



Please be advised that the Volusia Transportation Planning Organization (TPO) **EXECUTIVE COMMITTEE** will be meeting on:

DATE: Monday, February 3, 2014
TIME: 3:00 p.m.
PLACE: Volusia TPO Executive Conference Room
 2570 W. International Speedway Blvd., Suite 100
 Daytona Beach, Florida 32114

Vice Mayor Nancy Long, Chairperson Presiding

AGENDA

- I. CALL TO ORDER**
- II. PUBLIC COMMENT/PARTICIPATION**
- III. BUSINESS**
 - A. Review and Approval of Draft February 26, 2014 Volusia TPO Board Agenda
- IV. DISCUSSION ITEMS**
 - A. Discussion on the Request to Advance the Doris Leeper Spruce Creek Preserve Trail Feasibility Study on the TPO Priority List
- V. STAFF COMMENTS**
- VI. MEMBER COMMENTS**
- VII. ADJOURNMENT**

Note: Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the Volusia TPO office, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 20416 at least five (5) working days prior to the meeting date.



MEETING AGENDA

Please be advised that the VOLUSIA TRANSPORTATION PLANNING ORGANIZATION (TPO) BOARD will be meeting on:

DATE: Wednesday, February 26, 2014

TIME: 9:00 a.m.

PLACE: Volusia TPO Conference Room
2570 W. International Speedway Blvd., Suite 100
Daytona Beach, FL 32114

Vice Mayor Nancy Long, Chairperson Presiding

AGENDA

- I. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC COMMENT/PARTICIPATION *(Public comments may be limited to three (3) minutes at the discretion of the Chairperson)*
- IV. CONSENT AGENDA
 - A. JANUARY 22, 2014 VOLUSIA TPO BOARD MEETING MINUTES *(Contact: Pamela Blankenship) (Enclosure, pages)*
 - B. TREASURER'S REPORT *(Contact: Herbert Seely) (Enclosure, pages)*
 - C. EXECUTIVE COMMITTEE REPORT -- Report by Vice Mayor Nancy Long, Chairperson *(Enclosures, pages)*
 - D. TECHNICAL COORDINATING COMMITTEE REPORT -- Report by Mr. Clay Ervin, TCC Chairman *(Enclosure, pages)*
 - E. CITIZENS ADVISORY COMMITTEE REPORT -- Report by Mr. Gilles Blais, CAC Chairman *(Enclosure, pages)*
 - F. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT -- Report by Mr. Robert Storke, BPAC Chairman *(Enclosure, pages)*
 - G. TDLCB APPOINTMENTS *(Contact: Carole M. Hinkley) (Enclosure, pages)*
 - H. VOLUSIA TPO BOARD SUMMARY REPORT -- Report by Vice Mayor Nancy Long, TPO Board Chairperson *(Enclosure, pages)*
 - I. MPOAC REPORT -- Report by Mayor Pro-Tem Leigh Matusick *(Enclosure, pages)*

IV. ACTION ITEMS

- A. REVIEW AND APPROVAL OF RESOLUTION 2014-## AMENDING THE 2035 LONG RANGE TRANSPORTATION PLAN (Contact: Lois Bollenback) (Enclosure, pages)
- B. REVIEW AND APPROVAL OF RESOLUTION 2014-## ADOPTING THE FY 2014/15 AND 2015/16 UNIFIED PLANNING WORK PROGRAM (UPWP) FOR SUBMITTAL TO FDOT (Contact: Lois Bollenback) (Enclosure, pages)
- C. REVIEW AND APPROVAL OF RESOLUTION 2014-## SUPPORTING THE HALIFAX HERITAGE BYWAY (Contact: Lois Bollenback) (Enclosure, pages) **Pending Confirmation**
- D. REVIEW AND APPROVAL OF RESOLUTION 2014-## REAFFIRMING THE VOLUSIA TPO'S POLICY FOR ESTABLISHING AND MAINTAINING TRANSPORTATION PRIORITY PROJECTS (Contact: Robert Keeth) (Enclosure, pages)
- E. REVIEW AND APPROVAL OF RESOLUTION 2014-## REAFFIRMING THE VOLUSIA TPO'S POLICY FOR THE ANNUAL ALLOCATION OF SURFACE TRANSPORTATION PROGRAM (STP) URBAN ATTRIBUTABLE (XU) AND TRANSPORTATION ALTERNATIVES PROGRAM (TAP) FUNDING (Contact: Robert Keeth) (Enclosure, pages)

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

- A. OVERVIEW OF THE 2040 LONG RANGE TRANSPORTATION PLAN (LRTP) AND SCHEDULE (Contact: Jean Parlow) (Enclosure, pages)
- B. PRESENTATION ON THE COMMUNITY TRANSPORTATION SURVEY (Contact: Jean Parlow) (Enclosure, pages)
- C. PRESENTATION ON THE FLORIDA SPACEPORT SYSTEM PLAN AND THE CAPE CANAVERAL SPACEPORT COMPLEX MASTER PLAN (Contact: Lois Bollenback) (Enclosure, page) **Pending Confirmation**
- D. FDOT REPORT (Contact: Claudia Calzaretta, FDOT District 5) (Enclosure, pages)

VII. EXECUTIVE DIRECTOR'S REPORT

- ® SunRail Community Celebration
- ® Reapportionment Update
- ® Volusia TPO Board Retreat
- ® Legislative Update

VIII. VOLUSIA TPO BOARD MEMBER COMMENTS

IX. INFORMATION ITEMS

- ® Citizens Advisory Committee Attendance Record – 2013
- ® Technical Coordinating Committee Attendance Record– 2013
- ® Bicycle/Pedestrian Advisory Committee Attendance Record – 2013

X. ADJOURNMENT

The next Volusia TPO Board meeting will be March 26, 2014

March Meeting Dates

Executive Committee, March 3, 2014 @ 3:00 p.m.
Bicycle/Pedestrian Advisory Committee, March 12, 2014 @ 3:00 p.m.
Transportation Disadvantaged Local Coordinating Board, March 12, 2014 @ 11:00 @ Votran
Citizens Advisory Committee, March 18, 2014 @ 1:30 p.m.
Technical Coordinating Committee, March 18, 2013 @ 3:00 p.m.
Volusia TPO Board, March 26, 2014 @ 9:00 a.m.

Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the Volusia TPO office, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 20416, at least five (5) working days prior to the meeting date.

If any person decides to appeal a decision made by this board with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made.

The Volusia TPO does not discriminate in any of its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at www.VolusiaTPO.org or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, pblankenship@volusiatpo.org.



IMPROVING YOUR WORLD

Reynolds, Smith and Hills, Inc.
301 E. Pine Street, Suite 350
Orlando, Florida 32801
407-893-5800
Fax: 407-264-6624
FL Cert. Nos. AAC001886 • IB26000956 • LCC000210

January 24, 2014

Mr. Stephan C. Harris
Bicycle & Pedestrian Coordinator
Volusia Transportation Planning Organization
2570 W. International Speedway Blvd., Suite 100
Daytona Beach, FL 32114-8145

Re: Request for Fee Proposal for the Doris Leeper Preserve Trail Bicycle/Pedestrian Feasibility Study

Dear Mr. Harris:

RS&H is pleased to submit the attached Fee Proposal and Scope of Services for preparing the Doris Leeper Preserve Trail Feasibility Study. As requested, the Fee Proposal and Scope of Services have been broken down by coordination meetings, data collection, site visits, concept plan development, cost estimate development, presentations, and report preparation.

Should you have any questions or comments, please feel free to contact me directly at 407-893-5847. RS&H looks forward to working with you to make this a successful project.

Sincerely,

Reynolds, Smith and Hills, Inc.

Lara Bouck, PE, AICP
Project Manager

Enclosures

cc: Nicole Jeffers, PE
File

**TASK ASSIGNMENT NO. 2
TO
CONTRACT FOR PROFESSIONAL SERVICES
BETWEEN THE VOLUSIA TRANSPORTATION PLANNING ORGANIZATION AND
THE FIRM OF REYNOLDS, SMITH AND HILLS, INC**

PROJECT: DORIS LEEPER PRESERVE TRAIL FEASIBILITY STUDY

PURPOSE

The purpose of this Task Assignment is to provide a Bicycle/Pedestrian Feasibility Study of a proposed 12-foot wide asphalt (or other suitable surface) multi-use trail from near the intersection of Taylor Road and Journey's End Drive, to the parking lot and proposed trailhead in the Doris Leeper Preserve, a distance of approximately 3.5 miles. A Trail Feasibility Report will be prepared, including a final cost estimate for the Volusia Transportation Planning Organization's (VTPO) planning and budgeting purposes.

PROJECT DESCRIPTION

The project elements include a proposed 12-foot wide asphalt (or other suitable surface), non-motorized, multi-use trail from near the intersection of Taylor Road and Journey's End Drive, to the parking lot and proposed trailhead in the Doris Leeper Preserve, south of Spruce Creek. The project is located within the City of Port Orange, and the Doris Leeper Preserve is managed by the County. The project length is approximately 3.5 miles.

The City's objective is to use the proposed non-motorized, multi-use trail to connect the developed north side of Spruce Creek with a nature preserve and park on the south side of Spruce Creek east of I-95. Most of the Preserve is located in the City of Port Orange, but it is isolated and not easily accessible for city residents – Port Orange residents must take an indirect and lengthy route that takes them outside the City to access the Preserve. Having a direct route for residents to access the Preserve will not only make it more accessible to residents, but also provide a low-impact recreational and transportation link to the Preserve and provide the opportunity to connect to the trail system currently being developed by neighboring New Smyrna Beach.

In 2013, the City of Port Orange filed an application to the VTPO for XU funds for this project. The application noted that the trail would use the existing northbound I-95 bridge to cross Spruce Creek. The existing northbound I-95 bridge will be abandoned when a new northbound bridge is constructed as part of the I-95 widening project scheduled to occur in 2015-2017.

The City of Port Orange and Florida Department of Transportation (FDOT) District 5 have been in coordination regarding the I-95 northbound bridge. FDOT has indicated that they will need a commitment from the City that they will take over the bridge prior to its scheduled demolition (in 2015). The Feasibility Study will evaluate the feasibility and

costs of the City taking over the existing I-95 bridge, including the necessary improvements (at a conceptual level) to repair the bridge sufficient to make it safe and operational to accommodate the multi-use trail and the ongoing costs to maintain the bridge in a state of good repair.

The proposed alignment north of Spruce Creek, has not yet been vetted with area residents and could impact up to 40 properties. It is assumed that a minimum of 20 feet of right-of-way will be required for the proposed trail and that easements or property acquisitions would be required to obtain sufficient right-of-way to construct the portion of the trail from north of the I-95 northbound bridge to the northern terminus of the project at Taylor Road and Journey's End Drive.

GENERAL SCOPE OF WORK

The general scope of work for the CONSULTANT shall include the following tasks:

1.0 Project Coordination Meetings

The CONSULTANT and their staff shall be available to attend up to five (5) meetings and/or conduct coordination activities with the project stakeholders for the purpose of data collection, concept development, corridor evaluation, and cost estimation. The anticipated stakeholders consist of the staff of the VTPO, the City of Port Orange, and Volusia County. Coordination with the following groups and/or stakeholders is also anticipated: St. Johns River Water Management District, U.S. Army Corps of Engineers, and FDOT District 5.

2.0 Data Collection

Immediately following the Notice to Proceed from the VTPO, the CONSULTANT shall begin data collection. The information collected should include data necessary to adequately assess the feasibility and estimated costs of the multi-use trail. This data will include, but not be limited to: the determination of right-of-way and platting, the documentation of visible obstacles that may impede the project's constructability, a photographic inventory of the proposed alignment, stormwater drainage information, data sufficient to conduct a basic environmental assessment, documentation pertaining to maintenance and repair costs associated with the I-95 northbound bridge, and engineering and design costs.

Additional data items not explicitly listed above may be required during the course of the Study. The CONSULTANT will coordinate with the City and the County to obtain this information.

3.0 Site Reviews

The CONSULTANT shall conduct a project site visit in coordination with the staff of the VTPO, the City of Port Orange, FDOT District 5 and Volusia County Road & Bridge

staff (as available) to evaluate the existing conditions, assess the potential alignment and typical sections, visually identify potential physical and natural constraints, and review the potential termination points on the north and south ends of the existing I-95 northbound bridge. Some portions of the proposed alignment are located on private rights-of-way or are otherwise inaccessible; the CONSULTANT will conduct the site review of these areas using aerials, or other means available via desktop review. All accessible portions of the alignment will be assessed via field review. The Fee Proposal includes up to two (2) site visits for purposes of data collection and for the trail concept development, plus additional hours for the desktop review of inaccessible areas.

4.0 Concept Plan Development

The CONSULTANT shall develop a recommendation for alignments for the multi-use trail based on the data collection and site review information. The recommended alignment is to be considered only a generalized alignment for the purpose of assessing the feasibility of the project. While specific physical or natural constraints may be identified during the data collection and stakeholder coordination processes, and will be documented in the Final Report, the alignment is conceptual. The Concept Plan will include the recommendation for the multi-use trail alignment; typical sections for each part of the alignment (there may be multiple typical sections to depict the proposed section on the I-95 bridge as well as the sections north and south of the bridge); the connections from the bridge back to the trail on the north and south side; conceptual drainage modifications to accommodate the additional impervious surface; and right-of-way needs. The Concept Plan will also identify the constraints and the necessary conceptual improvements to tie the I-95 northbound bridge in with the rest of the trail. A basic environmental assessment of the study area will be conducted to identify environmental constraints to the proposed alignment and/or required permits relating to the same. Lighting for the multi-use trail will be evaluated at a conceptual level and included in the Concept Plan graphics.

The Concept Plan will evaluate a 12-foot wide, non-motorized, multi-use trail. The evaluation will consider existing and planned (per the I-95 widening design plans) stormwater drainage features and assess options for minimizing disruption or alteration in stormwater conveyance or treatment. Preliminary conceptual options will be submitted to the City and County staff for their consideration and comment. The final recommended Concept Plan will incorporate these stormwater impact comments.

The Concept Plan shall include graphics portraying the alignments on aerial photography, identifying the existing roadway right-of-way and parcel boundaries as they are represented on the existing GIS information and in available platting records, and generally identifying additional right-of-way that would be required to accommodate the proposed multi-use trail. The CONSULTANT will also provide typical section graphics portraying the recommended cross section(s), including base information, slopes, and estimated right-of-way requirements.

The Conceptual Plan shall include a discussion about the constructability of the proposed multi-use trail, including issues related to the I-95 northbound bridge. This portion of the Plan is intended to provide additional information about the feasibility and the cost of the project, and is *not* intended to be a comprehensive assessment of all construction issues related to the proposed project.

The text portion of the Report will include discussions and preliminary assessments about the existing natural and constructed features. The objective of the Plan and the Report is to identify project issues and constraints that may impact the constructability and feasibility of the project as it proceeds into the preliminary engineering and design phase.

5.0 Cost Estimate Development

The CONSULTANT shall prepare a final cost estimate of the design and construction elements for the proposed facility. The Cost Estimate will also include estimated costs for the City of Port Orange to repair and maintain the I-95 northbound bridge, as well as anticipated permitting costs and costs to realign the right-of-way if the City takes ownership of the bridge. For the purposes of the Fee Proposal, it is assumed that FDOT will provide a detailed cost estimate for repairs to the bridge, to be minimally updated by the CONSULTANT to reflect updated pay-item costs, and that FDOT will provide generalized maintenance costs for bridge maintenance. Should the CONSULTANT be required to develop detailed bridge maintenance or repair costs, a supplemental agreement to this task assignment will be prepared.

The cost estimates will be based on FDOT District Five standard pay items and will be consistent with District Five Long Range Estimate (LRE) figures or other per unit costs supplied by District Five and agreed to by VTPO staff for use in this study. An annual inflationary factor obtained from District Five and agreed to by VTPO staff will be provided for three years after the completion of the Final Cost Estimate Report to estimate future cost increases. Any assumptions made and cost elements not included in the Cost Estimate will be footnoted on the cost estimate sheet and in the report text.

6.0 Presentations

The CONSULTANT and their staff are available to support VTPO staff with presentations to the VTPO, the City of Port Orange, or another agency or committee as directed by the VTPO Project Manager. For purposes of the Fee Proposal, no meetings have been identified for this task. Should VTPO require presentations for meetings, a supplemental agreement to this task assignment will be prepared.

7.0 Report Documentation

The CONSULTANT shall prepare a Final Cost Estimate Report documenting the project coordination efforts, data collection, site visits, concept development, and cost estimate development. Graphics and tables will be used to summarize information where possible. Up to three (3) printed copies and one (1) electronic copy in .PDF format of the DRAFT

report will be provided to the VTPO. Up to five (5) printed copies and one (1) electronic copy in .PDF format of the FINAL report will be provided to the VTPO.

Estimate of Work Effort & Fee Proposal for Bicycle/Pedestrian Feasibility Study

DORIS LEEPER PRESERVE TRAIL

Consultant: Reynolds, Smith and Hills, Inc.
 Date Prepared: January 24, 2014
 From: Taylor Road & Journey's End Drive
 To: Parking Lot & Trail Head in Doris Leeper Preserve
 Job Description: Volusia TPO Doris Leeper Preserve Trail Feasibility Study

Work Element / Activity	Project Manager		Senior Engineer		Engineer		Environmental Scientist		Engineering Technician		Sr. Clerical		Total Man Hours By Activity	Burdened Salary Cost By Activity
	Man Hours	Hourly Rate	Man Hours	Hourly Rate	Man Hours	Hourly Rate	Man Hours	Hourly Rate	Man Hours	Hourly Rate	Man Hours	Hourly Rate		
Coordination Meetings (5)	9	\$1,399.14	6	\$1,442.64	9	\$1,253.34		\$0.00	8	\$815.84		\$0.00	32	\$4,910.96
Data Collection	2	\$310.92	4	\$961.76	4	\$557.04	4	\$589.96	8	\$815.84		\$0.00	22	\$3,235.52
Site Reviews (2)	6	\$932.76	6	\$1,442.64	12	\$1,671.12	4	\$589.96	20	\$2,039.60		\$0.00	48	\$6,676.08
Concept Plan Development	4	\$621.84	4	\$961.76	20	\$2,785.20		\$0.00	24	\$2,447.52		\$0.00	52	\$6,816.32
Cost Estimate Development	2	\$310.92	8	\$1,923.52	8	\$1,114.08		\$0.00	8	\$815.84		\$0.00	26	\$4,164.36
Presentations		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Report Documentation	12	\$1,865.52	4	\$961.76	12	\$1,671.12	4	\$589.96	8	\$815.84	2	\$143.00	42	\$6,047.20
Totals	35	\$ 5,441.10	32	\$ 7,694.08	65	\$ 9,051.90	12	\$ 1,769.88	76	\$ 7,750.48	2	\$ 143.00	222	\$ 31,850.44

Direct Expenses

\$835.00

TOTAL MAXIMUM LIMITING FEE

\$32,685.44

Direct Expenses

Name of Job: Volusia TPO Doris Leeper
Preserve Trail Feasibility
Study

Project No.:
Date: January 24, 2014

ITEM	UNIT				TOTAL COST	COMMENTS
Direct Expenses						
Printing		SHEETS	SETS	COST/SHEET		
Miscellaneous Copying & Printing	Sheet	100	1	\$0.50	\$50.00	
Travel		TRIPS	MILES	COST		
Kick off Meeting	Trip			\$0.50	\$0.00	
Coordination Meetings	Trip	5	100	\$0.50	\$250.00	
Field Visits	Trip	2	100	\$0.50	\$100.00	
		MONTHS		COST/MONTH		
Telephone Charges	LS	0		\$80.00	\$0.00	
Mail/Overnight Service	LS	1	1	\$35.00	\$35.00	
Workshop Material	LS	QUANTITY		COST		
Public Workshop/Meeting		0		\$2,000.00	\$0.00	
Final Summary Report	LS	QUANTITY		COST		
Draft		3		\$50.00	\$150.00	
Final		5		\$50.00	\$250.00	
TOTAL					\$835.00	