



TECHNICAL ADVISORY COMMITTEE

9:30 a.m. Thursday, November 6, 2014
Lee County Metropolitan Planning Organization
Florida Department of Transportation SWIFT Center
10041 Daniels Parkway, Fort Myers, FL 33913



9:30 a.m.

AGENDA

Call to Order

Roll Call

1. Public Comments on Items on the Agenda
2. Approval of the October 7, 2014 Joint TAC Meeting Minutes

New Business

3. *Review and Approval of Amendments to the FY 14/15 and FY 15/16 Unified Planning Work Program (Don Scott)
4. *Review and Approval of the Cape Coral Bicycle Pedestrian Master Plan Scope (Don Scott)
5. *Review and Approval of the LRTP Freight Element Scope (Ron Gogoi)
6. *Identify TAC Members to Serve on the District-wide Model Coordinating Committee (Don Scott)
7. Review of the 2014 Federal Certification Report Corrective Actions and Recommendations (Don Scott)
8. Update on the Transit Bus Queue and Pull-out Studies (Ron Gogoi)

Other Business

9. Public Comments on Items not on the Agenda
10. LeeTran Report
11. FDOT Report
12. Announcements
13. Topics for next meeting
14. Information and Distribution Items

Adjournment *Action Items +May Require Action

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**MINUTES OF THE JOINT COLLIER & LEE COUNTY MPO
TECHNICAL ADVISORY COMMITTEE**

Held on October 7, 2014

The following members were present for the joint meeting of the Collier & Lee County MPO Technical Advisory Committee on October 7, 2014 at the North Collier Regional Park, Exhibit Hall 15000 Livingston Road, Naples, Florida

Collier TAC

George Archibald	City of Naples
Reed Jarvi	Collier County Transportation Planning
Ute Vanderslois	City of Naples Airport Authority
Andy Holland	City of Naples Planning
Dale Bathon	Collier County Traffic Operations
Michelle Arnold	Collier County ATM
Jeremy Frantz	Environmental Agency Representative - Non-Voting

Lee TAC

Andy Getch	Lee Department of Transportation
Anna Bielawska	LeeTran
Nick Danu	City Of Fort Myers
Persides Zambrano	City of Cape Coral Public Works
Bob Herrington	Charlotte County MPO
Margaret Wuerstle	Southwest Florida Regional Planning Council
Ben Pople	City of Sanibel

Those also in attendance included: D’Juan Harris and Suzanne Lex with FDOT; Lorraine Lantz with Collier MPO; Ron Gogoi, Johnny Limbaugh with Lee County MPO.

CALL TO ORDER

The meeting was called to order at 10:04 a.m. by Ms. Arnold

Ms. Lantz called the roll for the Collier TAC and announced that a quorum was present.

Mr. Limbaugh called the roll for Lee County TAC and announced that a quorum was not present.

Agenda Item #2 – Election of a Chairperson

Ms. Arnold was elected as chairperson of the Joint Lee and Collier Technical Advisory Committee Meeting.

Agenda Item #3 – Public Comments

Non Public Comments

Agenda Item #4 – Approval of Agenda

Agenda was approved with no objection.

Agenda Item #5A – Review and Discussion of the TRIP Priority Process

Ms. Lantz opened the item with a review of the current process. Ms. Ayres raised concerns with the current points system and the ability to provide the requested information without doing a lot of technical work. Mr. Gogoi presents back ground on how the current criteria was developed. He explained the criteria matches the current TRIP program criteria. The committee discussed the merits of the various criteria. It was the committee's discussion to leave the criteria as is because the FDOT has not changed any of the criteria required in their TRIP project application. FDOT will provide additional information on the program.

Agenda Item #5B – Review and Discussion of the Joint SIS Priority Process

Ms. Lantz opened the item with a review of the current process and where the Sub-committee left. Mr. Gogoi explained that the committee was challenged to create a Multi-modal priority list. Ms. Ayer stated that the current project list and criteria have been static for several year, the draft criteria that was developed was very technical and not easily used. The committee asked the staff provide the draft criteria for further review. The committee requested that FDOT provide information on how the Department selects project projects and the update of the Florida Transportation Plan. (FTP). Ms. Lex provide an update on the Departments efforts and committed to keep us up to date on the upcoming meetings. The committee agreed to have a committee meeting and invite FDOT to present information on the SIS selection process as well as the FTP update. The committee will then look at how Lee and Collier can provide information and SIS priorities to the FDOT.

Agenda Item #5C – Review and Update of Regional Maps

Ms. Lantz opened the item and presented the current maps. Ms. Ayers state that transit should have its own map because transit get lost in the highway map. The Highway map should also be update to remove roadways based on the new functional classifications. Mr. Gogoi explained the long process the committees have been through to create the current maps. The committee discussed the merits of changing the maps. LeeTran and CAT agreed that the transit and highway maps should remain together. The committee's decision was that the transit agencies can create supplemental map to highlight transit routes but not to change the maps except for updating project information at this time.

REPORTS AND PRESENTATIONS

Agenda Item #6A – Update on the 2040 Long Range Transportation Plans for Collier MPO and Lee County MPO

Jeff Perry provide a PowerPoint presentation on Collier County's plan update.

Johnny Limbaugh Provide an update on Lee County's plan update

Agenda Item #7 – FDOT report

Suzanne Lex reported that the Department is in the Work Program Gaming cycle.

Agenda Item #8 – Transit Update

Ms. Bielawska of LeeTran provided the report for Lee County Transit. She stated that LeeTran has seen a 2% decreased in ridership since the route changes were instituted. But the changes will reinstated this year LeeTran is still on track for providing over 3.9 million trips this year.

Ms. Arnold of CAT provided a report for Collier County Transit. CAT is proposing new routes and an advertising policy for inside the bus. She also announced that CAT has started construction on its maintenance facility. She said that there has been a dip in ridership over the last year that may be attributed to moving to real time trip information. Collier is hosting the FPTA conference the end of October.

Agenda Item #9 – Members' Comments

None.

Agenda Item #10 – Information Items

Minutes from October joint meeting.

ADJOURNMENT

Meeting adjourned at 11:55 a.m.

**APPROVAL OF AMENDMENTS TO THE FY 2014/2015 AND
FY 2015/2016 UNIFIED PLANNING WORK PROGRAM**

RECOMMENDED ACTION: Review and approve amendments to the FY 2014/2015 and FY 2015/2016 Unified Planning Work Program (UPWP).

The MPO staff is proposing the following amendments to the UPWP for the Committee's consideration (**attached** are the task sheets in underline and strike through format):

- Move \$35,000 from Task 4.4 Administrative and Planning Consultant Services to Task 4.5 Lee County Complete Streets Initiative to cover additional staff time and the performance measure analysis and producing the report.
- Add a project to Task 4.4 Administrative and Planning Consultant Services to update the MPO website to enable the website to be more capable of handling a higher volume of data in an organized manner and which is easier for staff to update and edit.
- Add a project to Task 4.4 Administrative and Planning Consultant Services to contract for administrative services assistance on an as needed basis.
- Revise language in Task 4.4 to cover LRTP project analysis, public involvement and documentation tasks consistent with work products and per the contract cap requirement.

Section: PROJECT PLANNING**UPWP Task No: 4.4****Task: ADMINISTRATIVE AND PLANNING CONSULTANT SERVICES****OBJECTIVE**

Select consultants to assist staff with administrative and transportation planning activities in support of the UPWP work tasks where staff resources need additional support or specific administrative and planning expertise.

METHODOLOGY

- Staff development of scopes and RFPs for the selection of qualified consultants in support of planning studies and administrative tasks. Extend and develop addendums to Consultant agreements, as necessary and consistent with new and existing requirements.
- Staff monitor consultant contracts for Title VI and DBE compliance. Comply with DBE policy by reporting to FDOT on actual payments to DBE contractors.
- Staff submittal of scopes, contracts and agreements to FDOT and FHWA for review and approval prior to advertisement and selection.
- Consultant Services that include the development and modeling of land use scenarios in support of the 2040 update to the Long Range Transportation Plan.
- Consultant Services that include the development of existing and future zonal data in support of the 2040 update to the Long Range Transportation Plan.
- Consultant Services that include transportation modeling support for LRTP amendments and updates.
- Consultant Services that include transit modeling and planning in support of LRTP amendments and updates.
- Consultant Services that include transit studies in support of the Transit Authority and/or the County's Transit Task Force. Completing the tasks identified in the Lee County Transit Authority Action Plan.
- Administrative Consultant support to the MPO staff including accounting and conducting audit services.
- Consultant Services that include assisting staff with public involvement activities.
- Consultant Services that include the collection of traffic data, development of performance measures and analyzing the effectiveness of Congestion Management Projects and Programs. Corridor analysis of Congestion Management improvements, including ITS, TSM, transit, access management and TDM measures.
- Consultant Services that include conducting planning studies and feasibility assessments of Congestion Management and Bicycle/Pedestrian projects.
- Consultant Services that includes assisting staff with the implementation of the recommendations from the Bicycle/Pedestrian Master Plan including conducting a Bicycle/Pedestrian Action Plan, safety and education programs.

PREVIOUS WORK

- 2012: Prepared RFP for and selected General Planning Consultants (six) that conducted various studies including transit studies, traffic modeling, grant applications, traffic data collection and traffic studies.
- 2009: Scope, RFP and selection of the Long Range Transportation Plan Consultant.
- 2011/2012: Scope, RFP and selection of the Rail Feasibility Study Consultant.
- 2014: Scoping of the San Carlos Trolley lane planning study.
- Summer 2012: Development of scope for the development of land use scenarios in support of the 2040 LRTP update and begin project.
- 2012/2013: Develop a Bicycle/Pedestrian Action Plan scope and complete project.
- Summer 2012 and 2013: Conduct 2011/2012 and 2012/2013 audits
- Fall 2013: Scope and develop RFP for MPO legal services.

Section: PROJECT PLANNING

UPWP Task No: 4.4

Task: ADMINISTRATIVE AND PLANNING CONSULTANT SERVICES (CONTINUED)

END PRODUCTS

- Ongoing: IT Support services.
- Ongoing: Legal support services.
- Summer 2014 and 2015: Conduct 2013/2014 and 2014/2015 audits
- Summer/Fall 2014: Implement the recommendations of the Bicycle Pedestrian Safety Action Plan. Develop scope of work to support the implementation of the bicycle/pedestrian priorities including education outreach activities, road safety audits, working with law enforcement agencies on high crash trend issues and the development of media packages in support of educations/enforcement activities.
- Fall 2014: Develop scope(s) and conduct the tasks for the development and update of the 2040 LRTP including the update of the Bicycle/Pedestrian Master Plan, the update of the Goods and Freight Plan, the Congestion Management Plan, and the Transit element consistent with the Transit Development Plan, conducting the public involvement, producing the final plan documentation and reporting the projects similar to the TIP reporter tool.
- Spring 2015: Collection of data for performance measures consistent with final federal and state requirements to supplement current MPO developed performance measures.
- Summer 2014 through Winter of 2014: Staff project management and support of the Transit Queue Jump study and the Transit Bus Pull out study that are funded with SU funds.
- Summer 2014 through Spring 2015: Staff project management and support of the Round-a-bout feasibility study funded with SU funds.
- Summer 2014 through Spring 2015: Development of scope for the Cape Coral Bicycle Pedestrian Master Plan and advertising RFP for selection of consultant to conduct the study. Task includes the project management and support of the project with the assistance of City of Cape Coral staff.
- Ongoing: Develop scope of services for the implementation of the recommendations of the rail feasibility study recommendations including coordinating with all of the affected local jurisdictions with the implementation of Comprehensive Plan language in support of the rail corridor.
- Fall 2014: Allocate \$50,000 in PL Consultant funding for FDOT's effort to develop, fund and maintain Lee County's portion of the Districtwide Model.
- Winter 2014: Develop scope for the analysis of proposed Needs and Cost Feasible Plan alternatives. This task will include the analysis of various alternatives using various performance measures.
- Spring 2015 and 2016: Maintenance of the TIP reporter tool to provide TIP formatted consistent with FDOT and FHWA/FTA requirements.
- Winter 2014: Contract services to update the MPO website to handle a high volume of information and in an organized manner while making it easier for staff to update and edit.
- Ongoing: Contract for administrative services support on an as needed basis.

FINANCIAL PARTICIPATION – 2014/15		RESPONSIBLE AGENCY
PL staff	\$20,000	<u>Lead Agency:</u> Lee County MPO **The Consultant Services include the LRTP update, implementing the recommendations from the Bicycle Pedestrian Safety Action Plan, LRTP amendments, Audit services, Legal Services, CMS and Round-a-bout studies.
PL consultant**	\$454,419,671	
State (soft match)	\$104,691,969.971	
SU Consultant Projects**	\$730,000	
Total	\$1,309,362,126,642	
FINANCIAL PARTICIPATION – 2015/16		
PL staff	\$20,000	
PL consultant**	\$286,671	
State (soft match)	\$67,638	
Total	\$374,309	

Section: PROJECT PLANNING
Task: LEE COUNTY COMPLETE STREETS INITIATIVE

UPWP Task No: 4.5

OBJECTIVE

To support activities related to the development of the TIGER V Complete Streets Initiative project.

METHODOLOGY

- Consultant services to assist staff with the development of the Design Build RFP package for the selection of qualified consultants and contractors in support of the project.
- Consultant services to assist staff with the development of the Construction Engineering Inspection (CEI) RFP package for the selection of a qualified Engineering firm/team to oversee and manage the development of the project.
- Ongoing administrative activities related to the project.
- Submittal of agreements, contracts, RFP's to FHWA for review and approval prior to advertisement and selection.
- Conducting public involvement activities.
- Development of performance measures and conducting the reporting requirements.
- Collection of existing transportation and economic data in support of the performance measure reporting requirements.
- Performing the weekly, monthly and yearly project status and development activities requirements.
- Development, monitoring and reporting of project schedules.
- Completing the necessary NEPA documentation and submittal.
- TIGER Grant reporting requirements.

PREVIOUS WORK

- Production of maps and graphics illustrating the project.
- Public involvement activities related to the development and review of the project.
- Winter/Spring 2014: Develop the Design Build package for advertisement.
- Winter/Spring 2014: Development of a Construction Engineering Inspection RFP in support of the project.
- Winter/Spring 2014: Develop and place bid advertisements consistent with federal requirements.
- Spring 2014: Work with the consultants to conduct pre-bid meetings.
- Ongoing: Tasks related to reporting requirements throughout the development of the project.
- Winter/Spring 2014: Development of the performance measures that will be used for the reporting requirements.

END PRODUCTS

- Ongoing: Staff assistance in conducting project and coordination meetings in support of the project.
- Ongoing: Conduct public involvement related activities including website development and updates, developing maps, graphics, videos and reports in support of the project.
- Ongoing: Administrative tasks to insure federal requirements are being met.
- Ongoing: Development of project timelines in Microsoft Project software.
- Monthly: Review and processing of invoices.
- Ongoing: Project oversight and work with the contractors to ensure that all of the processes meet federal guidelines.
- Monthly/Quarterly: Meeting the reporting requirements of the TIGER grant including the data collection and reporting of performance measures.
- Spring 2015: Consultant assistance with the data collection and analysis related to the production of the baseline performance measures.

Section: PROJECT PLANNING

UPWP Task No: 4.5

Task: LEE COUNTY COMPLETE STREETS INITIATIVE (CONTINUED)

FINANCIAL PARTICIPATION – 2014/15		RESPONSIBLE AGENCY
PL staff	\$15,000	Lead Agency: Lee County MPO **The Consultant Services include reporting requirements and performance measurement data collection, analysis and reporting.
PL consultant**	\$2550,000	
State (soft match)	\$6,617,143	
State Grant	\$0	
Total	\$36,617,793	
FINANCIAL PARTICIPATION – 2015/16		
PL staff	\$5,000	
PL consultant	\$10,000	
State (soft match)	\$3,308	
State Grant	\$0	
Total	\$18,308	

REVIEW AND APPROVAL OF THE CAPE CORAL BICYCLE PEDESTRIAN MASTER PLAN SCOPE OF SERVICES

RECOMMENDED ITEM: The committee is being asked to review and approve the attached scope of services for developing a Bicycle Pedestrian Master Plan for the City of Cape Coral.

FDOT's Work Program and MPO's Transportation Improvement Program includes a project to develop a Bicycle Pedestrian Master Plan for the City of Cape Coral in the current fiscal year. The project came to be funded on the basis of being one of the project priorities submitted annually for Lee MPO's Multi-modal Enhancement 'Box' funds. The attached scope includes the input that has been received from the Bicycle Pedestrian Coordinating Committee, the City of Cape Coral and various stakeholders. The Bicycle Pedestrian Coordinating Committee will be considering the final version at their October 28th meeting and staff will report the results of their meeting at the November 6th meeting.



CITY OF CAPE CORAL BICYCLE AND PEDESTRIAN MASTER PLAN
SCOPE OF SERVICES

Lee County Metropolitan Planning Organization
815 Nicholas Pkwy E
Cape Coral, FL 33990
www.leempo.com

1.0 PROJECT DESCRIPTION

The goal of this project is to develop an inventory of needed bicycle and pedestrian facilities in the City of Cape Coral, including traffic safety and operational improvements at major intersections, that will help guide the implementation of those facilities. The project will include public involvement activities that will engage the community throughout the planning process. The City of Cape Coral has a current population of 174,000, covers a land area of 120 square miles and has 226 miles of arterial and collector roadways. The City has 110 miles of bike lanes, 9 miles of bike paths, 4 miles of shared use pathways and 192 miles of sidewalks.

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2.0 SCOPE OF SERVICES

The consultant will provide planning, public outreach and engineering services to address the identification of needed facilities throughout the City. This analysis will identify proposed facilities to address gaps in the system, new facilities that are needed to provide access between neighborhoods and attractions, and facilities that are needed to enhance the safety and use of the existing and developing bicycle/pedestrian network.

2.1 PROJECT KICKOFF MEETING

The consultant will conduct an initial meeting with city staff and community stakeholders to help identify background data and project resources that will help complete a successful project. This meeting will be used to discuss the project schedule, gather contacts for information that will be used throughout the study, data items that may be needed for the study, provide background on the need for the project and expectations and to get input on the meeting attendees priorities.

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This meeting will also be used to establish a Project Advisory Committee that will meet on a regular basis to review and provide input on the development of the Cape Coral Bicycle Pedestrian Master Plan. The Project Advisory Committee will be comprised of stakeholders, representatives from the City of Cape Coral and residents that will help guide the development of the Plan as well as providing an important public involvement link back to the community.

The stakeholders, at a minimum, should include City/County/State planning and traffic operations representatives, LeeTran., Park and School representatives to ensure coordination of facilities and that recommended

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improvements are feasible. The Consultant will schedule up to seven Project Advisory Committee meetings as part of this project.

2.2 EXISTING FACILITY DATA

Using existing GIS data sources from the City of Cape Coral, Lee County and the Lee MPO, the Consultant will develop a database and base map of existing bicycle and pedestrian facilities within the City. The database should include all of the necessary facility attributes that will be used to develop a safe, continuous network of bicycle and pedestrian facilities. The attributes should include the width of the facilities, type of surface, whether it is signed and striped etc. Enough detail on facilities outside of the City of Cape Coral should be provided to determine future logical connections to facilities in surrounding jurisdictions. The data shall also include information on projects that are programmed within the next five years. Much of this data already exists but this task includes data verification and field review to ensure we are starting with an accurate base map.

This task also includes getting the latest GIS data layers that will help determine project needs, priorities and issues that may be present in developing the proposed needed facilities. These data items include but are not limited to: roadway network, traffic counts, functional classification, bicycle and pedestrian crashes, transit routes and bus stop locations, aerials, right-of-way maps, utility plans, land use, parks, conservation areas, schools and recreation facilities, large employers and major attractions.

2.3 PUBLIC INVOLVEMENT

Two formal public meetings will be held to discuss the purpose and need for the project and to solicit public input into the overall proposed bicycle/pedestrian network. Once the database and base map of existing and programmed facilities, along with the production of other related site investigation and general background research is completed, the Consultant will be responsible for the coordination of the first public meeting in the City of Cape Coral. The purpose of this meeting is to obtain public comment and opinions relative to the purpose and goals of this project and where the public believes facilities are needed. The second public meeting will involve a report

on the Consultant's findings and the recommended proposed bicycle and pedestrian facilities. The second public meeting will be held prior to the final report preparation. The consultant's will evaluate the comments received at this meeting and will modify its report if needed.

In addition to the two public meetings (and the Project Advisory Committee meetings listed under section 2.1), the Consultant should plan for attending and presenting up to ten additional MPO Committee/Board and City Council meetings to present the status and results of the study. The timing of these meetings will be determined in conjunction with MPO and City of Cape Coral staff.

The public involvement activities will include the development of tables, maps and graphics that can be displayed on the MPO's and City of Cape Coral's websites. This content will be developed and used to help reach out to the neighborhoods, bicycle clubs, schools, bicycle pedestrian and other activists etc. through a variety of outreach methods developed by the Consultant and the Project Advisory Committee.

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2.4 DESIGN CRITERIA

The Consultant will put together a narrative compiling the existing design features currently used by the City in the construction of bicycle pedestrian facilities. In addition, the Consultant will prepare a table of proposed bicycle and pedestrian facility design criteria recommended to be used outlining minimum requirements. The recommended design criteria will be developed for paved shoulders, bike lanes, sidewalks, bikepaths and multi-use paths that identify the preferred material, minimum width and signing and striping features that are the minimum requirements for the development of the proposed facilities. Any special requirements will be identified as part of this process to help the Consultant and staff develop better cost estimates.

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The design criteria should also include a write up on other bicycle and pedestrian treatments that the City of Cape Coral may want to consider developing. In particular an evaluation on whether adding pavement next or adjacent to the existing travel lanes could be a recommended approach to address bicyclists and pedestrian instead of the existing practice of building concrete sidewalks and on street bike lanes. The recommendations should be made consistent with National Association of Transportation Officials (NACTO)

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bicycle/pedestrian guidelines. This evaluation could also include, but are not limited to, the development of sharrows, bicycle boxes, painted bike lanes, raised crosswalks etc. This write up should also include the most recent guidance on ADA requirements for use by City staff as they develop and implement the needed facilities.

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2.5 FUNDING ANALYSIS

With the assistance of the City of Cape Coral and MPO staff, the Consultant will evaluate the existing implementation funding strategies. This includes identifying what project funding will be eligible for each of the projects based on functional classification, access to schools etc. The goal of this task, from looking at the recent history of the funding, is to identify the projects that the City of Cape Coral will strive to develop over the short and long term, if the funding allocations stay at a similar level to those over the last ten years.

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This task will also provide other possible grant funding opportunities that the staff could submit for in the near future to try and speed up the development of projects and to get further down on the project needs list. This analysis should include possible future grant opportunities that the City should keep an eye on as the opportunities change over time (for example, if Amendment 1 passes, what trail facilities included in the Plan may be eligible for funds tied to Amendment 1).

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2.6 ASSESSING NEEDS AND RECOMMENDING THE PROPOSED BICYCLE AND PEDESTRIAN NETWORK

Using the data that has been collected as part of the initial tasks and from the public involvement and outreach activities, the Consultant will develop a database and illustrative maps showing the proposed facility improvements for consideration. The end result of this task is a comprehensive list of bicycle and pedestrian facilities that are needed to meet the existing and future demand. The development of the needed bicycle and pedestrian facilities will be driven by the following criteria:

- Gaps in the system and system continuity
- Previously identified need
- Crash data and safety issues
- Traffic counts

- Access to schools and attractions
- Connections to other transportation modes
- Right-of-way availability
- Access to LeeTran and School bus stops

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The recommended facilities should include one or more of the following types of improvements:

- New or relocated sidewalks or pathways
- New or relocated bike lanes or paved shoulders
- New or reconstructed bicycle and pedestrian amenities such as loops, signals, signs, bus shelters/benches, railings, striping, lighting

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The coordination of connections to LeeTran bus stops shall include coordination with Metropolitan Advertising (holds contract for advertising on benches/shelters in the City of Cape Coral). Also as a part of this task, the Consultant shall review the existing signed bike route loops to determine if there are any additional facilities or amenities that are needed to complete the routes.

2.7 DEVELOP BICYCLE/PEDESTRIAN PROJECT COSTS

The Consultant will develop planning level cost estimates for each of the proposed projects that are needed to complete the City of Cape Coral Bicycle and Pedestrian network of facilities. Based on the prioritization of the projects and the expected current funding level from section 2.6, the Consultant will develop an Engineers cost estimate for the higher priority projects. The Engineer's cost estimates will be developed for the projects that are expected to be submitted for grant funding for the second five years (i.e. the five years after the current projects that are included in the five year MPO TIP and City of Cape Coral CIP).

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2.8 PRIORITIZATION OF PROJECTS

Through the coordination and review of staff, stakeholders and the public, the Consultant will develop a prioritization process to determine the general order that the projects should be completed based on need. The prioritization needs to take into account where there are issues with conflicts, such as drainage issues, utility conflicts or a lack of right-of-way to develop the proposed facility. The prioritization process should be consistent with the requirements for how

the City currently seeks grant funding to make maximum use of those opportunities. The prioritization process will be vetted through the Project Advisory Committee for approval.

2.9 FINAL REPORT

The final report shall identify the background on the project, the existing facilities, the existing g and future funding opportunities, the bicycle and pedestrian facilities that are needed to complete a safe, continuous system of bicycle and pedestrian facilities throughout the City and their prioritization and projected cost to complete those facilities. This data should be provided in tables, maps and graphic format for presentations and use by the City of Cape Coral staff. Upon review and approval by the Lee MPO Board, the Consultant will provide ten bound copies of the City of Cape Coral Bike/Pedestrian Master Plan to MPO staff. GIS files will be provided electronically to both MPO and the City of Cape Coral staff. A .pdf version of the final report, including appendices, maps and graphics will be provided electronically.

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2.10 TIMELINE

The Consultant must complete all work within one year from the issuance of the Notice to Proceed by the Lee County MPO.

2.11 PROJECT BUDGET

The Project Budget is \$152,000.

REVIEW AND APPROVAL OF LRTP FREIGHT ELEMENT SCOPE OF SERVICES

RECOMMENDED ITEM: The committee is being asked to review and approve the **attached** scope of services for developing a Freight and Goods Movement Element as part of the LRTP Update.

The **attached** Scope of Services has been written specifically for the development of a Freight and Goods Movement Element as part of the 2040 LRTP using one of the MPO's General Planning Consultants. The freight element will essentially update existing sections from the Goods and Freight Movement Technical Memorandum in the 2035 LRTP and will also create new sections including Commodity Flow Analysis, Air Cargo Characteristics at SWFIA, Rail Freight Characteristics, etc. The scope also includes organizing and holding a Southwest Florida Freight Symposium in Fort Myers involving stakeholders in Lee, Collier, Charlotte and Hendry County. The Freight Symposium will be hosted by the Lee MPO in partnership with the Collier and Charlotte County-Punta Gorda MPO's.

LEE MPO LONG RANGE TRANSPORTATION PLAN UPDATE

GOODS AND FREIGHT MOVEMENT ELEMENT SCOPE OF SERVICES

Overview

Federal government requires all urbanized areas to have in place a continuing, cooperative and comprehensive transportation (3-C) planning process as a condition to the receipt of federal capital or operating assistance. As part of this 3-C planning process the Lee MPO is required to prepare and adopt a 20 year Long Range Transportation Plan (LRTP). The LRTP is made up of several components including Freight and Goods Movement, Congestion Management, Bicycle Pedestrian, Highway, and Transit. This Scope of Services has been written specifically for the development of the Freight and Goods Movement Element of the 2040 LRTP using one of the MPO's General Planning Consultants. The development of the freight element will essentially update the existing sections from the Goods and Freight Movement Technical Memorandum of the 2035 LRTP, and create new sections wherever necessary. The scope also includes organizing and holding a Southwest Florida Freight Symposium in Fort Myers involving stakeholders in Lee, Collier, Charlotte and Hendry County. For the purpose of this scope the Goods and Freight Movement Technical Memorandum of the 2035 LRTP is being referred to as the 2035 Goods and Freight Element.

Task 1 - Kickoff Meeting

There will be two kickoff meetings. The CONSULTANT will schedule an in-person meeting, or a teleconference with MPO staff to present and discuss the schedule for the completion of the 2040 *Goods and Freight Movement Element*, and discuss data needs for completing the project. The meeting will also discuss the schedule for the Southwest Florida Freight Symposium, and identify a date for the kickoff meeting for this event.

The second meeting will be an in-person meeting to discuss the logistics of the Southwest Florida Freight Symposium, and will include staff from Lee MPO, Collier MPO, Charlotte County-Punta Gorda MPO, FDOT, and Lee County Port Authority. The meeting will discuss venue for the event, potential agenda items, presentations, and tours of freight facilities. The kickoff meeting will also discuss holding a staff meeting involving Lee MPO, Collier MPO, Charlotte County-Punta Gorda MPO, FDOT, and Lee County Port Authority to discuss freight challenges and needs in the tri-county area. This meeting will be a part of the Symposium and could be held on the second day of the Symposium.

Task 2 – Evaluate Freight Goals and Objectives

The CONSULTANT shall evaluate the existing freight goals and objectives from the 2035 *Goods and Freight Movement Element* for consistency with MAP 21, and new transportation reauthorization bills emerging from the Congress (e.g. *Innovation in Surface Transportation Act of 2014*) and the White House (*GROW AMERICA Act*) to replace MAP 21. Following the evaluation, the CONSULTANT shall update the goals and objectives as necessary.

Deliverables – Memorandum on Freight Goals and Objectives

Task 3 – Updates on Freight Plans and Studies

The CONSULTANT shall document ongoing and recently completed freight related plans and studies including the Statewide Freight Trade and Mobility Study, District 1 Freight Trade and Mobility Study, the Statewide Rail Plan, 2040 SIS Plan, etc. in context to Lee County. The CONSULTANT shall evaluate consistency of Lee County freight needs in all the plans, and document findings and recommendations. The CONSULTANT shall also identify any priorities assigned to Lee County projects in these plans, and the availability of funds and the funding source as proposed in these plans.

Deliverables – Memorandum on ongoing and recently completed freight related plans and studies in context to Lee County.

Task 4 – Commodity Flow Analysis

The CONSULTANT shall conduct a Commodity Flow Analysis in Lee County. The CONSULTANT shall use FDOT’s latest TAZ Level District 1 IHS TRANSEARCH Data that includes Rail Waybill data. The base year for this database is presumably 2011 and the forecast year 2040. If this database is available without the rail waybill information, the CONSULTANT shall review the existing and future rail freight traffic that was developed as part of the Lee County Rail Feasibility Study and determine if the data should be updated or could be improved using better data sources. .

Deliverables –A Memorandum on the results of the Commodity Flow Analysis

Task 5 - Develop Profiles of Major Freight Employers

The CONSULTANT shall Identify and provide profiles of the major freight employers (up to a maximum of 10) in Lee County. Some of these freight employers could be but not limited to Florida Freezer, JJ Taylor, Lipman Produce, the shrimp industry in Fort Myers Beach (by covering this industry’s two biggest employers - Trico Shrimp Company and Erikson and Jansen Seafood Packers -), etc. Employer profiles shall include services offered, type of freight handled, freight by mode, freight tonnage, frequency of freight activity per week, and their location by Freight Activity Centers (as identified in the 2035 Goods and Freight Movement Element). This task will require the consultant to contact and interview freight employers. Profiles for each employer could be formatted in a one page summary table.

Deliverables – A one page Freight Profile each of the largest and major freight employers in Lee County

Task 6 – Document Freight Rail Characteristics from the Lee County Rail Corridor Feasibility Study

The CONSULTANT shall summarize characteristics of existing and future rail freight from the *Lee County Rail Feasibility Study*, and document existing facilities and future freight rail needs. The CONSULTANT shall also highlight the important findings and conclusions, and recommendations from the Study related to freight rail.

Deliverables – Memorandum of Freight Rail Characteristics

Task 7 –Air Cargo Characteristics at SW Florida International Airport

The CONSULTANT shall use the 2014 *Florida Air Cargo System Plan Update* as the reference to document air cargo characteristics and trends at the Southwest Florida International Airport (SWFIA). The CONSULTANT shall document air cargo at the SWFIA over the last 5 years and its average daily capacity and market share vs. other SIS Airports in those years. The CONSULTANT will also list the integrated express carriers operating out of SWFIA and report on the air cargo commodities handled by type and value, and the extent of their ground operation in South West Florida that use trucks to move freight between the point of pick up/delivery to aircrafts (customer to stations, and stations to airport) and vice versa at SWFIA. The CONSULTANT may have to contact these careers and the Florida Aviation and Spaceport Office to get the ground operation information. The CONSULTANT will verify through the Lee County Port Authority and the Florida Aviation and Spaceports Office that there is no Road Feeder Service capacity from SWFIA to destination cities outside SW Florida. CONSULTANT shall also document an inventory of the existing air cargo facilities at SWFIA and Lee County Port Authority’s plans to improve air cargo capability over the 20 year planning horizon. Air cargo facilities may include Primary Runway, Aircraft Apron, Warehouse, Customs, Truck Docks and Parking, Perishable Storage, and Security Facilities. The CONSULTANT will also investigate and report on scheduled freight routes, and commodities and tonnage handled at the Page Field General Aviation Airport.

Deliverables – Memorandum on Air Cargo Characteristics at SW Florida International Airport

Task 8: Update Sections from the 2035 Goods and Freight Movement Element

CONSULTANT shall review and update as needed Sections 1, 2, 3 and 4 of the *2035 Freight Goods and Movement Element* and use them in the 2040 Freight Goods and Movement Element. Maps, figures, tables and documentation in these sections will be updated as needed.

In Section 2, the CONSULTANT will specifically do the following in addition to updating as needed other parts of the section:

- Review Statewide Freight Performance Measures currently being developed by FDOT for MPOs in Florida as part of MAP 21 requirements and update as needed the list of recommended freight performance measures from the 2035 Goods and Freight Movement Element so that they align with the MAP 21 goals. The CONSULTANT shall also refer to FDOT’s 2013 Multimodal Mobility Performance Measures Source Book. Performance measures will be identified based on current and future availability of local data.
- Use the updated performance measures to conduct a system wide assessment of the freight transportation network in the last 3 years so that the results can serve as a benchmark when the MPO again updates its LRTP six years from now.

In Section 3, the CONSULTANT will specifically do the following in addition to updating as needed other parts of the section:

- Re-evaluate and update Table 3-1 on Freight and Goods Mobility Hot Spots that cause mobility, safety and operational issues. The table shall identify and prioritize issues that can be corrected or mitigated with low to high cost improvements. Planning level cost estimates of these improvements shall be developed.
- Update Table 3-2 and accompanying map on Prioritized Freight Corridor Roadway Segments \geq 5% trucks
- Update Table 3-3 on Regional Freight and Goods Mobility Opportunities
- Develop a comprehensive list of multimodal freight needs in Lee County gathered from the 2009 Lee County Freight and Goods Study developed by CS, Inc., the Statewide Rail Freight Plan, 2035 SIS Multi-Modal Needs Plan, the 2035 SIS Cost Feasible Plan, the Statewide Rail Plan, and the Statewide Freight Mobility and Trade Plan. The list will include updated planning level costs, and identify project priorities.
- Develop and update *Lee County Key Freight Action Items and Implementation Next Steps* from the 2009 Lee County Freight and Goods Study.

Deliverables – Updated Sections 1, 2, 3 and 4

Task 9: As part of the development of the 2040 Goods and Freight Movement Element, the CONSULTANT shall assist the Lee MPO in hosting a Southwest Florida Freight Symposium in Fort Myers involving stakeholders in Lee, Collier, Charlotte, and Hendry County. The CONSULTANT shall assist Lee MPO staff in preparing the agenda and identifying presenters for the symposium, and preparing a list of stakeholders to invite to the event. The CONSULTANT will also organize a staff meeting between the MPOs and FDOT to discuss freight challenges and needs in the three MPO region, and identifying and working with a maximum of two (2) major freight employers in the area for tours of their facilities. The meeting and tours could be held in the morning of the day after the symposium. The CONSULTANT shall assist MPO staff in preparing the event notices and invitations to stakeholders, coordinate with potential presenters to present at the event, and take notes of the Symposium and staff meeting. The CONSULTANT shall facilitate questions and answers resulting after each presentations, and take notes from the Symposium and staff meeting. The CONSULTANT will prepare a report at the end of the Symposium and the staff meeting,

Deliverables – A Report of the Southwest Florida Freight Symposium and staff meeting. This report will be included in the draft Goods and Freight Element update.

Task 10: COMPLETION AND PRESENTATION OF THE 2040 FREIGHT ELEMENT

Task 10 will include the completed work product of the 2040 Goods and Freight Movement Element by summarizing the technical memorandums and other deliverables from the various tasks. The CONSULTANT will compile and present the first draft of the 2040 Goods and Freight Movement Element to the MPO's Technical Advisory Committee, Citizens Advisory Committee and the MPO Board. A final version of the 2040 Freight Element will be completed after input from staff and the committees.

Task 11: SCHEDULE AND BUDGET

The CONSULTANT will perform all of the tasks identified within six months after issuance of a Notice to Proceed. The budget for this project is \$50,000.

**IDENTIFY TAC MEMBERS TO SERVE ON THE
DISTRICT-WIDE MODEL COORDINATING COMMITTEE**

RECOMMENDED ITEM: The MPO is seeking two to three members of the committee to serve on the District-wide Model Coordinating Committee.

The MPO previously had a model coordinating committee that met five times during the development of the 2010 Long Range Transportation Plan. That committee was formed with Collier but now is changing into a Districtwide committee to provide input and review the development of the FDOT District-wide Travel Model. Besides MPO and FDOT staff, the previous model coordinating committee included a member from the City of Cape Coral and Lee County (as well as a member of Collier County and the City of Naples) and we are seeking the same type of participation this time around.

UPDATE ON THE TRANSIT BUS QUEUE AND BUS PULLOUT STUDIES

RECOMMENDED ITEM: This is not an action item. Staff will provide a status update on the ongoing Bus Queue Jump and Bus Pullout studies.

The Lee MPO's two transit studies, the Bus Queue Jump Study and the Bus Pullout Study have been underway since late July. The study area for the Bus Queue Jump includes the US 41 corridor from Gladiolus Drive to MLK Jr. Boulevard while the study area for the Bus Pullout Study covers LeeTran routes on major arterials and collectors. These corridors are as follows:

- *MLK Jr. Blvd from Michigan Avenue to D'Town Fort Myers*
- *Bayshore Road from Slater Road to US 41 and Pine Island Road from US 41 to Nicholas Pkwy*
- *Santa Barbara Blvd from Veterans Pkwy to Pine Island Rd*
- *Del Prado Blvd from Veterans Pkwy to Pine Island Rd*
- *Colonial Blvd from McGregor Blvd to SR 82 and Lee Blvd from SR 82 to Homestead Rd*
- *Homestead Rd from Lee Blvd to Homestead Plaza*
- *Winkler Ave from US 41 to Challenger Blvd and Challenger Blvd from Winkler Ave to Six Mile Cypress Pkwy*
- *US 41 from Collier County line to North Fork Road*
- *Daniels Pkwy from Treeline Ave to US 41 and Cypress Lake Blvd from US 41 to Winkler Rd*
- *Winkler Rd from Cypress Lake Dr to Summerlin Rd and Summerlin Rd from Winkler Rd to San Carlos Blvd*
- *SR 80 (1stSt/Palm Beach Blvd) from Buckingham Rd to Fowler Ave and 2nd St from Fowler Ave to 1st St*
- *Metro Pkwy from Daniels Pkwy to Colonial Blvd*

A project team comprising of staff from the MPO, LeeTran, LCDOT and FDOT was formed to guide the development of these two studies and have met four times (two times for each study). The studies are anticipated to be completed in January 2015.

At the November 6th TAC and CAC meetings, staff will provide a project update on both of the studies.