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**I. GUIDING PRINCIPLES**

For urbanized areas exceeding a population of 50,000, the existence of a Transportation/Metropolitan Planning Organization (TPO/MPO) is necessary to meet federal requirements for *obtaining* and *expending* federal transportation funds. Specifically, the federal government requires that each urbanized area, as a condition to the receipt of federal capital or operating assistance, have in place a *continuing, cooperative, and comprehensive transportation (3-C) planning process*. This 3-C process must result in plans and programs consistent with the comprehensively planned development of the urbanized area. In order to demonstrate that a 3-C planning process is being implemented the River to Sea TPO must prepare and adopt an update to the long-range transportation plan every five years.

To satisfy federal planning requirements, the River to Sea TPO will utilize a CONSULTANT to assist the organization in developing the *2045 Long Range Transportation Plan (LRTP)*. Activities will include coordination with the Florida Department of Transportation (FDOT) District 5 staff, local governments and transportation agencies as well as other MPO/TPO's and planning areas within the District. The 2045 LRTP will conform to all requirements of 23 CFR 450 and will incorporate to the maximum extent feasible elements prescribed in MAP-21. Additional guiding documents will also be considered such as the Federal Highway Administrations "Federal Strategies for Implementing Requirements for LRTP Update for the Florida MPOs" dated January 2018.

The updated LRTP will have 2045 as the target horizon year. The adopted plan must be cost feasible and implementable by the appropriate local and state transportation agencies. The LRTP will include long- range and short-range strategies/actions that lead to the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods. It will be developed with regards to the intent and requirements of the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) passed in July 2012 and requirements stipulated by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Florida Department of Transportation (FDOT). The 2045 LRTP will be multimodal in nature including mass transit (bus and rail), pedestrian facilities, bikeways and highway transportation. The plan will address efforts and initiatives by Housing and Urban Development (HUD), the Environmental Protection Agency (EPA), the United States Department of Transportation (USDOT) and other partnerships that encourage and help to create sustainable communities. The plan must also be consistent with adopted local government and agency plans and will be developed with consideration to guidance provided by reviewing agencies, including the "Federal Strategies for Implementing Requirements for LRTP Updates for the Florida MPOs" (a.k.a. FHWA expectations letter).

**II. BACKGROUND**

The River to Sea TPO is an independent organization responsible for the planning and programming of all federal and state transportation funds for all of Volusia County and the urbanized areas of Flagler County including the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell.

The River to Sea TPO is the primary forum within which local governments and citizens voice concerns, identify priorities, and plan for improvements to all modes of transportation – roadway, public transportation, and bicycle and pedestrian facilities. The River to Sea TPO Board is comprised of elected

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officials representing various local area governments and appointed members representing transportation authorities serving the area.

The River to Sea TPO Board is supported by several advisory committees that include technical staff as well as citizen representatives that review information and make recommendations to the Board. The organization has a small staff of transportation planning professionals that support, coordinate and complete the transportation planning activities undertaken by the River to Sea TPO Board and committees. The River to Sea TPO currently operates under signed joint participation and interlocal agreements with all member governments. Together, the Board and committees are responsible for working together to improve the safety and efficiency of the transportation system in the area served by the River to Sea TPO.

### **III. PROJECT OVERVIEW**

The LRTP will include long-range and short-range strategies/actions that lead to the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods. The 2045 LRTP will look to implement new and innovative transportation system performance measures that de-emphasize traditional road “congestion” in lieu of broader desirable transportation outcomes. The update process will consider a wide range of social, mobility, freight, safety, infrastructure, environmental, energy, and economic factors reflected by the LRTP’s Goals, Objectives and Measures (GOMs) to identify future transportation needs. Transportation “needs” may go beyond infrastructure investments to include changes in policy and legislation necessary to support the future investments of this plan. The LRTP will weigh and balance the cost of various transportation investments against anticipated future funding to ensure the LRTP is a financially feasible plan for the River to Sea TPO for the next 25 years.

The River to Sea TPO has initiated or participated in the development of the following studies/plans which will either be in process or completed with the update of the LRTP and are intended to be used as a basis to inform the development of the 2045 LRTP:

- Bicycle and Pedestrian Master Plan (R2CTPO)
- Sea Level Rise Vulnerability Assessment (R2CTPO)
- Resilient Volusia County Study (R2CTPO)
- Resilient Flagler County Study (R2CTPO)
- East Central Florida Regional Resiliency Action Plan (ECFRPC)
- Intelligent Transportation Systems (ITS) Master Plan, Phase I (R2CTPO)
- Transportation Systems Management and Operations Master (TSM&O) Plan, Phase II (R2CTPO)
- Automated, Connected, Electric, and Shared Vehicle Mobility Study (R2CTPO)
- Congestion Management Process (R2CTPO)
- Crash Analysis Study (R2CTPO)
- Tell the TPO Survey (R2CTPO)
- Regional Truck Parking Study (FDOT)
- Regional Tourism Study (FDOT)

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**IV. PROJECT TASKS**

The PROJECT includes the following main tasks which are further described in detail below:

- Task 1 Project Management and Coordination
- Task 2 Public Involvement Activities
- Task 3 Performance Based Planning
- Task 4 Data Compilation and Review
- Task 5 Travel Demand, Forecast Modeling and Scenario Planning
- Task 6 Revenue Forecasts
- Task 7 Environmental Analysis
- Task 8 Needs Plan Development
- Task 9 Cost Feasible Plan Development
- Task 10 Final Plan Documentation

**Task 1: Project Management and Coordination**

The CONSULTANT will assign a single person to serve through the life of the contract as CONSULTANT Project Manager (CONSULTANT PM). The CONSULTANT PM must be the person identified in the firm's proposal and may not be changed without prior written approval of the River to Sea TPO's designated Project Manager (TPO PM).

The CONSULTANT PM is responsible for overall project management necessary to ensure the acceptable completion of the River to Sea TPO's 2045 LRTP, on-time, on-budget and in accordance with this scope of services. The CONSULTANT PM will serve as a single point of contact and will work closely with the TPO PM to ensure strong communication and coordination through the life of the contract. Communication will include mandatory written monthly progress reports with an updated actual schedule versus planned schedule, task progress, identification of critical path tasks, and actual expenditures versus budget report. In addition to normal phone and email communication, the CONSULTANT PM and TPO PM will generally be expected to meet in person monthly to review the progress report and monitor progress. The CONSULTANT PM is responsible for the quality of all work completed under this contract and is expected to ensure high standards for all submittals, both draft and final.

**Project Schedule/Work Approach**

The CONSULTANT shall present a proposal to coordinate all work and deliverables of the *2045 Long Range Transportation Plan*. This includes, but is not limited to developing a detailed project schedule recognizing key project milestones, task deadlines, workshops, presentations and the accomplishment of project deliverables. The CONSULTANT shall also propose a work plan that outlines the project approach including coordination with the TPO PM, expectations for the LRTP SUBCOMMITTEE, and involvement of community stakeholder/focus groups (both private and public sector).

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**Task 1 Deliverables:**

- Detailed monthly progress reports
- Project schedule/work approach (initial and updates)

**Task 2: Public Involvement Activities**

The importance of public outreach as a means to inform, educate, and involve citizens in the transportation decision-making processes that impact their daily lives cannot be underestimated. By involving the public in ways that are meaningful and measurable, transportation planners are better able to ensure that the plans and programs developed reflect community values and benefit all segments of the population equally. The River to Sea TPO has been recognized for best practices in this area and will look for a diverse and innovative proposal that reaches out to a broad range of community members during the development of the LRTP.

**Public Participation Plan**

The CONSULTANT will work with the TPO PM, the TPO Community Outreach Coordinator, and the LRTP SUBCOMMITTEE to develop a detailed Public Involvement Plan (PIP) for the 2045 Long Range Transportation Plan. The PIP will establish the basis for engaging and informing the public in the development of the 2045 LRTP Update and be consistent with the TPO's adopted Public Participation Plan. The PIP will identify efforts that will be used to involve minorities, low income communities, and other groups often underrepresented in the transportation planning process. The strategies identified will also be used to solicit input from businesses, environmental groups, community advocates and other organizations of local significance to develop a plan that represents the interests of all users.

Many innovative strategies have been employed to engage the public in transportation planning efforts. The combination of activities often depends upon the specialization of a firm, innovative trends, the nature of the community and the available resources to support the effort. A successful plan will incorporate activities that are wide-ranging, with elements that complement each other.

The public and all interested parties shall be given timely information on transportation issues and processes. The written Public Involvement Plan shall include the publication of the proposed 2045 Long Range Transportation Plan in a draft form making it readily available for public review and comment. Reasonable access shall be provided to all interested parties regarding the technical and policy information used in the preparation of the 2045 Long Range Transportation Plan. Provisions will be included for advanced notice of public involvement activities and also time for public review and comment before key decisions are made. As part of the public outreach process the CONSULTANT will work with the TPO staff to ensure that all documents are placed on the LRTP website. Proposals may consider active support and involvement of TPO staff as a means to accomplishing a thorough outreach program.

The PIP shall guide the public involvement effort for the *2045 Long Range Transportation Plan* and will, at a minimum, outline a public involvement process that:

- requires timely public notice of all activities in local newspapers via press releases and public service announcements;

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- includes multiple events and activities that inform citizens of planning efforts and to allow the public input and access to key decisions;
- supports early and continuing involvement of the public in the plan development process;
- recognizes that the public includes not only citizens, but also business owners, freight operators, environmental groups and others who have an interest in the transportation decisions being made through this plan;
- includes a variety of activities and strategies to engage members of the community in ways that are innovative and informative; including the use of web based formats; and
- identifies targeted and measurable goals for achievement.

**LRTP Specific Survey**

Utilizing information and results obtained from the 2018 Tell the TPO Survey, the CONSULTANT will produce a 2045 LRTP specific baseline survey to be completed at the beginning of the LRTP process to gain insight into the public's thoughts on transportation options and desired goals of the 2045 LRTP. Survey questions should be developed by the CONSULTANT with input from the TPO PM and TPO Community Outreach Coordinator. Survey results should be presented in user friendly formats for distribution to the TPO Board, Advisory Committees, LRTP Subcommittee and the public.

**LRTP Website and Social Media Tools**

The CONSULTANT will work with the TPO PM and TPO Community Outreach Coordinator to set up a project website for the 2045 LRTP to engage the community through the internet and social media. The website will include interactive engagement tools such as surveys, plan ideas and discussion topics for commenting, and the ability to obtain project and network performance information on an interactive map-based platform. The CONSULTANT will update the website with new information and engagement tools periodically throughout the process. The CONSULTANT will perform selective online advertising throughout the project to promote the plan and maximize public involvement. The CONSULTANT will prepare a log of social media and advertising activities performed throughout the project that will contain information related to posts, when they were performed, the number of views/likes/retweets, etc.

**LRTP Promotional Videos**

The CONSULTANT will develop up to three 30-60 second animated videos for promotion of the public involvement components. These videos will be used in marketing promotions and at public workshops as appropriate.

**LRTP Branding**

The CONSULTANT will develop a 2045 LRTP branding package to include a logo and brand for use in all print and digital media for the 2045 LRTP Update. The branding package should suggest the evolution in transportation that will take place over the life of the plan and will be developed in close consultation with the TPO PM and the TPO Community Outreach Coordinator.

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**Public Workshops**

The CONSULTANT, with assistance from the TPO PM and TPO Community Outreach Coordinator, will be responsible for preparing for and conducting a minimum of 13 workshops to engage the public and solicit input during the LRTP as follows:

- LRTP Kick-off Meeting/Workshop – This will be an interactive workshop that explains the development of the LRTP including a project overview, review of the schedule and key tasks. The workshop will be used to seek preliminary input from participants regarding transportation planning goals. Transportation issues, funding, legislation, trends and other current activities will be reviewed along with a presentation of the current conditions. (1 workshop)
- Focus Group Workshops - It is contemplated that 6 geographically dispersed events will be included as part of this update to engage the public in the transportation planning efforts. These workshops will incorporate innovative and interactive activities to solicit input from the focus groups during development of the plan. (6 workshops)
- Needs Plan Development Public Workshop – During the development of the needs plan, the CONSULTANT will lead three geographically dispersed public workshops presenting needs projects to the public. The workshops will provide information reviewing the study process, reviewing the needs plan by mode and area, and soliciting comments on needs projects as well as unidentified needs. (3 workshops)
- Draft Cost Feasible Plan and Needs List Public Workshop – Three geographically dispersed public workshop will be held to solicit input from the public on the draft Cost Feasible Plan and Needs list developed during Task 5. Participants at the workshops will be given the opportunity to comment on projects in their area before the draft plan is presented to the TPO Board and Advisory Committees. (3 workshops)

**LRTP Subcommittee**

The 2045 LRTP SUBCOMMITTEE will be composed of volunteers appointed from the TPO's Technical Coordinating Committee (TCC), Citizen's Advisory Committee (CAC) and Bicycle and Pedestrian Advisory Committee (BPAC) plus, at least one member from the Transportation Disadvantaged Local Coordinating Board (TDLCB). The LRTP SUBCOMMITTEE will review much of the technical data involved in the development of the plan and will be engaged in the review of products and at key decision points during the development of the plan. It is anticipated that coordinating meetings will be scheduled on a twice per month basis with the LRTP Subcommittee and continue throughout the duration of the PROJECT.

**TPO Board and Advisory Committee Meetings**

The CONSULTANT, with assistance from the TPO PM, will be responsible for preparing and conducting a minimum of 32 presentations to inform the TPO Board and advisory committee members of the LRTP activities and to solicit input regarding key milestone activities. There will be four (4) major milestones that will require a presentation at the regularly scheduled board and committee meetings. At a minimum, the following presentations will occur:

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- Presentation of Initial Planning Activities – This includes a series of meetings to review and seek input on key elements that will guide the activities during the development of the 2045 LRTP. The presentation will review the Goals, Objectives, and Measures, the Public Involvement Plan, and preliminary Revenue Estimates developed for the 2045 LRTP. A draft of each will be presented to the TPO advisory committees (BPAC, CAC and TCC) and board first for review with approval or each the following month. (12 meetings)
- Presentation of the Transportation Alternatives Scenarios – A presentation of the project listings and model results will be presented to the advisory committees and board. (12 meetings)
- Presentation of the Draft 2045 Needs/Cost Feasible Plan – This presentation will include an overview of the draft cost feasible long range plan including sound financial assumptions, the project listing and any major outcomes of the planning process. The TPO Board and advisory committees will provide approval to present this plan for public review. (4 meetings)
- Presentation of the 2045 Long Range Transportation Plan – This presentation will include the cost feasible 2045 LRTP in the form of an Executive Summary that includes the basic elements that demonstrate the planning effort and outcome. The results of the final round of public meetings will also be summarized. (4 meetings)

The CONSULTANT will be responsible for all the preparation and research associated with handout materials, presentations, graphics, visual aids, and equipment necessary for presentations. The purpose of these presentations and meetings will be to discuss the progress of the long range planning process, key decisions, and milestones. All presentations made to the TPO Board and advisory committees will include an education component to ensure Board and committee members are provided adequate background and context for the information they are being provided and/or decisions they are being asked to make. All presentations must be approved by the TPO PM.

### **Public Involvement Summary**

Upon completing this task, all public involvement outreach activities undertaken as part of the 2045 LRTP update will be documented in a written report to be entitled Public Involvement Summary. The Summary will thoroughly document the tools utilized, the input received, the overall results, and measures of effectiveness of the outreach activities. A comprehensive summary of all public comments received during the development of the Plan will also be included. The Public involvement Summary will include all outreach activities, large and small, as part of the 2045 LRTP Update and shall be produced in an easy to understand manner, so that future outreach plans can gain insight from this effort.

### **Task 2 Deliverables:**

- Draft and Final LRTP Public Involvement Plan
- LRTP Survey, Website and Social Media Tools, Promotional Videos, and Branding Package (made available to the TPO PM prior to posting on the internet or social media)
- Public Workshop Presentations
- TPO Board and Advisory Committee Meeting Presentations
- Meeting/Workshop materials such as presentations, notifications, handouts, and display boards (made available to the TPO PM for review prior to the meeting/workshop)

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- Meeting minutes from each meeting/workshop
- Draft and Final Public Involvement Summary

**Task 3: Performance Based Planning**

The *Goals, Objectives, and Measures/Performance Measures (GOMs)*, as adopted by the TPO Board, will be used to guide the entire long range planning process. In addition, performance measures will provide a means for measuring success over time. Performance driven decision-making is a key theme identified in MAP- 21 with an emphasis on improving transportation safety and reliability. Although the *GOMs* will be developed based on input provided through the committee and public involvement process, they are generally expected to include the following:

- improving safety in all modes of transportation;
- addressing existing deficiencies before projected deficiencies;
- operational and technological improvements, including transportation systems management & operations (TSM&O) strategies and automated, connected, electric and shared (ACES) opportunities;
- inclusion of public transportation (i.e., fixed bus route and rail modes of transportation);
- inclusion of freight and system performance that supports commercial and economic activity;
- integration, expansion and interconnectivity of non-motorized transportation alternatives including bicycle and pedestrians in development of the plan;
- programs or improvements that enhance tourism;
- transportation equity, with special attempts to include and engage the traditionally underserved and underrepresented in the planning process;
- assessment and consideration of both primary and secondary environmental impacts at both the plan and project level; and
- improvements to mobility and accessibility within the TPO planning area.

The CONSULTANT will work with the LRTP SUBCOMMITTEE to initially develop the *GOMs*. A thorough assessment will also include a review of local Comprehensive Plans, the Florida Highway Safety Plan, the East Central Florida Strategic Regional Policy Plan and the Votran Transit Development Plan. The River to Sea TPO 2045 LRTP *GOMs* developed will be consistent with these plans to the extent feasible.

The initial draft will be presented to the TPO standing committees and board for review and input early in the plan development. In addition, access will be provided to allow public input into the refinement of the *GOMs* during plan development, as well as adequate time to review and comment on decisions. As new issues arise through the public involvement process and local viewpoints are sharpened during the planning process, the TPO may need to modify its *GOMs* accordingly. As the development of the 2045 LRTP nears completion, the *GOMs* will be revisited and finalized as part of the plan report.



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**Develop Evaluation Criteria and Weights**

The GOMs will also play a critical role in the development of *Evaluation Criteria* for project ranking, providing the basis by which projects will be evaluated and ranked. The CONSULTANT will work with the TPO's LRTP SUBCOMMITTEE to develop *Evaluation Criteria* to rank potential projects. Where possible, the criteria should be quantifiable, so potential projects can be objectively evaluated and improvements to system performance can be assessed as projects are completed. This does not, however, preclude subjective considerations. It will also be important to incorporate a review of projects through the Efficient Transportation Decision Making (ETDM) process as the plan is developed.

**Transportation Performance Management**

MAP-21 and the FAST Act established national performance goals for federal highway programs that the LRTP should demonstrate:

- Safety - To achieve a significant reduction in traffic fatalities and serious injuries on public roads;
- Security - To increase the security of the transportation system for motorized and non-motorized users;
- Infrastructure Condition - To maintain the highway infrastructure asset system in a state of good repair;
- Congestion Reduction - To achieve a significant reduction in congestion on the National Highway System (NHS);
- System Reliability - To improve the efficiency of the surface transportation system;
- Freight Movement and Economic Vitality - To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development;
- Environmental Sustainability - To enhance the performance of the transportation system while protecting and enhancing the natural environment including impacts to air quality; and
- Reduced Project Delivery Delays - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices. Performance Measures should also include the integration and interconnectivity of non-motorized modes of transportation per federal statute.

The CONSULTANT shall develop a System Performance Report that serves as a tool to evaluate the condition of the transportation system in relation to the performance measures and targets adopted by the River to Sea TPO. The report will include for each performance measure, information such as: the target set; the baseline condition at the start of the evaluation cycle; the progress achieved in meeting the targets; and a trend-type comparison of progress with previous performance reports.

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**Task 3 Deliverables:**

- Draft and Final Goals, Objectives, and Measures
- Draft and Final Evaluation Criteria
- Draft and Final System Performance Report

**Task 4: Data Compilation and Review**

With so many diverse stakeholders throughout the River to Sea TPO planning area, one challenge to moving forward with an organized multimodal transportation plan will be collecting, reviewing, analyzing and understanding the various studies, plans, and policies influencing transportation and development. The purpose of this task is to bring together the necessary information to provide an understanding of historic and future trends influencing transportation throughout the area.

The CONSULTANT will compile and review all documents and data that affect the future of the transportation system throughout the River to Sea TPO Planning Area. These documents may include, but are not limited to, the 2040 LRTP, base and horizon year socio-economic data developed by the FDOT and TPO, state and federal statutes, local government comprehensive plans, roadway data, Votran Transit Development Plan, Florida Transportation Plan (FTP), State Highway Safety Plan (SHSP), FDOT's Strategic Intermodal System (SIS) plan, and all studies/documents identified in the Project Overview of this scope of services.

The CONSULTANT shall review and summarize these documents and data in terms of their impact and relevance to the LRTP and provide an evaluation of where specific planning efforts are potentially in conflict with each other or with the longer-range goals of the TPO. Specific types of improvements and programs that will be highlighted in the plan review and isolated in the assessment of needs and plan narrative include the following:

- Safety programs and improvements
- Security programs and improvements
- Operational and technological improvements, including TSM&O, Connected and Automated Vehicle oriented improvements
- Regional freight-oriented improvements
- Programs or improvements enhancing tourism and access to tourist attractions
- Bicycle/Pedestrian Master Plan and Complete Streets Program
- Transit Development Plan and Transit Asset Management Plan

**Task 4 Deliverables:**

- Data Review Summary

**Task 5: Travel Demand, Forecast Modeling and Scenario Planning**

The CONSULTANT shall support TPO staff in review and coordination of the update to the FDOT District 5 Central Florida Regional Planning Model (CFRPM). The CFRPM will be the primary travel demand forecasting tool for updating the LRTP. Consultant will attend Districtwide model development meetings as deemed necessary by the TPO and advise the TPO PM and FDOT staff on issues related to the progress of the model development process and the use of the model for developing the Needs Plan and the Cost

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Feasible Plan. Coordination efforts include providing additional model data and input assumptions to FDOT, reviewing intermediate model data files provided by FDOT for quality and completeness, and reviewing the model validation results to identify the strength and weakness of the travel model, identify links where the model tends to over report and under report trips and determine how the model output should be adjusted to develop the needs assessment and LRTP.

**ACES Scenario Planning**

Technology in the transportation industry is changing rapidly and automated, connected, electric, and shared (ACES) technologies have the potential to change transportation on a global scale. These technologies could improve safety, significantly alter transportation costs and change traffic patterns and congestion. However, the future implementation and timing of such is very uncertain. Utilizing the framework established in the FDOT *Guidance for Assessing Planning Impacts and Opportunities of Automated, Connected, Electric and Shared-Use Vehicles* and the *R2CTPO Automated, Connected, Electric, and Shared Vehicle Mobility Study*, the CONSULTANT shall facilitate the development of a scenario alternative based on ACES technology to identify the future impacts of ACES technologies in the planning area. This activity will be coordinated with FDOT District 5 to develop a district-wide scenario.

**Alternatives Scenario Planning**

Meeting the needs of our community in the long term requires a comprehensive set of transportation solutions that includes a variety of transportation options and integrates these into a coordinated system that functions together. Working with the LRTP Subcommittee and with direction from the TPO Board, the CONSULTANT shall be responsible for defining and developing up to two additional alternative scenarios for the 2045 horizon year.

**Task 5 Deliverables:**

- Ongoing Coordination and Review of FDOT Modeling Effort
- Draft and Final Alternatives Scenario Report

**Task 6: Revenue Forecasts**

The Florida Department of Transportation (FDOT) along with the Metropolitan Planning Organization Advisory Council (MPOAC) typically develops revenue estimates and year-of-expenditure inflation adjustments for use by MPO/TPOs throughout the State in the development of LRTPs. Early in the study process, the CONSULTANT shall work with the TPO PROJECT MANAGER to collect guiding documents and produce a *Preliminary Financial Resources Summary*. The summary will identify existing available transportation funding sources, along with potential revenue sources, projected throughout the period of the *2045 Long Range Transportation Plan*. All revenues shall be identified by source (local, State, Federal, and private) and by mode when required. This will likely require coordination with other agencies including Votran, Flagler County Transit, Sunrail, and local governments as well as coordination with TPO partners anticipated to join the organization during the development of this LRTP.

The CONSULTANT shall develop the Financial Plan for the 2045 LRTP that will identify revenue projections for all existing and potential sources including state, federal, private, innovative funding (i.e. taxing districts, additional local option tax, voter approval of new bond issues, etc.) for the interim and

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horizon years. The CONSULTANT shall also assess funding eligibility for each funding source used in the plan and investigate the use of “flex” funding as allowed to shift from funding highway projects to other modes such as mass transit and/or from capital to operations and maintenance (O&M).

As alternative scenarios are refined, the CONSULTANT will develop the cost estimates required to implement the transportation projects under consideration. The costs of the alternative transportation plans will be compared to the available and projected revenues and/or revenue sources to cover any shortfalls, including strategies for ensuring their availability for any proposed transportation investments. Strategies for obtaining new funding sources should include information such as how support may be achieved including historical data documenting how similar types of funding were obtained, such as tax increases, or voter approval of new bond issues should be included in the plan. Any consideration of innovative financing techniques should include specific actions that will be required, the amount of commitment required by each responsible party, and a schedule of the steps to be taken.

The *Financial Resources Plan* including project costs shall be further refined when the draft plan is being developed. The plan shall identify the project costs by phase and by the year they will be implemented in five-year blocks that match the revenue streams projected. The CONSULTANT will update and finalize all information from the *Preliminary Financial Resources Plan* to be incorporated into the adopted *Financial Resources Plan*.

**Task 6 Deliverables:**

- Draft and Final Financial Resources Plan

**Task 7: Environmental Analysis**

“*Environmental Justice*” is the fair treatment of all groups within the community. In 1994, Presidential Executive Order 12898 directed every Federal agency to make environmental justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on “minority populations and low-income populations.” This Order was consistent with Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin. Environmental Justice provides a framework for conducting assessments pertaining to matters of equity and nondiscrimination. To ensure Environmental Justice is achieved, it’s important to consider the comparative impact of an action on different population groups, rather than simply identifying a specific population by size, geographic grouping or concentration. As part of this task, the CONSULTANT shall perform an Environmental Justice (EJ) analysis utilizing various data sources such as the US Census and other demographic data to create using a geographic information systems (GIS) database. All attempts should be made to use existing data sources. Information will include attributes such as:

- Community Boundaries – delineated by physical barriers, land-use patterns, political or area of responsibility divisions (e.g. school districts and police precincts, etc.)
- Volusia and Flagler County Planning Areas
- City Boundaries
- Population and Demographic Summaries
- Socio-Economic Characteristics
- Housing Characteristics
- Physical Characteristics Summary (supplement/updated GIS data from the FGDL)

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The GIS database will also include Community Focal Points, which can be supplemented and updated with data from the Florida Geographic Data Library (FGDL). This data will also include the following:

- Facility Name and Type
- Facility Ownership
- Services/Amenities Provided
- Number of People Served

The GIS database will also include the data needed to complete a Socio-cultural Effects Evaluation based upon:

- Social Effects
- Economic Effects
- Land Use Effects
- Aesthetic and Visual Effects
- Access to goods, services and employment
- Relocation and Displacement

**Task 7 Deliverables:**

- Draft and Final Environmental Justice Report

**Task 8: Needs Plan Development**

The CONSULTANT will work with the LRTP SUBCOMMITTEE to develop and analyze a *2045 Needs Plan*. As part of the *Needs Plan* the CONSULTANT will consider the projects identified during the planning process that are not considered as part of the cost feasible plan including all modes of transportation. All projects must comply with the *Goals, Objectives and Measures* established in Task 3. The CONSULTANT will work with the LRTP SUBCOMMITTEE to establish the criteria/definition of a transportation need and prior model activities should support the transportation issue requiring the project. The CONSULTANT shall use the *Evaluation Criteria* established to rank projects included in the needs plan.

**Task 8 Deliverables:**

- Draft and Final Needs Plan

**Task 9: Cost Feasible Plan Development**

The CONSULTANT shall work with the LRTP SUBCOMMITTEE to utilize all information collected in previous tasks including technical resources as well as public input to develop a transportation plan that can be implemented with the revenues forecasted throughout the 2045 planning horizon. The CONSULTANT will review the projects against the Goals, Objectives and Policies established through Task 3 and will ensure consistency with other documents including the Transit Development Plan and local government comprehensive plans. The CONSULTANT will perform an evaluation of the projects using the Environmental Justice analysis prepared under Task 7 and will submit the projects to FDOT for

**Attachment A**  
**River to Sea Transportation Planning Organization (TPO)**  
**2045 Long Range Transportation Plan (LRTP)**  
**Scope of Services**

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screening through the Efficient Transportation Decision Making (ETDM) process. Projects will be analyzed early in the planning process so that projects can be modified or eliminated from consideration if they are found to adversely affect the natural or social environment. Projects will then be compared using the evaluation Criteria established for the 2045 LRTP and present results to the LRTP SUBCOMMITTEE. Once a draft is reviewed, the summary will be presented for final public review in accordance with the Public Involvement Plan. The Cost Feasible 2045 LRTP for the River to Sea Transportation Planning Organization is required to be approved by the River to Sea TPO Board by September 23, 2020.

**Task 9 Deliverables:**

- Draft and Final Coast Feasible Plan

**Task 10: Final Plan Documentation**

The CONSULTANT will prepare a final 2045 LRTP Adoption Document addressing all technical requirements as identified in the FHWA's Expectations Letter that memorializes the plan update process. The final document shall include an Executive Summary, the Main LRTP Document, and a series of Appendices. The Executive Summary will be prepared as both a stand-alone document and as part of the 2045 LRTP Adoption Document. The plan will be produced in an interactive web version and as a static pdf version.

**Task 10 Deliverables**

- Draft and Final 2045 LRTP Adoption Document, Executive Summary and Appendices