SCOPE OF SERVICES
BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION (Bay TPO)
2045 LONG RANGE TRANSPORTATION PLAN (LRTP) UPDATE

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I. BACKGROUND

The Florida Department of Transportation (***FDOT***), Bay County Transportation Planning Organization (***TPO***) and General Planning Consultant (***CONSULTANT*)** mutually agree to furnish the respective services, information and items, as described herein for the Bay County 2045 Long Range Transportation Plan Update.

FEDERAL AND STATE REQUIREMENTS

Federal and state statutes outline the general requirements for long range transportation plan updates. These outlines are broadly defined at the federal and state level by the following:

1. Federal Act - Fixing America's Surface Transportation Act (FAST Act);
2. 23 Code of Federal Regulations 450.216 and 450.324;
3. Section 339.175, Florida Statutes;
4. FDOT Metropolitan Planning Organization Program Management Handbook (Revised: April 3, 2019); and
5. Federal Strategies for Implementing Requirements for LRTP Updates for the Florida MPOs (January 2018).

Scope of the Planning Process

Federal regulations require MPOs to develop LRTPs through a performance-driven, outcome-based approach to planning for metropolitan areas of the State. The metropolitan transportation planning process shall be continuous, cooperative, and comprehensive; and provide for consideration and implementation of projects, strategies, and services that will address the following 10 factors: [23 C.F.R. 450.306(a) and (b)]:

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

In addition to these planning factors, Federal law and regulation requires the LRTP shall include:

- The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan. [23 C.F.R. 450.324(f)(1)];
- Existing and proposed transportation facilities (including major roadways, public transportation facilities, intercity bus facilities, multimodal and intermodal facilities, non-motorized transportation facilities (e.g., pedestrian walkways, bicycle facilities, and intermodal connectors), which should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions over the period of the transportation plan. In addition, the locally preferred alternative selected from an Alternative Analysis under the Federal Transit Administration's (FTA) Capital Investment Grant Program needs to be adopted as a part of the plan. [23 C.F.R. 450.324(f)(2)];
- A description of the performance measures and performance targets used in assessing the performance of the transportation system in accordance with the required performance management approach. [23 C.F.R. 450.324(f)(3)];
- A system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the required performance targets, including progress achieved by the MPO in meeting the performance targets in comparison with system performance recorded in previous reports, including baseline data; and, for MPOs that voluntarily elect to develop multiple scenarios, an analysis of how the preferred scenario has improved the conditions and performance of the transportation system, and how changes in local policies and investments have impacted the costs necessary to achieve the identified performance targets. [23 C.F.R. 450.324(f)(4)];
- Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods. [23 C.F.R. 450.324(f)(5)];
- Consideration of the results of the congestion management process in Transportation Management Areas (TMA), including the identification of single-occupancy vehicle (SOV) projects that result from a congestion management process in TMAs that are nonattainment for ozone or carbon monoxide. [23 C.F.R. 450.324(f)(6)];
- Assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure, provide for multimodal capacity increases based on regional priorities and needs, and reduce the vulnerability of the existing transportation infrastructure to natural disasters. The metropolitan transportation plan may consider projects and strategies that address areas or corridors where current or projected congestion threatens the efficient functioning of key elements of the metropolitan area's transportation system. [23 C.F.R. 450.324(f)(7)];
- Transportation and transit enhancement activities, including consideration of the role that intercity buses may play in reducing congestion, pollution, and energy consumption in a cost-effective manner and strategies and investments that preserve and enhance intercity bus systems, including systems that are privately owned and operated, and including

transportation alternatives, as defined in 23 U.S.C. 101(a), and associated transit improvements, as described in 49 U.S.C. 5302(a), as appropriate. [23 C.F.R. 450.324(f)(8)];

- Descriptions of proposed improvements in sufficient detail to develop cost estimates (e.g., design concept and design scope descriptions). [23 C.F.R. 450.324(f)(9)];
- A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan. The discussion may focus on policies, programs, or strategies, rather than at the project level. The MPO shall develop the discussion in consultation with applicable Federal, State, and Tribal land management, wildlife, and regulatory agencies. The MPO may establish reasonable timeframes for performing this consultation. [23 C.F.R. 450.324(f)(10)];
- A financial plan that demonstrates how the adopted transportation plan can be implemented. Revenue and cost estimates must use an inflation rate(s) to reflect "year of expenditure dollars," based on reasonable financial principles and information, developed cooperatively by the MPO, State(s), and public transportation operator(s). For illustrative purposes, the financial plan may include additional projects that would be included in the adopted transportation plan if additional resources beyond those identified in the financial plan were to become available. [23 C.F.R. 450.324(f)(11)];
- Pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g). [23 C.F.R. 450.324(f)(12)];
- Both long and short-range strategies/actions that provide for the development of an integrated multimodal transportation system (including accessible pedestrian walkways and bicycle transportation facilities) to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand. [23 C.F.R. 450.324(b)];
- The MPO, the State(s), and the public transportation operator(s) shall validate data used in preparing other existing modal plans for providing input to the transportation plan. In updating the transportation plan, the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. The MPO shall approve transportation plan contents and supporting analyses produced by a transportation plan update. [23 C.F.R. 450.324(e)];
- Integrate the priorities, goals, countermeasures, strategies, or projects for the metropolitan planning area contained in the Highway Safety Improvement Program (HSIP), including the Strategic Highway Safety Plan (SHSP) required under 23 U.S.C. 148, the Public Transportation Agency Safety Plan required under 49 U.S.C. 5329(d), or an Interim Agency Safety Plan in accordance with 49 C.F.R. Part 659, as in effect until completion of the Public Transportation Agency Safety Plan; and may incorporate or reference applicable emergency relief and disaster preparedness plans and strategies and policies that support homeland security, as appropriate, to safeguard the personal security of motorized and non-motorized users. [23 C.F.R. 450.324(i)]; [23 C.F.R. 450.306(d)(4)(ii)]; [23 C.F.R. 450.324(h)]; and
- Identify opportunities to increase the safety of the transportation system [23 C.F.R. 450.306(b)(2)].

Federal law and regulation require the Congestion Management Process shall include:

- A process that provides for safe and effective integrated management and operation of the multimodal transportation system [23 C.F.R 450.322(a)];
- Incorporate multimodal system performance measures reflected in the TIP [23 C.F.R 450.322(b)];
- Incorporate strategies that manage demand, reduce single occupant vehicle travel, improve transportation system management and operations, and improve efficient service integration [23 C.F.R 450.322(c)];
- Coordination with the transportation system management and operations activities [23 C.F.R 450.322(d)];
- Methods to monitor and evaluate the performance of the multimodal transportation system [23 C.F.R 450.322(d) (1)];
- Definition of congestion management objectives and performance measures [23 C.F.R 450.322(d) (2)];
- A coordinated program for data collection and system performance monitoring [23 C.F.R 450.322(d) (3)];
- Identification and evaluation of performance and expected benefits of congestion management strategies [23 C.F.R 450.322(d) (4)];
- Identification of an implementation schedule, responsibilities [23 C.F.R 450.322(d) (5)]; and
- A process for periodic assessment of the effectiveness of implemented strategies [23 C.F.R 450.322(d) (6)].

Florida Statues Section 339.175(6)(b) requires the LRTP provide consideration of projects and strategies that will:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety and security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility options available to people and for freight;
- Protect and enhance the environment, promote energy conservation, and improve quality of life;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation; and

- Emphasize the preservation of the existing transportation system.

In addition to these considerations, Florida Statutes require MPOs to develop, in cooperation with the State and public transit operators, transportation plans and programs for each metropolitan area that provide for the development and integrated management and operation of transportation systems and facilities, including pedestrian walkways and bicycle transportation facilities, which will function as an intermodal transportation system for the metropolitan area, based upon the prevailing principles provided in s.334.046, F.S. and s.339.175(1), F.S.

The process for developing such plans and programs shall provide for consideration of all modes of transportation; and shall be continuing, cooperative, and comprehensive, to the degree appropriate, based on the complexity of the transportation problems to be addressed. [s.339.175(1), F.S.]

To ensure the process is integrated with the statewide planning process, MPOs shall develop plans and programs that identify transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to facilities that serve important national, state, and regional transportation functions. These include the facilities on the Strategic Intermodal System (SIS) designated under s.339.63, F.S. and facilities for which projects have been identified pursuant to s.339.2819(4), F.S. [s.339.175(1), F.S.]

The LRTP must address at least a 20-year planning horizon, must include both long-range and short-range strategies, and must comply with other State and Federal requirements. The LRTP also must consider these prevailing principles: preserving the existing transportation infrastructure, enhancing Florida's economic competitiveness, and improving travel choices to ensure mobility. [s.339.175(7), F.S.]

The LRTP must be consistent, to the maximum extent feasible, with future land use elements and the goals, objectives, and policies of the approved local government comprehensive plans of the units of local government located within the jurisdiction of the MPO. [s.339.175(7), F.S.]

Each MPO is encouraged to consider strategies that integrate transportation and land use planning to provide for sustainable development and reduce GHG emissions. [s.339.175(7), F.S.]

The approved LRTP must be considered by local governments in the development of the transportation elements in local government comprehensive plans and any amendments thereto. [s.339.175(7), F.S.] The LRTP must:

- Identify transportation facilities, including, but not limited to, major roadways, airports, seaports, spaceports, commuter rail systems, transit systems, and intermodal or multimodal terminals that will function as an integrated metropolitan transportation system. [s.339.175(7)(a), F.S.];
- Give emphasis to those transportation facilities that serve national, statewide, or regional functions; and must consider the goals and objectives identified in the Florida Transportation Plan. If a project is located within the boundaries of more than one MPO, the MPOs must coordinate plans regarding the project in their LRTPs. [s.339.175(7)(a), F.S.];
- Include a financial plan that demonstrates how the plan can be implemented, indicating resources from public and private sources that are reasonably expected to be available to

carry out the plan, and recommends any additional financing strategies for needed projects and programs. The financial plan may include, for illustrative purposes, additional projects that would be included in the adopted LRTP if reasonable additional resources beyond those identified in the financial plan were available. [s.339.175(7)(b), F.S.];

- Assess capital investment and other measures necessary to ensure the preservation of the existing metropolitan transportation system, including requirements for the operation, resurfacing, restoration, and rehabilitation of major roadways and requirements for the operation, maintenance, modernization, and rehabilitation of public transportation facilities. [s.339.175(7)(c)(1), F.S.];
- Assess capital investment and other measures necessary to make the most efficient use of existing transportation facilities to relieve vehicular congestion, improve safety, and maximize the mobility of people and goods. Such efforts must include, but are not limited to, consideration of infrastructure and technological improvements necessary to accommodate advances in vehicle technology, such as autonomous technology and other developments. [s.339.175(7)(c)(2), F.S.];
- Indicate, as appropriate, proposed transportation enhancement activities, including, but not limited to, pedestrian and bicycle facilities, scenic easements, landscaping, historic preservation, mitigation of water pollution due to highway runoff, and control of outdoor advertising. [s.339.175(7)(d), F.S.];
- Be approved by each MPO on a recorded roll-call vote or hand-counted vote of the majority of the MPO membership present. [s.339.175(13), F.S.]; and
- Incorporate the *Federal Strategies for Implementing Requirements for LRTP Updates for the Florida MPOs* (January 2018):
    - Stakeholder Coordination – Ensure outreach strategies are clear, transparent, and disclose opportunities for involvement. Include appropriate Tribal governments, Federal land management agencies, state and local land use management and environmental agencies including historic preservation. Review the effectiveness of the public involvement.
    - Fiscal Constraint – Identify the primary project phases and document source of funding for first 10 years. Include at least a 20-year horizon.
    - Technical Topics – Address safety of users consistent with the Strategic Highway Safety Plan, and the performance measures and targets of the Highway Safety Improvement Plan. Consult with appropriate agencies and officials for freight movement consistent with the State Freight Plan. Discuss potential environmental mitigation opportunities. Identify opportunities for ADA compliance.
    - Administrative Topics – Provide the final plan within 90 days after adoption. Ensure the STIP and TIP are consistent with the LRTP.
    - New Requirements – Address planning factors specifically resiliency and reliability, and enhancing travel and tourism. Incorporate a performance-based approach as required, including a system performance report. Address both long-range and

short-range strategies and actions that provide for an integrated multimodal transportation system. Incorporate transit asset management performance targets.

- Emerging Issues – Address a forward-looking strategy for Mobility on Demand encompassing automated vehicles, automated driving systems, and connected vehicles as appropriate.
- Proactive Improvements – Include consultation with agencies responsible for tourism and natural disaster risk reduction. Summarize the public involvement outreach. Ensure effective outreach to environmental justice communities. Incorporate FDOT Revenue Forecast in an appendix. Identify strategies that contribute to comprehensive livability and multimodal connectivity. Identify contextual solutions for appropriate transportation corridors. Scenario planning will not be incorporated.

Schedule

The anticipated scheduled for the 2045 LRTP Update is 21 months (assuming an August 2019 notice to proceed). Based on FHWA guidelines the Cost Feasible Plan element of the 2045 LRTP must be adopted by the TPO Board no later than **June 22, 2021**. Below is a general schedule for the completion of the 2045 LRTP Update. It should be noted that the schedule is subject to change based on TPO Board action, public meeting schedules, meeting room availability and unforeseen issues that cause delay.

2045 Bay County TPO LRTP Update – Proposed Schedule

Activity	2019	2020	2021
Approved Scope of Services	July		
Consultant Notice to Proceed	August		
Goals, Objectives, & Performance Measures	August - December	January - April	
Development of Socio-Economic Data*	February - May		
Congestion Management Process		January – June	
Public Workshop #1		March	
Evaluation Criteria		February - July	
Financial Resources		February - July	
Public Workshop #2		November	
Needs Plan Development		May – December	
Public Workshop #3			March
Cost Feasible Plan Development		September - December	January - April
LRTP Adoption			**DUE:** June 2021
Documentation	Final 90 days after adoption (August/September 2021).		

Note: This schedule is subject to change.

*Socio-Economic Data is being developed under a separate contract managed by FDOT.

Work Task Overview

In order to address the federal and state requirements for the Bay County TPO 2045 LRTP, the following tasks will be completed.

Task 1: Public Participation - The public involvement aspect of this update will feature a broad range of targeted techniques to gather input from a diverse population within the project area. Public involvement efforts will conform to federal and state guidelines and provide ample opportunity for the public to review and provide input as well as comment on the development of the plan.

Task 2: Congestion Management Process - The Congestion Management Process is a state and federally mandated document designed to support the transportation planning process. By collecting and mapping safety information annually, this update to the Congestion Management Process will formulate safety recommendations for inclusion in the planning process.

Task 3: Goals Objectives, Policies, and Performance Measures - The goals, objectives, and policies adopted at the outset of the long range transportation plan update will guide the study and will play a critical role in project ranking and systems evaluation. Performance measures and targets will be used in accordance with the required performance management approach.

Task 4: Evaluation Criteria - To ensure that the projects in the Needs Plan are evaluated with a common set of criteria, a series of evaluation criteria will be developed that reflect the Goals, Objectives, Policies, and Performance Measures in Task 3.

Task 5: Financial Resources - Development of the Financial Resources – This task will produce information regarding existing and projected funding sources to be used in developing the Year 2045 Cost Feasible Plan.

Task 6: Year 2045 Transportation Needs Plan - This task includes development of the Year 2045 Needs Plan as well as Purpose and Needs Statements for each project in the 2045 Needs Plan. The plan will consider how the existing and proposed transportation facilities will function as an integrated, multi-modal system.

Task 7: Year 2045 Cost Feasible Plan - Elements of this task provide for the development of the Year 2045 Cost Feasible Plan. Cost and Year of Expenditure will be developed.

Task 8: Summary and Final Report - Technical Reports shall be developed for each task outlined above. In addition, a Final Report and a Summary Report will be produced outlining the 2045 LRTP process.

II. WORK TASKS

TASK 1: PUBLIC PARTICIPATION

Public participation is a critical component of the long range transportation planning process. The TPO staff, with assistance as defined from the CONSULTANT, shall proactively implement the long range transportation plan strategies and procedures of the Public Participation Plan so that the public shall have early and continuing involvement in the plan development process. This public participation process is intended to provide sufficient opportunity for involvement of public officials (including elected officials) and the public at large in the development of the long range transportation plan before its approval by the Bay County Transportation Planning Organization (TPO). Special public participation efforts will be targeted to priority groups and communities based on community analysis.

The TPO will utilize the Bay County TPO Public Participation Plan (PPP) for the 2045 Long Range Transportation Plan Update. This document will be the guide for conducting public outreach in support of the 2045 Long Range Transportation Plan Update. Elements of the PPP outline the following:

1. What communication tools will be used
2. The various points in the long range transportation plan where public involvement will be sought
3. Direction on how public meetings will be conducted

The utilization of key communication tools will enhance the public outreach process, ensure proper documentation of public responses, educate the public at every phase on the process and contribute to the development of a transportation plan that reflects the values, visions and ideals of the community.

The LRTP Update Team will utilize the following strategies to reach the public with information about the 2045 Long Range Transportation Plan Update:

1. Development of a slogan
2. Coordinating with partners
3. Development and distribution of E-Blasts
4. Strategic use of traditional and social media
5. Development of effective visual aids such as maps, charts, and graphs
6. Use of surveys and comments cards
7. Promotion of the long range transportation plan update
8. Public workshops at key points in the development of the long range transportation plan

TPO staff shall be responsible for conducting the following public involvement activities:

- Development of a slogan and logo representing the 2045 Long Range Transportation Plan Update
- Development of a list of contacts for various community organizations with the goal of engaging these groups throughout the LRTP update process.
- Development of a schedule of outreach to targeted groups
- Development of a media contact list with the goal of providing the media with accurate and timely information on the LRTP update allowing them to report on the update efforts.
- Assist the TPO in maintaining the Facebook and project website
- Development of public notices, to include: e-blasts, news releases, newsletter articles, social media post, paid legal notices for TPO review and adoption of key portions of the plan, etc.
- Development of effective visual aids such as maps, charts, and graphs
- Development and administration of surveys at public meetings, workshops, other public events, and online
- Preparation of materials for community engagement opportunities, such as presentations, events, etc.
- Arrange for long range transportation plan presentations to be made at regular local government and community organizations' meetings
- Determine which agencies/organizations publishes a newsletter; place workshop information in those newsletters
- Coordinate with agency partners to promote workshops on their website, local TV, etc.
- TPO staff and CONSULTANT shall participate in at least six (6) briefings each that shall be held for the Transportation Planning Organization (TPO) for the Citizens Advisory Committee (CAC), Technical Coordinating Committee (TCC), and Transportation Planning Organization (TPO) for the Bay Co Urbanized Area, including representatives of the FDOT at key points in the Long Range Transportation Plan update process.
- Prepare for and conduct public workshop #1 early in the plan update process to give a status report on the current long range transportation plan implementation and to discuss the development of the vision statement, mission statement, goals and objectives
- Prepare for and conduct public workshop #2 on the results of testing and evaluating alternative projects and refinement of the draft Needs Plan;
- Prepare for and conduct Year 2045 Needs Plan public comment period prior to TPO adoption;
- Prepare for and conduct public workshop #3 on the adopted Year 2045 Needs Plan to obtain public input on projects that should be selected for the draft Year 2045 Cost Feasible Plan; and
- Prepare for and conduct Year 2045 Cost Feasible Plan public comment period prior to TPO adoption.

The public participation schedule shall provide for outreach to Federal, State, Tribal, land management and regulatory agencies. In addition, the public participation schedule shall also provide for outreach to citizens, affected public agencies, agencies responsible for natural resources, environmental protection, conservation and historic preservation, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled and other interested parties with responsible opportunities to be involved in the development of the long range transportation plan.

TPO staff shall implement the Public Participation Plan strategies for the long range transportation plan update. The Public Participation Plan strategies include outreach to the elderly, persons with disabilities, minorities and low-income communities and other groups traditionally under-represented in the plan update process. Strategies to solicit input from the business, environmental, and other communities of local significance, such as focus groups, shall also be implemented.

TPO staff will ensure that the TPO complies with the Civil Rights Act of 1964, Executive Order 13166, and FTA Circular FTA C 4702.1B, October 2012, and that it fulfills the requirements under 4702.1B of the Limited English Proficiency (LEP) provisions. The TPO will provide those services for the development of the Draft and Final Long Range Transportation Plan as established within the Bay County TPO Language Assistance Plan. The TPO will include the following language on public notices and outreach material as needed:

In compliance with the Americans with Disabilities Act, reasonable accommodations to access information/meeting and for limited English proficiency, are available upon request. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services should contact Public Involvement toll-free 800-226-8914, ext. 220 or 800-995-8771 for TTY-Florida, at least 48 hours in advance. Por favor a la Sra. Ada Clark, de los requistos de accesoo el idioma en el 850-332-7976, ext. 227 o 800-995-8771 para TTY-Florida al menos 48 horas de antelacion.

Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who believe they have been discriminated against on these conditions may file a complaint with the Title VI Coordinator, 850-332-7976, ext. 220.

LRTP Steering Committee: A LRTP Steering Committee will be established for the purpose of providing direction and oversight of the development of the 2045 LRTP. This committee will be made up of members from the CAC, the TCC, and other interested persons as identified by the TPO. The Steering Committee will meet often (in some cases, once a month) to review elements of the LRTP and provide direction to the consultant and TPO Staff. The Steering Committee will be most active during the development of the Needs and Cost Feasible Plan elements of the LRTP. They will also assist in the development/ refinement of the Goals and Objectives and the project evaluation criteria.

DELIVERABLE(S): TPO staff shall develop a Public Involvement Report, which will document all aspects of the public involvement efforts during the development of the 2045 Plan Update. The TPO, FDOT, and FHWA shall review the Public Involvement Report. This report will not require TPO Board action as it will be included in the Final Report.

TASK 2: CONGESTION MANAGEMENT PROCESS UPDATE

The first process of the Congestion Management Process is the development of the goals and objectives. The contexts of the Congestion Management Process objectives are set by the Long Range Transportation Plan (LRTP). The vision and the goals of the 2045 LRTP will be used as guidance for the TPO's regional mobility. Before adoption, the vision statement and goals will be presented to the general public for review, comment, and recommendations. The ***CONSULTANT*** will be responsible for updating Congestion Management Process goals and objectives.

The ***CONSULTANT*** shall review and update the Congestion Management Process networks. The following networks will be identified in the Congestion Management Process report: Roadway; Transit; Travel Demand; Bicycle/Pedestrian; and Freight. The roadway network shall be based on the Federal Highway Administration (FHWA) Functional Classification System (post 2010 Census). The roadway network that is analyzed for the Congestion Management Process is comprised of state and major county roads well as an integrated system of airports, rail systems, multi-modal, and inter-modal facilities.

The Commuter Assistance program, funded by FDOT and staffed by the Emerald Coast Regional Council, offers employer based programs to assist in reducing single occupant vehicle travel to work sites. The Commuter Assistance Program coordinates users on a computer database with mapping capabilities to assist in forming carpools and vanpools. The current service area will be used for the Congestion Management Process Report.

The on-road bicycle network and the pedestrian network to be considered as part of the Congestion Management Process will be identical to the Congestion Management Process network. For the purposes of the update, bike lanes and paved shoulders will be considered on-road facilities.

The freight network is composed of the Congestion Management Process network. Although rail, water, and air cargo are available, the movement of goods is primarily by truck. Depending on vehicle type, some freight movement is restricted on certain roadways.

The ***CONSULTANT*** shall review and update the Congestion Management Process performance measures. Implementing performance measures provides a threshold of what levels of congestion are acceptable and what levels of congestion are not acceptable. The use of performance measures is a quantifiable method for analyzing the performance of the transportation system and the effectiveness of congestion management strategies. The employment of performance measures illustrates to what degree the Congestion Management Process is achieving its objectives. In addition, the ***CONSULTANT*** shall incorporate a *Systems Performance Report* consistent with FAST Act/FHWA performance measures guidance.

The Congestion Management Process will be an integral part of the TPO's planning process, including the LRTP, Transportation Improvement Program (TIP), Unified Planning Work Program, (UPWP), and the Public Participation Plan (PPP). The Congestion Management Process guides the planning process by:

- Identifying operations and management projects that can be included in the TPO's TIP LRTP; and
- Identifying a set of congestion mitigation strategies that can be applied to congested corridors.

DELIVERABLE: The *CONSULTANT* shall prepare the Congestion Management Process Plan Report summarizing the efforts and findings under this task. The TPO, FDOT, and FHWA shall review the Congestion Management Process Plan Report. The TPO Board will be asked to approve the Congestion Management Process.

TASK 3: GOALS, OBJECTIVES, POLICIES, AND PERFORMANCE MEASURES

The vision statement, mission statement along with the goals, objectives and policies adopted at the outset of the long range transportation plan update will guide the study and will play a critical role in project ranking. It is important that these goals consider (not listed in priority order):

- The need for integration and interconnectivity of non-motorized transportation alternatives for pedestrians and cyclists including sidewalks, bike lanes and recreational trails.
- The potential benefits of operations and management strategies to improve the overall operations of facilities.
- Transportation equity with special effort to engage the traditionally underserved.
- Information and data from the Community Impact Assessment.
- Assessing the distribution of benefits and adverse environmental impacts at both the plan and project level.
- FDOT's Florida Transportation Plan and Strategic Intermodal System Plans.
- USDOT (FHWA and FTA) Goals and Planning Emphasis Areas.
- Emerging Issues identified by FHWA (January 2018): Mobility on Demand (MOD), including Automated Driving Systems (ADS) and Connected Vehicles (CV); and new planning factors, transportation performance management, multimodal feasibility, and transit asset management.
- Performance-based planning incorporating performance targets and measures.
- Information from FDOT's Source Book.

DELIVERABLE: The *CONSULTANT* shall prepare a Goals, Objectives, and Policies, and Performance Measures Report, which summarizes this task. The *TPO*, *FDOT, and FHWA* shall review the Goals, Objectives, Policies, and Performance Measures Report. The TPO Board will be asked to approve the Goals, Objectives, Policies, and Performance Measures Report.

TASK 4: EVALUATION CRITERIA

In order to ensure that the projects in the Needs Plan are evaluated with a common set of criteria, a series of evaluation criteria will be developed that reflect the Goals, Objectives, Policies, and Performance Measures. The ***TPO*** will develop the evaluation criteria based on the adopted Goals and Objectives to evaluate projects identified in the Needs Plan alternatives. The Evaluation Criteria shall be approved by the ***TPO*** with input from the TCC, and CAC.

DELIVERABLE: The *TPO* shall prepare an Evaluation Criteria Report, which summarizes this task. The *FDOT, FHWA,* and the *CONSULTANT* shall review the Evaluation Criteria Report. The TPO Board will be asked to approve the Evaluation Criteria Report.

TASK 5: ESTIMATING FINANCIAL RESOURCES

Revenues expected to be available for transportation projects through the Plan horizon year, 2045, will be provided by ***FDOT***. This revenue forecast will set parameters for what projects will be identified as cost feasible. For a project to be included in the cost feasible plan, an estimate of the cost and source of funding (in Year of Expenditure dollars) for each phase of the project being funded must be included. The phases to be shown in LRTPs include Preliminary Engineering, ROW and Construction (FHWA and FTA support the option of combining PD&E and Design phases into Preliminary Engineering).

The FDOT will provide the appropriate inflations factors which will be used to inflate current year costs to Year of Expenditure costs.

The costs of operating and maintaining the existing and future transportation system must also be clearly stated in the cost feasible plan, in a manner agreed upon by FDOT, and FHWA/FTA.

FDOT shall provide information to the TPO showing operation and maintenance costs for state maintained facilities for inclusion in the LRTP. Local agencies, working with the TPO, need to provide cost estimates for locally maintained facilities covered in the Plan. The Operations and Maintenance (O&M) cost estimates need to be provided for each of the first ten years of the plan. For example, beyond the first ten years, if using five-year cost bands in the outer years, costs may be shown for each of the five-year cost bands. The LRTP will also need to demonstrate the source of funding for the O&M activities. A clear separation of costs for operations and maintenance activities from other grouped and/or regionally significant projects will need to be shown in order to demonstrate fiscal constraint.

FDOT, in cooperation with the MPOAC and Florida's MPOs, prepares long range revenue forecasts for state and federal funds that flow through the FDOT Work Program and other financial planning guidance. FDOT, in cooperation with the MPOAC and Florida's TPOs, have developed an updated revenue forecast through 2045 and guidance for the updates of metropolitan transportation plans and the Florida Transportation Plan (FTP).

The Time Period for estimates is 5 years between the Base Year and the year 2045 will be as follows:

- 2018/19 – 2022/23 (Revenues identified in the Transportation Improvement Program)
- 2023/24 – 2024/25
- 2025/26 – 2029/30

- 2030/31 – 2034/35
- 2035/36 – 2044/45

This is essentially consistent with previous forecasts and simplifies reporting. The use of 5 and 10 year periods increases flexibility and reduces the need to fine tune project priorities.

For estimates of State and Federal Revenues:

- ***FDOT*** will provide Year of Expenditure (YOE) estimates for state capacity programs for individual TPOs, similar to prior forecasts.
- ***FDOT*** will provide system level estimates of the cost of operating and maintaining the State Highway System at the DOT District level. (TPOs should include the material in long range transportation plan documentation.)

The cost feasible portion of the 2045 LRTP will use FY 2018/2019 as the base year and FY 2044/2045 as the horizon year.

The recommended Base and Horizon Years are for financial reporting purposes only and do not impact individual TPO selection of alternative Base and Horizon Years for socioeconomic, modeling and other purposes.

DELIVERABLE: The *CONSULTANT* shall prepare a Financial Resources Report, which summarizes this task. The *TPO*, *FDOT, and FHWA* shall review the Financial Resources Report. The TPO Board will be asked to approve the Financial Resources Report.

TASK 6: NEEDS PLAN

The purpose of this task is to develop a long range transportation plan that identifies projects (including major roadways, transit, multimodal and intermodal facilities, non-motorized transportation facilities and intermodal connectors) to function as an integrated system. Emphasis will be given to those projects that serve important national and regional transportation functions. In addition, the long range transportation plan shall preserve existing transportation infrastructure, enhance economic competitiveness, improve travel choices to ensure mobility and integrate transportation and land use planning to provide for sustainable development, reduce greenhouse gas emissions, and include needs for Environmental Justice communities.

The assessment of needs will lead to development of the 2045 Needs Plan. The Needs Plan will adhere to the Metropolitan Planning Organization Advisory Council's (MPOAC) criteria for developing "needs" that are realistic, which recognizes that some facilities are constrained or otherwise have environmental or community impacts that make it impractical for them to be expanded.

This long range transportation plan update will consider demographic destiny as a major factor influencing the future mobility needs of the region. Demographic destiny deals with the fact that over the next four decades as our region grows, we will see a more diverse population. One aspect of this will be an increasing diversity of who we are and how we live. Residents of and visitors to our region will not only be more diverse in terms of age and race, but they will inhabit a host of different environments, ranging from the denser downtown areas to the suburbs, to the smaller towns.

The ***CONSULTANT*** shall develop the Year 2045 Needs Plan by testing multi-modal alternatives to satisfy person and freight travel demands.

A Preliminary Needs Plan shall be developed by running 2045 zonal data (ZDATA) with the 2022/23 Existing Plus Committed Network and identifying facilities with a volume/capacity ratio of 0.9 or greater, or as determined in consultation with Planning Council staff. The ***CONSULTANT*** and ***TPO*** shall review the facilities identified during this task.

The ***TPO*** has established a Community Impact Assessment (CIA) database. From this database, a community profile was developed. Presentations will be scheduled with groups representing the communities in the urbanized area. These citizens will provide input in development of the 2045 Needs Plan.

The ***CONSULTANT*** shall develop a Needs Plans to meet the future mobility demands for each corridor or facility with existing or forecasted deficiencies. The Needs Plan may include one or more of the following types of improvements (not shown in priority order):

- Transit improvements;
- Roadway widening or new roadway corridors;
- Bicycle improvements;
- Pedestrian improvements that take into account ADA504 upgrades and ramp retrofits;
- Intelligent Transportation System (ITS) improvements;
- Operational improvements; and
- Transportation Management Strategies.

It will be imperative that the projects work in concert to improve mobility throughout the region. The improvements should complement each other and provide mobility choices for the diverse population of 2045. The 2045 Long Range Transportation Plan will be a balanced mobility plan that considers the needs of people as well as the need to move goods and services efficiently.

The ***CONSULTANT*** shall consultant with State Agencies to identify needed transportation projects that preserve and enhance scenic, aesthetic, historic, community and environmental resources, while improving or maintaining safety, mobility and infrastructure conditions.

The ***CONSULTANT*** shall identify projects to include in the Needs Plan that enhance intermodal connections between various modes of travel, such as the automobile, bus rapid transit, bicycle and pedestrian.

The Needs Plan shall include enough data and information to define the identified need. The ***CONSULTANT*** shall include an estimate of unfunded needs plan costs in base year dollars in the adopted long range transportation plan. Estimated needs shall be reported by mode.

For total project costs, each phase of a project must be described in enough detail to estimate total project cost and explain how the project is expected to be implemented. Any project which will go beyond the horizon year of the LRTP must include an explanation of the project elements beyond the horizon year and what phases/work will be performed beyond the horizon year of the plan. The costs of work and phases beyond the horizon year of the plan must be estimated using

Year of Expenditure (YOE) methodologies and may be described as a band (i.e. Construction expected 2046-2050). FHWA does not expect this will apply to routine system preservation or maintenance activities. Total project costs will be shown for capacity expansion projects. System operations and management strategies such as ITS projects will be expected to show total project costs. This last category of projects may include a mixture of specific projects as well as grouped projects. (23 CFR 450.322(f)).

Needs Assessment Capacity Projects for 2045 shall be organized in a Microsoft Excel Spreadsheet by the ***CONSULTANT*** and reviewed by the ***TPO*** and ***FDOT.*** A purpose and need statement for each roadway capacity project shall be completed by the ***CONSULTANT***. The ***CONSULTANT*** shall complete the cost estimates of the proposed projects.

The ***TPO staff*** shall map the 2045 Needs Plan Projects in GIS.

The Steering Committee, which was established in Task 1 Public Involvement, shall have an opportunity to initiate, review, and comment on the Goals, Objectives, and draft 2045 Needs Plan Projects. This opportunity will be through a meeting that the ***CONSULTANT*** facilitates. The Steering Committee will also assist in the development/ refinement of the Goals and Objectives and the project evaluation criteria.

DELIVERABLE: The TPO staff shall prepare a Needs Plan Report, which summarizes this task. The ***CONSULTANT***, ***FDOT***, and ***FHWA*** shall review the Needs Plan Report. The TPO Board will be asked to approve the Needs Plan Report and specifically the list of Needs Plan projects.

TASK 7: COST FEASIBLE PLAN

Upon approval of the Year 2045 Needs Plan by the ***TPO***, the ***CONSULTANT*** shall develop up to three (3) Cost Feasible Plan Alternatives based on the financial resources identified in Task 5. The ***CONSULTANT*** shall include an estimate of the cost of all projects and all phases, regardless of mode, in year of expenditure dollars. The ***CONSULTANT*** shall use FDOT adopted estimates of inflation to adjust costs from present day costs to year of expenditure costs. The ***CONSULTANT*** shall also clearly state in the proposed Year 2045 Cost Feasible Plan the costs of operating and maintaining the existing and future transportation system.

Based upon this process, the ***CONSULTANT*** shall develop three (3) Alternative Cost Feasible Plan Scenarios (Existing Priorities, Evaluation Criteria, and Multi-Modal) that shall establish the basis for identifying a final Year 2045 Cost Feasible Plan. These scenarios shall be based on prior input received from the public and shall represent three unique proposals to address transportation system needs through the Year 2045.

The ***TPO staff*** shall develop maps for the three 2045 Cost Feasible Plan alternatives and the final adopted Cost Feasible Plan.

The ***CONSULTANT*** will also include the Operations and Maintenance Costs of the Roadway Capacity Projects.

Because projects in a Transportation Improvement Program (TIP) are required to demonstrate planning consistency with the LRTP, the requirements for project inclusion in a TIP must also be considered when developing the LRTP. As a reminder, projects that need to be included in the TIP are: projects utilizing FHWA and/or Federal Transit Agency (FTA) funds; regionally significant

projects requiring a FHWA or FTA action regardless of funding source; and regionally significant projects to be funded with other Federal funds than those administered by FHWA or FTA or regionally significant projects funded with non-federal funds (23 CFR 450.324(d)).

For highway projects, the long range transportation plan must include a discussion on environmental mitigation that is developed in consultation with Federal, State and Tribal entities, as well as agencies that regulate wildlife and manage lands. This discussion should occur at more of a system-wide level to identify areas where mitigation may be undertaken (perhaps illustrated on a map) and what kinds of mitigation strategies, policies and/or programs may be used. This discussion in the long range transportation plan would identify broader environmental mitigation needs and opportunities that could be applied to individual transportation projects. FDOT's Efficient Transportation Decision Making (ETDM) system provides a web-based, system-wide environmental screening tool for initial agency review of Cost Feasible projects. This screening leads to further review and consultation on the required Class of Action and any proposed mitigation necessary for environmental approval. Documentation of the consultation with the relevant agencies should be maintained by the ***TPO***. (23 CFR 450.322(g))

Pursuant to 23 United States Code (U.S.C.) 327 and the implementing Memorandum of Understanding (MOU) executed on December 14, 2016, the FDOT has assumed Federal Highway Administration's (FHWA's) responsibilities under NEPA for highway projects on the State Highway System (SHS) and Local Agency Program (LAP) projects off the SHS. In general, FDOT's assumption includes all highway projects in Florida whose source of federal funding comes from FHWA or which constitute a federal action through FHWA. This includes responsibilities for environmental review, interagency consultation and other activities pertaining to the review or approval of NEPA actions. Consistent with law and the MOU, FDOT will be the Lead Federal Agency for highway projects with approval authority resting in the Office of Environmental Management (OEM).

The process outlined in the Project Development and Environment (PD&E) Manual is the Florida Department of Transportation's (FDOT's) procedure for complying with the National Environmental Policy Act (NEPA) of 1969, Title 42 U.S.C. section 4321, et seq., and the MOU mentioned above and describes FDOT's environmental review process.

For highway projects, FDOT seeks strategies that improve the linkage between planning and environmental processes. During the development of regionally significant projects in a long range transportation plan, the ***CONSULTANT*** will include a purpose and need for the project in the LRTP. This purpose and need will be carried into the National Environmental Policy Act (NEPA) process and will be one way to enhance the linkage between planning and NEPA. For example, a purpose and need statement could briefly provide the rationale as to why the project warranted inclusion in the long range transportation plan. Prior to approval of the environmental document (Class of Action) - Categorical Exclusion (CE), Environmental Assessment (EA), or Environmental Impact Statement (EIS) and thereby granting location design concept approval, the project must be consistent within the long range transportation plan, the TIP and Statewide Transportation Improvement Program (STIP). The project consistency refers to the description (for example project name, termini and work activity) between the long range transportation plan, the TIP and the STIP (23 CFR 450.216(k), 450.324(g) and 450.216(b)). The NEPA document must also describe how the project is going to be implemented and funded. The project implementation description in the NEPA document needs to be consistent with the

implementation schedule in the long range transportation plan and TIP/STIP as well. (450 Appendix A to Part 450, Section II Substantive Issues, 8).

For public transportation or transit projects, which may develop as part of a discretionary grant process and award, the environmental class of action is usually considered by FTA regional offices in concert with transit grantees as the projects are analyzed and developed. Transit maintenance and transfer facilities and major capacity projects like light, heavy or commuter rail, Bus Rapid Transit (BRT), etcetera may require a separate NEPA document while acquisition of vehicles, provision of repairs, planning studies, engineering, etcetera, would not require a document. As such, environmental mitigation issues would tend to be developed as part of the NEPA document for specific projects with a NEPA decision made prior to the award of FTA funds. Likewise, environmental benefits for public transportation or transit options, like reduction in Single Occupant Vehicle (SOV) trips and Vehicle Miles Traveled (VMT), reduction in greenhouse gases, pedestrian and bicycle linkages, transit oriented/compact development (which is more walkable) may need to be stated within the broad parameters in the LRTP.

The ***TPO Board*** and advisory committees shall have an opportunity to review and comment on the draft Cost Feasible Plan Projects prior to adoption. This opportunity will be through a meeting/workshop that the ***CONSULTANT*** facilitates.

DELIVERABLE: The TPO shall prepare a Cost Feasible Plan Report, which summarizes this task. The ***CONSULTANT***, ***FDOT***, and ***FHWA*** shall review the Cost Feasible Plan Report. The TPO Board will be asked to approve the Cost Feasible Plan Report. The Cost Feasible Plan shall be adopted by **June 22, 2021.**

TASK 8: SUMMARY AND FINAL REPORTS

The ***CONSULTANT*** shall provide one clean, single-sided, full color draft of the Final Report for review by the ***TPO Board***, the Citizens Advisory Committee, and the Technical Advisory Committee. Subsequent to this review, the ***CONSULTANT*** shall include review comments and provide to the TPO Staff one clean, single-sided, loose- leaf, full color paper original and Adobe Portable Data File (PDF) and Microsoft Word electronic version.

Copies of final documents and maps shall be provided to the ***TPO*** electronically in editable text/graphic software format, including GIS shapefiles and Adobe Portable Data File (PDF) format.

The Adopted Year 2045 Cost Feasible Plan shall be published or otherwise made readily available by the ***TPO*** for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the internet. Consistent with the FHWA guidance issued in January 2018, the final documentation will be completed within 90 days of the TPO action adopting the final element of the LRTP Update, the Cost Feasible Plan. Within 90 days after adoption, the final report will be reviewed by the reviewing agencies, edited and made available on-line and at the TPO's offices.

The ***CONSULTANT*** shall provide documents the original software format in each were developed. This will allow the ***TPO*** to make future edits to the documents and maps as necessary.

SUMMARY REPORT

The ***CONSULTANT*** shall prepare the summary report with input from the ***TPO***. The final 2045 long range transportation plan report shall also include a folded, full color poster of the adopted Year 2045 Cost Feasible Plan. Summary information in the Summary Report shall include the vision statement, mission statement, graphic representations of the Year 2045 Cost Feasible Plan and a table representation of the project list. Other information may include the goals and objectives of the plan. The ***CONSULTANT*** shall provide to the ***TPO*** five-hundred (500) copies of the Summary Report upon final approval of the ***TPO***.

FINAL REPORT

The 2045 Long Range Transportation Plan Final Report shall include tables of the legislative requirements listed at the beginning of this report and how they were addressed. The 2045 Long Range Transportation Plan Final Report shall be presented as a standalone, bound document. The ***CONSULTANT*** shall provide the ***TPO*** twenty (20) draft copies for review and comment and twenty (20) final color printed copies, and an electronic copy.

III. REPORTING

Several reporting activities are required within this contract. These will include the following:

- **Progress Reports,**
- ***Task Reports,***
- ***Summary Report, and***
- ***Final Report.***

All of the reports, except for the Progress Reports, were discussed earlier in the scope. The development of these reports will require close coordination between the ***TPO,*** the ***CONSULTANT***, and the ***FDOT.***

The ***CONSULTANT*** shall prepare monthly Progress Reports to the ***TPO*** for their phase of the work. The ***TPO staff*** will prepare monthly Progress Reports to the ***FDOT*** for the entire project. Progress Reports will document progress in the previous month, problems encountered and solutions found, adherence to schedules, and activities planned for the next month. Invoices for the previous month's service will be attached. Invoices will be based upon estimates of percent work completed within each task. The ***CONSULTANT*** will provide Progress Reports to the ***TPO staff*** by the **10th day of each month** for their phase of the work. The ***TPO staff*** will provide Progress Reports to ***FDOT*** by the **20th day of each month.** The ***TPO staff*** and ***CONSULTANT*** will be available to discuss with the ***FDOT*** any issues that are encountered.

IV. PROJECT SCHEDULE AND MANAGEMENT

The ***TPO staff*** shall work closely with ***FDOT*** to manage and schedule work activities for the project. Within two weeks of receipt of Notice to Proceed, the ***CONSULTANT*** shall submit the proposed project schedule to the ***TPO staff*** and ***FDOT*** for approval.

The project schedule shall be sufficient to show start and completion dates, delivery or due date as appropriate for each major work activity, decision points, critical meetings, or deliverables for the Project. The project schedule will specifically show responsibility of the ***CONSULTANT***, the Sub-consultant(s), ***TPO,*** and ***FDOT.*** The schedule shall specifically be coordinated with progress reports and billing submittals to the ***TPO.***

V. MEETINGS

The ***TPO*** and the ***CONSULTANT*** will conduct three types of meetings during this project. Conference calls can replace some of the meetings.

1. Briefings: Through the course of the update, it will be necessary for the FDOT and the TPO staff to meet with the ***CONSULTANT***. During the Plan Update process, some meetings will have to occur between the three parties. The meetings will be held in Pensacola or Chipley. The purpose will be for the ***CONSULTANT*** to brief ***FDOT*** and ***TPO staff*** on project progress and any problems encountered.

2. Technical Presentations: Technical presentations to the transportation planning committee structure (TPO, TCC, and CAC) will be made a minimum of eight (8) times (per committee) and maximum of fifteen (15) times (per committee) by the ***CONSULTANT*** during this project. These presentations at a minimum will be scheduled to occur at the beginning of this effort and development of major tasks during development of the long range transportation plan update. These meetings will be scheduled by the ***TPO***, to the extent possible, in such a way as to permit presentations to more than one committee during a single trip in the area.

3. Public Meetings: The ***CONSULTANT*** will make presentations to the public throughout the development of the Long Range Transportation Plan. Three (3) rounds of public workshops are called for in Task 1.

VI. MAJOR RESPONSIBILITIES OF THE FLORIDA DEPARTMENT OF TRANSPORTATION

FDOT will:

1. Develop socioeconomic data for the years 2015 and 2045;
2. Validate the 2045 Northwest Florida Regional Transportation Model to the Year 2015;
3. Meet with TPO to develop a Transportation Cost Report and Year of Expenditure Estimates;
4. Appoint a Project Manager to work on the update with the TPO; and
5. Develop the Operations and Maintenance Costs.

VII. MAJOR RESPONSIBILITIES OF THE TPO STAFF

The ***TPO*** will:

- Provide the available transportation reports for the area,
- Coordinate various technical meetings and the public involvement process meetings and public hearing,
- Facilitate meetings,
- Develop a Public Involvement Report, Evaluation Criteria Report, Needs Assessment Report, and Cost Feasible Report,
- Provide timely reviews of material and documents as submitted by the CONSULTANT as specified herein,
- Assist in the development of the Goals, Objectives, Policies, and Performance Measures,
- Assist in the development of the Financial Resources,
- Assist in the development of the Needs Plan,
- Assist in the development of the Cost Feasible Plan,
- Assist in the development of the Summary Report,
- Assist in the development of the Final Report,
- Assist in the development of Transportation Projects Costs,
- Develop mapping for 2045 LRTP update,
- Assist in the development of the Congestion Management Process, and
- Prepare monthly progress reports to the **FDOT**.

VIII. MAJOR RESPONSIBILITIES OF THE CONSULTANT

The **CONSULTANT** will:

- Assist in staffing meetings and outreach,
- Complete Community Impact Assessment,
- Assist in facilitating Focus Group and/or Steering Committee Meetings,
- Assist with development of the Public Involvement Report,
- Update the Congestion Management Process,
- Assist in coordination of facilities for meetings,
- Develop the 2045 Goals, Objectives, Policies, and Performance Measures Report,
- Assist TPO staff in applying Evaluation Criteria to rank Needs Plan projects,
- Prepare Needs and Cost Feasible Plan project in Excel Spreadsheet,
- Update and prepare Purpose and Needs Statements,
- Prepare Transportation Projects Costs,
- Collect the necessary financial data from the ***TPO*** member governments and produce the financial resources report,
- Develop three Cost Feasible Plan Alternatives,
- Provide technical information, with applicable graphics, to be included in presentations to local committees and the public for input in plan evaluation and for plan selection and adoption,
- Provide the ***TPO*** with task reports electronically,
- Prepare a Summary Report,
- Prepare a Final Report, and
- Prepare monthly progress reports to the ***TPO***.

IX. MAJOR RESPONSIBILITIES OF LOCAL GOVERNMENTS, PORTS, AIRPORTS, and MILITARY

The **LOCAL GOVERNMENTS** will:

- Provide copies of their Capital Improvement Programs to the TPO as well as Operations and Maintenance Costs and how they were developed.

The ***PORT OF PANAMA CITY*** will:

- Provide a copy of the Port Master Plan to the ***TPO***.

The NORTHWEST FL BEACHES INTERNATIONAL AIRPORT (ECP)

- Provide a copy of the Master Plan to the **TPO**.

The **NORTHWEST FLORIDA TRANSPORTATION CORRIDOR AUTHORITY** will:

- Provide a copy of the Master Plan to the **TPO**.

The **LOCAL MILITARY INSTLLATIONS** will:

- Provide copies of their Installation Master Plans to the **TPO**.

X. DOCUMENTATION

1. Task Reports: FHWA and FTA expect that at the time the TPO board adopts the long range transportation plan, a substantial amount of long range transportation plan analysis and documentation will have been completed, and final documentation will be available for distribution no later than 90 days after the plan's adoption. The TPO Board and its advisory committees, as well as the public should have periodically reviewed and commented on products from interim tasks and reports that culminate into the final Plan. Finalizing the LRTP and its supporting documentation should be the last activity in a lengthy process. Final documents should be posted online and available through the TPO office no later than 90 days after adoption.

   Products provided by the CONSULTANT to the TPO shall be sent electronically. Draft copies will be presented for CONSULTANT, FDOT, FHWA and TPO staff review and comment prior to presentation. Twenty (20) draft copies will be prepared for review. Fifteen (15) final draft copies will be printed with unbound original copy provided for the TPO File. The task reports shall be completed in Microsoft Word. The TPO Staff will put the Final Task Reports, the Summary Report, and the Final Report on the Long Range Plan Web Site.

   The ***TPO*** shall prepare the following:

   - TASK REPORT #1 PUBLIC INVOLVEMENT
   - TASK REPORT #3 EVALUATION CRITERIA (TPO Approval; TCC, CAC Review)
   - TASK REPORT #5 NEEDS ASSESSMENT (TPO Approval; TCC, CAC Review)
   - TASK REPORT #6 COST FEASIBLE PLAN (TPO Approval; TCC, CAC Review)

The **CONSULTANT** shall prepare the following (TPO Approval; TCC, CAC *Review):*

- TASK REPORT #2 CONGESTION MANAGEMENT PROCESS
- TASK REPORT #3 GOALS AND OBJECTIVES
- TASK REPORT #4 FINANCIAL RESOURCES

2. Summary Report:

   The ***CONSULTANT*** shall prepare five hundred (500) copies of the final summary report and shall be printed by the ***CONSULTANT*** for distribution in black and white and a minimum of two other colors. A camera-ready color copy will be provided to the ***TPO*** for additional future printing. The ***CONSULTANT*** shall also include the Summary Report on CD to the ***TPO***.

3. Final Report:

   The ***CONSULTANT*** shall prepare and distribute twenty (20) color printed copies, an electronic copy, a copy of the final report files electronically.

4. Monthly Progress Reports:

   The ***CONSULTANT*** shall provide one (1) copy of a progress report to the ***TPO*** each month. The ***TPO*** shall provide ***FDOT*** with a progress report each month. The report is required regardless of project status or payment request.