



## CITIZENS ADVISORY COMMITTEE

3:00 p.m. Thursday, August 7, 2014  
Lee County Metropolitan Planning Organization  
City of Cape Coral Public Works Building  
815 Nicholas Parkway East, Cape Coral, FL 33990



**3:00 p.m.**

## AGENDA

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### Call to Order

### Roll Call

1. \*Minutes from the June 5, 2014 CAC Meeting
2. Public Comments on Items on the Agenda

### New Business

- 3 \*Review and Approval of an MPO Resolution Providing Concurrence of LeeTran as the Designated Recipient of 5307 Funds (Don Scott)
- 4 \*Provide a Recommendation to the MPO Board whether to continue the US 41/Bonita Beach Road Project Development and Environment Study (Don Scott)
- 5 \*Endorsement of the Aviation Priorities (Ron Gogoi)
6. \*Review and Approval of the Revised Round-a-bout Feasibility Scope (Ron Gogoi)
7. \*Presentation on the Proposed LeeTran Bus Fare Increase (LeeTran)
8. \*Presentation on the McGregor and A&W Bulb Intersection Improvements (Ron Gogoi)
9. \*Review and Approval of the Updated LRTP Goals and Objectives (Don Scott)
10. +Provide Input on the Long Range Transportation Plan Project Analysis Sheets (Don Scott)
11. +Review of the Public Involvement and LRTP Documentation Scope of Work (Don Scott)

### Other Business

12. Public Comments on Items not on the Agenda
13. LeeTran Report
14. FDOT Report
15. Announcements
16. Topics for next meeting
17. Information and Distribution Items

**Adjournment**      \*Action Items      +May Require Action

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## MINUTES OF THE CITIZES ADVISORY COMMITTEE

Held on June 5, 2014

The following members were present for the regular meeting of the Citizens Advisory Committee on June 5, 2014 at the City of Cape Coral Annex/Public Works Building, 815 Nicholas Parkway East, Cape Coral, FL.

| <b>Members Appointed by the Lee County Commission</b>   |                               |   |                  |   |
|---|-------------------------------|---|------------------|---|
| District 1<br>Commissioner Manning                      | MARGARET BANYAN               | P | CARIE CALL       | P |
| District 2<br>Commissioner<br>Pendergrass               | BILL WILLIAMS<br>(Vice-Chair) | P | MICHAEL GRIFFIN  | A |
| District 3<br>Commissioner Kiker                        | TONY CARDINALE                | P | ALBERT O'DONNELL | P |
| District 4<br>Commissioner Hamman                       | MARION BRIGGS                 | P | MIGUEL FERNANDEZ | P |
| District 5<br>Commissioner Mann                         | RICK ANGLICKIS<br>(Chairman)  | P | JAMES BOESCH     | P |
| <b>Members Appointed by the City of Cape Coral</b>      |                               |   |                  |   |
| City of Cape Coral                                      | PHILLIP BOLLER                | P | STEVEN HOOK      | P |
|   | THOMAS HOLMLUND               | P | EDWARD BLOT P.E. | A |
| <b>Members Appointed by the City of Fort Myers</b>      |                               |   |                  |   |
| City of Fort Myers                                      | DAVID URICH                   | P | KIRK BECK        | A |
|   | LEVON SIMMS                   | A |                  |   |
| <b>Members Appointed by the City of Bonita Springs</b>  |                               |   |                  |   |
| City of Bonita Springs                                  | EDWARD "TED"<br>TRYKA         | P | DANIEL G. WAGNER | P |
| <b>Member Appointed by the City of Sanibel</b>          |                               |   |                  |   |
| City of Sanibel   | JOSEPH MONDELLI               | A |                  |   |
| <b>Member Appointed by the Town of Fort Myers Beach</b> |                               |   |                  |   |
| Town of Fort Myers<br>Beach                             | JOHN POHLAND                  | P |                  |   |
| <b>Members Appointed At-Large</b>                       |                               |   |                  |   |
| Member Appointed At-<br>Large                           | LINDA CARTER                  | A |                  |   |
| Member Appointed At-<br>Large                           | PRISCILLA<br>HARDAWAY         | A |                  |   |
| Member Appointed At-<br>Large                           | SCOTT GILBERTSON              | P |                  |   |

Those also in attendance included: Ned Baier Jacobs; Bill Spikowski, Anna Bielawska LeeTran, Steve Chapel, Fred Forbes, Anne Pierce and Don Scott, Ron Gogoi and Brian Raimondo of the Lee County MPO.

Chairperson Anglickis called the meeting to order at 3:03 p.m.

The roll was called and announced that a quorum was present.

## APPROVAL OF MINUTES

### Agenda Item #1 – Minutes from the April 3, 2014 CAC Meeting

**MOTION BY MR. WILLIAMS TO APPROVE THE MINUTES FROM THE APRIL 3, 2014 CAC MEETING. SECONDED BY MR. POHLAND MOTION CARRIED UNANIMOUSLY.**

### Agenda Item #1 – Minutes from the MAY 1, 2014 CAC Meeting

**MOTION BY MR. BOLLER TO APPROVE THE MINUTES FROM THE APRIL 3, 2014 CAC MEETING. SECONDED BY MR. WAGNER MOTION CARRIED UNANIMOUSLY.**

### Agenda Item #2 – Public Comments on Items on the Agenda

Steve Chapel, Fred Forbes and Anne Pierce spoke in favor of Land Use Scenario “C”

## NEW BUSINESS

### Agenda Item #3 – Review and Approval of the FY 2014/2015 through FY 2018/2019 Transportation Improvement Program

Johnny Limbaugh presented the FY 2014/15 through FY 2018/19 TIP. Each year the MPO develops a five year Transportation Improvement Program that includes highway, aviation, transit, transportation disadvantaged and enhancement projects that are funded with State and Federal money. The endorsement of this TIP will conclude the annual project prioritization and programming cycle that began last spring with the development of the MPO's project priorities. Inclusion of projects in the TIP is a prerequisite for federal funding of surface transportation projects. The TIP also includes the Capital Improvement Programs for each of the municipalities, for informational purposes only.

The draft Transportation Improvement Program (TIP) was brought to the May meeting for review and comment and the document was also sent out for public review.

**MOTION TO APPROVE THE FY 2014/2015 THROUGH FY 2018/2019 TIP WAS MADE BY M. TRYKA, SECONDED BY MR. URICH. MOTION CARRIED UNANIMOUSLY.**

### Agenda Item #4 – Review and Approval of the TA, Multi-Modal and Safe Routes to School Priorities

Ron Gogoi presented the proposed priorities for consideration for federal funds including the Lee MPO's allocation of Transportation Alternative (TA) Program funds, the MPO's Multi-modal Enhancement Box funds and the State's TAP and School Highway Safety funds. School projects that do not get funded with Lee MPO's allocation of TA funds will be eligible for funding through the State portion of TA and Highway Safety funds.

MOTION TO APPROVE THE TRANSPORTATION ALTERNATIVES (TA) PRIORITIES WAS MADE BY MR. GILBERTSON, SECONDED BY MR. WILLIAMS. MOTION CARRIED UNANIMOUSLY.

MOTION TO APPROVE THE STATE TAP AND SAFETY PRIORITIES WAS MADE BY MR. URICH, SECONDED BY MS. BRIGGS. MOTION CARRIED UNANIMOUSLY.

MOTION TO APPROVE THE MULTI-MODAL PRIORITIES WAS MADE BY MS. BANYAN, SECONDED BY MS. CALL. MOTION CARRIED UNANIMOUSLY.

LEE MPO TA PROGRAM, MULTIMODAL ENHANCEMENT BOX, AND STATEWIDE HIGHWAY SAFETY PROGRAM PRIORITIES FOR 2014  
Adopted by Lee County MPO on June 20, 2014

| Applicant                   | Roadway  | Limits                               | Improvements   | Next Unfunded Phase     | Requested Funds | Local Match | Total Cost  | Priorities |                            |                                  |
|-----------------------------|--|--------------------------------------|--|-------------------------|-----------------|-------------|-------------|------------|----------------------------|----------------------------------|
|                             |  |                                      |  |                         |                 |             |             | TA PROGRAM | MULTIMODAL ENHANCEMENT BOX | STATEWIDE HIGHWAY SAFETY PROGRAM |
| LeeTren                     | Bus Purchase   |                                      | Purchase of Diesel-Electric Hybrid or Clean Burning Heavy Duty Transit Buses <sup>1</sup>  | Bus Purchase            | \$1,500,000     | \$0         | \$1,500,000 |            | 1                          |                                  |
| Lee MPO                     | Fowler Ave @ Colonial Blvd Intersection Improvements |                                      | The NB approach will be reconfigured to include two through lanes and two right turn lanes under signal control. A pedestrian crossing on the east leg will be re-established to allow pedestrians to move to a channel island while the NB right turn is red. | PE+CST                  | \$1,005,533     | \$0         | \$1,005,533 |            | 1                          |                                  |
| Lee County                  | Pine Island Rd Shared Use Path                       | Shingfellow Rd to Veleen Play        | PO&E Study   | PO&E                    | \$520,000       | \$0         | \$520,000   |            | 1                          |                                  |
| Lee County                  | BlueTOAD Traffic Monitor Purchase                    |                                      | Purchase and install 20 BlueTOAD Traffic Monitors to track travel speed on arterial roadways (\$ per year)   | Purchase + Installation | \$40,000        | \$0         | \$40,000    |            | 4                          |                                  |
| Lee County                  | PZT Camera Purchase                                  |                                      | Purchase and install 25 cameras to monitor traffic on arterial roadways over a period of 5 years (\$ per year)   | Purchase + Installation | \$50,000        | \$0         | \$50,000    |            | 5                          |                                  |
| Lee MPO                     | San Carlos Blvd Sidewalk                             | Kelly Rd to South of Gulf Point St   | Add sidewalk (East Side)   | PE+CST                  | \$117,750       | \$12,750    | \$130,500   |            | 6                          |                                  |
| Lee MPO                     | US 41 Sidewalk                                       | .09 Miles N of SR 78 to Littleton Rd | Add 8' wide sidewalk (east side) + bus pads + connection to bus pads/stops   | PE+CST                  | \$292,500       | \$0         | \$292,500   |            | 7                          |                                  |
| Lee MPO                     | US 41 Sidewalk                                       | Littleton Rd to N Fork Rd            |  | PE+CST                  | \$414,250       | \$0         | \$414,250   |            | 8                          |                                  |
| Fort Myers                  | Fort Myers Elementary School Sidewalks               |                                      |  | PE+CST                  | \$132,000       | \$10,000    | \$142,000   |            | 9                          | 2                                |
| Fort Myers Beach            | Connecticut St Sidewalk                              | Estero Blvd to Estero Bay            | Sidewalk   | CST                     |                 | \$0         |             | 1          |                            |                                  |
| Bonita Springs <sup>2</sup> | Bonita Elementary Sidewalks                          |                                      |  | CST                     |                 | \$0         |             | 2          |                            | 1                                |
| Cape Coral <sup>3</sup>     | Old Burnt Store Rd Bike Lane                         | Embers Play to Tropicans Play        | Bike Lanes   | CST                     |                 | \$0         |             | 3          |                            |                                  |
| Fort Myers                  | South St Sidewalk                                    | Fowler St to US 41                   | Sidewalk (North Side)  | PE+CST                  | \$108,000       | \$8,000     | \$116,000   | 4          |                            |                                  |
| Cape Coral                  | Mariner/Middle Sidewalks                             |                                      |  | PE+CST                  | \$225,900       | \$45,180    | \$271,080   | 5          | 10                         | 3                                |
| Lee County                  | Tice Elementary Sidewalks                            |                                      |  | PE+CST                  | \$152,250       | \$0         | \$152,250   | 6          |                            | 4                                |
| Lee County                  | G Waverly/Higgs Elementary Sidewalks                 |                                      |  | PE+CST                  | \$274,900       | \$0         | \$274,900   | 7          |                            | 5                                |
| Cape Coral                  | Santa Barbara/SW 20th St Sidewalks                   |                                      |  | PE+CST                  | \$308,880       | \$61,776    | \$370,656   | 8          |                            |                                  |
| Fort Myers                  | Coronado Rd Sidewalk                                 | Cortez Blvd to US 41                 | Sidewalk (North Side)  | PE+CST                  | \$264,232       | \$12,000    | \$276,232   | 9          |                            |                                  |
| Lee County                  | Tanglewood Elementary Sidewalks                      |                                      |  | PE+CST                  | \$215,150       | \$0         | \$215,150   | 10         |                            | 6                                |
| Fort Myers                  | Grace Ave Sidewalk                                   | Cortez Blvd to US 41                 | Sidewalk (North Side)  | PE+CST                  | \$74,527        | \$8,000     | \$82,527    | 11         |                            |                                  |
| Cape Coral                  | SW 10th St Sidewalk                                  | Chiquita Blvd to Skyline Blvd        | Sidewalk (North Side)  | PE+CST                  | \$308,080       | \$61,776    | \$369,856   | 12         |                            |                                  |
| Cape Coral                  | Avenell Blvd/Gator Circle Sidewalks                  |                                      |  | PE+CST                  | \$732,996       | \$146,599   | \$879,595   | 13         |                            |                                  |
| Fort Myers                  | Passee Ave Sidewalk                                  | Cortez Blvd to Conelo Dr             | Sidewalk (North Side)  | PE+CST                  | \$75,500        | \$8,000     | \$83,500    | 14         |                            |                                  |
| Cape Coral                  | Gator Circle Sidewalk                                | Avenell Blvd to Ramsey               | Sidewalk (North/West Side)   | PE+CST                  | \$677,160       | \$135,432   | \$812,592   | 15         |                            |                                  |
|                             | Jeffcott St Sidewalk                                 | Ford St to Highlands St              | Sidewalk (north side)  |                         | \$224,800       | \$20,300    | \$245,100   |            |                            |                                  |
| Fort Myers <sup>3</sup>     | Stella St Sidewalk                                   | Ford St to Highlands St              | Sidewalk (north side)  | PE+CST                  | \$217,900       | \$20,000    | \$237,900   | 16         |                            |                                  |
|                             | Katherine St Sidewalk                                | Ford St to Highlands St              | Sidewalk (north side)  |                         | \$207,000       | \$18,700    | \$225,700   |            |                            |                                  |
|                             | Franklin St Sidewalk                                 | Ford St to Highlands St              | Sidewalk (north side)  |                         | \$224,800       | \$20,300    | \$245,100   |            |                            |                                  |

Notes:  
<sup>1</sup>These are projects from last year's priorities with design phases funded; <sup>2</sup>These are unfunded projects from last year's priorities

## Agenda Item #5 – Review and Recommend to the Board the Preferred Land Use Scenario

The MPO is currently undertaking an intensive effort to explore alternative ways the county could grow that would reduce or shorten vehicle trips and increase other travel options. Identifying future land use patterns as alternative scenarios will allow the MPO and citizens of Lee County to evaluate the costs and benefits of different patterns. The Committee is being asked to recommend a preferred land use scenario, which will become the basis of the future transportation vision in the MPO's forthcoming 2040 Long Range Transportation Plan (LRTP).

Over the last several months the Consultant team has been analyzing the results, conducting the public engagement process and drafting the reports Ned Baier and Bill Spikowski presented their findings and recommendation for scenario "C"

**MOTION TO RECOMMEND ADOPTION OF SENERIO C WAS MADE BY MS. BANYAN, SECONDED BY MS. CALL. MOTION CARRIED BY A VOTE OF 8 TO 7.**

**Agenda Item #6 – Approval of the Transportation Disadvantaged (TD) Planning Grant Agreement**

Don Scott presented the item. Rule 41-2.014(2), *Florida Administrative Code*, describes planning related grant funds as those that may be used by the Designated Official Planning Agency which, for Lee County, is the Lee County Metropolitan Planning Organization – to undertake their responsibilities under Chapter 427, *Florida Statutes*. This includes staff support to the Local Coordinating Board to implement planning services for the non-sponsored transportation disadvantaged in its service area. The money comes from the Transportation Disadvantaged Trust Fund, which was set up to provide a dedicated funding source for some of the operational and planning expenses of the Commission for the Transportation Disadvantaged in carrying out its legislative responsibilities.

**MOTION TO RECOMMEND APPROVAL OF THE TD PLANNING GRANT WAS MADE BY MR. FERNANDEZ, SECONDED BY MR. TRYKA. MOTION CARRIED UNANIMOUSLY.**

**Agenda Item #7 – Review and Approval of the Round-a-Bout Feasibility Study Scope**

Ron Gogoi presented the item. FDOT funded an MPO priority for a roundabout feasibility study by including it in its FY 2015-2019 Tentative Work Program. The project is programmed in fiscal year 2014/15 at \$400,000. The list of tentative intersections that were submitted to FDOT prior to project programming has been revised following input from the TMOC, BPCC, TAC, CAC and the MPO Board. Staff has now developed the attached scope of services that calls for screening the final list of 21 locations for fatal flaws, and doing roundabout feasibility analysis on those that pass the screening test. The scope also calls for developing conceptual design layouts at these intersections. The TAC reviewed the scope and recommend that a review of transit stops be added and it should also note that the proposed budget is \$400,000. The committee asked that the revised scope come back to them at their August meeting.

**MOTION TO TABLE THE ITEM WAS MADE BY MR. WAGNER, SECONDED BY MR. BOLLER. MOTION CARRIED UNANIMOUSLY.**

**Other Business**

**Agenda Item #8 – PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

None

**Agenda Item #9 – LeeTran Report**

Ms. Bieawska provided the LeeTran report. Wayne talked about the ridership experiencing a small .09% drop based on a comparison of April 2014 to April 2013.

**Agenda Item #10 – FDOT Report**

No report

**Agenda Item #11 – Announcements**

Next meeting is August 7th

**Agenda Item #12 – Topics for next meeting**

**Agenda Item #13 – Information and Distribution Items**

None.

**ADJOURNMENT**

Meeting adjourned at 4:55 p.m.

**REVIEW AND APPROVAL OF LEETRAN AS THE  
DESIGNATED RECIPIENT OF SECTION 5307 FUNDS  
FOR THE CAPE CORAL URBANIZED AREA**

**RECOMMENDED ACTION:** Review and approval of the **attached** resolution approving LeeTran as the designated recipient of Section 5307 funds for the Cape Coral urbanized area (UZA).

The Federal Transit Administration (FTA) requires documentation of concurrence by the providers of public owned public transportation services in the UZA and the local MPO. A designated recipient must be a governmental authority and have the legal authority to receive and dispense federal funds in the urbanized area. FTA has requested up to date documentation from the MPO Board on their concurrence with the designation of LeeTran as the recipient of section 5307 funds for the Cape Coral urbanized area.



**Resolution 2014-08**

RESOLUTION OF THE LEE METROPOLITAN PLANNING ORGANIZATION (MPO) RECOMMENDING THE LEE COUNTY BOARD OF COUNTY COMMISSIONERS CONTINUE AS THE DESIGNATED RECIPIENT OF FEDERAL TRANSIT ADMINISTRATION (FTA) URBANIZED AREA (UZA) FORMULA 5307 FUNDS FOR THE CAPE CORAL URBANIZED AREA.

**WHEREAS**, the Lee County MPO is responsible for planning of the Cape Coral UZA; and

**WHEREAS**, the selection of the FTA UZA Formula Program (5307) designated recipient, as authorized under federal transit laws and as codified in 49 U.S.C. 53, requires documentation of concurrence by the providers of publicly owned public transportation services in the UZA, and an appropriately certified resolution of the MPO concurring in the designation; and

**WHEREAS**, the Lee MPO recognizes that LeeTran, operating under the auspices of the Lee County Board of County Commissioners, is a governmental agency with the legal authority to receive and dispense federal funds in the Cape Coral UZA as a designated recipient as defined by 49 U.S.C § 5307(a)(2); and

**WHEREAS**, the Lee County Board of County Commissioners requested the Governor of Florida to name it as a designated recipient of the 5307 Program for the Cape Coral UZA, and to notify the appropriate FTA regional administrator in writing of this designation.

**NOW, THEREFORE, BE IT RESOLVED** by the Lee MPO that:

1. Lee MPO concurs with the designation of LeeTran, under the auspices of the Lee County Board of County Commissioners, as an eligible recipient of the 5307 Program for the Cape Coral UZA.
2. The Executive Director is authorized to transmit certified copies of this resolution to the appropriate federal, state and local agencies.

THIS RESOLUTION WAS PASSED AND DULY ADOPTED BY THE LEE METROPOLITAN PLANNING ORGANIZATION BOARD ON AUGUST 22, 2014.

Attest:

LEE COUNTY METROPOLITAN  
PLANNING ORGANIZATION

By: \_\_\_\_\_  
Donald Scott, AICP  
Lee County MPO Executive Director

By: \_\_\_\_\_  
Vice-Mayor Stephen McIntosh  
Lee County MPO Chairperson

## **PROVIDE A RECOMMENDATION TO THE MPO BOARD ON THE US 41/BONITA BEACH ROAD PROJECT DEVELOPMENT AND ENVIRONMENT STUDY**

**RECOMMENDED ACTION:** Discuss the issues and provide a recommendation to the MPO Board on whether the Project Development and Environment (PD&E) Study for the US 41 and Bonita Beach Road intersection should continue.

The PD&E study for the US 41 and Bonita Beach Road intersection was started by FDOT in March of 2014 based on the MPO Board prioritization of the project back in June of 2011. The PD&E study is being done to look at viable alternatives to address the future traffic demand at that intersection. The PD&E study and the design phases are included in the MPO's Cost Feasible Plan of Long Range Transportation Plan but no other phases are included at this time.

Back in January, the City of Bonita Springs voted 5-2 to ask FDOT to remove the Overpass option from the study or to cancel the study. Many of the comments related to this request is in regards to the impact of an Overpass on businesses and the community in the area and how it looks. Following that vote and request, the FDOT in discussions with the Bonita Council and staff made it clear that they cannot remove alternatives from the federally funded PD&E study at this stage of the study. The FDOT staff also discussed the PD&E study and the Bonita Springs City Council vote at the April and May MPO Board meetings and the MPO Board members provided input that the study to determine what is needed at the intersection should be done before a taking action on the study.

Over the last two months, the FDOT has received a lot of input on this study that has led them to formally ask the MPO Board to address whether FDOT should continue the PD&E study. Following that request, the Bonita Springs Council took another vote on July 2<sup>nd</sup> to end the study that was also approved by a 5-2 vote. Following that vote, the FDOT stopped work on the PD&E study pending the vote by the MPO Board on August 22, 2014 whether to continue the study.

As part of the discussions on this project, staff put together a brief history on this intersection and what was included in prior plans. The improvements at the intersection of US 41 and Bonita Beach Road, beyond the current planned widening of Bonita Beach Road from West of US 41 to Old US 41, have been included in alternatives analysis of the Long Range Transportation Plan (LRTP) since 2000 (for the 2020 horizon year of the Plan and listed as grade separated improvements). Grade separated improvements were also included in the 2030 Long Range Transportation Plan that was adopted in December of 2005. The current 2035 LRTP Cost Feasible Plan includes the Project Development and Environment (PD&E) and design phases for the project and it is listed as interchange/intersection improvements.

In addition to the LRTP plans, the PD&E study that was done for the widening of US 41 in this area, also called for some additional improvements beyond the at-grade improvements that were being done as part of the widening project (construction of this section was in the 1999/2000 time frame). Also, back in 2007, the Southwest Florida Transportation Initiative put in for federal funding to construct four interchange/intersection improvements that included US 41 and Bonita Beach Road, US 41 and Six Mile Cypress Parkway, US 41 and Daniels Parkway and US 41 and College Parkway. In 2008, a federal earmark was awarded for US 41 capacity improvements but it was only for \$100,000 so it didn't end up going very far.

In addition, as part of a series of interlocal agreements under a Master Transportation Agreement between the City and the County, Joint Supplemental Interlocal Agreement #7 was adopted in November 2008 which laid out some shared funding plans for the Bonita Beach Road improvements. The project phases for various segments were listed in priority order, with the first being the construction phase for the 6-laning from Old 41 to Lime Street (now completed). After that, the priorities are the right-of-way phase for the 6-laning from US 41 to Old 41, followed by the construction phase, and then the design or PD&E phase for the US 41/Bonita Beach Road interchange. Seeking federal funds to pay for the PD&E study was a way to avoid the City and County having to spend local dollars on it.

In June of 2011, the transportation priorities included a request for funding the PD&E study for US 41 and Bonita Beach Road as the number 8 priority. At the June 17, 2011 MPO Board meeting, the City of Bonita Springs representative requested that the priority to be moved up to number 4 (after the payback and off the top items) and the Board approved the priorities with the amended change. In October of 2011, this project was included in the FDOT's tentative work program at a cost of \$1.1 million and it was programmed in FY 2016/2017. This was later included in the adopted work program and the TIP that was approved in June of 2012. In December of 2012, the FDOT tentative work program included this project being advanced to FY 2013/2014 and this was included in the adopted work program and TIP that was approved in June of 2013.

The scope of the study is **attached** and the Consultant conducted traffic data collection as part of those services prior to the study being stopped. The Committees are being asked to provide a recommendation to the MPO Board on whether the Project Development and Environment study should continue or not.



*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

801 North Broadway Avenue  
Bartow, FL 33830

ANANTH PRASAD, P.E.  
SECRETARY

June 27, 2014

Councilman Alan Mandal, Chair  
Lee County Metropolitan Planning Organization  
815 Nicholas Parkway  
P O Box 150045  
Cape Coral, Florida 33915

RE: Project Development and Environment Study  
Intersection of CR 865 (Bonita Beach Road and US-41)

Dear Chairman Mandal:

The Florida Department of Transportation programmed a Project Development and Environment Study (PD&E) for the intersection of County Road 865 (Bonita Beach Road) and US-41 in 2011. These studies allow the Department to study traffic patterns, identify potential impacts to right-of-way, social, environmental, and economic resources and engage stakeholders. The Bonita Beach Road PD&E study commenced March 2014 with data collection and the requisite preliminary work needed to study potential future improvements for this intersection.

At the May 16, 2014 Metropolitan Planning Organization meeting, due to concerns voiced by citizens regarding the inclusion of an overpass in the study, the Department brought up the issue for discussion. The City of Bonita Springs has indicated it does not support moving forward with the PD&E study of this intersection. Since then, the Department has replied to numerous inquiries regarding the study of this intersection and the MPO process.

At this time, the Department finds it necessary to request the Lee MPO to formally address the continuation of this study at its next publicly scheduled meeting. This will allow for a full discussion of the project and the processes to be undertaken while studying the intersection. The Department will be present to address any questions regarding the study processes.

Sincerely,

Billy L. Hattaway, P.E.  
District Secretary

BLH/jm

cc: Don Scott, Lee County MPO Director  
Jim Boxhold, Chief of Staff and Legislative  
Lee County MPO Board  
Bonita Springs City Council

**“EXHIBIT A”**  
**SCOPE OF SERVICES**

**EXHIBIT A**

**SCOPE OF SERVICES  
PROJECT DEVELOPMENT AND ENVIRONMENT (PD&E) STUDIES**

Financial Project ID: *431332 1 22 01*  
Federal Aid Project No.: PENDING  
County Section No.: 12010-000  
Description: US 41 @ CR 865  
County: Lee  
Bridge No.:

**EXHIBIT A**

|  |           |
|--|-----------|
| <b>PURPOSE .....</b>                                   | <b>1</b>  |
| <b>STUDY OBJECTIVE .....</b>                           | <b>1</b>  |
| <b>STUDY REQUIREMENTS AND PROVISIONS FOR WORK.....</b> | <b>2</b>  |
| Governing Regulations                                  | 2         |
| Liaison Office   | 2         |
| Key Personnel  | 3         |
| Meetings and Presentations                             | 3         |
| Quality Control  | 3         |
| Correspondence   | 3         |
| Submittals   | 3         |
| Computer Automation                                    | 4         |
| Coordination with Other Consultants and Entities       | 4         |
| Optional Services                                      | 5         |
| <b>1.0 PUBLIC INVOLVEMENT .....</b>                    | <b>5</b>  |
| 1.1 Public Involvement Program                         | 5         |
| 1.2 Public Involvement Data Collection                 | 5         |
| 1.3 Notice of Intent                                   | 5         |
| 1.4 Advance Notification                               | 5         |
| 1.5 Scheduled Public Meetings                          | 5         |
| 1.6 Other (Unscheduled) Public and Agency Meetings     | 6         |
| 1.7 Public Hearing                                     | 7         |
| 1.8 Location and Design Concept Acceptance             | 8         |
| 1.9 Special Public Involvement Requirements            | 8         |
| 1.10 Quality Control                                   | 10        |
| <b>2.0 ENGINEERING ANALYSIS AND REPORTS.....</b>       | <b>10</b> |
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**SCOPE OF SERVICES FOR CONSULTING ENGINEERING SERVICES  
PROJECT DEVELOPMENT AND ENVIRONMENT (PD&E) STUDIES**

This Exhibit forms an integral part of the agreement between the State of Florida Department of Transportation (hereinafter referred to as the **DEPARTMENT**) and Kittelson & Associates, Inc. (hereinafter referred to as the **CONSULTANT**) relative to the transportation facility described as follows:

Financial Project Number:     **431332 1 22 01**  
Federal Aid Project No.:     **Pending**  
County:                         **Lee**  
Description:                    **US 41@ CR 865**  
Bridge Nos.:

**PURPOSE**

The purpose of this Exhibit is to describe the scope of work and the responsibilities of the **CONSULTANT** and the **DEPARTMENT** in connection with the Preliminary Engineering (Conceptual Design), and Environmental Studies necessary to comply with **DEPARTMENT** procedures and to obtain Federal Highway Administration (FHWA) Location and Design Concept Acceptance (LDCA) of proposed improvements to this transportation facility.

The Project Development Process shall follow the **DEPARTMENT'S** publication titled "Project Development and Environment Manual", published 07/01/88 and all subsequent revisions. Throughout this Scope of Services portion of this **CONSULTANT** Contract, the publication will be referred to as the "PD&E Manual". All tasks identified in this scope of work will be done in accordance with the Department's PD&E Manual, unless otherwise stated.

The PD&E Manual incorporates all the requirements of the National Environmental Policy Act (NEPA); Federal law and executive orders; applicable Federal regulations included in the Federal Highway Administration Federal-Aid Policy Guide; and applicable State laws and regulations including Chapter 339.155 of the Florida Statutes. The project documentation prepared by the **CONSULTANT** in accordance with the PD&E Manual shall therefore be in compliance with all applicable State and Federal laws, executive orders, and regulations.

The **CONSULTANT** shall perform those engineering services required for LDCA studies, including consideration of all social, economic, environmental effects, and mitigation as required by the FHWA and/or the Project Development and Environment (PD&E) Manual, along with the required environmental documents, engineering reports, preliminary plans, public hearing, and right-of-way maps.

Sections 1 through 4 of the Scope of Services will establish which items of work described in the PD&E Manual are specifically included in this contract, and additionally which of the items of work will be the responsibility of the **CONSULTANT** or the **DEPARTMENT**.

The **DEPARTMENT** will provide contract administration and provide management services and technical reviews of all work associated with the development and preparation of the engineering/environmental study reports for the transportation facility.

**STUDY OBJECTIVE**

The **CONSULTANT** is to evaluate improvements to the intersection of US 41 @ CR 865 (Bonita Beach Rd). The project will evaluate at grade intersection improvements and ultimate interchange improvements if warranted.

The **CONSULTANT** shall develop two intersection and two interchange alternatives.

## STUDY REQUIREMENTS AND PROVISIONS FOR WORK

### Governing Regulations

The services performed by the **CONSULTANT** shall comply with all applicable **DEPARTMENT** Manuals and Guidelines. The **DEPARTMENT'S** Manuals and Guidelines incorporate, by requirement or reference, all applicable State and Federal regulations. The current edition, including updates, of the following **DEPARTMENT** Manuals and Guidelines shall be used in the performance of this work. It is understood that AASHTO criteria shall apply as incipient policy.

- Florida Statutes
- Florida Administrative Codes
- Applicable Federal Regulations, U.S. Codes and Technical Advisories
- Project Development and Environment Manual
- ETDM Planning and Programming Manual
- Sociocultural Effects Evaluation Handbook
- Public Involvement Handbook
- Plans Preparation Manual
- Interchange Handbook (525-030-160)
- Design Standards (625-010-003)
- Highway Capacity Manual
- Manual on Uniform Traffic Studies (MUTS)
- Manual on Uniform Traffic Control Devices (MUTCD)
- Minimum Standards for Design, Construction, and Maintenance Streets and Highways (Florida Greenbook) (625-000-015)
- Guide for the Design of Bicycle Facilities (AASHTO)
- Florida Pedestrian Facilities Planning & Design Handbook
- Right-of-Way Mapping Handbook (550-030-015)
- Right-of-Way Procedures Manual (575-000-000)
- Location Survey Manual (550-030-101)
- EFB User Guide
- Drainage Manual
- Department's Stormwater Facilities Handbook
- Outline Specifications - Aerial Surveys/Photogrammetry
- Structures Design Guidelines (625-020-154)
- CADD Manual (No. 625-050-001)
- CADD Production Criteria Handbook
- FDOT Quality/Level of Service Standards Handbook Software & Tables
- K-Factor Estimation Process
- Project Traffic Forecasting Procedure (525-030-120)
- FDOT Highway Landscape Guide
- Basis of Estimates Manual

### Liaison Office

The **DEPARTMENT** will designate a Liaison Office and a Project Manager who shall be the representative of the **DEPARTMENT** for the Project. While it is expected the **CONSULTANT** shall seek and receive advice from various State, regional, and local agencies, the final direction on all matters of this Project remain with the Project Manager.

## Key Personnel

The **CONSULTANT'S** work shall be performed and directed by the key personnel identified in the proposal presentations by the **CONSULTANT**. Any changes in the indicated personnel shall be subject to review and approval by **DEPARTMENT**.

## Meetings and Presentations

The **CONSULTANT** shall attend a Notice to Proceed Meeting with **DEPARTMENT** representatives, where relevant project information will be provided by the **DEPARTMENT**, along with procedures for administering the contract. The **CONSULTANT** and his staff shall also be available with no more than a five (5) workday notice to attend meetings or make presentations at the request of the **DEPARTMENT**. Such meetings and presentations may be held at any hour between 8:00 A.M. and 12:00 midnight on any day of the week. The **CONSULTANT** may be called upon to provide maps, press releases, advertisements, audiovisual displays and similar material for such meetings.

## Quality Control

The **CONSULTANT** shall be responsible for insuring that all work products conform to **DEPARTMENT** standards and criteria. This shall be accomplished through an internal Quality Control (QC) process performed by the **CONSULTANT**. This QC process shall insure that quality is achieved through checking, reviewing, and surveillance of work activities by objective and qualified individuals who were not directly responsible for performing the initial work.

Prior to submittal of the first invoice, the **CONSULTANT** shall submit to the **DEPARTMENT'S** Project Manager for approval the proposed method or process of providing Quality Control for all work products. The Quality Control Plan shall identify the products to be reviewed, the personnel who perform the reviews, and the method of documentation.

## Correspondence

Copies of all written correspondence between the **CONSULTANT** and any party pertaining specifically to this study shall be provided to the **DEPARTMENT** for their records within one (1) week of the receipt of said correspondence.

## Submittals

The **CONSULTANT** shall provide electronic and hard copies of the required documents as listed below. These are the anticipated printing requirements for the project. This tabulation will be used for estimating purposes, and the Project Manager will determine the number of copies required prior to each submittal.

| <u>Public Involvement:</u>                               | <u>Copies:</u> |
|--|----------------|
| Public Involvement Plan                                  | 02             |
| Advance Notification Package                             | N/A            |
| Public Hearing Transcript                                | 02             |
| <u>Engineering Items:</u>                                | <u>Copies:</u> |
| Corridor Report  | N/A            |
| Design Traffic Technical Memorandum                      | 03             |
| First Draft Preliminary Engineering Report               | 04             |
| Second Draft Preliminary Engineering Report              | 03             |
| Final Preliminary Engineering Report (Signed and Sealed) | 03             |

|  |     |
|--|-----|
| Location Hydraulics Report               | 03  |
| Drainage/Pond Siting Report              | 03  |
| Conceptual Design Roadway Plan Set       | 03  |
| Geotechnical Report                      | N/A |
| Typical Section Package                  | 03  |
| Bridge Hydraulic Report                  | N/A |
| Bridge Development Report                | N/A |
| Value Engineering Information Report     | N/A |
| Interchange Report                       | N/A |
| Design Variations and Exceptions Package | 03  |

Environmental Items:

Copies:

|   |               |
|---|---------------|
| Type II Categorical Exclusion             | 03            |
| Determination of Applicability (DOA)      | 03 (Optional) |
| Section 4(f) Evaluation                   | N/A           |
| Noise Study Report                        | 03            |
| Air Quality Report                        | 03            |
| Contamination Screening Evaluation Report | 03            |
| Conceptual Stage Relocation Plan          | 03 (Optional) |
| Endangered Species Biological Assessment  | 03            |
| Wetlands Evaluation Report                | 03            |
| Cultural Resource Assessment              | 03            |
| Comments and Coordination Report          | 03            |

Upon completion of the study, the **CONSULTANT** shall deliver to the **DEPARTMENT**, in an organized manner, all project files, maps, sketches, worksheets, and other materials used or generated during the study process.

**Computer Automation**

The project will be developed utilizing Computer Aided Drafting and Design (CADD) systems. The **DEPARTMENT** makes available software to help assure quality and conformance with the policy and procedures regarding CADD. It is the responsibility of the **CONSULTANT** to meet the requirements in the *FDOT CADD Manual* the **CONSULTANT** will submit final documents and files as described therein. Additional related information is found in the *FDOT Plans Preparation Manual*.

All computer disks shall be scanned for viruses prior to submitting to FDOT. Failure to scan for viruses may result in a lower **CONSULTANT** work performance evaluation.

**Coordination with Other CONSULTANT’S and Entities**

The **CONSULTANT** is to coordinate their work with any ongoing and/or planned projects that may affect this study.

The **CONSULTANT** is to coordinate with local governmental entities to ensure design and right of way requirements for the project are compatible with local public works improvements and right of way activities.

The **CONSULTANT** is to coordinate with any agencies and/or entities that require further coordination through the ETDM Process.

**Project Commitments from ETDM**

## **Optional Services**

At the **DEPARTMENT'S** option, the **CONSULTANT** may be requested to provide final design and plans preparation services or expert witness services for right-of-way acquisition. The fee for these services shall be negotiated in accordance with the terms detailed in exhibit b, method of compensation, for a fair, competitive and reasonable cost, considering the scope and complexity of the project(s). A supplemental agreement for the additional services shall be executed in accordance with paragraph 2.00 of the standard **CONSULTANT** agreement.

At the **DEPARTMENT'S** option and authorization, the **CONSULTANT** may be required to perform certain unforeseen engineering, environmental and/or public involvement services that are not covered under the scope of services for the re-evaluation.

### **1.0 PUBLIC INVOLVEMENT**

Public involvement includes communicating to and receiving input from all interested persons, groups, and government organizations regarding the development of the project. The **CONSULTANT** shall coordinate and perform the appropriate level of public involvement for this project as outlined in *Part 1, Chapter 11, and Part 2, Chapter 9 of the PD&E Manual, the FDOT Public Involvement Handbook* and the following sections.

The **CONSULTANT** shall provide to the **DEPARTMENT** drafts of all Public Involvement collateral (i.e., newsletters, property owner letters, advertisements, etc.) associated with the following tasks for review and approval at least five (5) business days prior to printing and / or distribution.

#### **1.1 Public Involvement Program**

#### **1.2 Public Involvement Data Collection**

The **CONSULTANT** shall assist the **DEPARTMENT** with data collection and in preparing responses to any public inquiries from the public involvement process.

This task includes the development and maintenance of mailing lists, correspondence, collecting and maintaining news articles, public circulars, and transcripts from radio and TV news clips through the duration of the study

#### **1.3 Notice of Intent**

N/A

#### **1.4 Advance Notification**

N/A

#### **1.5 Scheduled Public Meetings**

The **CONSULTANT** shall provide all support necessary for the **DEPARTMENT** to hold or participate in various public meetings, which may include but not limited to:

- Elected Officials/Agency Kick-off Letter (Including Federally Recognized Tribes)

This task assumes no individual meetings with elected officials, but does include preparing and updating elected/appointed officials contact information and distribution of letters and/or emails.

- Small Group Meetings
- **Alternatives Public Meeting**  
Task assumes one Alternatives Public Meeting
- **Public Hearing**  
Task assumes one Public Hearing

For any of the above type meetings, the **CONSULTANT** shall prepare and/or provide:

- Scripts or agenda for presentation
- Handouts
- Comment Sheets
- Staff Name Tags
- Public Meeting Wayfinding Signage
- Graphics for presentation
- Title VI forms
- Meeting equipment set-up and tear-down
- Legal and/or display advertisements. (The **CONSULTANT** will pay the cost of publishing.)
- Letters for notification of elected and appointed officials, property owners and other interested parties. (The **CONSULTANT** will pay the cost of first class postage.)
- News releases, for use three to five days prior to meeting
- Summary notes of meetings to be provided to the **DEPARTMENT** no later than 5 business days after the meeting
- Briefing and debriefing of **DEPARTMENT** staff
- Court Reporter (Public Hearing only)

The **CONSULTANT** will investigate potential meeting sites to advise the **DEPARTMENT** on their suitability. The **CONSULTANT** will pay all costs for meeting site rental and insurance.

The **CONSULTANT** will attend the meetings with an appropriate number of personnel to assist the **DEPARTMENT'S** Project Manager.

#### **1.6 Other (Unscheduled) Public and Agency Meetings**

In addition to scheduled public meetings, the **CONSULTANT** may be required to participate in other meetings with the public, elected officials, special interest groups or public agencies. The **CONSULTANT'S** participation will be limited to participation during the meeting, note taking,

and summarizing the meeting in a memo to the file. It is estimated for this project there will be sixteen meetings during the study. The anticipated meetings are:

- Lee County Metropolitan Planning Organization – 8
- City of Bonita Springs – 3
- Property Owners/Businesses - 5

## 1.7 Public Hearing

The **CONSULTANT** shall provide all the support services listed in Sections 1.2 and 1.5 above, and in addition shall prepare:

**Public officials and Agency letters:** The **CONSULTANT** will prepare the letters, insert them in envelopes, and address the envelopes. The **CONSULTANT** will pay for first class postage. At the Districts discretion, the **CONSULTANT** will e-mail letters in lieu of or in addition to those sent by U.S. Mail.

**Property owner letters:** The **CONSULTANT** will provide a list of the names and addresses of the property owners from county tax rolls in a format specified by the District. The **CONSULTANT** will prepare the letters, insert them in envelopes, and address the envelopes. The **CONSULTANT** will pay for first class postage.

- All elements of the multi-media presentation, which will include videos
- Graphics (to be mounted on boards district specify).
- Displays of plans and report(s) for the public display.
- Brochures or handouts
- Comment Sheets
- Staff Name Tags
- Public Meeting Wayfinding Signage
- Public Hearing Speaker Cards
- Title VI forms
- Public advertisements
- Court Reporter(s)
- Briefing and debriefing of **DEPARTMENT** staff

The **CONSULTANT** will procure a verbatim transcript of the Public Hearing. The **CONSULTANT** will combine the transcript with any other comments received by the **DEPARTMENT** as part of the public hearing record, and affidavits of publication of legal ads, and will provide copies of the transcript for the **DEPARTMENT'S** use. The **CONSULTANT** will also prepare a Public Hearing Summary attached to the Public Hearing Transcript.



## 1.8 Location and Design Concept Acceptance

A Location and Design Concept Acceptance notification shall be prepared by the **CONSULTANT** according to Part 1, Chapter 8 of the PD&E Manual. This notice requires a quarter-page legal display advertisement to be published in the areas newspaper(s) having the largest daily circulation (the same newspaper(s) the Public Hearing was advertised in). This notice is published and paid for by the **CONSULTANT**. **DEPARTMENT** review prior to publication is required.

## 1.9 Special Public Involvement Requirements

### 1. Identify and Inspect Public Meeting Sites

Prospective sites for any public meetings to be held shall be inspected for suitability. Consideration shall be given to location, seating capacity, sound system, lighting, display space and any other physical characteristics that would influence the viability of this site, including compatibility with the terms of the Americans with Disabilities Act of 1990. The **CONSULTANT** shall make all arrangements for use of the meeting facility for the Public Information Workshop(s) and Public Hearing including payment of any rental fees, if applicable.

### 2. Correspondence

Within three days of the receipt or mailing of all written correspondence between the **CONSULTANT** and any party pertaining to this study, copies shall be provided to the **DEPARTMENT** for their records. The **CONSULTANT** shall assist the **DEPARTMENT** in preparing responses to any public inquiries as a result of the public involvement process.

### 3. Newsletters

The **CONSULTANT** shall prepare newsletters at various key points during the study. The newsletters shall be mailed by the **CONSULTANT** to elected officials, property owners, businesses and interested persons included on the mailing list compiled by the **CONSULTANT**. **DEPARTMENT** review prior to mailing is required. **A maximum of five (5) newsletters are anticipated.**

### 4. Comments and Coordination Report

The Comments and Coordination Report shall contain, as a minimum, all documentation of the public participation accomplished throughout the study period. This report should summarize and respond to the comments received from the Public Involvement, Advance Notification, coordination with local officials and agencies, public meetings, etc. as part of Part 2, Chapter 31 of the PD&E Manual. The Comments and Coordination Report shall be submitted with and summarized in the final PER.

### 5. Project Web Site

**The CONSULTANT will follow the DEPARTMENTS template when creating the project web site for this project.** The project is expected to take 18 months. This site will have a distinct address on the World Wide Web (*i.e.*, www.xxx). A link will be established on the Florida Department of Transportation home page as well as the

**CONSULTANT'S** home page. To allow for input via E-mail links, meeting information and report summaries will be available for viewing and downloading. Limited graphics will be available due to the size and downloading time for many graphical applications. The web site must be updated monthly.

The web site will contain a minimum of six pages:

- A facts page (home page)
  - A Project Overview page
  - A PD&E definition page
  - A project information page
  - A public involvement page, and
  - A project schedule page
- a. The facts page will be a brief overview of what the project is, and the need for the project.
  - b. A link to this site will appear wherever the acronym PD&E appears on any of the subsequent pages. It will give a brief overview of how a PD&E project is done and the outcomes possible from it.
  - c. The project information page will have specific project information as well as results of workshops, hearings, etc. This will be updated to add or delete alternatives being considered as necessary.
  - d. The public involvement page will contain a general overview of proposed meetings. This will include Public Information Meetings, Public Workshops, Speaker's Bureau, Neighborhood Homeowners Association Meetings, Public Hearing, and any other meeting the **DEPARTMENT** would like added to the site. The page will also contain an area where viewers may enter their name and address (both are to be mandatory inputs) to be added to the mailing database. The Project Manager's name will be listed as a contact with his FDOT mailing, and E-mail addresses listed as well as her telephone and fax at the District Office. This page will also contain all above information listed for the **DEPARTMENT'S** Project Manager on the subscription page. All pages will be linked to the public involvement page.
  - e. The project schedule will contain a brief generalization of the milestones for this project. Milestones will be taken from the schedule developed by the **CONSULTANT**, as approved by the **DEPARTMENT**. List milestones by seasons of the year rather than by actual dates. Shifts in the schedule will be reflected in this page as they occur.

This project will be linked to the FDOT web site and the ETDM Public Access Site in accordance with **DEPARTMENT** rules and specifications. The **CONSULTANT** is directed to contact District One's Office of Information Services (OIS) through the Project Manager before setting up the web site. All web site development activities will be coordinated with OIS in the Bartow District One Headquarters Office.

6. Videos, Renderings, etc.

The **CONSULTANT** shall prepare up to two videos for public meetings. See Section 1.5 and 1.7 for presentation requirement related to the Public workshop and hearing. The

**CONSULTANT** shall prepare two renderings of the preferred alternative for use at the public hearing.

### **1.10 Quality Control**

The **CONSULTANT** shall include a QA/QC sheet in the front of all documents showing that the documents went through an internal review prior to submittal to the **DEPARTMENT**.

## **2.0 ENGINEERING ANALYSIS AND REPORTS**

The **CONSULTANT** shall coordinate and perform the appropriate level of engineering analysis for this project as outlined in *Part 1, Chapter 9 of the PD&E Manual* and the following sections.

### **Data Collection**

Upon notice to proceed, the **CONSULTANT** shall begin preliminary assessments of the study corridor from an engineering standpoint. This task is largely of a data gathering nature. This activity consists of collecting various information and materials relative to the performance of engineering analyzes within the study area. The information should include all data necessary to perform adequate evaluation of the location and design of a transportation facility.

### **2.1 Field Review**

The **CONSULTANT** shall conduct all anticipated field trips needed to collect engineering data

### **2.2 Aerial Photography**

Use Aerial Photography as a basis for plotting various data necessary for both engineering and environmental analysis, alternative corridor and design studies, and the development of the preliminary plans of conceptual design. Copies of aerial photography are the prime source of information used to convey project considerations to the public at public meetings.

The **CONSULTANT** will furnish the necessary aerial photography for use in the study. Aerial photography shall be prepared for the following uses at the noted scales:

|                              |         |
|------------------------------|---------|
| Overall Project Location Map | 1"=200' |
| Drainage Map                 | 1"=200' |
| Concept Plans                | 1"=50'  |

### **2.3 Survey Coordination – OPTIONAL SERVICES**

Additional spot elevation may be needed in support of the traffic noise analysis discussed in Section 3.15 (Noise). These work activities will be provided as Optional Services. As stipulated in Section 3.15, the need for and number of additional spot elevations will be determined by the **CONSULTANT** in coordination with the **DEPARTMENT**. Assume up to thirty (30) spot elevations will be required.

Geotechnical pond basin borings will also be located by survey. Assumes 1 boring per each of 4 basins.

## **2.4 Existing Roadway Characteristics**

## **2.5 Existing Structure Characteristics**

## **2.6 Traffic Data**

### **2.6.1 Goals and Objectives**

The Project Traffic Report (PTR) for US 41 and CR 865/Bonita Beach Road intersection shall develop traffic forecasts utilizing recent traffic counts and FSUTMS traffic forecasts as obtained from the adopted Lee County MPO's 2035 Long Range Transportation Plan (LRTP) model. Forecasts shall be developed for 2020, interim year (to be determined) and 2040 through modeling, interpolation, extrapolation or approved method proposed by the **CONSULTANT**. Recommended improvements should be based on a review of FSUTMS model generated traffic with the necessary adjustments (described in subsequent sections of this Scope of Services) to projected traffic. The **CONSULTANT** shall use conventional Highway Capacity Manual techniques to determine level of service conditions for no build and build scenarios (described in subsequent sections of this Scope of Services). The specific measure of effectiveness shall be level of service. The report will also provide supporting documentation for recommended queue lengths at existing and any proposed signalized intersection locations and input data for air/noise analyses. Specific elements to be included within the PTR are:

- Traffic counts.
- Historic traffic count data.
- Collision data.
- Lee County MPO FSUTMS 2007 validation year and 2035 Cost Feasible model networks to develop future year traffic volumes.
- Level of service conditions for existing (2013) conditions with comparison to adopted level of service standards.
- Level of service conditions for future year conditions based on a no build scenario (maintain existing roadway).
- Level of service conditions based on improved roadway condition(s).
- Analysis of major (existing or potential future signalized) intersections.
- Major intersection improvement needs (turn lanes) for Design Year 2037.
- Support information for air and noise analyses (no build and build conditions).

The PTR shall be in compliance with all applicable FDOT Policies, Procedures and Rules.

### **2.6.2 Data Collection**

The **CONSULTANT** shall use all available data sources to establish existing traffic volumes and operational conditions. As determined by the **CONSULTANT**, recent year (2 years or newer) traffic counts may be used in place of the data collection noted below.

The **CONSULTANT** shall collect the following information and data:

1. All historical traffic counts from FDOT and Lee Counties.
2. Additional traffic counts, if needed, as follows:
  - a. 72 hour classification counts
    - i. US 41 – N of CR 865
    - ii. CR 865 – E of US 41
  - b. 24 hour bidirectional volume counts
    - i. US 41 – N/S of Pet Supermarket Driveway/Springs Plaza Driveway (South)
    - ii. Pet Supermarket Driveway/Springs Plaza Driveway (South) – E/W of US 41
    - iii. Access Rd/Springs Plaza Driveway (North) – E/W of US 41
    - iv. US 41 – S of CR 865

- v. Boston Rd (South)/Crown Lake Blvd – E/W of US 41
  - vi. US 41 – N/S of Boston Rd (North)/Advanced Auto Parts Driveway
  - vii. Boston Rd (North)/Advanced Auto Parts Driveway – E/W of US 41
  - viii. CR 865 – E/W of Windsor Rd
  - ix. Windsor Rd – N/S of CR 865
  - x. Center of Bonita Springs/Beach Road Plaza Driveways – N/S of CR 865
  - xi. Beaumont Rd – S of CR 865
  - xii. Boston Rd – N of CR 865
  - xiii. CR 865 – W of US 41
  - xiv. Crown Lake Blvd/Springs Plaza Driveway – N/S of CR 865
  - xv. Arroyal Rd – N/S of CR 865
  - xvi. CR 865 – E of Arroyal Rd
  - xvii. Sunshine Plaza/ Bonita Springs City Hall Driveways – N/S of CR 865
  - xviii. CR 865 – E/W of Sunshine Professional Center Diveway/Spanish Wells Blvd
  - xix. Sunshine Professional Center Driveway/Spanish Wells Blvd – N/S of CR 865
  - c. **8 hour** (Three hour AM/Two hour Midday and Three hour PM) peak period (in accordance with Access Management requirement of Section 2.23) turning movement counts (TMC).
    - i. US 41 and Pet Supermarket Driveway/Springs Plaza Driveway (South)
    - ii. US 41 and CR 865
    - iii. US 41 and Boston Rd (North)/Advanced Auto Parts Driveway
    - iv. CR 865 and Windsor Rd
    - v. CR 865 and Center of Bonita Springs/Beach Road Plaza Driveways
    - vi. CR 865 and Arroyal Rd
    - vii. CR 865 and Sunshine Plaza/ Bonita Springs City Hall Driveways (including EB U-turns)
    - viii. CR 865 and Sunshine Professional Center Driveway/Spanish Wells Blvd
    - ix. US 41 and Woods Edge Parkway
    - x. CR 865 at Crown Lake Boulevard
3. Five year crash data (to be supplied by the FDOT District Safety Office via FDOT District One).
  4. All applicable 5 year, 10 year and long range transportation improvement plans.
  5. Future development information along the corridor including but not limited to site plans, master plans and any other current land development information that may impact the corridor.
  6. Information from FDOT and Lee County DOT traffic count stations within or near the project study area (K and D determination).
  7. Roadway Characteristic Inventory (RCI) data and straight-line diagram (SLD's).
  8. FSUTMS model(s) as provided by FDOT for use in determining future year traffic forecasts.

All traffic counts as defined in item 2 above shall be conducted in accordance with FDOT traffic data collection procedures. Turning movement counts shall be done in accordance with the most current FDOT Manual on Uniform Traffic Studies (MUTS) and include an intersection diagram. **CONSULTANT** will contact Systems Planning staff to verify availability of recent counts that may be used for this study.

## 2.7 Crash Data

The **CONSULTANT** shall obtain available data from the **DEPARTMENT'S** Database and local sources for various highway segments required. Obtain data for previous five years. The data collected shall include the number and type of crashes, crash locations, number of fatalities and injuries, and estimates of property damage and economic loss.

## **2.8 Existing Signage Inventory (Limited Access Only)**

N/A

## **2.9 Utilities & Railroads**

The **CONSULTANT** shall obtain information in accordance with Part 2, Chapter 10 of the PD&E Manual.

## **2.10 Transportation Plans**

The **CONSULTANT** shall obtain plans for all modes of transportation including surface, transit and non-motorized modes. The following plans or studies should be obtained:

- Urban Area Transportation Study, and if applicable, County Cost Feasible and Needs Plans
- Local Comprehensive Plans; city and county
- Transit; rail, bus, other
- Non-motorized modes, including bikeways and pedestrian walkways

The **CONSULTANT** shall identify all condemnation relief ordinances adopted by the cities and counties affected by the project and the **CONSULTANT** shall provide copies of the ordinances to the **DEPARTMENT**. Condemnation relief ordinances generally include but are not limited to provisions in zoning codes and other land use regulations which provide that (1) non-conformities created by acquisitions by condemnation or under threat of condemnation are deemed conforming without further action (or with approval by the zoning administrator), or (2) the proposed reconstruction of the site (“cure”) is deemed conforming without further action (or with approval by the zoning administrator) as long as the “cured” non-conformity is no more non-conforming than the uncured condition.

## **2.11 Soils**

The **CONSULTANT** shall review the United States Department of Agriculture, Geological Survey, Natural Resource Conservation Service (formerly Soil Conservation Service) Maps and summarize the findings.

## **2.12 Base Map**

The **CONSULTANT** shall develop a CADD database that includes existing characteristics. CADD data base information shall be compatible for use on aerial photography used for public hearing presentations, corridor maps, and concept plans.

## **Needs**

### **2.13 Safety**

Based on the information obtained from the crash data and from information gathered and presented in the purpose and need statement of the ETDM Programming Screening Summary Report, the **CONSULTANT** shall identify project needs associated with the safety of the existing facility.

## **2.14 Analysis of Existing Conditions**

The **CONSULTANT** shall analyze the existing conditions in order to identify any deficiencies that are to be identified in the Needs section.

## **2.15 Purpose and Need Statement**

The **CONSULTANT** shall update and verify the purpose and need for the project from the Programming Summary Report as outlined in *Part 2, Chapter 5 of the PD&E Manual*.

### **Design Analysis**

Utilizing the data collected as part of this Scope of Services, the **CONSULTANT** shall perform the engineering analysis necessary to complete the project development process. The task of engineering analysis will be ongoing throughout the duration of the project and will be performed with consideration to the results of the environmental impacts analysis.

After selection of viable corridor(s), the **CONSULTANT** shall develop and analyze alternate conceptual design alternatives. The development of the design alternatives shall consider context sensitive solutions.

The **CONSULTANT** shall develop and evaluate all viable alternatives in order to address the project needs.

## **2.16 Corridor Analysis**

The **CONSULTANT** shall document that the existing corridor is the only feasible corridor for the project, and that other corridors were not considered.

## **2.17 Traffic Analysis**

### **2.17.1 Existing Traffic and Conditions**

#### 2.17.1.1 Existing Traffic Volumes

All traffic counts identified in Section 2.6.2 shall be converted from daily counts to “normalized” average annual daily traffic (AADT) volumes by use of appropriate peak season factors. All traffic counts shall be adjusted to reflect 2014 existing conditions. Adjustments shall be determined based on an analysis of historic traffic count data for the corridor. 2014 design hour turning movement volumes will be developed by use of the TURNS5 program with appropriate adjustments based on collected data. Information shall be presented both in tabular and graphic formats. The **CONSULTANT** should develop all forecasts and check all traffic volumes for reasonableness of results prior to finalizing the existing 2014 AADT’s and DDHV’s for presentation.

The **CONSULTANT** shall perform a check of all traffic count data collected for this project. This check shall include but not be limited to the following:

- Consistency of volume flows between count locations (no major drops or additions of traffic between count locations),
- 24 hour approach counts for intersections should be within 10 to 15 percent of turning movement count approach volumes for the same periods,
- Total daily directional traffic flows should be approximately equal (balanced) in both directions (if not, some reasonable explanation should be provided),

- Calculated design hourly volume for intersections/links should be within 5% of the calculated DDHV; and
- The report and traffic counts shall be certified as being reviewed by a professional engineer prior to the inclusion and/or use of the traffic counts for the study.

#### 2.17.1.2 Existing Conditions Analysis

##### 2.17.1.2.1 Traffic Factors and Characteristics

Based on the data collection efforts, the **CONSULTANT** shall develop traffic factors to use for the analysis and to develop design hourly volumes. Peak hour factors (PHF's) for the existing conditions analysis shall be based on an average overall factor from the traffic count data collection. Future year peak hour factors may be modified based on guidelines as found in the Highway Capacity Manual and other technical resources to reflect anticipated conditions.

The **CONSULTANT** shall develop traffic characteristics (K-, D- and T-factors) as defined by the current Project Traffic Forecasting Handbook. K-factors shall be determined based in part on a review of the K-factor data contained within the Florida Traffic Information (FTI) DVD (both Telemetered Traffic Monitoring Sites and Portable Traffic Monitoring Sites) and a review of the K-factor data obtained from similar County maintained traffic count stations within south Lee County. A standard K factor may be approved for use in this project under direction of the District. The D-factors will be developed based on the traffic count data collected for US 41/CR 865 study. One overall set of traffic factors and characteristics can be applied, only when they can be justified with supporting data, for the entire corridor for balancing of volumes. The FDOT will accept rational adjustments to overall K- and D-factors for uniformity (adjusted values must maintain the minimum acceptable values as defined in the Project Traffic Forecasting Handbook). Traffic factors and characteristics shall be summarized and provided in the PTR along with supporting documentation of adjustments.

Truck percentages and vehicle composition for daily and design hour volumes shall be obtained from the FDOT traffic count stations along US 41 and CR 865, and compared to the 72 hour classification counts collected for this study. The higher value of the two data sources shall be used and documented within the PTR. The PTR will also provide truck percentage composition estimates for noise analysis within the PTR appendix.

##### 2.17.1.2.2 Collision History and Analysis

The **CONSULTANT** shall summarize the five (5) year collision history for the US 41/CR 865 intersection in accordance with the FDOT MUTS Manual. The **CONSULTANT** shall review the data to determine if the intersection experienced higher than normal collision rates (actual rate/calculated rate). The **CONSULTANT** shall note that for further review during the PD&E Study. The collision data summary, including collision diagrams, shall be provided in the PTR in a manner consistent with collision data as identified in the FDOT MUTS Manual. All of the collision data shall be provided by the FDOT Safety Office.

##### 2.17.1.2.3 Existing Traffic Operations/Level of Service

The **CONSULTANT** shall evaluate the intersections and associated roadway links for existing (year 2014) level of service conditions. The intersection level of service determination shall be done in accordance with the latest adopted Highway Capacity Manual (HCM) and associated software. For roadway links the **CONSULTANT** shall use the most recent version of the Q/LOS software (ARTPLAN).

The **CONSULTANT** shall summarize the level of service results for intersections by approach and movement. Roadway links shall be summarized for peak hour conditions. Each respective analysis shall include (as appropriate) volume to capacity ratio (V/C), delay, density and/or speed along with level of service in a tabular format.



Identification of deficient movements or roadway links shall be based on current FDOT level of service standards. The **CONSULTANT** shall note all roadway links or intersection approaches/movements that operate below acceptable standards.

Information will be summarized in the Project Traffic Report in graphic and tabular format.

### **2.17.2 Future Traffic Forecasts and Conditions**

The **CONSULTANT** shall use the traffic count data and other information to provide traffic forecasts to determine roadway operational conditions for future year no build and build scenarios. Recommendations for improvements shall be consistent with currently adopted plans and policies. The PTR shall also provide support data and analysis for air and noise impact determinations.

#### 2.17.2.1 Future Traffic Forecasts

The **CONSULTANT** shall develop future traffic forecasts using the FSUTMS models developed and approved for the Lee County MPO for all locations as identified in the existing conditions section of this scope. Future traffic forecasts shall be developed for the following years:

- Opening Year – 2020
- Interim Year – (the specific year to be determined during the study)
- Design Year – 2040

The **CONSULTANT** shall prepare and submit a FSUTMS Modeling Effort Memorandum of Understanding (MOU) to the **DEPARTMENT** that summarizes specific steps they will undertake.

Prior to running the future year models, the **CONSULTANT** shall assess the validation accuracy of the base year (2007) model for the US 41 and CR 865 study area. Based on the results of travel demand model review, the **CONSULTANT** will meet with the **DEPARTMENT** and discuss the recommended model revisions to be made. A minor sub-area validation shall be performed if it is necessary. The sub-area validation limits will be provided by the **CONSULTANT** for approval by the **DEPARTMENT**. The sub-area validation will meet the requirements of the FSUTMS-Cube Framework Phase II – Model Calibration and Validation Standards dated October 2008.

Upon completion of the sub-area model validation of base year model, the same modification should be applied to the 2035 Cost Feasible network.

The 2035 FSUTMS model output data will be converted from PSWADT to AADT using the appropriate model output conversion factor (MOCF). These model forecasts should be adjusted using the National Cooperative Highway Research Program (NCHRP) Report 255 procedure, if it is applicable. The **CONSULTANT** will provide a comparative analysis of these model AADT volumes to future AADT volumes developed using historic growth rates. The **CONSULTANT** shall recommend and obtain the **DEPARTMENT'S** concurrence on the final future year AADT volumes.

The **CONSULTANT** shall use **DEPARTMENT** approved K- and D-factors to develop directional design hour link volumes (DDHV's). Design hour directional turning movement volumes shall be developed using the TURNS5 spreadsheet as furnished by the FDOT. It should be noted that the **CONSULTANT** can make manual adjustments to the TURNS5 output for reasonableness. All adjustments will be documented within the PTR. AADT and DDHV information shall be provided in tabular and graphic form within the PTR. Design hour directional turning movement volumes shall be provided in tabular and graphic format by movement, approach and direction for each intersection leg within the PTR for the no build and build traffic forecasts.

#### 2.17.2.2 Future Year Traffic Operations/Level of Service

Using the future year traffic forecasts, the **CONSULTANT** shall analyze future year traffic conditions for the no build and build scenarios. The **CONSULTANT** shall analyze design hour traffic conditions using the same applicable procedures used to determine existing levels of service.

#### 2.17.2.2.1 Unsignalized Intersections

In the case of unsignalized intersections being analyzed for future year conditions, the **CONSULTANT** shall conduct an unsignalized analysis first. The **CONSULTANT** shall note the reported level of service based on unsignalized operation. In the event that the unsignalized intersection analysis results become so deficient that the actual delay values are not reported (only \* are shown), the **CONSULTANT** shall provide signalized intersection analysis results and note that a traffic signal was assumed. The **CONSULTANT** shall also provide a planning- level estimated time frame when a signal may be required based on the signal warrant procedures as outlined in the FDOT MUTS Manual (Warrants 1 and 2 only). The future year requiring signalization will be shown in a text or table format within the report. The need for signalization analysis shall be provided within the PTR appendix. The analysis procedure will apply for no build and build alternatives. Intersections analyzed as future signalized locations shall be noted as such on the figures in the report. The note shall indicate that a traffic signal was assumed at this location due to poor level of service in the unsignalized condition and that actual traffic signal installation is based on satisfying Traffic Signal Warrants using actual traffic counts (if not warranted in the existing conditions).

**This project component shall be coordinated with Access Management.**

#### 2.17.2.2.2 No Build Analysis

The **CONSULTANT** shall conduct a traffic operations/level of service analysis based on the existing facility geometry using the future traffic forecasts. Traffic signalization may be assumed in accordance with Section 2.17.2.2.1. The **CONSULTANT** shall determine the approximate year(s) when the study facilities can no longer provide adequate level of service by each roadway link and intersection.

The **CONSULTANT** will conduct a VISSIM analysis of the No Build alternative for the 2040 design year. No other years will be analyzed using VISSIM.

The **CONSULTANT** shall summarize no build roadway link failures within the PTR in a tabular and graphic format. The no build analysis will be conducted for opening, interim and design years. The **CONSULTANT** shall summarize all level of service results in a format similar to the existing conditions analysis.

#### 2.17.2.2.3 Build Analysis

The **CONSULTANT** shall conduct a traffic operations analysis for the build scenario using the same future traffic forecasts as no build. The **CONSULTANT** shall study two at-grade intersection and two interchange concepts at US 41/CR 865 intersection. The at-grade intersection improvement should be determined first as the maximum roadway improvements needed for the design year. The **CONSULTANT** shall use the maximum geometry to obtain traffic operations/level of service for the opening year. The **CONSULTANT** shall identify the failure year if the at-grade intersection improvement fails before the design year. The ultimate interchange improvement at this intersection should then be studied and analyzed. The proposed interim (at-grade intersection) and ultimate(interchange) improvement concepts should minimize throwaway material from the completed interim phase to the completed ultimate phase.

The **CONSULTANT** will conduct a VISSIM analysis of the four Build alternatives for the 2040 design year. No other years will be analyzed using VISSIM

The **CONSULTANT** shall summarize the resulting levels of service and required geometry in a tabular format that shows required geometry (both roadway links and intersections) to satisfy the level of service standard. Improvements at intersections should have consistent geometry as required by the roadway links for US 41, CR 865 and other cross streets. A two lane roadway shall not widen to four lanes at an intersection to satisfy level of service criteria. This rational also applies for multiple turn lanes from a side street to the mainline and the reciprocating movement. Dual left-turn lanes will need to have adequate receiving lanes for cross streets and shall be noted within the report. The Build analysis shall be conducted for opening, interim and design year traffic forecasts. The **CONSULTANT** shall summarize all level of service results in a format similar to existing conditions analysis.

The **CONSULTANT** shall also conduct a traffic evaluation in support of the development of the access management plan identified in Section 2.23 Access Management. The projected peak hour volumes at the proposed median openings will be quantified and used to develop preliminary estimates of left-turn lane storage lengths at the proposed median openings.

#### 2.17.2.3 Recommendation for Facility Access Management Type

Based on the traffic data collected for cross streets, proposed development, level of service analyses and design year traffic operations/level of service, the **CONSULTANT** shall provide a recommended Access Management Classification for the proposed facility and preliminary locations for full median openings. The **CONSULTANT** shall coordinate these findings with the Access Management Engineer for Traffic Operations in District 1.

#### 2.17.2.4 Air and Noise Information

The **CONSULTANT** shall also furnish traffic information for noise analysis (LOS C threshold service link volumes from the most recent FDOT Q/LOS Tables) or actual roadway volumes for analysis results greater than LOS C threshold link volumes. The **CONSULTANT** shall provide a summary of air quality inputs consistent with the level of service reporting for the intersection level of service summary tables.

Estimates of vehicle composition to be used for the noise analysis shall be based on applying the percentage breakdown of vehicle composition to the AADT's and truck percentages recommended for use in the study. The percentage breakdown of vehicle composition is available from the 72 hour classification counts collected for the study and can be compared with FDOT TTMS sites for similar roads in Lee County as a reasonableness check. Air and noise information shall be provided in the appendix under a section labeled – Air and Noise Analysis Information.

#### **2.17.3 Project Traffic Report**

The **CONSULTANT** shall summarize the information as provided within the scope of services in a Project Traffic Report. This report shall contain at a minimum but not be limited to all information as required to provide the reviewing agencies with all required documentation, analyses, background data and all other data to support the preparation of a Preliminary Engineering Report (PER).

The information will include all support elements to assist the Florida Department of Transportation District 1 in receiving a determination of any potential impact. The **CONSULTANT** shall submit the following documents to the **DEPARTMENT**:

- Existing Conditions Technical Memorandum (Includes existing/proposed future year K, D and T information) – Electronic Submittal Only
- Future Year AADT, DDHV and Turning Movements Technical Memorandum – Electronic Submittal Only
- Draft Project Traffic Report consisting of three (3) bound hard copies with three (3) compact disks with the same information.

- Draft Final Project Traffic Report consisting of three (3) bound hard copies with three (3) compact disks with the same information.
- Final Project Traffic Report consisting of four (4) bound hard copies with four (4) compact disks with the same information (supporting analysis files including but not limited to Synchro, HCS, HIGHPLAN and TURNS5 files should also be provided in disks).

#### **2.17.4 Meetings**

The **CONSULTANT** shall anticipate attending and participating in the following meetings:

- Project Kick off Meeting with FDOT (1)
- Coordination Meetings (5)
- Public Information Meetings (1)
- Public Hearing (1)

In addition, the **CONSULTANT** shall anticipate 6 teleconference meetings for the project.

#### **2.17.5 Project Timeframe**

The **CONSULTANT** shall prepare a project schedule two (2) weeks after the kick off meeting that specifically address the PTR elements.

#### **2.18 Typical Section Analysis**

The **CONSULTANT** shall develop four typical section alternatives for each facility, US 41 and CR 865, These will include the **DEPARTMENT'S** standard typical sections, and any typical sections that may result in minimizing right of way, and incorporating context sensitive solutions

#### **2.19 Roadway Design Alternatives**

The objective of the conceptual design and preliminary engineering analysis is to develop viable Design Alternatives based on standard engineering practice, which provides an appropriate intersection design with social, economic and environmental impacts involved. If such as design is determined by the **CONSULTANT** to be not feasible, the **CONSULTANT** shall recommend to the **DEPARTMENT** the most feasible Design Alternative for the proposed facility.

The **CONSULTANT** shall develop four alternatives.

#### **2.20 Prepare Alternative Concept Plans**

The **CONSULTANT** will prepare alternative concept plans at 50-scale. At a minimum, the concept plans should include the existing and proposed right-of-way for the Design Alternatives.

#### **2.21 Drainage and Floodplain Analysis**

The **CONSULTANT** shall perform preliminary drainage design in order to determine potential outfall locations and preliminary sizes (volume and area) of required detention and/or retention facilities for storm water treatment or attenuation. The location and size of potential detention/retention areas will be determined for all viable alternate alignments. The **CONSULTANT** shall evaluate one detention and/or retention facility per basin, a maximum of four (4) basins.

The **CONSULTANT** shall prepare a Pond Siting Report for the project in accordance to the **DEPARTMENT'S** Stormwater Facilities Handbook. The **CONSULTANT** shall certify the adequacy and completeness of the final PSR. The report shall be signed, sealed and dated by a Professional Engineer registered in the State of Florida.

The **CONSULTANT** shall prepare a Location Hydraulics Report for the project in accordance with Part 2, Chapter 24 of the PD&E Manual. This document shall meet the requirements of Chapter 7 of the Drainage Manual.

## **2.22 Structures**

The **CONSULTANT** will evaluate existing structures for replacement. The **CONSULTANT** shall evaluate drainage culverts in the proposed intersection or interchange improvements. The evaluations for the new culverts shall be summarized in the appropriate section of the Preliminary Engineering Report (PER).

### **OPTIONAL SERVICES**

The **CONSULTANT** may be asked to provide Optional Services to evaluate structures in the proposed interchange improvements for cost estimating purposes only. If requested, the evaluations for the new structures shall be summarized in the appropriate section of the Preliminary Engineering Report (PER).

## **2.23 Access Management**

The **CONSULTANT** shall incorporate access management standards for each project in coordination with **DEPARTMENT** staff. The **CONSULTANT** shall review adopted access management standards and the existing access conditions (interchange spacing, signalized intersection spacing, median opening spacing, and connection spacing). Median openings that will be closed, relocated, or substantially altered shall be shown on plan sheets and submitted with supporting documentation for review with the Phase I plans submittal. The **CONSULTANT** shall identify locations where there is significant truck traffic. The **CONSULTANT** shall identify locations where u-turns will be needed to accommodate the surrounding development traffic flows, and identify locations where bulb outs may be needed for such. The **CONSULTANT** shall make recommendations for right turn lanes based upon guidance within the driveway handbook for unsignalized intersections. The **CONSULTANT** shall review proposed turn lane geometry at unsignalized intersections based upon the following methodology:

- Left turn lane queue lengths at unsignalized intersections may be determined using HCS or SYNCHRO software. A fifty (50) foot minimum queue should be utilized.
- Right turn lane geometry at unsignalized intersections will be based upon the design speed of the project and total deceleration distance identified within Standard Index #301. A queue area is not necessary for right turn lanes at unsignalized intersections.

## **2.24 Multi-modal Accommodations**

The **CONSULTANT** will coordinate with transit and local government officials in order to determine what multi-modal accommodation to study and evaluate as part of the project alternatives, including bicycle and pedestrian facilities. This task only includes existing and planned multi-modal facilities.

## **2.25 Maintenance of Traffic Analysis**

The **CONSULTANT** will analyze the design alternatives for constructability, and the ability to maintain traffic. If the constructability analysis indicates that there will be a substantial cost to maintain traffic, the cost estimate will be included in the cost estimate for that alternative.

## **2.26 Geotechnical Coordination**

This task is for the **CONSULTANT** to coordinate with the geotechnical staff regarding project requirements, review of geotechnical data, and scheduling.

## **2.27 Intelligent Transportation Systems**

The **CONSULTANT** shall coordinate with Lee County DOT for Bonita Beach Road and FDOT for US 41 regarding existing and future plans.

## **2.28 Utilities and Railroads**

Based on the coordination with the utility companies along the project the **CONSULTANT** shall prepare a Utility Assessment Package as described in Part 2, Chapter 10 of the PD&E Manual. The **CONSULTANT** will also address impacts to existing and proposed railroads.

## **2.29 Interchange Report**

N/A

## **Comparative Analysis of Alternatives**

The **DEPARTMENT** will determine which viable alternative(s) to further evaluate through the public involvement process and environmental analysis. The possibility exists that the No-Build alternative may be selected at this point.

## **2.30 Comparative Analysis and Evaluation Matrix**

After developing the viable alternatives and costs, the **CONSULTANT** will prepare a matrix comparing the impacts and costs of the alternatives evaluated, with a recommendation of the most viable alternative(s). The **CONSULTANT** shall present their recommendations to the **DEPARTMENT** for consideration.

## **2.31 Selection of Preferred Alternative(s)**

The **CONSULTANT** shall recommend a preferred alternative(s) based on a review and analysis of all engineering, environmental, and public involvement issues related to the project.

## **2.32 Conceptual Design Plans (Preferred)**

The **CONSULTANT** will finalize concept plans for the preferred alternative that include refinements from the public hearing.

## **2.33 Identify Construction Segments**

N/A

## **2.34 Value Engineering (OPTIONAL SERVICES)**

The **CONSULTANT** shall provide services supporting Value Engineering as Optional Services.

### **2.35 Construction Cost Estimates**

The **CONSULTANT** shall develop exhibits of the concept alternatives for use by the **DEPARTMENT** staff in the long-range estimating (LRE) program. The concept exhibits shall include major roadway element information such as length and height of structures for use in the development of construction cost estimates. The cost estimates are to be developed by the **DEPARTMENT**. The LRE will be updated approximately four times during the study.

### **2.36 Right Of Way Cost Estimates**

The **CONSULTANT** is to prepare maps and parcels with associated square footage for the **DEPARTMENT'S** ROW staff to prepare estimates for determining the cost for right-of-way acquisition, and cost estimates for relocations and business damages as well.

### **2.37 Typical Section Package**

The **CONSULTANT** will prepare the Typical Section Package in accordance with the **DEPARTMENT'S** Plans Preparation Manual. Four roadway typical sections will be developed, two along US 41 and two along CR 865.

### **2.38 Design Exceptions and Variations**

The **CONSULTANT** will identify and prepare exception and variations package(s) for approval in accordance with the **DEPARTMENT'S** Plan Preparation Manual. A maximum of three design variations will be developed for the preferred alternative.

### **2.39 Pavement Type Selection Report**

After documents have been submitted to FHWA for approval, the **CONSULTANT** shall provide a Preliminary Pavement Type Selection Report in accordance with the FDOT Pavement Type Selection Manual. This report shall include preliminary asphalt and concrete alternative designs. This report will be sent to the District, Central Office and industry for review and comment. The **CONSULTANT** will not need to respond to comments but will need to provide all files to the **DEPARTMENT** for the selected design **CONSULTANT** to finalize the report and incorporate comments.

### **2.40 Preliminary Engineering Report (PER)**

The **CONSULTANT** shall prepare a Preliminary Engineering Report in accordance with Part 1, Chapter 4 in the PD&E Manual, and recent samples provided by the **DEPARTMENT**. There will be a 1<sup>st</sup> draft and final PER.

### **2.40 Quality Control**

The **CONSULTANT** shall include a QA/QC sheet in the front of all documents showing that the documents went through an internal review prior to submittal to the **DEPARTMENT**.

## **3.0 ENVIRONMENTAL ANALYSIS AND REPORTS**

The **CONSULTANT** shall coordinate and perform the appropriate level of environmental analysis for this project as outlined in the PD&E Manual and the following references.

The **CONSULTANT** shall utilize the Programming Summary Report and graphical information from the Environmental Screening Tool (EST) available at <http://www.dot.state.fl.us/emo>, or other appropriate database. Data base information shall be compatible for use on base maps used for public presentations, corridor maps, and alternative plans.

The level of effort for the following work activities shall be commensurate with the level of impact identified in the final Programming Summary Report. If the Summary Degree of Effect from the Final Programming Summary Report is "No Involvement", or "None", for an activity, the activity will be marked N/A in the Scope of Services.

### **Sociocultural Effects**

The **CONSULTANT** shall collect data regarding the following sociocultural issues. Pertinent data shall be collected, analyzed and summarized in the appropriate section of the Preliminary Engineering Report (PER). Pertinent data shall also be displayed on the base map, as applicable. These issues shall be analyzed in accordance with Part 2, Chapter 9 of the PD&E Manual and the Sociocultural Effects Evaluation Handbook (available at <http://www.dot.state.fl.us/emo>).

#### **3.1 Land Use Changes**

The **CONSULTANT** shall collect the existing and future land use from appropriate local agencies and record any changes in the comprehensive plan for the project study area.

#### **3.2 Social**

The **CONSULTANT** shall collect data regarding demographics and special community designations of the project study area

#### **3.3 Economic**

The **CONSULTANT** shall collect data to determine the potential economic impacts to the community as a result of the proposed improvements..

#### **3.4 Mobility**

The **CONSULTANT** shall collect data regarding modal choices within the study area that include pedestrian, bicycle, transit and transportation disadvantaged.

#### **3.5 Aesthetics**

The **CONSULTANT** shall consider the view shed of the preferred alternative for commercial businesses in immediate area of the interchange improvement.

#### **3.6 Relocation Potential (OPTIONAL SERVICES)**

The **CONSULTANT** shall prepare the Conceptual Stage Relocation Plan as Optional Services.

### **Cultural Resources**

#### **3.7 Archaeological and Historic Resources**

The **CONSULTANT** shall implement a Cultural Resources study to completely analyze the impacts to all cultural resources by all proposed alternatives, including all viable ponds. All work shall be conducted



by a professional qualified under the provisions of 36 CFR 61, and be done in compliance with the National Historic Preservation Act of 1966 (Public Law 89-665, as amended) and the implementing regulations (36 CFR 800) as well as with the provisions contained in Chapter 267, Florida Statutes.

This task includes identifying and analyzing impacts to archaeological sites and historic resources within the project Area of Potential Effects, including documentation and coordination with appropriate agencies as per Part 2, Chapter 12 of the PD&E Manual. In addition, attendance at public meetings may be required. The **CONSULTANT** will also review and address any resources listed in the Environmental Screening Tool (EST) by the SHPO ETAT member.

- a. **Research Design Methodology:** The **CONSULTANT** will prepare a Research Design and Survey Methodology for the project, to be submitted to the **DEPARTMENT** for approval prior to the initiation of fieldwork. The **CONSULTANT** shall identify and map out the zones of probability for the project study area, and identify any previously recorded resources. The Area of Potential Effect (APE) will be determined (including pond sites).
- b. **Cultural Resources Assessment Survey (CRAS)**

**Field Work:** The **CONSULTANT** shall identify any archaeological sites within the project area, both previously recorded and potentially eligible, and excavate the appropriate number of test pits. The **CONSULTANT** shall identify any existing historic resources within the project area, both previously recorded and potentially eligible. The **CONSULTANT** will also locate, identify and bound any additional cultural resources included on the Florida Master Site File (FMSF) and all structures 45 to 50 years older (depending upon the length of time anticipated before construction). Enough data will be collected to document each site's significance in terms of eligibility for listing on the National Register of Historic Places (NRHP).

**Documentation:** The CRAS will be prepared with appropriate documentation detailing the results of the survey and the final assessments of resource significance and including a FMSF form for all identified resources. The Research Design Methodology and the Pond Site Technical Memo will be included in the CRAS appendix.

- c. **Pond Site Technical Memorandum:** The **CONSULTANT** will identify and clear pond sites for the preferred project alternative. The results of this work are to be documented in a technical memorandum, which will be included as an appendix to the CRAS.
- d. **Determination of Eligibility (DOE):** If required, the **CONSULTANT** will prepare a DOE for each resource determined to be significant. The DOE package will include an NRHP registration form, and the DOE's will be included as a CRAS appendix.
- e. **Case Study Report:** If required, a Section 106 Case Study Report, documenting the application of the Criteria of Effect, will be prepared.
- f. **Memorandum of Agreement (MOA):** The **CONSULTANT** will assist the **DEPARTMENT** with the preparation of a Section 106 MOA, if required.
- g. **Section 4(f) Evaluation:** The **CONSULTANT** will prepare and coordinate a Section 4(f) Evaluation, if required. (This document will be separate from the parks and recreation 4(f) document.) If required, this work activity will be conducted by supplemental agreement.
- h. **Section 106 Consultation Meetings:** The **CONSULTANT** will assist the **DEPARTMENT** with coordination of a Section 106 Consultation meeting, if required.

- i. Native American Coordination: If required, the **CONSULTANT** will assist the **DEPARTMENT** with coordination with any Native American tribes that have or wish to have involvement or input on the project or any site of relevance to them.

### 3.8 Section 4(f) – OPTIONAL SERVICES

In accordance with Part 2, Chapter 13 of the PD&E Manual, the **CONSULTANT** shall prepare Determinations of Applicability (DOAs) for all properties potentially affected by any proposed design alternatives. These work activities will be provided as Optional Services. There will be one DOA prepared that will address all of the potential recreational properties within the project area. Section 4(f) applicable cultural resources will be addressed separately.

If Section (4f) is determined to be applicable by the FHWA, the **CONSULTANT**, will evaluate and document the impacts to the Section 4(f) property as described in Part 2, Chapter 13 of the PD&E Manual. If a Section 4(f) is required, this work will be performed by supplemental agreement. The **CONSULTANT** will be responsible for preparing any correspondence required.

## Natural Resources

### 3.9 Wetlands and Essential Fish Habitat

In accordance with Part 2, Chapters 11 and 18 of the PD&E Manual, the **CONSULTANT** will identify, analyze and document wetlands and Essential Fish Habitat within the project area. This includes the following tasks and deliverables:

- a. Wetlands Evaluation Report: The Wetlands Evaluation Report will include the Florida Land Use, Cover and Forms Classification System (FLUCCS) Code for all described wetlands. Impacts will be listed in table form in the report, along with the acreage of impact anticipated and the FLUCCS code, for each wetland impacted. The **CONSULTANT** shall take reproducible photographs and prepare graphics for the development of this report. A detailed assessment, using the new state approved method, UMAM (Unified Mitigation Assessment Method) will be completed for each wetland (or wetland type), and the assessment forms will be included in the report.
- b. Pond Siting Analysis: The **CONSULTANT** shall collect the necessary data to completely assess the impacts on wetlands by all viable proposed storm water management alternatives and their respective infall and outfall locations as described in Part 2, Chapter 18 of the PD&E Manual. This information will be used in developing the project's preferred storm water management and mitigation design. The **CONSULTANT** shall determine the potential for wetland involvement and include this analysis in the Preliminary Pond Siting Report and in an addendum to the Wetlands Evaluation Report. A general assessment of these wetland areas shall be made, including the size, type and function of each area. A detailed assessment, using the new state approved method, UMAM (Unified Mitigation Assessment Method) shall only be required under extenuating circumstances when avoidance alternatives cannot be achieved.
- c. Essential Fish Habitat: - **OPTIONAL SERVICES** - These services will be provided as Optional Services and conducted following EMO staff approval.
- d. Conceptual Mitigation Plans: The **CONSULTANT** shall prepare conceptual mitigation alternatives, if required, as described in Part 2, Chapter 18, of the PD&E Manual. The **CONSULTANT** shall document any potential mitigation options that they become aware of during the project. The conceptual mitigation will be documented as part of the Wetland Evaluation Report and in the Permits Coordination Memo (Section 3.13).

### 3.10 Water Quality

In accordance with Part 2, Chapter 20 of the PD&E Manual.

### 3.11 Special Designations

In accordance with Part 2, Chapters 19, 21, 23, and 26 of the PD&E Manual, respectively

### 3.12 Wildlife and Habitat

In accordance with Part 2, Chapter 27 of the PD&E Manual, the **CONSULTANT** shall survey and analyze the project corridor for the presence of federally or state designated threatened or endangered species. The **CONSULTANT** shall coordinate with appropriate Federal, State and local agencies as to specific permits required, significance of impacts, required mitigation, and any specific concerns about the project or its impacts. Much of this coordination has already been completed through the ETDM process, and will require coordination to update the issues.

The **CONSULTANT** will be expected to attend several coordination meetings with the regulatory agencies regarding these project issues.

a. Endangered Species Biological Assessment (ESBA): The **CONSULTANT** will conduct and prepare the Endangered Species Biological Assessment (ESBA or other appropriate document) in accordance with Part 2, Chapter 27 of the PD&E Manual. The ESBA will include an analysis of potential impacts to Federal and State listed species and other wildlife and habitat, conceptual mitigation requirements, standard protection measures where applicable, and a commitments and recommendations section detailing all agency requirements, which must be met before construction begins.

b. Pond Siting Analysis: The **CONSULTANT** shall collect the necessary data to completely analyze the impacts on all protected floral and faunal species by all viable proposed storm water management alternatives and their respective inflow and outfall locations, as described in Part 2, Chapter 27 of the PD&E Manual. The **CONSULTANT** shall determine the potential for involvement with protected floral and faunal species and include this analysis in the Preliminary Pond Siting Report and in an addendum to the ESBA.

c. Scheduling: The **CONSULTANT** shall begin coordination and preparation of this task as early in the schedule as is feasible, recognizing the potential for schedule impacts associated with this issue.

d. Wildlife Crossings: The **CONSULTANT** shall analyze and document the feasibility of a wildlife crossing for the project. This analysis shall be based on the following DOT connectivity criteria: a) USFWS or FFWCC scientific data exists that indicates listed species between established habitats if the crossing were in place, b) sufficient publicly owned lands exist on either side of the roadway to ensure the future viability of any proposed crossings, and c) the state or federal agency has requested a crossing, based on the applicability of a) and b) above.

Wildlife crossings and other measures of protecting listed species will be considered and presented as part of the project, if required by those agencies and approved by the **DEPARTMENT**.

e. Mitigation Plan: The **CONSULTANT** will prepare conceptual mitigation alternatives for listed species impacts. This effort will consist of the identification of alternative possibilities only. This task will be included in the ESBA.

### 3.13 Identify Permit Conditions

In accordance with the PD&E Manual, Part 1, Chapter 10, the **CONSULTANT** shall identify permit conditions, type of permits required, mitigation options and coordination conducted during the project. This task includes the review of maps and data in order to determine permit related information for the project. The intent of this task is to identify all needed permits and any special issues or conditions to consider during permit acquisition or design. Much of this information has been gathered through the ETDM process, and will need to be verified and updated.

The **CONSULTANT** will present the information gathered in the form of a Permit Coordination Memo. Any applicable correspondence and clearance letters should be attached. Additional information discovered during the project that may be applicable to permitting should also be presented to the Permits **DEPARTMENT** in this Memo.

For projects where permits are required as part of the PD&E Study, see Section 4.3.

### **3.14 Farmlands**

The **CONSULTANT** shall follow the Farmland Assessment Process and determine if a Farmland Evaluation is required by any proposed Design Alternatives, and if so, perform the Farmland Evaluation as described in Part 2, Chapter 28 of the PD&E Manual. The **CONSULTANT** shall review the applicable guidelines received from the NRCS regarding farmlands determination and future land use. The process followed and the results will be documented to the file in a memo to file.

## **Physical**

### **3.15 Noise**

The **CONSULTANT** shall perform the noise impact analysis and noise abatement evaluation as required by Title 23 of the Code of Federal Regulations (CFR) Part 772 dated July 13, 2010 and described in the latest version of Part 2, Chapter 17 of the PD&E Manual.

- a. Noise Traffic Forms and Methodology Meetings: Traffic will be prepared by the **CONSULTANT** based upon the approved Traffic Technical Memorandum. Traffic data will be documented on standard forms, which will be provided by the **DEPARTMENT**. The completed forms must be reviewed by the **DEPARTMENT** before proceeding with the Analysis. In addition, a methodology meeting with the **DEPARTMENT** will be required prior to the initiation of activities. The noise impact analysis and noise abatement evaluation shall be performed by or supervised/reviewed by a person(s) who has attended and is certified through the **DEPARTMENT'S** Traffic Noise Analysis training course or has attended and successfully completed the National Highway Institute's Highway Traffic Noise Course (FHWA-NHI-142051). The FHWA approved Noise Model, TNM (Traffic Noise Model) version 2.5 (or most current version) will be used for noise analysis. At the noise methodology meeting with the **DEPARTMENT**, the noise specialist will be provided examples and information on the traffic noise component of the public involvement process, noise analysis procedures to be followed, the noise abatement techniques to be considered, and the reporting requirements.
- b. Elevation Accuracy: The **CONSULTANT** shall make a determination as to the availability and accuracy of elevation data needed to perform the noise impact analysis and noise abatement evaluation. The **CONSULTANT** shall review existing elevation data and elevation data to be provided under Section 2.3 (Survey) to determine if elevations for roadways, existing berm/walls, receiver points and ground level where noise barriers may be

evaluated can be established within +/- 1 foot of the actual field conditions observed through a field review. In coordination with the **DEPARTMENT**, the **CONSULTANT** shall determine the location of additional spot elevations needed to adequately simulate project conditions in the noise model.

- c. State Plane Coordinate System: The **CONSULTANT** shall use the State Plane Coordinate System when establishing xy-coordinates for objects to be represented in the Traffic Noise Model (e.g., roadway points, receiver points, barrier points, ground zone boundaries, building row locations, etc.). The State Plane Coordinate System and consistent use of modeling strategies suggested or recommended by FHWA are necessary to facilitate the continuation of the noise study in future project phases (e.g., design change reevaluation, final design). The **CONSULTANT** shall be prepared to discuss modeling strategies during the mandatory noise methodology meeting identified above.
- d. Land Use Field Review: The **CONSULTANT** shall conduct a field review at the initial stage of the noise study to identify existing land uses that may be noise sensitive as well as any potential future development areas that have building permits prior to the approval of the environmental document associated with the project. This review shall also identify any circumstances that might hinder the construction of a noise barrier (e.g. utilities, access issues, etc.). A follow up field review shall be conducted prior to the finalization of the noise study report to determine if any unanticipated land use changes have occurred that will impact the validity of the noise study. The **CONSULTANT** shall document the date of the field review used to establish receiver points in the Noise Study Report (see j below).
- e. Outdoor Advertising Identification: The **CONSULTANT** shall identify potential visual impacts that any potential noise barrier may have on existing legally permitted outdoor advertising signs consistent with the requirements of Part 2, Chapter 17 of the PD&E Manual and Florida Statute 479.25. The **CONSULTANT** shall notify the District's Right of Way **DEPARTMENT** of the potential noise barrier(s) that may have an affect on a legally permitted outdoor advertising sign. The results of this effort shall be documented in the noise study report consistent with the requirements of 479.25 F.S. and coordinated with the Outdoor Advertising Section of the Office of Right of Way in Tallahassee. If applicable, a commitment addressing the potential conflict with an Outdoor Advertising sign shall be included in the environmental document.
- f. Workshop and Hearing Requirements: The **CONSULTANT'S** certified noise specialist shall be present at the Public Workshop and the Public Hearing. The noise specialist shall have a designated station at the Public Workshop and the Public Hearing, identified by a placard, to address public comment. The **CONSULTANT** will be prepared to discuss the potential for noise impacts at the Public Workshop, utilizing generalized noise contours and/or field review data identifying noise sensitive sites. The **CONSULTANT** will be prepared to discuss the results of the traffic noise impact analysis and noise abatement evaluation at the Public Hearing through reference to a draft Noise Study Report.
- g. Additional Meetings: In addition to the Public Workshop and Public Hearing, the **CONSULTANT** may be required to hold and/or attend up to four (4) additional Public Meetings with the adjacent communities to discuss the **DEPARTMENT'S** policies and procedures and other technical issues concerning noise. The Noise Specialist and the Project Manager will be expected to attend these meetings. The **CONSULTANT** will be responsible for required presentation materials.

- h. Shoulder barriers: The **CONSULTANT** shall evaluate noise barriers at the shoulder of the roadway if a noise barrier at the right of way is not feasible or cost reasonable. Noise barriers at the shoulder shall be designed in accordance with Chapter 32 of FDOT's Plans Preparation Manual.
- i. Noise Handout: The **CONSULTANT** shall prepare the following to aid the public in understanding the noise evaluation process. All materials are to be reviewed and approved by the **DEPARTMENT** prior to the Public Workshop and Hearing.
  - a. Handout giving a brief overview of the traffic noise evaluation process and the Traffic Noise Evaluation Schedule (standard brochure available from the **DEPARTMENT**).
  - b. A set of aerials identifying noise sensitive sites.
  - c. Concept plans which adequately display each viable alternative and the location of noise sensitive sites. Concept plans will include community and road names. All communities and roads discussed in the report will be shown on the concept plans.
  - d. For the Public Hearing, a table summarizing the noise sensitive sites that would be affected by each alternative.
  - e. Other materials as requested by the **DEPARTMENT**.
- j. Construction Noise and Vibration: The **CONSULTANT** shall conduct a review of potential noise and vibration sensitive sites consistent with the requirements of Part 2, Chapter 17 of the PD&E Manual (dated May 24, 2011). These potential sites shall be documented in the noise study report.
- k. Report: The **CONSULTANT** will document all of the above work in a Noise Study Report. The **CONSULTANT** will provide an electronic copy of the Noise Study Report, in PDF format, as well as all TNM input/output files that support the information documented in the report. A brief "read me" file shall also be provided with the TNM files to explain the file naming procedure. The "read me" file will facilitate locating modeling results documented in the report.

### **3.16 Air Quality**

In accordance with Part 2, Chapter 16 of the PD&E Manual.

### **3.17 Construction Impact Analysis**

In accordance with Part 2, Chapter 30 of the PD&E Manual.

### **3.18 Contamination**

In accordance with Part 2, Chapter 22 of the PD&E Manual, the **CONSULTANT** shall conduct a comprehensive assessment of contamination involvement within the project corridor, and potential ponds upon Notice to Proceed in an attempt to avoid serious project impacts and delays. As part of the assessment, the **CONSULTANT** shall perform a regulatory database search using one of several available search services. Much of this information may have already been gathered during the ETDM process and will be contained in the Programming Summary Report. The **CONSULTANT** shall not rely primarily on the data from either of these sources. They are merely two of many tools that should be used in evaluating the potential contamination impacts

of the project and upon the project. All information gathered will be used in developing the project's proposed typical section and Design Alternatives(s).

a. Meetings: A minimum of two meetings must take place between the **CONSULTANT** and the District Contamination Impact Coordinator (DCIC) during the course of the project. These meetings shall take place at the following times: 1) Prior to initiation of the data gathering phase of the project; and 2) Prior to performance of soil borings. The only person from the **CONSULTANT'S** office who shall be required to attend these meetings shall be the person actually performing the work. An additional meeting will be necessary if historical aerials prior to 1970 are not available, or if aerials are not of sufficient clarity to discern individual suspect sites. This meeting must take place prior to production of a draft report.

b. Required Activities: Subsurface investigations are required rather than optional, at all potential petroleum contamination sites. At other potential contamination sites, they are also required unless there is substantial, verifiable evidence that there is no contamination upon or beneath the proposed right-of-way. Such evidence must be documented in the CSER.

The **CONSULTANT** shall take color photographs of all suspect sites and color reproduce them into the CSER, and identify the street address of each site.

All available tank registration numbers, hazardous waste generator numbers, etc. shall be included in the CSER. For sites, which receive contamination rankings, these numbers shall be included as part of the site description, and not merely referenced in the appendices. It is important to note that sites may not be registered in their present name.

The **CONSULTANT** shall provide an estimate of costs to clean up contamination within the proposed right-of-way at each contaminated parcel. This estimate shall include costs to excavate and treat contaminated soil and costs to treat any contaminated groundwater discharge from proposed de-watering operations. The contamination clean up costs shall be a line item of project cost in the PER.

For all sites, which have Contamination Assessment Reports (CARs), excerpts such as maps showing the extent of groundwater contamination, the extent of soils contamination, groundwater elevation contours and direction of groundwater flow, and table or text indicating depth to groundwater shall be incorporated into the CSER. This information should be available within the Oculus section of the FDEP website.

For each site ranked medium or high, the **CONSULTANT** shall prepare a graphical representation of the extent of soil and/or groundwater contamination plume taken from the CAR or Remedial Action Plan (RAP) for the site. If no CAR/RAP has been completed, the **CONSULTANT** shall project a "worst case" extent of contamination within existing/proposed right-of-way based upon available information combined with professional judgment. These depictions shall be of sufficient detail that they can be easily transferred onto the design plans for the project. These graphic representations and a key location map shall be included in the CSER and the PER.

It shall be the responsibility of the **CONSULTANT**, or the designated sub-**CONSULTANT**, to obtain all materials, documents, information and equipment necessary to perform the contamination screening evaluation. This includes, but is not limited to, historical aerial photography, agency file information, and testing equipment.

c. Pond Sites: The **CONSULTANT** shall conduct a comprehensive assessment of contamination involvement within the vicinity of all viable proposed storm water management alternatives and

their respective infall and outfall locations. The **CONSULTANT** shall determine the potential for involvement with contamination features and include this analysis in the CSER, and in an addendum to the Preliminary Pond Siting Report.

d. Report: The **CONSULTANT** shall perform the necessary analysis to complete the Contamination Screening Evaluation for all viable alternatives, in accordance with Part 2, Chapter 22, of the PD&E Manual.

### **Environmental Reports**

The Environmental Documents prepared by the **CONSULTANT** will comply with the procedures listed in the PD&E Manual, Part 1, and will also follow the format and include content described in Part 2 of the PD&E Manual. The task of documentation includes the preparation of draft and interim reports prepared by the **CONSULTANT** for review and comment upon by the **DEPARTMENT** prior to producing final reports and documents.

#### **3.20 Class of Action Determination**

A Type 2 Categorical Exclusion is the expected level of environmental documentation required for this project. The **CONSULTANT** shall will complete the Environmental Determination Form to document the Categorical Exclusion as described in Part 1, Chapter 5, of the PD&E Manual. The **CONSULTANT** will also provide all the documentation required by the PD&E Manual.

#### **3.21 Environmental Assessment**

N/A

#### **3.22 Finding of No Significant Impact**

N/A

#### **3.23 Draft Environmental Impact Statement**

N/A

#### **3.24 Final Environmental Impact Statement**

N/A

#### **3.25 Quality Control**

The **CONSULTANT** shall include a QA/QC sheet in the front of all documents showing that the documents went through an internal review prior to being submitted to the **DEPARTMENT**.4.0

### **MISCELLANEOUS SERVICES**

#### **4.1 Contract and Project Files**

Project Management efforts for complete setup and maintenance, developing monthly progress reports, schedule updates, work effort to develop and execute sub-**CONSULTANT** agreements etc. Progress reports shall be delivered to the **DEPARTMENT** in a format as prescribed by the **DEPARTMENT** and no less than 10 days prior to submission of the corresponding invoice. The Project Manager will make judgment on whether work of sufficient quality and quantity has been accomplished by comparing the reported percent complete against actual work accomplished.



Within ten (10) days after the Notice to Proceed, the **CONSULTANT** shall provide a schedule of calendar deadlines accompanied by an anticipated payout curve. Said schedule and anticipated payout curve shall be prepared in a format prescribed by the **DEPARTMENT**.

#### **4.2 Project Management Meetings and Coordination**

The **CONSULTANT** shall meet with the **DEPARTMENT** as needed throughout the life of the project. These meetings will include monthly progress meetings and miscellaneous review and other coordination activities with the **DEPARTMENT**.

#### **4.3 Additional Services**

The following services are examples of tasks that may be considered additional services: additional roadway alternatives analysis, survey services and Environmental Assessment documentation. If any of these services will be included in the project, the project manager will need to coordinate with the responsible office for the appropriate scope language.

#### **5.0 METHOD OF COMPENSATION**

Payment for the work accomplished will be in accordance with Exhibit B of this contract. Invoices shall be submitted thru the **DEPARTMENT'S** web enabled **CONSULTANT** Invoice Transmittal System (**CITS**) Internet application. The **DEPARTMENT'S** Project Manager and the **CONSULTANT** shall monitor the cumulative invoiced billings to insure the reasonableness of the billings compared to the project schedule and the work accomplished and accepted by the **DEPARTMENT**.

Payments will not be made that exceed the percentage of work identified in the approved payout curve and schedule provided in accordance with Section 4.1

#### **6.0 SERVICES TO BE PERFORMED BY THE DEPARTMENT**

The **DEPARTMENT** will provide those services and materials as set forth below:

- Project data currently on file.
- All available information in the possession of the **DEPARTMENT** pertaining to utility companies whose facilities may be affected by the proposed construction.
- All future information that is in possession or may come to the **DEPARTMENT** pertaining to subdivision plans, so that the **CONSULTANT** may take advantage of additional areas that can be utilized as part of the existing right-of-way.
- Process all environmental and engineering documents including the Permit Coordination Package.
- Coordinate with the State Historic Preservation Officer.
- Existing **FDOT** right-of-way maps.
- The **DEPARTMENT** will permit the **CONSULTANT** to utilize the **DEPARTMENT'S** computer facilities upon proper authorization as described in the **DEPARTMENT** Procedure No. 325-060-401.
- The **DEPARTMENT** will provide available **FDOT** crash data.



*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

801 North Broadway Avenue  
Bartow, FL 33830

ANANTH PRASAD, P.E.  
SECRETARY

July 24, 2014

Mr. Johnny Limbaugh  
Lee County Metropolitan Planning Organization  
815 Nicholas Parkway East  
P O Box 150045  
Cape Coral, Florida 33915

Re: FPD 431332-1-2201 US 41 @CR 865 Contract # C9E39

Dear Mr. Limbaugh:

We have received the Lee County Metropolitan Planning Organization's (MPO) request for information related to the US41/Bonita Beach Road Project Development and Environment Study, identified as FPN 431332-1. In response to this request, attached please find the approved project schedule which provides the proposed timetable for completion of tasks. Please note, the project schedule tentatively identifies dates for public meetings which have been placed on hold.

In regard to your request for an update on the status of the project activities, we have provided a progress report from our consultant, Kittleson and Associates. This report details activity completed by task as identified in the negotiated scope of services. Currently, the Department has suspended review of the proposed traffic analysis methodology statement and analysis of the existing traffic conditions and future forecast modeling necessary for completing the traffic information not yet been finalized.

In the request, the Lee MPO asks the Department what actions will be taken regarding the completion of tasks, final compensation for the consultant, and what reports will be finalized. Unfortunately, the Department is unable to speculate on the final disposition of these matters at this time.

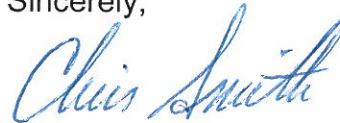
Finally, the request asks if the Department will require funds expended under this project will be required to be reimbursed if the project is canceled. At this time, the Department does not find it necessary to pursue reimbursement of these funds.

Representatives from the Department will be present at the MPO's Technical Advisory Committee and Citizen Advisory Committee to answer questions. District Secretary Hattaway will attend the August 22, 2015 Lee County MPO Board meeting. No presentations are planned by the Department at these meetings.

Mr. Johnny Limbaugh  
July 24, 2014  
Page 2

If you require any additional information, please do not hesitate to contact the Department.

Sincerely,



Chris Smith  
Director of Transportation Development

CS/cm

Attachment

| ID | Task Name   | Duration        | Start        | Finish       | Quarter     |             |             |             |     |     |     |     |     |     |
|----|---|-----------------|--------------|--------------|-------------|-------------|-------------|-------------|-----|-----|-----|-----|-----|-----|
|    |   |                 |              |              | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |     |     |     |     |     |     |
|    |   |                 | Jan          | Feb          | Mar         | Apr         | May         | Jun         | Jul | Aug | Sep | Oct | Nov | Dec |
| 1  | PD&E NTP  | 0 days          | Thu 3/13/14  | Thu 3/13/14  |             |             |             |             |     |     |     |     |     |     |
| 2  | <b>1.0 PUBLIC INVOLVEMENT</b>                     | <b>410 days</b> | Fri 3/14/14  | Thu 10/8/15  |             |             |             |             |     |     |     |     |     |     |
| 3  | 1.1 Public Involvement Program                    | 6 wks           | Fri 3/14/14  | Thu 4/24/14  |             |             |             |             |     |     |     |     |     |     |
| 4  | 1.2 Public Involvement Data Collection            | 305 days        | Fri 4/25/14  | Thu 6/25/15  |             |             |             |             |     |     |     |     |     |     |
| 5  | 1.3 Advance Notification - review                 | 2 wks           | Fri 4/25/14  | Thu 5/8/14   |             |             |             |             |     |     |     |     |     |     |
| 6  | 1.5 Scheduled Public Meetings                     | 175 days        | Fri 4/25/14  | Thu 12/25/14 |             |             |             |             |     |     |     |     |     |     |
| 7  | <b>Elected Officials/Agency Kickoff Meeting</b>   | <b>15 days</b>  | Fri 4/25/14  | Thu 5/15/14  |             |             |             |             |     |     |     |     |     |     |
| 8  | Set Up  | 2 wks           | Fri 4/25/14  | Thu 5/8/14   |             |             |             |             |     |     |     |     |     |     |
| 9  | Participation and notes                           | 1 wk            | Fri 5/9/14   | Thu 5/15/14  |             |             |             |             |     |     |     |     |     |     |
| 10 | <b>Alternatives Public Meeting</b>                | <b>45 days</b>  | Fri 10/24/14 | Thu 12/25/14 |             |             |             |             |     |     |     |     |     |     |
| 11 | Prepare Alternatives Graphics                     | 10 days         | Fri 10/24/14 | Thu 11/6/14  |             |             |             |             |     |     |     |     |     |     |
| 12 | FDOT Review of Graphics                           | 10 days         | Fri 11/7/14  | Thu 11/20/14 |             |             |             |             |     |     |     |     |     |     |
| 13 | Schedule Meeting Location                         | 1 day           | Fri 11/7/14  | Fri 11/7/14  |             |             |             |             |     |     |     |     |     |     |
| 14 | Graphics Revisions and FDOT Approval              | 5 days          | Fri 11/21/14 | Thu 11/27/14 |             |             |             |             |     |     |     |     |     |     |
| 15 | Prepare Presentation and FDOT Approval            | 15 days         | Fri 11/21/14 | Thu 12/11/14 |             |             |             |             |     |     |     |     |     |     |
| 16 | Notify the Public and Public Officials of Meeting | 20 days         | Mon 11/10/14 | Fri 12/5/14  |             |             |             |             |     |     |     |     |     |     |
| 17 | Participation and notes                           | 1 wk            | Mon 12/8/14  | Fri 12/12/14 |             |             |             |             |     |     |     |     |     |     |
| 18 | Comment Period                                    | 9 days          | Mon 12/15/14 | Thu 12/25/14 |             |             |             |             |     |     |     |     |     |     |
| 19 | 1.6 Other Unscheduled Public and Agency Meetings  | 312 days        | Wed 4/16/14  | Thu 6/25/15  |             |             |             |             |     |     |     |     |     |     |
| 20 | <b>1.7 Public Hearing</b>                         | <b>56 days</b>  | Thu 4/9/15   | Thu 6/25/15  |             |             |             |             |     |     |     |     |     |     |
| 21 | Invitation/notification/setup/follow-up           | 47 days         | Thu 4/9/15   | Fri 6/12/15  |             |             |             |             |     |     |     |     |     |     |
| 22 | Participation                                     | 1 day           | Mon 6/15/15  | Mon 6/15/15  |             |             |             |             |     |     |     |     |     |     |
| 23 | Comment Period                                    | 8 days          | Tue 6/16/15  | Thu 6/25/15  |             |             |             |             |     |     |     |     |     |     |
| 24 | 5 days  | 5 days          | Fri 10/2/15  | Thu 10/8/15  |             |             |             |             |     |     |     |     |     |     |
| 25 | <b>1.8 Location and Design Concept Acceptance</b> | <b>317 days</b> | Fri 4/25/14  | Mon 7/13/15  |             |             |             |             |     |     |     |     |     |     |
| 26 | 1.8.1 Identify and Inspect Public Meeting Sites   | 10 days         | Fri 9/26/14  | Thu 10/9/14  |             |             |             |             |     |     |     |     |     |     |
| 27 | 1.8.2 Correspondence                              | 303 days        | Fri 4/25/14  | Tue 6/23/15  |             |             |             |             |     |     |     |     |     |     |
| 28 | 1.8.3 Newsletters                                 | 303 days        | Fri 4/25/14  | Tue 6/23/15  |             |             |             |             |     |     |     |     |     |     |
| 29 | 1.8.4 Comments and Coordination Report            | 12 days         | Fri 6/26/15  | Mon 7/13/15  |             |             |             |             |     |     |     |     |     |     |
| 30 | 1.8.5 Project Web site                            | 305 days        | Fri 4/25/14  | Thu 6/25/15  |             |             |             |             |     |     |     |     |     |     |
| 31 | 1.8.6 Videos, Renderings, etc.                    | 10 days         | Thu 4/23/15  | Wed 5/6/15   |             |             |             |             |     |     |     |     |     |     |
| 32 | <b>1.10 Quality Control</b>                       | <b>387 days</b> | Wed 4/16/14  | Thu 10/8/15  |             |             |             |             |     |     |     |     |     |     |
| 33 | <b>2.0 ENGINEERING ANALYSIS and Reports</b>       | <b>390 days</b> | Fri 3/14/14  | Thu 9/10/15  |             |             |             |             |     |     |     |     |     |     |
| 34 | <b>DATA COLLECTION</b>                            | <b>120 days</b> | Fri 3/14/14  | Thu 8/28/14  |             |             |             |             |     |     |     |     |     |     |
| 35 | 2.1 Field Review                                  | 2 wks           | Fri 3/21/14  | Thu 4/3/14   |             |             |             |             |     |     |     |     |     |     |
| 36 | 2.2 Aerial Photography                            | 12 wks          | Fri 3/28/14  | Thu 6/19/14  |             |             |             |             |     |     |     |     |     |     |
| 37 | 2.3 Survey Coordination                           | 3 wks           | Fri 3/28/14  | Thu 4/17/14  |             |             |             |             |     |     |     |     |     |     |
| 38 | 2.4 Existing Roadway Characteristics              | 6 wks           | Fri 3/14/14  | Thu 4/24/14  |             |             |             |             |     |     |     |     |     |     |
| 39 | 2.5 Existing Structure Characteristics            | 6 wks           | Fri 3/14/14  | Thu 4/24/14  |             |             |             |             |     |     |     |     |     |     |
| 40 | 2.6 Traffic Data                                  | 6 wks           | Fri 3/14/14  | Thu 4/24/14  |             |             |             |             |     |     |     |     |     |     |
| 41 | 2.7 Crash Data                                    | 4 wks           | Fri 3/14/14  | Thu 4/10/14  |             |             |             |             |     |     |     |     |     |     |
| 42 | 2.8 Existing Signage Inventory                    | 2 wks           | Fri 3/28/14  | Thu 4/10/14  |             |             |             |             |     |     |     |     |     |     |
| 43 | 2.9 Utilities & Railroads                         | 8 wks           | Fri 7/4/14   | Thu 8/28/14  |             |             |             |             |     |     |     |     |     |     |
| 44 | 2.10 Transportation Plans                         | 2 wks           | Fri 3/14/14  | Thu 3/27/14  |             |             |             |             |     |     |     |     |     |     |
| 45 | 2.11 Soils  | 4 wks           | Fri 3/14/14  | Thu 4/10/14  |             |             |             |             |     |     |     |     |     |     |
| 46 | 2.12 Base Map                                     | 2 wks           | Fri 6/20/14  | Thu 7/3/14   |             |             |             |             |     |     |     |     |     |     |

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Date: Tue 6/17/14

Task  
Critical Task  
Milestone  
Summary  
Rolled Up Task

Rolled Up Critical Task  
Rolled Up Milestone  
Rolled Up Progress  
Split  
External Tasks

Project Summary  
Group By Summary  
Inactive Task  
Inactive Milestone

Inactive Summary  
Manual Task  
Duration-only  
Manual Summary/Rollup

Start-only  
Finish-only  
Progress  
Deadline

| ID | Task Name                                       | Duration | Start        | Finish       | Quarter |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
|----|---|----------|--------------|--------------|---------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|    |   |          |              |              | 1st     | 2nd | 3rd | 4th | 1st | 2nd | 3rd | 4th | 1st | 2nd | 3rd | 4th |     |     |     |     |     |     |     |     |     |     |     |     |
|    |   |          |              |              | Jan     | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| 47 | <b>NEEDS</b>                                    | 385 days | Fri 3/21/14  | Thu 9/10/15  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 48 | 2.13 Safety                                     | 2 wks    | Fri 4/11/14  | Thu 4/24/14  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 49 | 2.14 Analysis of Existing Conditions            | 2 wks    | Fri 4/25/14  | Thu 5/8/14   |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 50 | 2.15 Purpose and Need Statement                 | 2 wks    | Fri 5/9/14   | Thu 5/22/14  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 51 | <b>DESIGN ANALYSIS</b>                          | 250 days | Fri 4/25/14  | Thu 4/9/15   |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 52 | 2.16 Corridor Analysis                          | 20 days  | Fri 6/20/14  | Thu 7/17/14  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 53 | 2.17 Traffic Analysis                           | 209 days | Fri 4/25/14  | Wed 2/11/15  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 54 | Existing Traffic and Conditions                 | 10 wks   | Fri 4/25/14  | Thu 7/3/14   |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 55 | Future Traffic Forecasts and Conditions         | 6 wks    | Fri 6/13/14  | Thu 7/24/14  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 56 | Project Traffic Report                          | 6 wks    | Thu 1/1/15   | Wed 2/11/15  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 57 | 2.18 Typical Section Analysis                   | 3 wks    | Fri 7/25/14  | Thu 8/14/14  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 58 | 2.19 Roadway Design Alternatives                | 5 wks    | Fri 7/25/14  | Thu 8/28/14  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 59 | 2.20 Prepare Alternative Concept Plans          | 55 days  | Fri 8/22/14  | Thu 11/6/14  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 60 | Prepare Plans                                   | 4 wks    | Fri 8/22/14  | Thu 9/18/14  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 61 | QC Review                                       | 1 wk     | Fri 9/19/14  | Thu 9/25/14  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 62 | Revise  | 1 wk     | Fri 9/26/14  | Thu 10/2/14  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 63 | FDOT Review                                     | 3 wks    | Fri 10/3/14  | Thu 10/23/14 |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 64 | Revise  | 2 wks    | Fri 10/24/14 | Thu 11/6/14  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 65 | 2.21 Drainage and Floodplain Analysis           | 75 days  | Fri 12/26/14 | Thu 4/9/15   |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 66 | Drainage Analysis                               | 4 wks    | Fri 12/26/14 | Thu 1/22/15  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 67 | Alternative Pond Sites                          | 2 wks    | Fri 1/2/15   | Thu 1/15/15  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 68 | Draft PSR                                       | 4 wks    | Fri 1/23/15  | Thu 2/19/15  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 69 | FDOT Review                                     | 3 wks    | Fri 2/20/15  | Thu 3/12/15  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 70 | Final PSR                                       | 4 wks    | Fri 3/13/15  | Thu 4/9/15   |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 71 | 2.22 Structures                                 | 3 wks    | Fri 1/2/15   | Thu 1/22/15  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 72 | 2.23 Access Management                          | 2 wks    | Fri 8/29/14  | Thu 9/11/14  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 73 | 2.34 Multi-modal Accommodations                 | 2 wks    | Fri 8/29/14  | Thu 9/11/14  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 74 | 2.25 Maintenance of Traffic Analysis            | 20 days  | Fri 8/29/14  | Thu 9/25/14  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 75 | 2.26 Geotechnical Coordination                  | 4 wks    | Fri 8/29/14  | Thu 9/25/14  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 76 | 2.28 Utilities and Railroads                    | 35 days  | Fri 8/29/14  | Thu 10/16/14 |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 77 | <b>COMPARATIVE ANALYSIS OF EVALUATIONS</b>      | 105 days | Fri 8/22/14  | Thu 1/15/15  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 78 | 2.30 Comparative Analysis and Evaluation Matrix | 10 days  | Fri 11/14/14 | Thu 11/27/14 |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 79 | 2.31 Selection of Preferred alternative(s)      | 5 days   | Fri 12/26/14 | Thu 1/1/15   |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 80 | 2.32 Conceptual Design Plans (preferred)        | 10 days  | Fri 12/26/14 | Thu 1/8/15   |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 81 | 2.35 Construction Cost Estimates                | 15 days  | Fri 1/7/15   | Thu 1/27/15  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 82 | 2.36 Right of Way Cost Estimates                | 25 days  | Fri 10/24/14 | Thu 11/27/14 |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 83 | 2.37 Typical Section Package                    | 15 days  | Fri 12/26/14 | Thu 1/15/15  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 84 | 2.38 Design Exceptions and Variations           | 15 days  | Fri 8/22/14  | Thu 9/4/14   |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 85 | 2.39 Pavement Type Selection Report             | 10 days  | Fri 8/22/14  | Thu 9/4/14   |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 86 | 2.40 Preliminary Engineering Report (PER)       | 4 wks    | Fri 9/26/14  | Thu 10/23/14 |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 87 | <b>Draft</b>                                    | 181 days | Thu 1/1/15   | Thu 9/10/15  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 88 | Prepare   | 70 days  | Thu 1/1/15   | Wed 4/8/15   |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 89 | QC Review                                       | 6 wks    | Thu 1/1/15   | Wed 2/11/15  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 90 | Revise  | 1 wk     | Thu 2/12/15  | Wed 2/18/15  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 91 | FDOT Review                                     | 1 wk     | Thu 2/19/15  | Wed 2/25/15  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 92 | Revise  | 4 wks    | Thu 2/26/15  | Wed 3/25/15  |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
|    |   | 2 wks    | Thu 3/26/15  | Wed 4/8/15   |         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |

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Task

- █ Critical Task
- █ Milestone
- █ Summary
- █ Rolled Up Task

Project Summary

Group By Summary

Inactive Task

Inactive Task

Inactive Milestone

Start-only

Finish-only

Progress

Deadline

Roll Up Critical Task

Roll Up Milestone

Roll Up Progress

Split

External Tasks

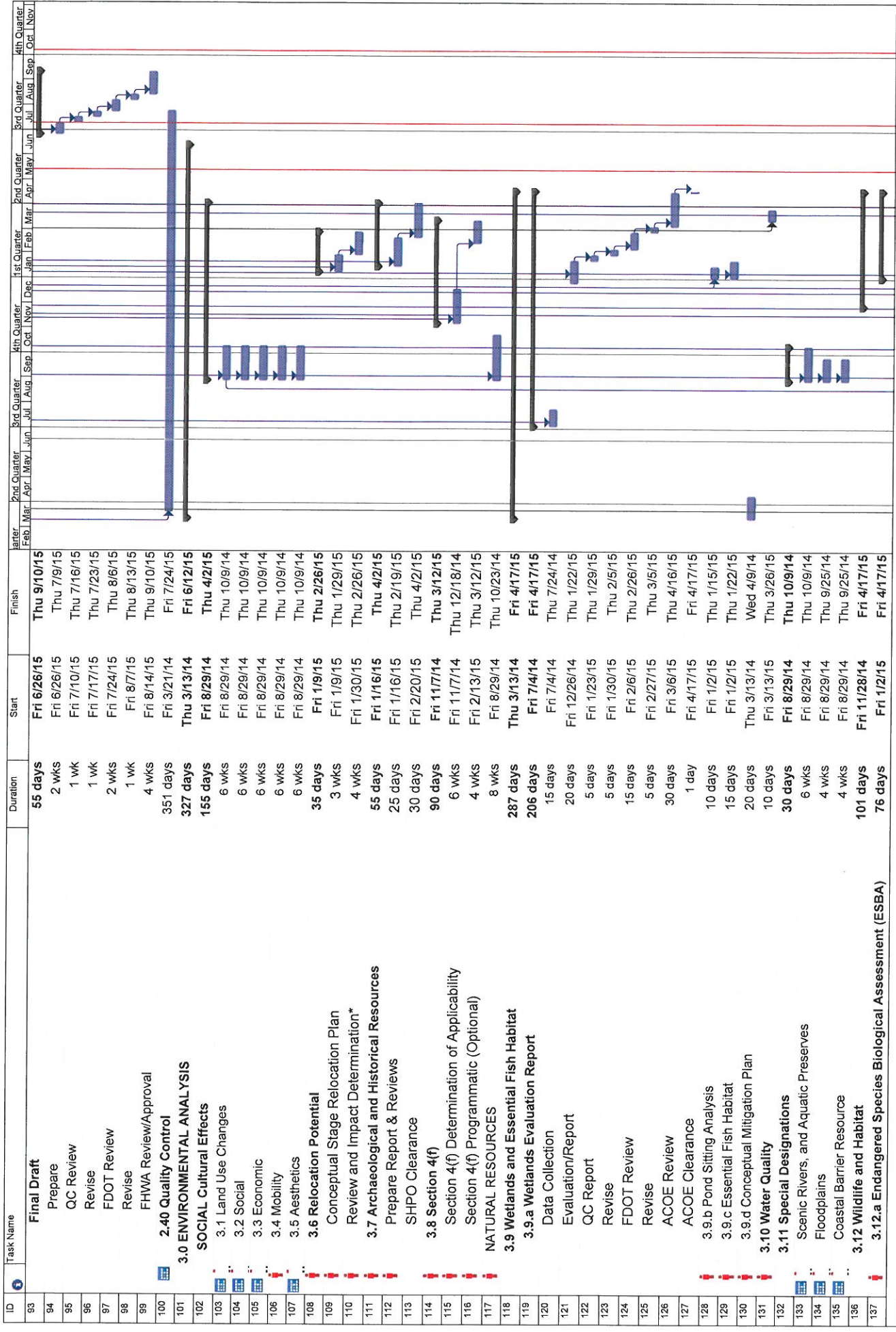
Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary



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Date: Tue 6/17/14

Task  
 Critical Task  
 Milestone  
 Summary  
 Rolled Up Task

Task  
 Critical Task  
 Milestone  
 Summary  
 Rolled Up Task

Legend:

- Task: Blue bar
- Critical Task: Red bar
- Milestone: Diamond
- Summary: Dotted line
- Rolled Up Task: Blue bar with diamond
- Project Summary: Red bar
- Group By Summary: Red bar
- Inactive Task: Grey bar
- Inactive Milestone: Grey diamond
- Inactive Summary: Grey dotted line
- Inactive Milestone: Grey diamond
- External Tasks: Blue bar
- Start-only: Blue bar with arrow
- Finish-only: Blue bar with arrow
- Progress: Blue bar with arrow
- Deadline: Blue bar with arrow

| ID  | Task Name   | Duration | Start        | Finish       | 1st Quarter   | 2nd Quarter   | 3rd Quarter   | 4th Quarter   |
|-----|---|----------|--------------|--------------|---|---|---|---|
|     |   |          |              |              | Jan   Feb   Mar   Apr   May   Jun   Jul   Aug   Sep   Oct   Nov   Dec | Jan   Feb   Mar   Apr   May   Jun   Jul   Aug   Sep   Oct   Nov   Dec | Jan   Feb   Mar   Apr   May   Jun   Jul   Aug   Sep   Oct   Nov   Dec | Jan   Feb   Mar   Apr   May   Jun   Jul   Aug   Sep   Oct   Nov   Dec |
| 138 | Analysis and report                                 | 15 days  | Fri 1/2/15   | Thu 1/22/15  |   |   |   |   |
| 139 | QC Report   | 5 days   | Fri 1/23/15  | Thu 1/29/15  |   |   |   |   |
| 140 | Revise  | 5 days   | Fri 1/30/15  | Thu 2/5/15   |   |   |   |   |
| 141 | FDOT Review   | 15 days  | Fri 2/6/15   | Thu 2/26/15  |   |   |   |   |
| 142 | Revise  | 5 days   | Fri 2/27/15  | Thu 3/5/15   |   |   |   |   |
| 143 | Agency Review                                       | 30 days  | Fri 3/6/15   | Thu 4/16/15  |   |   |   |   |
| 144 | USFWS Clearance                                     | 1 day    | Fri 4/17/15  | Fri 4/17/15  |   |   |   |   |
| 145 | 3.12.b Pond and Siting Analysis                     | 10 days  | Fri 1/2/15   | Thu 1/15/15  |   |   |   |   |
| 146 | 3.12.c Scheduling                                   | 20 days  | Fri 11/28/14 | Thu 12/25/14 |   |   |   |   |
| 147 | 3.12.d Wildlife Crossings                           | 5 days   | Fri 1/2/15   | Thu 1/8/15   |   |   |   |   |
| 148 | 3.12.e Mitigation Plan                              | 30 days  | Fri 1/9/15   | Thu 2/19/15  |   |   |   |   |
| 149 | 3.13 Identify Permit Conditions                     | 10 days  | Fri 8/29/14  | Thu 9/11/14  |   |   |   |   |
| 150 | 3.14 Farmlands                                      | 5 days   | Fri 1/2/15   | Thu 1/8/15   |   |   |   |   |
| 151 | <b>PHYSICAL IMPACTS</b>                             | 181 days | Fri 10/3/14  | Fri 6/12/15  |   |   |   |   |
| 152 | <b>3.15 Noise</b>                                   | 181 days | Fri 10/3/14  | Fri 6/12/15  |   |   |   |   |
| 153 | 3.15.a Noise Traffic Forms and Methodology Meetings | 15 days  | Fri 10/3/14  | Thu 10/23/14 |   |   |   |   |
| 154 | 3.15.b Evaluation Accuracy                          | 15 days  | Fri 10/24/14 | Thu 11/13/14 |   |   |   |   |
| 155 | 3.15.c State Plane Coordinate System                | 15 days  | Fri 10/24/14 | Thu 11/13/14 |   |   |   |   |
| 156 | 3.15.d Outdoor Advertising Identification           | 5 days   | Fri 10/24/14 | Thu 10/30/14 |   |   |   |   |
| 157 | 3.15.e Workshop and Hearing Requirements            | 110 days | Mon 12/8/14  | Fri 5/8/15   |   |   |   |   |
| 158 | 3.15.f Additional Meetings                          | 135 days | Mon 12/8/14  | Fri 6/12/15  |   |   |   |   |
| 159 | 3.15.g Noise Handout                                | 10 days  | Mon 5/25/15  | Fri 6/5/15   |   |   |   |   |
| 160 | 3.15.h Report                                       | 30 days  | Fri 1/2/15   | Thu 2/12/15  |   |   |   |   |
| 161 | <b>3.16 Air Quality</b>                             | 30 days  | Fri 12/26/14 | Thu 2/5/15   |   |   |   |   |
| 162 | Screening Analysis                                  | 15 days  | Fri 12/26/14 | Thu 1/15/15  |   |   |   |   |
| 163 | Air Quality Modeling                                | 15 days  | Fri 1/16/15  | Thu 2/5/15   |   |   |   |   |
| 164 | <b>3.17 Construction Impact Analysis</b>            | 20 days  | Fri 1/2/15   | Thu 1/29/15  |   |   |   |   |
| 165 | 3.18 Contamination                                  | 50 days  | Fri 11/7/14  | Thu 1/15/15  |   |   |   |   |
| 166 | 3.18.a Meetings                                     | 15 days  | Fri 11/7/14  | Thu 11/27/14 |   |   |   |   |
| 167 | 3.18.b Required Activities                          | 30 days  | Fri 11/28/14 | Thu 1/8/15   |   |   |   |   |
| 168 | 3.18.c Pond Sites                                   | 10 days  | Fri 1/2/15   | Thu 1/15/15  |   |   |   |   |
| 169 | 3.18.d Report                                       | 10 days  | Fri 11/28/14 | Thu 12/11/14 |   |   |   |   |
| 170 | <b>ENVIRONMENTAL REPORTS</b>                        | 285 days | Fri 8/29/14  | Thu 10/1/15  |   |   |   |   |
| 171 | 3.20 Class of Action Determination                  | 136 days | Thu 3/26/15  | Thu 10/1/15  |   |   |   |   |
| 172 | Prepare Checklist                                   | 2 wks    | Thu 3/26/15  | Wed 4/8/15   |   |   |   |   |
| 173 | QC Review   | 1 wk     | Thu 4/9/15   | Wed 4/15/15  |   |   |   |   |
| 174 | Revise  | 1 wk     | Thu 4/16/15  | Wed 4/22/15  |   |   |   |   |
| 175 | FDOT Review   | 3 wks    | Thu 4/23/15  | Wed 5/13/15  |   |   |   |   |
| 176 | Revise  | 1 wk     | Thu 5/14/15  | Wed 5/20/15  |   |   |   |   |
| 177 | FHWA Draft Review                                   | 6 wks    | Fri 7/10/15  | Thu 8/20/15  |   |   |   |   |
| 178 | Revise Draft  | 3 wks    | Fri 8/21/15  | Thu 9/10/15  |   |   |   |   |
| 179 | FHWA approval                                       | 3 wks    | Fri 9/11/15  | Thu 10/1/15  |   |   |   |   |
| 180 | 3.25 Quality Control                                | 277 days | Fri 8/29/14  | Mon 9/21/15  |   |   |   |   |
| 181 | <b>4.0 Miscellaneous Services</b>                   | 390 days | Fri 3/14/14  | Thu 9/10/15  |   |   |   |   |
| 182 | 4.1 Contract and Project Files                      | 390 days | Fri 3/14/14  | Thu 9/10/15  |   |   |   |   |
| 183 | 4.2 Project Management Meetings and Coordination    | 390 days | Fri 3/14/14  | Thu 9/10/15  |   |   |   |   |

Project: US41 at Bonita Beach Road P  
Date: Tue 6/17/14

**Task**  
 Critical Task  
 Milestone  
 Summary  
 Rolled Up Task

**Task**  
 Rolled Up Critical Task  
 Rolled Up Milestone  
 Rolled Up Progress  
 Split  
 External Tasks

**Task**  
 Project Summary  
 Group By Summary  
 Inactive Task  
 Inactive Milestone

**Task**  
 Inactive Summary  
 Manual Task  
 Duration-only  
 Manual Summary Rollup  
 Manual Summary

**Task**  
 Start-only  
 Finish-only  
 Progress  
 Deadline



# KITTELSON & ASSOCIATES, INC.

TRANSPORTATION ENGINEERING / PLANNING

225 E Robinson Street, Suite 450, Orlando, FL 32801 P 407.540.0555 F 407.540.0550

## PROGRESS REPORT

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**Project:** US 41 & Bonita Beach Road PD&E Study

**FPID:** 431332-1-22-01

**Date:** July 16, 2014

**Prepared for:** Aaron Kaster, Project Manager,  
FDOT District One

**Prepared by:** Jack Freeman; Kittelson & Associates, Inc.

### Progress Report Number 1

### Activities Project Start through July 3, 2014

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#### I. PUBLIC INVOLVEMENT

##### a. Public Involvement Plan

- > The draft Public Involvement Plan (PIP) has been prepared and provided to FDOT on June 10, 2014. FDOT review comments were received on June 17, 2014.

##### b. Public Involvement Data Collection

- > The project mailing list has been created.

##### c. Scheduled Public Meetings

- > Potential venue for Alternatives Public Meeting has been visited.

##### d. Unscheduled Public Meetings

- > No activity.

##### e. Public Hearing

- > No activity.

##### f. Location and Design Concept Acceptance

- > No activity

##### g. Special Public Involvement Requirements

- > Newsletter #1 in English and Spanish has been prepared and submitted to FDOT for review on June 10, 2014. FDOT review comments were received on July 1, 2014. The revised Newsletter #1 was resubmitted on July 2<sup>nd</sup>.
- > The project website has been created.

#### II. ENGINEERING ANALYSIS AND REPORTS

##### a. DATA COLLECTION

- > The traffic data collection has been conducted and received. Existing signal timing data has been obtained from Lee County DOT.
- > A project field review was conducted on April 1, 2014.
- > Available existing roadway plans have been obtained. The plans and CADD files for the six lane widening of Bonita Beach Road have been obtained.
- > Initial field work to identify existing utilities has been conducted.
- > The aerial photography for the project has been collected and the film has been processed.
- > The USDA soil map has been prepared with the soil units summarized. The PD&E Soils Report is being prepared.



- b. DESIGN ANALYSIS
  - > The traffic analysis methodology has been prepared and was submitted to FDOT for review on June 23, 2014.
  - > The existing traffic conditions traffic analysis is underway and is about 50% complete.
  - > The FDOT sub-area model for the project area has been received and initial 2007 and 2035 runs have been conducted.
- III. ENVIRONMENTAL ANALYSIS AND REPORTS
  - a. SOCIAL AND CULTURAL IMPACTS
    - > Conducted archaeological and historical background research.
  - b. NATURAL IMPACTS
    - > No activity.
  - c. PHYSICAL IMPACTS
    - > Reviewed existing contamination databases and documentation. Reviewed historical aerial photographs, topographic maps and soil surveys.
  - d. ENVIRONMENTAL REPORTS
    - > No activity.
- IV. MISCELLANEOUS SERVICES
  - > Attended kick-off meeting with FDOT District One on March 27<sup>th</sup>.
  - > Attended progress meeting with FDOT District One on May 22<sup>nd</sup>.

## **ACTIVITIES ANTICIPATED FOR NEXT REPORTING PERIOD**

- I. PUBLIC INVOLVEMENT
  - > **No Activity Scheduled**
- II. ENGINEERING ANALYSIS AND REPORTS
  - > **No Activity Scheduled**
- I. ENVIRONMENTAL ANALYSIS AND REPORTS
  - a. SOCIAL / CULTURAL EFFECTS
    - > **No Activity Scheduled**
  - b. NATURAL IMPACTS
    - > **No Activity Scheduled**
  - c. PHYSICAL IMPACTS
    - > **No Activity Scheduled**
  - d. ENVIRONMENTAL REPORTS
    - > **No Activity Scheduled**
- II. MISCELLANEOUS SERVICES
  - > **No Activity Scheduled**

## **ENDORSEMENT OF THE AVIATION PRIORITIES**

**RECOMMENDED ACTION:** Recommend that the MPO endorse the Lee County Port Authority's priorities for aviation projects at the Southwest Florida International Airport and the Page Field Airport.

The Lee County Port Authority is working on its latest priorities for aviation projects at Southwest Florida International Airport and Page Field for endorsement by the MPO. Since air carrier and general aviation airports are eligible for funding from different sources, projects are prioritized by the Lee County Port Authority separately for each airport. The priority lists will be provided electronically to the TAC and CAC later in the week, or they will be handed out at the meetings.

## **REVIEW AND APPROVAL OF THE REVISED ROUNABOUT FEASIBILITY SCOPE**

**RECOMMENDED ACTION:** Review and approve the revisions to the **attached** Roundabout Feasibility Study Scope of Services.

Staff developed a draft of the scope of services for a roundabout feasibility analysis which was taken to the various MPO advisory committees for review and comments. The draft has been now revised to incorporate the requested changes from the committees. Deletions are shown in ~~strike throughs~~ and additions underlined. At their August 7<sup>th</sup> meetings the TAC and CAC will be asked to review and approve the changes. The revised scope was approved by the BPC at its June 24<sup>th</sup> meeting. The comprehensive list of 21 intersections for conducting roundabout feasibility analysis is included under Exhibit A at the end of the attached scope.

## Lee County Metropolitan Planning Organization Roundabout Study

### Scope of Services

#### INTRODUCTION

With traffic moving inside a roundabout between 15-25 mph, and with significantly less number of conflict points than a conventional traffic signal, roundabouts have been found to increase safety by reducing potential fatal crashes at an intersection by 90%, injuries by 76%, and all crashes by 39%. Research in the US and elsewhere in the world has also indicated that roundabouts provide annual savings of \$5,000 in electrical and maintenance costs versus a traffic signal, and that they provide a service life of 100 years or more versus 10 to 20 years for a traffic signal. Unlike signalized intersections they are also not impacted by power outages caused by hurricanes and tropical storms, a phenomenon that happens with some regularity in Florida. They also reduce vehicle delays by around as much as 50% as traffic flows continuously through an intersection.

For their demonstrated ability in making intersections safer and their substantial operational and capacity characteristics, as well as their other merits, local jurisdictions in Lee County have built 5 roundabouts while 2 more have been funded. Several others are identified in local government plans. The Lee MPO has now identified a comprehensive list of intersections to conduct roundabout feasibility analysis.

On its part FDOT is placing added emphasis on the development and construction of roundabouts statewide and have directed their district offices to include two (2) projects on state highways in their 5 year work program annually for implementing roundabouts. The Lee MPO is trying to position itself for any statewide discretionary that may become available for roundabout construction by including in its comprehensive list a few intersections that are located on state highways.

#### PURPOSE OF SCOPE

The purpose of this scope is to prepare an intersection analysis to determine the design year operational efficiency of roundabouts at the intersections identified in Exhibit A. For those intersections where roundabouts are determined a viable option, conceptual geometric designs and cost estimates for each will be developed.

This scope of services includes the following tasks:

## **TASK 1. KICK OFF MEETING**

The CONSULTANT will schedule and conduct a project kick-off meeting with the project team via conference call, or in person within two weeks of the issuance of a Notice to Proceed by the MPO. At the kick off meeting, the specific needs and plans of the roundabout feasibility analysis, ideas to screen the initial list of intersections for fatal flaws, and the traffic analysis software to be used will be discussed. The CONSULTANT will also present and discuss a list of the data/resources that may need to be provided by MPO staff, or at least direction given on the most reliable resources to tap for the information. MPO and Consultant staff will agree on how the data/resources will be collected and set an appropriate timeline for completing the effort. Other decisions regarding a public involvement component and deliverables will be also decided at the kick-off meeting.

## **TASK 2: METHODOLOGY FOR SCREENING INITIAL LIST OF INTERSECTIONS FOR ROUNDABOUT FEASIBILITY ANALYSIS**

The CONSULTANT will develop a methodology to screen a list of 21 intersections from Exhibit A for fatal flaws, and conduct roundabout feasibility analysis on the ones that pass the screening test. Of the 21 intersections, eleven (11) are currently signalized, four (4) have 2 way stops, and the remainder have 1 way stops. Also, all have two lane roadways at the intersection approaches, except for two which have multi-lanes. Following are some criteria from *Chapter 7 of the Florida Intersection Design Guide* that could be considered in the methodology to screen the list of roundabout locations:

- ❖ Significant right of way impacts that could make a roundabout uneconomical
- ❖ Significant drainage or utility impacts that could make a roundabout uneconomical
- ❖ Immitigable environmental impacts
- ❖ Proximity to historical sites and socially significant trees that may rule out a roundabout
- ❖ Proximity of bottlenecks that would routinely back up traffic into the roundabout such as overcapacity signals and freeway entrance ramps
- ❖ Proximity of grades or unfavorable topography that may limit visibility or complicate construction
- ❖ Routes where large combination vehicles or over dimensional vehicles frequently use an intersection and insufficient space is available
- ❖ Locations where vehicles exiting the roundabout would be interrupted by downstream traffic control that could create queues backing up into the roundabout
- ❖ Proximity of other traffic control devices that would require signal preemption such as railroad tracks
- ❖ Isolated intersections located within a coordinated signal network where it is felt that LOS might be better with a signalized intersection incorporated into the system

Local knowledge about the locations from the project team would feed into and supplement the screening process.

*Deliverables: A memo documenting the methodology developed to screen the list of intersections and results of the screening process.*

## **TASK 3: TRAFFIC DATA COLLECTION**

The CONSULTANT will collect approach counts and turning movement counts at the intersections which passed the screening test in Task 2. The approach counts will be collected for a full day (24 hours) and the turning movement counts will be collected for the AM, Midday, and PM Peak hours as determined by the approach counts. Vehicle classification will be included as part of the approach counts. The traffic data will be reviewed for accuracy with a deviation of approach counts versus peak hour traffic of no more than 10%. Bicycle and pedestrian traffic shall also be observed and measured. The CONSULTANT will also develop traffic volume growth factors and use them to forecast the existing turning movement counts for the design year (Year 2035).

*Deliverables: Maps, tables, photos of existing conditions. Memo documenting existing conditions, data collection, approach counts, peak hour turning movement counts, pedestrian and bicycle traffic volumes, and traffic projections.*

#### **TASK 4: ROUNDABOUT OPERATIONAL ANALYSIS**

Using the traffic data from Task 3, the CONSULTANT will evaluate the feasibility of installing roundabouts at each of the intersections that makes it through the screening test in Task 2. *NCHRP Report 672, Roundabouts: An Informational Guide, 2<sup>nd</sup> Edition, Chapter 21 of the Highway Capacity Manual, TRB 2010, and Chapter 7 of the Florida Intersection Design Guide* will be referred to by CONSULTANT for doing the operational analysis. The CONSULTANT will perform the following services under this task.

- A. Use the existing traffic volumes from Task 3 to conduct intersection analysis for the existing intersection geometry and the roundabout alternative. The analysis will consist of capacity and level of service analysis using the Highway Capacity Manual methodology for un-signalized and signalized intersections (existing conditions). The intersection analysis will allow the consultant to determine the critical movements and delay by approach at each intersection. The intersection analysis considering the roundabout alternative will be conducted using Sidra.
- B. Use the forecasted turning movement counts from Task 3 to conduct intersection analysis for the roundabout alternative for the 2035 design year. The analysis results will provide the design year operational efficiency of the roundabouts at each intersection. Based on the results, the consultant will make a recommendation on whether to pursue a roundabout at a particular intersection and develop conceptual design layout for that intersection in Task 5. For any intersection that a roundabout alternative fails in the design year, the CONSULTANT will conduct an intersection analysis for a traffic signal alternative. If the traffic signal alternative also fails, the signal will be analyzed with improvements including turn lane additions or extensions, and if it still fails a life cycle cost including costs attributed to accident damage and injury will be conducted under Task 6 for each alternative to determine the final alternative.
- C. MPO staff will analyze existing crash patterns and severity at each intersection. The analysis will be summarized in tabular format and provided to consultant for documentation in technical memo to be developed at the end of this task.
- D. Analyze existing intersection geometry using Synchro 8 and analyze the roundabout alternative using the latest approved version of Sidra. The type of traffic analysis software to be used is flexible, and CONSULTANT may recommend a different analysis tool. All assumptions regarding operating parameters must be clearly identified.

*Deliverables: A technical memo documenting the intersection analysis results for each intersection and recommendations on whether to proceed with conceptual design and evaluation of roundabout concepts at any particular intersection. The memo will also include safety analysis and descriptions of the intersection analysis software used in this task.*

## **TASK 5: CONCEPTUAL DESIGN**

This task will include preparation of conceptual roundabout layout designs at those intersections from Task 4 where roundabouts were determined to be viable options based on the results of the roundabout intersection analysis. The conceptual roundabout design layouts will be used in doing a concept level evaluation of existing drainage, utilities, and right of way at each intersection for potential impacts resulting from the proposed roundabout.

The CONSULTANT will perform the following services as part of this task:

- A. Conduct a field visit to the intersections to photograph critical features and to identify existing features, roadway conditions and traffic control devices in the field. Perform field measurements to supplement as-built plans.
- B. Approximately locate underground utilities or structures that may be within the footprint of the proposed roundabout. Such utilities include, but are not limited to wastewater, water, gas, electric, storm sewer, telephone, and television cable. CONSULTANT will contact Sunshine 811 directly (or through the City of Fort Myers and LCDOT who are Florida Sunshine members), or individual utility companies to mark existing underground utilities in the field and shall show such utilities on a base map based either upon field locations or available construction as-builts.
- C. Based on the information obtained above, prepare conceptual roundabout layouts at each intersection over existing aerial maps showing all the roadway features and the approximate right of way. The conceptual layouts will be to scale and will also show required signs and pavement markings in accordance with FHWA guidelines and the Florida MUTCD. While developing the conceptual layouts CONSULTANT will refer to *NCHRP Report 672, Roundabouts: An Informational Guide, 2<sup>nd</sup> Edition*, and *Chapter 7 of the Florida Intersection Design Guide*. Appropriate design treatment for pedestrian mobility and access will be considered.
- D. For those intersections which are within the project limits of planned roadway projects, the proposed roundabouts shall be designed in a way that they will be able to accommodate the planned improvements. These intersections are identified in the list of intersections in Exhibit A under the "Ultimate Improvements" column.
- E. Determine the vehicle envelope and swept path for the design vehicle (which could be a WB-50 truck and a SB 40 Bus) using AutoTURN 8. The truck turning dimension for the largest fire engine in Lee County will be also coded into a custom fire truck in AutoTURN to test each concept design.
- F. Perform a concept level drainage evaluation to identify possible drainage modifications and utility adjustments that may be necessary as a result of the intersection reconfiguration.

- G. Identify any right-of-way needs for the proposed roundabouts and estimate the area needed.
- H. Identify existing and planned bus stops along LeeTran bus routes in the vicinity of the intersections for potential impacts including access to the bus stops, and bus boarding and alighting by passengers. Any proposed relocation shall be consistent with guidelines provided in NCHRP Report 672, Roundabouts: An Informational Guide, 2<sup>nd</sup> Edition.
- I. The CONSULTANT shall include all pedestrian and bicycle treatments consistent with *NCHRP Report 672, Roundabouts: An Informational Guide, 2<sup>nd</sup> Edition*.

*Deliverables: A set of conceptual roundabout design layouts at all the intersections over aerial maps showing how each roundabout will fit the surrounding developments. The conceptual design layouts will be completed at a 1" = 40' scale on 11" x 17" page size. Exhibits showing critical design vehicle turning paths within the proposed roundabouts developed with AutoTURN. A memo documenting design criteria used in the roundabout layout designs, description of the proposed roundabouts and their design features, accommodation of transit and non-motorized modes in the concept designs, design treatments for pedestrian mobility access, and access management issues, and AutoTURN generated design vehicle paths. The memo will also document the results of a concept level evaluation for drainage, right of way, and utility impacts resulting from the proposed roundabouts.*

#### **TASK 6: OPINION OF PROBABLE CONSTRUCTION COSTS**

Using the conceptual design layout and concept level quantity estimates, a concept level Engineer's Opinion of Probable Construction Cost will be prepared for each roundabout design concept. Besides the typical construction items, project cost will also include street lighting and landscaping. For those intersections under Task 4 where both the design year alternatives failed, a life cycle cost comparison including accident damage and injury costs (an injury or fatality avoided) would be undertaken to decide whether to persist with a roundabout alternative.

*Deliverables: The memo will include concept level Engineer's Opinion of Probable Construction Costs for each roundabout improvement.*

#### **TASK 7: EVALUATION AND RANKING PROPOSED ROUNDABOUT PROJECTS**

The CONSULTANT will develop criteria and methodology to evaluate and rank the proposed roundabout concepts. Based on the rankings priorities will be established that will assist in identifying projects for project development and funding.



## **TASK 8: TRAFFIC MODELLING AND SIMULATION (OPTIONAL)**

The CONSULTANT will identify two roundabout concepts where the proposed roundabout geometry is complicated and challenging, and roundabout operations may be hard to visualize for the public without doing a computer simulation. The CONSULTANT will prepare VISSIM to model traffic flow on the approach streets and within the roundabouts at the two locations. Four scenarios of the model will be prepared which will include two critical peak hours and the years 2014 and 2035. The critical peak hours typically are the weekday AM and PM peak. If it is determined that the noon peak is more critical, then the less critical peak period will be dropped. The simulations will be used for presentations at public meetings.

*Deliverables: Video clips of the traffic simulation in a power point.*

## **TASK 9: CONDUCT SURVEY AND DEVELOP 30% DESIGN DRAWINGS (OPTIONAL)**

The CONSULTANT shall conduct surveys at the top 2 priority projects from Task 7, and develop preliminary engineering drawings and cost estimates for roundabout implementation. Design shall address bicycle and pedestrian treatments consistent with NCHRP Report 672, Roundabouts: An Informational Guide, 2<sup>nd</sup> Edition. CONSULTANT may also consider practical crossing solutions for the visually impaired in the design from NCHRP Report 674: Crossing Solutions at Roundabouts and Channelized Turn Lanes for Pedestrians with Vision Disabilities and ongoing research. Only treatments which increase accessibility in terms of improving safety and reducing delays may be considered.

*Deliverables: A set of preliminary design drawings of roundabouts at 2 intersections. The design layouts will be completed at a 1" = 40' scale on 11" x 17" page size.*

## **TASK 10: LITERATURE REVIEW**

The CONSULTANT will do a literature review of state of Florida and US DOT documents (e.g. *NCHRP Report 672, Roundabouts: An Informational Guide, 2<sup>nd</sup> Edition, Chapter 21 of the Highway Capacity Manual, TRB 2010, Chapter 7 of the Florida Intersection Design, etc.*) and evaluate whether (1) design standards/requirements would justify replacing at - capacity and failing multi-lane signalized intersections in Lee County with roundabouts, and (2) whether observed traffic patterns and conditions, and capacity LOS and V/C from available intersection analysis meet thresholds from the *Highway Capacity Manual* to even consider roundabouts at such intersections. Instead of looking at all such intersections in Lee County use 1 or 2 representative intersection(s) which have available intersection analysis data. MPO staff will provide the intersection analysis data. Examples of at-capacity or failing intersections in Lee County include the intersections of Colonial and Six Mile Parkway, US 41 and Six Mile Parkway, US 41 and Bonita Beach Road, and Colonial Boulevard and Summerlin Road.

*Deliverables: Memo on results of a literature review evaluation and conclusion of at capacity or failing signalized intersections in Lee County.*

## **TASK 11: PUBLIC INVOLVEMENT, PRESENTATION AND PREPARATION OF FINAL REPORT**

The CONSULTANT will provide staff with presentation material for updates on the study to the various MPO committees throughout the study. In addition, the Consultant will assist staff in making

presentations to the BPCC, TAC, CAC and MPO Board following the production of a final draft of the study for input prior to producing a final report. This task includes the following specific subtasks:

- A. The Consultant will attend a BPCC, TAC, CAC and MPO meeting to present the results of the study as well as up to two additional public meetings at the discretion of the MPO staff if necessary.
- B. The Consultant will prepare maps, graphics, memo reports and handouts for staff to use at different times throughout the study to cover additional public involvement meetings. It is envisioned that much of this material will be what is produced as deliverables at the completion of each of the tasks.
- C. A draft and final report will be produced by the Consultant documenting the results of the study. A draft report will be submitted to the Lee MPO staff for review and comment prior to producing a final draft for distribution and presentation to the Committee's and the Board.

*Deliverables: Draft and Final Reports, VISSIM model, A power point presentation documenting the feasibility analysis, results and traffic simulation.*

## **SCHEDULE**

It is anticipated that this study will be completed in eight (8) months from issuance of a Notice to Proceed date.

## **FEE ESTIMATE**

The budget for this project shall not exceed \$400,000.

**EXHIBIT A**  
**COMPREHENSIVE LIST OF INTERSECTIONS FOR CONDUCTING ROUNDABOUT FEASIBILITY ANALYSIS**

| #  | Intersection                       | Location         | Ownership      | Planned | Other Proposal | Comments  | Traffic Control Type         | Ultimate Improvements   |
|----|------------------------------------|------------------|----------------|---------|----------------|---|------------------------------|---|
| 1  | Buckingham Ave @ Cemetary Rd       | Buckingham       | Lee County     |         | X              | Added at Jan 9, 2014 TAC Meeting                              | 1 way stop (Cemetary)        |   |
| 2  | Buckingham Ave @ Gunnery Rd        | Lehigh Acres     | Lee County     |         | X              | Added at Jan 9, 2014 TAC Meeting                              | 1 way stop (Gunnery)         |   |
| 3  | West Terry St @ Old 41             | Bonita Springs   | Bonita Springs |         | X              | Added at Jan 9, 2014 TAC Meeting                              | Traffic Signal               |   |
| 4  | Larchmonte Ave @ Mcgregor          | Fort Myers       | Fort Myers     | X       |                | Project identified in Fort Myers Downtown Mobility Plan       | 1 way stop (Larchmonte)      |   |
| 5  | Altamonte Ave @ West First Street  | Fort Myers       | Fort Myers     | X       |                | Project identified in Fort Myers Downtown Mobility Plan       | 2 way stop (Altamonte)       |   |
| 6  | Edison Ave @Broadway               | Fort Myers       | Fort Myers     | X       |                | Project identified in Fort Myers Downtown Mobility Plan       | Traffic Signal               | Edison to be widened from 2 to 4 from 41 to Fowler  |
| 7  | McGregor Blvd @ Barcelona Ave      | Fort Myers       | Fort Myers     | X       |                | Project identified in City of Fort Myers Traffic Calming Plan | 1 way stop (Barcelona)       |   |
| 8  | Lee St @ MLK Jr. Blvd              | Fort Myers       | FDOT           | X       |                | Project identified in Fort Myers Downtown Mobility Plan       | Traffic Signal               |   |
| 9  | Seaboard St @ 1st St (SR 80)       | Fort Myers       | FDOT           | X       |                | Project identified in Fort Myers Downtown Mobility Plan       | Traffic Signal               | First Street to be reconstructed as two way street with sidewalks and bike lanes  |
| 10 | Joel Blvd @ SR 80                  | Lehigh Acres     | FDOT           |         | X              |   | Traffic Signal               | Joel Blvd to be widened from 2 to 4 lanes from N of E 17th St to SR 80  |
| 11 | US 41 Ramps @ MLK/Main St/McGregor | Fort Myers       | FDOT           | X       |                | Project identified in Fort Myers 2010 Downtown Plan           | Traffic Signal               |   |
| 12 | Estero Blvd @ Times Square         | Fort Myers Beach | Lee County     |         | X              |   | Traffic Signal               |   |
| 13 | Winkler Ave Ext @ Challenger Blvd  | Fort Myers       | Fort Myers     | X       |                |   | 2 way stop (Challenger)      |   |
| 14 | Colonial Blvd @ McGregor Blvd      | Fort Myers       | FDOT           |         | X              |   | Traffic Signal               |   |
| 15 | New York/Tice St @ SR 80           | Tice             | FDOT           |         | X              | Added at Jan 9, 2014 TAC Meeting                              | Traffic Signal               |   |
| 16 | Ortiz Ave @ Tice St                | Tice             | Lee County     |         | X              | Added at Jan 9, 2014TAC Meeting                               | Traffic Signal               | Ortiz to be either reconstructed as 2 lane facility with bike lanes and sidewalks, or widened to 4 lanes with bike ped facilities |
| 17 | Carrel Rd @ Broadway               | Fort Myers       | Fort Myers     |         | X              | Added at Feb 13, 2014 TMOC Meeting                            | Traffic Signal               |   |
| 19 | Michigan Ave Link @ Marsh Ave      | Fort Myers       | Fort Myers     | X       |                | Added at Feb 13, 2014 TMOC Meeting                            | 1 way stop (Marsh)           |   |
| 20 | McGregor Blvd @ Virginia Ave       | Fort Myers       | Fort Myers     | X       |                | Added at City's Request on May 6, 2014                        | 2 way stop (Challenger)      |   |
| 21 | Seaboard St @ 2nd St (SR 80)       | Fort Myers       | FDOT           | X       |                | Added at City's Request on May 6, 2014                        | 2 way stop (Palm Ave/2nd St) | Second Street to be reconstructed as 2 or 4 lane with sidewalks and bike lanes  |

## **PRESENTATION AND ENDORSEMENT OF LEETRAN'S PROPOSED FARE INCREASE**

**RECOMMENDED ACTION:** LeeTran will provide a presentation on their proposed fare increase and the Committee is being asked to endorse the increase.

LeeTran staff will be at the meeting to provide a presentation on their proposed fare increase and they are also seeking endorsement of this action. The Board of County Commissioners will be holding a public hearing on August 19, 2014 to consider the increase which, if approved, would go into effect on January 1, 2015. The proposed changes to the fares are **attached**.

| <b>Adult Fares</b>                 | <b>Current</b> | <b>Proposed</b> |
|------------------------------------|----------------|-----------------|
| Cash Fare                          | \$1.25         | \$1.50          |
| All-Day Pass                       | \$3.50         | \$4.00          |
| 12-Trip Pass                       | \$12.50        | \$13.50         |
| 7-Day Pass                         | \$12.50        | \$15.00         |
| 31-Day Pass                        | \$35.00        | \$40.00         |
| Cash Fare, Trolley                 | \$0.50         | \$0.75          |
| All-Day Trolley Pass               | \$1.50         | \$2.00          |
| 3-Day Trolley Pass                 | \$3.00         | \$4.00          |
| <b>Discount Fares</b>              | <b>Current</b> | <b>Proposed</b> |
| Student Cash Fare                  | \$0.60         | \$0.75          |
| Senior/Disabled Cash Fare          | \$0.60         | \$0.75          |
| Student 12-Trip Pass               | \$6.00         | \$6.75          |
| Senior/Disabled 12-Trip Pass       | \$6.00         | \$6.75          |
| Student 7-Day Pass                 | \$10.00        | \$12.00         |
| Senior/Disabled 7-Day Pass         | \$10.00        | \$12.00         |
| Student 31-Day Pass                | \$20.00        | \$25.00         |
| Senior/Disabled 31-Day Pass        | \$20.00        | \$25.00         |
| Student Cash Fare, Trolley         | \$0.25         | \$0.35          |
| Senior/Disabled Cash Fare, Trolley | \$0.25         | \$0.35          |
| <b>ADA Fare</b>                    | <b>Current</b> | <b>Proposed</b> |
| Single Trip                        | \$2.50         | \$3.00          |



## **PRESENTATION ON THE MCGREGOR AND A&W BULB INTERSECTION IMPROVEMENTS**

**RECOMMENDED ITEM:** This is not an action item. The FDOT will be presenting the improvements proposed at this intersection for committee input.

The FDOT used highway safety program dollars to fund improvements at the intersection of McGregor Boulevard and A&W Bulb Road to alleviate traffic backups on A&W Bulb Road and increase safety at this intersection. The intersection currently does not meet traffic signal warrants. The design phase is currently under way while the construction phase is going to be let on April 29, 2015, with construction anticipated to begin 90 days later. The proposed improvements include a right in from McGregor Boulevard to A&W Bulb Road, a right out from A&W Bulb Road to McGregor Boulevard and an eastbound directional left from McGregor Boulevard to southbound A&W Bulb Road. The FDOT staff will be presenting the design plans at the August 7<sup>th</sup> TAC and CAC meetings and will be seeking input from the committees. They will also be holding a public meeting on the proposed improvements on August 27<sup>th</sup>.

## **REVIEW AND APPROVAL OF THE UPDATED LONG RANGE TRANSPORTATION PLAN GOALS OBJECTIVES**

**RECOMMENDED ACTION:** Review and approval of the updated 2040 Long Range Transportation Plan (LRTP) goals and objectives.

In December the TAC and CAC provided comments on the draft goals and objectives that have now been updated reflecting the comments received. Attached are the revised goals and objectives for review and approval prior to the Board taking action on August 22<sup>nd</sup>.



## **L RTP Goals and Objectives**

Metropolitan planning regulations require that in formulating the long range transportation plan, the MPO should provide for consideration of projects and strategies that consider the following nine (9) evaluation factors, as they relate to a minimum twenty (20) year forecast period:

- 1) Support the economic vitality of the United States, the States and Metropolitan planning areas, especially by enabling global competitiveness, productivity and efficiency;
- 2) Increase the safety of the transportation system for all users. The safety element shall incorporate or summarize priorities, goals counter measures or projects contained in the Strategic Highway Safety Plan (SHSP);
- 3) Increase the security of the transportation system for its users. The security element shall incorporate or summarize the priorities, goals or projects set forth in the transit safety and security planning review process, plans and programs;
- 4) Increase accessibility and mobility of people and 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) Promote participation and coordination among interested public, tribal and private parties;
- 7) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- 8) Promote efficient system management and operation; and
- 9) Emphasis the preservation of the existing transportation system.

The draft Goals and Objectives are provided below.

**GOAL 1: Enhance the safety and security of the transportation system for both motorized and non-motorized users.**

**GOAL 2: A transportation system that offers meaningful transportation choices for existing and future residents, visitors and businesses.**

**GOAL 3: A transportation system that is financially feasible and uses the best available technology to improve the efficiency of the system.**

**GOAL 4: A transportation system that is sensitive to the community's health, the community character and the environment.**

**GOAL 5: A sustainable transportation system that supports the economic competitiveness of the region.**

**GOAL 6: A transportation system that manages congestion to keep people and goods moving.**

**GOAL 7: A transportation system that is coordinated through local, regional and state agencies and encourages quality growth and sustainable land development practices.**

- OBJECTIVE 1 Adopt a fix it first policy in directing transportation funding. Initial focus should always be on the maintenance or improvement of existing facilities.
- OBJECTIVE 2 Develop sustainable and predictable funding sources that encourage funding for all modes of transportation.
- OBJECTIVE 3 Consider how transportation policies, programs and investment strategies affect the overall health of people and the environment including air quality, physical activity and natural resources.
- OBJECTIVE 4 Provide opportunities and define roles for all types of organizations and or individuals to assist in the implementation of programs and projects.
- OBJECTIVE 5 Improve the sustainability of the community by investing in non-automobile access to jobs, retail, recreation and other community amenities in a safe and secure manner.
- OBJECTIVE 6 Support an integrated transportation system with efficient connections between modes.
- OBJECTIVE 7 Reduce fatalities and serious injuries for both motorized and non-motorized users through engineering, education and enforcement activities.
- OBJECTIVE 8 Enhance the connectivity to essential services for elderly populations, persons with disabilities and the transportation disadvantaged.
- OBJECTIVE 9 Construct and maintain multi-modal infrastructure with the intent of minimizing their life cycle costs.
- OJBECTIVE 10 Reduce and minimize congestion and delay by implementing Intelligent Transportation Systems and Transportation Demand Management technologies and programs.

## **PROVIDE INPUT ON THE LONG RANGE TRANSPORTATION PLAN PROJECT ANALYSIS SHEETS**

**RECOMMENDED ACTION:** Provide input on the draft Long Range Transportation Plan project analysis sheets.

The MPO staff and the Executive Committee have had conversations about using a project submission form that will be used by the local jurisdictions and the Lee MPO to submit possible projects for consideration to be included in the 2040 Needs and Cost Feasible Plans. This would be done to get some basic information from the local jurisdictions and the MPO (who will submit sheets for state road projects or for projects that are raised through the various public involvement activities) on why they think they need the project. One of the main reasons for doing this is to have some type of review process versus just starting with projects because they were included in a prior Plan. This will also help identify other possible projects/transportation solutions that we might not be thinking about as we go through the process of developing a transportation system to meet the future travel demand.

The MPO Staff has tried to make the form fairly short and simple so that this is not too burdensome for the local staff to complete. After the project sheets are submitted, the review of the projects and the decision on what projects get included in the initial runs of the Plan alternatives will be vetted through public and MPO committee review. The draft forms are attached for the Committee's review and comment.

|  |                       |
|--|-----------------------|
| <b>2040 LRTP Candidate Project Request</b> | <b>Infrastructure</b> |
|--|-----------------------|

|  |  |                          |                       |
|--|--|--------------------------|-----------------------|
| <b>PROJECT IDENTIFIER</b>              |  |                          |                       |
| <b>REQUESTING AGENCY</b>               |  |                          |                       |
| <b>PROJECT TYPE &amp; DESCRIPTION</b>  |  |                          |                       |
| <b>ROADWAY OR NEAREST INTERSECTION</b> |  | <b>TERMINI (TO/FROM)</b> | <b>LENGTH (MILES)</b> |
|  |  |                          |                       |
| <b>IMPROVEMENTS ADDRESS?</b>           |  |                          |                       |
| <b>PURPOSE AND NEED</b>                |  |                          |                       |

| Existing/Projected Conditions | PROJECT HISTORY |
|-------------------------------|-----------------|
|-------------------------------|-----------------|

| <p>2013 Traffic Count _____</p> <p>2035 Model Projection _____</p> <p>2013 Volume/Capacity _____</p> <p>2035 Volume/Capacity _____</p> <p>2013 Fatalities _____</p> <p>2013 Injuries _____</p> <p>Truck Percentage _____</p> <p>Federal Aid Eligible Y___ N___</p> <p>Regional Facility Y___ N___</p> <p>Bike Lanes Y___ N___</p> <p>Paved Shoulders Y___ N___</p> <p>Sidewalks/Pathways Y___ N___</p> <p>Transit Route Y___ N___</p> | <p>Previous phases/studies funded _____</p> <p>Project in 2035 LRTP Y___ N___</p> <p>Project in Local Plans Y___ N___, If Yes, what plan(s):</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"><b>Local Cost Estimate (if available)</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Source</th> <th style="width: 33%;">Phase</th> <th style="width: 33%;">Estimate (PDC)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> | Source         | Phase | Estimate (PDC) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|----------------|-------|----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Source  | Phase  | Estimate (PDC) |       |                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |  |                |       |                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|   |  |                |       |                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|   |  |                |       |                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|       |  |        |  |
|-------|--|--------|--|
| Name  |  | E-mail |  |
| Title |  | Phone  |  |

| <b>Project Request Information</b> |   |
|------------------------------------|---|
| <b>Improvements Address</b>        | Please define the problems or issues that the proposed project will address.  |
| <b>Purpose and Need</b>            | Describe the purpose and need for the project that includes why you think the project is needed and a brief discussion on the expected scope of the work. This section should include a description of the facility and any benefits that the project will provide to the area (i.e. congestion relief, bicycle/pedestrian, transit, economic development, drainage, maintenance, safety etc.). This section should also provide information on other possible alternatives, if applicable. |
| <b>2035 Model Projection</b>       | The MPO can provide or fill in this information.  |
|                                    |   |

OFFICIAL USE:

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

## **REVIEW OF THE PUBLIC INVOLVEMENT AND LRTP DOCUMENTATION SCOPE OF WORK**

**RECOMMENDED ACTION:** Review and provide input on the proposed Long Range Transportation Plan (LRTP) public involvement scope of services.

The MPO staff is currently working on various tasks that go into the development of the 2040 Long Range Transportation Plan. In addition, staff is currently developing several scope of services for our General Planning Consultants to conduct portions of the LRTP update to help deliver the final Plan which will be adopted in mid-December 2015. **Attached** for the Committee's review and input is a draft of the public involvement scope of work that also includes the tasks associated with putting together all of the final documentation.

**DRAFT**  
**2040 LRTP PUBLIC INVOLVEMENT AND**  
**PLAN DOCUMENTATION SCOPE OF SERVICES**

**BACKGROUND**

The Lee MPO conducts a major update to the Long Range Transportation Plan (LRTP) every five years. Based on federal requirements, the MPO is required to adopt the 2040 LRTP by December 15, 2010. The purpose of the plan update is to identify the transportation improvements that are needed to serve the future population of Lee County through the horizon year of 2040. This scope outlines the public involvement tasks that will be conducted through the adoption of the Plan along with the coordination and the production of the LRTP documentation that will make up the final Plan.

**SCOPE OF SERVICES**

The Long Range Transportation Plan Public Involvement Plan (LPIP) will be developed with the intent of encouraging early and continuing participation throughout the development of the 2040 Long Range Transportation Plan. The LPIP must provide opportunities for public participation and input on all applicable tasks in the LRTP update. The CONSULTANT shall undertake explicit outreach efforts to cover the various demographics in Lee County including the efforts needed to reach and include the traditionally underserved such as minority and low-income populations. The analysis should investigate both beneficiaries and those who may be negatively affected by the transportation decisions. The efforts shall be in accordance with Federal Environmental Justice policies as outlined in Executive Order 12898.

The CONSULTANT shall organize a public involvement team, which will develop a detailed LPIP including strategies to promote proactive public participation in accordance with the MPO adopted Public Involvement Plan. The LPIP will include but not be limited to the following activities:

- A. Public Workshops and Meetings
- B. Meetings with local neighborhoods, civic associations and groups
- C. Interactive Surveys
- D. Media outreach
- E. Newsletters and E-mail Notifications
- F. Project Web Pages
- G. Reports

**A. Public Workshops and Meetings**

The public workshops and meetings, at a minimum, will be conducted following the development of the draft Needs Plan and after the development of the draft Cost Feasible Plan. The Consultant shall plan for two public workshops and one public meeting as part of this task. The meetings will be held in the evening and the Consultant shall organize



the meeting locations, develop the invite mailing list, develop the advertisements, prepare the meeting presentation materials, take meeting minutes and provide the necessary staff to assist the MPO staff with the presentations and with answering questions and answers. The Consultant shall document and analyze the public input for use in the LRTP development process. The Consultant shall also produce a frequently asked questions and answers document from the questions received at the meetings and through the development of the Plan.

## **B. Meetings with local neighborhoods, civic associations, groups and committees**

The Consultant shall plan on attending up to ten meetings under this task to assist staff in presenting and collecting public input from the various groups. The purpose of these meetings is to reach out to local groups at their regular scheduled meetings to help raise awareness of the LRTP update, gain public input and find out the public's priorities for investing in transportation improvements. As part of this task, the Consultant may be required to prepare meeting materials, take meeting minutes, make presentations and provide handouts to ensure that each event is productive, interactive and successful. The Consultant shall summarize, document, and analyze the public input for use in the LRTP development process.

## **C. Interactive Surveys**

The MPO's use of interactive surveys to collect input has been shown to get a good response and for the LRTP update we are assuming that we will use this outreach technique at least once during the development of the LRTP. Once the Needs Plan has been developed, we are seeking to use the interactive surveys to gain public input on the preferences that the public would like to see included in the Cost Feasible Plan. The Consultant shall help the staff through various outreach techniques to get a representative sample from each of the planning communities in Lee County. The interactive survey should also be developed in a format(s) that can be filled out by the visually impaired and also for people to respond by paper format if they do not have a computer or prefer to respond in that manner.

## **D. Media Outreach**

Media outreach will be an on-going effort throughout the development of the LRTP. The Consultant shall arrange for news releases in newspapers, magazines, TV and radio stations. The Consultant shall inform the media of public workshops and meetings well prior to the date of the meetings/workshops and document reviews. The Consultant shall prepare a media list and make all preparations, printing, and distribution of materials as necessary to allow the media outreach to be successful. The Consultant shall take advantage of available cost efficient media outlets to reach the public. These outlets/strategies should include but will not be limited to the following:

- Schedule interviews
- Post key meetings on the project website

- Distribute media advisories
- Distribute press releases prior to key events
- Submit photos/press releases of event highlights to community papers
- Conduct interviews of transportation users or providers and post on website
- Write/distribute public service announcements

## **E. Newsletters and E-mail Notifications**

The Consultant shall update the comprehensive mailing list developed by the Lee MPO to include civic, homeowner associations, media and interested public. The Consultant shall ensure that the mailing list includes all county and municipal elected officials, transportation agencies and that the list is free of duplication. Throughout the process, attendees at meetings and people e-mailing during the project will be encouraged to provide their e-mail or mail addresses to add to the mailing list, which shall be maintained by the Consultant throughout the project. Where people identify the preference, e-mail distribution of information will be utilized in place of regular mail to save project resources. The Consultant shall use the comprehensive mailing list to mail surveys (free return postage), newsletters, project brochures and invitations to public meetings/workshops. The Consultant shall plan on developing three official newsletters for distribution during the project. The newsletter content will be developed by the Consultant for review and approval by the MPO staff.

## **F. Project Web Pages**

The Consultant shall develop content and provide it to the MPO staff for posting on the MPO website. The website will allow citizens to find out what is going on with the project and to interact with the Consultant and the MPO staff. The Consultant shall ensure that all public informational materials are available and transferable to the MPO for inclusion on the MPO website after the completion of the LRTP update.

## **G. LPIP Reports**

The Consultant shall develop the public involvement report documents throughout the development of the Long Range Transportation Plan which will document the public involvement process as well as the results. The LPIP will provide for a minimum thirty day public comment period before the adoption of the final LRTP by the MPO in December 2010. When significant written and oral comments are received on the development of the LRTP and the final draft LRTP, the Consultant shall prepare a summary, analysis, and report on the disposition of comments which will be made a part of the final LRTP record.

## **H. Documentation**

### **Interactive LRTP**

This Consultant task will include the development of a custom program to incorporate planned Program and Local project data, general design of the LRTP reporting, setup of web-mapping services (data layers, etc.), administrative tools, and setup of query templates. This is a follow on to the task that was done earlier this year with the TIP that made it interactive and accessible online. This task will include an upload of Project Information into the LRTP database. This information will result from an initial meeting with the client to define exactly what will be captured for upload. In addition, a map representation of projects in the form of a point, line or polygon will be created as part of this task.

The project deliverables will include uploaded project information into the LRTP database one (1) time and the location mapped for the project data. The hosted map application will use ArcGIS server. This will include the development of an interactive web-map showing project locations. This task will include the incorporation of the Esri base map layers with features of projects and their locations linked to project information. The Consultant will update the overview page text, searching criteria will include XYZ, look-ups, and data entry labels and will provide search capabilities that include a project name, project number and XYZ.

The Consultant will quality control the LRTP output resulting from the download and formatting tasks by exporting the results and reviewing these results with the client. The agreed upon template for the reports will match the reporting requirements outlined by the MPOAC and FDOT (table formats and the LRTP study recommendations) and used as a target for automated generation from the software.

### **Final Plan Documentation**

The Consultant shall coordinate and assist in the preparation of the LRTP documentation with the intent of developing a readable and user friendly final plan document. This task will include the preparation of an Executive Summary that provides a short (about 10 pages) report that is easy to identify the majority of the items that most of the users want to know. This would include, at a minimum, some background description, overview of the process and map/list of the final cost feasible projects.

### **Schedule**

It is anticipated that this project will be completed by February 12, 2016.