

TASK 1 ADMINISTRATION AND MANAGEMENT OF PLANNING PROCESS

Purpose

To conduct the metropolitan planning processes in conformance with applicable federal (23 CFR 450) and state statutes and to ensure the maintenance of a successful 3-C (continuing, comprehensive and cooperative) transportation planning process for the Lake~Sumter MPO Planning Area.

Previous Work

Preparation and distribution of planning documents, technical assistance and preparation of documents for MPO/TPO Board and committee meetings. Coordination with federal, state, and local partners. Preparation of contracts and agreements. Preparation of certification documents. Attendance at workshops and training sessions.

Task 1.0: Administration and Management of Planning Process - Activities for Fiscal Years 2021 and 2022

Description of Planning Work	Resulting Products	Completion Date
Perform financial tasks including audit report, budget, financial record keeping, preparation of invoices, grant reconciliations, etc.	Budgets, contracts and financial records, FDOT audits, invoices	On-going
	Audit Report	Annually
Administer MPO Governing Board and Advisory Committees	Agenda packages, minutes, audio files, presentations, meeting summaries, website postings. Manage and maintain MPO office and board room, purchase and maintenance of office equipment and purchase of office supplies and postage, including managing all communications: phone calls, texts, e-mails and written correspondence.	Monthly
Monitor the two-year UPWP, process modifications and amendments, coordinate tasks with participating agencies, submit progress reports and invoices to FDOT, and adopt the FY23-24 UPWP	Progress Reports	Monthly
	Amendments	As Needed
	FY 23-24 UPWP*	Spring of 2022
Monitor, review and update the COOP. Review and coordinate plans for transportation services following natural or man-made emergencies.	Updated COOP*	As Needed
Participate in state certification review	Responses to certification questions	Annually as directed by FDOT
Legal services	Contracts, resolutions, documents, procedures approved for legal sufficiency	As Needed
Select and Manage Consultant Support	Advertising, selection and award of General Planning Consultant Contracts, project RFP Contracts, and other consulting services as needed. Review and submittal of consultant invoices and project status reports.	As Needed
Janitorial Services for LSMPO	Cleaning of LSMPO utilized facilities.	On-going

Develop Transition Plan to prepare for anticipated Transportation Management Area (TMA) designation resulting from 2020 Census population updates

LSMPO Transition Plan with framework and action plan for implementing identifies organizational, staff and programmatic changes

June 2022

TASK 2 MULTIMODAL PLANNING

Purpose

To conduct planning efforts across the various transportation and transportation-related systems, including congestion management, safety and operations, public transportation, TSM&O, ITS, transportation disadvantaged, multimodal planning, bicycle and pedestrian, and freight planning.

Previous Work

Transit Development Updates; Transportation Disadvantaged Service Plan (TDSP) updates for Sumter County and Lake County; Recommendation of CTCs for Lake County and Sumter County; bicycle and pedestrian planning; identified congested roadways and areas of safety concerns; managed ITS Study; the East Avenue Complete Streets Study and US 301 PD&E Study.

Task 2.0: Multimodal Planning Activities for Fiscal Years 2021 and 2022

Description of Planning Work	Resulting Products	Completion Date
<ul style="list-style-type: none"> Public transportation planning including fixed-route transit and para-transit planning Implementation of MPO multimodal programs and studies detailed in the LRTP: Regional Trails, Sidewalks, Safe School Emphasis Areas, Complete Streets, Management and Operations, Intelligent Transportation Systems, Traffic Impact Analysis (TIA) reviews, Development Reviews 	Multimodal Studies, Safety Studies, Transportation Planning Studies, TSM&O Studies, Public Transportation Studies, TIA reviews, Development Impact reviews	On-going
<ul style="list-style-type: none"> Coordinate with agencies and local governments on safety initiatives Participate in CTD Conference & Training and business meetings 	Maintenance of MPO website/MPO Project websites/MPO social media platforms TDSP 5 Year Documents Lake and Sumter and Annual Minor Updates*	Ongoing September 30, 2020, and September 30, 2021
<ul style="list-style-type: none"> Coordinate process for new 5-year TDSPs for Lake County and Sumter County and annual minor updates 	Annual review of Lake County and Sumter County CTCs*	June 30, 2020, and June 30, 2021
<ul style="list-style-type: none"> Transit Asset Management (TAM) Coordination with Public Transportation Agency Safety Plan (PTASP) target-setting 	Establishment of safety performance targets	December 31, 2020** and annual updates to PTASP
Manage Consultant Support	Manage consultant project teams; review and approve consultant invoices, project reports and project documents.	As Needed

* Consultant supported activities. All other task responsibilities are by the Lake~Sumter MPO. Detail regarding all consultant supported activities will be submitted to FDOT/FHWA for review and approval as task orders/RFPs are developed.

** Deadline was extended to December 31, 2020 in light of the extraordinary circumstances due to COVID-19.

TASK 3 TRANSPORTATION IMPROVEMENT PROGRAM

Purpose

To annually update the five-year Transportation Improvement Program (TIP) and amend as needed, consistent with Federal and State requirements. To conduct strategic planning efforts consistent with the LRTP. To coordinate planning efforts with the Florida Department of Transportation. Maintain the data and provide transportation planning services, and annual reporting on TIP State of the System and Performance Measures targets.

Previous Work

Development and management of the FY 2018/19-2022/23 TIP and the FY 2019/20-2023/24 TIP and all required amendments.

Task 3: Transportation Improvement Program Activities for Fiscal Years 2021 and 2022

Description of Planning Work	Resulting Products	Completion Date
Develop, update and publish the TIP, a five-year program of transportation improvements in the MPO Area, in accordance with federal and state requirements and the MPO's Public Involvement Plan. Develop web based GIS TIP Tool, TIP Administration and GIS Mapping	FY 2020/21-2024/25 TIP and	May 2020
	FY 2021/22- 2025/26* Mapping of TIP Projects, web based GIS TIP Tool,	May 2021 May 2022
Coordinate TIP development consistent with the FDOT Work Program and incorporation into the MPO's TIP Approve STIP amendments as required Analysis and report performance of the TIP Performance Measure targets annually and with all amendments	Approve TIP and STIP Amendments	As Needed
	Program of Projects	Annually
	TIP Performance Measures Annual Report	Annually and as needed
Consultant support may be needed to obtain and provide quantitative technical support for performance-based planning and prioritization	TIP Performance-Based project prioritization	Annual update June 2021 & June 2022
Manage Consultant Support	Manage consultant project teams; review and approve consultant invoices, project reports and project documents.	As Needed

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Task 4: Long Range Transportation Planning Activities for Fiscal Years 2021 and 2022

Description of Planning Work	Resulting Products	Completion Date
Develop the 2045 Long Range Transportation Plan; Develop and implement the update of the Public Involvement Plan for the LRTP; Coordinate LRTP with local governments' comprehensive plans and with plans from other agencies and take steps to achieve plan consistency; Develop, measure, and report LRTP performance measures criteria based on FAST Act regulations and time lines annually; Consultant support may be needed to obtain and provide quantitative technical support for performance-based planning and prioritization.	Implement the LRTP Projects	On-going
	Develop and implement Performance Measures related to FAST Act, technical support for performance-based planning	On-going
	Develop 2045 LRTP*	December 2020
	Amend 2045 LRTP*	As Needed
Data Collection	Travel Time, Safety, Pavement, Bridge and Transit Assists data for annual performance report. *	June 2021, and June 2022
	Traffic counts, crash statistics, air quality, facility inventories, bicycle and pedestrian data and other data that describes the operation of the existing transportation system and can be used to develop the annual performance monitoring report and the Long Range Transportation Plan. *	Ongoing
Collect, develop, maintain and analyze data to support the two-county area: including Socioeconomic data such as low income, minority populations, auto ownership, limited English proficiency; Congestion Management Process (CMP); Multi-modal systems data including safety, transit and bicycle/pedestrian data; GIS data; Crash data; Traffic count database; roadway characteristics; the Vulnerable Roadway Users program. Develop, update, and publish the List of Priority Projects. Annual LOPP fiscal and programmatic effectiveness analysis	MPO Map Series and Updated GIS System Database	On-going
	Development and update of LOPP*, Annual LOPP fiscal and programmatic effectiveness report.	Annually, June 2021 and 2022
	CFRPM v7 TAZ boundary and links shape boundary and zonal splits	As Needed
	Updated 2045 SE Data and interim years	As Needed
Manage Consultant Support	Manage consultant project teams; review and approve consultant invoices, progress reports and project documents.	As Needed

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