

Project Scope of Work

Transportation Disadvantaged Service Plan (TDSP)
Major Update

Prepared for the

Lake - Sumter Metropolitan Planning Organization Planning
Organization



Prepared by the

Center for Urban Transportation Research
University of South Florida - Tampa, Florida



May 2018

SCOPE OF SERVICES

LAKE – SUMTER METROPOLITAN PLANNING ORGANIZATION

Transportation Disadvantaged Service Plan Major Update

A Transportation Disadvantaged Service Plan (TDSP) is a five-year strategic plan required by the Florida Commission for the Transportation Disadvantaged (CTD). The plan is developed by the Planning Agency and the Community Transportation Coordinator (CTC). It contains a development plan, service plan and quality assurance components. The purpose of the Transportation Disadvantaged Program is to ensure the availability of coordinated, efficient, cost-effective, and quality transportation services for the transportation disadvantaged population. The CTD requires a TDSP in order to meet the requirements to maintain eligibility for state funding.

This Major Update of the Transportation Disadvantaged Service Plan (TDSP) shall address the requirements of, and comply with, applicable Florida Commission for the Transportation Disadvantaged (CTD) regulations.

The TDSP also serves as the Locally Coordinated Human Services Transportation Plan (LCHSTP) as required by The Federal Transit Administration (FTA) for funding eligibility under the Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) program in accordance with the Fixing America's Surface Transportation (FAST) bill.

This scope of services has been prepared by the Center for Urban Transportation Research (CUTR) at the University of South Florida (USF) for the Lake – Sumter Metropolitan Planning Organization (MPO). It defines the tasks CUTR will conduct to provide a TDSP to the Lake – Sumter MPO.

The Lake – Sumter MPO staff will provide CUTR with existing documents and materials as requested related to the development of the TDSP major update, which may include but is not limited to: current GIS map files, last major TDSP update, last TDSP annual update, last TDP annual update, the current Transportation Improvement Plan (TIP), the current CTD/MPO Memorandum of Agreement/Rate Model, and relevant long range transportation plans. Additionally, the MPO staff will collaborate with CUTR and facilitate some of the activities described in the following tasks.

Task I. Public Involvement

CUTR will assess community perceptions (both system users and non-users) of public transportation needs and services. This will be accomplished by the public involvement activities listed below. The Lake - Sumter MPO will be responsible for coordinating the communication activities (meeting notices, media notifications, newsletter articles, website content, meeting logistics etc.) consistent with its public involvement program.

1. It is anticipated the Lake – Sumter MPO will form a TDSP Update Committee that will be convened (in person or via teleconference) as necessary to work with CUTR and the Lake – Sumter MPO to facilitate the development and review of the draft TDSP. The Lake – Sumter MPO will invite CTC, LCB, and/or transit operators as appropriate to provide input and direction to the project team throughout the project.
2. CUTR will attend up to two (dates to be determined) meetings each for both of the Lake County and Sumter County Local Coordinating Boards (LCBs), to provide information on the schedule and progress of the major TDSP update. CUTR will make a short presentation, and will provide an opportunity for public comment and involvement.
3. Based on the input received from the Update Committee and LCB public involvement process, CUTR will summarize and include the comments/suggestions/concerns as part of the major TDSP update draft document.

Deliverable: Documentation and description of the meetings held will be included in the Draft Major TDSP Update.

Task II. Needs Assessment

CUTR will review and analyze needs, opportunities, and alternatives for the delivery of transportation disadvantaged services in Lake and Sumter Counties to develop strategic initiatives for the program. These initiatives will be developed in conjunction with the Lake – Sumter MPO staff and Update Committee as identified in Task I.

The results of all previous tasks will be considered in developing strategic initiatives for the Lake – Sumter MPO. Initiatives will be identified and analyzed at this stage regardless of cost to emphasize the strategic intent of the TDSP process. Any projects derived from this process will appear in the Needs Assessment section and the Goals, Objectives and Strategies section of the Draft Major TDSP update document.

Deliverable: A listing of projects developed during the Needs Assessment process will appear in the Draft Major TDSP Update document. Also, any relationship of the project listing to the information gathered during the public involvement process will be noted.

Task III. Major TDSP Update Activities

As per the Florida Commission for the Transportation Disadvantaged **Instruction Manual for the Completion of Transportation Disadvantaged Service Plans**, the following sections of the Plan will be reviewed and updated as part of this major TDSP update.

Section I – Development Plan

- A. Introduction to the Service Area
 - 1. Background of the TD Program
 - 2. Community Transportation Coordinator Designation/History
 - 3. Organization Chart
 - 4. Consistency Review of Other Plans
 - 5. Public Participation

- B. Service Area Profile/Demographics
 - 1. Service Area Description
 - 2. Demographics

- C. Service Analysis
 - 1. Forecasts of Transportation Disadvantaged Population
 - 2. Needs Assessment
 - 3. Barriers to Coordination
 - 4. Goals, Objectives and Strategies
 - 5. Implementation Schedule

Section II – Service Plan

- A. Operations
 - 1. Types, Hours, Days of Service
 - 2. Accessing Service
 - 3. Transportation Operators and Coordination Contractors
 - 4. Public Transit Utilization
 - 5. School Bus Utilization
 - 6. Vehicle Inventory
 - 7. System Safety Program Plan Certification
 - 8. Intercounty Services
 - 9. Emergency Preparedness and Response
 - 10. Educational Efforts/Marketing
 - 11. Acceptable Alternatives

12. Service Standards
13. Local Complaint and Grievance Procedure/Process
14. Community Transportation Coordinator Monitoring Procedures of Operators and Coordination Contractors
15. Coordination Contract Evaluation Criteria

B. Cost/Revenue Allocation and Rate Structure Justification

Section III – Quality Assurance

- A. Provide information on the evaluation processes utilized at the local level to ensure quality of service is being achieved and that it is being provided in the most cost effective, efficient, unduplicated and unfragmented manner.
- B. Incorporate current CTC evaluation worksheets including Cost, Competition and Coordination.

Deliverable: Draft Development and Service Plans

Task IV. Draft TDSP Major Update

A draft TDSP Major Update will be submitted and presented to the MPO staff (date to be determined), the LCB (date to be determined) and the MPO Board (date to be determined) for review and comment.

The final draft TDSP Major Update will be presented to the full LCB for approval and acceptance.

Deliverable: The draft document will be provided to MPO Staff in electronic format to facilitate the review process. The final draft TDSP will be modified to respond to comments received from the MPO staff, LCBs and TDSP Update Committee members.

Task V. Final TDSP Major Update

CUTR will present the Final Draft TDSP to the MPO Board. Following review and acceptance of by the MPO, CUTR shall prepare and submit the Final TDSP Major Update document.

Deliverable: CUTR will prepare three (3) original copies for signature of the Final TDSP Major Update documents, two of which are for the MPO's transmittal to the Florida Commission for the Transportation Disadvantaged and the other for the MPO files. CUTR will prepare and provide the MPO with an electronic copy of the document both in Microsoft Word and as a pdf file.

STAFFING

CUTR personnel programmed to work on the TDSP Major Update include:

1. Ann Joslin – Project Manager, Senior Research Associate
2. Rob Gregg – Director, Transit Management and Innovation Programs at CUTR
3. Martin Catala – Senior Research Associate
4. Mark Mistretta – Senior Research Associate

PROJECT SCHEDULE

With the assumption that the Notice to Proceed will be issued in July 2018, it is anticipated the Major TDSP Update will be completed within a timeframe to meet the requirements of the Florida Commission for Transportation Disadvantaged, however a request for submittal date extension may be requested of the CTD. A schedule for the completion of preliminary deliverables will be developed in conjunction with MPO staff and based upon affiliated agency support staff resources, confirmed meeting schedules and data availability.

Key Activities (Schedule under development)

Appointment of Update Committee
Kick-off Teleconference with Update Committee
Notice to Proceed Issued by Lake – Sumter MPO to CUTR
Presentations by CUTR at LCB/TD Meetings
Review Preliminary Draft TDSP Major Update – LCB
CUTR Submittal of Final Draft TDSP Major Update to MPO Staff
CUTR Presentation of Final Draft TDSP Major Update to LCB
CUTR Submittal of Final TDSP Major Update to MPO Staff
MPO Submittal of Final TDSP Major Update to TD Commission

PROJECT BUDGET

This project will be a fixed price, lump sum contract. An invoice will be submitted at the conclusion of the project.

Project Budget Overview

Project Budget		
Labor:		\$33,905
Travel:		\$1,000
Expenses:		\$100
Sub-Total (Labor + Expense)		\$35,005
Sub-Consult		\$0
Indirect (25%)		\$8,751
Total Budget:		\$43,757

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