

CITIZEN ADVISORY COMMITTEE

Lee County Metropolitan Planning Organization

Thursday, March 7, 2024

City of Cape Coral Public Works Building

815 Nicholas Parkway East, Cape Coral, FL 33990

3:00 p.m.



AGENDA

Call to Order

Roll Call

1. Public Comments on Items on the Agenda
2. LeeTran Report
3. FDOT Report

New Business

4. *Review and Approve the January 4, 2024 Meeting Summary
5. *Review and Approve Amendments to the FY 2024 – FY 2028 TIP (Don Scott)
6. *Review and Approval of FY 2023/2024 Unified Planning Work Program Amendments (Don Scott)
7. *Review and Approve the Long Range Transportation Plan Transit Element Scope of Services (Don Scott)
8. *Review and Approve the LRTP Public Outreach and Documentation Scope of Services (Don Scott)
9. *Review and Approve the CR 951 Feasibility Study Scope of Services (Don Scott)
10. US 41 Bridge Project Presentation (FDOT)
11. Presentation of FDOT's Vision Zero Action Plan for State Roads (FDOT)
12. Updates on Pine Island Road and Matlacha (FDOT)
13. Review and Comment on the SUN Trail Feasibility Scope of Services (Ron Gogoi)
14. Review of the Draft FY 2024/2025 and FY 2025/2026 Unified Planning Work Program (Don Scott)

Other Business

15. Public Comments on Items not on the Agenda
16. Announcements
17. Topics for next meeting
18. Information and Distribution Items

Adjournment *Action Items *May Require Action

Public participation is solicited without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Calandra Barraco with the Lee County MPO at 239-330-2243 or by email at cbarraco@leempo.com at least seven (7) days prior to the meeting. If you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TDD. The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes they have been discriminated against because of race, color, national origin, sex, age, disability, religion, or familial status may file a complaint with the Lee County MPO Title VI Coordinator, Calandra Barraco, at 239-330-2243, or in writing at P.O. Box 150045, Cape Coral, Florida 33915-0045.

CITIZEN ADVISORY COMMITTEE

Lee County Metropolitan Planning Organization

Thursday, January 4, 2024

City of Cape Coral Public Works Building

815 Nicholas Parkway East, Cape Coral, FL 33990

3:00 p.m.



Meeting Minutes

Chair Rick Anglickis called the meeting to order at 3:00 p.m. The Pledge of Allegiance was recited.

Roll Call

The roll was recorded by MPO staff. Members in attendance included Carie Call, Bev Larson, Marion Briggs, Rick Anglickis, Ed Blot, Don Apking, Steve Henry, David Loveland, Randy Krise, Ted Tryka, Ty Symroski, Jessica Russo, and Blanca Contreras. Others in attendance included Victoria Peters, Erica McCaughey, and Kyle Purvis with FDOT; a member of the public Derek Felder; Cape Coral Police Officer; and Lee County MPO staff Don Scott, Ron Gogoi, and Calandra Barraco.

Agenda Item #1 - Public Comments on Items on the Agenda

There were no public comments on items on the agenda.

Agenda Item #2 – LeeTran Report

Mr. Don Scott noted that LeeTran staff did not have a report at the earlier Technical Advisory Committee meeting but would provide an update on the mobility-on-demand program at the next meeting.

Agenda Item #3 – FDOT Report

Ms. Victoria Peters with the Florida Department of Transportation (FDOT) did not have a report. She introduced FDOT's Ms. Erica McCaughey.

New Business

Agenda Item #4 - *Review and Approval of the November 2, 2023 Meeting Summary

Ms. Bev Larson made the motion to approve the November 2, 2023 Meeting Summary. Ms. Carie Call seconded the motion. There were no objections, and the motion passed unanimously.

Chair Anglickis welcomed the newest member of the CAC, Ms. Blanca Contreras, and then Ms. Contreras provided a brief introduction.

Agenda Item #5 - *Election of Officers for 2024

Mr. Don Scott presented this agenda item for the Election of Officers for 2024. He said according to the CAC bylaws, a Chair and Vice-Chair are to be elected at the first regularly scheduled meeting of each calendar year. The current CAC roster was attached to the agenda packet and [posted to the MPO website](#). Mr. Scott noted that the current Chair, Mr. Rick Anglickis, is retiring after thirty years, so a new Chair will need to be elected. He added that the current Vice-Chair, Mr. Albert O'Donnell, said that he did not want to be Chair but would continue as Vice-Chair if elected. Mr. Scott then asked for nominations. Several of the CAC members provided comments on the committee. Ms.

Marion Briggs nominated Mr. David Loveland for CAC Chair. Mr. Loveland accepted the nomination. Mr. Ed Blot nominated Ms. Carie Call for CAC Chair. Ms. Call accepted the nomination. Chair Anglickis called for a paper ballot vote. While Mr. Ron Gogoi tallied the results of the paper ballot vote, Mr. Scott and Ms. Calandra Barraco presented Chair Anglickis with a plaque of appreciation and a watch for his thirty years of service on the CAC. Mr. Gogoi then reported the results of the paper ballot vote with Mr. Loveland receiving seven votes and Ms. Call receiving six votes.

Ms. Bev Larson made the motion to nominate Ms. Carie Call as CAC Vice-Chair. Mr. Steve Henry seconded the motion. There were no objections, and the motion passed unanimously.

Ms. Marion Briggs made the motion to elect Mr. Dave Loveland as CAC Chair. Ms. Jessica Russo seconded the motion. There were no objections, and the motion passed unanimously.

Mr. Ty Symroski made the motion to elect Mr. Rick Anglickis as Chair Emeritus. Mr. Randy Krise seconded the motion. There were no objections, and the motion passed unanimously.

Chair Emeritus Anglickis passed the meeting over to newly elected Chair Loveland.

Agenda Item #6 - *Review and Approve Amendments to the FY 2024 through FY 2028 TIP

Mr. Scott presented this agenda item for the review and approval of Amendments to the FY 2024 through FY 2028 Transportation Improvement Program (TIP) that were attached to the agenda packet and [posted to the MPO website](#). Chair Loveland asked if there were any questions. There were none. He asked for a motion.

Mr. Ed Blot made the motion to approve the Amendments to the FY 2024 through FY 2028 Transportation Improvement Program. Ms. Bev Larson seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #7 - *Review and Approve Updated Federal and State Priority List

Mr. Scott presented this agenda item for the review and approval of the Updated Federal and State Priority List that was attached to the agenda packet and [posted to the MPO website](#). Chair Loveland asked if there were any questions. There were none. He asked for a motion.

Mr. Ted Tryka made the motion to approve the Updated Federal and State Priority List. Mr. Randy Krise seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #8 - Functional Classification and Urban Area Boundary Map Presentation

Mr. Kyle Purvis with FDOT presented this agenda item on the Functional Classification and Urban Area Boundary Map. The Power Point presentation was attached to the agenda packet, posted to the MPO website, and can be found at the following link: [Functional Classification](#). The committee briefly discussed the criteria and classification of the roads on the list, proposed urban boundary map, local jurisdiction roads, and boundary map changes. Mr. Scott noted the boundary map was included in the packet and can also be accessed at the following link: [Boundary Map](#)

Agenda Item #9 - Update on Transportation Bills Filed this Legislative Session

Mr. Scott presented this agenda item as an update on the Transportation Bills Filed this Legislative Session. He provided a Power Point presentation that can be viewed at the following link: [Legislative Session](#). There were no comments or questions on this agenda item.

Other Business

Agenda Item #10 - Public Comments on Items not on the Agenda

There were no public comments on items not on the agenda. Mr. Blot asked about the Pine Island project status. The committee briefly discussed this project as well as the status of the Sanibel roadway system post-lan. Chair Loveland said since there was no February CAC meeting scheduled, the Pine Island project update should be added as an agenda item for the March meeting.

Agenda Item #12 - Topics for next meeting

Topics suggested for next meeting included Pine Island project updates, zonal data updates for the development of the 2050 Long Range Transportation Plan (LRTP), review of the draft Unified Planning Work Program (UPWP), and review of the scope for the Caloosahatchee Multimodal study.

Agenda Item #11 – Announcements

Mr. Scott noted there was not a CAC meeting scheduled for February due to the Joint Lee and Charlotte-Punta Gorda MPO Board meeting being held at Burnt Store Presbyterian Church on February 16, and the next CAC meeting would be in March. At the request of several CAC members, Mr. Scott said staff would send the February Joint MPO Board meeting notice out to the CAC.

Agenda Item #13 - Information and Distribution Items

The information and distribution items included the [FDOT RoadWatch Report](#).

The meeting was adjourned at 4:14 p.m.

An audio recording of the meeting can be found at the following link: [CAC January 4, 2024](#)

*Action Items *May Require Action

Public participation is solicited without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Calandra Barraco with the Lee County MPO at 239-330-2243 or by email at cbarraco@leempoc.com at least seven (7) days prior to the meeting. If you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TDD. The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes they have been discriminated against because of race, color, national origin, sex, age, disability, religion, or familial status may file a complaint with the Lee County MPO Title VI Coordinator, Calandra Barraco, at 239-330-2243, or in writing at P.O. Box 150045, Cape Coral, Florida 33915-0045.

**AMENDMENTS TO THE FY 2023/2024 - FY 2027/2028
TRANSPORTATION IMPROVEMENT PROGRAM TO ADD NEW PROJECTS
AND ADJUST THE FUNDING IN CURRENT PROJECTS**

RECOMMENDED ACTION: Approve amendments to the Transportation Improvement Program (TIP) to add various projects and adjust the funding of several projects (**attached** are the revised TIP pages).

The FY 2023/2024 through FY 2027/2028 TIP is being amended to add the following new projects to FY 2024:

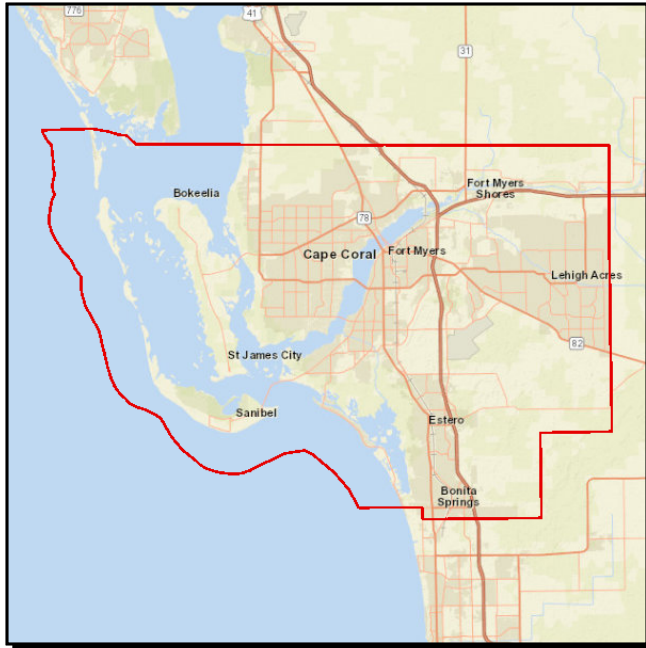
- FPN 454167-2 – FTA Section 5310 capital funding for Hope Hospice and Community Services in the total amount of \$531,033.
- FPN 454304-1 – FTA Section 5324 capital funding for fixed route service in the total amount of \$6,329,302.
- FPN 4419423 – Right-of-Way phase for the SR 31 from SR 80 to SR 78 widening project in the amount of \$30.05 million.
- FPN 4528161 – Construction funding for the repair of Sanibel shared use paths in the amount of \$1,150,000.
- FPN 4528191 – Design funding for the East Periwinkle Bridge replacement in the amount of \$750,000.
- FPN 4528291 – Construction funding for Sanibel Causeway corridor repairs in the amount of \$17,369,890.
- FPN 4532411 – Construction funding for miscellaneous bridge and road repairs in Lee County in the amount of \$5,127,000.
- FPN 4529661 – Planning funding for the SUN trail facility connection between Hanson Street at Plam Avenue to Littleton Road and US 41 in the amount of \$600,000.
- FPN 4528331 – Construction funding for a round-a-bout at the Pine Island Road and Stringfellow Road intersection in the amount of \$2,800,000.
- FPN 4528351 – Construction funding for Matlacha corridor repairs in the amount of \$3,240,556.
- FPN 4528361 – Project Development & Environment funding for the Big Hickory, Little Carlos and New Pass Bridges in the amount of \$8,000,000.
- FPN 4529561 – Construction funding for the Estero Boulevard from Times Square to the Big Carlos Bridge in the amount of \$1,500,000.

- FPN 4472411 – Bridge replacement funding for the Little Pine Island Bridge in the amount of \$11,228,019.
- FPN 4313341 – Modify the design and right-of-way cost estimates for the Metro Parkway widening project from Daniels Parkway and Winkler Avenue.
- FPN 4313342 – Modify the utilities and construction cost estimates for the Metro and Daniels Parkway reconstruction project.
- FPN 4369282 – Add the Burnt Store Road widening project to include the federal appropriation.

HOPE HOSPICE AND COMMUNITY SERVICES - FTA 5310 CAPITAL

Project Number: 4541672

Non-SIS



From:

Work Summary: OPERATING FOR
FIXED ROUTE

To:

Lead Agency: Hope Hospice

LRTP #: Page 5-5, Table 5-3

| Phase | Fund Source | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | Total |
|--------------|-------------|----------------|----------|----------|----------|----------|----------------|
| CAP | DPTO | 69,103 | 0 | 0 | 0 | 0 | 69,103 |
| CAP | DU | 392,827 | 0 | 0 | 0 | 0 | 392,827 |
| CAP | LF | 69,103 | 0 | 0 | 0 | 0 | 69,103 |
| Total | | 531,033 | 0 | 0 | 0 | 0 | 531,033 |

Prior Cost < 2023/24: 0

Future Cost > 2027/28: 0

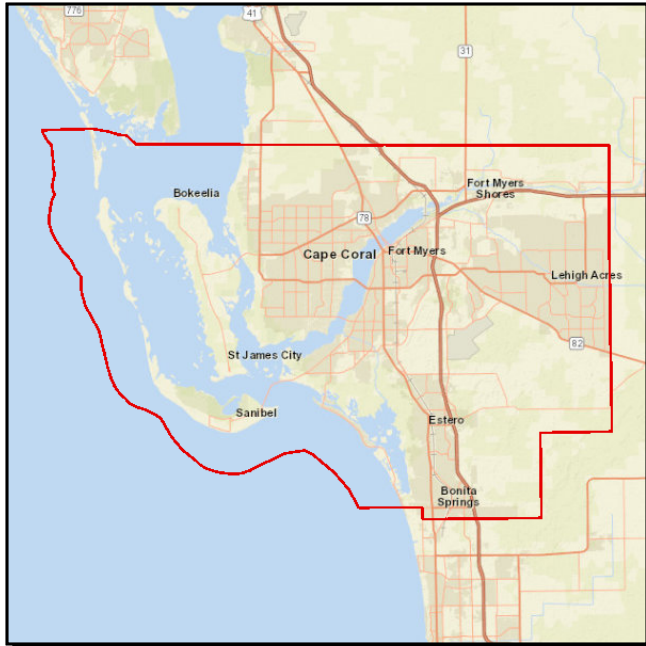
Total Project Cost: 531,033

Project Description: SECTION 5310 CAPITAL FUNDS

LEE COUNTY (LEETRAN) CAPE CORAL UZA- FTA 5324 CAPITAL

Project Number: 4543041

Non-SIS



From:

Work Summary: CAPITAL FOR FIXED ROUTE

To:

Lead Agency: LeeTran

LRTP #: Page 5-5, Table 5-3

| Phase | Fund Source | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | Total |
|--------------|-------------|------------------|----------|----------|----------|----------|------------------|
| CAP | FTA | 5,696,372 | 0 | 0 | 0 | 0 | 5,696,372 |
| CAP | LF | 632,930 | 0 | 0 | 0 | 0 | 632,930 |
| Total | | 6,329,302 | 0 | 0 | 0 | 0 | 6,329,302 |

Prior Cost < 2023/24: 0

Future Cost > 2027/28: 0

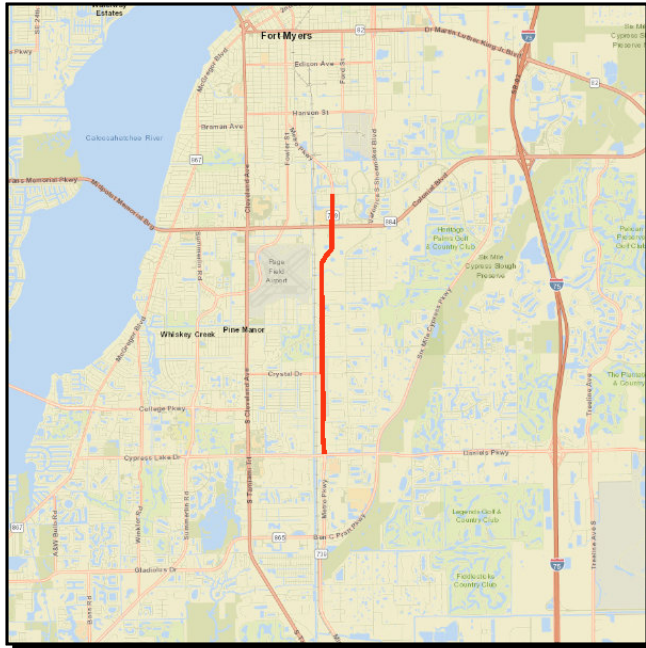
Total Project Cost: 6,329,302

Project Description: SECTION 5324 EMERGENCY RELIEF FUNDING

SR 739 (METRO PKWY) FROM DANIELS PKWY TO WINKLER AVE

Project Number: 4313341

Non-SIS



From: DANIELS PARKWAY
To: WINKLER AVENUE
Lead Agency: FDOT
Work Summary: ADD LANES & RECONSTRUCT
Length: 4.425 MI
LRTP #: Page 5-17, Table 5-9, Project S2

| Phase | Fund Source | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | Total |
|--------------|-------------|------------------|-------------------|-------------------|----------|----------------|-------------------|
| PD&E | DIH | 9,956 | 0 | 0 | 0 | 0 | 9,956 |
| | PE | DIH | 30,000 | 0 | 0 | 0 | 30,000 |
| ROW | DDR | 2,957,094 | 11,688,650 | 0 | 0 | 0 | 14,645,744 |
| ROW | DIH | 379,811 | 0 | 0 | 0 | 0 | 379,811 |
| ROW | DS | 0 | 405,920 | 11,657,996 | 0 | 0 | 12,063,916 |
| ENV | DDR | 130,000 | 0 | 0 | 0 | 100,000 | 230,000 |
| Total | | 3,506,861 | 12,094,570 | 11,657,996 | 0 | 100,000 | 27,359,427 |

Prior Cost < 2023/24: 9,391,987

Future Cost > 2027/28: 0

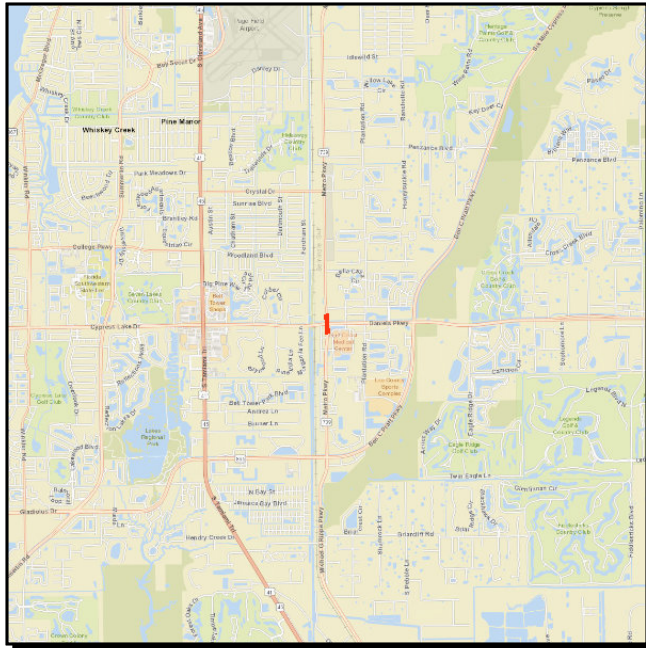
Total Project Cost: 36,751,414

Project Description: Expansion of roadway from four lanes to six lanes and conversion of the Metro/Colonial and Metro/Daniels intersections to continuous flow intersections

SR 739 (METRO PKWY) AT DANIELS PKWY

Project Number: 4313342

Non-SIS



From:

Work Summary: ADD LANES & RECONSTRUCT

To:

Lead Agency:

MANAGED BY FDOT

Length: 0.859

LRTP #: Page 5-17, Table 5-9, Project S2

| Phase | Fund Source | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | Total |
|--------------|-------------|----------|----------|-------------------|----------|----------|-------------------|
| RRU | ART | 0 | 0 | 7,882,000 | 0 | 0 | 7,882,000 |
| CST | ART | 0 | 0 | 31,656,774 | 0 | 0 | 31,656,774 |
| RRU | LF | 0 | 0 | 5,832,000 | 0 | 0 | 5,832,000 |
| CST | LF | 0 | 0 | 386,370 | 0 | 0 | 386,370 |
| CST | DIH | 0 | 0 | 5,300 | 0 | 0 | 5,300 |
| Total | | 0 | 0 | 45,762,444 | 0 | 0 | 45,762,444 |

Prior Cost < 2023/24: 0

Future Cost > 2027/28: 0

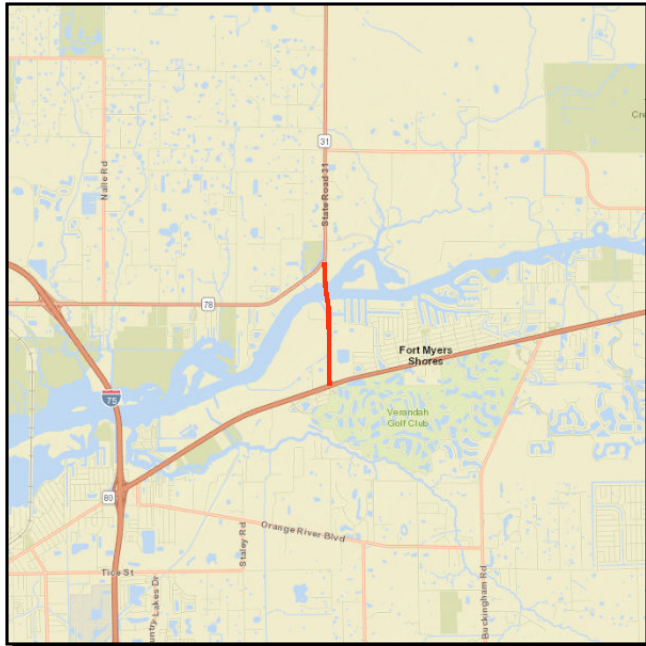
Total Project Cost: 45,762,444

Project Description: This item is part of the expansion of the roadway from four to six lanes and conversion of the Metro Colonial and Metro Daniels intersections to continuous flow intersections (CFI), construction in this item is for the Metro Daniels CFI only

SR 31 FROM SR 80 (PALM BEACH BLVD) TO SR 78 (BAYSHORE RD)

Project Number: 4419423

SIS



From: SR 80/Palm Beach Blvd **Work Summary:** ADD LANES & RECONSTRUCT

To: SR 78/Bayshore Rd

Lead Agency: MANAGED BY FDOT **Length:** 0.148

LRTP #: Page 5-21, Table 5-15, Project SIS 4

| Phase | Fund Source | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | Total |
|--------------|-------------|-------------------|----------|----------|----------|----------|-------------------|
| ROW | GR23-GAA | 30,000,000 | 0 | 0 | 0 | 0 | 30,000,000 |
| ROW | DIH | 50,000 | 0 | 0 | 0 | 0 | 50,000 |
| Total | | 30,050,000 | 0 | 0 | 0 | 0 | 30,050,000 |

Prior Cost < 2023/24: 9,650,000

Future Cost > 2027/28: 0

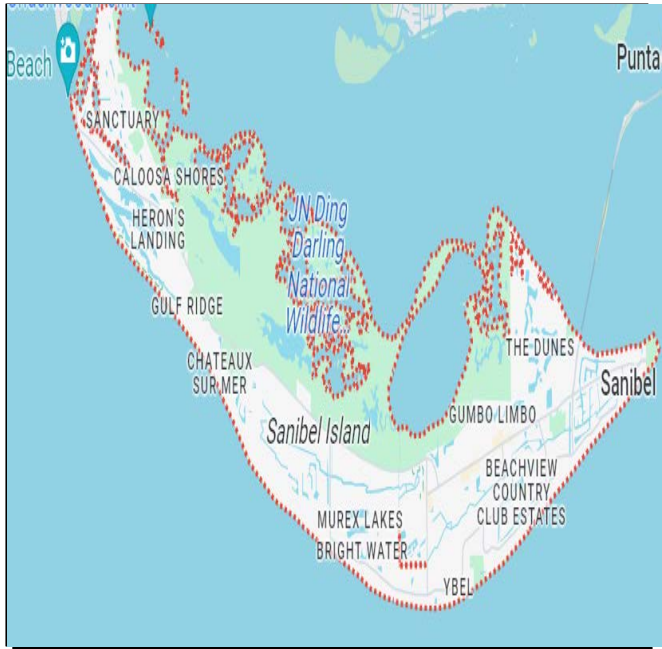
Total Project Cost: 40,000,000

Project Description: Road expansion from two to six lanes, replacement of bascule bridge to a fixed span bridge and twelve foot wide shared use path on both sides of SR 31

CITY OF SANIBEL - SHARED USE PATH REPAIR

Project Number: 4528161

Non-SIS



From:

Work Summary: BIKE PATH/TRAIL

To:

Lead Agency:

MANAGED BY CITY OF SANIBEL

Length: 0.000

LRTP #:

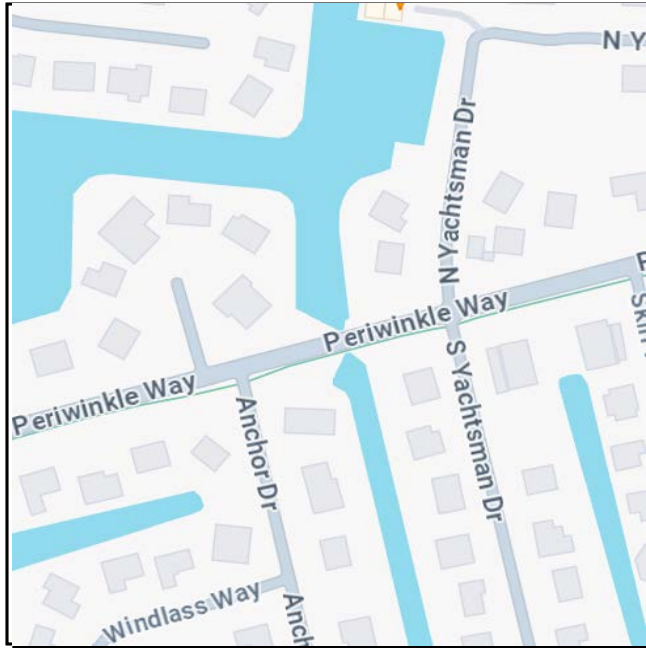
| Phase | Fund Source | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | Total |
|--------------|-------------|------------------|----------|----------|----------|----------|------------------|
| CST | GR24-GAA | 1,000,000 | 0 | 0 | 0 | 0 | 1,000,000 |
| CST | LF | 150,000 | 0 | 0 | 0 | 0 | 150,000 |
| Total | | 1,150,000 | 0 | 0 | 0 | 0 | 1,150,000 |

Prior Cost < 2023/24: 0
Future Cost > 2027/28: 0
Total Project Cost: 1,150,000
Project Description:

SANIBEL - EAST PERIWINKLE BRIDGE REPLACEMENT DESIGN

Project Number: 4528191

Non-SIS



From:

Work Summary: BRIDGE REPLACEMENT

To:

Lead Agency: MANAGED BY THE CITY OF SANIBEL

Length: 0.078

LRTP #:

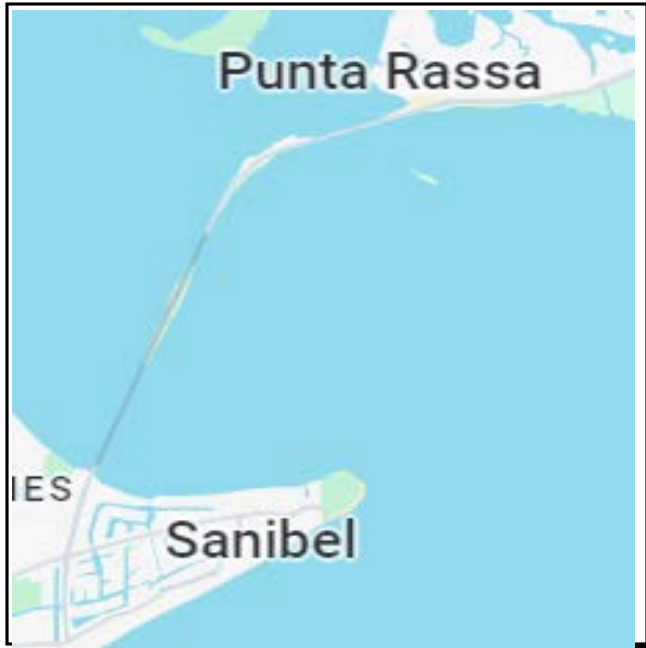
| Phase | Fund Source | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | Total |
|--------------|-------------|----------------|----------|----------|----------|----------|----------------|
| PE | GR24-GAA | 750,000 | 0 | 0 | 0 | 0 | 750,000 |
| Total | | 750,000 | 0 | 0 | 0 | 0 | 750,000 |

Prior Cost < 2023/24: 0
Future Cost > 2027/28: 0
Total Project Cost: 750,000
Project Description:

SANIBEL CAUSEWAY CORRIDOR REPAIRS

Project Number: 4528291

Non-SIS



From:

Work Summary: BRIDGE REPAIR/
REHABILITATION

To:

Lead Agency: MANAGED BY FDOT

Length: 3.019

LRTP #:

| Phase | Fund Source | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | Total |
|--------------|-------------|-------------------|----------|----------|----------|----------|-------------------|
| CST | GR24-GAA | 17,369,890 | 0 | 0 | 0 | 0 | 17,369,890 |
| Total | | 17,369,890 | 0 | 0 | 0 | 0 | 17,369,890 |

Prior Cost < 2023/24: 0
Future Cost > 2027/28: 0
Total Project Cost: 17,369,890
Project Description:

MATLACHA CORRIDOR REPAIRS

Project Number: 4528351

Non-SIS



From:

Work Summary: BRIDGE REPAIR/
REHABILITATION

To:

Lead Agency: MANAGED BY FDOT

Length: 1.358

LRTP #:

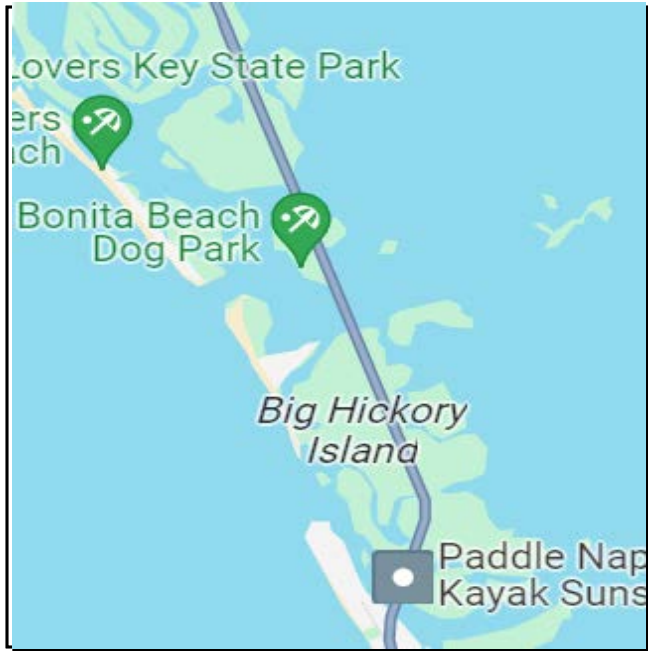
| Phase | Fund Source | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | Total |
|--------------|-------------|------------------|----------|----------|----------|----------|------------------|
| CST | GR24-GAA | 3,240,556 | 0 | 0 | 0 | 0 | 3,240,556 |
| Total | | 3,240,556 | 0 | 0 | 0 | 0 | 3,240,556 |

Prior Cost < 2023/24: 0
Future Cost > 2027/28: 0
Total Project Cost: 3,240,556
Project Description:

BIG HICKORY, LITTLE CARLOS PASS & NEW PASS BRIDGES - PD&E

Project Number: 4528361

Non-SIS



From:

Work Summary:

PD&E/EMO STUDY

To:

Lead Agency: MANAGED BY LEE COUNTY

Length: 3.045

LRTP #: Page 5-14, Table 5-8, Project LC3

| Phase | Fund Source | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | Total |
|-------|-------------|------------------|----------|----------|----------|----------|------------------|
| PD&E | GR24-GAA | 6,000,000 | 0 | 0 | 0 | 0 | 6,000,000 |
| PD&E | LF | 2,000,000 | 0 | 0 | 0 | 0 | 2,000,000 |
| | | 8,000,000 | 0 | 0 | 0 | 0 | 8,000,000 |

Prior Cost < 2023/24: 0
Future Cost > 2027/28: 0
Total Project Cost: 8,000,000
Project Description:

ESTERO BLVD. REPAIRS FROM TIMES SQUARE TO BIG CARLOS BRIDGE

Project Number: 4529561

Non-SIS



From: TIMES SQUARE **Work Summary:** ROAD RECONSTRUCTION - 2 LANE
To: BIG CARLOS BRIDGE
Lead Agency: MANAGED BY LEE COUNTY **Length:** 5.891
LRTP #:

| Phase | Fund Source | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | Total |
|-------|-------------|------------------|----------|----------|----------|----------|------------------|
| PD&E | GR24-GAA | 1,500,000 | 0 | 0 | 0 | 0 | 1,500,000 |
| | | 1,500,000 | 0 | 0 | 0 | 0 | 1,500,000 |

Prior Cost < 2023/24: 0
Future Cost > 2027/28: 0
Total Project Cost: 1,500,000
Project Description:

MISCELLANEOUS REPAIRS TO BRIDGES AND ROADS - LEE COUNTY

Project Number: 4532411

Non-SIS



From:

Work Summary:

BRIDGE-REPAIR/
REHABILITATION

To:

Lead Agency: MANAGED BY LEE COUNTY **Length:** 0.000

LRTP #:

| Phase | Fund Source | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | Total |
|-------|-------------|------------------|----------|----------|----------|----------|------------------|
| PD&E | GR24-GAA | 5,127,000 | 0 | 0 | 0 | 0 | 5,127,000 |
| | | 5,127,000 | 0 | 0 | 0 | 0 | 5,127,000 |

Prior Cost < 2023/24: 0
Future Cost > 2027/28: 0
Total Project Cost: 5,127,000
Project Description:

CALOOSA HATCHEE FROM HANSON ST/PALM AVE TO LITTLETON/US 41

Project Number: 4529661

Non-SIS



From: HANSON ST @ PALM AVE **Work Summary:** BIKE PATH/TRAIL

To: LITTLETON RD @ US 41

Lead Agency: MANAGED BY LEE MPO **Length:** 7.000

LRTP #: LRTP Tech Memo #4, Map H

| Phase | Fund Source | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | Total |
|--------------|-------------|----------------|----------|----------|----------|----------|----------------|
| CST | GR24-GAA | 600,000 | 0 | 0 | 0 | 0 | 600,000 |
| Total | | 600,000 | 0 | 0 | 0 | 0 | 600,000 |

Prior Cost < 2023/24: 0

Future Cost > 2027/28: 0

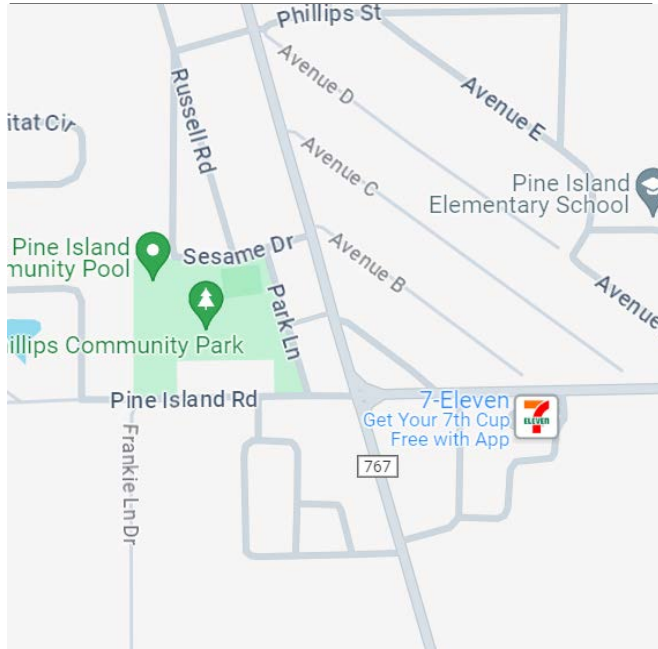
Total Project Cost: 600,000

Project Description: Study to determine alignment for the SUN Trail to connect from the Yarbrough Trail to Littleton Road at US 41.

PINE ISLAND ROAD - STRINGFELLOW ROAD TRAFFIC CIRCLE

Project Number: 4528331

Non-SIS



From:

Work Summary: ROUND-A-BOUT

To:

Lead Agency:

MANAGED BY LEE COUNTY

Length: 0.220

LRTP #:

| Phase | Fund Source | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | Total |
|--------------|-------------|------------------|----------|----------|----------|----------|------------------|
| CST | GR24-GAA | 2,800,000 | 0 | 0 | 0 | 0 | 2,800,000 |
| Total | | 2,800,000 | 0 | 0 | 0 | 0 | 2,800,000 |

Prior Cost < 2023/24: 0
Future Cost > 2027/28: 0
Total Project Cost: 2,800,000
Project Description:

CR 78 OVER LITTLE PINE ISLAND PASS BRIDGE #120111

Project Number: 4472411

Non-SIS



From:

Work Summary: BRIDGE REPLACEMENT

To:

Lead Agency: MANAGED BY LEE COUNTY **Length:** 0.006

LRTP #: Page 5-3, Table 5-2

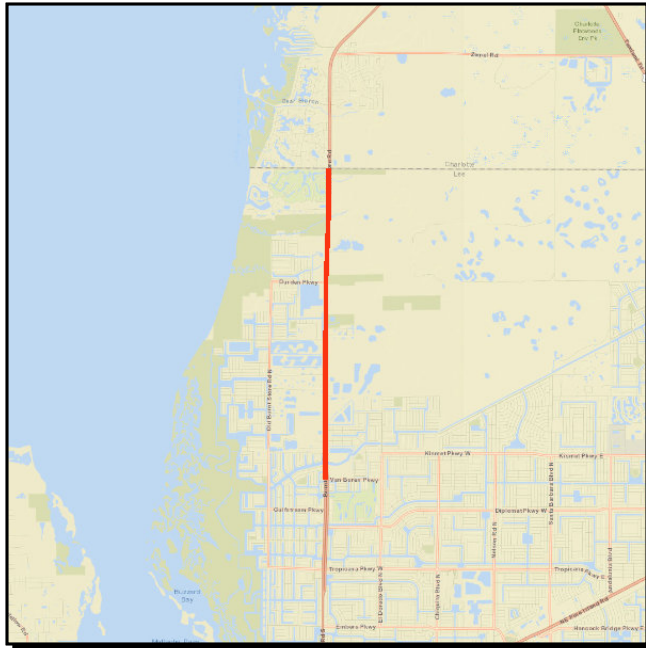
| Phase | Fund Source | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | Total |
|-------|-------------|-------------------|----------------|----------|----------|----------|-------------------|
| PE | ACBR | 0 | 275,142 | 0 | 0 | 0 | 275,142 |
| PE | LF | 0 | 85,047 | 0 | 0 | 0 | 85,047 |
| RRU | GFBR | 712,500 | 0 | 0 | 0 | 0 | 712,500 |
| RRU | LF | 237,500 | 0 | 0 | 0 | 0 | 237,500 |
| DSB | GFBR | 7,468,372 | 0 | 0 | 0 | 0 | 7,468,372 |
| DSB | LF | 2,449,458 | 0 | 0 | 0 | 0 | 2,449,458 |
| | | 10,867,839 | 360,189 | 0 | 0 | 0 | 11,228,019 |

Prior Cost < 2023/24: 0
Future Cost > 2027/28: 0
Total Project Cost: 11,228,019
Project Description:

BURNT STORE RD

Project Number: 4369282

Non-SIS



From: VAN BUREN PARKWAY **Work Summary:** ADD LANES & RECONSTRUCT

To: CHARLOTTE CO/LINE

Lead Agency: FDOT **Length:** 5.533

LRTP #: Page 5-18, Table 5-9, Project S-11

| Phase | Fund Source | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | Total |
|--------------|-------------|------------------|----------|----------|----------|----------|------------------|
| PE | LF | 4,500,000 | 0 | 0 | 0 | 0 | 4,500,000 |
| PE | CD23 | 2,000,000 | 0 | 0 | 0 | 0 | 2,000,000 |
| Total | | 6,500,000 | 0 | 0 | 0 | 0 | 6,500,000 |

Prior Cost < 2023/24: 2,302,750

Future Cost > 2027/28: 0

Total Project Cost: 8,802,750

Project Description: Funding for design phase to expand roadway from two to four lanes, add ten foot shared use path on both sides of roadway, and install bicycle lanes

REVIEW AND APPROVAL OF THE UNIFIED PLANNING WORK PROGRAM AMENDMENTS

RECOMMENDED ACTION: Review and approve the Unified Planning Work Program (UPWP) amendments to add in a task to conduct a feasibility study to look at current issues and alternatives with the CR 951 Extension (attached are underlined and strike through changes to the task and budget sheets).

The FY 2024 UPWP budget is being amended to add a task to begin conducting a feasibility study consistent with recent discussions at the MPO's Executive Committee:

- Revise the task 4.4 description and task funding to include the CR 951 feasibility study description and move funding from the LRTP update task.



UNIFIED PLANNING WORKPROGRAM FOR FISCAL YEARS 2022/23 - 2023/24 (July 1, 2022- June 30, 2024)

To be Adopted: May 13, 2022; Amended: May 19, 2023 & March 22, 2024

LEE COUNTY METROPOLITAN PLANNING ORGANIZATION

815 Nicholas Parkway East, P.O. Box 150045, Cape Coral, Florida 33915-0045
(239) 244-2220 Fax: (239) 790-2695
www.leempo.com

Prepared by the staff and the participating agencies of the Lee County Metropolitan Planning Organization. This report was financed in part by the U.S. Department of Transportation, Federal Highway and Transit Administrations; the Florida Department of Transportation (FDOT); and participating local governments.

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

CFDA # 20.205, Highway Planning and Construction
Federal Aid Project Number 0261 (056)
FDOT financial project number 439312-4-14-01 PL Funds
FDOT Contract Number: G2815

CFDA # 20.505, Federal Transit Technical Studies Grant (Metropolitan Planning)
FDOT financial project number 410115-1-14-30 5305 Fund
FDOT Contract Number: G1V50

The MPO does not discriminate against anyone on the basis of race, color, national origin, sex, age, disability, religion, or family status. For more information on the MPO's commitment to equity and nondiscrimination, or to express concerns visit www.leempo.com or contact Calandra Barraco with the Lee County MPO at 239-330-2243 or by email at cbarraco@leempo.com

Section: PROJECT PLANNING

UPWP Task No: 4.4

Task: ADMINISTRATIVE AND PLANNING CONSULTANT SERVICES

OBJECTIVE

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

REQUIRED ACTIVITIES

- Staff development of scopes and RFPs for the selection of qualified consultants and contractors in support of planning studies and administrative tasks. Extend and develop addendums to Consultant agreements, as necessary and consistent with new requirements.
- Staff manage and monitor consultant contracts for consistency with federal and state requirements, including Title VI and DBE compliance.
- Consultant Services that include transportation modeling support for LRTP amendments and updates.
- Consultant Services that include transit modeling and planning in support of LRTP amendments and updates.
- Administrative support to the MPO staff including accounting, legal and audit services.
- Consultant Services that include assisting staff with public involvement activities.
- Consultant Services that include the collection of multi-modal traffic data, traffic modeling, data analysis in the development of performance measures and targets.
- Consultant Services that include conducting planning studies and feasibility assessments of Congestion Management and Bicycle/Pedestrian projects.
- Consultant Services for the development of Bicycle Pedestrian Master Plans and other local agency projects.

PREVIOUS WORK

- 2021/2022: Preparation and advertisement of RFP for selection of General Planning Consultants.
- 2019/2020: Develop scopes for developing elements of the Long Range Transportation Plan and the management of the projects until completion.
- 2019: Scope, selection and development of the City of Fort Myers Bicycle Pedestrian Master Plans.
- 2021: Scope, selection and contract for the SUN Trail Feasibility Study.
- Conduct 2019/2020 and 2020/2021 audits.
- MPO legal services.
- MPO Accounting services.

Section: PROJECT PLANNING

UPWP Task No: 4.4

Task: ADMINISTRATIVE AND PLANNING CONSULTANT SERVICES (CONTINUED)

END PRODUCTS

- Ongoing: Accounting services.
- Ongoing: Legal support services.
- As needed: Consultant tasks to run regional model alternatives in support of projects or changes to land use assumptions throughout the County. These tasks also include transportation model runs in support of the LRTP update and plan amendments.
- Fall 2022 and 2023: Conduct 2021/2022 and 2022/2023 audits
- Spring 2023 and 2024: Maintenance of the TIP reporter tool to provide the TIP formatted consistent with FDOT and FHWA/FTA requirements.
- Spring - Fall 2023: Develop scope, procure consultant and begin the development of a Safety Action Plan consistent with the Safe Streets for All grant award.
- 2023/2024: Develop scopes and task work orders to support the local efforts for discretionary grant opportunities consistent with the NOFOs from the programs identified in the new Infrastructure Bill. Develop a local Electric Vehicle (EV) Master Plan in support of grant funding for developing EV infrastructure improvements.
- Spring 2023-June 2024: Develop the 2050 zonal data for the Regional Model Update.
- Fall 2022: Produce an Active Transportation Plan consistent with the new infrastructure bill requirements.
- Ongoing: Continue with conducting vehicle, bicycle and pedestrian crash outreach activities consistent with the Safety Action plan and in support of reducing fatalities and injuries. Continue coordination activities with the Streets Alive, Lee Trauma Center, law enforcement agencies and other local agencies on high crash trend issues in support of education, enforcement and public outreach activities. Develop and app for online use of the bicycle and pedestrian maps and assist local governments with facility plans. This will include media outreach such as PSA's and safety program materials like helmets and lights. This is a continuation of activities started in FY 2022.
- Summer 2022 and Ongoing: Complete the performance measure dashboard. Analyze the performance measure data and report results and implement plans and projects in support of meeting the targets. This includes updating the State of the System reporting to account for recent pandemic impacts. This is a continuation of activities started in FY 2022.
- Fall 2023/Spring 2024: Develop scopes of work for the update of the Long Range Plan including the Goods and Freight element, the Bicycle Pedestrian Element, the TS&MO/Congestion Management Plan and the Transit Development Plan. Begin the update of the Long Range Plan tasks.
- Summer 2022 – Summer 2023: Complete the Cape Coral evacuation study. This is a continuation of activities started in FY 2022.
- Summer/Fall 2022: Complete the Bonita and Estero Rail corridor study in support of the Sun Trail system connection from Bonita up to JY Linear Park. This is a continuation of activities started in FY 2022.
- Fall 2023: Collect and Analyze Origin and Destination data for use in the transportation model trip table adjustments and analyze trip information for other ongoing studies and projects.
- 2023/2024: Conduct Bicycle Pedestrian Count Data Collection.
- Spring 2024 - Fall 2024: Conduct a CR 951 feasibility study alternatives to determine timing, need, planning costs, issues/opportunities, other potential alternatives and next steps to provide capacity improvements for north south travel east of I-75.

Task No: 4.4 Administrative and Planning Consultant Services

Estimated Budget Detail for FY 2023/2024

| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FHWA (SS4A) | FTA 5305 | FTA State Match | Local Funds | Total |
|--|---|-----------------------------|------------------|--------------------|-----------------|------------------------|--------------------|---------------------------|
| A. Personnel Services | | | | | | | | |
| | MPO staff salaries | \$15,000 | - | - | - | - | - | \$15,000 |
| | Subtotal: | \$15,000 | - | - | - | - | - | \$15,000 |
| B. Administrative and Consultant Services | | | | | | | | |
| | Accounting Services | \$20,000 | - | - | - | - | - | \$20,000 |
| | Legal Services | \$20,000 | | | | | | \$20,000 |
| | MPO Audit | \$40,000 | | | | | | \$40,000 |
| | TIP Reporter Tool | \$9,800 | | | | | | \$9,800 |
| | Regional Model Alternatives | \$25,000 | | | | | | \$25,000 |
| | Performance Measure Analysis | \$30,000 | | | | | | \$30,000 |
| | Conduct vehicle, Bicycle & Pedestrian Safety Outreach Activities | \$75,000 | | | | | | \$75,000 |
| | Begin development of the Long Range Plan Update Elements | \$129,871- <u>59,871</u> | | | | | | \$129,87 <u>59,871</u> |
| | <u>Planning Feasibility Study for the CR 951 Extension Corridor</u> | <u>\$70,000</u> | | | | | | <u>\$70,000</u> |
| | Support for discretionary grant programs | \$85,000 | | | | | | \$85,000 |
| | Conduct Bicycle Pedestrian Count Data Collection | \$25,000 | | | | | | \$25,000 |
| | Complete the Cape Coral Evacuation Study | \$25,000 | | | | | \$25,000 | \$50,000 |
| | Begin the Development of the Safe Streets for All Action Plan | | | \$180,000 | | | \$45,000 | \$225,000 |
| | Development of the 2050 zonal data | \$120,000 | | | | | | \$120,000 |
| | Update the Goods and Freight Study | \$50,000 | | | | | | \$50,000 |
| | Update the Congestion Management/TSM&O Plan | \$75,000 | | | | | | \$75,000 |
| | Conduct an Origin and Destination Study in support of the LRTP update | \$40,000 | | | | | | \$40,000 |
| | Subtotal: | \$769,671 | - | \$180,000 | - | - | \$70,000 | \$1,019,671 |
| | Total: | \$784,671 | - | \$180,000 | - | - | \$70,000 | \$1,034,671 |

REVIEW AND APPROVAL OF THE TRANSIT ELEMENT SCOPE OF SERVICES

RECOMMENDED ITEM: The committee is being asked to review and approve the **attached** scope of services for updating the Transit Element of the Long Range Transportation Plan.

The **attached** draft scope of services has been developed to update the transit element as part of the development of the 2050 Long Range Transportation Plan. The update of the transit element will also be using data and analysis from the Transit Development Plan that LeeTran is developing. In addition, the transit element recommendations will be consistent with the equipment needs identified in the Transit Asset Management Plan.

**LEE COUNTY METROPOLITAN PLANNING ORGANIZATION
SCOPE OF SERVICES
2050 LRTP LONG RANGE TRANSIT ELEMENT**

BACKGROUND

This scope of services has been prepared to provide transportation system planning services support to update the Long Range Transit Element (LRTE) of the Long Range Transportation Plan (LRTP). The Lee County MPO is required to update its LRTP at least every five years. The next update of the LRTP will have a horizon year of 2050 and must be adopted by the MPO Board by December 2025, and subsequently submitted to the Florida Department of Transportation (FDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

Purpose and Objectives

The purpose of this scope of services is to update the existing transit element of the MPO's LRTP. Objectives of this scope of services include:

- Update baseline conditions and existing services/facilities
- Identify and evaluate transit service improvements
- Update the 25-year operating and capital needs costs from the vision plan
- Develop the 2050 Cost Feasible Transit Element
- Prepare the 2050 Long Range Transit Element summary documentation
- Conduct meetings and presentations

The scope of services below provides the task description for each component listed above:

SCOPE OF SERVICES

TASK 1: Review Baseline Conditions and Existing Services/Facilities

The first task of this effort will involve the review and update of background information pertaining to public transportation in Lee County. The review is expected to cover, at a minimum, the following information:

- Adopted LeeTran Transit Development Plan (Evolve TDP)
- Annual Progress Reports (APRs) of the TDP that have been completed since the last major update
- Adopted 2045 LRTP transit component
- Land use
- Congested corridors/hot spots
- Bicycle and pedestrian plans
- Bus stop ADA accessibility
- Lee Plan Transportation Element

- 2050 LRTP socioeconomic data (existing and projected population and employment densities)

A review of existing public transportation services being provided in Lee County also will be conducted as part of the update of the 2050 Transit Element. This review will include a general examination of the following services, infrastructure, and/or programs:

- Fixed-route and on-demand bus services
- Major transfer facilities/transit terminals
- Park-and-ride facilities
- Commuter Assistance Program

The results of the review will be summarized, including any identified potential implications.

Activities in Task 1 include:

- Review planned operating and capital improvements in recent transit studies/plans and performance measure requirements
- Review 2050 LRTP socioeconomic data including existing and projected population and employment densities
- Review existing and future land use maps and new proposed major developments that may create an impact for transit service needs.
- Use available data to identify and summarize congested corridors/hot spots.
- Review recent efforts on improving bike/pedestrian access to transit and bus stop ADA accessibility.
- Review existing services, including fixed-route bus and on-demand transit services, with analysis examining the seasonal nature of the service.
- Review available transit infrastructure, including major transfer facilities/transit terminals, park-and-ride facilities
- Review available Transportation Demand Management (TDM) options including the FDOT District One Commuter Assistance Program.

Task 2: Identify and Evaluate Transit Service Frequency Improvements

The scope also includes evaluating routes for frequency enhancements to analyze the increase in service beyond what is currently included in the adopted Evolve TDP. The Consultant will evaluate and rank the frequency expansion and this analysis will include the cost analysis of these enhancements. The Consultant will coordinate with LeeTran and the Lee MPO on the development of this analysis. LeeTran daily ridership data, average transit trip length, and AADT for any selected corridors will be provided by the MPO/LeeTran staff.

Activities in Task 2 include:

- Review recent studies and identify list of candidate routes for service improvements.
- Coordinate with MPO and LeeTran staff on the evaluation of these routes.

- Evaluate and prioritize transit service expansion.
- Keep the prioritization process consistent with the existing prioritization process used within the LeeTran documents.
- Evaluate/expand mobility-on-demand options to address service needs and first mile/last mile needs.

Task 3: Develop 25-Year LRTE Needs & Operating/Capital Costs

Using the currently adopted Evolve TDP as a starting point and findings from Task 2, this task includes preparing transit service and capital needs for the next 25 years. The 2050 transit needs will be illustrated on a map and summarized in tabular form. The LRTE Needs Plan may also utilize findings from on the following sources:

- Information on plans and initiatives from the cities and communities in Lee County and in neighboring counties to develop transit needs consistent with what is being planned on surface or waterborne transit.
- Any pertinent output from the running of travel model alternatives that indicates the expansion of service in a particular area.
- Feedback from the 2050 LRTP public involvement efforts during the review of the proposed transit needs.

The Consultant will meet with MPO staff to review the draft 2050 Transit Needs Plan. The Plan will then be revised and finalized based on the comments and direction received at that meeting.

Activities in Task 3 include:

- Integrate findings of the adopted Evolve TDP.
- Review plans and initiatives from the cities and communities in Lee County and in neighboring counties on surface or waterborne transit.
- Coordinate with the regional transit planning process.
- Summarize and evaluate public input from transit needs surveys.
- Develop service characteristics for identified transit needs.
- Develop/expand capital, technology, infrastructure, and policy needs for implementing the transit service needs.
- Develop draft 2050 LRTE Transit Needs Plan.
- Develop necessary maps, tables, and other material such as board-mounted exhibits, handouts, etc., as needed for public workshops.
- Address MPO staff comments on draft material and develop final 2050 Transit Needs Plan.
- Coordinate with LRTP modeling team and provide necessary Needs Plan files and data for running of travel model alternatives.
- Conduct reviews/revisions of transit network models plots/summary

Task 4: Evaluate and Prioritize 2050 Service Needs

Using the priorities that were developed for the Evolve TDP and adding in the additional service coming out of Tasks 2 and 3, develop the prioritization of the projects, consistent with the prioritization process used in the development of the Evolve TDP, to identify the most essential and cost-effective transit service needs that should be funded through 2050. Prioritization of Needs Plan service alternatives will also assist in the phasing of those services for the county as a whole. An evaluation and prioritization methodology using existing and available data sources will be developed to rank Needs Plan service alternatives. Evaluation criteria may include, but not necessarily be limited to, the following:

- Public input
- Rider markets, including traditional, discretionary, and regional
- Ridership productivity
- Cost efficiency

No new data collection or data analysis will be conducted to evaluate and prioritize the Needs Plan projects using the selected prioritization criteria and measures. The Consultant will develop the draft prioritization methodology and provide MPO staff for review and comment. The Consultant will then address any comments on the draft prioritization methodology and develop a final methodology for prioritizing 2050 transit service needs. The prioritization process will be finalized and services in the Needs Plan will be prioritized. Once that process is complete, capital and operating cost estimates through 2050 will be developed.

Activities in Task 4 include:

- Develop project evaluation and prioritization process.
- Review and integrate public input on transit needs.
- Use model output to develop ridership projections and evaluate ridership productivity.
- Evaluate rider markets, including traditional, discretionary, regional, and mobility on demand options.
- Prioritize and rank 2050 transit service needs using prioritization criteria, weights, and assigned scores.

Task 5: Develop 2050 Cost Feasible Transit Element

To develop the 2050 Cost Feasible Long Range Transportation Element, the Consultant will first coordinate with MPO staff to obtain the LRTE transit revenue projections. Based on these revenue projections and the cost estimates of the Needs Plan priorities developed in Task 4, the 2050 Cost Feasible Transit Element will be developed to balance projected revenues with the highest-ranking transit needs over the LRTP planning horizon.

The Consultant will meet with MPO staff to review the draft Cost Feasible Plan. The Cost Feasible Plan will then be revised and finalized based on the comments and direction received at that meeting. After allocating projected revenues to the highest priority transit needs, it is anticipated that there will remain a ranked list of unfunded transit needs that can only be implemented

contingent upon securing additional funding. Cost feasible transit service improvements and unfunded transit needs will be illustrated on maps and summarized in tabular form.

Activities in Task 5 include:

- Review current and expected transit revenues provided by MPO/LeeTran staff.
- Develop funding assumptions and project 2050 LRTE transit revenues.
- Develop draft 2050 Cost Feasible LRTE.
- Coordinate with MPO staff and LRTP project team and conduct multiple rounds of revisions to draft plan.
- Develop the final 2050 Cost Feasible LRTE.
- Develop cost affordable plan maps, tables, and other material such as board-mounted exhibits, handouts, etc., as needed for public workshops.
- Provide information on transit cost affordable alternatives to assist travel demand model and conduct reviews/revisions of transit network models plots/summary tables.

Task 6: Prepare 2050 LRTE Summary Documentation

Based on the results of Tasks 1 through 5, the Transit Element documentation will be prepared for inclusion in the Lee County MPO 2050 LRTP, including an LRTE Chapter and LRTE Technical Memorandum. The Transit Element documentation will be submitted to MPO staff for review. MPO staff input will then be used to refine, update, and finalize the 2050 Transit Cost Feasible Element documentation.

Activities in Task 6 include:

- Prepare and submit draft 2050 LRTE documentation.
- Address comments and revise 2050 Cost Feasible LRTE.
- Develop final 2050 Transit Cost Feasible Element documentation.
- Prepare and submit final 2050 LRTE documentation.

Task 7: Project Coordination and Meetings

The overall effort to update the Lee County LRTP Transit Element may require the Consultant to attend several virtual meetings and public workshops. The following sub-tasks outline the various meetings and presentations that will be completed during the study process.

- *Prepare for and conduct Project Kick-Off Meeting*—At the outset of the project, a virtual kick-off meeting will be scheduled with MPO staff and other appropriate parties to discuss the scope of this effort, schedule, outline data needs, and receive initial guidance on existing and potential future transit needs in Lee County. This sub-task includes necessary coordination and preparation of the discussion materials for the kick-off meeting.
- *Prepare for and Conduct Coordination Meetings with MPO Staff*—During the project, it may be necessary to schedule and hold virtual meetings with MPO staff to discuss project

issues and review draft materials. Therefore, this scope assumes that up to five (5) virtual coordination meetings will be scheduled.

- *Prepare for and Conduct Needs Plan Review Meeting with MPO Staff*—This virtual meeting will be conducted with MPO staff to review the draft 25-year transit needs plan and obtain comments.
- *Prepare for and Conduct Meeting to review draft Cost Feasible Plan and Cost/Revenue Assumptions*—A virtual meeting with MPO staff to review the cost feasible LRTE as well as corresponding funding assumptions and revenue projections.
- *Prepare for and Participate in Two LRTP Public Workshops*—The Consultant will prepare for and attend two (2) LRTP public workshops that will be held to present draft needs and cost affordable 2050 transit plans for the LRTP. This includes necessary coordination, as well as preparation of the LRTE-related materials that will be utilized during the workshops, including display boards and survey instruments to obtain public input.
- *Develop and Provide Draft and Final LRTE Plan Presentations for MPO Staff Review and Use*—The Consultant will prepare two (2) PowerPoint slide presentations detailing the draft and final Transit Element plans. These will be submitted to MPO staff for their review and use.

Activities in Task 7 include:

- Prepare for and conduct virtual kick-off meeting.
- Prepare for and conduct up to five (5) virtual meetings with MPO staff.
- Conduct draft 2050 LRTE Needs Plan review virtual meeting.
- Conduct draft 2050 Cost Feasible LRTE and cost and revenue assumptions/projections review virtual meeting.
- Prepare for and participate in two (2) LRTP public workshops.
- Develop and provide draft and final LRTE presentations to MPO staff for review and use.

TIME OF COMPLETION

It is anticipated that the work provided for Tasks 1-7 of this scope of services will be completed by March 1, 2026.

BUDGET

The estimated budget for the 2050 LRTE is \$170,000.

REVIEW AND APPROVE THE LRTP PUBLIC INVOLVEMENT AND DOCUMENTATION SCOPE OF SERVICES

RECOMMENDED ACTION: Review and approve the draft Long Range Transportation Plan (LRTP) scope of services for public involvement activities, development of the Needs and Cost Feasible Plans, a regional component, and report documentation.

The update of the Long Range Plan to 2050 is underway and the Committees are being asked to review and approve the scope of work for public involvement, technical assistance on the analysis of the Needs and Cost Feasible projects, development of a separate regional component and the draft, and final report documentation. **Attached** is the draft scope for consideration.

2050 LONG RANGE TRANSPORTATION PLAN 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 2050 LRTP by December 18, 2025. 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 2050. This scope outlines the public involvement tasks that will be conducted through the adoption of the Plan, the analysis and steps that will lead to the identification of the Needs and Cost Feasible Plan projects and the production of the LRTP documentation. Separate efforts will be undertaken for development of the Long Range Transportation Plan socio-economic forecasts, freight/goods movement, and transit element.

SCOPE OF SERVICES

Elements of the Long Range Transportation Plan included under this scope of services will incorporate analysis and evaluation of other activities undertaken by the MPO. Specific to this scope of services will be the development and execution of the LRTP Public Involvement Plan (LPIP), analysis of multimodal projects proposed for incorporation into the LRTP Cost Feasible Plan, and documentation of the overall LRTP process.

The LPIP will 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 Consultant will support the MPO staff by preparing summary maps and tables showing the performance of the regional travel demand model and demonstration of a financially constrained plan that considers forecasted revenues and project costs.

Documentation of the LRTP will include a full report covering the elements of the planning process as well as summary documentation. Development of the LRTP compliant with federal and state requirements will be demonstrated through completion of the LRTP checklist. Summarization of the key conclusions of the LRTP, including a summary of goals, objectives and performance measures, total projected revenues, expectations of future growth in population, employment and travel demand, prioritized project lists, and a demonstrated financially feasible list of multimodal transportation projects will be captured in public-friendly summary report that will also be prepared.

The remainder of this scope of services covers in detail the tasks to be performed by the Consultant as listed below.

- Task 1. LRTP Schedule Development and Management
- Task 2. Public Involvement and Outreach
- Task 3. Analysis of Needs and Cost Feasible Projects
- Task 4. Regional Coordination
- Task 5. LRTP Documentation

Task 1 - LRTP Schedule Development and Management

Successful implementation and completion of the LRTP is built on schedule management and coordination between the Consultant and the MPO. Coordination between the MPO LRTP Manager and members of the Consultant Team will provide review of progress and upcoming tasks to be completed.

Consultant Responsibilities

- Prepare and maintain LRTP schedule.
- Conduct LRTP Kick-Off Meeting and project coordination phone calls.
- Participate in regional CUTS Meetings and other coordination meetings as requested for coordination with neighboring MPOs regarding regional decision-making.
- Provide assistance for coordinating overall LRTP schedule with other LRTP related task assignments being completed under separate task order assignments.

Task 2 - Public Involvement and Outreach

In keeping with past practices, the Consultant will work with the MPO Project Manager to develop a detailed LRTP Public Involvement Plan (LPIP). The LPIP will include the provision of online opportunities for public input and outline the anticipated use of social media. The LPIP will be developed to be consistent with the MPO's 2023 Public Involvement Plan.

Task 2.1 Public Involvement Plan

The LPIP will guide the public involvement effort for the 2050 Long Range Transportation Plan and will, at a minimum, outline a public involvement process that:

- requires timely public notice of all activities in local newspapers via press releases and public service announcements.
- includes multiple events and activities that inform citizens of planning efforts and allow public input and access to key decisions.
- supports early and continuing involvement of the public in the plan development process.
- recognizes that the public includes not only citizens, but also business owners, freight operators, environmental groups and others who have an interest in the transportation decisions being made through this plan; and

- includes a variety of activities and strategies to engage members of the community in ways that are innovative and informative; including the use of web-based formats and has targeted and measurable goals for achievement.

The Consultant, through coordination with the MPO Project Manager, will create a page on the MPO website to gather broad community input using online surveys, access to LRTP technical and informational documents, visualizations, other related materials, and the draft and final LRTP Report.

Documentation of the public involvement activities conducted during the LRTP update process will summarize outreach efforts, responses from the public and changes to the plan as a result of input. When significant written and oral comments are received on the development of the LRTP and the final draft LRTP, the Consultant will prepare a summary, analysis, and report on the disposition of comments which will be made a part of the final LRTP record.

Task 2.2 Public Notifications and Communication

The Consultant will review and update the MPO's comprehensive mailing list developed 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 corresponding with the MPO during the LRTP update will be encouraged to provide an e-mail or mail address 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 will use the comprehensive mailing list to mail surveys (free return postage), newsletters, project brochures and invitations to public meetings/workshops as requested and necessary.

The Consultant will develop 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.

Task 2.3 Media Outreach

Media outreach will be an on-going effort throughout the development of the LRTP. The Consultant will arrange for news releases in newspapers, magazines, TV and radio stations. The Consultant will inform the media of public workshops and meetings prior to the date of the meetings/workshops and document reviews. The Consultant will prepare a media list and make preparations, printing, and distribution of materials as necessary to allow the media outreach to be successful. The Consultant will 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.

Task 2.4 Public Meetings

Two rounds of public workshops and meetings will be conducted at key times during the development of the draft Needs Plan and after the development of the draft Cost Feasible Plan. The Consultant will plan for two public workshops and one public meeting as part of this effort.

The workshops will be held in the evening and the Consultant will organize the meeting locations, prepare 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 presentations and answering questions. In addition to in-person workshops, the use of virtual technology will be used for conducting online public meetings to coincide with the timing and content of the two workshops. The Consultant shall document and analyze the public input for use in the LRTP development process whether received during these meetings, provided verbally during any of the MPO's regularly scheduled meetings with a public comment period, or in written form submitted to the MPO. The Consultant will also produce a frequently asked questions and answers document based on the questions received at the meetings and through the development of the Plan.

At the conclusion of the LRTP development, a public meeting will be held where the final plan is presented to the MPO Board for adoption. The Consultant will support the MPO by preparing presentation materials and attending the public meeting to assist with presentation of the LRTP.

Task 2.5 Community Engagement

Outreach and engagement events used to supplement and support the traditional open house style public meeting will be listed in the LPIP and agreed upon jointly with the MPO Project Manager. Potential events could include the following, based on available funding and schedule.

- Listening Tours
 - Planned events held in community-based, neighborhood locations.
 - Planned events held at large and service-based employers (hospitals, call centers, for example)
 - Employee break rooms
 - Business Center Entrances
 - Downtown pedestrian ways
- Drive-thru Community Meetings
- Community Conversations
 - Round table discussions with community members
 - Encourage engagement from underrepresented populations.
- Surveys / On-line Polls
 - Wikimapping
 - Survey Monkey
- Digital Platforms
 - ZenCity (cost-based) <https://zencity.io/zencity-for-counties>

- Nextdoor
- Steering Committee / Advisory Committees

Consultant Responsibilities

- Task 2.1 Public Involvement Plan
 - Prepare Public Involvement Plan and update based on MPO comments.
 - Maintain Public Involvement Plan as LRTP update progresses.
 - Develop and maintain comment tracking tool.
 - Prepare response to public comments.
 - Summarize public involvement summary report.
 - Coordinate with MPO staff on content and timing of updates for MPO website.
- Task 2.2 Public Notifications and Communication
 - Develop content for three newsletters.
 - Finalize newsletters based on review and comment from MPO.
 - Coordinate distribution of newsletters and posting on MPO Website.
 - Conduct interviews of transportation users or providers and post on website
- Task 2.3 Media Outreach
 - Develop and maintain list of media contacts.
 - 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.
 - Schedule media interviews with MPO at key points during LRTP development.
- Task 2.4 Public Meetings
 - Prepare presentation materials for Public Meetings.
 - Attend Public Workshops.
 - Schedule and facilitate in-person and virtual meetings.
 - Summarize comments received at Public Workshops.
 - Attend LRTP Adoption Hearing.
 - Present at MPO Committee Meetings as requested.
- Task 2.5 Community Engagement
 - Support MPO in identifying community -based events.
 - Prepare flyers and advertisement materials.
 - Assist MPO with preparing and giving presentations to associations and groups.
 - Develop survey materials in print and digital formats.
 - Prepare summary of comments and prepare responses as needed.

Task 3 - Analysis of Needs and Cost Feasible Projects

The Consultant will assist the MPO in developing projects for the Needs Plan and evaluation of projects for inclusion in the Cost Feasible Plan. Development of performance measures that are consistent with the current performance measures required to be reported to FDOT and Federal Highway will be used to ensure compliance with the appropriate metropolitan planning requirements.

Task 3.1 Socio-Economic Data Mapping

Understanding of the need for future transportation projects begins with identification of areas where future growth is anticipated. Using the 2050 forecasted data for population and employment, provided by the MPO, the Consultant will prepare a series of maps and tables for presenting the socio-economic data for use in presentations and given at various MPO meetings.

Task 3.2 Prioritization and Evaluation of Projects

It is envisioned that the analysis of projects in the LRTP will be done using a matrix that will be easy for the public and MPO to see the benefits of the projects being proposed. The MPO staff will develop the cost of each of the projects being proposed using FDOT's project costing tool or from cost estimates provided by the local jurisdictions.

Task 3.3 Travel Demand Model Coordination

Development of the District One Regional Planning Model (D1RPM) is carried out by FDOT D1. In support of the regional modeling schedule, the Consultant will support the MPO in reviewing travel demand model networks and developing projects for testing in subsequent cycles. This effort will include:

- updating the MPO's GIS network;
- preparing maps for review and presentation at MPO Meetings; and
- coordinating with the FDOT D1 modeling consultant.

Task 3.4 Evaluation of Project Impacts

Lee County's transportation infrastructure is critical for the region's economic vitality, but the County's location on the Gulf of Mexico makes the transportation system susceptible to inland flooding, intense hurricanes, and sea level rise. For the LRTP, the Consultant will conduct the following resiliency related assessments.

- Review and update the LRTP goals and objectives addressing resiliency in the transportation system.
- Update performance measures to track progress towards meeting the LRTP objectives.
- Develop a Risks and Vulnerabilities Assessment section for the LRTP report.
- Update the project prioritization to include a focus on resiliency planning in the Cost Feasible Plan.

In addition to using the FDOT Efficient Transportation Decision Making (ETDM) tool for analyzing necessary Needs Plan projects, the Consultant will evaluate community impacts or benefits resulting from proposed projects. Historically, transportation investments have not always benefited disadvantaged communities, and in many

instances, have adversely impacted them. The Justice 40 (EJ40) Initiative was established after the 2045 LRTP, so the 2050 update is the first opportunity for the MPO to incorporate this guidance into the long-range transportation planning process. The Consultant will utilize the Environmental Protection Agency's Environmental Justice Screening and Mapping Tool for transportation planning projects.

- Use the Screening Tool's data download to map Environmental Justice Areas and Disadvantaged Communities within Lee County.
- Analyze transportation impacts and benefits on Environmental Justice Areas and Disadvantaged Communities.
- Prepare a summary of the EJ40 Initiative for the LRTP report.

Task 3.5 Incorporation of Modal Plan Elements

Additional efforts underway by the MPO, LeeTran, FDOT and others cover the multi modal elements of the LRTP and will be integrated into the LRTP document. This will include incorporating projects and priorities from the Long Range Transit Element, recently completed Bicycle, Pedestrian and Trail studies, Strategic Freight Planning efforts, TSM&O documents and others as identified by the MPO.

Task 3.6 Potential Grant Funding

Recognizing that transportation funding is becoming more limited and that the emphasis for federal funding has been expanded to include competitive grants, the Consultant will develop a crosswalk between projects listed in the 2050 Needs Plan and potential future grant funding opportunities. Development of this matrix will be based on the purpose, location, and scope of projects listed in the Needs Plan.

Consultant Responsibilities

- Task 3.1 Socio-Economic Data Mapping
 - Prepare maps of existing socio-economic data variables.
 - Prepare maps of future socio-economic data variables.
 - Prepare maps of change in socio-economic data variables.
- Task 3.2 Prioritization and Evaluation of Projects
 - Review existing prioritization factors and data sources.
 - Collect updated data necessary for prioritizing needs projects.
 - Identify changes to prioritization factors based on new state and federal requirements.
 - Prioritize Needs Plan projects.
- Task 3.3 Travel Demand Model Coordination
 - Revised MPO's GIS files to reflect current and committed conditions.
 - Receive Travel Demand Model Files and prepare maps of network alternatives and output results.
 - Prepare maps of proposed alternatives for testing in Travel Demand Model.
- Task 3.4 Evaluation of Project Impacts
 - Conduct Risk and Vulnerability Assessment of transportation network.
 - Conduct Assessment of Needs Plan projects and potential impacts to disadvantaged communities.

- Task 3.5 Incorporation of Modal Plan Elements
 - Review recently completed multimodal studies and update list of potential LRTP projects.
- Task 3.6 Potential Grant Funding
 - Develop matrix of potential grant funding sources and competitiveness factors.
 - Identify candidate projects for future funding based on prioritization factors.
 - Coordinate with MPO partner agencies on candidate projects for consideration.

Task 4 Regional LRTP Coordination and Documentation

Continued growth in Southwest Florida has resulted in the blending of urbanized areas and travel from one county to another. Given the overlapping nature of transportation issues and regional decision making, the Consultant will support the MPO with identifying cross-county projects and issues related to future transportation projects.

Previous topics that may be included in this, among others, could include the proposed Del Prado Extension and potential I-75 interchange, CR 951 extension, cross-county trip purposes and funding for major regional projects.

A stand-alone document outlining these regional topics and resulting projects or programs for consideration in the LRTP will be prepared. This document will introduce the regional issues facing MPOs in Southwest Florida and identify potential transportation focused projects and strategies to address mobility.

Consultant Responsibilities

- Coordinate LRTP planning efforts with neighboring MPO plans.
- Identify regionally significant projects for consideration in the LRTP.
- Prepared summary documentation of regional coordination and LRTP related outcomes.

Task 5 LRTP Documentation

The Consultant will prepare a draft 2050 LRTP Adoption Document in coordination with the FHWA and FDOT LRTP Requirements checklist that memorializes the plan update process; describes the projected economic and population growth in the Counties; and summarizes the cost feasible plan. An executive summary will be prepared as both a stand-alone document and as part of the LRTP Adoption Document. A series of appendices will be included as part of the Adoption Document, including Public Involvement Plan, Goals, Objectives, and Measures, Socioeconomic Data Projections, and Financial Resource Projections.

Task 5.1 Draft Documentation

The Consultant will compile the LRTP chapter contents prepared in previous tasks. This effort will include compiling chapter text for consistency and compliance with the LRTP checklist. An introduction to the LRTP covering the purpose, requirements, guiding factors, and outcomes will be prepared for the draft LRTP Report.

A draft of the LRTP Report will be prepared by the Consultant and submitted to the MPO for review. In addition to the LRTP Report, a draft Summary Report will be prepared by the Consultant. The Summary Report will be designed to be more visually appealing and will include color to the extent possible, particularly in maps and graphics where color can be used to enhance the document's user-friendliness. The draft Summary Report will be submitted to MPO staff for review.

Task 5.2 Final Documentation

Once comments on the draft LRTP Report and Summary Report have been received, the CONSULTANT will begin addressing comments for the final LRTP Report and final Summary Report.

Consultant Responsibilities

- Draft LRTP and Executive Summary Report
- Final LRTP and Executive Summary Report

REVIEW AND APPROVE THE CR 951 FEASIBILITY STUDY SCOPE OF SERVICES

RECOMMENDED ACTION: Review and approve the CR 951 feasibility study scope of services (**attached**).

Over the last several months, the MPO staff has had several presentations and discussions with the MPO Board, the Executive Committee, FDOT and local elected officials regarding planned roadways and regional traffic issues with Collier County. The Lee and Collier MPOs included the CR 951 extension alignment in their 2045 LRTPs (Long Range Transportation Plans) Needs Plans from Immokalee Road in Collier connecting to Alico Road in Lee County. The alignment in the LRTPs matches the alignment that was studied as part of a PD&E study that was conducted by both Counties about twenty years ago. There has been a recent push to restart that planned roadway, along with other discussed connections east of I-75, due to the tremendous growth of the region as well as the recent results from the I-75 Master Plan study and the timing of projected improvements.

Based on the previous discussions and direction by the Executive Committee, **attached** is a draft scope of work to study the feasibility of moving forward with a north south road east of I-75. This scope will include looking at what has changed since the original “preferred” alignment was identified, as well as other potential alignments and planning level cost estimate(s) for a determination of the next steps.

DRAFT: SCOPE OF WORK**Lee County MPO CR 951 Feasibility Study**

This document describes the Scope of Work that will be performed by Volkert, Inc. (Consultant) to develop the Lee County Metropolitan Planning Organization (MPO) County Road (CR) 951 Feasibility Study (Feasibility Study). The study limits are from Alico Road in the north in Lee County to Immokalee Road in the south in Collier County. The purpose of the Feasibility Study is to identify if there is a near term need for the CR 951 extension/other north south connections east of I-75 and if so, where could it possibly go, and what will be potential issues and opportunities that the Lee County MPO will encounter to move forward with a Project Development and Environment (PD&E) Study.

The development of the project will include the following tasks:

- TASK 1: Conduct kick-off meeting.
- TASK 2: Collect and summarize the findings of previous studies related to this project and the project study area.
- TASK 3: Conduct existing and future conditions assessment.
- TASK 4: Conduct stakeholder interviews and preliminary analysis to respond to questions from stakeholders.
- TASK 5: Develop planning level alternative corridors.
- TASK 6: Conduct agency coordination (e.g., Florida's Turnpike, Florida Department of Transportation, MPOs, and Counties).
- TASK 7: Develop opportunities and constraints.
- TASK 8: Present the Feasibility Study findings and recommendations.
- TASK 9: Produce the draft and final technical memorandum.

TASK 1: CONDUCT KICK-OFF MEETING

The Consultant will schedule and conduct a kick-off meeting with MPO staff within ten days of the Notice to Proceed that will be issued by the MPO. The kick-off meeting will be held virtually over a Microsoft Teams call or similar video conferencing platform. At the kick-off meeting, the Consultant and the MPO staff will review the scope of work, project schedule, previous plans that will be reviewed, data needs, project study area, stakeholder outreach, and required deliverables.

Deliverables:

- Project schedule
- List of stakeholders
- List of agencies and staff contacts
- List of outstanding data needs
- Base map of the study area

TASK 2: REVIEW OF PREVIOUS PLANNING STUDIES

The Consultant will work with Lee County MPO to identify previous plans to review. The Consultant will review previous plans to identify recommendations and relevant capital improvement projects that are planned and programmed. Emphasis will be placed on understanding the past recommendations that are relevant to the study area. The Consultant will summarize the results of the review in a technical memorandum that will become a chapter or section of the final Feasibility Study report.

Deliverable:

- Technical Memorandum summarizing review of previous planning studies

TASK 3: CONDUCT EXISTING AND FUTURE CONDITIONS ASSESSMENT

The Consultant will conduct an existing and future conditions assessment for the study area. This task will include a site visit of the study area to take photos, analysis of existing and future land uses and demographics, and a review of upcoming land development and transportation projects, as available. The Consultant will develop existing conditions maps and document the findings in a technical memorandum that will include maps and photographs taken from the site visit.

Deliverables:

- Technical Memorandum of the Existing and Future Conditions Assessment
- Maps (seven to eight)
 - Base Map
 - Existing Population
 - Future Population
 - Existing Jobs
 - Future Jobs
 - Existing Land Use
 - Future Land Use
 - Future Development (as available)

TASK 4: CONDUCT STAKEHOLDER INTERVIEWS

The Consultant will conduct up to 10 one-on-one stakeholder interviews in person and/or virtually, which will be based on the availability and preference of each stakeholder. The purpose of the interviews is to collect stakeholder input and concerns on the study and potential alignments, and to help define the key topics to discuss for an optional stakeholder workshop. The Consultant will produce a fact sheet about the project to provide to each stakeholder in advance of the one-on-one stakeholder interviews.

The Consultant will conduct high-level/order of magnitude analysis as necessary to respond to stakeholder questions and concerns. This task is expected to include some additional research and analysis to help facilitate discussions at the optional stakeholder workshop. The Consultant will then use the key concerns and preliminary analysis to develop alternative corridors and a series of potential strategies to mitigate each concern.

Deliverables:

- Up to 10 individual stakeholder interviews
- One page fact sheet
- Stakeholder interview questions
- Summary of stakeholder interviews

TASK 5: DEVELOP PLANNING LEVEL ALTERNATIVE CORRIDORS

The Consultant will use the previous planning research, the existing and future conditions assessment, and stakeholder input to develop up to five alternative corridors for a future CR 951 road extension/other north south connections east of I-75 that will be mapped. The methodology for developing and evaluating the alternative alignments will become part of the final report. The Feasibility Study will not result in a preferred alternative. Planning level cost estimates will be developed for the alternatives for comparison.

Deliverables:

- Technical Memorandum on Alternative Corridors
- Map of Alternative Corridors

TASK 6: AGENCY COORDINATION

The Consultant will work with Lee County MPO to identify the appropriate staff at local, regional, and state agencies to discuss the Feasibility Study. Agencies include the Florida Department of Transportation (FDOT), the Florida Turnpike, Collier County, Lee County, Collier MPO, and others identified by the Lee County MPO. The Consultant will be responsible for scheduling and coordinating up to three meetings with appropriate staff that can be held virtually and in-person. The Consultant will put together a meeting agenda to be reviewed by the Lee County MPO and meeting notes summarizing comments from staff and next steps.

Deliverables:

- Meeting Agendas (3)
- Up to three coordination meetings with agency staff
 - One hybrid, in-person and virtual (first meeting)
 - Two virtual
- Meeting notes

TASK 7: DEVELOP OPPORTUNITIES AND CONSTRAINTS

The Consultant will develop next step recommendations for the Lee County MPO. Anticipated recommendations include conducting a future Project Development and Environment (PD&E) Study for CR 951/other connections and a financial feasibility analysis.

TASK 8: PRESENT RESULTS

The Consultant will provide a project summary and PowerPoint presentation to MPO staff for review. This will be presented (up to 3 presentations) to the two MPO Boards and Committees.

Deliverables:

- PowerPoint Presentation
- Up to Three Presentations
 - MPO Committee Meetings (may be scheduled as a joint meeting)
 - Lee and Collier MPO Board Meetings (may be scheduled as a joint meeting)

TASK 9: DRAFT AND FINAL TECHNICAL MEMORANDUM

The Consultant will produce the draft and final technical memorandum that will combine the technical memorandums from the previous tasks. The final report will include an introduction, summary of previous planning studies, the existing and future conditions assessment, results from the stakeholder interviews and optional public workshop, alternative corridors and the methodology for selecting them, travel demand modeling results, maps, images, and recommendations for next steps.

Deliverables:

- Draft Report
- Final Report

US 41 CALOOSAHATCHEE BRIDGE PROJECT PRESENTATION

DISCUSSION ITEM:

FDOT staff will provide a presentation on the status of the US 41 Caloosahatchee Bridge project that will be adding a sidewalk to the bridge.

**PRESENTATION OF FDOT'S VISION ZERO ACTION PLAN
FOR LEE COUNTY ON STATE ROADS**

DISCUSSION ITEM:

FDOT District 1 has been working on a Comprehensive Vision Zero Action Plan covering the state roadways in Lee County. A draft Collision Profile Analysis was completed at the end of December 2023. FDOT will provide a presentation of the work completed to date at the meeting.

UPDATES ON PINE ISLAND ROAD AND MATLACHA

DISCUSSION ITEM:

Following up on the discussion at the last meeting, FDOT will provide information on the Pine Island Road project and Matlacha.

**REVIEW AND COMMENT ON SCOPE OF SERVICES FOR
CALOOSAHATCHEE ALTERNATIVE DOWNTOWN MULTIMODAL STUDY**

DISCUSSION:

The Lee County SUN Trail Network in Fort Myers and North Fort Myers currently includes an alignment along Fowler Street and Evans Avenue, north of Hanson Street. This alignment bypasses most of the attractions in the City's Downtown River District as well as the main hub of the proposed Midtown. Additionally, Fowler Street in North Fort Myers from the Edison Bridge to SR 78 is a constrained high volume facility with only 5' wide sidewalks.

The MPO received SUN Trail funds this year to conduct a study in FY 2024 to determine an alternate SUN Trail Route connecting the City of Fort Myers with North Fort Myers. The anticipated route will traverse through Central Fort Myers, Midtown, and the Downtown River District before crossing the River to North Fort Myers. This Route will meet up with the rest of the SUN Trail Network to the south at the JYLP Trail Extension beginning at Hanson Street, and to the north at the existing Shared Use Path on North Tamiami Trail, north of Pine Island Road (SR 78).

Staff has developed the **attached** draft scope of services for the TAC and CAC to review and comment. A Request for Proposals to conduct the study will be advertised in June 2024 with the project expected to commence in mid to late July.

CALOOSAHATCHEE D'TOWN ALTERNATIVE MULTIMODAL FEASIBILITY STUDY

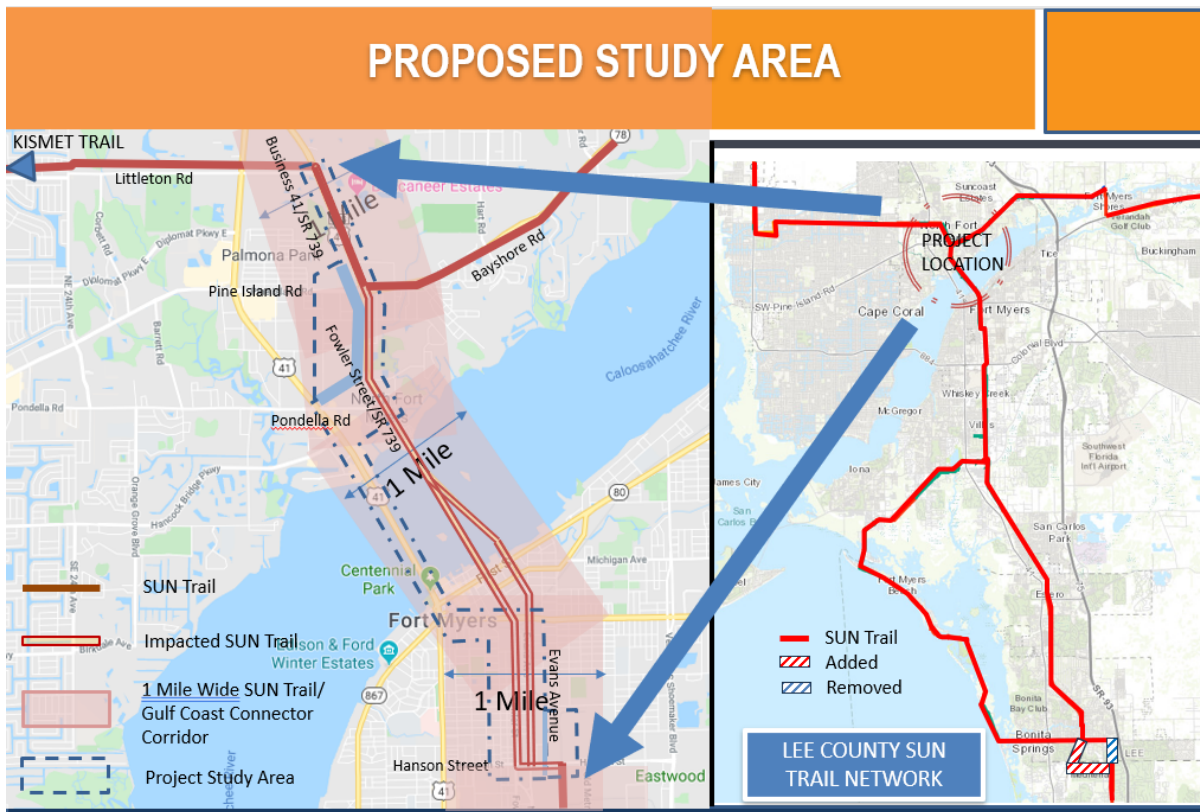
Scope of Services

I. INTRODUCTION

The Lee County SUN Trail Network connecting the City of Fort Myers and North Fort Myers in unincorporated Lee County includes an alignment along Fowler Street and Evans Avenue, north of Hanson Street, which bypasses most of the City's Downtown River District attractions. Additionally, Fowler Street from Edison Bridge to Pine Island Road, is a constrained high volume facility with only 5' wide sidewalks.

II. PURPOSE

The purpose of this scope of services is to identify an alternate SUN Trail route to North Fort Myers via the Caloosahatchee Bridge which will provide safer mobility and accessibility for pedestrians, cyclists, and Micromobility users. The proposed study area (intended to be approximate) is from Cleveland Avenue in the west to Fowler Street/Evans Avenue in the east, and Hanson Street in the south to Littleton Road in the north as shown below in **Figure 1**.



The anticipated route will traverse through Central Fort Myers, Midtown, and the Downtown River District before crossing the River to North Fort Myers, all of which constitute the four (4) sections of the study area. This proposed alternate Route is anticipated to meet up with the rest of the SUN Trail Network to the south at the JYLP Trail Extension beginning at Hanson Street and Palm Avenue, and to the north at the existing Shared Use Path on North Tamiami Trail, north of Bayshore Road (SR 78).

The study will result in the recommendation of a preferred alignment, which can be carried forward for further development. The preferred route should be safe, feasible, cost effective, and consistent with stakeholder and community input and preferences. The study should include a strong implementation strategy, aligning near and mid-term actions with available financial resources.

Main considerations for Study: In order to identify potential alignments, evaluate feasibility, and make a recommendation for a preferred trail alignment, the Study will need to consider a number of factors, including but not limited to the following:

- Existing bicycle and pedestrian system
- Programmed or near-term improvements
- Feasibility and desirability of both off-street and on-street options among the various potential alternatives
- Major barriers such as waterways and rail lines
- Roadway and intersection classification and characteristics
- Environmental issues, such as wetlands, drainage, ROW, and utilities
- Adjacent land uses and destinations that may affect route choice

III. BACKGROUND REFERENCES

- Federal Laws
 - BIL Act Fact Sheet
 - [Bipartisan Infrastructure Law - Metropolitan Planning Program \(MPP\) Fact Sheet | Federal Highway Administration \(dot.gov\)](#)
- State Laws
 - Florida SunTrail Program
 - Section 339.81, Florida Statutes (F.S.)
<https://m.flsenate.gov/Statutes/339.81>

IV. SCOPE OF SERVICE

TASK 1: Kickoff Meeting

The CONSULTANT will schedule and conduct a project kick off meeting of the project team consisting of the consulting team and staff from Lee MPO, the City of Fort Myers, and Lee County BOCC within two weeks of the issuance of a Notice to Proceed. At this meeting, the CONSULTANT will present and discuss a work plan and schedule for completing the Study. The CONSULTANT will also develop a preliminary map defining the study area for review and discussion at this meeting, and will use the input to finalize the study area. Other topics include, but not limited to, data collection, formation of a Project Stakeholder Committee (PSC), an outline for engaging stakeholders in public outreach activities, tools to be used for collecting public input, tools for trail demand and usage analysis, development of a project fact sheet, etc.

Task 1 Deliverables: The deliverables include a work plan and schedule for completing the study and a map of the proposed study area.

TASK 2: Data Collection

CONSULTANT will gather existing data from the MPO, local jurisdictions, state databases, web based interactive systems, etc., for review and analysis, and for mapping functions. It will be the consultant's responsibility to coordinate and collect all available data for the project. Information sought may be in the form of as-built drawings, right-of-way drawings, parcel maps, GIS data, usage data (traffic counts, Strava Metro, StreetLight, Replica, or the like), reports, etc.

2.1 - Mapping

CONSULTANT will identify and summarize mapping work in support of the study. Mapping services will result in development of a series of maps that will include, but not limited to:

1. Study Area Map and Aerials
2. Existing and Future Land Use
3. Transportation Network, Intersections and Access Points
4. Flow and Intensity Maps by Mode - Vehicles, Pedestrian, Bicycle, Transit
5. Safety Maps (crash data, traffic volumes, speed, etc.)
6. Job Accessibility Maps
7. Utilities and Infrastructure
8. Cultural and Public Facilities
9. Environmental Inventory Information
10. Erosion and Drainage
11. Historical Sites and Structures
12. Right-of-way, Easements and Property Ownership

13. MPO Federally Mandated Performance Measures Data
14. Socioeconomic (Income, Poverty, Race/Ethnicity, Car Ownership, Age)
15. Alternatives Concept Plans with:
 - a. Proposed Trail, Trailheads, and Facilities
 - b. Cross Sections at Key Locations

Deliverables: Map package in GIS and PDF. Maps will be used in Existing Conditions Report and in Final Study Report.

2.2 - Existing Conditions Analysis

CONSULTANT will perform field visits and site investigations, review existing plans, and studies pertinent to this project, and analyze data for the study area. Assessment will likely include, but not limited to, land use and ownership records, roadway characteristics, traffic and safety data, infrastructure conditions, design standards, location of trail and transit, economic development and tourism opportunities, crime, environmental information, and flood map data. In conjunction with stakeholder engagement, this task should also include utility and agency coordination to identify potential conflicts, agency concerns, cost, and time impacts, and impacts on/from other projects. Also, analyze physical constraints that may affect trail alignment including (1) Flood and Erosion Hazard Areas (2) Geologically Hazardous Areas (rockfill, unstable soils, etc.) and (3) Steep topography

Observations and data collection, photo and video documentation, field measurements and geo-referencing will be taken as needed during the site visits. One of the site visits could be a tour with Project Steering Committee to share ideas and institutional knowledge about the area and specific roadways under construction.

Deliverables: Existing Conditions Analysis. Findings will be used in Existing Conditions Report and in Draft and Final Trail Study.

2.3 – Policy Analysis

CONSULTANT will conduct a policy analysis to determine whether any policies, regulations, or established procedures of relevant public and private agencies and organizations may support (or, conversely, hinder) the feasibility and success of potential alternative routes—and, if applicable, non-motorized transportation within the study area. This task shall result in a deliverable that identifies and discusses relevant policy, procedural, and/or programmatic issues that could affect feasibility of an alternate trail alignment within the study area, as well as how these issues may be addressed.

Deliverables: Plan Policy Procedural and Programmatic Review Report. Findings will be used in Existing Conditions Report

2.4 - Approved and Planned Development Analysis

North Fort Myers

CONSULTANT will coordinate with the County to get an update on the development of Town Centers and Neighborhood Centers recommended in the 2008 North Fort Myers Community Vision Plan, and compile latest information on approved and planned developments supporting their growth within the study limits. Goal 30 of the Lee Plan seeks to improve the community's livability and economic vitality of North Fort Myers. The proposed Town and Neighborhood Centers in North Fort Myers are shown in **Appendix A**.

CONSULTANT will also compile information on all approved and planned developments within the study area in North Fort Myers that will help determine the Trail alternatives and types of facilities. At the end of this task the CONSULTANT will prepare a report documenting the approved and planned developments within the project limits, and identify opportunities for developing corridors with off road multi use trails and on street shared use paths parallel to Cleveland Avenue between the River and Pine Island Road.

Central Fort Myers

CONSULTANT will coordinate with the City of Fort Myers Community Development and Engineering Department to get information on approved and planned developments along the Jackson Street corridor (outside the southern limits (Edison Avenue)), and the Canal Street and Hanson Street corridors from Jackson Street to the Ten Mile Canal.

Deliverables: Report of approved and planned developments along Cleveland Avenue in North Fort Myers and along the Jackson/Canal/Hanson Street Corridors and would be part of Appendix. Findings will be summarized in Draft and Final Study Report.

2.5 – StreetLight and Replica Data Analysis

CONSULTANT will analyze StreetLight or Replica location based probe data to report pedestrian, bicycle, and vehicular activity throughout the study area. This resource will be also used to provide origin-destination data, demographic and trip statistics, and to guide the alternatives definition process.

Deliverables: *Findings and graphics will be used in Existing Conditions Report and in Draft and Final Study Report*

2.6 - Latent Demand and Potential Usage

CONSULTANT shall determine the demand for and potential use of an alternate SUN Trail Route Alignment. CONSULTANT will conduct the following activities under this task:

- 1) Provide general demographics of potential trail users
 - a) Describe the community character (urban centers, suburbs, industrial zones, etc.).
 - b) Project both current and future service area population information and demographic patterns.
 - c) Develop a profile of potential trail users (bikers, walkers, micromobility users, etc.).
 - d) Conduct an equity analysis that detail the vulnerable populations based on linguistics, race, income, age, and education and how the trail can be designed and positioned to benefit underserved populations

- 2) Analyze potential demand and usage of the trail. For this analysis CONSULTANT will develop a survey and use the survey input and other available applications, such as Trail Demand Calculators and Models, if necessary, to:
 - a. Estimate initial usage levels.
 - b. Project future usage levels.

This survey will be designed to also help capture demographics and any other pertinent data that may be necessary to guide the development of study objectives and measures for alternatives identification.

- 3) Identify and evaluate potential trail linkages/connectors, including possible connections to:
 - a. adjacent neighborhoods and neighboring developments for both recreational and commuter use by residents/employees;
 - b. historic sites, cultural and natural resources, business districts and municipal and county facilities (i.e. parks, municipal buildings, etc.); and
 - c. other existing or planned multi-use trail networks along the trail corridor and on either end of the trail corridor (e.g. Gulf Coast Trail, Caloosahatchee Sugar Trail, and JYLP Trail)

- 4) Determine compatibility of trail development with adjacent land uses
 - a. Identify and address potential impacts on adjacent land uses (agricultural lands, industrial properties, school facilities, businesses, residences, etc.).

Deliverables: Latent and Potential Usage Report. Findings will be used in Existing Conditions Report.

TASK 3: Existing Conditions Report

CONSULTANT will draft an Existing Conditions Report including the history of the study area, maps, and findings from Task 2.2 through Task 2.5. The report will also include preliminary findings that may affect the identification and evaluation of alternatives, and summary of any stakeholder input.

TASK 4: Alternative Analysis

4.1 - Trail Corridor Study Area Guide for Alternative Analysis

The trail study area is divided into 4 sections. A description of each section is provided below to highlight characteristics and to serve as a road map to the CONSULTANT during alternative alignments analysis.

NORTH FORT MYERS

Alignment options within this section of the study area may include a mix of north-south off road multi use trails and shared use paths on local roads parallel to Cleveland Avenue from the north side of the Caloosahatchee River to Pine Island Road (SR 78). This will facilitate the connection of the new 8' wide Caloosahatchee Bridge Sidewalk from North Shore Park to the existing multi use paths on North Tamiami Trail (SR 739) north of Bayshore Road (SR 78). This new sidewalk is under construction and anticipated to be completed by the end of 2025.

Signalized mid-block crossings and shared use paths on two east-west roadways including Pondella Road and Pine Island Road may have to be considered so that pedestrians and cyclists can safely cross and connect to off-road trails and/or on-street multiuse paths proposed as part of the alignment options discussed in the preceding paragraph.

DOWNTOWN RIVER DISTRICT

A mix of Downtown River District streets including West 1st Street, Heitman Street, Monroe Street, Bay Street, and Edwards Drive shall be evaluated by CONSULTANT to identify the best route connecting the Caloosahatchee Bridge sidewalk (at West First Street) to the City's proposed Pedestrian Mall. CONSULTANT will also recommend improvements to these streets as needed for accessibility and bike ped safety as part of this trail alignment in Downtown Fort Myers.

CONSULTANT will coordinate with the City of Fort Myers on the progress and development of its Carbon Reduction Study that will evaluate the feasibility of converting Hendry Street, or a parallel street, to a Pedestrian Mall. The CONSULTANT will coordinate with the City about including the entire length of the City's proposed Pedestrian Mall as part of the alternative alignment in Downtown Fort Myers.

MIDTOWN

CONSULTANT will coordinate with the City of Fort Myers on the progress of the Midtown master planning efforts which will develop recommendations for streetscape typical improvements as well as design and construction phasing approaches. The City's preliminary streetscape concept for Jackson Street includes a 10' wide multi-use path connecting Midtown with the proposed pedestrian mall. To the south the City anticipates the Jackson Street could serve as the primary bicycle pedestrian corridor connecting Midtown with the proposed JYLP Trail extension that will terminate at the intersection of Hanson Street and Palm Avenue. CONSULTANT will coordinate with the City about including this corridor as part of a Preferred Trail Alignment.

CENTRAL FORT MYERS

Since the southern project limits of Midtown project terminates at Edison Avenue, the CONSULTANT will evaluate Jackson Street from Edison Avenue to Hanson Street, and Hanson Street from Jackson Street to Palm Avenue, and recommend bike ped and micromobility use improvements. For Hanson Street, CONSULTANT shall evaluate the existing infrastructure and recommend retrofits to the road within the existing right of way that will improve accessibility and enhance bike ped safety. The CONSULTANT shall also review the City's 2010 design plans for 4-laning Hanson Street and recommend long term improvements to the design that could meet SUN Trail standards for shared use paths from Jackson Street to Palm Avenue.

CONSULTANT will also evaluate east west Canal Street from Jackson Street to the Ten Mile Canal and south along the Ten Mile Canal Right of Way (across the Manual Branch Creek) as an alternative to using Hanson Street and tie with the proposed JYLP extension at the intersection of Hanson Street and Palm Avenue.

4.2 - Evaluation Criteria and Analysis Methodology

CONSULTANT will define criteria and analysis methodology to guide the evaluation of the alternatives. The methodology should be clearly described and documented before the evaluation of alternatives occurs. The criteria will be refined as needed as the potential alternatives passes from screening to top three (3) alternatives selection and to preferred alignment selection.

4.2.3 - Objectives and Measures - Based on the input received from Stakeholder Interviews, Existing Conditions Analysis, and the Demand and Usage Survey, CONSULTANT will prepare study objectives and measures of effectiveness. These measures of effectiveness will serve as criteria for evaluating the alternatives. A two tier screening system, or an alternative system may be developed to shortlist the number of alternatives. The input from the survey will also help guide alternatives identification.

4.3 - Alternatives Identification and Review

CONSULTANT will develop a series of data sets to guide the alternative definition process. Data set series may include StreetLight or Replica data, available public Right of Way, Disadvantaged Community data, potential destinations, vehicle ownership data, transit routes, traffic volumes, data generated from the Demand and Usage Survey, etc.

CONSULTANT will identify and review up to (6) potential trail alignments. While there could be as many as 6 potential trail alignments in the North Fort Myers section of the study area, potential alignments may be only (2) or (3) each in the River District, Midtown, and Central Fort Myers sections. For each alignment, CONSULTANT will determine the type of facility that can be accommodated which may include a mix of off-road trail, side path/shared use path, and shared lanes on local streets. The alternatives will be determined to a planning level of detail, focused on the trail route without detailed design.

4.4 - Alternatives Evaluation and Selection

CONSULTANT will evaluate alternative alignments based on weighted objectives and Measures developed under Task 4.2.3.

The committee will review each alignment presented by the CONSULTANT and select three (3) alternatives that will be used in a Community Survey.

4.5 - Preferred Alignment Selection

A preferred trail alignment will be selected by the Project Stakeholder Committee based on a final analysis of the alternatives, results from the Community Survey, and input from public workshop #2. Order of Magnitude Costs for the Three Alternatives will be developed if it facilitates selection of the preferred alignment.

- 4.5.1** CONSULTANT will prepare content and questions for developing an online Community Survey to gauge support for the three (3) alternatives.
- 4.5.2** CONSULTANT may develop Order of Magnitude Costs for all three alternatives if they facilitate the selection of preferred alignment. Costs will be then included in Survey and presented at public workshop.

4.6 - Opinions of Probable Cost

The CONSULTANT will prepare a planning level of opinion of probable cost for the recommended Preferred Trail Alignment. Costs may include:

1. Land acquisition or easement purchase
2. Trail development and proposed facilities/amenities
3. Utility relocation needs, driveway reconstruction needs, etc.
4. Typical management and maintenance budgets based on those of similar trails

5. All anticipated costs necessary to advance trail through to construction

TASK 4: Deliverables:

- **Task 4.2.3 Survey 1 and Analysis**
- **Task 4.5.1 Survey 2 and Analysis**
- **Alternatives Analysis Memo**
- **Opinion of Probable Cost**

TASK 5: Conceptual Development Plan

CONSULTANT shall develop conceptual plans of all three alternatives selected for the Community Survey unless compelling argument is provided by consultant to develop conceptual plans for only the preferred alignment. (A design charette could be held at the #3 PST meeting to obtain input for developing high level conceptual plans for the three alternatives). These plans will reflect engineering design standards and basic right of way constraints, but will not represent detailed design. CONSULTANT will explore the possibility of incorporating the alternative designs into a 3D view or a kmz file for importing to google earth. The following will be developed as part of the conceptual plans

1. A plan map(s) that identifies:
 - a) All three alternatives
 - b) The location of trailheads and associated facilities/amenities (lighting, parking, signage, restrooms, water, emergency telephone, maintenance facilities, etc.);
 - c) Proposed areas for limited access (bollards, gates etc.) and provisions for emergency vehicle access;
 - d) Areas requiring natural or man-made buffers and/or screening;
 - e) Areas with possible linkages to parks, schools, historic sites, neighborhoods, etc.;
 - f) The map should be delivered in editable format as well as PDF and/or interactive format for public consumption.
2. Conceptual plan in 'plan' view featuring cross sections at key locations (trail and roadway crossing, etc.).
3. Conceptual plans of pedestrian bridges and boardwalks across creeks and canals
4. Conceptual plans for mitigating potential conflicts between pedestrians and other users (Cyclists, Micromobility users, golf carts, etc.)
5. Conceptual plans of auxiliary facilities and amenities necessary to operate the trail such as trailheads, fencing or buffer systems, trail identification and way-finding signage, drainage systems, emergency vehicle access, restricted access measures, facilities to meet the needs of persons with disabilities. 1b,1c,1d, 2,3,4 apply only to off road trail alternatives proposed in the North Fort Myers section and the Ten Mile Canal Right of Way in the Central Fort Myers section.

6. Summary of impacted property owners and their willingness to provide necessary easements

Downtown River District Section Only

7. Conceptual designs indicating trail users using shared roadways, and existing sidewalks
8. Conceptual plans of proposed safety enhancements in Downtown streets including on-street bike facilities (bike lanes, sharrows, advisory bike lanes), crosswalks, protected intersections, traffic control devices (RRFBs, etc.).

Midtown and Central Fort Myers Only

9. Conceptual plans of proposed facilities such as shared use paths, protected and conventional bike lanes, wide sidewalks, etc., and proposed bike ped safety devices including crosswalks, traffic control devices, protected intersections, landscaping, etc.
10. For Hanson Street, conceptual plans of proposed interim and long term bike ped improvement.

Task 5 Deliverables: Conceptual Plan Package. This will be included in Appendix while selected graphics will be shown in Draft and Final Study Report.

Task 6: Determine Options for Off-Road Trail Operation, Maintenance, and Security

This may only apply to the North Fort Myers section and the Ten Mile Canal Right of Way in the Central Fort Myers section of the study area. For these sections CONSULTANT will do the following:

1. Determine trail ownership, operation, maintenance, and security options for involved entities.
2. Identify potential roles of public and non-public agencies as well as non-profit groups.
3. Identify potential opportunities for in-kind contributions from involved entities.
4. Propose an appropriate organizational structure to provide trail operation, maintenance, and security functions.
5. Identify typical routine and periodic trail maintenance tasks

Task 6 Deliverables: A report summarizing findings and recommendations. This will be included in Draft and Final Study Report.

TASK 7: Economic Impact

Based on the findings from Task 2.6 and review of peer trail literature review in Florida on economic spending from trail use, CONSULTANT will determine potential economic impact of the Trail on the local economy.

Task 7 Deliverables:

- Economic Impact Report. Findings will be included in Draft and Final Study Report.

TASK 8 - Preliminary Environmental Assessment

CONSULTANT will perform a preliminary environmental assessment of the Preferred Trail Alternative to identify potential areas of focus under the National Environmental Policy Act (“NEPA”). This preliminary assessment will consider the appropriate environmental documents (i.e., Categorical Exclusions) and the necessary environmental analyses for the next phase of the project.

Task 8 Deliverables:

- Preliminary Assessment Summary. Findings will be included in Final Study Report.

Task 9: Shared Micromobility Expansion Analysis

Identify issues and concerns impacting the ability to operate micromobility sharing system in North Fort Myers along the selected Preferred Trail Alignment and the existing SUN Trail Network along North Tamiami Trail (north of Bayshore Road) and Bayshore Boulevard (east of North Tamiami Trail).

An ordinance permitting and regulating micromobility systems and use of micromobility devices on City rights of way was adopted last year by the City of Fort Myers. The City is currently reviewing proposals from three (3) operators to launch shared micromobility services in Fort Myers.

As part of this task, the CONSULTANT will explore expansion of shared mobility already permitted in the City of Fort Myers to North Fort Myers via the Caloosahatchee Bridge and the selected Preferred Trail Alignment in North Fort Myers. CONSULTANT will also explore expansion along the existing SUN Trail Network along North Tamiami Trail (north of Bayshore Road) and Bayshore Boulevard (east of North Tamiami Trail).

Specifically analyze the following:

- i. Potential E-bike/E- Scooter share station locations.
- ii. Coordination with the City of Fort Myers selected shared Micromobility Operator to launch shared micromobility services to gauge interest in expanding the service to North Fort Myers.
- iii. Costs.

Task 9 Deliverables:

- Micromobility Expansion Report. This will be included in the Final Study Report

TASK 10 – Community Outreach

10.1 Community Outreach Plan

CONSULTANT will develop Community Outreach Plan that will guide the development of this study. The Community Outreach Plan will be a collaborative effort among the partner agencies working with the CONSULTANT to undertake the following outreach elements:

10.2 – Project Fact Sheet

CONSULTANT will prepare a “Project Fact Sheet” that articulates the project goals, objectives, schedule, and study area. The fact sheet will include a map showing the study area with major landmarks, and existing SUN Trail Network. The fact sheet will be available to stakeholders and the public.

10.3 Contact List

CONSULTANT will create and maintain a list of all contact information gathered at public meetings and provided in surveys.

10.4 Create Project Website

CONSULTANT will create and host a dedicated project website containing information on the planning process and key deliverables. Materials posted on the website may include project announcements, upcoming meeting dates, meeting materials, and draft documents for review.

10.5 Surveys

CONSULTANT will develop following surveys

- *Demand and Usage Survey (Task 2.6)*
- *Community Survey (Task 4.5.1)*

10.6 Community Outreach Meeting Materials

CONSULTANT will assist in the creation of meeting materials

10.7 Planning and Facilitation of In Person Public Workshop (2)

CONSULTANT will coordinate with MPO staff to plan and schedule two public meetings scheduled separately from regularly scheduled MPO Committee and Board meetings. The first meeting is anticipated to occur at the beginning of the project and the second one after the three alternative alignments have been selected by the PSC. CONSULTANT will facilitate the workshops and be responsible for the following:

- Venue selection
- Presentation, equipment and graphics for presentation, meeting equipment set-up and tear-down

- Roll plots, display boards and other boards such as a Welcome Board, Title VI Board, and other needed displays
- Meeting notifications: This includes, but is not limited to, letters/emails to elected and appointed officials, press releases, and social media advertisements to be shared through the Project Advisory Group.
- A summary report no later than 10 business days following each meeting
- Provide MPO with responses to comments no later than 5 business days following the comment period ending dates.

10.8-Project Specific Public Meetings (6)

- CONSULTANT will facilitate up to six (6) additional public meetings to determine the level of public interest and concerns and build support for the alternate alignment. Some of these meetings may be held as public work sessions to modify the plan as needed to accommodate the public needs. CONSULTANT is also expected to use public participation techniques like interviews with adjacent property owners, local business leaders, neighborhood, and community groups, etc., as needed.

10.9– Summary Report

CONSULTANT will prepare a summary report of all activities conducted in this section. This summary will be included in the Final Study Report.

TASK 10 Deliverables:

- Community Outreach Plan
- Project Fact Sheet
- Community Outreach Summary Report

Task 11: Project Steering Committee

In coordination with the project team the CONSULTANT shall establish a well-rounded and representative Project Steering Committee (PSC) to help guide the development of the project and completion of the study. The PSC will be formed at the initiation of the project and should include members of the project team, local bike ped advocacy groups, Fort Myers CRA, health organizations, local business and landowners, local park agencies, and law enforcement agencies. Consultants should expect the PSC to meet at least 3 times over the duration of the project. Stakeholders will be expected to participate in the public outreach activities and to that end the CONSULTANT will develop an outline for engaging the stakeholders in the public involvement process.

11.1-Stakeholder Engagement Outline

CONSULTANT will develop an outline for engaging stakeholders in the public outreach activities

11.2 – Interviews

CONSULTANT will prepare questions and conduct up to sixteen (16) one-on-one interviews with stakeholders and local governments to gauge interest and involvement within the study area. The findings will be reported to MPO Staff (will be part of 11.5). These interviews will be conducted through TEAM meeting platform.

11.3 – Project Kick-Off with PSC (1)

CONSULTANT will conduct and facilitate one project kickoff meeting with PSC at the beginning of the project, and after the interviews. The meeting will be conducted by online video conferencing.

11.4 – Meeting Materials

CONSULTANT will create a PowerPoint presentation template that will be edited and updated for each meeting. In addition, graphics, photos, and content for advertisement and social media will be created by CONSULTANT. If meetings are held in person, printed materials will be provided by CONSULTANT.

11.5 – Meetings (4)

In addition to the Kickoff meeting, CONSULTANT will conduct and facilitate two in-person meetings throughout the project. Two (2) extra meetings shall be reserved to be used when needed. CONSULTANT will assist in the creation of meeting materials and will be responsible for the cost of said materials (see task 11.4).

Meeting 1 - Preliminary Alternatives Review

Meeting 2 - Alternative Selection and Wrap-up

Meetings 3 & 4 – Reserved for use when needed

11.6 –Summary Report

CONSULTANT will prepare a summary report of all activities conducted in this section. This summary will be included in the final document.

Task 11 Deliverables:

- Stakeholder Engagement Outline
- PSC Kickoff
- PSC Meeting 1
- PSC Meeting 2
- PSC Meetings 3 & 4
- PSC Summary Report

Task 12: MPO Committee and Board Meetings

12.1 Committee Meetings (7)

CONSULTANT will prepare a presentation and present at the following meetings:

- TAC (2)
- CAC (2)
- BPCC (2)
- TMOC (1)

CONSULTANT will also prepare and provide content for MPO staff to present at the mid-point of the study.

12.2 - MPO Board Meeting (2)

CONSULTANT will prepare a presentation and present at the MPO Board Meeting twice, once at the beginning of the project and again at the end. CONSULTANT will also prepare and provide content for MPO Staff to present at the mid-point of the study.

12.3-Project Partner Board Meetings (2)

CONSULTANT will prepare a presentation and present at the Fort Myers City Council and the Lee County Board of Commissioners meeting once each, at the completion of the Draft Study Report. CONSULTANT will also prepare and provide content for staff to present at the mid-point of the study.

12.4 – Project Status Meetings (10 or more)

CONSULTANT will meet virtually with MPO Staff as necessary to ensure timeliness and quality of work. These meetings will be no less than one for each task.

12.5 - Draft and Final Report

CONSULTANT will a prepare a draft and a final report that summarize the above work efforts and include the following:

1. Executive Summary
2. Study Objectives
3. Public and Stakeholder Engagement
4. Existing Conditions Analysis
5. Plan Policy and Development Findings
6. Alternatives Identification
7. Alternatives Evaluation
8. Preferred Route Alternative
9. Conceptual Plans
10. Costs Estimates
11. Trail Operation, Maintenance, Safety and Security

12. Economic Impact
13. Shared Micromobility Expansion Analysis
14. Preliminary Environmental Assessment
15. Appendices

The CONSULTANT will prepare various reports/chapters related to the Study and final MPO Board presentation. These reports will be presented to the MPO Board and committees by MPO staff for review and comment. Comments received will be considered, as appropriate, for inclusion in the Final Study Report.

TASK 6 Deliverables:

- **TAC & CAC Meeting 1**
- **BPCC Meeting 1**
- **TAC & CAC Meeting 2**
- **BPCC Meeting 2**
- **Board Presentation Meeting 1**
- **Board Presentation Meeting 2**
- **Fort Myers City Council (Meeting 1)**
- **LC Board of County Commissioners (Meeting 1)**
- **Draft Report**
- **Final Report**

V. PROJECT ADMINISTRATION

Quality Assurance/Quality Control: CONSULTANT shall be responsible for ensuring that all work products conform to FDOT standard and criteria. This shall be accomplished through an internal quality control process performed by the CONSULTANT. The CONSULTANT will continuously monitor project tasks/work and budget for quality purposes.

Project schedule: The project will be completed in twelve (12) to eighteen (18) months after the issuance of a Notice to Proceed, or as agreed to after the project kick-off meeting. The CONSULTANT will prepare and submit a detailed project schedule identifying major tasks, their durations, and tasks relationships. The CONSULTANT is responsible for keeping the schedule up to date. The beginning date of the services shall be the date of authorization for the work order. Any changes to the schedule necessitated by circumstances outside the CONSULTANT's control will be coordinated with MPO staff.

Progress Reporting and Invoicing: The CONSULTANT shall meet with the MPO, at a minimum, on a monthly basis and provide written progress reports describing

the work performed on each task. The CONSULTANT shall submit one copy of a draft invoice package to the MPO's Project Manager for approval prior to submittal of a final version of each invoice package. Determination on whether work of sufficient quality and quantity has been accomplished will be made by the MPO's Project Manager using comparison of reported percent work completed against actual work accomplished.

Draft Report: A draft report shall be circulated for review and approval by all study participants, and comments shall be compiled and incorporated into the final report by the CONSULTANT. The final report shall contain an executive summary outlining how the study was conducted, the methodologies used, how the final alternative was chosen, the conclusions reached, and the public involvement process used throughout the study.

Budget

The budget for this project is \$600,000.

VI. POTENTIAL ADDITIONS TO SCOPE OF WORK

The MPO is open to expanding the scope of work. CONSULTANTS may consider adding any of the following services and/or others they may like to propose if they feel they can be accomplished within the budget.

OPTIONAL TASK 1 – SMART TECHNOLOGY APPLICATION ASSESSMENT

Innovative technology will be introduced along the alternate sun trail route to improve the “trail experience”. Accordingly the CONSULTANT will assess existing smart trail innovative technologies that will benefit and fit appropriately within the context of a trail setting and can be adapted to the scope and needs of the community. These may include but not limited to:

- Daylight fluorescent aggregate (glow-in-the-dark hardscape materials for bike and pedestrian safety)
- Greenway surface with % of recycled materials that will improve permeability (reduce stormwater runoff)
- Automatic pedestrian and bicycle counters
- Smart benches – solar powered USB-charging ports
- Smart Waste Bins (e.g. Big Belly)
- Interactive Digital Kiosks (e.g. Rove IQ)
- Interpretative panels with bilingual voice commands
- Solar power user safety warning system
- EV Charging Station (at Trail Heads)

Deliverables: Deliverables will include an assessment of smart technology and a recommendation of technologies that could be used in Lee County trails as demonstration

projects. Equipment and general installation cost of each piece of technology will be provided. The findings will be included in the Final Report.

Optional Task 2: Preliminary Environmental Clearance

Provide background data and preliminary analysis of the trail alternatives impact on threatened and endangered species, riparian and wetlands areas, cultural and historical resources, and other similar environmental resources as required by NEPA.

Optional Task 3: Preliminary Engineering Analysis

- a. Conduct survey and develop 30% design drawings for the preferred trail alignment in the North Fort Myers section.
- b. Develop typical cross sections
- c. Develop preliminary engineering solutions to problematic areas (e.g. canal crossings, wash crossings, topographic challenges that will require significant earthwork, areas of problematic soils, etc.).

**REVIEW AND PROVIDE COMMENTS ON THE DRAFT FY 2024/2025
AND FY 2025/2026 UNIFIED PLANNING WORK PROGRAM TASKS**

RECOMMENDED ACTION: Review and provide comments on the draft tasks included in the FY 2024/2025 and FY 2025/2026 Unified Planning Work Program.

Every two years the MPO is required to develop and submit the Unified Planning Work Program (UPWP), the MPO's budget, to the FDOT and the Federal Highway Administration (FHWA) for review. At the meeting, staff will go through the MPO funding and planned tasks for the next two years. The Committee will be asked to approve the final version of the UPWP at the May 2, 2024 meeting.

The draft document has been provided for review at the following link: [DRAFT UPWP](#)