



# UPWP

Unified Planning Work Program

Fiscal Year 2023: July 1, 2022 – June 30, 2023 AND Fiscal Year 2024: July 1, 2023 – June 30, 2024



Adopted – May 12, 2022

Amendment #1 8-23-2022

Modification #2 2-16-2023

FAP No. 0263-060-M

Catalog of Federal Domestic Assistance (CFDA) Numbers and Financial Management Numbers:

20.205 – Highway Planning and Construction:

PL FY 23/24 FM No. 4393304-14-01 & 4393304-14-02

20.505 – Federal Transit Technical Studies Grant (Metropolitan Planning):

FTA FY 22 FM No. 440799-1-14-31

**Funding Partners:**

Federal Highway Administration

Federal Transit Administration

Florida Department of Transportation

Brevard County Board of County Commissioners



**Space Coast Transportation Planning Organization**

2725 Judge Fran Jamieson Way

Building B, Room 105

Melbourne, Florida 32940

Phone: 321.690.6890

Fax: 321.690.6827

[www.spacecoasttpo.com](http://www.spacecoasttpo.com)

# Space Coast Transportation Planning Organization

## FY 23 – FY 24 Unified Planning Work Program (UPWP)

This work product developed in cooperation with:

Florida Department of Transportation

Federal Highway Administration

Federal Transit Administration

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

*The UPWP complies with the public involvement provisions of Title VI, which states: “No person in the United States shall, on grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”*

Follow the Space Coast TPO on your favorite network:



@SCTPO



@SpaceCoastTPO



Space Coast TPO



Visit our website: [www.spacecoasttpo.com](http://www.spacecoasttpo.com)



*Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.  
SECRETARY

525-010-06  
POLICY PLANNING  
1/18

**Cost Analysis Certification**

**Space Coast Transportation Planning Organization**

**Unified Planning Work Program - FY 23 – FY 24**

Adopted 5/12/2022

Revision Number: Initial Adoption

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

---

Name: MPO Liaison Name

---

Space Coast TPO (Brevard County) Liaison, District 5  
Title and District

---

Signature Select Date

www.fdot.gov

## Table of Contents

|   |     |
|---|-----|
| <b>ACRONYMS AND ABBREVIATIONS</b> .....   | 5   |
| <b>INTRODUCTION</b> .....   | 7   |
| Purpose .....   | 7   |
| UPWP Adoption .....   | 7   |
| Space Coast Transportation Planning Organization Urbanized Area Boundary .....            | 8   |
| Overview of Transportation Planning Activities, Initiatives and Planning Priorities ..... | 8   |
| Air Quality Planning .....  | 10  |
| Funding Sources .....   | 10  |
| Soft Match.....   | 10  |
| Consolidated Planning Grant .....   | 11  |
| Public Review of UPWP/Title IV .....  | 11  |
| Federal Planning Factors.....   | 12  |
| FHWA and FTA Planning Emphasis Areas .....  | 13  |
| State Planning Emphasis Areas .....   | 14  |
| <b>ORGANIZATION AND MANAGEMENT</b> .....  | 15  |
| <b>TASK 1.0 – MANAGE</b> .....  | 20  |
| TASK 1.1 – Regional Activities .....  | 26  |
| <b>TASK 2.0 - MONITOR</b> .....   | 28  |
| <b>TASK 3.0 – PRIORITIZE</b> .....  | 32  |
| <b>TASK 4.0 – PLAN</b> .....  | 34  |
| <b>Task 5.0 – IMPLEMENT</b> .....   | 38  |
| TASK 5.1 – Technology and Innovation.....   | 42  |
| <b>TASK 6.0 – ENGAGE</b> .....  | 44  |
| <b>APPENDIX A - TABLES</b> .....  | 48  |
| <b>APPENDIX B – UPWP STATEMENTS AND ASSURANCES</b> .....                                  | 54  |
| <b>APPENDIX C – SCTPO TRAVEL POLICY, PLC-4</b> .....                                      | 61  |
| <b>APPENDIX D – FDOT DISTRICT PLANNING ACTIVITIES</b> .....                               | 71  |
| <b>APPENDIX E – CONSULTANT SERVICES WORK ORDER SCOPE OF SERVICES</b> .....                | 76  |
| <b>APPENDIX F – COMMENTS &amp; RESPONSES to DRAFT UPWP</b> .....                          | 128 |
| <b>APPENDIX G – RECORD OF ADOPTION, MODIFICATIONS &amp; AMENDMENTS</b> .....              | 140 |



## ACRONYMS AND ABBREVIATIONS

### **Abbreviation   Full Name**

|        |   |
|--------|---|
| ACES   | Alternative Corridor Evaluation Study                         |
| ADA    | Americans with Disabilities Act                               |
| AMPO   | Association of Metropolitan Planning Organizations            |
| ARRA   | American Reinvestment and Recovery Act                        |
| ATMS   | Advanced Traffic Management System                            |
| BOCC   | Board of County Commissioners                                 |
| BPTAC  | Bicycle/Pedestrian and Trails Advisory Committee              |
| CAC    | Citizens Advisory Committee                                   |
| CAP    | Commuter Assistance Program                                   |
| CFR    | Code of Federal Regulations                                   |
| CMS    | Congestion Management System                                  |
| COOP   | Continuing of Operations Plan                                 |
| CTST   | Community Traffic Safety Team                                 |
| DBE    | Disadvantaged Business Enterprises                            |
| EAR    | Evaluation and Appraisal Report                               |
| ECFRPC | East Central Florida Regional Planning Council                |
| EPA    | Environmental Protection Agency                               |
| ETAT   | Environmental Technical Advisory Team                         |
| ETDM   | Efficient Transportation Decision Making                      |
| FAA    | Federal Aviation Authority                                    |
| FAST   | Fixing America's Surface Transportation Act                   |
| FDOT   | Florida Department of Transportation                          |
| FEC    | Florida East Coast Railroad                                   |
| FHWA   | Federal Highway Administration                                |
| FS     | Florida Statute   |
| FTA    | Federal Transit Administration                                |
| FY     | Fiscal Year   |
| GIS    | Geographical Information System                               |
| GMSC   | Growth Management Subcommittee                                |
| GPC    | General Planning Consultant                                   |
| ICAR   | Intergovernmental Coordination and Review                     |
| ITS    | Intelligent Transportation System                             |
| JPA    | Joint Participation Agreement                                 |
| LOGT   | Local Option Gas Tax  |
| L RTP  | Long Range Transportation Plan                                |
| MAP-21 | Moving Ahead for Progress in the 21 <sup>st</sup> Century Act |

**Abbreviation   Full Name**

|            |   |
|------------|---|
| MPO        | Metropolitan Planning Organization  |
| MPOAC      | Metropolitan Planning Organization Advisory Council                                     |
| PD&E       | Project Development & Environment   |
| PEA        | Planning Emphasis Area  |
| PEPP       | Project Evaluation and Prioritization Process   |
| PL         | Planning Grant  |
| PPP        | Public Participation Plan   |
| PTASP      | Public Transportation Agency Safety Plan  |
| ROW        | Right-of-Way  |
| SAFETEA-LU | Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy<br>for Users |
| SCAT       | Space Coast Area Transit  |
| SCE        | Socio-Cultural Effects  |
| SCTPO      | Space Coast Transportation Planning Organization  |
| SJRWMD     | St. Johns River Water Management District   |
| SR         | State Road  |
| SRTS       | Safe Routes to School   |
| SU         | Federal Highway Surface Transportation Funds  |
| TAC        | Technical Advisory Committee  |
| TBD        | To Be Determined  |
| TDP        | Transit Development Plan  |
| TDLCB      | Transportation Disadvantaged Local Coordinating Board                                   |
| TIP        | Transportation Improvement Program  |
| TOC        | Traffic Operations Committee  |
| TPO        | Transportation Planning Organization  |
| TSM&O      | Transportation System Management & Operations   |
| UPWP       | Unified Planning Work Program   |

## INTRODUCTION

### Purpose

Established on October 19, 1977, in accordance with the 1973 Highway Act to carry out the regional planning requirements of the 1962 Federal Highway Act, the Space Coast Transportation Organization (TPO) is the designated and constituted body responsible for the urban transportation planning and programming process for the Palm Bay-Melbourne-Titusville Urbanized Area (23 U.S.C. 134). This Unified Planning Work Program (UPWP), documents the programs and work products to be produced utilizing the Federal Highway Administration (FHWA) planning and research and Federal Transit Administration funds. With a population over 600,000, activities identified in this document are in accordance with federal law 23 CFR 450.334(a) and 23 CFR 450.308(c) and Titles 23 and 49 of the Federal Transit Act. This UPWP covers the period of July 1, 2022 through June 30, 2024 and includes descriptions of the work to be accomplished and cost estimates for each activity.

Located on the east coast of Central Florida, the Space Coast TPO serves the citizens of Brevard County, and is bordered on the north by Volusia County, on the south by Indian River County, and on the west by Seminole, Orange, and Osceola counties. Brevard's eastern border is the Atlantic Ocean. Comprised of 16 cities and towns, 2 airports, 1 seaport, and 1 spaceport, the Space Coast TPO has one of the most unique opportunities to collaborate and coordinate among five transportation modes.

### UPWP Adoption

The adoption of this UPWP can be found in Resolution 22-17, approved on May 12, 2022 by the Space Coast TPO Governing Board and is available in Appendix D.



#### 16 CITIES & TOWNS

|                    |                   |
|--------------------|-------------------|
| Cape Canaveral     | Melbourne Beach   |
| Cocoa              | Melbourne Village |
| Cocoa Beach        | Palm Bay          |
| Grant-Valkaria     | Palm Shores       |
| Indialantic        | Rockledge         |
| Indian Harbour Bch | Satellite Beach   |
| Malabar            | Titusville        |
| Melbourne          | West Melbourne    |



#### 2 Airports

Melbourne-Orlando International Airport  
Space Coast Regional Airport



#### 1 Seaport

Port Canaveral



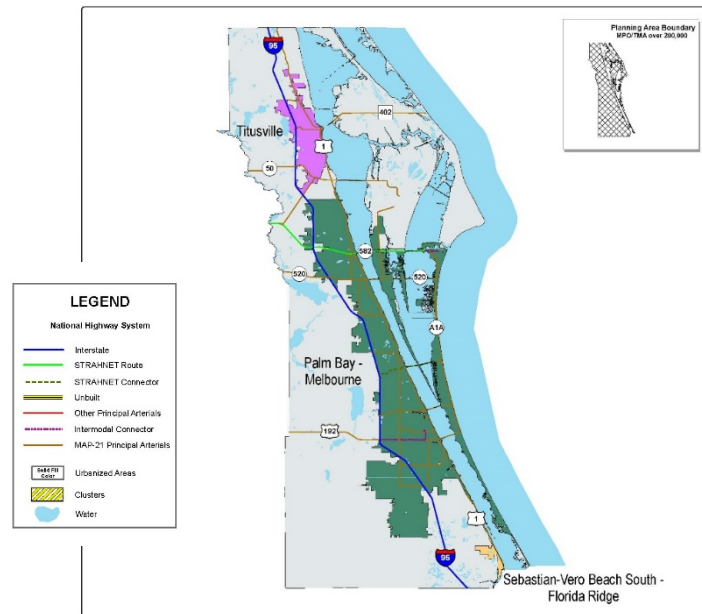
#### 1 Spaceport

Cape Canaveral Spaceport  
(Kennedy Space Center and  
Cape Canaveral Air Force Station)

## Space Coast Transportation Planning Organization Urbanized Area Boundary

In 2013, the Space Coast TPO's Urbanized Area Boundary (UAB) was revised and updated with 2010 Census data (See figure below). The TPO serves two UAB's, the Palm Bay-Melbourne and Titusville urbanized areas and the small area within the boundary of Brevard County of the Sebastian-Vero Beach South-Florida Ridge UAB.

| District 5<br>BREVARD COUNTY                 |                 |
|--|-----------------|
| U.S. Census Bureau<br>Urban Areas            | 2010 Population |
| Palm Bay-Melbourne                           | 452,791         |
| Sebastian-Vero Beach South-<br>Florida Ridge | 149,422         |
| Brevard County (Part)                        | 8,626           |
| Titusville                                   | 54,386          |



## Overview of Transportation Planning Activities, Initiatives and Planning Priorities

The Space Coast TPO operates under the direction of a Strategic Plan, that focuses on five emphasis areas: Safety, Linking Transportation with Land Use, Sustainability & Resiliency, Innovation, and Leadership. Within each of these areas there are strategies and work products that reflect the organization's activities and priorities to be implemented to achieve the goals of the Plan. Following is a summary of each emphasis area and some of the challenges that will have to be considered during development and implementation of programs and activities.



**Safety** is one of the TPO's high focus areas. Monitoring crashes and reporting annually on historical trends is part of the TPO's State of the System Report and is used for monitoring progress in adopted Performance Measures and Targets. In July 2019, the TPO adopted Vision Zero. Vision Zero is the belief that we can achieve zero fatalities and zero serious injuries on our transportation system. Following the adoption of Vision Zero, the TPO developed a **Vision Zero Action Plan**, completed in October 2020. The Action Plan identified the TPO's high injury network of corridors and provided a 'tool kit' of actions to focus on. Leadership, Engineering, Enforcement, Education, and Equity through a data driven approach will be the emphasis over the upcoming years. The challenge of creating a culture shift to

understand no crash is acceptable will be incorporated into not only into the physical planning of new and improved corridors, but also into periodic outreach campaigns to educate the public. Partnering with local agencies and the FDOT on such initiatives as Fatal Few and Safe Systems approach are already being integrated into the planning process. Researching and analyzing data to identify root factors of crashes will also be conducted to guide in implementing appropriate countermeasures and solutions.



Linking land use and transportation is the next emphasis area that the TPO prioritizes. Plans such as the **2045 Long Range Transportation Plan** are the foundation of where this linkage is necessary to provide a comprehensive transportation system. Adopted in September 2020, the 2045 LRTP included the development of municipal guidebooks. The guidebooks are a tool for the locals that identify which projects within each jurisdiction are in the LRTP. Coordination with the locals utilizing these booklets will ensure that current and future projects consider all modes and link with surrounding land uses that best support the community.

Other plans and documents that feed into the LRTP and support linking land use and transportation include the TPO's **Bicycle and Pedestrian Master Plan**. The master plan was developed through extensive public involvement and provides a list of prioritized projects based on a six-step screening process that considered multiple factors such as land use, demographics, crash history, and transit needs starting at the segment level up to corridors. TPO staff will continue to work with locals on implementing the priorities and filling in gaps in the system.

The TPO will continue with other planning programs that emphasize land use linkages that include project priorities, corridor studies, complete streets, ADA, transit development plan and transit needs. Funding all the needs with limited resources continues to be a challenge but with new Federal allocations, there is opportunity to identify grants that may help move projects forward.



As Brevard is located along coastal Florida, the TPO has begun analysis into sea-level rise impacts. A high-level analysis was conducted by the East Central Florida Planning Council in 2018 showing various saturation levels in the future. The resiliency of transportation systems is critical to ensure the quality of life of residents and visitors. A **Resiliency Master Plan** is currently under development that is looking at shocks and stressors that could make our infrastructure vulnerable to failure over time. Funding the solutions is likely to be a significant challenge along some corridors, especially our local bridges and causeways. The Master Plan will provide direction on where to focus further analysis upon which we can dive deeper into feasible solutions.



In July, 2021, the TPO adopted an update to its **Intelligent Transportation System Master Plan**. Identifying existing infrastructure and where future advanced technologies need to be implemented, will help improve and increase the reliability and safety of the system. Supporting the reliability performance measure, preparing the network now for the needs of the future is critical if we are to be prepared for automated and connected vehicle technologies.

Brevard County is currently in the design phase of building a new Traffic Management Center (TMC). This new TMC will include the TPO office and operations. Being housed within the TMC will allow for better coordination and monitoring of the transportation system performance. Some challenges that may arise include maintaining sufficient and high qualified staff and funding upgrades to the system as more technology enhancements are developed.

### Air Quality Planning

The Space Coast TPO is currently meeting ozone attainment readings. An analysis is conducted annually as part of the State of the System report developed under Task 2.0. If any new criteria are adopted, the Space Coast TPO will comply with the changes as necessary. In the event the Space Coast TPO's status changes to being in non-attainment, for any reason, the UPWP will be amended as appropriate to include changes to the development cycle of the LRTP, Congestion Management System and other work products related to identifying new strategies addressing air quality.

### Funding Sources

The activities included in the UPWP are funded by various sources which include funds under 23 U.S.C. §134 (Metropolitan Transportation Planning), 23 U.S.C. § 133 (Surface Transportation Planning), 23 U.S.C. §135 (Surface Transportation Planning) and 49 U.S.C. § 5305 (Public Transportation). Local funds within this UPWP are provided by the Brevard County Board of County Commissioners.

### Soft Match

Certain Federal funds, specifically PL (Planning) and SU (Federal Surface Transportation) require a "soft match", which is provided by the FDOT. Section 120 of Title 23, U.S.C. permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA PL funding in FY 23 is \$234,208 and \$209,132 in FY 24. These amounts for soft match for the FHWA funds equate to 18.07%. The amount being utilized to match the FTA 5305(d) funding in FY 23 is \$50,000. This equates to 20.00% for the FTA soft match. There are no separate FTA 5305(d) funds in FY 24 as those have been incorporated into PL as the consolidated planning grant.

## Consolidated Planning Grant

The FDOT and Space Coast TPO participate in the Consolidated Grant Program (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(j) and FTA C8100.1D.

## Public Review of UPWP/Title IV

For the development of the FY 22/23 – FY 23/24 UPWP, timely coordination and solicitation from other agencies and the public were conducted. The draft UPWP was made available for review and comment on March 15, 2022. A summary presentation on the proposed work products to be developed over the next two years was given to the Technical and Citizens Advisory Committees on March 7, 2022 and to the TPO Board on March 10, 2022. The TPO Board meeting was taped and televised on the local Space Coast Government Television channel. Public comment was offered at the TAC/CAC and TPO meetings, along with notification on the TPO website. Draft copies of the UPWP were transmitted to the appropriate agencies. Intermodal agencies were also sent copies of the draft UPWP as is required as part of the Intergovernmental Coordination and Review (ICAR) Agreement. Regional M/TPO's were also sent copies of the draft.

Articles soliciting input were posted on the TPO website and included in the TPOs E-News electronic newsletter. Notice was also posted on the TPO Facebook page. All comments received were addressed and revisions made where appropriate. (See Appendix B for a list of comments and TPO responses). The comment period was open from March 15 – April 15, meeting the required 30-day period.

In general, all agency plans and programs comply with the public involvement provisions of Title VI which states: "No person in the United States shall, on grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." All public comments were solicited without regard to race, color, national origin, age, sex, religion, disability or family status. The final UPWP was presented and approved by the TPO Board on May 12, 2022 via Resolution 22-17 (see Appendix G).

## Level of Planning Effort

The task projects outlined in this UPWP respond to Brevard County's need for transportation planning services that provide continuing, cooperative and comprehensive planning services. The various UPWP tasks provide planning for all modes of travel: land, air, sea, rail and space. The objectives of the various local government comprehensive plans are considered and



incorporated into the overall transportation system. Work products will be produced not only by TPO staff but through consultant services and support from Brevard County, local governments, FDOT, FHWA, FTA, and other agencies.

### Federal Planning Factors

The Fixing America's Surface Transportation Act, or "FAST Act" identifies Planning Factors that must be incorporated into the planning process. The Federal Planning Factors are:

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

The TPO will work cooperatively with FHWA, FTA and FDOT to ensure all requirements of the FAST Act are addressed. It is recognized that the FAST Act expired and a new Infrastructure Investment and Jobs Act (or Bipartisan Infrastructure Law (BIL)), was adopted in late 2021. TPO will monitor and adjust UPWP activities, as necessary, if new requirements are identified in the new act. Where appropriate, all Federal planning factors are incorporated and addressed throughout the UPWP in various tasks. The following table reflects the relationship between the UPWP tasks and the Federal planning factors.

Federal Planning Factors Matrix

| UPWP Work Task | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|----------------|---|---|---|---|---|---|---|---|---|----|
| 1.0 Manage     | X |   | X |   | X | X | X |   |   |    |
| 1.1 Regional   | X | X | X | X | X | X | X | X | X | X  |
| 2.0 Monitor    | X | X | X |   | X | X |   | X | X | X  |
| 3.0 Prioritize | X | X | X | X | X | X | X | X | X | X  |
| 4.0 Plan       | X | X | X | X | X | X | X | X | X | X  |
| 5.0 Implement  | X | X | X | X | X | X | X | X | X | X  |
| 5.1 Technology | X | X | X | X |   | X | X | X | X | X  |
| 6.0 Engage     | X | X | X | X | X | X |   | X | X | X  |

### FHWA and FTA Planning Emphasis Areas

The Federal Highway Administration and Federal Transit Administration have jointly issued planning emphasis areas. The emphasis areas are:

**A. Tackling the Climate Crisis-Transition to a Clean Energy, Resilient Future:** Activities within transportation planning should support national greenhouse gas reduction, increase resilience to extreme weather events and other disasters resulting from climate change. Deployment of fueling and charging infrastructure and increasing access to transit are some of the areas that should be considered.

**B. Equity and Justice<sup>40</sup> in Transportation Planning:** Advance racial equity and support for underserved and disadvantaged communities to ensure public involvement in the planning process includes all perspectives, concerns and priorities from impacted areas. Some strategies include focusing on non-motorized travel; planning for the safety of all users; and reducing single-occupancy vehicle travel.

**C. Complete Streets:** Develop and operate streets and networks that priority safety, comfort, and access to destinations for all users of the system, which includes pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery and motorists. Safe travel for all ages and abilities should be planned.

**D. Public Involvement:** Increase meaningful public involvement by integrating Virtual Public Involvement (VPI) in the overall public involvement approach, and increase participation earlier in the process to reduce project delays and lower staff time and costs.

**E. Strategic Highway Network/U.S. Department of Defense Coordination:** Coordinate with representatives from the Department of Defense in the planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. Efforts are to improve national network to meet needs of national and civil defense.

**F. Federal Land Management Agency (FLMA) Coordination:** Include FLMA agencies within the transportation planning process and ensure involvement in development of LRTP and TIP.

**G. Planning and Environment Linkages (PEL):** MPO's should implement PEL as part of the transportation planning and environmental processes. Decision making should consider environmental, community, and economic goals early in the transportation planning process.

**H. Data in Transportation Planning:** Incorporate data sharing and consideration into planning process so that the value of data can be utilized for informed decision making.

The following table represents the UPWP tasks that include and consider the above PEA's.

| FHWA/FTA PEA                       | UPWP Task # |     |     |     |     |     |     |     |
|------------------------------------|-------------|-----|-----|-----|-----|-----|-----|-----|
|                                    | 1.0         | 1.1 | 2.0 | 3.0 | 4.0 | 5.0 | 5.1 | 6.0 |
| A. Resiliency                      | X           | X   | X   | X   | X   | X   | X   | X   |
| B. Equity                          | X           | X   | X   | X   | X   | X   | X   | X   |
| C. Complete Streets                | X           |     |     | X   | X   | X   | X   | X   |
| D. Public Involvement              | X           |     | X   | X   | X   | X   | X   | X   |
| E. STRAHNET/DOD                    | X           | X   | X   | X   | X   | X   | X   |     |
| F. FLMA Coordination               | X           |     | X   | X   | X   | X   |     |     |
| G. Environment Linkage Planning    | X           | X   |     | X   | X   | X   | X   |     |
| H. Data in Transportation Planning | X           | X   | X   | X   | X   | X   | X   | X   |

### State Planning Emphasis Areas

The Florida Department of Transportation Office of Policy Planning develops Planning Emphasis Areas on a two-year cycle in coordination with the development of UPWP's. These emphasis areas highlight the implementation of the seven goals of the Florida Transportation Plan that requires embracing innovation; extensive collaboration across jurisdictions, modes and disciplines; an emphasis on customer service; data and performance feedback; and strategic investments for the efficient and effective allocation of resources. Following are highlights of the State's PEA's.

***Safety:*** The state has set a target of zero fatalities and serious injuries in support of the Florida Transportation Plan and Strategic Highway Safety Plan. LRTP's and priority projects must show how they support progress toward these targets.

***Equity:*** This emphasis area supports Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities through the Federal Government. Conducting transportation planning that is equitable will provide MPO's opportunities to identify and implement improvements based on a data-driven prioritization that considers impacts of transportation projects on a community and the benefits that projects can have to enhance opportunities for communities.

**Resilience:** Resilience should be a consideration within every planning document prepared by an MPO. Emphasis should be placed on coordination with agency partners responsible for natural disaster risk reduction and those who are working on local resilience planning initiatives.

**Emerging Mobility:** MPOs should recognize the important influence of emerging mobility on the multi-modal transportation system and include within its planning efforts and programs collaboration efforts, research or other activities that incorporate and consider emerging technologies and mobility.

The following table represents the UPWP tasks that include and consider the FDOT PEA's.

| Task #            | 1.0 | 1.1 | 2.0 | 3.0 | 4.0 | 5.0 | 5.1 | 6.0 |
|-------------------|-----|-----|-----|-----|-----|-----|-----|-----|
| Safety            | X   | X   | X   | X   | X   | X   | X   | X   |
| Equity            | X   | X   | X   | X   | X   | X   | X   | X   |
| Resilience        | X   | X   | X   | X   | X   | X   | X   | X   |
| Emerging Mobility | X   | X   | X   | X   | X   | X   | X   | X   |

## ORGANIZATION AND MANAGEMENT

### Participants

**Space Coast Transportation Planning Organization Governing Board (TPO):** The Space Coast TPO is a policy board of local, elected officials responsible for managing a continuing, cooperative, and comprehensive transportation planning process that is consistent with local government comprehensive plans. An organizational chart, shown on page 16, identifies the structure and committees supporting the TPO. The membership of the Space Coast TPO has been established under Florida Statute 339.175 and consists of a nineteen-member body with representation as follows:

|  |   |
|--|---|
| Board of County Commissioners (5 seats)  | City of Melbourne (3 seats)               |
| City of Palm Bay (3 seats)               | City of Titusville (2 seats)              |
| City of Cocoa (1 seat)                   | North Beaches Coalition (1 shared seat)** |
| City of Rockledge (1 seat)               | City of West Melbourne (1 seat)           |
| South Beaches Coalition (1 shared seat)* | Canaveral Port Authority (1 seat)         |

\*South Beaches include Indian Harbor Beach, Indialantic, Melbourne Beach and Satellite Beach

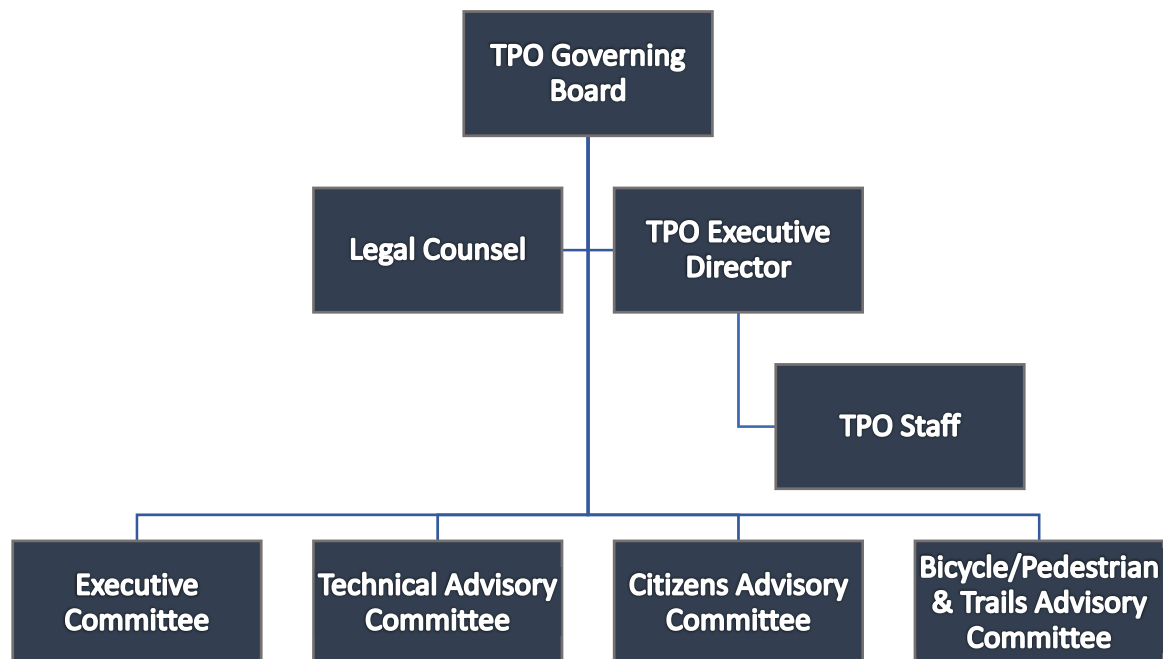
\*\*North Beaches include Cape Canaveral and Cocoa Beach

### Advisory Committees

The TPO has four standing advisory committees: Technical Advisory Committee (TAC), the Citizens' Advisory Committee (CAC), the Bicycle/Pedestrian and Trails Advisory Committee (BPTAC), and the TPO Executive Committee.

**Technical Advisory Committee (TAC):** The TAC is comprised of twenty-six members, primarily planners, engineers and technical staff that represent various local governments and transportation agencies within Brevard County. It is the responsibility of the TAC to review and evaluate transportation-related issues and make recommendations to the TPO Board on these issues. The TAC conducts their meetings in conjunction with the CAC on the Monday prior to the TPO Board meetings. TAC members are appointed by the municipality, office, department, division, association, system, authority or board such member represents.

**Citizens Advisory Committee (CAC):** The CAC is made up of twenty-four members that represent a broad cross section of citizens interested in the development of an efficient, safe and cost-effective transportation system. The CAC members are appointed by the members of the TPO Board and conduct their meetings in conjunction with the TAC.



**Bicycle/Pedestrian and Trails Advisory Committee (BPTAC):** The BPTAC is comprised of nineteen members representing local law enforcement agencies, educators, engineers, local governments, bicycle retailers, realtors and avid cyclists, hikers and environmentalists. The BPTAC addresses bicycle, pedestrian and trails planning and recommends policies to the TPO Board regarding bicycle/pedestrian projects, and transportation alternative projects. Membership is open to all interested citizens or representatives of specialized interest groups. The BPTAC meets bi-monthly or as needed.

**TPO Executive Committee:** The Executive Committee reviews in detail key transportation policy and administrative issues of concern to the TPO. The Committee is comprised of the TPO Chair, Vice-Chair, Secretary and up to two at-large TPO members. The Committee evaluates transportation policies, procedures and programs in greater depth than can normally occur at regular monthly TPO meetings. The intent is to insure the TPO is effectively addressing the county's critical transportation needs. The Committee is also charged with conducting the Executive Director's annual performance evaluation. The Committee is advisory only and recommendations formed by the Executive Committee, along with the director's annual evaluation, are presented to the full TPO Board for consideration. The Executive Committee meets on an as needed basis, typically before or after regular scheduled TPO Board meetings and all meetings are open to the public.

### Supported Committee

**The Transportation Disadvantaged Local Coordinating Board (TDLCB)** is an independent board supported by the Space Coast TPO. A TPO Board member serves as the Chairman of the TDLCB. The purpose of the TDLCB is to evaluate the service levels, safety and other issues of transit operations provided by Space Coast Area Transit serving the elderly, people with disabilities, or otherwise disadvantaged citizens, such as those with low income in Brevard County. Summaries of TDLCB meetings are presented to the TPO Board.

### Agreements

Planning and funding assistance is provided by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and the Florida Department of Transportation (FDOT). Through an Interlocal Agreement, the Brevard County Board of County Commissioners provides local funds supporting activities within the UPWP. Other federal agencies involved in the planning effort are the Federal Aviation Administration (FAA) and the Environmental Protection Agency (EPA). The assistance provided by some of the above agencies is identified through agreements. The TPO has executed agreements with the state and local government and agencies to promote a comprehensive, continuous, coordinated planning process. Contracts have been authorized by the TPO to provide services in support of TPO operations. Current agreements include:

**Standard Interlocal Agreement (525-010-01) – Executed July 15, 2014:** The TPO has an interlocal agreement with each of the member governmental jurisdictions. This agreement establishes the responsibilities, authorities, membership and other necessary features of the TPO. First Amendment, adding the Central Florida Expressway Authority, represented via one of the Board of County Commissioners, approved by TPO Board on February 13, 2020. The current agreement is effective until July 15, 2024.

**Metropolitan Planning Organization Agreement for Planning Funds (525-010-02) – Executed June 17, 2020:** Agreement between FDOT and the Space Coast TPO which provides for the use of federal planning funds to be 'passed through' to the TPO to accomplish the work products

identified in the UPWP. The Agreement runs concurrent with the UPWP cycle and the UPWP is incorporated within the Agreement as an attachment. All amendments to the UPWP require amendments to the Agreement. The current Agreement expires on June 30, 2022. A new Agreement shall be approved by the TPO in May, 2022 to be effective July 1, 2022 and run through June 30, 2024.

**Intergovernmental Coordination and Review (ICAR) Agreement (525-010-03) – Executed June 21, 2017:** The ICAR Agreement provides for the coordination and review of transportation issues among all modes of transportation (School Board, Airports, Transit, Seaport and Space Florida). First Amendment was executed November 19, 2019 to include the addition of the Central Florida Expressway. The current agreement is effective until June 20, 2022. A new ICAR is being processed that will be executed prior to June 20, 2022.

**Public Transportation Grant Agreement for Section 5305(d) Funding – Executed October 19, 2021:** Agreement between FDOT and the Space Coast TPO which provides for the use of Section 5305(d), Federal Transit Administration funds to be ‘passed through’ to the TPO in order to fulfill the requirements of the TPO’s UPWP. The JPA also outlines certain administrative and program requirements that must be met in order to receive the funds. The expiration of the current JPA is December 31, 2022. It should be noted that beginning with FY 23, FTA 5305(d) funds are being converted over to FHWA and will be reflected under the PL funding source as part of the Consolidated Planning Grant. The FY 23 FTA shown in this UPWP are carry forward from FY 22.

**Interlocal Agreement with Central Florida MPO Alliance – Executed October 14, 2016:** The MPO Alliance consists of representatives from MetroPlan Orlando, Volusia County TPO, Ocala/Marion County TPO, Lake-Sumter MPO, Polk TPO and the Space Coast TPO. The Alliance was formed to enhance regional planning for the Central Florida area. This agreement remains in effect unless dissolved by mutual agreement among the members.

**Interlocal Agreement for Services with Brevard County – Effective October 1, 2020:** Agreement between Brevard County and the Space Coast TPO clarifying the Space Coast TPO as an independent organization and defines the services to be provided the TPO by Brevard County and to fix the compensation to the County for such services and to define the services to be provided to the County by the TPO and to fix the compensation to the TPO for such services. The Interlocal is effective until September 30, 2025; however, a one-time extension may be executed for an additional five years.

Other contracts and agreements executed in support of TPO functions include:

- Professional Services Agreement for Traffic Counts
- Professional Services Agreement for Legal Services
- Professional Services Agreement for General Planning Consultants
- Professional Services Agreement for Copier Services



- Professional Services Agreement for Auditing Services
- Lease agreement for office space with Brevard County
- Employment contract with SCTPO Executive Director

### Strategic Plan, Operational Policies and Procedures

The Space Coast TPO operates under the direction of a Strategic Plan, adopted July, 2019, that identifies goals, objectives and strategies for the TPO to work toward. The goals represent the activities conducted by the TPO to achieve a comprehensive, multi-modal transportation network. The goals are divided across five emphasis areas: Safety, Linking Transportation with Land Use, Sustainability & Resiliency, Innovation, and Leadership. These five areas will roll forward into the next Strategic Plan, currently under development, that will be presented for adoption in July, 2022. The next plan will cover the period of July 1, 2022 – June 30, 2025. All work products listed in this UPWP will be used to accomplish the TPO's goals and provide a method for measuring the TPO's success.

The Space Coast TPO adopted updated policies on December 13, 2018. The Agency Policies and Procedures contain the rules and procedures for the TPO Board, TAC, CAC, BPTAC, and Executive Committee. There are currently eight policies: Agency Organization and Operations, Personnel, Budget and Finance, Travel, Social Media, Conflict of Interest, Title VI with Related Nondiscrimination Requirements and the Transportation Disadvantaged Local Coordinating Board. Internal procedures address the processes for Project Priorities, Transportation Improvement Program, Long Range Transportation Planning, Unified Planning Work Program and many administrative operational procedures. How the public can be engaged and informed on the transportation process and projects is identified in the TPO's adopted Public Participation Plan. The current staffing level of the Space Coast TPO is eight full time employees, all of which are members of the Florida Retirement System.

Official records of the TPO business are maintained in the Space Coast TPO office at 2725 Judge Fran Jamieson Way, Bldg. B, Rm. 105, Melbourne, FL 32940. All of the TPO public records, as defined by Chapter 119 of Florida Statutes, are available for public inspection during normal business hours.

## TASK 1.0 – MANAGE



**Purpose:** To ensure the administration and management and financial operations of the TPO are conducted and completed in an efficient, and timely manner, and to maintain capital equipment to support the comprehensive transportation planning process.

### **Previous Achievements:**

- ✓ Prepared, transmitted agendas and compiled meeting minutes for the TPO Governing Board and its associated committees: Executive Committee, Technical Advisory Committee, Citizens Advisory Committee and the Bicycle, Pedestrian and Trails Advisory Committee
- ✓ Maintained attendance records and conducted annual member recognition program
- ✓ Conducted file maintenance in accordance with Florida Statute 286.011
- ✓ TPO staff attended and/or participated in various conferences and workshops that provided training on transportation planning, modeling, public involvement practices, Title VI, technology advances and administrative programs; processed all corresponding travel and reimbursement request
- ✓ Prepared, coordinated with FDOT and submitted grant invoices and progress reports for Federal Highway Administration, FDOT, and Federal Transit Administration grants
- ✓ Performed contract management: processing of vendor invoices in accordance with Florida Prompt Payment Act; monitored contract terms, schedules and budgets
- ✓ Prepared and implemented annual operating budget for October to September fiscal year; prepared and published quarterly financial reports
- ✓ Developed, monitored and amended as necessary FY 21 – FY 22 UPWP
- ✓ Annually developed Staff Strategic Plan; Held Board Workshop to develop new tri-annual Board Strategic Plan
- ✓ Certifications: FDOT (Feb 2021 and Feb 2022); FHWA (May 2022)
- ✓ Conducted annual audit of TPO financials for fiscal years ending September 30, 2020 and 2021
- ✓ Prepared and presented Orientation program to TPO Board and its Committees

### **Required Activities:**

General Management and Administration:

- Join and maintain memberships with organizations that support TPO programs, transportation planning and increases opportunities to reach targeted demographics; (memberships currently include Florida Public Transportation Association; FL Public Relations Association; Southeast and Caribbean Disaster Resilience Partnership; 321 Millennials; Institute of Transportation Engineers, American Planning Association)
- Maintain operating policies and procedures

- Procure office supplies; materials necessary to maintain operations; includes purchase of computers, chairs, desks, battery backup units, etc. to maintain functional equipment and office furniture
- Monitor, maintain and renew as appropriate contracts and agreements. Includes, but not limited to: Interlocal for Creation of MPO's, may require renewal upon re-apportionment; Intergovernmental and Coordination Agreement; MPO Agreement; FTA Agreements; Interlocal with Brevard County for support services such as budgeting, finance, information systems, human resource services, etc.; Rental Space Agreement with Brevard County; General Planning Consultant Agreements and associated work orders; Traffic Data Collection; Copier Rental and Usage Agreement; Maintenance of trailers and bicycles used for outreach and education program; Legal services; Software renewals (ESRI GIS, Adobe, Virtual Meeting programs, Social Archive, Constant Contact, Mentimeter, Canva Graphic, Outreach design tool programs, etc.); Website contract; TIP Interactive Tool and Traffic Count website; Insurance; Auditing services
- Coordinate with Legal Assistance on contract reviews, policy review and general operations; (legal fees included under detailed budget, Contracted Services)
- Conduct annual certifications with FDOT; Conduct any necessary follow-up from FHWA Certification held in May 2022
- Conduct Re-apportionment review upon 2020 Census data release; Review and update of urbanized area boundary and associated data sets as necessary (data efforts related to Census materials included under Task 2.0)

#### Staff Management & Development:

- Maintain professional staff; prepare transitional plans; review and update staffing classification and pay plan as needed (via consulting firm if necessary)
- Conduct annual performance evaluations on all staff and conduct Executive Director evaluation through Executive Committee
- Personnel management; timesheets; payroll; weekly staff meetings; and training including attending Title VI and Non-discrimination training
- Develop and monitor staff Strategic Plan - Plan guides staff on which activities it will undertake over the upcoming year and is used to track organizational performance; how well goals and strategies are met and are used for performance based evaluations and recognition for staff; Annual staff retreat conducted to update plan each year
- Attend local, regional and state meetings supporting products and programs of TPO. Attendance at national transportation related conventions to learn about latest technologies, planning initiatives, approaches to collecting and monitor performance measures, etc. (Overnight Conference/Trainings may include Florida Public Relations Association; Walk/Bike/Places; FDOT TransPlex; AMPO; ITS 5C Summit; Lifesavers; ITE;

Florida Automated Vehicles Summit; Florida APA; Safe Routes to School (SRTS); Florida Public Transportation Association and Commission for the Transportation Disadvantaged; Executive Leadership Training; computer software applications; TPO staff professional development classes); All training, meeting and conference participation shall be reasonable, necessary and allowable as part of the transportation planning process.

#### Board & Committee's:

- Provide technical, administrative and clerical assistance to TPO Board and Committees
- Prepare and distribute TPO materials (agenda packages, minutes, resolutions, documents)
- Record maintenance in accordance with F.S. 286.011; adherence to Public Records law Chapter 119 F.S.
- Monitor and maintain board and committee memberships; attendance records; administer member recognition program
- Adopt FY 23-25 Governing Board Strategic Plan; maintain and update Plan
- Develop and conduct a TPO Board and Committee Retreat that provides education on a trending transportation topic and supports emphasis areas identified in Strategic Plan. If necessary, utilize general planning consulting support to develop and administer retreat
- Conduct and/or provide annual member orientation; provide monthly briefings to members as requested
- Develop strategic plan for Bicycle, Pedestrian and Trails Committee; analyze current needs of organization to provide long term direction and function of BPTAC (consultant services may be used)

#### Financial Operations:

- Monitor; revise and amend, as needed, FY 23-24 UPWP and associated agreements
- Develop FY 25-26 UPWP
- Conduct annual audits in accordance with General U.S. audit standards and to determine compliance with F.S. Section 218.97 and 2 C.F.R. 200; Audit Services FY 22=\$15,250; FY 23=\$15,500
- Develop and maintain annual operating budgets
- Process all vendor invoices in accordance with Florida Prompt Payment Act and TPO policies; Create, process and maintain purchase orders for all re-curing vendor payments
- Compile and transmit monthly invoices and progress reports requesting reimbursement for FHWA and FTA grant funds
- Maintain software licenses such as ESRI GIS (used for mapping; data analysis); constant contact database (used for public outreach); adobe suite of products; graphic arts programs; GoToWebinar for hosting virtual meetings and used as another outreach tool; Mentimeter for conducting survey's; TIP on-line tool
- Maintain equipment and materials used in support of bicycle education program; expenses include maintenance of trailers and bicycles used in program

- Procure materials, books and publications that are educational and promote safety, including bicycle and pedestrian safety messages aimed at school-age children and support education outreach program; procurement of bicycle helmets (see Task 6.0 for program)
- Prepare and process all travel request and reimbursements; travel process shall follow TPO adopted policy (see Appendix C) and adhere to F.S. 112.061
- Procure any needed capital equipment in accordance with FDOT requirements and in compliance with CFR Circular § 200.33; Any single item purchase exceeding \$5,000 will require pre-approval by FHWA

| Work Products  | Target Date       | Responsible Agency(s) |
|--|-------------------|-----------------------|
| Adoption of annual Operating Budgets (Effective October 1 - Sept 30) | Sept 2022 & 2023  | SCTPO                 |
| FDOT Annual Certification  | Feb 2023 & 2024   | SCTPO/FDOT            |
| Annual Staff Strategic Plans (Effective July 1 - June 30)            | July 2022 & 2023  | SCTPO                 |
| Adopt FY 23-25 Board Strategic Plan                                  | July 2022         | SCTPO                 |
| Board and Committee Orientation                                      | Jan 2023 & 2024   | SCTPO                 |
| Performance Evaluation of Executive Director/Staff                   | Sept 2022 & 2023  | SCTPO                 |
| Annual Operating Budget Audits (FY 22 & FY 23)                       | May 2023 & 2024   | SCTPO                 |
| De-obligation of unspent FY 23/24 funds                              | March 2024        | SCTPO                 |
| FY 25-26 UPWP Draft  | March 2024        | SCTPO                 |
| FY 25-26 UPWP Final  | May 2024          | SCTPO                 |
| TPO Board & Committee agenda packages, minutes, materials            | Monthly (9/yr)    | SCTPO                 |
| Invoices and progress reports  | Monthly           | SCTPO                 |
| Contract Management  | On-going          | SCTPO                 |
| Re-apportionment upon Census data release                            | As-needed         | SCTPO/FDOT            |
| FY 23-24 UPWP Amendments and Modifications                           | As needed         | SCTPO                 |
| Maintenance of TPO Policies and Procedures                           | On-going          | SCTPO                 |
| Maintenance of financial records                                     | On-going          | SCTPO                 |
| Legal services (Contracted Service)                                  | On-going          | SCTPO                 |
| Processing of day and overnight travel                               | Monthly           | SCTPO                 |
| Renewal of maintenance agreements                                    | On-going          | SCTPO                 |
| <b>Products Potentially Utilizing Consultant Services*</b>           |                   |                       |
| Board and Committee Retreat  | April 2023 & 2024 | SCTPO                 |
| GPC Miscellaneous Services   | As Needed         | SCTPO                 |
| Pay and Class Plan Review and Update                                 | Spring 2023       | SCTPO                 |

\*If consultants used, full scope of services, schedule and budget to be submitted for FHWA approval prior to authorizing work. See Appendix E for Misc. Services Scope.

Budget tables for each fiscal year are provided on the following pages for Task 1.0. Below are general category descriptions that apply to the budget tables for all tasks.

**Personnel** – These are the salaries and benefits of Space Coast TPO employees.

**Consultant** – Consultants are used for such projects as the Long-Range Transportation Plan, Master Plans; Modal Master Plans; Corridor Studies; Intersection Analysis; all Work Orders issued under General Planning Consultant Agreement; Administrative support for evaluation of pay and class plans and strategic plan initiatives. Project scopes that are carrying over to new fiscal year, are included in Appendix E, along with anticipated schedule and FY 23 funding and the task they are included under. All other projects that have not been authorized, will go thru separate work order and scope development and seek approval from all appropriate agencies prior to notice to proceed being issued to consulting firm.

**Travel** (only budgeted under Task 1.0) – Expenses incurred with daily and/or overnight travel of TPO staff attending meetings that promote and support transportation planning efforts. Includes travel to conferences to continue professional development and Board members to MPOAC Institute and regional meetings.

**Contracted Services** include all projects and operations that the TPO has entered into a formal contract or agreement. These include office space lease; administrative support services (budget, human resources, financing, etc.); copier rental; legal services; crash database system; Information Technology services; website annual maintenance and ADA compliance reviews; repair and maintenance of bicycles used in education program and the trailers used to haul and store equipment.

**Audit** is for annual audit of TPO financial records.

**Operating** – Daily and general operating expenses: Postage, printing, copies, books, training, memberships, office supplies and agency general liability insurance.

**Equipment/Software** - Equipment may include computers; printers; plotters; meeting support items (camera's, video recording devices, microphones, etc.); chairs, desks, computers, computer accessories, tables, etc. Software platforms used to create and administer operations of TPO. These include ESRI (GIS software used in mapping; crash analysis) Adobe products; LogMeIn (used for hosting on-line meetings and public outreach); TIP on-line.

| Task 1.0 Manage  |                     |           |   |   |            |
|--|---------------------|-----------|---|---|------------|
| Budget Detail for FY 23 (July 1, 2022 - June 30, 2023) |                     |           |   |   |            |
| Funding Source   | FHWA (CPG)          | FHWA (SU) | FTA 5305(d)<br>(Carryforward<br>FY 21/22) | FTA 5305(d)<br>(Carryforward<br>FY 21/22) | Total      |
| Contract Number  | G2799               | G2799     | G2106                                     | G2106                                     |            |
| Source Level   | Federal<br>(81.93%) | Federal   | Federal<br>(80%)                          | State Soft<br>Match<br>(20%)              |            |
| Personnel (Salary & Benefits)                          | \$ 678,912          |           | \$ 40,000                                 | \$10,000                                  | \$ 728,912 |
| Consultant   | \$ 43,049           |           |   |   | \$ 43,049  |
| Travel   | \$ 24,000           |           |   |   | \$ 24,000  |
| Contracted Services                                    | \$ 109,155          |           |   |   | \$ 109,155 |
| Audit  | \$ 15,250           |           |   |   | \$ 15,250  |
| Operating  | \$ 69,065           |           |   |   | \$ 69,065  |
| Equipment/Software                                     | \$ 7,500            |           |   |   | \$ 7,500   |
| <b>TOTAL</b>   | \$ 946,931          | \$ -      | \$ 40,000                                 | \$ 10,000                                 | \$ 996,931 |

| Task 1.0 Manage  |                     |           |            |
|--|---------------------|-----------|------------|
| Budget Detail for FY 24 (July 1, 2023 - June 30, 2024) |                     |           |            |
| Funding Source   | FHWA (CPG)          | FHWA (SU) | Total      |
| Contract Number  | G2799               | G2799     |            |
| Source Level   | Federal<br>(81.93%) | Federal   |            |
| Personnel (Salary & Benefits)                          | \$ 638,912          |           | \$ 638,912 |
| Consultant   | \$ 15,000           |           | \$ 15,000  |
| Travel   | \$ 24,000           |           | \$ 24,000  |
| Contracted Services                                    | \$ 109,633          |           | \$ 109,633 |
| Audit  | \$ 15,500           |           | \$ 15,500  |
| Operating  | \$ 69,065           |           | \$ 69,065  |
| Equipment  | \$ 7,000            |           | \$ 7,000   |
| <b>TOTAL</b>   | \$ 879,110          | \$ -      | \$ 879,110 |



## TASK 1.1 – Regional Activities

**Purpose:** To promote and enhance interregional transportation planning and coordination with neighboring MPOs by supporting common interest, through the Central Florida MPO Alliance (CFMPOA).

### **Previous Achievements:**

- ✓ Annually prepared CFMPOA Regional priority project list
- ✓ Held quarterly meetings of the CFMPOA
- ✓ Annually held joint meeting with Sun Coast Transportation Planning Alliance (SCTPA)
- ✓ Annual support allocation to MetroPlan Orlando to administer CFMPOA (\$5,000 annually). Support activities include coordination and development of agenda's and supporting materials; meeting announcements; meeting minutes; hosting meeting location; etc.

### **Required Activities:**

- Support to MetroPlan Orlando to administer CFMPO Alliance meetings (\$5,000 annually) (attendance and general support of Alliance initiatives and other regional activities covered under Tasks 3.0 & 4.0)

| Work Products  | Completion Date            | Responsible Agency(s)*   |
|--|----------------------------|--------------------------|
| Transfer to MetroPlan Orlando, financial support to administer the CFMPO Alliance. | Annually, July             | SCTPO, MetroPlan Orlando |
| CFMPOA Regional Metropolitan Transportation Plan Summary                           | Spring                     | CFMPOA                   |
| CFMPOA Regional priority project list  | July 2022 & 2023           | CFMPOA                   |
| CFMPOA continued coordination amongst regional MPO partners                        | Quarterly meetings/Ongoing | CFMPOA                   |

\*Participating agencies of CFMPOA include: Lake-Sumter MPO, MetroPlan Orlando, Ocala-Marion TPO, Polk TPO, River to Sea TPO and Space Coast TPO.

| <b>Task 1.1 Regional Activities</b>  |                     |          |
|--|---------------------|----------|
| Budget Detail for FY 23 (July 1, 2022 - June 30, 2023)                               |                     |          |
| Funding Source   | FHWA (CPG)          | Total    |
| Contract Number  | G2799               |          |
| Source Level   | Federal<br>(81.93%) |          |
| Consultant   |                     |          |
| Transfer to:<br><b>MetroPlan Orlando</b><br>Annual Allocation for CFMPO<br>Alliance* | \$ 5,000            | \$ 5,000 |
| <b>TOTAL</b>   | \$ 5,000            | \$ 5,000 |

\* Central Florida Metropolitan Planning Organization Alliance. CFMPO Alliance members include: Metroplan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter

Orange formatting indicates outgoing funds.

| <b>Task 1.1 Regional Activities</b>  |                     |          |
|--|---------------------|----------|
| Budget Detail for FY 24 (July 1, 2023 - June 30, 2024)                               |                     |          |
| Funding Source   | FHWA (CPG)          | Total    |
| Contract Number  | G2799               |          |
| Source Level   | Federal<br>(81.93%) |          |
| Consultant   |                     |          |
| Transfer to:<br><b>MetroPlan Orlando</b><br>Annual Allocation for CFMPO<br>Alliance* | \$ 5,000            | \$ 5,000 |
| <b>TOTAL</b>   | \$ 5,000            | \$ 5,000 |

\* Central Florida Metropolitan Planning Organization Alliance. CFMPO Alliance members include: Metroplan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter

Orange formatting indicates outgoing funds.

## TASK 2.0 - MONITOR



**Purpose:** To monitor, compile and report on the existing transportation network, safety and security, socio-economic variables and environmental factors needed for use in both short term and long range transportation planning and management systems.

### **Previous Achievements:**

- ✓ Prepared, monitored, and managed annual traffic data collection program; collected traffic volumes on over 500 segment locations annually; coordinated with data collection contractor; uploaded and posted counts to on-line, web based traffic count system
- ✓ Maintained transportation data files in Geographic Information Systems format; files included bicycle, pedestrian, trails, functional classifications; urbanized area boundary datasets
- ✓ Utilized web based Signal 4 crash database system in providing crash data and compiling safety statistics
- ✓ Developed annual State of the System (SOS) Report; included documentation of trends and conditions in demographics, VMT, transit, bike/ped/trails, safety
- ✓ Adopted Performance Measures and include monitoring of performance as part of SOS

### **Required Activities:**

- Maintain transportation network of demographic database sets to provide transportation data to the public, media and other requesting agencies
- Participate in GIS coordination meetings with various agencies
- Maintain transportation data files in Geographic Information Systems format; files include bicycle, pedestrian, trails, functional classifications, urbanized area boundary datasets; census data; conduct evaluation of data needs (consultants may be used)
- Develop, maintain and update an on-line dashboard to streamline into one source multiple data layers to include safety, planned projects, ITS systems, bicycle and pedestrian facilities, functional classifications, volumes, etc. (coordination with FDOT on data sources and expansion of Urban SDK system to include Brevard specific datasets; develop utilizing contract and/or consultant services if necessary)
- Develop maps and tables to distribute data in visual and technical formats
- Maintain web based applications for traffic counts and crash data; (contracted service)
- Maintain annual traffic data collection program; volumes, turning movement counts; classification counts; (data collection services are contracted)
- Continue to expand data collection to include pedestrian and bicycle counts

- Pursue opportunities to coordinate the gathering and sharing of traffic data utilizing Brevard County's Advanced Traffic Management System
- Continue use of crash data using CARS and Signal 4 to distribute safety information and statistical trends; Analyze data as part of Vision Zero Action Plan and initiatives; conduct data analysis to identify trends and potential counter measures to problem locations (through use of consultant services)
- Collect data, if appropriate, to monitor safety performance and trends associated with the Highway Safety Improvement Program (HSIP) regulation under 23 CFR Part 924 and the Safety PM Part 490 of title 23 of the Code of Federal Regulations created to implement the performance management requirements in 23 U.S.C. 150
- Annually develop a State of the System Report tracking trends throughout county for various metrics such as congestion, transit use, and as data becomes available, reliability of system (use of consultant services)
- Coordinate with Space Coast Area Transit (SCAT) on Public Transportation Agency Safety Plan (PTASP) and Transit Assist Management (TAM) and related data monitoring
- Support SCAT with updates to ADA Bus Stop Inventory database and coordinate data analysis and reliability of transit system utilizing SCAT's ITS system
- Use FDOT ETDM program to develop and produce demographic/community characteristic reports for use as resource and review of projects in LRTP and their environmental impact;
- Evaluate the potential of conducting a demographic equity analysis that would overlap plans with known transportation disadvantaged demographic areas and to highlight various community groups to ensure appropriate transportation infrastructure is implemented to serve local needs. General demographic data is already compiled but this effort would be a deeper dive to potentially establish an equity program. Analysis may use consultant services.
- Conduct school travel survey's as appropriate and in support of Safe Routes to School
- Provide support and any necessary data requirements related to FDOT Performance Measures and Targets established to meet Federal requirements
- Support of Central Florida Regional Planning Model
- Coordinate with FDOT and local agencies on data updates related to 2020 Census; efforts may include mapping and characteristic updates to functional classification of roadways; review of urbanized area boundary; traffic analysis zones; etc.

| <b>Work Products</b>                                       | <b>Target Date</b>                        | <b>Responsible Agency(s)</b> |
|--|---|------------------------------|
| Traffic Counts Website Maintenance                         | Oct 2022; 2023                            | SCTPO                        |
| Annual collection of traffic volumes (Contracted Services) | Oct-Dec 2022, 2023;<br>Jan-Mar 2023, 2024 | SCTPO                        |

|   |                 |            |
|---|-----------------|------------|
| Assist with data analysis and coordination of SCAT PTASP and TAM (coordinate target setting updates)  | On-going        | SCTPO/SCAT |
| Process collected traffic data, post to website, publish Annual Traffic Counts Report                 | June 2023; 2024 | SCTPO      |
| Provision of transportation data  | On-going        | SCTPO      |
| Develop and produce demographic/community characteristics reports utilizing FDOT ETDM and Census      | As needed       | SCTPO      |
| Adoption of Safety Performance Targets  | Feb 2023 & 2024 | SCTPO/FDOT |
| Support any necessary data collection and reporting related to FDOT Performance Measures and Targets  | On-going        | SCTPO/FDOT |
| Update and review of Functional Classifications   | Fall 2022       | FDOT/SCTPO |
| Review and update of datasets related to Census (urbanized area boundary, functional classifications) | On-going        | FDOT/SCTPO |
| <b>Products Potentially Utilizing Consultant Services*</b>  |                 |            |
| Annual State of the System Report   | Oct 2022 & 2023 | SCTPO      |
| Maintenance of GIS transportation datasets  | On-going        | SCTPO      |
| Mapping of projects/datasets  | On-going        | SCTPO      |
| Crash database analysis and reporting   | On-going        | SCTPO      |
| Initiate demographic equity analysis  | March 2024      | SCTPO      |
| Transportation Surveys  | As needed       | SCTPO      |
| Development of On-line data dashboard   | May 2023        | SCTPO      |
| Support and data input into Regional Planning Model   | On-going        | FDOT/SCTPO |

\*If consultants used, full scope of services, schedule and budget to be submitted for FHWA approval prior to authorizing work. Note that regular/routine updates and mapping of existing transportation datasets may be issued to General Planning Consultants under Miscellaneous Work Orders. These types of efforts do not rise to the level of separate Work Orders and are issued on a case by case basis to help fulfill and deliver work products listed in UPWP. See Appendix E for Miscellaneous and 2021 State of the System Work Order Scope of Services.

| Task 2.0 Monitor                                       |                     |            |   |   |            |            |
|--|---------------------|------------|---|---|------------|------------|
| Budget Detail for FY 23 (July 1, 2022 - June 30, 2023) |                     |            |   |   |            |            |
| Funding Source   | FHWA (CPG)          | FHWA (SU)  | FTA 5305(d)<br>(Carryforward<br>FY 21/22) | FTA 5305(d)<br>(Carryforward<br>FY 21/22) | BOCC       | Total      |
| Contract Number  | G2799               | G2799      | G2106                                     | G2106                                     | Interlocal |            |
| Source Level   | Federal<br>(81.93%) | Federal    | Federal<br>(80%)                          | State Soft<br>Match (20%)                 | Local      |            |
| <b>Personnel (Salary &amp; Benefits)</b>               | \$ 15,000           | \$ 10,000  | \$ 10,000                                 | \$ 2,500                                  |            | \$ 37,500  |
| <b>Consultant</b>                                      |                     | \$ 164,665 |   |   |            | \$ 164,665 |
| <b>Contracted Services</b>                             |                     | \$ 53,142  |   |   | \$ 12,000  | \$ 65,142  |
| <b>TOTAL</b>   | \$ 15,000           | \$ 227,807 | \$ 10,000                                 | \$ 2,500                                  | \$ 12,000  | \$ 267,307 |

| <b>Task 2.0 Monitor</b>                                |                     |            |            |            |
|--|---------------------|------------|------------|------------|
| Budget Detail for FY 24 (July 1, 2023 - June 30, 2024) |                     |            |            |            |
| <b>Funding Source</b>                                  | FHWA (CPG)          | FHWA (SU)  | BOCC       | Total      |
| <b>Contract Number</b>                                 | G2799               | G2799      | Interlocal |            |
| <b>Source Level</b>                                    | Federal<br>(81.93%) | Federal    | Local      |            |
| <b>Personnel (Salary &amp; Benefits)</b>               | \$ 35,000           | \$ 20,000  |            | \$ 55,000  |
| <b>Consultant</b>                                      |                     | \$ 80,000  |            | \$ 80,000  |
| <b>Contracted Services</b>                             |                     | \$ 53,549  | \$ 12,000  | \$ 65,549  |
| <b>TOTAL</b>   | \$ 35,000           | \$ 153,549 | \$ 12,000  | \$ 200,549 |

## TASK 3.0 – PRIORITIZE



**Purpose:** To prepare, develop and annually maintain a Transportation Improvement Program (TIP) that includes the programs and projects, by phase, to be undertaken in the next five years and adheres to the requirements of the federal highway transportation act.

### **Previous Achievements:**

- ✓ Annual call for projects; coordination with locals; annual project priorities
- ✓ Annual review of prioritization process, scoring criteria and ranking
- ✓ Adoption of regional priorities including CFMPO Alliance and Freight priorities
- ✓ Coordination with Ports on priorities
- ✓ Developed, adopted, monitored and amended Transportation Improvement Program
- ✓ Utilized application and scoring methodology for Transportation Alternatives Program
- ✓ Published annual list of projects for which federal funds were obligated in the preceding fiscal year (included as part of TIP)
- ✓ Annually held public information meeting soliciting comments on projects and status of TPO programs
- ✓ Annually adopted Legislative Issues to inform policy makers of transportation issues
- ✓ Adoption of CFMPO Alliance Legislative Priorities

### **Required Activities:**

- Conduct annual call for projects
- Develop and submit annually project priorities for all appropriate modes
- Map priority and TIP projects (consultant services)
- Adoption of regional priorities, if updated
- Development of CFMPO Alliance list of Legislative Priorities, and a Regional List of Project Priorities
- Develop, adopt, monitor and amend, as necessary, TIP
- Utilize and maintain interactive TIP tool; (license renewal included under Task 1.0)
- Publish annually, listing of previously obligated projects which used federal funds
- Annually conduct public information meeting
- Review and comment on FDOT Work Program
- Annual develop legislative priorities that support transportation initiatives
- Monitor legislative activities related to impacts on transportation planning
- Monitor Federal legislative activities related to new Highway Transportation Bill



| Work Products  | Target Date        | Responsible Agency(s) |
|--|--------------------|-----------------------|
| Adoption of FY 22/23 – 26/27 TIP                           | July 2022          | SCTPO                 |
| Amendments of FY 22/23 – 26/27 TIP                         | Sept 2022-2023     | SCTPO/FDOT            |
| Adopt 2022 Project Priorities                              | July 2022          | SCTPO                 |
| Annual CFMPO Alliance Project Priorities                   | July 2022; 2023    | CFMPO Alliance        |
| Coordinate/develop freight priorities                      | As needed          | SCTPO                 |
| Adoption of FY 23/24 – 27/28 TIP                           | July 2023          | SCTPO                 |
| Amendments of FY 23/24 – 27/28 TIP                         | Sept 2023-2024     | SCTPO/FDOT            |
| Adopt 2023 Project Priorities                              | July 2023          | SCTPO                 |
| Annual Public Information Meeting                          | June 2023, 2024    | SCTPO                 |
| Annual review and comments on FDOT Work Program            | Sept-Dec 2022,2023 | FDOT                  |
| Annual Legislative Priorities                              | October 2022; 2023 | SCTPO                 |
| Annual CFMPO Alliance Legislative Priorities               | October 2022; 2023 | CFMPO Alliance        |
| <b>Products Potentially Utilizing Consultant Services*</b> |                    |                       |
| Annual mapping of priority and TIP projects                | July 2022 & 2023   | SCTPO                 |
| GPC Miscellaneous Services                                 | As Needed          | SCTPO                 |

\*General mapping work included as part of Miscellaneous Activities, see Appendix E for scope.

| Task 3.0 Prioritize                                    |                     |           |   |   |           |
|--|---------------------|-----------|---|---|-----------|
| Budget Detail for FY 23 (July 1, 2022 - June 30, 2023) |                     |           |   |   |           |
| Funding Source   | FHWA (CPG)          | FHWA (SU) | FTA 5305(d)<br>(Carryforward<br>FY 21/22) | FTA 5305(d)<br>(Carryforward<br>FY 21/22) | Total     |
| <b>Contract Number</b>                                 | G2799               | G2799     | G2106                                     | G2106                                     |           |
| <b>Source Level</b>                                    | Federal<br>(81.93%) | Federal   | Federal<br>(80%)                          | State Soft<br>Match (20%)                 |           |
| <b>Personnel (Salary &amp; Benefits)</b>               | \$ 28,000           |           | \$ 5,000                                  | \$1,250                                   | \$ 34,250 |
| <b>Consultant</b>                                      | \$ 3,000            | \$ 2,000  |   |   | \$ 5,000  |
| <b>TOTAL</b>   | \$ 31,000           | \$ 2,000  | \$ 5,000                                  | \$ 1,250                                  | \$ 39,250 |

| Task 3.0 Prioritize                                    |                     |           |           |
|--|---------------------|-----------|-----------|
| Budget Detail for FY 24 (July 1, 2023 - June 30, 2024) |                     |           |           |
| Funding Source   | FHWA (CPG)          | FHWA (SU) | Total     |
| <b>Contract Number</b>                                 | G2799               | G2799     |           |
| <b>Source Level</b>                                    | Federal<br>(81.93%) | Federal   |           |
| <b>Personnel (Salary &amp; Benefits)</b>               | \$ 20,000           |           | \$ 20,000 |
| <b>Consultant</b>                                      | \$ 5,000            | \$ -      | \$ 5,000  |
| <b>TOTAL</b>   | \$ 25,000           | \$ -      | \$ 25,000 |

## TASK 4.0 – PLAN



**Purpose:** To develop, maintain and modify as required, the adopted TPO Cost Feasible Long Range Transportation Plan (LRTP) in compliance with planning requirements and participation and coordination on long range, system-wide planning initiatives.

### **Previous Achievements:**

- ✓ Adopted 2045 Long Range Transportation Plan (LRTP) September 2020
- ✓ Conducted Sea Level Rise Assessment; Approved Regional Resiliency Action Plan and initiated Transportation Resiliency Master Plan
- ✓ Adopted update to Bicycle/Pedestrian Master Plan
- ✓ Adopted Vision Zero Action Plan
- ✓ Participated in Central Florida Expressway Authority NE Connector Concept Feasibility Study
- ✓ Completed update to Space Coast Area Transit's ADA Bus Stop Assessment
- ✓ Conducted Transit Ridership Survey and participated in development of new Transit Development Plan
- ✓ Participated in modal agencies Master Plans (Space Florida; Canaveral Port Authority Melbourne-Orlando International Airport)
- ✓ Regional and Statewide coordination and attendance at various committee and board meetings (MPOAC; CFMPO Alliance; FDOT D5 quarterly and statewide meetings; Central Florida Expressway Authority; Alert Today Alive Tomorrow Coalition)
- ✓ Local coordination and attendance at various committee and board meetings (TDLCB; Space Florida; Melbourne-Orlando Airport; Canaveral Port Authority; Passenger Rail initiatives including Brightline; Transit One; School Health Advisory)

### **Required Activities:**

- Monitor and amend as necessary adopted 2045 Long Range Transportation Plan and ensure planning consistency between transportation plans
- Initiate follow-up coordination with agencies on implementation strategies of cost feasible projects (project specific coordination covered under Task 5.0)
- Develop scope of services and initiate 2050 Long Range Transportation Plan Update
- Monitor and maintenance of Bicycle/Pedestrian Master Plan
- Participate in update to Transit Development Plan
- Participate in local, regional and state resiliency efforts and plans
- Adopt Transportation Resiliency Master Plan (under development through general planning consultant services)
- Attend and participate in Regional and Statewide coordination projects including attendance at various committee and board meetings (MPOAC; MPO Alliance (Contracted

Services includes SCTPO support funds to Metroplan Orlando to administer MPO Alliance meetings and is budgeted within Task 1.1, \$5,000/year with PL); FDOT D5 Quarterly and statewide meetings; Central Florida Expressway Authority; Regional Resiliency Collaboration)

- Support regional and state initiatives in studies or pilot projects on pursuing alternative funding sources and programs for transportation other than gas taxes. Efforts may include participation through the MPOAC as a member of the Mileage-Based User Fee Alliance or pursuing grants for studies potentially as part of the Surface Transportation System Funding Alternative (STSFA)
- Support FDOT District 5 planning activities that focus on four core areas: Improve Safety, Enhance Mobility, Inspire Innovation, and Foster Talent; See Appendix D for summary
- Develop a Regional Long Range Transportation Plan summary through CFMPO Alliance
- Participate in Central Florida Expressway Authority Regional planning initiatives;
- Attend and participate in Local coordination projects including attendance at various committee and board meetings (TDLCB; Space Florida; Melbourne-Orlando Airport; Canaveral Port Authority; Passenger Rail initiatives including Brightline; Transit One; School Health Advisory)
- Conduct analysis to identify the need for a transit oriented developed (TOD) station that would integrate passenger rail, local transit services, general public, future EV/AV uses and ride share services. Identify potential ridership. Produce a blueprint of linking transportation and land uses for station. Consultant services to be used.
- Support SCATs Transportation Disadvantaged Service Plan (TDSP), annual update and evaluation
- Support the conduction of a Comprehensive Operational Analysis (COA) with Space Coast Area Transit through consultant services; analysis will include review of current routes and their performance in meeting the needs of customers; identify and recommend actions to address unmet needs and unserved markets; goal of the COA is to ensure SCAT is providing most efficient and effective bus service.
- Provide Florida Commission for the Transportation Disadvantaged (CTD) grant to Space Coast Area Transit for administration and management. Space Coast TPO acts as a pass thru entity only.
- Support Transportation Disadvantaged Local Coordinating Board as the SCTPO is the representing DOPA (Designated Official Planning Agency). Conduct evaluation if necessary utilizing consultant services if needed.
- Develop a South Brevard Trails Master Plan (Will utilize consulting services. Scope to be developed with interested stakeholders; funding with SU funds)
- Participation in regional and local freight studies

| Work Products   | Completion Date | Responsible Agency(s) |
|---|-----------------|-----------------------|
| Monitor and Amend 2045 LRTP Cost Feasible Plan  | On-going        | SCTPO                 |
| Assist with Transit Development Plan Update   | September 2022  | SCAT                  |
| Support Transit Comprehensive Operational Analysis  | December 2022   | SCAT                  |
| Administer Transportation Disadvantaged Grant   | On-going        | SCAT                  |
| Support of FDOT District Planning Activities  | On-going        | SCTPO/FDOT            |
| Regional LRTP Summary thru MPO Alliance   | May 2024        | MPO Alliance          |
| Initiate 2050 LRTP Scope  | Fall 2023       | SCTPO                 |
| Regional and Statewide Participation & Coordination (i.e. CFMPO Alliance; CFX; MPOAC; FDOT;)  | On-going        | SCTPO                 |
| Local Agency and Committee Participation & Coordination (i.e. Transit One; Space Florida; Canaveral Port Authority; Melbourne Orlando Airport; TDLCB; School Health Advisory) | On-going        | SCTPO                 |
| Participate and support regional planning projects which may include transit, rail, freight, or tourism studies   | As needed       | SCTPO/FDOT/CFX        |
| <b>Products Potentially Utilizing Consultant Services*</b>  |                 |                       |
| Adopt Transportation Resiliency Master Plan   | October 2022    | SCTPO                 |
| TOD Station Needs Analysis  | December 2023   | SCTPO                 |
| Develop South Brevard Trails Master Plan  | May 2024        | SCTPO                 |
| Regional LRTP Summary thru CFMPO Alliance   | May 2024        | CFMPO Alliance        |
| Begin Development of 2050 LRTP  | Spring 2023     | SCTPO                 |

\*If consultants used, full scope of services, schedule and budget to be submitted for FHWA approval prior to authorizing work. Note: Transportation Resiliency Master Plan approved under FY 22-23 UPWP. Completion will occur in Fall 2022, Complete Work Order Scope of Services included in Appendix E.

| Task 4.0 Plan  |                     |            |   |   |           |            |
|--|---------------------|------------|---|---|-----------|------------|
| Budget Detail for FY 23 (July 1, 2022 - June 30, 2023) |                     |            |   |   |           |            |
| Funding Source   | FHWA (CPG)          | FHWA (SU)  | FTA 5305(d)<br>(Carryforward<br>FY 21/22) | FTA 5305(d)<br>(Carryforward<br>FY 21/22) | CTD       | Total      |
| Contract Number  | G2799               | G2799      | G2106                                     | G2106                                     | G2920     |            |
| Source Level   | Federal<br>(81.93%) | Federal    | Federal<br>(80%)                          | State Soft<br>Match (20%)                 | State     |            |
| <b>Personnel (Salary &amp; Benefits)</b>               | \$ 48,000           | \$ 15,000  | \$ 12,000                                 | \$ 3,000                                  | \$ 32,468 | \$ 110,468 |
| <b>Consultant</b>                                      | \$ 20,000           | \$ 369,755 |   |   |           | \$ 389,755 |
| <b>TOTAL</b>   | \$ 68,000           | \$ 384,755 | \$ 12,000                                 | \$ 3,000                                  | \$ 32,468 | \$ 500,223 |

CTD=Commission for Transportation Disadvantaged

| <b>Task 4.0 Plan</b>                                   |                     |                  |            |              |
|--|---------------------|------------------|------------|--------------|
| Budget Detail for FY 24 (July 1, 2023 - June 30, 2024) |                     |                  |            |              |
| <b>Funding Source</b>                                  | <b>FHWA (CPG)</b>   | <b>FHWA (SU)</b> | <b>CTD</b> | <b>Total</b> |
| <b>Contract Number</b>                                 | G2799               | G2799            | XX         |              |
| <b>Source Level</b>                                    | Federal<br>(81.93%) | Federal          | State      |              |
| <b>Personnel (Salary &amp; Benefits)</b>               | \$ 20,000           | \$ 15,301        | \$ 32,475  | \$ 67,776    |
| <b>Consultant</b>                                      | \$ 71,740           | \$ 148,020       |            | \$ 219,760   |
| <b>TOTAL</b>   | \$ 91,740           | \$ 163,321       | \$ 32,475  | \$ 287,536   |

CTD=Commission for Transportation Disadvantaged

## Task 5.0 – IMPLEMENT



**Purpose:** To collaborate with partners to implement transportation improvements projects for all modes.

### **Previous Achievements:**

- ✓ Coordinated and completed construction on Complete Streets projects
- ✓ Completed corridor study on Minton Road and initiated Fiske/Roy Wall/Martin Intersection Analysis
- ✓ PD&E studies: Babcock St. (Micco to Malabar); Malabar Rd. (SJHP to Minton); SR 524 (Friday Rd to Industry); NASA Causeway Bridge; SR 401
- ✓ Design/ROW Phase Coordination: SR 528; US 192 at Hollywood/Evans intersections; St. Johns Heritage Parkway Ellis/Northern Interchange; Ellis Road; Traffic Management Center; SR A1A intersections; Babcock St. (Malabar to Palm Bay Road)
- ✓ Construction initiated and or completed on: St. Johns Heritage Parkway southern interchange and northern interchange; Viera Blvd. diverging diamond interchange; SR A1A resurfacing/pedestrian improvements
- ✓ Coordination activities on Brightline passenger rail service
- ✓ Attendance and participation in Community Traffic Safety Team
- ✓ Conducted safe school access evaluations and assisted with Safe Routes to School applications
- ✓ Creation of Vision Zero Leadership Team

### **Required Activities:**

- Attendance and participation in coordination meetings to advance priority projects
- If needed, support and coordination with local, regional or state partners on submittal of grant applications that support implementation of priorities; may utilize consultant services for grant application support; **Develop Grant Identification Tool to screen project priorities; identify which grants are applicable to projects, level of effort needed to apply and likelihood of being awarded grant; up to five high level cost benefit analysis; overall ranking of priorities and grants to pursue; consultant support to include assistance in completing, preparing supporting materials, coordination and submittal of an FDOT Intermodal Funding Grant for conducting an Intermodal Passenger Rail Station Feasibility Study and support for preparing and submitting an INFRA grant for Ellis Road, the SCTPO's number one priority. Funding will utilize FY 23 CPG and SU funds and grant tool analysis will be developed and conducted from September 2022 to September 2023. See Appendix E for full scope.**
- Identification and development of an Implementation Committee. Similar to Transportation Subcommittee used for Project Priorities (Task 3.0), an Implementation Committee would

be an ad hoc group of representatives from local jurisdictions and agencies that could identify strategies and step needed to get projects implemented both from a funding challenges to concepts that can be difficult to obtain local support for, such as those that may recommend solutions that include RRFB's, lane reassignments and roundabouts. Details of committee composition and directives to be development with potential use of consultant services.

- Complete Fiske/Roy Wall/Martin Intersection Analysis
- Complete Street planning, design and implementation support to local agencies; conduct complete street feasibility study on Dixon Blvd in Cocoa with use of GPC
- Continue support and coordination of trail planning and studies that include Coast to Coast Trail; Space Coast Loop Trail; North Merritt Island Pioneer Trail; SR A1A Urban Trail; Al Tuttle Trail; River to Sea Trail; Indian River/Brevard Regional Trail and East Coast Greenway
- Participate in FDOT corridor/feasibility studies (SR 501 (Clearlake Rd); SR A1A Strategic Action Plan; SR 520 Causeway; SR 405)
- Participate in regional corridor studies conducted through agencies and organizations that include the CFMPO Alliance, FDOT, Regional Planning Council, Central Florida Expressway, FDOT Turnpike (SR 528)
- PD&E Studies: Babcock St. (SJHP-Malabar); Malabar Rd (SJHP-Minton); SR 524
- Design/ROW: SR 528 (SR 524-Port); US 192 & Hollywood/Evans; SJHP/Ellis Road; Traffic Management Center; Space Coast Trail; SR A1A intersections (@ N. Atlantic Ave.); Babcock St (Malabar-Palm Bay Road); SR A1A segments in Cocoa Beach and Cape Canaveral; US 1 (Pineda to Park) spot improvements; SR 501 (Clearlake Rd.)
- Construction: SR A1A intersections; various resurfacing and safety projects
- Continue coordination with Brightline passenger rail service; includes quiet zone coordination/designation; safety infrastructure and outreach educational campaigns (outreach under Task 6.0); passenger rail/intermodal hub (station needs study under Task 4.0)
- Creation of an Intermodal and Regional Connections Committees to build a unified partnership in support of constructing a passenger rail station in Brevard County. Committee comprised of local stakeholders, such as developers, community leaders and influencers will meet to discuss various rail initiatives and topics that may include conducting an Intermodal Passenger Rail Station Feasibility Study, passenger rail safety and public outreach campaigns and quiet zones. Committee will meet on a regular basis from October 2022 thru August 2023. Facilitation of committee will utilize general planning consultant services in the amount of \$85,031. Funding source will be SU. See Appendix E for full scope.
- Attend and participate in Community Traffic Safety Team; Alert Today Alive Tomorrow Coalition

- Conduct safe school access evaluations and respond to citizen safety inquiries
- Continue coordination and support of Safe Routes to school program
- Implement Vision Zero Action Plan Safety Initiatives
- Initiate analysis on projects of cost of inaction, the potential impact of doing nothing or not implementing proven safety improvements
- Initiate School Safety Study for Rockledge and Cocoa Schools to evaluate infrastructure and facilities needed to provide data and documentation for applying for Safe Routes to School grants (will utilize consultant services); a total of nine (9) schools, including two high schools, will be studied; work effort includes data collection, GIS mapping, review of previous plans, field reviews, crash data analysis, coordination meetings, development of recommendations with cost estimates and summary reports for each school; analysis to be conducted September 2022 thru December 2023 in the amount of \$198,575 utilizing both CPG and SU funds in fiscal years 23 and 24. See Appendix E for full scope.
- Coordinate and participate on space, airport and seaport projects (such as SR 401 Bridge PD&E)
- Implementation of projects identified in county and regional plans under Task 4.0 (LRTP; Complete Streets; Bike/Ped Master Plan; TDP; Regional Transit; Freight Plans)
- Upon adoption of Transportation Resiliency Master Plan (Task 4.0), develop corridor strategy plans for highest priority corridors (use of consultant services)
- Work with appropriate local government and agency representatives to obtain funding for regional transportation projects as prioritized by the Central Florida MPO Alliance

| Work Products  | Target Date | Responsible Agency(s)            |
|--|-------------|----------------------------------|
| Participation in PD&E, Design, ROW, CST of priority projects | On-going    | SCTPO                            |
| Design of County TMC Facility                                | Dec 2022    | BOCC                             |
| Advancement and funding of project priorities                | On-going    | SCTPO; FDOT                      |
| Space, airport, seaport projects (NASA Causeway; SR 401)     | On-going    | FDOT; SCTPO; NASA; KSC; Port; SF |
| Conduct Vision Zero Leadership Committee Meetings            | Quarterly   | SCTPO                            |
| Implementation of Vision Zero Action Plan Safety Program     | On-going    | SCTPO                            |



| <b>Products Potentially Utilizing Consultant Services*</b>       |                    |       |
|--|--------------------|-------|
| Conduct School Safety Studies (Rockledge and Cocoa)              | Sept 2022-Dec 2023 | SCTPO |
| Complete Fiske/Roy Wall/Martin Intersection Analysis             | Dec 2022           | SCTPO |
| Coordination of Rail Quiet Zones                                 | May 2024           | SCTPO |
| Coordination of Passenger Rail Initiatives                       | On-going           | SCTPO |
| Conduct Dixon Blvd. Complete Street Feasibility Study            | May 2024           | SCTPO |
| Development of Implementation Committee                          | March 2024         | SCTPO |
| Resiliency Corridor Strategy Plans                               | May 2024           | SCTPO |
| Coordination and support of grant opportunities and applications | As needed          | SCTPO |

\*If consultants used, full scope of services, schedule and budget to be submitted for FHWA approval prior to authorizing work. Note: Fiske/Roy Wall/Martin Intersection Analysis approved under FY 22-23 UPWP. Completion will occur in FY 23, Complete Work Order Scope of Services included in Appendix E.

| <b>Task 5.0 Implement</b>                              |                     |            |   |   |            |
|--|---------------------|------------|---|---|------------|
| Budget Detail for FY 23 (July 1, 2022 - June 30, 2023) |                     |            |   |   |            |
| Funding Source   | FHWA (CPG)          | FHWA (SU)  | FTA 5305(d)<br>(Carryforward<br>FY 21/22) | FTA 5305(d)<br>(Carryforward<br>FY 21/22) | Total      |
| Contract Number  | G2799               | G2799      | G2106                                     | G2106                                     |            |
| Source Level   | Federal<br>(81.93%) | Federal    | Federal<br>(80%)                          | State Soft<br>Match (20%)                 |            |
| <b>Personnel (Salary &amp; Benefits)</b>               | \$ 38,000           | \$ 31,493  | \$ 16,890                                 | \$ 4,223                                  | \$ 90,606  |
| <b>Consultant</b>                                      | \$ 85,556           | \$ 441,061 |   |   | \$ 526,617 |
| <b>TOTAL</b>   | \$ 123,556          | \$ 472,554 | \$ 16,890                                 | \$ 4,223                                  | \$ 617,223 |

| <b>Task 5.0 Implement</b>                              |                     |            |            |
|--|---------------------|------------|------------|
| Budget Detail for FY 24 (July 1, 2023 - June 30, 2024) |                     |            |            |
| Funding Source   | FHWA (CPG)          | FHWA (SU)  | Total      |
| Contract Number  | G2799               | G2799      |            |
| Source Level   | Federal<br>(81.93%) | Federal    |            |
| <b>Personnel (Salary &amp; Benefits)</b>               | \$ 20,000           | \$ 25,000  | \$ 45,000  |
| <b>Consultant</b>                                      | \$ 10,000           | \$ 194,552 | \$ 204,552 |
| <b>TOTAL</b>   | \$ 30,000           | \$ 219,552 | \$ 249,552 |

## TASK 5.1 – Technology and Innovation

**Purpose:** Collaborate and coordinate on implementation of Intelligent Transportation System Master Plan and activities and programs that promote use of technology and innovative solutions that can enhance safety, improve travel time reliability, reduce environmental impacts by minimizing congestion for all travel modes.

### **Previous Achievements:**

- ✓ Adopted update to Intelligent Transportation System Master Plan (July 2021)
- ✓ Support and advocate for implementing Road Rangers in Brevard County
- ✓ Design of local Traffic Management Center
- ✓ Attendance and participation in TSM&O activities and coalitions
- ✓ Attendance and participation in Traffic Incident Management committees

### **Required Activities:**

- Coordinate with regional and state on planning for Automated Vehicles (AV), Connected Vehicles (CV) and technology that implements both AV and CV
- Coordination and implementation of ITS Master Plan and coordination of implementation
- Oversee Regional ITS Architecture
- Attend and participate in TSM&O programs with FDOT and local jurisdictions
- Manage and conduct local TSM&O Consortium coordination meetings
- If approved and with staffing resources and funding available, develop a Smart Space Coast Plan that would look at what a Smart Space Coast would like utilizing technologies that would enhance the safety, efficiency and connectivity of the transportation system. Systems that could alert and detect rail safety events; smoke alerts; flood gauges; integrated traffic control devices; public service announcements; events (launches; traffic incidents; weather), etc. Plan would be developed utilizing consultant services.
- Promotion of data sharing among various agencies and the public. Data to be used across multiple program: freight, bike/ped, equity analysis (see Task 2.0), performance management, travel time, AV/CV, transit usage, etc.

| Work Products                                      | Completion Date | Responsible Agency(s) |
|--|-----------------|-----------------------|
| Implementation of ITS Master Plan                  | On-going        | SCTPO                 |
| Attend regional TSM&O coordination meetings        | Monthly         | FDOT                  |
| Manage and conduct local TSM&O Consortium meetings | Quarterly       | SCTPO                 |
| Development of Smart Space Coast Plan*             | June 2024       | SCTPO                 |

\*If consultants used, full scope of services, schedule and budget to be submitted for FHWA approval prior to authorizing work.

| Task 5.1 Technology & Innovation                       |                     |                 |   |   |                  |
|--|---------------------|-----------------|---|---|------------------|
| Budget Detail for FY 23 (July 1, 2022 - June 30, 2023) |                     |                 |   |   |                  |
| Funding Source   | FHWA (CPG)          | FHWA (SU)       | FTA 5305(d)<br>(Carryforward<br>FY 21/22) | FTA 5305(d)<br>(Carryforward<br>FY 21/22) | Total            |
| Contract Number  | G2799               | G2799           | G2106                                     | G2106                                     |                  |
| Source Level   | Federal<br>(81.93%) | Federal         | Federal<br>(80%)                          | State Soft<br>Match (20%)                 |                  |
| Personnel (Salary & Benefits)                          | \$ 7,000            | \$ 1,000        | \$ 5,000                                  | \$ 1,250                                  | \$ 14,250        |
| Consultant   | \$ 15,000           | \$ -            |   |   | \$ 15,000        |
| <b>TOTAL</b>   | <b>\$ 22,000</b>    | <b>\$ 1,000</b> | <b>\$ 5,000</b>                           | <b>\$ 1,250</b>                           | <b>\$ 29,250</b> |

| Task 5.1 Technology & Innovation                       |                     |                  |                  |
|--|---------------------|------------------|------------------|
| Budget Detail for FY 24 (July 1, 2023 - June 30, 2024) |                     |                  |                  |
| Funding Source   | FHWA (CPG)          | FHWA (SU)        | Total            |
| Contract Number  | G2799               | G2799            |                  |
| Source Level   | Federal<br>(81.93%) | Federal          |                  |
| Personnel (Salary & Benefits)                          | \$ 20,000           | \$ 10,000        | \$ 30,000        |
| Consultant   |                     | \$ 12,674        | \$ 12,674        |
| <b>TOTAL</b>   | <b>\$ 20,000</b>    | <b>\$ 22,674</b> | <b>\$ 42,674</b> |

## TASK 6.0 – ENGAGE



**Purpose:** To enhance public participation in the transportation planning process by providing appropriate opportunities for input, development and dissemination of information utilizing various types of media. Provide education and training on transportation safety including bicycle, pedestrian and other modes of travel.

### **Previous Achievements:**

- ✓ Increased usage of social media applications including Facebook, Twitter, YouTube, and Nextdoor
- ✓ Broadcasting of TPO Board monthly meetings through Brevard County's Space Coast Government Television and YouTube
- ✓ Maintained TPO website
- ✓ Published electronic newsletters, En Route to provide subscribers information on upcoming meetings, projects, safety messages, and how to get involved
- ✓ Presentations at various events including Chamber of Commerce, homeowner's associations, city councils and public meetings related to transportation projects
- ✓ Reviewed Title VI and Limited English Proficiency Plan (LEPP)
- ✓ Implemented Public Participation Plan on all projects providing adequate notice and publication of agendas to allow for public comment
- ✓ Published Public Participation Activity Reports
- ✓ Updated Public Participation Plan based on COVID impacts and virtual meeting platforms
- ✓ Maintain data on evaluating effectiveness of public outreach tools used
- ✓ Participated and presented pedestrian safety as part of state Head Start Outreach program
- ✓ Coordinated and participated in annual Walk and Bike to School Days
- ✓ Participated in State's Alert Today, Alive Tomorrow campaign
- ✓ Provided bicycle helmets and continued distribution program of helmet to those in need

### **Required Activities:**

- Continue Public Engagement Program that includes:
  - Engagement Tools: Maintain and update as appropriate organization website; Utilization of social media platforms to disseminate information promote meetings and opportunities for public feedback and engagement on transportation planning projects and programs (Facebook, Twitter, YouTube, Nextdoor, utilization of social boosting advertising to increase discussions about core projects, specific projects and improve reach to all demographics in Brevard, budgeted under Task 1.0, operating expenses)

- Create and post documents, reports and information materials for public access
- Development and distribution of E-News
- Coordination with local and regional media sources to extend outreach and promote projects and programs
- Continue provision of community presentations, events, interviews and attendance at public meetings related to transportation planning and projects
- Conduct Facebook Live meetings and Virtual Town Hall meetings as appropriate
- Quarterly public engagement reports to track outreach efforts and measures of effectiveness of public involvement methods
- Develop educational video's regarding transportation planning initiatives to encourage engagement (topics could include Resiliency, ITS, How Transportation is Funded, etc. (utilize GPC, scopes to be developed on as needed basis)
- Develop a Crisis Communications Plan that would identify SCTPO's role in event of a natural or man-made disaster that creates a disruption to transportation system (utilize General Planning Consulting Services)
- Maintain and update Public Participation Plan; Annual Measure of Effectiveness Report; Annual Report
- If needed, use of General Planning Consultants in assisting with public engagement activities that may include meeting preparations, outreach materials/flyers, annual reports
- Follow public notice policies for all meetings, document development including the amending of documents and project meetings
- Continue to follow and implement Title VI policy and ensure public has opportunity to participate in all transportation planning activities and programs
- Maintain Limited English Proficiency Plan (LEPP) policy and review as appropriate
- Ensure complaint policy, process and forms are readily available where appropriate
- Record and coordinate with Brevard County's Space Coast Government Television to broadcast TPO Board meetings; activity may also be covered under Task 1.0
- Record and post meetings on YouTube; activity may also be covered under Task 1.0
- Continue Transportation Safety Education Program:
  - Bicycle education program within schools; include maintenance of trailers (budgeted under task 1.0) used to house bicycles and rodeo equipment used in the program;
  - Education of pedestrian safety through state Head Start program
  - Outreach to law enforcement; libraries; millennials; seniors and those underserved in community
  - Coordinate, support and participate in National Walk Your Child to School Day and National Bike to School Day;

- Helmet distribution program
- Crosswalk safety, all age groups, education to drivers and pedestrians
- Development of targeted education outreach programs that focus on specific transportation emphasis programs such as resiliency, safety (Vision Zero) and technology/innovation techniques (some programs may use consulting services)
- **General Public Involvement Support – Utilizing general planning consultants, support public engagement program by providing creative services such as writing, content creation, graphic design and video concepts. Development of an Annual Report, both in digital and print-ready formats; development of a Get To Know the SCTPO campaign, both in print and digital collateral pieces such as brochures and video content; campaign to include topics of Who We Are, What We Do, How is Transportation Funded and Get Involved; On-call support will be for efforts such as additional staffing for public meetings or other outreach events; video filming; flyers and fact sheets; infographics and social media post. Schedule for services will be on-going and funded with FY 23 CPG and FY 24 CPG and SU funds. See Appendix E for full scope.**

| Work Products   | Completion Date    | Responsible Agency(s) |
|---|--------------------|-----------------------|
| Maintain Public Participation Plan  | On-going           | SCTPO                 |
| Public Participation Plan Update  | Dec 2022           | SCTPO                 |
| Public Engagement Measures of Effectiveness Report  | Sept 2022 & 2023   | SCTPO                 |
| Annual Report of Achievements   | Sept 2022 & 2023   | SCTPO                 |
| National Walk to School Day   | October 2022; 2023 | SCTPO                 |
| National Bike to School Day   | May 2023; 2024     | SCTPO                 |
| Develop, publish and distribute E-news  | Monthly            | SCTPO                 |
| Develop, publish Public Engagement Report   | Bi-monthly         | SCTPO                 |
| Community presentations, events, interviews   | On-going           | SCTPO                 |
| Maintain TPO Website  | On-going           | SCTPO                 |
| Utilization of social media platforms to distribute information   | On-going           | SCTPO                 |
| Helmet Distribution Program   | On-going           | SCTPO                 |
| Bicycle Education Program   | On-going           | SCTPO                 |
| Safety Education and General Transportation Education   | On-going           | SCTPO                 |
| Meeting notices and public outreach   | On-going           | SCTPO                 |
| <b>Products Potentially Utilizing Consultant Services*</b>  |                    |                       |
| Develop educational/outreach videos   | As-needed          | SCTPO                 |
| General Engagement/Outreach Support   | As-needed          | SCTPO                 |
| Targeted Outreach Programs (topic specific, Resiliency; Vision Zero; Technology; Long Range Planning, etc.) | On-going           | SCTPO                 |
| Develop Crisis Communications Plan  | March 2024         | SCTPO                 |

\*If consultants used, full scope of services, schedule and budget to be submitted for FHWA approval prior to authorizing work.

| Task 6.0 Engage  |                     |           |   |   |            |
|--|---------------------|-----------|---|---|------------|
| Budget Detail for FY 23 (July 1, 2022 - June 30, 2023) |                     |           |   |   |            |
| Funding Source   | FHWA (CPG)          | FHWA (SU) | FTA 5305(d)<br>(Carryforward<br>FY 21/22) | FTA 5305(d)<br>(Carryforward<br>FY 21/22) | Total      |
| <b>Contract Number</b>                                 | G2799               | G2799     | G2106                                     | G2106                                     |            |
| <b>Source Level</b>                                    | Federal<br>(81.93%) | Federal   | Federal<br>(80%)                          | State Soft<br>Match (20%)                 |            |
| <b>Personnel (Salary &amp; Benefits)</b>               | \$ 19,000           | \$ 46,835 | \$ 75,000                                 | \$ 18,750                                 | \$ 159,585 |
| <b>Consultant</b>                                      | \$ 65,630           |           |   |   | \$ 65,630  |
| <b>TOTAL</b>   | \$ 84,630           | \$ 46,835 | \$ 75,000                                 | \$ 18,750                                 | \$ 225,215 |

| Task 6.0 Engage  |                     |            |            |
|--|---------------------|------------|------------|
| Budget Detail for FY 24 (July 1, 2023 - June 30, 2024) |                     |            |            |
| Funding Source   | FHWA (CPG)          | FHWA (SU)  | Total      |
| <b>Contract Number</b>                                 | G2799               | G2799      |            |
| <b>Source Level</b>                                    | Federal<br>(81.93%) | Federal    |            |
| <b>Personnel (Salary &amp; Benefits)</b>               | \$ 67,992           | \$ 85,904  | \$ 153,896 |
| <b>Consultant</b>                                      | \$ 3,500            | \$ 55,000  | \$ 58,500  |
| <b>TOTAL</b>   | \$ 71,492           | \$ 140,904 | \$ 212,396 |

# APPENDIX A

## APPENDIX A - TABLES

- Table 1. Summary Budget Table
- Table 2. Funding Source Table FY 23
- Table 3. Funding Source Table FY 24
- Table 4. Proposed UPWP Work Schedule for FY 23
- Table 5. Proposed UPWP Work Schedule for FY 24



Table 1. Summary Budget Table

| Funding Source                        | FHWA (CPG)   |              | FHWA (SU)    |            | CTD       |           | BOCC      |            | FTA 5305(d)                | 2023         | 2024         |
|---------------------------------------|--------------|--------------|--------------|------------|-----------|-----------|-----------|------------|----------------------------|--------------|--------------|
|                                       | Contract     | G2799        | G2799        | G2799      | G2799     | G2920     | XX        | Interlocal | Interlocal                 |              |              |
| Fiscal Year                           | 2023         | 2024         | 2023         | 2024       | 2023      | 2024      | 2023      | 2024       | (Carryforward<br>FY 21/22) |              |              |
| Total Budget                          | \$ 1,296,117 | \$ 1,157,342 | \$ 1,134,951 | \$ 700,000 | \$ 32,468 | \$ 32,475 | \$ 12,000 | \$ 12,000  | \$ 163,890                 | Totals       | Totals       |
| <b>Task 1.0 - Manage</b>              |              |              |              |            |           |           |           |            |                            |              |              |
| Personnel                             | \$ 678,912   | \$ 638,912   |              |            |           |           |           |            | \$ 40,000                  | \$ 718,912   | \$ 638,912   |
| Consultant                            | \$ 43,049    | \$ 15,000    |              |            |           |           |           |            |                            | \$ 43,049    | \$ 15,000    |
| Other Direct Expenses                 | \$ 224,970   | \$ 225,198   |              |            |           |           | \$ -      | \$ -       |                            | \$ 224,970   | \$ 225,198   |
| <b>Task 1.1 - Regional Activities</b> |              |              |              |            |           |           |           |            |                            |              |              |
| Consultant - CFMPOA*                  | \$ 5,000     | \$ 5,000     |              |            |           |           |           |            |                            | \$ 5,000     | \$ 5,000     |
| <b>Task 2.0 - Monitor</b>             |              |              |              |            |           |           |           |            |                            |              |              |
| Personnel                             | \$ 15,000    | \$ 35,000    | \$ 10,000    | \$ 20,000  |           |           |           |            | \$ 10,000                  | \$ 35,000    | \$ 55,000    |
| Consultant                            |              |              | \$ 164,665   | \$ 80,000  |           |           |           |            |                            | \$ 164,665   | \$ 80,000    |
| Other Direct Expenses                 |              |              | \$ 53,142    | \$ 53,549  |           |           | \$ 12,000 | \$ 12,000  |                            | \$ 65,142    | \$ 65,549    |
| <b>Task 3.0 - Prioritize</b>          |              |              |              |            |           |           |           |            |                            |              |              |
| Personnel                             | \$ 28,000    | \$ 20,000    |              |            |           |           |           |            | \$ 5,000                   | \$ 33,000    | \$ 20,000    |
| Consultant                            | \$ 3,000     | \$ 5,000     | \$ 2,000     |            |           |           |           |            |                            | \$ 5,000     | \$ 5,000     |
| <b>Task 4.0 - Plan</b>                |              |              |              |            |           |           |           |            |                            |              |              |
| Personnel                             | \$ 48,000    | \$ 20,000    | \$ 15,000    | \$ 15,301  | \$ 32,468 | \$ 32,475 |           |            | \$ 12,000                  | \$ 107,468   | \$ 67,776    |
| Consultant                            | \$ 20,000    | \$ 71,740    | \$ 369,755   | \$ 148,020 |           |           |           |            |                            | \$ 389,755   | \$ 219,760   |
| <b>Task 5.0 - Implement</b>           |              |              |              |            |           |           |           |            |                            |              |              |
| Personnel                             | \$ 38,000    | \$ 20,000    | \$ 31,493    | \$ 25,000  |           |           |           |            | \$ 16,890                  | \$ 86,383    | \$ 45,000    |
| Consultant                            | \$ 85,556    | \$ 10,000    | \$ 441,061   | \$ 194,552 |           |           |           |            |                            | \$ 526,617   | \$ 204,552   |
| <b>Task 5.1 - Technology</b>          |              |              |              |            |           |           |           |            |                            |              |              |
| Personnel                             | \$ 7,000     | \$ 20,000    | \$ 1,000     | \$ 10,000  |           |           |           |            | \$ 5,000                   | \$ 13,000    | \$ 30,000    |
| Consultant                            | \$ 15,000    |              | \$ -         | \$ 12,674  |           |           |           |            |                            | \$ 15,000    | \$ 12,674    |
| <b>Task 6.0 - Engage</b>              |              |              |              |            |           |           |           |            |                            |              |              |
| Personnel                             | \$ 19,000    | \$ 67,992    | \$ 46,835    | \$ 85,904  |           |           |           |            | \$ 75,000                  | \$ 140,835   | \$ 153,896   |
| Consultant                            | \$ 65,630    | \$ 3,500     |              | \$ 55,000  |           |           |           |            |                            | \$ 65,630    | \$ 58,500    |
| <b>Totals</b>                         | \$ 1,296,117 | \$ 1,157,342 | \$ 1,134,951 | \$ 700,000 | \$ 32,468 | \$ 32,475 | \$ 12,000 | \$ 12,000  | \$ 163,890                 | \$ 2,639,426 | \$ 1,901,817 |

\* CFMPOA - Central Florida Metropolitan Planning Organization Alliance. Members include: MetroPlan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala-Marion MPO and Polk TPO.

CTD = Commission for the Transportation Disadvantaged

BOCC = Board of County Commissioners

Orange formatting indicates outgoing funds. Transferring to MetroPlan Orlando for support of CFMPOA.

**Table 2. Funding Source Table - FY 23**

| <i>Funding Source</i>                 | FHWA (CPG)   | State Soft Match* | FHWA (SU)    | CTD       | BOCC       | FTA 5305(d)             | State Soft Match*       |               |                               |
|---------------------------------------|--------------|-------------------|--------------|-----------|------------|-------------------------|-------------------------|---------------|-------------------------------|
| <i>Contract</i>                       | G2799        | G2799             | G2799        | G2920     | Interlocal | G2106                   | G2106                   |               |                               |
| <i>Fiscal Year</i>                    | 2023         | 2023              | 2023         | 2023      | 2023       | (Carryforward FY 21/22) | (Carryforward FY 21/22) |               |                               |
| <i>Total Budget</i>                   | \$ 1,296,117 | \$ 234,208        | \$ 1,134,951 | \$ 32,468 | \$ 12,000  | \$ 163,890              | \$ 40,973               | <b>Totals</b> | <b>Totals Less Soft Match</b> |
| <b>Task 1.0 - Manage</b>              | \$ 946,931   | \$ 171,109        | \$ -         |           | \$ -       | \$ 40,000               | \$ 10,000               | \$ 1,168,040  | \$ 986,931                    |
| <b>Task 1.1 - Regional Activities</b> | \$ 5,000     | \$ 904            |              |           |            |                         |                         | \$ 5,904      | \$ 5,000                      |
| <b>Task 2.0 - Monitor</b>             | \$ 15,000    | \$ 2,710          | \$ 227,807   |           | \$ 12,000  | \$ 10,000               | \$ 2,500                | \$ 270,017    | \$ 264,807                    |
| <b>Task 3.0 - Prioritize</b>          | \$ 31,000    | \$ 5,601          | \$ 2,000     |           |            | \$ 5,000                | \$ 1,250                | \$ 44,851     | \$ 38,000                     |
| <b>Task 4.0 - Plan</b>                | \$ 68,000    | \$ 12,288         | \$ 384,755   | \$ 32,468 |            | \$ 12,000               | \$ 3,000                | \$ 512,511    | \$ 497,223                    |
| <b>Task 5.0 - Implement</b>           | \$ 123,556   | \$ 22,327         | \$ 472,554   |           |            | \$ 16,890               | \$ 4,223                | \$ 639,549    | \$ 613,000                    |
| <b>Task 5.1 - Technology</b>          | \$ 22,000    | \$ 3,975          | \$ 1,000     |           |            | \$ 5,000                | \$ 1,250                | \$ 33,225     | \$ 28,000                     |
| <b>Task 6.0 - Engage</b>              | \$ 84,630    | \$ 15,293         | \$ 46,835    |           |            | \$ 75,000               | \$ 18,750               | \$ 240,508    | \$ 206,465                    |
| <b>Totals</b>                         | \$ 1,296,117 | \$ 234,208        | \$ 1,134,951 | \$ 32,468 | \$ 12,000  | \$ 163,890              | \$ 40,973               | \$ 2,914,607  | \$ 2,639,426                  |

Notes: \*State Soft Match: FDOT uses toll credits to fulfill the required FHWA PL & FTA 5305(d) non-Federal share. This FDOT soft match is non-cash. The soft match includes fund transfers, and is calculated at 18.07% for PL and 20.00% for FTA utilizing Transportation Development Credits.

CTD = Commission for the Transportation Disadvantaged

BOCC = Board of County Commissioners

Orange formatting indicates outgoing funds.

|                |              |                     |
|----------------|--------------|---------------------|
| Note: FY 23 SU | \$ 700,000   | Base Allocation     |
|                | \$ 434,951   | FY 22 De-obligation |
|                | \$ 1,134,951 | Total               |

**Table 3. Funding Source Table - FY 24**

| <i>Funding Source</i>                 | FHWA (CPG)   | State Soft Match* | FHWA (SU)  | CTD       | BOCC       |               |                               |
|---------------------------------------|--------------|-------------------|------------|-----------|------------|---------------|-------------------------------|
| <i>Contract</i>                       | XX           | XX                | XX         | XX        | Interlocal |               |                               |
| <i>Fiscal Year</i>                    | 2024         | 2024              | 2024       | 2024      | 2024       |               |                               |
| <i>Total Budget</i>                   | \$ 1,157,342 | \$ 207,325        | \$ 700,000 | \$ 32,475 | \$ 12,000  |               | <b>Totals Less Soft Match</b> |
|                                       |              |                   |            |           |            | <b>Totals</b> |                               |
| <b>Task 1.0 - Manage</b>              | \$ 879,110   | \$ 158,855        | \$ -       |           | \$ -       | \$ 1,037,964  | \$ 879,110                    |
| <b>Task 1.1 - Regional Activities</b> | \$ 5,000     | \$ 904            |            |           |            | \$ 5,904      | \$ 5,000                      |
| <b>Task 2.0 - Monitor</b>             | \$ 35,000    | \$ 6,325          | \$ 153,549 |           | \$ 12,000  | \$ 206,874    | \$ 200,549                    |
| <b>Task 3.0 - Prioritize</b>          | \$ 25,000    | \$ 4,517          | \$ -       |           |            | \$ 29,517     | \$ 25,000                     |
| <b>Task 4.0 - Plan</b>                | \$ 91,740    | \$ 16,577         | \$ 163,321 | \$ 32,475 |            | \$ 304,113    | \$ 287,536                    |
| <b>Task 5.0 - Implement</b>           | \$ 30,000    | \$ 3,614          | \$ 219,552 |           |            | \$ 253,166    | \$ 249,552                    |
| <b>Task 5.1 - Technology</b>          | \$ 20,000    | \$ 3,614          | \$ 22,674  |           |            | \$ 46,288     | \$ 42,674                     |
| <b>Task 6.0 - Engage</b>              | \$ 71,492    | \$ 12,919         | \$ 140,904 |           |            | \$ 225,315    | \$ 212,396                    |
| <b>Totals</b>                         | \$ 1,157,342 | \$ 207,325        | \$ 700,000 | \$ 32,475 | \$ 12,000  | \$ 2,109,142  | \$ 1,901,817                  |

Notes: \*State Soft Match: FDOT uses toll credits to fulfill the required FHWA PL & FTA 5305(d) non-Federal share. This FDOT soft match is non-cash. The soft match includes fund transfers, and is calculated at 18.07% for PL and 20.00% for FTA utilizing Transportation Development Credits.

CTD = Commission for the Transportation Disadvantaged

BOCC = Board of County Commissioners


 Orange formatting indicates outgoing funds.

Table 4.

| PROPOSED UPWP PLANNING WORK SCHEDULE FOR FISCAL YEAR 2023 |                         |         |        |         |        |        |        |        |        |        |          |        |         |
|---|-------------------------|---------|--------|---------|--------|--------|--------|--------|--------|--------|----------|--------|---------|
| Task No.  | Task Title              | JULY 22 | AUG 22 | SEPT 22 | OCT 22 | NOV 22 | DEC 22 | JAN 23 | FEB 23 | MAR 23 | APRIL 23 | MAY 23 | JUNE 23 |
| 1.0   | Manage                  | ◆◆      | ◆◆     | ◆◆      | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆       | ◆◆     | ◆◆      |
| 1.1   | Regional                | ◆◆      | ◆◆     | ◆◆      | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆       | ◆◆     | ◆◆      |
| 2.0   | Monitor                 | ◆◆      | ◆◆     | ◆◆      | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆       | ◆◆     | ◆◆      |
| 3.0   | Prioritize              | ◆◆      | ◆◆     | ◆◆      | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆       | ◆◆     | ◆◆      |
| 4.0   | Plan                    | ◆◆      | ◆◆     | ◆◆      | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆       | ◆◆     | ◆◆      |
| 5.0   | Implement               | ◆◆      | ◆◆     | ◆◆      | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆       | ◆◆     | ◆◆      |
| 5.1   | Technology & Innovation | ◆◆      | ◆◆     | ◆◆      | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆       | ◆◆     | ◆◆      |
| 6.0   | Engage                  | ◆◆      | ◆◆     | ◆◆      | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆       | ◆◆     | ◆◆      |

Table 5.

| PROPOSED UPWP PLANNING WORK SCHEDULE FOR FISCAL YEAR 2024 |                         |         |        |         |        |        |        |        |        |        |          |        |         |
|---|-------------------------|---------|--------|---------|--------|--------|--------|--------|--------|--------|----------|--------|---------|
| Task No.  | Task Title              | JULY 23 | AUG 23 | SEPT 23 | OCT 23 | NOV 23 | DEC 23 | JAN 24 | FEB 24 | MAR 24 | APRIL 24 | MAY 24 | JUNE 24 |
| 1.0   | Manage                  | ◆◆      | ◆◆     | ◆◆      | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆       | ◆◆     | ◆◆      |
| 1.1   | Regional                | ◆◆      | ◆◆     | ◆◆      | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆       | ◆◆     | ◆◆      |
| 2.0   | Monitor                 | ◆◆      | ◆◆     | ◆◆      | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆       | ◆◆     | ◆◆      |
| 3.0   | Prioritize              | ◆◆      | ◆◆     | ◆◆      | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆       | ◆◆     | ◆◆      |
| 4.0   | Plan                    | ◆◆      | ◆◆     | ◆◆      | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆       | ◆◆     | ◆◆      |
| 5.0   | Implement               | ◆◆      | ◆◆     | ◆◆      | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆       | ◆◆     | ◆◆      |
| 5.1   | Technology & Innovation | ◆◆      | ◆◆     | ◆◆      | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆       | ◆◆     | ◆◆      |
| 6.0   | Engage                  | ◆◆      | ◆◆     | ◆◆      | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆     | ◆◆       | ◆◆     | ◆◆      |

# APPENDIX B

## APPENDIX B – UPWP STATEMENTS AND ASSURANCES

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
 POLICY PLANNING  
 05/18

**DEBARMENT and SUSPENSION CERTIFICATION**

As required by the USDOT regulation on Governmentwide Debarment and Suspension at 49 CFR 29.510

- (1) The Space Coast TPO hereby certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
  - (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.
- (2) The Space Coast TPO also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.

Name: Andrea Young  
 Title: Space Coast TPO Chair

Date

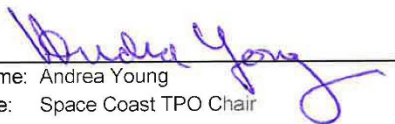
FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
 POLICY PLANNING  
 05/18

**LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS**

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Space Coast TPO that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Space Coast TPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Space Coast TPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

  
 Name: Andrea Young  
 Title: Space Coast TPO Chair

3-10-2022  
 Date



FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
 POLICY PLANNING  
 05/18

**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

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

The Space Coast TPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Space Coast TPO, in a non-discriminatory environment.

The Space Coast TPO shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code

  
 Name: Andrea Young  
 Title: Space Coast TPO Chair

3-10-2022  
 Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
 POLICY PLANNING  
 05/18

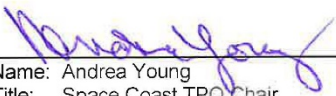
**TITLE VI/ NONDISCRIMINATION ASSURANCE**

Pursuant to Section 9 of US DOT Order 1050.2A, the Space Coast TPO assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Space Coast TPO further assures FDOT that it will undertake the following with respect to its programs and activities:

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

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

  
 Name: Andrea Young  
 Title: Space Coast TPO Chair

3-10-2022  
 Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
 POLICY PLANNING  
 05/18

**APPENDICES A and E**

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

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



FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
 POLICY PLANNING  
 05/18

- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

# APPENDIX C

## APPENDIX C – SCTPO TRAVEL POLICY, PLC-4

## Policy PLC-4: Travel Policy & Procedures

### SECTION 1.0 TRAVEL POLICY AND DEFINITIONS

### SECTION 2.0 TRANSPORTATIONS REQUIREMENTS AND REIMBURSEMENTS

## SECTION 1.0 TRAVEL POLICY AND DEFINITIONS

### 1.1 TRAVEL POLICY.

(A) Objective. The objective of this policy is to prescribe SCTPO Board policy for the reimbursement of authorized traveler's expenses incurred during the performance of their official duties.

(B) References. Section 112.061, Florida Statutes – Per diem and traveling expenses of Public Officers, employees, and authorized persons.

(C) Directives.

(1) The Space Coast Transportation Planning Organization (SCTPO) Executive Director shall authorize all class C travel made by SCTPO staff and shall ensure that all travel is for the business, and purposes of the SCTPO. The SCTPO Chair shall authorize all class C travel made by SCTPO members and the Executive Director.

(2) The Space Coast Transportation Planning Organization Governing Board members, Executive Director, and SCTPO staff Travel A & B must be approved by the SCTPO Governing Board. In the event travel is of an emergency nature or when travel must be authorized on short notice to the SCTPO, any authorization may be made by the SCTPO Chair and/ or Vice-Chair. The SCTPO Executive Director shall ensure that all travel is for the business and purposes of the SCTPO.

(3) Travel reimbursement for the SCTPO shall be in accordance with Section 112.061, Florida Statutes.

(4) All SCTPO staff and Board members shall advise the SCTPO Executive Director, or the Executive Director's designee, of all anticipated travel plans by providing supporting documentation, if available, so costs and arrangements for the travel may be included in the UPWP and budget process.

(5) Adoption by the Space Coast Transportation Planning Organization (SCTPO) Governing Board of the UPWP and the Annual Operating Budget shall authorize said trips for payment of registration, hotels, and airline costs.

(6) SCTPO staff class C and approved class A & B travel reimbursements shall be signed and approved by the SCTPO Executive Director.

(7) SCTPO Executive Director and SCTPO member travel reimbursements shall be signed and approved by the SCTPO Chair or the Executive Director's designee.

(D) Purpose and Scope. The purpose and scope of PLC-4 is to ~~to~~ implement Space Coast Transportation Planning Organization Governing Board Policy PLC-4 and provide instructions for the reimbursement of expenses for authorized travel on SCTPO business.



**1.2** DEFINITIONS AND REFERENCES. As used in PLC-4, the following terms and reference shall apply:

“Class A Travel” means continuous travel of twenty-four (24) hours or more away from headquarters.

“Class B Travel” means continuous travel of less than twenty-four (24) hours which requires overnight absence from official headquarters.

“Class C Travel” means short or day trips where the traveler is not away from his official headquarters overnight.

“Common Carrier” means commercial airlines, train, bus, or rental cars of an established rental firm.

“Official Headquarters” means Viera, Florida, which is the city or town in which the individual’s office is located. In the event a person is located in the field, the official headquarters is the city or town designated by the agency nearest to the area where the majority of the official business is conducted.

Section 112.061, Florida Statutes. This provision provides for ~~tr~~traveling expenses of Public Officers, employees, and authorized persons of the SCTPO.

“Traveler” is a term that includes the Space Coast Transportation Planning Organization (SCTPO) Executive Director, staff employee, or SCTPO Board member, authorized to travel on official SCTPO business.

## SECTION 2.0 TRANSPORTATION REQUIREMENTS AND REIMBURSEMENTS

**2.1** TRANSPORTATION REQUIREMENTS. Travel shall be required to be accomplished by routes of travel and modes of travel as set forth herein.

(A) Mode Determination. The most economical and efficient mode of travel shall be used for each trip. The type of travel (conference, meeting, training, or other type of travel), which shall determine the mode, include the nature of business, value of time of the traveler, cost of transportation or subsistence required for the number of travelers, and the amount of equipment or material to be transported.

(B) Routes of Travel. All travel must be by a usually traveled route. Any extra costs incurred by a traveler using an indirect route for said traveler’s own convenience shall be the responsibility of the traveler.

**2.2** ALLOWABLE METHODS.

(A) Common Carrier. Airplane tickets for authorized travel shall be obtained for the traveler following research to determine the lowest cost carrier based on coach class seating. Any traveler insisting on a higher class seating will be required to pay for the difference in cost. Tickets may be purchased through the use of an authorized office credit card.

(B) Travel by Motor Vehicle.

(1) Rental Vehicle.

(a) Request by any traveler for use of a rental vehicle shall be authorized for travel ONLY when it is demonstrated that there is a reasonable need for the traveler to have the use of a vehicle.

(b) Rental vehicles shall be used when a demonstrated cost savings compared to use of a privately owned vehicle or use of local transportation provider is demonstrated. Demonstrated savings as used in this provision shall include the cost of the rental, parking your vehicle at the rental facility, mileage, gas, and rate of pay of the driver/traveler.

(c) When possible the traveler is encouraged to pick up and return their rental vehicle during their normal work schedule. When a rental vehicle requires the traveler

to go beyond their normal work schedule to pick up and return the vehicle, the traveler is encouraged to flex their work schedule to reimburse themselves for their travel time.

(2) **Privately Owned Vehicles.** Privately owned vehicles may be utilized for official business, if authorized by the responsible supervisor. However if the privately owned vehicle is more expensive to use, including fuel costs, than using a rental vehicle, including fuel costs, reimbursement will be at the rental car rate plus estimated fuel costs. It is recommended that privately owned vehicles carry a business travel insurance addendum on their personal vehicle policy.

### 2.3 SUBSISTENCE APPROVAL.

(A) Class A and B travel approved by the SCTPO Governing Board as part of the UPWP and/or annual operating budget process does not require subsequent SCTPO Governing Board approval. Class A and B travel, for SCTPO staff, the Executive Director and SCTPO Governing Board members not approved by the Space Coast TPO Governing Board as part of the UPWP and/or annual operating budget process must be approved by the SCTPO Governing Board prior to travel. In the event travel is of an emergency nature or due to short notice to the SCTPO, authorization may be made by the SCTPO Chair or Vice- Chair or the Executive Director.

(B) The traveler shall advise, in writing or by email, the designated SCTPO staff member of their desire or business need to attend a function so that arrangements for the travel may be made in advance of the travel dates to take advantage of any special rates. A completed Advance Travel Request form with written supporting justification (completed by the traveler) shall be provided for review and approval.

(C) Class A and B travel approved as part of the UPWP and/or annual operating budget process requires Space Coast TPO Governing Board approval if the travel exceeds the original Board approved amount by 20%.

(D) Pre-registration and registration for Class C travel up to \$500 per traveler for SCTPO staff shall be approved by the SCTPO Executive Director and must be approved as part of an Advance Travel request prior to the traveler attending the event.

(E) Pre-registration and registration for Class C travel over \$500 per traveler for SCTPO staff shall be approved by the SCTPO Chair, or the Chair's designee, who is a member of the SCTPO Governing Board and must be approved as part of an Advance Travel request prior to the traveler attending the event. Pre-registration and registration for Class C travel for the SCTPO Executive Director and SCTPO Governing Board members shall be approved by the SCTPO Chair or the Vice Chair.

(F) A summary of Class A, B and C travel expenses may be provided to the SCTPO Governing Board for their review as part of the regular agenda package on an annual or other agreed upon schedule.

2.4 ELIGIBILITY CRITERIA. Class A and B travel shall include any assignment on official business away from the traveler's official headquarters when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved. The time, for purposes of reimbursement, is calculated as follows:

(1) The travel day for Class A travel shall be a calendar day beginning at midnight and consisting of four 6-hour quarters.

(2) The travel for Class B travel is based on 6-hour cycles beginning at the hour of departure and ending at the hour of return.



## 2.5 RATES OF REIMBURSEMENT.

(A) Class A and B travelers, when traveling within or outside the State to conduct official business shall receive the following reimbursement. Actual expenses for lodging at a single occupancy rate to be substantiated by paid bills and an amount not to exceed the following rates for authorized meals:

- (1) Breakfast - \$6.00 is authorized when a traveler is on travel status prior to 6:00 am and extending beyond 8:00 am.
- (2) Lunch - \$11.00 is authorized when a traveler is on travel status prior to 12:00 noon and extending beyond 2:00 pm.
- (3) Dinner - \$19.00 is authorized when a traveler is on travel status prior to 6:00 pm and extending beyond 8:00 pm.

(B) Class C Traveler Meals.

(1) Meals for Class C travelers may be reimbursable at authorized rates specified when the meal is integrally associated with the Class C travel requirement and is clearly considered to be a public purpose. Class C Meals consumed within the boundaries of Brevard County will not routinely be eligible for reimbursement, unless the employee is restricted in meal options and incurs an involuntary financial hardship.

(2) Travel Expense Reports, which include Class C meals, must have authorization from the SCTPO Executive Director, and in the case of the SCTPO Executive Director or SCTPO Governing Board members, Class C travel will require authorization by the SCTPO Chair. Class C travel is then entered into the SAP system (the County's accounting software) and submitted to the Brevard County Finance Department for processing.

(3) Class C meals are subject to Federal and employment taxes and shall be reported on the employee's W-2 form as taxable income. An individual who claims Class C meals within the scope of their official duties and the travel is not related to a registration does not need to complete a Travel Request.

(C) The SCTPO Executive Director will be responsible for ensuring that all employees comply with this procedure.

## 2.6 ADVANCE PAYMENTS.

(A) If advance payment for a registration fee or lodging expenses is required, all pertinent information (*i.e.*, required payment date, name and address for submittal of advance payment and room rate) shall be inserted in the Travel Request Form, and supporting documentation provided, including a copy of the hotel confirmation.

(B) All requests for advance payments must be received by the designated SCTPO staff member within twenty (20) working days prior to when the warrant (check) is required. The designated SCTPO staff member shall ensure that all advance payment requests are received within twenty (20) working days prior to when the warrant (check) is required. The appropriate SCTPO staff member in charge of processing travel shall ensure that all advance payment requests are received by the Brevard County Finance Department within fifteen (15) working days prior to when the warrant (check) is required.

(C) If the Travel Request is not submitted in time to take advantage of any early registration discounts, the late registration amount will be paid, unless the Department/Office indicates on the Travel Request that the vendor will accept the lower amount.

(D) It is the responsibility of the individual and the SCTPO to obtain a refund (from agents, airlines, or other vendor or supplier of services or conference holder) for all pre-payments and advances for airline, registration, and similar types of charges, if the trip is canceled. All refunds must be forwarded to the Brevard County Finance Department after receipt.

(E) If an advance payment is granted, the traveler must submit the Travel Expense Report to the SCTPO staff member in charge of processing travel within ten (10) working days of the return date.

(F) Purchasing Card. Individuals are required to have an approved Travel Request prior to using a SCTPO purchasing card for travel expenses (registration, lodging, airline, rental car, and similar types of expenses). Authorization to purchase meals during Class A & B travel must have prior approval of the SCTPO Executive Director or SCTPO Chair. Meals during Class C travel should not be placed on the purchasing card.

## 2.7 TRAVELERS EXPENSE REIMBURSEMENT REQUIREMENTS.

(A) All requests for reimbursement of traveling expenses must be itemized on the SCTPO Travel Expense form. Class A and B travel reimbursement requests must also be submitted on a separate SCTPO Travel Expense form (*i.e.*, *i.e.* class A and B travel may not be comingled with Class C travel on any report). All Class A and B travel must be pre-approved by the SCTPO Executive Director, TPO Governing Board or Executive Committee. This form must accompany invoices submitted to the State for travel reimbursement.

(B) All SCTPO Travel Expense forms shall be approved by the SCTPO Executive Director except in the case of the SCTPO Executive Director and Governing Board members, which must be approved by the SCTPO Chair, or the Chair's designee who is a member of the SCTPO Governing Board. All requests for reimbursement shall be submitted to the assigned SCTPO staff member who shall submit said paperwork to the Brevard County Finance Department with required supporting documentation to include mapquest or google miles, information about the program attended, and receipts. The authorizing signature cannot be a subordinate of the traveler. Approved forms of authorizing signatures include original signatures in blue or black ink or electronic signatures, emails, or stamps that have supporting documentation of approval for their use.

(C) Travel authorized by the Space Coast Transportation Planning Organization (SCTPO) Governing Board may not be rejected for any items that are determined by the Brevard County Finance department to be ineligible in accordance with this procedure.

(D) Specific instructions for completion of a SCTPO Travel Expense form for reimbursement consideration is provided as follows:

(1) Mileage for Privately-Owned Vehicle - Allowable mileage.

(a) Only the mileage determined to be for official SCTPO business is eligible for reimbursement. Travelers shall receive the same rate per mile as established and published on the U.S. General Services Administration internet site at [www.gsa.gov/ftr](http://www.gsa.gov/ftr) for privately owned vehicles.

(b) When an authorized person is required to report to an initial work location other than their official work location, mileage is allowed only in an amount equal to the difference between the distance from residence to initial work site and the distance from residence to the official work location. If the distance to initial work location is less than the official distance traveled to authorized persons' official work location, then no mileage is allowed.

(c) Mileage for travel to a residence from the last work location other than the official work location is allowed only in an amount equal to the difference between the distance from the last work location to residence and the distance from official work location to residence. If the distance from the last work location is less than the distance ordinarily traveled, then no reimbursement for mileage is allowable.

(d) Those employees working on an emergency basis or special work assignment, as defined and approved by the SCTPO Executive Director, shall be allowed mileage reimbursement when traveling from their residence to an assigned work location and when returning to their residence after completion of assignment.



(e) An entry shall be listed for each point of origin to point of destination. Travelers shall indicate the city of origin/destination. Only complete words may be used when listing the city and destination, and the name of the event or conference. Under NO circumstances shall abbreviations or ACRONYMS be used. The traveler is to use as many spaces as needed to be able to completely write out the name of the event and destination.

(f) If a traveler decides to use what is considered to be an unreasonable cost for hotel parking (valet), the use of a rental car instead of available ground transportation, or in the event that the hotel nightly fee is higher than \$150, the traveler must provide written justification explaining why they should be reimbursed the additional expense, or they may choose to pay the additional costs at their own expense and not seek reimbursement for the additional costs. Approval of excess expenses is at the discretion of the SCTPO based on a justification that the additional expense is in the public interest or otherwise reasonable.

(g) The specific purpose of every entry shall be stated.

(h) If reimbursement is claimed for meals or per diem, the time of departure and return shall be shown.

(2) In-County Mileage. Mileage must be determined by use of MapQuest or Google and must be the most direct route. Mileage claimed shall be shown in the "Map Mileage Claimed" column. Any mileage traveled in addition to map mileage for an entry shall be shown in the "Vicinity Mileage Claimed" column. The Traveler shall include a copy of the method they used to determine their mileage. The traveler shall ensure that total individual miles, and the total miles reported for reimbursement, are not rounded up.

(3) Out-of-County Mileage.

(a) Mileage must be determined by use of MapQuest or Google and must be the most direct route. Mileage traveled shall be shown in the "Map Mileage Claimed" column. Any mileage traveled in the vicinity of the out-of-County destination shall be shown in the "Vicinity Mileage Claimed" column. The traveler must include a copy of the method they used to determine their mileage. The traveler shall ensure that the individual miles, and the total miles reported for reimbursement, are not rounded up.

(b) The SCTPO Staff, the SCTPO Executive Director, and SCTPO Governing Board members must sign the certification statement on all SCTPO Travel Expense forms. The authorizing signature cannot be a subordinate of the traveler. SCTPO Travel Expense forms must be typed or completed in blue or black ink and legible.

(4) Incidental Expenses.

(a) The following expenses shall be authorized for reimbursement when incurred while on travel status and are required for the approved travel:

1. Taxi and ferry fares
2. Tolls
3. Storage and parking fees
4. Official communications
5. Convention registration fees
6. Shuttle service

(b) The amount and type of incidental expenses shall be listed on the report under the "Incidental Expenses" column. A substantiated paid receipt for each expense must accompany the report for reimbursement.

(E) Vehicle Stipend. The SCTPO Executive Director may authorize a monthly vehicle stipend in lieu of completing travel expense reports, to employees whose job duties and responsibilities consistently require high levels of travel due to the nature of their position. Vehicle Stipends will be reviewed on an annual basis and adhere to requirements of s. 112.061 (7)(f), F.S.

(F) Class A and B Expenses.

- (1) The time of departure and time of return must be shown for all travel.
  - (2) If the travel is complimentary, the abbreviation "Comp" shall be inserted in the "Map Mileage Claimed" column.
  - (3) The traveler shall ensure that the individual miles, the total miles reported, the calculated mileage costs, and the total costs for reimbursement are not rounded up.
  - (4) If a private vehicle was used, the mileage must be shown on the report as specified for mileage for a privately owned automobile.
  - (5) If single occupancy lodging and meals are claimed, the amounts claimed shall be itemized in the "Meals, Lodging" column. Itemized receipts for lodging (including expenses paid in advance) must accompany each report for any Class A or B travel reimbursement.
- (G) Fraudulent Claims.
- (1) Any traveler requesting reimbursement for false or fraudulent travel expenses is subject to legal prosecution and/or discipline in accordance with the Space Coast Transportation Planning Organization (SCTPO) Personnel Policies and Procedures.
  - (2) All travelers requesting reimbursement shall certify that the statement of travel expenses is true and correct and incurred in the conduct of SCTPO Board business and for a public purpose authorized by law.
  - (3) Travel and/or reimbursement for the following is not authorized:
    - (a) Any meals or lodging included in a convention registration fee;
    - (b) Transportation or mileage when gratuitously transported or when transported by another traveler who is entitled to mileage or transportation;
    - (c) Expenses incurred using an indirect route for convenience of the traveler;
    - (d) Travel for the purpose of job placement activities;
    - (e) Expenses for tips;
    - (f) Travel Requests submitted after the fact will be submitted to the SCTPO Board for approval; and
    - (g) Hotel Accommodations not authorized by the SCTPO Board or SCTPO Executive Director.
- (H) Hotel. The hotel name and daily rate along with a copy of the confirmation will be submitted in advance on the Brevard County Travel Request Form, BCC-8, for pre-approval by the SCTPO Executive Director. Hotel accommodations for the SCTPO Executive Director and SCTPO Governing Board members must be signed by the SCTPO Chair. Only hotel rates that are considered reasonable for the locale will be approved.
- (I) Rental Cars. Rental car requests, including car size, will be submitted in advance on the Brevard County Travel Request Form, BCC-8, for pre-approval by the SCTPO Executive Director. Requests for the SCTPO Executive Director's and SCTPO Governing Board member's rental car fees must be signed and approved by the SCTPO Chair.
- Rental car size will be dependent on the number of travelers utilizing the vehicle as follows:
- (1) Fewer than three (3) travelers - compact car;
  - (2) Fewer than five (5) travelers - mid-size car; or
  - (3) Five (5) or more travelers – van.

## Adoption and Revision History of PLC-4, Travel Policy

| POLICY  | ADOPTED   | AMENDED    | RESOLUTION | ACTION  |
|---|-----------|------------|------------|---|
| Policies & Procedures PLC-1, PLC-2, PLC-3, PLC-4, and PLC-5 | 12/9/2010 |            |            | Establish governance for SCTPO to operate as an independent agency  |
| PLC-4 Travel  |           | 4/11/2013  | 13-35      | Changed reimbursement rate per mile from the adopted State of Florida rate to the General Services Administration (GSA) approved rate for privately owned vehicles. The TPO is a Federally funded agency and using the Federal reimbursement rate is appropriate. |
| PLC-4 Travel  |           | 4/10/2014  | 14-16      | Clarified language regarding use of privately owned vehicles and other minor travel requirements related to notifications   |
| PLC-4 Travel  |           | 2/12/2015  | 15-16      | Add new and clarifying language for submittal of travel requests and reimbursements   |
| PLC-4 Travel  |           | 12/14/2017 | 18-09      | Added option of authorizing Vehicle Stipends to those positions where justified.  |

## Latest Resolution amending/adopting Travel Policy

**RESOLUTION 18-09**

**RESOLUTION** amending the SPACE COAST TRANSPORTATION PLANNING ORGANIZATION's Policies: PLC-1, Agency Organization and Operation; PLC-2, Personnel Rules and Regulations; PLC-3, Budget and Finance; PLC-4, Travel; PLC-5, Title VI and Related Non-Discrimination; PLC-6 Social Media; and PLC-7, Conflict of Interest.

**WHEREAS**, the Space Coast Transportation Planning Organization (TPO) is the designated and constituted body responsible for the urban transportation planning and programming process for the Palm Bay-Melbourne and Titusville Urbanized Areas; and

**WHEREAS**, the TPO adopted its Policy Manual on December 9, 2010 that provides guidance and rules on the agency's organization and operations; and

**WHEREAS**, the TPO has amended its Policy manual on October 13, 2011; December 3, 2011; April 11, 2013; April 10, 2014; February 12, 2015, and October 13, 2016 to address various changes to operations; and

**WHEREAS**, in an effort to continually improve the operations and effectiveness of the TPO and to be consistent with the latest statutes and regulations, amendments to the TPO's adopted policies as summarized in Attachment A are needed.

**NOW, THEREFORE BE IT RESOLVED** by the Space Coast Transportation Planning Organization that the Space Coast Transportation Planning Organization authorizes the amendments to its's policies PLC-1, Agency Organization and Operation; PLC-2, Personnel Rules and Regulations; PLC-3, Budget and Finance; PLC-4, Travel; PLC-5, Title VI and Related Non-Discrimination; PLC-6 Social Media; and PLC-7, Conflict of Interest.

**DONE, ORDERED AND ADOPTED THIS 14<sup>TH</sup> DAY OF DECEMBER 14, 2017.**

ATTEST:

  
BOB KAMM, ASSISTANT SECRETARY

SPACE COAST TRANSPORTATION  
PLANNING ORGANIZATION

  
KATHY MEEHAN, CHAIRWOMAN

# APPENDIX D

## APPENDIX D – FDOT DISTRICT PLANNING ACTIVITIES





Florida Department of Transportation  
District Five

### District Planning Activities

At Florida Department of Transportation (FDOT), our mission is to provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of our environment and communities. In order to achieve FDOT's mission and to remain one of the top DOTs in the country, FDOT Secretary Kevin J. Thibault has implemented the department's Vital Few: **Improve Safety, Enhance Mobility, Inspire Innovation, and Foster Talent**. These four core areas should be at the forefront of everything we do as we continue to serve the residents and visitors of Florida. We should always strive to improve safety for all road users, enhance mobility for a growing Florida, inspire innovation within the transportation industry and foster talent within our agency by attracting the best and brightest employees in the nation.

#### Improve Safety

FDOT's mission and top priority is to create a safe, efficient transportation system for all road users in the state of Florida. To continually improve the safety of the traveling public, FDOT participates in several safety campaigns throughout the year, consistently spreads awareness of safety practices through its communication and social media channels, and follows safety standards in every project, every time. FDOT supports the mission of Vision Zero by implementing Target Zero initiatives and by collaborating with our partners to reach zero fatalities and serious injuring on all roads in Florida.

- Incorporate safety into all planning activities for all modes
  - Corridor studies
  - Bicycle and Pedestrian plans and projects
  - Transit plans and projects
  - Operational improvements
  - Intersection safety
  - Rail safety
  - Establish target speed for corridors and projects
- Develop and maintain District safety plans
- State Highway Safety Plan
- Safety Campaigns:
  - Target Zero
  - Alert Today Florida
  - Safe Mobility for Life
- Safety Emphasis Areas
  - Aggressive driving
  - Aging road users and teen drivers
  - Distracted driving





Florida Department of Transportation  
District Five

- Impaired driving
- Intersection crashes
- Lane departure crashes
- Traffic records data
- Vulnerable road users
- Speed Management
- Crash data

### Enhance Mobility

As Florida continues to gain more than 600 residents a day and welcomes more than 126 million annual visitors, it is essential to enhance mobility throughout the state to accommodate its consistent and rapid growth. The Florida Department of Transportation is committed to continuing to enhance our state's transportation system to fit the current and future needs of our residents and visitors. Whether that's through the expansion or enhancement of existing roadways or increased multimodal options, we are committed to building the Florida of the future.

- Systems Planning
  - Travel demand model development
  - Interchange analysis and reviews
  - Level of Service (LOS)
  - Growth management reviews (traffic impact analysis)
  - System maintenance
  - GIS application development and data maintenance
  - Management of data and statistics (track trends)
  - Traffic count program
  - Functional classification
  - Incorporate CAV technology into infrastructure improvements
- Modal Development
  - Incorporate all modes into planning activities
    - Corridor studies that integrate transportation and land use
  - Bicycle and pedestrian facilities
    - Filling gaps in the network
    - Improvements and enhancements included with all plans and projects
    - Multi use trails and side paths
    - Connections to transit
  - Public transit
    - Increasing accessibility to transit routes
    - Commuter Assistance Program
    - Transit agency program management and technical assistance



Florida Department of Transportation  
District Five

- Administration/Program Management of state and federal transit funds
- Assistance to develop transit plans
  - Transit Development Plan (TDP)
  - Transit Asset Management
  - Title VI
  - Transit Disadvantaged Service Plan (TDSP)
- Fixed Guideway Systems
  - Greater Orlando Area Airport (GOAA)
  - SunRail
- Triennial safety audits
- Transportation Disadvantaged Local Coordinating Boards
- Freight and goods movement
  - District Freight Plan
  - Truck Parking Feasibility Studies
  - Sub-area Freight Studies
- SunRail
  - Context Classification
  - Incident management
  - Active work zone management
  - Incorporate TSM&O strategies
  - Expand flexibility of funding to support multimodal projects
    - District allocation of state funds for transit operations

#### Inspire Innovation

Since it was created, FDOT has been consistently creating innovative solutions to solve transportation challenges throughout the state and has become a leader in transportation across the country. The transportation industry is evolving at a rapid pace, and one of our goals at FDOT is to inspire innovation in everything we do. FDOT is proud to employ some of the best and brightest individuals. In order to continue to provide a safe, efficient transportation system for Florida's residents and visitors and prepare for the future, FDOT encourages every employee to think outside of the box. From the everyday processes we use to complete our work to incorporating the latest technologies, let us be forward-thinking in all we do.

- Improve innovation process
  - Ideation approach
  - Incorporate innovation into all FDOT activities and function
- Training
- Data needs and sharing
- Launch platform to engage FDOT staff



Florida Department of Transportation  
District Five

- Innovator Teams
- Migrate ideas
- Monitor and report
  - Develop reports
  - Share information

#### Additional Planning Activities

- MPO Program Management
  - Administration of MPO program and federal funds
  - District Liaison support for MPOs and local governments
  - Technical assistance for development and maintenance of MPO plans and documents
    - UPWP
    - LRTP
    - TIP
    - Agreements
  - Monitoring of program
  - Financial management and oversight
  - Annual Joint MPO Certification
- Regional Planning
  - Support and participate in advisory role to regional boards and committees
  - Regional studies
    - Truck parking
    - Freight and goods movement
    - Multimodal
    - Regional project priorities
- Environmental Management
  - Enhance planning and environmental linkages (PEL)
  - ETDM process
  - Planning consistency
  - PD&E studies

# APPENDIX E

## APPENDIX E – CONSULTANT SERVICES WORK ORDER SCOPE OF SERVICES

1. Miscellaneous Activities
2. 2021 State of the System Report (Task 2.0)
3. Transportation Resiliency Master Plan (Task 4.0)
4. Fiske/Roy Wall/Martin Intersection Analysis (Task 5.0)
5. Intermodal and Regional Connections Committee (Task 5.0)
6. Grant Development and Identification Tool (Task 5.0)
7. School Routes Analysis (Task 5.0)
8. Public Involvement Support (Task 6.0)

## 1. Miscellaneous Activities, Scope of Services

Tasks: All

Schedule: As Needed

FY 23 Budget: \$12,000

FY 24 Budget: \$12,000

Funding Source: PL & SU

### A. INTRODUCTION

As part of its transportation planning process, the Space Coast Transportation Planning Organization (TPO) periodically requires consultant assistance with performing a wide variety of tasks relating to traffic modeling, levels of service analysis, coordination with other agencies, and other transportation planning and engineering tasks. This work order provides the TPO a mechanism for using consultant services for small-scale miscellaneous activities on an on-call basis from its general planning consultant, referred to as the CONSULTANT, and its engineering/modeling subconsultants, consistent with the provisions of the General Planning Consultant Agreement between the TPO and the CONSULTANT.

Reflecting the “on-call” nature of the continuing services contract relationship between the TPO and the CONSULTANT, this scope of services is structured as a work authorization for miscellaneous tasks with an annual not-to-exceed limit of \$12,000 by the CONSULTANT. This arrangement allows the TPO to use the CONSULTANT for various small-scope tasks as they arise without needing to prepare a separate work order authorization for each activity. Major potential CONSULTANT work activities are described in more detail below.

### B. ANTICIPATED/EXAMPLE WORK TASKS

From time to time, the TPO may ask the CONSULTANT to provide analytical, technical, coordination, or other assistance to TPO staff, other public agencies, or consultant representatives in support of projects undertaken by or of interest to the TPO or Brevard County.

1. Core Work Product Support: The CONSULTANT will provide as-needed support as directed by the TPO Executive Director or designee in support of the TPO’s core programs and deliverables. Support could include assisting with the following:
  - a. Transportation Improvement Program (TIP)
  - b. State of the System
  - c. Unified Planning Work Program (UPWP)
  - d. List of Project Priorities (LOPP)
  - e. Long Range Transportation Plan (LRTP)
  - f. Performance Measures and Targets
  - g. Public Participation Plan (PPP)
2. General Transportation Planning Support: The CONSULTANT may also perform roadway and/or intersection levels of service analyses for specific roadway corridors and/or intersections on an as-needed basis. Other potential miscellaneous

CONSULTANT activities may include review of project materials, attendance at project meetings; data analysis; GIS support; mapping or any other activities necessary to meet the needs of the organization.

3. Administrative Support: From time to time the CONSULTANT may be asked to support meeting administration and coordination, staff training, interagency coordination activities, accounting or other in-house operational support. With the new Federal transportation bill, the CONSULTANT may also be asked to provide assistance in identifying grant opportunities and/or providing general grant assistance in completing applications.

## C. SCHEDULE AND BUDGET

The CONSULTANT will perform the miscellaneous transportation planning/administration/engineering tasks as authorized by TPO staff consistent with this Scope of Services, with a total annual authorization not to exceed \$12,000. All tasks will be performed by the CONSULTANT on a “time and materials” basis, and the CONSULTANT will track staff time spent on miscellaneous activities as specified in the General Planning Consultant Agreement. Unless indicated otherwise in writing by either the TPO or the CONSULTANT, this work order will automatically renew each year (March 1<sup>st</sup>) as long as the primary General Planning Consultant Agreement is in effect.

## 2. 2021 State of the System Report, Work Order 22-02K, Scope of Services

Task: 2.0

Schedule: May 2022 – December 31, 2022

FY 23 Budget: \$49,274.00 (July 1, 2022 – December 31, 2022)

FY 24 Budget: \$0

Funding Source: SU

### A. INTRODUCTION

The Space Coast Transportation Planning Organization (TPO) congestion management system (CMS) provides a systematic framework for decision-making on mobility issues in Brevard County. The CMS is designed to provide updated information annually to the TPO as it prioritizes project and strategy needs for the Transportation Improvement Program (TIP). This information is compiled in the annual State of the System (SOS) Report. This report, which monitors conditions for the 2021 calendar year, is the 24<sup>th</sup> report since the TPO began monitoring its CMS annually in 1998. **Part B** describes the work tasks to be performed as part of the 2021 SOS.

### B. DESCRIPTION OF SERVICES

Kittelson & Associates, Inc. (CONSULTANT) will assist the TPO in performing the following major tasks for the 2021 SOS Report:

- Task 1 Countywide Trends Analysis:
  - Countywide demographics, which includes:



- Population and employment statistics;
  - Vehicle registrations;
  - Hotel occupancy rates; and
  - Gasoline/fuel sales.
- Airport, seaport, and spaceport performance; and
- Federal and state funding statistics.
- Task 2 Multimodal Performance Measures Analysis (PM1 – Safety):
  - Road Ranger statistics;
  - Countywide safety summary;
  - Corridor level pedestrian, bicycle, and motorcycle crash summary;
  - Corridor level vehicular crash summary; and
  - Vision Zero Action Plan High Injury Network Analysis.
- Task 3 System Infrastructure Performance Measures Analysis (PM2 – Bridge & Pavement):
  - Pedestrian and bicycle facility assessment; and
  - Resiliency assessment.
- Task 4 System Performance Measures Analysis (PM3 – System Performance):
  - Countywide air quality;
  - Countywide vehicular mobility;
  - Countywide freight traffic;
  - Corridor level congestion;
  - Corridor level evacuation route monitoring;
  - Corridor level ITS infrastructure analysis; and
  - Electric vehicle sales and charging stations.
- Task 5 Transit Mobility Performance Measures Analysis (PM4 – Transit Asset Management):
  - Countywide transit mobility/ridership; and
  - ADA bus stop assessment.

**Part C** describes each of the above work tasks in more detail.

## C. TECHNICAL WORK TASKS

### TASK 1: COUNTYWIDE TRENDS ANALYSIS

While much of the 2021 SOS is structured around Federal Performance Measures, the Countywide Trends section provide a high-level overview of significant transportation related trends in Brevard County. These trends include demographic data, traffic volumes, transit mobility, the performance of the airport, seaport, and spaceport, and transportation funds available to the TPO.

## 1.1 Countywide Demographics

The CONSULTANT will summarize socioeconomic and demographic characteristics relevant to travel demand which may relate to congestion levels in the County. Characteristics that will be summarized include:

- Population and employment (based on Census and annual Bureau of Economic and Business Research (BEBR) estimates for the County);
- Transportation Disadvantaged areas
- Vehicle registrations;
- Gasoline prices and fuel sales; and
- Readily available hotel occupancy rate statistics.

The CONSULTANT will limit the summary to characteristics readily obtainable from existing data sources.

## 1.2 Countywide Airport, Seaport, and Spaceport Trends

The CONSULTANT will compile information from readily available sources to describe activity at Melbourne Orlando International Airport, Port Canaveral, Kennedy Space Center, Space Florida, and Cape Canaveral Air Force Station. Measures include:

- Enplanements;
- Passenger cruise activity;
- Cargo tonnage; and
- Launches/general space activities.

## 1.3 Federal and State Transportation Funds

The CONSULTANT will document federal and state transportation funds provided to the TPO over a five- year period from 2017 to 2021. These statistics will be provided by the TPO.

### Task 1 Deliverables

- *The results of the Countywide Trends analysis will be summarized in Task 6.*
- *Spreadsheet(s) with the raw Countywide Trends data will be provided to the TPO.*

## TASK 2: MULTIMODAL SAFETY ANALYSIS

### 2.1 Federal Performance Measure (PM1 – Safety) Analysis

The CONSULTANT will obtain and summarize State of Florida and Brevard County safety performance for the following metrics:

- Number of Fatalities;
- Rate of Fatalities;



- Number of Serious Injury Crashes;
- Rate of Serious Injury Crashes; and
- Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries.

The State of Florida crash data will be obtained from the Florida Highway Safety and Motor Vehicles (FHSMV) Crash Dashboard and the Brevard County crash data will be obtained from the University of Florida's Signal 4 Analytics (S4) database.

## 2.2 Road Ranger Statistics

FDOT Road Ranger statistics will be reported for Brevard County from 2017 to 2021, including number of incident responses and average incident response times.

## 2.3 Countywide Safety Indicators

The CONSULTANT will be responsible for collecting the most recent five (5) years of crash data (2017 to 2021) from the S4 database, which utilizes crash report data from the Florida Department of Highway Safety and Motor Vehicles (DHSMV), for all roadways in Brevard County. Included in this task is the mapping of the crash data set in ArcGIS. After collecting and mapping the crash data, the CONSULTANT will summarize and report the following crash trends for the County:

- Total number of crashes summarized by intersection and segment;
- Overall crash severity and fatal crash summary, including a summary based on the TPO's adoption of the FDOT safety performance measures;
- Acknowledgement of Vision Zero initiatives and goals and updated crash data statistics for vehicle, pedestrian, bicycle, and motorcycle High Injury Networks; and
- The FDOT Strategic Highway Safety Plan (SHSP) emphasis areas, which include vulnerable road user crashes (motorcycles, bicyclists, and pedestrians), lane departure crashes, impaired driver crashes, and distracted driving crashes.

## 2.4 Corridor Level Pedestrian, Bicycle, and Motorcycle Crashes

The 2017 to 2021 pedestrian/bicycle/motorcycle crash data will be assessed for the SOS roadway network to identify high crash corridors. The corridors will then be ranked based on the highest annual pedestrian, bicycle, and motorcycle crash frequencies and the highest pedestrian, bicycle, and motorcycle severity scores (based on crash costs for fatal, injury, and property damage only crashes).

## 2.5 Corridor Level Vehicular Crashes

The 2017 to 2021 vehicular crash data will be assessed for each corridor in the SOS roadway network. The corridors will then be ranked based on the highest annual vehicular crash frequency and the highest vehicular severity score (based on crash costs for fatal, injury, and property damage only crashes).

## TASK 3: SYSTEM INFRASTRUCTURE ANALYSIS

### 3.1 Federal Performance Measure (PM2 – Infrastructure, Bridge, and Pavement) Analysis

Brevard County system infrastructure performance will be obtained by the TPO from the FDOT Office of Policy Planning's Performance Measure data and provided to the CONSULTANT. The CONSULTANT will then summarize Brevard County infrastructure performance for the following metrics:

- Percent of Interstate Pavement in Good Condition;
- Percent of Interstate Pavement in Poor Condition;
- Percent of Non-Interstate National Highway System (NHS) Pavements in Good Condition;
- Percent of Non-Interstate National Highway System (NHS) Pavements in Poor Condition;
- Percent of National Highway System (NHS) Bridges in Good Condition; and
- Percent of National Highway System (NHS) Bridges in Good Condition.

### 3.2 Pedestrian/Bicycle Facilities

The TPO completed the Bicycle and Pedestrian Master Plan in Fall 2019, which includes a detailed catalogue of bicycle and pedestrian facilities on the SOS roadway network. For this edition of the SOS report, the priority bicycle, pedestrian, and sidewalk gap corridors will be referenced from the Bicycle and Pedestrian Master Plan. The CONSULTANT will report the roadway miles with existing pedestrian or bicycle facilities as done in previous SOS reports to track progress toward a better-connected non-motorist network.

### 3.3 Resiliency Sea Level Rise Assessment

In 2018, the TPO completed the SCTPO Sea Level Rise Vulnerability Assessment. The TPO will provide the CONSULTANT with all relevant results from the assessment. The CONSULTANT will summarize the results of this assessment and its impacts on the transportation infrastructure in Brevard County.

## TASK 4: SYSTEM PERFORMANCE ANALYSIS

### 4.1 Federal Performance Measure (PM3 – System Performance) Analysis

Brevard County system performance will be obtained by the TPO from the FDOT Office of Policy Planning's Performance Measure data and provided to the CONSULTANT. The CONSULTANT will summarize Brevard County's transportation system performance for the following metrics:

- Interstate Reliability;
- Non-Interstate Reliability; and
- Freight Reliability.

## 4.2 Countywide Air Quality

The CONSULTANT will summarize Brevard County's air quality performance in meeting federal ambient ozone standards. Using data from the Florida Ozone Network (associated with the Florida Department of Environmental Protection), data from Brevard County's two monitoring stations will be summarized and compared against the ambient standards from the Environmental Protection Agency (EPA).

## 4.3 Countywide Vehicular Mobility

Using the most recent (2021) traffic information provided by the TPO, the CONSULTANT will present information for the following vehicular mobility metrics:

- Mobility on Strategic Intermodal System (SIS) facilities, which includes:
  - Annual Average Daily Traffic (AADT); and
  - Congestion.
- Mobility on Non-SIS facilities, which includes:
  - Annual Average Daily Traffic (AADT).

## 4.4 Countywide Freight Traffic

The CONSULTANT will collect and analyze freight Annual Average Daily Traffic (AADT) within the County. The freight AADT's will be reviewed for SIS and Non-SIS facilities across the County. The CONSULTANT will also report rail freight information, including readily available rail freight statistics for Brevard County and a map with rail lines and crossings in Brevard County.

## 4.5 Corridor Level Congestion

Corridor operations/congestion is reported utilizing volume-to-capacity (v/c) ratios so the TPO is able to recognize when a corridor is reaching its maximum capacity or if latent demand is present in the system. The TPO considers a corridor to be congested if the v/c ratio reaches 0.85 or greater. The volumes/capacities from the 2021 SOS data will be calculated for each SOS corridor based on a weighted average of the AADTs versus a weighted average of the capacity. The SOS corridors will then be ranked based on the weighted average v/c ratios.

In addition to analyzing corridor congestion, intersections will be ranked by total entering volume (TEV) to determine the highest volume intersections in the SOS roadway network. A top 25 list will be prepared, and yearly intersection volume trends will be reviewed/summarized.

## 4.6 ITS Infrastructure and Evacuation Route Monitoring

The TPO completed Brevard County's Intelligent Transportation Systems (ITS) Master Plan Update in 2021. The Master Plan provided a framework for determining the region's future ITS needs. The ITS Master Plan recommends additional capital improvements to enhance the system performance. The existing fiber network identified in the 2021 ITS

Master Plan will be compared to the SOS roadway network to identify possible gaps in the ITS network. The number of corridors with complete, partial, or no fiber coverage will also be listed. Existing connected signals will be mapped and the total number of connected signals in Brevard County will be reported.

Brevard County, in coordination with the State Disaster and Emergency Management Division, has designated several hurricane evacuation routes throughout the County. To assess what percentage of the hurricane evacuation route network is monitored, existing closed-circuit televisions (CCTVs) from the TPO's ITS Master Plan will be compared to the designated hurricane evacuation routes in the SOS roadway network. An evacuation route segment will be deemed as monitored if an existing CCTV is located within a ¼ mile of the segment. A map will be provided to show the evacuation routes overlaid with evacuation routes that do not have CCTV cameras.

#### 4.7 Electric Vehicle Use and Infrastructure

Electric vehicles represent an important and growing portion of the vehicle population nationwide. As such, the increase of electric vehicles and their infrastructure will be tracked in the SOS. The CONSULTANT will summarize electric vehicle sales in the State of Florida, as well as the location of electric vehicle charging stations in Brevard County.

### TASK 5: TRANSIT MOBILITY ANALYSIS

#### 5.1 Federal Performance Measure (PM4 – Transit Asset Management) Assessment

The CONSULTANT will summarize Brevard County's transit asset management performance. Brevard County transit asset management performance will be obtained by the TPO from the FDOT Office of Policy Planning's Performance Measure data and provided to the CONSULTANT. Statistics from the Public Transit Safety Plan will also be summarized as provided by the TPO.

#### 5.2 Countywide Transit Mobility

The CONSULTANT will summarize the demand response, fixed route, and vanpool ridership for the Space Coast Area Transit 2021 fiscal year (October 2020 through September 2021) and compare the trends and conditions against previous year's data at the Countywide level.

#### 5.3 ADA Bus Stop Compliance

In addition to the transit ridership, TPO Staff will provide a table of ADA bus stop compliance by jurisdiction, if available, to be included in the final report.

#### Tasks 2-5 Deliverables

- *The results of the Corridor Analysis will be summarized in the 2021 SOS Final Report, as discussed in Task 6.*
- *Analysis spreadsheet(s) will be provided to the TPO.*

## TASK 6: PREPARATION OF DRAFT AND FINAL REPORTS

The CONSULTANT will compile the results of each of the technical work tasks into a concise infographic-based report including graphs, tables, and narrative. The CONSULTANT will also prepare an Executive Summary at the beginning of the report which will include the main points from the analysis. The draft report will be submitted electronically in PDF format for staff review and comment. The CONSULTANT will respond to comments and update the draft report. Once the report is complete, the CONSULTANT will submit the report to the TPO for review.

Upon TPO approval, the CONSULTANT will prepare a final report and submit two (2) bound full-color copies. Digital copies of the report (in PDF format and Adobe) and supporting spreadsheets will be supplied to TPO staff for internal use and distribution on the TPO's web site. The CONSULTANT will also provide the maps in GIS shapefile format.

In addition to the report, the CONSULTANT will create one four-page handout summarizing key SOS statistics and key safety statistics. This handout will be printed by the CONSULTANT and provided to the Bicycle/Pedestrian/Trails Advisory Committee (BPTAC), Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), and TPO Board the week of the presentations.

### Task 6 Deliverables

- *Microsoft word draft report text sent to TPO staff for review and comment.*
- *PDF draft infographic report sent to TPO staff for review and comment.*
- *Four-page handouts summarizing key SOS statistics, to be printed for the BPTAC, TAC, CAC, and TPO Board meetings.*
- *Two bound full-color copies of the final report along with digital copies of the report, analysis spreadsheets, and handouts.*

## C. PROJECT MEETINGS AND PRESENTATIONS

**Project Status Meetings:** Up to two (2) members of the CONSULTANT team will attend up to two (2) meetings with TPO staff to discuss project progress and receive input on tasks completed. The purpose of these meetings is to maintain clear communication between the TPO and the CONSULTANT team. The CONSULTANT will prepare a meeting agenda and prepare/distribute meeting notes following each of these meetings.

The CONSULTANT will also coordinate regularly with TPO staff to address any technical or reporting issues in a timely manner. The coordination time is already assumed in the tasks described above.

**Project Presentations:** It is anticipated the CONSULTANT will make three presentations at the conclusion of the project to the following organizations: 1. Presentation to the BPTAC; 2. Presentation to the TAC/CAC; and 3. Presentation to the TPO Board. The CONSULTANT will be responsible for preparing the PowerPoint presentation but will coordinate with the TPO on what will be included in the presentation.

### Project Meetings and Presentations Deliverables

- *Meeting notes will be prepared and distributed to the TPO.*
- *Presentation material will be provided to the TPO for their use and distribution.*

### D. PROJECT ADMINISTRATION

**Project Manager:** Steven Bostel will serve as the TPO project manager for this project. Andrew Garrison ([agarrison@kittelerson.com](mailto:agarrison@kittelerson.com)) will serve as the CONSULTANT project manager for this project.

**Quality Control:** The CONSULTANT team will designate appropriate senior staff to conduct Quality Control (QC) reviews of work products.

**Project Schedule:** The CONSULTANT will prepare and submit a detailed project schedule identifying major tasks, their durations, and tasks relationships. The CONSULTANT is responsible for keeping the schedule up to date. The beginning date of the services will be the date of authorization for this work order. Any changes to the schedule necessitated by circumstances outside the CONSULTANT's control will be coordinated with TPO staff. It is anticipated the project will be complete by the end of December 2022 with the presentations occurring in October 2022.

**Invoices:** Invoices will be prepared in the format prescribed by the TPO. A detailed invoice including a narrative description of the work performed by the CONSULTANT during the period covered by the invoice for each item in the scope will be submitted. The final invoice will be labeled "Final", and project close out procedures will be followed. The final invoice will be submitted to the TPO by the end of January 2023 at the completion and acceptance of all deliverables.

**Budget:** This work will be completed as a lump sum task order. In fiscal year 22, the work order cost is

\$12,681.00 and in fiscal year 23 the work order cost is \$49,274.00. The total work order cost is \$61,955.00. A detailed summary budget table for the project is attached.

### Project Administration Deliverables

- *Project Schedule (initial and updates when necessary)*
- *Monthly Progress Reports*

The following tables reflect the fee summary for FY 22. FY 22 scope and fee previously approved under FY 22-23 UPWP. Only FY 23 table applies to funds to be expended under FY 23-24 UPWP.

**Task: 2021 State of the System Report**

**ATTACHMENT A - STANDARD FEE SUMMARY SHEET**

Name of Firm: Kittelson & Associates, Inc.

Fee for FY 23 after July 1, 2022

Prime Consultant Information

Kittelson & Associates, Inc.  
 Travis Hills, P.E.  
 P: 407-540-0555  
 F: 407-540-0550

Task Work Order Consultant Information

Kittelson & Associates, Inc.  
 Andrew Garrison, E.I.  
 P: 407-540-0555  
 F: 407-540-0550

**Task: 2021 State of the System Report**

Name of Firm: Kittelson & Associates, Inc.

| ACTIVITY  | Associate Engineer/Planner<br>RATE: \$ 195.00 | Engineer/Planner<br>RATE: \$ 130.00 | Transportation Analyst<br>RATE: \$ 110.00 | Technician II<br>RATE: \$ 115.00 | Office Support/Clerical<br>RATE: \$ 90.00 | TOTAL<br>HOURS | COST BY<br>ACTIVITY |
|---|---|-------------------------------------|---|----------------------------------|---|----------------|---------------------|
| Task 1: Countywide Trends Analysis                                  | 6 \$ 1,170.00                                 | 14 \$ 1,820.00                      | 15 \$ 1,650.00                            | 0 \$ -                           | 0 \$ -                                    | 35             | \$ 4,640.00         |
| Task 2: Multimodal Safety Analysis                                  | 10 \$ 1,950.00                                | 26 \$ 3,380.00                      | 29 \$ 3,190.00                            | 0 \$ -                           | 0 \$ -                                    | 65             | \$ 8,520.00         |
| Task 3: System Infrastructure Analysis                              | 2 \$ 390.00                                   | 3 \$ 390.00                         | 3 \$ 330.00                               | 0 \$ -                           | 0 \$ -                                    | 8              | \$ 1,110.00         |
| Task 4: System Performance Analysis                                 | 13 \$ 2,535.00                                | 32.8 \$ 4,269.00                    | 37 \$ 4,070.00                            | 0 \$ -                           | 0 \$ -                                    | 82.8           | \$ 10,874.00        |
| Task 5: Transit Mobility Analysis                                   | 2 \$ 390.00                                   | 5 \$ 650.00                         | 8 \$ 880.00                               | 0 \$ -                           | 0 \$ -                                    | 15             | \$ 1,920.00         |
| Task 6: Preparation of Draft and Final Report (and Summary Handout) | 7 \$ 1,365.00                                 | 17 \$ 2,210.00                      | 19 \$ 2,090.00                            | 48 \$ 5,520.00                   | 4 \$ 360.00                               | 95             | \$ 11,545.00        |
| Project Meetings (2) and Presentations (3)                          | 25 \$ 4,875.00                                | 27 \$ 3,510.00                      | 3 \$ 330.00                               | 0 \$ -                           | 0 \$ -                                    | 55             | \$ 8,715.00         |
| Project Admin   | 10 \$ 1,950.00                                | 0 \$ -                              | 0 \$ -                                    | 0 \$ -                           | 0 \$ -                                    | 10             | \$ 1,950.00         |
| <b>SUM</b>  | <b>75 \$ 14,625.00</b>                        | <b>124.8 \$ 16,229.00</b>           | <b>114 \$ 12,540.00</b>                   | <b>48 \$ 5,520.00</b>            | <b>4 \$ 360.00</b>                        | <b>365.8</b>   | <b>\$ 49,274.00</b> |
| <b>TOTAL (FY 23) \$</b>   |   |                                     |   |                                  |   |                | <b>49,274.00</b>    |



### **3. Transportation Resiliency Master Plan, Work Order 22-02K, Scope of Services**

Task: 4.0

Schedule: Completion anticipated December 31, 2022

FY 23 Budget: \$82,775

FY 24 Budget: \$0

Funding Source: SU

#### **A. INTRODUCTION**

The transportation system is a complex network of infrastructure, vehicles, power sources, communications, and human capital. Brevard County is located along the Atlantic Coast in Central Florida. As a coastal area, the population is subject to environmental, social, and economic vulnerabilities. Metropolitan/Transportation Planning Organizations are federally required to consider and strive for resiliency of the transportation system through their planning activities and support of implementation of projects. The requirements are outlined through the Fixing America's Surface Transportation ACT (FAST ACT) and the Federal Highway Administration planning factors. The Space Coast Transportation Planning Organization (SCTPO) recognizes the importance of resiliency planning. Resiliency & Sustainability is an emphasis area within the SCTPO Governing Board Strategic Plan and the SCTPO has already completed an initial Sea Level Rise Vulnerability Assessment. The SCTPO wishes to build upon previous resiliency work and develop a Transportation Resiliency Master Plan (RMP).

The focus of the RMP is to develop a plan for transportation resiliency, defined as the ability of the transportation system to recover and regain functionality after a major disruption or disaster. The RMP will build on past work to define potential transportation-specific stressors, identify vulnerable corridors in Brevard County, and recommend strategies to improve the adaptability/recoverability of the system.

#### **B. DESCRIPTION OF SERVICES**

Kittelson & Associates, Inc. (CONSULTANT) will assist the SCTPO in developing the RMP. The main goals of the study are:

1. Understand East Central Florida Regional Resilience Collaborative (ECFR2C), SCTPO resiliency datasets, and past work.
2. Identification and analysis of the impacts transportation has on the resiliency of other systems.
3. Identification of relevant natural and man-made shocks and stressors.
4. Inform the 2050 Long Range Transportation Plan (LRTP) regarding the planning horizons of shocks/stressors.



5. Development of a methodology to identify and prioritize vulnerable corridors.
6. Development of a list of short-term, mid-term, and long-term strategies and activities on prioritized corridors.
7. Creation of toolkits with tactics and potential strategies that should be considered along corridors in different community types.
8. Implementation guides tailored to the unique communities in Brevard County.
9. Policy recommendations for the SCTPO, municipalities, and other partner agencies to apply in transportation planning and implementation to accomplish resiliency goals.

## C. MAJOR TASKS

The CONSULTANT will assist the SCTPO with the following major tasks:

- Task 1: Develop an Education and Engagement Strategy
- Task 2: Outreach and Education
- Task 3: Data Collection and Analysis
- Task 4: Define and Develop Scenarios/Projections for Shocks and Stressors
- Task 5: Transportation Resiliency Master Plan Development

As documented in Part E of this scope, the CONSULTANT will develop a schedule during the project's first month and keep the schedule current throughout the project's duration. The following subsections describe each task to be performed.

### TASK 1: DEVELOP AN EDUCATION AND ENGAGEMENT STRATEGY

The CONSULTANT will collaborate with the SCTPO Board and Committees, focus groups, and with other key stakeholders throughout the RMP. Recognizing that each group of collaborators will provide different sets of needs, information, and priorities, an education and engagement strategy will be developed to target each group. Meetings throughout the RMP development process will focus on obtaining relevant information to guide and influence the RMP, but also to provide educational opportunities about resiliency and work collaboratively in identifying potential strategies with the stakeholders.

#### 1.1 Create an Education and Engagement Framework

Building on past work and outreach strategies, the CONSULTANT will develop a framework outlining the collaborators to engage with during the RMP development, including the points in the project schedule to engage with them, what information to obtain to progress the Plan, and the educational materials/concepts to disseminate during meetings. The framework will include discussions on the public's unique role in the RMP development and how to educate and engage with the public. The education and engagement framework will be created as a matrix for internal use by the CONSULTANT and SCTPO to schedule and prepare for collaboration meetings.

The CONSULTANT will evaluate the effectiveness of engagement strategies at key milestones and modify the techniques with input from the SCTPO. The framework is expected to include:

- Stakeholder group name/agency and role in Brevard County;
- Past involvement or familiarity in resiliency work;
- Major goals and objectives of the engagement strategy;
- Schedule for potential engagement;
- Educational resources needed;
- Preferred way to communicate/collaborate; and
- Existing outreach events and activities.

## 1.2 Branding

The CONSULTANT will develop a logo and color scheme, with guidance/input from the SCTPO. The SCTPO will develop a brand name and tagline to help in the communication of the plan to stakeholders and citizens.

### Deliverables

- Internal education and engagement framework.
- Revisions to the internal education and engagement framework, as necessary.
- Branding for the RMP.

## TASK 2: OUTREACH AND EDUCATION

The CONSULTANT will plan and prepare for outreach events and meetings with stakeholders and partners. Where there is an opportunity to build on existing outreach efforts, the CONSULTANT/SCTPO may coordinate with the agency/municipality to combine outreach efforts.

## 2.1 Implement Education and Engagement Strategy

The CONSULTANT will meet with the following groups using the education and engagement framework developed in Task 1 as a starting point to gather and share information:

- Hybrid Meetings – COVID-19 has changed the way meetings are being held. It is anticipated that COVID-19 will be a short term issue (the next 6-8 months) which will affect the beginning of the project. Once the COVID-19 situation is over and ways of life return to a more pre-COVID “normal”, it is anticipated that in-person meetings will resume. Even though in-person meetings will resume, value has been observed providing an option for people to attend meetings virtually. Hybrid meetings (a combination of in-person and virtual) are anticipated for the meetings below (where noted). The SCTPO will be responsible for setting up the virtual

meeting and preparing any attendee surveys that will accompany the meetings. The CONSULTANT will attend any hybrid meeting in person, once the COVID situation has been cleared up.

- SCTPO Board/TAC/CAC – Up to two (2) CONSULTANT staff will present at up to two (2) separate regularly scheduled SCTPO Board meetings and TAC/CAC meetings. The CONSULTANT will be responsible for preparing the PowerPoint presentation but will coordinate with the SCTPO on what will be included in the presentations. It is anticipated these presentations will occur throughout the project:
  - After Task 4.3 to inform the identification of vulnerable corridors and critical infrastructure; and
  - At the end of the project to provide an overview of next steps each municipality can take towards making Brevard County a more resilient community.
  - The SCTPO will present towards the beginning of the project to introduce the study and share educational materials. The CONSULTANT will help prepare materials for this presentation.
- Task Force Meetings – Hybrid
  - Identification of Task Force – The CONSULTANT will work with the SCTPO to identify appropriate members of the Task Force. Members of the committee are anticipated to represent local, state, and federal agencies and municipalities in the County, including environmental resource agency representatives.
  - Task Force Meetings (up to 5): The Task Force will be engaged in the review of products and at key decision points during the plan development process. The SCTPO will coordinate meeting locations (if held in person), while the CONSULTANT will prepare materials/presentations for these meetings. Up to three (3) CONSULTANT staff will attend the Task Force Meetings.
- Focus Group Discussions – Hybrid
  - As noted in Task 4.1, up to six (6) shocks and stressors will be selected to be addressed as part of the RMP. To help facilitate review of scenario planning for these shocks/stressors, Focus Groups will be created for each of the six (6) shocks/stressors. These Focus Groups will be comprised of members from the Task Force discussed above. The CONSULTANT will conduct up to 12 Focus Group discussions, two (2) for each shock/stressor. It is anticipated one meeting will be held partway through the scenario planning effort to review the direction of the analysis and the preliminary analysis results. A second meeting is anticipated to finalize the scenario planning for each shock/stressor. Up to two (2) CONSULTANT staff will attend the Task Force Meetings. It is anticipated that each set of six (6)

- meetings will be held over 1 day, for 2 total days of meetings.
- Stakeholder Work Sessions – Hybrid
    - The CONSULTANT will conduct up to two (2) days of work sessions with project stakeholders (local municipalities and environmental resource agencies) to describe the project, share educational materials, and gather information to support the development of the toolkits and implementation guides. These Stakeholders could be comprised of Task Force members, or could include other organizations/agencies identified by the CONSULTANT/SCTPO. It is anticipated that each work session will be one (1) hour in length. Up to two (2) CONSULTANT staff will attend the two-day Stakeholder Work Sessions.
  - Meetings with Underserved Communities – Hybrid
    - The CONSULTANT will conduct up to five (5) meetings with leaders of underserved communities to describe the project, share educational materials, and gather input related to how various shocks/stressors may impact underserved communities in Brevard County. It is anticipated that each meeting will be one (1) hour in length. The meetings may be held over a 1 or 2 day period. Up to two (2) CONSULTANT staff will attend the Underserved Communities Meetings.
  - Community Outreach
    - The SCTPO will address community outreach through various methodologies to be defined during the project.
    - The CONSULTANT will develop materials to support community outreach. This may include:
      - Poster boards or graphics with project information.
      - Project Summary/Overview Handout.
      - Outreach Notifications: The CONSULTANT may work with SCTPO to promote the workshops via social media (Facebook, Twitter, NextDoor, etc.). Up to \$4,500. The SCTPO will coordinate emails/notices advertising the outreach sent to elected and appointed officials, the Task Force, and other identified interested parties associated with the project.
    - A Community Outreach Technical Memo will be developed by the SCTPO.
  - Website Materials
    - The CONSULTANT will provide SCTPO staff with project materials to be posted on a project page located on the SCTPO website.

### Deliverables

- Draft and final presentations for Board and Committee Meetings.
- Meeting materials, agendas, and notes for Task Force, Focus Group, Stakeholder, and Underserved Communities outreach.

- Draft and Final Public Involvement Summary summarizing the outreach in Task 2.
- Materials for SCTPO webpage.

### TASK 3: DATA COLLECTION AND ANALYSIS

The CONSULTANT will collect and evaluate data as the foundation of RMP development.

#### 3.1 Evaluating Current Conditions

The CONSULTANT will assess the existing and known future conditions based on previous work completed by the SCTPO, such as the *Sea Level Rise Vulnerability Assessment*, the *ECFRRAP*, and the environmental component of the LRTP. After collecting, assessing, and mapping relevant information, the CONSULTANT will summarize and report insights and trends for the elements discussed in the following subsections.

##### 3.1.1 Data Collection and Base Mapping

The CONSULTANT will collect data from past work, through readily accessible data portals and collaboration/knowledge-sharing meetings with partner agencies, organizations, and stakeholders, to identify the existing infrastructure that interacts with the natural and built environment. The areas where natural systems impact the resiliency of transportation systems will define the Influence Area for the RMP.

##### Roadway and Infrastructure

The CONSULTANT will obtain and map the following data, as available, to identify existing and planned transportation assets for the SCTPO transportation system:

- Functionally Classified Roadways, including roadway data from the State of the System (SOS)
  - State highway system, county, and local roads
  - Hurricane evacuation routes
- Existing and proposed bicycle facilities data from the Bicycle & Pedestrian Master Plan (BPMP)
- LRTP data/projects
- Existing and proposed sidewalks data from the BPMP
- Trails data from the BPMP
- Intelligent Transportation System (ITS) Master Plan data
- Railroad data
- Transit routes, stop locations, and ridership data
- Mainland to barrier islands bridge information (up to 15) (from readily available sources)
- Sea port and space port ingress/egress routes data
- Airports/Patrick Air Force Base data

- Utilities and drainage data (from readily available sources)
- Hurricane evacuation route/zone maps
- City and County Roadway Characteristics Inventory data

#### Natural and Built Environment

The CONSULTANT will collect data on existing natural resources, as available, and identify how natural systems interact with each other and with the built environment. Natural resources will be identified in terms of their *source*, or the origin of the natural and/or human processes that is the start point of the resource, and in terms of their *sink*, or the reservoir that takes in the natural and/or man-made system. The CONSULTANT will begin collecting and summarizing insights and trends for the following:

- Coastal area shorelines/beaches
- Wetlands, dunes, salt marshes
- Sources of drinking water and significant water recharge areas (aquifers)
- Other surface water bodies
- FEMA floodplains and/or Brevard County flood maps
- Tree canopy/cover (if readily available)
- Major agricultural lands/significant farmland preservation areas
- Major industrial sites
- Stormwater systems/drainage
- Known significant protected species habitat
- Existing and future conservation lands (EELs, etc.)
- Save our Indian River Lagoon and Indian River Lagoon National Estuary Program project lists

#### Identify and Map the Influence Area

After collecting and mapping the information discussed above, the CONSULTANT will define and map the Influence Areas for the RMP. The Influence Areas are the buffer areas around natural systems and where they potentially influence/interact with transportation infrastructure and the built environment.

##### 3.1.2 Verify Latest Sea-Level Rise Datasets

The CONSULTANT will verify the latest sea-level rise datasets to use as input to the University of Florida's (UF) GeoPlan Center Sea Level Scenario Sketch Planning Tool. The CONSULTANT will obtain the updated 2019/2020 data, if available.

##### 3.1.3 Evaluate Relevant Best Practices and Programs

The CONSULTANT will review the past work on Resiliency Planning by the SCTPO, ECFRPC, and surrounding area stakeholders. This review will include a high-level analysis of projects identified in these plans and have since been completed. Documents and other ongoing efforts shared by the stakeholders will also be used to inform the RMP.

The CONSULTANT will also identify relevant best practices and programs developed and implemented in peer areas by peer agencies. These will be reviewed, summarized, and shared with the SCTPO and stakeholders.

### 3.2 Identifying Vulnerable Communities

The CONSULTANT will address the health and well-being of communities in the Planning Areas and Planning-Influence Areas, with a focus on those communities that may be impacted by shocks and stressors, including identifying the percentage of underserved communities impacted.

The CONSULTANT will obtain and map the datasets listed below, and supplement information based on feedback and data from local communities. The data will inform the methodology to identify and prioritize vulnerable corridors in Task 4.

- Existing land use
- Future land use
- SOS context classification
- Zero-car households
- Demographic data
- Public housing
- Redlined maps
- Local roadways
- Proximity to pollutant sources/environmental justice
- Food access
- Health access
- Health disparity information (as available)

#### Deliverables

- Draft and Final Technical Memorandum summarizing the work completed in Task 3.

### TASK 4: DEFINE AND DEVELOP SCENARIOS/PROJECTIONS FOR SHOCKS AND STRESSORS

The CONSULTANT will collect information about shocks and stressors from past work, including the *ECFRRAP*, and will define SCTPO-specific shocks and stressors impacting the area in the present-day and into the future. The CONSULTANT will identify critical



infrastructure and strategies to plan for, mitigate, and recover from specific shocks and stressors.

#### 4.1 Define Key Shocks and Stressors

The CONSULTANT will define, with consultation with SCTPO staff, the key shocks and stressors to be explored and addressed with this RMP. Based on the conditions identified in Task 3, the CONSULTANT will work with the SCTPO and stakeholders to define the top six shocks and stressors to be addressed in the RMP. Some of the shocks and stressors that may be explored include:

- Aging Infrastructure Catalysts
- Flooding
- Funding
- Sea Level Rise
- Natural Disasters
- Storm Surge as an expansion on Flooding
- Public Events
- Shoreline Erosion
- Security (e.g. cyber-attacks) of the System
- Safety

#### 4.2 Develop Scenarios/Projections

For each of these key shocks/stressors, the CONSULTANT will:

- a. Define the resiliency objectives specific to each key shock/stressor.
- b. Define the planning horizon for each shock/stressor. While the intent of this work is to inform the 2050 Long Range Transportation Plan, the planning horizons for some shocks/stressors can be more immediate or can go beyond 2050.
- c. Identify key partners related to each shock/stressor.
- d. Define and analyze scenarios for each shock/stressor that relates to low/medium/high impacts to the transportation system. These scenarios will be specific to each shock/stressor. The CONSULTANT will work with key partners and stakeholders to define these scenarios.

##### 4.2.1 Applying the Latest Sea-Level Rise Datasets

The latest sea-level rise datasets will be used as an input to the University of Florida's (UF) GeoPlan Center Sea Level Scenario Sketch Planning Tool. The latest guidance for the Sea Level Rise (SLR) Inundation Surface Calculator will be used to complete the analysis.

#### 4.2.2 Shock/Stressor Scenario Analysis

The CONSULTANT will utilize quantitative analyses techniques, where practical, to analyze the scenarios for the relevant shocks/stressors. The scenarios will be separated into potential low/medium/high impacts to the transportation system. Where quantitative measures cannot be performed, a qualitative analysis may be utilized.

#### 4.3 Identify Critical Infrastructure

In collaboration with the SCTPO and partners, and based on past work completed by the SCTPO, the CONSULTANT will use the boundary of the Planning Areas and Planning-Influence Areas to identify aging and vulnerable roadway and infrastructure and apply an agreed-upon methodology to identify vulnerable corridors for prioritization.

##### 4.3.1 Identify Goals/Objectives for Addressing Shocks and Stressors

The CONSULTANT will, in collaboration with the SCTPO and stakeholders, identify the goals/objectives for addressing key shocks and stressors on corridors. These goals/objectives will correlate to and address federal and state planning factors. The agreed upon goals/objectives will be used to prioritize vulnerable corridors.

##### 4.3.2 Develop Methodology to Prioritize Vulnerable Corridors

The CONSULTANT will develop a methodology to prioritize vulnerable corridors using a scoring methodology of quantitative and qualitative metrics. The metrics will be based on the agreed goals/objectives conditions identified in Task 4.3.1.

The prioritization methodology will be tailored to the different characteristics found on mainland corridors and corridors on the barrier islands based on their unique characteristics and vulnerabilities. The prioritization methodology will consider the critical trigger points and failures that could “cascade” and lead to a broken transportation and infrastructure system. The methodology will be based on the varying degrees/frequencies of impact key shocks and stressors have on corridors.

##### 4.3.3 Implement Methodology and Prioritize Vulnerable Corridors

The CONSULTANT will apply the methodology to prioritize corridors and analyze the results with special consideration to the impacts on vulnerable systems/communities.

#### Deliverables

- Draft and Final Technical Memorandum of Shocks and Stressors.
- GIS database of prioritized vulnerable corridors.

## TASK 5: TRANSPORTATION RESILIENCY MASTER PLAN DEVELOPMENT

The CONSULTANT will develop the RMP for the SCTPO with major findings, toolkits for municipalities and agencies, and tailored implementation guides with specific tools and strategies to shocks and stressors for the municipalities to develop, adopt, and implement.

### 5.1 Develop Short-Term, Mid-Term, and Long-Term Actionable Strategies

The CONSULTANT will use the public outreach information from Task 2, the data collection and analyses results in Task 3, and SCTPO-specific shocks and stressors in Task 4 to develop a list of short-term, mid-term, and long-term actionable strategies for the SCTPO, stakeholder agencies, and local partners to implement on prioritized vulnerable corridors. The RMP will include one or more specific shocks and/or stressors and actionable strategy or set of strategies with a timeframe for implementation for each prioritized corridor. A heavier emphasis may be placed on defining the implementation of actionable strategies on prioritized corridors that provide connection between the mainland and barrier islands.

### 5.2 Tailored Implementation Guides

The CONSULTANT will prepare tailored strategies to address specific shocks and stressors for each municipality based on data and information gathered in Tasks 2 through 4 and information gathered from stakeholders. The implementation guides will focus on the specific needs of each community and will emphasize strategies that meet those needs and advance communities' goals for resiliency planning. The implementation guides may include:

- Identified needs and opportunities to build resilient transportation and interconnected systems
- Goals and commitments to resiliency
- Suite of strategies to advance resiliency efforts
- Identification of partners to collaborate with in pursuit of Resiliency Action Plans
- Basic engagement approach
- General performance measure to track progress

#### Deliverables

- Draft and Final RMP with short-term, mid-term, and long-term strategies for prioritized vulnerable corridors and implementation guidelines for the SCTPO.
- Draft and Final Implementation Guides tailored to unique communities and their needs.

## D. INTERNAL PROJECT MEETINGS

### **Kick-Off Meeting**

Up to three (3) CONSULTANT staff will attend a kick-off meeting with SCTPO staff to discuss the schedule, goals, and anticipated outcomes of the project.

### **Project Status Meetings**

Up to two (2) CONSULTANT staff will prepare for and attend bi-monthly Project Status Meetings throughout the course of the project (up to 12 total). It is anticipated that up to four (4) of these meetings will be held in-person as longer working sessions, while the other meetings will be held virtually.

#### Internal Project Meetings Deliverables

- Meeting agendas and notes

## E. PROJECT ADMINISTRATION

**Quality Control:** The CONSULTANT team will designate appropriate senior staff to conduct Quality Control (QC) reviews of work products.

**Project Schedule:** The CONSULTANT will prepare and submit a detailed project schedule identifying major tasks, their durations, and tasks relationships. The CONSULTANT is responsible for keeping the schedule up to date. The beginning date of the services will be the date of authorization for this work order. Any changes to the schedule necessitated by circumstances outside the CONSULTANT's control will be coordinated with SCTPO staff. The initial schedule is anticipated to be 18 to 24 months and will be finalized with the SCTPO at the beginning of the project.

**Deliverable Coordination:** The CONSULTANT will prepare, package, and coordinate deliverables for Tasks 1-5 with the SCTPO.

**Invoices:** Invoices will be prepared in the format prescribed by the SCTPO. A detailed invoice including a narrative description of the work performed by the CONSULTANT during the period covered by the invoice for each item in the scope will be submitted. The final invoice will be labeled "Final" and project close out procedures will be followed.

**Budget:** This work will be completed as a lump sum task order. A detailed summary budget table for Kittelson & Associates, Inc. is attached.

### Project Administration Deliverables

- Project Schedule (initial and updates when necessary)
- Monthly Progress Reports
- Project Administration

As of July 1, 2022, project will be 77.24% complete. Below represents work effort to be completed in FY 23.

| Task                                | Total Budget | Previously Expended    | FY 23 Budget          |
|-------------------------------------|--------------|------------------------|-----------------------|
| 1.0 Education & Engagement Strategy | \$10,084.00  | \$9,680.64<br>96%      | \$403.36<br>4%        |
| 2.0 Outreach & Education            | \$122,040.00 | \$104,954.40<br>86%    | \$17,085.60<br>14%    |
| 3.0 Data Collection & Analysis      | \$44,732.00  | \$44,732.00<br>100%    | \$0.00<br>0%          |
| 4.0 Define Shocks & Stressors       | \$63,100.00  | \$63,100.00<br>100%    | \$0.00<br>0%          |
| 5.0 Master Plan Development         | \$59,592.00  | \$4,748.72<br>8%       | \$54,843.28<br>92%    |
| Project Meetings/Presentations      | \$26,636.00  | \$23,706.04<br>89%     | \$2,929.96<br>11%     |
| Project Administration              | \$37,564.00  | \$30,051.20<br>80%     | \$7,512.80<br>20%     |
| Total                               | \$363,748.00 | \$280,973.00<br>77.24% | \$82,775.00<br>22.76% |

---



---

## 4. Fiske/Roy Wall/Martin Intersection, Work Order 22-14K, Scope of Services

Task: 5.0

Schedule: February 11, 2022 – March 2023

FY 23 Budget: \$76,110

FY 24 Budget: \$0

Funding Source: SU

### A. INTRODUCTION

Intersection improvements at the Fiske Boulevard/Roy Wall Boulevard/Martin Road intersection were proposed as part of the SR 519/Fiske Boulevard Corridor Planning Study. Based on follow up discussions between the Space Coast Transportation Planning Organization (SCTPO), the Florida Department of Transportation (FDOT), Brevard County, and the City of Rockledge, a signal was desired as the preferred alternative at this intersection. FDOT performed a signal warrant analysis on behalf of the City of Rockledge and a signal was warranted, but only under a 3-leg configuration with Fiske Boulevard/Roy Wall Boulevard. It is desired to re-align Martin Road to tie in at the existing Fiske Boulevard/Roy Wall Boulevard intersection location, making this a 4-leg intersection. Re-aligning Martin Road and making this a 4-leg intersection will initiate a re-evaluation of the intersection and will cause drainage patterns to change. This task work order will provide the Intersection Control Evaluation (ICE) for the proposed 4-leg intersection and the intersection drainage analysis for proposed intersection alternatives.

## B. DESCRIPTION OF SERVICES

Kittelson & Associates, Inc. and CONSOR Engineers, LLC (CONSULTANT) will perform the intersection analysis. The following major tasks are anticipated for the project:

- Task 1: Intersection Control Evaluation
- Task 2: Intersection Drainage Analysis
- Task 3: Summary Technical Memorandum

As documented in Part D of this scope, the CONSULTANT will develop a schedule during the project's first month and keep the schedule current throughout the project's duration. The following subsections describe each task to be performed.

### TASK 1: INTERSECTION CONTROL EVALUATION

#### Data Collection and Field Review

The following data collection tasks will be performed in support of the Intersection Control Evaluation (ICE):

- Stage 1 Analysis –
  - 12-hour intersection vehicle turning movement counts (6-10 AM and 11 AM – 7 PM) on a typical weekday, including heavy vehicles, pedestrians, and bicycles – to be collected by Quality Counts
  - Major and minor road AADT's – collected from readily available sources
  - Context Classification for Fiske Boulevard and Roy Wall Boulevard
  - Roadway geometric conditions from Google Earth, which will be verified via field review
- Stage 2 Analysis –
  - Most recent 5 years of crash data
  - Parcel line information to be utilized for the right-of-way cost estimates



Up to two (2) KAI CONSULTANT staff will conduct one (1) field/site visit of the study intersection to assess existing intersection traffic/geometric conditions. The field review will be performed during the AM and PM peak hours to observe any congestion or safety related issues.

## 1.2 Signal Warrant Analysis

Based on the TMCs and crash data collected in Task 1.1, the CONSULTANT will conduct a signal warrant analysis following the guidelines in Chapter 3 of the Florida Manual on Uniform Traffic Studies (MUTS). Warrant 1 (8-hour vehicular volume), Warrant 2 (4-hour vehicular volume), and Warrant 7 (crash experience) will be the primary warrants assessed.

## 1.3 Growth Rate Analysis and Future Volumes

Prior to the ICE, a growth rate analysis will be conducted to determine a reasonable growth rate for the intersection. Existing traffic volumes collected in Task 1.1 will be forecast to the opening and design years using this growth rate. These future year volumes will be utilized for the Stage 1 and 2 ICE.

## 1.4 Stage 1 ICE

Stage 1 ICE includes the following analysis –

- CAP-X analysis which provides a planning level volume-to-capacity ratio for alternative intersection types.
- SPICE analysis which provides a planning level safety benefit for alternative intersection types.

Based on the Stage 1 ICE results, up to three (3) intersection alternatives will be selected to move into Stage 2.

## 1.5 Stage 2 ICE

Stage 2 ICE includes the following analysis –

- Operations analysis using Synchro will be performed for each of the three intersection alternatives for the opening and design years in the AM/PM peak hours. This will help identify the operational benefit of each improvement.
- A refined SPICE analysis utilizing historical crash data will help identify the safety benefit of each improvement.
- CADD concepts will be developed for the three alternatives identified from the Stage 1 ICE. The CADD concepts will be drawn over the background of an existing satellite aerial image. The

concepts will be utilized to identify any fatal flaws with the intersection alternatives and provide quantities for use in cost estimating.

- Planning level construction cost estimates will be generated utilizing pay items and historical unit costs for each of the three intersection alternatives. Right-of-way costs will be estimated utilizing a generalized cost/sf value based on previous projects.
- The FDOT ICE Tool will be completed to obtain the benefit-cost and net present value for each of the three intersection alternatives. These values will be used to help determine the preferred intersection alternative.

Based on the Stage 2 ICE and the results from the intersection drainage analysis discussed in Task 2, a preferred alternative will be selected with the Project Team and Stakeholders (FDOT/Brevard County/City of Rockledge).

#### Deliverables

- Tasks 1.1 through 1.5 will be documented in the Task 3 Summary Technical Memorandum.

## TASK 2: INTERSECTION DRAINAGE ANALYSIS

### 2.1 Data Collection

The CONSULTANT will conduct a desktop review of relevant site and permitting data for the project. This will include the following:

- Soils data;
- Floodplain data;
- Topographical data;
- Sunshine One utility call; and
- SJRWMD/FDEP permits.

### 2.2 Field Review

Up to two (2) CONSOR CONSULTANT staff will conduct one (1) field/site visit of the study intersection to assess existing drainage conditions.

### 2.3 Drainage Analysis

The CONSULTANT will conduct a drainage analysis for up to three (3) intersection alternatives. The analysis will focus on limiting any adverse effects from an increased discharge rate and increased overall discharge volume, particularly along Martin Road. The analysis will include the following:

- Delineate existing drainage basins and determine predevelopment discharge rate and volume of discharge. Existing outfall locations will also be identified.
- Evaluate any localized flooding within the corridor for cause and extent. Any proposed alternative should alleviate or improve any existing flooding issues.
- Delineate proposed drainage basins and determine treatment volume requirements, post- development discharge rate and volume of discharge. Proposed outfall locations will also be identified.
- Post-development analysis may include the analysis of a stormwater management pond which would serve the proposed intersection.

### Deliverables

- Tasks 2.1 through 2.3 will be documented in the Task 3 Summary Technical Memorandum.

## TASK 3: SUMMARY TECHNICAL MEMORANDUM

### 3.1 Summary Technical Memorandum

The analysis and results of Tasks 1 and 2 will be summarized in a Technical Memorandum. It is anticipated the SCTPO, FDOT, Brevard County, and the City of Rockledge will review the report and the CONSULTANT will incorporate comments/edits before finalizing.

## C. INTERNAL PROJECT MEETINGS

### SCTPO Project Status Meetings

Up to two (2) total CONSULTANT staff (1 KAI and 1 CONSOR) will prepare for and attend up to three (3) Project Status Meetings throughout the course of the project with the SCTPO. It is anticipated that these meetings will be held virtually and will be one (1) hour in length.

### Consensus Building Meetings

Up to four (4) total CONSULTANT staff (2 KAI and 2 CONSOR) will prepare for and attend up to three (3) Consensus Building Meetings throughout the course of the project. These meetings are anticipated to be held with FDOT District 5, Brevard County, and/or the City of Rockledge to discuss analysis results. It is anticipated that these meetings will be held in-person and will be one (1) hour in length.

### Internal Project Meetings Deliverables

- Meeting agendas and notes

## D. PROJECT ADMINISTRATION

**Quality Control:** The CONSULTANT team will designate appropriate senior staff to conduct Quality Control (QC) reviews of work products.

**Project Schedule:** The CONSULTANT will prepare and submit a detailed project schedule identifying major tasks, their durations, and tasks relationships. The CONSULTANT is responsible for keeping the schedule up to date. The beginning date of the services will be the date of authorization for this work order. Any changes to the schedule necessitated by circumstances outside the CONSULTANT's control will be coordinated with SCTPO staff. The initial schedule is anticipated to be 4 to 6 months and will be finalized with the SCTPO at the beginning of the project.

**Deliverable Coordination:** The CONSULTANT will prepare, package, and coordinate deliverables for Tasks 1 through 3 with the SCTPO.

**Invoices:** Invoices will be prepared in the format prescribed by the SCTPO. A detailed invoice including a narrative description of the work performed by the CONSULTANT during the period covered by the invoice for each item in the scope will be submitted. The final invoice will be labeled "Final" and project close out procedures will be followed.

**Budget:** This work will be completed as a lump sum task order. A detailed summary budget table for the CONSULTANT is attached.

### Project Administration Deliverables

- Project Schedule (initial and updates when necessary)
- Monthly Progress Reports
- Project Administration

As of July 1, 2022, project will be 28.27% complete. Below represents work effort to be completed in FY 23.

| Task                                | Total Budget | Previously Expended   | FY 23 Budget          |
|-------------------------------------|--------------|-----------------------|-----------------------|
| 1.0 Intersection Control Evaluation | \$33,398.00  | \$21,550.70<br>64.52% | \$11,847.30<br>35.48% |
| 2.0 Intersection Drainage Analysis  | \$23,302.00  | \$0.00<br>0%          | \$23,302.00<br>100%   |
| 3.0 Summary Technical Memorandum    | \$21,232.00  | \$0.00<br>0.0%        | \$21,232.00<br>100%   |
| Project Meetings/Presentations      | \$21,498.00  | \$6,449.40<br>30%     | \$15,048.60<br>70%    |
| Project Administration              | \$6,680.00   | \$1,999.90<br>29.94%  | \$4,680.10<br>97.06%  |
| Total                               | \$106,110.00 | \$30,000.00<br>28.27% | \$76,110.00<br>71.73% |

---



---

**\*\*\*\*Following Scope Amended into UPWP 8-23-2022\*\*\*\***

### **5. Intermodal and Regional Connections Committee, Work Order 23-02H, Scope of Services**

Task: 5.0

Schedule: September 2022 – September 2023

FY 23 Budget: \$67,705

FY 24 Budget: \$17,326

Funding Source: SU

### **BACKGROUND**

Space Coast Transportation Planning Organization, referred to as the CLIENT, has hired HDR Engineering, Inc., referred to as the CONSULTANT, to develop and facilitate an Intermodal and Regional Connections Committee. The committee would be responsible for hearing, collaborating, and making recommendations on modal choices and passenger rail initiatives specifically related to Brightline. The purpose of the committee is to build a unified partnership in support of having a Brightline station built in Brevard County that accommodates modal choices that connect to local and regional communities and destinations. The committee would represent a diverse cross-section of Brevard County stakeholders and community members. By leveraging the

connections of local stakeholders, such as developers, community leaders and influencers (in addition to state, county and local municipal staff), the CLIENT may increase its reach, while also creating a powerful peer-to-peer committee network.

## **SCOPE OF WORK**

### **1.0 COMMITTEE FORMATION**

**1.1 COMMITTEE GOAL** – The CONSULTANT will define the committee mission, milestones, and timeline for committee involvement. The committee timeline will be based on the estimated duration of tasks that the committee will undertake or participate in on behalf of the CLIENT. The CONSULTANT will develop a one-page handout to convey the committee purpose. The CONSULTANT will develop content for two social media posts, each including up to three sentences of text and up to one image, to publicize the committee.

**1.2 STAKEHOLDER LIST** – The CONSULTANT will prepare a tailored list of potential stakeholders in Brevard County who could serve as members of the Intermodal and Regional Connections Committee, along with their contact information. The list of potential committee members will include elected officials, local, county and state agency staff, transit agencies, community leaders, special assessment or funding district representatives, economic development agencies or chambers of commerce, real estate developers, tourism councils, technical advisors, and citizen representatives. The CLIENT and CONSULTANT will collaboratively identify the final list of candidates for committee participation, expected to be up to 20 members. The CONSULTANT will prepare an application for interested parties to apply to be on the committee. The CLIENT will invite identified candidates to apply as committee members or serve as committee advisors. Committee advisors are expected to be Brightline and FDOT representatives.

**1.3 INTERMODAL STATION RESEARCH** – The CONSULTANT will conduct research on existing intermodal transfer stations including Brightline stations and summarize in a tech memo. Elements of mode choices, passenger rail station needs and coordination that lead to implementation will be included. The CONSULTANT will set up a meeting with Brightline representatives to gain insight into their plans for future stations with lessons learned, and best practices for implementation. Discussion topics may include: the rationale and expectations for determining station additions on the Brightline network, the typical procedural steps for adding a station, the partnership expectations, and potential funding sources for planning and constructing new stations. The information gained may be used to guide committee meeting topics and identify station stakeholders.



**Deliverables:** *One-page handout, two social media posts, stakeholder list, committee application, Intermodal needs tech memo*

**2.0 COMMITTEE MEETINGS** – The CONSULTANT will facilitate each committee meeting by preparing agendas and presentations described below, suggesting discussion topics, serving as a facilitator, and preparing meeting notes. Each meeting is anticipated to be one (1) hour in duration. The CLIENT will be responsible for recording meetings and posting on public webpages for virtual viewing at a later date.

**2.1 SCHEDULE / ORGANIZATION** – The CONSULTANT will prepare a meeting schedule for in-person meetings. Committee meetings are anticipated to be once per month. The CONSULTANT will recommend a preferred room layout to facilitate the collaboration process. A virtual meeting option may be facilitated by the CLIENT.

**2.2 FACILITATION** – The CONSULTANT will have up to two (2) staff members attend up to seven (7) committee meetings. One CONSULTANT staff member shall lead the meetings as the facilitator. One CONSULTANT staff member shall take meeting notes.

**2.3 CONTENT** – The CONSULTANT will suggest up to three (3) discussion topics per meeting. The CONSULTANT may prepare 10-page PowerPoint presentations to supplement the discussion. Priority topics that will be presented for discussion include Intermodal connectivity locally and regionally, passenger rail safety, and quiet zones. Other topics that may be considered include: multimodal connectivity, additional partnerships, public intermodal campaigns, economic incentives, and funding options. However, the CONSULTANT will also encourage committee members to identify topics and incorporate them into the agendas. The final committee meeting should include consensus on future action items to be undertaken for incorporation into the 2050 Long Range Transportation Plan. The CONSULTANT may prepare up to three (3) surveys to serve as interactive committee meeting material.

**2.4 RESOLUTION / REPORT** – The CONSULTANT will develop a written resolution and a report of committee recommendations, themes, and documented support of a intermodal station and connectivity over the committee's duration. The report will include specific action items that the committee has agreed should be undertaken to advance Brevard County's passenger rail initiatives and intermodal station needs. The CLIENT shall request committee member signatures for incorporation into the report.

**Deliverables:** *Meeting notes, survey data, committee resolution, committee report*

### 3.0 PROJECT MANAGEMENT

**3.1 COORDINATION MEETINGS** – Three (3) CONSULTANT staff shall attend up to two (2) in-person coordination meetings with the CLIENT or Brightline for a duration of one-hour. One of these meetings is anticipated to be a dry run of the first committee meeting.

Three (3) CONSULTANT staff shall attend up to thirteen (13) virtual project management meetings with the CLIENT. One of these meetings is anticipated to be the stakeholder list review. The remaining meetings are anticipated to be held monthly to prepare for committee meetings (discuss topics, review presentation, review meeting flow) and debrief committee recommendations / path forward.

**3.2 COMMITTEE MEETINGS** – Two (2) CONSULTANT staff shall attend up to nine (9) total committee meetings. Seven (7) meetings are for the Intermodal & Regional Connections Committee. One (1) meeting is to present to the Space Coast TPO TAC/CAC. One (1) meeting is to present to the Space Coast TPO Governing Board.

**3.3 INVOICING** – The CONSULTANT will prepare monthly invoicing and progress reports submitted to the CLIENT based on the percentage of scope completed. A final invoice will be provided to the CLIENT within 60 days from final acceptance of work.

### SCHEDULE

This task work order has an estimated duration of twelve (12) months from Notice to Proceed (NTP) issued by the CLIENT, which is anticipated in late September. The estimated schedule for the project tasks is:

- October 2022 through December 2022 – Committee Formation
- January 2023 through August 2023 – Committee Meetings (~1 per month, 1 month off)
- September 2023 – Discuss committee conclusion, renewal, or transition to CLIENT staff

### COMPENSATION

The services described in the scope of work will be accomplished for a **LUMP SUM FEE of \$85,031.00**, including direct costs.

Any tasks not specifically included in the scope of services will be considered additional work and will require an amendment to the contract for supplemental fee.

## PROJECT MANAGER

Laura Carter ([laura.carter@sctpo.com](mailto:laura.carter@sctpo.com)), SCTPO Assistant Director, will serve as the TPO project manager for this project. Megan Ferguson, [Megan.Ferguson@hdrinc.com](mailto:Megan.Ferguson@hdrinc.com) will serve as the CONSULTANT project manager for this project.

---

---

**\*\*\*\*Following Scope Amended into UPWP 8-23-2022\*\*\*\***

## 6. Grant Development and Identification Tool, Work Order 23-03H, Scope of Services

Task: 5.0

Schedule: September 2022 – September 2023

FY 23 Budget: \$40,556 (CPG); \$92,295 (SU)

FY 24 Budget: \$0

Funding Sources: CPG and SU

## BACKGROUND

Space Coast Transportation Planning Organization, referred to as the CLIENT, has hired HDR Engineering, Inc., referred to as the CONSULTANT, to develop a federal grant identification tool. The purpose of the tool is to identify which grant funding opportunities are available and best-suited to advance projects on the priority list. The tool would identify which priority projects are eligible, meet the criteria of the federal grants, and rank highest for potential grant awarding.

## SCOPE OF WORK

The scope of work is broken out into five tasks. Task 1 and Task 2 can be executed together. Task 3 and Task 4 are optional services. Project management is included as part of each task.

- CORE TASKS – Task 1 (Develop Screening and Prioritization Methodology), Task 2 (Develop Screening and Prioritization Tool)
- OPTIONAL TASKS – Task 3 (GIS Mapping of Prioritization), Task 4 (Tool Maintenance), and Task 5 (Grant Development)

## 1.0 DEVELOP SCREENING AND PRIORITIZATION METHODOLOGY

- 1.1 TECH MEMO** – HDR will develop a tech memo with a proposed project screening and prioritization process. The tech memo is anticipated to be a brief 3-page to 5-page summary. The screening process will match the CLIENT's priority projects to discretionary grant programs authorized under the Bipartisan Infrastructure Law. It is anticipated that 15 grant programs will be considered. The prioritization process will evaluate each project's likely competitiveness for funding based on the specific grant selection criteria, such as safety and economic vitality. The methodology will be informed by the CONSULTANT's [existing research](#) of federal funding options. This task includes one draft memo and one final memo.
- 1.2 METHODOLOGY MEETING** – The CONSULTANT and the CLIENT will participate in one (1) virtual methodology review meeting, anticipated to be one-hour, to develop consensus on the methodology. The CLIENT will provide the CONSULTANT comments on the draft methodology prior to the meeting.
- 1.3 PRIORITY PROJECT INFORMATION NEEDS** – The CONSULTANT will review the CLIENT'S list of project priorities against the data needed for the screening and prioritization process finalized in Task 1.0. The CONSULTANT will create an excel list of needed project information per project. The CLIENT will be responsible for agency coordination to gain additional project information. The CONSULTANT will be responsible for drafting project needs request email for the CLIENT to use.

**Deliverables:** *Screening and prioritization methodology memo, excel list of additional project information needed, email draft for project information requests*

## 2.0 DEVELOP SCREENING & PRIORITIZATION TOOL

- 2.1 EXCEL TOOL DEVELOPMENT** – THE CONSULTANT will develop an excel-based tool for screen and prioritization process identified in Task 1.0. The tool will include a user-information tab describing where user-inputs are needed and where automated outputs are located. The tool will generate an output sheet with the project rankings. The tool will also include a level of effort estimate (high, medium, low) for each grant.
- 2.2 BENEFIT-COST DEVELOPMENT** – THE CONSULTANT will generate up to five (5) high-level benefit-cost analyses (BCAs) for high-ranked projects that

have grant criteria requiring BCAs. The BCA will be input back into the tool for project ranking.

**2.3 RECOMMENDED PROJECT REVISIONS** – THE CONSULTANT will make recommendations for future projects to make them more competitive for funding. The recommendations will be summarized in the excel output sheet ranking sheet.

**2.4 GRANT TOOL AND IMPLEMENTATING AGENCY MEETING** – A total of three (3) meetings are included in this task – grant tool review, implementing agency meeting, progress meeting. For the grant tool review meeting, two (2) CONSULTANT staff may meet with the CLIENT virtually for one-hour. For the implementing agency meeting (with the County or Cities), two (2) CONSULTANT staff may meet with the CLIENT in-person for one-hour. For the progress meeting, two (2) CONSULTANT staff may meet with the CLIENT virtually for one-hour during the progression of Task 2. The CONSULTANT will draft an agenda and meeting notes for each meeting.

**2.5 TRANSPORTATION SUBCOMMITTEE MEETING** – Two (2) CONSULTANT staff will attend a one-hour in-person transportation subcommittee meeting to present summary of projects and their eligibility for grants; the transportation subcommittee annual kick-off call for projects is typically in January. No meeting administration is included in this task.

***Deliverables:** Excel output list of project rankings and recommended project revisions*

### **3.0 GIS MAPPING OF PRIORITIZATION (OPTIONAL)**

**3.1 WEB-MAP DEVELOPMENT** – THE CONSULTANT will develop a GIS based online web-map highlighting the priority project locations and their potential grant screening/ranking. The web-map will be available to share with partners and allow for dynamic commenting.

**3.2 WEB-MAP MEETING** – Two (2) CONSULTANT staff may meet with the CLIENT virtually for one-hour to review the web-map tool and presentation style.

***Deliverables:** Online web-map with project grant screening and prioritization*

## **4.0 MAINTENANCE (OPTIONAL)**

**4.1 TOOL MAINTENANCE** – The CONSULTANT will be responsible for maintaining the tool after completion of Task 1.0 through Task 3.0. The maintenance of the tool includes adding or removing federal grants once per month. The CONSULTANT will update the output excel sheet and the online web-map with the project rankings.

**Deliverables:** *Monthly excel output list of project rankings and recommended project revisions*

## **5.0 GRANT DEVELOPMENT SUPPORT**

**5.1 GRANT APPLICATIONS (OPTIONAL)** – The CONSULTANT shall act as lead coordinator on preparing and compiling grant applications for those projects the TPO requests. Each individual project grant application process shall have separate cost estimate and be issued notice to proceed on an individual bases as amendments to this Work Order 23-03H. Support activities may include such items as:

- 5.1.1 Review of grant application schedule and development of deliverables by CONSULTANT and CLIENT to meet application deadline.
- 5.1.2 Coordination of Project Information necessary to complete grant application. This may include a Benefit-Cost Analysis (BCA). Development of Project Budget estimates for phase(s) of project grant funding is being requested for.
- 5.1.3 General grant application administration and coordination of agencies and relevant staff needed to compile all information and facilitating any necessary meetings.

**5.2 FDOT INTERMODAL DEVELOPMENT FUNDING GRANT** – The CONSULTANT shall assist the CLIENT in completing, preparing supporting materials and submitting a FDOT Intermodal Development grant application for undertaking a feasibility study on an Intermodal Passenger Rail Station in Brevard County. The grant application format will follow the provided FDOT word document template for FY23. Grant Application due to FDOT no later than December 31, 2022. Two (2) CONSULTANT staff may meet with the CLIENT monthly for one-hour virtual progress meetings.

**5.3 INFRA GRANT** – The CONSULTANT shall assist the CLIENT in coordinating, preparing and submitting a USDOT INFRA Grant for the



construction phase of Ellis Road Widening project. Early coordination, data gathering and compiling of materials is necessary prior to issuance of NOFO (anticipated in Spring 2023) to provide additional time to meet grant submission deadline. Two (2) CONSULTANT staff may meet with the CLIENT monthly for one-hour virtual progress meetings.

***Deliverables: Grant applications***

## **SCHEDULE**

This task work order has an estimated duration of twelve (12) months from Notice to Proceed (NTP) issued by the CLIENT, which is anticipated in late September. The estimated schedule for the project tasks is:

- October 2022 to December 2022 (CORE TASKS 1-2) – Develop Screening and Prioritization Methodology, Identify Additional Project Needs, Develop Screening and Prioritization Tool
- October 2022 to December 2022 (TASK 5.2) – FDOT Intermodal Development Funding Grant for Feasibility Study of an Intermodal Passenger Rail Station
- October 2022 to September 2023 (TASK 5.3) – USDOT INFRA Grant Application for Ellis Road
- January 2023 to September 2023 (OPTIONAL TASKS 3-5.1) – GIS Mapping of Prioritization, Tool Maintenance, Grant Development Support

## **COMPENSATION**

The CLIENT may elect to execute part, or all, of the scope of services. The services described in the scope of work will be accomplished for a **LUMP SUM FEE**, including direct costs, of:

- CORE TASKS 1-2: **\$32,566.00**
- OPTIONAL TASKS 3-5.1: **\$13,635.00**
- TASKS 5.2-5.3: **\$86,650.00**
- ALL TASKS 1-5: **\$132,851.00**

Any tasks not specifically included in the scope of services will be considered additional work and will require an amendment to the contract for supplemental fee.

## **PROJECT MANAGER**

Steven Bostel ([steven.bostel@sctpo.com](mailto:steven.bostel@sctpo.com)), Innovations Development Manager, will serve as the TPO project manager for this project. Megan Ferguson, [Megan.Ferguson@hdrinc.com](mailto:Megan.Ferguson@hdrinc.com) will serve as the CONSULTANT project manager for this project.

---

---

**\*\*\*\*Following Scope Amended into UPWP 8-23-2022\*\*\*\*****7. School Routes Analysis, Work Order 23-03K, Scope of Services**

Task: 5.0

Schedule: September 2022 – December 2023

FY 23 Budget: \$45,000 (CPG); \$103,575 (SU)

FY 24 Budget: \$10,000 (CPG); \$40,000 (SU)

Funding Sources: CPG and SU

**A. Introduction**

This task work order aims to analyze existing conditions and develop safety and mobility recommendations for nine schools in the cities of Rockledge and Cocoa. The work to be conducted as part of this task work order will follow and build upon the data collection and analytical methodologies used in the School Routes Analyses (SRA) pilot project completed by the Space Coast Transportation Planning Organization (Space Coast TPO) in 2020. The nine study schools for this task work order were selected by the cities of Rockledge and Cocoa in consultation with the Space Coast TPO and Brevard County. The analysis will be conducted for the study areas around the following nine schools based on walk zones and attendance boundaries:

**Within City of Rockledge**

1. Golfview Magnet Elementary
2. Andersen Elementary
3. Kennedy Middle
4. Rockledge High

**Within City of Cocoa:**

5. Cambridge Elementary
6. Endeavor Elementary
7. Cocoa High

**Serves residents of both – City of Cocoa and City of Rockledge**

8. McNair Magnet Middle

**Within Unincorporated Brevard County (serves City of Cocoa residents)**

9. Saturn Elementary

**B. Major Tasks**

The CONSULTANT will assist the Space Coast TPO with the following major tasks:

- Task 1: Data Collection
- Task 2: Student and Parent Surveys
- Task 3: Analysis and Field Reviews

- Task 4: Recommendations and Assessment Reports

#### TASK 1: Data Collection

The data collection techniques shall be consistent and compatible with Space Coast TPO policies, procedures, and guidelines. The data collection shall be focused within the study area around each school. The study areas around the nine schools will be identified based on walk zones and attendance boundaries.

##### 1.1 Data Collection and GIS Mapping

The CONSULTANT will collect GIS data to conduct existing conditions analysis. The CONSULTANT will collect data from publicly available data sources or request data from the Space Coast TPO, cities of Rockledge and Cocoa, Brevard County, or FDOT, as necessary. The GIS data collected, mapped, and analyzed may be revised based on field observations. If the required GIS data is not available, the CONSULTANT will coordinate with the Space Coast TPO to develop datasets by performing a “desktop review” utilizing Google Earth. The data collection efforts for each of the school sites are outlined below:

- Infrastructure –
  - Traffic signals and other important traffic control devices such as railroad crossing signal, RRFB, Pedestrian Hybrid Beacons, etc.
  - Marked crosswalks (verify compliance with most current guidelines)
  - Existing and planned sidewalks and shared-use paths
  - Existing and planned on-street bicycle facilities and off-road trails
  - Average Annual Daily Traffic (AADT) (for functionally classified roadways)
  - Posted speeds
  - Context classification (if available)
  - Observed or reported drainage issues
- Previous and Ongoing Plans and projects –
  - Information on existing studies or master plans, including the Vision Zero Action Plan, that may impact the study area around each school site
  - Funded/future improvements and proposed projects
- School Related –
  - School attendance zones, walk/bike zones, and study areas
  - School zone and school zone advanced warning areas
  - Proposed school construction/improvement projects to be requested from the contact at each school
  - Observed or reported crossing guard locations
  - Observed or reported school campus circulation – walkers/bikers, school bus, and vehicular circulation
  - Vehicle and bicycle parking locations
- Other Data –
  - Information on policy or procedures for the municipalities that pertain to bicycle, pedestrian, transit, or schools

- Parcel data showing approximate property lines
- Zoning (as available by jurisdiction)
- Demographic data for the surrounding area near the school (specifically environmental justice (EJ) areas, Space Coast TPO's Transportation Disadvantaged Analysis from the Resiliency Master Plan, Title I schools, free and reduced lunch, and homeless student statistics, if available)
- Additional Data Collection for High Schools (only to be collected at High School locations) –
  - Public transit routes, stop locations, and ridership data
  - Observed and reported vehicle circulation within the study area
  - Student parking

A series of maps, graphs, and infographics illustrating the datasets listed above will be prepared to summarize the analysis. The maps, graphs, and infographics will be documented in the school Assessment Reports discussed in **Task 0**.

### 1.2 Crash Data Collection and Post-Processing

Crash data from August 2017 to July 2022 will be obtained from the University of Florida's Signal Four Analytics database for each of the study areas around each of the nine school sites. The crash data will be post-processed in the following manner:

- Pedestrian/bicycle crash data within each of the nine school study areas –
  - Analyzed by school age vs. non-school age during estimated school travel times.
  - Available crash reports for the pedestrian/bicycle crashes will also be obtained.
- Vehicular crash data within each of the two high school study areas –
  - Site access points/driveways and major intersections within a ¼ mile buffer area from the school will be reviewed.
  - Analyzed by school age vs. non-school age during estimated school travel times.

The above crash data will be further analyzed in **Task 0** and **0**, including the creation of crash summary diagrams.

#### *Task 1 Deliverables*

- *The data collected will be mapped, analyzed, and presented on a per school basis in the school Assessment Reports discussed in **Task 0**.*
- *Crash data will be collected and post-processed in both GIS and Excel formats. This data will be further analyzed in **Task 0** and **0**, including the creation of crash summary diagrams.*

#### Task 2.0: Analysis and Field Reviews

The CONSULTANT will analyze existing conditions around the nine school sites. The analysis will include mapping and summarizing the data collected in **Task 0**, photographs and notes from field reviews, school coordination meeting notes, and an analysis of pedestrian/bicycle crashes within each study area.

## 2.1 Analysis

The CONSULTANT will analyze the data collected in **Task 0** for respective study areas around the nine schools.

Within the study areas, the analysis will also review pedestrian and bicycle crash data over the most recent 5-year period, August 2017 to July 2022. A detailed review of every pedestrian or bicycle crash is critical to identifying location-specific and systemic countermeasures. The pedestrian and bicycle crash data will be summarized for the following metrics:

- Location
- Time of day/day of the week
- Injury severity
- Contributing causes
- Segment/intersection characteristics
- Pedestrian/motorist behavioral factors (as available)
- Pedestrian/bicycle direction of travel
- Age of pedestrian/bicyclist
- Specific crash type

The CONSULTANT will document the analysis and in an Assessment Report for each school. These Assessment Reports will include maps, graphs, trends, infographics, and supporting text to document the analysis.

## 2.2 School Coordination Meetings

The Space Coast TPO will schedule in-person school coordination meetings for each of the nine schools. Participants typically include school officials (Principal, Assistant Principal, and School Resource Officer), School Board Staff (planning, facilities, and transportation), School Crossing Guard Supervisor, FDOT staff, City staff, County staff, the Space Coast TPO project manager, and the CONSULTANT. The CONSULTANT will provide up to two staff for each coordination meeting and subsequent field review (discussed in the next section). Coordination meetings will take place to gather background information and understand issues and concerns related to school transportation and safety. Information gathered during these meetings will be summarized in the Assessment Reports. These meetings will be conducted the day prior to the student observations and site visit. The CONSULTANT will prepare an agenda and the materials for the meetings. An agenda will be distributed via email one week prior to the meetings to allow participants time to gather information needed for the meetings. Summaries will be prepared for each of the meetings held.

## 2.3 Conduct Field Reviews

The CONSULTANT team members, in coordination with the Space Coast TPO staff, will conduct field reviews for each of the nine school sites and study areas. The CONSULTANT will conduct photo documentation, school staff and cross guard interviews, and document findings in the Assessment Report. Field reviews may include the following:

- Observe entry and exit of pedestrian, bicyclist, and vehicular traffic. Coordinate with school officials, crossing guard supervisor, city staff, county staff, and others as applicable
- Observe students crossing at crossing guard locations and pedestrian/bicycle crash locations and interview crossing guards
- Observe traffic patterns near the school and the impacts on bicycle riders and walkers
- Note travel obstacles and opportunities for improvement
- Observe bicycle/pedestrian safety and traffic issues that impact safety, including student drop-off and pick-up procedures, bus circulation, and conflict areas within the school study area
- Prepare and conduct school coordination meetings for each of the nine study schools. These meetings will include interviewing the school Principal or designee and School Resource Officer regarding information specific to the school sites and study areas. It is anticipated this meeting will be held the day prior to the review. This meeting is described in detail in the Meetings and Presentations task
- Review existing sidewalk locations and conditions via a “windshield” review while driving within study areas
- Photo documentation of observed off-site safety issues using photos around each school site

The CONSULTANT previously developed a checklist to maintain consistency and assist in data collection during the field reviews as part of the 2020 SRA project. The CONSULTANT will coordinate with the Space Coast TPO to revise the checklist from the 2020 SRA project, if necessary. It is anticipated that the original or revised checklist will be used to maintain consistency and assist in data collection during the field reviews as part of this project. Field review and school coordination meeting notes will be included in the Assessment Reports for each school.

#### 2.4 High School Analysis

SRAs will be performed at Cocoa High and Rockledge High, the first time high schools will be assessed in a project such as this. The nature of student travel at a high school is expected to be different than at a middle or elementary school due to the higher number of student drivers; therefore, a different level of analysis is anticipated.

The CONSULTANT will analyze August 2017 to July 2022 vehicular crash data at high school site access points/driveways and major intersections within a ¼ mile buffer area from the school. The CONSULTANT will prepare crash maps to help screen high crash intersections. At these high crash intersections, a Qualitative Assessment may be performed to identify potential safety and operational improvements. A Qualitative Assessment is expected to include a field review, traffic counts, a detailed operational and safety analysis, and potential concept development for improvement recommendations. These Qualitative Assessments are anticipated to be completed under a task work order amendment once the locations are finalized.

#### *Task 2 Deliverables*

- *The pedestrian/bicycle crash data summarized in **Task 0** will be included in the school Assessment Reports.*



- *Nine school coordination meetings and field reviews. Meeting and field review agendas, maps, and summaries will be sent to the Space Coast TPO electronically (.pdf format).*
- *Crash maps of vehicular crashes will be prepared and sent to the Space Coast TPO electronically (.pdf format). Proposed locations to preform Qualitative Assessments at high schools will be reviewed with the Space Coast TPO. The Qualitative Assessments will be performed under a task work order amendment.*

### Task 3.0: Recommendations and Assessment Reports

The CONSULTANT will produce nine Assessment Reports summarizing the data collected and analysis performed in the previous tasks. Each of these reports will also list recommendations for each school study area.

#### 3.1 Recommendations and Cost Estimates

Based on the analysis, school coordination meetings, and field reviews, the CONSULTANT will develop a draft list of infrastructure recommendations for each school site and study area. The CONSULTANT will coordinate with Space Coast TPO staff and school/City/County/FDOT staff to solicit feedback on draft infrastructure recommendations. The CONSULTANT will refine recommendations through one round of edits based on feedback. A map and matrix of recommendations will be developed for each school.

In addition, the final report will include a one-page information sheet for each recommendation providing a brief description, example photographs, lead implementation agency, priority, and planning-level cost estimate. Cost estimates will be developed for identified projects, as applicable. A summary of these costs will include the following:

- Estimated project cost; and
- Ease of construction/implementation.

In addition to the identified infrastructure recommendations, policy and enforcement recommendations will also be provided. It is anticipated that these improvement types will be identified in coordination with respective school/City/County/FDOT staff.

#### 3.2 Assessment Reports

The CONSULTANT will prepare a draft and final Assessment Report for each of the nine study schools. The reports will contain the analysis and field review summary for each school as discussed in **Task 2** and will include details for each of the infrastructure, policy, and enforcement recommendations as discussed in **Task 0**. The report will also include a prioritization of those recommendations by categorizing them into maintenance, near-term, or long-term project types.

#### 3.3 School Summary Graphics

- The CONSULTANT will prepare infographics summarizing the existing conditions data, key issues, identified recommendations, and potential implementation costs for each of the nine study schools. It is anticipated these infographics will be in a booklet/handout form. These summary graphics can be shared with interested stakeholders for each school site.

#### 3.4 Next Steps for Studies

The CONSULTANT will prepare a technical memorandum summarizing the recommendations for the nine schools. This memorandum will function as a combined implementation framework outlining the next steps toward implementing recommendations.

#### *Task 3 Deliverables*

- *Nine draft Assessment Reports will be provided to the Space Coast TPO electronically (.pdf format) for review and comment. The CONSULTANT will respond up to one round of comments.*
- *Nine final Assessment Reports will be provided to the Space Coast TPO electronically (.pdf format).*
- *GIS databases and associated ArcMap documents (.mxd) will be provided to the Space Coast TPO electronically.*
- *Nine draft school summary graphics will be provided to the Space Coast TPO electronically (.pdf format) for review and comment. The CONSULTANT will respond up to one round of comments.*
- *Nine final school summary graphics will be provided to the Space Coast TPO electronically (.pdf format).*
- *A draft technical memorandum summarizing the next steps for studies will be provided to the Space Coast TPO electronically (.pdf format) for review and comment. The CONSULTANT will respond up to one round of comments.*
- *A final technical memorandum summarizing the next steps for studies will be provided to the Space Coast TPO electronically (.pdf format).*

#### C. Project Meetings and Presentations

##### **Kick-Off Meeting**

Three CONSULTANT staff (two in-person and one virtual) will attend a two-hour hybrid Kick-Off Meeting with Space Coast TPO staff to discuss the goals and anticipated outcomes of the project. The CONSULTANT will present a draft schedule to the Space Coast TPO during this meeting.

##### **Project Status Meetings**

Up to two members of the CONSULTANT team will attend up to 12 additional status meetings with Space Coast TPO staff to discuss project progress and receive input on tasks completed. The purpose of these meetings is to maintain clear communication between the Space Coast TPO and the CONSULTANT team. It is anticipated these meetings will be held virtually via conference call and be up to one hour in length.

##### **Project Presentations**

It is anticipated the CONSULTANT will make two in-person presentations at the end of the project:

1. Presentation to the Rockledge City Council
2. Presentation to the Cocoa City Council

Space Coast TPO staff will provide a summary presentation to the Bicycle/Pedestrian/Trails Advisory Committee (BPTAC), the Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC), and Governing Board. The CONSULTANT will be responsible for preparing the PowerPoint presentation

but will coordinate with the Space Coast TPO on the presentation content. The CONSULTANT will provide up to one staff for each presentation.

#### *Project Meetings and Presentations Deliverables*

- *Up to 12 virtual project status meetings with the Space Coast TPO.*
- *Two in-person project presentations.*
- *Meeting agendas and notes from other meetings listed in Section C.*
- *Draft project presentation materials will be provided to the Space Coast TPO electronically (.pptx format). The CONSULTANT will respond up to one round of comments.*
- *Final project presentation materials will be provided to the Space Coast TPO electronically (.pptx format).*

#### D. Project Administration

**Project Manager:** Sarah Kraum ([sarah.kraum@sctpo.com](mailto:sarah.kraum@sctpo.com)) will serve as the TPO project manager for this project. Travis Hills ([thills@kittelsohn.com](mailto:thills@kittelsohn.com)) will serve as the CONSULTANT project manager for this project.

**Quality Control:** The CONSULTANT team will designate appropriate senior staff to conduct Quality Control (QC) reviews of work products.

**Project Schedule:** The CONSULTANT will prepare and submit a detailed project schedule identifying major tasks, their durations, and task relationships. The CONSULTANT is responsible for keeping the schedule up to date. The beginning date of the services will be the date of authorization for this work order. Any changes to the schedule necessitated by circumstances outside the CONSULTANT's control will be coordinated with Space Coast TPO staff. It is anticipated the project will be complete by December 31, 2023.

**Deliverable Coordination:** The CONSULTANT will prepare, package, and coordinate deliverables for Tasks 1-3 with the Space Coast TPO.

**Invoices:** Invoices will be prepared in the format prescribed by the Space Coast TPO. A detailed invoice including a narrative description of the work performed by the CONSULTANT during the period covered by the invoice for each item in the scope will be submitted. The final invoice will be labeled "Final" and project close-out procedures will be followed.

**Budget:** This work will be completed as a lump sum task order.

#### *Project Administration Deliverables*

- *Project Schedule (initial and updates when necessary).*
- *Monthly Progress Reports.*
- *Project Administration.*

---

---

**\*\*\*\*Following Scope Amended into UPWP 8-23-2022\*\*\*\*****8. Public Involvement Support, Work Order 22-14K, Scope of Services**

Task: 6.0

Schedule: September 2022 – September 2023

FY 23 Budget: \$61,880 (CPG)

FY 24 Budget (Task 4.1 only): \$3,500 (CPG); \$8,500 (SU)

Funding Sources: CPG and SU

**BACKGROUND**

Space Coast Transportation Planning Organization, referred to as the CLIENT, has hired HDR Engineering, Inc., referred to as the CONSULTANT, to provide public involvement, creative services, and video support. This support includes writing, content creation, graphic design, video concepts (with the option of additional production and video post-production work), narration, and other related services. The purpose of the support is for the CONSULTANT to serve as an extension of CLIENT staff.

**SCOPE OF WORK**

The scope of work is broken out into four tasks. Task 1 through Task 3 can be executed together. Task 4 is an optional service.

- CORE TASKS – Task 1 (Annual Report), Task 2 (Get to Know the SCTPO Campaign), Task 3 (Project Management)
- ON DEMAND TASKS – Task 4 (Staff Support)

**1.0 ANNUAL REPORT**

**1.1 OUTREACH MESSAGING AND CONTENT AUDIT** – The CONSULTANT shall facilitate an in-person kickoff and messaging workshop for a duration of two (2) hours. Up to four (4) CONSULTANT staff shall attend. The message and content audit will be used as a listening session and interactive information gathering exercise to inform the creation of the annual report and help to create consistency in all future deliverables.

The CLIENT shall provide a location for the workshop. One-week in advance of the workshop, the CLIENT will provide priority content, photos, social media, and digital assets to be included in the Annual Report. The CONSULTANT will develop a two-page summary to include key themes and findings. This document will be used to guide development of subsequent deliverables and will be updated as necessary.

**1.2 ANNUAL REPORT COMPANION PIECE** – The CONSULTANT will prepare a one-page companion piece to complement the Annual Report. This will serve as an evergreen deliverable to be easily referenced across mediums.

**1.3 ANNUAL REPORT** – The CONSULTANT will draft a print-ready version of an Annual Report as well as a digital version. The CLIENT will approve an outline of the document and content before moving on to the design phase. The print-ready version will be delivered in PDF along with the packaged InDesign files. The digital version will include interactive features including clickable links to relevant media files and portions of the CLIENT website. The CONSULTANT will provide all assets such as infographics and images for use in other CLIENT communications.

The CONSULTANT will provide the following copywriting services in the Annual Report:

- Using CLIENT’s content as a baseline, provide copywriting services to simplify writing for public consumption.
- Synthesize content and data provided by the CLIENT.
- Layout information in a logical and compelling manner.
- Simplify writing for public consumption.
- Develop stand-alone key messages, pitches, and talking points from content highlights.

The CONSULTANT will provide the following graphical services in the Annual Report:

- Expand the current graphics for the annual report and future campaigns.
- Create infographics throughout annual report after receiving approval on content.
- Assets will be repurposed for various mediums including social-media, videos, presentations.

*The Annual Report will be no more than 14 pages. Up to two (2) rounds of CLIENT edits are included in the Annual Report.*

***Deliverables:***

- *Outreach Message and Content Summary*
- *Print-Ready and Digital Version of Annual Report*
- *Annual Report Companion Piece*
- *Social Media Assets*

**2.0 “GET TO KNOW THE SCTPO” CAMPAIGN** – The CONSULTANT will develop print and digital collateral pieces, such as brochures and video content, to support desired messaging to convey the story of who the SCTPO is, what they do, and why it

matters. These campaign pieces shall be evergreen in nature and will be utilized during public outreach periods of SCTPO plans, programs, and core work products. Material may be developed per geographic “area” to address specific community needs or may target underserved audiences such as communities of concern, transportation disadvantaged, and vulnerable road users.

**2.1 PRINT AND DIGITAL COLLATERAL** – The CONSULTANT will facilitate one (1) in-person kickoff meeting for a duration of two (2) hours to concentrate feedback received from Task 1.1 and brainstorm additional ideas for the campaign. Up to three (3) CONSULTANT staff shall attend.

The CLIENT shall provide a location for the workshop. The CONSULTANT will provide direction and support to creative services to include messaging evolution and graphic design for both print and digital mediums (i.e. one sheeters, and social media).

This meeting will include:

*Content audit for existing assets owned by client*

*Audience alignment*

*Gathering information to inform Voice Over and Music Options*

The CONSULTANT will provide design support for:

- Up to four (4) collateral pieces in digital and print-ready
- Up to eight (8) social media posts
- Up to two (2) one-sheet informational handouts/overviews of varying communications to leadership and stakeholders
- Using same graphics from print collateral, social media graphics will be made for online sharing.

**2.2 VIDEO CONCEPT DEVELOPMENT** – The CONSULTANT will create video concept briefs that will communicate the message, emotion, and heart of the campaign. Video concept development shall include storyboarding and script. Length of the final video to not exceed two (2) minutes. The video will be built in a modular way, that can be divided into smaller videos for use on other mediums.

These briefs will include the audience, audio and video specifications, video length, messaging, and estimated production cost.

***Deliverables:*** *Digestible deliverables that will showcase the SCTPO’s story to engage the public, stakeholders, and community partners in the transportation planning process.*

- *Print and digital collateral pieces: Who We Are, What We Do, How is Transportation Funded? Get Involved*

*Two (2) Minute Video concepts: Who We Are/What We Do, Get Involved*

### **3.0 PROJECT MANAGEMENT**

**3.1 COORDINATION MEETINGS** – Three (3) CONSULTANT staff shall attend up to two (2) in-person coordination meetings with the CLIENT for a duration of one-hour.

Four (4) CONSULTANT staff shall attend up to nine (9) virtual meetings with the CLIENT.

**3.2 PROJECT MANAGEMENT AND QUALITY ASSURANCE** – The CONSULTANT shall compile and deliver all meeting agendas and summaries. The CONSULTANT shall provide internal quality review prior to delivering work products to the CLIENT.

The CONSULTANT will prepare monthly invoicing and progress reports submitted to the CLIENT in the format prescribed by the CLIENT and based on the percentage of scope completed. A final invoice will be provided to the CLIENT within 60 days from final acceptance of work.

### **4.0 STAFF SUPPORT – AS REQUESTED**

**4.1 STAFF SUPPORT** – The CONSULTANT shall provide supplemental public involvement services when requested by the CLIENT for small, ad hoc public involvement support. Support activities may include items such as:

- 4.1.1 In-person staffing for public meetings or other outreach campaigns
- 4.1.2 Video filming for content creation and additional video development
- 4.1.3 Flyers and fact sheets for completed, ongoing, or past projects
- 4.1.4 Infographics and social media posts outside the scope of Task 1 through Task 3.

**4.2** For larger campaigns and project specific support, those requests shall have a separate cost estimate and be issued notice to proceed on an individual bases as amendments to this Work Order 23-04H.



## SCHEDULE

This task work order has an estimated duration of twelve (12) months from Notice to Proceed (NTP) issued by the CLIENT, which is anticipated in late September, 2022. The estimated schedule for the project tasks is:

- September 2022 through February 2023 (TASK 1) – Annual Report
- February 2023 through June 2023 (TASK 2) – “Get to Know the TPO” Campaign
- September 2022 through September 2023 (TASK 3, TASK 4) – Project Management, Staff Support
- September 2023 – Discuss upcoming opportunities, renewal, or transition to CLIENT staff

The CONSULTANT will prepare and submit a detailed project schedule within thirty (30) days of receipt of Notice to Proceed. The CONSULTANT is responsible for keeping the schedule up to date. Any changes to the schedule necessitated by circumstances outside the CONSULTANT’s control will be coordinated with TPO staff.

## COMPENSATION

The services described in the scope of work for Tasks 1.0 – 3.0 will be accomplished for a **LUMP SUM FEE of \$49,880.00**, including direct costs.

For Task 4.1 only, as requested staff support shall be accomplished for an annual **NOT TO EXCEED amount of \$12,000.00**. If additional funding is needed, approval and authorization will be processed as an amendment to this work order.

Services rendered under Task 4.2 shall have a separate scope and cost estimate and be issued notice to proceed on individual basis as amendments to this work order.

A detailed fee schedule is included with this work order in Attachment A.

Any tasks not specifically included in the scope of services will be considered additional work and will require an amendment to the contract for supplemental fee.

## PROJECT MANAGER

Abby Hemenway ([abby.hemenway@sctpo.com](mailto:abby.hemenway@sctpo.com)), Public Information and Outreach Manager, will serve as the TPO project manager for this project. Megan Ferguson, [Megan.Ferguson@hdrinc.com](mailto:Megan.Ferguson@hdrinc.com) will serve as the CONSULTANT project manager for this project.

# APPENDIX F

## APPENDIX F – COMMENTS & RESPONSES to DRAFT UPWP

## Comments on the SCTPO Draft Unified Planning Work Program and Responses

| Agency  | Comment   | SCTPO Response   |
|---|---|--|
| FHWA – Critical, Pg.1                                       | FAP number should be 0263-060-M   | Updated FAP number on cover page and where referenced  |
| FHWA – Critical, Intro                                      | Mention of major planning challenges and opportunities facing the SCTPO is to be included.  | Expanded language on pages 8-10 listing challenges in various emphasis areas of the SCTPO.   |
| FHWA – Other, Pg. 25  | For purchase of office equipment, including software, single purchases which exceed \$5,000 must get pre-approval from FHWA.  | Noted. Already included language on page 23. No capital items over \$5,000 anticipated at this time.   |
| FHWA – Other, App B   | All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI, and DBE statements should be signed and dated and included in final document. | Required Certifications were included in draft and are also included in Final UPWP in Appendix B.  |
| FHWA – Critical, Pg. 25, 30, 31, 36, 37, 40, 41, 43, 46, 47 | For all tasks, Consultant to work* without identifying subject of the work. Will require a scope review before work may begin.  | Activities listed within each task that may utilize consultant services, state this. Further clarification was made with an edit to all task work product tables with a new section of the tables, that list projects that may utilize consultant services. Those projects that are carrying over from FY 22 to FY 23 and have existing scope of services, the full scopes, schedule and FY 23 budgets are included in Appendix E. |
| FHWA – Other  | *Consultant Work Effort – (such as project scope, work to be accomplished for each project, anticipated completion dates and project costs)   | Additional clarifying language added on page 24.   |
| FHWA – Other, Pg 20   | Task 1.0 – Individual professional membership are unallowable and all training/meeting/conference participation must be reasonable, necessary and allowable to the transportation planning process.         | Memberships mentioned are for the organization, not individuals. All training/conferences are reviewed and justification showing benefit and support to the transportation planning process is required prior to authorization to attend such events.  |
| FHWA – Critical, App E                                      | The final UPWP for approval must include a copy of all the reviewing agencies' comments and how the TPO addressed each comment.   | This table reflects all comments received and how responded to each. The FDOT checklist is also included in this Appendix, F.  |
| FTA – Other   | FTA-Integration of Planning Emphasis Areas is recommended, where possible and as applicable to the TPO.   | Pgs 13-14 provide a summary of PEA's and a matrix indicating which tasks include consideration of each PEA.  |
| FTA – Other   | The metropolitan planning process should provide for the establishment and use of a   | The SCTPO operates off of a Strategic Plan (task 1.0) that is built upon Performance   |

|   |   |   |
|---|---|---|
|   | performance-based approach, with related activities noted in the UPWP accordingly. For transit, this includes Transit Asset Management (TAM) and Public Transportation Agency Safety Plan (PTASP), which require integration into the TIP and LRTP to the maximum extent practicable – including target setting/revisiting, progress towards achieving targets, data sharing and coordination with State DOT’s and transit providers. | Measures, goals of the LRTP, and required Federal Factors/PEA’s. The TPO’s annual SOS (Task 2.0) provides feedback on system performance and priorities (Task 3.0) are screened using criteria based on various performance targets including Safety, Resiliency, Innovation, Multi-modal/transit needs. Support of TAM, PTASP and integration into LRTP are covered within Task 4.0. Progress towards targets and goals are included in task 2.0 within the SOS.   |
| FTA – Other                               | If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.   | Noted. If funding level is different than what is included in FINAL UPWP, an amendment will be processed to be consistent with final apportionment amounts.   |
| FTA – Other                               | If planning activities are proposed for funding under the FTA Section 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP (even if being undertaken by the transit agency and not the TPO).   | SCTPO has coordinated with Space Coast Area Transit and has been informed that at this time, there are no 5307 or other transit funds being used for planning activities that need to be included in the UPWP.  |
| FDOT – Editorial: UPWP Cover & Title Page | Page numbers correspond to the page number of the pdf file  | Noted.  |
| FDOT – Critical: Required Content         | <ol style="list-style-type: none"> <li>1. Please include approval of indirect rate and/or cost allocation plan.</li> <li>2. Appendix currently includes Travel Policy, UPWP comments, Certs. &amp; Assurances, and other required forms. Please add items mentioned in comment above. (See Review Checklist)</li> <li>3. Please include resolution adopting Travel Policy</li> </ol>  | <ol style="list-style-type: none"> <li>1. Not applicable. SCTPO does not utilize an indirect or cost allocation plan.</li> <li>2. <ol style="list-style-type: none"> <li>a. Signed Resolution adopting UPWP included in Appendix G.</li> <li>b. Signed Resolution and history of amendments to Travel Policy included on pages 69-70.</li> <li>c. Signed Cost Analysis Certification Statement – Will include when provided by FDOT</li> <li>d. Signed FHWA Certification and Assurances – already included in Appendix B</li> <li>e. UPWP Comments – Included in Appendix F</li> </ol> </li> </ol> |
| FDOT – Editorial: Introduction            | Thank you for discussion of Air Quality Planning  | Noted.  |
| FDOT – Critical: MPO Organization         | Please include indirect rate plan and/or cost allocation plan.  | The Space Coast TPO does not utilize an indirect or cost allocation plan. All charges are direct.   |

|   |   |  |
|---|---|--|
| & Management  |   |  |
| FDOT – Critical – Work Elements/ Tasks Sheets Budget Tables | <p>If capital expenditures for equipment (greater than \$5000) and supply expenses greater than \$1000 are anticipated, please include as a separate line in table.</p> <p>If travel, direct/indirect, supplies, equipment, etc. expenses anticipated for individual tasks, please include in task budget tables.</p> | <p>No capital purchases are anticipated at this time. Supply purchases adhere to 2 CFR 200 and micro purchase threshold.</p> <p>Tasks that will include these types of charges have them budgeted.</p> |
| FDOT – Editorial: MPO Regional Activities Task              | Regional planning task language and comparison with CFMPOA member MPO draft UPWP documents is forthcoming.  | Coordinated with FDOT and included language as provided for Regional Activities Task 1.1.  |
| FDOT, Transit   | Some tables include local funding and other do not.   | Local funding is only shown for tasks that include local fund support, which is in Task 2.0 for collection of traffic counts. There are no local funds supporting any of the other tasks.              |
| FDOT, Transit   | FDOT Soft Match is not shown.   | Soft Match for the FTA 5305(d) in FY 23 has been added to each task table. The soft match was already included in summary tables.  |
| FDOT, Transit   | Pg 18- Contract G2106 is referred to as a Joint Participation Agreement, correct term is Public Transportation Grant Agreement (PTGA)   | Updated text to reflect correct term.  |
| FDOT, Transit   | Pg 29- The font sizes are different on the dates in the table on the bottom of the page   | Font sizes have been updated to be consistent.   |
| FDOT, Transit   | Pg 30- Table: Task 2.0 Monitor the total amount is listed as \$216,966 and it should be \$216,967   | Rounding issues within Excel have been reviewed and certain formulas have been updated and corrected to reflect correct amounts.   |
| FDOT, Transit   | Pg 30- Table 2, Funding Source Table – FY 23. The State Soft Match column shows a total of \$225,224, when added it equals \$225,227.   | Rounding issues within Excel have been reviewed and certain formulas have been updated and corrected to reflect correct amounts.   |
| Citizen   | Concern over Space X building and launching Starship from KSC and include a study on public charging stations for EVs   | EV type of analysis would be included under Task 5.1. Existing locations of EV stations already included within annual State of the System Report, Task 2.0.   |
| Citizen   | Would like to see greater initiative for rail stations, in south, central, north Brevard.   | A Transit Oriented Development Station Needs Analysis included in Task 4.0 with  |

|         |  |  |
|---------|--|--|
|         |  | continued coordination on rail passenger initiatives in Task 5.0.  |
| Citizen | Would like school zone flashers to be seen from both directions.   | Noted.   |
| Citizen | Include EV charging for apartments and condos; DC Fast Charges in cell phone lots at ports. Add Brightline station in Melbourne. Add monorail to connect cities, shopping and schools.                                 | Noted. Technology planning for such items to be included under Task 5.1 and as part of Long Range Planning. Rail planning and initiatives are included within tasks 4.0 and 5.0.   |
| Citizen | Add a Brightline stop in Cocoa.  | A Transit Oriented Development Station Needs Analysis included in Task 4.0 with continued coordination on rail passenger initiatives in Task 5.0.  |
| Citizen | Appreciates moving forward with improvements to Clearlake Road.  | Continued coordination for improvements to Clearlake Road (SR 501) included within Task 5.0.   |
| Citizen | Include improvements to Southern Brevard: Extend Dairy and Hollywood to Malabar; Extend Jupiter north; Extend Parkway north; Create Malabar Causeway directly to the beach.  | Suggestions will be considered as part of Long Range Transportation Planning.  |
| Citizen | Supports roundabout for SR A1A at N. Atlantic Blvd. Hopes Design and ROW phases continue to push project forward.  | Coordination and support of improvements for SR A1A will continue as activities under Task 5.0.  |
| Citizen | Westbound on US 192 at US 1, new lane assignments causing significant delays during rush hours. Suggest one of the two right turn lanes be a thru/right option.  | Noted. FDOT has been notified of this location and is evaluating options.  |
| Citizen | SR A1A-Cape Canaveral Area: Concerned about bike/ped safety and need for more sidewalks and prefers signalized intersections to roundabouts. Suggest an education campaign about obeying traffic laws and enforcement. | The TPO will continue coordination on projects improving safety under Task 5.0. Implementation of the Bicycle/Pedestrian Master Plan will also continue. Outreach and education campaigns will be included within Task 6.0 activities. |

Reponses to items in following checklist are provided in previous table.



FLORIDA DEPARTMENT OF TRANSPORTATION  
OFFICE OF POLICY PLANNING

7/2022 - v5

## UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

MPO: **Space Coast TPO**

UPWP Draft # or Date: **Draft#1- 3/15/22**

Review #: **1**

Date of Review: **3/16/22**

Reviewed By: **LLH**

The following UPWP Review Checklist is provided to assist in the review of the MPO's UPWP. This Review Checklist is to be completed by the MPO Liaison and included in the UPWP Appendix.

Comments should be categorized as:

**Editorial:** Comments may be addressed by MPO, but would not affect approval of the document, i.e., grammatical, spelling, and other related errors.

**Enhancement:** Comments may be addressed by MPO, but would not affect approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

**Critical:** Comment MUST be addressed to meet minimum state and federal requirements to obtain approval. The reviewer must clearly identify the applicable state or federal policies, regulations, guidance, procedures, or statutes that the document does not conform with.

A space for comments for each section is provided at the bottom of each section.

### UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? **Yes** If yes, page number: **1**
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? **Yes** If yes, page number: **1**
- Identification of agencies providing funds for the UPWP? **Yes** If yes, page number: **1**
- Financial Project Number (FPN) for each contract shown in UPWP? **Yes** If yes, page number: **1**
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? **Yes** If yes, page number: **1**
- Correct State Fiscal Years? **Yes** If yes, page number: **1**
- Statement of nondiscrimination? **Yes** If yes, page number: **2**
- DRAFT UPWP: Space for adoption date and revision dates? **Yes** If yes, page number: **1**
- FINAL UPWP: Adoption date and space for revision dates? **Select response** If yes, page number: **xx**

Editorial

Page numbers correspond to the page number of the pdf file

### Required Content

Does the UPWP have the following information?

- Introduction? **Yes** If yes, page number: **7**

UPWP Review Checklist

Updated: 2/15/2022

Page 1 of 7



**Unified Planning Work Program (UPWP)  
Review Checklist**

---

- Organization and Management? **Yes** If yes, page number: 15
- UPWP Planning Task Pages? **Yes** If yes, page number: 20
- Funding Source Budget Table and Summary Budget Table? **Yes** If yes, page number: 49
- Definition of acronyms used in UPWP? **Yes** If yes, page number: 5
- District Planning Activities? **Yes** If yes, page number: 69
- Indirect Rate Approval (if required)? **No** If yes, page number: xx
  - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? **No** If yes, page number: xx
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research and technology transfer activities funded with other federal or state and/or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). **Yes** If yes, page number: 20
- DRAFT UPWP:
  - A place for the signed Resolution adopting the final UPWP? **Yes** If yes, page number: 78
  - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? **No** If yes, page number: xx
  - A place for the Cost Analysis Certification Statement? **Yes** If yes, page number: 3
  - A place for the FHWA Certifications and Assurances? **Yes** If yes, page number: 54
- FINAL UPWP:
  - The signed Resolution adopting the UPWP? **Select response** If yes, page number: xx
  - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? **Select response** If yes, page number: xx
  - The signed Cost Analysis Certification Statement? **Select response** If yes, page number: xx
  - The signed FHWA Certifications and Assurances? **Select response** If yes, page number: xx
  - UPWP Comments? **Select response** If yes, page number: xx
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? **No** If yes, page number: 48
  1. Please include approval of indirect rate and/or cost allocation plan.
  2. Appendix currently includes Travel Policy, UPWP comments, Certs. & Assurances, and other required items. Please add items mentioned in comment above.
  3. Please include resolution adopting Travel Policy

Critical

**Introduction**

Does the introduction include the following elements?

- Definition and purpose of the UPWP? **Yes** If yes, page number: 7
- Overview of MPO's comprehensive transportation planning activities? **Yes** If yes, page number: 8
- Discussion of planning priorities, both MPO and local? **Yes** If yes, page number: 8
- Statement of CPG participation: "The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is

**Unified Planning Work Program (UPWP)  
Review Checklist**

---

administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D". **Yes** If yes, page number: 10

- Definition of soft match: Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$\_\_\_\_\_? **Yes** If yes, page number: 10
- Description of public involvement process used in development of MPO's UPWP? **Yes**  **No**  Page number: 11
- Description of how the MPO's addresses the [Federal Planning Factors](#)-(23 CFR 450.306(b)) – can be demonstrated using a matrix? **Yes** If yes, page number: 11
- Description of how the MPO's UPWP addresses the [Florida Planning Emphasis Areas 2021](#) and the [2021 Federal Planning Emphasis Areas](#)? **Yes** If yes, page number: 12
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? **Not Applicable** If yes, page number: 10

**Editorial**

1. Thank you for discussion of Air Quality Planning
- 

**MPO Organization and Management**

At a minimum, does the UPWP include information on the following items?

- Identification of participants and description of role in the UPWP planning process? **Yes** If yes, page number: 15
- Discussion of agreements, including date executed
  - Metropolitan Planning Agreement (FHWA funds)? **Yes** If yes, page number: 17
  - Public Transportation Grant Agreements (prior year FTA funds)? **Yes** If yes, page number: 18
  - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? **Yes** If yes, page number: 17
  - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? **Yes** If yes, page number: 18
  - Memorandum of Understanding between MPOs and/or FDOT If transferring funds to accomplish Regional Activities? **Yes** If yes, page number: 18
- Discussion and identification of operational procedures and bylaws including date executed?
  - Continuity of Operations (COOP): **Yes** If yes, page number: 18
  - MPO Bylaws: **Yes** If yes, page number: 19
- Does the MPO include the following SIGNED Certifications and Assurances section?
  - Disadvantaged Business Enterprise Utilization? **Yes** If yes, page number: 57

### **Unified Planning Work Program (UPWP) Review Checklist**

---

- Debarment and Suspension Certification? [Yes If yes, page number: 55](#)
- Lobbying Certification for Grants, Loans and Cooperative Agreements? [Yes If yes, page number: 56](#)
- Title VI/Nondiscrimination Assurances? [Yes If yes, page number: 58](#)
- Appendices A and E? [Yes If yes, page number: 59](#)
- Discussion of Indirect Rate Plan, and in an appendix include signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable? [No If yes, page number: xx](#)

[Critical](#) Please include indirect rate plan and/or cost allocation plan.

---

#### **Work Elements/Tasks Sheets**

At a minimum, does the UPWP have the following distinct tasks or subtasks?

- MPO Administration? [Yes If yes, page number: 20](#)
- Transportation Improvement Program (TIP)? [Yes If yes, page number: 32](#)
- Long Range Transportation Plan (LRTP)? [Yes If yes, page number: 34](#)
- MPO Regional Activities Task (if required)? [Yes If yes, page number: 26](#)

[No comment](#) [Click here to enter comments](#)

---

Do each of the Work Element/Task Summary Pages include the following?

- Is each Task Sheet named and numbered? [Yes](#)
- Does each Task Sheet include Purpose, Previous Work, Required Activities? [Yes](#)
- Do the required activities list who will be completing the work? [Yes](#)
- Does each Task Sheet indicate who is the responsible agency or agencies? [Yes](#)
- Does each Task Sheet include end products/deliverables with scope and estimated completion date? [Yes](#)
- Does supporting narrative for each task provide sufficient detail to determine eligibility, necessity, and reasonableness of the purchase? [Yes](#)
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? [Select response If yes, page number: xx](#)

[No comment](#) [Click here to enter comments](#)

---

#### **Work Elements/Tasks Sheets Budget Tables**

Did the MPO use the UPWP Budget Table template provided by Central Office for task budget tables? [No](#)

Did the MPO prepare Task Summary Budget tables for year 1 and year 2 (either individually or combined)? [Yes page number: 48](#)

Does MPO **Administration Task** have subcategory for:

- Personnel Services? [Yes If yes, page number: 25](#)
- Equipment? Equipment costing more than \$5,000 per item should be listed separately. [Yes If yes, page number: 25](#)

**Unified Planning Work Program (UPWP)  
Review Checklist**

---

- Travel? **Yes** If yes, page number: 25
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. **Yes** If yes, page number: 25
- Direct Expenses? **No** If yes, page number: xx
- Indirect Expenses (only required if MPO has an approved indirect rate)? **No** If yes, page number: xx
- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? **No** If yes, page number: xx
- Is Annual Audit expense included, if required? **Yes** If yes, page number: 25

Do each of the other Work Element/Task Summary **Estimated Budget Tables** include the following?

- Personnel Services? **Yes**
- Consultant Services (if using consultant on task)? **Yes**
- Travel (if needed)? **Yes**
- Direct Expenses (if needed)? **Yes**
- Indirect Expenses (only required if MPO has an approved indirect rate)? **Yes**
- Supplies (if needed)? **Yes**
- Equipment (if needed)? **Yes**

Critical

If capital expenditures for equipment (greater than \$5000) and supply expenses greater than \$1000 are anticipated, please include as a separate line in table. If these expenses are not anticipated please disregard this comment.

If travel, direct/indirect, supplies, equipment, etc. expenses are anticipated for individual tasks, please include in task budget tables. If these expense types are not anticipated for individual tasks, please disregard this comment.

**MPO Regional Activities Task** (required if MPO is transferring funds between MPOs and/or FDOT to complete regional planning activities)

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by Central Office, these tables are called MPO Regional Activities and All Regional Accounting. **Yes** page number: 26

Do the Regional Work Element/Task Budget Table(s):

- Show ALL agencies (e.g., other MPOs, FDOT) that are included in the regional activities? **No** If yes, page number: xx
- Show amounts to be transferred by the MPO to other agencies (if applicable)? **Yes** If yes, page number: 26
- Show amounts to be received by the MPO from other agencies (if applicable)? **Not Applicable** If yes, page number: xx
- Show activities the funds are being used for? **Yes** If yes, page number: 26
- Do all participating MPOs use identical:
  - Descriptions of the activities to be completed **Select response** If yes, page number: xx
  - Task name, activity description(s) and budgeted funds **Select response** If yes, page number: xx



### Unified Planning Work Program (UPWP) Review Checklist

---

#### Editorial

Regional planning task language and comparison with CFMPOA member MPO draft UPWP documents is forthcoming.

---

#### Funding Source Budget Table

Did the MPO use the UPWP Budget Table template provided by Central Office for Funding Source Budget Table?

[Select response](#)

##### Total FY 2023 contract amounts:

- DRAFT UPWP:
  - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's PL Spreadsheet **total should not include estimated amount to be de-ob'd from FY 2021-22**)? [Yes](#) If yes, page number: 48
  - STBG or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program)? [Yes](#)
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be true-d up in the fall once we have remaining balances at end of fiscal year.) [Yes](#)
- FINAL UPWP:
  - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet which will include the MPO Board approved de-ob'd amount)? [Select response](#)
  - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob'd funds (if applicable) [Select response](#)
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be true-d up in fall once we have remaining balances at end of fiscal year.) [Select response](#)
- Does Funding Source Budget Table include soft match amounts? [Yes](#)

[No comment](#)

[Click here to enter comments](#)

---

##### Total FY 2024 contract amounts:

- DRAFT UPWP:
  - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 24 PL funds (refer to Chris Bratton's PL Spreadsheet)? [Yes](#) If yes, page number: 51
  - STBG or other federal funds (FY 2024 amount shown in FDOT Tentative Work Program)? [Yes](#)
- FINAL UPWP:
  - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet)? [Select response](#)
  - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob'd funds (if applicable) [Select response](#)
- Does Funding Source Budget Table include soft match amounts? [Yes](#)

[No comment](#)

[Click here to enter comments](#)

---

Since the UPWP is the "Scope of Service" for the MPO Agreement, it is important to confirm that the total of Year 1 and Year 2 amounts in the UPWP also match what is shown on the MPO Agreement.

UPWP Review Checklist  
Updated: 2/15/2022

Page 6 of 7

**Unified Planning Work Program (UPWP)  
Review Checklist**

---

- Does FINAL UPWP PL amounts shown in FY 2023 plus FY 2024 match what is shown on new MPO Agreement? [Yes](#)
- Does Other FHWA funding (i.e., SU, CMAQ, etc.,) amounts shown in FY 2023 and FY 2024 match what is shown on new MPO Agreement? [Yes](#)

[Editorial](#)      [New MPO agreements forthcoming](#)

---

**Summary Budget Table**

Did the MPO use the UPWP Budget Table template provided by Central Office for the Summary Budget Table?

[Select response](#)

Do the **total FY 2023 contract amounts** match what is shown on Funding Source Budget Table? [Yes](#)

Do the **total FY 2024 contract amounts** match what is shown on Funding Source Budget Table? [Yes](#)

[No comment](#)      [Click here to enter comments](#)

---

**General UPWP Comments**

[Choose a category](#)      [Click here to enter comments](#)

[Choose a category](#)      [Click here to enter comments](#)

[Choose a category](#)      [Click here to enter comments](#)

[Choose a category](#)      [Click here to enter comments](#)

# APPENDIX G

## APPENDIX G – RECORD OF ADOPTION, MODIFICATIONS & AMENDMENTS



The following table will be used throughout the timeframe that the FY 23 – FY 24 UPWP is effective to record the adoption and any future amendments or modifications that are processed.

| Number | Amendment or Modification | Resolution Number | Approval Date | Activity   |
|--------|---------------------------|-------------------|---------------|--|
| N/A    | Adoption                  | 22-17             | 5/12/22       | Space Coast TPO Governing Board Adoption of the FY 23 – FY 24 Unified Planning Work Program  |
| 1      | Amendment                 | 23-03             | 8/23/22       | Decrease FTA 5305 funds to reflect actual balance as of 7/1/22. Adjust CPG and SU budgets in various tasks to accommodate actual work order budgets for Rail Committee, Grant Tool, School Routes and Public Engagement Support. Adjust CTD grant for FY 23 to actual. |
| 2      | Modification              | N/A               | 2/16/2023     | Adjust Personnel and Consultant budgets for FY 23 CPG and SU grants to accommodate actual expenditures. Tasks 2.0, 3.0, 4.0, 5.0, 5.1 and 6.0 adjusted.  |
|        |                           |                   |               |  |
|        |                           |                   |               |  |



## Space Coast Transportation Planning Organization

---

### **RESOLUTION # 22-17**

#### **Adoption of FY 2023 – FY 2024 Unified Planning Work Program**

**A RESOLUTION, adopting the fiscal year 2023 through 2024 Final Unified Planning Work Program (UPWP) and authorizing the TPO Executive Director to execute associated Agreements.**

*WHEREAS*, the Space Coast Transportation Planning Organization is the designated and constituted body responsible for the urban transportation planning and programming process for the Palm Bay-Melbourne and Titusville Urbanized Areas; and

*WHEREAS*, this urban transportation planning process includes the development of a biannual work program and budget described by work tasks, of activities to be undertaken during the fiscal year, known as the Unified Planning Work Program (UPWP); and

*WHEREAS*, a draft UPWP was developed and submitted for FY 2023 – FY 2024, the period of July 1, 2022 through June 30, 2024; and

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

*WHEREAS*, only minor adjustments were made that included textual clarifications and inclusion of FY 22 SU de-obligated funds and a Final document has been prepared.

*NOW THEREFORE, BE IT RESOLVED* by the Space Coast Transportation Planning Organization:

1. Adopts the Final Unified Planning Work Program for Fiscal Years 2023 through 2024; and
2. Authorizes the Chair or Executive Director to execute the MPO Agreement that allows for the pass through financial assistance for FHWA funds through FDOT and all approved amendments of such Agreement; and
3. Authorizes the Chair or Executive Director to execute all certifications and assurances on an annual basis; and
4. Authorizes the TPO Executive Director to execute minor administrative and budget adjustments that may be necessary to accomplish the work products identified in the adopted UPWP.




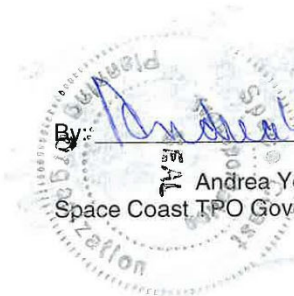
**Space Coast Transportation Planning Organization**

Passed and duly adopted at a regular meeting of the Space Coast Transportation Planning Organization Governing Board on the 12<sup>th</sup> day of May, 2022.

Certificate

The undersigned duly qualified as Chair of the Space Coast Transportation Planning Organization Governing Board certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the Space Coast Transportation Planning Organization Governing Board.

By:   
 Andrea Young  
 Space Coast TPO Governing Board Chair



By:   
 Robert L. Jordan, Jr.  
 Space Coast TPO Governing Board Secretary



## Space Coast Transportation Planning Organization

### **RESOLUTION # 23-03**

#### **Amendment of FY 2023 – FY 2024 Unified Planning Work Program**

**A RESOLUTION**, amending the FY 2022/2023 – FY 2023/2024 Unified Planning Work Program (UPWP), to reflect actual balance of FY 22 Federal Transit Administration Section 5305(d) grant funds, adjust PL and SU to accommodate actual funding for work products and to adjust Commission for Transportation Disadvantaged grant to actual.

*WHEREAS*, the Space Coast Transportation Planning Organization is the designated and constituted body responsible for the urban transportation planning and programming process for the Palm Bay-Melbourne and Titusville Urbanized Areas; and

*WHEREAS*, this urban transportation planning process includes the development of a biannual work program and budget described by work tasks to be undertaken during the fiscal year, known as the Unified Planning Work Program (UPWP); and

*WHEREAS*, a UPWP was developed and approved for FY 2023 – FY 2024 for the period of July 1, 2022 through June 30, 2024; and

*WHEREAS*, the UPWP requires an amendment to decrease the Federal Transit Administration (FTA) Section 5305(d) grant funds by \$36,110 to reflect remaining balance as of July 1, 2022; and

*WHEREAS*, the UPWP requires an amendment to decrease the Commission for Transportation Disadvantaged (CTD) by \$7 to reflect actual grant amount; and

*WHEREAS*, the UPWP also requires an amendment to the FY 23 and FY 24 Consolidated Planning Grant and SU funds to accommodate various work products including a Rail Committee, Development of a Grant Tool, conduct Safe School Routes Analysis and to provide Public Involvement Support utilizing consulting services; and

*WHEREAS*, waiting for the next regularly scheduled Governing Board meeting for approval will cause unnecessary financial strain on TPO operations; and

*WHEREAS*, this Amendment is being approved in compliance with Policy PLC-3, Budget and Finance Section 7.0(C)(1) SCTPO Executive Director Approval Authority, to minimize financial impact to TPO operations from not receiving FTA grant funds until such amendment is processed; and

*WHEREAS*, this Amendment will be presented to the full TPO Governing Board at their next regularly scheduled meeting for ratification and approval.



## Space Coast Transportation Planning Organization

NOW THEREFORE, BE IT RESOLVED by the Space Coast Transportation Planning Organization:

1. Approves amending of the FY 2023 FTA Section 5305 grant allocation; and
2. Approves amendment of the FY 2023 CTD grant allocation; and
3. Approves amending FY 23 and FY 24 CPG and SU funds to accommodate development of various work products.; and
4. Authorizes Executive Director to execute any additional contracts and/or agreements necessary to reflect this change.

Passed and duly adopted by the Space Coast Transportation Planning Organization Governing Board Vice-Chair on the 23rd day of August, 2022.

### Certificate

The undersigned duly qualified as Chair of the Space Coast Transportation Planning Organization Governing Board certifies that the foregoing is a true and correct copy of a Resolution adopted under the rules and policies of the Space Coast Transportation Planning Organization Governing Board.

By: \_\_\_\_\_

Andrea Young,  
Space Coast TPO Governing Board Chair

By: \_\_\_\_\_

Georganna Gillette  
Space Coast TPO Governing Board  
Assistant Secretary