

**MARTIN METROPOLITAN PLANNING ORGANIZATION
JOINT CITIZEN'S/ TECHNICAL ADVISORY COMMITTEE MEETING**

Martin County Administrative Building
4th Floor Workshop Conference Room
2401 SE Monterey Road, Stuart, FL 34996
www.martinmpo.com
(772) 221-1498

Wednesday, October 10, 2018 @ 1:30pm

AGENDA

<u>ITEM</u>	<u>ACTION</u>
1. CALL TO ORDER	
2. ROLL CALL	
3. APPROVE AGENDA	APPROVE
4. AGENDA ITEMS	
A. PAVEMENT, BRIDGE, AND SYSTEM PERFORMANCE TARGETS	APPROVE
B. DRAFT MOBILITY PLAN & FEE STUDY SCOPE OF SERVICES	APPROVE
5. COMMENTS FROM COMMITTEE MEMBERS	
6. COMMENTS FROM THE PUBLIC	
7. NOTES	
8. NEXT MEETING Joint CAC/BPAC/TAC Meeting November 26, 2018	
9. ADJOURN	

The Martin MPO solicits public participation without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the American with Disabilities Act or persons who require language translation services (free of charge) should contact Bolivar Gomez, Senior Planner (Title VI/Non-discrimination Contact) at (772) 288-5412 or bgomez@martin.fl.us in advance of the meeting. Transportation assistance to and from this meeting for qualified transportation disadvantaged persons may be arranged by calling 1-866-836-7034. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.



ITEM
NUMBER:
4A

**MARTIN METROPOLITAN PLANNING ORGANIZATION
JOINT CITIZEN’S ADVISORY COMMITTEE (CAC)/
TECHNICAL ADVISORY COMMITTEE (TAC) MEETING
AGENDA ITEM SUMMARY**

MEETING DATE: October 10, 2018	DUE DATE: October 3, 2018	UPWP#: 3.2
WORDING: PAVEMENT, BRIDGE, AND SYSTEM PERFORMANCE TARGETS		
REQUESTED BY: FHWA	PREPARED BY: Beth Beltran/ Bolivar Gomez	REQUIRING ACTION: PM2 and PM3 Targets

BACKGROUND

The Moving Ahead for Progress in the 21st Century (MAP-21) Act and the Fixing America’s Surface Transportation (FAST) Act specifies the requirements for State DOTs and MPOs to implement a performance-based approach to planning and programming by establishing Transportation Performance Measures (TPM). Under this framework, various Federal Highway Administration (FHWA) performance measures for safety (PM1), pavement and bridge (PM2) and system performance (PM3) were established. State DOTs are required to establish statewide targets for these measures and MPOs have the option to support the statewide targets or adopt their own targets for the MPO’s planning area. At the February 26, 2018, MPO Policy Board meeting, the Board supported FDOT’s “Vision Zero” targets for all five Federal Safety Performance Measures.

The second of the FHWA performance measures establishes measures to assess the condition of the pavements and bridges on the National Highway System (NHS):

- Percentage of pavements on the Interstate System in GOOD condition.
- Percentage of pavements on the Interstate System in POOR condition.
- Percentage of pavements on the non-Interstate NHS in GOOD condition.
- Percentage of pavements on the non-Interstate NHS in POOR condition.
- Percentage of NHS bridges by deck area classified as in GOOD condition.
- Percentage of NHS bridges by deck area classified as in POOR condition.

The third of the FHWA performance measures establishes measures to assess the performance of the NHS:

- Percent of person-miles on the Interstate system that are reliable;
- Percent of person-miles on the non-Interstate NHS that are reliable; and
- Truck Travel Time Reliability Index (applicable only to Interstate system).

ISSUES

MPO's have until November 14, 2018 to adopt Florida Department of Transportation's (FDOT) targets for pavement, bridge, and system performance or establish their own. Due to the targets primarily applicable to the state roadway network in Martin County, as well as the Martin MPO's performance of meeting FDOT's targets in 2017, it is recommended to approve adoption of FDOT's 4-year targets for Pavement, Bridge, and System Performance.

RECOMMENDED ACTION

Approval of the same targets as FDOT's 4-year Pavement, Bridge, and System Performance targets.

FISCAL IMPACT

Implementation of Performance Measure targets will guide future transportation investment.

APPROVAL

MPO

ATTACHMENTS

- a. Table displaying FDOT 4-year targets for PM 2 and PM3, Martin MPO assessment in meeting those targets in 2017, and recommended Martin MPO pavement, bridge, and system performance measure targets.
- b. Map of NHS system

2018 FDOT Pavement, Bridge and System Performance Measure Targets									
	% of Interstate pavements in GOOD condition ¹	% of Interstate pavements in POOR condition ¹	% of non-Interstate NHS pavements in GOOD condition ¹	% of non-Interstate NHS pavements in POOR condition ¹	% of NHS bridges by deck area classified as in GOOD condition ²	% of NHS bridges by deck area classified as in POOR condition ²	% of Person-Miles traveled on the Interstate that are reliable ³	% of Person-Miles traveled on the non-Interstate NHS that are reliable ³	Truck-Travel Time Reliability Index on the Interstate ⁴
4-Year Target	Greater than or equal to 60%	Less than or equal to 5%	Greater than or equal to 40%	Less than or equal to 5%	Greater than or equal to 50%	Less than or equal to 10%	70%	50%	2.00
Martin MPO Pavement, Bridge and System Performance Measure Evaluation									
2017	67%	0%	39%	0.5%	62%	0%	100%	97%	1.11
Recommended Martin MPO Pavement, Bridge and System Performance Measure Targets									
4-Year Target	60%	5%	40%	5%	50%	10%	70%	50%	2.00

Data Sources: FDOT Office of Policy and Planning, National Performance Management Research Data Set (NPMRDS).

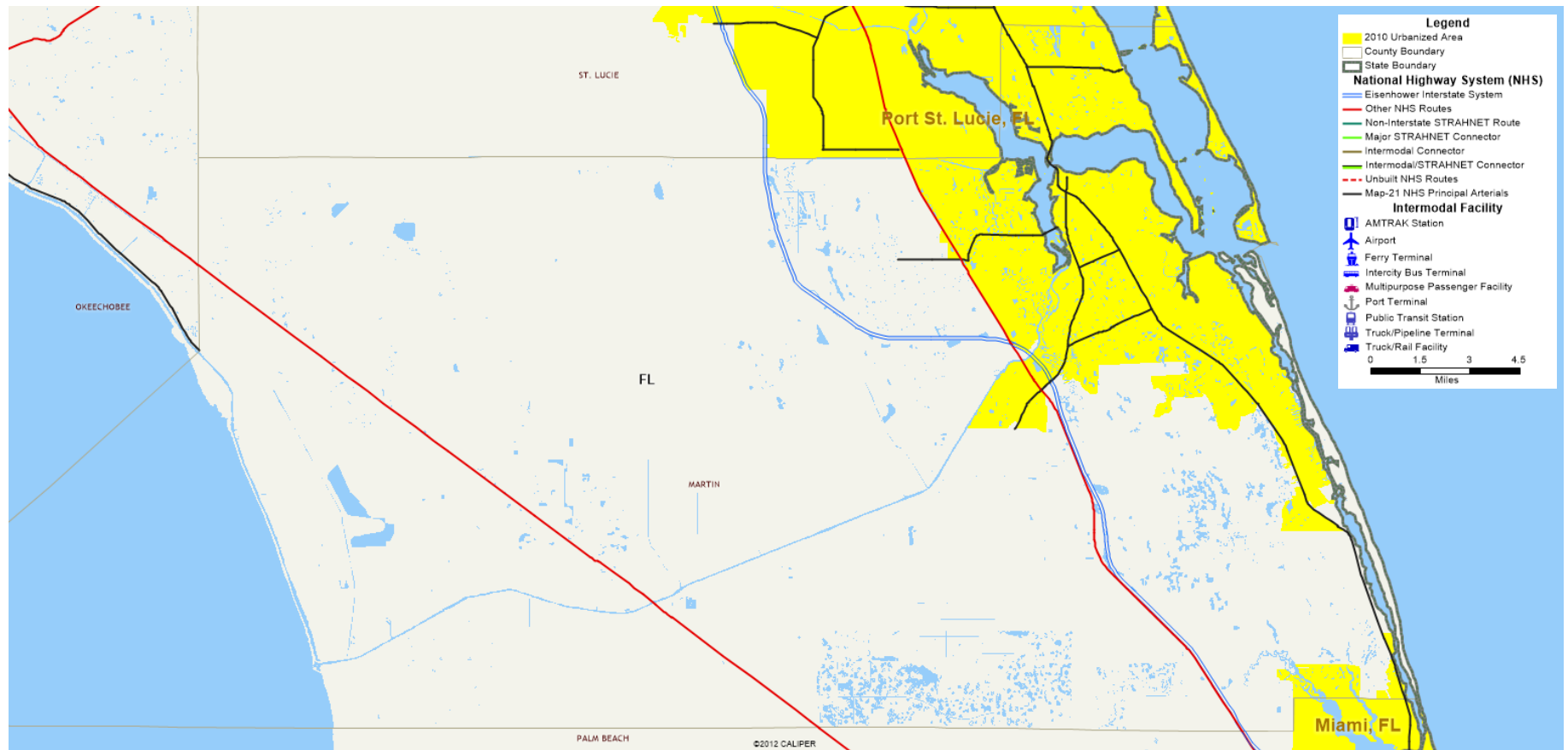
Notes: ¹For calculating % of Interstate and Non-Interstate NHS pavements in Good/Poor Condition, sections with bridges, unpaved surfaces, "other" surface types and missing data (any of IRI, Cracking %, Rutting or Faulting) are excluded. The FHWA pavement condition performance measures assess pavement conditions based on international roughness index (IRI), cracking, rutting (for asphalt pavements) and faulting (for jointed concrete pavements). For asphalt and jointed concrete pavements, a 0.1-mile segment is considered in good condition if all three metrics are rated Good; if two or more metrics are considered poor, the condition is Poor.

²The FHWA bridge condition performance measures for the percent of deck area classified as Good and Poor is determined using National Bridge Inventory (NBI) condition ratings for deck, superstructure, substructure, and culvert. Condition is determined by the lowest rating of these items using a scale of 1 to 9. If the NBI rating is 4 to 1, the bridge is classified as Poor; NBI rating 7 to 9, the bridge is Good. Bridges rated below 7 but above 4 are classified Fair; however, there is no related FHWA performance measure associated with that rating.

³Percent of Person-Miles traveled on the Interstate and non-Interstate NHS seeks to assess how reliable the NHS network is by creating a ratio (called level of travel time reliability, or LOTTR) that compares the worst travel times on a road against the travel time that is typically experienced. Road miles with a LOTTR less than 1.5 are considered reliable. Traffic volume and an average vehicle occupancy are factored in to determine the person miles that are reliable, and this is converted to a percent of total miles.

⁴Truck Travel Time Reliability (TTTR) Index seeks to assess how reliable the interstate network is for trucks by creating a ratio (called Truck Travel Time Reliability, or TTTR) that compares the very worst travel times for trucks against the travel time they typically experience. If the ratio <1.5, then it is considered reliable.

Highway Information – National Highway System (Includes Interstate and Non-Interstate NHS arterials)



Source: FHWA Highway System Map (<https://hepgis.fhwa.dot.gov/fhwaqis/#>)



ITEM
NUMBER:
4B

**MARTIN METROPOLITAN PLANNING ORGANIZATION
JOINT CITIZEN’S ADVISORY COMMITTEE (CAC)/
TECHNICAL ADVISORY COMMITTEE (TAC) MEETING
AGENDA ITEM SUMMARY**

MEETING DATE: October 10, 2018	DUE DATE: October 3, 2018	UPWP#: 7.4
WORDING: DRAFT MOBILITY PLAN & FEE STUDY SCOPE OF SERVICES		
REQUESTED BY: FDOT	PREPARED BY: Beth Beltran/ Joy Puerta	DOCUMENT(S) REQUIRING ACTION: Draft Mobility Plan & Fee Scope of Services

BACKGROUND

The Martin MPO’s FY 2018/19-2019/20 Unified Planning Work Program (UPWP) identifies the prospect of Martin County adopting a Mobility Fee which could potentially replace Roadway Impact Fees and Transportation Concurrency requirements. The intent of the Mobility Fee is to provide a funding mechanism to adequately fund Capital Transportation Improvements.

House Bill 319, passed by the Florida Legislature in 2013, established Mobility Plans and associated Fee as a means to mitigate the transportation impacts and fund multimodal improvements found in State Statutes 163.3180.

ISSUES

At the October 10, 2018 Joint CAC/TAC meeting, staff will present the Mobility Plan & Fee Study Scope of Services.

RECOMMENDED ACTION

- a. Approve the Draft Mobility Plan & Fee Scope of Services
- b. Approve the Draft Mobility Plan & Fee Scope of Services with comments

ATTACHMENTS

Draft Mobility Plan & Fee Study Scope of Services

MARTIN METROPOLITAN PLANNING ORGANIZATION (MPO) MOBILITY PLAN AND FEE STUDY FOR BOUNDARY OF MARTIN COUNTY SCOPE OF SERVICES

INTRODUCTION

For urbanized areas exceeding a population of 50,000, the existence of a Metropolitan Planning Organization (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, comprehensive and cooperative (3-C) planning process for transportation projects. This 3-C process must result in plans and programs consistent with the comprehensive growth management plan.

The Martin Metropolitan Planning Organization (MPO) has prepared a Scope of Services to hire a CONSULTANT team (hereby known as the CONSULTANT) that has expertise in public finance, law, transportation, land use, and comprehensive planning to provide services for an MPO Planning Area Mobility Fee Study. The Study shall consist of developing and evaluating alternatives for a Mobility Plan and Fee that will adequately fund capital transportation improvements including; but not limited to, roadways, sidewalks, bike lanes, greenways and trails, shared-use pathways, pedestrian/bicycle bridges and public transit improvements and/or operation costs, including vehicles, shelters, benches, bike racks, solar lighting, trash receptacles and signage (hereby known as the Capital Transportation Improvements). The Study will evaluate the prospect of Martin County transitioning from the existing Roadway Impact Fees and Transportation Concurrency requirements to a Mobility Fee.

BACKGROUND

The MPO is an independent organization responsible for the planning and programming of all federal and state transportation funds for all of Martin County. The MPO is the primary forum where local governments and citizens voice concerns, identify priorities, and plan for improvements to all modes of transportation – roadway, public transit, and bicycle and pedestrian facilities. The MPO Policy Board is comprised of elected officials representing Martin County (4), the City of Stuart (2), and the Town of Sewall's Point (1) and one non-voting elected official from Indiantown. The MPO Planning Area is synonymous with the Martin County boundary.

The MPO 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 MPO Board and committees. The MPO currently operates under signed joint participation and interlocal agreement with all member governments.

The 2040 Long Range Transportation Plan (LRTP) contains the Martin 2040 Cost Feasible Plan (CFP), a multimodal plan that utilizes funding sources traditionally designated only for roadway improvements to fund projects including roadway needs, public transit, and non-motorized transportation projects identified in the Needs Plan. In addition, the MPO developed the Bicycle, Pedestrian and Trails Master Plan adopted by the MPO Policy Board in December 2017. This comprehensive Master Plan addresses gaps in the non-motorized network and recommends a list of facility enhancements. The Martin LRTP Map Series are included in the Martin County Comprehensive Growth Management Plan's Transportation Element.

The Martin MPO's FY 2018/19-2019/20 Unified Planning Work Program identifies the prospect of

Martin County adopting a Mobility Fee which could potentially replace Roadway Impact Fees and Transportation Concurrency requirements. The intent of the Mobility Fee is to provide a funding mechanism to adequately fund Capital Transportation Improvements.

Roadway impact fees currently apply Countywide in both the incorporated and unincorporated areas. It is anticipated that implementation of a Countywide mobility fee would require interlocal agreements between the County and all local governments to adopt comprehensive growth management plan amendments and possible zoning code revisions.

House Bill 319, passed by the Florida Legislature in 2013, established Mobility Plans and associated Fee as a means to mitigate the transportation impacts and fund multimodal improvements found in State Statutes 163.3180.

EXPERIENCE AND QUALIFICATIONS

The CONSULTANT shall have substantial and relevant experience and prior exposure in:

- Developing Mobility Plan and Fee Analyses for other clients that are comparable in size and characteristics to Martin County.
- Statutory and home rule special assessment and other local government revenue development programs, including programs to finance capital project costs and ongoing operations costs of the multi-modal transportation improvements.
- Evaluating mobility fees in other counties to mitigate new development impacts by providing a revenue source to fund multi-modal transportation improvements including; but not limited to, sidewalks, bike lanes, greenways and trails, shared-use pathways, pedestrian/bicycle bridges and public transit improvements including vehicles, shelters, benches, bike racks, solar lighting, trash receptacles and signage.
- Florida's Community Planning Act and transportation concurrency laws.
- Implementation of Complete Streets.

The CONSULTANT shall have technical expertise in the field of transportation planning, traffic engineering, land-use planning and community engagement to thoroughly evaluate the possibility of creating differential fees, by geographic areas that mirror Martin County's Primary and Secondary Urban Service District Areas as more clearly defined:

- Traffic engineering services shall demonstrate experience in the analysis and development of the demand and supply components for roadway impact fees and mobility fees, and the estimation of transportation improvement costs to meet future demand. In addition, the services should demonstrate experience in conducting research and collecting data on trip characteristics associated with various land uses.
- Land use services shall demonstrate experience in the analysis and recommendation of impact fee benefit districts, and estimating travel demand associated with various land uses. The CONSULTANT shall have experience with facilitating the development or modification of appropriate ordinances, resolutions, interlocal, or other agreements and documents to collaboratively and cooperatively achieve the County's objectives, if needed;

- Community engagement services shall demonstrate experience with public engagement and graphically summarizing complex information in a way that is clearly understood by the public.

The CONSULATANT shall have a clear understanding and extensive knowledge of the MPO structure and a clear understanding of:

- Martin County Road Impact Fee program and Transportation Concurrency requirements;
- Martin County Transportation Analysis Zones (TAZs);
- Martin County Comprehensive Growth Management Plan;
- Martin County Capital Improvement Program (CIP);
- Martin MPO Transportation Improvement Plan (TIP);
- Martin MPO 2040 Long Range Transportation Plan;
- Martin MPO's Unified Planning Work Program;
- Martin County Transit Development Plan;
- Martin MPO's Bicycle, Pedestrian & Trails Master Plan; and
- Martin MPO Bicycle and Pedestrian Safety Action Plan.

STUDY AREA

The study area encompasses the MPO Planning Area which is also the Martin County boundary.

SCOPE OF SERVICES

The Scope of Services for this project includes a series of tasks for the development and evaluation of alternatives for a Mobility Fee.

Based on the information provided in the RFQ, the CONSULTANT will provide information on how to develop the tasks, identified in Task 1 through Task 8.

TASK 1: MEETING AND PRESENTATIONS

The CONSULTANT will conduct several meetings in Martin County to discuss findings and proposed direction for subsequent work. The meetings envisioned to address the following general sequence of topics including the following:

1. Kickoff/Initial Concepts with key staff from the Martin MPO, Martin County Public Works Department and Growth Management Department to review scope and schedule, data needs,

stakeholder approach, internal “upstream” communications needed, and prepare for Mobility Fee Stakeholder Committee kickoff meeting. A Mobility Fee Stakeholder Committee will be established and maintained through the course of the study in order to monitor and provide input into the study and evaluate deliverables produced by the CONSULTANT. Members of the Mobility Fee Stakeholder Committee will include:

- a. MPO Administrator and/or designee
 - b. County Engineer
 - c. Growth Management Director
 - d. Senior Financial Analyst
 - e. Martin County local government municipalities including Martin County, Stuart, Sewall’s Point, Jupiter Island, Ocean Breeze and Indiantown
 - f. Florida Department of Transportation (FDOT) Representative
 - g. Martin/Stuart Chamber of Commerce Representative
 - h. Legal Representative
2. Kickoff meeting with Mobility Fee Stakeholder Committee: Why the study is being done, study objectives, scope/schedule, early concepts/goals discussion and who will be involved.
 3. Meet with Mobility Fee Stakeholder Committee to review best practices and initial findings of three different analysis and approaches to mobility funding and review CONSULTANT’s recommendation.
 4. Meet with Mobility Fee Stakeholder Committee to make any changes, review the “Mobility Fee Alternatives Report” and prepare for stake holder and/or public meetings.
 5. MPO Advisory Committee Meetings
 6. MPO Policy Board Regular Meeting

In addition, it is anticipated up to four (4) presentation/workshops with stakeholder groups, elected official or senior Martin County staff; including Martin County, Stuart, Sewall’s Point, Jupiter Island, Ocean Breeze and Indiantown.

Deliverables: The CONSULTANT will prepare several PowerPoint presentations, agendas and handout materials to be used during meetings and workshops. These presentations will illustrate recommendations towards a mobility fee in a user-friendly manner and will include a “Mobility Fee Alternatives Report” identifying the comparisons between the three different approaches to mobility funding. These materials will be provided for review by Martin MPO staff in accordance with the project schedule.

TASK 2: COORDINATION / OUTREACH

The CONSULTANT shall develop a coordination/outreach plan to be utilized throughout the development of the Mobility Fee Study. The plan shall identify the specific public participation processes to be used throughout the study, including outreach procedures, suggested meeting formats, and the utilization of feedback and comments throughout the study. The participation will involve engaging local governments in a series of workshops including Martin County, Stuart, Sewall’s Point, Jupiter Island, Ocean Breeze and Indiantown. Two public open houses will be facilitated to obtain local government and public input to further the study.

DELIVERABLES: Technical Memorandum #1 (TM 1): Summary of Coordinated Outreach of

Local Government and Public

TM 1 shall identify the specific public participation procedures to be utilized throughout the project, marketing and meeting announcement procedures, the proposed plan for consensus-building workshops and consensus-building techniques to be employed, and the types of documentary materials to be developed for public consumption during the completion of the study. A draft TM 1 will be circulated to the Martin MPO Staff for review and submittal of comments. A revised TM 1 including consolidated comments will be developed by the CONSULTANT and provided in the form of one electronic copy.

TASK 3: DATA COLLECTION

Task 3.1 – Data Collection

The CONSULTANT will identify data needed to support the Mobility Fee and will collect baseline data of all available data files from Martin MPO and local governments, including Martin County, Stuart, Sewall's Point, Jupiter Island, Ocean Breeze and Indiantown. Data should include the following:

- Trip characteristic variables for existing and future land uses;
- Existing inventory and planned improvements of roadway infrastructure, including number of lanes, right of way, most recent traffic counts, adopted Level of Service (LOS), and existing LOS;
- Population, employment, and travel growth forecast from the MPO transportation planning process;
- Existing inventory and planned bicycle and pedestrian facilities, including sidewalks, bike lanes, greenways and trails, shared-use pathways, and pedestrian/bicycle bridges;
- Existing inventory and planned public transit infrastructure, routes, ridership and headways of Martin County's Public Transit (Marty) and Stuart Tram; other National Transit Database (NTD) information reported by Marty, as well as capital and operational needs, including vehicles, shelters, benches, bike racks, solar lighting, trash receptacles and signage;
- Recent road improvements, public transit service expansion, bike facility and sidewalk construction;
- FDOT inventory of State Highway/Strategic Intermodal Systems facilities;
- Most current Martin County adopted Five Year Capital Improvement Program;
- Martin County Road Impact Fee program and Transportation Concurrency requirements;
- Martin County Comprehensive Growth Management Plan;
- Municipal Comprehensive Plans, including Stuart, Sewall's Point, Jupiter Island, Ocean Breeze and Indiantown;
- Martin County Transit Development Plan (TDP) and current coordination with one under way;
- Martin MPO 2040 Long Range Transportation Plan (LRTP);
- Martin MPO adopted Five Year Transportation Improvement Plan (TIP);
- Martin MPO Bicycle, Pedestrian & Trails Master Plan;
- Martin County Parks and Recreation Master Plan;
- Martin MPO Bicycle and Pedestrian Safety Action Plan; and
- Bike path and sidewalk inventory.

Task 3.2 – Financial Data Collection

The CONSULTANT will identify financial data needed to support the Mobility Fee and will collect baseline data from Martin MPO and local governments, including Martin County, Stuart, Sewall’s Point, Jupiter Island, and Indiantown. Data should include the following:

- Existing transportation funding sources, including:
 - historical data;
 - amount by funding source; and
 - availability through 2045
- Alternative and innovative transportation funding sources
- Capital and operating funding sources and amount by source
- Records of roadway impact fee collections, and expenditures
- Roadway, public transit, bicycle and pedestrian construction costs, and operating costs per mile or hour for public transit services. This cost information will be coordinated with the existing Long Range Transportation Plan (LRTP) and/or any LRTP updates in progress at the time.
- Data relating to revenues from existing sources to provide system capacity (e.g. roadway impact fees, gasoline taxes, sales taxes, ad-valorem taxes), and to estimate future revenues from existing and potential revenue sources (e.g. ad-valorem based taxes, and unused but available gas tax). These revenues will include revenues available to public transit and revenues from Federal, State and County sources and elaborate how they will be handled.

Task 3.3 – Analysis of Assembled Data

The CONSULTANT will evaluate the data assembled in Task 3.1 and 3.2 and resulting values will be recommended for application in the mobility fee analysis and include the estimation of transportation improvement costs to meet future demand. The above data will be analyzed and summarized for application by the geographic market area, by mode of travel, and by land use or incentive basis.

DELIVERABLES: Technical Memorandum #2 (TM 2): Data Compilation and Review

TM 2 will provide detailed information on how the data was developed, how the data was analyzed for developing alternatives for a Mobility Plan and Fee and quality checked for accuracy and consistency. A draft TM 2 will be circulated to the Martin MPO Staff for review and submittal of comments. A revised TM 2 including consolidated comments will be developed by the CONSULTANT and provided in the form of one electronic copy.

TASK 4: GOALS AND OBJECTIVES

The CONSULTANT will develop and use Goals and Objectives specially developed for the Mobility Plan and Fee study to guide them through the Mobility Plan and Fee process. The CONSULTANT will ensure the Goals and Objectives are consistent with the following subtasks:

Task 4.1: Cost Projections

The CONSULTANT shall develop and evaluate alternatives for a Mobility Plan and Fee that will

adequately fund Capital Transportation Improvements. The CONSULTANT will estimate the available capacity of existing transportation infrastructure, including roadways, public transit, sidewalk, and bike lanes. The CONSULTANT will estimate the future capacity needed by using data sources that are identified in Task 3 **Data Collection**. The Cost of adding transportation capacity will be based on available local data (historical projects, as well as planned transportation capacity) and data from other jurisdictions. This information could include the addition of new roadways, widening of existing roadways, improving the operational efficiency of roadways, addition of new public transit lines/routes, increasing the public transit headways, connecting the gaps in sidewalks, bike lanes, greenways and trails.

Task 4.2: Geographic Districts

The CONSULTANT shall review and analyze the information in Task 6 **Geographic District Areas** and determine how the Mobility Plan and Fee would apply geographically for the three alternatives under Task 7 **Develop Mobility Fee Alternative**.

Task 4.3: Impact Fee vs. Mobility Fee

The CONSULTANT shall evaluate the prospect of Martin County transitioning from the existing Roadway Impact Fees and Transportation Concurrency requirements to a Mobility Fee by using the information gathered in this Scope of Services to formulate a Mobility Plan and associated Mobility Fee. The Mobility Fee should be designed to provide mobility needs, ensure that development mitigates its impacts proportionately, fairly distribute the fee among the governmental entities that maintain the impacted “roadways”, and promote compact, mixed-use, and energy efficient development.

Task 4.4: Geographic Information System (GIS) Mapping and Database

The CONSULTANT may be required to assist in the development of various maps, graphics and databases for project presentation and documentation using ArcGIS, Microstation, AutoCAD and other graphics and database software.

Task 4.5: MPO Review and Revisions

The CONSULTANT, with input provided by the Mobility Fee Stakeholder Committee and MPO Advisory Committees, shall submit a draft set of the Mobility Fee Alternatives for review by MPO staff early in the study development.

Task 4.6: Technical Memorandums

The CONSULTANT shall provide an outline and summary of the Technical Memorandums that document the development of the Mobility Plan and Fee Study, the alternatives, the geographical boundaries that establish mobility districts, the public participation component utilized to obtain comments and feedback regarding the Mobility Fee Study, and include revisions made to each of the Technical Memorandums for the Mobility Fee Study. TM 1 - **Summary of Coordinated Outreach of Local Government**, TM 2 - **Data Compilation and Review** and TM 3 **List of Goals and Objectives** will not be considered final until they have been approved by the MPO Staff. In addition, the TM 4 **Best Practices** and TM 6 **Develop Mobility Plan and Fee Alternatives** will not be considered final until they have been approved by the MPO Staff and the Mobility Fee Stakeholder Committee. And finally, TM 5 **Geographic District Areas** and TM 7 **Final Report** will not be considered final until they have been approved by the MPO Staff, Mobility Fee Stakeholder Committee, MPO Advisory Committees and the MPO Policy Board.

DELIVERABLES: Technical Memorandum #3 (TM 3): List of Goals and Objectives

TM 3 will provide detailed information on how the data was developed and quality checked for accuracy

and consistency. A draft TM 3 will be circulated to the Martin MPO Staff, Mobility Fee Stakeholder Committee, MPO Advisory Committees and the MPO Policy Board for review and submittal of comments. A revised TM 3 including consolidated comments will be developed by the CONSULTANT and provided to the Martin MPO staff in the form of one electronic copy.

TASK 5: BEST PRACTICES

Task 5.1: Real World Examples

The CONSULTANT will seek out and obtain information on real world best practices of other similar areas that use mobility fees showing costs, calculations, and benefits for representative parcels of different geographic areas (The information will include adopted and calculated mobility fee rates and summary of total mobility fees). The information should include “before” and “after” comparison of those areas that have transitioned from roadway impact fees to mobility fees.

Task 5.2: Mobility Fund Research

Research options for funding multi-modal transportation improvements. The CONSULTANT will perform a study in sufficient detail that will enable the CONSULTANT to evaluate and recommend working concepts and methodologies for application of a mobility plan and fee. Minimally, each option considered should include financial analysis and legal sufficiency.

DELIVERABLES: Technical Memorandum #4 (TM 4): Best Practices

TM 4 will be a report summarizing five (5) best practices from similar Counties where a mobility fee is collected to fund the capital costs of multi-modal transportation improvements in similar Counties. A draft TM 4 will be circulated to the Martin MPO Staff and the Mobility Fee Stakeholder Committee for review and submittal of comments. A revised TM 4 including consolidated comments will be developed by the CONSULTANT and provided in the form of one electronic copy.

TASK 6: GEOGRAPHIC DISTRICT AREAS

The CONSULTANT will provide information on the Martin County geographical areas of urban, suburban and rural areas and evaluate the possibility of creating differential fees, by geographic areas that mirror the County’s Primary and Secondary Urban Service District Areas to establish Mobility Districts.

Task 6.1 – Geographical Data Collection

The CONSULTANT will review the geographical boundaries and densities of the urban, suburban and rural areas to be used in developing Mobility Districts for each of the alternatives for the Mobility Plan and Fee. The data should be sorted and analyzed by the geographic district areas, by mode of travel, and by land use or incentive basis. The CONSULTANT will evaluate the projected population and employment within Martin County to assess growth within the County using data from the Martin County Transportation Analysis Zones (TAZs) and the 2040 Long Range Transportation Plan.

DELIVERABLES: Technical Memorandum #5 (TM 5): Evaluation of Geographical Areas

TM 5 will compile and evaluate the data assembled in this task and resulting values to recommend creating Mobility Districts to evaluate different fees by geographic areas for each of the Mobility Fee alternatives. A draft TM 5 will be circulated to the Martin MPO Staff, and the Mobility Fee Stakeholder Committee for review and submittal of comments. A revised TM 5 including consolidated comments will

be developed by the CONSULTANT and provided in the form of one electronic copy.

TASK 7: DEVELOP MOBILITY PLAN AND FEE ALTERNATIVES

The CONSULTANT shall develop and assist the Martin MPO in evaluating alternatives for an economically viable and legally sound mobility plan and funding program that would adequately fund the Capital Transportation Improvements. The CONSULTANT shall prepare three different approaches (alternatives) to a mobility funding program including a comprehensive benefit analysis and include the following for each of the three approaches:

Task 7.1: Research and Evaluate

The Study will evaluate the prospect of Martin County transitioning from the existing Roadway Impact Fees and Transportation Concurrency requirements to a Mobility Fee. Following the CONSULTANT's developing the alternatives described below, the CONSULTANT shall make a recommendation to the most appropriate apportionment methodology that is consistent between the study's goals and the Martin MPO's LRTP goals. The mobility plan and fee strategy should establish funding mechanisms that are consistent with the development densities and mobility strategies defined for each geographic area.

Task 7.2: Working Concepts

The CONSULTANT will perform a study in sufficient detail that will enable the CONSULTANT to evaluate and recommend working concepts and methodologies for application of a mobility fee. Minimally, each option considered should include financial analysis and legal sufficiency. Financial Strategies and alternative preliminary mobility fees, calculated methodology, and fee schedule will be developed for example land uses.

1. Financial Planning Criteria.

- Adequacy - Allows for a sufficient amount of available or dedicated resources to meet requisite funding required for completion of the mobility strategies including roadway, public transit, bicycle and pedestrian facilities and any necessary capital infrastructure improvements and/or public transit operational costs.
- Sustainability - Financing strategy defines viable instruments and revenue sources required to meet the requisite capital costs, inclusive of interest and inflation.
- Equitability - Provides an equitable or reasonable allocation of costs commensurate with private and public sector benefits based upon preliminary estimates of financial impacts and costs of the mobility funding program on user groups and County stakeholders.
- Administrative Manageability - Allows for acceptable levels of coordination, implementation, and administrative costs for the funding mechanism(s) and provides for reasonable capital cost contingencies and/or public transit operational costs.
- Financial Market Acceptability - Addresses adequate revenue sources or guarantees required to satisfy both bond market acceptance.

2. Legal Basis including Florida Statue Reference and any legal challenges to the approach

3. Analysis of impact of future year development or transportation changes on the approach.

DELIVERABLES: Technical Memorandum #6 (TM 6): Mobility Fee Alternatives

TM 6 will provide a report summarizing the three (3) different approaches and providing findings of the mobility plan analyses, documenting the fee calculation methodology, and presenting a fee schedule for each approach for each of the recommended Mobility Districts. The report shall make a recommendation to the most appropriate apportionment methodology that achieves the goals and objectives of this study and the goals and objectives of the Martin MPO's LRTP. A draft TM 6 will be circulated to the Martin MPO Staff and the Mobility Fee Stakeholder Committee for review and submittal of comments. A revised TM 6 including consolidated comments will be developed by the CONSULTANT and provided in the form of one electronic copy.

TASK 8: FINAL REPORT

The CONSULTANT shall prepare a full report detailing all of the information developed during the study, summarizing the findings of the analyses, documenting the fee calculation methodology for each funding approach, and presenting a fee schedule. The report shall also include a description of all of the mobility strategy funding options considered and the benefits and shortcomings for each option. The report shall identify and recommend to the Martin MPO the mobility funding program that is most appropriate to prospect implementing each of the three approaches. The report shall include the justification to support each of the recommendations. The report shall include, but not be limited to, the following:

1. A brief executive summary setting forth the key aspects of the planning process and the final recommendation.
2. Summary of background information and data.
3. Summary and analysis of the public participation process.
4. Inventory of existing facilities.
5. Roadway, public transit, bicycle and pedestrian construction costs, and operating costs.
6. Summary and analysis of the Geographic District determination.
7. Analysis of methodology and costs associated with the three funding alternatives
8. Benefits and shortcomings for each alternative.
9. Analysis of final recommendation and justification to support the recommendation.
10. Legal Basis including Florida Statue Reference and any legal challenges to the approach in the final recommendation.
11. Discussion of other considerations and recommendations that may be considered in pursuing the transition from the existing Roadway Impact Fees and Transportation Concurrency requirements to a Mobility Fee.
12. Analysis of future needs and an outline of the steps required to implement the recommendations.
13. Submittal of the entire technical memorandums reviewed and approved by MPO Staff and the Mobility Fee Stakeholder Committee.

The CONSULTANT will prepare ten (10) digital copies of the final report for MPO approval. Ten (10) bound copies of the approved final report and twenty-five (25) copies of the approved executive summary will be provided, as well as one (1) digital .pdf copy of each for inclusion on the MPO website, email distribution, and future reproduction. All documents will also be provided in their native electronic form, including GIS shapefiles, Excel and Word documents, In-Design and Illustrator.

Deliverables: Technical Memorandum No # 7 (TM 7): Final Mobility Fee Study for Boundary of Martin County

TM 7 will provide detailed information on all the information developed during the study, summarizing the findings of the analyses, documenting the fee calculation methodology for each funding approach, presenting a fee schedule, including a description of all the mobility strategy funding options considered on how the data was developed and quality checked for accuracy and consistency. A draft TM 7 will be circulated to the Martin MPO Staff for review and submittal of comments. A revised TM 7 including consolidated comments will be developed by the CONSULTANT and provided to the MPO Staff in a form of one electronic copy.

Where appropriate, the MPO and the CONSULTANT may agree to utilize electronic mail for the timely, cost-effective submission of interim work products and data files. The MPO and the CONSULTANT will utilize an Internet email account with binary attachment capability as appropriate to reduce costs and time for work product submissions and reviews.

All recommendations resulting from work performed under this RFQ must first be reviewed by the CONSULTANT's legal counsel for compliance with all applicable laws. Proof of such review must be submitted with recommendations.

NEXT STEPS

Next Steps will likely include the following tasks:

1. Benefit Study to support recommended methodology of funding

This study is intended to explain to the property owner the benefits and costs of the new program.

2. Draft Enabling Documents

This includes drafting the resolutions, new or revised Martin County Land Development Regulations, and ordinances necessary to adopt and implement the elements of the funding program.

3. Martin County review of Documents
4. Presentation of Resolutions/Ordinances to Martin County Board of Commissioners
5. Martin County Board of Commissioners adopts method
6. Incorporation into development process
7. Fee collection