AECOM and Renaissance Planning
Polk TPO General Planning Consultant Services
Transit Development Plan Update and Senior Mobility Audit Scope
July 15, 2016

Background: This scope attempts to fulfill all FDOT Transit Development Plan (TDP) requirements per Florida Administrative Code: Rule 14-73.001 as cost-effectively as possible while also including key additions as outlined by the Polk TPO staff during scoping meetings. This scope also incorporates the senior mobility audit subtask that will complement and help to inform the TDP.

Task / Subtask	Lead	Nature of the Work	Source
1. Public Involvement Process			
Provision of various graphics and information to support the PIP. This includes maps and text only.	Renaissance	Revising TDP report maps, charts, graphics, and text for use in public presentations (PPT or printed). It is assumed that some modification will be needed from report maps to PI maps.	Various
All other PIP tasks, including written discussion of PIP tasks for TDP.	Polk TPO		n/a
2. Situation Appraisal			
Assess the effects of local and state land use and transportation plans, including Momentum 2040, Polk County Comprehensive Plan, Lakeland Comprehensive Plan, Winter Haven Comprehensive Plan, SunRail Extension Study, and Neighborhood Mobility Audits	Renaissance	Review listed documents and create 1-2 paragraph summaries of each report's relationship to Polk TPO. Identify how the referenced plans should help shape the future vision and branding for transit services.	Polk TPO staff, city/county websites
Socioeconomic trends, including total population, transit-supported populations (under 18, over 65, zero car households, poverty).	AECOM	AECOM will analyze, and summarize existing conditions and trends using ACS 2014 data, travel demand model data, and 2015 BEBR data. Neighborhood Mobility Audit data will be used wherever possible, though it is anticipated that not all data will be	Momentum 2040 (or ACS), BEBR, Polk TPO and previous Mobility Audit sources.

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		overlapping. This subtask also includes a summary of Mobility and Access for Seniors, which incorporates the findings of AECOM's work. AECOM will identify how the socioeconomic trends should help shape the future vision and branding for transit services.	
Existing Land Use & Transportation Conditions	Renaissance / AECOM	Summary with maps and data of existing T-LU conditions. Focus will be at a minimum on big-picture info such as land use densities, locations of key activity centers and their interconnectivity, existing and planned roadway infrastructure, and existing transit-supportive examples in the service area. It is expected that an integration of AECOM's and Renaissance's work will be integrated.	Momentum 2040, Polk TPO, LEHD, ACS, EPA Smart Location Database, TCI, Transit Index from LAMTD
Organization changes, specifically consolidation under LAMTD	Polk TPO	Polk TPO to provide information on the consolidation effort, which will be turned into a summary of <2 pages by Renaissance.	Polk TPO
Existing transit service summary, including intracity fixed route services, intercity fixed route service, demand response service, security & safety standards, and senior mobility.	Renaissance / AECOM	A) Infographic –level trend analysis over 5 year time frame (3 is minimum but time/cost savings are negligible). Short narrative will highlight measures that inform service efficiency measures more than service expansion. [Use the performance standards from Momentum 2040 as focusing lens] B) Peer service review that will compare LAMTD to up to six agencies as selected by the consultant and/or Polk TPO. Performance measures suggested by FDOT will be used. [NOTE: This assumes that the narrative in this	NTD, FTIS

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		task will be less involved than MyRide's version of this work. Project will meet FDOT requirements.	
Technology assessment	Renaissance	A focused, brief research effort, targeting mobile technology, AVL technology, and a small handful of other emerging trends as needed. Findings will describe the technology, its current use (if any), its ideal use, the benefits to Polk TPO, and the barriers/issues that need addressing for implementation. This is expected to be on the order of 5-10 pages.	
10-year annual ridership	Renaissance	Follow required FDOT TBEST process to produce annual ridership estimates and narrative summarization based on existing transit services. The latest LAMTD GTFS feed will be used for TBEST analysis. LAMTD will be responsible for any GTFS updates required to meet FDOT requirements, though no changes are expected to be needed.	TBEST
Research on current innovations and emerging trends for attracting new ridership markets and increasing transit service revenue.	Renaissance	This effort will include review of existing research materials, as well as brief interviews of a limited number of industry leaders in transit funding practices as needed in order to determine best practices for LAMTD. The output will summarize findings, and recommendations for inclusion into the TDP.	Web research, phone/email interviews, consultant & staff sources
3. Provider's Mission and Goals			
A mission and goal statement	Polk TPO	Short write-up summarizing existing Polk TPO materials, as well as how the mission and goals were determined and a discussion between staff and consultant on any changes to the objectives as the result of the findings	Polk TPO

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		in Task 2. Include information on new Five Year Focus as envisioned by Citrus Connection.	
4. Alternative Courses of Action			
Alternatives plan	Renaissance	A limited alternatives plan, to include only the following: continuation of existing level of transit service, feeder bus service to Poinciana Sun Rail, and new intercity connectors. Conceptual routes and headways will be developed for feeder bus and intercity connectors, and ridership estimates will be derived. An evaluation methodology will be devised to compare the relative merits of each alternative, similar to the MyRide methodology. Two tiers of project will emerge: 1) What can be funded and 2) What makes for good strategic actions if funding can emerge? The findings will be based on order of magnitude costs and previous service standards (60min headways, Saturday service)	TBEST
5. Ten-Year Implementation Program			
10-year approved projects	Renaissance	Summary (including maps and level of service) of all approved projects stemming from the alternatives plan, along with how each project is connected to goals/objectives, and a monitoring plan most likely focused on cost-efficiency performance measures. Identify projects in the first five years that support new Five Year Focus for Citrus Connection (new vision and ridership markets).	Alternatives Plan
10-year plan capital and operating costs	Renaissance	Spreadsheets and accompanying narrative	Polk TPO staff,

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		would be developed based on the alternative courses of action. Cost assumptions (such as operating cost per revenue mile) will be created in association with TPO staff. The existing Polk TPO staff tool will be used to speed the calculation effort.	tool
Revenue calculations	Renaissance	Spreadsheet and summary narrative based on TBEST ridership estimates, as well as the recommendations coming from the funding research effort. The existing Polk TPO staff tool will be used to speed the calculation effort.	TBEST, Polk TPO tool
6. **Senior Mobility Audit Methodology**			
Identify areas for detailed study	AECOM	A detailed demographics analysis that identifies those areas of Polk County with the highest number and density of residents age 65 and over. The analysis will include the identification of low-income and transit dependent populations. The findings of the analysis will be combined with other environmental elements to help define "identifiable places" that support large senior populations. These areas will be prioritized for study.	ACS, Local Environmental Features
Define issues related to senior mobility	AECOM	A review of current study to identify and discuss community and essential services that are important to seniors. Discuss the technologies, services, and infrastructure that are important to senior mobility.	Literature Review
Develop methodology to assess the level of senior mobility	AECOM	Develop a study methodology A) Discuss how existing infrastructure and services are examined in the audit process.	Florida's Communities for a Lifetime Initiative,

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		B) Identify how the current methodology for Neighborhood Mobility Audits needs to be refined to address senior mobility. C) Discuss how resources from Florida's Communities for a Lifetime Initiative can be used to inform the assessment of senior mobility. D) Discuss the environmental factors that influence how conducive an area is in supporting walking/biking/transit use. E) Consider identifying the average distance to essential services as part of the mobility assessment. F) Define the methodology used to develop the Walking Access Index, Biking Access Index, and Transit Connectivity Index. Discuss how gaps and barriers are examined. Define methodology used for Barrier Index and Gap Index. G) Explore potential for use of components focused on senior mobility including simple presence/absence of facilities, ADA compliance, crossing distance, or quality of the infrastructure. H) Discuss how the overall Mobility Access Index is developed by incorporating the above mentioned factors. I) Discuss the process for examining	Property Appraiser Data Files, Existing FGDL GIS Data Layers, Field Review

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		access to existing community and essential services accessible by walking/ biking/ transit.	
Describe process for infrastructure, service, and program improvement	AECOM	Discuss how recommended improvements are identified through the audit process (through analysis, existing plans, data, direct assessment of the area, and local input).	2040 LRTP, Local Comp Plans, Local Mobility Plans, Field Review, TPO Staff
7. Senior Mobility Audit Pilot Study			
Audit field review	AECOM	The Pilot Study will begin with a field review. The review will include consultant, MPO, and local government staff. The review will focus on the assessment of existing infrastructure, community and essential service locations, location of residential use, and community pathways, nodes, and edges.	Field Review
Identify essential services	AECOM	Identify proximate community and essential services that are important to seniors, and note those categories of services that are missing or inaccessible.	Field Review, FGDL GIS Data, Desktop Review
Infrastructure assessment	AECOM	Discuss how the existing infrastructure and services do/do not support senior mobility with a focus on access through walking/biking/transit.	Literature Review
Define access indices	AECOM	Describe how conducive the area is to access through walking/biking/transit. Identify the walking access index, biking access index, and transit connectivity index.	FGDL GIS Data, Property Appraiser Data, Transit Agency Route and Frequency Data
Define gaps and barriers	AECOM	The study will identify the gaps and barriers indices. Explore potential for use of components focused on senior mobility	FGDL GIS Data, Field Review, Desktop Analysis

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		including simple presence/absence of facilities, ADA compliance, crossing distance, or quality of the infrastructure present.	
Define Mobility Access Index and Mobility Dashboard	AECOM	The study will define the mobility access index that combines the above mentioned factors. Develop a dashboard to depict the Walking Access Index, Biking Access Index, Transit Access Index, Gaps Index, and Barriers Index.	
Identify list of improvements	AECOM	The study will identify a list of project recommendations directed at the enhancement of senior mobility. The recommendations will include both map and tabular listings of projects.	
8. Final Deliverables			
FDOT-required document	Renaissance to Produce Deliverable in coordination with AECOM and QC process.	Basic formatting, cover, intro/summary sections, narrative flow, QC. Also includes internal Polk review/revisions and FDOT review/revisions. AECOM will be part of QC process.	
Additional Activities			
TDP In-person meetings	Renaissance, AECOM, Polk TPO	Recommended monthly or bi-monthly in-person meetings to discuss key topics. Likely topics: existing conditions findings; financing; alternatives analysis; approved projects. One additional kickoff meeting that includes LAMTD will also be required to coordinate effort before proceeding.	
Senior Mobility Audit In-person Meetings	AECOM, Polk TPO, Polk Transit	The Senior Mobility Audit task will include one field review and three meetings (kick-off meeting, Polk TPO/transit agency coordination meeting, and TAC presentation)	

14-73.001 Public Transit.

(1) Purpose. This rule sets forth requirements for the recipients of the Department's public transit grant funds. (2) Definitions. (a) "Department" means the Florida Department of Transportation. (b) "District Office" means any of the seven geographically defined districts as set forth in Section 20.23(4)(a), F.S. (c) "Provider" means a transit agency or a community transportation coordinator as set forth in Section 341.052, F.S. (3) Transit Development Plans (TDPs). TDPs are required for grant program recipients in Section 341.052, F.S. A TDP shall be the provider's planning, development, and operational guidance document, based on a ten-year planning horizon and covers the year for which funding is sought and the nine subsequent years. A TDP or an annual update shall be used in developing the Department's five-year Work Program, the Transportation Improvement Program, and the Department's Program and Resource Plan. A TDP shall be adopted by a provider's governing body. Technical assistance in preparing TDPs is available from the Department. TDPs shall be updated every five years and include all elements described below. (a) Public Involvement Process. The TDP preparation process shall include opportunities for public involvement as outlined in a TDP public involvement plan, approved by the Department, or the local Metropolitan Planning Organization's (MPO) Public Involvement Plan, approved by both the Federal Transit Administration and the Federal Highway Administration. The provider is authorized to establish time limits for receipt of comments. The TDP shall include a description of the process used and the public involvement activities undertaken. As required by Section 341.052, F.S., comments must be solicited from regional workforce boards established under Chapter 445, F.S. The Department, the regional workforce board, and the MPO shall be advised of all public meetings where the TDP is to be presented or discussed, and shall be given an opportunity to review and comment on the TDP during the development of the mission, goals, objectives, alternatives, and ten-year implementation program. (b) Situation Appraisal. The TDP is a strategic planning document and will include an appraisal of factors within and outside the provider that affect the provision of transit service. At a minimum the situation appraisal shall include: 1. 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. 2. An estimation of the community's demand for transit service using the planning tools provided by the Department, 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. 3. An assessment of the extent to which the land use and urban design patterns in the provider's service area support or hinder the efficient provision of transit service, including any efforts being undertaken by the provider or local land use authorities to foster a more transit-friendly operating environment. (c) Provider's Mission and Goals. The TDP shall contain the provider's vision, mission, goals, and objectives, taking into consideration the findings of the situation appraisal. (d) Alternative Courses of Action. The TDP shall develop and evaluate alternative strategies and actions for achieving the provider's goals and objectives, including the benefits and costs of each alternative. Financial alternatives, including options for new or dedicated revenue sources, shall be examined. (e) Ten-Year Implementation Program. The TDP shall identify policies and strategies for achieving the provider's goals and objectives and present a ten-year program for their implementation. The ten-year program shall include: maps indicating areas to be served and the type and level of service to be provided, a monitoring program to track performance measures, a ten-year financial plan listing operating and capital expenses, a capital acquisition or construction schedule, and anticipated revenues by source. The implementation program shall include a

detailed list of projects or services needed to meet the goals and objectives in the TDP, including projects for which funding may not have been identified. (f) Relationship to Other Plans. The TDP shall be consistent with the Florida Transportation Plan, the local government comprehensive plans, the MPO long-range transportation plan, and regional transportation goals and objectives. The TDP shall discuss the relationship between the ten-year implementation program and other local plans.