

INDIAN RIVER COUNTY, FLORIDA

M E M O R A N D U M

TO: Jason E. Brown; County Administrator

THROUGH: Phillip J. Matson, AICP; Community Development Director
Brian Freeman, AICP; MPO Staff Director

FROM: Jon Howard; Senior Transportation Planner

DATE: June 7, 2022

SUBJECT: Approval of a Scope of Services with the Center for Transportation Research for the 2023 Transit Development Plan (TDP) Major Update

It is requested that the information herein presented be given formal consideration by the Board of County Commissioners at its regular meeting of June 21, 2022.

DESCRIPTION & CONDITIONS

Each year, Indian River County receives public transportation operating assistance through the Florida Department of Transportation (FDOT) Public Transportation Block Grant program. Providing over \$600,000 annually, the Block Grant program is one of the more significant sources of funding assistance for the County's public transportation system.

In order to qualify for state Public Transportation Block Grant funds, agencies in the state of Florida must adopt a Transit Development Plan major update every five years. Indian River County's next TDP major update is scheduled to be submitted to FDOT by September 1, 2023. To meet that deadline, the Metropolitan Planning Organization (MPO) has included a TDP major update task in its Unified Planning Work Program (UPWP). As indicated in the UPWP, consultant services will be used to assist in the development of the major update. The Center for Urban Transportation Research (CUTR) has been selected to perform the major update. Based out of the University of South Florida, CUTR has previously prepared TDP major updates for Indian River County in 2008 and 2013.

ANALYSIS

The scope of services for the development of the Transit Development Plan major update contains tasks to identify and evaluate existing transit services and resources, determine short range transit and mobility needs, formulate transit goals and accompanying objectives, identify transit alternatives, select preferred alternatives, and develop an implementation plan. As structured, the scope of services directs the consultant to consider policy initiatives, funding constraints, the

identified community need for transit services, and the users of transit. The scope also directs the consultant to coordinate with local stakeholders, regional transit providers, and other interested parties.

The proposed scope of services is substantially similar to previous scope of services. The cost of the 2023 TDP major update is \$160,240.21 and will be paid for with federal transit planning Section 5305(d) grant funds. Over the next 12-15 months, the consultant will make multiple presentations to the MPO and its advisory committees prior to final adoption of the TDP by the Board.

FUNDING

The proposed contract will be paid for with federal Section 5305(d) (transit planning) grant funds. Funding in the amount of \$160,240.21 will be budgeted and available in the MPO/Other Contractual Services/TDP Major Update account (Account Number 12420415-033490-08014).

RECOMMENDATION

Staff recommends that the Board of County Commissioners review the Transit Development Plan Major Update Draft Scope of Services prepared by the Center for Urban Transportation Research (CUTR), waive the requirement for bids, and authorize staff to issue a Purchase Order in the amount of \$160,240.21 for Consultant Services.

ATTACHMENT

1. Draft Scope of Services for the Transit Development Plan Major Update