



Polk County Transportation Planning Organization (TPO)

Meeting Agenda

April 10, 2025 Regular TPO Board Meeting

**Commission Boardroom
Polk County Administration Building
330 W. Church Street
Bartow, FL 33830**

1. Call to Order - 9:00 a.m. (Trish Pfeiffer, Polk TPO Chairwomen)
2. Confirmation of Quorum
3. Opportunity for Public Comment
4. Agenda Review - Ryan Kordek, Polk TPO Executive Director

CONSENT AGENDA (TAB 1)

5. Approval of Meeting Minutes
6. Approve Polk TPO Executive Director Quarterly Timesheets and Expense Reimbursements
7. Approve Modification to Provide a Time Extension for Consultant Services Authorization (CSA) TPO-20-1009-02-03 with Kimley-Horn and Associates, Inc. to Prepare the Preliminary 2050 Long Range Transportation Plan Update (Part One)
8. Approve the Polk TPO Certification Review
9. Approve Draft TPO Resolution 2025-02 Authorizing Chairman to File a Transportation Disadvantaged Trust Fund Planning-Related Activities Grant Application
10. Approve Amendment #2 to the Master Services Agreement TPO 20-1009 to Provide a One-Year Extension to Existing Contracts, and to Allow for an Increase in Reimbursement Rates
11. Approve Renewal Agreement for TPO Staff Services

PRESENTATIONS AND STATUS REPORTS (TAB 2)

12. Southport Connector Expressway Project Development and Environmental (PD&E) Study from Poinciana Parkway to Florida's Turnpike

13. Moving I-4 Forward
14. Northeast Polk County Subarea Study

OTHER ACTION ITEMS (TAB 3)

15. Review/Approve Draft TPO Resolution 2025-03 Adopting Performance Targets for Pavement, Bridge, and System Performance for the Polk TPO
16. Review/Approve Consultant Services Authorization (CSA) TPO-20-1009-02-05 with Kimley Horn and Associates, Inc. to Prepare the 2050 Long Range Transportation Plan (Part Two) at a Cost Not-to-Exceed \$230,000.00

REPORTS (TAB 4)

17. Executive Director's Report
 - a. Best Foot Forward Program
 - b. Florida Legislative Update
18. Florida Department of Transportation (FDOT) Report
19. Opportunity for Public Comment
20. Board Member Comments
21. Adjournment - Next TPO Board Meeting is scheduled for June 12, 2025.

In accordance with the Americans with Disabilities Act, persons with disabilities needing special accommodations to participate in this proceeding should contact the Polk Board of County Commissioners, Communications Office, at 330 W. Church Street, Bartow. Telephone (863) 534-6090, not later than four days prior to the proceeding. If hearing impaired call: (TDD) (863) 534-7777 or 1-800-955-8771, or Voice impaired call: 1-800-955-8770, via Florida Relay Service.

The Polk TPO planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and Related Statutes. Any person or beneficiary who believes they have been discriminated against because of race, color, religion, sex, age, national origin, disability, or family status may file a complaint with the TPO's Title VI Specialist at (863) 534-6486, or by writing TPO title VI Specialist at Post Office Box 9005, Bartow, Florida 33831-9005.



Polk County
Transportation Planning Organization (TPO)

Agenda Item 5.

4/10/2025

AGENDA ITEM

Approval of Meeting Minutes

PRESENTER

NA

SUMMARY

The Polk TPO is required to keep an accurate record of the TPO Board proceedings.

RECOMMENDED ACTION

The Board is requested to approve the meeting minutes from the meeting held on February 13, 2025.

ATTACHMENT

1. Draft Meeting Minutes from February 13, 2025



**Polk Transportation Planning Organization (TPO) Board
Draft Meeting Minutes**

Thursday, February 13, 2025
Polk County Administration Building, Commission Boardroom
330 West Church Street
Bartow, FL 33830

Voting Members Present:

Commissioner Martha Santiago
Commissioner Michael Scott
Commissioner Bill Braswell
Commissioner Rick Wilson
Commissioner Rebecca Troutman
Mayor Bill Mutz
Commissioner Sara Roberts McCarley **Vice Chair**
Commissioner Stephanie Madden
Mayor Pro Tem Brian Yates
Commissioner Tracy Mercer
Commissioner Jack Hilligoss
Commissioner Jordan Helms
Mayor Omar Arroyo
Commissioner Vernel Smith
Mayor Trish Pfeiffer **Chair**
Vice Mayor Nancy Daley
Vice Mayor Jeremy Clark

Central County and Ridge Bloc Voting Members:

Mayor Marlene Wagner

South County Bloc Voting Members:

Commissioner Jim Watts

Central County and Ridge Bloc Alternate Members:

Mayor Joe LaCascia

South County Bloc Alternate Members:

Council Member Adam Greenway

Advisory Members Present:

L.K. Nandam
Ryan Kordek
Heather Bryan

Representing:

Polk County BoCC
Polk County BoCC
Polk County BoCC
Polk County BoCC
Polk County BoCC
City of Lakeland
City of Lakeland
City of Lakeland
City of Winter Haven
City of Winter Haven
City of Lake Wales
City of Auburndale
City of Haines City
City of Haines City
City of Bartow
City of Lake Alfred
City of Davenport
Representing:
Town of Lake Hamilton

Representing:

City of Fort Meade

Representing:

City of Polk City

City of Frostproof

Representing:

FDOT, District One
Polk County TPO
TPO Legal Advisor

Other Persons Present:

Edith Perez
 Charlene Ross
 Jazlyn Heywood
 Andrew Valazquez
 Sharon Garrett
 KC Rivera
 Julia Davis
 Angela Kaufman
 Isai Chavez

Representing:

FDOT
 FDOT
 Turnpike
 AECOM
 Polk County Citizen
 Polk TPO
 Polk TPO
 Polk TPO
 Polk TPO

1. Call to Order

Chairwoman Pfeiffer called the TPO Board meeting to order at 9:00 a.m.

2. Confirmation of Quorum

KC Rivera, Polk TPO staff, confirmed a quorum. Commissioner Watts represented the South County Bloc and Mayor Wagner represented the Central County and Ridge Bloc. Advisory Council members present were Secretary L.K. Nandam, FDOT, Ryan Kordek, Polk TPO, and Heather Bryan, Polk County Legal.

3. Opportunity for Public Comment

Chairwoman Pfeiffer opened the floor for public comment. Sharon Garrett was present to speak. Ms. Garrett has concerns about her home with the proposed corridors.

4. Agenda Review

Ryan Kordek, TPO Executive Director, presented the agenda review. He noted that today's agenda includes Polk TPO Draft meeting minutes from December 19, 2024; Election of Polk TPO Chairperson and Vice-Chairperson along with other board appointments; Public Hearing on Draft amendments to the Momentum 2045 Long Range Transportation Plan (LRTP) and to the FY 2024/25-2028/29 Transportation Improvement Program (TIP); Resolution 2025-01 Adopting Safety Performance Targets; Central Polk Parkway Alternative Corridor Evaluation (ACE) presentation; and, the SunRail extension (PD&E) Study presentation.

Consent Agenda**5. Approve Minutes – December 19, 2024****6. Approve Polk TPO Executive Director Quarterly Timesheets and Expense Reimbursements**

Motion: Motioned by Commissioner Wilson, seconded by Commissioner Roberts McCarley. Motion carried without dissent.

Other Action Items

7. Election of Polk TPO Chairperson and Vice-Chairperson.

Julia Davis, TPO Staff, asked the TPO to conduct elections for Chair and Vice-Chair, the current officers are Mayor Pfeiffer as Chair and Commissioner Roberts McCarley as Vice-Chair.

Motion to retain as Chair (Pfeiffer): Motion to approve by Commissioner Braswell, seconded by Vice Mayor Clark. Motion carried without dissent.

Motion to retain as Vice-Chair (Roberts McCarley): Motion to approve by Vice Mayor Clark, seconded by Commissioner Braswell. Motion carried without dissent.

8. TPO Board Appointments

Julia Davis, TPO Staff, asked the TPO to make appointments to three boards.

- A. The first is the Local Coordinating Board, the Chairperson is drawn from the Polk Transportation Planning Organization. The current Chairperson is Vice Mayor Jeremy Clark from City of Davenport, he is eligible for reappointment

Motion to continue reappointment of Vice Mayor Jeremy Clark: Motion to approve by Commissioner Troutman, seconded by Vice-Chair Roberts McCarley. Motion carried without dissent.

- B. The second committee is Suncoast Transportation Planning Alliance (SCTPA). Polk County is represented along with six other counties MPO's in the Tampa Bay area. The current representatives are Mayor Trish Pfeiffer, Commissioner Mike Musick and Commissioner Guy LaLonde.

Motion to continue representatives: Motion to approve by Commissioner Scott, seconded by Commissioner Troutman. Motion carried without dissent.

- C. The last Board appointment is the Central Florida MPO Alliance (CFMPOA) comprised of the six MPO's to the east of Polk County and Polk. The current representatives are Commissioner Martha Santiago, Vice Mayor Nancy Daley, Mayor Pro Tem Brian Yates and we have a vacancy.

Commissioner Santiago asked to be rescinded from nomination due to the conflicts in her schedule.

Commissioner Troutman nominated Mayor Omar Arroyo of City of Haines City as a member.

Motion to appoint Mayor Omar Arroyo as a member: Motion to approve by Commissioner Troutman, seconded by Vice Mayor Clark. Motion carried without dissent.

Mayor Arroyo stated he would like to nominate Commissioner Vernel Smith to be the alternate.

Motion to appoint Commissioner Vernel Smith as an alternate: Motion carried without dissent.

Motion to continue Vice Mayor Nancy Daley: Motion carried without dissent.

Motion to continue Mayor Pro Tem Brian Yates: Motion carried without dissent.

9. Public Hearing on Draft Amendments to the Momentum 2045 Long Range Transportation Plan (LRTP)

Ryan Kordek, Polk TPO Director, presented the Draft amendments to the Momentum 2045 Long Range Transportation Plan. The amendments are part of the “Moving Florida Forward” initiative also known as the “I-4 Accelerated” project. A Public Hearing was opened, and no comments were brought to the floor, the public hearing was closed. The floor was opened to Board Members and there were no Board member comments. Roll call vote required.

Motion: Roll call vote was taken, and it was a unanimous vote.

10. Public Hearing on Draft Amendments to FY 2024/25-2028/29 Transportation Improvement Program (TIP)

Angela Kaufman, Polk TPO Staff, made a presentation on the proposed FY 2024/25 – 2028/29 Transportation Improvement Program (TIP) amendments. These amendments included the North Lake Fitness Trail for a new design segment to be programmed in FY 2025 with Federal funding. Lakeland UZA – Alliance for Independence for funding for vehicles/equipment. Lakeland Area Mass Transit (LAMTD) capital funding for fixed routes for Lakeland and Winter Haven Area Mass Transit. I-4 Moving Florida Forward Projects for east of US 27 to West of State Road 429 to accelerate the widening project of I-4 and to include Osceola’s project west of State Road 429 to east of World Drive to ensure continuity of the project as a modification. The floor was opened for public comments and no comments were given. The floor was then closed for public

comments. The floor was opened for Board Member comments and no comments were received. The floor was closed, and a roll call vote was taken.

Motion: Motioned by Vice-Chair Roberts McCarley, seconded by Vice Mayor Clark. A roll call vote was taken, and it was a unanimous vote.

10. Review/Approve Draft TPO Resolution 2025-01 Adopting the Safety Performance Targets for the Polk TPO

Isai Chavez, Polk TPO Staff, made a presentation explaining the Resolution 2025-01 adopting FDOT's Safety Performance Targets and the goal of Vision Zero.

The Board members expressed concerns about bicycle lanes and pedestrian safety. Secretary L.K. Nandam stated the strategies with Target Zero. Mayor Mutz stated a proactive way to control the injuries of cyclists.

Motion: Motioned by Commissioner Brasswell, seconded by Commissioner Troutman. Motion carried without dissent.

Presentations and Status Reports

11. Central Polk Parkway Alternative Corridor Evaluation (ACE) from State Road 60 to US 17/92

Ryan Kordek, Polk TPO Director, provided a brief history of the Central Polk Parkway East project going back to 2005.

Jazlyn Heywood of Florida Turnpike made a presentation explaining the two different projects of the Central Polk Parkway which includes project 451419-1 which is in PD&E and project 451419-2 an alternative corridor evaluation.

Commissioner Braswell asked if County funding could co-mingle with the state's funds to expedite the project. Secretary L.K. Nandam stated partnerships are always a positive.

Vice-Chair Roberts McCarley expressed concerns due to past corridors and other opportunities with the proposed corridors.

13. Sunrail Extension Project Development and Environmental (PD&E) Study

Charlene Ross, FDOT, made a presentation on this project, its background and a study of key issues.

Reports

14. Executive Director's Report

Ryan Kordek, Polk TPO Executive Director, announced the 20th Anniversary of the Ridge Scenic Highway; introduced the 2024 Year in Review booklet; introduced Cindy Mitchell as the new member of the TPO's Planning staff. He then provided a summary of the key projects that will occur in 2025 including Envision 2050 Long Range Transportation Plan, Vision Zero Action Plan, I-4 Moving Florida Forward and US 27 Interchange improvements, the Central Polk Parkway, SunRail Extension PD&E study, and high-speed passenger rail.

15. Florida Department of Transportation (FDOT) Report

Edith Perez, FDOT District 1, provided a brief summarization of application deadlines. She stated that there is an upcoming workshop in the spring for US 92 County Line Road from Amberjack Blvd to Frontage Road. She thanked Polk TPO staff for their assistance.

16. Board Member Comments

Mayor Pro Tem Yates asked if there was an update for the Thomas Nursery Road widening project; he stated he would like the opportunity to comment on the project.

Commissioner Brasswell and Mayor Mutz questioned the SunRail PD&E timeframe.

17. Adjournment – Next meeting date is April 10, 2025.

The meeting adjourned at 11:08 a.m.

Respectfully transcribed by KC Rivera, TPO Office Manager IV.

Section 286.0105, Florida Statutes, states that if a person decides to appeal any decision made by a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.



Polk County
Transportation Planning Organization (TPO)

Agenda Item 6.

4/10/2025

AGENDA ITEM

Approve Polk TPO Executive Director Quarterly Timesheets and Expense Reimbursements

PRESENTER

NA

SUMMARY

The Polk TPO is required to approve the timesheets and expense reimbursements for the TPO's Executive Director as specified in FDOT's Technical Memorandum 19-05, as amended.

RECOMMENDED ACTION

The Board is requested to approve the timesheets and expense reimbursements for the first quarter of 2025.

ATTACHMENT

1. Timesheets and expense reimbursements.

Person Name	Time Card Period	Status	Resubmission Status	Additional Statuses	Total Hours	Recorded Hours	Absence Hours	Submission Date
Kordek, Ryan	03/17/2025 - 03/23/2025	✓ Approved		≡	40.00	0.00	40.00	03/21/2025
Kordek, Ryan	03/10/2025 - 03/16/2025	✓ Approved		≡	40.00	40.00	0.00	03/14/2025
Kordek, Ryan	03/03/2025 - 03/09/2025	✓ Approved		≡	40.00	40.00	0.00	03/07/2025
Kordek, Ryan	02/24/2025 - 03/02/2025	✓ Approved		≡	40.00	40.00	0.00	02/28/2025
Kordek, Ryan	02/17/2025 - 02/23/2025	✓ Approved		≡	40.00	40.00	0.00	02/21/2025
Kordek, Ryan	02/10/2025 - 02/16/2025	✓ Approved		≡	40.00	40.00	0.00	02/14/2025
Kordek, Ryan	02/03/2025 - 02/09/2025	✓ Approved		≡	40.00	40.00	0.00	02/07/2025
Kordek, Ryan	01/27/2025 - 02/02/2025	✓ Approved		≡	40.00	40.00	0.00	01/30/2025
Kordek, Ryan	01/20/2025 - 01/26/2025	✓ Approved		≡	40.00	40.00	0.00	01/23/2025
Kordek, Ryan	01/13/2025 - 01/19/2025	✓ Approved		≡	40.00	40.00	0.00	01/16/2025
Kordek, Ryan	01/06/2025 - 01/12/2025	✓ Approved		≡	40.00	40.00	0.00	01/10/2025
Kordek, Ryan	12/30/2024 - 01/05/2025	✓ Approved		≡	40.00	8.00	32.00	01/02/2025



Polk County
Transportation Planning Organization (TPO)

Agenda Item 7.

4/10/2025

AGENDA ITEM

Approve Modification to Provide a Time Extension for Consultant Services Authorization (CSA) TPO-20-1009-02-03 with Kimley-Horn and Associates, Inc. to Prepare the Preliminary 2050 Long Range Transportation Plan Update (Part One)

PRESENTER

NA

SUMMARY

There is a need for a time extension on the referenced contract. Staff is proposing to extend the time period to June 30, 2025, to complete the work for this project. This modification extends the contract by eight (8) months, but does not change the project scope or budget.

RECOMMENDED ACTION

Approval of CSA TPO-20-1009-02-03 Modification #1.

ATTACHMENTS

1. CSA TPO-20-1009-02-03 Modification #1
2. CSA TPO-20-1009-02-03 (Original CSA - Executed on April 11, 2024)

**Polk Transportation Planning Organization
Consultant Services Authorization (CSA)**

Agenda Item 7
Attachment 1
TPO Board Meeting
4/10/2025

Firm	Kimley-Horn and Associates, Inc.
Master Agreement No.	TPO-20-1009-02
CSA No.	TPO-20-1009-02-03 MODIFICATION #1
Project Name	PRELIMINARY 2050 LONG RANGE TRANSPORTATION PLAN: SCOPE A
Project Description	Preparation of the preliminary components of the 2050 Long Range Transportation Plan in order to meet Federal requirements of the TPO.
Project Exhibits and Attachments	Exhibit "A" – Scope of Services Exhibit "B" - Fee Schedule (Master Agreement) Exhibit "C" – Reimbursable Cost Schedule Exhibit "D" – Insurance Documentation
Duration (in days)	Original: Project to be completed 6 months after Notice to Proceed is issued Proposed: Modification 1 --Project duration increased by 8 months. (Contract end date: 6/30/25)
Compensation	Not to exceed \$200,000.00.
Special Contract Conditions	See Scope of Services for details
Insurance Requirements	Professional Liability
Liquidated Damages	See Master Agreement No. TPO-20-1009-02-02
Budget Source/Availability	PL funding will be used for this study; Fund no. 11069 thru 6/30/24; Fund 11148 as of 7/1/24

IN WITNESS WHEREOF, the parties hereto have executed this CSA Modification on this 10th day of April, 2025.

ATTEST:

POLK TRANSPORTATION PLANNING
ORGANIZATION:

Ryan Kordek, TPO Director

Mayor Trish Pfeiffer
TPO Chairman

Approved by the TPO Attorney as to
Form and legal sufficiency:

Heather Bryan, TPO Attorney

Kimley-Horn and Associates, Inc.

ATTEST:

CONSULTANT COMPANY NAME

Corporate Secretary

Authorized Corporate Officer

SEAL

Printed Name and Title

Date: _____

Date: _____

Polk Transportation Planning Organization Consultant Services Authorization (CSA)

Firm	Kimley-Horn and Associates, Inc.
Master Agreement No.	TPO-20-1009-02
CSA No.	TPO-20-1009-02-03
Project Name	PRELIMINARY 2050 LONG RANGE TRANSPORTATION PLAN: SCOPE A
Project Description	Preparation of the preliminary components of the 2050 Long Range Transportation Plan in order to meet Federal requirements of the TPO.
Project Exhibits and Attachments	Exhibit "A" – Scope of Services Exhibit "B" - Fee Schedule (Master Agreement) Exhibit "C" – Reimbursable Cost Schedule Exhibit "D" – Insurance Documentation
Duration (in days)	Project to be completed 6 months after Notice to Proceed is issued.
Compensation	Not to exceed \$200,000.00
Special Contract Conditions	See Scope of Services for details
Insurance Requirements	Professional Liability
Liquidated Damages	See Master Agreement No. TPO-20-1009-02-02
Budget Source/Availability	PL funding will be used for this study; Fund no. 11069 thru 6/30/24; Fund 11148 as of 7/1/24

IN WITNESS WHEREOF, the parties hereto have executed this CSA on this 11th day of April, 2024.

ATTEST:



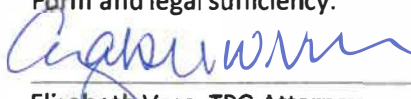
Ryan Kordek, TPO Director

POLK TRANSPORTATION PLANNING
ORGANIZATION:



Vice Mayor Trish Pfeiffer
TPO Chairman

Approved by the TPO Attorney as to
Form and legal sufficiency:



Elizabeth Voss, TPO Attorney

ATTEST:



Corporate Secretary

SEAL

Date: 4/16/2024

Kimley-Horn and Associates, Inc.

CONSULTANT COMPANY NAME



Authorized Corporate Officer

Mark E. Wilson, Senior V.P.

Printed Name and Title

Date: 4/16/2024

**POLK TRANSPORTATION PLANNING ORGANIZATION
PRELIMINARY 2050 LONG RANGE TRANSPORTATION PLAN: SCOPE A
SCOPE OF SERVICES (APRIL 4, 2024) - Exhibit A**

INTRODUCTION

The Polk Transportation Planning Organization's (TPO) Adopted Unified Planning Work Program (UPWP) contains a task and related funding for the update of the TPO's Long Range Transportation Plan to the year 2050, hereinafter referred to as the "2050 LRTP". This scope of services entails the analysis and development of the initial tasks required for the development of the 2050 LRTP that will serve as a guide for Polk County's local governments and the public.

The 2050 LRTP Update will address the following five (5) primary activities/sections listed in this scope of services:

- 1) Goals, Objectives, & Performance Measures Identification
- 2) Preliminary Revenue Forecast
- 3) Congestion Management Process Update
- 4) Public Outreach Plan Development
- 5) Model Coordination & Technical Support

Task 1: Goals, Objectives, & Performance Measures Identification

This task involves update of the goals and objectives from the 2045 Transportation Plan. The current goals and objectives found in the 2045 Long Range Transportation Plan will be reviewed as a starting point with initial discussion on desired changes to the performance measures while also considering the update to the local government Comprehensive Plans as available. TPO staff will ensure that the updated goals, objectives, and performances are consistent with the updated Comprehensive Plans (Future Land Use and Transportation Elements) once completed. Additionally, the CONSULTANT will review the Transportation Plans and Comprehensive Plans of neighboring MPOs/TPOs. The CONSULTANT will address the specific legislative requirements of Florida and the Federal Highway Administration (FHWA) including the Bipartisan Infrastructure Law and existing and associated rulemaking.

The performance measures and potential performance targets will be developed, reviewed, and updated to determine if any changes, additions, or deletions are necessary based on revisions to goals and objectives. These measures will be analyzed in future phases of the LRTP.

Two meetings will occur with TPO staff to review and finalize changes to the goals, objectives, performance measures, and performance targets. The updated goals, objectives, and performance measures will be reviewed and approved by the TPO Board.

Task 2: Preliminary Revenue Forecast

The CONSULTANT will summarize revenues through the year 2050, as outlined below.

Revenue Estimates – Revenue forecast information will be obtained from the Florida Department of Transportation (FDOT) and will provide revenue estimates for State and Federal revenue sources. Local revenues generated with the assistance from TPO staff and the staff from Polk County, as well as the appropriate municipalities. These efforts include the estimation of revenues designated for capital, operating, and maintenance of transportation facilities (roads, bicycle and pedestrian facilities, and public transportation). In addition, private development and other sources of revenue that can be reasonably expected to be available will also be reviewed, evaluated, and documented.

Based on the information from the FDOT and the MPOAC the CONSULTANT will estimate annualized revenues through the year 2050 in 5-year or 10-year increments for the purpose of developing the 2050 Cost Affordable Plan. A draft Technical Appendix will be prepared to summarize the revenue estimates developed for the TPO, along with a description of the assumptions used in preparing the revenue estimates. The Appendix will supplement a chapter created for the LRTP report. The report chapter and Appendix will be submitted to TPO staff for review. Final revenue estimates and assumptions will be documented in a final Technical Appendix as well as a chapter for the Final LRTP report. This effort sets the structure for the LRTP report, and the snapshot of revenues gets added to the tech appendix. Toward the end of the plan the chapter gets updated and additional information may be added to a new section of the technical appendix as needed.

A meeting will be held with TPO and FDOT staff to review the Technical Appendix and draft LRTP report chapter revenue element. Based on comments received at this meeting and through the public involvement process, the CONSULTANT will produce a final Technical Appendix for Revenue and Cost Estimates as well as a final LRTP report chapter revenue element.

Task 3: Congestion Management Process Update

This task will help to address the Federal requirements for the CMP and develop a revised CMP Policy and Procedures Manual. This effort will include revising the existing CMP Policy and Procedures Manual to meet revised Federal and State Guidance; as well as guidance from the 2045 LRTP. The focus of this effort will be to identify the Polk TPO's approach to addressing the Federal 8 step CMP process and will not include implementation of the CMP. It is anticipated that this will also provide a guide to the TPO on how to address the annual reporting requirements in the TIP.

The CONSULTANT will prepare a draft Congestion Management Process Policy and Procedures Manual for review by the TPO. The CONSULTANT will prepare for and meet with the TPO staff to review the manual and recommendations. The CONSULTANT will also prepare for and present to the TPO's TAC and TPO Board. The CONSULTANT will revise and produce a final report based on feedback from the public, TPO Board, TAC, and TPO staff.

Task 4: Public Outreach Plan Development

The Project CONSULTANT will support the TPO Project Manager and TPO Public Information Specialist with developing the Public Involvement Process to be used for the 2050 LRTP which will be consistent with the TPO's overall Public Participation Plan. As part of the 2050 LRTP Update Public Involvement Process, the TPO staff, with support from the Project CONSULTANT, will make a concerted effort to target traditionally underserved neighborhoods. This task does not provide for any public meetings and is limited to the development of the Public Involvement Plan for the 2050 LRTP and for the development of LRTP Video Ideation & Storytelling Concepts.

CONSULTANT will work with the TPO to develop concepts for a series of short videos that will focus on sharing key elements of the long-range transportation plan (LRTP) and how they relate to the "everyday" activities of the residents and businesses in Polk County. Video concepts will be informational and generally thematic but also align with the TPO strategic messaging and branding guidelines. The ideation phase would include preliminary research into similar past or ongoing TPO LRTP outreach initiatives, communication channel formats, and stylistic preferences in order to develop an initial series of story concepts, visualizations, and feature lengths that can serve as the basis for further production development to be provided under a separate scope of services.

Task 5: Model Coordination & Technical Support

The CONSULTANT will provide on-going technical support to the TPO staff in the plan development process. This includes preparation and attendance at regional coordination meetings such. This also includes attendance at Polk TPO TAC and Board meetings. Preparation and attendance at meetings under this task will only occur at the direction of the TPO staff. This task also provides for technical support to the TPO staff as requested. This task has a limit of \$15,000.

Responsibilities of the CONSULTANT

- Develop Goals, Objectives & Performance Measures/Indicators for the LRTP
- Develop Revenue Forecast
- Develop Updated Congestion Management Process
- Develop Public Outreach Strategy
- Prepare for and attend 5 with the TPO/County Staff, 2 TAC meetings and 2 Board meetings.

Responsibilities of the STAFF

- Provide all required data
- Provide Guidance to the CONSULTANT on the Goals, Objectives & Performance Measures/Indicators
- Assist CONSULTANT with the development of the Revenue Forecast including interdepartmental/interagency coordination
- Guide the CONSULTANT on key changes to the Congestion Management Process
- Guide the CONSULTANT in the development of the Public Outreach Strategy
- Review provided deliverables including the draft report and provide comments to the CONSULTANT
- Assist the CONSULTANT with coordination with the local governments and FDOT

- Schedule and secure a location for the TPO Meetings

Meetings

- 5 Meetings with TPO/County Staff
- 2 TAC Meetings
- 2 TPO Board Meeting

Fees

The CONSULTANT will undertake the above services for \$200,000 which will be invoiced on a monthly basis.

EXHIBIT B

RFP 20-1009 - Polk TPO

General Planning Consulting services for the Polk Transportation Planning Organization

Fee Schedule and List of Key Personnel

Kimley-Horn and Associates, Inc.

A North Carolina Corporation Headquartered in Raleigh, North Carolina

Federal ID #56-0885615

Schedule of Rates: 2024 - 2025

Classifications	Direct Hourly Rate		Billing Rate	
	Low	High	Low	High
Principal	\$ 95.94	\$ 117.67	\$ 336.00	\$ 412.00
Chief Planner	\$ 71.78	\$ 100.53	\$ 251.00	\$ 352.00
Senior Planner	\$ 59.34	\$ 71.89	\$ 208.00	\$ 252.00
Project Planner	\$ 41.36	\$ 59.82	\$ 145.00	\$ 209.00
Planner	\$ 31.50	\$ 41.85	\$ 110.00	\$ 146.00
Planner Tech	\$ 25.00	\$ 33.71	\$ 88.00	\$ 118.00
Program Manager	\$ 87.22	\$ 100.86	\$ 305.00	\$ 353.00
Senior Engineer	\$ 67.98	\$ 87.41	\$ 238.00	\$ 306.00
Engineer 1	\$ 42.38	\$ 59.73	\$ 148.00	\$ 209.00
Engineer 2	\$ 52.70	\$ 73.08	\$ 184.00	\$ 256.00
Engineer Intern	\$ 33.90	\$ 49.58	\$ 119.00	\$ 174.00
Engineering Technician	\$ 35.88	\$ 50.13	\$ 126.00	\$ 175.00
Senior Programmer	\$ 78.38	\$ 112.41	\$ 274.00	\$ 393.00
Senior Designer	\$ 37.90	\$ 74.49	\$ 133.00	\$ 261.00
Graphic Designer	\$ 37.50	\$ 52.89	\$ 131.00	\$ 185.00
Admin/Clerical	\$ 23.24	\$ 61.51	\$ 81.00	\$ 215.00
Senior Landscape Architect	\$ 57.74	\$ 109.88	\$ 202.00	\$ 385.00
Landscape Architect	\$ 42.94	\$ 60.35	\$ 150.00	\$ 211.00
Landscape Designer	\$ 34.52	\$ 46.79	\$ 121.00	\$ 164.00

Key Personnel:

Campano, Alex	Kamm, Brett	Roll, William
Capelli, Jill	Keys, Lauren	Schneider, Jared
Coffman, Sydney	Klepper, Bryon	Shaw, Terrel
Emmons, Erin	Lubbers, Tia	Smith, Krystal
Eng, Clarence	Lust, Connor	Stansbery, Stephen
Falcon, Macy	Michael, Jonathan	Statz, Lydia
Fluitt, Allison	Nadeau, Gary	Suarez, Ryan
Garau, Michael	Naeem, Sana	Tate, Cliff
Garrett, Harrison	Nichols, Harrison	Taylor, James
Gartner, Amber	Niforatos, Christopher	Vaudo, Michael
Harland, Jennifer	Nuckols, Ryan	Ware, Kayla
Hatton, Christopher	Padgett, Timothy	Whitehurst, Jonathan
Hill, Travis	Patterson, Jessica	Wood, James
Ispass, Marc	Robertson, Stewart	Woodward, Michael
Johnson, Lily		

Fran McAskill
Director
Procurement Division



330 West Church Street
P.O. Box 9005, Drawer AS05
Bartow, Florida 33831-9005
Phone: (863) 534-6757
Fax: (863) 534-6789
www.polk-county.net

EXHIBIT C

Board of County Commissioners

REIMBURSABLE COST SCHEDULE

1. **Reproduction Cost**

	Single Side	Double Sided
A. Regular Copying		
8 ½ x 11 (black & white).....	\$ 0.15/page	\$ 0.25/sheet
8 ½ x 11 (color).....	\$ 0.30/page	\$ 0.40/sheet
8 ½ x 14 (black & white).....	\$ 0.15/page	\$ 0.25/sheet
8 ½ x 14 (color).....	\$ 0.30/page	\$ 0.40/sheet
11 x 17 (black & white).....	\$ 0.25/page	\$ 0.35/sheet
11 x 17 (color).....	\$ 0.40/page	\$ 0.50/sheet
9 ½ x 24 Single Side Only.....	\$ 1.00/page	
17 x 22 Single Side Only.....	\$ 2.00/page	
18 x 24 Single Side Only.....	\$ 2.00/page	
24 x 36 Single Side Only.....	\$ 3.00/page	
30 x 30 Single Side Only.....	\$ 5.00/page	
32 x 34 Single Side Only.....	\$ 5.00/page	
Other sizes-per square inch	\$ 0.03/page	
Compact Digital Disk	\$ 6.00/disk	
B. Blueprint Copy		\$10.00/page
2. **Subcontractor Services** Actual Costs
3. **Special Consultants** Actual costs
4. **Computer Services** Non-reimbursable
5. **Travel Expenses** In accordance with Chapter 112.061, F.S.;
and further defined in the Polk County Employee Handbook.
6. **Postage, Fed Express, UPS** Actual Costs
7. **Pre-approved Equipment**
(includes purchase and rental of equipment used in project) Actual Costs



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/18/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Edgewood Partners Ins. Center/Greyling
3780 Mansell Rd. Suite 370
Alpharetta GA 30022

CONTACT NAME: Jerry Noyola

PHONE 7702207699

FAX (A/C No.):

E-MAIL: greylingcerts@greyling.com

ADDRESS:

INSURED
Kimley-Horn and Associates, Inc.
421 Fayetteville Street, Suite 600
Raleigh, NC 27601

KIMCLASS

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : National Union Fire Ins Co of Pittsburg

19445

INSURER B : Allied World Assurance Co (U.S.) Inc.

19489

INSURER C : New Hampshire Insurance Company

23841

INSURER D : Lloyd's of London

85202

INSURER E :

INSURER F :

COVERAGES

CERTIFICATE NUMBER: 882759333

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		GL5268169	4/1/2024	4/1/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		CA4489663 (AOS) CA2970071 (MA)	4/1/2024 4/1/2024	4/1/2025 4/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		03127930	4/1/2024	4/1/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	WC015893685 (AOS) WC015893686 (CA)	4/1/2024 4/1/2024	4/1/2025 4/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
D	Professional Liability		B0146LDUSA2404949	4/1/2024	4/1/2025	Per Claim \$2,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Polk Transportation Planning Organization; William Roll. The Polk Transportation Planning Organization is named as an Additional Insured with respects to General & Automobile Liability where required by written contract. Waiver of Subrogation in favor of Additional Insured(s) where required by written contract & allowed by law.

CERTIFICATE HOLDER

Polk Transportation Planning Organization;
330 W Church Street
Bartow FL 33830-0000

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Polk County
Transportation Planning Organization (TPO)

Agenda Item 8.

4/10/2025

AGENDA ITEM

Approve the Polk TPO Certification Review

PRESENTER

NA

SUMMARY

Annually, the Florida Department of Transportation (FDOT) District One and Polk TPO must jointly certify the metropolitan transportation planning process as described in 23 C.F.R. 450.33g. The District and the TPO create a joint certification package that includes a summary of noteworthy achievements by the TPO and, if applicable, a list of any recommendations and/or corrective actions. The Polk TPO Joint Certification Package have been reviewed and accurately reflect the results of the joint certification review meeting held on February 26, 2025. Based on the review and evaluation, the Florida Department of Transportation had no recommendations and/or corrective actions for the Polk TPO.

RECOMMENDED ACTION

Approval of the Polk TPO 2024 Certification Review.

ATTACHMENT

1. Polk TPO 2024 Certification Review Packet



Polk TPO

Calendar Year of Review Period: January 1, 2024, through December 31, 2024.

2/26/2025

Part 1 is to be completed by the Metropolitan Planning Organization

Contents

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Purpose

Each year, the District and the Metropolitan Planning Organization (MPO) must jointly certify the metropolitan transportation planning process as described in [23 C.F.R. §450.336](#). The joint certification begins in January. This allows time to incorporate recommended changes into the Draft Unified Planning Work Program (UPWP). The District and the MPO create a joint certification package that includes a summary of noteworthy achievements by the MPO and, if applicable, a list of any recommendations and/or corrective actions.

The certification package and statement must be submitted to Central Office, Office of Policy Planning (OPP) no later than June 1.

Certification Process

Please read and answer each question using the checkboxes to provide a “yes” or “no.” Below each set of checkboxes is a box where an explanation for each answer is to be inserted. The explanation given must be in adequate detail to explain the question.

FDOT's [MPO Joint Certification Statement](#) document must accompany the completed Certification report. Please use the electronic form fields to fill out the document. Once all the appropriate parties sign the MPO Joint Certification Statement, scan it and email it with this completed Certification Document to your District MPO Liaison.

Please note that the District shall report the identification of and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or issue to the satisfaction of the District, the District shall report the resolution of the corrective action or issue to the MPO Board.

Part 1

Part 1 of the Joint Certification is to be completed by the MPO.

Part 1 Section 1: MPO Overview

1. Does the MPO have up-to-date agreements such as the interlocal agreement that creates the MPO, the intergovernmental coordination and review (ICAR) agreement, and any other applicable agreements? Please list all agreements and dates that need to be readopted. The ICAR Agreement should be reviewed every five years and updated as necessary. Please note that the ICAR Agreement template was updated in 2020.

Please Check: Yes ☒ No ☐

Polk TPO's Agreements as of February 11, 2025

1. The Polk TPO's **Interlocal Agreement for the Creation of the Polk Transportation Planning Organization** was updated on September 1, 2024. This Interlocal Agreement shall remain in effect until terminated by the parties to this Interlocal Agreement. The Interlocal Agreement shall be reviewed by the parties at least every five years, concurrent with the decennial census, and/or concurrent with a new Federal Reauthorization bill, and updated as necessary. [Previous document dated 7-10-2014.]
2. Polk TPO's **Staff Services Agreement between the Polk TPO and the Polk County Board of County Commissioners** was renewed by the TPO on April 14, 2022 and became fully executed by the Polk County BoCC on May 5, 2022. It is renewed for a term of three years commencing upon approval of the agreement by both parties. (April 13, 2025).
3. The **Intergovernmental Coordination and Review (ICAR) and Public Transportation Collaborative Planning Agreement (ICAR)** by and between the TPO, the Central Florida Regional Planning Council (CFRPC), the Lakeland Area Mass Transit District (LAMTD), the Polk Transit Authority (PTA), the Bartow Municipal Airport Development Authority (BMADA), and the Florida Department of Transportation was updated by the Polk TPO on August 24, 2023. This agreement has a five year term (08/23/2028.)
4. The TPO Board approved a **Memorandum of Understanding (MOU) between TPO and the Polk Transit Authority (PTA), the Polk County Board of County Commissioners (BOCC) and the Lakeland Area Mass Transit District (LAMTD)** for cooperation with planning and programming

public transportation projects. This Agreement was fully executed by all parties on April 8, 2015. There is no end date or renewal clause in this agreement; however, *this agreement will be updated in 2025.*

5. On April 9, 2020 the Polk TPO executed an amendment to the **Interlocal Agreement with the Central Florida Metropolitan Planning Organization (MPO) Alliance** in regards to administrative procedures for the Alliance. From the initial document, 10/19/2005, "This agreement shall remain in effect until terminated by the parties to the agreement."
6. On April 9, 2020 the Polk TPO executed a **Fifth Amended and Restated Interlocal Agreement for Regional Transportation Planning and Coordination in West Central Florida**. This agreement was previously known as the "revised Interlocal Agreement for coordinated regional transportation planning activities for the West Central Florida Chairs Coordinating Committee (CCC)," which is now the Sun Coast Transportation Planning Alliance, or (SCTPA). The SCTPA includes the Hernando/Citrus, Hillsborough, Pasco, Pinellas, Polk and Sarasota/Manatee MPO/TPOs. This Agreement shall continue in force until terminated with or without cause by a unanimous vote of the MPOs.
7. FDOT District One (FDOT D1) and the MPOs in District One, have a **Florida Department of Transportation District One Regional Planning Model Agreement**. The parties entered into this agreement in December 2013 for the 2040 LRTP update process. The Polk TPO signed this agreement December 12, 2013. The D1RMP is still being used.

2. Does the MPO coordinate the planning of projects that cross MPO boundaries with the other MPO(s)?

Please Check: Yes ☒ No ☐

The Polk TPO coordinates extensively with other MPOs in central Florida as part of formal and informal processes. Due to the strategic location of Polk County at the crossroads of central Florida, the Polk TPO has taken on a leadership role in regional coordination. The Polk TPO is a part of both the Sun Coast Transportation Planning Alliance and the Central Florida MPO Alliance, and it hosted a meeting of the SCTPA on December 1, 2023 in which more than 12 counties from the Tampa Bay and Orlando areas were represented. (Agreements with both organizations are referenced above.)

3. How does the MPOs planning process consider the 10 Federal Planning Factors ([23 CFR § 450.306](#))?

Please Check: Yes ☒ No ☐

Polk TPO's planning process and adopted UPWP address all of the Fast Act and IIJA Planning Factors. This may be found in the adopted UPWP in Appendix D.

4. How are the transportation plans and programs of the MPO based on a continuing, comprehensive, and cooperative process?

Please Check: Yes ☒ No ☐

The Polk TPO maintains a comprehensive, cooperative, and continuing (3C") planning process. The TPO's plans and programs are designed to meet the current and future transportation needs of Polk County and are regularly evaluated and updated as needed or required. The

TPO currently has several cooperative agreements with other local and regional entities which ensure joint planning is considered in the TPO's planning process. Likewise, the composition of the Polk TPO along with our public involvement efforts ensure these plans and programs are representative of the transportation needs of Polk County.

5. When was the MPOs Congestion Management Process last updated?

The major update was conducted in 2020 as part of the TPO's LRTP update -- Momentum 2045.

The TPO typically evaluates our congestion management system annually through our State of the Transportation System Report, Roadway Network Database, as well as our ongoing crash mapping and bicycle and pedestrian inventories. The State of the Transportation System Report was updated in April 2023.

In 2023 staff completed the update of the Roadway Network Database which is a more detailed analysis of traffic and conditions on Polk County's major road network.

6. Has the MPO recently reviewed and/or updated its Public Participation Plan (PPP)? If so, when? For guidance on PPPs, see the Federal Highway Administration (FHWA) checklist in the [Partner Library](#) on the MPO Partner Site.

Please Check: Yes ☒ No ☐

The Polk TPO conducted an update of the Public Participation Plan, Limited English Proficiency Plan, Title VI and ADA Plans in 2023. These updates covered wordsmithing, data, processes. The PPP defines how the public can participate in our planning process. It guides the public involvement process for the TPO's major planning documents; long range transportation plan (LRTP) and transportation improvement program (TIP) regarding outreach strategies, and targets and measures. The TPO experienced unique and successful citizen engagements, including outreach to the traditionally underserved.

The TPO conducted a 45-day public comment period on the documents being update. These updates were all approved in August 2023. The PPP is updated every three years.

7. Was the Public Participation Plan (PPP) made available for public review at least 45 days before adoption?

Please Check: Yes ☒ No ☐

Yes

Part 1 Section 2: Finances and Invoicing

1. How does the MPO ensure that Federal-aid funds are expended in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by FDOT and the Division Administrator of FHWA?

Through a Staff Services Agreement, the Polk County Board of County Commissioners provides budgeting, finance and accounting services for Polk TPO. Polk TPO uses a financial management system as is utilized by the Polk County BoCC, which complies with requirements set forth in Chapter 129, Florida Statutes, as well as 2 C.F.R. §200.302. Polk County also follows Generally Accepted Accounting Principles (GAAP), as required by the Governmental Accounting Standards Board (GASB), as well as any and all policies and procedures as prescribed by the Division Administrator of FHWA.

2. How often does the MPO submit invoices to the District for review and reimbursement?

Polk TPO currently submits invoices to the District One Polk Community Liaison on a quarterly basis; no later than 90 days from the end of the invoicing period.

3. Is the MPO, as a standalone entity, a direct recipient of federal funds and in turn, subject to an annual single audit?

Please Check: Yes ☐ No ☒

The Polk County BoCC receives/deposits the federal funds on behalf of Polk TPO. As part of its staff services agreement with the Polk County BoCC, Polk TPO is included in the Polk County BoCC's annual external audit conducted by an independent auditor.

4. How does the MPO ensure their financial management system complies with the requirements set forth in [2 C.F.R. §200.302?](#)

Polk TPO uses a financial management system which is utilized by the Polk County BoCC, which complies with requirements set forth in Chapter 129, Florida Statutes, as well as 2 C.F.R. §200.302. Polk County prepares a Comprehensive Annual Financial Report (CAFR) which includes the expression of an opinion by independent auditors on compliance of each major federal program. The Polk County Comptroller's Office maintains a grant data base in support of the Schedule of Financial Assistance which is required for inclusion in the audited CAFR. The grant data base includes the CFDA title and number, name of grantor agency, pass-through agency (if any), and other pertinent information. Each grant agreement is kept on file in the Comptroller's Office. A separate "child fund" is established in Polk County's General Ledger system for each grant agreement and includes all the accounts necessary to properly record grant related transactions including cash, receivables, obligations, program income and interest earnings, if applicable. Polk County follows Generally Accepted Accounting Principles (GAAP), as required by the Governmental Accounting Standards Board (GASB).

5. How does the MPO ensure records of costs incurred under the terms of the FDOT/MPO Agreement are always maintained and readily available upon request by FDOT during the period of the FDOT/MPO Agreement, as well as for five years after final payment is made?

Polk TPO's record of costs incurred under the terms of the MPO Agreement are maintained and readily available in accordance with generally accepted accounting principles (GAAP), which is applied to governmental units as promulgated by the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB). Polk TPO utilizes computerized General Ledger and Accounts Payable systems and an electronic document management system. Vouchers to pay for federally funded projects are available for a minimum of 5 fiscal years after the termination of a project, or as otherwise required.

6. Is supporting documentation submitted, when required, by the MPO to FDOT in detail sufficient for proper monitoring?

Yes, supporting documentation submitted to FDOT is sufficient in detail for proper pre-audit and post-audit monitoring.

7. How does the MPO comply with, and require its consultants and contractors to comply with applicable Federal law pertaining to the use of Federal-aid funds and applicable State laws?

As part of its staff services agreement with the Polk County BoCC, Polk TPO works in collaboration with the BoCC's Procurement Division in compliance with Polk County Ordinance 06-24, and amendments, to ensure all contracted vendors comply with Florida Statute and Federal Law.

8. **Indirect Cost Rates:**

- a. If the MPO uses an indirect cost rate, do they use a federally approved indirect cost rate, state approved indirect cost rate, or the de minimis rate? The de minimis rate recently changed from 10% to 15% of modified total direct costs, which may be used indefinitely by the MPO ([2 C.F.R. 200.414\(f\)](#)). Either de minimis rate is allowable (10% or 15%). Please check one of the indirect cost rate options below:

MPO has a Federally Approved Indirect Cost Rate ☒

MPO has a State Approved Indirect Cost Rate ☒

MPO uses the De Minimis Rate (either the 10% or 15% indirect cost rate) ☐

N/A (The MPO does not use an Indirect Cost Rate) ☐

In general, only those MPOs that are hosted by agencies that receive direct Federal funding in some form (not necessarily transportation) will have available a Federally approved indirect cost rate. If the MPO has a staffing services agreement or the host agency requires the MPO to pay a monthly fee, the MPO may be reimbursed for indirect costs.

- b. If the MPO has an existing federal or state approved indirect cost rate, did the MPO submit a Cost Allocation Plan?

The TPO is hosted by Polk County and uses an indirect rate from the County, not the Federal Government. This indirect rate is approved by the State, and federally.

- c. If the MPO does not use an indirect cost rate, does it charge all eligible costs as direct costs?

Please Check: Yes ☐ No ☐

Part 1 Section 3: Title VI and ADA

1. Has the MPO signed an FDOT Title VI/Nondiscrimination Assurance, identified a person responsible for the Title VI/ADA Program, and posted for public view a nondiscrimination policy and complaint filing procedure?"

Please Check: Yes x No ☐

Yes, the Title VI and ADA Officer for the Polk TPO is Julia Davis, Transportation Planning Administrator. The information is available on the TPO's website.

2. Do the MPO's contracts and bids include the appropriate language, as shown in the appendices of the [Nondiscrimination Agreement](#) with the State?

Please Check: Yes x No ☐

All FHWA, FTA & FDOT Certifications & Assurances were included in the Polk TPO's Procurement process and carried forward into our General Planning Consultant Master Agreements and contracts.

3. Does the MPO have a procedure in place for the prompt processing and disposition of Title VI, and does this procedure comply with FDOT's procedure?

Please Check: Yes x No ☐

The Polk TPO has an adopted policy and procedures in place in the event of any complaints received which is compliant with FDOT's procedure. The policies,

procedures, and the forms (in English and Spanish) are available on TPO's website.

4. Has the MPO participated in any recent Title VI training, either offered by the State, organized by the MPO, or some other form of training, in the past three years?

Please Check: Yes ☒ No ☐

Several of the Polk TPO's staff attended the four-hour LAP Title VI Sub-recipient Compliance Assessment Tool (SCAT) Training (# BT-05-0153) and the four-hour LAP Americans with Disabilities (ADA) Training Course (# BT-05-0062) in Bartow on November 16, 2023. These two courses were taught by esteemed experts, were very detailed, and provided extensive history and case studies on all the topics.

TPO staff have attended training geared to MPOs over the years, and, the TPO's Title VI staff member provides annual training to staff on how the Public Participation Plan is connected to the Title VI and ADA programs.

5. Does the MPO collect demographic data to document nondiscrimination in its plans, programs, services, and activities?

Please Check: Yes ☒ No ☐

The Polk TPO has identified environmental justice planning areas or communities using data from the United States Census American Community Survey. As part of this analysis, the TPO identified areas by Census Block Group with populations at 175% of the county average for:

1. Persons below the Poverty Level (county average=15.6%);
2. Non-White population (county average=22.0%); and
3. Hispanic population (county average= 27.4%).

[2017-2021 data from Quick Facts, Table #PST045221]

This data is used for TPO's planning efforts to target multi-modal improvements in the future. The TPO has also identified the Justice40 areas.

6. Does the MPO keep on file, for five years, all complaints of ADA noncompliance received, and for five years a record of all complaints in summary form?

Please Check: Yes ☒ No ☐

Yes, however, the Polk TPO has never received any complaints to date regarding its planning processes or ADA.

Part 1 Section 4: MPO Procurement and Contract Review and Disadvantaged Business Enterprises

1. Is the MPO using a qualifications based selection process that is consistent with [2 C.F.R. 200.320 \(a-c\)](#), [Appendix II to Part 200 - Contract Provision](#), and [23 C.F.R. 172](#), and Florida statute as applicable?

Please Check: Yes ☒ No ☐

Yes.

2. Does the MPO maintain sufficient records to detail the history of procurement, management, and administration of the contract? These records will include but are not limited to: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price, contract progress reports, and invoices.

Note: this documentation is required by [2 C.F.R. 200.325](#) to be available upon request by the Federal awarding agency, or pass-through entity when deemed necessary.

Please Check: Yes ☒ No ☐

Yes. All accounting, procurement, management, and administration of contracts are maintained in accordance with 2 CFR 200.324(a).

3. Does the MPO have any intergovernmental or inter-agency agreements in place for procurement or use of goods or services?

Please Check: Yes ☒ No ☐

The Polk TPO has a Staff Services Agreement with the Polk County Board of County Commissioners, therefore, the BOCC Procurement Division provides the Polk TPO with all services related to the procurement of goods and services. This complies with all federal, state, and local regulations.

4. What methods or systems does the MPO have in place to maintain oversight to ensure that consultants or contractors are performing work in accordance with the terms, conditions and specifications of their contracts or work orders?

Please Check: Yes ☒ No ☐

The Polk TPO follows strict guidance and procedures through the Procurement Division and County Clerk's office to ensure that all work performed by Consultants is done in accordance with the terms, conditions and specifications of their contracts.

5. Does the MPO's contracts include all required federal and state language from the FDOT/MPO Agreement?

Please Check: Yes ☒ No ☐

Yes, the TPO utilizes all required forms as provided by FDOT and County Procurement, then, the complete procurement packet is reviewed by FDOT staff, prior to procurement being launched.

And, the Polk TPO utilizes all Certifications and Agreements as provided by FTA and or the FDOT, in Grant Applications and subsequent Agreements.

6. Does the MPO follow the FDOT-approved Disadvantaged Business Enterprise (DBE) plan?

Please Check: Yes ☒ No ☐

The Polk TPO uses FDOT's DBE program for FHWA funds in lieu of an independent or internal DBE program.

7. Is the MPO tracking all commitments and payments for DBE compliance?

Please Check: Yes ☒ No ☐

Yes, the Polk TPO is gathering and tracking the quarterly reports on DBE utilization from all contractors and supplying the information with the quarterly PL invoices.

8. The MPO must be prepared to use the Grant Application Process (GAP) for DBE compliance with the EOC System. Has the MPO staff been trained on the GAP system? If yes, please provide the date of training. If no, please provide the date by when training will be complete.

Please Check: Yes ☒ No ☐

Yes, we received DBE GAP training in June 2024, and, we went through the steps to get access to the GAP-DBE portal. However, we need some technical assistance, actually using the portal.

9. Does the MPO include the DBE policy statement in its contract language for consultants and subconsultants?

Please Check: Yes ☒ No ☐

From RFP 20-1009 –

DISADVANTAGED BUSINESS ENTERPRISE (DBE)

For FDOT assisted contracts, the Polk TPO has adopted the FDOT's DBE Program Goal. The FDOT began its race neutral DBE program on January 1, 2000 and has an overall 11.31% goal it must achieve. While the utilization is not mandatory in order to be awarded the contract, continuing utilization of DBE firms on contracts supports the success of Florida's Voluntary DBE Program, and supports the Consultant's Equal Employment Opportunity and DBE Affirmative Action Programs

The Federal DBE Program requires States to maintain a database of all firms that are participating or attempting to participate on FDOT-assisted contracts. The list must include all firms that bid on prime contracts or bid or quote subcontracts on FDOT-assisted projects, including both DBE's and non-DBEs. Please complete the Bidders Opportunity List For Professional Consultants (Attachment G [of RFP 20-1009]), and the DBE Utilization Form (Attachment H [of RFP 20-1009]).

10. Are the MPO procurement packages (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contracts free from geographical preferences or bidding restrictions based on the physical location of the bidding firm or where it is domiciled?

Please Check: Yes ☒ No ☐ N/A ☐

11. Are the MPO procurement packages (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contracts free of points or award preferences for using DBEs, MBEs, WBEs, SBEs, VBEs or any other business program not approved for use by FHWA or FDOT?

Please Check: Yes x No ☐ N/A ☐

12. Please identify all locally required preference programs applied to contract awards by local ordinance or rule that will need to be removed from Federal-Aid solicitations and contract.

- a) ☐ Minority business
- b) ☐ Local business
- c) ☐ Disadvantaged business
- d) ☐ Small business
- e) ☐ Location (physical location in proximity to the jurisdiction)
- f) ☐ Materials purchasing (physical location or supplier)
- g) ☐ Locally adopted wage rates
- h) ☐ Other:

13. Do the MPO's contracts only permit the use of the approved FDOT race-neutral program?

Please Check: Yes ☐ No x N/A ☐

14. Do the MPO's contracts specify the race neutral or 'aspirational' goal of 10.54%?

Please Check: Yes ☐ No x N/A ☐

15. Are the MPO contracts free of sanctions or other compliance remedies for failing to achieve the race-neutral DBE goal?

Please Check: Yes x No ☐ N/A ☐

16. Do the MPO's contracts contain required civil rights clauses, including:

- a. Nondiscrimination in contracting statement (49 CFR 26.13)
- b. Title VI nondiscrimination clauses Appendices A and E (DBE Nondiscrimination Assurance & 49 CFR 21)
- c. FDOT DBE specifications

Please Check: Yes x No ☐ N/A ☐

Part 1 Section 5: Noteworthy Practices & Achievements

One purpose of the certification process is to identify improvements in the metropolitan transportation planning process through recognition and sharing of noteworthy practices. Please provide a list of the MPO's noteworthy practices and achievements below.

1. Envision 2050. The Polk TPO has started updating the Long Range Transportation Plan and branded the plan – Envision 2050. The TPO have adopted a goal, objectives, performance measures and indicators for the plan and will soon begin a robust public involvement campaign in support of the effort.
2. The 2024 State of the Transportation System Report was presented to the TPO in fall of 2024, highlighting performance measures and targets for Polk County's transportation network. This annual report provides an overview of the current state of the county's roadways, transit systems, bicycle and pedestrian infrastructure, and it also provides a regional comparison on traffic growth.
3. In September of 2024 the Polk TPO launched a newly designed website. The new site includes news and updates on transportation projects and safety initiatives. Visitors can easily locate information, including PDFs of current programs and plans, such as the Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP). Meetings, workshops and opportunities for public input are regularly posted to the site.
4. Polk TPO completed its Resiliency and Carbon Reduction Plan, which evaluates the vulnerability of the transportation system to hazards such as flooding and wildfires. Building on statewide efforts by FDOT, the plan aims to enhance the local transportation system's resiliency and reduce carbon emissions through innovative infrastructure solutions and community-driven initiatives.

Part 1 Section 6: MPO Comments

The MPO may use this space to make any additional comments or ask any questions, if they desire. This section is not mandatory, and its use is at the discretion of the MPO.

N/A.



Polk TPO

Calendar Year of Review Period: January 1, 2024, through December 31, 2024.

2/26/2025

Part 2 is to be completed by the FDOT District

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Purpose

Each year, the District and the Metropolitan Planning Organization (MPO) must jointly certify the metropolitan transportation planning process described in [23 C.F.R. §450.336](#). The joint certification begins in January, which allows time to incorporate recommended changes into the Draft Unified Planning Work Program (UPWP). The District and the MPO create a joint certification package that includes a summary of the MPO's noteworthy achievements and, if applicable, a list of any recommendations and/or corrective actions.

The Certification Package and statement must be submitted to the Central Office, Office of Policy Planning (OPP), by June 1.

Certification Process

Please read and answer each question within this document.

Since all of Florida's MPOs adopt a new Transportation Improvement Program (TIP) annually, many of the questions related to the TIP adoption process have been removed from this certification, as these questions have been addressed during review of the draft TIP and after adoption of the final TIP.

As with the TIP, many of the questions related to the Unified Planning Work Program (UPWP) and Long-Range Transportation Plan (LRTP) have been removed from this certification document, as these questions are included in the process of reviewing and adopting the UPWP and LRTP.

Note: This certification has been designed as an entirely electronic document and includes interactive form fields. Part 2 Section 10: Attachments allows you to embed any attachments to the certification, including the [MPO Joint Certification Statement](#) document that must accompany the completed certification report. Once all the appropriate parties sign the MPO Joint Certification Statement, scan it and attach it to the completed certification in Part 2 Section 10: Attachments.

Please note that the District shall report the identification and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or issue to the District's satisfaction, the District shall report the resolution to the MPO Board.

The final Certification Package should include Part 1, Part 2, Risk Assessment Scoring Sheet, and any required attachments and be transmitted to the Central Office no later than June 1 each year.

Risk Assessment Process

Part 2 Section 1: Risk Assessment evaluates the requirements described in [2 CFR §200.332 \(b\)-\(e\)](#), also expressed below. It is important to note that FDOT is the recipient of federal funds and the MPOs are the subrecipient, meaning that FDOT, as the recipient of Federal-aid funds for the State, is responsible for ensuring that Federal-aid funds are expended in accordance with applicable laws and regulations.

(b) Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in paragraphs (d) and (e) of this section, which may include consideration of such factors as:

- (1) The subrecipient's prior experience with the same or similar subawards;*
 - (2) The results of previous audits, including whether the subrecipient receives a Single Audit in accordance with Subpart F—Audit Requirements of this part, and the extent to which the same or similar subaward has been audited as a major program;*
 - (3) Whether the subrecipient has new personnel or new or substantially changed systems; and*
 - (4) The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).*
- (c) Consider imposing specific subaward conditions upon a subrecipient if appropriate, as described in §200.208.*
- (d) Monitor the subrecipient's activities as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward, and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:*

- (1) Reviewing financial and performance reports required by the pass-through entity.*
- (2) Following up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies about the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.*
- (3) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by [§200.521](#).*
- (4) The pass-through entity is responsible for resolving audit findings specifically related to the subaward and not responsible for resolving crosscutting findings. If a subrecipient has a current Single Audit report posted in the Federal Audit Clearinghouse and has not otherwise been excluded from receipt of Federal funding (e.g., has been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant audit agency or cognizant oversight agency to perform audit follow-up and make management decisions related to cross-cutting findings in accordance with section [§200.513\(a\)\(3\)\(vii\)](#). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.*
- (e) Depending upon the pass-through entity's assessment of the risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be helpful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:*
 - (1) Providing subrecipients with training and technical assistance on program-related matters; and*

(2) *Performing on-site reviews of the subrecipient's program operations;*

(3) *Arranging for agreed-upon-procedures engagements as described in [§200.425](#).*

If an MPO receives a Management Decision due to the Single Audit, it may be assigned a high-risk level.

After coordination with the Office of Policy Planning, any of the considerations in [2 CFR §200.331](#) (b) may result in an MPO being assigned the high-risk level.

The questions in Part 2 Section 1: Risk Assessment are quantified and scored to assign a level of risk for each MPO, which will be updated annually during the joint certification process. The results of the Risk Assessment determine the minimum frequency by which District MPO Liaisons review the MPO's supporting documentation for their invoices for the upcoming year. The [Risk Assessment Scoring Sheet](#) is available in the [Liaison Resources Library](#). This spreadsheet must be used to calculate the Risk Assessment Score. The frequency of review is based on the level of risk in **Table 1**.

Table 1. Risk Assessment Scoring

Score	Risk Level	Frequency of Monitoring
> 85 percent	Low	Annual
68 to < 84 percent	Moderate	Bi-annual
52 to < 68 percent	Elevated	Tri-annual
< 52 percent	High	Quarterly

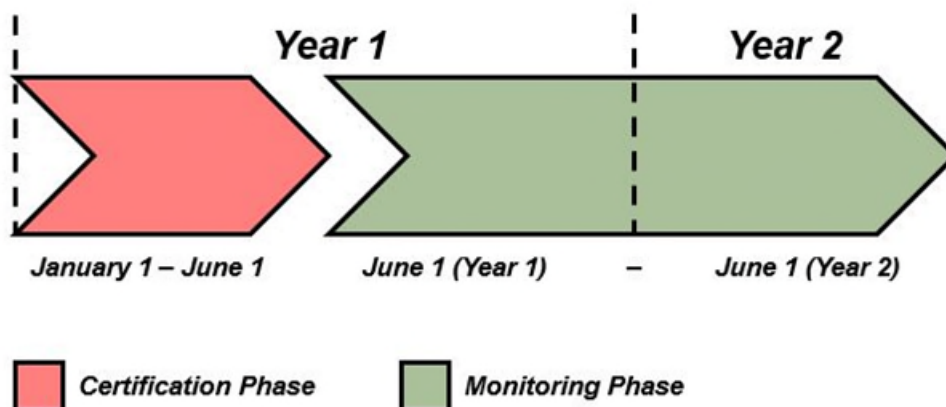
The Risk Assessment part of this joint certification has two main components, the Certification phase and the Monitoring phase, and involves regular reviewing, checking, and surveillance.

1. Certification phase: the first step is to complete this Risk Assessment during the joint certification review, which runs from January 1 to June 1 (*The red arrow in **Figure 1***). During these 5 months, a Risk Assessment assesses the previous calendar year (January 1 through December 31).
2. Monitoring phase: After the joint certification review has been completed, the Risk Assessment enters the Monitoring phase, where the MPO is monitored for 12 months

starting on June 1 (*The green arrow, Year 1 in **Figure 1***) and ending on June 1 of the following year (*The green arrow, Year 2 in **Figure 1***).

This process takes 17 months in total. On January 1 of each year, the new Certification phase begins, which overlaps with the previous year's Monitoring phase. **Figure 1** shows the timeline of the Risk Assessment phases.

Figure 1. Risk Assessment: Certification and Monitoring Phases



Part 2

The District MPO Liaison must complete part 2 of the Joint Certification.

Part 2 Section 1: Risk Assessment

MPO Invoice Submittal

List all invoices and the dates that the invoices were submitted for reimbursement during the certification period in **Table 2** below.

Table 2. MPO Invoice Submittal Summary

Invoice #	Invoice Period	Date the Invoice was Forwarded to FDOT for Payment	Was the Invoice Submitted More than 90 days After the End of the Invoice Period? (Yes or No)
G2811-6	10/1/23-12/31/23	3/27/2024	NO
G2811-7	1/1/24-3/31/24	6/25/2024	NO
G2811-8	4/1/24-6/30/24	9/20/2024	NO
MPO Invoice Submittal Total			
Total Number of Invoices that were Submitted on Time			3
Total Number of Invoices Submitted			3

MPO Invoice Review Checklist

List all MPO Invoice Review Checklists that were completed during the certification period in **Table 3** and attach the checklists to this risk assessment. Provide the total number of questions marked with a red asterisk (*) marked “Yes” on each MPO Invoice Review Checklist. “Yes” indicates that the question was addressed satisfactorily and is not a Materially Significant Finding. Examples of Materially Significant Findings include:

- Submitting unallowable, unreasonable, or unnecessary expenses or corrections that affect the total amounts for paying out.
- Exceeding allocation or task budget.
- Submitting an invoice that is not reflected in the UPWP.
- Submitting an invoice that is out of the project scope.
- Submitting an invoice that is outside of the agreement period.
- Documenting budget status incorrectly.
- Not using a federally approved indirect cost rate.
- Not providing an overhead cost rate when claiming overhead costs.

Corrections not considered materially significant do not warrant elevation of MPO risk. Examples of corrections that are not considered materially significant include:

- Typos.
- Incorrect UPWP revision number.
- Incorrect invoice number.

Table 3. MPO Invoice Review Checklist Summary

MPO Invoice Review Checklist	Number of “Yes” Responses on * Questions
G2811-6	12
G2811-7	12
G2811-8	12
MPO Invoice Review Checklist Total	
Total Number of “Yes” Responses on * Questions	36

**Note: There are 7 * questions per MPO Invoice Review Checklist for MPOs that do not have Indirect Costs. There are 12 * questions per MPO Invoice Review Checklist for MPOs with Indirect Costs.*

MPO Supporting Documentation Review Checklist

List all MPO Supporting Documentation Review Checklists that were completed in the certification period in **Table 4** and attach the checklists and supporting documentation to this risk assessment. Provide the total number of questions marked with a red asterisk (*) marked “Yes” on each MPO Supporting Documentation Review Checklist. This indicates that the question was addressed satisfactorily and is not a Materially Significant Finding. Examples of Materially Significant Findings include:

- Submitting an invoice with charges not on the Itemized Expenditure Detail Report.
- Submitting an invoice with an expense that is not allowable.
- Not using a federally approved indirect rate
- Failing to submit supporting documentation, such as documentation that shows the invoice was paid.

Submitting travel charges that do not comply with the MPO’s travel policy.

Table 4. MPO Supporting Documentation Review Checklist Summary

MPO Supporting Documentation Review Checklist		Number of “Yes” Responses on * Questions
G2811-7		25
MPO Supporting Documentation Review Checklist Total		
Total Number of “Yes” Responses on * Questions		25

**Note: There are 23 * questions per MPO Supporting Documentation Review Checklist for MPOs that do not have Indirect Costs. There are 25 * questions per MPO Supporting Documentation Review Checklist for MPOs with Indirect Costs.*

Technical Memorandum 19-04: Incurred Cost and Invoicing Practices

Were incurred costs billed appropriately at the end of the contract period?

Please Check: Yes ☒ No ☐ N/A ☐

Risk Assessment Score

Please use the [Risk Assessment Scoring Sheet](#) to calculate the MPO's risk score. Use **Table 5** as a guide for selecting the MPO's risk level. As previously mentioned, the Risk Assessment Scoring Sheet is available in the [Liaison Resources Library](#). This spreadsheet must be used to calculate the Risk Assessment Score, which determines the MPO's level of risk. A screenshot of this spreadsheet is provided in **Figure 2**. The values input into the spreadsheet must match those in this Risk Assessment.

Table 5. Risk Assessment Scoring

Score	Risk Level	Frequency of Monitoring
> 85 percent	Low	Annual
68 to < 84 percent	Moderate	Bi-annual
52 to < 68 percent	Elevated	Tri-annual
< 52 percent	High	Quarterly

Risk Assessment Score: 100%

Level of Risk: **Low**

Figure 2: Image of the Risk Assessment Scoring Sheet

Florida Department of Transportation Metropolitan Planning Program
Annual Joint Certification
Risk Assessment Calculation Sheet



The Risk Assessment evaluates the requirements described in 2 CFR §200.331 (b)-(e). As the recipient of Federal-aid funds for the State, FDOT is responsible for ensuring that Federal-aid funds are expended in accordance with applicable laws and regulations. This worksheet accompanies the Risk Assessment and calculates the MPO's risk score. The risk score determines the minimum frequency by which the MPO's supporting documentation for their invoices is reviewed by the District MPO Liaisons for the upcoming year. Use the directions below to complete this worksheet and calculate the MPO's risk score. Enter information into GREEN cells only. Print and attach this worksheet to the Risk Assessment.

Table 1. Risk Assessment Score							
Question Category	Question	Example Response	Directions	Number Correct	Subtotal	Weight Percentage	Total Score
MPO Invoice Submittal	Was invoice submitted within 90 days from the end of the invoice period?	All invoices were submitted within 90 days from the end of the invoice period.	Number Correct Column: Enter the number of invoices that were submitted on time. Subtotal Column: Enter the total number of invoices that were submitted.	3	3	30%	30%
MPO Invoice Review Checklist	How many materially significant findings questions are correct?	There were 21 opportunities for materially significant findings, 18 of the materially significant finding questions were answered correctly.	Number Correct Column: Enter the number of correct materially significant questions. Subtotal Column: Enter the total number of materially significant questions.	21	21	30%	30%
MPO Supporting Documentation Review Checklist	How many materially significant findings questions are correct?	There were 75 opportunities for materially significant findings, 72 of the materially significant finding questions were answered correctly.	Number Correct Column: Enter the number of correct materially significant questions. Subtotal Column: Enter the total number of materially significant questions.	23	23	35%	35%
Technical Memorandum 19-04: Incurred Cost and Invoicing Practices	Were incurred costs billed appropriately at the end of the contract period?	The MPO billed incurred costs appropriately at the end of the invoice period.	Enter 1 if incurred costs were billed appropriately at the end of the contract period, or if this question is not applicable. Enter a 0 if incurred costs were not billed appropriately at the end of the	1	1	5%	5%
Risk Assessment Score							100%

Part 2 Section 2: Long Range Transportation Plan (LRTP)

Did the MPO adopt a new LRTP in the year this certification addresses?

Please Check: Yes ☐ No ☒

If yes, please ensure any correspondence or comments related to the draft and final LRTP and the LRTP checklist used by the Central Office and the District are in the [Grant Application Process \(GAP\) System](#) or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the [GAP System](#) below.

Title(s) and Date(s) of Attachment(s) in the [GAP System](#)

N/A

Part 2 Section 3: Transportation Improvement Program (TIP)

Did the MPO update their TIP for the year this certification is addressed?

Please Check: Yes ☒ No ☐

If yes, please ensure any correspondence or comments related to the draft and final TIP and the TIP checklist used by the Central Office and the District are in the [GAP System](#) or attach them to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the [GAP System](#) below.

Title(s) and Date(s) of Attachment(s) in the [GAP System](#)

The Adopted TIP was uploaded to the GAP portal on 5/14/24.
--

Part 2 Section 4: Unified Planning Work Program (UPWP)

Did the MPO adopt a new UPWP in the year this certification addresses?

Please Check: Yes ☒ No ☐

If yes, please ensure any correspondence or comments related to the draft and final UPWP and the UPWP checklist used by the Central Office and the District are in the [GAP System](#) or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the [GAP System](#) below.

Title(s) and Date(s) of Attachment(s) in the [GAP System](#)

UPWP FY24-26 was approved 4/29/24.

Part 2 Section 5: Clean Air Act

The requirements of [Sections 174 \(Planning Procedures\)](#) and [176 \(c\) and \(d\) \(Limitations on Certain Federal Assistance\)](#) of the Clean Air Act as codified in [42 USC 7504](#) and [42 USC 7506](#) can be found [here](#).

The Clean Air Act requirements affecting transportation only apply to areas designated for nonattainment and maintenance of the National Ambient Air Quality Standards (NAAQS). Florida is currently in attainment for all NAAQS. No certification questions are required at this time. If the Environmental Protection Agency issues a revised NAAQS, this section may need revision.

Title(s) of Attachment(s)

N/A

Part 2 Section 6: Technical Memorandum 19-03REV: Documentation of FHWA PL and Non-PL Funding

Did the MPO identify all FHWA Planning Funds (PL and non-PL) in the TIP?

Please Check: Yes ☒ No ☐ N/A ☐

Part 2 Section 7: MPO Procurement and Contract Review

To evaluate existing DBE reporting requirements, choose one professional services procurement package and contract between the MPO and a third party to answer the following questions. If the answer is no, the MPO is not penalized. FDOT uses this information to determine technical support and training for the MPOs. Any new procurements after July 1, 2024, must be compliant with the existing DBE reporting requirements.

1. Are the procurement package (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contract free from geographical preferences or bidding restrictions based on the physical location of the bidding firm or where it is domiciled?

Please Check: Yes ☒ No ☐ N/A ☐

2. Are the procurement package (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates, and related documents) and contract free of points or award preferences for using DBEs, MBEs, WBEs, SBEs, VBEs, or any other business program not approved for use by FHWA or FDOT?

Please Check: Yes ☒ No ☐ N/A ☐

3. Does the contract only permit using the approved FDOT race-neutral program?

Please Check: Yes ☐ No ☒ N/A ☐

4. Does the contract specify the race-neutral or 'aspirational' goal of 10.54%?

Please Check: Yes ☐ No ☒ N/A ☐

5. Is the contract free of sanctions or other compliance remedies for failing to achieve the race-neutral DBE goal?

Please Check: Yes ☒ No ☐ N/A ☐

6. Does the contract contain required civil rights clauses, including:
 - a. Nondiscrimination in a contracting statement ([49 CFR 26.13](#))
 - b. Title VI nondiscrimination clauses Appendices A and E ([DBE Nondiscrimination Assurance](#) & [49 CFR 21](#))
 - c. FDOT DBE specifications

Please Check: Yes ☒ No ☐ N/A ☐

Part 2 Section 8: District Questions

The District may ask up to five questions at their discretion based on experience interacting with the MPO that were not included in the sections above. Please fill in the question(s) and the response(s) in the blanks below. This section is optional and may cover any area the District would like more information on.

1. What recommendations, if any, does the MPO/TPO have for improving the partnership between the MPO/TPO and FDOT?

The Polk TPO appreciates the truly fine partnership we have with FDOT. We also note that the multiple training opportunities and in-person meetings have been very helpful.

2. To comply with FHWA requirements, a new LRTP will need to be adopted by the end of 2025. Please provide an updated schedule for LRTP development and adoption.

The Polk TPO is on schedule to complete the adoption of the LRTP on December 8, 2025.

3. Question

PLEASE EXPLAIN

4. Question

PLEASE EXPLAIN

5. Question

PLEASE EXPLAIN

Part 2 Section 9: Recommendations and Corrective Actions

Please note that the District shall report the identification of and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or problem to the satisfaction of the District, the District shall report the resolution of the corrective action or issue to the MPO Board. The District may identify recommendations and corrective actions based on the information in this review, any critical comments, or to ensure compliance with federal regulation. The corrective action should include a date by which the MPO must correct the problem.

Status of Recommendations and Corrective Actions from Prior Certifications

According to the 2024 Joint Certification, Polk did not receive any recommendations or corrective actions. The MPO staff has demonstrated an outstanding collaboration and submitted all required documents in a timely manner throughout the year.

Recommendations for this Certification

Recommendation is that the TPO please continue to provide all back up documents for each quarterly invoice, this is very helpful to have for invoice reviews.

Corrective Actions for this Certification

PLEASE EXPLAIN

Part 2 Section 10: Attachments

Please attach any documents required from the sections above or other certification-related documents here or through the [GAP System](#). Please also sign and attach the [MPO Joint Certification Statement](#).

Title(s) and Date(s) of Attachment(s) in the [GAP System](#)

N/A

FLORIDA DEPARTMENT OF TRANSPORTATION
MPO JOINT CERTIFICATION STATEMENT

525-010-05c
POLICY PLANNING
02/18

Pursuant to the requirements of 23 U.S.C. 134(k)(5) and 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the Polk TPO with respect to the requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the FAST Act and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on April 10, 2025.

Based on a joint review and evaluation, the Florida Department of Transportation and the Polk TPO recommend that the Metropolitan Planning Process for the Polk TPO be certified.

Name: L.K. Nandam
Title: District One Secretary

Date

Name: Trish Pfeiffer
Title: MPO Chairman (or designee)

Date



MPO FHWA FUNDS INVOICE SUPPORTING DOCUMENTATION REVIEW CHECKLIST

MPO: **Polk TPO**

Contract: **G2811**

**Date of
Review:** 2/20/25

Review #: **1**

Invoice No.: **G2811-7**

Invoice Period: **1/1/2024-3/31/
2024**

Reviewed By: **Edith Perez**

The Invoice Review Checklist should be completed for every MPO Invoice. The MPO's Supporting Documentation Review Checklist is to be completed at the frequency required by the MPO's **Risk Assessment** that is a part of the Annual MPO Joint Certification Process. This checklist should be completed and saved with all invoice documentation, uploaded to the MPO Liaison Toolkit for tracking by Central Office, and forwarded to the MPO for their records.

Please note: Below you will be required to identify any comments, recommendations, or Materially Significant Findings. Comments and recommendations are at the discretion of the District, but Materially Significant Findings must be supported by documentation and identify corrections that must be made for the MPO to be reimbursed. Materially Significant Findings factor into the MPOs level of risk, as determined by the **Risk Assessment** in the Annual MPO Joint Certification.

*** Indicates questions that relate to Tables 1 and 2. If a question is responded to with "Yes," it has been addressed in a satisfactory manner and is not a Materially Significant Finding. If a question is responded with "No", it has not been addressed in a satisfactory manner and will result in a Materially Significant Finding.**

Personnel Service (MPO staff salary & fringe)

Review the payroll register and compare to expenses being reimbursed. Select one staff member and confirm details below.

- Were personnel service expenses incurred within the **Invoice Period**? **Yes**
- Employee's time sheet selected for review? **Ryan Kordek**
- Does the payroll register fall within the dates matching the **Invoice Period**? **Yes**
- * Do the hours shown on the payroll register match the hours being requested for reimbursement? **Yes**
- * Does the employee's timesheet match the expenses being requested for reimbursement? **Yes**
- * Are amounts shown on the payroll register and task charges accurately recorded on the **Itemized Expenditure Detail Report**? **Yes**
- Are fringe charges equitably distributed to all grants? **Yes**
- Is the timesheet signed by an authorized MPO official? **Yes**
- **Technical Memorandum 19-05Rev: Director's Timesheets and Expenses**
Were the Director's timesheets and expenses reviewed at least quarterly by the MPO Board, Executive Committee, Board Chair, or Board Treasurer? **Yes**
- **Comments and Recommendations on Personnel Services Expenses**

[Click to enter details](#)

- **Findings on Personnel Services Expenses**

[Click to enter details](#)

Consultant Services

Select one consultant invoice and confirm details below.

- Were consultant service expenses incurred within the **Invoice Period**? [Yes](#)
- Consultant invoice selected for review (enter consultant and invoice number)?

Kimley Horn, Inv #046359005-0124

- * Are charges shown on the invoice accurately recorded on the Itemized Expenditure Detail Report? [Yes](#)
- Are the consultant services invoice dates of service within the **Invoice Period**? [Yes](#)
- * Are the task services documented in the progress report? [Yes](#)
- * Is there documentation to show that the invoice was paid? [Yes](#)
- **Comments and Recommendations on Consultant Services Expenses**
[Click to enter details](#)
- **Findings on Consultant Services Expenses**
[Click to enter details](#)

Travel Reimbursement

If travel reimbursement was requested on this invoice, select one travel reimbursement. Refer to the MPO's travel policies and regulations to answer questions below.

- Were travel expenses incurred within the **Invoice Period**? [Yes](#)
- Was employee's travel reimbursement selected for review?
[Ryan Kordek, travel date 1/26/2024](#)
- * Are charges shown on the travel form accurately recorded on the task's **Itemized Expenditure Detail Report**? [Yes](#)
- Has the MPO established its own travel policy? [Yes](#)
- Does the travel reimbursement comply with MPO or State travel policies and regulations? [Yes](#)
- Are charges recorded on FDOT Contractor Travel Form (300-000-06)? [No](#)
- Is the travel request signed by an MPO authorized official? [Yes](#)
- * Are travel charges supported by documentation as required by the travel policy? [Yes](#)
- **Technical Memorandum 19-02: Car Allowance or Mileage Reimbursements**
Was the car allowance or mileage recorded appropriately based on the number of business-related miles an employee drives and the cost associated with operating a personal vehicle? [Yes](#)
- **Comments and Recommendations on Travel Reimbursement Expenses**
[Click to enter details](#)
- **Findings on Travel Reimbursement Expenses**
[Click to enter details](#)

Direct Expenses

Select and review five direct expense line items.

- Were direct expenses incurred within the Invoice Period? **Yes**
- #1 Direct expense selected for review **Verizon, invoice # 9957634801**
 - Was the cost incurred within the **Invoice Period**? **Yes**
 - Is the expense for purchase of equipment under \$5,000? (If over \$5,000, indicate prior approval in findings/recommendation below) **Yes**
 - * Is the expense allowable? **Yes**
 - * Is there documentation to show that the invoice was paid? **Yes**
 - * Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**? **Yes**
- #2 Direct expense selected for review **Common Look, invoice # INV015200**
 - Was the cost incurred within the **Invoice Period**? **Yes**
 - Is the expense for purchase of equipment under \$5,000? (If over \$5,000, indicate prior approval in findings/recommendation below) **Yes**
 - * Is the expense allowable? **Yes**
 - * Is there documentation to show that the invoice was paid? **Yes**
 - * Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**? **Yes**
- #3 Direct expense selected for review **LocaliQ, invoice #6334269**
 - Was the cost incurred within the **Invoice Period**? **Yes**
 - Is the expense for purchase of equipment under \$5,000? (If over \$5,000, indicate prior approval in findings/recommendation below) **Yes**
 - * Is the expense allowable? **Yes**
 - * Is there documentation to show that the invoice was paid? **Yes**
 - * Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**? **Yes**
- #4 Direct expense selected for review **Office Depot, invoice # 350539804-001**
 - Was the cost incurred within the **Invoice Period**? **Yes**
 - Is the expense for purchase of equipment under \$5,000? (If over \$5,000, indicate prior approval in findings/recommendation below) **Yes**
 - * Is the expense allowable? **Yes**
 - * Is there documentation to show that the invoice was paid? **Yes**
 - * Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**? **Yes**
- #5 Direct expense selected for review **UPS Store, invoice # CU00067595**
 - Was the cost incurred within the **Invoice Period**? **Yes**
 - Is the expense for purchase of equipment under \$5,000? (If over \$5,000, indicate prior approval in findings/recommendation below) **Yes**
 - * Is the expense allowable? **Yes**
 - * Is there documentation to show that the invoice was paid? **Yes**

- * Are charges shown on the invoice accurately recorded on the **Itemized Expenditure Detail Report**?
[Yes](#)
- Does the MPO direct bill for indirect costs? [Yes](#)
 - * If yes, does the MPO provide documentation that supports the indirect costs charged?
[Yes](#)
- **Comments and Recommendations on Direct Expenses**
[Click to enter details](#)
- **Findings on Direct Expenses**
[Click to enter details](#)

Indirect Rate

If applicable, review MPO's APPROVED Indirect Rate.

- Does the MPO have a FEDERALLY APPROVED indirect rate? [Yes](#)
 - * If yes, does the indirect rate that is charged on the invoice agree with the approved indirect cost allocation plan documented in the MPO's UPWP? [Yes](#)
- **General Comments on Indirect Rate Charges**
[Click to enter details](#)
- **General Comments on Indirect Rate Charges**
[Click to enter details](#)

General Comments, Recommendations, and Findings

- Was the invoice's supporting documentation found to be in good order? [Yes](#)
- Was there evidence that a quality control process or procedure is in place? [Yes](#)
- **General Comments on Recommendations**
[Click to enter details](#)
- **General Comments on Materially Significant Findings**
[Click to enter details](#)

Invoice Supporting Documentation Review Checklist

Please provide the total number of * questions marked Yes (Yes indicates that the MPO satisfactorily addressed the question and that there will not be a Materially Significant Finding) in Table 1 or 2. Table 1 or 2 will be used in the Risk Assessment, part of the Annual MPO Joint Certification, to evaluate the MPO's risk level.

Please fill out either Table 1 or Table 2. Table 1 will be filled out for MPOs that do not have Indirect Costs. Table 2 will be filled out for MPOs that have Indirect Costs.

Table 1. Invoice Supporting Documentation Review Checklist Summary (for MPOs that do not have Indirect Costs)

Description	Yes	No	Total
Responses to * Questions			23

Table 2. Invoice Supporting Documentation Review Checklist Summary (for MPOs that have Indirect Costs)

Description	Yes	No	Total
Responses to * Questions	25		25



Polk County
Transportation Planning Organization (TPO)

Agenda Item 9.

4/10/2025

AGENDA ITEM

Approve Draft TPO Resolution 2025-02 Authorizing Chairman to File a Transportation Disadvantaged Trust Fund Planning-Related Activities Grant Application

PRESENTER

NA

SUMMARY

The Resolution is needed in order to apply for and execute the Transportation Disadvantaged Trust Fund Planning-Related Activities Grant.

RECOMMENDED ACTION

The subject resolution as attached will support staff planning activities for the Transportation Disadvantaged Program in FY 2025/26. Staff requests Board approval.

ATTACHMENT

1. Draft TPO Resolution 2025-02

DRAFT RESOLUTION 2025-02

A RESOLUTION OF THE POLK TRANSPORTATION PLANNING ORGANIZATION BOARD (THE BOARD) AUTHORIZING THE CHAIRMAN OF THE POLK TRANSPORTATION PLANNING ORGANIZATION (TPO) TO FILE AND EXECUTE A TRANSPORTATION DISADVANTAGED TRUST FUND PLANNING-RELATED ACTIVITIES GRANT APPLICATION, GRANT AGREEMENT, AMENDMENTS, WARRANTIES, CERTIFICATIONS AND OTHER REQUIRED DOCUMENTS WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

WHEREAS, the Polk Transportation Planning Organization is eligible to receive a Transportation Disadvantaged Trust Fund Planning-Related Activities Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159 Florida Statutes and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED, by the Polk Transportation Planning Organization:

1. That the BOARD has the authority to enter into this grant agreement.
2. The BOARD authorizes the TPO Chairman, or their designee, to execute the grant agreement, amendments, warranties, certifications and any other documents which may be required in connection with the agreement with the Florida Commission for the Transportation Disadvantaged on behalf of the Polk Transportation Planning Organization.
3. The BOARD's Registered Agent in Florida is Heather Bryan, Esquire, Assistant County Attorney and the Registered Agent's address is: Polk County Attorney's Office, 330 W. Church Street; PO Box 9005, Bartow, FL 33831-9005

DULY PASSED AND ADOPTED THIS TENTH DAY OF APRIL, 2025

Signed:

Mayor Trish Pfeiffer, Chairperson
Polk Transportation Planning Organization (TPO)

April 10, 2025
Date

TPO Resolution 2025-02
April 10, 2025

ATTEST:

Ryan Kordek, TPO Director

Approved by the TPO Attorney as to
form and legal sufficiency:

Heather Bryan, TPO Attorney



Polk County
Transportation Planning Organization (TPO)

Agenda Item 10.

4/10/2025

AGENDA ITEM

Approve Amendment #2 to the Master Services Agreement TPO 20-1009 to Provide a One-Year Extension to Existing Contracts, and to Allow for an Increase in Reimbursement Rates

PRESENTER

Julia Davis, Polk TPO

SUMMARY

The Board is requested to approve Amendment #2 to the existing Master Service Agreements (MSA) with each of the TPO's existing general planning consulting firms and to authorize the TPO Chairman to execute this Amendment to the agreements with said firms. The Amendment includes an updated Exhibit B, which is an updated Reimbursement Rate schedule.

- AECOM Technical Services, Inc.
- Tindale Oliver & Associates. Inc.; now Alfred Benesch and Company
- Kimley-Horn and Associates, Inc.

RECOMMENDED ACTION

Staff requests Board direct the TPO Chairperson to sign the Amendment for each MSA.

ATTACHMENTS

Amendment #2 for MSA with these three existing general planning consulting firms:

1. AECOM Technical Services, Inc.
2. Tindale Oliver & Associates. Inc.; now Alfred Benesch and Company.
3. Kimley-Horn and Associates, Inc.

DRAFT

MASTER CONSULTING AGREEMENT # TPO 20-1009-01 AMENDMENT #2

This Amendment, effective as of the date executed by the Polk Transportation Planning Organization (TPO) Chairperson (the “Amendment #1 Effective Date”), is hereby entered into by the TPO, created by the State of Florida in accordance with Title 23 United States Code, Section 134 and Chapter 339.175, Florida Statutes (the “TPO”), situated at 330 W. Church Street, Bartow, Florida 33830, and AECOM Technical Services, Inc., (the “Consultant”), a California corporation, located at 300 South Grand Avenue, 9th Floor, Los Angeles, California 90071 and 7650 West Courtney Causeway, Tampa, Florida 33607.

WITNESSETH:

WHEREAS, the TPO and the Consultant entered into a Master Consulting Agreement dated May 20, 2021 (the “Agreement”) for the purpose of providing certain professional services in connection with transportation planning in Polk County, which is more fully set out in the Agreement; and

WHEREAS, the original term of the Agreement is for a three (3) year period; and

WHEREAS, pursuant to Section 1.2 of the Agreement, the Parties have the option of extending the Agreement for two (2) one (1) year extension terms; and

WHEREAS, the Parties have mutually agreed to extend the Agreement for the second of two (2) available one (1) year extension terms; and

WHEREAS, pursuant to Section 3.1.2. of the Agreement, the Parties have mutually agreed to update the Fee Schedule set forth in Exhibit “B.”

NOW, THEREFORE, the Polk TPO and the Consultant hereby agree to the following:

1. The recitals stated above are true and correct and are fully incorporated herein.
2. The term of the Agreement is extended for a one year period commencing on May 20, 2025, and continuing through May 20, 2026. This term extension is the second of the available two (2) one year term extensions that are provided in Section 1 of the Agreement. May 20, 2025 shall be the Amendment 2 Effective Date.
3. Exhibit “B” shall be replaced in its entirety with the revised Exhibit “B” attached hereto and shall be used for all CSAs issued after May 20, 2025. Pursuant to Section 3.1.2. of the Agreement, the revised Fee Schedule does not apply to CSA’s/CPO’s in effect prior to the Amendment #2 Effective Date.

(THE REMAINDER OF THE PAGE LEFT INTENTIONALLY BLANK)

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the Amendment #1 Effective Date.

ATTEST:

**Polk Transportation Planning Organization
(TPO)**

By: _____
Executive Director, Polk TPO

By: _____
Trish Pfeiffer, TPO Chairperson

Date Signed By TPO _____

Reviewed as to form and legal sufficiency:

County Attorney's Office

AECOM Technical Services, Inc.
a California corporation

By: _____

PRINT NAME

TITLE

Date: _____

ACKNOWLEDGEMENT OF FIRM IF A LIMITED LIABILITY COMPANY

STATE OF _____ County OF _____

The foregoing instruments was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ (Date) by _____ (Name of officer or agent) as _____ (title of officer or agent) of the Company on behalf of the Company, pursuant to the powers conferred upon him/her by the Company. He/she personally appeared before me at the time of notarization, and ☐ is personally known to me or ☐ has produced _____ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date) .

_____ (Official Notary Signature and Notary Seal)

_____ (Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____

ACKNOWLEDGEMENT OF FIRM, IF A CORPORATION

STATE OF _____ County OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ (Date) by _____ (Name of officer or agent) as _____ (title of officer or agent) of the Corporation on behalf of the Corporation, pursuant to the powers conferred upon him/her by the Corporation. He/she personally appeared before me at the time of notarization, and ☐ is personally known to me or ☐ has produced _____ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date) .

_____ (Official Notary Signature and Notary Seal)

_____ (Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____

ACKNOWLEDGEMENT OF FIRM, IF AN INDIVIDUAL

STATE OF _____ County OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ (Date) By _____ (Name of acknowledging) who personally appeared before me at the time of notarization, and ☐ is personally known to me or ☐ has produced _____ as identification and did certify to have knowledge of the matters in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date) .

_____ (Official Notary Signature and Notary Seal)

_____ (Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____

ACKNOWLEDGEMENT OF FIRM, IF A PARTNERSHIP

STATE OF _____ County OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ (Date) by _____ (Name of acknowledging partner or agent) on behalf of _____ a partnership.

He/She personally appeared before me at the time of notarization, and ☐ is personally known to me or ☐ has produced _____ as identification and did certify to have knowledge of the matters in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date) _

_____ (Official Notary Signature and Notary Seal)

_____ (Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____

EXHIBIT "B"
PROFESSIONAL SERVICES FEE SCHEDULE

Polk TPO 20-1009-01 Amendment 1

Polk TPO

	<u>Range of Direct</u> <u>Labor Rates</u>		<u>Range of Hourly</u> <u>Billing Rates</u>	
Senior Program Specialist/Principal	\$80.00	\$160.00	\$223.20	\$446.40
Project Manager	\$50.00	\$110.00	\$139.50	\$306.90
Chief Engineer	\$70.00	\$135.00	\$195.30	\$376.65
Senior Engineer	\$60.00	\$100.00	\$167.40	\$279.00
Engineer	\$35.00	\$65.00	\$97.65	\$181.35
Engineering Technician	\$20.00	\$60.00	\$55.80	\$167.40
Chief Planner	\$65.00	\$115.00	\$181.35	\$320.85
Senior Planner	\$50.00	\$85.00	\$139.50	\$237.15
Project Planner	\$35.00	\$55.00	\$97.65	\$153.45
Planner	\$25.00	\$45.00	\$69.75	\$125.55
Community Outreach Specialist	\$30.00	\$55.00	\$83.70	\$153.45
Senior Landscape Architect	\$55.00	\$95.00	\$153.45	\$265.05
Landscape Architect	\$35.00	\$55.00	\$97.65	\$153.45
Senior Architect	\$55.00	\$95.00	\$153.45	\$265.05
Architect	\$35.00	\$65.00	\$97.65	\$181.35
Chief Geologist	\$40.00	\$70.00	\$111.60	\$195.30
Geologist	\$30.00	\$45.00	\$83.70	\$125.55
Utility Coordinator	\$40.00	\$75.00	\$111.60	\$209.25
Scientist	\$50.00	\$75.00	\$139.50	\$209.25
Environmental Specialist	\$30.00	\$55.00	\$83.70	\$153.45
GIS Analyst	\$20.00	\$60.00	\$55.80	\$167.40
Graphic Design/Creative Imaging	\$30.00	\$75.00	\$83.70	\$209.25
Document Production Specialist	\$25.00	\$50.00	\$69.75	\$139.50
Administration and Clerical	\$20.00	\$40.00	\$55.80	\$111.60

Draft

MASTER CONSULTING AGREEMENT # TPO 20-1009-03 AMENDMENT #2

This Amendment, effective as of the date executed by the Polk Transportation Planning Organization (TPO) Chairperson (the “Amendment #1 Effective Date”), is hereby entered into by the TPO, created by the State of Florida in accordance with Title 23 United States Code, Section 134 and Chapter 339.175, Florida Statutes (the “TPO”), situated at 330 W. Church Street, Bartow, Florida 33830, and Alfred Benesch & Company, an Illinois Corporation (“Benesch”), located at 35 West Wacker Drive, Suite 3300 Chicago, IL 60601.

WITNESSETH:

WHEREAS, the TPO and the Consultant entered into a Master Consulting Agreement dated May 20, 2021 (the “Agreement”) for the purpose of providing certain professional services in connection with transportation planning in Polk County, which is more fully set out in the Agreement; and

WHEREAS, the original term of the Agreement is for a three (3) year period; and

WHEREAS, pursuant to Section 1.2 of the Agreement, the Parties have the option of extending the Agreement for two (2) one (1) year extension terms; and

WHEREAS, the Parties have mutually agreed to extend the Agreement for the second of two (2) available one (1) year extension terms; and

WHEREAS, pursuant to Section 3.1.2. of the Agreement, the Parties have mutually agreed to update the Fee Schedule set forth in Exhibit “B.”

NOW, THEREFORE, the Polk TPO and the Consultant hereby agree to the following:

1. The recitals stated above are true and correct and are fully incorporated herein.
2. The term of the Agreement is extended for a one year period commencing on May 20, 2025, and continuing through May 20, 2026. This term extension is the second of the available two (2) one year term extensions that are provided in Section 1 of the Agreement. May 20, 2025 shall be the Amendment 2 Effective Date.
3. Exhibit “B” shall be replaced in its entirety with the revised Exhibit “B” attached hereto and shall be used for all CSAs issued after May 20, 2025. Pursuant to Section 3.1.2. of the Agreement, the revised Fee Schedule does not apply to CSA’s/CPO’s in effect prior to the Amendment #2 Effective Date.

(THE REMAINDER OF THE PAGE LEFT INTENTIONALLY BLANK)

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the Amendment #1 Effective Date.

ATTEST:

**Polk Transportation Planning Organization
(TPO)**

By: _____
Executive Director, Polk TPO

By: _____
Trish Pfeiffer, TPO Chairperson

Date Signed By TPO _____

Reviewed as to form and legal sufficiency:

County Attorney's Office

Alfred Benesch & Company, an Illinois Corporation ("Benesch")

By: _____

PRINT NAME

TITLE

Date: _____

ACKNOWLEDGEMENT OF FIRM IF A LIMITED LIABILITY COMPANY

STATE OF _____ County OF _____

The foregoing instruments was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ (Date) by _____ (Name of officer or agent) as _____ (title of officer or agent) of the Company on behalf of the Company, pursuant to the powers conferred upon him/her by the Company. He/she personally appeared before me at the time of notarization, and ☐ is personally known to me or ☐ has produced _____ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date) .

(Official Notary Signature and Notary Seal)

(Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____

ACKNOWLEDGEMENT OF FIRM, IF A CORPORATION

STATE OF _____ County OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ (Date) by _____ (Name of officer or agent) as _____ (title of officer or agent) of the Corporation on behalf of the Corporation, pursuant to the powers conferred upon him/her by the Corporation. He/she personally appeared before me at the time of notarization, and ☐ is personally known to me or ☐ has produced _____ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date) .

(Official Notary Signature and Notary Seal)

(Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____

ACKNOWLEDGEMENT OF FIRM, IF AN INDIVIDUAL

STATE OF _____ County OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ (Date) By _____ (Name of acknowledging) who personally appeared before me at the time of notarization, and ☐ is personally known to me or ☐ has produced _____ as identification and did certify to have knowledge of the matters in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date) .

(Official Notary Signature and Notary Seal)

(Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____

ACKNOWLEDGEMENT OF FIRM, IF A PARTNERSHIP

STATE OF _____ County OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ (Date) by _____ (Name of acknowledging partner or agent) on behalf of _____ a partnership.

He/She personally appeared before me at the time of notarization, and ☐ is personally known to me or ☐ has produced _____ as identification and did certify to have knowledge of the matters in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date) .

(Official Notary Signature and Notary Seal)

(Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____

EXHIBIT B

RFP 20-1009 - Polk County
 Planning Services for the Transportation Planning Organization (TPO)
 Fee Schedule and List of Key Personnel

revised 3/13/25
 Rob Cursey - Benesch

Alfred Benesch & Company

2025-2026
Schedule of Rates

Classifications	Direct Hourly Rate		Billing Rate	
	Low	High	Low	High
Principal	\$84	\$99	\$260	\$307
Chief Planner	\$74	\$84	\$229	\$260
Senior Planner	\$51	\$68	\$158	\$211
Project Planner	\$40	\$44	\$124	\$136
Planner	\$30	\$38	\$93	\$118
Planner Tech	\$18	\$26	\$56	\$81
Program Manager	\$95	\$95	\$295	\$295
Senior Engineer	\$75	\$77	\$233	\$239
Engineer 1	\$45	\$45	\$140	\$140
Engineer 2	\$53	\$64	\$164	\$198
Engineer Intern	\$33	\$39	\$102	\$121
Designer	\$33	\$40	\$102	\$124
Senior Programmer	\$73	\$73	\$226	\$226
Senior Designer	\$41	\$41	\$127	\$127
Graphic Designer	\$31	\$31	\$96	\$96
Admin/Clerical	\$30	\$30	\$93	\$93

Key Personnel:

Robert Cursey, AICP
 Joel Rey, AICP, PE
 Bill Ball, AICP
 Richard Dreyer, AICP, CCMT
 Asela Silva, AICP
 Elisabeth Schuck, AICP
 Jill Quigley, AICP
 Randy Farwell
 Demian Miller, AICP
 Chris Keller, AICP
 Ian Debnam, AICP
 Wally Blain, AICP
 Catherine Hartley, AICP, CNU-A
 Sarah Goolsby, GISP
 Taylor Cox
 Steve Infanti, AICP
 Amanda Harig
 Kayla Burrows
 Molly Darby
 Nathan Poole
 Logan Shanley

Logan Patterson, AICP
 Richard Wilson, PE, AICP
 Sofia Thordin
 Robert Modys, AICP
 W.T. Bowman, PE, RSP1
 Tyler Strickland, PE
 Kevin Moderie, PE
 Paola Baez, PE
 Bryan Weinstein, PE
 Abel Espino-Martinez, EI, RSP1
 Todd Ziegler
 Gerald Galloway
 Juan Butler, GISP
 Scott Michael
 Laura Mollenor
 Tanya Archer
 Christina Bowers
 Randy Farwell
 Jennifer Kennedy, PE, PTOE, GISP
 Adam Sayar

Ben Walker, PE
 Nick Reid
 Clark Letter, EI
 Sara Calhoun, PE
 Phuc Duong, PE
 Mike Smith
 Danielle Joyce, PTP, RSP
 Sandra Lenis
 Yvonne Ayala McClellan
 John Greist
 Kevin Deal
 Dawn Carlson
 Daniel Miller, PE
 Siobhan Gale
 Kimberly Warren
 Erik Fleming, PE
 Gordon Mullen
 Nicholas Finch
 Miranda Lansdale
 Tina Williamson, AICP

Draft

MASTER CONSULTING AGREEMENT # TPO 20-1009-02 AMENDMENT #2

This Amendment, is hereby entered into by the Polk Transportation Planning Organization situated at 330 W. Church Street, Bartow, Florida 33830, hereinafter referred to as the “TPO,” and Kimley-Horn and Associates, Inc., a North Carolina corporation, located at 421 Fayetteville Street, Suite 600, Raleigh, North Carolina 27601 hereinafter referred to as the “Consultant.”

WITNESSETH:

WHEREAS, the TPO was created by the State of Florida in accordance with Title 23 United States Code, Section 134 and Chapter 339.175, Florida Statutes; and

WHEREAS, the TPO and the Consultant entered into a Master Consulting Agreement dated May 20, 2021 (the “Agreement”) for the purpose of providing certain professional services in connection with transportation planning in Polk County, which is more fully set out in the Agreement; and

WHEREAS, the original term of the Agreement is for a three (3) year period; and

WHEREAS, pursuant to Section 1.2 of the Agreement, the Parties have the option of extending the Agreement for two (2) one (1) year extension terms; and

WHEREAS, the Parties have mutually agreed to extend the Agreement for the second of two (2) available one (1) year extension terms; and

WHEREAS, pursuant to Section 3.1.2. of the Agreement, the Parties have mutually agreed to update the Fee Schedule set forth in Exhibit “B.”

NOW, THEREFORE, in consideration of the mutual understandings and covenants set forth herein, the parties hereby agree as follows:

1. The recitals stated above are true and correct and are fully incorporated herein.
2. The term of the Agreement is extended for a one year period commencing on May 20, 2025, and continuing through May 20, 2026. This term extension is the second of the available two (2) one year term extensions that are provided in Section 1 of the Agreement. May 20, 2025, shall be the Amendment 2 Effective Date.
3. Exhibit “B” shall be replaced in its entirety with the revised Exhibit “B” attached hereto and shall be used for all CSAs issued after May 20, 2025. Pursuant to Section 3.1.2. of the Agreement, the revised Fee Schedule does not apply to CSA’s/CPO’s in effect prior to the Amendment #2 Effective Date.

(THE REMAINDER OF THE PAGE LEFT INTENTIONALLY BLANK)

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the Amendment #2 Effective Date.

ATTEST:

**Polk Transportation Planning Organization
(TPO)**

By: _____
Executive Director, Polk TPO

By: _____
Trish Pfeiffer, TPO Chairperson

Date Signed By TPO _____

Reviewed as to form and legal sufficiency:

County Attorney's Office

Kimley-Horn and Associates, Inc., a North
Carolina corporation

By: _____

PRINT NAME

TITLE

Date: _____

ACKNOWLEDGEMENT OF FIRM IF A LIMITED LIABILITY COMPANY

STATE OF _____ County OF _____

The foregoing instruments was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ (Date) by _____ (Name of officer or agent) as _____ (title of officer or agent) of the Company on behalf of the Company, pursuant to the powers conferred upon him/her by the Company.

He/she personally appeared before me at the time of notarization, and ☐ is personally known to me or ☐ has produced _____ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date) .

_____ (Official Notary Signature and Notary Seal)

_____ (Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____

ACKNOWLEDGEMENT OF FIRM, IF A CORPORATION

STATE OF _____ County OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ (Date) by _____ (Name of officer or agent) as _____ (title of officer or agent) of the Corporation on behalf of the Corporation, pursuant to the powers conferred upon him/her by the Corporation.

He/she personally appeared before me at the time of notarization, and ☐ is personally known to me or ☐ has produced _____ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date) .

_____ (Official Notary Signature and Notary Seal)

_____ (Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____

ACKNOWLEDGEMENT OF FIRM, IF AN INDIVIDUAL

STATE OF _____ County OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ (Date) By _____

(Name of acknowledging) who personally appeared before me at the time of notarization, and ☐ is personally known to me or ☐ has produced _____ as identification and did certify to have knowledge of the matters in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date) .

_____ (Official Notary Signature and Notary Seal)

_____ (Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____

ACKNOWLEDGEMENT OF FIRM, IF A PARTNERSHIP

STATE OF _____ County OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ (Date) by _____ (Name of acknowledging partner or agent) on behalf of _____ a partnership.

He/She personally appeared before me at the time of notarization, and ☐ is personally known to me or ☐ has produced _____ as identification and did certify to have knowledge of the matters in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date) _

(Official Notary Signature and Notary Seal)

(Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____

EXHIBIT B

RFP 20-1009 - Polk TPO

General Planning Consulting services for the Polk Transportation Planning Organization

Fee Schedule and List of Key Personnel

Kimley-Horn and Associates, Inc.

A North Carolina Corporation Headquartered in Raleigh, North Carolina

Federal ID #56-0885615

Schedule of Rates: 2025 - 2026

Classifications	Direct Hourly Rate		Billing Rate	
	Low	High	Low	High
Principal	\$ 95.94	\$ 124.51	\$ 336.00	\$ 436.00
Chief Planner	\$ 75.24	\$ 105.25	\$ 263.00	\$ 368.00
Senior Planner	\$ 56.84	\$ 78.84	\$ 199.00	\$ 276.00
Project Planner	\$ 43.14	\$ 59.88	\$ 151.00	\$ 210.00
Planner	\$ 38.08	\$ 45.34	\$ 133.00	\$ 159.00
Planner Tech	\$ 25.00	\$ 38.48	\$ 88.00	\$ 135.00
Program Manager	\$ 90.54	\$ 106.97	\$ 317.00	\$ 374.00
Senior Engineer	\$ 69.62	\$ 90.78	\$ 244.00	\$ 318.00
Engineer 1	\$ 46.46	\$ 63.35	\$ 163.00	\$ 222.00
Engineer 2	\$ 55.82	\$ 77.02	\$ 195.00	\$ 270.00
Engineer Intern	\$ 39.14	\$ 54.89	\$ 137.00	\$ 192.00
Engineering Technician	\$ 39.28	\$ 56.13	\$ 137.00	\$ 196.00
Senior Programmer	\$ 84.52	\$ 114.50	\$ 296.00	\$ 401.00
Senior Designer	\$ 39.20	\$ 75.94	\$ 137.00	\$ 266.00
Graphic Designer	\$ 37.50	\$ 54.32	\$ 131.00	\$ 190.00
Admin/Clerical	\$ 25.54	\$ 65.44	\$ 89.00	\$ 229.00
Senior Landscape Architect	\$ 60.48	\$ 116.25	\$ 212.00	\$ 407.00
Landscape Architect	\$ 43.96	\$ 64.62	\$ 154.00	\$ 226.00
Landscape Designer	\$ 39.58	\$ 47.22	\$ 139.00	\$ 165.00

Key Personnel:

Campano, Alex	Jones, Marah	Schneider, Jared
Capelli, Jill	Kamm, Brett	Shaw, Terrel
Coffman, Sydney	Keys, Lauren	Slautterback, Lindsay
Emmons, Erin	Klepper, Bryon	Smith, Krystal
Eng, Clarence	Layne, Shanda	Spahr, Vincent
Falcon, Macy	Lorenzo, Laurie	Stansbery, Stephen
Filaroski, Taylor	Lubbers, Tia	Stone, Heather
Fluitt, Allison	Luna, Alejandro	Stutzman, Alyssa
Fonseca, Alex	Lust, Connor	Suarez, Ryan
Garau, Michael	Mauldin, Courtney	Tate, Clif
Garrett, Harrison	Nadeau, Gary	Taylor, James
Gartner, Amber	Naeem, Sana	Vaudo, Michael
Hansford, Matthew	Nichols, Harrison	Viteri, Sabrina
Harland, Jennifer	Niforatos, Christopher	Ware, Kayla
Hatton, Christopher	Nuckols, Ryan	Whitehurst, Jonathan
Hill, Rachel	Padgett, Timothy	Wood, James
Ispass, Marc	Robertson, Stewart	Woodward, Michael
Johnson, Lily	Roll, William	



Polk County
Transportation Planning Organization (TPO)

Agenda Item 11.

4/10/2025

AGENDA ITEM

Approve Renewal Agreement for TPO Staff Services

PRESENTER

NA

SUMMARY

The Polk County Board of County Commissioners (BoCC) provides staff support to the Polk TPO under an agreement executed in 2008 and last renewed in 2022. This agreement allows for three-year renewals on a continuing basis if there are no changes needed to the agreement. Upon a review of the existing agreement, it was determined that no changes are warranted at this time.

RECOMMENDED ACTION

Request Board approve the renewal agreement and authorize the Chairman to execute the agreement on its behalf.

ATTACHMENT

1. Draft Staff Services Agreement

RENEWAL AGREEMENT FOR TPO STAFF SERVICES

This RENEWAL AGREEMENT FOR TPO STAFF SERVICES ("Renewal Agreement") is made by and between the Polk Transportation Planning Organization (TPO) and Polk County, a Political Subdivision of the State of Florida (COUNTY).

WITNESSETH:

WHEREAS, the TPO, pursuant to the power conferred upon it by Section 339.175, Florida Statutes, and Article 5 of the Interlocal Agreement for Creation of the Polk Transportation Planning Organization entered into between the Florida Department of Transportation (FDOT), the COUNTY, and the municipalities of Auburndale, Bartow, Davenport, Dundee, Eagle Lake, Fort Meade, Frostproof, Haines City, Lake Alfred, Lake Hamilton, Lakeland, Lake Wales, Mulberry, Polk City and Winter Haven, dated August 11, 2004, may employ personnel and/or enter into agreements with local and/or State agencies to utilize the staff resources of such agencies or for the performance of certain services by such agencies as necessary to fulfill its responsibilities as required by law; and

WHEREAS, the TPO and the COUNTY entered into a TPO Staff Services Agreement on August 6, 2008 ("Staff Agreement") providing that the COUNTY would furnish the TPO with necessary staffing services to carry out its duties; and

WHEREAS, the Staff Agreement provided that the TPO and the COUNTY would review the Staff Agreement after three years to ensure its compliance with state and federal laws; and

WHEREAS, the last review of the Staff Agreement occurred in 2022, and no changes were made in the renewal of said Staff Agreement; and

WHEREAS, a current review of the Staff Agreement does not show a need to amend or change it to comply with state and/or federal laws; and

WHEREAS, the Staff Agreement provides for renewal for additional three-year terms, and it is the desire of the TPO and the COUNTY to renew the Staff Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations in the Staff Agreement and those made herein, the parties agree as follows:

1. The foregoing recitals are incorporated herein by reference in full and serve as a factual stipulation upon which the parties agree is the basis for this Renewal Agreement.

2. The Staff Agreement entered into by the TPO and the COUNTY on August 6, 2008, and subsequently renewed on February 23, 2012, February 17, 2015, May 21, 2019, and May 5, 2022, is hereby renewed for a term of three years commencing upon approval of this Renewal Agreement by both parties hereto.

3. Prior to expiration of this Renewal Agreement, the parties hereto shall review the Staff Agreement to determine if any amendments or changes are necessary to ensure compliance with requirements of state law, FDOT, FHWA, or FTA and any required amendments or changes will be incorporated in the Staff Agreement.

4. The Staff Agreement may be renewed for subsequent three-year terms upon the mutual written consent of the parties hereto.

5. All other terms and conditions set out in the Staff Agreement shall remain in full force and effect and shall bind the parties hereto.

IN WITNESS WHEREOF, the undersigned parties have caused this Renewal Agreement to be duly executed in their behalf on the dates set forth below.

COUNTY OF POLK

**POLK TRANSPORTATION PLANNING
ORGANIZATION (TPO)**

By: _____

Rick Wilson, Chairman
Board of County Commissioners

By: _____

Trish Pfeiffer, Chairwoman
Polk TPO Board

Date: _____

Date: _____

ATTEST:

Stacy Butterfield, Clerk

By: _____

Deputy Clerk

Reviewed as to form and legality

County Attorney



Polk County
Transportation Planning Organization (TPO)

Agenda Item 12.

4/10/2025

AGENDA ITEM

Southport Connector Expressway Project Development and Environmental (PD&E) Study from Poinciana Parkway to Florida's Turnpike

PRESENTER

Will Hawthorne, Central Florida Expressway Authority

SUMMARY

The Southport Connector Expressway is one of several new planned regional roadways in Northeast Polk and Osceola County intended to improve mobility in the region. Staff from the Central Florida Expressway Authority (CFX) will provide an update to the TPO Board on the status of the PD&E Study which has been underway in Polk and Osceola counties.

RECOMMENDED ACTION

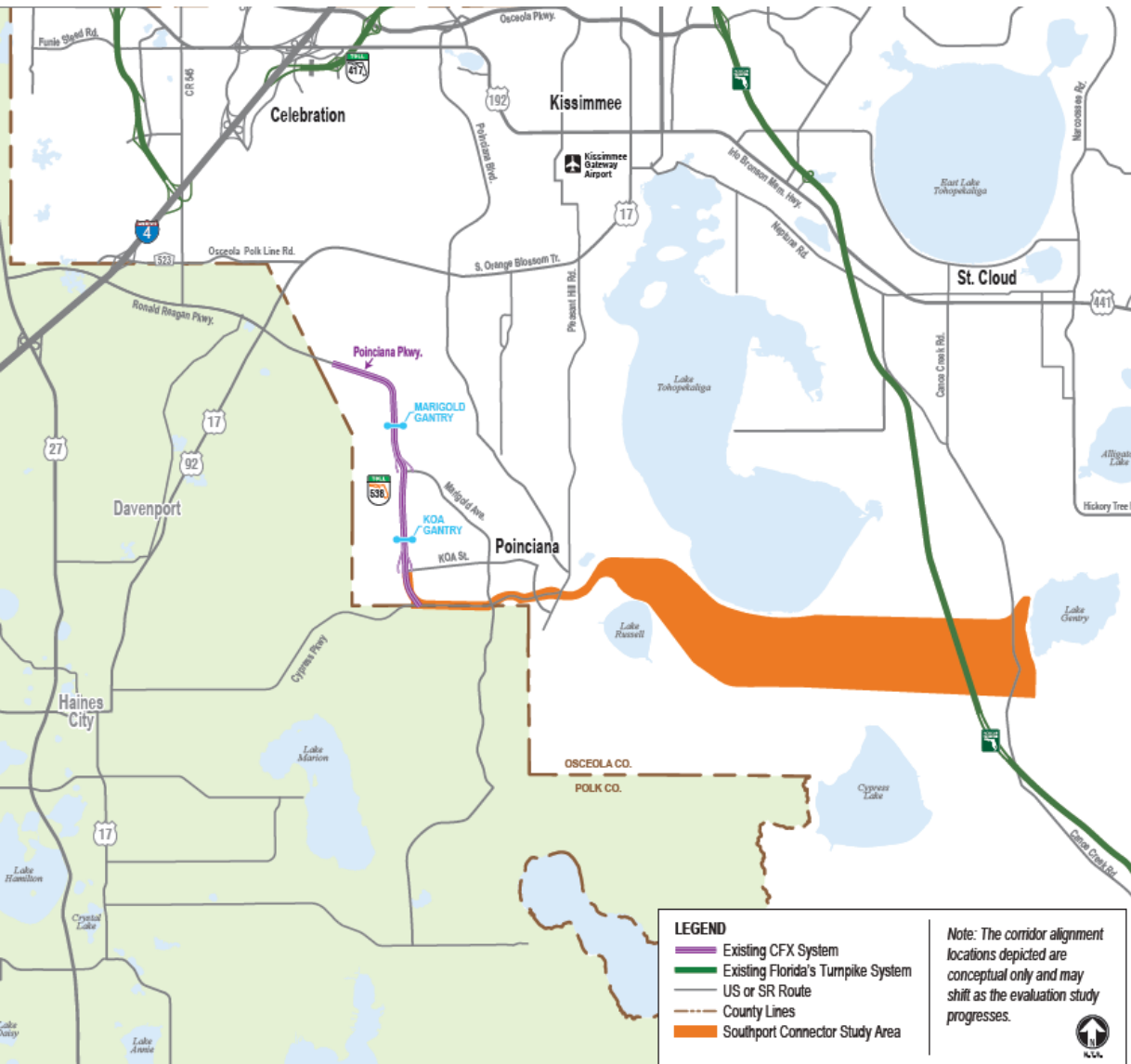
This item is being presented for information only.

ATTACHMENT

1. Map of the Southport Connector Expressway

Study Area

- Proposed 15-mile expressway
- Osceola and Polk Counties
- Study Limits
 - Co-located along Cypress Parkway from Poinciana Parkway to Pleasant Hill Road
 - Continues east on a new alignment to Florida's Turnpike and Canoe Creek Road





Polk County
Transportation Planning Organization (TPO)

Agenda Item 13.

4/10/2025

AGENDA ITEM

Moving I-4 Forward

PRESENTER

Keith Slater, Florida Department of Transportation (FDOT)

SUMMARY

FDOT recently announced the construction schedule for two (2) projects along Interstate 4 in Polk County. In support of these projects, in February the Polk TPO amended its 2045 Long Range Transportation Plan to include these improvements to the Interstate.

The I-4 projects will provide motorists with immediate congestion relief on I-4, FDOT is prioritizing the construction of two new congestion relief lanes along 7.5 miles of Interstate 4 (I-4) from east of U.S. 27 and east of World Drive. Construction is now underway, and the congestion relief lanes will open by the end of 2025. The new lanes will be located on the inside of the existing mainlines to provide motorists with congestion relief. After those lanes are open, additional work in the Accelerated Start phase will add the pavement to expand I-4 to the full width for 10 total lanes at two interchanges: ChampionsGate Boulevard and World Drive. By expanding these sections earlier, it allows FDOT to prepare for the adjoining I-4 projects and build them simultaneously.

RECOMMENDED ACTION

This item is being presented for information only.

ATTACHMENTS

1. Moving I-4 Forward (Program Overview)
2. Moving I-4 Forward (Accelerated Start Project)



Program Overview



Sign up for
our newsletter



Key Features



14 Miles of improvements



Interchange improvements



Roadway improvements through three counties

Community Benefits



Reduced congestion



Increased safety



Enhanced connectivity and mobility



Strengthened resilient infrastructure



Improved quality of life



Strengthened supply chain

Contact Us

For more information,
please contact:

Matthew Richardson
Deputy Communications Manager
Matthew.Richardson@dot.state.fl.us



Join our Team



MovingI4Forward.com



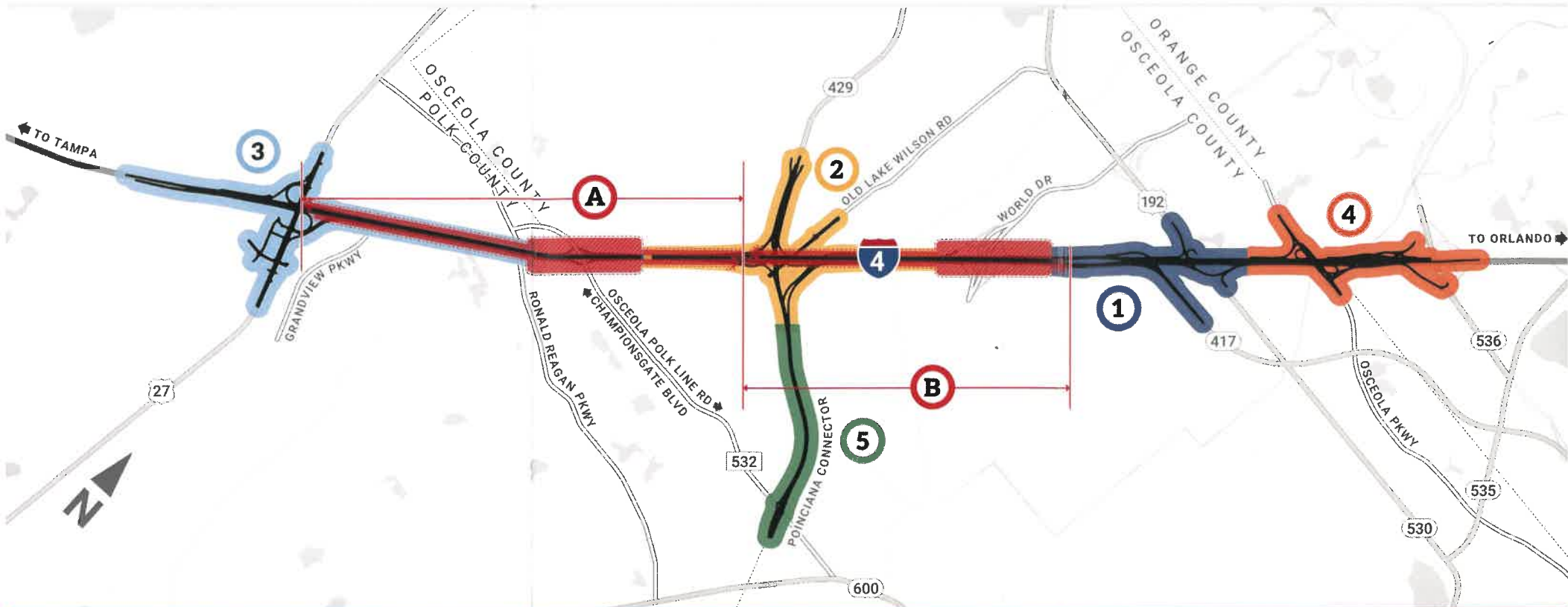
As Florida continues to experience rapid growth, the Florida Department of Transportation (FDOT) is actively addressing the state's evolving infrastructure needs. Through the Moving I-4 Forward Program, FDOT will construct a series of projects in Central Florida to widen Interstate 4 (I-4) from west of U.S. 27 in Polk County to east of State Road 536 in Orange County.

The series of projects was accelerated through the Moving Florida Forward Infrastructure Initiative and will deliver much-needed congestion relief along the I-4 corridor 10 to 20 years ahead of the original schedule. This initiative was made possible by the bold vision of Governor Ron DeSantis and the support of the Florida Legislature.

The Moving I-4 Forward projects will improve 14 miles of the highway, including:

- Widening the highway from six to up to 12 lanes in some areas by adding general-use and express lanes
- Reconstruct ramps at interchanges
- Resurfacing the road and widening the shoulders for enhanced safety.

And even with all the planned benefits that will happen over time, FDOT is standing true to its commitment to provide traffic relief on I-4 as quick as possible through its Accelerated Start Project. By identifying the most congested section of I-4 between U.S. 27 to World Drive, the Accelerated Start Project will add 7.5 miles of congestion relief lanes by the end of 2025.



Accelerated Start Project

- A** I-4 from east of U.S. 27 to west of State Road (S.R.) 429
- Location: Polk and Osceola Counties
 - Congestion Relief Miles: 4.1
 - Project Start: 2024
 - Financial Project ID: 201210-8
- B** I-4 from west of S.R. 429 to east of World Drive
- Location: Osceola County
 - Congestion Relief Miles: 3.4
 - Project Start: 2024
 - Financial Project ID: 431456-6

- 1** I-4 from east of World Drive to east of U.S. 192
- Location: Osceola County
 - Centerline Miles: 2.6
 - Project Start: 2025
 - Financial Project ID: 431456-7
- 2** I-4 from east of ChampionsGate (County Road (C.R.) 532) to west of World Drive
- Location: Osceola County
 - Centerline Miles: 3.1
 - Project Start: 2025
 - Financial Project ID: 431456-3
- 3** I-4 from west of U.S. 27 to east of Ronald Reagan Parkway
- Location: Polk County
 - Centerline Miles: 3.4
 - Project Start: 2026
 - Financial Project ID: 201210-9

- 4** I-4 from west of Osceola Parkway to east of S.R. 536
- Location: Orange and Osceola Counties
 - Centerline Miles: 2.1
 - Project Start: 2026
 - Financial Project ID: 431456-2
- 5** New Poinciana Connection from S.R. 429 to south of ChampionsGate
- Location: Polk and Osceola Counties
 - Centerline Miles: 2.6
 - Project Start: 2027
 - Financial Project ID: 446581-4

The Accelerated Start project is the first piece in the puzzle that helps identify the full picture of congestion relief for an area that continues to see exponential growth of tourism and residency in Florida.

Moving I-4 Forward will enhance Interstate 4 (I-4) from west of U.S. 27 in Polk County to east of State Road 536 in Orange County, as well as build the new Poinciana Connector. This series of projects was accelerated through the Moving Florida Forward Infrastructure Initiative and will deliver much-needed congestion relief along the I-4 corridor 10 to 20 years ahead of the original schedule.

Part of Moving I-4 Forward's plan is its Accelerated Start project, which will prioritize the construction of new congestion relief lanes covering 7.5 miles of I-4 from east of U.S. 27 to World Drive. The Accelerated Start project will begin in late 2024 with new lanes opening by end 2025. This section of I-4 was identified for urgent relief because it has an average peak of more than 140,000 vehicles traveling each day.

The Moving I-4 Forward program can act swiftly due to FDOT and its partners' innovative Modified Phased Design-Build (MPDB) – a first-in-the-nation project delivery method specially created for this level of work with an aggressive timeline. The MPDB method enables the Department to select multiple design and construction teams for one project and allows construction to begin earlier than with traditional delivery methods.

Key Features

- 7.5** Miles of new congestion relief lanes
- Interchange improvements
- Roadway improvements through two counties

Community Benefits

- ✓ Congestion relief
- ✓ Increased safety
- ✓ Enhanced connectivity and mobility
- ✓ Improved quality of life
- ✓ Strengthened supply chain

Contact Us

For more information, please contact:

Matthew Richardson
Deputy Communications Manager
Matthew.Richardson@dot.state.fl.us



Join our Team



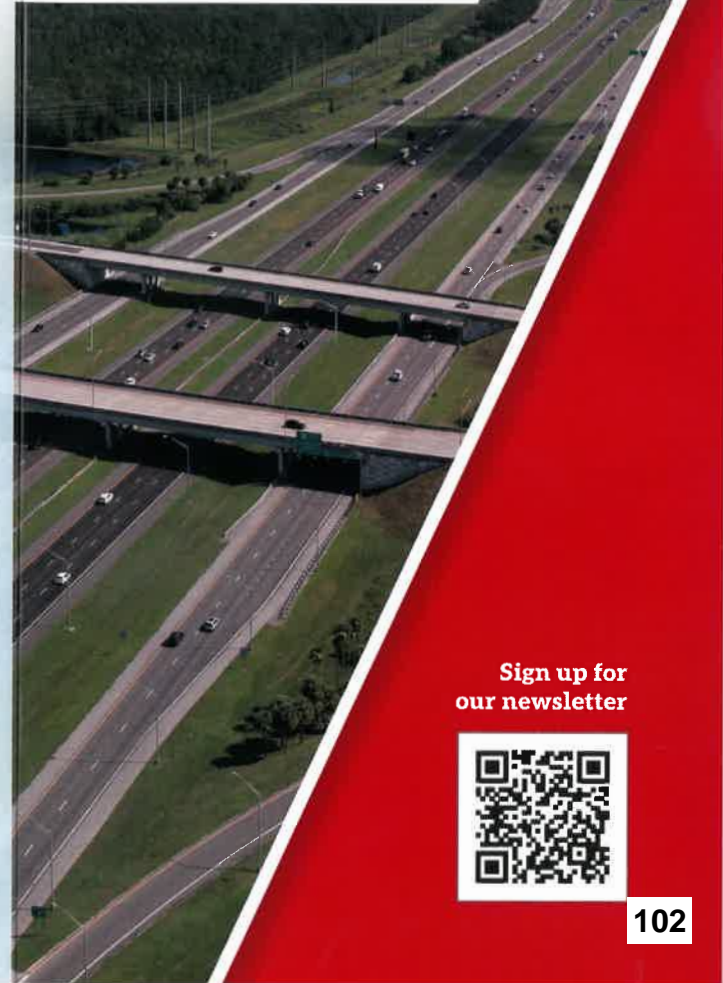
MovingI4Forward.com



MOVING **4** FORWARD

Accelerated Start Project

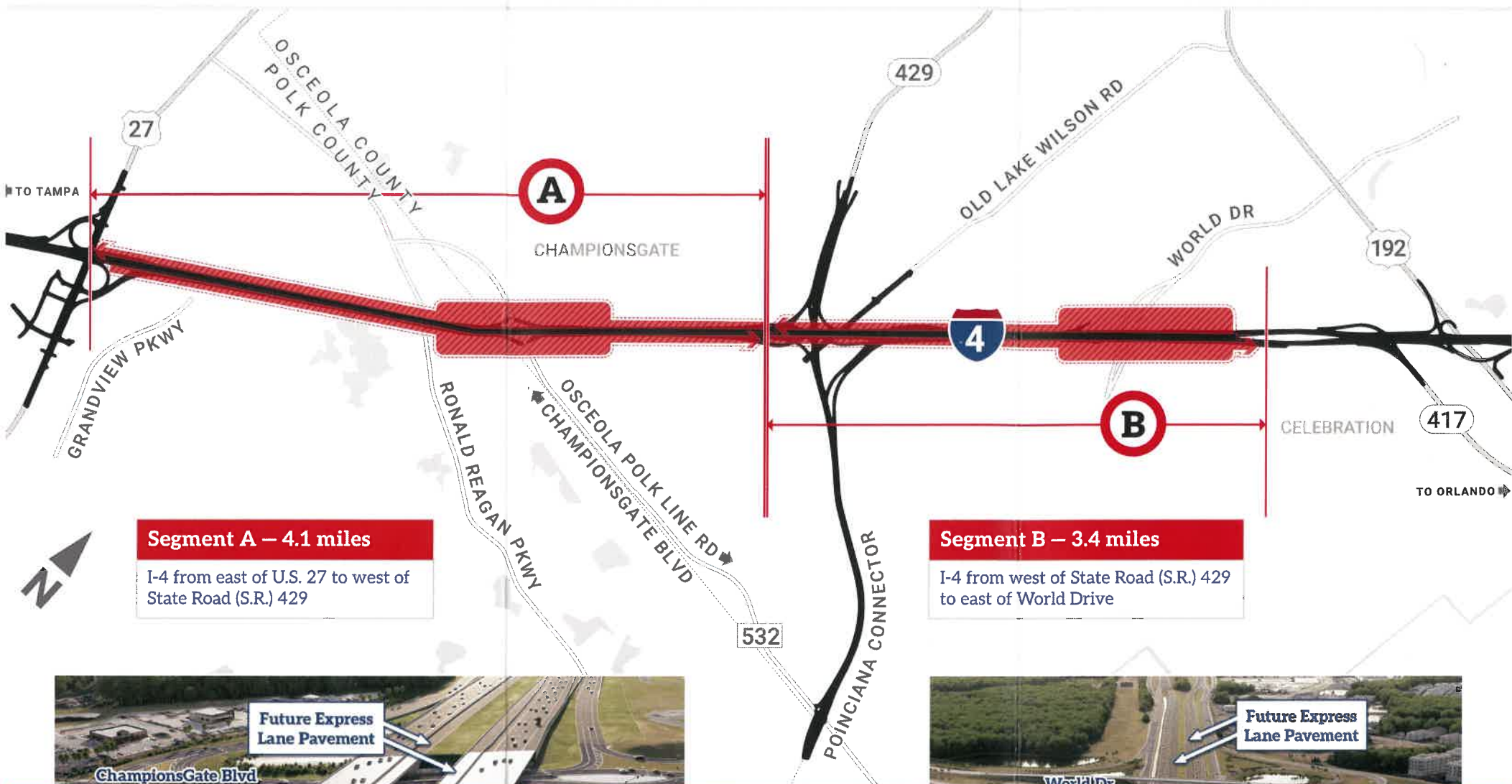
I-4 from east of U.S. 27 to east of World Drive



Sign up for our newsletter



Project begins 2024, with new lanes opening by end 2025.



Improvements at the I-4 and County Road 532 (ChampionsGate Blvd) Interchange



Improvements at the I-4 and World Drive Interchange



Polk County
Transportation Planning Organization (TPO)

Agenda Item 14.

4/10/2025

AGENDA ITEM

Northeast Polk County Subarea Study

PRESENTER

Ryan Kordek, TPO Staff

William Roll, Project Consultant

SUMMARY

The Northeast Polk County Subarea Study being prepared by the TPO is an important component of the TPO's Envision 2050 - Long Range Transportation Plan Update for Polk County. TPO staff felt this morning's update on the project was both important and timely considering the Board's discussion on several regional transportation projects which have been discussed at recent meetings, e.g., the Central Polk Parkway, SunRail Extension PD&E Study, and Moving I-4 Forward. TPO Staff and the project consultant will lead what is planned as comprehensive discussion on the various transportation projects being considered in the northeast portion of the county. This discussion will focus on the various funded projects currently being implemented by either FDOT, Florida's Turnpike or the County, as well as the projects needed to support the future growth of the area which is planned to consist of nearly 250,000 new residents by 2050.

RECOMMENDED ACTION

This item is being presented for information only.

ATTACHMENT

1. Envision 2050 Project Brochure



WHAT IS THE LONG RANGE TRANSPORTATION PLAN (LRTP)?

The Long-Range Transportation Plan (LRTP) is developed by the Polk Transportation Planning Organization (TPO) as a vision for the future of Polk County's transportation network. It sets the framework and priorities for transportation developments and investments over the next 25 years, ensuring a sustainable and efficient transportation system for the future. Led by the Polk TPO, the LRTP is a countywide, cooperative planning process that helps identify our future regional mobility needs and directs county, state, and federal transportation funds to help meet those needs.

The Polk TPO is now working on **Envision 2050** - the LRTP for Polk County through the planning horizon year of 2050. Envision 2050 will represent the next chapter in our County's future development of the roads, bridges, public transit, freight routes, trails, and bicycle and pedestrian networks necessary to improve and maintain the quality of life we all enjoy.

Polk County has a strong heritage of industries supported by a robust transportation network but that network also includes the need for safer streets, greater accessibility as our population grows and ages, and consideration of our environment for the enjoyment of our residents today and tomorrow. To make your vision a reality, we need your ideas and voice in the LRTP process. For more information on how you can participate, please visit www.PolkEnvision2050.com.





Polk County
Transportation Planning Organization (TPO)

Agenda Item 15.

4/10/2025

AGENDA ITEM

Review/Approve Draft TPO Resolution 2025-03 Adopting Performance Targets for Pavement, Bridge, and System Performance for the Polk TPO

PRESENTER

Ryan Kordek, Polk TPO

SUMMARY

Under Federal regulations, MPOs must set four-year targets for the six bridge and pavement condition measures and four-year targets for three system performance measures. These are listed below as PM2 (Bridge and Pavement) and PM3 (System Performance).

Though an MPO has the option to establish its own system and infrastructure asset targets, the Polk TPO has agreed to support performance targets established by the Florida Department of Transportation (FDOT) for PM2 Pavement, Bridge and PM3 System Performance.

FDOT recently adjusted the 2025 targets for PM2: percentage of national highway system (NHS) bridges in poor condition; and PM3 percentage of person-miles traveled on the interstate and non-Interstate NHS that are considered reliable. As a result, there is a need for the Polk TPO to also adjust our targets. FDOT has also recommended the TPO to confirm its targets for the other PM2 and PM3 targets as well. The TPO's TAC recommends approval of the Draft Resolution.

RECOMMENDED ACTION

Recommend the TPO Board approve Draft TPO Resolution 2025-03

ATTACHMENT

1. Draft TPO Resolution 2025-03

DRAFT POLK TPO RESOLUTION 2025-03

RESOLUTION OF THE POLK TRANSPORTATION PLANNING ORGANIZATION (TPO) ADOPTING THE FLORIDA DEPARTMENT OF TRANSPORTATION'S (FDOT) PERFORMANCE TARGETS FOR PAVEMENT, BRIDGE AND SYSTEM PERFORMANCE

WHEREAS, the Polk Transportation Planning Organization (TPO) has adopted a goal of improving the efficiency of the surface transportation system and maintaining the highway infrastructure asset system in a state of good repair on Polk County roads; and

WHEREAS, under federal regulations, State Departments of Transportation and Metropolitan Planning Organizations (MPOs) are required to adopt Pavement, Bridge and System Performance Targets in support of the Highway Safety Improvement Program; and

WHEREAS, as an option to establishing its own system and infrastructure asset targets, an MPO (or TPO) can agree to support the targets established by the State Department of Transportation; and

WHEREAS, the Florida Department of Transportation (FDOT) has recently updated and adopted Performance Targets for Bridge and System Performance for 2025; and

WHEREAS, the Polk TPO coordinates extensively with the FDOT to improve pavement and bridge conditions, and overall system performance and finds it prudent and appropriate to support the FDOT's established performance targets; and

WHEREAS, the latest available data prepared by FDOT indicates Polk County roads meet or exceed these performance targets with the exception of the percentage of pavement in good condition on the non-interstate National Highway System (NHS).

NOW, THEREFORE, BE IT RESOLVED that the Polk TPO hereby adopts the FDOT Pavement, Bridge and System Performance Targets as follows:

Pavement and Bridge Conditions (PM2)	2023 Target	2025 Target	Existing Condition (2023)
Percent of Interstate pavement in Good Condition	≥60%	≥60%	77.3%
Percent of Interstate pavement in Poor Condition	≤5%	≤5%	0%
Percent of non-Interstate National Highway System (NHS) pavement in Good Condition	≥40%	≥40%	36.2%

Pavement and Bridge Conditions (PM2)	2023 Target	2025 Target	Existing Condition (2023)
Percent of non-Interstate NHS pavement in Poor Condition	≤5%	≤5%	0.6%
Percent of NHS bridges in Good condition (by Deck Area)	≥50%	≥50%	66.9%
Percent of NHS bridges in Poor condition (by Deck Area)	≤10%	≤5%	0%

System Performance (PM3)	2023 Target	2025 Target	Existing Condition (2023)
Percent of person-miles traveled on the Interstate that are reliable	>75%	≥75%	77.3%
Percent of person-miles traveled on the non-Interstate NHS that are reliable	>50%	≥60%	96.0%
Truck travel time reliability ratio (TTTR) on the Interstate	≤1.75	≤2.00	1.78

Signed:

 Mayor Trish Pfeiffer, Chairwoman
 Polk Transportation Planning Organization (TPO)

 April 10, 2025
 Date

ATTEST:

Ryan Kordek, TPO Executive Director

Approved by the TPO Attorney as to
form and legal sufficiency:

Heather Bryan, TPO Attorney

DRAFT



Polk County
Transportation Planning Organization (TPO)

Agenda Item 16.

4/10/2025

AGENDA ITEM

Review/Approve Consultant Services Authorization (CSA) TPO-20-1009-02-05 with Kimley Horn and Associates, Inc. to Prepare the 2050 Long Range Transportation Plan (Part Two) at a Cost Not-to-Exceed \$230,000.00

PRESENTER

Ryan Kordek, Polk TPO

SUMMARY

The Polk Transportation Planning Organization's (TPO) Adopted Unified Planning Work Program (UPWP) contains a task and related funding for the update of the TPO's Long Range Transportation Plan to the year 2050. This scope of services entails the analysis and development of the tasks required for the preparation of the 2050 LRTP that will serve as a guide for Polk County's local governments and the public.

This project is fully funded in the TPO's Unified Planning Work Program (grant budget).

RECOMMENDED ACTION

Staff is requesting the Board to approve the referenced contract with Kimley Horn and Associates, Inc.

ATTACHMENT

1. Draft CSA and Scope of Services for the 2050 Long Range Transportation Plan Part Two

**Polk Transportation Planning Organization
Consultant Services Authorization (CSA)**

Agenda Item 16
Attachment 1
TPO Board Meeting
4/10/2025

Firm	Kimley-Horn and Associates, Inc.
Master Agreement No.	TPO-20-1009-02
CSA No.	TPO-20-1009-02-05
Project Name	2050 LONG RANGE TRANSPORTATION PLAN: Part Two
Project Description	Preparation and completion of the 2050 Long Range Transportation Plan in order to meet Federal requirements of the TPO.
Project Exhibits and Attachments	Exhibit "A" – Scope of Services Exhibit "B" - Fee Schedule (Master Agreement) Exhibit "C" – Reimbursable Cost Schedule Exhibit "D" – Insurance Documentation
Duration	The duration of the Project will extend to March 31, 2026.
Compensation	Not to exceed \$230,000.00.
Special Contract Conditions	See Scope of Services for details
Insurance Requirements	Professional Liability
Liquidated Damages	See Master Agreement No. TPO-20-1009-02-02
Budget Source/Availability	PL and SU funding will be used for this study; Fund no. 11148

IN WITNESS WHEREOF, the parties hereto have executed this CSA Modification on this 10th day of April, 2025.

ATTEST:

POLK TRANSPORTATION PLANNING
ORGANIZATION:

Ryan Kordek, TPO Director

Mayor Trish Pfeiffer
TPO Chairman

Approved by the TPO Attorney as to
Form and legal sufficiency:

Heather Bryan, TPO Attorney

Kimley-Horn and Associates, Inc.

ATTEST:

CONSULTANT COMPANY NAME

Corporate Secretary

Authorized Corporate Officer

SEAL

Printed Name and Title

Date: _____

Date: _____

**POLK TRANSPORTATION PLANNING ORGANIZATION (TPO)
2050 LONG-RANGE TRANSPORTATION PLAN PART TWO
SCOPE OF SERVICES**

(CSA) TPO-20-1009-02-05

Prepared April 2, 2025

INTRODUCTION

The Polk Transportation Planning Organization's (TPO) Adopted Fiscal Years 2024/25 -- 2025/26 Unified Planning Work Program (UPWP) contains a task and related funding for the update of the TPO's Long Range Transportation Plan to the year 2050, hereinafter referred to as the "2050 LRTP". This scope of services entails the analysis and development of the initial tasks required for the development of the 2050 LRTP that will serve as a guide for Polk County's local governments and the public.

The 2050 LRTP Update will address the following five (4) primary activities/sections listed in this scope of services:

- 1) Public Involvement Activities;
- 2) Transportation Needs Assessment;
- 3) Identification and Prioritization of Candidate Transportation Improvement Projects and Recommended Cost Feasible Transportation Network; and
- 4) Project Documentation.

The Project Consultant will develop project related materials and reports for website posting that adhere to the Polk County guidelines for addressing Americans with Disabilities Act (ADA) accessibility guidelines. The Polk TPO staff will be responsible for reviewing documents prior to posting to the TPOs website to ensure compliance with the appropriate guidelines.

The Kimley-Horn & Associates, Inc. hereafter referred to as the Project Consultant will complete the tasks outlined in this scope of services in close coordination with the TPO Project Manager and Staff. It is understood that the Project Consultant will serve as an extension of the TPO staff and will work very closely and in conjunction with the TPO in the completion of the work activities identified in the scope of services.

PROJECT MANAGEMENT

The Polk Transportation Planning Organization (TPO) will assign a TPO staff member to serve as the Project Manager.

PROJECT ADMINISTRATION

The Project Consultant will be responsible for periodic invoices to the TPO. These invoices shall include the required documentation of project costs and a progress report that includes an identification of the percent of project and task completion.

RESPONSIBILITIES OF THE CONSULTANT AND TPO

The responsibilities of the listed parties are specified in the following scope of services.

SCOPE OF SERVICES

SECTION 1.0 PUBLIC INVOLVEMENT ACTIVITIES

The Project Consultant will support the TPO Project Manager and TPO Public Information Specialist with the Public Involvement Process. The TPO shall be responsible for the coordination and implementation of public education and involvement efforts for the Project; as well as producing summaries of the specific public involvement efforts and related public comment. The TPO will be responsible for preparing a LRTP report chapter and associated technical appendix that documents these efforts. The public involvement activities conducted in support of the 2050 LRTP Update shall be consistent with the TPO's recently adopted Public Participation Plan..

1.1 PUBLIC WORKSHOPS (IN PERSON & VIRTUAL)

The TPO's Public Involvement Specialist will coordinate and schedule public workshops and public outreach efforts. These public involvement activities will provide an opportunity for the public to provide their views regarding transportation needs and priorities and to review and comment on draft plan recommendations. Up to 3 public workshops will be held throughout the county. The Project Consultant will attend these workshops and assist TPO staff in developing presentations and materials. The TPO's Public Information Specialist will identify opportunities to make presentations at neighborhood and community group meetings as part of the plan's outreach efforts with material support by the Project Consultant. The Project Consultant

will also prepare for and present at up to two virtual public workshops which will be produced by the Polk TPO and PGTV.

1.2 TPO BOARD AND COMMITTEE PRESENTATIONS

The Project Consultant will attend and provide presentations during the course of the plan to the TPO's Technical Advisory Committee (TAC), and Board. These presentations will be scheduled to keep the respective bodies informed of the plan's progress. The Project Consultant will be expected to attend and provide presentations for these two (2) groups on four (4) separate occasions during the course of the 2050 LRTP Update.

1.3 PUBLIC COMMUNICATION MATERIALS

The Project Consultant will prepare up to three (3) sets of public communication materials throughout the plan. The Project Consultant will coordinate closely with the TPO's Project Manager and TPO's Public Information Specialist regarding the content contained in these materials. It is envisioned that the materials prepared for this task will include the following:

- Materials prepared at the start of the project to serve as an overall guide to the project for the public and elected officials.
- Materials that highlight the identified transportation needs and the next steps for the development of the cost feasible plan.
- Materials prepared toward the end of the plan to present the draft plan recommendations.
- Attention is directed to the fact that other materials will be provided for use by the TPO staff as provided for in other tasks.

1.4 VIDEO PRODUCTION SUPPORT

The Project Consultant through their subconsultant Valerin will Provide video production services to the TPO to create and produce four (4) approximately one-minute social media videos that highlight the successful implementation of projects from previous Polk TPO Long Range Transportation Plans (LRTP) to present day delivery and operation. The video theme will illustrate the importance and benefits of public participation in the LRTP process; help tell the story of how the POLK TPO is supporting transportation infrastructure improvements and prioritizing investments to meet the future mobility needs of Polk County residents and businesses; and encourage viewers to visit the Polk LRTP website for opportunities to share their views and contribute to the 2050 LRTP. The videos will be developed for a public audience and will incorporate visually appealing imagery and informative narrative showcasing the successful delivery of the following four (4) previous Polk TPO LRTP priority projects:

- Central Polk Parkway
- Complete Streets (POLK TPO to identify completed project)
- Regional Trails (Fort Fraser Trail)
- Winter Haven Transit (POLK TPO to provide project background)

2.0 TRANSPORTATION NEEDS ASSESSMENT

The Project Consultant will conduct an existing and projected transportation needs analysis for Polk County. The focus of this analysis will be based on the recommendations and projects contained in the Momentum 2045 Plan (2045 LRTP). The transportation needs analysis will help support an investment strategy to guide the development of the 2050 LRTP. This analyses will also evaluate the need for capacity-related road improvements, transit services, pedestrian and bicycle facilities and multi-use trails through the year 2050. The application of a subset of the TPO's performance measures will provide the basis for the existing needs analyses while a subset of the performance measures should be used to direct the future needs analysis.

2.1 HIGHWAY NEEDS

The Project Consultant will identify existing and projected highway needs for Polk County. The Polk County Roadway Network Database will be used to identify existing highway needs. The TPO's 2050 population and employment forecasts and the associated travel demand will be used to determine the additional need for capacity-related road improvements in Polk County. Travel demand modeling will be performed by a FDOT Consultant based on guidance from the Project Consultant. This will include 2050 traffic being assigned to the Existing plus Committed (E+C) Network using the newly validated Polk County Standard Transportation Model.

2.2 TRANSIT NEEDS

The adopted Transit Development Plan (TDP) and current update to the TPD under development will be the basis for the transit needs identified in this task. In particular, this will include the multimodal transportation strategy and options that have been identified for core transit corridors as identified in the TDP. Candidate projects in Polk County will include both those contained in the TDP, as well as other regionally identified transit needs and Florida Department of Transportation (FDOT) studies or reports.

2.3 IDENTIFY STRATEGIC BICYCLE/PEDESTRIAN FACILITY NETWORK NEEDS

The Polk TPO will provide the Project Consultant an inventory of existing bicycle and pedestrian facilities for all rural major collector, urban collector and arterial roads in Polk County that will be used as part of the Transportation Needs Analysis. The Polk TPO will coordinate with the Project Consultant and the LRTP Update Steering Committee in developing a methodology to identify strategic network needs and improvements. In determining strategic bicycle and pedestrian network needs, the TPO shall consider the following: access to transit services; proximity to schools, neighborhoods, activity centers, park and recreational facilities and multi-use trails; recommendations from the Momentum 2045 Plan, Congestion Management Plan, and Master Transit Stop Improvement Plan; ongoing Polk TPO planning projects related to complete streets and high crash corridors; and socioeconomic variables.

2.4 EVALUATE EXISTING AND PLANNED MULTI-USE TRAIL NETWORK AND IDENTIFY THE NEED AND OPPORTUNITY FOR ADDITIONAL TRAILS

The Polk TPO will provide the Project Consultant with a refined (existing and planned) multi-use trail network that will be used as part of the Transportation Needs Analysis. The Polk TPO will evaluate the planned multi-use trails that were adopted as part of the Momentum 2045 Plan and confirm their classification as local or regional trails. The Project Consultant will use this information for performance evaluation.

SECTION 3.0 CANDIDATE TRANSPORTATION IMPROVEMENT PROJECTS

The Project Consultant will prepare a summary of recommended candidate transportation projects and strategies for inclusion in a balanced and cost effective 2050 Long-Range Transportation Plan. These candidate projects will include the following: highway, transit, congestion management, intelligent transportation system, pedestrian, and bicycle and multiuse trail projects.

3.1 HIGHWAY NETWORK IMPROVEMENT ALTERNATIVES

The Project Consultant will identify and analyze (with support from the FDOT Consultant for demand modeling) a series of up to three transportation network alternatives to develop a recommended or preferred network that is best suited to meet the projected 2050 travel demand.

The Project Consultant will consider the following in the development of the Cost Feasible Plan:

- Transportation Safety/Vision Zero
- FDOT District 1 TSMO Plan and guidance
- Transportation Impact Fee funding and transportation needs

The Project Consultant will recommend a preferred network alternative based on the listed analyses.

3.2 DEVELOPMENT OF COST FEASIBLE TRANSPORTATION PLAN

The Project Consultant will prepare cost estimates for the proposed transportation improvements which may be considered for inclusion in the cost feasible transportation plan, including:

- Highway Projects;
- Freight Projects;
- Transit Projects;
- Bicycle/Pedestrian Facilities
- Multi-Use Trails; and
- Congestion Management and ITS Improvements

3.3 RECOMMENDED COST-FEASIBLE PLAN

In conjunction with the TPO staff, the Project Consultant will identify and summarize recommended candidate transportation projects and strategies for inclusion in a financially constrained 2050 Long-Range Transportation Plan. The recommended multi-modal cost-feasible plan will include a staged implementation strategy for candidate projects. The recommended cost-feasible plan will include a Tier 1 (E+C Projects), Tier 2 (E+C to Interim Year (2030 to 2040) Projects), Tier 3 (Interim Year (2040) to 2050 Projects), Tier 4 (Illustrative Projects/High Priority Needs), and Tier 5 (Other Unfunded Needs) . Projects will be costed based on Year of Expenditure (YOE) requirements from FHWA and FDOT. Financial resources developed by FDOT for projects on the Strategic Intermodal System (SIS) will be reviewed and used to develop the cost-feasible plan.

3.4 REGIONAL TRANSPORTATION SYSTEM

The Project Consultant will document transportation needs and cost-feasible projects in Polk County that are part of the regional transportation system (highway, transit, multi-use trails). This plan component will be basis for the regional projects.

SECTION 4.0 PROJECT DOCUMENTATION

The Project Consultant will prepare separate draft report chapters and related technical support appendices for the analysis provided in the previous sections throughout the course of the project. These draft chapters will be revised and finalized to prepare the Final LRTP Report and Technical Appendix documentation. In addition to the Final Report, the Project Consultant will prepare a LRTP Map Summary Report and Summary Report.

4.1 LRTP MAP SUMMARY REPORT

The Project Consultant will prepare a graphical summary of the adopted LRTP. It is envisioned that this summary will be a map-based summary similar to the size and content of the summary prepared for the Momentum 2045 Plan. The Project Consultant will prepare a draft of the LRTP Map Summary Report after the TPO Board opens the public hearing for the adoption of the LRTP and will provide to the TPO staff for review. The Project Consultant will revise and finalize the report based on guidance from the TPO staff.

4.2 FINAL LRTP REPORT AND TECHNICAL APPENDIX DOCUMENTATION

Subsequent to the adoption of the 2050 LRTP by the TPO Board, the Project Consultant will prepare the Final LRTP Document. The Final LRTP Document should be a well-organized, professionally prepared document and should be suitable for submittal to FDOT and FHWA per Chapter Four of the MPO Program Manual Handbook. The final document will incorporate final changes, TPO comments and recommendations, supporting technical information, project listings, maps and graphics and public involvement documentation. The LRTP Final Report will be organized by chapter and will include a separate Technical Appendix that provides additional technical analysis and detail.

COMPLETION SCHEDULE

The Polk TPO is required to adopt the 2050 LRTP by December 10, 2025. The contract for this project will expire on March 31, 2026.

The following schedule will guide the completion of important tasks:

2025

Draft 2050 Needs Assessment	April/May 2025
Preliminary 2050 Cost Feasible Projects	July 2025
Draft LRTP Summary Document	July/August 2025
TPO Approval of Draft Plan	September 2025 (for public review and comment)
Draft LRTP Summary Report	November/December 2025
TPO Final Adoption	December 9, 2025

2026

Final LRTP Document	February 2026
Final LRTP Technical Appendix	February 2026

Fees

The Project Consultant will undertake the above services for an amount not exceed \$230,000 which will be invoiced on a monthly basis.

EXHIBIT B

RFP 20-1009 - Polk TPO

General Planning Consulting services for the Polk Transportation Planning Organization

Fee Schedule and List of Key Personnel

Kimley-Horn and Associates, Inc.

A North Carolina Corporation Headquartered in Raleigh, North Carolina

Federal ID #56-0885615

Schedule of Rates: 2025 - 2026

Classifications	Direct Hourly Rate		Billing Rate	
	Low	High	Low	High
Principal	\$ 95.94	\$ 124.51	\$ 336.00	\$ 436.00
Chief Planner	\$ 75.24	\$ 105.25	\$ 263.00	\$ 368.00
Senior Planner	\$ 56.84	\$ 78.84	\$ 199.00	\$ 276.00
Project Planner	\$ 43.14	\$ 59.88	\$ 151.00	\$ 210.00
Planner	\$ 38.08	\$ 45.34	\$ 133.00	\$ 159.00
Planner Tech	\$ 25.00	\$ 38.48	\$ 88.00	\$ 135.00
Program Manager	\$ 90.54	\$ 106.97	\$ 317.00	\$ 374.00
Senior Engineer	\$ 69.62	\$ 90.78	\$ 244.00	\$ 318.00
Engineer 1	\$ 46.46	\$ 63.35	\$ 163.00	\$ 222.00
Engineer 2	\$ 55.82	\$ 77.02	\$ 195.00	\$ 270.00
Engineer Intern	\$ 39.14	\$ 54.89	\$ 137.00	\$ 192.00
Engineering Technician	\$ 39.28	\$ 56.13	\$ 137.00	\$ 196.00
Senior Programmer	\$ 84.52	\$ 114.50	\$ 296.00	\$ 401.00
Senior Designer	\$ 39.20	\$ 75.94	\$ 137.00	\$ 266.00
Graphic Designer	\$ 37.50	\$ 54.32	\$ 131.00	\$ 190.00
Admin/Clerical	\$ 25.54	\$ 65.44	\$ 89.00	\$ 229.00
Senior Landscape Architect	\$ 60.48	\$ 116.25	\$ 212.00	\$ 407.00
Landscape Architect	\$ 43.96	\$ 64.62	\$ 154.00	\$ 226.00
Landscape Designer	\$ 39.58	\$ 47.22	\$ 139.00	\$ 165.00

Key Personnel:

Campano, Alex

Capelli, Jill

Coffman, Sydney

Emmons, Erin

Eng, Clarence

Falcon, Macy

Filaroski, Taylor

Fluitt, Allison

Fonseca, Alex

Garau, Michael

Garrett, Harrison

Gartner, Amber

Hansford, Matthew

Harland, Jennifer

Hatton, Christopher

Hill, Rachel

Ispass, Marc

Johnson, Lily

Jones, Marah

Kamm, Brett

Keys, Lauren

Klepper, Bryon

Layne, Shanda

Lorenzo, Laurie

Lubbers, Tia

Luna, Alejandro

Lust, Connor

Mauldin, Courtney

Nadeau, Gary

Naeem, Sana

Nichols, Harrison

Niforatos, Christopher

Nuckols, Ryan

Padgett, Timothy

Robertson, Stewart

Roll, William

Schneider, Jared

Shaw, Terrel

Slautterback, Lindsay

Smith, Krystal

Spahr, Vincent

Stansbery, Stephen

Stone, Heather

Stutzman, Alyssa

Suarez, Ryan

Tate, Clif

Taylor, James

Vaudo, Michael

Viteri, Sabrina

Ware, Kayla

Whitehurst, Jonathan

Wood, James

Woodward, Michael

Fran McAskill
Director
Procurement Division



330 West Church Street
P.O. Box 9005, Drawer AS05
Bartow, Florida 33831-9005
Phone: (863) 534-6757
Fax: (863) 534-6789
www.polk-county.net

EXHIBIT C

Board of County Commissioners

REIMBURSABLE COST SCHEDULE

1. **Reproduction Cost**

	Single Side	Double Sided
A. Regular Copying		
8 ½ x 11 (black & white).....	\$ 0.15/page	\$ 0.25/sheet
8 ½ x 11 (color).....	\$ 0.30/page	\$ 0.40/sheet
8 ½ x 14 (black & white).....	\$ 0.15/page	\$ 0.25/sheet
8 ½ x 14 (color).....	\$ 0.30/page	\$ 0.40/sheet
11 x 17 (black & white).....	\$ 0.25/page	\$ 0.35/sheet
11 x 17 (color).....	\$ 0.40/page	\$ 0.50/sheet
9 ½ x 24 Single Side Only.....	\$ 1.00/page	
17 x 22 Single Side Only.....	\$ 2.00/page	
18 x 24 Single Side Only.....	\$ 2.00/page	
24 x 36 Single Side Only.....	\$ 3.00/page	
30 x 30 Single Side Only.....	\$ 5.00/page	
32 x 34 Single Side Only.....	\$ 5.00/page	
Other sizes-per square inch.....	\$ 0.03/page	
Compact Digital Disk	\$ 6.00/disk	
B. Blueprint Copy.....		\$10.00/page
2. **Subcontractor Services** Actual Costs
3. **Special Consultants** Actual costs
4. **Computer Services** Non-reimbursable
5. **Travel Expenses** In accordance with Chapter 112.061, F.S.;
and further defined in the Polk County Employee Handbook.
6. **Postage, Fed Express, UPS** Actual Costs
7. **Pre-approved Equipment**
(includes purchase and rental of equipment used in project) Actual Costs



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/21/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Edgewood Partners Insurance Agency 3780 Mansell Rd. Suite 370 Alpharetta GA 30022	CONTACT NAME: Jerry Noyola PHONE (A/C, No, Ext): 7702207699 E-MAIL ADDRESS: greylingcerts@greyling.com	FAX (A/C, No):
INSURED Kimley-Horn and Associates, Inc. 421 Fayetteville Street, Suite 600 Raleigh, NC 27601	INSURER(S) AFFORDING COVERAGE INSURER A: National Union Fire Ins Co of Pittsburg INSURER B: Allied World Assurance Co (U.S.) Inc. INSURER C: New Hampshire Insurance Company INSURER D: Lloyd's of London INSURER E: INSURER F:	NAIC # 19445 19489 23841 85202

COVERAGES

CERTIFICATE NUMBER: 1811331371

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			GL5268169	4/1/2025	4/1/2026	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$25,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CA4489663 (AOS) CA2970071 (MA)	4/1/2025 4/1/2025	4/1/2026 4/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			03127930	4/1/2025	4/1/2026	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	WC067961230 (AOS) WC013711885 (CA)	4/1/2025 4/1/2025	4/1/2026 4/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$2,000,000 E.L. DISEASE - EA EMPLOYEE \$2,000,000 E.L. DISEASE - POLICY LIMIT \$2,000,000
D	Professional Liability			B0146LDUSA2504949	4/1/2025	4/1/2026	Per Claim Aggregate \$2,000,000 \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Polk Transportation Planning Organization; William Roll. The Polk Transportation Planning Organization is named as an Additional Insured with respects to General & Automobile Liability where required by written contract. Waiver of Subrogation in favor of Additional Insured(s) where required by written contract & allowed by law.

CERTIFICATE HOLDER**CANCELLATION**

Polk County, a Political Subdivision
of the State of Florida
330 West Church Street
P.O. Box 9005 Drawer AS05
Bartow FL 33831-9005

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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