

Meeting Date
05/17/16



AGENDA	
Section	CONSENT
Item No.	II.B.7

AGENDA REPORT

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Approval of Notice to Proceed with Tindale-Oliver and Associates re: Major Update of the Ten-Year Transit Development Plan (Fiscal Impact: \$160,742)
DEPT/OFFICE:	Community Services Group / Transit Services Department

Requested Action:

It is requested that the Board of County Commissioners ~~approve and authorize a Notice to Proceed with Tindale-Oliver and Associates (TOA) for the Major Update of the Ten-Year Transit Development Plan (TDP) execute the Scope of Services, Space Coast Area Transit major update of the Ten-Year Transit Development Plan with Tindale-Oliver and Associates in the amount of \$160,742.~~

Summary Explanation & Background:

The State of Florida Public Block Grant Program was enacted by the Florida Legislature to provide a stable source of state funding for public transportation. The Block Grant Program requires public transit service providers to develop and adopt a ten-year TDP, per the requirements set forth in Chapter 14-73, Florida Administrative Code (FAC). A major update is required every five years and the annual progress reports are required annually between major updates. The ten-year TDP is a strategic guide for public transportation in the community over the next ten years. It represents the transit agency's vision for public transportation in its service area during this time period. Space Coast Area Transit will receive \$1,591,483 in Block Grant Funds in FY 2016-2017

The current TDP was adopted in October 2012 and was written by Tindale-Oliver (TOA); therefore, the next major update must be adopted by Brevard County before October 2017. This TDP will be completed under Space Coast Area Transit existing General Planning Consultant contract with TOA and the funding for the project will come from existing Federal Grant Funds.

The attached Independent Cost Estimate shows comparable County's TDPs costs between \$128,000 and \$230,000, the costs vary depending on the amount of public input requested, travel budget and the amount of passenger surveys. Space Coast Area Transit's Scope of Services includes both a survey of fixed route and paratransit passengers and the required annual update for FY2016.

Fiscal Impact Analysis:	Business Area	Amount	Description
FY 2015-2016	4136	\$160,742	Federal Transit Administration Grant

Name: Jim Liesenfelt, Transit Services Director
Phone: 635-7815 ext. 601

Clerk to the Board Instructions:

Exhibits Attached: Scope of Services – Major Update of Transit Development Plan, Independent Cost Estimate

Contract /Agreement (If attached): Reviewed by County Attorney Yes No PR

County Manager

Stockton Whitten

Deputy County Manager

Assistant County Manager
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Department Director / Extension

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May 18, 2016

M E M O R A N D U M

TO: Jim Liesenfelt, Transit Services Director

RE: Item II.B.7., Approval of Notice to Proceed with Tindale-Oliver and Associates for Major Update on the 10-Year Transit Development Plan

The Board of County Commissioners, in regular session on May 17, 2016, approved the Scope of Services for Space Coast Area Transit major update of the 10-Year Transit Development Plan with Tindale-Oliver and Associates in the amount of \$160,742.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

/s/ Tammy Rowe, Deputy Clerk

/cm

cc: Contracts Administration
Finance
Budget

SCOPE OF SERVICES

Space Coast Area Transit (SCAT)

Major Update of Ten-Year Transit Development Plan

(prepared by Tindale Oliver – May 3, 2016)

Tindale Oliver is pleased to offer a scope of services for preparing a major update of Space Coast Area Transit's Ten-Year Transit Development Plan (TDP). This effort will result in a strategic transit plan for the community and ensure compliance with the latest TDP Rule, as adopted February 20, 2007.

Purpose and Objective

The State of Florida Public Transit Block Grant Program was enacted by the Florida Legislature to provide a stable source of state funding for public transportation. The Block Grant Program requires public transit service providers to develop and adopt a ten-year TDP, per the requirements set forth in Chapter 14-73, Florida Administrative Code (FAC). A major update is required every five years and the annual progress reports are required annually between major updates. The ten-year TDP is a strategic guide for public transportation in the community over the next ten years. It represents the transit agency's vision for public transportation in its service area during this time period.

Generally, the TDP process includes an assessment of overall transit-related needs in the community along with a phased implementation plan of recommended improvements for helping address those needs. Specifically, a TDP includes the following major elements:

- Public involvement plan and process
- Base data compilation and analysis (review of demographic and travel behavior characteristics of the service area)
- Performance evaluation of existing services
- Situation appraisal (transit agency strengths and weaknesses; external barriers and opportunities; estimation of community demand for transit)
- Goals and objectives
- Transit demand and mobility needs
- Development of proposed transit enhancements (funded and unfunded)
- Ten-year implementation plan
- Annual farebox recovery ratio report
- Ten-year financial plan (projected costs and revenues)
- Other strategic issues specific to a given study area

Consistent with the TDP preparation guidelines from Florida Department of Transportation (FDOT), the initial five years of the plan will be characterized by substantially greater detail than the subsequent five years. The latter part of the planning horizon is intended to be more strategic in nature.

In addition to the TDP rule, HB 985 requires that transit agencies submit an annual farebox recovery ratio report. This scope of services ensures that the major update of the TDP will comply with all requirements of HB 985.

SCOPE OF SERVICES

The following scope of services describes the tasks and resulting deliverables that will be necessary to complete a major update of the TDP. The scope is organized into seven major tasks, as listed below.

- Task 1: Prepare FY2017 TDP Annual Update
- Task 2: Establish Baseline Conditions & Conduct Situation Appraisal
- Task 3: Develop & Implement Public Involvement Plan
- Task 4: Evaluate Demand & Mobility Needs
- Task 5: Develop Goals & Objectives
- Task 6: Prepare Implementation & Financial Plans
- Task 7: Present & Finalize TDP

Each of the seven tasks is summarized in the remainder of this scope of services. It is important to note, however, that every community has unique issues and characteristics. As a result, the TDP planning process must be flexible to adapt to issues specific to a given study area.

Task 1: Prepare FY2017 TDP Annual Update

Florida Rule 14-73.001 requires that transit agencies annually update their TDPs in the format of a Progress Report. In compliance with FDOT guidelines and the scheduled year for submittal of the next TDP major update, the Consultant will prepare the annual FY2017 Annual Progress Report during the development of the major update to meet the established deadlines. The Progress Report will contain the following:

1. Past year's accomplishments compared to the original implementation plan;
2. Analysis of any discrepancies between the plan and its implementation for the past year and steps that will be taken to attain original goals and objectives;
3. Any revisions to the implementation program for the coming year;
4. Revised implementation program for the tenth year;
5. Added recommendations for the new tenth year of the updated plan;
6. A revised 10-year financial plan;
7. A revised list of projects or services needed to meet the goals and objectives, including projects for which funding may not be identified, and
8. Annual Farebox Recovery Ratio Report.

The aforementioned tasks will be completed and a draft report will be developed for circulation and review among Space Coast Area Transit staff. Staff comments will be incorporated into the final version. The final version will be submitted to FDOT no later than September 1, 2016.

Task 2: Establish Baseline Conditions & Conduct Situation Appraisal

Baseline Conditions

Task 2.01: Assess Baseline Conditions: The Consultant will collect demographic, socioeconomic, land-use, transportation, and transit data for the study area with assistance from Space Coast Area Transit, the Space Coast Transportation Planning Organization (TPO), and other agencies, as appropriate.

To establish the baseline conditions for transit in the study area, the data collected will be used to provide a historical background and a description of the area. The latest data from the TPO (socioeconomic data prepared to support the 2040 Long Range Transportation Plan), U.S. Census, American Community Survey (ACS), and the Bureau of Economics and Business Research (BEBR) of the University of Florida will be used as primary data sources. These data will be supplemented by other data made available from Space Coast Area Transit, Brevard County, the cities and towns, and other sources, as available and necessary. At a minimum, the data below will be compiled.

- Population by age and income
- Current base year and future year socioeconomic data
 - Population density
 - Housing density
 - Employment density
- Labor force
- Auto ownership
- Tourist and visitor levels
- Transportation disadvantaged population
- Land uses and densities
- Major trip generators
- Area roadway and traffic conditions, including levels of service and current or projected capacity deficiencies
- Commute patterns

Finally, the Consultant will collect and summarize the latest available transit operating data provided by Space Coast Area Transit.

Transit Performance Evaluation

The Consultant will review and evaluate existing transit services in the study area. The results of the evaluation will be documented and illustrated in user-friendly text and graphics. The following sub-task outline the efforts required for this task.

Task 2.02: Prepare Inventory of Transportation Services – Consistent with statutory requirements, the Consultant will develop an inventory of transportation services and providers in Brevard County. The inventory will include operating (fares, eligibility criteria, and span of service) and capital (vehicles) information as obtained from the service providers. The inventory effort will include providers of

service to the transportation disadvantaged, intercity bus operators, charter services, and taxis. To the extent possible, and dependent on the participation of the individual providers, the following information will be compiled:

- Facilities: location, age, and condition
- Type of Operation
- Service area, service frequency, destinations, and number of riders
- Equipment: type, age, and condition
- Rolling stock: type, age, and special accessories
- Affiliated groups and programs with a role in public transit

Task 2.03: Complete Trend Analysis of Existing Transit Service - The Consultant will perform a trend analysis of existing fixed-route transit service in the study area. This review of the transit agency will be undertaken to assess the performance of the system over time using measures falling into three major categories: system performance, effectiveness, and efficiency. This evaluation will be conducted using both historical as well as the most current validated data available from the National Transit Database (NTD). As part of the overall performance review of the system, this analysis will be used to help assess the extent to which the transit agency is meeting the stated goals and objectives for transit service.

Task 2.04: Conduct Peer Review Analysis of Existing Transit Service - The Consultant will perform a peer review analysis for Space Coast Area Transit fixed-route bus service. A peer review compares the transit agency's fixed-route services with other systems that have similar agency features located elsewhere in Florida and throughout the southeastern United States. This cross-sectional evaluation will be conducted for a single year using the most current validated data available from NTD. The results of the peer review analysis will be compared to the results from the 2013 TDP Major Update to assess the agency's progress since the development of the previous plan. Common performance indicators and measures are summarized in Table 1.

Table 1
Common Transit Performance Evaluation Indicators and Measures
(Trend and Peer Review Analyses)

Performance Indicators	Effectiveness Measures	Efficiency Measures
<ul style="list-style-type: none"> • passenger trips • passenger miles • vehicle miles • revenue miles • vehicle hours • route miles • operating expenses • capital expenses • operating revenues • total employees • vehicles available for maximum service • fuel consumption 	<ul style="list-style-type: none"> • vehicle miles per capita • passenger trips per capita • passenger trips per revenue mile • passenger trips per vehicle hour • revenue mileage between incidents • revenue mileage between roadcalls • local revenue 	<ul style="list-style-type: none"> • operating expenses per capita • operating expenses per passenger trip • operating expenses per passenger mile • operating expenses per revenue mile • farebox recovery ratio • revenue miles per vehicle mile • revenue miles per vehicle • revenue hours per employee • vehicle miles per gallon • average fare

Situation Appraisal

A situation appraisal will be conducted to document and understand the environment in which the transit system operates.

Task 2.05: Document Relevant Plans, Policies, and Trends – The Consultant will review local plans and documents, including county and local government Comprehensive Plans, the previous TDP, the TPO long range transportation plan, and the Transportation Disadvantaged Service Plan, to identify and compile community goals and objectives relating to transit and mobility.

Task 2.06: Perform Situation Appraisal - A situation appraisal can be viewed as an assessment process that continues the theme of strategic planning. At a minimum, the TDP rule requires that the situation appraisal address the following factors:

- Assess the strengths and weaknesses of the transit organization, as well as external barriers and opportunities that impact the delivery of transit services.
- Consider the effects of land use, state and local transportation plans, other governmental actions and policies, socioeconomic trends, organizational issues, and technology on the transit system. Major planned developments that may impact transit services in the local operating environment will be also be reviewed as part of the assessment.

- Estimate the community's demand for transit service using the planning tools provided by FDOT, or a Department-approved transit demand estimation technique with supporting demographic, land use, transportation, and transit data. The result of the transit demand estimation process shall be a ten-year annual projection of transit ridership (addressed in Task 3 of this scope of services).
- Assess the extent to which land use and urban design patterns in the transit agency's service area support or hinder the efficient provision of transit service, including any efforts being undertaken by the transit operator or local land use authorities to foster a more transit-friendly operating environment.
- Review the extent of physical operating conditions impacting transit operations and accessibility.
- Conduct review of major roads in the corridor through site review of local conditions.

Responsibilities of the Consultant:

- Compile baseline conditions (database, tables, and maps).
- Prepare transportation services inventory.
- Conduct trend analysis of fixed-route transit service.
- Conduct peer review analysis of fixed-route transit service.
- Document relevant plans, policies, and trends.
- Perform situation appraisal.

Responsibilities of Space Coast Area Transit:

- Coordinate with Consultant regarding collection of data for baseline conditions assessment and situation appraisal.

Task 3: Develop & Implement Public Involvement Plan

The Consultant will prepare a public involvement plan and take the lead in conducting all identified public involvement activities, such as stakeholder interviews, on-board surveys, and user and non-user discussion group workshops. Throughout the plan development process, coordination will occur with FDOT District Five, Space Coast TPO, the regional workforce board, and the newly established Transit One advocacy group. In particular, coordination will occur as it relates to public involvement opportunities and review of the draft TDP. The Transit One advocacy committee will be asked to participate in the TDP development process providing input on the community's vision for transit. Review and input throughout the process will include the mission, goals, and objectives; transit alternatives; and the ten-year implementation program. The public involvement plan will include numerous public involvement techniques, as described in the remainder of this task description.

Task 3.01: Develop Public Involvement Plan - A public involvement plan will be developed for the major update of the TDP. Consistent with the TDP rule, the public involvement plan shall be approved by

FDOT or be consistent with the TPO's public involvement plan. The PIP specific to the TDP will be prepared and submitted to FDOT for approval.

Task 3.02: Establish Review Committee – A Review Committee will be established at the outset of the project to monitor and provide input throughout the study and to evaluate the deliverables produced by the Consultant. The composition of the Review Committee will be determined cooperatively by the transit agency and the Consultant team. However, it is anticipated that this committee will include representation from Transit One. The Consultant will respond to all recommendations from the committee. After the committee has been established, a kick-off meeting for the project will be scheduled and conducted. The Consultant will develop the kick-off meeting materials including an agenda, scope overview, and detailed project schedule. In addition to the Review Committee, a distribution list will be developed to facilitate a broader distribution of draft deliverables (FDOT District 5, regional workforce board, and others).

This task also includes two additional meetings with the Review Committee to review project deliverables. Electronic communication with the Review Committee will be ongoing throughout the TDP development process to ensure that Review Committee input is obtained as the plan progresses.

Task 3.03: Conduct Stakeholder Interviews - Through a series of ten stakeholder interviews, the Consultant will assess the attitudes of key local officials and community leaders regarding current transit service. The interviews will seek to assess political leaders' views on transit's current and future role in the community, transit finance and governance, and other issues relevant to the transit plan. An interview script will be developed for use in guiding the interviews. Interviews will be conducted via telephone, web survey, or electronic mail for budgetary purposes.

Task 3.04: Conduct On-Board Survey - The Consultant will develop an on-board survey designed to capture demographic, travel behavior, and rider satisfaction data from Space Coast Area Transit fixed-route bus riders. This information will enable Space Coast Area Transit to focus on relevant transit needs and issues such as modifying bus schedules, locating bus stops, planning, focusing marketing campaigns, and identifying historical trends. This information will also contribute to the transit vision for the community that will be established as part of Transit One and the TDP major update.

The on-board survey methodology and implementation will be closely coordinated with Space Coast Area Transit staff to ensure that study objectives are met and that data collection efforts are efficiently integrated with Space Coast Area Transit operations.

The survey will be performed on a 50-percent sample of all fixed-route runs for a typical weekday, Saturday, and Sunday of service. Trained surveyors will hand out surveys to all riders (available in English and Spanish). The surveyors will also be available to assist with filling out the surveys as necessary.

The Consultant will be responsible for printing and distributing on-board survey instruments to bus patrons according to the identified sampling requirement. Survey recipients will be given instructions

to complete the surveys on the bus and return them to a surveyor or driver, or mail them back to Space Coast Area Transit. Surveys will be collected and organized according to the route and run. In addition, the Consultant will recruit and train on-board survey personnel and assign them to survey runs during a typical weekday, Saturday, and Sunday for a portion of a one-week period for survey distribution. All bus riders will have an equal chance of receiving a survey form during each run.

The Consultant will collect completed survey forms and organize them for data processing and analysis. Data entry and analysis will be performed to create selected cross-tabulations and statistics that support the TDP. The Consultant will be responsible for quality control and accuracy throughout the data entry and statistical analysis process.

Documentation of the on-board survey will describe the survey methodology, data collection approach, findings, and conclusions. Key findings, conclusions, and summary statistics will be presented in a user-friendly manner with easy-to-understand charts and graphs. In addition, the survey results will be compared to the on-board survey conducted in 2012 to determine any trends and/or changes in travel patterns or customer satisfaction since the previous on-board survey effort.

To summarize, the Consultant will be responsible for:

- Developing the sampling plan and on-board survey instrument
- Recruiting and training survey personnel
- Establishing the schedule for data collection
- Supervising the data collection effort
- Overseeing the completed survey data entry effort
- Cross-tabulating and evaluating the on-board survey results
- Preparing a memorandum to document the survey results

Task 3.05 Conduct Discussion Group Workshops – Through coordination with Transit One, the Consultant will seek to identify and assess general community perceptions of transit to help identify issues and opportunities for the transit agency. Although there are several methodologies for collecting such information, one of the more cost-effective methods of obtaining public input on transit is through the use of discussion group workshops. Although not intended to provide a statistically valid sample, a discussion group is an excellent tool for revealing the attitudes of a particular group because of the open-ended nature of group discussions. For the TDP update, it is proposed that a total of four workshops be held around the County to ensure geographic distribution of the participants. Transit One stakeholders will be invited to participate in discussion group workshops or a Transit One meeting may also serve as a workshop.

The first round of two workshops will be conducted to delineate a draft vision for Space Coast Area Transit for the ten-year planning horizon and beyond. These workshops will be held early in the TDP development process. The transit vision will be used as the premise for developing future TDP services and building on the LRTP multimodal corridor planning approach, recognizing that the premium transit

services may be identified as part of the TDP but implemented outside of the TDP timeframe. The visioning effort will include consideration of existing and future land use patterns, and other planning efforts to determine a future transit network that links employment centers, hubs, and neighborhoods. While the vision may include transit services without identified funding sources, funding will be a key discussion topic and consideration during the visioning process, as funding has been an issue when considering expansion and/or improvement of transit services. The visioning process in the early stages of this effort is conducted to ensure that the TDP becomes a strategic tool for Space Coast Area Transit to help identify the mobility needs of all communities. The results of the two discussion group “vision” workshops will be integrated into the development of the goals, objectives, and implementation plan described in the remaining tasks included in this scope of services.

Two additional discussion group workshops will be held to assess the needs, operating environment, and perspectives of both transit users and non-users. One of the groups will be comprised of transit riders to help represent the “user” perspective. In addition, at least one of the workshops will consist of members from the business, health, and education communities, as well as local chambers of commerce, to help represent the views of informed “non-users.” The Consultant will work with Space Coast Area Transit staff to identify participants and venues for the workshops.

For budget purposes, it is assumed that the four workshops will be held on two separate days, with two workshops being conducted on each day.

Task 3.06: Conduct paratransit rider survey – In compliance with the Commission for the Transportation Disadvantaged (CTD) requirements, a paratransit rider survey will be completed to collect information on the established performance measures relating to customer satisfaction, passenger wait times, trip scheduling, and on-time performance. A total of 40 passengers will be contacted to participate in the survey process. The passenger satisfaction surveys will be conducted via telephone interview and the participants will be selected based on the trip manifests provided by Space Coast Area Transit. Participants will be asked to provide input on their overall customer satisfaction with the agency and trip characteristics specific to trips identified in the manifests. The Survey results will be summarized and included in Technical Memorandum No. 1. Persons with hearing impairments may also participate in the survey process through telecommunications device for the deaf (TDD) access or survey via electronic mechanisms.

Task 3.07: Prepare Technical Memorandum No. 1 - Draft Technical Memorandum No. 1 will be prepared to compile data and results from Tasks 1 and 2. The draft tech memo will summarize the study area’s baseline conditions, including demographic, economic, and transportation information; the attitudes of local officials and leaders in the community based on the stakeholder interviews; the results of the on-board survey; and the findings from the series of discussion group workshops. The draft tech memo will be disseminated to the Review Committee for consideration and comment. The draft tech memo will not include summaries of all Review Committee meetings and the second round of public workshops described in Task 5, as those meetings will be held later in the process. All comments and

modifications recommended by the committee will be incorporated into the tech memo in preparation for inclusion in the draft final TDP document.

Responsibilities of Consultant:

- Prepare public involvement plan.
- Establish Review Committee and distribution list for draft deliverables.
- Prepare for and conduct kickoff meeting with Review Committee.
- Conduct two additional Review Committee meetings.
- Conduct stakeholder interviews.
- Perform comprehensive system-wide, fixed-route on-board survey.
- Perform paratransit rider surveys/interviews.
- Conduct discussion group workshops (4 workshops - 2 trips).
- Review/integrate other public input.
- Prepare Technical Memorandum No. 1 (Tasks 1 and 2).

Responsibilities of Space Coast Area Transit Staff:

- Work with Consultant to establish a Review Committee and distribution list.
- Review public involvement plan.
- Participate in public involvement activities.
- Review Technical Memorandum No. 1 (Tasks 1 and 2).

Task 4: Evaluate Demand & Mobility Needs

The Consultant will estimate demand for the transit agency's fixed-route transit services over a ten-year period using various methodologies. Using this future demand information, in conjunction with the public input collected previously, the transit-related needs of the study area will be assessed.

Task 4.01: Estimate Demand for Transit Services - The Consultant will use two key analytical tools to assess traditional and discretionary transit markets in Space Coast Area Transit. These tools include:

- Traditional market assessment of existing conditions through a Transit Orientation Index (TOI) – potential for traditional transit use (older adult population, youth, low-income, no vehicle).
- Existing and future discretionary market assessment through a Density Threshold Assessment (DTA) – potential for traditional and choice transit use as a transportation alternative. As density increases, areas generally become more and more supportive of transit. To illustrate this relationship, a DTA will be conducted based on industry standard relationships between densities and varying levels of transit investment. This index will be displayed in two user-friendly maps of Brevard County (one for existing conditions and one for future conditions).

The Consultant will project ridership demand for fixed-route transit services over a ten-year plan period, assuming the maintenance of existing service levels and the implementation of the ten-year TDP, utilizing the Transit Boarding Estimation and Simulation Tool (TBEST). Ten-year projections of

the community's demand for transit service (ten-year annual projections) must be developed using the planning tools provided by FDOT or a demand estimation technique approved by FDOT. TBEST, a ridership projection tool developed by FDOT, will be used to prepare the ten-year annual transit demand projections.

The Consultant will also integrate the transit demand assessment into the situation appraisal process. The implications of transit demand will be assessed and documented as part of this task.

Task 4.02: Identify & Assess Needs for Transit Services - The Consultant will utilize the results of the previous tasks, including the findings from the public involvement activities, to assess the need for improved transit services. This needs assessment will take into account major activity centers, geographic areas served by the transit system, frequency and hours of service currently provided, and demographic characteristics of residents in the study area. Potential target markets for new or expanded transit service will be identified and assessed. The needs assessment also will include an examination of possible intermodal connections and the coordination of service with adjacent transit operators. In addition, the needs assessment will, to the extent possible, present an analysis of any variation between identified needs and available services. Alternative methods of addressing deficiencies will be identified and assessed. The needs assessment will be coordinated with the Transportation Element of the County's Comprehensive Plan, the TPO's 2040 LRTP, and build on the vision established by Transit One and the visioning workshops that will be conducted under Task 2.

Task 4.03: Identify & Evaluate Alternatives - Based on the previous study tasks and, in particular, the assessment of needs and potential opportunities, the Consultant will identify and evaluate alternatives for transit operation in the study area. Alternatives may range from the status quo (maintaining the existing mix of services) to the consideration of new and innovative service concepts.

The alternatives will be identified and developed in conjunction with the transit agency and the Review Committee, and will support the community's and agency's vision of where it wants to be in ten years. The alternatives will be identified and analyzed at this stage without regard for costs, in line with the strategic intent of the TDP and the express wishes of FDOT in encouraging the TDP process. An evaluation framework will be established by the Consultant that will help prioritize the alternatives.

Task 4.04: Prepare Technical Memorandum No. 2 - Draft Technical Memorandum No. 2 will be prepared to compile data and results from Task 3. The draft tech memo will summarize the results of the demand estimation, needs assessment, and alternatives evaluation, and will include the results of the ridership demand projections (assuming existing services are maintained throughout the ten-year planning horizon).

The draft tech memo will be disseminated to the Review Committee for consideration and comment. All comments and modifications recommended by the committee will be incorporated into the tech memo in preparation for inclusion in the draft final TDP document.

Responsibilities of Consultant:

- Conduct transit demand analyses (Transit Orientation Index and Density Threshold Assessment)
- Estimate demand using FDOT approved tool, TBEST.
- Identify & assess needs for transit services.
- Identify & evaluate alternatives.
- Prepare Technical Memorandum No. 3.

Responsibilities of Space Coast Area Transit Staff:

- Coordinate with Consultant as necessary in assessing demand and identifying alternatives.
- Review Technical Memorandum No. 2.

Task 5: Develop Goals & Objectives

The Consultant will develop draft goals and objectives for transit in Brevard County. Goals and objectives will be consistent with the goals of the local community with respect to transportation and land use, in general, and specifically to transit service. The goals and objectives prepared for the previous major update of the TDP will be used as a starting point for this process. The Consultant also will work closely with the transit agency and Review Committee in delineating a vision of where transit wants to be in ten years. While this step is implicit in each task outlined in this scope of services, it is specifically mentioned here in conjunction with the goals and objectives.

The Space Coast Area Transit staff and the Review Committee will review the draft goals and objectives and provide comments to the Consultant for developing the final set of transit goals and objectives for the study area.

Task 5.01: Integrate Situation Appraisal & Previous Public Input - The Consultant will review the results of Task 1 (situation appraisal) and Task 2 (particularly the results of the visioning workshops and the attitudes of local officials and community leaders towards transit), to gain a better understanding of community goals and objectives relating to transit and mobility.

Task 5.02: Develop Draft Preliminary Goals & Objectives - Based on the previous sub-tasks, the Consultant will develop draft goals and objectives for the transit agency. The draft goals and initiatives will be disseminated to Space Coast Area Transit and the Review Committee for review and approval. All comments and modifications recommended by the committee will be incorporated into the final TDP document.

Responsibilities of Consultant:

- Integrate situation appraisal and public input.
- Develop draft goals and objectives.
- Review comments and develop and integrate comments into the draft goals objectives for inclusion in the final TDP document.

Responsibilities of SCAT Staff:

- Review draft goals and objectives and provide comments.

Task 6: Prepare Implementation & Financial Plans

Based on the results of Tasks 1 through 4 and input from the Review Committee, the Consultant will prepare a ten-year TDP. This will not be a service plan since operational analysis and route-specific changes are not within the scope of the TDP. Instead, the TDP will be policy-oriented and strategic in nature. The TDP also will contain policies and strategies to implement the proposed plan, including the consideration of new funding sources. It also will be important to coordinate the transit development planning process with the Space Coast TPO's planning efforts to ensure that future Long Range Transportation Plan Transit Element updates are consistent.

Task 6.01: Prepare Ten-Year Transit Improvement Program - The Consultant will prepare the draft ten-year TDP report, including the implementation plan and supporting financial plan. The final TDP financial planning tool will be submitted in Excel format to Space Coast Area Transit along with all other final files on a compact disc at project completion. The following elements will be included in the plan:

- Institutional, organizational, and management structure, documenting any possible changes as a result of the planning process.
- Alternatives and recommendations for meeting transit needs and deficiencies.
- Ten-year service and capital improvements, including funded and unfunded needs.
- Ten-year financial plan, including projected operating and capital expenses, and projected revenue by source and funding. A discussion of financial capacity will be included.
- A list of recommendations for which no funding source is identified.
- A policy element ensuring that transit goals and objectives are consistent with and support the local comprehensive plans, the TPO's LRTP, and other relevant planning initiatives, including goals resulting from the Transit One advocacy stakeholder group.
- Other recommended next steps, such as marketing efforts and other activities identified during the plan development process.

Task 6.02: Prepare Performance Monitoring Program - The Consultant will develop a basic monitoring program to track performance, efficiency, and effectiveness of the transit agency's routes and service. The program will include measures and threshold(s) for when a route should be considered for elimination or restructuring. Also included will be a step-by-step route elimination/restructuring process to be proposed for adoption by the governing authority for implementation. In addition, to meet legislative requirements, this task includes the integration of a farebox recovery report in accordance with legislative and FDOT requirements.

Task 6.03: Conduct TDP Public Workshops & Presentations - During the course of the study effort, the Consultant will schedule and coordinate with transit agency staff to conduct four public workshops to obtain input from the general public about the TDP update process (two early in the process to collect

input on needs and the other two later on to collect input on potential alternative improvements). To maximize opportunities for citizen participation, locations will be selected to ensure geographic coverage and, to the extent possible, piggyback on other community events.

A user-friendly, graphical presentation will be incrementally developed to support the communication and adoption of the TDP. The presentation will also be available for use by Space Coast Area Transit staff beyond the adoption of the TDP.

Task 6.04: Prepare Draft TDP Document - The Consultant will produce and submit an electronic copy (PDF) of the Draft TDP for dissemination, review, comment, and acceptance. Comments on the Draft TDP will be addressed for the final version of the plan.

Task 6.05: Prepare Draft Executive Summary for TDP - A concise executive summary of the Draft TDP will be prepared along with the full document to facilitate more widespread dissemination of the TDP. An electronic copy (PDF) of the Draft TDP Executive Summary will be provided to the transit agency for dissemination, review, and comment. Comments on the Draft TDP Executive Summary will be addressed for the final version of the plan.

Responsibilities of Consultant:

- Prepare ten-year transit improvement program.
- Prepare performance monitoring program.
- Prepare annual farebox recovery ratio report.
- Conduct 4 public workshops.
- Prepare TDP presentation.
- Prepare draft TDP document.
- Prepare draft TDP executive summary.

Responsibilities of Space Coast Area Transit Staff:

- Participate in public workshops.
- Review draft TDP presentation.
- Review draft TDP document.
- Review draft executive summary.

Task 7: Present & Finalize TDP

Task 7.01: Present TDP – Two presentations of the draft TDP will be made as requested by Space Coast Area Transit staff. It is anticipated that the presentations will consist of one presentation to the Brevard County Board of County Commissioners and one to the TPO Board.

Task 7.02: Prepare Final TDP Document – Following presentation, review, and acceptance of the Draft TDP and Draft TDP Executive Summary, the Consultant will prepare and submit the Final TDP documents. After Board adoption and FDOT approval of the Final TDP documents, a total of 10 printed copies of the Final TDP and Final TDP Executive Summary will be prepared by the Consultant and

provided to the transit agency for dissemination. The consultant also will prepare and provide one CD containing all supporting Excel files and the TDP documentation (including all associated graphics) in both Microsoft Word and PDF format.

Responsibilities of Consultant:

- Complete 2 presentations as directed by Space Coast Area Transit.
- Prepare final TDP documentation.

Project Schedule

According to the TDP rule, Space Coast Area Transit's major TDP update is due by September 1, 2017. The project schedule for this scope of services assumes the successful completion of the project within 12 months of notice to proceed. Since the update is not due to FDOT until September 1, 2017, this schedule does provide flexibility should unforeseen circumstances result in delays to the project. Also, the additional time built into the schedule with allow for a comprehensive outreach process, including visioning and coordination with stakeholder groups, including Brevard County's Transit One. It is important to note that a TDP annual update will be due to FDOT during the development of the TDP major update; therefore, the preparation of the annual progress report has been included in this scope of services and schedule. Completion of the TDP annual update progress report will be the first task completed and submitted to Space Coast Area Transit as part of this scope of services. A detailed project schedule will be prepared and discussed at the kickoff meeting.

Project Budget

The lump-sum budget for the preparation of the TDP is provided in Table 2 and will be billed monthly according to percent complete by task. The Consultant shall also include a status report with each invoice illustrating the work accomplished during the monthly reporting period.



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Table 2: Space Coast Area Transit 2018 TDP Major Update Budget

Task Descriptions		Principal-in-Charge	Sr. Project Manager	Project Manager	Sr. Planner	Planner	GIS Specialist	Admin/Clerical	Total Hours	Total Cost
Task 1	PREPARE FY2017 ANNUAL TDP PROGRESS REPORT	\$217.58	\$186.69	\$150.64	\$124.01	\$83.31	\$63.91	\$72.82	59	\$7,655
1.01	Prepare FY2017 Annual TDP Update	2	4	15	26	11		1	59	\$7,655
Task 2	ESTABLISH BASELINE CONDITIONS & CONDUCT SITUATION APPRAISAL								258	\$25,160
2.01	Assess baseline conditions	2	3	3	16	40	16	8	88	\$8,369
2.02	Prepare inventory of transportation services		1	2	2	18		4	27	\$2,527
2.03	Conduct trend analysis				6	16			22	\$2,077
2.04	Conduct peer review analysis				6	20			26	\$2,410
2.05	Document relevant plans, policies, and trends		3	3	10	20		8	44	\$4,501
2.06	Perform situation appraisal	3	2	2	8	32		4	51	\$5,277
Task 3	DEVELOP & IMPLEMENT PUBLIC INVOLVEMENT PLAN								479	\$52,092
3.01	Develop Public Involvement Plan		1	2	4	6		2	15	\$1,630
3.02	Establish Review Committee (3 Meetings)	8	20	20	8	16	4	10	86	\$11,796
3.03	Conduct Stakeholder Interviews (10 Interviews)		5	5	12	2		6	30	\$3,778
3.04	Conduct On-Board Survey	1	2	16		80	60	8	167	\$14,083
3.05	Conduct Discussion Group Workshops		20	20	8	8	2	4	62	\$8,824
3.06	Conduct Paratransit Rider Surveys (40 Interviews)			5	10	40		10	65	\$6,054
3.07	Prepare Technical Memorandum No. 1	2	6	4	10	24	6	2	54	\$5,927
Task 4	EVALUATE DEMAND & MOBILITY NEEDS								255	\$24,157
4.01	Estimate demand for transit services	1	4	4	20	56	40	4	129	\$11,560
4.02	Identify and assess needs for transit services		2	2	16	24			44	\$4,658
4.03	Identify and evaluate alternatives		2	1	6	12	16		37	\$3,290
4.04	Prepare Technical Memorandum No. 2	4	1	2	6	24	4	4	45	\$4,649



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Page 17 of 17

Task Descriptions		Principal-in-Charge	Sr. Project Manager	Project Manager	Sr. Planner	Planner	GIS Specialist	Admin/Clerical	Total Hours	Total Cost
Task 5	DEVELOP GOALS & OBJECTIVES	\$217,58	\$186,69	\$150,64	\$124,01	\$83,31	\$63,91	\$72,82		
5.01	Integrate situation appraisal and public input		2	3		8			40	\$4,256
5.02	Develop draft goals and objectives		1	4	4	16		2	27	\$2,764
Task 6	PREPARE IMPLEMENTATION & FINANCIAL PLANS								274	\$30,099
6.01	Prepare Ten-Year Transit Improvement Program		4	4	16	16		4	44	\$4,958
6.02	Prepare Performance Monitoring Program		1	1	2	6			10	\$1,085
6.03	Conduct TDP public workshops (4)	2	12	12	36	20	20	8	110	\$12,474
6.04	Prepare draft TDP documentation	4	2	6	16	32	10	6	76	\$7,874
6.05	Prepare draft Executive Summary for TDP	2	2	2	8	16	2	2	34	\$3,708
Task 7	PREPARE IMPLEMENTATION & FINANCIAL PLANS								50	\$6,700
7.01	Complete two presentation	6	8	4				1	19	\$3,474
	Prepare final TDP document	1	2	2	8	8	6	4	31	\$3,226
	Total Hours	36	106	129	238	560	186	101	1,415	\$150,120
	Percent Distribution of Hours	2.5%	7.5%	9.1%	16.8%	39.6%	13.1%	7.1%	100.0%	N/A
TDP SERVICES (Tasks 1-7)										
	Total Direct Labor	36	106	129	238	560	186	101	1,356	\$150,120
	Sub-Consultants									
	(DBE) Temporary Labor - training (\$17.00/hour)								60	\$1,020
	(DBE) Temporary Labor - on-board (\$17.00/hour)								436	\$7,412
	(DBE) Temporary Labor - data entry (\$18.25/hour)								120	\$2,190
	TOA Sub-Consultant Fee (10%)								0%	\$0
	Total Fee									\$160,742
	DBE Budget									\$10,622
	Percent DBE									6.61%

Independent Cost Estimate

Date: 4/28/2016

Analysis/Review done by: Philip Price

Transit Development Plan with TD Survey	Estimated Cost
Manatee County Area Transit FY14 TDP	\$148,568
Gainesville RTS FY15 TDP	\$132,727
Charlotte County FY15 TDP	\$139,305
St. Lucie FY15 TDP	\$128,909
Okaloosa (In Progress) FY17 TDP	\$168,085
Escambia County (In Progress) FY17 TDP	\$230,000
LeeTran (In Progress) FY17 TDP	\$214,259
Average estimated cost of highlighted items	\$165,979

Cost Comparison obtained/source: Using an Average cost between all 7 TDPs.

Rationale: All seven counties/cities are requesting similar TDPs under Florida Administrative Code 14-73 and include passenger surveys.

Above analysis/review and cost determined reasonable on date noted.



(Signature)