



Public Involvement Plan

FDOT District Seven

JULY 2021



PUBLIC INVOLVEMENT PLAN (PIP)

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1. INTRODUCTION

This Public Involvement Plan (PIP) sets a framework to solicit meaningful information and insights at key decision points throughout the 56th/50th Street Corridor Planning Study. The PIP establishes a process that informs and encourages feedback from corridor stakeholders, partner agencies and community leaders to take ownership of and support the outcomes of the Study. The purpose of this document is to outline the public involvement strategy for the Study by establishing a framework to solicit meaningful information and insights at key decision-making milestones of the Study. This document outlines the purpose and goals of outreach, target audiences and key issues, existing and potential new channels of communication, content and key messages, and a performance measurement plan.

A collaborative and context-sensitive public engagement process is proposed with this plan. FDOT is committed to a public engagement effort that strives to achieve the goals listed below.

Opportunity: Provide interested parties and stakeholders with a variety of opportunities to participate in all phases of the public involvement process;

Information and Communications: Provide engaged stakeholders with clear, timely, and accurate information relating to development of the Corridor Study as it progresses;

Appropriate Techniques: Use a variety of techniques to gather meaningful input from targeted groups in the various communities; and

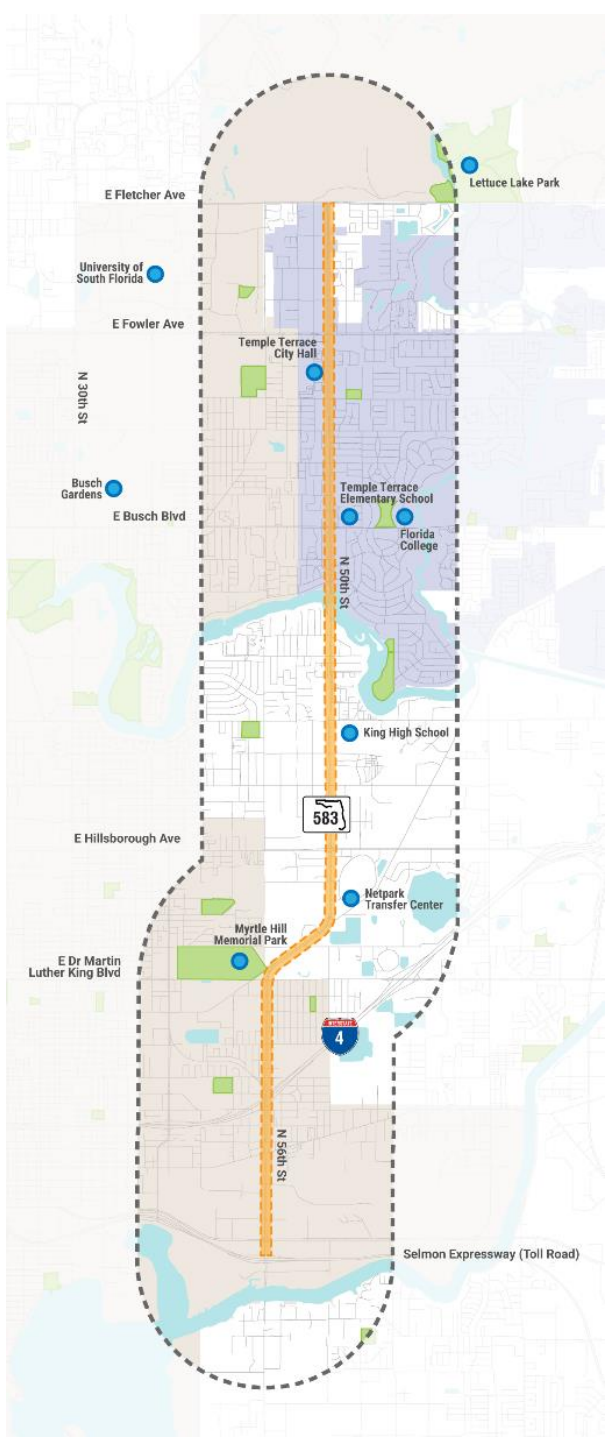
Evaluate: Continually review and improve strategies and techniques during the development of the plan to ensure efforts are effective in meeting the engagement goals.

The PIP will:

- ▶ Outline strategies to facilitate communication of relevant information to stakeholders, partner agencies and key community representatives;
- ▶ Identify engagement strategies for the target audience;
- ▶ Ensure engagement complies with all local, state, and federal requirements;
- ▶ Present a variety of engagement tools to reach community members, as well as those who do not typically attend public meetings; and
- ▶ Develop evaluation measures for strategies to ensure efforts are effective throughout the development of this plan.

2. DESCRIPTION OF STUDY / STUDY GOALS

The Florida Department of Transportation District Seven (FDOT D7) is conducting a Corridor Planning Study along 56th Street (SR 583)/50th Street (US 41) which is a major north-south facility located in the center of Hillsborough County. This project focuses on the portion of the corridor from the Selmon Expressway to Fletcher Avenue. The 8.5 mile stretch of road, shown in Figure 1, is within the City of Tampa from the Selmon Expressway to MLK Jr. Boulevard, within Hillsborough County's jurisdiction from MLK Jr. Boulevard to Riverhills Drive, and within the City of Temple Terrace from Riverhills Drive to Fletcher Avenue. 50th Street diverges into 56th Street at the junction with Chelsea Street.



LEGEND

- Study Area
- City of Temple Terrace
- City of Tampa
- 1-Mile Buffer

Data sources: FDOT, Hillsborough MPO, Pinellas County, Forward Pinellas, City of St. Petersburg, Florida Geographic Data Library



Figure 1: Study Area Limits

The intent is to develop a comprehensive vision to implement continuous multimodal facilities that connect the communities and destination along the corridor. 56th Street from Sligh Avenue to Busch Boulevard/Bullard Parkway was identified by the Hillsborough TPO as a Vision Zero corridor, meaning it was identified as a corridor with a high number of severe crashes leading to fatalities and incapacitating injuries. The 2012-2016 crash analysis identified that the corridor experienced 15 severe crashes per mile.

This project is being undertaken to:

- ▶ Objectively evaluate possible changes to improve **multimodal safety, operations, and connectivity**.
- ▶ Identify **safety solutions and countermeasures to improve safety** for all users of this corridor.
- ▶ Develop vision for **continuous multimodal facilities** that connect the communities and destination along the corridor, creating **complete streets**.

The Study will document existing multimodal corridor needs, existing and future travel needs, and community visions and desires along 56th St/50th Street. In order to plan and design for the unique areas along 56th St/50th St, the corridor will be divided into segments based on the existing Context Classification and community areas. Based upon an understanding of the corridor needs, the project team will evaluate a range of possible improvement scenarios, from location-specific multimodal improvements to corridor-wide typical section alternatives.

The Study will result in a *Corridor Alternatives and Strategies Report* that documents the guiding goals and objectives along with a summary of the range of multimodal solutions identified to address the corridor mobility needs. Recommendations will be developed in an environment that encourages input and collaboration from stakeholders, as well as from various units within FDOT. Results from the Study will be crafted into an implementation plan that will include long-term strategies that support future development within the corridor, as well as specific improvements that can potentially be advanced in the near term through local agency participation and/or by FDOT as Resurfacing, Restoration, Rehabilitation (3R) projects, safety enhancements, or push-button projects, such as traffic operations signal re-timing projects.

3. CONSULTANT TEAM

The consultant team, **Kittelson & Associates, Inc.**, has established a project management team that consists of a Project Manager and a Deputy Project Manager, who will work closely to manage the internal team as well as coordinate and communicate with the Department (FDOT) and thereby ensure that the team delivers high-quality service and products in a timely and efficient manner.

Name	Role	Phone Number	Email
KITTELSON & ASSOCIATES			
Jennifer Musselman	Project Manager	813-556-6973	jmusselman@kittelson.com
Sigal Carmenate	Deputy Project Manager	407-373-1154	scarmenate@kittelson.com
Mary Raulerson	Project Principal	407-373-1105	mraulerson@kittelson.com
Ryan Mansfield	Traffic and Safety Lead	407-373-1136	rmansfield@kittelson.com
Leyi Zhang	Planning Lead	407-373-1120	lzhang@kittelson.com

4. PROJECT MILESTONES & SCHEDULES

The project teams' focus is in integrating Context-Sensitive Solutions (CSS) within the land-use and transportation planning processes to assist communities in reaching their livability goals by encouraging the consideration of transportation, land use, and infrastructure needs in an integrated manner.

The Study is broken down into four phases, each with its own technical and public involvement focus as seen in Figure 2.

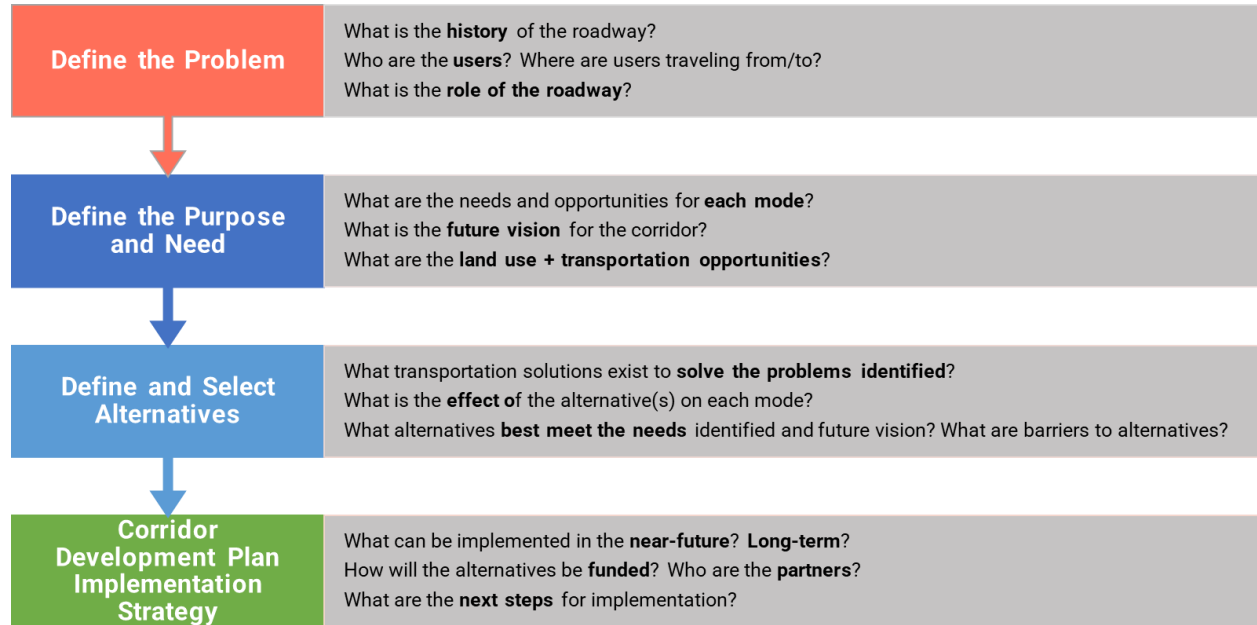


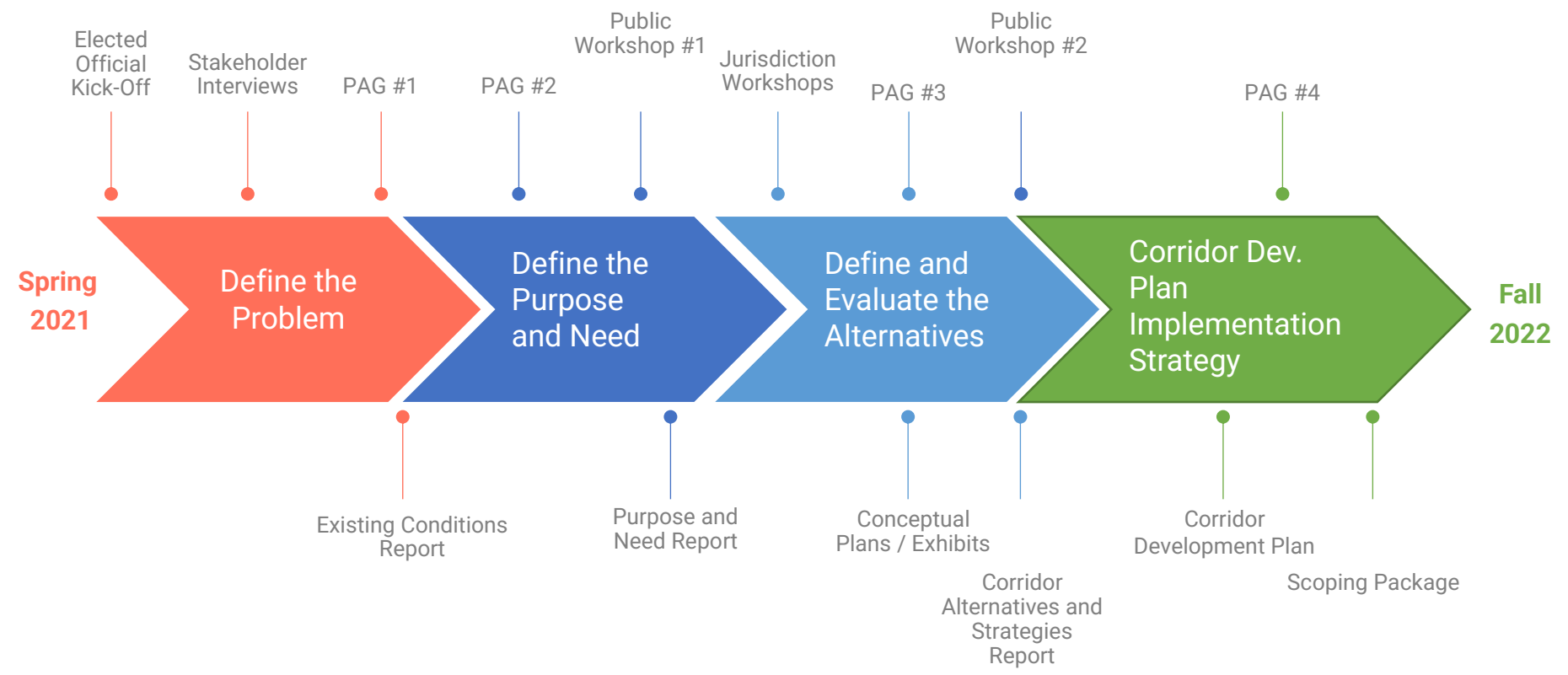
Figure 2. Project phases

The process will begin with engaging local agencies and corridor stakeholders. The collaboration between the Department and key stakeholders will include establishing a Project Advisory Group (PAG) comprised of Hillsborough TPO; the Cities of Tampa and Temple Terrace; Hillsborough County; and Hillsborough Area Regional Transit Authority (HART). At this time, it is anticipated that meetings will be held in person with the option to join virtually; however, this may change throughout the course of this project.

Overall Project Schedule

56th/50th STREET CORRIDOR STUDY	Major Task	2021										2022									
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
Public Involvement	Department Kick-Off Meeting	█																			
	Elected Official Kick-Off Meeting		█																		
	Stakeholder Interviews			█																	
	Project Advisory Group Meetings			█			█						█					█			
	TPO Update/Presentations							█						█							
	Public Workshop								█						█						
	Jurisdiction Work Sessions									█	█										
Task 1: Define the Problem What is the history of the roadway? Who are the users? Where are users traveling from/to? What is the role of the roadway?	█	█	█	█	█	█															
Task 2: Define Purpose and Need What are the needs and opportunities for each mode? What is the future vision for the corridor? What are the land use + transportation opportunities?					█	█	█	█	█												
Task 3: Define and Select Alternatives What transportation solutions exist to solve the problems identified? What is the effect of the alternative(s) on each mode? What alternatives best meet the needs identified and future vision? What are barriers to alternatives?										█	█	█	█	█	█	█	█				
Task 4: Corridor Development Plan Implementation Strategy What can be implemented in the near-future? Long-term? How will the alternatives be funded? Who are the partners? What are the next steps for implementation?																	█	█	█	█	

Project Milestones



5. DECISION MAKING FRAMEWORK

In partnership with the Department's Project Management Team, the consultant team will facilitate decision-making throughout the duration of the Study based on the framework illustrated in Figure 3.

Key stakeholders for the 56th/50th Street Corridor Planning Study will be organized under a Project Advisory Group (PAG). The PAG will serve to advise the Study team on the needs, interests, and opportunities along the Study corridor. The PAG will consist of key partner agencies who will be utilized for higher-level vetting of project items and implementation approaches. The PAG is comprised of agency staff from the Hillsborough TPO; the Cities of Tampa and Temple Terrace; Hillsborough County; HART; and other regional stakeholders.

In addition to engaging the PAG, the consultant team will conduct stakeholder interviews with a select group of local property owners, representatives of neighborhood or civic associations, and government agencies with interests in the future of the corridor. Throughout the project, corridor stakeholders will be engaged through the project website and targeted engagement activities. The following sections of this document provide additional detail on the make-up and involvement of the PAG and the various interest groups.

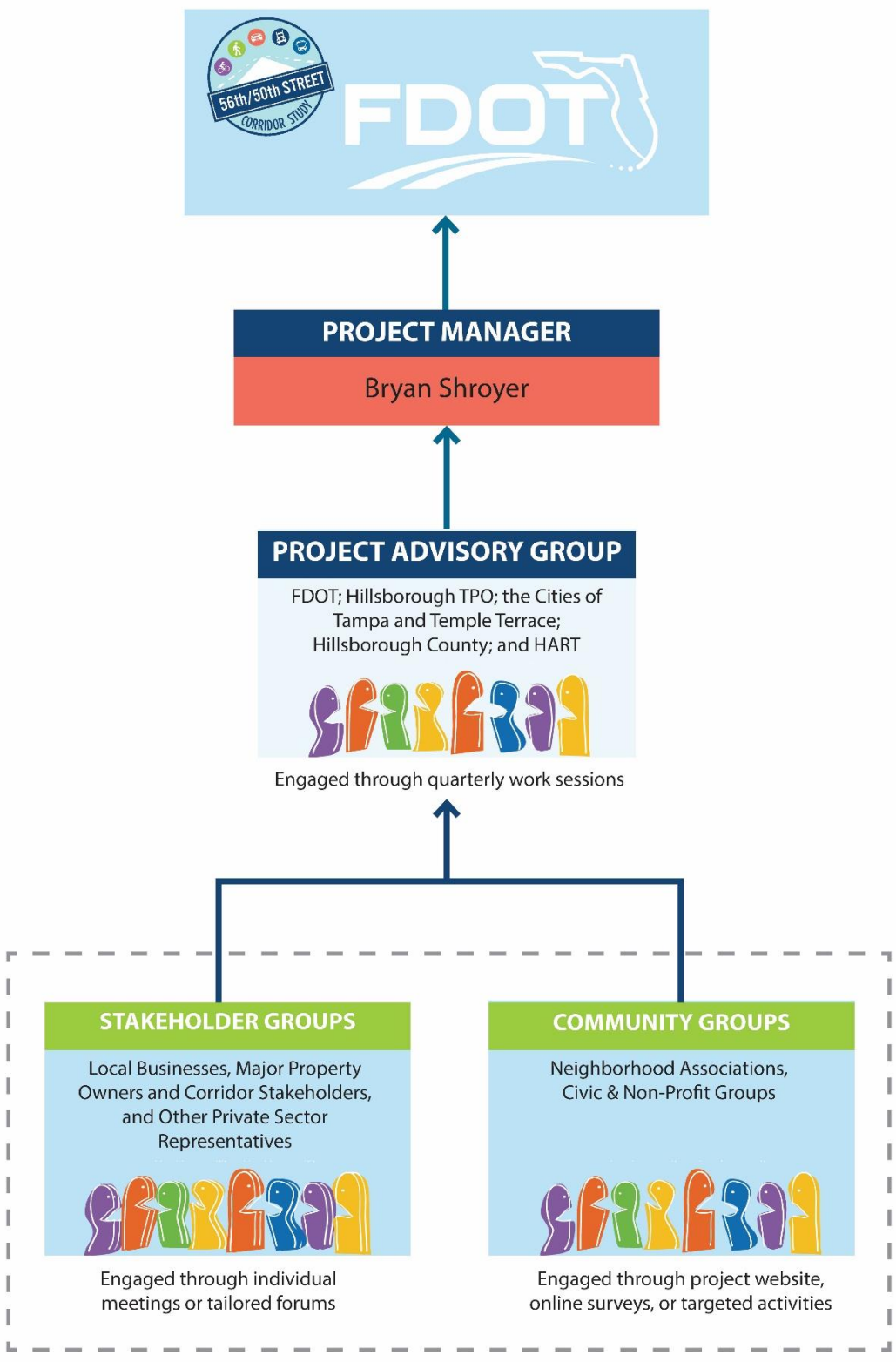


Figure 3: Illustration of Decision-Making Framework

6. TARGET AUDIENCE & KEY ISSUES

Representatives from local, regional, and state agencies and other project stakeholders will be identified with guidance from the Department's project management team and members of the Project Advisory Group (PAG). These stakeholders will be notified at the beginning of the Study and will meet regularly throughout. Additional agencies, business organizations, and members of community groups will be identified, documented, and engaged through stakeholder interviews and public meetings. Additional names will be added to the stakeholder contact list as they are identified. See the Appendix for full list of stakeholders who will be contacted for the public meetings.

Project Advisory Group

- ▶ FDOT
- ▶ City of Tampa
- ▶ Hillsborough County
- ▶ Hillsborough County School Board
- ▶ Hillsborough TPO
- ▶ Hillsborough Planning Commission
- ▶ City of Temple Terrace
- ▶ HART
- ▶ THEA
- ▶ Florida Highway Patrol
- ▶ USF

Other Corridor Stakeholders

- ▶ Corpus Christi Catholic School
- ▶ Paideia Classical Christian School
- ▶ Woodmont Charter School
- ▶ Florida College
- ▶ King High School
- ▶ Uptown Chamber
- ▶ Tampa Bay Chamber
- ▶ Hispanic Chamber of Commerce Tampa Bay
- ▶ Sea World Parks and Entertainment
- ▶ NNN Netpark LLC ET AL

Other Corridor Stakeholders Cont.

- ▶ Garden of Memories, Inc.
- ▶ CSX Transportation, Inc.
- ▶ ADESA Florida, Inc.
- ▶ Coreslab Structures Tampa, Inc.
- ▶ Grant Park Civic Association
- ▶ Northview Hills Civic Association
- ▶ East Tampa Business and Civic Association
- ▶ East Ybor Historic and Civic Association
- ▶ Jackson Heights Neighborhood Association
- ▶ Rainbow Heights Neighborhood Association
- ▶ Eastern Heights Neighborhood Association
- ▶ Florence Villa-Beasley-Oak Park Civic Association
- ▶ Oak Crest HOA
- ▶ River Grove Civic Association
- ▶ Northeast Community/Live Oak Square Civic Association
- ▶ Pointe Townhomes at Little Harbor
- ▶ University Area CDC
- ▶ Pleasant Terrace Civic Association
- ▶ Victoria Terrace Condo Association
- ▶ Temple Crest Civic Association
- ▶ Terrace Park Civic Association

7. PUBLIC INVOLVEMENT STRATEGY

Public involvement is identified as a priority throughout this Study. Facilitating engagement opportunities for corridor stakeholders to provide input is critical to building project awareness and community trust as well as making sure that the plans reflect the needs and desires of the community. The objective is to provide guidance through the engagement phases of the Corridor Study and make sure the Study team is hearing from the right people at the right time. All the public engagement will be conducted with the following goals in mind:

- ▶ Maximize stakeholder participation.
- ▶ Ensure a diversity of participants.
- ▶ Facilitate meaningful and informed dialogue.
- ▶ Collect relevant data on community preferences.

The overall purpose of public involvement for the 56th/50th Street Corridor Planning Study is to have continuous communication and feedback between the Study team and corridor stakeholders. The engagement activities will be designed to share information as well as receive continuous input on evolving ideas related to the Study.

A collaborative and context-sensitive public engagement process is proposed as part of this project. The Department is committed to a public engagement effort that strives to achieve the following:

Maximize Opportunity for Engagement: Provide interested stakeholders, partner agencies and key community groups with a variety of opportunities to participate in all phases of the public involvement process to ensure representation in the transportation decision-making process;

Continuous and Open Communication: Provide community members and interested stakeholders with clear, timely, and accurate information related to the development of the various project tasks as they progress;

Appropriate Techniques: Use a variety of techniques to gather the necessary input from diverse interest groups;

Evolve and Refine: Continually review and improve strategies and techniques to ensure efforts are effective in meeting the engagement goals.

Community Engagement Tools & Methods

The team has laid out an outreach program based on innovative engagement and a strong tie between process and outreach to ensure that the right questions are asked of the corridor stakeholders at the right time in order to be incorporated into the plan as it evolves over the course of the Study.

The project team believes that strong community involvement is necessary to create an achievable vision. Plans that lead to implementation are those in which local champions, including community and business groups are actively involved and take ownership of the vision. The opportunity here is to not only understand the needs of the existing and future users along 56th/50th Street, but also to inform and share ideas on how conditions can be improved over time.

The Project Team will add the non-discrimination language shown below to all meeting notices, letters, ads, newsletters, boards, and other notification activities.

*Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, 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 **Alex Henry, Public Involvement Coordinator**, at **813.975.6405** or by email at alex.henry@dot.state.fl.us at least seven (7) days prior to the meeting.*

The project's approach to public involvement will not rely on a single strategy. Rather, it will incorporate a menu of engagement tools that builds upon active community participation and ownership throughout the planning process. The program is designed to accommodate traditional and innovative stakeholder communication. The following outreach efforts will be employed to maintain continuous engagement with corridor stakeholders:

Project Advisory Group

The Project Advisory Group (PAG) consist of key partner agencies who will be utilized for higher-level vetting of project items and the review of conceptual plans and alternatives throughout the course of the Study. The PAG will advise the Study team on the needs, interests, and opportunities along the Study corridor. The Study team will meet with the PAG four times at key milestones throughout the course of the Study. The PAG meetings help getting feedback and input on preliminary ideas and function as an additional communication channel between the Study team, agency partners, and the Department.

PAG meetings are open to the public. The Project Team will use the channels listed below to notify the public of all scheduled PAG meetings to provide continuing opportunities for public interaction in the decision-making process.

Florida Administrative Register: The Project Team will publish a notice in the Florida Administrative Register (FAR) at least 7 days prior to any scheduled PAG meeting. The Project team will submit the FAR ad online, after registering with the Department of State's e-rulemaking website.

FDOT Website: The Project Team will post an announcement of all scheduled PAG meetings on the FDOT project website <https://www.fdotd7studies.com/projects/56thstreetcorridor/>. FDOT staff will also post notices on the FDOT public notices website by the district's Public Information Officer (PIO) at least 7 days prior to the meeting date.

The following is the anticipated timeline and purview of the PAG meetings planned throughout the life of the Study:

#1. / Project kick-off and corridor tour (virtual or walking)	June 2021
#2. / Discuss Issues & Opportunities Synthesis / Present Draft Purpose & Need	September 2021
#3. / Review alternatives evaluation / Review concepts for public meeting	April 2022
#4. / Present preferred alternative / Corridor implementation plan and next steps	August 2022

Project Website

Study-related information will be posted on a project website linked to FDOT's website. The Study team will manage and post project information, graphics, and other materials generated for major deliverables and public and stakeholder coordination meetings. A shareable link to the website will be included in email correspondence with PAG members and parties engaged throughout the process. The project website will serve as an important link for dissemination of project information. The link to access the project website is: <https://www.fdotd7studies.com/projects/56thstreetcorridor/>

An online mapping tool called Kittelson Maps will be used as a tool to receive real-time feedback on corridor observations. The project team would share with PAG members and stakeholders a link to the map tool so that those who are willing to provide detailed comments related to specific conditions along the road or at specific intersections can provide all the desired input. The online map will serve as a repository of all comments received throughout the Study and will be referenced throughout the process. The feedback collected through this tool will be analyzed by the team and taken into consideration, along with field observations from project team members, in the development of the existing conditions assessment and safety analysis, to assist with the identification of top issues and opportunities.

Kittelson Maps utilizes a google maps-based mapping tool that has been seen to greatly increase participation and the quality of information received. These maps can be open to the public and allow stakeholders to easily provide input at the street and intersection level.

Stakeholder Outreach / Coordination

The project team shall provide technical input, coordination, and support for the Department to hold or participate in various meetings. These activities include:

Department Kick-off Meeting

The kick-off meeting with the Department Project Manager and other FDOT staff will include review of Scope of Work and expectations of project.

Elected Officials Kick-off Meeting

This will be a small group meeting; members of the public may attend but no separate invitations will be sent. This does not include board representatives. The focus on the meeting will be to introduce the project, set up expectations for the project, and review the project scope and schedule.

Stakeholder Interviews

Concurrent with data collection efforts, one-on-one virtual interviews will be conducted with key corridor stakeholders to understand the issues and opportunities that need to be considered throughout the Study. These interviews will help lay the foundation for relationships between the Study team and individuals and groups with strong connections to neighborhoods, business interests, and resources along 56th/50th Street. The project team will rely on PAG members and staff from partner agencies to help identify key individuals from public and private organizations locally who have vested interests in the future of these corridors. Due to the number of local stakeholders, these interviews will occur back-to-back, within a 2-day time period. Each interview will last for 45 minutes. This initial outreach will seek to gather input on the future vision for the corridor, corridor users, and the role of the corridor within the transportation network. The project team will schedule the virtual meetings, prepare meeting materials, facilitate the meeting, and take meeting notes. The interviews will be conducted during the first phase of the Study (understand the issues, opportunities, and objectives). These interviews are scheduled to begin in June 2021.

Transportation Planning Organization (TPO) Update Presentations

Presentations to the Board and advisory committees (in addition to the TPO staff participation) will occur at two milestone throughout the project. These presentations are scheduled for October 2021 and April 2022. These presentations will take place prior to Public Workshops to give the Board and committees an opportunity to review materials before the public.

Public Workshops

During the conceptual development phase involving the initial corridor assessment, the project team will hold two open Public Meetings. The first meeting, scheduled for November 2021, will focus on corridor existing conditions and collecting input on the guiding Principles and project needs. The second meeting, scheduled for May 2022, will be used to present the finalized alternative(s) and solicit input from the public. These will include preparation of:

- ▶ Project Summary / Overview Handout for Distribution at the Meeting.
- ▶ Multi-media presentation, equipment and graphics for presentation, and meeting equipment set-up and tear-down.
- ▶ Meeting notifications: Utilizing the contacts established in the Public Involvement Plan, the meeting will be noticed in accordance with the standard FDOT process. This includes letters to elected and appointed officials, legal advertisements, post card mailings to property owners and other interested parties, and e-mail notifications to the Project Advisory Group. (The project team will pay the cost of publications and first-class postage as applicable).
- ▶ News releases, for use three to five days prior to meeting.

- ▶ Summary notes of meetings to be provided to the Department no later than 5 business days after the meeting.

Jurisdiction Workshops

After the Purpose and Need Development and prior to the identification of alternatives, the project team will host a one-on-one working meeting with each of the three municipalities (City of Tampa, City of Temple Terrace, and Hillsborough County). During these work sessions the project team will collect input of the unique needs of each place and work collaboratively with each group to develop initial alternatives. These meetings are scheduled to happen in December 2021 and January 2022.

FDOT Internal Staff Meetings

The project team will prepare for and facilitate up to three (3) virtual meetings with the various FDOT internal units during the Study process at key points to discuss progress and next steps.

FDOT Management Meeting

Following the selection of the alternative(s) and determination of next steps, the project team will meet with the Department senior management, such as the District Directors, Secretary, and managers, if available. The format of the meeting will include a brief presentation to review the Study process, briefly discuss the key corridor issues and opportunities, the Study's purpose and need, and highlight proposed alternative(s) being considered as part of this planning Study.

Coordination Meetings

The project team will attend up to three (3) additional meetings based on the direction of the Department Project Manager. These meetings may include briefings with elected officials, Hillsborough County Commissioners, and other special interest groups.

Public Outreach Follow Up

Emailed or mailed questions and comments received from any interest groups, stakeholders or community organizations, but not answered during one of the Study's formal outreach activities will be addressed. The Study team will prepare written responses for review and concurrence by FDOT prior to being emailed/mailed to the person(s) or group(s) who posed the question or comment. A copy of all responses will be included in the project files.

8. MANAGING POTENTIAL CHALLENGES

The consultant team will manage the Study to identify potential challenges in order to minimize impacts to Study decision-making, schedule, budget, and quality of work products. This section explains how potential challenges are identified, how contingency strategies are devised, and how those strategies are applied should any identified potential challenge become a reality. Potential challenges and Study management responses are outlined in Table 1.

Table 1: Potential Challenges and Responses

Potential Challenges	Project Management Responses
Extended review periods	Teleconference with the Department Management Team to walk them through the deliverable, identifying critical and less critical content in the deliverable.
Potential conflicting comments on work products among PAG members	Addressing key issues clearly during PAG working meetings, documenting major directions from the meetings, and sharing timely draft and final meeting notes. Working sessions and meetings to review comments and resolve conflicting directions before integrating comments into final products.
Stakeholder misinformation on the goals and objectives of the Study	Consistent management of information shared with the public regarding the Study by directing PAG members to utilize and link to Study communication materials and channels. Clear, open, and well-documented communication of Study purpose, potential outcomes, and key decisions.
Lack of agreement among reviewers regarding desired outcomes of the plan	The consultant team will work with the PAG to identify conflicts and develop procedures for addressing them, resolving them, or identifying them as topics for future studies.
Lack of agreement among decision-makers regarding desired outcome of the plan	The Study Team—including FDOT—will re-affirm the purpose of the Study to decision-makers early in the Study. In addition to asking what decision-makers want out of the Corridor Study, the project team will also ask what they do not want out of the Study. The team will document buy-in at that time. If disagreement arises further down the line, the team will refer to the agreed-upon purpose of the Study and develop revisions to the scope of the Study, if needed based on the PAG's direction.
Change(s) in the consultants' staffing	The consultant team will always have two to three staff involved or aware of all aspects of the project. Should staff changes occur, transition of task responsibilities to other staff will be relatively smooth. New staff will be reviewed and confirmed by Department Project Manager.
Projects or plans performed by other agencies undermine the effectiveness of the Corridor Study	At the onset of the project, the project team will gather information from the PAG regarding any reasonably foreseeable studies or projects that could affect the effectiveness of the Study. These studies and their expected outcomes will be accounted for as part of this effort. The PAG will also be asked to communicate with the Study team as soon as studies or projects that may have an impact on this plan are initiated.
High number of stakeholders interested in participation	The project team will develop a public website to facilitate participation by a large number of stakeholders (100+).

9. PERFORMANCE MEASUREMENT PLAN

The Study team will evaluate the effectiveness of the Public Involvement Plan at the end of each Phase of the Study. The quality and effectiveness of the public outreach methods will be monitored using the following performance measures:

1. Outreach Attendance/Equity/Response – Quality public participation is necessary in order to develop a plan that appropriately meets the needs of the residents and users of 56th/50th Street. To get an equitable sampling of input, representatives from various geographic, demographic, and economic subgroups of the corridor will be engaged through one-on-one stakeholder interviews or at the community/public outreach events.
2. Quantity of comments received – Maximizing the documentation of public input is critical to the public involvement process. The following means will be utilized to obtain written documentation from the public:
 - ▶ The Kittelson Maps online mapping tool and online survey will be available throughout the Study and at computer stations during the public workshops for documentation of public comments and observations.
 - ▶ Email contacts for follow-up questions or comments after the public meetings.
 - ▶ Email contacts posted on the project website to solicit online comments and input.
3. Quality of comments received – The types of comments received are an indicator of how well the intended messages and key questions were understood by the public. Targeted questions will be identified in advance of the outreach efforts to verify that the Study team is posing the right questions through the presentation and follow-up conversations in order to receive the intended feedback.
4. Level of stakeholder support– through the interactive meetings, workshops, online interactive map and survey, and other outreach efforts, by understanding the public needs and addressing their concerns, the goal is to reach support among the key stakeholders on corridor alternatives to be further advanced. Stakeholder support is achieved when the stakeholders learn about the issues and opportunities of the corridor, brainstorm ideas together, learn about the potential cost/benefits of each alternative, and make informed decisions on which alternatives make the most sense to advance to implementation.

Once a performance evaluation is conducted, the Study team and FDOT's Project Manager will make necessary modifications, if any, to the Public Involvement Plan to obtain a more favorable outcome.

10. APPENDIX A: Stakeholder Contacts

Agency	First Name	Last Name	Role	Email	Phone
City of Tampa	Danni	Jorgenson	Chief Transportation Planning Engineer	Danni.Jorgenson@tampagov.net	813-274-3279
City of Tampa	Alana	Brasier	Vision Zero Coordinator	alana.brasier@tampagov.net	(813) 274-8053
City of Tampa	Stephen	Benson	Chief Planner	Stephen.Benson@tampagov.net	(813) 274-8185
East Tampa CRA	Miray	Holmes	City Neighborhood Engagement Manager	Miray.Holmes@tampagov.net	813-274-7574
Hillsborough County	Mike	Williams	County Engineer	williamsm@hillsboroughcounty.org	-
Hillsborough County	Leland	Dicus	Engineering Services Director	dicusl@hillsboroughcounty.org	(813) 272-4000
Hillsborough County	Richard	Ranck	Senior Transportation Planner	ranckr@hillsboroughcounty.org	-
Hillsborough County	Marcello	Tavernari	-	tavernarim@hillsboroughcounty.org	-
Hillsborough County	Robert	Campbell	Traffic Engineering Manager	campbellr@hillsboroughcounty.org	813-272-5170
Hillsborough County	Jonah	Katz	Economic Development Senior Coordinator	katzj@hillsboroughcounty.org	
Hillsborough County	Meagan	Winchester	Strategic Infrastructure Planning Division, Community and Infrastructure Planning Department	winchesterm@hillsboroughcounty.org	(813) 307-1099

Agency	First Name	Last Name	Role	Email	Phone
Hillsborough County Emergency Services	Timothy	Dudley, Jr.	Emergency Management Department Director	dudleyt@hillsboroughcounty.org	813-272-6600
Hillsborough County School Board	Henry	Washington	District 5 School Board Member	Maria.DeJesusColumna@hcps.net	813-272-4052
Hillsborough TPO	Gena	Torres	Executive Planner	torresg@plancom.org	813-665-1357
Hillsborough TPO	Wade	Reynolds	Principal Planner	reynoldsw@plancom.org	813-793-2361
Hillsborough Planning Commission	Mark	Hudson	Executive Planner	HUDSONM@plancom.org	813-582-7338
Hillsborough Planning Commission	Melissa	Zornitta	Planning Commission Executive Director	zornittam@plancom.org	813-272-5940
City of Temple Terrace	Troy	Tinch	Director, Public Works (Utilities)	ttinch@templeterrace.com	813-506-6575
City of Temple Terrace	Ken	Albano	Chief of Police	KAlbano@templeterrace.com	813-506-6500
City of Temple Terrace	Amir	Anisi	Director, Community Development	AAAnisi@templeterrace.com	813-506-6465
City of Temple Terrace	Gus	Karpas	Senior Planner	augustave.karpas@templeterrace.com	813-506-6480
City of Temple Terrace	Cheri	Donohue	Vice Mayor	CDONOHUE@templeterrace.com	813-230-3389
City of Temple Terrace	Brian	McCarthy	City Engineer	BMCCARTHY@templeterrace.com	813-506-6587

Agency	First Name	Last Name	Role	Email	Phone
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HART	Justin	Willits	Senior Planner	WillitsJ@gohart.org	813-384-6310
HART	Nicole	McCleary	Senior Project Manager	McClearyN@gohart.org	(813) 384-6358
THEA	Robert	Frey	Director of Planning and Innovation	bobf@tampa-xway.com	813-272-6740 ext. 203
THEA	Anna	Quinones	Project Manager	anna.quinones@tampa-xway.com	813-272-6740
Florida Highway Patrol	Captain Kristina	Quenneville	Tampa District Commander	kristinaquenneville@flhsmv.gov	813-558-1800
USF	Ray	Gonzalez	Director, Planning	rgonzale@admin.usf.edu	813-974-0864
Corpus Christi Catholic School	Kelly	Kearney	Principal	kkearney@cccstf.org	813-988-1722
Paideia Classical Christian School	Debbie	Coad	Head of School & Dean of Academics, Literature	headofschool@thepaideiaschool.org	813-988-7700
Woodmont Charter School	Rebecca	Campos	Principal's Assistant	rcampos@woodmontcharter.org	Cell: 813-539-9147
Woodmont Charter School	S	Flores	HR	sflores@woodmontcharter.org	(813) 708-1596
Florida College	Doug	Northcutt	Vice President	northcuttd@floridacollege.edu	813-988-5131
King High School	Arlene	Castelli	Principal	arlene.castelli@hcps.net	813-744-8333

Agency	First Name	Last Name	Role	Email	Phone
Tampa Bay Chamber	Nicholas	Glover	Vice President of Government Affairs and Advocacy	nglover@tampabaychamber.com	Office: 813-276-9401; Cell: 813-244-5208
Hispanic Chamber of Commerce Tampa Bay	Andrea	White	Government Affairs	awhite2@tampabay.rr.com	813-774-0335
Uptown Chamber	Miranda	Hilton	CEO/President	ceo@uptownchamber.org	813-989-7004
CSX Transportation, Inc.	Sara	French	Real Estate Specialist	Sara_French@csx.com	904-279-3817
Garden of Memories, Inc.	David	McWhorter	N/A	david.mcwhorter@dignitymemorial.com	813-626-3161
ADESA Florida, Inc.	Lisa	O'Neil	General Manager	ContactTampa@adesa.com	813-620-3600
Sea World Parks and Entertainment	Denny	Miller	Corporate Director Business Development	seaguestcorrespondence@seaworld.com	407-545-5550
NNN Netpark LLC ET AL	Sarah	Burnside	Office Manager	sburnside@bluettjuno.com	813-621-7575
Coreslab Structures Tampa, Inc.	Vern	Smith	Sales Manager	vsmith@coreslab.com	813-626-1141
Grant Park Civic Association	Nedra	Tompkins	Secretary	grantparkcivicassoc@gmail.com	813-479-5538
Grant Park Civic Association	Desmond	Key	President	dkey5624@gmail.com	813-376-6637
Grant Park Civic Association	Betty	Bell	-	bellsystem5@yahoo.com	-

Agency	First Name	Last Name	Role	Email	Phone
Northview Hills Civic Association	Rosalie	Jones	-	ladyrj56@yahoo.com	
East Tampa Business and Civic Association	Marc	Hamburg	-	etbca@etbca.org	
East Ybor Historic and Civic Association	Jose	Cayon	-	eyhca.inc@gmail.com	
Jackson Heights Neighborhood Association	Fran	Tate	President	Jhnw2014@gmail.com	
Rainbow Heights Neighborhood Association	Frankie	Jones	President	frankiedjones30@gmail.com	
Eastern Heights Neighborhood Association	Joyce	Tim	Member	mobley15@gmail.com	
Florence Villa-Beasley-Oak Park Civic Association	Barbara	McGill	Member	N/A	Cell: 813-471-0006
Oak Crest HOA	Joe	Epstein	President	newtampapropertymanagement@yahoo.com	Office: 813-907-0445; Cell: 813-907-0445
River Grove Civic Association	Kevin	Carr	President	kevincarr@pro2ceo.com	
Northeast Community/Live Oak Square Civic Association	Althea	Wynn	-	amwynn@hotmail.com	

Agency	First Name	Last Name	Role	Email	Phone
Pointe Townhomes at Little Harbor	Alba	Sanchez	Property Manager	albasanchez@southshoremgmt.com	813-404-8104
University Area CDC	Sarah	Combs	President	scombs@uacdc.org	Cell: 813-558-5219
University Area CDC	Josie	Rocco	Chief Operations Officer	N/A	Office: 813-558-5212 ext: 208
Pleasant Terrace Civic Association	Julia	Scott	Treasurer	jls33617@gmail.com	813-985-5795
Victoria Terrace Condo Association	Michelle	King	President	cmclark@wisepropertymanagement.com	813-989-0219
Victoria Terrace Condo Association	Sam	Hernandez	Wise Management Company Management Assistant	shernandez@wisepm.com	813-968-5665
Temple Crest Civic Association	James	MacKay	-	jbilde@aol.com	
Terrace Park Civic Association	Lesem	Ramos	-	lesemramos@gmail.com	813-313-7727

11. APPENDIX B: Scope of Services

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Attachment “A” Scope of Services

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56th St/50th St Corridor Planning Study

PROJECT DESCRIPTION

56th St (SR 583)/50th St (US 41) is a major north-south facility located in the center of Hillsborough County. This project focuses on the portion of the corridor from the Selmon Expressway to Fletcher Ave. The 8.5 mile stretch of road, shown in Figure 1, is within the City of Tampa from the Selmon Expressway to MLK Jr. Blvd, within Hillsborough County’s jurisdiction from MLK Jr. Blvd to Riverhills Dr, and within the City of Temple Terrace from Riverhills Dr to Fletcher Ave. The 56th Street corridor diverges into 50th St at the junction with Chelsea St.

The road varies between one, two, and three lanes in each direction as lanes are added and dropped to merge and diverge from 56th St/50th St, with additional turn lanes at the intersections. Sidewalks, bike sharrows, or bike lanes are present throughout most of the corridor. There is one bridge that crosses over the Hillsborough River just south of Riverhills Dr, which has no designated space for pedestrians or bicyclists to travel. There are portions of the corridor with long stretches without opportunities for designated crossings. The posted speed ranges from 35 mph to 50 mph.

The area along 56th Street passes through numerous land uses including single- and multi-family residential, commercial, and industrial. There are several major landmarks along the corridor including Netpark, which is a major employment center and one of Hillsborough Area Regional Transit Authority’s (HART) primary transfer centers, distribution centers, Myrtle Hill Memorial Park, and several schools including King High School, Temple Terrace Elementary, and Corpus Christi Catholic School. The portion of 56th St from Riverhills Dr to Fowler Ave acts as main street for Temple Terrace with a number of grocery, shopping, and restaurant destinations.

HART operates Routes 6, 8, 15, 32, 37, and 39 on portions of the corridor, with eight routes converging at the Netpark transfer center. Netpark Transfer Center is the major eastern transfer center in the county that connects the University area to Brandon. Per feedback from HART patrons, the large setback of the transfer center from the corridor presents issues to accessing the bus stops. Transit stops along the corridor are a mix of bus stop poles with concrete loading pads, poles and benches with concrete loading pads, and shelters.

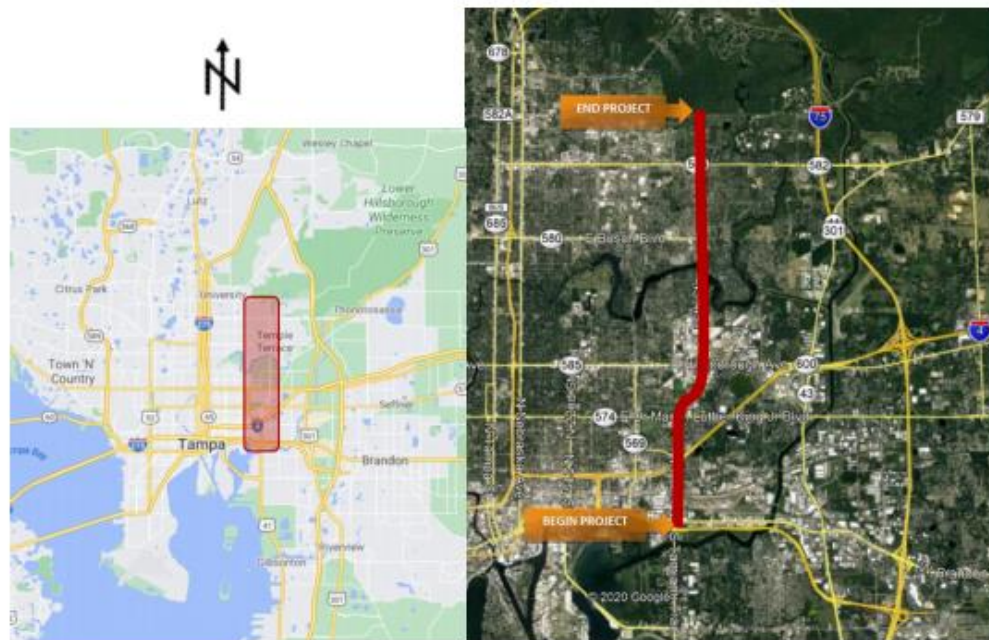
PURPOSE

The scope of services outlines the Florida Department of Transportation District Seven’s (FDOT D7) approach to the 56th Street Safety Action Plan from the Selmon Expressway to Fletcher Ave. The project is being undertaken to objectively evaluate possible changes to improve multimodal safety, operations, and connectivity. The intent is to develop a comprehensive vision to implement continuous multimodal facilities that connect the communities and destination along the corridor. The 56th St corridor from Sligh Ave to Busch Blvd/Bullard Pkwy was identified by the Hillsborough MPO as a Vision Zero corridor, meaning it was identified as a corridor with a high number of severe crashes leading to fatalities and incapacitating injuries. The 2012-2016 crash analysis identified that the corridor experienced 15 severe crashes per mile. A primary

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focus of this corridor study is to identify safety solutions and countermeasures to improve the safety for all users of this corridor.

Figure 1 – Study Area Limits



The study will document existing multimodal corridor needs, existing and future travel needs, and community visions and desires along 56th St/50th St. In order to plan and design for the unique areas along 56th St/50th St, the corridor will be divided into segments based on the existing Context Classification and community areas. Based upon an understanding of the corridor needs, the CONSULTANT will evaluate a range of possible improvement scenarios, from location-specific multimodal improvements to corridor-wide typical section alternatives.

The process will begin with engaging local agencies and corridor stakeholders. The collaboration between the Department and key stakeholders will include establishing a Project Advisory Group (PAG) comprised of agency staff from the various units of the Department (planning, design, traffic operations, and program management); Hillsborough MPO; the Cities of Tampa and Temple Terrace; Hillsborough County; and HART. At this time, it is planned that meetings will be held virtually due to COVID-19, however there may be opportunities for in-person events or meetings throughout the course of this project.

The public outreach effort will initiate with a public kickoff meeting, followed by corridor charrettes, broken out into 3 sections:

1. Selmon Expressway to MLK Jr. Blvd (City of Tampa) – 2.2 miles
2. MLK Jr. Blvd to Riverhills Dr (Hillsborough County) – 3.3 miles

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3. Riverhills Dr to Fletcher Ave (City of Temple Terrace) – 3 miles

The Study will result in a Corridor Alternatives and Strategies Report that documents the guiding goals and objectives along with a summary of the range of multimodal solutions identified to address the corridor mobility needs. Recommendations will be developed in an environment that encourages input and collaboration from stakeholders, as well as from various units within FDOT. Results from the study will be crafted into an implementation plan that will include long-term strategies that support future development within the corridor, as well as specific improvements that can potentially be advanced in the near term through local agency participation and/or by FDOT as Resurfacing, Restoration, Rehabilitation (3R) projects, safety enhancements or push-button projects, such as traffic operations signal re-timing projects.

The Study will include: defining the problem, defining the corridor needs, and defining and selecting alternatives. Concept Development will be conducted under a separate scope of services that will be scoped after alternatives have been developed.

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1 DEFINE THE PROBLEM

A Corridor Planning Study represents the ideal opportunity to engage local and regional project stakeholders in the identification of issues, establishment of planning goals, and project visioning leading to the identification of potential improvement alternatives. Collaboration with the public and project stakeholders to seek input into the development of the Corridor Alternatives and Strategies Summary is an essential part of this project. A Project Advisory Group comprised of agency stakeholders and other interested parties will be established to help guide the planning process throughout the study.

1.1 Public Involvement

The CONSULTANT will assist the DEPARTMENT in implementing a Public Involvement Program for this project. To the extent possible, the Department will collaborate with agency partners regarding previous planning efforts and related projects involving coordination with the public. This may include, but is not limited to, sharing mailing lists, stakeholder contacts, virtual meeting options, potential meeting sites, and other materials.

- **Public Involvement Plan (PIP):** The CONSULTANT will develop a guidance document that details early, meaningful, and continuous outreach efforts. The Public Involvement Plan (PIP) should provide a strategic plan from the onset of the project to achieve and maintain community support. The goal is to produce a PIP that is project specific, results oriented and a living/working document. The PIP is an important product that subsequent phases (PD&E, Design) rely on to move forward on their part of the project. Elements include, but are not limited to:
 - Specific PIP objectives, strategies to accomplish goals, actions taken, outcome/results and measures of effectiveness
 - Controversial issues encountered or anticipated, and how handled
 - Process for identifying community stakeholders
 - Methods of public information distribution (newspaper, print, website, social media, multi-lingual materials)
 - Listing of potential stakeholders, agency contacts, and elected / appointed officials with contact information
 - Summary of anticipated coordination meetings & workshops
- **Comments and Coordination Summary:** This document is a reference of all the public involvement materials developed for key project meetings. It includes meeting agendas, summaries, and sign in sheets; copies of notifications, correspondence, and e-mails associated with key project decisions or agency commitments; presentation slides, handouts, mailing lists, and other relevant material documenting outreach conducted as part of this project.

1.2 Stakeholder Outreach/Coordination

The CONSULTANT shall provide technical input, coordination and support for the DEPARTMENT to hold or participate in various meetings. These activities include:

- **Department Kick-off Meeting (1).** The kick-off meeting with the Department project manager and other FDOT staff will include review of Scope of Work and expectations of project.
- **Elected Officials Kick-off Meeting:** This will be a small group meeting; members of the public may attend but no separate invitations will be sent. This does not include board representatives. The focus on the meeting will be to introduce project, setting up expectations for the project, and review the project scope and schedule.

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- **Stakeholder Interviews (2 days):** The CONSULTANT shall conduct one-on-one virtual stakeholder interviews to identify and document the local stakeholders' current challenges and vision for the corridor. Due to the number of local stakeholders, these interviews will occur back-to-back, within a 2-day time period. Each interview will last for 45 minutes. This initial outreach will seek to gather input on the future vision for the corridor, corridor users, and the role of the corridor within the transportation network. The CONSULTANT will schedule the virtual meetings, prepare meeting materials, facilitate the meeting, and take meeting notes.
- **Stakeholders Coordination Meetings:** The CONSULTANT shall provide technical input, coordination and support for the DEPARTMENT to hold or participate in various meetings, which are anticipated to include up to 10 meetings:
 - **Identification of Project Advisory Group:** Agency stakeholders have been previously organized and / or identified through previous planning efforts. This activity will focus more on identifying and engaging others that are not already involved such as business and property owners. The Project Advisory Group will be limited to 10 staff members from public agencies.
 - **Project Advisory Group Meetings (4):** Participants are expected to include agency staff and stakeholders previously described, in addition to FDOT units to be engaged in the review of products and at key decision points in the process.
- **MPO Update Presentations:** Presentations to the board and advisory committees (present project updates / results, and in addition to the MPO participation throughout the process as part of the Project Advisory Group. (Six total presentations with two to the MPO Board, two to the CAC and two to the TCC).
- **Public Workshops (2):** During the conceptual development phase involving the initial corridor assessment, The CONSULTANT shall provide all support necessary for the DEPARTMENT to hold two open Public Meetings. The first meeting will focus on corridor existing conditions and collecting input on the guiding Principles and project needs. The second meeting will be used to present the finalized alternative(s) and solicit input from the public. These will include preparation of:
 - Project Summary / Overview Handout for Distribution at the Meeting
 - Multi-media presentation, equipment and graphics for presentation, and meeting equipment set-up and tear-down.
 - Meeting notifications: Utilizing the contacts established in the Public Involvement Plan, the meeting will be noticed in accordance with the standard FDOT process. This includes letters to elected and appointed officials, legal advertisements, post card mailings to property owners and other interested parties, and e-mail notifications to the Project Advisory Group. (The CONSULTANT will pay the cost of publications and first-class postage as applicable.)
 - News releases, for use three to five days prior to meeting.
 - Summary notes of meetings to be provided to the DEPARTMENT no later than 5 business days after the meeting.
- **Jurisdiction Work Sessions (3):** After the Purpose and Need Development and prior to the identification of alternatives, the CONSULTANT will host a one-on-one working meeting with each of the three municipalities (City of Tampa, City of Temple Terrace, and Hillsborough County). During these work sessions the CONSULTANT will collect input of the unique needs of each place and work collaboratively with each group to develop initial alternatives.
- **FDOT Internal Staff Meetings (3):** The CONSULTANT will prepare for and facilitate, up to three (3) virtual meetings with the various FDOT internal units during the study process at key points to discuss progress and next steps.

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- FDOT Management Meeting (1):** Following the selection of the alternative(s) and determination of next steps, the CONSULTANT will meet with the DEPARTMENT senior management, such as the District Directors, Secretary, and managers, if available. The format of the meeting will include a brief presentation to review the study process, briefly discuss the key corridor issues and opportunities, the study’s purpose and need, and highlight proposed alternative(s) being considered as part of this planning study.
- Coordination Meetings (3):** The CONSULTANT will attend up to three (3) additional meetings based on the direction of the Department Project Manager. These meetings may include briefings with elected officials, Hillsborough County Commissioners, and other special interest groups.
- Materials for Project Website:** The DEPARTMENT anticipates posting study-related information to the FDOT District 7 Studies website at <http://www.fdotd7studies.com/xxxxxxx>. The CONSULTANT shall provide project information, graphics, and other materials generated for major deliverables and stakeholder coordination meetings in a suitable format to the DEPARTMENT for posting as requested.

The CONSULTANT will procure an interactive mapping application capable of displaying project location, allowing users to select locations using icons and leave comments about issues. The web address for the application will be linked on the project web site. The CONSULTANT will maintain the mapping application website.

1.3 Existing Conditions

This Study will consider previous studies, planned and programmed improvements, as well as any ongoing planning efforts by the local municipalities and Hillsborough County. Consideration of the existing travel patterns within the corridor will support the identification and evaluation of alternatives. This and other data to be collected for the evaluation will be important to understand the unique characteristics of the corridor.

1.3.1 Data Collection and Review of Previous Studies

The CONSULTANT shall collect and assemble relevant data to support the corridor planning process. This will include community, transportation, and environmental characteristics obtained through review of previous studies, field reviews, coordination with agencies, and other publicly available data sources such as agency GIS resources and the FDOT databases. Traffic related data sources could include: historic traffic count data and traffic characteristics, previous traffic projections (DRIs, other Department studies and comprehensive plans), previous equivalent single-axle load (ESAL) calculations and, where available, current information from the Florida Standard Urban Transportation Model Structure (FSUTMS) model.

The goal of this subtask is to conduct targeted data collection that will be pertinent and useful to making recommendations for multimodal improvements along the Corridor. The types of data that could be pertinent to the subject study are listed below. The intent is to utilize readily available information to identify possible issues or considerations that will feed into stakeholder coordination and alternatives identification. Detailed investigations of air/noise, soils, contamination, drainage, or other characteristics are not intended as part of this planning study.

Community Characteristics

- Community-Defined Issues
- Consensus on Community Boundaries
- Demographics
- Existing Land Use Characteristics
- Property Ownership (for major landowners)

Transportation Characteristics

- Community-Defined Issues
- Network Characteristics
- Roadway Conditions / Speeds
- Intersections & Signals/ ITS
- Right-of-Way

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- | | |
|---|---|
| Businesses and Employment | Traffic Data / Factors |
| Educational /Community Institutions | Existing LOS |
| Leisure and Recreation | Access Management |
| Site Design Characteristics | Lighting, Bike / Ped Features |
| Redevelopment Potential | Transit Facilities / Locations |
| Context Classification | Potential Safety Issues / Gaps |
| Social Media | Parallel Facilities & Connectivity |
| Existing Land Use Plans / Context Zones | Transit Service, Headways, Ridership |
| | Multimodal Quality of Service / TDM |
| | Design Controls and Standards |
| | Transportation Plans / Sustainability |
| <u>Environmental Characteristics</u> | <u>Engineering / Site Characteristics</u> |
| Community-Defined Issues | Existing Utilities / Fiber-Optics |
| Natural Resources and Landscapes | Soils and Geotechnical Data |
| Biological Communities and Wetlands | Flooding and Drainage Issues |
| Conservation Areas / Mitigation Sites | Existing Permits / Current Criteria |
| Contamination Site Potential | |
| Cultural, Historic, and Archaeological | |
| Noise and Air Quality | |

The relevant data collected by the CONSULTANT will be utilized to assemble existing conditions base maps showing the significant corridor features and characteristics. These may include lane configuration, speed limit, traffic data (e.g. AADT), crash history, sidewalks and bicycle lanes (widths and gaps), and transit service. Detailed investigations of air/noise, soils, contamination, drainage, or other characteristics are not intended as part of this planning study.

1.3.2 Existing Travel Patterns

The purpose of this subtask is to gain a better understanding of the travel characteristics within the corridor. This will involve an assessment of key land use elements such as the identification of activity centers, significant employment, and other uses. It is important to develop an understanding of how the key land uses interact with each other in order to determine ways to support this with a multimodal approach.

The data required to support an evaluation of travel characteristics is evaluated with the intent of providing a representative sampling sufficient to support a planning-level evaluation. As such, documenting travel demand characteristics can involve a variety of types of data to be collected that may include bicycle, pedestrian, and vehicular traffic counts and Streetlight bike/pedestrian origin-destination data. To the extent possible, the Department will collaborate with partner agencies during the data collection phase to identify historical data that may already be available and integrate this into the planning assessment.

To supplement available data, the following additional data collection efforts will be required as part of the subject project: Five (5) machine counts to assess daily traffic volumes (tube counts) including speed, classification counts and 23 turning movement mounts (TMC's) to assess intersection operations for all modes of travel, and five (5) pedestrian and bicycle counts at unsignalized or mid-block locations. It should be noted that pedestrians and cyclist will also be included as part of the TMCs.

The specific locations potentially needed have been summarized below. In addition, the CONSULTANT will coordinate with the Department's Traffic Operations unit on existing studies conducted in the study area prior to any data collection. The roadway and intersections will be

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evaluated to identify the existing levels of service to establish a base-line condition for evaluating the needs associated with the future transportation demands.

Locations:

- 48-hr Tube Counts/Roadway Machine Counts with Spot Speed and Classification
 - South of Uceta Rd
 - North of Chelsea St
 - South of Sligh Avenue
 - North of E Whiteway Dr
 - North of E 127th Ave
- Turning Movement Counts (4-hr AM/PM)
 - Selmon Expressway Ramps
 - SR 60/Adamo Dr
 - Acline Dr
 - E 7th Ave/Broadway Ave
 - E 10th Ave
 - E 14th Ave
 - Interstate 4 Ramps
 - Hwy 41/E 21st Ave
 - SR 574/E Dr Martin Luther King Jr Blvd
 - E Chelsea St
 - Harney Rd
 - Netpark Entrance
 - US 92/E Hillsborough Ave
 - E Hanna Ave
 - E Sligh Ave
 - Puritan Rd
 - Riverhills Dr
 - SR 580/E Busch Blvd/Bullard Pkwy
 - Temple Heights Rd
 - Mission Hills Ave
 - E Whiteway Dr
 - SR 582/E Fowler Ave
 - E Fletcher Ave
- 24-hr Pedestrian and Bicycle Counts
 - In front of King High School
 - Between E Columbus Dr and E Broadway Ave
 - Between Riverhills Dr and Grove Hill Rd
 - Between E Kirby St/Neal Dr and Kenny Dr
 - Between SR 580/E Busch Blvd/Bullard Pkwy and Temple Heights Rd

Other elements to be collected include transit ridership statistics, transit stop locations, and existing and planned transit service.

1.3.3 Existing Network Capacity & Operations

Using the travel characteristics data collected for the study corridor, the CONSULTANT shall perform a Level of Service (LOS) evaluation per Highway Capacity Manual (HCM) procedures as they apply to roadway links, and intersections. A qualitative assessment to establish existing conditions for multimodal mobility will also be considered. This will identify existing transit usage

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and potential improvements to encourage or further enhance future mobility. As part of operational analysis, the CONSULTANT will develop a Synchro network for the corridor for the existing condition. As applicable, the CONSULTANT shall document a summary of the Multimodal Quality of Service for the corridor to set the stage for a look to the future that considers overall operational performance within the context of a Complete Streets approach.

1.4 Safety Assessment

The CONSULTANT shall review of the crash history within the corridor for the most recently available five (5) years, and summarize the identified crash patterns, and elevated crash locations (intersections / segments) and identify potential near-term and long-term safety improvement strategies. As part of the evaluation of the crash history, the pedestrian / cyclist crashes will be assessed to identify locations of concern, ADA compliance, and connectivity concerns, as well as identify potential improvement strategies. As applicable, note any additional issues noted through field reviews or further research, with a focus on best practices in accommodating multimodal users in the corridor.

1.5 Land Use and Community Characteristics

The CONSULTANT will summarize available existing land use data from 1.3.1, including parcel-level GIS data from the City of Tampa, City of Temple Terrace, and Hillsborough County with information on property lines, existing property values, detailed land use information, building size and densities, etc. Once the land use component information along the corridor is collected, available GIS data will be utilized in creating a series of base maps. Examples of characteristics maps that might include: most-recent available aerial photography, parcels / property lines, major roads, zoning, existing / future land use, significant environmental features (wetlands, threatened & endangered species, contamination, historic & archaeological sites), and available utility information. Other layers for consideration include regional and local Department of Revenue (DOR) Codes, total assessed value of parcels, and total assessed value of parcel structures. This will be summarized in the context of the land use policies and land development.

1.6 Context Classification

The CONSULTANT will evaluate and document the FDOT context classification along the study area to inform design standards and key design elements to be included, consistent with the latest FDOT Design Manual. The context classification will be vetted with the PAG to collect feedback on planned future development that may impact the classification.

1.7 Issues and Opportunities Synthesis

Based on the previous subtasks, the CONSULTANT will summarize the key issues and opportunities of the corridor for each mode in a Planning Context Summary Report. This will include issues and / or constraints based on community, transportation, and environmental characteristics obtained through review of previous studies, field reviews, coordination with agencies, stakeholder interviews, and other publicly-available data sources such as agency GIS resources and the FDOT databases.

PROJECT DELIVERABLE: Corridor Existing Conditions Report

The results of the existing conditions evaluation will be documented within the Corridor Existing Conditions Report. This deliverable will set the stage for additional documentation to be developed in subsequent phases.

2 DEFINE CORRIDOR NEEDS

This task involves working with FDOT, the Cities of Tampa, Temple Terrace, Hillsborough County, and the MPO to identify, describe, and illustrate the overall goals for the development of context sensitive

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improvements to help transform the corridor into a multimodal urban thoroughfare. This task involves working with the PAG to develop the Study's guiding principles, purpose and need, and evaluation criteria. Using the data collected and working with the PAG, the CONSULTANT will develop the Study's guiding principles, purpose and need, and evaluation criteria. The task will include a future conditions assessment.

2.1 Guiding Principles Development

Based on the findings of the previous task and the continued input from the stakeholders, the CONSULTANT in coordination with the DEPARTMENT and the Project Advisory Group will develop a list of guiding principles based on what the community thinks are important. The Guiding Principles will address the vision for the corridor, the major users and the desired role of the facility.

2.2 Needs Assessment

Utilizing the results of the visioning phase and input received from the PAG, the CONSULTANT will begin to further define the policy elements of the Corridor Planning process and develop supporting 'needs statement' that will feed into the identification of improvement strategies and assessment of these alternatives. The Study needs will be informed by the perspective gained through stakeholder and PAG engagement and the existing conditions assessment and are supported by data that has been collected within the corridor.

Because the 'purpose and need' statements form the basis for the more detailed purpose and need section required by the PD&E / NEPA process, should the project end up being advanced into this more-detailed study phase, CONSULTANT should follow the guidance in the PD&E Manual for developing these statements.

2.3 Future Conditions

The project perspective gained through the needs assessment and initial coordination with project stakeholders sets the stage for an assessment of improvement alternatives in context of the future vision. Following a context-sensitive approach, that emphasizes the livability and multimodal planning vision for the corridor, the CONSULTANT will:

- Review relevant traffic projections from other studies, local and regional growth trends, and 2045 LRTP future year model projections.
- Assess the future land use and development potential within the study corridor, including known or expected major generators, and determine a reasonable projected build out scenario to be considered for the design year;
- Identify future land use changes, planned and programmed improvements to utilities, roadway, pedestrian, bicycle and transit elements;
- Use readily available model outputs and/or a trends analysis with assumed growth rates to identify a reasonable estimated range of person trip volume projections within the study area during the design year (anticipated to be 2045);
- The CONSULTANT will perform an initial operational analysis with future traffic volumes to identify deficiencies at selected key intersections and roadway segments based on the existing conditions;
- Utilizing the results of the initial operational analysis, identify potential land use changes, target speeds, or other requirements that could be considered to encourage use by alternate modes.

2.4 Evaluation Criteria / Measures of Success

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The CONSULTANT will evaluate the proposed conceptual alternatives based on a host of factors that are pertinent to the issues surrounding the study corridor. The evaluation criteria established as part of the initial corridor assessment may be expanded or analyzed in more specific detail to support a comparative evaluation of the viable alternatives. The types of evaluation criteria that may be considered as part of this effort include:

Travel Service Characteristics

- Multimodal Traffic Volumes/ Mode Split
- Future Levels of Service
- Multimodal Quality of Service *
- Intersections / Signalization
- Access Management
- Multimodal Traffic Control Plan
- Pedestrian and Bicycle Facilities
- Transit Facilities

Engineering Characteristics

- Design Standards
- Right of Way Needs
- Utility Impacts
- Soils / Geotechnical Issues
- Drainage / Permitting Needs
- Safety Requirements / Upgrades
- Design, R/W and Construction Costs
- Design and Construction Timeframes

Planning Considerations

- Implementation / Funding Needs
- Aesthetics and Landscaping
- Special Features

Environmental Characteristics Corridor Dependent

- Natural Impacts
 - Wetlands, T&E Species (as required)
- Physical Impacts
 - Contamination, Air & Noise (as required)
- Social Impacts (as required)
 - Cultural & Historic, Archaeological
 - R/W Impacts and Relocations
 - Community Issues
- Mitigation Requirements (as required)
- Agency Concerns (ETDM Summary)

*NOTE: As part of the operational analysis, the CONSULTANT will evaluate the degree to which each improvement will meet the project objectives or purpose and needs. This element in the matrix may include quantitative analysis results as applicable but will also consider qualitative assessments such as congestion severity, drainage characteristics, walkability, system / network continuity, impacts to access, and ability to improve multimodal transportation and connectivity.

2.5 Land Use / Transportation Compatibility Review

At this stage, the DEPARTMENT should now understand the current and future anticipated travel patterns and how this matches up with the vision for the corridor that has been identified through coordination with project stakeholders. The vision for the corridor and the types of transportation improvements to be developed should support the desired local and regional mobility needs, community livability, and economic development goals. By the same token, the land uses that will support this transportation vision should be aligned to ensure that the corridor is compatible with the investments made into the transportation infrastructure.

It is critical that the DEPARTMENT have this perspective, and that the appropriate land use / transportation compatibility be reviewed at an early stage in the process. To this end, it is recommended that an assessment of this "readiness" is documented to reinforce the appropriateness of the timing of the study as a lead-in to the alternatives development process. If at this stage it is found that there are land use compatibility issues to

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supporting the corridor vision, the DEPARTMENT may choose to further discuss this issue with the local agency and determine the appropriate next steps.

PROJECT DELIVERABLE: Purpose and Needs Report

The result of the future conditions evaluation and identification of corridor needs will be documented within the Corridor Purpose and Needs Report and provided to the DEPARTMENT project manager. This deliverable is a concise document and will set the stage for additional documentation to be developed in subsequent phases.

3 DEFINE AND SELECT ALTERNATIVES

This portion of the study will focus on the viable improvement strategies that address conditions identified in earlier phases. The result of this phase of the study will be a Corridor Alternatives and Strategies Report that includes more-refined cost estimates for Design, R/W, and Construction, as well as identification of issues related to potential near-term and long-term implementation strategies.

Utilizing the information developed in previous Tasks, the CONSULTANT shall define, evaluate, and select the alternatives that address the desires of the community and stakeholders in order to satisfy the requirements of the DEPARTMENT's policy on Context Sensitive Solutions and Context Classification. Examples of the types of improvement recommendations that can be anticipated for this evaluation may include, but are not limited to:

- Conceptual geometric improvements that may include intersection modifications or improvements to parallel facilities that improve network connectivity. Exhibits to include sufficient detail to support an assessment of potential impacts and project costs (Design, R/W, and Construction).
- Operational improvements such as signal system modifications and utilization of newer technologies such as Adaptive Signal Control, and/or enhance ITS communication/monitoring tools;
- Recommendations for crosswalks, improved crossings, and other pedestrian and bicycle-oriented access improvements;
- Recommendations for physical intersection modifications that enhance truck operations including turning movements;
- Land use policy modifications; and,
- Transit system improvements.

Leading into the alternatives development process, the DEPARTMENT should have a complete understanding of key project issues, purpose and need, and the evaluation criteria with which improvement strategies will be evaluated in order to determine their measures of success. In short, with the planning foundation now in place, the study is ready to begin developing alternatives. This begins by engaging the Project Advisory Group to identify a range of potential improvement options that support the purpose and need and reinforce the guiding principles. To support this process, the CONSULTANT will develop initial concepts, or facilitate an interactive workshop in which stakeholders are engaged to develop alternatives with assistance from the DEPARTMENT.

3.1 Alternatives Development

3.1.1 Initial Alternatives Brainstorming

Utilizing the existing conditions, results of the future conditions assessment, and input from the Project Advisory Group, the CONSULTANT shall identify a series of improvements to be evaluated. Development patterns, redevelopment opportunities, and regulations play a major role in determining the type of multimodal alternatives that are appropriate for the corridor. Consideration shall be given

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to maximizing opportunities for utilization of non-vehicular modes such as bicycle, pedestrian, and transit. Types of enhancement needs could possibly include:

- Improving parallel roadways and/or network connectivity near the corridor;
- Operations strategies to provide for long-term capacity needs;
- A wide sidewalk/multi-use path;
- Multimodal strategies to increase the movement of people in and through the corridor.

The CONSULTANT will coordinate with transit agency (HART) and local government officials to determine the multimodal accommodations to be studied and evaluated as part of the project improvement. Provisions for additional transit service and/or facilities identified shall be considered. Any transit accommodation or alternative will not be modeled using the TBRPM. Also included in this task is consideration of bicycle and pedestrian facilities according to Chapter 14 of the Project Development & Environment Manual and Chapters 222-225 of the FDOT Design Manual.

The CONSULTANT shall prepare initial concepts that cover a broad range of options to address the identified corridor needs. The illustrative graphics will be planning-level concepts; however, the CONSULTANT will meet with key DEPARTMENT units to review the alternatives in detail and understand if there are any significant issues. It should be noted that the conceptual plans will be reviewed at a more detailed scale during the Project Development and Environment (PD&E) stage or if an environmental assessment is not needed, during the Concept Development stage.

3.1.2 Identification of Viable Alternatives

At the point when the alternatives brainstorming conducted with the Project Advisory Group has been documented, the CONSULTANT will formulate a summary of potential options and coordinate with the DEPARTMENT to identify a range of viable improvement alternatives to be further advanced as part of the Corridor Study. This will involve further refinements to the exhibits created in the initial brainstorming to a level of detail sufficient to communicate the project concepts to various disciplines within the DEPARTMENT that will provide input into the planning process.

Once developed and refined, planning-level conceptual plans will be shared with the Internal Review Team (FDOT staff) who will review the alternatives in detail and provide a better understanding for potential issues and other challenges to be considered in further detail. The Internal Review Team coordination will ensure that any significant potential issues with the project are identified at an early stage so that they can be addressed before advancing beyond planning. Note that conceptual plans will also be reviewed in greater detail during the Project Development, or Project Development and Environment (PD&E) stage that may follow this effort as well.

For the viable alternatives identified to move forward following the internal review, the CONSULTANT will develop additional detail to identify corridor segmentation, specific typical section elements and options, alignment alternatives, consistency with locally adopted plans, and other aspects to be considered during PD&E, if applicable.

Also, as part of the Alternatives Evaluation phase, the CONSULTANT shall coordinate with project agency partners to the extent possible to identify and develop Joint Project Agreements as required. This may include secured agreements, or written commitments from official stakeholders at a minimum that can be documented within the Corridor Alternatives and Strategies Summary.

3.1.3 Preliminary Engineering / Environmental Assessment

The CONSULTANT shall assess the operational characteristics of the improvement strategies as input into the evaluation of future “build” conditions. A more refined operational analysis of viable

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alternatives will include using Synchro or other HCM-compatible analysis tools to evaluate projected peak hour conditions, and better-identify turning capacity needs at selected intersections.

Similar to the presentation of existing corridor operations, future conditions should be developed as a Multimodal Quality of Service analysis with a series of figures and tables that highlight the various results.

Utilizing the evaluation criteria and input received during the Public Workshop, the CONSULTANT will conduct a due diligence / fatal flaw evaluation of the improvement strategies and recommendations that involves:

- Evaluation of future travel service characteristics and/or target utilization assumptions for the multimodal distribution between vehicular (single-occupant, carpool), transit, bicycle & pedestrian modes;
- preliminary assessment of engineering issues (geometrics, drainage, potential R/W needs, and others) as needed to support a review and comparison of alternatives by the DEPARTMENT;
- desktop assessment (using the Environmental Screening Tool and/or GIS) to evaluate the potential for environmental impacts (social, natural and physical) to be further explored during subsequent phases
- assessment of the financial and policy implications of the individual options to include relative project costs (Design, R/W, and Construction) that will be quantitative utilizing planning-level estimates; and
- assessment of potential land use patterns to support the options, and a fatal flaw screening process of these options.

3.1.4 Planning-Level Opinion of Probable Cost

The CONSULTANT shall develop opinions of probable cost for each viable improvement alternative evaluated as part of the Preliminary Engineering Analysis. Total project cost is comprised of components that include design, right-of-way, construction, and CEI. The Construction opinions of probable cost can be developed using the DEPARTMENT's long-range estimating (LRE) system, or other comparable estimating methods. The design component can be estimated using the District's Staff-Hour estimation guidelines and related forms using average estimated staff-hour rates. For improvements requiring substantial additional right-of-way for improvements such as off-site stormwater ponds, the DEPARTMENT will provide support to develop the right-of-way cost estimate. Right-of-way impacts are not anticipated for most Corridor Planning Studies having a focus on multimodal improvements. However, investigation of one-way pairs or other alternatives involving parallel corridors and/or certain intersection changes may require an assessment of right-of-way impacts. The DEPARTMENT will review and concur with all opinions of probable cost.

3.1.5 Qualitative Evaluation of Alternatives

The CONSULTANT will prepare a summary of opportunities and constraints. Alternatives will be qualitatively compared and evaluated based upon the previously identified evaluation criteria and/or measures of success.

Utilizing the established evaluation criteria, prepare a matrix comparing the project opportunities and constraints. This will include a qualitative summary of anticipated impacts and costs associated with the various improvement strategies. This step will be used to support coordination with the Project Advisory Group as part of the process to identify the alternative(s) recommended for implementation. The CONSULTANT shall analyze and evaluate each desired improvement to a point of sufficient

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decision making as a viable improvement. The impacts for each improvement shall be identified and expressed in a form suitable for comparison to other corridor improvements.

PROJECT DELIVERABLE: Conceptual Plans / Exhibits

The CONSULTANT shall provide a preliminary set of the conceptual plans and exhibits as a result of the alternatives development, which includes the previous preliminary assessment and qualitative comparison / evaluation. This will likely include a table of design criteria to guide the future development of multimodal recommendations, safety enhancements and bicycle/ pedestrian improvements. The conceptual plans will be provided to the DEPARTMENT on roll plots to help facilitate thought and feedback, as well as on aerial figures summarizing the type of proposed alternative(s), location, and caveat to the various improvement strategies. As part of this deliverable, the CONSULTANT will hold project review meetings with District Planning, Design, and Traffic Operations staff with the purpose of reviewing key elements such as design speeds, typical sections, and the configuration proposed improvements.

3.2 Select Alternative(s) and Determine Next Steps

Based on the engineering analysis and coordination with the project stakeholders and the public, the DEPARTMENT will determine which viable improvements will be recommended for inclusion into the Corridor Alternatives and Strategies Report. This will involve project review meetings with District Planning, Design, and Traffic Operations staff with the purpose of reviewing key elements such as design speeds, typical sections, and the configuration proposed improvements.

This document will also include an outline of project priorities and a recommended plan for implementation with descriptions of the phases needed for each proposed project on the priority list, anticipated timelines, and responsible parties to help guide the next step of the project, whether the improvements are short-term or long-term improvements. In addition, the purpose and needs statement should be revisited and revised (if necessary) for each of the selected alternative(s).

PROJECT DELIVERABLE: Corridor Alternatives and Strategies Report

The CONSULTANT shall provide a report summarizing the results of the alternatives evaluation and the decision-making process leading to the identification of the recommended improvement strategies. This will likely include a table of design criteria to guide the future development of multimodal recommendations, safety enhancements, and bicycle/ pedestrian improvements. The information provided in the Corridor Alternatives and Strategies Report is a compilation of material that was gathered in previous tasks.

Once approved, a copy of the Corridor Alternatives and Strategies Report and the results of the planning study to date will be shared with the public agencies. This will likely involve presentations to the various agencies, as requested.

4 CORRIDOR DEVELOPMENT PLAN IMPLEMENTATION STRATEGY

This final phase of the Corridor Planning Study will formulate an implementation strategy for advancing the study recommendations that identifies priorities based on factors that consider safety and operational needs, multimodal / transit needs, and potential partners / funding options. This will involve continued dialogue with project stakeholders and agency partners to identify funding strategies, joint participation opportunities, and other elements related to the development of an implementation plan. Depending on the nature of the improvements that are identified during the study, some elements may be identified for near-term implementation by a partner agency, or through one of the DEPARTMENT's on-call services contracts. Other recommendations such as those with higher costs, or longer-term timeframes for implementation may be recommended for programming as a PD&E Study, and eventual screening through ETDM.

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4.1 Establish Priority Ranking

The CONSULTANT will assess the priority and appropriate phasing of plan elements, based on input from the DEPARTMENT and other stakeholders, and develop a multi-year, multi-phase plan for the preferred concept(s) to include a summary of required expenditures for each phase.

4.2 Identify Funding Partners

This task will research options and recommend a funding plan that will be required to pay for the recommended improvements and associated implementation strategies. Funding sources may include State or Federal funds, competitive grant applications, private contributions, local government impact fees, special assessment for infrastructure as part of a Community Redevelopment Area (CRA) or Tax Increment Financing (TIF), ad-valorem assessments, special sales tax, public-private partnerships (P3s), or other revenue and financing options.

4.3 Next Steps / Action Plan

The CONSULTANT shall coordinate with the local governments to assist the DEPARTMENT in developing the implementation strategy, which may include identifying the next steps of the project based on the conceptual plans developed, such as the development of Joint Project Agreements which could impact the design scope as well as right-of-way and construction costs. Consideration shall also be given to securing Maintenance Agreements for lighting, maintenance, and related elements involving the corridor, as applicable. Any Joint Project Agreements with the project stakeholders and agency partners that would impact this Corridor Planning Study must be secured or at a minimum, written commitments from the official stakeholders shall be obtained. In addition, the purpose and needs statement should be revisited and revised (if necessary) for each of the selected alternative(s).

PROJECT DELIVERABLE: Corridor Development Plan

The CONSULTANT shall prepare a Corridor Development Plan that provides reference to the Purpose and Need Summary and Corridor Assessment Summary developed previously, with a synopsis of the Corridor Planning Process that was followed. This will highlight key issues, stakeholders input, a summary of the alternatives development and evaluation process, and other key information developed in Tasks 1 through 4. The Corridor Development Plan shall also provide a discussion on the identification of barriers to implementation for the preferred concept plan(s). Barriers identified could include environmental, economic, fiscal, policy, regulatory and institutional facets. This deliverable will also identify the necessary actions anticipated from the private sector to maximize support for the preferred concept plan and staging plan. Additional elements include the identification of existing funding partners, as well as any and all agency commitments, with the background reasons/history, identification of responsibilities, consideration of preliminary funding agreements, unresolved issues, implementation phasing, the appropriate delivery method (i.e. Maintenance contract, Design-Build, RRR, Pushbutton, etc.), related correspondence, etc. This document will also include an outline of project priorities and a recommended plan for implementation with descriptions of the phases needed for each proposed project on the priority list, anticipated timelines, and responsible parties to help guide the next steps of the project.

4.4 Project Wrap-Up

Once approved, a copy of the Corridor Development Plan and the results of the planning study to date will be shared with the local stakeholders. This will likely involve presentations to the various stakeholders, as requested. In addition, a one to two-page executive summary should be developed and provided to the various board committee members summarizing the key aspects of the study (e.g. purpose and need, traffic condition assessment, developed alternative(s) and strategies, conceptual plans, and recommendations).

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In addition, the CONSULTANT will provide a complete package of relevant project materials and consolidation of final documents to the DEPARTMENT, as it is an important step when the study is passed to the next phase. The final package of the study should include, but not limited to:

- Project Archive CD of all Study-related materials / Final Documents
- Comments & Coordination Summary
- Project contacts / listing of stakeholders
- Summary table of all public meetings (PVT, meetings, workshops) with dates, attendees, number of comments received.
- Summary of comments received with responses.
- Spreadsheet of potential improvements based on DEPARTMENT Project Managers format

4.5 Next Phase Scope Development

As a result of the corridor study, the CONSULTANT will provide a summary of the key issues and concerns, as well as provide direction to the DEPARTMENT staff responsible for advancing the project in the next phase of project development (e.g. design, traffic operations, or PD&E). The intent of this task is not for the CONSULTANT to develop the Scope of Services, but rather provide an overview of the key project issues and decisions resulting from the planning efforts, so that they can be reflected within the scope of services for the next phase.

PROJECT DELIVERABLE: Package to Assist in Scoping of Next Phase

The deliverable for this task may follow, or will be similar to, the template developed by the Program Management unit. This will include a summary discussion of items, such as, but not limited to:

- Basic project information
- FPID No., State Road, Limits, Mile Posts, posted/design speeds, Related Projects by others, etc.
- Summary of project-specific characteristics:
- Need for R/W, bridges, utilities, MOT/construction concerns, CAP level required, list of agency partners / stakeholders, CD of study reports and other.
- Purpose and Need Summary / Project Description
- Summary of key issues pertaining to next phase scope items:
- Physical Constraints / Issues: Roadway, R/W, drainage, utilities, traffic operations, multi-modal features (bike, pedestrian, transit), lighting, structures.
- Data and Permitting Needs: Survey requirements, geotechnical requirements, required agency permits, design variations/exceptions.

4.6 Project Debrief Meeting

The CONSULTANT shall attend a post-project debriefing meeting with the DEPARTMENT to discuss lessons learned and evaluate the effectiveness of various elements involved in the project. The purpose of this meeting is to provide a positive and open interaction as part of a valuable feedback loop that will support the continued evolution and refinement of the Corridor Planning and Concept Development Study process.

4.7 Project Hand-Off (if needed)

Intra-departmental coordination is an important element in the development and acceptance of the Corridor Development Plan. The CONSULTANT shall assist the DEPARTMENT in facilitating coordination with the District Traffic Operations and Design Staff to receive buy-in on the recommendations documented within the plan so that various staff from these groups can help support its future implementation. As part of this effort, the CONSULTANT shall prepare a presentation to review the final Corridor Development Plan with the

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DEPARTMENT and the Project Advisory Group. If required, the CONSULTANT will assist in preparation of a Typical Section Package, as well as the required documentation for any design variations or exceptions for approval by District staff in accordance with the DEPARTMENT's Plans Preparation Manual.

Depending on the nature of the improvement recommendations, the CONSULTANT may assist the DEPARTMENT in preparation of an input package to support a Planning or Programming screen in ETDM. This will involve development of a summary information package that includes project overview information, exhibits that describe the proposed improvements in PDF format, a purpose and need statement, and other elements as requested by the DEPARTMENT's ETDM Coordinator.

5 MISCELLANEOUS SERVICES (PROJECT MANAGEMENT & SCHEDULE)

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

Within ten (10) days after the Notice to Proceed, the CONSULTANT shall provide a project schedule to include anticipated timelines for key project elements and target deadlines for deliverables. To assist the DEPARTMENT in coordination with internal staff and project stakeholders, the project schedule should also include relationships / dependencies between key milestones with anticipated durations. The anticipated duration for this Corridor Planning Study is 18 months. It is understood that public involvement and coordination with the Project Advisory Group is likely to drive the overall schedule of the project. Details should be provided to cover the lead times for notifications and pertinent details affecting the scheduling of coordination meeting and other major public events.

6 PROJECT REQUIREMENTS

6.1 Liaison Office

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

6.2 Key Personnel

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

6.3 Progress Reporting

The CONSULTANT shall meet with the DEPARTMENT as required and shall provide a written monthly progress report with approved schedule, schedule status, and payout curve or by using the earned value method that describe the work performed on each task. The report will include assessing project risk through monthly documentation of identifying and updating the risk category and approach for monitoring those tasks. Invoices shall be submitted after the DEPARTMENT approves the monthly progress report and the payout curve or with earned value analysis. The Project Manager will make judgment on whether work of

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sufficient quality and quantity has been accomplished by comparing the reported percent complete against actual work accomplished.

6.4 Correspondence

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

6.5 Professional Endorsement

The CONSULTANT shall have a Licensed Professional Engineer in the State of Florida sign and seal all reports, documents, technical special provisions and plans as required by DEPARTMENT standards.

6.6 Computer Automation

The CONSULTANT will maintain PC computer capabilities capable of running the Tampa Bay Regional Planning Model and/or other planning models and analysis.

The CONSULTANT will maintain or have readily available access at all times the most current version of the Florida Standard Urban Transportation Modeling System (FSUTMS) and the current version of the Tampa Bay Regional Planning Model, plus a current version of any other modeling and analysis tool directed by the Department.

The CONSULTANT should also maintain or have readily available access to the latest versions of key traffic operations models, Level of Service Analysis models and other traffic simulation methodologies. These may include TRANSYT-7F, PASSER, SOAP, ARTTAB, ARTPLAN, HCS, SYNCHRO, SIDRA, CORSIM and others deemed appropriate.

The CONSULTANT should also maintain a recent version of ArcGIS for preparation of maps and graphics and a recent version of Microsoft Word, Excel, Access, and PowerPoint for preparation of documents.

The project shall be developed utilizing Computer Aided Drafting and Design (CADD) systems. The DEPARTMENT makes available software to help assure quality and conformance with policy and procedures regarding CADD. It is the responsibility of the CONSULTANT to meet the requirements in the DEPARTMENT's CADD Manual and CADD Production Criteria Handbook (including the minimum 95% compliance threshold for all design files). The CONSULTANT shall submit final documents and files as described herein.

6.7 Coordination with Other Consultants

The CONSULTANT firm shall coordinate its work with any and all adjacent and integral CONSULTANT's so as to effect complete and homogenous plans and specifications for the project(s) described herein.

6.8 Optional Services

At the DEPARTMENT's option, the CONSULTANT may be requested to provide optional services. The fee for these services shall be negotiated in accordance with the terms detailed in Exhibit B, Method of Compensation, for a fair, competitive and reasonable cost, considering the scope and complexity of the project(s). Additional services may be authorized by a Letter of Authorization or supplemental amendment in accordance with paragraph 2.00 of the Standard Consultant Agreement. The additional services may include Vehicular Origin-Destination Data, Construction Assistance, Review of Shop Drawings, Plans Update, Expert Witness Testimony, Final Bridge Load Rating, update (Category II) bridge plans electronically (CADD) for the Final "As-Built" conditions, based on documents provided by the DEPARTMENT (CADD Services

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Only), or other Services as required. When Optional Services are noted herein, such services shall be construed to include all incidental technical discipline services necessary to accomplish the generally stated purpose of such services, whether or not specifically described herein.

6.8.1 Subarea Model Validation

Base Year Subarea Model Development

The CONSULTANT may create a subarea model of the adopted TBRPM. The deviation between field recorded traffic counts and volume outputs from the calibrated TBRPM base year (2015) subarea model, indicated by percent root mean square error (RMSE), will be compared to the thresholds specified in Florida Standard Urban Transportation Model Structure (FSUTMS)-Cube Model Calibration and Validation Standards per section 3.8 of the 2014 Project Traffic Forecasting Handbook. Cutline volume-to-count ratios will also be calculated and compared to acceptable validation standards.

Future Year Subarea Model Development

A Future Year Subarea model will be developed from the TBRPM year 2045 model as part of the effort to forecast the future volumes. Travel demand model assumptions described in the Base Year Subarea Model Development will be applied to the future year subarea model. Key differences between the 2045 roadway network and land use and the 2015 base year roadway network and land use will be documented.

6.8.2 Concept Development

The CONSULTANT may develop alternatives carried forward from the initial alternatives development from the Planning Study. These alternatives will be drawn on roll plots without sheet clipping or borders, and at a minimum include edge of pavement, proposed right-of-way acquisition limits, property lines, pedestrian and bicycle facilities, and pavement markings. The CONSULTANT will produce the viable alternative scroll plots in CADD and convert them to GIS shape files or Google Earth files for the use of the project team in a multi-disciplinary analysis, and for agency reviews.

6.8.3 Vehicular Origin/Destination Data

If the DEPARTMENT acquires vehicular origin/destination data via Streetlight or another data provider, the CONSULTANT may analyze the data to understand vehicular trip making characteristics within the study area.

7 INVOICING LIMITS

Payment for the work accomplished shall be in accordance with the Method of Compensation of this contract. Invoices shall be submitted to the DEPARTMENT in a format prescribed by the DEPARTMENT. The DEPARTMENT Project Manager and the CONSULTANT shall monitor the cumulative invoiced billings to ensure the reasonableness of the billings compared to the project schedule and the work accomplished and accepted by the DEPARTMENT.

The CONSULTANT shall provide a list of key events and the associated total percentage of work considered to be complete at each event. This list will be used to control invoicing. Payments will not be made that



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exceed the percentage of work for any event until those events have actually occurred and the results are acceptable to the DEPARTMENT.

Each invoice shall be accompanied by a certification by the CONSULTANT's Project Manager, Engineer-of-Record or Project Principal that the invoicing is consistent with the project's progress.