scope of Services)**, which is to be conducted in **Alachua County, Florida** ("Project Area"); and

2. The Department shall provide reimbursement on the Project as agreed, after review and approval of project documentation and reviews of all data, records, reports and documents as deemed necessary by the Department; and

3. The Department shall fund the Project as agreed in the attached budget; and

4. The Department's ability to fund the Project is wholly contingent on appropriation of funds to the Department; and

5. The Agency shall manage and complete the Project; and

6. The Agency, by Ordinance/Resolution No. _____, a copy of which is attached and incorporated herein by reference, has authorized its officers to execute this Agreement on its behalf; and

NOW THEREFORE, with full knowledge and understanding of the laws governing the subject matter of this Agreement, and in consideration of the foregoing recitals and the mutual covenants and conditions contained in this Agreement, the parties, intending to be legally bound, acknowledge and agree as follows:

ATTACHMENTS: Exhibit(s) 1, A, B and Appendix A and B are attached and made a part of this Agreement.

1. RECITALS AND EXHIBITS

The above recitals and attached Exhibits are specifically incorporated by reference and made part of this Agreement.

2. EFFECTIVE DATE

The effective date of this Agreement shall be the date the last of the parties to be charged executes the Agreement.

3. TERM

The Agency shall complete construction of the Project on or before **June 30, 2016**. If the Agency does not complete the Project within this time period, this Agreement will expire on the last day of the scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of this agreement. Expiration of this agreement will be considered termination of the project. The cost of any work performed after the expiration date of this agreement will not be reimbursed by the Department."

4. E-VERIFY

The Agency (A) shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Agency during the term of the contract; and (B) shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

5. COMPLIANCE

The Agency shall perform the Agreement in a good and workmanlike manner, with reasonable care, in accordance with the terms and provisions hereof and all applicable federal, state, local, administrative, regulatory, safety and environmental laws, codes, rules, regulations, policies, procedures, guidelines, standards, specifications and permits, as the same may be constituted and amended from time to time, including, without limitation, those of the Department, Water Management District with requisite jurisdiction, Florida Department of Environmental Protection, Environmental Protection Agency, Army Corps of Engineers, United States Coast Guard and local governmental entities ("Governmental Law").

6. PERMITS

In the performance of the Agreement the Agency may be required to obtain one or more Department permits which may include copies of the Agreement as an exhibit. Notwithstanding the inclusion or incorporation of the Agreement as part of any such Department permits, the Agreement shall remain separate and apart from such permits and shall not be merged into the same absent the prior written express consent of the Department. Should any term or provision of the Agreement conflict with any term, provision or requirement of any Department permit, the terms and provisions of the Agreement shall control unless specifically noted otherwise in any such Department permit. For purposes of this Agreement, the term "permit" shall also include the Department's Construction Agreement which may be required for permanent improvements installed within the Department's right-of-way.

7. PROJECT FUNDING AND AUDITS

A. The Department's maximum participation shall match the Agency's expenditures up to an amount not to exceed **\$200,000.00** (Two hundred thousand dollars) "Maximum Participation Amount". The Agency agrees to bear all expenses in excess of the Department's maximum participation of **\$200,000.00** (Two hundred thousand dollars) as outlined in **Exhibit "B" (Schedule of Funding)** and any deficits involved.

1. The Agency shall submit all invoices to, MTPO Liaison, MS 2812, 2198 Edison Avenue, Jacksonville, FL, 32204-2730 for payment to the Department immediately upon receipt.

2. The Parties agree that at such time as the Department has expended its Maximum Participation Amount, the Agency shall bear all expenses in excess of the Maximum Participation Amount from that point forward.

B. Invoices for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper pre-audit and post-audit. Recipients of federal and state funds are to have audits done annually using the following criteria:

1. State awards will be identified using the Catalog of State Financial Assistance (CSFA) title and number, award number and year, and name of the awarding state agency, as outlined in **Exhibit "1"**, attached hereto.

2. In the event that a recipient expends five hundred thousand and no/100 dollars (\$500,000.00) or more in State awards during its fiscal year, the recipient must have a state single or program specific audit conducted in accordance with Section 215.97, Florida Statutes, and Chapter 10.550, Rules of the Auditor General.

3. If a recipient expends less than five hundred thousand and no/100 dollars (\$500,000.00) in State awards during its fiscal year, an audit conducted in accordance with Section 215.97, Florida Statutes, and Chapter 10.550, Rules of the Auditor General is not required. If a recipient expends less than five hundred thousand and no/100 dollars (\$500,000.00) in State awards during its fiscal year and elects to have an audit conducted in accordance with Section 215.97, Florida Statutes, and Chapter 10.550, Rules of the Auditor General, the cost of the audit must be paid from non-State funds.

4. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is completed or the dispute is resolved. Access to project records and audit work papers shall be given to the Department, the Department of Financial Services, and the Auditor General. This section does not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any other state official.

5. Reporting Packages and management letters generated from audits conducted in accordance with Section 215.97, Florida Statutes, and Chapter 10.550, Rules of the Auditor General shall be submitted to the awarding Department office, by the recipient, within 30 days of receiving it. The aforementioned items are to be received by the appropriate Department office no later than 9 months after the end of the recipient's fiscal year.

6. The recipient shall follow up and take corrective action on audit findings. Preparation of a summary schedule of prior year audit findings, including corrective action and current status of the audit finding is required. Current year audit findings require corrective action and status of finding.

7. RECORDS RETENTION: The AGENCY shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of at least five (5) years from the date the audit report is issued, and shall allow the DEPARTMENT, or its designee, CFO, or Auditor General access to such records upon request. The AGENCY shall ensure that audit working papers are made available to the DEPARTMENT, or its designee, CFO, or Auditor General upon request for a period of at least five (5) years from the date the audit report is issued, unless extended in writing by the DEPARTMENT.

8. MONITORING: In addition to reviews of audits conducted in accordance with U.S. Office of Management and Budget ("OMB") Circular A-133 and Section 215.97, Florida Statutes, as revised (see "AUDITS" below), monitoring procedures may include, but are not limited to, on-site visits by DEPARTMENT staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this agreement, the AGENCY agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the DEPARTMENT. In the event the DEPARTMENT determines that a limited scope audit of the AGENCY is appropriate, the AGENCY agrees to comply with any additional instructions provided by the DEPARTMENT staff to the AGENCY regarding such audit. The AGENCY further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the DEPARTMENT'S Office of Inspector General ("OIG") and Florida's Chief Financial Officer ("CFO") or Auditor General.

9. The recipient shall submit required audit documentation as follows:

A Financial Reporting Package of audits conducted in accordance with Section 215.97, Florida Statutes, and Chapter 10.550, Rules of the Auditor General shall be sent to:

Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, FL 32399-1450

The Department at the following address:

Department of Transportation
District Two Urban Office MS 2812
Attn: MTPO Liaison
2198 Edison Avenue
Jacksonville, Florida 32204-2730

8. VENDOR'S RIGHTS

A. Agencies providing goods and services ("Deliverables") to the Department should be aware of the following time frames. Upon receipt, the Department has twenty (20) working days to inspect and approve the Deliverables, unless the Agreement specifies otherwise. The Department has 20 days to deliver a request for payment (voucher) to the Department of Banking and Finance. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved.

B. If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to Section 55.03(1), Florida Statutes, will be due and payable, in addition to the invoice amount, to the Agency. Interest penalties of less than one (1) dollar will not be enforced unless the Agency requests payment. Invoices that have to be returned to an Agency because of Agency preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

C. A Vendor Ombudsman has been established within the Department of Banking and Finance. The duties of this individual include acting as an advocate for contractor/vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

9. PLACEMENT ON CONVICTED VENDOR LIST

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, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

10. COMPLETION OF THE PROJECT

A. If the Agency abandons or, before completion, discontinues the Project, or for any other reason, the commencement, prosecution, or timely completion of the Project by the Agency is rendered improbable, infeasible, impossible, or illegal, the Department will, by written notice to the Agency, suspend any or all of its obligations under this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected, or the Department may terminate any or all of its obligations under this Agreement.

B. Upon final payment to the contractor for the entire Project, the Agency shall, within one hundred eighty (180) days, furnish the Department with two (2) copies of its final and complete billing of all cost incurred in connection with the work performed hereunder, such statement to follow as closely as possible the order of items contained in the job estimate. The final billing shall show the description and site of the Project; the date on which the first work was performed or the date on which the earliest items of billed expense was incurred; the date on which the last work was performed or the last item of billed expense was incurred; and the location where records and accounts billed can be audited. Records of costs incurred under terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five (5) years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred includes the Agency's general accounting records and the project records, together with supporting documents and records, or the contractor and all subcontractors performing work on the Project, and all other records of the contractor and subcontractors considered necessary by the Department for a proper audit of costs.

11. CONTRACTING WITH THIRD PARTIES

Except as otherwise authorized in writing by the Department, the Agency shall not execute any contract with any third party with respect to the Project or obligate itself in any manner requiring the disbursement of

Department funds without the prior written approval of the Department. Failure to obtain such prior written approval shall be sufficient cause for nonpayment by the Department. The Department specifically reserves the right to review the qualifications of any contractor and to approve or disapprove the employment of the same.

12. ACCESS TO RECORDS

A. The Department reserves the right to unilaterally cancel this Agreement for refusal by the contractor or Agency to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes and made or received in conjunction with this Agreement.

B. The Agency shall make the project records available to the Department for inspection and shall require its consultants to permit the Department's authorized representatives to inspect all work, payrolls, records, and to audit the books, records and accounts pertaining to the financing, development and construction of the Project.

13. COMPLIANCE WITH ENVIRONMENTAL REGULATIONS

Execution of this Reimbursement Agreement constitutes a certification by the Agency that the Project will be carried out in conformance with all applicable environmental regulations including the securing of any applicable permits. The Agency will be solely responsible for any liability in the event of non-compliance with applicable environmental regulations, including the securing of any applicable permits, and will reimburse the Department for any loss incurred as a result of such non-compliance.

14. INDEMNIFICATION

A. The Agency shall promptly defend, indemnify, hold the Department harmless from and pay all demands, claims, judgments, liabilities, damages, fines, fees, taxes, assessments, costs, losses, penalties, construction delay costs / penalties, expenses, attorneys' fees and suits of any nature or kind whatsoever caused by, arising out of or related to the Agency's acts or omissions ("Liabilities"). The term "Liabilities" shall also specifically include all civil and criminal environmental liability arising, directly or indirectly under any Governmental Law, including, without limitation, liability under the Resource Conservation and Recovery Act ("RCRA"), the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA"), the Clean Air Act ("CAA") and the Clean Water Act ("CWA"). The Agency's duty to defend, indemnify and hold the Department harmless specifically does not encompass indemnifying the Department for the Department's negligence, intentional or wrongful acts, omissions or breach of contract.

B. The Agency shall notify the Department in writing immediately upon becoming aware of any Liabilities. The Agency's obligation to defend, indemnify and hold the Department harmless from any Liabilities, or at the Department's option to participate and associate with the Department in the defense and trial of any Liabilities, including any related settlement negotiations, shall be triggered by the Department's written notice of claim for indemnification to the City. The Agency's inability to evaluate liability, or its evaluation of liability, shall not excuse performance of the provisions of this paragraph.

15. SOVEREIGN IMMUNITY & LIMITATION OF LIABILITY

Nothing in this Agreement shall be deemed or otherwise interpreted as waiving either party's sovereign immunity protections, or as increasing the limits of liability set forth in §768.28, Florida Statutes, as the same may be amended from time to time. The limit of the Department's liability for breach of this Agreement shall be identical to the limitations of liability for tort actions set forth in §768.28(5), Florida Statutes.

16. GOVERNING LAW

This Agreement shall be governed in all respect by the laws of the State of Florida.

17. INITIAL DETERMINATION OF DISPUTES

The Department's District Two Secretary ("District Secretary") shall act as the initial arbiter of all questions, difficulties, and disputes concerning the interpretation, validity, performance or breach of the Agreement.

18. VENUE AND JURISDICTION

A. Venue for any and all actions arising out of or in any way related to the interpretation, validity, performance or breach of the Agreement that are not resolved to the mutual satisfaction of the parties by the

Department's District Secretary shall lie exclusively in a state court of appropriate jurisdiction in Leon County, Florida.

B. The Agency and all persons and entities accepting an assignment of this Agreement, in whole or in part, shall be deemed as having consented to personal jurisdiction in the State of Florida and as having forever waived and relinquished all personal jurisdiction defenses with respect to any proceeding related to the interpretation, validity, performance or breach of this Agreement.

19. JURY TRIAL

The parties hereby waive the right to trial by jury of any dispute concerning the interpretation, validity, performance or breach of the Agreement, including, without limitation, damages allegedly flowing therefrom.

20. ASSIGNMENT

The Agency shall not assign, pledge or transfer any of the rights, duties and obligations provided in this Agreement without the prior written consent of the Department's District Secretary or his/her designee. The Department has the sole discretion and authority to grant or deny proposed assignments of this Agreement, with or without cause. Nothing herein shall prevent the Agency from delegating its duties hereunder, but such delegation shall not release the Agency from its obligation to perform the Agreement.

21. THIRD PARTY BENEFICIARIES

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. Nothing in this Agreement is intended to confer any rights, privileges, benefits, obligations or remedies upon any other person or entity except as expressly provided for herein.

22. VOLUNTARY EXECUTION OF AGREEMENT

Each party warrants and represents to the other: (i) that it understands all of the rights and obligations set forth in the Agreement and the Agreement accurately reflects the desires of said party; (ii) each provision of the Agreement has been negotiated fairly at arm's length; (iii) it fully understands the advantages and disadvantages of the Agreement and executes the Agreement freely and voluntarily of its own accord and not as a result of any duress, coercion, or undue influence; and (iv) it had the opportunity to have independent legal advice by counsel of its own choosing in the negotiation and execution of the Agreement.

23. ENTIRE AGREEMENT

This instrument, together with any exhibits and documents made part hereof by reference, contains the entire agreement of the parties and no representations or promises have been made except those that are specifically set out in the Agreement. All prior and contemporaneous conversations, negotiations, possible and alleged agreements and representations, covenants, and warranties with respect to the subject matter of the Agreement, and any part hereof, are waived, merged herein and superseded hereby.

24. EXECUTION OF DOCUMENTS

The parties agree that they shall promptly execute and deliver to the other all documents necessary to accomplish the intent and purpose of the Agreement and shall do all other acts to effectuate the Agreement.

25. SUFFICIENCY OF CONSIDERATION

By their signature below, the parties hereby acknowledge the receipt, adequacy and sufficiency of consideration provided in the Agreement and forever waive the right to object to or otherwise challenge the same.

26. WAIVER

The failure of either party to insist on the strict performance or compliance with any term or provision of the Agreement on one or more occasions shall not constitute a waiver or relinquishment thereof and all such terms and provisions shall remain in full force and effect unless waived or relinquished in writing.

27. INTERPRETATION

No term or provision of the Agreement shall be interpreted for or against any party because that party or that party's legal representative drafted the provision.

28. CAPTIONS

Paragraph title or captions contained herein are inserted as a matter of convenience and reference and in no way define, limit, extend or describe the scope of the Agreement, or any provision hereof.

29. SEVERANCE

If any section, paragraph, clause or provision of the Agreement is adjudged by a court, agency or authority of competent jurisdiction to be invalid, illegal or otherwise unenforceable, all remaining parts of the Agreement shall remain in full force and effect and the parties shall be bound thereby so long as principle purposes of the Agreement remain enforceable.

30. COMPUTATION OF TIME

In computing any period of time prescribed in the Agreement, the day of the act, event or default from which the designated period of time begins to run, shall not be included. The last day of the period shall be included unless it is a Saturday, Sunday or legal holiday, in which event the period shall run until the end of the next day which is not a Saturday, Sunday or legal holiday.

31. MODIFICATION OF AGREEMENT

A modification or waiver of any of the provisions of the Agreement shall be effective only if made in writing and executed with the same formality as the Agreement.

32. ANNUAL APPROPRIATION / FUNDING

Pursuant to §339.135(6)(a), Florida Statutes, the Department's obligation to fund construction of the Improvement is contingent upon annual appropriation by the Florida Legislature. This Agreement may be terminated by the Department without liability to the Agency if sufficient funds are not appropriated to the Department. The provisions of §339.135(6)(a), Florida Statutes, are set forth herein verbatim and made part of this Agreement, to wit:

"The department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The department shall require a statement from the comptroller of the department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."

SIGNATURES ON FOLLOWING PAGE

IN WITNESS WHEREOF, the AGENCY has caused this Agreement, consisting of eleven (11) pages, to be executed in its behalf this _____ day of _____, _____, by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized area authorized to enter into and execute same by Ordinance/Resolution Number _____ of the Board on the _____ day of _____, _____, and the DEPARTMENT has executed this Agreement through its District Secretary for District Two, Florida Department of Transportation, this _____ day of _____, _____.

METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION

ATTEST: _____

BY: _____
CHAIRMAN, METROPOLITAN
TRANSPORTATION PLANNING ORGANIZATION
FOR THE GAINESVILLE URBANIZED AREA

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

ATTEST: _____

BY: _____
James G. Bennett, PE
Urban Transportation Development Manager

Legal Review:

Availability of Funds
Approval:

(Date)

EXHIBIT A SCOPE OF SERVICES

This exhibit forms an integral part of that certain Reimbursement Agreement between the State of Florida Department of Transportation and the, Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (MTPO) dated _____.

PROJECT LOCATION:

The project is located in Alachua County, Florida.

PROJECT DESCRIPTION:

This project will include, but is not limited to the following work activities, as directed by FDOT in coordination with the MTPO:

Every five (5) years the State of Florida and the Federal Highway Administration requires the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (MTPO) to update its Long Range Plan (LRTP). The major components of this update process will be mapping, data development and model validation. The public participation process will be consistent with federal and state guidelines as established in the Metropolitan Planning Organization Handbook. Results of the LRTP process are intended to serve the overall mobility needs of the area while being cost feasible and consistent with federal, state and local goals and objectives, and consistent with requirements of the Moving Ahead for Progress in the 21st Century (MAP-21) Act.

Project Scope of Services is attached as APPENDIX A and project schedule and deliverables is attached as APPENDIX B.

AGENCY RESPONSIBILITIES:

- The Agency is required to provide a copy of each draft and final Technical Report and other project working documents as described in APPENDIX A for review and approval.
- The Agency shall commence the PROJECT activities subsequent to the execution of this Agreement and shall perform in accordance with the following schedule:

Final Project documents and technical reports submitted and approved, project completed no later than **June 30, 2016**.

If this schedule cannot be adhered to, notify the Department, in writing, with a revised schedule or the project is subject to the withdrawal of Department funding.

SPECIAL CONSIDERATIONS BY DEPARTMENT:

The following conditions would warrant an administrative action by the Department which may result in termination and closure of the grant award:

- No invoice activity for 6 months, or
- No contract activity for 18 months.

Metropolitan Transportation Planning Organization (MTPO) Director of Transportation Planning 2009 NW 67 th Place Gainesville, FL 32653-1603	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION REIMBURSEMENT AGREEMENT SCHEDULE OF FUNDING EXHIBIT B	Financial Project ID: 434702-1-18-01
		Contract Number:

PROJECT DESCRIPTION

Name: Year 2040 Long Range Transportation Plan

Termini: NA-

Description of Work: Update the Long Range Transportation Plan for the Gainesville Urbanized Area

TYPE OF WORK By Fiscal Year	(1) TOTAL PROJECT	(2) AGENCY FUNDS	(3) STATE & FEDERAL FUNDS
Planning			
<u> 2013 -2014 </u>	<u>100,000 </u>	<u> </u>	<u>100,000 </u>
<u> 2014- 2015 </u>	<u>100,000 </u>	<u> </u>	<u>100,000 </u>
	<u> </u>	<u> </u>	<u> </u>
Total	<u><u>200,000 </u></u>	<u><u> </u></u>	<u><u>200,000 </u></u>
	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>
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	<u><u> </u></u>	<u><u> </u></u>	<u><u> </u></u>
Total Cost of Project	<u><u>\$ \$200,000.00 </u></u>	<u><u> </u></u>	<u><u>\$ \$200,000.00 </u></u>

The Department's fiscal year begins on July 1. For this project, funds are not projected to be available until after July 1st each fiscal year. The Department will notify the Agency, in writing, when funds are available.

EXHIBIT 1

STATE AGENCY: Florida Department of Transportation (FDOT)

CSFA #: NA

TITLE: State Highway Project Reimbursement (RBA)

AMOUNT: \$200,000.00

COMPLIANCE REQUIREMENTS:

Allowed Activities:

Project costs must be incurred subsequent to agreement execution (contract provision). Project scope of services identifies the types of work that are eligible for reimbursement (contract provision).

Allowable Cost:

Identified in the contract document up to a lump sum or maximum limiting amount.

Eligibility:

13- Non System Specific Long Range Planning Study

Matching:

Not applicable.

APPENDIX A
SCOPE OF SERVICES

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EXHIBIT A

SCOPE OF SERVICES

FOR THE

GAINESVILLE URBANIZED AREA

YEAR 2040 LONG RANGE TRANSPORTATION PLAN UPDATE

Prepared by:

Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

With Assistance from:

North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, FL 32653-1603
352.955.2200

July 8, 2013

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INTRODUCTION

Every five years, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area updates its long range transportation plan. The purpose of this plan update is to encourage and promote a safe and efficient transportation system to serve future year transportation demands. Results of the long range transportation plan process are intended to serve the overall mobility needs of the area, while also being cost effective and consistent with state and local goals and objectives.

The Gainesville Metropolitan Area is located in the center of Alachua County, Florida and incorporates the City of Gainesville, as well as the surrounding urban and transitioning areas. Census 2010 data indicates that this area is inhabited by approximately 188,000 residents and accounts for approximately 75 percent of the total population of the county.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area manages the transportation network and mobility needs for the Gainesville Metropolitan Area and recognizes the inter-connectivity between network accessibility and land use development patterns. Prior decision making has focused on producing a multi-modal transportation network consisting of roads, transit service, bicycle/pedestrian facilities and a regional airport. These modes of transportation provide a foundation for handling the flow of goods and services to and from the area, as well as establish a system for area residents to access jobs, shopping and recreational facilities.

This document presents the tasks and data requirements to identify and develop a list of transportation projects to meet anticipated future demand needs of the Gainesville Metropolitan Area through the Year 2040. Major components of this update process include consistency with federal and state guidelines as established in the Florida Department of Transportation *Metropolitan Planning Organization Program Management Handbook* and significant attention to public participation, mapping, data development and model validation. These components shall establish a policy foundation for long range transportation decisions affecting the Gainesville Metropolitan Area and are described in more detail in the following list of tasks.

Unless otherwise stated, all tasks discussed in the following pages shall be the responsibility of the CONSULTANT.

FEDERAL AND STATE REQUIREMENTS

Federal and state statutes outline the general requirements for long range transportation plan updates and are incorporated in this Scope of Services. These outlines are broadly defined at the federal and state level by the following:

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

TECHNICAL TASKS

This Scope of Services is subdivided into seven separate tasks that outline the basic requirements of the long range transportation plan update. Unless otherwise noted, the CONSULTANT is expected to fulfill each of the defined tasks and provide written documentation in the form of technical reports and/or technical memorandums. The CONSULTANT shall provide appropriate project management and coordination sufficient to assure production control and assistance to the Project Manager. The tasks to complete the long range transportation plan update are defined as follows:

- Task 1: Public Involvement - It is imperative that the public involvement aspect of this update conforms to federal and state guidelines and provide ample opportunity for public review and comment.
- Task 2: Data Collection, Mapping and Data Development - Aspects of this task include development of the highway and transit networks, review and update of the traffic analysis zones, development of socioeconomic data and the research of future financial resources.
- Task 3: Data Review and Verification - Task 3 includes a careful review and analysis of socioeconomic data and model input files.
- Task 4: Model Update and Validation - This task involves the validation of each of the components of the travel demand model to federal and state recommended thresholds.
- Task 5: Year 2040 Long-Range Transportation Needs Plan - Elements within this task provide for the development of the Year 2040 Long-Range Transportation Needs Plan.
- Task 6: Year 2040 Long-Range Transportation Preliminary and Constrained Needs Plan - Elements within this task provide for the development of the Year 2040 Long-Range Transportation Preliminary and Constrained Needs Plan.
- Task 7: Year 2040 Long-Range Transportation Cost Feasible Plan - Elements within this task provide for the development of the Year 2040 Long-Range Transportation Cost Feasible Plan.

TECHNICAL REPORTS

For reference purposes, it is important that the entire work effort be well documented. Technical reports detailing methodology and technique are required for each task. Specifically, the following seven technical reports are required.

- Technical Report 1- documents public involvement in the plan development process.
- Technical Report 2- develops required maps, background data and financial resource information.
- Technical Report 3- documents data review and verification.
- Technical Report 4- documents model update and validation.
- Technical Report 5- documents the development of the Year 2040 Long-Range Transportation Needs Plan.

- Technical Report 6- documents the identification, evaluation and selection of the Year 2040 Long-Range Transportation Preliminary and Constrained Needs Plan, all Needs Plan Alternatives and the Year 2040 Long-Range Transportation Needs Plan project ranking.
- Technical Report 7- documents the development of the Year 2040 Long-Range Transportation Cost Feasible Plan.

TASK 1 - PUBLIC INVOLVEMENT

Public participation is a critical component of the long range transportation planning process. Therefore, the CONSULTANT shall proactively implement the long range transportation plan strategies and procedures of the Public Involvement Plan so that the public shall have early and continuing involvement in the plan development process. This public participation process is intended to provide sufficient opportunity for involvement of public officials (including elected officials) and citizens in the development of the long range transportation plan before its approval by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

The CONSULTANT shall develop a Public Participation Plan that contains a public involvement schedule and documents public participation activities in accordance with Moving Ahead for Progress in the 21st Century requirements. In the first page or two of the Public Participation Plan, the CONSULTANT shall identify a contact person, as well as general contact information concerning how to get involved.

The CONSULTANT shall be responsible for conducting the following public workshops and public hearings:

- Public workshop #1 early in the plan update process to give a status report on the current long range transportation plan implementation and to discuss the development of the vision statement, goals, objectives and policies;
- Public workshop #2 on the results of testing and evaluating alternative networks one and two discussed in Task 5;
- Year 2040 Long-Range Transportation Needs Plan public hearing;
- Public workshop #3 on the adopted Year 2040 Long-Range Transportation Needs Plan to obtain public input on projects that should be selected for the draft Year 2040 Long-Range Transportation Cost Feasible Plan; and
- Year 2040 Long-Range Transportation Cost Feasible Plan public hearing.

The public participation schedule shall provide for outreach to Federal, State, Tribal wildlife, land management and regulatory agencies. In addition, the public participation schedule shall also provide for outreach to citizens, affected public agencies, agencies responsible for natural resources, environmental protection, conservation and historic preservation, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled and other interested parties with responsible opportunities to be involved in the development of the long range transportation plan.

1.1 PUBLIC PARTICIPATION PLAN PROCESS AND DOCUMENTATION

The CONSULTANT shall implement public participation activities and provide documentation in a technical report and as part of the final report that describes explicit procedures, strategies and outcomes for:

1. Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to, a reasonable opportunity to comment on the proposed long range transportation plan;
2. Providing timely notice and reasonable access to information about transportation issues and processes;
3. Employing visualization techniques to describe proposed long range transportation plans for use at public workshops and meetings;
4. Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
5. Holding public meetings at convenient and Title VI-compliant locations and times;
6. Providing, as needed, planning documentation in Spanish to address Limited-English proficiency strategy of the Public Involvement Plan;
7. Demonstrating explicit consideration and response to public input received during the development of the long range transportation plan;
8. Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
9. Consulting with Federal, State, Tribal, wildlife, land management and regulatory agencies and agencies responsible for natural resources, environmental protection, conservation and historic preservation; and
10. Providing an additional opportunity for public comment, if the final long range transportation plan differs significantly from the version that was made available for public comment by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts.

When significant written and oral comments are received on the draft long range transportation plan (including the financial plan), the CONSULTANT shall prepare a summary, analysis and reports on the disposition of public comments and include this material as part of the adopted Year 2040 Long-Range Transportation Cost Feasible Plan Final Report. Agendas for all public hearings shall be available in Braille or large print upon request, as well as recorded versions of the same. With adequate advance notice, sign language interpretation shall be available for all public meetings. The availability of these media alternatives shall be advertised.

Elements of this work task are integrated throughout the study process and include the following:

1. Development of Vision Statement, Goals, Objectives and Evaluation Criteria;
2. Presentations to the Citizens Advisory Committee, Technical Advisory Committee, Bicycle/Pedestrian Advisory Board and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area;
3. Public presentations;
4. Preparation of an Executive Summary; and
5. Preparation of a Year 2040 Plan poster similar in design to the Year 2035 Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Livable Community Reinvestment Plan poster.

1.2 PUBLIC INVOLVEMENT STRATEGY IMPLEMENTATION

The CONSULTANT shall implement the Public Involvement Plan strategies for the long range transportation plan update which includes outreach to the elderly, persons with disabilities, minorities and low-income community and other groups traditionally under-represented in the plan update process. Strategies to solicit input from the business, environmental and other communities of local significance, such as focus groups, shall also be implemented.

- 1.2.1 Communication approaches to be used include the use of periodic newsletters and website. This website shall have a standalone address and there will be a direct link from the website of the North Central Florida Planning Council. The purpose of this website is to provide access to materials prepared during the plan update process.
- 1.2.2 The CONSULTANT shall develop a vision statement and a list of goals and objectives that shall govern the development of the long range transportation plan, including long-range and short-range strategies and actions consistent with state and local goals and objectives. The CONSULTANT shall develop a process that ensure the public has adequate opportunity to provide input in developing the vision statement and the goals and objectives for the long range transportation plan.

The CONSULTANT shall develop draft goals and objectives that include a review of the goals and objectives adopted by the City of Gainesville and Alachua County in their Comprehensive Plans. The State Comprehensive Plan and the North Central Florida Strategic Regional Policy Plan shall also be reviewed. Efforts shall be made to ensure that the goals and objectives of this update are consistent with State, regional and local comprehensive plans.

The CONSULTANT shall consider the goals and objectives identified in the Florida Transportation Plan.

The CONSULTANT shall include draft goals concerning safety and security. This information shall be provided to the public during the first public workshop.

- 1.2.3 The CONSULTANT shall incorporate visualization techniques in the public participation process to describe various aspects of the long range transportation plan.

- 1.2.4 The CONSULTANT shall participate in at least eight briefings each that shall be held for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Citizens Advisory Committee, Technical Advisory Committee and Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, including representatives of the Florida Department of Transportation. The Alachua County Traffic Safety Team, Alachua County Transportation Disadvantaged Coordinating Board and Bicycle/Pedestrian Advisory Board shall be invited and encouraged to attend briefings that are made to the Citizens Advisory Committee.

The CONSULTANT shall be responsible for all handout material, graphics, visual aids and equipment necessary for these presentations. The purpose of these briefings shall be to discuss the progress of the update, key decisions and milestones.

- 1.2.5 The CONSULTANT shall advertise and conduct at least three public workshops during the planning process. The first public workshop shall inform the public of the long range transportation plan update and occur early in the project to outline the study scope, goals and timing. A portion of each meeting shall be devoted to questions and answers and the public shall be asked to identify and provide information about transportation problem areas.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall conduct a minimum of two public hearings, one to solicit public comment on the proposed Year 2040 Long-Range Transportation Needs Plan and one to solicit public comment on the proposed Year 2040 Long-Range Transportation Cost Feasible Plan.

- 1.2.6 The CONSULTANT shall document the entire public involvement effort in Technical Report 1. This document shall include photographs, a review of materials and subjects discussed, recurrent issues or themes and results of the process. The CONSULTANT is responsible for preparing meeting minutes for all public workshops, meetings and hearings, including documenting all public comments. All meeting minutes, emails, comments from the public and related information concerning the draft long range transportation plan and technical reports shall be compiled in Technical Report 1.

1.3 TECHNICAL REPORT 1

The CONSULTANT shall document in Technical Report 1 the implementation of the public involvement.

TASK 2 - DATA COLLECTION, MAPPING AND DATA DEVELOPMENT

The purpose of this task is to develop the maps, model networks and data files needed to validate and run the transportation model. Data inputs to the model include socioeconomic data in the form of zonal data (ZDATA) files, traffic counts and transit ridership. This task shall also develop existing and projected financial resources to fund needed transportation projects by the Year 2040. Technical Report 2 shall describe the entire map development effort, as well as the development of zonal data (ZDATA) and the research of future financial resources.

2.1 DATA COLLECTION

The CONSULTANT shall collect datasets from the existing model and determine if they contain any usable information. The CONSULTANT shall collect, create, and/or compile datasets necessary to validate and calibrate the Gainesville Urban Area Transportation System travel demand model. The CONSULTANT shall revise screenlines and cutlines as necessary. The CONSULTANT shall collect and utilize all necessary traffic count data. The CONSULTANT shall conduct a roadway inventory to develop a 2010 Highway System Network including facility type, number of travel lanes in each direction, presence of turn lanes, posted speed, functional classification and other information as necessary. This roadway inventory shall incorporate Florida Department of Transportation Roadway Characteristics Inventory system data. The CONSULTANT shall be responsible for the coding, reviewing, editing and debugging of the 2010 Base Year network. The CONSULTANT shall collect necessary transit service data in order to construct transit networks and validate/calibrate the Gainesville Urbanized Area Transportation System model. In addition, the CONSULTANT shall use the bicycle and pedestrian facility inventory maintained by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and collect any additional appropriate bicycle and pedestrian data. This data shall be incorporated in the model as a layer file similar to the transit network.

- 2.1.1 The screenlines and cutlines developed for the last plan update shall be revised as appropriate and used in the validation of the 2010 Base Year Model. The CONSULTANT shall be responsible for the review and modification of the screenlines and cutlines.
- 2.1.2 The CONSULTANT shall be responsible for all traffic count data necessary to validate/calibrate the 2010 Base Year Model. Extensive traffic count data has been collected by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, Florida Department of Transportation, the City of Gainesville, Alachua County and other partner agencies. This data shall be made available to the CONSULTANT. The CONSULTANT shall review the most recent traffic count data/locations for adequacy and shall adjust the most recent counts for state facilities to average weekday peak season counts. If available, seasonal adjustment factors for local roads shall be used where appropriate.
- 2.1.3 A highway network shall be developed by the CONSULTANT for the 2010 Base Year. This network shall include double digit coding to allow for more accurate facility type representation. The revised model network shall incorporate changes to networks since the last plan update.
- 2.1.4 A Transit Network shall be developed by the CONSULTANT for the 2010 Base Year. The structure of this model system will allow for different modes of transit, such as bus rapid transit, fixed rail, streetcar and trolley.

- 2.1.5 Transit service data necessary to validate/calibrate the travel demand model shall be obtained from the Regional Transit System by the CONSULTANT for all City of Gainesville, Alachua County and University of Florida routes. All appropriate data obtained from special transit studies shall be reviewed and incorporated by the CONSULTANT where suitable.

Transit service data shall include, but not be limited to:

- A. AM Peak Screenline Ridership by route, mode and corridor;
- B. Midday (off-peak) Screenline Ridership by route, mode and corridor;
- C. Average Weekday Ridership by route, mode and corridor; and
- D. Average Weekday Transfer Data for AM Peak and Midday Ridership transferring between modes and between routes of the same mode.

2.2 MAPPING

The CONSULTANT shall be required to provide maps and digital copies of the data collected to Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to facilitate the review and revision of the data prior to its use during model validation and calibration. Maps and data may include the study area boundary, the principal street system, traffic analysis zones, the highway system network maps (link/node plots) and data files, the transit system network maps and data files and other such maps that shall be used as working instruments.

All shapefiles shall be delivered to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area by the CONSULTANT in Florida Standard Urban Transportation Modeling Structure format and in Economic and Social Research Institute ArcView shapefile format (Version 9.0 or later). Network maps shall be in line format with all roadway and/or transit network attributes and shall be used on the City of Gainesville Street Centerline File, unless an alternative road dataset is approved by Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The data shall be projected using North American Datum of 1983 (NAD83) North Florida State Plane Feet coordinate system unless an alternative projection system is approved by Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

- 2.2.1 A new Traffic Analysis Zone Map shall be developed. This task shall be prepared by the CONSULTANT and provided to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for review and approval prior to model validation.
- 2.2.2 A Highway System Network Map shall be developed by the CONSULTANT for the 2010 Base Year Network and include double-digit coding for more specific facility and area type designations. The CONSULTANT shall provide draft Highway System Network maps and data to Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for review and approval prior to model validation. The Network shall also utilize the true shape display function in Cube Voyager for more accurate graphical representation.
- 2.2.3 A Transit System Network Map shall be developed by the CONSULTANT for the 2010 Base Year. The format of this map shall be consistent with the transit base year network for the last plan update. The CONSULTANT shall provide draft Transit System Network maps and data to Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and Regional Transit System for review and approval prior to model validation.

- 2.2.4 For purposes of documenting mode split, a Bicycle Facilities Network Map shall be developed by the CONSULTANT for the 2010 Base Year. The CONSULTANT shall provide draft Bicycle Facilities System Network maps and data to Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for review and approval prior to model validation. Any information provided by the CONSULTANT may be used by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for creating an updated bicycle map in an effort separate from this update of the long range transportation plan.
- 2.2.5 For purposes of documenting mode split and identifying gaps in access to transit, a Sidewalk Network Map shall be developed by the CONSULTANT for the 2010 Base Year. The CONSULTANT shall provide draft Sidewalk Network maps and data to Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and Regional Transit System for review and approval prior to model validation.
- 2.2.6 For purposes of documenting freight considerations, a Freight Corridor Map shall be developed by the CONSULTANT for the 2010 Base Year. The CONSULTANT shall provide a draft Freight Corridor Map and data to Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for review and approval prior to model validation. The CONSULTANT shall use the Statewide Freight Model for identifying long-haul truck distribution patterns.
- 2.2.7 The development of all maps shall be documented by the CONSULTANT in Technical Report 2.

2.3 DATA DEVELOPMENT

The socioeconomic data developed for the Year 2040 Update shall be prepared by Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff for both Base Year 2010 and Future Year 2040. Base year 2010 data shall be developed by using information obtained from the 2010 Census, 2008 National Household Travel Survey Florida Add-on program, Info USA employment data, Chamber of Commerce Employment Statistics, State of Florida Agency for Workforce Innovation and Property Appraiser records where necessary.

The scope of services for this plan update shall include testing and evaluating one future land use scenario developed by Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff. This scenario represents the most realistic forecast of where people shall live and work in Alachua County in the Year 2040 based upon currently adopted comprehensive plans.

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the CONSULTANT shall also work with the University of Florida to develop specific socioeconomic data related to model production and attraction rates for the University of Florida campus and surrounding areas. Specific information regarding campus trip generation rates, mode splits and auto occupancy rates shall be included in the Year 2040 Update by the CONSULTANT.

The CONSULTANT shall assist Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in review of this data, perform necessary edit checks and make any corrections as may be required by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. Additionally, the CONSULTANT shall deliver all zonal data (ZDATA) in Florida Standard Urban Transportation Modeling Structure format and in ArcView shapefile format for the traffic analysis zone and boundary maps.

The CONSULTANT shall obtain data relating to travel demand for airports, intermodal facilities, recreation areas, significant commercial activity centers and freight distribution facilities. The intent is to accumulate sufficient data suitable for adequately analyzing the trip production and attraction as well as accessibility to such facilities. Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the CONSULTANT shall coordinate the development of this list with the City of Gainesville, Alachua County and the Florida Department of Transportation.

The CONSULTANT shall ensure that all data is based upon the latest available estimates and assumptions for population, land use, travel, employment, congestion and economic activity.

2.3.1 Zonal Data One (ZDATA1): Population and household data for each model traffic analysis zone shall be obtained from the following sources by Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area:

A. 2010 Base Year population and housing data for each traffic analysis zone shall be obtained from the 2010 U.S. Census and the Census Transportation Planning Package for the following:

1. Population and the number of single-family and multi-family units;
2. Auto availability;
3. Percentage of vacant single-family and multi-family units;
4. Population and number of single-family and multi-family units occupied by non-permanent residents; and
5. According to Florida Standard Urban Transportation Modeling Structure for trip generation, add median family income variable if this data is available.

This information shall be cross referenced with 2010 Property Appraiser parcel records.

B. Future year population and income forecasts shall be obtained from the University of Florida, Bureau of Economic and Business Research. These forecasts shall be used as control totals for future population and provide a basis for estimating other socioeconomic factors, such as housing and employment.

C. The number of hotel/motel units shall be obtained from the Florida Department of Business Regulation, Division of Hotels and Restaurants. This data shall be supplemented by a Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area survey of hotel/motels to determine the percentage of occupied units and persons per occupied unit during the peak season.

D. The percentage of vacant single-family and multi-family dwelling units as identified in the Year 2010 Census data shall be used.

- 2.3.2 Zonal Data Two (ZDATA2): 2010 Base Year employment data shall be developed by Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for each traffic analysis zone, classified by type (service, commercial, manufacturing and industrial). This data shall be verified using Property Appraiser records, occupational licenses and Info USA data provided by the Florida Department of Transportation. Employment data shall be cross referenced with the Chamber of Commerce large employers database for consistency (as it relates to size and location) and with Florida Agency for Workforce Innovation information.
- A. Parking cost shall be developed for the City and University of Florida campus traffic analysis zones where short-term (average 3 hours) paid parking is available and/or where long-term (average 9 hours) paid parking is offered.
- B. 2010 Base Year public school enrollment shall be obtained from the Alachua County School Board. Comparable data shall be obtained from private schools within the study area. Private school enrollment data is available from the Florida Department of Education.
- 2.3.3 Zonal Data Three (ZDATA3): The CONSULTANT shall develop data for airports, universities, regional shopping malls, military installations, which function as special generators.
- 2.3.4 Zonal Data Four (ZDATA4) and External-External Trips (EETRIPS) files developed for the last plan update shall be reviewed and updated by the CONSULTANT.

2.4 DESIGNATION OF SCREENLINES

The screenlines and cutlines developed for the last plan update shall be revised as appropriate and used in the validation of the 2010 Base Year Model by the CONSULTANT.

2.5 TRAFFIC COUNT DATA

The CONSULTANT shall be responsible for all traffic count data necessary to validate/calibrate the 2010 Base Year Model. Extensive traffic count data has been collected by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and Florida Department of Transportation and shall be made available to the CONSULTANT. The CONSULTANT shall review the traffic count data/locations for adequacy and shall adjust the counts:

- to average weekday peak season counts; and
- to account for heavy vehicle traffic.

If available, seasonal adjustment factors for local roads developed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall be used where appropriate.

2.6 HIGHWAY AND TRANSIT NETWORKS

- 2.6.1 A highway network shall be developed by the CONSULTANT for the 2010 Base Year. This network shall be compatible with the ArcView Geographic Information System format. The structure of this network shall be consistent with, but not limited to, the highway network for the previous update. This network shall also include double digit coding to allow for more accurate facility type representation and true shape format for graphical representation. The revised model network shall incorporate changes to networks since the last plan update.
- 2.6.2 A Transit Network shall be developed by the CONSULTANT for the 2010 Base Year. This network shall be compatible with the ArcView Geographic Information System format. The structure of this model system shall be consistent with the transit base year network for the last plan update.

2.7 TRANSIT SERVICE DATA

Transit service data necessary to validate/calibrate the travel demand model shall be obtained from the Regional Transit System by the CONSULTANT for both City and University of Florida campus routes. All appropriate data obtained from special transit studies shall be reviewed and incorporated by the CONSULTANT where suitable.

Transit service data shall include, but not be limited to:

- A. AM Peak Screenline Ridership by route, mode and corridor;
- B. Midday (off-peak) Screenline Ridership by route, mode and corridor;
- C. Average Weekday Ridership by route, mode and corridor; and
- D. Average Weekday Transfer Data for AM Peak and Midday Ridership transferring between modes and between routes of the same mode.

2.8 DATA PROJECTIONS

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall develop and project the socioeconomic data files Zonal Data One (ZDATA1) and Zonal Data Two (ZDATA2) for the Year 2040. If available, population projections developed by the Bureau of Business and Economic Research shall be used as control totals. The CONSULTANT shall be responsible for developing the Zonal Data Three (ZDATA3), Zonal Data Four (ZDATA4) and External-External Trips (EETRIPS) files for the Year 2040. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the North Central Florida Regional Planning Council, the Florida Department of Transportation, the City of Gainesville and Alachua County shall also participate in this effort. In addition, representatives from other municipalities in Alachua County shall also be invited to participate in developing this information.

The methodology used to project transit ridership developed for the Regional Transit System Transit Development Plan, the Regional Transit System Comprehensive Operational Analysis and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area adopted Year 2035 Plan shall be used to project future transit ridership. This data shall be distributed to existing and projected Regional Transit System routes.

The methodologies used to project bicycle usage, heavy vehicle activity and pedestrian activity shall be developed:

- consistent with multimodal policies in the Alachua County and City of Gainesville comprehensive plans; and
- in coordination with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

As appropriate, these factors shall be used to project future highway traffic and transit ridership.

2.9 FINANCIAL RESOURCES

The CONSULTANT shall be responsible for the accumulation and aggregation of information regarding existing and projected funding sources for modifications outlined in the Year 2040 Long-Range Transportation Needs Plan that shall be used in the development of the Year 2040 Long-Range Transportation Cost Feasible Plan. The CONSULTANT shall develop estimates of funds that are anticipated to be available to support Year 2040 Long-Range Transportation Cost Feasible Plan implementation with the Florida Department of Transportation. Cost Feasible Plan dollars shall be reported in year of expenditure dollars.

2.9.1 IDENTIFY AND PROJECT AVAILABLE RESOURCES

The CONSULTANT shall obtain historical financial information relative to the funding of transportation services within the study area from appropriate federal, state and local agencies. Based on this historical information, and the planning data forecast prepared in the development of the zonal data (ZDATA), potential financial resources shall be forecasted for the Year 2040. The CONSULTANT shall report future revenues by funding category. Included in this information shall be financial information from the latest adopted Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Transportation Improvement Program.

2.9.2 IDENTIFY SYSTEM OPERATIONS, MAINTENANCE AND CAPITAL COSTS

The CONSULTANT shall confirm revenues and costs related to system operations and maintenance activities covered in the long range transportation plan. The financial plan shall contain system-level estimates of costs and revenue sources that are reasonably expected to be available to operate and maintain Federal-aid highways and public transportation.

2.9.3 IDENTIFY NEW PROJECT FUNDING SOURCES

The funding available for new projects is the difference between the funds reasonably expected to be available for transportation modifications minus the funds required to construct committed projects and those funds required to operate and maintain the transportation system. This difference shall be the funding available to develop the Year 2040 Long-Range Transportation Cost Feasible Plan.

2.9.4 IDENTIFY AND PROJECT POTENTIAL FUNDING SOURCES

Alternative funding sources such as bonds, transit fares, tolls, special taxing districts, impact fees and local option gas tax shall also be investigated and shall be included in the final report by the CONSULTANT as potential funding sources for projects not included in the Year 2040 Long-Range Transportation Cost Feasible Plan. All necessary financial resources from public and private sources that are reasonably expected to be made available to carry out the transportation plan shall be identified.

Should any of these alternatives sources be recommended to fund projects in the Year 2040 Long-Range Transportation Cost Feasible Plan, strategies to ensure the availability and commitment of these sources shall be included as part of the recommendation. These strategies must include a plan of action describing the steps necessary to enact the sources. The analysis shall discuss past successes or failures to secure similar funding sources.

If the long range transportation plan assumes a new revenue source as part of the Year 2040 Long-Range Transportation Cost Feasible Plan, the following information shall be included in the text: the source shall be clearly explained; why it is considered to be reasonably available; when it will be available; what actions would need to be taken for the revenue to be available; and what would happen with projects if the revenue source was not available. If, for example, the most recent action of a governing body, or a referendum of the public, defeated a similar revenue source, then the new revenue source may not be included in the Year 2040 Long-Range Transportation Cost Feasible Plan unless the CONSULTANT can justify the revenue source and explain the difference between the action that failed and the action being proposed. This applies to all revenue sources in the long range transportation plan (i.e. federal, state, local, private, etc.).

2.9.5 TRANSPORTATION SYSTEM OPERATIONS AND MAINTENANCE

The financial plan shall contain system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain Federal-aid highways, as defined by 23 United States Code 101(a)(5), and public transportation, as defined by Title 49 United States Code Chapter 53. The system level costs for operations and maintenance shall be included in the main summary plan document, in addition to the technical report, as a short narrative for both the state and local systems. This material shall also discuss how this information was developed.

2.9.6 YEAR OF EXPENDITURE DOLLARS

The CONSULTANT shall use an inflation rate for revenue and cost estimates to reflect year of expenditure dollars based on reasonable financial principles and information.

2.10 TECHNICAL REPORT 2

The CONSULTANT shall document in Technical Report 2 the entire data development process detailed in Tasks 2.1 through 2.9. As noted earlier, documentation of all tasks, including the development of all maps, data and financial resources, shall be in the form of Technical Memoranda. These memoranda shall be delivered to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area within 30 days of completion of the task by the CONSULTANT. The technical memoranda shall clearly define all of the facility attributes and their purpose in the model.

The latest Florida Department of Transportation Revenue Forecast Handbook shall be used to develop an appendix that reflects the use of federal and state funding for non-capacity projects. This appendix shall be made part of Technical Report 2. Similar information shall be provided to document local and/or privately funded projects.

TASK 3 - DATA REVIEW AND VERIFICATION

The purpose of this task is to review the model inputs and outputs to ensure that the data sets are adequate for planning purposes. The CONSULTANT shall document completion of each task in a technical memorandum.

3.1 REVIEW ZONAL DATA (ZDATA) INPUTS

The CONSULTANT shall review the zonal data (ZDATA) to verify that it is in the standardized model format, is accurate, logical and properly coded. This review shall include the use of Land Use Check (LUCHECK), or similar software programs, as well as random manual checks. All errors and or deviations shall be corrected and documented by the CONSULTANT. Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall be notified by the CONSULTANT of all errors/corrections/changes through a technical memorandum.

- 3.1.1 The traffic analysis zone structure shall be analyzed by the CONSULTANT based on the number of productions and attractions generated. The necessary changes shall be made by the CONSULTANT to ensure a homogeneous traffic analysis zone structure in which zones are compatible as to the number of trips generated. The socioeconomic data shall also be checked for statistical validity and ratio comparisons.
- 3.1.2 The CONSULTANT shall incorporate special generators identified in Task 2 and ensure compatibility with all other socioeconomic data.
- 3.1.3 The CONSULTANT shall make all necessary changes related to the adjustments made to traffic analysis zone boundaries, including all the zonal data (ZDATA) files and all the Network Files. This requirement shall be clearly documented. Maps shall be provided, where necessary, (such as with traffic analysis zone splits) along with changes in data. Also, the process of delineating traffic analysis zones splits shall also be documented. All activities under this task shall be coordinated with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the Florida Department of Transportation, the City of Gainesville and Alachua County.

3.2 REVIEW 2010 HIGHWAY AND TRANSIT NETWORK

The CONSULTANT shall review the Highway Network for coding errors in facility types, area types, number of lanes and coordinates.

- 3.2.1 The review of the Highway Network shall also include the review of all directions and turn prohibitors.
- 3.2.2 The CONSULTANT shall review the network to determine whether links should be added or deleted to obtain a better assignment and a better reflection of the actual travel pattern.
- 3.2.3 The CONSULTANT shall review the coding of Interstate facilities to ensure that directional links, ramp systems and interchanges are correctly coded.
- 3.2.4 Double digit coding shall be used for area and facility type identification on all links.
- 3.2.5 All necessary corrections shall be made by the CONSULTANT and fully documented and mapped.

3.2.6 All input files and other related transit files shall be reviewed and updated as needed.

3.2.7 The CONSULTANT shall maintain and update bicycle facility coding.

3.3 REVIEW 2010 TRAFFIC COUNT AND 2010 TRANSIT RIDERSHIP DATA

The CONSULTANT shall review all traffic counts for accuracy and consistency. All traffic counts shall represent peak season weekday traffic and shall be reviewed and approved by the Florida Department of Transportation, Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the City of Gainesville and Alachua County prior to model input.

3.3.1 The CONSULTANT shall review the location and number of counts available to ensure that screenlines, cutlines and cordon lines are fully represented. The CONSULTANT shall also review the number of counts available within each cell matrix for each facility type and area type for the purpose of validation/calibration.

3.3.2 The CONSULTANT shall be responsible for the review of all transit service data and any other input variables needed for the transit and access modes. This effort shall include a review and use of data developed for the Regional Transit System Transit Development Plan.

3.4 REVIEW TRIP GENERATION RATE

The CONSULTANT shall review trip rates contained in input files for the study area for multi-family and single-family dwelling units in the cell matrixes used in the Gainesville Urbanized Area Transportation System Model. Modifications to the standard trip generation shall be based on 2008 National Household Travel Survey Florida Add-on Program for Alachua County. Variable attraction rates shall be used to add flexibility to the model. All Tranplan-Fortran Trip Generation modules shall be converted into a Cube Voyager platform.

The CONSULTANT shall review the trip rate concerning the total number of productions and attractions in the area. All zonal data (ZDATA) files shall be double checked if the output of the generation step falls beyond the acceptable range of 10,000 trips per traffic analysis zone.

3.5 REVIEW TRIP LENGTH DISTRIBUTION

The CONSULTANT shall review, and if necessary update, the Friction Factor files used in the last plan update and review the trip length distribution curves for each trip purpose.

3.6 REVIEW AUTO OCCUPANCY RATES

The CONSULTANT shall compare the Gainesville Urbanized Area Transportation System model automobile occupancy rates to results of the 2010 Census and the Census Transportation Planning Package and revise where necessary.

3.7 REVIEW TRANSIT PARAMETERS

The CONSULTANT shall review and, if necessary, revise the Florida Standard Urban Transportation Modeling Structure system files to ensure that all modes, local bus, express bus and walk modes, currently used in the study area are accommodated. The CONSULTANT shall review and update the parameters used in the input files based on information obtained from the household travel behavior survey and on data used in other urbanized areas of similar size within Florida. The CONSULTANT shall coordinate this task with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, Regional Transit System and the Florida Department of Transportation.

3.8 TECHNICAL REPORT 3

The CONSULTANT shall prepare a Technical Memorandum for each of the tasks under Task 3. All Technical Memoranda are to be delivered to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area within 30 days of completion of the task by the CONSULTANT. Once the review as outlined under Task 3 has been completed, the CONSULTANT shall document completion of Task 3 in Technical Report 3. This Technical Report may consist of an assemblage of the required Technical Memoranda.

TASK 4 - MODEL UPDATE AND VALIDATION

The purpose of this task is to update, validate and calibrate the 2010 Base Year Model with 2010 traffic counts and transit ridership figures. The CONSULTANT shall use the Gainesville Urbanized Area model developed by the Florida Department of Transportation and shall follow the process outlined below for the validation/updating and calibration purposes.

The end product of this task shall be a validated travel demand model capable of forecasting and evaluating future travel demand for alternative highway and transit networks using Cube Voyager as the primary Florida Standard Urban Transportation Modeling Structure engine. The entire validation process shall be documented in Technical Report 4 and shall include a summation of each of the related technical memoranda.

The CONSULTANT shall document the completion of each task in a Technical Memorandum. Documentation shall include flow charts, a step-by-step procedural guide for the complete model set and identification of all parameters specific to the Gainesville Urbanized Area Transportation System travel model. Details shall be provided describing key decisions and conclusions from each step of the process, including trip generation, trip distribution, mode-split and traffic assignment to completion.

The acceptable or tolerable range/limits for the various parameters generated in the model validation procedures that follow shall be those established by the Florida Department of Transportation and Federal Highway Administration. These parameters are documented in the Florida Department of Transportation publication entitled *Florida Standard Urban Transportation Modeling Structure - Cube Framework Phase I Default Model Parameters*, dated September 27, 2007. The model calibration and validation process shall follow the procedures in the report entitled *Florida Standard Urban Transportation Modeling Structure - Cube Framework Phase II Model Calibration and Validation Standards Final Report*, dated October 2, 2008.

The CONSULTANT shall provide all associated files in a format compatible with Cube Voyager as the primary Florida Standard Urban Transportation Modeling Structure engine. All Tranplan modules shall be converted to a Cube Voyager environment. The CONSULTANT shall ensure that the final model has been converted to a fully operational Cube Voyager platform.

4.1 VALIDATE EXTERNAL TRIPS

The CONSULTANT shall review and, if necessary, update the Zonal Data Four (ZDATA4) and External-External Trips (EETRIPS) files developed for the last plan update.

4.1.1 The CONSULTANT shall perform a Base Year assignment using Year 2010 Zonal Data Four (ZDATA4) and External-External Trips (EETRIPS) files. Results of this model run shall be reviewed by the CONSULTANT to compare the volume/count ratio on the cordon line capturing the links connecting the external stations to actual counts.

4.1.2 The CONSULTANT shall compare the projected 2040 volumes at the external stations with the growth rates of the adjacent counties, as well as the historic growth rate at the count stations. Adjustments to the Zonal Data Four (ZDATA4) and External-External Trips (EETRIPS) files shall be made as necessary.

4.2 VALIDATE THE TRIP GENERATION MODEL

The CONSULTANT shall review and, if necessary, update the input files developed for the last plan update. All revisions shall be documented in the accompanying Technical Memorandum.

- 4.2.1 Based on the results of the distribution and assignment process, the CONSULTANT shall identify the special generators. The output of the Trip Generation Model shall be analyzed at the traffic analysis zone level.

At the traffic analysis zone level, the CONSULTANT shall review the total number of productions and attractions generated by the Year 2040 Model using the methodology described in the Florida Department of Transportation publication entitled *Florida Standard Urban Transportation Modeling Structure - Cube Framework Standard Trip Generation and Distribution Models, Draft Technical Memorandum No. 1 Trip Generation Review and Recommendations*, dated March 2009 to ensure a proper zone size and trip range per zone.

- 4.2.2 At the County level, the CONSULTANT shall conduct an analysis to ensure a direct correlation between land use and the relative number of productions and attractions. The total number of unadjusted attractions relative to the total number of adjusted attractions/productions shall be compared with the Institute of Transportation Engineers ratios and other national ratios, as well as the percentage of total trips, by purpose, of the total number of trips produced.
- 4.2.3 The statistical information provided as part of the Trip Generation Model output, such as total permanent population, total number of employees, number of dwelling units and truck generation by class, shall be checked against Census information and local data. In addition, all ratios, such as number of persons per dwelling unit, shall be checked against national ratios. Any major deviations from the above mentioned totals and/or ratios shall be traced back to the Zonal Data One (ZDATA1) and/or Zonal Data Two (ZDATA2) file(s) and researched, corrected and/or documented in the Technical Memorandum.

4.3 VALIDATE THE TRANSIT PATH BUILDING MODEL

The CONSULTANT shall review all of the traffic analysis zones reported in the output file as not having access to transit. These traffic analysis zones shall be double checked against the transit ridership information obtained by the CONSULTANT.

- 4.3.1 All transfer fares, transfer points, maximum and minimum limits on all parameters, such as waiting time, transfer time, walking distances, allowed mode transfers, park-and-ride connections and walk network connections, shall also be checked.
- 4.3.2 The CONSULTANT shall correct all errors in the morning and Midday Routecards and input files. All identified errors shall be corrected and documented in a Technical Memorandum. Further corrections may be necessary after the transit and highway assignments have been run.

4.4 VALIDATE THE TRIP DISTRIBUTION MODEL

The CONSULTANT shall validate the trip distribution model consistent with threshold parameters established by the Florida Department of Transportation in the report entitled *Florida Standard Urban Transportation Modeling Structure Cube Framework Phase 1* and consider suggestions from the report entitled *Florida Standard Urban Transportation Modeling Structure - Cube Framework Standard Trip Generation and Distribution Models, Draft Technical Memorandum No. 2 Trip Distribution Review and Recommendations*, dated June 2009. This process shall be documented in a Technical Memorandum and identify major revisions to model input files necessary to meet the identified minimum thresholds.

- 4.4.1 The CONSULTANT shall review and document the percentage of intrazonal trips and ensure that no trip purpose exceeds the five percent threshold. If there are purposes that exceed this threshold, the CONSULTANT shall analyze the trip distribution patterns at the traffic analysis zone level.
- 4.4.2 The CONSULTANT shall summarize the output of the Distribution Model at the County level in order to identify the origin-destination pairs. This summary shall be checked for consistency with the land use in each traffic analysis zone.
- 4.4.3 The CONSULTANT shall review the assigned volumes on the links adjacent to special generators and check them against existing counts. Based on the magnitude of difference, the assignment shall be iteratively adjusted by adding or subtracting trips from the special generator in the Zonal Data Three (ZDATA3) file. The accepted method to code the Zonal Data Three (ZDATA3) file is described in the report entitled *Florida Standard Urban Transportation Modeling Structure - Cube Framework Standard Trip Generation and Distribution Models, Draft Technical Memorandum No. 1 Trip Generation Review and Recommendations*, dated March 2009.
- 4.4.4 Once the Zonal Data Three (ZDATA3) file is adjusted, the CONSULTANT shall check the volume/count ratio on all screenlines, cut lines and cordon lines. In addition, the volume/count ratios within all matrices shall be checked for all facility and area types using the standard procedures and ratios and ranges prescribed by the Florida Department of Transportation and the Federal Highway Administration.

The CONSULTANT shall then make all necessary adjustments to all network and/or data files to obtain a proper distribution as outlined in the Florida Standard Urban Transportation Modeling Structure documentation. All adjustments made to obtain a proper distribution shall be documented in the Technical Memorandum.

4.5 VALIDATE THE MODE CHOICE MODEL

- 4.5.1 The CONSULTANT shall validate a mode choice model that shall be capable of accurately dividing the generated trips among the different modes. This process shall accommodate the existing modes that include local bus, express bus, bus rapid transit and any additional modes that might need to be tested for the future networks.

4.5.2 The CONSULTANT shall review the auto occupancy factors, as well as the mode choice coefficients, making the necessary corrections to obtain a proper mode choice model using the standard procedures prescribed by the Florida Department of Transportation and the Federal Highway Administration. The process to obtain the mode choice coefficients, as well as a comparison with the variables used in the last plan update, shall be documented in a Technical Memorandum.

4.5.3 The CONSULTANT shall use the data from the household travel behavior survey conducted in Year 2008 by the Florida Department of Transportation to obtain coefficients related to the attractiveness of additional future transit modes. The information obtained in the survey regarding sample size, adjustment factors and the methodology used to obtain mode choice information shall also be documented in the Technical Memorandum.

4.6 VALIDATE THE TRANSIT ASSIGNMENT MODEL

4.6.1 The CONSULTANT shall be responsible for analyzing all transit-related data and making the necessary corrections to all the data files in order to obtain a proper transit assignment as provided for in the report entitled *New Florida Standard Urban Transportation Modeling Transit Modeling Framework*, updated March 26, 2010. Data developed for the Regional Transit System Transit Development Plan shall be used where appropriate.

4.6.2 The CONSULTANT shall summarize the number of trips assigned to the transit network and compare the results to the ridership data for the AM and Midday networks. The CONSULTANT shall review the total trips assigned, the total trips assigned by mode, the total trips assigned by corridor, the total number of transfers and the total number of transfers by mode. In addition, transit operating characteristics, such as average speed by mode, number of vehicles, total fare collected and other level of service information as provided in the output of the Transit Assignment Model, shall be reviewed and summarized.

4.6.3 The CONSULTANT shall document the procedures used in adjusting the Transit Assignment Model and all results in a Technical Memorandum.

4.7 VALIDATE THE HIGHWAY ASSIGNMENT MODEL

4.7.1 The CONSULTANT shall validate the highway assignment model using the current standard Florida Standard Urban Transportation Modeling Structure procedure. The CONSULTANT shall be responsible for all necessary corrections that need to be made to the data and network files in order to obtain a proper highway assignment as prescribed in Florida Department of Transportation and Federal Highway Administration documentation.

4.7.2 The CONSULTANT shall check the highway assignment against the actual ground counts throughout the highway network and check the accuracy of the highway assignment against the volume/count ratios grouped by facility type, area type, vehicle miles traveled, vehicle hours traveled and heavy vehicle factors.

The CONSULTANT shall refer to the existing documentation for allowable percentage of deviation of assignment versus count and compare to model results. If necessary, corrections to the appropriate files shall be made to obtain a proper assignment, consistent with the parameters defined by the Florida Department of Transportation and the Federal Highway Administration.

4.7.3 The CONSULTANT shall ensure accurate assignment of transit trips. The methodology used to achieve accurate assignment of transit trips shall first be reviewed and approved by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the Florida Department of Transportation and documented in a Technical Memorandum.

4.7.4 The CONSULTANT shall run color coded plots listing the volume/count ratios by link so that it can be reviewed for errors. The plots shall be color coded in four groups, as follows: less than 0.50, 0.51 to 0.85, 0.86 to 1.0 and over 1.0. If discrepancies are found in a particular area, and/or along certain corridors, the network shall be checked for errors, such as loadings of centroid connectors, possible errors in the Turn Prohibitor file and zonal data (ZDATA) file errors. The CONSULTANT shall make all necessary corrections to obtain a proper assignment.

4.8 FINAL MODEL VALIDATION

4.8.1 The CONSULTANT shall perform a highway only run using the base year network and the socioeconomic dataset for Year 2040.

4.8.2 The CONSULTANT shall summarize the trip generation and distribution outputs and compare them with the Base Year 2010 socioeconomic data. The results of the assignment for Year 2040 runs shall also be summarized using the evaluation program included as part of Florida Standard Urban Transportation Modeling Structure. Screenline projections, Base Year counts and historic growth rates shall also be compared.

4.8.3 The CONSULTANT shall review the model output data with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the Florida Department of Transportation pointing out any inconsistencies or errors in the socioeconomic data. The results of this analysis shall be documented in a Technical Memorandum.

4.8.4 The CONSULTANT shall also perform a transit only validation of the model (highway and transit).

4.9 GAINESVILLE URBANIZED AREA TRANSPORTATION MODEL TRANSIT PROCEDURE TECHNICAL MEMORANDUM

The CONSULTANT shall develop a technical memorandum for the Gainesville Urbanized Area Transportation System model transit procedure. The main purpose of this documentation is to describe any non-standard Florida Standard Urban Transportation Modeling Structure procedures used in the Gainesville Urbanized Area Transportation System model transit procedure. The CONSULTANT shall also provide descriptions on some standard Florida Standard Urban Transportation Modeling Structure executable files, input files and output files as necessary. The CONSULTANT shall incorporate the new Public Transit procedures noted in the documents entitled *Florida Standard Urban Transportation Modeling Structure Transit Modeling Framework*, updated March 26, 2010.

4.9.1 The consultant shall prepare a Technical Memorandum to describe the Gainesville Urbanized Area Transportation System transit model. This Memorandum shall include flow charts of Gainesville Urbanized Area Transportation System transit model, descriptions of all special executable files and descriptions of all special input and output files.

4.9.2 All executable files (includes both standard Florida Standard Urban Transportation Modeling Structure executables and non-standard Florida Standard Urban Transportation Modeling Structure executables) shall be included in the flow charts and all input and output files shall also be included in the flow charts.

4.9.3 For each of the nonstandard Florida Standard Urban Transportation Modeling Structure executable files, the CONSULTANT shall describe the function of the file, the purpose it serves in the process and required input and output files. All variables and parameters and their data format shall be described.

4.10 TECHNICAL REPORT 4

The CONSULTANT is responsible for documenting all activities related to the completion of Task 4 in Technical Report 4. The CONSULTANT shall prepare and deliver a Technical Memorandum for each task to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area within 30 days of completion of the task.

TASK 5 - YEAR 2040 LONG-RANGE TRANSPORTATION NEEDS PLAN

The purpose of this task is to develop a long range transportation plan that identifies facilities (including major roadways, transit, multimodal and intermodal facilities, nonmotorized transportation facilities and intermodal connectors) that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions. In addition, the long range transportation plan shall preserve the existing transportation infrastructure, enhance economic competitiveness, improve travel choices to ensure mobility and integrate transportation and land use planning to provide for sustainable development and reduce greenhouse gas emissions.

The long range transportation plan shall include the projected transportation demand in the planning area, the existing and proposed transportation facilities that function as an integrated system, operational and management strategies, consideration of the results of the latest available *Mobility Plan, Gainesville Metropolitan Area, Congestion Management Process* (Congestion Management Plan), strategies to preserve the existing and projected future transportation infrastructure, pedestrian and bicycle facilities, transportation and transit enhancement activities and regionally significant projects.

A regionally significant project is defined as a transportation project that is on a facility which serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes or employment centers; or transportation terminals) and would normally be included in the modeling of the metropolitan area transportation network. At a minimum, this includes all principal arterial highways, all fixed guideway transit facilities and other transit facilities that offer a significant alternative to regional highway travel.

The first step in this process shall be the development of the existing plus committed (E+C) network and project list. Projects included in this list shall be developed from the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Transportation Improvement Program and the annual budgets of Alachua County and the City of Gainesville.

The second step in this process shall be development of a Year 2040 Long-Range Transportation Needs Plan that identifies highway and transit system modifications in response to model projected demands. In addition, this step shall include identification of needed:

- bicycle facility modifications based on implementation of the Alachua Countywide Bicycle Master Plan;
- pedestrian facility modifications based on the Alachua County and City of Gainesville comprehensive plans; and
- intelligent transportation system modifications based on City of Gainesville Traffic Operations recommendations.

The Year 2040 Long-Range Transportation Needs Plan shall include narrative descriptions of the major and more significant projects in the Plan. Any preliminary engineering studies and National Environmental Policy Act phases shall also be included in the long range transportation plan.

5.1 NETWORK CODING, EDITING AND DEBUGGING

The CONSULTANT shall be responsible for the coding, review, editing and debugging of all networks leading to an adopted Year 2040 Long-Range Transportation Cost Feasible Plan. These networks shall include the Year 2019 Existing Plus Committed Network and the Year 2040 Long-Range Transportation Needs Plans and the Year 2040 Long-Range Transportation Cost Feasible Plan.

5.2 DEVELOPMENT OF THE EXISTING PLUS COMMITTED NETWORK

- 5.2.1 The Existing Plus Committed Network shall be developed by the CONSULTANT by coding all projects committed for construction to the Base Year Networks.
- 5.2.2 The CONSULTANT shall also review the Regional Transit System Transit Development Plan for transit related ridership and operational information.
- 5.2.3 Only projects for which federal, state, local or private funding for construction, or for the acquisition of right-of-way (and assumed to be completed and open to traffic in 2019), shall be identified and included in the Existing Plus Committed Network.
- 5.2.4 The CONSULTANT shall make an "all or nothing" assignment to the Existing Plus Committed Network and include a Year 2040 Trip Table to determine the deficiencies on the highway and transit networks that shall occur by the Year 2040.

5.3 DEVELOPMENT OF THE YEAR 2040 LONG-RANGE TRANSPORTATION NEEDS PLAN

- 5.3.1 The CONSULTANT shall use the following information to develop the Year 2040 Long-Range Transportation Needs Plan:
 - A. the adopted Cost Feasible Plan identified in the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area adopted Year 2035 Livable Community Reinvestment Plan;
 - B. the Mobility Plan- Gainesville Metropolitan Area Congestion Management Process (to identify problem areas to be addressed); and
 - C. the adopted Regional Transit System Transit Development Plan.
 - 5.3.2 The CONSULTANT shall further develop the Year 2040 Long-Range Transportation Needs Plan by testing multi-modal alternatives to satisfy person and freight travel demand deficiencies.
 - 5.3.3 A maximum of three alternative solutions to transportation deficiencies shall be developed as discussed in Sections 6.1.1 through 6.1.6. These alternative needs plans shall consider the Vision Statement and the Goals and Objectives of this Update.
- ## 5.4 TECHNICAL REPORT 5
- 5.4.1 The identification, evaluation and selection of the Year 2040 Long-Range Transportation Needs Plan shall be documented in Technical Report 5.

TASK 6 - YEAR 2040 LONG-RANGE TRANSPORTATION PRELIMINARY AND CONSTRAINED NEEDS PLAN

6.1 DEVELOPMENT OF THE YEAR 2040 LONG-RANGE TRANSPORTATION PRELIMINARY AND CONSTRAINED NEEDS PLAN

6.1.1 A Year 2040 Long-Range Transportation Preliminary Needs Plan shall be developed by running 2040 zonal data (ZDATA) with the 2019 Existing Plus Committed Network and identifying facilities with a volume/capacity ratio of 0.9 or greater. The CONSULTANT and Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall review the facilities identified during this task. At the option of Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the CONSULTANT shall use National Cooperative Highway Research Program- 255 to smooth and adjust the travel demand outputs for identified facilities as necessary.

6.1.2 A Constrained Needs Plan shall be developed by identifying facilities in the Year 2040 Long-Range Transportation Preliminary Needs Plan which cannot be modified for any of the following reasons:

- A. The impact widening of the road would have on the community;
- B. The geography or development of the area causes a project to be too difficult or expensive;
- C. The road is already as wide as allowed by state or local policies;
- D. The potential impact to a designated historic district; or
- E. The potential impact on environmentally sensitive lands.

Constrained facilities shall be eliminated from the Year 2040 Long-Range Transportation Needs Plan prior to the development of subsequent alternatives.

6.1.3 One alternative network shall be created that includes a mix of highway and transit solutions, but shall primarily consider transit related modifications. This network alternative shall include some highway modifications, but shall consist primarily of a future bus rapid transit and streetcar system, new and/or extended regular and express bus routes, bus ways and other transit related modifications.

6.1.4 A second alternative network shall be created that includes a mix of highway and transit solutions, but shall primarily consider highway related modifications that expand the grid network of roads. This network alternative shall include transit modifications, but shall consist primarily of new roads or projects that add capacity to existing roads. This alternative shall also include the projects in the currently adopted Year 2035 Livable Community Reinvestment Cost Feasible Plan.

6.1.5 The CONSULTANT shall facilitate a public workshop on the two alternative solutions in order to gather broad-based input on proposed alternative modifications that may be used to develop the third alternative and also included in the Year 2040 Long-Range Transportation Needs Plan.

- 6.1.6 A third alternative network shall be created that includes a combination of effective approaches identified in the previous two tasks. This alternative shall also consider innovative demand management techniques, such as congestion pricing, high occupancy vehicle lanes, park-and-ride facilities and ridesharing programs.
- 6.1.7 In all three alternative networks discussed in the preceding sections, the CONSULTANT shall address non-motorized activity in the model using the pedestrian environment variable procedures discussed on pages 14 and 15 of Technical Report 4 from the adopted Gainesville Urbanized Area Year 2025 Long-Range Transportation Plan Update. This information shall be validated using bicycle and pedestrian counts taken by Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the University of Florida.
- 6.1.8 The CONSULTANT shall incorporate performance measures/metrics for system-wide operation, as well as more localized measures/metrics into the long range transportation plan. These measures shall assess the effectiveness of the long range transportation plan in increasing system performance. The CONSULTANT will obtain approval from the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area of all performance measures that will be used in the long range transportation plan.
- 6.1.9 The CONSULTANT shall employ context sensitive solutions for appropriate transportation corridors by using a collaborative approach that involves all stakeholders to identify needed transportation projects that preserve and enhance scenic, aesthetic, historic, community and environmental resources, while improving or maintaining safety, mobility and infrastructure conditions.
- 6.1.10 The CONSULTANT shall identify projects to include in the Year 2040 Long-Range Transportation Needs Plan that enhance intermodal connections between alternative modes of travel, such as automobile, bus rapid transit, streetcar, bicycle and pedestrian.
- 6.1.11 The CONSULTANT shall coordinate the development of the Year 2040 Long-Range Transportation Needs Plan process, including selection of the final Year 2040 Needs Plan, with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The criteria by which the alternative needs plans shall be evaluated shall include:
 - A. Those listed in the Urban Transportation Planning Model Update-Phase II, Task D, Develop Standard System Evaluation Model, and Task J, Transit Evaluation, as amended and other appropriate technical publications;
 - B. Requirements of Moving Ahead for Progress in the 21st Century Act and appropriate rules issued by Federal Highway Administration and Federal Transit Administration; and
 - C. The Vision Statement and the Goals and Objectives established for this Study and documented in Technical Report 1.
- 6.1.12 Analysis of the Year 2040 Long-Range Transportation Needs Plan shall include sufficient information to understand the composition of the identified need. The CONSULTANT shall include an estimate of unfunded needs plan costs in base year dollars in the adopted long range transportation plan. Estimated needs shall be reported by mode.

- 6.1.13 The Year 2040 Long-Range Transportation Needs Plan shall include only transportation projects that are necessary to meet identified future transportation demand and advances the goals, objectives and policies of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the region and the state. Cost shall be given significant consideration when choosing among various alternatives (mode or alignment) to meet an identified need. Compelling policy or practical reasons for selecting alternatives that exceed the identified transportation need may include increasing the availability of premium transit options, overwhelming environmental benefit or the need to use compatible technology to expand an existing transportation asset.
- 6.1.14 The CONSULTANT will produce Purpose and Need statements and GIS shape files for major transportation or regionally significant projects (including specific transit/Bus Rapid Transit alignment projects identified in the Year 2040 Long-Range Transportation Needs Plan. The CONSULTANT is responsible for coordinating this effort with the Project Manager and the Florida Department of Transportation to ensure the projects are entered into the Efficient Transportation Decision Making Process (ETDM) data base system.
- 6.1.15 Presentation materials, including graphics and support documentation for the Year 2040 Long-Range Transportation Needs Plan Alternatives, shall be prepared by the CONSULTANT and presented to the Citizens Advisory Committee and the Technical Advisory Committee.
- 6.1.16 A proposed Year 2040 Long-Range Transportation Needs Plan shall be developed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for presentation at a public hearing.
- 6.1.17 The CONSULTANT shall present the proposed Year 2040 Long-Range Transportation Needs Plan at the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area public hearing and include a discussion of the process by which the plan was developed.

The CONSULTANT shall prepare presentation materials that shall include graphics, visual aids and handout materials. The CONSULTANT shall be responsible for preparing a transcript of the public hearing.

- 6.1.18 The CONSULTANT shall be responsible for meeting all of the Efficient Transportation Decision Making requirements identified in Sections 4.5.3 and 4.5.4 of the *Metropolitan Planning Organization Program Management Handbook*.

6.2 RANKING OF PROJECTS AND PROGRAMS IN THE YEAR 2040 LONG-RANGE TRANSPORTATION NEEDS PLAN

- 6.2.1 The CONSULTANT shall develop a methodology to rank projects and programs in the Year 2040 Long-Range Transportation Needs Plan and shall coordinate the ranking process with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the Florida Department of Transportation. All projects and programs included in the adopted Year 2040 Long-Range Transportation Needs Plan shall be ranked based on the following criteria:

- A. Output from the Congestion Management System;
- B. Existing level of service;

- C. Safety rankings that consider historic crash data, ability to manage traffic as an incoming emergency evacuation route from coastal counties and compatibility to non-motorized travel;
 - D. Consistency with the long range transportation plan vision statement and the goals and objectives established through the public involvement process;
 - E. Forecast travel demand for the Year 2040;
 - F. Cost estimates and the scheduled availability of funding;
 - G. Assessment of the distribution of social, cultural and environmental benefits and adverse impacts of proposed long range transportation plan projects on various socioeconomic groups; and
 - H. Economic development opportunities.
- 6.2.2 The CONSULTANT shall prepare and distribute a list of the project rankings to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for review and approval. This list shall include project rank, as well as the ranking factors, for each proposed project. Any modifications made by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall be incorporated into the Adopted Year 2040 Long-Range Transportation Needs Plan.
- 6.2.3 The CONSULTANT shall facilitate a public workshop on the adopted Year 2040 Long-Range Transportation Needs Plan in order to gather broad-based input on proposed Needs Plan modifications for the development of the Year 2040 Long-Range Transportation Cost Feasible Plan.

6.3 INCORPORATING SAFETY INTO LONG-RANGE TRANSPORTATION PLANNING

The CONSULTANT shall test the theoretical framework of the *2008 NCHRP Report 546: Incorporating Safety into Long-Range Transportation Planning*. This includes developing and employing techniques, tactics and strategies that institutionalize safety as a decision and planning factor. In addition, the CONSULTANT shall: develop implementation steps to institutionalize safety within the long range planning process; identify and address policy, fiscal and other constraints; and develop a list of action steps, or an implementation plan, for increasing the explicit considerations of safety in the long range transportation planning products.

6.4 TECHNICAL REPORT 6

The identification, evaluation and selection of the Year 2040 Long-Range Transportation Preliminary and Constrained Needs Plan, all Needs Plan Alternatives and the Year 2040 Long-Range Transportation Needs Plan ranking shall be documented in Technical Report 6.

TASK 7 - DEVELOPMENT OF THE YEAR 2040 LONG-RANGE TRANSPORTATION COST FEASIBLE PLAN

Upon the approval of the Year 2040 Long-Range Transportation Needs Plan by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the proposed Year 2040 Long-Range Transportation Cost Feasible Plan shall be developed based on the financial resources identified in Task 2.9 and the cost analysis undertaken in Task 5.4. The CONSULTANT shall use evaluation criteria established earlier as a basis for ranking projects to be considered in the Cost Feasible Plan.

The CONSULTANT shall include an estimate of the cost of all projects and all phases, regardless of mode, in year of expenditure dollars. The CONSULTANT shall use Florida Department of Transportation adopted estimates of inflation to adjust costs from present day costs to year of expenditure costs. The CONSULTANT shall also clearly state in the proposed Year 2040 Long-Range Transportation Cost Feasible Plan the costs of operating and maintaining the existing and future transportation system.

Based upon this process, the CONSULTANT shall develop three Alternative Cost Feasible Plan Scenarios that shall establish the basis for identifying a final Year 2040 Long-Range Transportation Cost Feasible Plan. These scenarios shall be based on prior input received from the public and shall represent three unique proposals to address transportation system needs through the Year 2040. According to Federal Highway Administration and Florida Department of Transportation guidelines, the Year 2040 Long-Range Transportation Cost Feasible Plan must be the final plan adopted by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The development of the Year 2040 Long-Range Transportation Cost Feasible Plan shall be documented in Technical Report 7.

A Year 2040 Long-Range Transportation Cost Feasible Plan shall also be developed by ranking projects and eliminating those for which financial resources cannot be identified. This plan shall build upon the Needs Plan to select a list of projects that can be funded with available revenue sources.

The Year 2040 Long-Range Transportation Cost Feasible Plan shall include narrative descriptions of the major and more significant projects in the Plan. Any preliminary engineering studies and National Environmental Policy Act phases shall also be included in the long range transportation plan.

A Technical Memorandum shall document completion of each task and shall be submitted to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area within 30 days of completion of the task.

7.1 DEVELOPMENT OF THE YEAR 2040 LONG-RANGE TRANSPORTATION COST FEASIBLE PLAN

The CONSULTANT shall use the following information to develop the Year 2040 Long-Range Transportation Cost Feasible Plan:

- 7.1.1 The CONSULTANT shall evaluate the effectiveness of the proposed Year 2040 Long-Range Transportation Cost Feasible Plan by comparing it with the Year 2040 Long-Range Transportation Needs Plan using the evaluation criteria established and documented in Technical Report 6. This evaluation shall include an impact analysis and identification of transportation programs/projects included in the Year 2040 Long-Range Transportation Needs Plan, for which there is no funding and eliminated in the Year 2040 Long-Range Transportation Cost Feasible Plan.
- 7.1.2 The CONSULTANT shall identify those projects which would allow the proposed Year 2040 Long-Range Transportation Cost Feasible Plan to accomplish the vision statement and the goals and objectives identified in Technical Report 6, but cannot be included because of their costs.
- 7.1.3 The CONSULTANT shall review the alternative funding sources identified in Technical Report 2 as a possible funding source(s) and make appropriate recommendations. Should any of these alternative sources be recommended to fund projects in the Cost Feasible Plan, strategies to ensure availability of these funds shall be included in the Year 2040 Long-Range Transportation Cost Feasible Plan. These strategies shall include a plan of action describing the steps necessary to enact the proposed revenue sources and a discussion of past successes or failures to secure similar funding sources, as appropriate.
- 7.1.4 The CONSULTANT shall collect adequate safety data in order to develop a Safety Element as part of the proposed Year 2040 Long-Range Transportation Cost Feasible Plan. As required in 23 Code of Federal Regulations 450.322, the Safety Element shall incorporate or summarize the priorities, goals, countermeasures or projects contained in the Strategic Highway Safety Plan required under 23 United States Code 148, as well as (as appropriate) and safeguard the personal security of all motorized and non-motorized users. The Safety Element shall also incorporate emergency relief and disaster preparedness plans and strategies and policies that support homeland security and established incident management plans (if there is one with local authorities).
- 7.1.5 As required by Moving Ahead for Progress in the 21st Century Act, the CONSULTANT shall consider the following planning factors in developing the Year 2040 Long-Range Transportation Cost Feasible Plan:
 - A. support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency;
 - B. increase the safety of the transportation system for motorized and nonmotorized users;
 - C. increase the security of the transportation system for motorized and nonmotorized users;
 - D. increase the accessibility and mobility of people and for freight;
 - E. protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
 - F. enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
 - G. promote efficient system management and operation; and

H. emphasize the preservation of the existing transportation system.

- 7.1.6 The CONSULTANT shall develop strategies for the proposed Year 2040 Long-Range Transportation Cost Feasible Plan that adequately address operations and management for both the transit and highway network. This shall include the development of performance measures for transportation systems operations and management, with the focus on mobility and safety.
- 7.1.7 The CONSULTANT shall ensure that the proposed Year 2040 Long-Range Transportation Cost Feasible Plan includes both long-range and short-range strategies/actions that lead to the development of an integrated multimodal transportation system to facilitate the safe efficient movement of people and goods in addressing current and future transportation demand.
- 7.1.8 The CONSULTANT shall also ensure that the proposed Year 2040 Long-Range Transportation Cost Feasible Plan includes the following as required by Moving Ahead for Progress in the 21st Century Act, 23 Code of Federal Regulations 450.322 and Florida Statutes 339.175:
1. The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;
 2. Existing and proposed transportation facilities (including major roadways, transit, multimodal and intermodal facilities, pedestrian walkways and bicycle facilities and intermodal connectors) that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions, including Strategic Intermodal System and Transportation Regional Incentive Program facilities, over the period of the transportation plan;
 3. Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods;
 4. Assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs. The long range transportation plan may consider projects and strategies that address areas or corridors where current or projected congestion threatens the efficient functioning of key elements of the metropolitan area transportation system;
 5. All proposed modifications shall be described in sufficient detail to develop cost estimates;
 6. A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the proposed Year 2040 Long-Range Transportation Cost Feasible Plan;
 7. Pedestrian walkway and bicycle transportation facilities;
 8. Consideration of strategies that integrate transportation and land use planning to provide for sustainable development and reduce greenhouse emissions; and

9. Comparison of the proposed Year 2040 Long-Range Transportation Cost Feasible Plan to the State conservation plans and maps or inventories of natural resources.
- 7.1.9 The CONSULTANT shall include in the long range transportation plan performance measures and targets and a system performance report and shall integrate other performance based plans, if any, in the long range transportation plan either directly or by reference. This material shall describe the performance measures and targets used in assessing system performance and progress in achieving the performance targets.
- 7.1.10 The CONSULTANT shall develop a matrix that shows the consistency between each Cost Feasible Plan project and the Vision Statement, Goals, Objectives and Policies.
- 7.1.11 The adopted Year 2040 Long-Range Transportation Cost Feasible Plan shall use Fiscal Year 2013/2014 as the base fiscal year and Fiscal Year 2039/2040 as the horizon fiscal year. The CONSULTANT shall show all the projects and project funding for the entire time period covered by the Cost Feasible Plan, from the base year to the horizon year.
- 7.1.12 Year 2040 Long-Range Transportation Cost Feasible Plan cost estimates shall be provided for the operations and maintenance activities for the entire timeframe of the long range transportation plan. System level estimates for operations and maintenance costs shall be shown for each of the five-year cost bands. System level is interpreted to mean the system within the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area planning area boundary.

Local agencies shall provide cost estimates for locally-maintained facilities covered in the Year 2040 Long-Range Transportation Cost Feasible Plan. The Florida Department of Transportation shall provide cost estimates for the state-maintained facilities covered in the Cost Feasible Plan. System level estimates at the Florida Department of Transportation District level are acceptable for the state-maintained facilities.

The Year 2040 Long-Range Transportation Cost Feasible Plan shall also identify the general source of funding for the operations and maintenance activities. Since operations and maintenance costs and related revenues are not available to balance the fiscal constraint of capital investment projects, a clear separation of costs for operations and maintenance activities from other grouped and/or regionally significant projects shall be shown in order to demonstrate fiscal constraint.

- 7.1.13 For total project costs, all phases of a project shall be described in sufficient detail to estimate and provide an estimated total project cost and explain how the project is expected to be implemented. Any project which will go beyond the horizon year of the long range transportation plan shall include an explanation of the project elements beyond the horizon year and what phases/work will be performed beyond the horizon year of the plan. The costs of work and phases beyond the horizon year of the plan shall be estimated using year of expenditure methodologies and the estimated completion date may be described as a band (i.e. construction expected 2040-2050, \$40 million). If there is more than one phase remaining to be funded, these may be shown as a combined line item for the project (i.e. right-of-way/construction expected 2040-2050, \$50 million). This paragraph does not apply to routine system preservation or maintenance activities. Total project costs shall be shown for capacity expansion projects and for regionally significant projects.

- 7.1.14 The CONSULTANT shall ensure that the projects in the proposed Year 2040 Long-Range Transportation Cost Feasible Plan are listed in five-year band increments (based upon year of need). Estimates shall be summarized for the following five-year periods- 2014-2015, 2016-2020, 2021-2025, 2026-2030 and 2031-2040.
- 7.1.15 Revenues to support the costs associated with the work/phase shall be demonstrated. For a project to be included in the Year 2040 Long-Range Transportation Cost Feasible Plan, an estimate of the cost and source of funding for each phase of the project being funded (including the Project Development and Environment phase) must be included.

The phases to be shown in the Year 2040 Long-Range Transportation Cost Feasible Plan include preliminary engineering, right-of-way and construction (project development and environment and design phases may be combined into preliminary engineering). Boxed funds can be used as appropriate to finance projects. However, the individual projects using the box shall be listed, or at a minimum, shall be described in bulk in the Cost Feasible Plan (i.e. project development and environment for projects in Years 2016-2020).

- 7.1.16 Federal and state participation on projects in the Year 2040 Long-Range Transportation Cost Feasible Plan can be shown as a combined source for Cost Feasible Plan projects. Projects within the first ten years of the Cost Feasible Plan shall be notated or flagged to identify which projects are planned to be implemented with federal funds. Beyond the first ten-year period, specific federal funding notation is not required. Project funding, however, must be clearly labeled as a combined Federal/State source in the Year 2040 Long-Range Transportation Cost Feasible Plan.
- 7.1.17 For highway projects, the Year 2040 Long-Range Transportation Cost Feasible Plan shall describe the types of potential environmental mitigation activities and opportunities which are developed in consultation with federal and state wildlife, land management and regulatory agencies. This description shall occur at more of a system-wide level to identify areas where mitigation may be undertaken and what kinds of mitigation strategies, policies and/or programs may be used.

This description in the Year 2040 Long-Range Transportation Cost Feasible Plan shall identify broader environmental mitigation needs and opportunities of which individual transportation projects might later take advantage. The use of Efficient Transportation Decision Making alone is not environmental mitigation. The Efficient Transportation Decision Making effort is considered to be project screening and not a system-wide review. Documentation of the consultation with the relevant agencies shall be provided by the CONSULTANT.

For transit capital projects in the Year 2040 Long-Range Transportation Cost Feasible Plan, transit environmental benefits like reduction in single occupancy vehicle trips and vehicle miles traveled, reduction in greenhouse gases, pedestrian and bicycle linkages, transit oriented/compact development (which is more walkable) shall be stated within the broad parameters in the Year 2040 Long-Range Transportation Cost Feasible Plan. Preliminary engineering, final design, right-of-way, utility relocation and construction for transit capital projects shall be listed in the Year 2040 Long-Range Transportation Cost Feasible Plan.

- 7.1.18 For regionally significant projects in the Year 2040 Long-Range Transportation Cost Feasible Plan, the CONSULTANT shall include a purpose and need statement for the project. This purpose and need statement shall identify the rationale as to why the project warranted inclusion in the Cost Feasible Plan.

- 7.1.19 The CONSULTANT shall ensure that the Year 2040 Long-Range Transportation Cost Feasible Plan document is prepared in a manner that balances length, clarity and graphics to create a succinct, specific and attractive document that relays a distinct vision and plan in a user-friendly way.
- 7.1.20 The CONSULTANT shall prepare procedures which document how modifications to the long range transportation plan are addressed after adoption. The procedures shall specifically explain what qualifies as a modification as opposed to an amendment. These procedures shall be included as part of the long range transportation plan.
- 7.2 APPROVAL OF THE YEAR 2040 LONG-RANGE TRANSPORTATION COST FEASIBLE PLAN

The culmination of the long range transportation plan process is the adoption of a fiscally constrained long range transportation plan. This plan is a list of bicycle, highway, pedestrian and transit projects consisting of those modifications deemed most needed to address deficiencies in the transportation system, while also being financially feasible.

- 7.2.1 As soon as the proposed Year 2040 Long-Range Transportation Cost Feasible Plan is developed and reviewed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Citizens Advisory Committee, Technical Advisory Committee and Bicycle/Pedestrian Advisory Board, the CONSULTANT shall present the proposed Year 2040 Long-Range Transportation Cost Feasible Plan to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area at a public hearing.
- 7.2.2 The CONSULTANT shall ensure that the financial plan demonstrates how the adopted transportation plan can be implemented.
- 7.2.3 The CONSULTANT shall include an estimate of unfunded costs in base year dollars in the adopted long range transportation plan.
- 7.2.4 The CONSULTANT shall present the proposed Year 2040 Long-Range Transportation Cost Feasible Plan at the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area public hearing and include a discussion of the process by which the plan was developed. The CONSULTANT shall prepare presentation materials that include graphics, visual aids and handout materials. The CONSULTANT shall be responsible for preparing a transcript of the public hearing.
- 7.2.5 The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall adopt the final Year 2040 Long-Range Transportation Cost Feasible Plan with such additional modifications as deemed appropriate. The adopted Year 2040 Long-Range Transportation Cost Feasible Plan shall be included in all supporting analyses, including all Geographic Information System files.
- 7.2.6 The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall send copies of the adopted Year 2040 Long-Range Transportation Cost Feasible Plan to the Governor, the Florida Department of Transportation, the Federal Highway Administration and the Federal Transit Administration.

7.3 TECHNICAL REPORT 7

The development of the Year 2040 Long-Range Transportation Cost Feasible Plan shall be documented in Technical Report 7. Changes to the Cost Feasible Plan made in response to public comment, committee recommendation(s) or Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area action shall also be documented in this Technical Report.

PROJECT TIME LINE

The CONSULTANT shall develop a detailed project time line that identifies the development of each task and the delivery of work products. Additionally, the time line shall include identifiers that represent the approximate date of public presentations and public workshops. The CONSULTANT shall meet monthly with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Project Manager to present work completed, confirm action items for the next work period and provide the Project Manager with a revised detailed project time line if changes are necessary.

In conjunction with its quarterly meeting with the Project Manager, the CONSULTANT shall provide a written monthly status report on the progress of each task being undertaken.

REQUIRED DOCUMENTS

The CONSULTANT shall ensure that all final documents are posted online, available for distribution and available through the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area office no later than 90 days after adoption by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

The CONSULTANT shall provide to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area one clean, single-sided, full color paper original and Adobe Portable Data File and Microsoft Word electronic versions of materials to be presented:

- at meetings of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the Citizens Advisory Committee, Technical Advisory Committee and the Bicycle/Pedestrian Advisory Board;
- at public hearings on the Year 4040 Long-Range Transportation Needs Plan and Year 2040 Long-Range Transportation Cost Feasible Plan;
- at public workshops; and
- on the Year 2040 Long Range Transportation Plan website.

A copy of all Powerpoint presentations shall be provided to the Project Manager and posted on the Year 2040 Long Range Transportation Plan website. The Year 2040 Long Range Transportation Plan website shall include an accommodation to collect public comments.

TECHNICAL REPORTS AND MEMORANDUMS

As outlined in preceding sections, technical documentation is required for all tasks. These include Technical Reports for each task and Technical Memoranda for each subtask. The CONSULTANT shall provide one clean, single-sided, full color draft of the Technical Memorandums for review by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the Citizens Advisory Committee, Technical Advisory Committee and the Bicycle/Pedestrian Advisory Board. Subsequent to this review, the CONSULTANT shall include all review comments and provide to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area one clean, single-sided, loose-leaf, full color paper original and Adobe Portable Data File (PDF) and Microsoft Word electronic versions of each final Technical Memorandum.

Copies of all final documents and maps shall be provided to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area on compact disks in editable text/graphic software format and Adobe Portable Data File (PDF) format.

The Adopted Year 2040 Long-Range Transportation Cost Feasible Plan shall be published or otherwise made readily available by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the internet.

FINAL REPORT

The long range transportation plan shall be presented as a standalone document and provided in a three-ring binder. The CONSULTANT shall provide the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area 15 color printed copies, a copy of the final report on Compact Disc-ROM/DVD media, as well as produce one clean, single-sided, loose-leaf, full color final report.

SUMMARY REPORT

A summary report of 20 or fewer pages shall accompany the final report. This summary report shall document the major steps and final results of the long range transportation plan process and shall include the following sections:

- A. Introduction;
- B. Growth Forecasts;
- C. Vision Statement and the Goals and Objectives;
- D. Study Process;
- E. Year 2040 Cost Feasible Project Ranking; and
- F. Year 2040 Cost Feasible Project Map.

The CONSULTANT shall provide the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area 30 copies of the summary report as well as one clean, single-sided, loose-leaf, full color summary.

SUMMARY POSTER

The final long range transportation plan report shall also include a folded, full color poster of the adopted Year 2040 Long-Range Transportation Cost Feasible Plan. Summary information in the poster shall include the vision statement, graphic representations of the Year 2040 Long-Range Transportation Cost Feasible Plan and a table representation of the Project Priority Ranking list. Other information may include the goals and objectives of the plan. The CONSULTANT shall provide to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area 200 copies of the summary poster upon final approval of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

APPENDIX B

SCHEDULE OF DELIVERABLES

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EXHIBIT B- SCHEDULE OF DELIVERABLES

Year 1
Fiscal Year 2014
July 1, 2013 to June 30, 2014

Deliverable	Due Date	Payment Amount
TM Task 1.1 Public Participation Process and Documentation	12/31/13	\$20,000
TM Task 2.1- Data Collection	12/31/13	\$5,000
TM Task 2.2- Mapping	1/31/14	\$5,000
TM Task 2.3- Data Development	1/31/14	\$5,000
TM Task 2.4- Designation of Screenlines	1/31/14	\$5,000
TM Task 2.5- Traffic Count Data	1/31/14	\$5,000
TM Task 2.6- Highway and Transit Networks	1/31/14	\$5,000
TM Task 2.7- Transit Service Data	2/28/14	\$5,000
TM Task 2.8- Data Projections	2/28/14	\$5,000
TM Task 2.9- Financial Resources	2/28/14	\$5,000
TM- Public Workshop #1	2/28/14	\$10,000
Technical Report 2- Data Collection, Mapping and Data Development	3/31/14	\$35,000
TM Task 1.22- Vision Statement, Goals and Objectives	4/30/14	\$20,000
TM Task 3.1- Review Zonal Data (ZDATA) Inputs	4/30/14	\$5,000
TM Task 3.2- Review 2010 Highway and Transit Networks	4/30/14	\$5,000
TM Task 3.3- Review 2010 Traffic Count and Transit Ridership Data	4/30/14	\$5,000
TM Task 3.4- Review Trip Generation Rate	4/30/14	\$5,000
TM Task 3.5- Review Trip Length Distribution	5/30/14	\$5,000
TM Task 3.6- Review Auto Occupancy Rates	5/30/14	\$5,000
TM Task 3.7- Review Transit Parameters	5/30/14	\$5,000
Technical Report 3- Data Review/Verification	6/30/14	\$35,000
TOTAL		\$200,000

TM means Technical Memorandum.

EXHIBIT B- SCHEDULE OF DELIVERABLES (Continued)

**Year 2
Fiscal Year 2015
July 1, 2014 to June 30, 2015**

Deliverable	Due Date	Payment Amount
TM Task 4.1- Validate External Trips	7/31/14	\$10,000
TM Task 4.2- Validate Trip Generation Model	8/31/14	\$10,000
TM Task 4.3- Validate Transit Path Building Model	8/31/14	\$10,000
TM Task 4.4- Validate Trip Distribution Model	9/30/14	\$10,000
TM Task 4.5- Validate Mode Choice Model	9/30/14	\$10,000
TM Task 4.6- Validate Transit Assignment Model	10/31/14	\$10,000
TM Task 4.7- Validate Highway Assignment Model	10/31/14	\$10,000
TM Task 4.8- Final Model Validation	11/30/14	\$10,000
TM Task 4.9- Transportation Model Transit Procedure	11/30/14	\$5,000
Technical Report 4- Model Update/Validation	12/31/14	\$10,000
TM- Public Workshop #2	1/30/15	\$10,000
TM Task 5.1- Network Coding, Editing and Debugging	1/30/15	\$5,000
TM Task 5.2- Development of Existing Plus Committed Network	2/27/15	\$5,000
TM Task 5.3- Development of Needs Plan	3/31/15	\$5,000
Technical Report 5- Needs Plan	4/30/15	\$10,000
TM Task 6.1- Development of Preliminary and Constrained Needs Plan	4/30/15	\$5,000
TM Task 6.2- Ranking of Projects and Programs	4/30/15	\$5,000
TM Task 6.3- Incorporating Safety into Long Range Transportation Planning	4/30/15	\$5,000
Technical Report 6- Preliminary and Constrained Needs Plan	6/30/15	\$15,000
	TOTAL	\$160,000

TM means Technical Memorandum.

EXHIBIT B- SCHEDULE OF DELIVERABLES (Continued)

**Year 3
Fiscal Year 2016
July 1, 2015 to June 30, 2016**

Deliverable	Due Date	Payment Amount
TM- Public Workshop #3	8/31/15	\$10,000
Technical Report 7- Cost Feasible Plan	12/31/15	\$5,000
Technical Report 1- Public Involvement Documentation	12/31/15	\$5,000
Final Report, Summary Report and Summary Poster	1/15/16	\$20,000
	TOTAL	\$40,000

TM means Technical Memorandum.



September 23, 2013

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Marlie Sanderson, AICP, Director of Transportation Planning

SUBJECT: Atkins North America, Inc. Agreement

STAFF RECOMMENDATION

Approve, subject to and effective upon the Florida Department of Transportation signing the Reimbursement Agreement between the Department and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, concerning the update of the Year 2035 Long Range Transportation Plan to the Year 2040, and authorize the Chair to sign, the attached Agreement between Atkins North America, Inc. and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area concerning the update of the Year 2035 Long Range Transportation Plan to the Year 2040.

BACKGROUND

In order to receive federal and state funds for transportation projects, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area must update the adopted Year 2035 Long Range Transportation Plan to the Year 2040. A consulting firm (Atkins, North America Inc.) has been selected to assist with this effort.

Attached as Exhibit 1 is an Agreement concerning the update of the adopted Year 2035 Long Range Transportation Plan to the Year 2040 between the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and Atkins North America, Inc. Also attached as Exhibit 2 is the Consultants' Competitive Negotiation Act Certification certifying that the consultant selection process was conducted in full compliance with Section 287.055 Florida Statutes, known as the Consultants Competitive Negotiation Act.

Attachments

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EXHIBIT 1

GAINESVILLE URBANIZED AREA

YEAR 2040 LONG RANGE TRANSPORTATION PLAN UPDATE

AGREEMENT

BETWEEN

ATKINS NORTH AMERICA, INC.

AND THE

METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION

FOR THE GAINESVILLE URBANIZED AREA

This Agreement is entered into this _____ day of _____ 2013 by and between Atkins North America, Inc., hereinafter referred to as the "Consultant," located at 7406 Fullerton Street, Suite 350, Jacksonville, Florida 32256, and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, located at 2009 NW 67th Place, Gainesville, FL 32653-1603.

THIS AGREEMENT/CONTRACT IS ENTERED BASED ON THE FOLLOWING FACTS:

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area desires to engage the Consultant to render certain technical or professional services; and

The Consultant possesses the qualifications and expertise to perform the services required.

NOW THEREFORE, THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA AND THE CONSULTANT DO MUTUALLY AGREE, AS FOLLOWS:

I. COVENANT FOR SERVICES

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area does hereby contract with the Consultant to perform the services described herein and the Consultant does hereby agree to perform such services under the terms and conditions set forth in this Agreement.

II. AVAILABILITY OF FUNDS

Payments pursuant to this Agreement are subject to, and conditioned upon, the total release of authorized appropriations and receipt of such funds from the Florida Department of Transportation by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

III. DEFINITION, SCOPE AND QUALITY OF SERVICE

(A) Intent of the Agreement

The Consultant agrees, under the terms and conditions of this Agreement and the applicable state and local laws and regulations, to undertake, perform and complete all of the work tasks as outlined in Exhibit A, and by this reference made a part hereinafter called the project and the Consultant agrees to perform such work tasks and abide by the provisions of Exhibit A. Notwithstanding anything to the contrary in this Agreement, or in any other contract document relating to the project, in performing its work under this contract, Consultant shall perform its services to the standard of care of a reasonable engineer that is performing the same, or similar, work at the same time and locality and under the same or similar conditions faced by the Consultant.

(B) Exhibit A, Scope of Services is hereto incorporated by reference.

IV. CONSIDERATION

As consideration for work rendered under this Agreement, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area agrees to pay the Consultant a fixed fee of four hundred thousand dollars and no cents (\$400,000.00), subject to funds being made available by the Florida Department of Transportation to support this amount. Funds may be used by the Consultant in preparing the work tasks contained in the scope of services attached hereto and incorporated by reference.

In the event it becomes necessary to cancel this Agreement due to lack of appropriations, the Consultant will be reimbursed for its incurred costs up to the date of Agreement termination. The reimbursement for these costs shall be inclusive of a fair and reasonable fee.

V. METHOD OF PAYMENT

(A) The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall pay amounts as specified in Exhibit B- Schedule of Deliverables. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area reserves the right to withhold payment or payments, in whole or in part, and to continue to withhold any such payments for work not completed, completed unsatisfactorily, work that is behind schedule or work that is otherwise performed in an inadequate or untimely fashion as determined by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. Any and all such payment previously withheld shall be released and paid to the Consultant promptly when the work is subsequently satisfactorily performed.

(B) Subject to approval of the invoice, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will pay the Consultant within thirty (30)-calendar days.

(C) The Consultant will submit a correct final invoice to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area within sixty (60) calendar days after the date of expiration of this Agreement. Invoices received after this date will not be honored, unless an extension of this Agreement has been granted in accordance with Article XI.

VI. REQUIRED REPORTS, RECORDS AND CERTIFICATES

(A) The Consultant shall provide the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area a contract closeout report certifying that a copy of each work product has been submitted to and approved by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The report shall be received by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area within sixty (60) calendar days after the date of expiration of this Agreement.

(B) If all required reports and copies, prescribed above, are not sent to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, or are not completed in a manner acceptable to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall withhold further payments until they are completed. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area may terminate this Agreement with the Consultant if reports are not received within ten (10) calendar days after notice. "Acceptable to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area" means that the work product was completed in accordance with professional planning principles and is consistent with the scope of services.

(C) The Consultant shall execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting.

VII. AUDIT REQUIREMENTS

(A) The Consultant agrees to maintain adequate financial procedures and adequate support documents to account for the expenditure of funds under this Agreement.

(B) These records shall be available at all reasonable times for inspection, review or audit by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and State of Florida personnel at the location where such records are stored and maintained by the Consultant. "Reasonable" shall be construed according to circumstances, but ordinarily shall mean normal business hours of 8:00 a.m. to 5:00 p.m., local time, Monday through Friday.

(C) The Consultant shall retain all financial records, supporting documents, statistical records and any other documents pertinent to this Agreement for a period of six (6) years after the date of submission of the final expenditures report. However, if litigation or an audit has been initiated prior to the expiration of the six-year period, the records shall be retained until the litigation or audit findings have been resolved.

(D) Bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof.

VIII. PUBLIC RECORDS

The Consultant shall allow public access to all documents, reports, papers, letters or other material, subject to the provision of Chapter 119, Florida Statutes, prepared or received by the Consultant in conjunction with this Agreement.

IX. SUBCONTRACTS

(A) Except as otherwise authorized in writing by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the Consultant shall not execute any contract or obligate itself in any manner requiring the disbursement of funds with any third party with respect to the project without the written concurrence of the Executive Director of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The Executive Director of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area specifically reserves unto himself/herself the right to review the qualifications of any subconsultant or contractor and to approve or disapprove the employment of the same after the subconsultant is selected but before a subconsultant contract is executed.

(B) If, after receiving written approval by the Executive Director of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the Consultant subcontracts any or all of the work required under this Agreement, the Consultant agrees to include in the subcontract that the subcontractor is bound by the terms and conditions of this Agreement with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

(C) The Consultant agrees to include in the subcontract that the subcontractor shall hold the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and Consultant harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law.

(D) If, after receiving written approval by the Executive Director of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the Consultant subcontracts, a copy of the executed subcontract must be forwarded to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area within ten (10) calendar days after execution.

(E) It is understood and agreed by the parties hereto that participation by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in a project with a Consultant, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the Consultant complying in full with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act. As a further condition, the Consultant will involve the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in the Subconsultant Selection Process for all projects. In all cases, the Consultant's Attorney shall certify to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area that selection has been accomplished in compliance with the Consultant's Competitive Negotiation Act.

(F) As required by 49 Code of Federal Regulations 26.13, the Consultant shall not discriminate on the basis of race, color, national origin, religion, gender, age or disability in the award and performance of any United States Department of Transportation-assisted contract or in the administration of its Disadvantaged Business Enterprise program or the requirements of 49 Code of Federal Regulations Part 26. The Consultant shall take all reasonable and necessary steps under 49 Code of Federal Regulations Part 26 to ensure nondiscrimination in the award and administration of United States Department of Transportation-assisted contracts.

(G) The Consultant shall utilize the United States Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Consultant during the term of the contract. The Consultant shall also expressly require any subcontractors performing work or providing services pursuant to this contract to likewise utilize the United States Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

X. LIABILITY

To the extent permitted by law, the Consultant shall indemnify, save and hold harmless the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and all its officers, agents or employees from all suits, actions, claims, demands and liability to the extent caused by the negligent act, error, omission or willful misconduct of the Consultant, its subcontractors, agents or employees.

XI. CONTRACT TERMS

The Agreement shall commence on the last date of signing by the parties involved, that being the day and year first above written, and shall terminate on January 15, 2016 unless terminated earlier in accordance with the provisions of Section XIV of this Agreement. Requests for contract extensions must be submitted ninety (90) calendar days prior to expiration date of the contract in time to be approved by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

XII. MODIFICATION OF CONTRACT

Either party may request modification of the provisions of this Agreement. Changes which are mutually agreed upon shall be made in written form and shall be incorporated as part of this Agreement.

XIII. DOCUMENTS

By January 15, 2016, the Consultant shall deliver to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, in an organized manner, all documents, including final report, summary report, summary poster, project files, maps, sketches, worksheets and other materials used or gathered during the study process. This material shall become the property of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

The cover page or title page of all reports, maps and other documents completed as a part of this Agreement shall acknowledge the date (month and year) the document was prepared and the name of the Consultant shall also be shown. In addition, the cover page or title page shall also contain the following paragraph -

"The preparation of this report has been financed in part through grants from the Federal Highway Administration and Federal Transit Administration, United States Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, United States Code. The contents of this report do not necessarily reflect the official views or policy of the United States Department of Transportation."

XIV. TERMINATION

(A) This Agreement may be terminated by the written mutual consent of the parties, provided that the Consultant shall be reimbursed for all actual costs incurred in providing services pursuant to this Agreement.

(B) If the Consultant shall fail to fulfill in a timely and proper manner its obligations under this Agreement, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall have the right, without liability, to terminate this Agreement within ten (10) calendar days after giving written notice to the Consultant of such termination. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area may also require a pro rata repayment of funds paid to the Consultant provided that the Consultant shall be reimbursed for all actual costs incurred in providing services pursuant to this Agreement.

In the event the Consultant substantially or materially fails to fulfill its obligations under this Agreement, in advance of terminating the contract for default, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall issue a formal written notice stating the basis for termination and providing a reasonable opportunity for the Consultant to cure and correct the deficiencies in its contract performance within ten (10) calendar days after first being informed of the basis for the contract termination. If after the cure notice period, the Consultant fails to fulfill in a timely and proper manner its obligations under this Agreement, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall have the right to terminate this Agreement by giving written notice to the other party of such termination, the basis thereof and specifying the effective date of such termination, which shall in no event precede the cure notice period.

In the event of contract termination for whatever reason, costs incurred in providing services under the contract prior to the effective date of the termination shall be reimbursable. It is understood that this reimbursement shall include a fair and reasonable fee.

(C) Notwithstanding the above, the Consultant shall not be relieved of liability to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area by virtue of any breach of contract by the Consultant. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area may withhold any payments to the Consultant for purpose of set-off until such time as the exact amount of damages due the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area from the Consultant is determined.

(D) Either party may terminate this Agreement without cause by providing fifteen (15) calendar days written notice to the other, provided that the Consultant shall be reimbursed for all actual costs incurred in providing services pursuant to this Agreement.

(E) In the event funds to finance this contract become unavailable, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area may terminate the Agreement with no less than twenty-four (24) hours written notice to the Consultant. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall be the final authority as to the availability of funds. In the event it becomes necessary to cancel this Agreement due to lack of availability of funds, the Consultant will be reimbursed for its incurred costs up to the date of Agreement termination. The reimbursement for these costs shall be inclusive of a fair and reasonable fee.

XV. PROHIBITED INTERESTS

(A) Neither the Consultant, nor any of its subcontractors, shall enter into any contract, subcontract or arrangement in connection with the project or any property included, or planned to be included in the project, in which any member, officer or employee of the Consultant or the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area during his/her tenure for one (1) year thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires, or had acquired prior to the beginning of his/her tenure, any such interest, and if any interest is immediately disclosed to the Consultant, the Consultant with prior approval of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, may waive the prohibition contained in this paragraph, provided, that any such present member, officer or employee shall not participate in any action by the Consultant or the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area relating to such contract, subcontract or arrangement.

The Consultant shall insert in all subcontracts entered into in connection with the project, or any property included or planned to be included in any project, the following provision:

"No member, officer or employee of the Consultant either during his or her tenure, or for one (1) year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this subsection shall not be applicable to any agreement between the Consultant and its fiscal depositories, or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

(B) No Member or delegate to the Congress of the United States shall be admitted to any share, or part of this Agreement, or any benefit arising therefrom.

(C) The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid, or agreed to pay, any person, company, corporation, individual or firm, other than a bona fide employee working solely for the Consultant any fee, commission, percentage, gift or other consideration, contingent upon, or resulting from, the award or making of this Agreement.

(D) 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 and 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, Florida Statutes, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

XVI. NOTICE AND CONTRACT REPRESENTATIVES

(A) The representative of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area responsible for the management of this Agreement is Scott R. Koons, AICP, Executive Director of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The representative of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area may be contacted in writing at the address first above written.

(B) The representative of the Consultant responsible for the administration of this Agreement, and who will also serve as the technical and primary point of contact for this Agreement, is Wiley C. Page, AICP, Florida Transportation Group Manager, Atkins North America, Inc. The representative for the Consultant may be contacted in writing at the address first above written.

(C) In the event that different representatives are designated by either party after execution of this Agreement, notice of the name, title and address of the new representative will be rendered in writing to the other party and said notification attached to the original of this Agreement.

XVII. NONDISCRIMINATION

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in accordance with Title VI of the Civil Rights Act of 1964 and other federal, state and local nondiscrimination authorities hereby notices all bidders that it will affirmatively insure that in any contract entered into pursuant to any advertisement soliciting contractual services, minority business enterprises will be afforded full opportunity to submit bids in response to any such invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation or gender identity in consideration for an award.

During the performance of this Agreement, the Consultant, for itself, its assignees and successors in interest agrees, as follows:

(A) Compliance with Regulations: The Consultant shall comply with the regulations relative to nondiscrimination in Federally-assisted programs of the United States Department of Transportation 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.

(B) Nondiscrimination: The Consultant, with regard to the work performed during this Agreement, shall not discriminate on the basis of race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation or gender identity in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by 49 Code of Federal Regulations 21.5 of the Regulations, including employment practices when the contract covers a program set forth in 49 Code of Federal Regulations Part 21, Appendix A.

(C) Solicitations for Subcontractors, including Procurements of Materials and Equipment: In all solicitations made by competitive bidding or negotiation by the Consultant for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor, supplier or lessor shall be notified by the Consultant of the Consultant's obligations under this Agreement and the regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation or gender identity.

(D) Information and Reports: The Consultant 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 Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the Florida Department of Transportation, the Federal Highway Administration or the Federal Transit Administration to be pertinent to ascertain compliance with such regulations, orders and instructions.

Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Florida Department of Transportation, the Federal Highway Administration and the Federal Transit Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

(E) Sanctions for Noncompliance: In the event of the Consultant's noncompliance with the nondiscrimination provisions of this Agreement, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall impose such sanctions as it, the Florida Department of Transportation, Federal Highway Administration or the Federal Transit Administration may determine to be appropriate, including, but not limited to: withholding of payments to the Consultant under this Agreement until the Consultant complies; and/or cancellation, termination or suspension of this Agreement, in whole or in part.

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

XVIII. COMPLETE CONTRACT

This Agreement, including Exhibit A, Scope of Services and Exhibit B, Schedule of Deliverables, of this Agreement, which are incorporated by reference herein and considered as an integral part of the Agreement, constitutes the entire contract between the parties, and any changes, amendments or modification hereof shall be void unless the same are reduced to writing and signed by the parties hereto.

XIX. VENUE AND JURISDICTION FOR LITIGATION BETWEEN PARTIES

This Agreement shall be construed according to the laws of the State of Florida. Venue shall be exclusively in the County or the Circuit Court of Alachua County, Florida for all litigation between the parties and all issues litigated between the parties shall be litigated exclusively in the Circuit Court of Alachua County, Florida.

XX. TERMS AND CONDITIONS

This Agreement contains all the terms and conditions agreed upon by the parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized on the day and year first above written.

ATTEST:

CONSULTANT NAME

SEAL

By: _____
[Insert Name and Title]

By: _____
(Name and Title to be inserted later)

ATTEST:

METROPOLITAN TRANSPORTATION
PLANNING ORGANIZATION FOR THE
GAINESVILLE URBANIZED AREA

SEAL

By: _____
Scott R. Koons, AICP
Metropolitan Transportation
Planning Organization for the
Gainesville Urbanized Area
Executive Director

By: _____
Randy Wells
Metropolitan Transportation
Planning Organization for the
Gainesville Urbanized Area Chair

APPROVED AS TO FORM


Metropolitan Transportation
Planning Organization for the
Gainesville Urbanized Area
Attorney

EXHIBIT A
SCOPE OF SERVICES

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EXHIBIT A

SCOPE OF SERVICES

FOR THE

GAINESVILLE URBANIZED AREA

YEAR 2040 LONG RANGE TRANSPORTATION PLAN UPDATE

Prepared by:

Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

With Assistance from:

North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, FL 32653-1603
352.955.2200

July 8, 2013

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INTRODUCTION

Every five years, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area updates its long range transportation plan. The purpose of this plan update is to encourage and promote a safe and efficient transportation system to serve future year transportation demands. Results of the long range transportation plan process are intended to serve the overall mobility needs of the area, while also being cost effective and consistent with state and local goals and objectives.

The Gainesville Metropolitan Area is located in the center of Alachua County, Florida and incorporates the City of Gainesville, as well as the surrounding urban and transitioning areas. Census 2010 data indicates that this area is inhabited by approximately 188,000 residents and accounts for approximately 75 percent of the total population of the county.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area manages the transportation network and mobility needs for the Gainesville Metropolitan Area and recognizes the inter-connectivity between network accessibility and land use development patterns. Prior decision making has focused on producing a multi-modal transportation network consisting of roads, transit service, bicycle/pedestrian facilities and a regional airport. These modes of transportation provide a foundation for handling the flow of goods and services to and from the area, as well as establish a system for area residents to access jobs, shopping and recreational facilities.

This document presents the tasks and data requirements to identify and develop a list of transportation projects to meet anticipated future demand needs of the Gainesville Metropolitan Area through the Year 2040. Major components of this update process include consistency with federal and state guidelines as established in the Florida Department of Transportation *Metropolitan Planning Organization Program Management Handbook* and significant attention to public participation, mapping, data development and model validation. These components shall establish a policy foundation for long range transportation decisions affecting the Gainesville Metropolitan Area and are described in more detail in the following list of tasks.

Unless otherwise stated, all tasks discussed in the following pages shall be the responsibility of the CONSULTANT.

FEDERAL AND STATE REQUIREMENTS

Federal and state statutes outline the general requirements for long range transportation plan updates and are incorporated in this Scope of Services. These outlines are broadly defined at the federal and state level by the following:

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

TECHNICAL TASKS

This Scope of Services is subdivided into seven separate tasks that outline the basic requirements of the long range transportation plan update. Unless otherwise noted, the CONSULTANT is expected to fulfill each of the defined tasks and provide written documentation in the form of technical reports and/or technical memorandums. The CONSULTANT shall provide appropriate project management and coordination sufficient to assure production control and assistance to the Project Manager. The tasks to complete the long range transportation plan update are defined as follows:

- Task 1: Public Involvement - It is imperative that the public involvement aspect of this update conforms to federal and state guidelines and provide ample opportunity for public review and comment.
- Task 2: Data Collection, Mapping and Data Development - Aspects of this task include development of the highway and transit networks, review and update of the traffic analysis zones, development of socioeconomic data and the research of future financial resources.
- Task 3: Data Review and Verification - Task 3 includes a careful review and analysis of socioeconomic data and model input files.
- Task 4: Model Update and Validation - This task involves the validation of each of the components of the travel demand model to federal and state recommended thresholds.
- Task 5: Year 2040 Long-Range Transportation Needs Plan - Elements within this task provide for the development of the Year 2040 Long-Range Transportation Needs Plan.
- Task 6: Year 2040 Long-Range Transportation Preliminary and Constrained Needs Plan - Elements within this task provide for the development of the Year 2040 Long-Range Transportation Preliminary and Constrained Needs Plan.
- Task 7: Year 2040 Long-Range Transportation Cost Feasible Plan - Elements within this task provide for the development of the Year 2040 Long-Range Transportation Cost Feasible Plan.

TECHNICAL REPORTS

For reference purposes, it is important that the entire work effort be well documented. Technical reports detailing methodology and technique are required for each task. Specifically, the following seven technical reports are required.

- Technical Report 1- documents public involvement in the plan development process.
- Technical Report 2- develops required maps, background data and financial resource information.
- Technical Report 3- documents data review and verification.
- Technical Report 4- documents model update and validation.
- Technical Report 5- documents the development of the Year 2040 Long-Range Transportation Needs Plan.

- Technical Report 6- documents the identification, evaluation and selection of the Year 2040 Long-Range Transportation Preliminary and Constrained Needs Plan, all Needs Plan Alternatives and the Year 2040 Long-Range Transportation Needs Plan project ranking.
- Technical Report 7- documents the development of the Year 2040 Long-Range Transportation Cost Feasible Plan.

TASK 1 - PUBLIC INVOLVEMENT

Public participation is a critical component of the long range transportation planning process. Therefore, the CONSULTANT shall proactively implement the long range transportation plan strategies and procedures of the Public Involvement Plan so that the public shall have early and continuing involvement in the plan development process. This public participation process is intended to provide sufficient opportunity for involvement of public officials (including elected officials) and citizens in the development of the long range transportation plan before its approval by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

The CONSULTANT shall develop a Public Participation Plan that contains a public involvement schedule and documents public participation activities in accordance with Moving Ahead for Progress in the 21st Century requirements. In the first page or two of the Public Participation Plan, the CONSULTANT shall identify a contact person, as well as general contact information concerning how to get involved.

The CONSULTANT shall be responsible for conducting the following public workshops and public hearings:

- Public workshop #1 early in the plan update process to give a status report on the current long range transportation plan implementation and to discuss the development of the vision statement, goals, objectives and policies;
- Public workshop #2 on the results of testing and evaluating alternative networks one and two discussed in Task 5;
- Year 2040 Long-Range Transportation Needs Plan public hearing;
- Public workshop #3 on the adopted Year 2040 Long-Range Transportation Needs Plan to obtain public input on projects that should be selected for the draft Year 2040 Long-Range Transportation Cost Feasible Plan; and
- Year 2040 Long-Range Transportation Cost Feasible Plan public hearing.

The public participation schedule shall provide for outreach to Federal, State, Tribal wildlife, land management and regulatory agencies. In addition, the public participation schedule shall also provide for outreach to citizens, affected public agencies, agencies responsible for natural resources, environmental protection, conservation and historic preservation, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled and other interested parties with responsible opportunities to be involved in the development of the long range transportation plan.

1.1 PUBLIC PARTICIPATION PLAN PROCESS AND DOCUMENTATION

The CONSULTANT shall implement public participation activities and provide documentation in a technical report and as part of the final report that describes explicit procedures, strategies and outcomes for:

1. Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to, a reasonable opportunity to comment on the proposed long range transportation plan;
2. Providing timely notice and reasonable access to information about transportation issues and processes;
3. Employing visualization techniques to describe proposed long range transportation plans for use at public workshops and meetings;
4. Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
5. Holding public meetings at convenient and Title VI-compliant locations and times;
6. Providing, as needed, planning documentation in Spanish to address Limited-English proficiency strategy of the Public involvement Plan;
7. Demonstrating explicit consideration and response to public input received during the development of the long range transportation plan;
8. Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
9. Consulting with Federal, State, Tribal, wildlife, land management and regulatory agencies and agencies responsible for natural resources, environmental protection, conservation and historic preservation; and
10. Providing an additional opportunity for public comment, if the final long range transportation plan differs significantly from the version that was made available for public comment by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts.

When significant written and oral comments are received on the draft long range transportation plan (including the financial plan), the CONSULTANT shall prepare a summary, analysis and reports on the disposition of public comments and include this material as part of the adopted Year 2040 Long-Range Transportation Cost Feasible Plan Final Report. Agendas for all public hearings shall be available in Braille or large print upon request, as well as recorded versions of the same. With adequate advance notice, sign language interpretation shall be available for all public meetings. The availability of these media alternatives shall be advertised.

Elements of this work task are integrated throughout the study process and include the following:

1. Development of Vision Statement, Goals, Objectives and Evaluation Criteria;
2. Presentations to the Citizens Advisory Committee, Technical Advisory Committee, Bicycle/Pedestrian Advisory Board and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area;
3. Public presentations;
4. Preparation of an Executive Summary; and
5. Preparation of a Year 2040 Plan poster similar in design to the Year 2035 Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Livable Community Reinvestment Plan poster.

1.2 PUBLIC INVOLVEMENT STRATEGY IMPLEMENTATION

The CONSULTANT shall implement the Public Involvement Plan strategies for the long range transportation plan update which includes outreach to the elderly, persons with disabilities, minorities and low-income community and other groups traditionally under-represented in the plan update process. Strategies to solicit input from the business, environmental and other communities of local significance, such as focus groups, shall also be implemented.

- 1.2.1 Communication approaches to be used include the use of periodic newsletters and website. This website shall have a standalone address and there will be a direct link from the website of the North Central Florida Planning Council. The purpose of this website is to provide access to materials prepared during the plan update process.
- 1.2.2 The CONSULTANT shall develop a vision statement and a list of goals and objectives that shall govern the development of the long range transportation plan, including long-range and short-range strategies and actions consistent with state and local goals and objectives. The CONSULTANT shall develop a process that ensure the public has adequate opportunity to provide input in developing the vision statement and the goals and objectives for the long range transportation plan.

The CONSULTANT shall develop draft goals and objectives that include a review of the goals and objectives adopted by the City of Gainesville and Alachua County in their Comprehensive Plans. The State Comprehensive Plan and the North Central Florida Strategic Regional Policy Plan shall also be reviewed. Efforts shall be made to ensure that the goals and objectives of this update are consistent with State, regional and local comprehensive plans.

The CONSULTANT shall consider the goals and objectives identified in the Florida Transportation Plan.

The CONSULTANT shall include draft goals concerning safety and security. This information shall be provided to the public during the first public workshop.

- 1.2.3 The CONSULTANT shall incorporate visualization techniques in the public participation process to describe various aspects of the long range transportation plan.

- 1.2.4 The CONSULTANT shall participate in at least eight briefings each that shall be held for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Citizens Advisory Committee, Technical Advisory Committee and Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, including representatives of the Florida Department of Transportation. The Alachua County Traffic Safety Team, Alachua County Transportation Disadvantaged Coordinating Board and Bicycle/Pedestrian Advisory Board shall be invited and encouraged to attend briefings that are made to the Citizens Advisory Committee.

The CONSULTANT shall be responsible for all handout material, graphics, visual aids and equipment necessary for these presentations. The purpose of these briefings shall be to discuss the progress of the update, key decisions and milestones.

- 1.2.5 The CONSULTANT shall advertise and conduct at least three public workshops during the planning process. The first public workshop shall inform the public of the long range transportation plan update and occur early in the project to outline the study scope, goals and timing. A portion of each meeting shall be devoted to questions and answers and the public shall be asked to identify and provide information about transportation problem areas.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall conduct a minimum of two public hearings, one to solicit public comment on the proposed Year 2040 Long-Range Transportation Needs Plan and one to solicit public comment on the proposed Year 2040 Long-Range Transportation Cost Feasible Plan.

- 1.2.6 The CONSULTANT shall document the entire public involvement effort in Technical Report 1. This document shall include photographs, a review of materials and subjects discussed, recurrent issues or themes and results of the process. The CONSULTANT is responsible for preparing meeting minutes for all public workshops, meetings and hearings, including documenting all public comments. All meeting minutes, emails, comments from the public and related information concerning the draft long range transportation plan and technical reports shall be compiled in Technical Report 1.

1.3 TECHNICAL REPORT 1

The CONSULTANT shall document in Technical Report 1 the implementation of the public involvement.

TASK 2 - DATA COLLECTION, MAPPING AND DATA DEVELOPMENT

The purpose of this task is to develop the maps, model networks and data files needed to validate and run the transportation model. Data inputs to the model include socioeconomic data in the form of zonal data (ZDATA) files, traffic counts and transit ridership. This task shall also develop existing and projected financial resources to fund needed transportation projects by the Year 2040. Technical Report 2 shall describe the entire map development effort, as well as the development of zonal data (ZDATA) and the research of future financial resources.

2.1 DATA COLLECTION

The CONSULTANT shall collect datasets from the existing model and determine if they contain any usable information. The CONSULTANT shall collect, create, and/or compile datasets necessary to validate and calibrate the Gainesville Urban Area Transportation System travel demand model. The CONSULTANT shall revise screenlines and cutlines as necessary. The CONSULTANT shall collect and utilize all necessary traffic count data. The CONSULTANT shall conduct a roadway inventory to develop a 2010 Highway System Network including facility type, number of travel lanes in each direction, presence of turn lanes, posted speed, functional classification and other information as necessary. This roadway inventory shall incorporate Florida Department of Transportation Roadway Characteristics Inventory system data. The CONSULTANT shall be responsible for the coding, reviewing, editing and debugging of the 2010 Base Year network. The CONSULTANT shall collect necessary transit service data in order to construct transit networks and validate/calibrate the Gainesville Urbanized Area Transportation System model. In addition, the CONSULTANT shall use the bicycle and pedestrian facility inventory maintained by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and collect any additional appropriate bicycle and pedestrian data. This data shall be incorporated in the model as a layer file similar to the transit network.

- 2.1.1 The screenlines and cutlines developed for the last plan update shall be revised as appropriate and used in the validation of the 2010 Base Year Model. The CONSULTANT shall be responsible for the review and modification of the screenlines and cutlines.
- 2.1.2 The CONSULTANT shall be responsible for all traffic count data necessary to validate/calibrate the 2010 Base Year Model. Extensive traffic count data has been collected by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, Florida Department of Transportation, the City of Gainesville, Alachua County and other partner agencies. This data shall be made available to the CONSULTANT. The CONSULTANT shall review the most recent traffic count data/locations for adequacy and shall adjust the most recent counts for state facilities to average weekday peak season counts. If available, seasonal adjustment factors for local roads shall be used where appropriate.
- 2.1.3 A highway network shall be developed by the CONSULTANT for the 2010 Base Year. This network shall include double digit coding to allow for more accurate facility type representation. The revised model network shall incorporate changes to networks since the last plan update.
- 2.1.4 A Transit Network shall be developed by the CONSULTANT for the 2010 Base Year. The structure of this model system will allow for different modes of transit, such as bus rapid transit, fixed rail, streetcar and trolley.

- 2.1.5 Transit service data necessary to validate/calibrate the travel demand model shall be obtained from the Regional Transit System by the CONSULTANT for all City of Gainesville, Alachua County and University of Florida routes. All appropriate data obtained from special transit studies shall be reviewed and incorporated by the CONSULTANT where suitable.

Transit service data shall include, but not be limited to:

- A. AM Peak Screenline Ridership by route, mode and corridor;
- B. Midday (off-peak) Screenline Ridership by route, mode and corridor;
- C. Average Weekday Ridership by route, mode and corridor; and
- D. Average Weekday Transfer Data for AM Peak and Midday Ridership transferring between modes and between routes of the same mode.

2.2 MAPPING

The CONSULTANT shall be required to provide maps and digital copies of the data collected to Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to facilitate the review and revision of the data prior to its use during model validation and calibration. Maps and data may include the study area boundary, the principal street system, traffic analysis zones, the highway system network maps (link/node plots) and data files, the transit system network maps and data files and other such maps that shall be used as working instruments.

All shapefiles shall be delivered to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area by the CONSULTANT in Florida Standard Urban Transportation Modeling Structure format and in Economic and Social Research Institute ArcView shapefile format (Version 9.0 or later). Network maps shall be in line format with all roadway and/or transit network attributes and shall be used on the City of Gainesville Street Centerline File, unless an alternative road dataset is approved by Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The data shall be projected using North American Datum of 1983 (NAD83) North Florida State Plane Feet coordinate system unless an alternative projection system is approved by Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

- 2.2.1 A new Traffic Analysis Zone Map shall be developed. This task shall be prepared by the CONSULTANT and provided to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for review and approval prior to model validation.
- 2.2.2 A Highway System Network Map shall be developed by the CONSULTANT for the 2010 Base Year Network and include double-digit coding for more specific facility and area type designations. The CONSULTANT shall provide draft Highway System Network maps and data to Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for review and approval prior to model validation. The Network shall also utilize the true shape display function in Cube Voyager for more accurate graphical representation.
- 2.2.3 A Transit System Network Map shall be developed by the CONSULTANT for the 2010 Base Year. The format of this map shall be consistent with the transit base year network for the last plan update. The CONSULTANT shall provide draft Transit System Network maps and data to Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and Regional Transit System for review and approval prior to model validation.

- 2.2.4 For purposes of documenting mode split, a Bicycle Facilities Network Map shall be developed by the CONSULTANT for the 2010 Base Year. The CONSULTANT shall provide draft Bicycle Facilities System Network maps and data to Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for review and approval prior to model validation. Any information provided by the CONSULTANT may be used by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for creating an updated bicycle map in an effort separate from this update of the long range transportation plan.
- 2.2.5 For purposes of documenting mode split and identifying gaps in access to transit, a Sidewalk Network Map shall be developed by the CONSULTANT for the 2010 Base Year. The CONSULTANT shall provide draft Sidewalk Network maps and data to Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and Regional Transit System for review and approval prior to model validation.
- 2.2.6 For purposes of documenting freight considerations, a Freight Corridor Map shall be developed by the CONSULTANT for the 2010 Base Year. The CONSULTANT shall provide a draft Freight Corridor Map and data to Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for review and approval prior to model validation. The CONSULTANT shall use the Statewide Freight Model for identifying long-haul truck distribution patterns.
- 2.2.7 The development of all maps shall be documented by the CONSULTANT in Technical Report 2.

2.3 DATA DEVELOPMENT

The socioeconomic data developed for the Year 2040 Update shall be prepared by Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff for both Base Year 2010 and Future Year 2040. Base year 2010 data shall be developed by using information obtained from the 2010 Census, 2008 National Household Travel Survey Florida Add-on program, Info USA employment data, Chamber of Commerce Employment Statistics, State of Florida Agency for Workforce Innovation and Property Appraiser records where necessary.

The scope of services for this plan update shall include testing and evaluating one future land use scenario developed by Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff. This scenario represents the most realistic forecast of where people shall live and work in Alachua County in the Year 2040 based upon currently adopted comprehensive plans.

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the CONSULTANT shall also work with the University of Florida to develop specific socioeconomic data related to model production and attraction rates for the University of Florida campus and surrounding areas. Specific information regarding campus trip generation rates, mode splits and auto occupancy rates shall be included in the Year 2040 Update by the CONSULTANT.

The CONSULTANT shall assist Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in review of this data, perform necessary edit checks and make any corrections as may be required by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. Additionally, the CONSULTANT shall deliver all zonal data (ZDATA) in Florida Standard Urban Transportation Modeling Structure format and in ArcView shapefile format for the traffic analysis zone and boundary maps.

The CONSULTANT shall obtain data relating to travel demand for airports, intermodal facilities, recreation areas, significant commercial activity centers and freight distribution facilities. The intent is to accumulate sufficient data suitable for adequately analyzing the trip production and attraction as well as accessibility to such facilities. Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the CONSULTANT shall coordinate the development of this list with the City of Gainesville, Alachua County and the Florida Department of Transportation.

The CONSULTANT shall ensure that all data is based upon the latest available estimates and assumptions for population, land use, travel, employment, congestion and economic activity.

2.3.1 Zonal Data One (ZDATA1): Population and household data for each model traffic analysis zone shall be obtained from the following sources by Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area:

A. 2010 Base Year population and housing data for each traffic analysis zone shall be obtained from the 2010 U.S. Census and the Census Transportation Planning Package for the following:

1. Population and the number of single-family and multi-family units;
2. Auto availability;
3. Percentage of vacant single-family and multi-family units;
4. Population and number of single-family and multi-family units occupied by non-permanent residents; and
5. According to Florida Standard Urban Transportation Modeling Structure for trip generation, add median family income variable if this data is available.

This information shall be cross referenced with 2010 Property Appraiser parcel records.

- B. Future year population and income forecasts shall be obtained from the University of Florida, Bureau of Economic and Business Research. These forecasts shall be used as control totals for future population and provide a basis for estimating other socioeconomic factors, such as housing and employment.
- C. The number of hotel/motel units shall be obtained from the Florida Department of Business Regulation, Division of Hotels and Restaurants. This data shall be supplemented by a Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area survey of hotel/motels to determine the percentage of occupied units and persons per occupied unit during the peak season.
- D. The percentage of vacant single-family and multi-family dwelling units as identified in the Year 2010 Census data shall be used.

- 2.3.2 Zonal Data Two (ZDATA2): 2010 Base Year employment data shall be developed by Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for each traffic analysis zone, classified by type (service, commercial, manufacturing and industrial). This data shall be verified using Property Appraiser records, occupational licenses and Info USA data provided by the Florida Department of Transportation. Employment data shall be cross referenced with the Chamber of Commerce large employers database for consistency (as it relates to size and location) and with Florida Agency for Workforce Innovation information.
- A. Parking cost shall be developed for the City and University of Florida campus traffic analysis zones where short-term (average 3 hours) paid parking is available and/or where long-term (average 9 hours) paid parking is offered.
- B. 2010 Base Year public school enrollment shall be obtained from the Alachua County School Board. Comparable data shall be obtained from private schools within the study area. Private school enrollment data is available from the Florida Department of Education.
- 2.3.3 Zonal Data Three (ZDATA3): The CONSULTANT shall develop data for airports, universities, regional shopping malls, military installations, which function as special generators.
- 2.3.4 Zonal Data Four (ZDATA4) and External-External Trips (EETRIPS) files developed for the last plan update shall be reviewed and updated by the CONSULTANT.

2.4 DESIGNATION OF SCREENLINES

The screenlines and cutlines developed for the last plan update shall be revised as appropriate and used in the validation of the 2010 Base Year Model by the CONSULTANT.

2.5 TRAFFIC COUNT DATA

The CONSULTANT shall be responsible for all traffic count data necessary to validate/calibrate the 2010 Base Year Model. Extensive traffic count data has been collected by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and Florida Department of Transportation and shall be made available to the CONSULTANT. The CONSULTANT shall review the traffic count data/locations for adequacy and shall adjust the counts:

- to average weekday peak season counts; and
- to account for heavy vehicle traffic.

If available, seasonal adjustment factors for local roads developed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall be used where appropriate.

2.6 HIGHWAY AND TRANSIT NETWORKS

- 2.6.1 A highway network shall be developed by the CONSULTANT for the 2010 Base Year. This network shall be compatible with the ArcView Geographic Information System format. The structure of this network shall be consistent with, but not limited to, the highway network for the previous update. This network shall also include double digit coding to allow for more accurate facility type representation and true shape format for graphical representation. The revised model network shall incorporate changes to networks since the last plan update.
- 2.6.2 A Transit Network shall be developed by the CONSULTANT for the 2010 Base Year. This network shall be compatible with the ArcView Geographic Information System format. The structure of this model system shall be consistent with the transit base year network for the last plan update.

2.7 TRANSIT SERVICE DATA

Transit service data necessary to validate/calibrate the travel demand model shall be obtained from the Regional Transit System by the CONSULTANT for both City and University of Florida campus routes. All appropriate data obtained from special transit studies shall be reviewed and incorporated by the CONSULTANT where suitable.

Transit service data shall include, but not be limited to:

- A. AM Peak Screenline Ridership by route, mode and corridor;
- B. Midday (off-peak) Screenline Ridership by route, mode and corridor;
- C. Average Weekday Ridership by route, mode and corridor; and
- D. Average Weekday Transfer Data for AM Peak and Midday Ridership transferring between modes and between routes of the same mode.

2.8 DATA PROJECTIONS

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall develop and project the socioeconomic data files Zonal Data One (ZDATA1) and Zonal Data Two (ZDATA2) for the Year 2040. If available, population projections developed by the Bureau of Business and Economic Research shall be used as control totals. The CONSULTANT shall be responsible for developing the Zonal Data Three (ZDATA3), Zonal Data Four (ZDATA4) and External-External Trips (EETRIPS) files for the Year 2040. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the North Central Florida Regional Planning Council, the Florida Department of Transportation, the City of Gainesville and Alachua County shall also participate in this effort. In addition, representatives from other municipalities in Alachua County shall also be invited to participate in developing this information.

The methodology used to project transit ridership developed for the Regional Transit System Transit Development Plan, the Regional Transit System Comprehensive Operational Analysis and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area adopted Year 2035 Plan shall be used to project future transit ridership. This data shall be distributed to existing and projected Regional Transit System routes.

The methodologies used to project bicycle usage, heavy vehicle activity and pedestrian activity shall be developed:

- consistent with multimodal policies in the Alachua County and City of Gainesville comprehensive plans; and
- in coordination with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

As appropriate, these factors shall be used to project future highway traffic and transit ridership.

2.9 FINANCIAL RESOURCES

The CONSULTANT shall be responsible for the accumulation and aggregation of information regarding existing and projected funding sources for modifications outlined in the Year 2040 Long-Range Transportation Needs Plan that shall be used in the development of the Year 2040 Long-Range Transportation Cost Feasible Plan. The CONSULTANT shall develop estimates of funds that are anticipated to be available to support Year 2040 Long-Range Transportation Cost Feasible Plan implementation with the Florida Department of Transportation. Cost Feasible Plan dollars shall be reported in year of expenditure dollars.

2.9.1 IDENTIFY AND PROJECT AVAILABLE RESOURCES

The CONSULTANT shall obtain historical financial information relative to the funding of transportation services within the study area from appropriate federal, state and local agencies. Based on this historical information, and the planning data forecast prepared in the development of the zonal data (ZDATA), potential financial resources shall be forecasted for the Year 2040. The CONSULTANT shall report future revenues by funding category. Included in this information shall be financial information from the latest adopted Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Transportation Improvement Program.

2.9.2 IDENTIFY SYSTEM OPERATIONS, MAINTENANCE AND CAPITAL COSTS

The CONSULTANT shall confirm revenues and costs related to system operations and maintenance activities covered in the long range transportation plan. The financial plan shall contain system-level estimates of costs and revenue sources that are reasonably expected to be available to operate and maintain Federal-aid highways and public transportation.

2.9.3 IDENTIFY NEW PROJECT FUNDING SOURCES

The funding available for new projects is the difference between the funds reasonably expected to be available for transportation modifications minus the funds required to construct committed projects and those funds required to operate and maintain the transportation system. This difference shall be the funding available to develop the Year 2040 Long-Range Transportation Cost Feasible Plan.

2.9.4 IDENTIFY AND PROJECT POTENTIAL FUNDING SOURCES

Alternative funding sources such as bonds, transit fares, tolls, special taxing districts, impact fees and local option gas tax shall also be investigated and shall be included in the final report by the CONSULTANT as potential funding sources for projects not included in the Year 2040 Long-Range Transportation Cost Feasible Plan. All necessary financial resources from public and private sources that are reasonably expected to be made available to carry out the transportation plan shall be identified.

Should any of these alternatives sources be recommended to fund projects in the Year 2040 Long-Range Transportation Cost Feasible Plan, strategies to ensure the availability and commitment of these sources shall be included as part of the recommendation. These strategies must include a plan of action describing the steps necessary to enact the sources. The analysis shall discuss past successes or failures to secure similar funding sources.

If the long range transportation plan assumes a new revenue source as part of the Year 2040 Long-Range Transportation Cost Feasible Plan, the following information shall be included in the text: the source shall be clearly explained; why it is considered to be reasonably available; when it will be available; what actions would need to be taken for the revenue to be available; and what would happen with projects if the revenue source was not available. If, for example, the most recent action of a governing body, or a referendum of the public, defeated a similar revenue source, then the new revenue source may not be included in the Year 2040 Long-Range Transportation Cost Feasible Plan unless the CONSULTANT can justify the revenue source and explain the difference between the action that failed and the action being proposed. This applies to all revenue sources in the long range transportation plan (i.e. federal, state, local, private, etc.).

2.9.5 TRANSPORTATION SYSTEM OPERATIONS AND MAINTENANCE

The financial plan shall contain system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain Federal-aid highways, as defined by 23 United States Code 101(a)(5), and public transportation, as defined by Title 49 United States Code Chapter 53. The system level costs for operations and maintenance shall be included in the main summary plan document, in addition to the technical report, as a short narrative for both the state and local systems. This material shall also discuss how this information was developed.

2.9.6 YEAR OF EXPENDITURE DOLLARS

The CONSULTANT shall use an inflation rate for revenue and cost estimates to reflect year of expenditure dollars based on reasonable financial principles and information.

2.10 TECHNICAL REPORT 2

The CONSULTANT shall document in Technical Report 2 the entire data development process detailed in Tasks 2.1 through 2.9. As noted earlier, documentation of all tasks, including the development of all maps, data and financial resources, shall be in the form of Technical Memoranda. These memoranda shall be delivered to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area within 30 days of completion of the task by the CONSULTANT. The technical memoranda shall clearly define all of the facility attributes and their purpose in the model.

The latest Florida Department of Transportation Revenue Forecast Handbook shall be used to develop an appendix that reflects the use of federal and state funding for non-capacity projects. This appendix shall be made part of Technical Report 2. Similar information shall be provided to document local and/or privately funded projects.

TASK 3 - DATA REVIEW AND VERIFICATION

The purpose of this task is to review the model inputs and outputs to ensure that the data sets are adequate for planning purposes. The CONSULTANT shall document completion of each task in a technical memorandum.

3.1 REVIEW ZONAL DATA (ZDATA) INPUTS

The CONSULTANT shall review the zonal data (ZDATA) to verify that it is in the standardized model format, is accurate, logical and properly coded. This review shall include the use of Land Use Check (LUCHECK), or similar software programs, as well as random manual checks. All errors and or deviations shall be corrected and documented by the CONSULTANT. Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall be notified by the CONSULTANT of all errors/corrections/changes through a technical memorandum.

- 3.1.1 The traffic analysis zone structure shall be analyzed by the CONSULTANT based on the number of productions and attractions generated. The necessary changes shall be made by the CONSULTANT to ensure a homogeneous traffic analysis zone structure in which zones are compatible as to the number of trips generated. The socioeconomic data shall also be checked for statistical validity and ratio comparisons.
- 3.1.2 The CONSULTANT shall incorporate special generators identified in Task 2 and ensure compatibility with all other socioeconomic data.
- 3.1.3 The CONSULTANT shall make all necessary changes related to the adjustments made to traffic analysis zone boundaries, including all the zonal data (ZDATA) files and all the Network Files. This requirement shall be clearly documented. Maps shall be provided, where necessary, (such as with traffic analysis zone splits) along with changes in data. Also, the process of delineating traffic analysis zones splits shall also be documented. All activities under this task shall be coordinated with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the Florida Department of Transportation, the City of Gainesville and Alachua County.

3.2 REVIEW 2010 HIGHWAY AND TRANSIT NETWORK

The CONSULTANT shall review the Highway Network for coding errors in facility types, area types, number of lanes and coordinates.

- 3.2.1 The review of the Highway Network shall also include the review of all directions and turn prohibitors.
- 3.2.2 The CONSULTANT shall review the network to determine whether links should be added or deleted to obtain a better assignment and a better reflection of the actual travel pattern.
- 3.2.3 The CONSULTANT shall review the coding of Interstate facilities to ensure that directional links, ramp systems and interchanges are correctly coded.
- 3.2.4 Double digit coding shall be used for area and facility type identification on all links.
- 3.2.5 All necessary corrections shall be made by the CONSULTANT and fully documented and mapped.

3.2.6 All input files and other related transit files shall be reviewed and updated as needed.

3.2.7 The CONSULTANT shall maintain and update bicycle facility coding.

3.3 REVIEW 2010 TRAFFIC COUNT AND 2010 TRANSIT RIDERSHIP DATA

The CONSULTANT shall review all traffic counts for accuracy and consistency. All traffic counts shall represent peak season weekday traffic and shall be reviewed and approved by the Florida Department of Transportation, Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the City of Gainesville and Alachua County prior to model input.

3.3.1 The CONSULTANT shall review the location and number of counts available to ensure that screenlines, cutlines and cordon lines are fully represented. The CONSULTANT shall also review the number of counts available within each cell matrix for each facility type and area type for the purpose of validation/calibration.

3.3.2 The CONSULTANT shall be responsible for the review of all transit service data and any other input variables needed for the transit and access modes. This effort shall include a review and use of data developed for the Regional Transit System Transit Development Plan.

3.4 REVIEW TRIP GENERATION RATE

The CONSULTANT shall review trip rates contained in input files for the study area for multi-family and single-family dwelling units in the cell matrixes used in the Gainesville Urbanized Area Transportation System Model. Modifications to the standard trip generation shall be based on 2008 National Household Travel Survey Florida Add-on Program for Alachua County. Variable attraction rates shall be used to add flexibility to the model. All Tranplan-Fortran Trip Generation modules shall be converted into a Cube Voyager platform.

The CONSULTANT shall review the trip rate concerning the total number of productions and attractions in the area. All zonal data (ZDATA) files shall be double checked if the output of the generation step falls beyond the acceptable range of 10,000 trips per traffic analysis zone.

3.5 REVIEW TRIP LENGTH DISTRIBUTION

The CONSULTANT shall review, and if necessary update, the Friction Factor files used in the last plan update and review the trip length distribution curves for each trip purpose.

3.6 REVIEW AUTO OCCUPANCY RATES

The CONSULTANT shall compare the Gainesville Urbanized Area Transportation System model automobile occupancy rates to results of the 2010 Census and the Census Transportation Planning Package and revise where necessary.

3.7 REVIEW TRANSIT PARAMETERS

The CONSULTANT shall review and, if necessary, revise the Florida Standard Urban Transportation Modeling Structure system files to ensure that all modes, local bus, express bus and walk modes, currently used in the study area are accommodated. The CONSULTANT shall review and update the parameters used in the input files based on information obtained from the household travel behavior survey and on data used in other urbanized areas of similar size within Florida. The CONSULTANT shall coordinate this task with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, Regional Transit System and the Florida Department of Transportation.

3.8 TECHNICAL REPORT 3

The CONSULTANT shall prepare a Technical Memorandum for each of the tasks under Task 3. All Technical Memoranda are to be delivered to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area within 30 days of completion of the task by the CONSULTANT. Once the review as outlined under Task 3 has been completed, the CONSULTANT shall document completion of Task 3 in Technical Report 3. This Technical Report may consist of an assemblage of the required Technical Memoranda.

TASK 4 - MODEL UPDATE AND VALIDATION

The purpose of this task is to update, validate and calibrate the 2010 Base Year Model with 2010 traffic counts and transit ridership figures. The CONSULTANT shall use the Gainesville Urbanized Area model developed by the Florida Department of Transportation and shall follow the process outlined below for the validation/updating and calibration purposes.

The end product of this task shall be a validated travel demand model capable of forecasting and evaluating future travel demand for alternative highway and transit networks using Cube Voyager as the primary Florida Standard Urban Transportation Modeling Structure engine. The entire validation process shall be documented in Technical Report 4 and shall include a summation of each of the related technical memoranda.

The CONSULTANT shall document the completion of each task in a Technical Memorandum. Documentation shall include flow charts, a step-by-step procedural guide for the complete model set and identification of all parameters specific to the Gainesville Urbanized Area Transportation System travel model. Details shall be provided describing key decisions and conclusions from each step of the process, including trip generation, trip distribution, mode-split and traffic assignment to completion.

The acceptable or tolerable range/limits for the various parameters generated in the model validation procedures that follow shall be those established by the Florida Department of Transportation and Federal Highway Administration. These parameters are documented in the Florida Department of Transportation publication entitled *Florida Standard Urban Transportation Modeling Structure - Cube Framework Phase I Default Model Parameters*, dated September 27, 2007. The model calibration and validation process shall follow the procedures in the report entitled *Florida Standard Urban Transportation Modeling Structure - Cube Framework Phase II Model Calibration and Validation Standards Final Report*, dated October 2, 2008.

The CONSULTANT shall provide all associated files in a format compatible with Cube Voyager as the primary Florida Standard Urban Transportation Modeling Structure engine. All Tranplan modules shall be converted to a Cube Voyager environment. The CONSULTANT shall ensure that the final model has been converted to a fully operational Cube Voyager platform.

4.1 VALIDATE EXTERNAL TRIPS

The CONSULTANT shall review and, if necessary, update the Zonal Data Four (ZDATA4) and External-External Trips (EETRIPS) files developed for the last plan update.

4.1.1 The CONSULTANT shall perform a Base Year assignment using Year 2010 Zonal Data Four (ZDATA4) and External-External Trips (EETRIPS) files. Results of this model run shall be reviewed by the CONSULTANT to compare the volume/count ratio on the cordon line capturing the links connecting the external stations to actual counts.

4.1.2 The CONSULTANT shall compare the projected 2040 volumes at the external stations with the growth rates of the adjacent counties, as well as the historic growth rate at the count stations. Adjustments to the Zonal Data Four (ZDATA4) and External-External Trips (EETRIPS) files shall be made as necessary.

4.2 VALIDATE THE TRIP GENERATION MODEL

The CONSULTANT shall review and, if necessary, update the input files developed for the last plan update. All revisions shall be documented in the accompanying Technical Memorandum.

- 4.2.1 Based on the results of the distribution and assignment process, the CONSULTANT shall identify the special generators. The output of the Trip Generation Model shall be analyzed at the traffic analysis zone level.

At the traffic analysis zone level, the CONSULTANT shall review the total number of productions and attractions generated by the Year 2040 Model using the methodology described in the Florida Department of Transportation publication entitled *Florida Standard Urban Transportation Modeling Structure - Cube Framework Standard Trip Generation and Distribution Models, Draft Technical Memorandum No. 1 Trip Generation Review and Recommendations*, dated March 2009 to ensure a proper zone size and trip range per zone.

- 4.2.2 At the County level, the CONSULTANT shall conduct an analysis to ensure a direct correlation between land use and the relative number of productions and attractions. The total number of unadjusted attractions relative to the total number of adjusted attractions/productions shall be compared with the Institute of Transportation Engineers ratios and other national ratios, as well as the percentage of total trips, by purpose, of the total number of trips produced.

- 4.2.3 The statistical information provided as part of the Trip Generation Model output, such as total permanent population, total number of employees, number of dwelling units and truck generation by class, shall be checked against Census information and local data. In addition, all ratios, such as number of persons per dwelling unit, shall be checked against national ratios. Any major deviations from the above mentioned totals and/or ratios shall be traced back to the Zonal Data One (ZDATA1) and/or Zonal Data Two (ZDATA2) file(s) and researched, corrected and/or documented in the Technical Memorandum.

4.3 VALIDATE THE TRANSIT PATH BUILDING MODEL

The CONSULTANT shall review all of the traffic analysis zones reported in the output file as not having access to transit. These traffic analysis zones shall be double checked against the transit ridership information obtained by the CONSULTANT.

- 4.3.1 All transfer fares, transfer points, maximum and minimum limits on all parameters, such as waiting time, transfer time, walking distances, allowed mode transfers, park-and-ride connections and walk network connections, shall also be checked.

- 4.3.2 The CONSULTANT shall correct all errors in the morning and Midday Routecards and input files. All identified errors shall be corrected and documented in a Technical Memorandum. Further corrections may be necessary after the transit and highway assignments have been run.

4.4 VALIDATE THE TRIP DISTRIBUTION MODEL

The CONSULTANT shall validate the trip distribution model consistent with threshold parameters established by the Florida Department of Transportation in the report entitled *Florida Standard Urban Transportation Modeling Structure Cube Framework Phase 1* and consider suggestions from the report entitled *Florida Standard Urban Transportation Modeling Structure - Cube Framework Standard Trip Generation and Distribution Models, Draft Technical Memorandum No. 2 Trip Distribution Review and Recommendations*, dated June 2009. This process shall be documented in a Technical Memorandum and identify major revisions to model input files necessary to meet the identified minimum thresholds.

- 4.4.1 The CONSULTANT shall review and document the percentage of intrazonal trips and ensure that no trip purpose exceeds the five percent threshold. If there are purposes that exceed this threshold, the CONSULTANT shall analyze the trip distribution patterns at the traffic analysis zone level.
- 4.4.2 The CONSULTANT shall summarize the output of the Distribution Model at the County level in order to identify the origin-destination pairs. This summary shall be checked for consistency with the land use in each traffic analysis zone.
- 4.4.3 The CONSULTANT shall review the assigned volumes on the links adjacent to special generators and check them against existing counts. Based on the magnitude of difference, the assignment shall be iteratively adjusted by adding or subtracting trips from the special generator in the Zonal Data Three (ZDATA3) file. The accepted method to code the Zonal Data Three (ZDATA3) file is described in the report entitled *Florida Standard Urban Transportation Modeling Structure - Cube Framework Standard Trip Generation and Distribution Models, Draft Technical Memorandum No. 1 Trip Generation Review and Recommendations*, dated March 2009.
- 4.4.4 Once the Zonal Data Three (ZDATA3) file is adjusted, the CONSULTANT shall check the volume/count ratio on all screenlines, cut lines and cordon lines. In addition, the volume/count ratios within all matrices shall be checked for all facility and area types using the standard procedures and ratios and ranges prescribed by the Florida Department of Transportation and the Federal Highway Administration.

The CONSULTANT shall then make all necessary adjustments to all network and/or data files to obtain a proper distribution as outlined in the Florida Standard Urban Transportation Modeling Structure documentation. All adjustments made to obtain a proper distribution shall be documented in the Technical Memorandum.

4.5 VALIDATE THE MODE CHOICE MODEL

- 4.5.1 The CONSULTANT shall validate a mode choice model that shall be capable of accurately dividing the generated trips among the different modes. This process shall accommodate the existing modes that include local bus, express bus, bus rapid transit and any additional modes that might need to be tested for the future networks.

- 4.5.2 The CONSULTANT shall review the auto occupancy factors, as well as the mode choice coefficients, making the necessary corrections to obtain a proper mode choice model using the standard procedures prescribed by the Florida Department of Transportation and the Federal Highway Administration. The process to obtain the mode choice coefficients, as well as a comparison with the variables used in the last plan update, shall be documented in a Technical Memorandum.
- 4.5.3 The CONSULTANT shall use the data from the household travel behavior survey conducted in Year 2008 by the Florida Department of Transportation to obtain coefficients related to the attractiveness of additional future transit modes. The information obtained in the survey regarding sample size, adjustment factors and the methodology used to obtain mode choice information shall also be documented in the Technical Memorandum.
- 4.6 VALIDATE THE TRANSIT ASSIGNMENT MODEL
- 4.6.1 The CONSULTANT shall be responsible for analyzing all transit-related data and making the necessary corrections to all the data files in order to obtain a proper transit assignment as provided for in the report entitled *New Florida Standard Urban Transportation Modeling Transit Modeling Framework*, updated March 26, 2010. Data developed for the Regional Transit System Transit Development Plan shall be used where appropriate.
- 4.6.2 The CONSULTANT shall summarize the number of trips assigned to the transit network and compare the results to the ridership data for the AM and Midday networks. The CONSULTANT shall review the total trips assigned, the total trips assigned by mode, the total trips assigned by corridor, the total number of transfers and the total number of transfers by mode. In addition, transit operating characteristics, such as average speed by mode, number of vehicles, total fare collected and other level of service information as provided in the output of the Transit Assignment Model, shall be reviewed and summarized.
- 4.6.3 The CONSULTANT shall document the procedures used in adjusting the Transit Assignment Model and all results in a Technical Memorandum.
- 4.7 VALIDATE THE HIGHWAY ASSIGNMENT MODEL
- 4.7.1 The CONSULTANT shall validate the highway assignment model using the current standard Florida Standard Urban Transportation Modeling Structure procedure. The CONSULTANT shall be responsible for all necessary corrections that need to be made to the data and network files in order to obtain a proper highway assignment as prescribed in Florida Department of Transportation and Federal Highway Administration documentation.
- 4.7.2 The CONSULTANT shall check the highway assignment against the actual ground counts throughout the highway network and check the accuracy of the highway assignment against the volume/count ratios grouped by facility type, area type, vehicle miles traveled, vehicle hours traveled and heavy vehicle factors.

The CONSULTANT shall refer to the existing documentation for allowable percentage of deviation of assignment versus count and compare to model results. If necessary, corrections to the appropriate files shall be made to obtain a proper assignment, consistent with the parameters defined by the Florida Department of Transportation and the Federal Highway Administration.

- 4.7.3 The CONSULTANT shall ensure accurate assignment of transit trips. The methodology used to achieve accurate assignment of transit trips shall first be reviewed and approved by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the Florida Department of Transportation and documented in a Technical Memorandum.
- 4.7.4 The CONSULTANT shall run color coded plots listing the volume/count ratios by link so that it can be reviewed for errors. The plots shall be color coded in four groups, as follows: less than 0.50, 0.51 to 0.85, 0.86 to 1.0 and over 1.0. If discrepancies are found in a particular area, and/or along certain corridors, the network shall be checked for errors, such as loadings of centroid connectors, possible errors in the Turn Prohibitor file and zonal data (ZDATA) file errors. The CONSULTANT shall make all necessary corrections to obtain a proper assignment.
- 4.8 FINAL MODEL VALIDATION
- 4.8.1 The CONSULTANT shall perform a highway only run using the base year network and the socioeconomic dataset for Year 2040.
- 4.8.2 The CONSULTANT shall summarize the trip generation and distribution outputs and compare them with the Base Year 2010 socioeconomic data. The results of the assignment for Year 2040 runs shall also be summarized using the evaluation program included as part of Florida Standard Urban Transportation Modeling Structure. Screenline projections, Base Year counts and historic growth rates shall also be compared.
- 4.8.3 The CONSULTANT shall review the model output data with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the Florida Department of Transportation pointing out any inconsistencies or errors in the socioeconomic data. The results of this analysis shall be documented in a Technical Memorandum.
- 4.8.4 The CONSULTANT shall also perform a transit only validation of the model (highway and transit).
- 4.9 GAINESVILLE URBANIZED AREA TRANSPORTATION MODEL TRANSIT PROCEDURE TECHNICAL MEMORANDUM

The CONSULTANT shall develop a technical memorandum for the Gainesville Urbanized Area Transportation System model transit procedure. The main purpose of this documentation is to describe any non-standard Florida Standard Urban Transportation Modeling Structure procedures used in the Gainesville Urbanized Area Transportation System model transit procedure. The CONSULTANT shall also provide descriptions on some standard Florida Standard Urban Transportation Modeling Structure executable files, input files and output files as necessary. The CONSULTANT shall incorporate the new Public Transit procedures noted in the documents entitled *Florida Standard Urban Transportation Modeling Structure Transit Modeling Framework*, updated March 26, 2010.

- 4.9.1 The consultant shall prepare a Technical Memorandum to describe the Gainesville Urbanized Area Transportation System transit model. This Memorandum shall include flow charts of Gainesville Urbanized Area Transportation System transit model, descriptions of all special executable files and descriptions of all special input and output files.

4.9.2 All executable files (includes both standard Florida Standard Urban Transportation Modeling Structure executables and non-standard Florida Standard Urban Transportation Modeling Structure executables) shall be included in the flow charts and all input and output files shall also be included in the flow charts.

4.9.3 For each of the nonstandard Florida Standard Urban Transportation Modeling Structure executable files, the CONSULTANT shall describe the function of the file, the purpose it serves in the process and required input and output files. All variables and parameters and their data format shall be described.

4.10 TECHNICAL REPORT 4

The CONSULTANT is responsible for documenting all activities related to the completion of Task 4 in Technical Report 4. The CONSULTANT shall prepare and deliver a Technical Memorandum for each task to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area within 30 days of completion of the task.

TASK 5 - YEAR 2040 LONG-RANGE TRANSPORTATION NEEDS PLAN

The purpose of this task is to develop a long range transportation plan that identifies facilities (including major roadways, transit, multimodal and intermodal facilities, nonmotorized transportation facilities and intermodal connectors) that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions. In addition, the long range transportation plan shall preserve the existing transportation infrastructure, enhance economic competitiveness, improve travel choices to ensure mobility and integrate transportation and land use planning to provide for sustainable development and reduce greenhouse gas emissions.

The long range transportation plan shall include the projected transportation demand in the planning area, the existing and proposed transportation facilities that function as an integrated system, operational and management strategies, consideration of the results of the latest available *Mobility Plan, Gainesville Metropolitan Area, Congestion Management Process* (Congestion Management Plan), strategies to preserve the existing and projected future transportation infrastructure, pedestrian and bicycle facilities, transportation and transit enhancement activities and regionally significant projects.

A regionally significant project is defined as a transportation project that is on a facility which serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes or employment centers; or transportation terminals) and would normally be included in the modeling of the metropolitan area transportation network. At a minimum, this includes all principal arterial highways, all fixed guideway transit facilities and other transit facilities that offer a significant alternative to regional highway travel.

The first step in this process shall be the development of the existing plus committed (E+C) network and project list. Projects included in this list shall be developed from the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Transportation Improvement Program and the annual budgets of Alachua County and the City of Gainesville.

The second step in this process shall be development of a Year 2040 Long-Range Transportation Needs Plan that identifies highway and transit system modifications in response to model projected demands. In addition, this step shall include identification of needed:

- bicycle facility modifications based on implementation of the Alachua Countywide Bicycle Master Plan;
- pedestrian facility modifications based on the Alachua County and City of Gainesville comprehensive plans; and
- intelligent transportation system modifications based on City of Gainesville Traffic Operations recommendations.

The Year 2040 Long-Range Transportation Needs Plan shall include narrative descriptions of the major and more significant projects in the Plan. Any preliminary engineering studies and National Environmental Policy Act phases shall also be included in the long range transportation plan.

5.1 NETWORK CODING, EDITING AND DEBUGGING

The CONSULTANT shall be responsible for the coding, review, editing and debugging of all networks leading to an adopted Year 2040 Long-Range Transportation Cost Feasible Plan. These networks shall include the Year 2019 Existing Plus Committed Network and the Year 2040 Long-Range Transportation Needs Plans and the Year 2040 Long-Range Transportation Cost Feasible Plan.

5.2 DEVELOPMENT OF THE EXISTING PLUS COMMITTED NETWORK

- 5.2.1 The Existing Plus Committed Network shall be developed by the CONSULTANT by coding all projects committed for construction to the Base Year Networks.
- 5.2.2 The CONSULTANT shall also review the Regional Transit System Transit Development Plan for transit related ridership and operational information.
- 5.2.3 Only projects for which federal, state, local or private funding for construction, or for the acquisition of right-of-way (and assumed to be completed and open to traffic in 2019), shall be identified and included in the Existing Plus Committed Network.
- 5.2.4 The CONSULTANT shall make an "all or nothing" assignment to the Existing Plus Committed Network and include a Year 2040 Trip Table to determine the deficiencies on the highway and transit networks that shall occur by the Year 2040.

5.3 DEVELOPMENT OF THE YEAR 2040 LONG-RANGE TRANSPORTATION NEEDS PLAN

- 5.3.1 The CONSULTANT shall use the following information to develop the Year 2040 Long-Range Transportation Needs Plan:
 - A. the adopted Cost Feasible Plan identified in the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area adopted Year 2035 Livable Community Reinvestment Plan;
 - B. the Mobility Plan- Gainesville Metropolitan Area Congestion Management Process (to identify problem areas to be addressed); and
 - C. the adopted Regional Transit System Transit Development Plan.
 - 5.3.2 The CONSULTANT shall further develop the Year 2040 Long-Range Transportation Needs Plan by testing multi-modal alternatives to satisfy person and freight travel demand deficiencies.
 - 5.3.3 A maximum of three alternative solutions to transportation deficiencies shall be developed as discussed in Sections 6.1.1 through 6.1.6. These alternative needs plans shall consider the Vision Statement and the Goals and Objectives of this Update.
- ## 5.4 TECHNICAL REPORT 5
- 5.4.1 The identification, evaluation and selection of the Year 2040 Long-Range Transportation Needs Plan shall be documented in Technical Report 5.

TASK 6 - YEAR 2040 LONG-RANGE TRANSPORTATION PRELIMINARY AND CONSTRAINED NEEDS PLAN

6.1 DEVELOPMENT OF THE YEAR 2040 LONG-RANGE TRANSPORTATION PRELIMINARY AND CONSTRAINED NEEDS PLAN

6.1.1 A Year 2040 Long-Range Transportation Preliminary Needs Plan shall be developed by running 2040 zonal data (ZDATA) with the 2019 Existing Plus Committed Network and identifying facilities with a volume/capacity ratio of 0.9 or greater. The CONSULTANT and Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall review the facilities identified during this task. At the option of Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the CONSULTANT shall use National Cooperative Highway Research Program- 255 to smooth and adjust the travel demand outputs for identified facilities as necessary.

6.1.2 A Constrained Needs Plan shall be developed by identifying facilities in the Year 2040 Long-Range Transportation Preliminary Needs Plan which cannot be modified for any of the following reasons:

- A. The impact widening of the road would have on the community;
- B. The geography or development of the area causes a project to be too difficult or expensive;
- C. The road is already as wide as allowed by state or local policies;
- D. The potential impact to a designated historic district; or
- E. The potential impact on environmentally sensitive lands.

Constrained facilities shall be eliminated from the Year 2040 Long-Range Transportation Needs Plan prior to the development of subsequent alternatives.

6.1.3 One alternative network shall be created that includes a mix of highway and transit solutions, but shall primarily consider transit related modifications. This network alternative shall include some highway modifications, but shall consist primarily of a future bus rapid transit and streetcar system, new and/or extended regular and express bus routes, bus ways and other transit related modifications.

6.1.4 A second alternative network shall be created that includes a mix of highway and transit solutions, but shall primarily consider highway related modifications that expand the grid network of roads. This network alternative shall include transit modifications, but shall consist primarily of new roads or projects that add capacity to existing roads. This alternative shall also include the projects in the currently adopted Year 2035 Livable Community Reinvestment Cost Feasible Plan.

6.1.5 The CONSULTANT shall facilitate a public workshop on the two alternative solutions in order to gather broad-based input on proposed alternative modifications that may be used to develop the third alternative and also included in the Year 2040 Long-Range Transportation Needs Plan.

- 6.1.6 A third alternative network shall be created that includes a combination of effective approaches identified in the previous two tasks. This alternative shall also consider innovative demand management techniques, such as congestion pricing, high occupancy vehicle lanes, park-and-ride facilities and ridesharing programs.
- 6.1.7 In all three alternative networks discussed in the preceding sections, the CONSULTANT shall address non-motorized activity in the model using the pedestrian environment variable procedures discussed on pages 14 and 15 of Technical Report 4 from the adopted Gainesville Urbanized Area Year 2025 Long-Range Transportation Plan Update. This information shall be validated using bicycle and pedestrian counts taken by Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the University of Florida.
- 6.1.8 The CONSULTANT shall incorporate performance measures/metrics for system-wide operation, as well as more localized measures/metrics into the long range transportation plan. These measures shall assess the effectiveness of the long range transportation plan in increasing system performance. The CONSULTANT will obtain approval from the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area of all performance measures that will be used in the long range transportation plan.
- 6.1.9 The CONSULTANT shall employ context sensitive solutions for appropriate transportation corridors by using a collaborative approach that involves all stakeholders to identify needed transportation projects that preserve and enhance scenic, aesthetic, historic, community and environmental resources, while improving or maintaining safety, mobility and infrastructure conditions.
- 6.1.10 The CONSULTANT shall identify projects to include in the Year 2040 Long-Range Transportation Needs Plan that enhance intermodal connections between alternative modes of travel, such as automobile, bus rapid transit, streetcar, bicycle and pedestrian.
- 6.1.11 The CONSULTANT shall coordinate the development of the Year 2040 Long-Range Transportation Needs Plan process, including selection of the final Year 2040 Needs Plan, with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The criteria by which the alternative needs plans shall be evaluated shall include:
- A. Those listed in the Urban Transportation Planning Model Update-Phase II, Task D, Develop Standard System Evaluation Model, and Task J, Transit Evaluation, as amended and other appropriate technical publications;
 - B. Requirements of Moving Ahead for Progress in the 21st Century Act and appropriate rules issued by Federal Highway Administration and Federal Transit Administration; and
 - C. The Vision Statement and the Goals and Objectives established for this Study and documented in Technical Report 1.
- 6.1.12 Analysis of the Year 2040 Long-Range Transportation Needs Plan shall include sufficient information to understand the composition of the identified need. The CONSULTANT shall include an estimate of unfunded needs plan costs in base year dollars in the adopted long range transportation plan. Estimated needs shall be reported by mode.

- 6.1.13 The Year 2040 Long-Range Transportation Needs Plan shall include only transportation projects that are necessary to meet identified future transportation demand and advances the goals, objectives and policies of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the region and the state. Cost shall be given significant consideration when choosing among various alternatives (mode or alignment) to meet an identified need. Compelling policy or practical reasons for selecting alternatives that exceed the identified transportation need may include increasing the availability of premium transit options, overwhelming environmental benefit or the need to use compatible technology to expand an existing transportation asset.
- 6.1.14 The CONSULTANT will produce Purpose and Need statements and GIS shape files for major transportation or regionally significant projects (including specific transit/Bus Rapid Transit alignment projects identified in the Year 2040 Long-Range Transportation Needs Plan. The CONSULTANT is responsible for coordinating this effort with the Project Manager and the Florida Department of Transportation to ensure the projects are entered into the Efficient Transportation Decision Making Process (ETDM) data base system.
- 6.1.15 Presentation materials, including graphics and support documentation for the Year 2040 Long-Range Transportation Needs Plan Alternatives, shall be prepared by the CONSULTANT and presented to the Citizens Advisory Committee and the Technical Advisory Committee.
- 6.1.16 A proposed Year 2040 Long-Range Transportation Needs Plan shall be developed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for presentation at a public hearing.
- 6.1.17 The CONSULTANT shall present the proposed Year 2040 Long-Range Transportation Needs Plan at the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area public hearing and include a discussion of the process by which the plan was developed.

The CONSULTANT shall prepare presentation materials that shall include graphics, visual aids and handout materials. The CONSULTANT shall be responsible for preparing a transcript of the public hearing.

- 6.1.18 The CONSULTANT shall be responsible for meeting all of the Efficient Transportation Decision Making requirements identified in Sections 4.5.3 and 4.5.4 of the *Metropolitan Planning Organization Program Management Handbook*.
- 6.2 RANKING OF PROJECTS AND PROGRAMS IN THE YEAR 2040 LONG-RANGE TRANSPORTATION NEEDS PLAN
- 6.2.1 The CONSULTANT shall develop a methodology to rank projects and programs in the Year 2040 Long-Range Transportation Needs Plan and shall coordinate the ranking process with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the Florida Department of Transportation. All projects and programs included in the adopted Year 2040 Long-Range Transportation Needs Plan shall be ranked based on the following criteria:
- A. Output from the Congestion Management System;
 - B. Existing level of service;

- C. Safety rankings that consider historic crash data, ability to manage traffic as an incoming emergency evacuation route from coastal counties and compatibility to non-motorized travel;
- D. Consistency with the long range transportation plan vision statement and the goals and objectives established through the public involvement process;
- E. Forecast travel demand for the Year 2040;
- F. Cost estimates and the scheduled availability of funding;
- G. Assessment of the distribution of social, cultural and environmental benefits and adverse impacts of proposed long range transportation plan projects on various socioeconomic groups; and
- H. Economic development opportunities.

6.2.2 The CONSULTANT shall prepare and distribute a list of the project rankings to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for review and approval. This list shall include project rank, as well as the ranking factors, for each proposed project. Any modifications made by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall be incorporated into the Adopted Year 2040 Long-Range Transportation Needs Plan.

6.2.3 The CONSULTANT shall facilitate a public workshop on the adopted Year 2040 Long-Range Transportation Needs Plan in order to gather broad-based input on proposed Needs Plan modifications for the development of the Year 2040 Long-Range Transportation Cost Feasible Plan.

6.3 INCORPORATING SAFETY INTO LONG-RANGE TRANSPORTATION PLANNING

The CONSULTANT shall test the theoretical framework of the *2008 NCHRP Report 546: Incorporating Safety into Long-Range Transportation Planning*. This includes developing and employing techniques, tactics and strategies that institutionalize safety as a decision and planning factor. In addition, the CONSULTANT shall: develop implementation steps to institutionalize safety within the long range planning process; identify and address policy, fiscal and other constraints; and develop a list of action steps, or an implementation plan, for increasing the explicit considerations of safety in the long range transportation planning products.

6.4 TECHNICAL REPORT 6

The identification, evaluation and selection of the Year 2040 Long-Range Transportation Preliminary and Constrained Needs Plan, all Needs Plan Alternatives and the Year 2040 Long-Range Transportation Needs Plan ranking shall be documented in Technical Report 6.

TASK 7 - DEVELOPMENT OF THE YEAR 2040 LONG-RANGE TRANSPORTATION COST FEASIBLE PLAN

Upon the approval of the Year 2040 Long-Range Transportation Needs Plan by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the proposed Year 2040 Long-Range Transportation Cost Feasible Plan shall be developed based on the financial resources identified in Task 2.9 and the cost analysis undertaken in Task 5.4. The CONSULTANT shall use evaluation criteria established earlier as a basis for ranking projects to be considered in the Cost Feasible Plan.

The CONSULTANT shall include an estimate of the cost of all projects and all phases, regardless of mode, in year of expenditure dollars. The CONSULTANT shall use Florida Department of Transportation adopted estimates of inflation to adjust costs from present day costs to year of expenditure costs. The CONSULTANT shall also clearly state in the proposed Year 2040 Long-Range Transportation Cost Feasible Plan the costs of operating and maintaining the existing and future transportation system.

Based upon this process, the CONSULTANT shall develop three Alternative Cost Feasible Plan Scenarios that shall establish the basis for identifying a final Year 2040 Long-Range Transportation Cost Feasible Plan. These scenarios shall be based on prior input received from the public and shall represent three unique proposals to address transportation system needs through the Year 2040. According to Federal Highway Administration and Florida Department of Transportation guidelines, the Year 2040 Long-Range Transportation Cost Feasible Plan must be the final plan adopted by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The development of the Year 2040 Long-Range Transportation Cost Feasible Plan shall be documented in Technical Report 7.

A Year 2040 Long-Range Transportation Cost Feasible Plan shall also be developed by ranking projects and eliminating those for which financial resources cannot be identified. This plan shall build upon the Needs Plan to select a list of projects that can be funded with available revenue sources.

The Year 2040 Long-Range Transportation Cost Feasible Plan shall include narrative descriptions of the major and more significant projects in the Plan. Any preliminary engineering studies and National Environmental Policy Act phases shall also be included in the long range transportation plan.

A Technical Memorandum shall document completion of each task and shall be submitted to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area within 30 days of completion of the task.

7.1 DEVELOPMENT OF THE YEAR 2040 LONG-RANGE TRANSPORTATION COST FEASIBLE PLAN

The CONSULTANT shall use the following information to develop the Year 2040 Long-Range Transportation Cost Feasible Plan:

- 7.1.1 The CONSULTANT shall evaluate the effectiveness of the proposed Year 2040 Long-Range Transportation Cost Feasible Plan by comparing it with the Year 2040 Long-Range Transportation Needs Plan using the evaluation criteria established and documented in Technical Report 6. This evaluation shall include an impact analysis and identification of transportation programs/projects included in the Year 2040 Long-Range Transportation Needs Plan, for which there is no funding and eliminated in the Year 2040 Long-Range Transportation Cost Feasible Plan.
- 7.1.2 The CONSULTANT shall identify those projects which would allow the proposed Year 2040 Long-Range Transportation Cost Feasible Plan to accomplish the vision statement and the goals and objectives identified in Technical Report 6, but cannot be included because of their costs.
- 7.1.3 The CONSULTANT shall review the alternative funding sources identified in Technical Report 2 as a possible funding source(s) and make appropriate recommendations. Should any of these alternative sources be recommended to fund projects in the Cost Feasible Plan, strategies to ensure availability of these funds shall be included in the Year 2040 Long-Range Transportation Cost Feasible Plan. These strategies shall include a plan of action describing the steps necessary to enact the proposed revenue sources and a discussion of past successes or failures to secure similar funding sources, as appropriate.
- 7.1.4 The CONSULTANT shall collect adequate safety data in order to develop a Safety Element as part of the proposed Year 2040 Long-Range Transportation Cost Feasible Plan. As required in 23 Code of Federal Regulations 450.322, the Safety Element shall incorporate or summarize the priorities, goals, countermeasures or projects contained in the Strategic Highway Safety Plan required under 23 United States Code 148, as well as (as appropriate) and safeguard the personal security of all motorized and non-motorized users. The Safety Element shall also incorporate emergency relief and disaster preparedness plans and strategies and policies that support homeland security and established incident management plans (if there is one with local authorities).
- 7.1.5 As required by Moving Ahead for Progress in the 21st Century Act, the CONSULTANT shall consider the following planning factors in developing the Year 2040 Long-Range Transportation Cost Feasible Plan:
 - A. support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency;
 - B. increase the safety of the transportation system for motorized and nonmotorized users;
 - C. increase the security of the transportation system for motorized and nonmotorized users;
 - D. increase the accessibility and mobility of people and for freight;
 - E. protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
 - F. enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
 - G. promote efficient system management and operation; and

- H. emphasize the preservation of the existing transportation system.
- 7.1.6 The CONSULTANT shall develop strategies for the proposed Year 2040 Long-Range Transportation Cost Feasible Plan that adequately address operations and management for both the transit and highway network. This shall include the development of performance measures for transportation systems operations and management, with the focus on mobility and safety.
- 7.1.7 The CONSULTANT shall ensure that the proposed Year 2040 Long-Range Transportation Cost Feasible Plan includes both long-range and short-range strategies/actions that lead to the development of an integrated multimodal transportation system to facilitate the safe efficient movement of people and goods in addressing current and future transportation demand.
- 7.1.8 The CONSULTANT shall also ensure that the proposed Year 2040 Long-Range Transportation Cost Feasible Plan includes the following as required by Moving Ahead for Progress in the 21st Century Act, 23 Code of Federal Regulations 450.322 and Florida Statutes 339.175:
1. The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;
 2. Existing and proposed transportation facilities (including major roadways, transit, multimodal and intermodal facilities, pedestrian walkways and bicycle facilities and intermodal connectors) that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions, including Strategic Intermodal System and Transportation Regional Incentive Program facilities, over the period of the transportation plan;
 3. Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods;
 4. Assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs. The long range transportation plan may consider projects and strategies that address areas or corridors where current or projected congestion threatens the efficient functioning of key elements of the metropolitan area transportation system;
 5. All proposed modifications shall be described in sufficient detail to develop cost estimates;
 6. A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the proposed Year 2040 Long-Range Transportation Cost Feasible Plan;
 7. Pedestrian walkway and bicycle transportation facilities;
 8. Consideration of strategies that integrate transportation and land use planning to provide for sustainable development and reduce greenhouse emissions; and

9. Comparison of the proposed Year 2040 Long-Range Transportation Cost Feasible Plan to the State conservation plans and maps or inventories of natural resources.

- 7.1.9 The CONSULTANT shall include in the long range transportation plan performance measures and targets and a system performance report and shall integrate other performance based plans, if any, in the long range transportation plan either directly or by reference. This material shall describe the performance measures and targets used in assessing system performance and progress in achieving the performance targets.
- 7.1.10 The CONSULTANT shall develop a matrix that shows the consistency between each Cost Feasible Plan project and the Vision Statement, Goals, Objectives and Policies.
- 7.1.11 The adopted Year 2040 Long-Range Transportation Cost Feasible Plan shall use Fiscal Year 2013/2014 as the base fiscal year and Fiscal Year 2039/2040 as the horizon fiscal year. The CONSULTANT shall show all the projects and project funding for the entire time period covered by the Cost Feasible Plan, from the base year to the horizon year.
- 7.1.12 Year 2040 Long-Range Transportation Cost Feasible Plan cost estimates shall be provided for the operations and maintenance activities for the entire timeframe of the long range transportation plan. System level estimates for operations and maintenance costs shall be shown for each of the five-year cost bands. System level is interpreted to mean the system within the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area planning area boundary.

Local agencies shall provide cost estimates for locally-maintained facilities covered in the Year 2040 Long-Range Transportation Cost Feasible Plan. The Florida Department of Transportation shall provide cost estimates for the state-maintained facilities covered in the Cost Feasible Plan. System level estimates at the Florida Department of Transportation District level are acceptable for the state-maintained facilities.

The Year 2040 Long-Range Transportation Cost Feasible Plan shall also identify the general source of funding for the operations and maintenance activities. Since operations and maintenance costs and related revenues are not available to balance the fiscal constraint of capital investment projects, a clear separation of costs for operations and maintenance activities from other grouped and/or regionally significant projects shall be shown in order to demonstrate fiscal constraint.

- 7.1.13 For total project costs, all phases of a project shall be described in sufficient detail to estimate and provide an estimated total project cost and explain how the project is expected to be implemented. Any project which will go beyond the horizon year of the long range transportation plan shall include an explanation of the project elements beyond the horizon year and what phases/work will be performed beyond the horizon year of the plan. The costs of work and phases beyond the horizon year of the plan shall be estimated using year of expenditure methodologies and the estimated completion date may be described as a band (i.e. construction expected 2040-2050, \$40 million). If there is more than one phase remaining to be funded, these may be shown as a combined line item for the project (i.e. right-of-way/construction expected 2040-2050, \$50 million). This paragraph does not apply to routine system preservation or maintenance activities. Total project costs shall be shown for capacity expansion projects and for regionally significant projects.

7.1.14 The CONSULTANT shall ensure that the projects in the proposed Year 2040 Long-Range Transportation Cost Feasible Plan are listed in five-year band increments (based upon year of need). Estimates shall be summarized for the following five-year periods- 2014-2015, 2016-2020, 2021-2025, 2026-2030 and 2031-2040.

7.1.15 Revenues to support the costs associated with the work/phase shall be demonstrated. For a project to be included in the Year 2040 Long-Range Transportation Cost Feasible Plan, an estimate of the cost and source of funding for each phase of the project being funded (including the Project Development and Environment phase) must be included.

The phases to be shown in the Year 2040 Long-Range Transportation Cost Feasible Plan include preliminary engineering, right-of-way and construction (project development and environment and design phases may be combined into preliminary engineering). Boxed funds can be used as appropriate to finance projects. However, the individual projects using the box shall be listed, or at a minimum, shall be described in bulk in the Cost Feasible Plan (i.e. project development and environment for projects in Years 2016-2020).

7.1.16 Federal and state participation on projects in the Year 2040 Long-Range Transportation Cost Feasible Plan can be shown as a combined source for Cost Feasible Plan projects. Projects within the first ten years of the Cost Feasible Plan shall be notated or flagged to identify which projects are planned to be implemented with federal funds. Beyond the first ten-year period, specific federal funding notation is not required. Project funding, however, must be clearly labeled as a combined Federal/State source in the Year 2040 Long-Range Transportation Cost Feasible Plan.

7.1.17 For highway projects, the Year 2040 Long-Range Transportation Cost Feasible Plan shall describe the types of potential environmental mitigation activities and opportunities which are developed in consultation with federal and state wildlife, land management and regulatory agencies. This description shall occur at more of a system-wide level to identify areas where mitigation may be undertaken and what kinds of mitigation strategies, policies and/or programs may be used.

This description in the Year 2040 Long-Range Transportation Cost Feasible Plan shall identify broader environmental mitigation needs and opportunities of which individual transportation projects might later take advantage. The use of Efficient Transportation Decision Making alone is not environmental mitigation. The Efficient Transportation Decision Making effort is considered to be project screening and not a system-wide review. Documentation of the consultation with the relevant agencies shall be provided by the CONSULTANT.

For transit capital projects in the Year 2040 Long-Range Transportation Cost Feasible Plan, transit environmental benefits like reduction in single occupancy vehicle trips and vehicle miles traveled, reduction in greenhouse gases, pedestrian and bicycle linkages, transit oriented/compact development (which is more walkable) shall be stated within the broad parameters in the Year 2040 Long-Range Transportation Cost Feasible Plan. Preliminary engineering, final design, right-of-way, utility relocation and construction for transit capital projects shall be listed in the Year 2040 Long-Range Transportation Cost Feasible Plan.

7.1.18 For regionally significant projects in the Year 2040 Long-Range Transportation Cost Feasible Plan, the CONSULTANT shall include a purpose and need statement for the project. This purpose and need statement shall identify the rationale as to why the project warranted inclusion in the Cost Feasible Plan.

- 7.1.19 The CONSULTANT shall ensure that the Year 2040 Long-Range Transportation Cost Feasible Plan document is prepared in a manner that balances length, clarity and graphics to create a succinct, specific and attractive document that relays a distinct vision and plan in a user-friendly way.
- 7.1.20 The CONSULTANT shall prepare procedures which document how modifications to the long range transportation plan are addressed after adoption. The procedures shall specifically explain what qualifies as a modification as opposed to an amendment. These procedures shall be included as part of the long range transportation plan.
- 7.2 APPROVAL OF THE YEAR 2040 LONG-RANGE TRANSPORTATION COST FEASIBLE PLAN

The culmination of the long range transportation plan process is the adoption of a fiscally constrained long range transportation plan. This plan is a list of bicycle, highway, pedestrian and transit projects consisting of those modifications deemed most needed to address deficiencies in the transportation system, while also being financially feasible.

- 7.2.1 As soon as the proposed Year 2040 Long-Range Transportation Cost Feasible Plan is developed and reviewed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Citizens Advisory Committee, Technical Advisory Committee and Bicycle/Pedestrian Advisory Board, the CONSULTANT shall present the proposed Year 2040 Long-Range Transportation Cost Feasible Plan to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area at a public hearing.
- 7.2.2 The CONSULTANT shall ensure that the financial plan demonstrates how the adopted transportation plan can be implemented.
- 7.2.3 The CONSULTANT shall include an estimate of unfunded costs in base year dollars in the adopted long range transportation plan.
- 7.2.4 The CONSULTANT shall present the proposed Year 2040 Long-Range Transportation Cost Feasible Plan at the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area public hearing and include a discussion of the process by which the plan was developed. The CONSULTANT shall prepare presentation materials that include graphics, visual aids and handout materials. The CONSULTANT shall be responsible for preparing a transcript of the public hearing.
- 7.2.5 The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall adopt the final Year 2040 Long-Range Transportation Cost Feasible Plan with such additional modifications as deemed appropriate. The adopted Year 2040 Long-Range Transportation Cost Feasible Plan shall be included in all supporting analyses, including all Geographic Information System files.
- 7.2.6 The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall send copies of the adopted Year 2040 Long-Range Transportation Cost Feasible Plan to the Governor, the Florida Department of Transportation, the Federal Highway Administration and the Federal Transit Administration.

7.3 TECHNICAL REPORT 7

The development of the Year 2040 Long-Range Transportation Cost Feasible Plan shall be documented in Technical Report 7. Changes to the Cost Feasible Plan made in response to public comment, committee recommendation(s) or Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area action shall also be documented in this Technical Report.

PROJECT TIME LINE

The CONSULTANT shall develop a detailed project time line that identifies the development of each task and the delivery of work products. Additionally, the time line shall include identifiers that represent the approximate date of public presentations and public workshops. The CONSULTANT shall meet monthly with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Project Manager to present work completed, confirm action items for the next work period and provide the Project Manager with a revised detailed project time line if changes are necessary.

In conjunction with its quarterly meeting with the Project Manager, the CONSULTANT shall provide a written monthly status report on the progress of each task being undertaken.

REQUIRED DOCUMENTS

The CONSULTANT shall ensure that all final documents are posted online, available for distribution and available through the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area office no later than 90 days after adoption by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

The CONSULTANT shall provide to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area one clean, single-sided, full color paper original and Adobe Portable Data File and Microsoft Word electronic versions of materials to be presented:

- at meetings of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the Citizens Advisory Committee, Technical Advisory Committee and the Bicycle/Pedestrian Advisory Board;
- at public hearings on the Year 4040 Long-Range Transportation Needs Plan and Year 2040 Long-Range Transportation Cost Feasible Plan;
- at public workshops; and
- on the Year 2040 Long Range Transportation Plan website.

A copy of all Powerpoint presentations shall be provided to the Project Manager and posted on the Year 2040 Long Range Transportation Plan website. The Year 2040 Long Range Transportation Plan website shall include an accommodation to collect public comments.

TECHNICAL REPORTS AND MEMORANDUMS

As outlined in preceding sections, technical documentation is required for all tasks. These include Technical Reports for each task and Technical Memoranda for each subtask. The CONSULTANT shall provide one clean, single-sided, full color draft of the Technical Memorandums for review by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the Citizens Advisory Committee, Technical Advisory Committee and the Bicycle/Pedestrian Advisory Board. Subsequent to this review, the CONSULTANT shall include all review comments and provide to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area one clean, single-sided, loose-leaf, full color paper original and Adobe Portable Data File (PDF) and Microsoft Word electronic versions of each final Technical Memorandum.

Copies of all final documents and maps shall be provided to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area on compact disks in editable text/graphic software format and Adobe Portable Data File (PDF) format.

The Adopted Year 2040 Long-Range Transportation Cost Feasible Plan shall be published or otherwise made readily available by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the internet.

FINAL REPORT

The long range transportation plan shall be presented as a standalone document and provided in a three-ring binder. The CONSULTANT shall provide the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area 15 color printed copies, a copy of the final report on Compact Disc-ROM/DVD media, as well as produce one clean, single-sided, loose-leaf, full color final report.

SUMMARY REPORT

A summary report of 20 or fewer pages shall accompany the final report. This summary report shall document the major steps and final results of the long range transportation plan process and shall include the following sections:

- A. Introduction;
- B. Growth Forecasts;
- C. Vision Statement and the Goals and Objectives;
- D. Study Process;
- E. Year 2040 Cost Feasible Project Ranking; and
- F. Year 2040 Cost Feasible Project Map.

The CONSULTANT shall provide the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area 30 copies of the summary report as well as one clean, single-sided, loose-leaf, full color summary.

SUMMARY POSTER

The final long range transportation plan report shall also include a folded, full color poster of the adopted Year 2040 Long-Range Transportation Cost Feasible Plan. Summary information in the poster shall include the vision statement, graphic representations of the Year 2040 Long-Range Transportation Cost Feasible Plan and a table representation of the Project Priority Ranking list. Other information may include the goals and objectives of the plan. The CONSULTANT shall provide to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area 200 copies of the summary poster upon final approval of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

EXHIBIT B

SCHEDULE OF DELIVERABLES

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EXHIBIT B- SCHEDULE OF DELIVERABLES

**Year 1
Fiscal Year 2014
July 1, 2013 to June 30, 2014**

Deliverable	Due Date	Payment Amount
TM Task 1.1 Public Participation Process and Documentation	12/31/13	\$20,000
TM Task 2.1- Data Collection	12/31/13	\$5,000
TM Task 2.2- Mapping	1/31/14	\$5,000
TM Task 2.3- Data Development	1/31/14	\$5,000
TM Task 2.4- Designation of Screenlines	1/31/14	\$5,000
TM Task 2.5- Traffic Count Data	1/31/14	\$5,000
TM Task 2.6- Highway and Transit Networks	1/31/14	\$5,000
TM Task 2.7- Transit Service Data	2/28/14	\$5,000
TM Task 2.8- Data Projections	2/28/14	\$5,000
TM Task 2.9- Financial Resources	2/28/14	\$5,000
TM- Public Workshop #1	2/28/14	\$10,000
Technical Report 2- Data Collection, Mapping and Data Development	3/31/14	\$35,000
TM Task 1.22- Vision Statement, Goals and Objectives	4/30/14	\$20,000
TM Task 3.1- Review Zonal Data (ZDATA) Inputs	4/30/14	\$5,000
TM Task 3.2- Review 2010 Highway and Transit Networks	4/30/14	\$5,000
TM Task 3.3- Review 2010 Traffic Count and Transit Ridership Data	4/30/14	\$5,000
TM Task 3.4- Review Trip Generation Rate	4/30/14	\$5,000
TM Task 3.5- Review Trip Length Distribution	5/30/14	\$5,000
TM Task 3.6- Review Auto Occupancy Rates	5/30/14	\$5,000
TM Task 3.7- Review Transit Parameters	5/30/14	\$5,000
Technical Report 3- Data Review/Verification	6/30/14	\$35,000
	TOTAL	\$200,000

TM means Technical Memorandum.

EXHIBIT B- SCHEDULE OF DELIVERABLES (Continued)

Year 2
Fiscal Year 2015
July 1, 2014 to June 30, 2015

Deliverable	Due Date	Payment Amount
TM Task 4.1- Validate External Trips	7/31/14	\$10,000
TM Task 4.2- Validate Trip Generation Model	8/31/14	\$10,000
TM Task 4.3- Validate Transit Path Building Model	8/31/14	\$10,000
TM Task 4.4- Validate Trip Distribution Model	9/30/14	\$10,000
TM Task 4.5- Validate Mode Choice Model	9/30/14	\$10,000
TM Task 4.6- Validate Transit Assignment Model	10/31/14	\$10,000
TM Task 4.7- Validate Highway Assignment Model	10/31/14	\$10,000
TM Task 4.8- Final Model Validation	11/30/14	\$10,000
TM Task 4.9- Transportation Model Transit Procedure	11/30/14	\$5,000
Technical Report 4- Model Update/Validation	12/31/14	\$10,000
TM- Public Workshop #2	1/30/15	\$10,000
TM Task 5.1- Network Coding, Editing and Debugging	1/30/15	\$5,000
TM Task 5.2- Development of Existing Plus Committed Network	2/27/15	\$5,000
TM Task 5.3- Development of Needs Plan	3/31/15	\$5,000
Technical Report 5- Needs Plan	4/30/15	\$10,000
TM Task 6.1- Development of Preliminary and Constrained Needs Plan	4/30/15	\$5,000
TM Task 6.2- Ranking of Projects and Programs	4/30/15	\$5,000
TM Task 6.3- Incorporating Safety into Long Range Transportation Planning	4/30/15	\$5,000
Technical Report 6- Preliminary and Constrained Needs Plan	6/30/15	\$15,000
	TOTAL	\$160,000

TM means Technical Memorandum.

EXHIBIT B- SCHEDULE OF DELIVERABLES (Continued)

**Year 3
Fiscal Year 2016
July 1, 2015 to June 30, 2016**

Deliverable	Due Date	Payment Amount
TM- Public Workshop #3	8/31/15	\$10,000
Technical Report 7- Cost Feasible Plan	12/31/15	\$5,000
Technical Report 1- Public Involvement Documentation	12/31/15	\$5,000
Final Report, Summary Report and Summary Poster	1/15/16	\$20,000
	TOTAL	\$40,000

TM means Technical Memorandum.

EXHIBIT 2




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Consultants' Competitive Negotiation Act (CCNA) Certification

The undersigned, David C. Schwartz, Attorney for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, a political subdivision of the State of Florida, the grantee under the Unified Planning Work Program Financial Number 422186-2 and the Florida Department of Transportation Financial Project Number 434702-1 for Professional Planning Services for the Year 2040 Long Range Transportation Plan Update, does hereby certify that the professional services contract between the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and Atkins North America, Inc., as consultant, which contract will be funded by the referenced Florida Department of Transportation contract, was entered into in full compliance with Florida Statutes 287.055, known as the Consultants Competitive Negotiation Act.



David C. Schwartz, Attorney
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

Date 8/27/13

t:\marlie\ms14\lrtp\certifycna.docx



September 23, 2013

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
FROM: Marlie Sanderson, AICP, Director of Transportation Planning
SUBJECT: Engagement Letter for Fiscal Year 2012-13 Audit

STAFF RECOMMENDATION

Approve the Engagement Letter for Fiscal Year 2012-13 Audit.

BACKGROUND

Each year, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is required to have an audit. Powell & Jones, Certified Public Accountants, was selected to conduct this audit. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area needs to approve the attached Engagement Letter in order for Powell & Jones, Certified Public Accountants, to proceed with the audit.

Attachment

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Powell & Jones
Certified Public Accountants

Richard C. Powell, Jr., CPA
Marian Jones Powell, CPA

1359 S.W. Main Blvd.
Lake City, Florida 32025
386 / 755-4200

Fax: 386 / 719-5504
powellandjones@bellsouth.net

September 12, 2013

Metropolitan Transportation Planning Organization
For the Gainesville Urbanized Area
2009 N.W. 67th Place, Suite A
Gainesville, Florida 32653-1603

We are pleased to confirm our understanding of the services we are to provide Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for the year ended September 30, 2013. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the entity's basic financial statements, of Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area as of and for the year ended September 30, 2013. The following supplementary information accompanying the basic financial statements is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited.

1. Management's Discussion and Analysis

Also, the following additional information accompanying the basic financial statements will be subjected to the auditing procedures applied in our audit of the financial statements upon which we will provide an opinion in relation to the basic financial statements.

2. Schedule of Federal Awards and State Financial Assistance

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. The objective also includes reporting on:

Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of the audit committee, management, specific

legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards, the standards of financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major programs in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such an opinion and to render the required reports. If our opinion on the financial statements or the Single Audit compliance opinion is other than unqualified, we will discuss the reasons with management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal control and for compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related cost of the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles, and that federal award programs are managed in compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any correct material misstatements and for confirming to us in the representation letter that that effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of financial position, changes in net assets, and cash flows in conformity with U.S. generally accepted accounting principles. You are also responsible for management decisions and functions; for designating an individual with suitable skill, knowledge, or experience to oversee the services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area complies with applicable laws and regulations and for taking timely and appropriate steps to remedy any fraud, illegal acts, or violations of contracts or grant agreements, or abuse that we may report. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on any reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

As part of the audit, we will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes. In accordance with *Government Auditing Standards*, you will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (a) errors, (b) fraudulent financial reporting, (c) misappropriation of assets, or (d) violations of laws or governmental regulations that are attributable to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area or to acts by management or employees acting on behalf of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse. As required by the Single Audit Act Amendments and OMB Circular A-133, our audit will include tests of transactions related to major federal award programs for compliance with applicable laws and regulations and the provisions of contracts and agreements.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect material misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected funding sources, creditors, and financial institutions. We will also request written representations from the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's attorneys as part of the engagement, and they may bill the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for responding to this inquiry. At the conclusion of our audit, we will

require certain written representations from management about the financial statements and related matters.

Audit Procedures – Internal Controls

In planning and performing our audit, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our opinion on Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's financial statements and on compliance with requirements applicable to major programs.

We will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess control risk. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Tests of controls relative to the financial statements are required only if control risk is assessed below the maximum level. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify reportable conditions. However, we will inform the governing body or audit committee of any matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. We will also inform you of any nonreportable conditions or other matters involving internal control, if any, as required by *Government Auditing Standards* and OMB Circular A-133.

Audit Procedures – Compliance

Our audit will be conducted in accordance with the standards referred to in the section titled Audit Objectives. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform test of Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and agreements applicable to major programs. Our procedures will consist of the applicable procedures described in the "OMB Circular A-133 Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's major programs. The purpose of these procedures will be to express an opinion on Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Audit Administration, Fees, and Other

We understand that your employees will assist in the preparation of any cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide requested copies of our reports to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area; however, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audit. At the conclusion of the engagement, we will provide the information to management as to where the reporting packages should be submitted and the number to submit.

The audit documentation for this engagement is the property of Powell & Jones, CPAs and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Powell & Jones, CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of six years after the auditor's report is issued or for any additional period requested by a federal agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately December 1, 2013, and to issue our report on approximately March 1, 2014, in accordance with your requested schedule.

The fees for this engagement will be as follows:

Basic Services

09-30-13

\$ 6,150

If unusual circumstances are encountered making it necessary for us to do added work in the year, we shall immediately report such conditions to the Organization and both parties may negotiate such additional compensation as appears justified.

Periodic progress billings shall be submitted as actual work is completed on the audit, but not more often than monthly. Progress billings shall be submitted in such form as to provide the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area with sufficient information to ascertain that at any point total billings will not exceed the proportional fee earned for the audit.

This agreement is specifically renewable based upon our proposal submitted to you.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2011 peer review report and letter of comment has been previously filed with you, and is also available on our website, PowellandJonesCPA.com.

We appreciate the opportunity to be of service to Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



POWELL & JONES, CPAs

RESPONSE:

This letter correctly sets forth the understanding of Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

By: _____

Randy Wells

Title: MTPO Chair

Date: _____

**CA.6**

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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

September 23, 2013

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Marlie Sanderson, AICP, Director of Transportation Planning

SUBJECT: Updated Bylaws

STAFF RECOMMENDATION**Approve the proposed Bylaws and repeal the existing Bylaws.****BACKGROUND**

The existing Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Bylaws were last reviewed and revised in 1983. Consequently, there are sections that are currently outdated and need to be updated. For example, Section 1.02 (1.) (b.) states that the voting members for the City of Gainesville are the "five (5) members of the City Commission." The attached proposed Bylaws have been reviewed and approved for legal form and sufficiency by the MTPO Attorney.

Attachment

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Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments. -165-

1.1.5

1.1.5.1. The first part of the document is a list of the names of the persons who have been named in the document. The names are listed in alphabetical order. The names are: [illegible]

1.1.5.2. The second part of the document is a list of the names of the persons who have been named in the document. The names are listed in alphabetical order. The names are: [illegible]

1.1.5.3. The third part of the document is a list of the names of the persons who have been named in the document. The names are listed in alphabetical order. The names are: [illegible]

1.1.5.4. The fourth part of the document is a list of the names of the persons who have been named in the document. The names are listed in alphabetical order. The names are: [illegible]

1.1.5.5. The fifth part of the document is a list of the names of the persons who have been named in the document. The names are listed in alphabetical order. The names are: [illegible]

1.1.5.6. The sixth part of the document is a list of the names of the persons who have been named in the document. The names are listed in alphabetical order. The names are: [illegible]

1.1.5.7. The seventh part of the document is a list of the names of the persons who have been named in the document. The names are listed in alphabetical order. The names are: [illegible]

1.1.5.8. The eighth part of the document is a list of the names of the persons who have been named in the document. The names are listed in alphabetical order. The names are: [illegible]

1.1.5.9. The ninth part of the document is a list of the names of the persons who have been named in the document. The names are listed in alphabetical order. The names are: [illegible]

1.1.5.10. The tenth part of the document is a list of the names of the persons who have been named in the document. The names are listed in alphabetical order. The names are: [illegible]



CA.7
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September 23, 2013

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
FROM: Marlie Sanderson, AICP, Director of Transportation Planning
SUBJECT: Transportation Disadvantaged Program Resolution of Appreciation

RECOMMENDATION

Approve the attached resolution of appreciation for Major Stroupe.

BACKGROUND

The attached resolution of appreciation is regarding Florida's Transportation Disadvantaged Program established by Chapter 427, Florida Statutes. Major Stroupe served as the Veterans Representative on the Alachua County Transportation Disadvantaged Coordinating Board since May 2011.

If you have questions concerning this matter, please do not hesitate to contact me.

Attachment

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RESOLUTION

WHEREAS, Major Stroupe has served as the Veterans Representative on the Alachua County Transportation Disadvantaged Coordinating Board since May 2011; and

WHEREAS, Major Stroupe ably discharged his duties as the Veterans Representative on the Alachua County Transportation Disadvantaged Coordinating Board;

NOW, THEREFORE, BE IT RESOLVED: That the members and staff of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area do hereby express their appreciation to Major Stroupe for the dedicated service he rendered to the Alachua County Transportation Disadvantaged Coordinating Board, and for his concern for the transportation disadvantaged needs of Alachua County and the State of Florida; and

BE IT FURTHER RESOLVED: That this expression of appreciation be spread upon the minutes of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for all citizens of the community to view and recognize the accomplishments and service of Major Stroupe.

Randy Wells, Chair

***ADOPTED BY THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR
THE GAINESVILLE URBANIZED AREA***

September 30, 2013

Date



September 23, 2013

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
FROM: Marlie Sanderson, AICP, Director of Transportation Planning
SUBJECT: Transportation Disadvantaged Program – Status Report

RECOMMENDATION

No action required. This agenda item is for information only.

BACKGROUND

Attached are the following reports:

1. Alachua County Transportation Disadvantaged Service Plan Standards Report shows that:
 - MV met the on-time performance standard;
 - MV met the complaint standard;
 - MV met the call hold time standard;
 - MV met the accident standard; and
 - MV met the roadcall standard.
2. MV Transportation Operations Report June 2012 - July 2013.

Attachments

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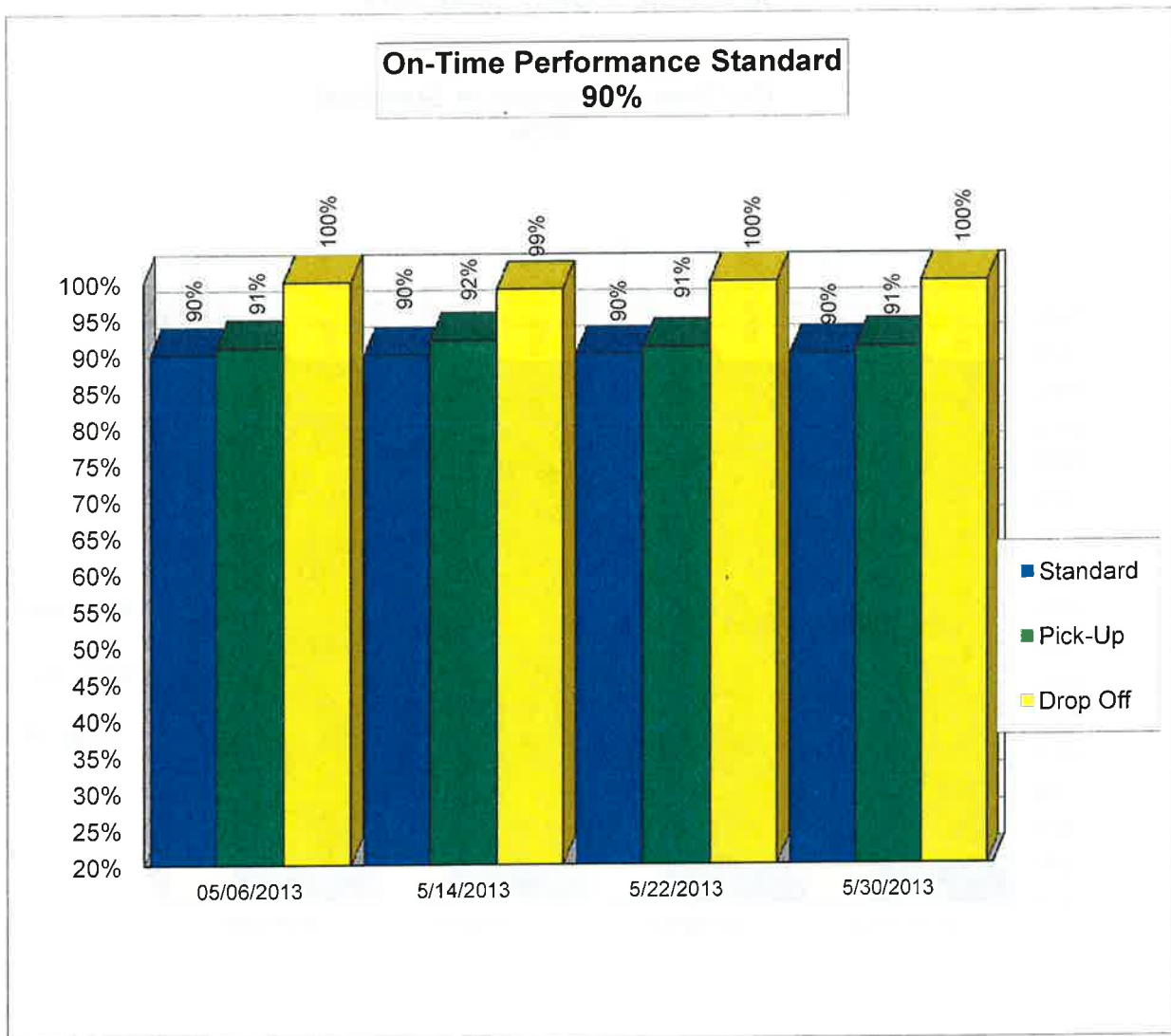
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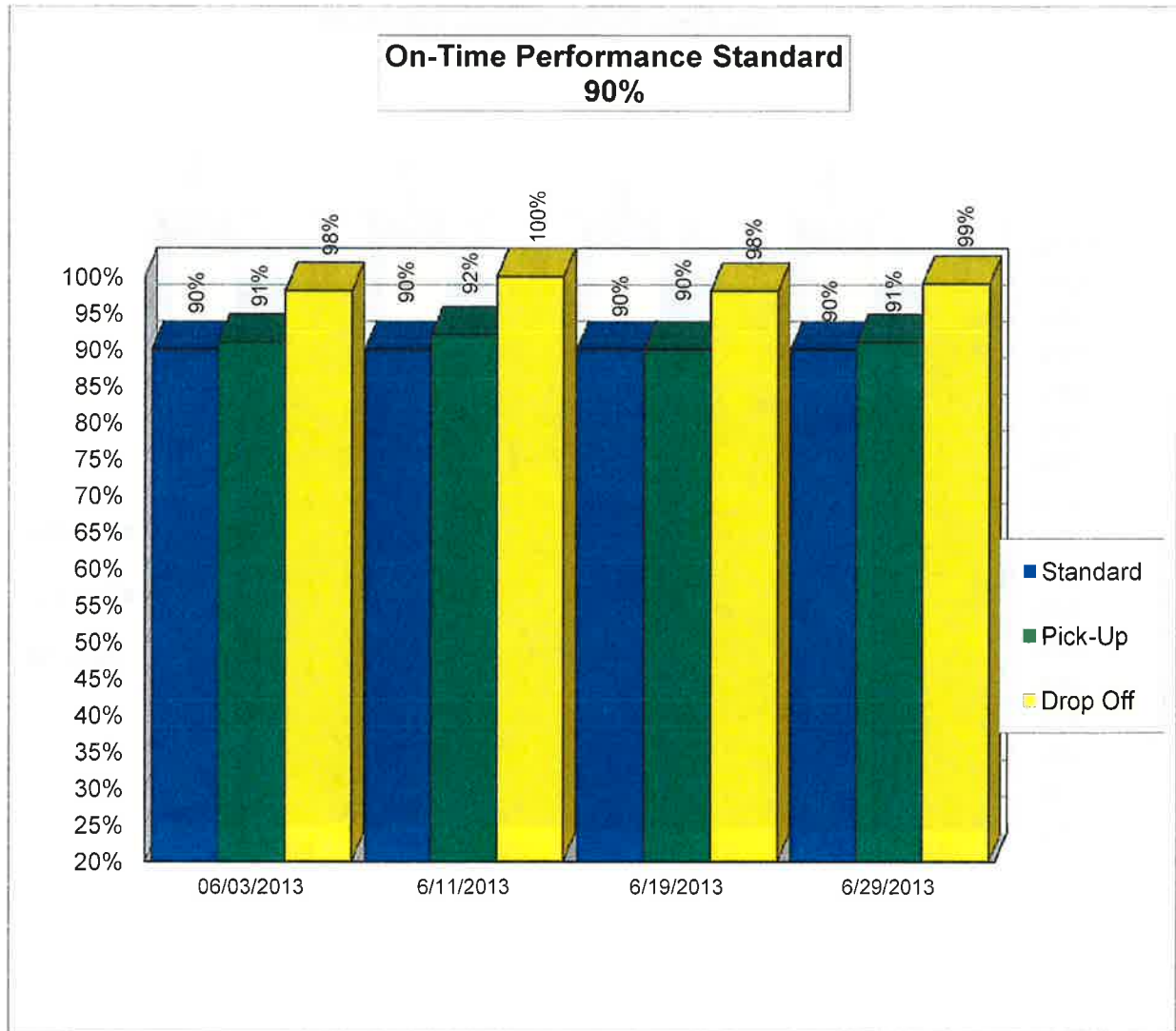
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TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY, MAY 2013



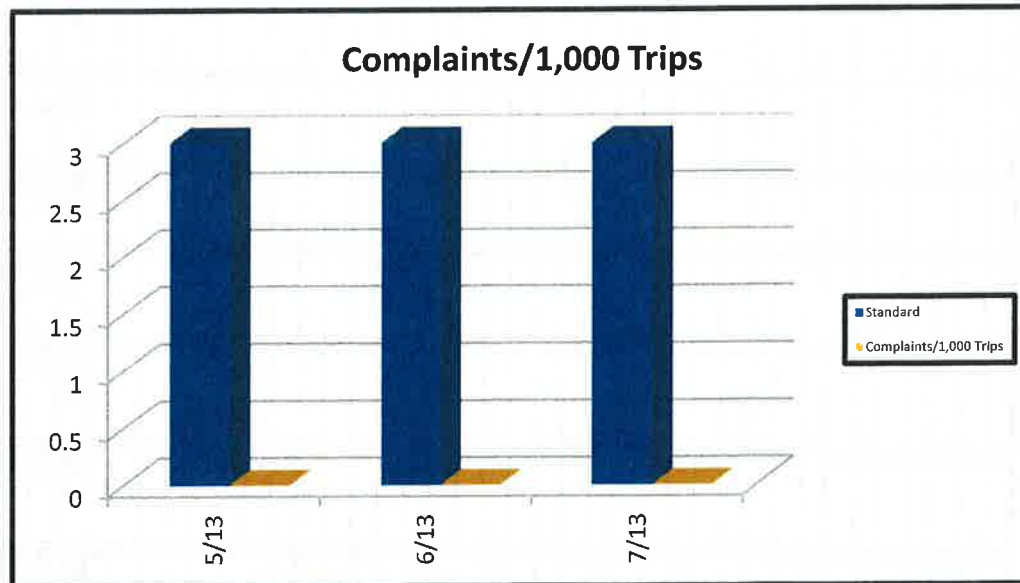
TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY, JUNE 2013



TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP) STANDARDS

ALACHUA COUNTY, MAY 2013 - JULY 2013

MONTH	STANDARD	COMPLAINTS/1,000 TRIPS
5/13	3	0
6/13	3	0
7/13	3	0



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**MV TRANSPORTATION
SUMMARY OF SERVICE ISSUES**

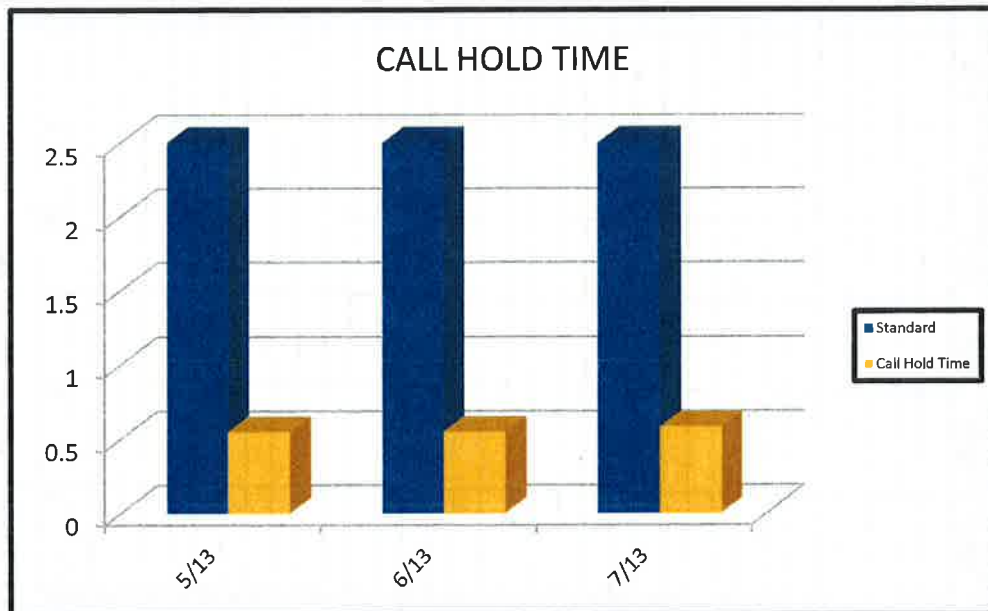
TYPE OF COMPLAINT	7/12	8/12	9/12	10/12	11/12	12/12	1/13	2/13	3/13	4/13	5/13	6/13
Late Drop-Off	0	0	0	0	0	0	2	0	0	0	0	1
Pick-Up before Window Opens	0	0	0	0	0	0	0	0	0	0	0	0
Late Return Pick-Up	0	0	0	0	0	0	1	0	0	0	0	0
Ride Time Exceeded Standards	0	0	0	0	0	0	0	0	0	0	0	0
Can't Get Through by Telephone	0	0	0	0	0	0	0	0	0	0	0	0
On Hold for Excessive Periods of Time	0	0	0	0	0	0	0	0	0	0	0	0
Phone System Problems	0	0	0	0	0	0	0	0	0	0	0	0
Sunday Reservations	0	0	0	0	0	0	0	0	0	0	0	0
Trip Denial	0	0	0	0	0	0	0	0	0	0	0	0
Driver Training	0	0	0	0	0	0	0	0	0	0	0	0
Driver Behavior	0	0	0	0	0	1	0	0	0	0	0	0
No Passenger Assistance Provided	0	0	0	0	0	0	0	0	0	0	0	0
No Driver ID	0	0	0	0	0	0	0	0	0	0	0	0
Dispatcher Behavior	0	0	0	0	0	0	0	0	0	0	0	0
Reservationist Behavior	0	0	0	0	0	0	0	0	1	0	0	0
Unsafe Driving	0	0	0	0	0	0	0	0	0	0	0	0
No Show by Driver	0	0	0	0	1	0	0	0	0	0	0	0
Reservations/Scheduling	0	0	0	0	0	0	0	0	0	0	0	0
Reservations	0	0	0	0	0	0	0	0	0	0	0	0
Air Conditioning not Working	0	0	0	0	0	0	0	0	0	0	0	0
Wheelchair/Scooter Securement	0	0	0	0	0	0	0	0	0	0	0	0
Passenger Behavior	0	0	0	0	0	0	0	0	0	0	0	0
No Show by Passenger	0	0	0	0	0	0	0	0	0	0	0	0
Customer Service	0	0	0	0	0	0	0	0	0	0	0	1
Safety	0	0	0	0	0	0	0	0	0	0	0	0
Trip Cancelled, Ride Came Anyway	0	0	0	0	0	0	0	0	0	0	0	0
Wheelchair Lift Not Working Properly	0	0	0	0	0	0	0	0	0	0	0	0
Charged Wrong Passenger Fare	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Condition	0	0	0	0	0	0	0	0	0	0	0	0
MV Staff Availability	0	0	0	0	0	0	0	0	0	0	0	0
Dropped Off at Wrong Location	0	0	0	0	0	0	0	0	0	0	0	0
Improper Passenger Assistance	0	0	0	0	0	0	0	0	0	0	0	0
Did Not Process TD Eligibility Application	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	1	1	3	0	1	0	0	2
TRIPS	8,573	10,210	9,162	10,410	8,512	8,006	9,445	9,099	9,772	9,920	10,444	9,286
COMPLAINTS/1,000 TRIPS	0.00	0.00	0.00	0.00	0.12	0.12	0.32	0.00	0.10	0.00	0.00	0.22
Number of Individuals Submitting Complaints	0	0	0	0	1	1	2	0	1	0	0	2
RTS	0	0	0	0	0	0	0	0	0	0	0	0
CIL	0	0	0	0	0	0	0	0	0	0	0	0
Foster Grandparents	0	0	0	0	0	0	0	0	0	0	0	0
NCFRPC	0	0	0	0	0	1	0	0	0	0	0	2
COMMENDATIONS	3	0	0	0	1	1	1	1	0	3	0	0

**MV TRANSPORTATION
SUMMARY OF SERVICE ISSUES
JULY 1, 2013 - JUNE 30, 2014**

TYPE OF COMPLAINT	7/13	8/13	9/13	10/13	11/13	12/13	1/14	2/14	3/14	4/14	5/14	6/14
Late Drop-Off	0	0										
Pick-Up before Window Opens	0	0										
Late Return Pick-Up	0	0										
Ride Time Exceeded Standards	0	0										
Can't Get Through by Telephone	0	0										
On Hold for Excessive Periods of Time	0	0										
Phone System Problems	0	0										
Sunday Reservations	0	0										
Trip Denial	0	0										
Driver Training	0	0										
Driver Behavior	0	0										
No Passenger Assistance Provided	0	0										
No Driver ID	0	0										
Dispatcher Behavior	0	0										
Reservationist Behavior	0	0										
Unsafe Driving	0	0										
No Show by Driver	0	0										
Reservations/Scheduling	0	0										
Reservations	0	0										
Air Conditioning not Working	0	0										
Wheelchair/Scooter Securement	0	0										
Passenger Behavior	0	0										
No Show by Passenger	0	0										
Customer Service	0	0										
Safety	0	0										
Trip Cancelled, Ride Came Anyway	0	0										
Wheelchair Lift Not Working Properly	0	0										
Charged Wrong Passenger Fare	0	0										
Vehicle Condition	0	0										
MV Staff Availability	0	0										
Dropped Off at Wrong Location	0	0										
Improper Passenger Assistance	0	0										
Did Not Process TD Eligibility Application	0	0										
Other	0	0										
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0
TRIPS	9,933											
COMPLAINTS/1,000 TRIPS	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	####	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Number of Individuals Submitting Complaints	0	0										
RTS	0	0										
CIL	0	0										
Foster Grandparents	0	0										
NCFRPC	0	0										
COMMENDATIONS	0	0	4									

**TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY, MAY 2013 - JULY 2013**

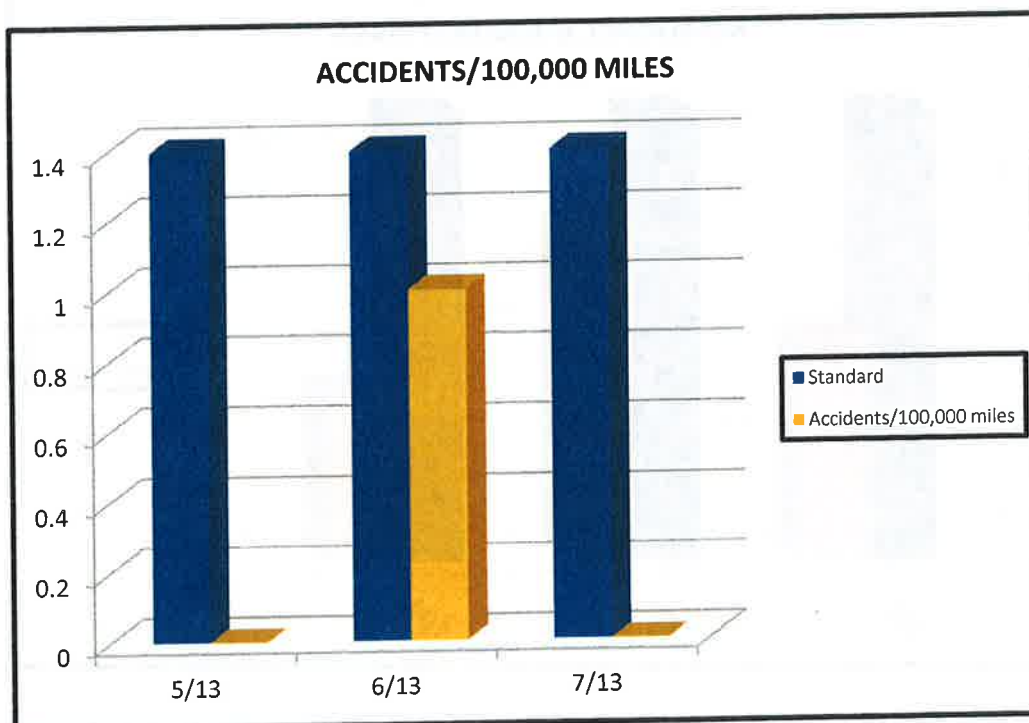
MONTH	STANDARD	CALL HOLD TIME
5/13	2.5	0.55
6/13	2.5	0.55
7/13	2.5	0.58



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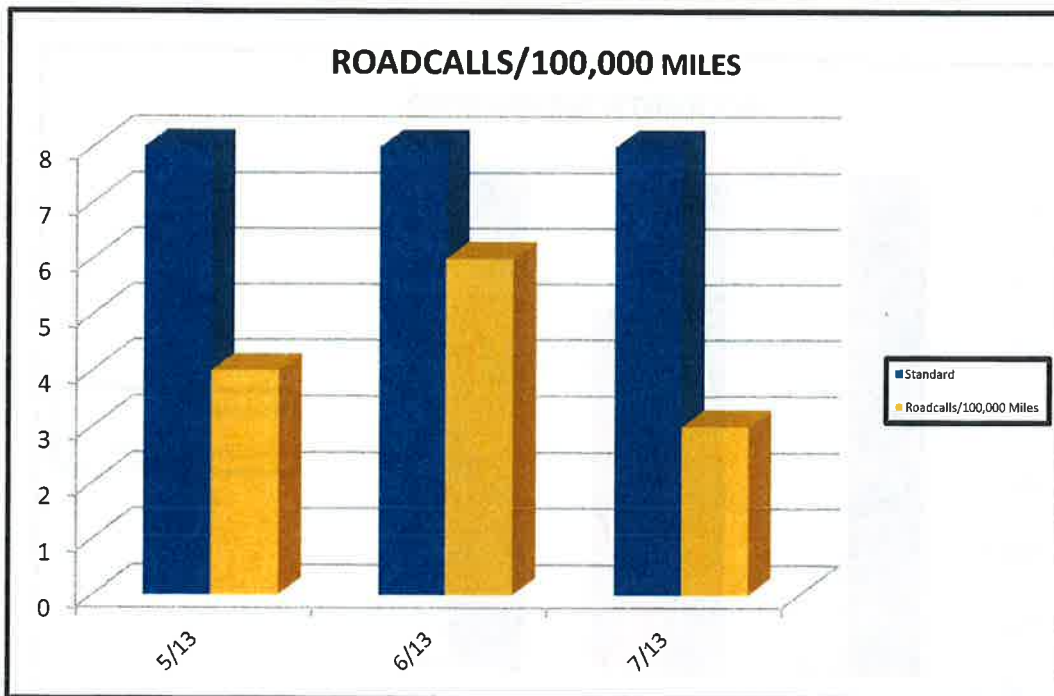
**TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY MAY 2013 - JULY 2013**

MONTH	STANDARD	ACCIDENTS/100,000 MILES
5/13	1.4	0
6/13	1.4	1
7/13	1.4	0



**TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY, MAY 2013 - JULY 2013**

MONTH	STANDARD	ROADCALLS/100,000 MILES
5/13	8	4
6/13	8	6
7/13	8	3



2012-2013 OPERATING DATA	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13
Total No Trips Invoiced	8,573	10,210	9,162	10,410	8,512	8,006	9,445	9,099	9,772	9,920	10,444	9,072
Medicaid Alachua	3,232	3,439	2,907	3,257	2,831	2,907	3,154	2,831	2,747	2,879	3,031	2,878
TD Trust Fund Alachua	1,202	1,413	1,269	1,559	1,206	1,168	1,636	1,401	1,647	1,610	1,423	1,402
ADA	3,657	4,081	3,851	4,350	3,751	3,319	3,846	4,004	4,484	4,467	4,673	3,990
NFG - 5317	237	268	152	115	58	55	49	136	134	185	240	195
CICO - 5311	63	66	76	160	170	159	149	132	138	106	254	193
County of Alachua, FGPA, RSVP	137	519	558	537	445	340	558	511	536	640	784	371
Elder Care	45	66	62	110	51	58	53	84	86	33	39	43
Bus Passes TD	0	0	0	0	0	0	0	0	0	0	0	0
Bus Passes Medicaid	0	0	0	0	0	0	0	0	0	0	0	0
Purchased Transportation												
Medicaid Alachua	\$102,394.00	\$102,394.00	\$102,394.00	\$102,394.00	\$102,394.00	\$102,394.00	\$102,394.00	\$102,394.00	\$102,394.00	\$102,394.00	\$102,394.00	\$102,396.00
TD Trust Fund Alachua	\$ 36,485.14	\$ 45,975.81	\$ 41,372.93	\$ 52,347.43	\$ 40,073.92	\$ 37,993.10	\$53,383.20	\$45,522.35	\$52,559.67	\$51,172.62	\$46,051.91	\$46,044.58
ADA	\$ 94,898.31	\$ 105,985.82	\$ 100,535.07	\$ 116,396.51	\$ 100,547.11	\$ 88,507.92	\$102,705.45	\$106,966.51	\$119,965.85	\$119,255.02	\$124,236.61	\$106,242.28
NFG - 5317	\$ 5,989.54	\$ 6,781.62	\$ 3,849.86	\$ 3,088.69	\$ 1,602.26	\$ 1,468.67	\$1,278.09	\$3,535.94	\$3,477.52	\$4,772.43	\$6,236.74	\$5,081.72
CICO - 5311	\$ 2,403.57	\$ 1,733.76	\$ 1,930.12	\$ 3,958.74	\$ 4,405.10	\$ 4,259.09	\$4,041.45	\$3,581.88	\$3,976.91	\$2,951.07	\$6,877.22	\$5,135.72
County of Alachua, FGPA, RSVP	\$ 4,041.50	\$ 15,782.25	\$ 17,045.97	\$ 15,981.12	\$ 13,243.20	\$ 10,118.40	\$ 16,606.08	\$15,207.36	\$15,951.36	\$19,846.92	\$23,998.94	\$12,108.32
Elder Care	\$ 1,482.75	\$ 2,174.70	\$ 2,042.90	\$ 3,624.50	\$ 1,680.45	\$ 1,911.10	\$ 1,746.35	\$2,767.80	\$2,833.70	\$1,087.35	\$1,285.05	\$1,416.85
Bus Passes Total MED and TD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Dollars Invoiced	\$ 251,748.71	\$ 280,827.96	\$ 269,170.85	\$ 297,790.99	\$ 263,946.04	\$ 246,652.28	\$282,154.62	\$279,975.84	\$301,159.01	\$301,479.41	\$311,080.47	\$278,425.47
Total Expenses	\$ 249,035.00	\$ 262,239.00	\$ 249,665.00	\$ 259,049.00	\$ 221,126.00	\$ 232,894.00	\$244,643.00	\$ 224,564.00	\$ 223,296.00	\$241,217.00	\$277,206.00	\$262,609.00
Average Cost Per Trip	\$ 29.05	\$ 25.68	\$ 27.25	\$ 24.88	\$ 25.98	\$ 29.09	\$ 25.90	\$ 24.68	\$ 22.85	\$ 24.32	\$ 26.54	\$ 28.95
Total Vehicle Miles	118,564	121,627	107,761	123,736	105,399	96,126	113,917	108,702	120,420	121,007	128,705	111,839
Total Vehicle Hours	6,437	7,217	6,513	7,392	6,458	5,818	6,643	6,434	7,088	7,177	7,477	6,568
Avg Miles per Trip	14	12	12	12	12	12	12	12	12	12	12	12
Avg Cost Per Mile	\$2.10	\$2.16	\$2.32	\$2.09	\$2.10	\$2.42	\$2.15	\$2.07	\$1.85	\$1.99	\$2.15	\$2.35
Avg Cost Per Hour	\$38.69	\$36.34	\$38.33	\$35.04	\$34.24	\$40.03	\$36.83	\$34.90	\$31.50	\$33.61	\$37.07	\$39.98
Number of No Shows	615	704	506	563	526	459	476	513	583	591	578	509
Number Trips Denied	0	0	0	0	0	0	0	0	0	0	0	0
No Accidents	0	0	1	0	0	0	0	2	0	0	0	1
No RoadCalls	2	5	2	6	8	3	3	3	4	7	4	6
Telephone Calls Rec'd	9,424	10,927	9,274	10,808	8,408	8,093	12,471	12,184	12,088	13,837	13,601	12,513
Avg. Telephone On-Hold Time	1.04	1.01	0.57	1	1	0.54	0.51	0.48	0.54	0.58	0.55	0.55

[illegible]



September 23, 2013

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
FROM: Marlie Sanderson, AICP, Director of Transportation Planning
SUBJECT: Alachua County Federal and State Funds by Mode

STAFF RECOMMENDATION

No action required. These materials are for information only.

BACKGROUND

At its June 2012 meeting, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area requested a presentation on transportation funding. At its August 2012 meeting, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area received a presentation from Florida Department of Transportation staff. Subsequent to this presentation, there was a request for a comparison by mode for transportation funding.

Attached is a bar chart showing funding by mode for the Fiscal Years 2008 to 2013, materials provided by the Florida Department of Transportation at the August 2012 meeting and a six-year history of funding from the Florida Department of Transportation Five year Work Program.

Attachments

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THE
UNITED STATES
DEPARTMENT OF
THE ARMY
WASHINGTON, D. C.

OFFICE OF THE CHIEF OF STAFF, ARMY, WASHINGTON, D. C.

MEMORANDUM FOR THE CHIEF OF STAFF, ARMY, WASHINGTON, D. C.

SUBJECT: [Illegible]

1. [Illegible]

2. [Illegible]

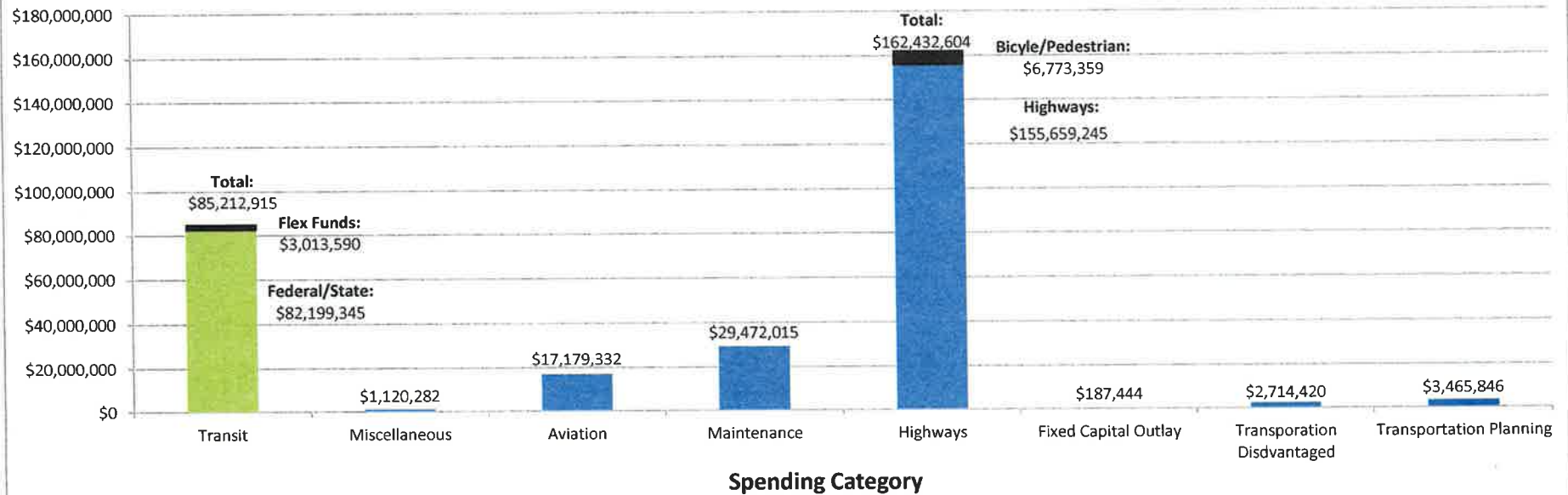
3. [Illegible]

4. [Illegible]

5. [Illegible]

6. [Illegible]

Alachua County Federal and State Funds by Mode - Florida Department of Transportation Work Program Fiscal Years 2008 to 2013



Source: Florida Department of Transportation, Work Program: 2008-2013: 6 Year History.

T:\Luke\June\08_132FDOTFunds_2.xlsx

**Summary of Transportation Funding
By Transportation Mode
Gainesville MTPO Agenda – August 6, 2012**

Transportation Mode/Summary Detail

Public Transportation: TRANSIT

Includes Federal Transit Administration (FTA) formula funding for capacity, operations, transit development, capital purchase, includes other FTA or Federal grant awards specific to transit, transit studies, transit programs 5307, 5309, 5310, 5311, 5339, includes state funding and local match funding for transit programs

Miscellaneous:

Includes any emergency operations, tropical storms, Old Depot Building.

Public Transportation: AVIATION

Includes all new construction, reconstruction, structures and maintenance that occur specific to the airport and on airport property (excluding planning).

Maintenance

Includes maintenance on bridges and highways, contracted maintenance for highways, and maintenance lighting agreements.

Highways:

Includes projects on state system, non state system, interstate, intrastate, SIS/non SIS highway, intersection, traffic operations, landscaping, resurfacing, new construction, reconstruction, railroad and utilities for rail crossing projects, Transportation Regional Incentive Program (TRIP), sidewalks (both Enhancement and Safe Routes), bike paths or trails. Included in the totals are all phases associated with the projects, such as right of way, Planning-Design & Environmental (PDE), design plans, construction, environmental mitigation, CEI construction support and contract incentives.

Fixed Capital Outlay:

State dollars associated with FDOT owned maintenance facility in Alachua County and includes projects to maintain and repair the state owned facility.

***Public Transportation: RAIL**

There was a capital capacity project in 2007 for Newberry Northern Railroad Red Level Power Plan. There were no further capacity/capital funded Rail projects in subsequent years.

***Public Transportation: TRANSPORTATION DISADVANTAGED**

Includes funding from Transportation Disadvantaged Commission to provide for the Community Transportation Coordinator and Medicaid non-emergency transportation services.

Transportation Planning

Includes Federal PL planning funds for the MTPO, State planning funds for requested special transportation studies, state funding for the long range transportation plan, and associated local funds, if required.

***There were no additional capacity Rail projects programmed after 2007.**

Transportation Disadvantaged funding is programmed annually. The funding level for current year 2012 is not yet available in the current five year work program summary.



Florida Department of TRANSPORTATION

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Web Application

Office of Work Program and Budget Lisa Saliba - Director

Five Year Work Program

2007-2012 G1

6 YEAR HISTORY

(Updated: 4/4/2013-21:15:01)

District 02 - Alachua County

	2007	2008	2009	2010	2011	2012
Freight Logistics And Passenger Operations Program: Transit	6,612,589	38,555,744	6,529,203	5,399,593	8,496,512	6,249,923
Miscellaneous			536			6,654
Freight Logistics And Passenger Operations Program: Aviation	6,040,432	2,496,738	2,870,641	4,130,027	779,162	1,265,000
Maintenance	4,382,714	4,407,024	4,712,209	5,243,313	5,132,781	5,274,076
Highways	25,654,619	43,791,862	41,053,335	14,480,017	10,560,590	28,679,836
Fixed Capital Outlay	48,947	24,500	133,444	29,500		
Freight Logistics And Passenger Operations Program: Rail	3,999,702					
Transportation Disadvantaged	555,205	573,554	547,754	525,973	526,037	541,102
Transportation Planning	347,598	267,779	410,474	842,976	705,227	602,286
Grand Total	\$47,641,806	\$90,117,201	\$56,257,596	\$30,651,399	\$26,200,309	\$42,618,877

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September 23, 2013

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Marlie Sanderson, AICP, Director of Transportation Planning

SUBJECT: Transportation Design for Livable Communities

STAFF RECOMMENDATION

No action required. This material is for information only.

BACKGROUND

At its August 5, 2013 meeting, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area discussed marking pedestrian crossings. During this discussion, Mr. James Bennett, Florida Department of Transportation District 2 Urban Development Transportation Engineer, discussed the Department's Transportation Design for Livable Communities policy. Subsequent to this discussion, Mr. Sanderson stated that the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area would be provided a copy of this policy.

Attached is a copy of the Transportation Design for Livable Communities policy.

Attachment

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Chapter 21

Transportation Design for Livable Communities

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Chapter 21

Transportation Design for Livable Communities

21.1 General

It is the policy of the Department to consider Transportation Design for Livable Communities (TDLC) features on the State Highway System when such features are desired, appropriate and feasible. This involves providing a balance between mobility and livability. TDLC features should be based on consideration of the following principles:

1. Safety of pedestrians, bicyclists, motorists and public transit users.
2. Balancing community values and mobility needs.
3. Efficient use of energy resources.
4. Protection of the natural and manmade environment.
5. Coordinated land use and transportation planning.
6. Local and state economic development goals.
7. Complementing and enhancing existing Department standards, systems and processes.

21.2 Planning

TDLC features are to be considered when they are desired, appropriate and feasible. Incorporating TDLC features are contingent upon involvement of the local stakeholders in the planning and project development processes. Therefore, it is essential that all stakeholders are included from the initial planning phase of the project through design, construction and maintenance.

During the initial planning and scoping phases it is important to identify and assess the desires and willingness of the community or stakeholder to accept all of the ramifications of TDLC, including funding allocations and maintenance agreements of the TDLC features included in a project.

21.3 Application

A team approach is recommended to evaluate TDLC projects or features. Depending on the complexity and/or potential for controversial proposed TDLC features and the district resources available, the team may include representation from Planning, Traffic Operations, Environmental Management, Roadway Design, Right of Way, Public Transportation, Maintenance, Safety, and the Pedestrian/Bicycle and Community Impact Assessment Coordinators. This team should also include the respective Metropolitan Planning Organization(s), local governments/agencies, transit agencies, citizen groups and any others affected by the proposed projects or features.

TDLC projects require documentation of the desired project features determined to be appropriate and feasible for implementation and the respective responsibilities of all involved stakeholders. Documentation may be stand-alone or placed in the design documentation.

TDLC features can be incorporated into new construction, reconstruction, and resurfacing, restoration and rehabilitation (RRR) projects using existing design standards and criteria found in **Chapters 2, 8** and **25** of this volume. When documentation identifies TDLC features for a project or segments of a project, the criteria provided in this chapter may be used with the approval of the District Design Engineer.

21.4 Techniques

Selected TDLC techniques applied by type of highway system are shown in ***Exhibits 21-A, B, C and D*** at the end of this chapter. These techniques are intended as guidance for balancing the need for mobility and the desire for livable communities, and not as standards, policies or procedures of the Department.

21.5 Design Criteria

The criteria in this chapter meets or exceeds **AASHTO** minimums. All TDLC projects are subject to the requirements for Design Exceptions and Design Variations found in **Chapter 23** of this volume.

21.5.1 Design Speed

Recommended design speeds are found in **Section 1.9** of this volume.

21.5.2 Number of Lanes

In developed urban areas, reducing the number of lanes may provide space for pedestrians, bicycles, parking, landscaping etc. This technique may be appropriate depending on volume and character of traffic, availability of right of way, function of the street, existing or planned level of pedestrian, bicycling and transit activity, intensity of adjacent land use, and availability of alternate routes.

The decision to reduce the number of lanes on a project shall be supported by an appropriate traffic capacity study. If transit vehicles and school busses are currently operating in the area of the project, appropriate local agencies should be consulted.

21.5.3 Lane Widths

Minimum lane widths for TDLC projects or segments are shown in **Table 21.1**.

Table 21.1 Lane Widths

Lane Types	Width (feet)
Through Lanes	11 ¹
Turn Lanes	11 ¹
Parking Lanes (parallel)	8 ²
Bicycle Lanes	4 ³

1. May be reduced to 10 feet in highly restricted areas with design speeds ≤ 35 mph. having little or no truck traffic.
2. May be reduced to 7 feet (measured from face of curb) in residential areas.
3. 5 feet adjacent to on-street parking.

21.5.4 Horizontal Alignment

A curvilinear alignment can be used to control vehicle speed by introducing a bend or curve on a tangent roadway. Design should meet criteria in **Chapter 2** of this volume.

21.5.5 Medians

Requirements for medians are provided in **Section 2.2** of this volume. Where continuous raised medians are not provided, such as on 5-lane sections, refuge areas should be provided at appropriate locations. These locations are typically near high pedestrian generators such as schools, park entrances, transit stops and parking lots. Refuge Islands must provide a large enough area for several pedestrians at once while at the same time be of sufficient size and spacing as to not create a hazard. For wheelchair accessibility, it is preferable to provide at-grade cuts rather than ramps.

For landscaping in medians see **Section 21.5.10**.

21.5.6 Horizontal Clearance

Horizontal clearance is the lateral distance from a specified point on the roadway such as the edge of travel lane or face of curb, to a roadside feature or object. Horizontal clearance applies to all highways. Horizontal clearance requirements vary depending on design speed, whether rural or urban with curb, traffic volumes, lane type, and the object or feature.

Rural highways with flush shoulders and highways with curb or curb and gutter where right of way is not restricted have roadsides of sufficient widths to provide clear zones; therefore, horizontal clearance requirements for certain features and objects are based on maintaining a clear zone wide enough to provide the recoverable terrain in **Table 21.6**. The procedure for determining required clear zone widths is further described in **Chapter 4** of this volume.

In urban areas, horizontal clearance based on clear zone requirements for rural highways should be provided wherever practical. However, urban areas are typically characterized with lower speed (Design Speed ≤ 45 mph), more dense abutting development, closer spaced intersections and accesses to property, higher traffic volumes, more bicyclists and pedestrians, and restricted right of way. In these areas, curb with closed drainage systems are often used to minimize the amount of right of way needed. Highways with curb or curb and gutter in urban areas

where right of way is restricted do not have roadsides of sufficient widths to provide clear zones; therefore, while there are specific horizontal clearance requirements for these highways, they are based on clearances for normal operation and not based on maintaining a clear roadside for errant vehicles. It should be noted that curb has no redirection capabilities except at speeds less than the lowest design speeds used on the State Highway System. Therefore curb should not be considered effective in shielding a hazard. Curb is not to be used to reduce horizontal clearance requirements.

Crashworthy objects shall meet or exceed the offsets listed in **Tables 21.2** through **Table 21.5** and objects that are not crashworthy are to be as close to the right of way line as practical and no closer than the requirements listed in **Tables 21.2** through **Table 21.5**.

Table 21.2 Horizontal Clearance for Aboveground Fixed Utilities

Aboveground fixed utilities are objects owned by a public or private utility agency that are more than four (4) inches above the grade and are not accepted by FDOT as crashworthy (such as strain poles, down guys, telephone load pedestals, temporary supports, etc.). Control Zones are not applicable to AFUs.	
NEW ABOVEGROUND FIXED UTILITIES (AFUs) Other than mid-span poles	<p>For urban roadways with curb or curb and gutter with design speeds less than or equal to 45 mph, new AFUs shall not be placed closer than 1.5 feet from the face of curb and as close to the R/W as practical.</p> <p>For all other roadways the AFUs are to be outside the Clear Zones established using Table 21.6 Recoverable Terrain and as close to the R/W line as practical.</p>
NEW ABOVEGROUND FIXED UTILITIES (AFUs) Mid-span poles	<p>Mid-span poles are new poles being installed as part of and within the alignment of an existing pole line. When the existing alignment crosses an intersecting roadway, the mid-span pole is to be placed as follows:</p> <p>For intersecting roadways that are urban with curb or curb and gutter with design speeds less than or equal to 45 mph, mid-span poles shall not be placed closer than 4 feet from the face of curb.</p> <p>For all other intersecting roadways, mid-span poles are to be outside the Clear Zones established for new poles appropriate for the intersecting roadway.</p>
EXISTING ABOVEGROUND FIXED UTILITIES (AFUs)	<p>For urban roadways with curb or curb and gutter with design speeds less than or equal to 45 mph, existing AFUs closer than 1.5 feet from the face of curb shall be relocated as close to the R/W line as practical.</p> <p>For all other roadways, existing AFUs within the Clear Zones established using Table 21.6 Recoverable Terrain shall be relocated as close to the R/W line as practical.</p>

Table 21.3 Horizontal Clearance to Trees

Minimum horizontal clearance for new plantings where the diameter is or is expected to be greater than 4 inches (measured 6 inches above the ground) shall be located outside the clear zone except as follows:

Urban Curb or Curb and Gutter (Design Speed ≤ 45 mph):

4 feet from face of outside curb and 6 feet from edge of inside traffic lane. In areas where the border width or median width are constrained and this criteria cannot be met, this horizontal clearance may be reduced to 1.5 feet from face of outside curb and 3 feet from edge of inside traffic lane.

On existing roadways, the minimum horizontal clearance to existing trees where the diameter is or is expected to be greater than 4 inches (measured 6 inches above the ground) shall be located outside the clear zone except as follows:

Urban Curb or Curb and Gutter (Design Speed ≤ 45 mph):

1.5 feet from the face of outside curb and 3 feet from the edge of the inside traffic lane.

Table 21.4 Horizontal Clearance to Canal and Drop-off Hazards

See **Chapter 4** of this Volume for horizontal clearance criteria for canal and drop-off hazards.

Table 21.5 Horizontal Clearance to Other Roadside Obstacles

Shall be located outside the clear zone except as follows:

Urban Curb or Curb and Gutter (Design Speed ≤ 45 mph):

Shall be located no closer than 1.5 feet from face of curb.

Note: Horizontal clearance to mailboxes is specified in the construction details contained in the **Design Standards, Index 532**.

Note: Transit and school bus shelters shall be placed in accordance with **Rule Chapter 14-20.003, Florida Administrative Code**. Transit bus benches shall be placed in accordance with **Rule Chapter 14-20.0032, F.A.C.**

Table 21.6 TDLC Recoverable Terrain

Design Speed (mph)	(feet)
≤ 30	12
35	14
40	16

21.5.7 Intersections

Intersection designs must adequately meet the needs of motorists, transit riders, bicyclists and pedestrians. Large return radii increases the crossing distance for pedestrians while small return radii decreases a vehicle's ability to negotiate the turn. Return radii must balance the needs of the pedestrian and the design vehicle. See **Figure 21.1**.

21.5.8 Lighting

Lighting requirements are discussed in **Chapters 2** and **7** of this volume.

21.5.9 Traffic Control

Where traffic volumes are high enough to require traffic signals, they should be placed to allow good progression of traffic from signal to signal. Optimal spacing of signals depends on vehicle operating speeds and signal cycle lengths. At speeds of 35 mph and standard cycle lengths, signals must be at least a fourth of a mile apart. Such spacing is consistent with FDOT's requirements for state highways, and with its recommended minimums for local arterials and collectors.

Where traffic volumes are not high enough to warrant traffic signals, 4-way stop signs and roundabouts should be considered. Four-way stops are considered to have a traffic calming effect and cause minimal delays under light traffic conditions. Roundabouts allow traffic from different directions to share space in the intersection, while signals require traffic to take turns.

Where traffic volumes are high enough to warrant traffic signals but does not require them, roundabouts should also be considered. If Roundabouts are being considered in a TDLC project, refer to FHWA's ***Roundabouts: An Informational Guide*** and the ***Florida Roundabout Guide***.

21.5.10 Landscaping

Landscaping on a TDLC project can be provided when a local agency or organization agrees to assume the maintenance of the landscaped area in accordance with all Department requirements. See **Chapter 9** of this volume and the *Florida Highway Landscape Guide* for landscape requirements.

Landscaping shall not interfere with the visibility of “permitted” outdoor advertising in accordance with **Rule 14-40** of the *Florida Administrative Code*. Landscaping shall provide required sight distances in accordance with the *Design Standards, Index 546*. Landscaping shall also comply with the horizontal clearance requirements found in **Section 21.5.6** of this chapter, and **Chapters 2, 4, and 25** of this volume.

Community Structures placed in the right of way to represent the community are discussed in **Section 9.4** of this volume.

21.5.11 Parking

When parking is incorporated on a TDLC project, several parking configurations may be considered (parallel, front-in angled and back-in angled). The design of parking facilities should be coordinated with local transit agencies and consistent with state and local laws (including **Section 316.195, Florida Statutes**). For parking lane widths see **Table 21.1**.

21.5.12 Alternative Roadway Paving Treatments

Alternative paving treatments such as patterned pavement may be used to accent the roadway in accordance with the **Standard Specifications**. Architectural pavers, however, shall not be used on the traveled way of the State Highway System. See **Section 2.1.6.1** for additional requirements.

21.5.13 Conversion to/from One-Way Street Pairs

Converting one-way pairs to two-way streets or two-way streets to one-way pairs may be appropriate on TDLC projects. These techniques require a great deal of consideration, planning and public involvement. Some considerations include: safety of pedestrians, bicyclists and motorists, traffic capacity, on-street parking, signal progression along the corridor and transit facilities.

21.6 Pedestrian and Bicycle Considerations

21.6.1 Sidewalks

For criteria refer to *Chapter 2, Section 2.1.4* and *Chapter 8* of this volume.

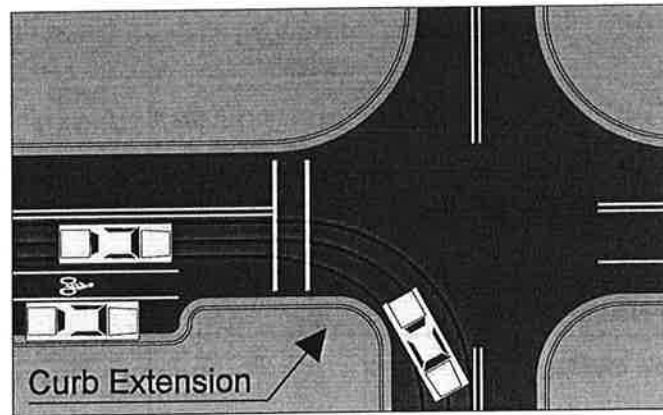
21.6.2 Crosswalks

Marked crosswalks should be provided at signalized intersections. Marked crosswalks should also be provided at midblock crossing locations that are controlled by traffic signals and pedestrian signals, and school crossing locations that are controlled by guards during school crossing periods. The use of uncontrolled crosswalks should be carefully considered. Refer to *Section 8.3.3* for further guidance on designing crosswalks.

21.6.3 Curb Extensions (Bulb-Outs)

Curb extensions, sometimes called bulb-outs, may be used at intersections, or at mid-block locations where there is a crosswalk, provided there is adequate width for existing traffic movements. Curb extensions shorten the crossing distance, and provide additional space at intersections allowing pedestrians to see and be seen before entering a crosswalk. The design of curb extensions must take into consideration the needs of transit vehicles, drainage and bicyclists. See *Figure 21.1*.

Figure 21.1 Curb Extension



21.6.4 Personal Security and Safety Amenities

Personal security and safety is promoted by maximizing visibility in and along parking areas, building entrances, transit stops, sidewalks and roadways. This can be provided by the following techniques:

1. Providing lighting.
2. Lowering vegetation heights.
3. Removing hiding places.

Examples for designing safer communities can be found in The National Crime Prevention Council's publication: ***Crime Prevention Through Environmental Design***.

21.6.5 Bicycle Facilities

Refer to **Chapter 8** of this volume for design of bicycle facilities.

21.7 Transit-Systems and Amenities

Transit accommodations should be developed in cooperation with the local jurisdictions and transit agencies. Refer to **Chapter 8** of this volume and ***Accessing Transit, Design Handbook for Florida Bus Passenger Facilities, Version 2, 2008*** for additional information on the design of transit facilities.

Exhibit 21-A Corridor Techniques

TECHNIQUE	FIHS/SIS		SHS URBAN	SHS RURAL	NON- SHS
	LIMITED ACCESS	CONTROLLED ACCESS			
Improved location, oversized or redundant directional signs	A	A	M	M	M
Use of route markings/ signing for historical and cultural resources	M	A	A	A	A
Increased use of variable message signing	A	A	M	M	M
Landscaping	M	M	M	M	M
Sidewalks or wider sidewalks	NA	M	A	M	M
Street furniture	NA	M	M	M	M
Bicycle lanes	NA	M	M	M	M
Shared Use Paths	NA	M	M	M	M
Conversion to/from one-way street pairs	NA	M	M	NA	M
Alternative paving materials	NA	NA	M	NA	M
Pedestrian signals, midblock crossings, median refuge areas	NA	M	A	M	M
Parking modifications or restoration	NA	NA	M	M	M
Safety and personal security amenities	M	M	M	M	M
Street mall	NA	NA	NA	NA	M

- A "Appropriate"--Techniques which should be included on all TDLC projects unless there are compelling reasons not to do so.
- M "May be Appropriate"--Techniques which should be employed, but must be evaluated relative to context of the particular project.
- NA "Not Appropriate"--Techniques which need not be considered for TDLC projects.

Exhibit 21-B Techniques To Reduce Speed Or Traffic Volume

TECHNIQUE	FIHS/SIS		SHS URBAN	SHS RURAL	NON- SHS
	LIMITED ACCESS	CONTROLLED ACCESS			
Lower speed limits	NA	NA	NA	NA	N
Increase use of stop or multi-way stop signs	NA	NA	NA	NA	N
Speed humps/tables	NA	NA	NA	NA	M
On-street parking to serve as buffer between travel lanes and pedestrian areas	NA	NA	M	M	M
Curb bulb-outs at ends of blocks	NA	NA	M	M	M
Traffic "chokers" oriented to slowing traffic	NA	NA	NA	NA	M
"Compact" intersections	NA	A	A	A	A
Traffic roundabouts to facilitate intersection movement	NA	M	M	M	M
Curvilinear alignment (with redesign, chicanes, winding paths, etc.)	NA	NA	M	NA	M
Street closing or route relocation	NA	NA	M	NA	M

- A "Appropriate" --Techniques which should be included on all TDLC projects unless there are compelling reasons not to do so.
- M "May be Appropriate"--Techniques which should be employed, but must be evaluated relative to context of the particular project.
- NA "Not Appropriate"--Techniques which need not be considered for TDLC projects.

Exhibit 21-C Techniques To Encourage Multimodal Travel

TECHNIQUE	FIHS/SIS		SHS URBAN	SHS RURAL	NON- SHS
	LIMITED ACCESS	CONTROLLED ACCESS			
Sidewalks	NA	M	A	M	M
Pedestrian friendly intersection design	NA	M	A	M	M
Midblock pedestrian crossings	NA	M	M	M	M
Illuminated pedestrian crossings	NA	M	M	M	M
Bicycle lanes/paved shoulders	NA	M	A	A	M
Independent Shared Use Path	NA	M	M	M	M
Bicycle friendly design and parking	NA	M	A	A	A
Transit system amenities	NA	M	A	M	M
Transit user amenities	NA	M	A	M	M
Exclusive transit lanes	M	M	M	M	M
Linking modal facilities	A	A	A	A	A
Lower speed limits	NA	NA	NA	NA	NA
Removal of street parking	NA	NA	M	M	M

- A "Appropriate"--Techniques which should be included on all TDLC projects unless there are compelling reasons not to do so.
- M "May be Appropriate" --Techniques which should be employed, but must be evaluated relative to context of the particular project.
- NA "Not Appropriate" --Techniques which need not be considered for TDLC projects.

Exhibit 21-D Network Techniques

TECHNIQUE	FIHS/SIS		SHS URBAN	SHS RURAL	NON- SHS
	LIMITED ACCESS	CONTROLLED ACCESS			
Design the street network with multiple connections and relatively direct routes	NA	NA	A	M	M
Space through-streets no more than a half mile apart.	NA	NA	A	M	M
Use traffic calming measures	NA	M	M	M	M
Limit local speed to 20 mph	NA	NA	NA	NA	M
Limit lanes	M	M	M	M	M
Align streets to give buildings energy-efficient orientations	NA	NA	M	NA	M
Avoid using traffic signals wherever possible. Space them for good traffic progression	NA	M	M	M	M
Incorporate pedestrian and bicyclist design features	NA	A	A	A	A
Incorporate transit-oriented design	M	A	A	A	A
Design attractive greenway corridors	A	A	A	A	A
Design attractive storm water facilities	A	A	A	A	A

- A "Appropriate"--Techniques which should be included on all TDLC projects unless there are compelling reasons not to do so.
- M "May be Appropriate"--Techniques which should be employed, but must be evaluated relative to context of the particular project.
- NA "Not Appropriate"--Techniques which need not be considered for TDLC projects.

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August 27, 2013

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Marlie Sanderson, AICP, Director of Transportation Planning

SUBJECT: City of Gainesville and Alachua County Website Links

STAFF RECOMMENDATION

No action required. This material is for information only.

BACKGROUND

At its December 3, 2012 meeting, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area requested that we work with City and County staff to improve the links between the City of Gainesville and Alachua County websites to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area website. The attached Exhibits 1 and 2 identify the improvements that have been made.

Attachments

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Exhibit 1

City of Gainesville Website

1. On the City's Main Home Page, a link to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area homepage has been listed under **"GOVERNMENT;"**
2. On the City's Main Home Page, a link to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area homepage has been listed under **"I WANT TO, LEARN ABOUT MTPO;"**
3. On the City's Main Home Page, a link to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area homepage has been listed under **"I WANT TO, LEARN ABOUT BOARDS AND COMMITTEES, Community Resources;"**
3. On the City Commission's Main Home Page, a link to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area homepage has been listed under **"Community Resources;"**
3. On the Public Works Department's Main Home Page, a link to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area homepage has been listed under **"Bicycle/Pedestrian Program, Bicycle/Pedestrian Advisory Board;"** and
4. On the Planning Department's Main Home Page, a link to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area homepage has been listed under **"Links of Interest."**

Appendix

Appendix A: List of Abbreviations

Abbreviation	Full Name
AD	Anterior Dorsal
ADH	Anterior Dorsal Horn
ADL	Anterior Dorsal Lateral
ADP	Anterior Dorsal Process
ADP-1	Anterior Dorsal Process 1
ADP-2	Anterior Dorsal Process 2
ADP-3	Anterior Dorsal Process 3
ADP-4	Anterior Dorsal Process 4
ADP-5	Anterior Dorsal Process 5
ADP-6	Anterior Dorsal Process 6
ADP-7	Anterior Dorsal Process 7
ADP-8	Anterior Dorsal Process 8
ADP-9	Anterior Dorsal Process 9
ADP-10	Anterior Dorsal Process 10
ADP-11	Anterior Dorsal Process 11
ADP-12	Anterior Dorsal Process 12
ADP-13	Anterior Dorsal Process 13
ADP-14	Anterior Dorsal Process 14
ADP-15	Anterior Dorsal Process 15
ADP-16	Anterior Dorsal Process 16
ADP-17	Anterior Dorsal Process 17
ADP-18	Anterior Dorsal Process 18
ADP-19	Anterior Dorsal Process 19
ADP-20	Anterior Dorsal Process 20
ADP-21	Anterior Dorsal Process 21
ADP-22	Anterior Dorsal Process 22
ADP-23	Anterior Dorsal Process 23
ADP-24	Anterior Dorsal Process 24
ADP-25	Anterior Dorsal Process 25
ADP-26	Anterior Dorsal Process 26
ADP-27	Anterior Dorsal Process 27
ADP-28	Anterior Dorsal Process 28
ADP-29	Anterior Dorsal Process 29
ADP-30	Anterior Dorsal Process 30
ADP-31	Anterior Dorsal Process 31
ADP-32	Anterior Dorsal Process 32
ADP-33	Anterior Dorsal Process 33
ADP-34	Anterior Dorsal Process 34
ADP-35	Anterior Dorsal Process 35
ADP-36	Anterior Dorsal Process 36
ADP-37	Anterior Dorsal Process 37
ADP-38	Anterior Dorsal Process 38
ADP-39	Anterior Dorsal Process 39
ADP-40	Anterior Dorsal Process 40
ADP-41	Anterior Dorsal Process 41
ADP-42	Anterior Dorsal Process 42
ADP-43	Anterior Dorsal Process 43
ADP-44	Anterior Dorsal Process 44
ADP-45	Anterior Dorsal Process 45
ADP-46	Anterior Dorsal Process 46
ADP-47	Anterior Dorsal Process 47
ADP-48	Anterior Dorsal Process 48
ADP-49	Anterior Dorsal Process 49
ADP-50	Anterior Dorsal Process 50
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ADP-96	Anterior Dorsal Process 96
ADP-97	Anterior Dorsal Process 97
ADP-98	Anterior Dorsal Process 98
ADP-99	Anterior Dorsal Process 99
ADP-100	Anterior Dorsal Process 100

Exhibit 2

Alachua County Website

1. On the County's Main Home Page, a link to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area homepage has been listed under **"Your Government;"**
2. On the County's Main Home Page, under **"Videos on Demand, Recently Archived Meetings and Community 12 Programs,"** Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area archived meeting videos are posted;
3. On the County's Communication Office Page, under **"Media Releases,"** Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Press Releases are listed for upcoming meetings;
4. On the Public Works Department's Main Home Page, a link to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area homepage has been listed under **"Metropolitan Transportation Planning Organization (MTPO);"**
5. On the Growth Management Department's Main Home Page, a link to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area homepage has been listed under **"Department Spotlight;"** and
6. On the Growth Management Department's Transportation Planning Page, a link to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area homepage is listed.

**CA.12**

Florida Department of Transportation

RICK SCOTT
GOVERNOR

1109 S. Marion Avenue
Lake City, FL 32025

ANANTH PRASAD, P.E.
SECRETARY

September 4, 2013

The Honorable Randy Wells, Chairman
Metropolitan Transportation Planning Organization
2009 NW 67th Place
Gainesville, Florida 32653-1603

Dear Chairman Wells:

Thank you for your letter of August 14, 2013 regarding Metropolitan Transportation Planning Organization (MTPO) board action on Archer Road (State Road 24) at SW 34th Street (State Road 121).

The Department will not be able to incorporate construction of the right turn lane on the east approach of State Road 24 at the State Road 121 intersection as part of the resurfacing project, 430547-1. The right turn lane will affect right of way needs and utilities.

This request would be considered for a future intersection modification project and should be incorporated in the next List of Priority Projects.

Referencing the additional MTPO board action, the Department will not move forward with incorporating the south bound left turn lane modification at State Road 121 and Windmeadows Boulevard intersection.

The Department will look to the List of Priority Projects for 2014 when reviewing the next Tentative Work Program.

Please contact me or James Bennett (904-360-5646) for additional information or any questions you may have regarding the State Highway System.

Sincerely,

Greg Evans
District Two Secretary

Cc: James Bennett, FDOT District 2 Planning Manager
Karen Taulbee, FDOT District 2 MTPO Liaison
Dr. Morya Willis, Alachua County Safety Team Chair
Andrea Atran, FDOT District 2 Safety Team Liaison

NORTH CENTRAL FLORIDA
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**CA.13**

Florida Department of Transportation

RICK SCOTT
GOVERNOR

1109 S. Marion Avenue
Lake City, FL 32025

ANANTH PRASAD, P.E.
SECRETARY

September 5, 2013

Honorable Randy Wells, Chairman
Metropolitan Transportation Planning Organization
2009 NW 67th Place
Gainesville, FL 32653-1603

Dear Chairman Wells:

Thank you for your recent letter regarding Metropolitan Transportation Planning Organization (MTPO) board action on State Road 25/US 441 Intelligent Transportation System Project. The interests expressed by representatives of the Gleim family are appreciated and have been considered as part of the project design.

On April 15, 2013, the Department met with representatives to discuss the concerns, as well as provided written correspondence dated May 1, 2013 in response. The Department has again reviewed the items expressed at the MTPO Board Meeting. However, the Department believes the current design is appropriate and provides the safest, most effective system.

If you have any questions, please contact James Bennett at (904) 360-5646 or via email at James.Bennett@dot.state.fl.us.

Respectfully,

Greg Evans
District Two Secretary

Cc: James Bennett, FDOT District 2 Urban Transportation Development Manager
Karen Taulbee, FDOT District 2 MTPO Liaison
Pete Vega, FDOT District Two ITS Engineer
Jerry Ausher, FDOT District Two Traffic Operations Engineer

NORTH CENTRAL FLORIDA
RECEIVED
SEP 09 2013
REGIONAL PLANNING COUNCIL



Marlie Sanderson

From: Windham, Laurie K [Laurie.Windham@atkinsglobal.com]
Sent: Tuesday, September 10, 2013 3:53 PM
Cc: Bobbi Goss (bobby.goss@dot.state.fl.us); Carrie Stanbridge; Dick Kane; Gina Busscher (Gina.Busscher@dot.state.fl.us); Justice, Shawn R; Kim Williams; Reifeiss, Monica R; Sanderson, Laurie E; Sara Shepherd; Secretary Greg Evans; Windham, Laurie K
Subject: FDOT - Turn lane coming to Northwest 34th Street at YMCA



September 10, 2013

Laurie Windham, 800-475-0044
Laurie.windham@atkinsglobal.com

Turn lane coming to Northwest 34th Street at YMCA

Gainesville – Construction of a left turn lane on Northwest 34th Street (State Road 121) at the North Central Florida YMCA entrance is scheduled to begin September 17.

Work includes widening the roadway by six feet on each side to allow for the new 12-foot left turn lane, upgrading drainage and replacing guardrail between Northwest 30th Terrace/ 52nd Place and Northwest 29th Terrace.

V.E. Whitehurst & Sons, Inc. of Williston is doing the work at a cost of \$370,600 and have approximately two months to finish, depending on weather and other unexpected circumstances.

Lane closures will be allowed between 8:30 a.m. and 4 p.m. weekdays. Flaggers will direct traffic in lane closures and all businesses and driveways will remain accessible during construction.

An average of 15,000 vehicles travel this section of Northwest 34th Street each day.

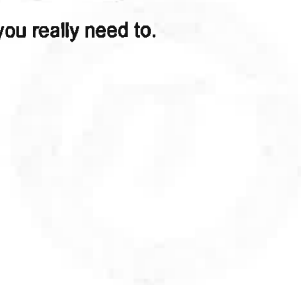
For additional information, visit www.nflroads.com or call 800-475-0044. Follow the FDOT on Twitter @MyFDOT_NEFL or http://twitter.com/MyFDOT_NEFL.

www.dot.state.fl.us
Consistent, Predictable, Repeatable

Laurie Windham
Public Information
Atkins
386-754-1546 (office)
386-292-0901 (cell)

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Meeting

Agenda

Enclosures



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September 23, 2013

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Marlie Sanderson, AICP, Director of Transportation Planning

SUBJECT: Year 2040 Long Range Transportation Plan Update

STAFF RECOMMENDATION

No action required. This material is for information only.

BACKGROUND

In order to receive federal and state funds for transportation projects, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area must update the adopted Year 2035 Long Range Transportation Plan to the Year 2040. A consulting firm (Atkins, North America Inc.) has been selected to assist with this effort.

Attached as Exhibit 1 is the proposal submitted by Atkins that describes the approach they plan to use for this project.

Attachment

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June 14, 2013

Mr. Marlie Sanderson, AICP
Director of Transportation
Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
2009 N.W. 67th Place
Gainesville, Florida 32653

Atkins North America, Inc.
7406 Fullerton Street, Suite 350
Jacksonville, Florida 32256

Telephone: +1.904.363.6100
Fax: +1.904.363.8811

www.atkinsglobal.com/northamerica

**Re: RFP #13-2 Gainesville Urbanized Area Year 2040 Long Range Transportation Plan (LRTP)
Update**

Dear Mr. Sanderson:

The Year 2040 Plan Update will continue to identify opportunities to shape the regional vision, affect future land use decisions, and make strategic investments in transportation infrastructure that will serve the future mobility needs of the citizens of the region.

The Atkins team comprised of Renaissance Planning Group, HDR, and Quest Corporation shares the goal of creating a transportation plan for the Year 2040 that looks beyond current borders and seeks to explore the role transportation will play in implementing the vision of the region.

We are committed to working with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (MTPO) and each of your partners on improving the safety and efficiency of the movement of not only people, but goods and freight as well. As our proposed project manager for this assignment, I have been working for and with metropolitan planning organization (MPO)/transportation planning organizations (TPO) for more than 20 years. Over this time, I have developed LRTPs for a number of urbanized areas both large and small across Florida. Supporting me on this project will be Wyatt F. Bowers, AICP, who will serve as the deputy project manager for the Year 2040 Plan Update. Mr. Bowers has more than 16 years of transportation planning experience working with clients developing corridor studies, transit feasibility studies, and LRTPs.

Atkins, along with our teaming partners, have assembled a team that can provide a timely, creative, flexible, and cost-efficient approach to addressing the many opportunities that will present themselves during the Year 2040 LRTP Update. These opportunities will include approaches creative finance, development of a cost feasible plan that implements the regional vision, and effective public outreach.

With this submittal, Atkins wishes to express our sincere enthusiasm for providing services for the completion of the Year 2040 LRTP Update. We believe we are the right team for the MTPO and are confident in our skills as they relate to this opportunity. We know we can exceed your expectations and would greatly appreciate the opportunity to prove it. Should you have any questions, please contact me at 904.363.8164 or via email at wiley.page@atkinsglobal.com.

Sincerely,
Atkins

A handwritten signature in blue ink, appearing to read 'Wiley C. Page', is written over a light blue circular stamp.

Wiley C. Page, AICP
Florida Transportation Group Manager

Contents

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Approach to project	4
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Required forms	

Introduction

Today's long range transportation plan (LRTP) includes more than a list of projects. It must focus on multimodal solutions, the relationship between land use and transportation, and continue to lead the region toward a more balanced transportation system of automobiles, trucks, public transportation, and personal mobility (e.g. pedestrian, bicycle, etc.). This plan will build upon the existing regional relationships and expand the vision for future mobility in the North Central Florida region. The plan will seek to maximize the operational efficiency and safety of the transportation system by incorporating intelligent transportation system (ITS) elements, travel demand management and congestion management enhancements, efficient movement of freight and goods, and overarching security goals.

Beyond that, the plan will focus on **what's next** for the region. This plan will seek to identify projects and techniques that enhance connections between the core and the surrounding areas. We will consider how people and goods travel into, out of, and through the main employment and activity centers. The 2040 LRTP will examine the issues related to commuters and their struggles as they come and go from the main employment centers.

Physical, social-economic, and natural systems impacts must be considered for each alternative. Environmental justice will be sought, not only in public involvement aspects, but also in the allocation of financial resources and in the location of recommended system improvements.

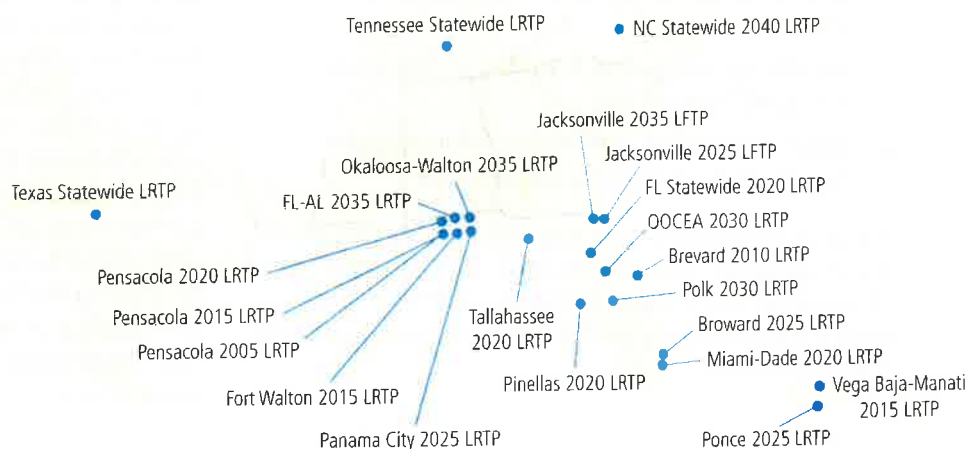
The Year 2040 LRTP update will engage the public at a level beyond that usually associated with long range plan updates. The LRTP for 2040 is challenged to help develop

and deliver the vision for the way we travel in and around North Central Florida.

Transportation infrastructure lasts for decades. The investments we make in transportation infrastructure, therefore, must be based on anticipated future needs at least as much as the needs of today. The Atkins team has successfully completed the development of numerous recent LRTPs assisting communities visualize and meet their transportation needs for both today and tomorrow. Selected projects are listed below.

- Puerto Rico Island Wide 2040 Plan Update
- Gainesville 2020, 2025, and 2035 Plan Updates (RPG)
- Okaloosa-Walton 2035 Plan Update
- Space Coast 2040 Plan Update (RPG)
- Florida-Alabama 2035 Plan Update
- Hillsborough County 2035 Plan Update (RPG)
- Jacksonville 2035 Plan Update (Atkins and RPG)
- Lake Sumter 2035 Plan Update (RPG)
- Bay County 2030 Plan Update (HDR)
- Polk County 2030 Plan Update
- MetroPlan 2025 Plan Update (HDR)
- Jacksonville 2025 Plan Update
- Broward County 2025 Plan Update
- HART Long Range Transit Plan (HDR)

Atkins' LRTP projects



- Ponce 2025 Update (Puerto Rico)
- Miami-Dade 2020 Plan Update
- Panama City 2025 Plan Update
- Pinellas County 2020 Plan Update
- Pensacola 2020 Plan Update
- Florida Statewide Model 2020 Plan Update
- Fort Walton 2015 Plan Update

In preparing this long range plan update, the Gainesville MTPO and its partner agencies must address growing congestion on area roadways, and financial challenges of the regional implementing agencies in an increasingly complex and evolving planning environment. In addition, the 2040 Plan must look beyond the borders of the core area and the activity centers and consider how this larger area will continue to grow, develop, and connect. Those needs and mobility demands will shape the vision for 2040 and this LRTP update will establish the blueprint for implementing that vision.

As we have considered the challenges of this study, we have concluded that it will require a team that brings the following qualities:

- Mature senior project management.
- Local planning experience and knowledge.
- Demonstrated success in completion of long range transportation plans and in the application of all associated LRTP elements and gaining the approval of Federal Highway Administration (FHWA).
- Intimate understanding of local transportation and land use policy opportunities and constraints.
- Excellence in linking transit and highway demand forecasting.
- Development of innovative finance plans based on financial resource reality.

Atkins has established a team that provides all of these qualities. We are excited about the prospect of working with the Gainesville MTPO, the regional partnerships, and the public to create such a bold plan.



Approach to project

How will we choose to travel from place to place in the year 2040 and beyond? How will we travel to work, shopping, and recreational activities in 2040? What modes of transportation will take us there? How will the regional transportation system look in 2040? The answers to these and similar questions will help us develop solutions to the long-term transportation needs of the region.

What we can continue to do is invest in mobility options and create long-term solutions. Strong links between modes and enhancements of grids will pay off as we continue to seek ways to connect the employment and activity centers with the developing areas. We should also begin to consider how commuting is effecting our workforce. The commute that employees face each morning and afternoon has a direct impact on their productivity. Studies have estimated that employees with 30 minute or higher commute times, can average 20 minutes to recover from their commute to the office before they become productive. This commute recovery time impacts both the employer's bottom line and the employee's quality of life. Long-term transportation and land use solutions should take this into account. Atkins has evaluated varying land use patterns as integral elements of LRTPs. We understand the challenges and opportunities associated with this approach to solving our future transportation needs. We will work alongside the MTPO staff, committees, and associated colleagues to evaluate these opportunities.



Another consideration for the 2040 LRTP should be consideration of a shift in thinking when it comes to driving among the millennial generation. According to the National Household Travel Survey, from 2001 and 2009, the annual number of vehicle-miles traveled by 16 to 34 year-olds (a group that included a mix of Millennials and younger members of Generation X) decreased from 10,300 miles to 7,900 miles per capita—a drop of 23 percent. The percentage of young people with a driver's license has been dropping for years. In 2011, the percentage of 16 to 24 year-olds with driver's licenses dipped to 67 percent—the lowest percentage since at least 1963.

Why are Millennials driving less? The economy is likely one factor. The recession has been particularly difficult for young Americans—reducing job prospects, curtailing disposable income, and causing many young people to delay forming new households. But is something else going on as well? According to the recently released report from USPIRG, “A New Direction: Our Changing Relationship with Driving and the Implications for America's Future,” Millennials are more likely to want to live in urban and walkable neighborhoods. They also fully embrace the mobile Internet technologies, which are creating new norms for communication and how people relate to each other. These new communication options allow us to be less reliant on transportation.

This paradigm shift has been occurring in Gainesville for more than a decade. Continued growth at the University of Florida and the community at large has not led to a similar increase in traffic on

area roads. Instead, ridership on the transit system and bicycle use have increased.

Mobility alternatives to the automobile will begin to address driver fatigue and workforce accessibility. The more balanced system we can plan and implement, the more competitive the region will be and the more sustainable our communities will become. A balanced transportation system will also enable the North Central Florida region to implement a vision that meets the challenges of being both a world-class destination and home to those seeking to enjoy the many features available in the greater Gainesville area that current residents and visitors enjoy today.

These are some of the long-term strategies that begin to address mobility needs in the future and that will begin to change the travel sheds we see today to something that creates an improved quality of commuting life.

Public involvement

One of the purposes of the 2040 LRTP Update is to respond to new ideas and changes in the social, economic, and environmental factors affecting the regional transportation system and travel needs since the plan was previously adopted. To accomplish this goal, a comprehensive open minded view of the area's transportation challenges is necessary.

We will work closely with the MTPo staff to identify key environmental and business communities to participate in the process, in addition to targeting the traditionally underserved areas for inclusion in the 2040 LRTP Update process. The metropolitan planning process is designed to encourage consensus about regional transportation priorities. The Gainesville MTPo is the agency charged with this responsibility. The public involvement process will engender support for and increase the credibility of the MTPo in its consensus-building role by working cooperatively with a multitude of agencies, organizations, and citizens groups.

Public participation will add value to the continuing metropolitan planning process through candid and open dialogue with its partners. Forging partnerships with the community will lay the founda-

tion for sustainable decisions about the future transportation system.



Our team will do everything necessary to support the MTPO as it embarks on the development and implementation of a public involvement process that will increase the level of participation from a diverse array of citizens and interests to support sustainable decisions for transportation planning throughout the urbanized area.

Listed below are examples of potential strategies that could be implemented as part of the 2040 LRTP Update.

Project specific website

The internet is an effective means of providing information to those who own or have access to a computer. It provides a means to obtain information and/or ask questions at any time of the day or night. Because it is interactive, citizens can ask questions that can be posted and answered on a website. It is an effective avenue for providing general information, identifying persons to contact, highlighting project milestones, showing the project schedule, announcing future meeting times and locations, summarizing past meetings, etc.

Atkins would propose an interactive website to post all public information materials. This site would be created in a non-technical format, friendly to the average citizen.

Mindmixer



One creative way to get more community involvement is through the use of technology. Mindmixer capitalizes on technology and allows communities

to brainstorm in a virtual "town hall." There are no time or location constraints, allowing participants to share ideas while planners gain community insights. We could consider using Mindmixer for the LRTP Update posing questions about what sort of projects are needed to increase mobility options.

facebook.

Facebook page

Social internet sites such as Facebook and Twitter continue to gain in popularity for local government agencies. The Atkins team would propose to post materials, host discussions, and promote meetings on the Gainesville MTPO's Facebook page.

Transportation planning games

A "new" approach to getting public participation at meetings and/or on social media is having the audience participate in planning games or exercises. Our team will explore several options and work with the MTPO staff in choosing the most appropriate games for the different communities. One game that we have used successfully in other LRTPs is known as "Transportation Madness."

"Transportation Madness"

In a spin on the college basketball tournament, a new transportation planning game is born. In addition to March Madness with the college basketball championship tournament, there's now another bracket people can fill out: "Transportation Madness." The game, developed by planners in York County, Pennsylvania, helps planning officials and the general public figure out what the public believes the transportation priorities for the next 25 years should be.

Do motorists want a faster commute or smoother roads? Would people prefer smoother roads or a lower chance of getting into a crash?

The game is intended to show the public that there really is a competition between projects for funding. Gathering the information for the brackets will occur as one of the first steps in the development of the 2040 LRTP.

This game can be played at workshops, or online. The online version will be able to track who has taken/completed the brackets and where they live using their postal zip code.

Media (print and electronic)

A majority of the general public and agencies receive information through the radio, TV, newspaper, or internet. A significant amount of outreach will utilize these mediums. Press releases, editorials, and media interviews are generally free, yet effective, means of providing information to the public. The media is a great avenue to provide information to large audiences and stimulate public understanding/support of the transportation improvements and decisions at hand. To provide consistent information and contact, any direct association with the media will be coordinated and approved through the MTPO.

Radio is an effective and inexpensive means of providing information to all segments of the population because each radio station has a well-defined target audience. The utilization of a variety of radio stations will ensure that all income levels, literacy levels, age groups, and races can be targeted, regardless of the language they speak. Public service announcements by individuals that the various communities trust would be beneficial to increasing participation from all segments of the population. Officials and members of the consultant team could participate in call-in shows. These would provide opportunities for officials to address citizen concerns and provide real-time responses.

Local television news and public interest programs are effective ways to "get the message out," discuss both detailed and broader picture items, provide call-in possibilities and report "live from the scene" situations such as public meetings. When done early in a local news segment, these "live from the scene" segments often generate a second wave of the public to come out to a meeting.

There are a number of local, regional, and community newspapers that serve the area's non-minority and minority markets. Press releases,

interviews with local officials, meeting summaries, feature articles, and public notices will be disseminated through a variety of newspapers. Using newspapers is an effective method to reach the majority of the population; however, it is somewhat ineffective in reaching the low-income population. Subscribing to a newspaper is not a priority to the low-income population because they have limited incomes and more pressing needs.

Speaker's bureau

One of the most effective and successful outreach tools to promote awareness is through a project Speakers Bureau. This method provides an informal and personal report of the project status and a comfortable environment for soliciting information and ideas. Our team can partner with the MTPO to schedule a number of these presentations with question and answer sessions at organized neighborhood and civic associations and business groups. For communities that lack this formal framework, religious institutions may be a preferred location. The Speakers Bureau may consist of consultant team members, MTPO staff, and other interested individuals. Presentations to the business communities and neighborhoods will continue to be a focus of information exchange. By going out into the communities, rather than asking the communities to come to a central meeting place, the attendance at meetings should be increased. Meetings held within the communities are often convenient for those that are transportation dependent and provide a sense of safety that locations outside their communities do not convey.

Meeting calendar

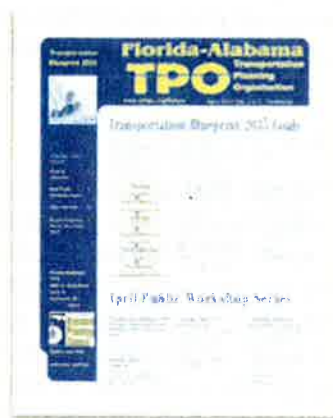
The Atkins team will create and maintain a meeting calendar of all public workshops, presentations and events. A planning calendar with tentative schedules and internal meetings will be maintained on the project management site and we will upload all LRTP public meetings and events to the MTPO site.

Newsletters and brochures

Newsletters will be developed commencing in the weeks leading up to of each round of workshops to serve as meeting notices and provide study



information. We will develop a print version and pdf for electronic distribution. These types of print materials are excellent ways to inform the public and solicit ideas. Continued development of informational materials will provide necessary project information and encourage feedback.



An effective tool in other LRTP updates, Atkins could aid in the creation of a standard rack overview brochure at the beginning of the project for distribution at the first round of workshops and outreach activities. At the conclusion of the project, we will develop a larger multi-

panel summary brochure with an anticipated shelf life of 5 years. The brochures will encompass the project branding and contain graphics and copy that are visually appealing and easy to understand.

Because of the higher illiteracy rates generally found in the low-income communities, creative techniques may need to be employed in order to reach those adults who cannot read or do not read well. Having school students take home newsletters written at the 5th and 6th grade level is an innovative way to get information to parents. If the parent cannot read, the student can read to their parent. This is also an effective way for students to survey their parents and obtain information such as what would be the most convenient place to attend a meeting, the best day of the week, and the best time of the day or night to attend a meeting. It provides an easy and inexpensive way to get the public to define where and when they think a meeting would be appropriate.

Information booth

Distributing information where people are already gathering is an effective way to get the word out. The Atkins team has developed information sheets, survey forms and applications that can be distributed at information booths. We have set

these booths up at festivals, shopping centers, and other community events.

Public workshop advertising

Appropriate and effective advertising of workshops will be a critical component to making them successful. Workshop advertising will include press releases, e-news blasts in conjunction with the LRTP newsletter, and message board postings to special interest sites. We specifically recommend customizing ads and e-news to target markets and media as appropriate.

It is important to have workshop dates, times, and locations at least two months in advance to take advantage of monthly and weekly publications, as well as allow time for web posting by civic, business, minority, and environmental groups. The Atkins team will work with the MTPO staff and the LRTP Steering Committee to develop a master meeting schedule in the initial stages of the long range plan update.

Because of our team's strong media relations capabilities we can support the MTPO in your media outreach efforts to generate pre-workshop publicity via print, TV, and radio.

Presentations to the committees

Throughout the update process our team will meet with the MTPO Board and its advisory committees, including the Citizens Advisory Committee and Technical Advisory Committee to brief the members on the following milestones:

- Study initiation
- Development of goals and objectives
- Completion of the Existing-Plus-Committed Network Deficiency Analysis
- Development of the Year 2040 Needs Plan Alternatives
- Presentation and approval of the Year 2040 Needs Plan Alternatives
- Recommendation and approval of the Year 2040 Cost Feasible Plan

Atkins team members will be available to attend, present, or facilitate at all of these meetings and will be responsible for developing all handout materials, graphics, and visual aids related to the agenda/workshop items.

Public meetings

Through the LRTP specific public involvement plan (PIP) the Atkins team will assist the MTPO staff in locating suitable meeting locations as well as establishing appropriate meeting formats. With all of the public meetings called for in the scope of work it will be essential that the consulting team selected for this project be creative and flexible in its approach to these public meetings. One size does not fit all. In other words, each meeting should be tailored towards its targeted audience. A presentation should be modified if four people versus forty show up. A PowerPoint presentation may be the appropriate media in one location and not another. The Atkins team has the experience and the willingness to be both creative and flexible in our approach to these very important public meetings.

Data collection and review

A thorough review of the socio-economic (SE) data for the Gainesville MTPO study area will be conducted by the Atkins team, led by Santanu Roy with HDR. The review of the SE data will be conducted using GIS to the maximum extent feasible. The use of GIS for the analysis of the SE data enables both the transportation professional and local public officials to view the differences in the data in a graphical format that has proven itself to be much more consistent, easier to understand, and thorough.

The SE data variables, their sources, and examples of GIS analysis for each variable are summarized below.

- Dwelling unit data including type, vacancy rates, occupancy rates, and life style information
- Employment
- Hotels/motels
- School enrollment

The TAZ structure will be analyzed based on a number of factors such as highway network configuration, homogeneity of land uses within TAZs, preliminary trip generation estimates, physical boundaries, accessibility, and political boundaries. Atkins and HDR will review the existing TAZ system and recommend zone splits where neces-

sary to improve the accuracy of centroid loadings to the highway network.

Model update and validation

The Atkins team understands it is essential to have a very well validated and calibrated base-year model in order to ensure a solid base for future models. Therefore the primary objective of this task is to develop credible and defensible future forecasts to inform decision making in the LRTP process. HDR will lead our team's modeling efforts and will work closely with the Gainesville MTPO to develop quality datasets, adequately calibrate and validate the base year model following Florida Standard Urban Transportation Model Structure (FSUTMS) procedures, develop future forecasts that will allow the MTPO to understand future transportation needs and anticipated network deficiencies, develop potential alternate solutions, and ultimately develop a fiscally constrained model that best satisfies the future demand.

The Atkins team has successfully completed numerous model validation and calibration efforts in the state of Florida and is aware of the data sources used in the state and in Northcentral Florida. The development of the highway and transit networks will involve the use of the latest information available from the MTPO and its' partners. The Atkins team utilizes ArcGis for most of its' GIS work and will use it for this project as well. Most, but not all, network information is available in GIS, so we propose to update the model networks to 2010 and then hold a meeting to review them with all of the stakeholders. Once this is complete, then we will proceed to update the traffic analysis zones (TAZ) structure of the model and will hold another meeting with the stakeholders to review the results and gather feedback.

Calibration and validation processes require the comparison of model outputs to known data. The Atkins team has developed a detailed process for the analysis of these data. A significant amount of this data comes from the HEVAL program when it is set to the validation mode, but some of it comes at the end of each step in the model chain. Our team has extensive experience in creating scripts, CUBE reports, and custom pro-

grams to create and extract this data into various formats. This will also be analyzed in the model update to determine where those processes can be implemented, saving time, and increasing accuracy. The updated 2010 model will meet or exceed the accuracy of the existing model and will be in compliance with FDOT, FHWA, and Federal Transit Administration (FTA) standards to the highest extent possible.

Our experience with FTA over the past few decades and in past few years, allows us to bring to the MTPO the knowledge of what is expected by FTA and how to accomplish it inside your travel demand model. This is key given the premium transit initiatives currently being studied in Gainesville.

Our thorough knowledge of the FSUTMS standards and the Gainesville Urbanized Area model will allow us to deliver a quality model cost effectively. We will meet with the MTPO staff upfront to discuss the model update and any process enhancements that may be desired during this LRTP cycle. We will also meet with MTPO management and staff periodically to discuss progress, identify issues, and develop innovative solutions. Our approach to travel demand modeling is not only about conducting robust technical analysis, but also communicating the results to policy and decision makers clearly to inform decision making along the plan development process.

Year 2040 plan update

An element of our society that is often overlooked in the planning process is our aging population, which becomes ever more important as the baby boom generation moves into retirement. A significant portion of Florida's residents are over the age of 65, and many in this segment of the population are attracted to university towns and the medical, cultural, and educational amenities they provide. This segment of our community has different mobility needs and those should be considered in the long range planning process. Many citizens over the age of 65 no longer work and have the choice as to when they travel, so they may not produce as much demand as a 30 year old employed growing technology industry in Gainesville. Many may choose to walk or utilize public transportation and may choose to live in

areas that afford them access to those modes of travel. This segment of our community is expected to grow faster than any other segment over the next 15 to 20 years. The Atkins team will identify the needs of this group and work to incorporate their needs into the Year 2040 Plan.

Another age group that is increasingly interested in walkable and transit-friendly communities is the millennial generation. As with our elderly population, this generation may not have the same travel habits considered "the norm" for decades. Their work schedules are often more flexible, which leads to a flattening of the morning and evening peaks. However, mid-day and late evening traffic may be higher, as this age group looks to meet their need for social interaction in what are called "third places."

The needs plan for any LRTP is essentially the vision the community has for the future. This vision answers the question "How do we get from point A to point B?" It is important that the needs plan and the vision that it promotes truly reflects the desires of the community if elements of it are to be implemented.

The public and officials are generally responsive to graphical depictions of change over time. Atkins will prepare citizen friendly graphics depicting growth in dwelling units, employment, and other SE characteristics by TAZ or District along with FSUTMS/Cube estimations of congestion by link for different years. Atkins will generate GIS file layers of the FSUTMS/Cube model network, TAZs, and a local street map and import this information into graphics illustration software packages to enhance the look of the plan update related maps for public presentation. GIS can also be used to overlay other factors on maps depicting transportation deficiencies such as constrained corridors and sensitive features. The severity of volume/capacity ratios on certain corridors will be evaluated to identify potential refinements to the forecasting of land use, socioeconomic, special generator, and external trip data.

A preliminary needs assessment will be developed which will address the following:

- Roadway level of service
- Transit performance

- Transit availability
- Bicycle and pedestrian
- Access to intermodal facilities

Needs Plan alternatives will be developed and modeled to address policy-driven issues based on the deficiency analyses as follows:

- Highway and transit solutions with an emphasis on transit solutions (including bus rapid transit [BRT] and streetcar options).
- Highway and transit solutions with an emphasis on highway solutions.
- Multimodal alternative with a combination of the best solutions from the previous two alternatives.

Atkins will work with the LRTP subcommittee to identify constrained roadway facilities. These will be facilities that cannot be improved for any number of reasons, including:

- The roadway is already as wide as allowed by state and/or local policies.
- The impact widening the roadway would have on the community.
- The geography or development of the area causes a project to be too difficult or expensive to implement.
- The potential impact on environmentally sensitive lands.
- The potential impact to a designated historic district.

Year 2040 cost feasible plan development

The Atkins team will work with the MTPo and the LRTP subcommittee in the development of the 2040 Cost Feasible Plan. In developing the Cost Feasible Plan, unit costs will be estimated for each phase and type of mobility project under consideration. Once these costs are established, each project will be evaluated and ranked.

Using the Needs Plan, the costs of each project, scores and rankings from the evaluation criteria, and the estimates of transportation revenues, a recommended 2040 Cost Feasible Plan will be prepared.

Evaluation of the Year 2040 Cost Feasible Plan

The Atkins team will evaluate the effectiveness of the proposed Year 2040 Cost Feasible Plan. This evaluation will include an impact analysis and explanation of transportation programs/projects included in the Needs Plan, for which there is no funding, based on the projected financial resources. We will use graphics to depict the likely reduction in level of service highlighting the problem areas.

Measures of effectiveness (MOEs)

Measures of effectiveness have become critical items in the development of LRTPs. Not only will MOEs assist in the identification of the projects best suited for meeting the mobility needs of the community but FHWA is now requiring them in the planning process. The Atkins team has experience developing MOEs for all aspects of the LRTP process. This includes public involvement, development of the needs and cost feasible elements, and prioritization of the ultimate 2040 Cost Feasible Plan. Our team will bring this experience to the Gainesville 2040 LRTP and use the MOEs as guiding principles in the development of the plan.



Other considerations

Transportation funding

A possible exercise for the 2040 LRTP Update could be to examine possible funding scenarios. Across the county, local and state agencies are struggling with how to fund infrastructure needs. There are a number of ideas being tested including the possibility of funding transportation projects through sales tax revenues. We understand that Alachua County may be considering this. The Atkins team could look at the potential revenue generated at the county level should a sales tax be implemented. An analysis could also be completed looking at the varying results of increasing the sales tax and reducing the gas tax.

Safety program

Keeping people safe when traveling to their destinations throughout the community is a constant priority. Efforts to improve the safety of residents, reduce the frequency and severity of crashes, and provide transportation resources and information could be incorporated in the 2040 LRTP Update through a MTPO Safety Program. The Safety Program could further transportation safety awareness, conduct outreach, provide crash data and analysis, and assist in coordinating safety efforts across many local jurisdictions and agencies.

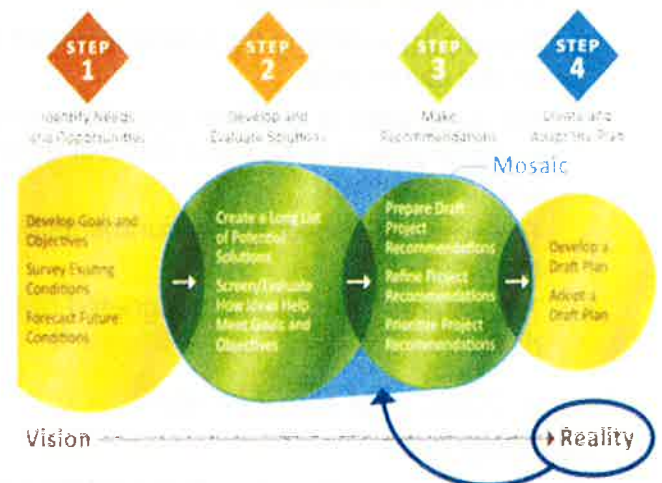
The MTPO's Safety Program could provide detailed crash data for the MTPO study area for the years 2008 to 2012, and identify safety hot spots. With the high crash corridors identified, the root causes of the crashes could be determined, such as lane departure and intersection crashes, and solutions proposed. An improvement plan could be developed with short- and long-term solutions which would increase safety and reduce crashes.

Project prioritization (performance-based)

Project evaluation criteria and project prioritization processes are the two most important elements in the development of a regional LRTP. The Atkins team will work closely with the Gainesville

MTPO to develop the most appropriate evaluation criteria and performance measures that can be used to select alternatives that best meet the overall vision, goals, and objectives of the plan. In recent years, the transportation industry has placed greater emphasis on performance based evaluation in transportation planning as seen in MAP-21. MPOs and state departments of transportation across the nation are in the process of fine-tuning their project evaluation and prioritization processes to meet federal requirements. In order to incorporate best practices and standardize project evaluation across different modal categories, the Gainesville MTPO must partner with a consultant team that fully understands the Gainesville MTPO's planning process, has a wealth of experience and expertise in this area, and can assist staff with the research and development of a robust alternatives selection framework for the LRTP. HDR is working with MPOs and DOTs around the country in this area and will help the team achieve the best desired outcome.

How Mosaic Nests Within the Typical Oregon Planning Process



Some of the key enhancements to the project evaluation criteria and project prioritization processes may include consideration of return-on-investment (ROI), mode-neutral evaluation, and better defining criteria that can be objectively assessed utilizing available information at our disposal. HDR has developed a value and cost informed planning tool, Mosaic (<http://www.oregonmosaic.org/>), for Oregon DOT which can be incorporated in the Gainesville MTPO LRTP process. It offers the analysts an efficient, trans-

parent way to evaluate the social, environmental, and economic costs and benefits of transportation programs and investments. HDR is also working on a statewide sustainable return-on-investment (SROI) tool for FDOT Central Office which incorporates economic indicators in the decision making process. By supporting decision makers with identifying investments that provide the best value for money, the analysis will help make the most of limited resources.

One of the challenges MPOs face in prioritizing projects is the fact that each mode is different and it is difficult to compare them side by side given the structure of different transportation funding programs. The comparison, however, is important to understand the tradeoffs between modes and arrive at the most efficient modal solution for a given corridor. HDR is currently advising Metro-Plan Orlando in Florida on a similar initiative and will bring the lessons learned from that initiative. The Atkins team will revisit the criteria used for project evaluation to ensure that the framework allows for analyzing all modes including highway, transit, walking, biking, etc., in adequate detail and that the variables can be objectively assessed utilizing available data at our disposal.

TransValU – Ranking projects using ROI

How do you compare the relative benefits and costs of multiple project alternatives? Transportation agencies are increasingly considering ROI when evaluating projects for inclusion in plans and programs. Projects are commonly evaluated on the basis of costs and benefits. Costs usually include project development and construction, but not full life-cycle costs. Benefits typically include safety (reductions in fatalities, injuries, and property loss accidents), delay savings, and possibly direct economic impacts (effects of labor and material expenditures multiplied appropriately through the local and state economy). To better consider the public's return on the investment of its transportation funds, "costs" should also reflect life-cycle costs. "Benefits" should include the economic value of increased capacity and travel time reliability, and economic development/growth stimuli. The current trend of trying to le-

verage private capital investments through public-private-partnerships (PPPs) further complicates the evaluation of ROI.

Transportation Value to You (TransValU) is a tool designed by HDR for corridor-level benefit-cost analysis of proposed transportation investments comparing the benefits and costs of each project relative to each other. TransValU shares theoretical and analytic concepts with the Triple Bottom Line ROI Analysis Model originally developed for the Urban Stability Directors Network, which includes the cities of Boston, Calgary, and Atlanta. The TransValU tool focuses on three types of transportation investments: highway, transit, and bicycle/pedestrian (and any combination of these modes). It provides a comprehensive framework to include all capital and operations and maintenance (O&M) costs and a wide range of benefits. The tool provides a side-by-side comparison of multiple alternatives by calculating the following:

- Net present value (NPV)
- Internal rate of return (IRR)
- Benefit to cost ratio (BCR)
- Return on investment (ROI)
- Discounted payback period (DPP)

In addition, TransValU estimates the short-term economic impacts associated with construction activity including jobs, income, business output (sales), and tax. The Atkins team has experience developing ROI information and using it to help determine the ranking of projects. This is an element that could be considered as part of the development of the Gainesville 2040 Cost Feasible Plan.



Staffing

We have reviewed our current and near-future workload and commit that the necessary resources are available to complete this project for the MTPO. Additionally, Atkins' team is able to adjust to any unforeseen delays or modifications in timing or scope by assigning additional staff to the project to assist in meeting deadlines or bringing additional technical expertise as needed.

The Atkins team realizes that on-time delivery of services is a key element to the success of any project. Our current workload and proposed staffing is such that we do not anticipate any problems meeting reasonable project schedules for any task assignments given to the team by the MTPO.

Atkins has structured its transportation planning practice, as well as every other technical practice, in a manner that encourages sharing of resources. This structure allows for assignment of additional staff from any office to address modifications in timing or scope to assist in meeting deadlines, providing quality control review, or producing deliverables.

The Atkins team has managed and conducted numerous long range plan updates similar in scope and size to the MTPO's project. This team has consistently delivered an excellent product that successfully fulfills the goals, objectives, budgetary requirements, and schedules identified in the respective scope of services.

Support staff ability/ experience

Based on our understanding of your scope of service, we have assembled a comprehensive team that addresses all of the task descriptions outlined in the request for proposals. We have assembled a team with vast experience throughout Florida and beyond that is well

suited for this project. The Atkins team is composed of qualified professionals with the specialized expertise required by a complex regional plan update.

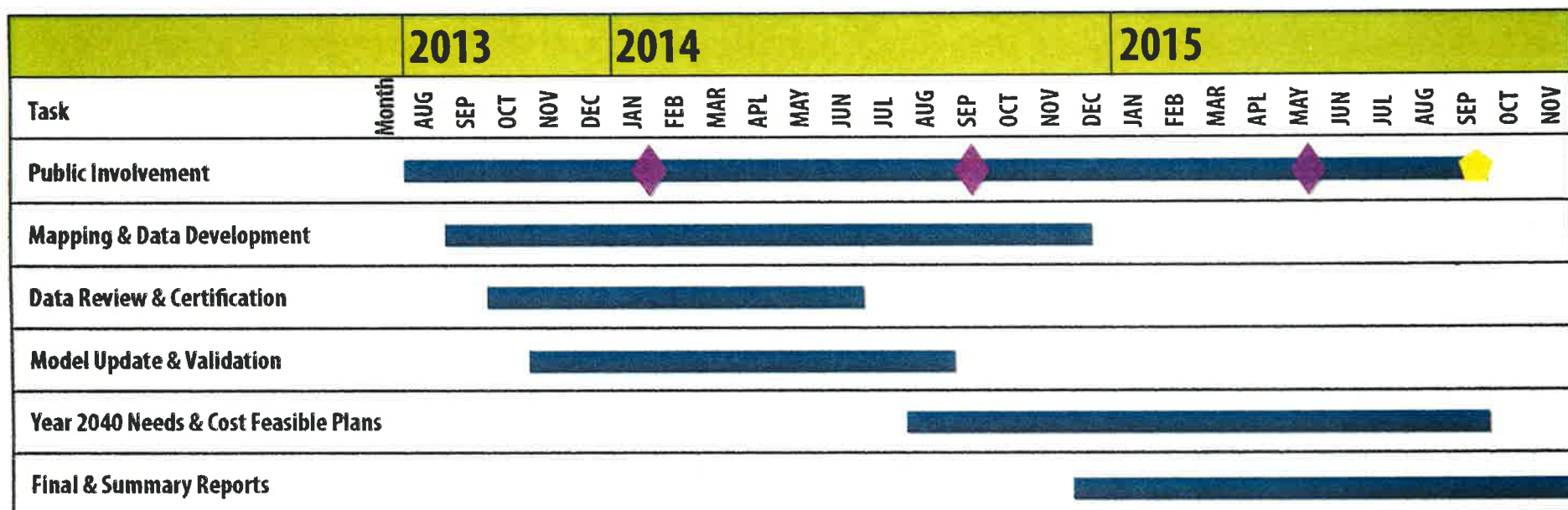
Our team led by Atkins' project manager, Wiley Page, AICP, and deputy project manager, Wiatt Bowers, AICP, also includes several select sub-consultants: HDR, Renaissance Planning Group, and Quest Corporation. Each team member was selected based on the experience and value they bring to the project.

Several of the project team members have previously served as staff members to TPOs and local government agencies, gaining a unique understanding of the MPO/TPO, state, and local transportation planning policies and programs. An organizational chart depicting Atkins' proposed project team members and roles is included at the end of this section.

The chart below provides our team's experience with the development of the typical LRTP components.

Project	ZData	Validation	Goals & Objectives	Needs Plan	Cost Feasible Plan	Public Involvement	Bike/ Pedestrian	Transit	Freight/ Goods
Okaloosa-Walton 2035			✓	✓	✓	✓	✓	✓	✓
Florida-Alabama 2035			✓	✓	✓	✓	✓	✓	✓
Jacksonville 2035	✓	✓	✓	✓	✓	✓	✓	✓	✓
Broward 2025		✓		✓	✓				
Ponce, PR 2025	✓	✓	✓	✓	✓				✓
Jacksonville 2025	✓	✓	✓	✓	✓	✓	✓	✓	
Miami Dade 2020		✓		✓	✓			✓	
Panama City 2025	✓	✓	✓	✓	✓	✓	✓		
Pinellas 2020	✓	✓	✓	✓	✓	✓			✓
Pensacola 2020	✓	✓	✓	✓	✓	✓	✓		
FL Statewide 2020	✓	✓	✓	✓	✓				✓
Fort Walton 2015	✓	✓	✓	✓	✓	✓			
Tallahassee 2020	✓	✓	✓	✓	✓	✓	✓	✓	

Schedule



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September 23, 2013

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Marlie Sanderson, AICP, Director of Transportation Planning

SUBJECT: Meeting Time- 2014

STAFF RECOMMENDATION

Discuss the proposed meeting schedule and time and decide if all meetings should begin at 5:00 p.m.

BACKGROUND

In October 2013, staff will begin to schedule Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meetings for 2014. Current policy is to schedule meetings as shown below (with regular meetings to begin at 3:00 p.m. except for the June and December meetings which will begin at 5:00 p.m.).

Month	Meeting Time
February	3:00 p.m.
March	3:00 p.m.
June	5:00 p.m.
August	3:00 p.m.
December	5:00 p.m.

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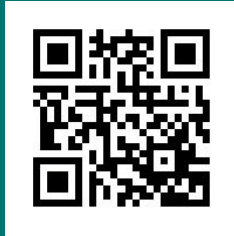
SCHEDULED 2013 MTPO AND COMMITTEE MEETING DATES AND TIMES

PLEASE NOTE: All of the dates and times shown in this table are subject to being changed during the year.

MTPO MEETING MONTH	TAC [At 2:00 p.m.] CAC [At 7:00 p.m.]	B/PAB [At 7:00 p.m.]	MTPO MEETING
FEBRUARY	January 23	January 24	February 4 at 3:00 p.m.
MARCH	February 20	February 21	March 4 at 3:00 p.m.
JUNE	May 22	May 23	June 3 at 5:00 p.m.
AUGUST	July 24	July 25	August 5 at 3:00 p.m. August 12 at 5:00 p.m.
SEPTEMBER	September 18	September 19	September 30 at 5:00 p.m.
DECEMBER	November 20	November 21	December 2 at 5:00 p.m.

Note, unless otherwise scheduled:

1. Shaded boxes indicate the months that we may be able to cancel MTPO meetings if agenda items do not require a meeting and corresponding Advisory Committee meeting may also be cancelled;
2. TAC meetings are conducted at the Gainesville Regional Utilities (GRU) Administration general purpose meeting room;
3. CAC meetings are conducted in the Grace Knight conference room of the County Administration Building; and
4. MTPO meetings are conducted at the Jack Durrance Auditorium of the County Administration Building unless noted.



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Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

2009 NW 67th Place, Gainesville, FL 32653

www.ncfrpc.org/mtpo