

SCOPE OF SERVICES
TRANSPORTATION DISADVANTAGED SERVICE PLAN UPDATE

Space Coast Area Transit
(November 18, 2014)

Tindale Oliver has prepared the following scope of services to support Space Coast Area Transit staff in preparing a draft and final version of the FY2015 Transportation Disadvantaged Service Plan (TDSP) Update. Space Coast Area Transit is the designated Community Transportation Coordinator (CTC) for Brevard County. As the CTC, Space Coast Area Transit provides Transportation Disadvantaged (TD) services to the citizens of Brevard County. Space Coast Area Transit does not provide Medicaid Non-Emergency Transportation service. Under the requirements of the Florida Commission for the Transportation Disadvantaged (CTD), Space Coast Area Transit is responsible to complete a Transportation Disadvantaged Service Plan (TDSP) that will include an evaluation of the CTC and provide guidance to the specialized transportation needs for Brevard County.

The TDSP is an annually updated tactical plan that includes a Development Plan, Service Plan, and a Quality Assurance component for the local transportation disadvantaged program. The TDSP is a requirement of the Florida Commission for the Transportation Disadvantaged (FCTD) and is governed by rules authorized in Chapter 41-2, Florida Administrative Code (FAC). The TDSP will cover a five-year period, with annual updates for years two through five, due prior to July 1 of each subsequent year.

The specific activities related to this effort are summarized briefly in the remainder of this scope.

Task 1: Project Administration and Kick-Off Meeting

A kick-off meeting will be scheduled with Space Coast Area Transit staff to identify the progress that has been made since the previous TDSP was developed. This task also includes project administration necessary to manage this effort including invoicing and reporting on project progress.

Task 2: Development Plan

The Development plan will identify the long term goals and objectives of the local TD service and will include the following components.

A. Introduction to the Service Area

1. Background of the TD Program: This section will include a brief description of the development of the TD program at the local level.
2. Community Transportation Coordinator Designation Date/History: The process used to designate the CTC will be described in the section.
3. Organization Chart: The overall organization of the program will be depicted in an organization chart from the CTD to the consumers.
4. Consistency Review of Other Plans: Relevant plans, including local government comprehensive plans, regional policy, transit development plans, CTD 5YR/20YR Plan,

Space Coast Transportation Planning Organization (TPO) Long Range Transportation Plan (LRTP), and Transportation Improvement Programs.

5. **Public Participation Process:** A summary of the ongoing local process and the public outreach that was conducted as part of the TDSP Major Update to allow representation of public, private, and non-profit human services providers and members of the public to participate in the development and update of the TDSP will be included.
- B. Service Area Profile/Demographics**
1. **Service Area Description:** A brief description of the service area will be included.
 2. **Demographic Analysis (land use, population, employment, major trip generators/attractors, and inventory of available transportation services):** This section will include an analysis of the relationship between land uses and transportation in the service area as well as the service area composition analysis.
- C. Service Analysis**
1. **Forecasts of Transportation Disadvantaged Population:** The forecasts of the TD population will be completed for the five-year period using the National Center for Transportation Research, “Forecasting Paratransit Services Demand – Review and Recommendations” methodology.
 2. **Needs Assessment:** Using public outreach and technical analysis, the transportation needs and gaps will be identified. This process will also be used to assist Space Coast Area Transit in identifying any needs relating to individuals with disabilities and older adults when preparing applications for funding under the Section 5310 grant administered by the Florida Department of Transportation (FDOT).
 3. **Barriers to Coordination:** Operating characteristics and/or constraints that hinder the coordination of transportation services that are identified in the planning process will be documented in the service analysis section. Any local plans to address barriers to coordination will be documented along with recommendations for improved coordination.
- D. Goals, Objectives, and Strategies**
1. The goals, objectives, and strategies will be updated to reflect the future management of the TD program in Brevard County. In addition, the previous goals, objectives, and strategies will be reviewed and assessed to determine how well they have been achieved.
 2. An Implementation Schedule will be developed using the goals, objectives, and strategies and include the responsible parties and any associated costs that are known, as well as, the proposed dates for completion.

Task 3: Service Plan

- A. Operations Plan**
1. **Types, Hours, and Days of Service:** The operations element will describe the various types of transportation services that are available in the service area and the operating characteristics for the providers.
 2. **Accessing Services:** This section will document the providers’ processes and policies, including eligibility, prioritization, and other procedures.

3. Transportation Operators and Coordination contractors: The processes and criteria for contracting with operators and contractors will be described in this section.
4. Other elements of the Service Plan are listed below:
 - i. Public Transit Utilization
 - ii. School Bus Utilization
 - iii. Vehicle Inventory
 - iv. System Safety Program Plan Certification
 - v. Intercounty Services
 - vi. Emergency Preparedness and Response
 - vii. Education Efforts/Marketing
 - viii. Acceptable Alternatives
 - ix. Service Standards
 - x. Local Complaint and Grievance Procedures/Process
 - xi. Community Transportation Coordinator Monitoring Procedures of Operators and Coordination Contractors
 - xii. Coordination Contract Evaluation Criteria
5. Cost/Revenue Allocation and Rate Structure Justification: The model will be used to develop rates for services and submitted along with the TDSP for approval.

Task 4: Quality Assurance Element

The local process used to evaluate quality level of service will be identified and documented in this section along with the processes used by the Local Coordinating Board (LCB) for the Transportation Disadvantaged to evaluate Space Coast Area Transit as the Brevard County CTC.

Task 5: Meetings and Presentation

Once public meeting will be held to gather input on the County's transportation needs and any gaps in services. The meeting will include a PowerPoint presentation and activities designed to obtain input from the participants, including individuals with disabilities and older adults. Tindale Oliver will prepare the meeting materials and conduct the presentation at the meeting. Space Coast Area Transit will be responsible for identifying the meeting location, advertising the meeting, and inviting attendees. The date and time will be selected in coordination with the Space Coast Area Transit TDSP Project Manager.

The Space Coast Area Transit TDSP Major Update will be presented to the Brevard County LCB for review and approval. Tindale Oliver will develop a PowerPoint presentation and present the TDSP at an LCB meeting. The meeting date will be identified by Space Coast Area Transit.

Deliverables:

- Draft and Final electronic versions of the Space Coast Area Transit TDSP Major Update
- Space Coast Area Transit Annual TDSP Major Update PowerPoint Presentation for the Public Workshop
- Space Coast Area Transit Annual TDSP Major Update PowerPoint Presentation for the LCB

Schedule and Budget:

A preliminary schedule is proposed below.

- Project kick-off meeting – December 2014
- Presentation for TDSP Public Meeting – January 2015
- Draft TDSP Report – March 2015
- Presentation for TDSP Approval – April 2015
- Final TDSP Report – May 2015

This task order will be billed as lump sum. The total maximum budget for the effort will not exceed \$23,934 in lump-sum fees. Consistent with the general planning consultant contract, Table 1 provides TOA employee categories and hourly rates that will be used for billing purposes. Table 2 provides the budget by task for this scope.

Table 1
Billing Categories and Rates 2013
Tindale-Oliver & Associates, Inc.

Classifications	Rates
Principal-In-Charge	\$ 209.21
Senior Project Manager	\$ 179.51
Project Manager	\$ 144.85
Senior Planner	\$ 119.24
Planner	\$ 80.11
GIS Specialist	\$ 61.45
Admin/Clerical	\$ 70.02

Table 2
TDSP Major Update Budget

Task #	Task Description	Principal-in-Charge	Senior Project Manager	Project Manager	Sr. Planner	Planner	Admin/ Clerical	Total Hours	Total Cost
		\$209.21	\$179.51	\$144.85	\$119.24	\$80.11	\$70.02		
Task 1	Project Administration and Kick-Off Meeting		2	2	4			8	\$1,126
Task 2	Development Plan	2	4	16	24	40	1	87	\$9,590
Task 3	Service Plan	1	6	6	16	32	1	62	\$6,697
Task 4	Quality Assurance Element	1	2	4	6	4	1	18	\$2,254
Task 5	Meetings and Presentations	2	8	8	8	2	2	30	\$4,267
	Total Hours	6	22	36	58	78	5	205	\$23,934
	Percent Distribution of Hours	2.9%	10.7%	17.6%	28.3%	38.0%	2.4%	100.0%	N/A