



# Polk County Transportation Planning Organization (TPO)

## Meeting Agenda

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April 09, 2026 Regular TPO Board Meeting

1. Call to Order - 9:00 a.m. (Sara Roberts McCarley, 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)**

These action items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items. A Board member may request an item be moved to the regular agenda for discussion.

5. Approval of Meeting Minutes
6. Approve Polk TPO Executive Director Quarterly Timesheets and Expense Reimbursements
7. Approve the Polk TPO Certification Review
8. Approve Draft TPO Resolution 2026-03 Authorizing Chairman to File a Transportation Disadvantaged Trust Fund Planning-Related Activities Grant Application
9. Approve the Amended and Restated Interlocal Agreement with the Central Florida Metropolitan Planning Organization Alliance (CFMPOA)
10. Approve Selection Committee's Recommended List of General Planning Consultant Firms in Response to the TPO's Request for Proposals (RFP No. 25-687)

### **OTHER ACTION ITEMS (TAB 2)**

11. Public Hearing on Draft Amendment to FY 2025/26 - 2029/30 Transportation Improvement Program (TIP)
12. Review/Approve Draft Polk TPO Resolution 2026-04 Supporting the Designation of State Road 60 as a Scenic Highway

13. Review/Approve Consultant Services Authorization (CSA) TPO-25-686-01-01 with HDR Engineering, Inc. to prepare the I-4 Intermodal Passenger Rail Station Planning and Feasibility Study at a Cost Not-to-Exceed \$500,000.00
14. Review/Approve Draft TPO Resolution 2026-05 Approving the Amended FY 2024/25 - 2025/26 Unified Planning Work Program (UPWP) and MPO Funding Agreement
15. Review/Approve Draft TPO Resolution 2026-06 Adopting the Draft Unified Planning Work Program (UPWP) and MPO Funding Agreement

### **PRESENTATIONS AND STATUS REPORTS (TAB 3)**

16. FDOT Freight Study
17. Working Towards Target Zero

### **REPORTS (4)**

18. Executive Director's Report
19. Florida Department of Transportation (FDOT) Report
20. Opportunity for Public Comment
21. Board Member Comments
22. Adjournment - Next TPO Board Meeting is scheduled for June 11, 2026.

**In accordance with the Americans with Disabilities Act, persons with disabilities needing special accommodations to participate in this proceeding should contact the 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 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 the Title VI Specialist at Post Office Box 9005, Bartow, Florida 33831-9005.**

April 9th, 2026 Polk TPO Board Meeting PowerPoint Presentation



Polk County  
Transportation Planning Organization (TPO)

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Agenda Item 5.

4/9/2026

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**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 12, 2026.

**ATTACHMENT**

1. Draft Meeting Minutes from February 12, 2026



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

Thursday February 12, 2026  
Polk County Administration Building, Commission Boardroom  
330 West Church Street  
Bartow, FL 33830

**Voting Members Present:**

Commissioner Martha Santiago  
Commissioner Michael Scott  
Commissioner Bill Brasswell  
Commissioner Rick Wilson  
Commissioner Rebecca Troutman  
Mayor Sara Roberts McCarley, **Vice Chair**  
Mayor Pro Tem Guy LaLonde Jr  
Commissioner Mike Musick  
Commissioner Stephanie Madden  
Commissioner Terry Coney  
Commissioner Ahsley Troutman  
Mayor Pro Tem Tracy Mercer  
Mayor Jack Hilligoss  
Vice Mayor Jordan Helms  
Commissioner Omar Arroyo  
Vice Mayor Vernal Smith  
Commissioner Trish Pfeiffer, **Chair**  
Vice Mayor Jeremy Clark

**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 Lakeland  
City of Lakeland  
City of Lakeland  
City of Winter Haven  
City of Lake Wales  
City of Auburndale  
City of Haines City  
City of Haines City  
City of Bartow  
City of Davenport

**South County Bloc Members:**

Commissioner Dawn McDonald (Voting Member)  
Council Member Adam Greenway

City of Mulberry  
City of Frostproof

**Central County and Ridge Bloc Members:**

**Advisory Members Present:**

Wayne Gaither  
Ryan Kordek  
Dane Norman

**Representing:**

FDOT, District One  
Polk TPO Director  
TPO Legal Advisor

**Other Persons Present:**

Angela Kaufman  
Tracy Mullins  
Cindy Mitchell  
KC Rivera  
Moe Lavisani  
Adam Lunn  
Jazlyn Georges

**Representing:**

Polk TPO Staff  
Polk TPO Staff  
Polk TPO Staff  
Polk TPO Staff  
AECOM  
Lakeland Linder  
Florida Turnpike

## INTRODUCTION

### 1. Call to Order

Chair Trish 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 Dawn McDonald represented the South County Bloc; no representatives were present for the Central County or Ridge Blocs. Advisory Council members in attendance included Wayne Gaither (FDOT), Ryan Kordek (Polk TPO), and Dane Norman (Polk County Legal).

Chair Trish Pfeiffer welcomed new TPO Board members, Commissioners Terry Coney and Ashley Troutman of Lakeland, and acknowledged updated titles for several board members.

### 3. Opportunity for Public Comment

Chair Pfeiffer opened the floor for public comment.

Sharon Garrett expressed concerns about the potential loss of her family land in connection with the planned Central Polk Parkway.

Chair Pfeiffer closed public comment.

### 4. Agenda Review

## CONSENT AGENDA

### 5. Approve TPO Board Meeting Minutes – December 9, 2025

### 6. Approve Polk TPO Executive Director Quarterly Timesheets and Expense Reimbursements

### 7. Approve Polk TPO Draft Resolution 2026-01 Recommending the Lakeland Area Mass Transit District (LAMTD) as the Designated Community Transportation Coordinator (CTC) for Polk County

**Motion:** Motion made by Commissioner Wilson, seconded by Commissioner Santiago. Motion carried without dissent.

## OTHER ACTION ITEMS

### 8. TPO Board Administrative Items

Ryan Kordek, Polk TPO Executive Director, informed the board of some administrative actions needed.

#### a. Election of Polk TPO Chair and Vice Chair

Mr. Kordek, introduced this item and presented the past Chairs and Vice Chairs. He explained that, under the TPO bylaws, Chairs are permitted to serve for up to two years.

Commissioner Brasswell nominated Mayor Sara Roberts McCarley as Chair.

**Motion:** Motion made by Commissioner Brasswell, seconded by Commissioner Wilson. Motion carried without dissent.

Commissioner McDonald nominated Council Member Adam Greenway as Vice Chair.

**Motion:** Motion made by Commissioner McDonald, seconded by Commissioner Wilson. Motion carried without dissent

**b. TPO Board Appointments**

**i. Transportation Disadvantaged Local Coordinating Board**

Mr. Kordek explained that the TPO Board appoints the chair of the LCB from its members. The LCB's current chair is Vice Mayor Jeremy Clark and he has agreed to continue to serve as Chair.

Commissioner Brasswell made a motion to retain the current chair, Vice Mayor Jeremy Clark.

**Motion:** Motion was made by Commissioner Brasswell and seconded by Commissioner Arroyo. Motion carried without dissent.

**ii. Suncoast Transportation Planning Alliance (SCTPA)**

Mr. Kordek provided a brief background on the SCTPA.

The current SCTPA members are:

- Commissioner Trish Pfeiffer
- Commissioner Mike Musick
- Mayor Pro Tem Guy LaLonde

Commissioner Brasswell motioned to retain representatives of the TPO Board for SCTPA members.

**Motion:** Motion made by Commissioner Brasswell, seconded by Commissioner McDonald. Motion carried without dissent.

**c. TPO Board Meeting Time and Location**

Mr. Kordek presented the Board poll results regarding the time and location of future TPO Board meetings, noting that most members preferred maintaining the 9:00 a.m. meeting time over 1:00 p.m. He also reviewed a five-year cost comparison for relocating to the FDOT Conference Center, outlining associated advantages and disadvantages. Mr. Kordek also reported ongoing discussions regarding potential renovations to the current boardroom to better accommodate

both BoCC and TPO meetings. As a result, he recommended that the Board continue to meet in the BoCC boardroom.

**9. Public Hearing on Draft Amendments to FY 2025/26 – 2029/30 Transportation Improvement Program (TIP)**

Angela Kaufman, TPO Staff, presented the amendments for the FY 2025/26 – 2029/30 TIP for LAMTD funding for the rehabilitation of a maintenance building.

Chair Roberts McCarley opened the public hearing for public comments. Seeing none, Chair Roberts McCarley closed the public hearing.

**Motion:** Motion made by Commissioner Wilson, seconded by Commissioner Musick. Motion carried without dissent.

Roll Call vote was taken and approved without dissent.

**10. Vision Zero Polk Presentations**

**a. Review/Approve Draft TPO Resolution 2026-02 Adopting the Safety Performance Targets for the Polk TPO**

Tracy Mullins, representing TPO staff, presented the Florida Department of Transportation's (FDOT) Safety Performance Targets and requested adoption of the resolution supporting these targets. He noted FDOT's goal of zero fatalities and zero serious injuries by 2026, highlighting progress in reducing overall injuries. However, Mr. Mullins expressed concern over rising fatalities and increasing bicycle and pedestrian injury rates in Polk County.

**Motion:** Motion made by Council Member Greenway, seconded by Commissioner McDonald. Motion carried without dissent.

A lengthy and substantive discussion took place between the Board and Mr. Mullins regarding the Safety Performance Targets.

**b. Vision Zero Action Plan/Safe Street for All (SS4A) Update**

Moe Lavisani, the project consultant representing AECOM, presented the goals of the Target Zero roadway safety initiative, emphasizing the need to identify and implement effective solutions based on a clearer understanding of underlying issues. He reported that 465 survey responses were received through public involvement efforts, with distracted driving and lane discipline identified as top concerns. The team's focus is on High Injury Network (HIN) locations and areas with the highest rates of fatalities and serious injuries. They have developed fact sheets for each HIN corridor to support targeted strategies, along with a crash data dashboard. Mr. Lavisani noted that three (3) workshops will be held in the corridors with the highest crash rates to gather additional public input: Lake Ariana Civic Center, Wahneta Elementary School, and Sleepy Hill Elementary School.

Commissioner Troutman expressed concern that school-based workshop times may not accommodate working families. Ryan Kordek explained that the times

were chosen to coincide with student pickup periods to engage parents directly. Commissioner Scott suggested holding two meetings within the Kathleen Corridor to increase participation. Commissioner Troutman also referenced a slide noting proposed “road diets” in Lakeland. Chairwoman Robert McCarley stressed the importance of considering land use patterns and behavioral trends when evaluating safety strategies and proposed improvements.

**11. Review/Approve Selection Committee’s Recommended Ranking of Consulting Firms and Authorize Staff to Negotiate with the Highest Ranking Firm in Response to the TPO’s Request for Proposal (RFP) No. 25-686 (I-4 Intermodal Passenger Rail Station Planning and Feasibility Study)**

Cindy Mitchell, Polk TPO staff, provided an update on the I-4 Intermodal Passenger Rail Station Feasibility and Planning Study, presenting the final ranking of consultant proposals. HDR Engineering Inc. ranked first.

Ms. Mitchell requested Board approval of the final ranking and authorization to enter into a contract negotiations with HDR Engineering.

Ms. Mitchell thanked all participants in the RFP process. Commissioner Madden who was the Board’s representative on the selection committee shared her experience and review of the responses to the RFP. Commissioner Troutman confirmed that if negotiations with HDR Engineering are unsuccessful, the process will proceed with the second-ranked firm.

**Motion:** Commissioner Musick moved approval, seconded by Commissioner Scott. Motion carried unanimously.

**12. Review/Approve Draft Planning Tasks for the Polk TPO’s FY 2026/27 – 2027/28 Unified Planning Work Program (UPWP)**

Ryan Kordek, TPO staff, presented the process in developing the two-year Unified Planning Work Program (UPWP), outlining the TPO’s grant-funded budget. Mr. Kordek also reviewed key UPWP components for the next two years, including the four-year federal certification review of the TPO, the Board’s annual report, congestion management process, long- and short-range transportation planning, and public participation. He also highlighted the I-4 Intermodal Passenger Rail Station Planning and Feasibility Study that will need to be funded as part of the new UPWP. He stated there will be a need to de-obligate funding from current fiscal year to next fiscal year in order to fund the project.

Commissioner Troutman asked about the significant decrease in federal funding from the current UPWP the proposed new UPWP. Mr. Kordek explained that, following the completion of several large projects including the preparation of the 2050 Long Range Transportation Plan, less federal funding will be required in the new budget.

**Motion:** Council Member Greenway moved approval, seconded by Commissioner Troutman. Motion carried unanimously.

## PRESENTATIONS AND STATUS REPORTS

### 13. Lakeland Linder International Airport Presentation

Adam Lunn, representing Lakeland Linder International Airport, provided an overview of airport operations, including flight activity, cargo services, and commercial operations. He reviewed the Terminal Area Master Plan, which has received FDOT approval and is awaiting FAA forecast approval. The plan includes development of Area 10 as an intermodal center to accommodate the Citrus Connection, rideshare services, and charter buses, as well as a parking garage designed to support advanced air mobility aircraft. As part of the planning process, the airport will refine these concepts into a Program Definition Plan (PDP).

Mr. Lunn also discussed a proposed consolidated fuel farm and efforts to secure a pipeline connection from the Port of Tampa to Orlando, which would reduce interstate truck traffic, improve fuel reliability, and provide reserve capacity during emergencies. He highlighted plans for a Northeast Quadrant MRO (Maintenance, Repair, and Overhaul) facility capable of servicing large aircraft such as 767s and 737s, along with a Government MRO facility. Additionally, the Sun 'n Fun Master Plan has been integrated into the airport's overall master plan.

### 14. Central Polk Parkway East Alternative Corridor Evaluation (ACE) and Project Development and Environmental (PD&E) Study

Jazlyn Georges, Florida Turnpike, presented an overview of the proposed Central Polk Parkway East, a new toll facility to be constructed in four segments:

- a) US 27 to north of Lake Mabel Loop Road
- b) North of Lake Mabel Loop Road to south of Johnson Avenue
- c) South of Johnson Avenue to north of US 17/92
- d) US 17/92 to the future Poinciana Connector

Ms. Georges shared a project video and highlighted the regional significance of the Parkway, including its connection to the Poinciana Parkway extension to I-4. She noted that current travel times from US 27/I-4 area to State Road 429 range from 50–70 minutes, while the proposed improvements could reduce travel time to 23–28 minutes. Community outreach efforts have included meetings for both the US 27–US 17/92 and US 17/92–Poinciana Connector corridors.

Andrew Velasquez, AECOM, provided background on earlier planning phases, noting that twelve alternate routes were evaluated and the Cypress Park Route (CR 580) was deemed less suitable due to multiple constraints along the corridor. Ms. Georges outlined environmental impacts and challenges associated with the Cypress Park Route, and Mr. Velasquez summarized the selected corridor moving forward.

Ms. Georges concluded with a project status update: the project is entering Phase Two, which includes the PD&E study for the US 27–US 17/92 segment, while the PD&E study for US 17/92–Poinciana Connector is nearing completion.

## REPORTS

### 15. Executive Director's Report

#### a. 2025 Year in Review

Ryan Kordek presented the TPO's Year in Review for 2025 highlighting key projects and accomplishments of the TPO and thanked the Board for their strong support and direction in the past year.

#### b. Letter of Support for the Statewide Advancement of Enhancements at Intercity Passenger Rail Crossings Program

Mr. Kordek explained the purpose of the letter of support which has been requested by the FDOT for the statewide Intercity Passenger Rail Crossing Program Grant. He noted the letter affirms the TPO's commitment to advancing safety and operational improvements at rail crossings as part of the statewide initiative.

### 16. Florida Department of Transportation (FDOT) Report

Wayne Gaither, FDOT, provided additional feedback regarding the letter of support for the statewide Intercity Passenger Rail Crossing Program.

Edith Perez, FDOT, reported that the draft 2025 Joint Certification is underway, with Part One currently under review, and commended Adrian Marquez for his contributions to the process. She also noted several upcoming deadlines:

- UPWP submission in GAP by March 15 for review
- PL Agreement due May 15
- TA and Congestion Management applications due in GAP by March 31

### 17. Opportunity for Public Comment

Chair Roberts McCarley opened the floor for public comments. Seeing none, closed the floor.

### 18. Board Member Comments

Chairwoman Roberts McCarley opened the floor for public comment. Seeing none, closed the floor.

### 19. Adjournment – Next meeting date is April 9, 2026.

**Motion to Adjourn:** Motion made by Commissioner Wilson, seconded by Commissioner Santiago.

The meeting adjourned at 11:13 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)

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Agenda Item 6.

4/9/2026

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**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 2026.

**ATTACHMENT**

1. Timesheets and expense reimbursements.

Kordek, Ryan	03/23/2026 - 03/29/2026	✔ Approved	☰	40.00
Kordek, Ryan	03/16/2026 - 03/22/2026	✔ Approved	☰	40.00
Kordek, Ryan	03/09/2026 - 03/15/2026	✔ Approved	☰	40.00
Kordek, Ryan	03/02/2026 - 03/08/2026	✔ Approved	☰	40.00
Kordek, Ryan	02/23/2026 - 03/01/2026	✔ Approved	☰	40.00
Kordek, Ryan	02/16/2026 - 02/22/2026	✔ Approved	☰	40.00
Kordek, Ryan	02/09/2026 - 02/15/2026	✔ Approved	☰	48.00
Kordek, Ryan	02/02/2026 - 02/08/2026	✔ Approved	☰	40.00
Kordek, Ryan	01/26/2026 - 02/01/2026	✔ Approved	☰	40.00
Kordek, Ryan	01/19/2026 - 01/25/2026	✔ Approved	☰	40.00
Kordek, Ryan	01/12/2026 - 01/18/2026	✔ Approved	☰	40.00
Kordek, Ryan	01/05/2026 - 01/11/2026	✔ Approved	☰	40.00



Polk County  
Transportation Planning Organization (TPO)

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Agenda Item 7.

4/9/2026

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**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 has been reviewed and accurately reflect the results of the joint certification review meeting held on February 25, 2026.

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 2025 Certification Review.

**ATTACHMENT**

1. Polk TPO 2025 Certification Review Packet with Annual Joint Certification Statement



**FDOT MPO Joint Certification**

# FDOT MPO Joint Certification

**MPO Name:** Polk TPO

**Calendar Year of Review Period:** January 1, 2025, through December 31, 2025

**Date Completed:** February 5, 2026

## Purpose

Each year, the District and the Metropolitan Planning Organization (MPO) jointly certify the metropolitan transportation planning process, as described in [23 Code of Federal Regulations \(CFR\) 450.336](#). The FDOT MPO Joint Certification includes confirmation of the metropolitan transportation planning process, a summary of the MPO's noteworthy achievements, and, if applicable, a list of recommendations and/or corrective actions. The District must report corrective actions and how they were resolved by the MPO directly to the MPO Board.

The MPO completes Part 1, while the FDOT District completes Part 2. Please read and answer each question in the document. The FDOT MPO Joint Certification must be submitted to the Office of Policy Planning (OPP) by **June 1**.

## Part 1: MPO

*The MPO completes Part 1 of the Joint Certification.*

### Section 1.1: Statement of Compliance

The MPO Executive Director must review and sign the statement below to certify compliance with federal and state requirements.

**I acknowledge and confirm that the MPO (check all):**

- Incorporates the 10 Federal Planning Factors [\[23 CFR 450.306\]](#) into its planning process.
- Develops transportation plans and programs through a continuing, comprehensive, and cooperative process [\[23 CFR 450.306\(b\)\]](#).
- Ensures that federal-aid funds are expended in conformity with applicable federal and state laws, including [23 United States Code \(USC\) 134](#), [49 USC 5303](#), [2 CFR 200](#), and [s.339.175, Florida Statutes \(FS\)](#) and policies and procedures prescribed by FDOT and FHWA.



- Requires its consultants and contractors to comply with applicable federal and state laws pertaining to the use of federal-aid funds.
- Uses a financial management system that complies with the requirements outlined in [2 CFR 200.302](#).
- Ensures 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.
- Submits supporting documentation in sufficient detail for proper monitoring, when required, to FDOT.
- Maintains and updates required agreements between the MPO and FDOT, other MPOs, and local stakeholders.

**Please select options applicable to the MPO:**

- The MPO is a standalone entity, a direct recipient of federal funds, and subject to an annual single audit.
- The MPO uses a federal or state-approved indirect cost rate.

If **Yes**, please indicate which indirect cost rate the MPO uses:

- Actual indirect costs (with receipts)
- An approved Indirect Cost Allocation Plan (to be completed by the MPO, submitted to FDOT Office of Comptroller for review and approval PRIOR to contract execution)
- De Minimus Rate: A percentage of Modified Direct Costs (currently, the De Minimus rate is 15%)

- If **Yes**, please check the box if the MPO submitted a Cost Allocation Plan.
- The MPO charges all eligible costs as direct costs.

**FDOT and the MPO certify the metropolitan transportation planning process is carried out according to applicable requirements described in 23 CFR 450.336.**



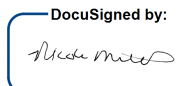
By signing below, I certify the above information is true and accurate.

**MPO Executive Director Signature:** 

**Name:** Ryan Kordek

**Title:** Director

**Date:** March 2, 2026

**FDOT Transportation Development Director Signature:**  03/19/2026 | 1:30 PM EDT  
E4FD33AAA641427...

**Name:** Nicole Mills

**Title:** Director of Transportation Development

**Date:** March 2, 2026

### Section 1.2: Noteworthy Achievements and Practices

List the MPO’s noteworthy achievements and practices below by year.

Month	Year	Noteworthy Achievement or Practice
December	2025	Envision 2050 – Long Range Transportation Plan (LRTP)
November	2025	Transit Development Plan (TDP)
June	2025	Transportation Improvement Program (TIP)
January – December	2025	Vision Zero Polk – Safe Streets for All – Vision Zero Action Plan
March	2025	Bike Safety Event – Bartow, FL
July	2025	Best Foot Forward – Crosswalk Safety – Winter Haven
August	2025	Best Foot Forward – Crosswalk Safety - Bartow
November	2025	Bike/Walk Central Florida 2025 Wheel of Achievement Award
February	2025	Ridge Scenic Highway 20 <sup>th</sup> Anniversary
January – December	2025	Outstanding public outreach events supporting our projects and objectives.

### Section 1.3: MPO Comments

List items that require follow-up or action.

The STIP/TIP, TIP Amendments and Modifications, and Federally Obligated project reports should include detailed project descriptions, related project numbers, and GIS coordinates. Also, the GIS Shapefiles would be very helpful, as well.


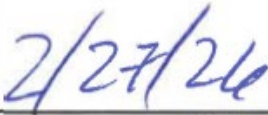
Quarterly FDOT and TPO meetings for project updates and coordination should be scheduled to keep all involved more informed about the status of these projects.

Additional Information supporting Section 1.1:

#### **Staff Services Agreement**

The Polk County Board of County Commissioners (BoCC) provides staff services to the Polk TPO. The Polk TPO and BoCC have a staff services agreement for services to be provided by each entity. The BoCC provides services in support of the TPO's operations including legal services, procurement, human resources, budget and management services, accounts payable/receivable, payroll and IT services.

The referenced services provided by the BoCC in support of the TPO's operations are reflected in the TPO's UPWP through the form of an administrative service fee under other direct costs to the TPO. The administrative service fee is based on an annual Cost Allocation Study prepared by an external auditor for Polk County. Once the study is completed, Polk County then prepares a calculation for Polk TPO's proportionate share of the special revenue grant costs for utilizing central services. The administrative fee is included as a line item within each UPWP task. The administrative fee is included in the invoice within the expenditure detail report that is submitted with the TPO's reimbursement request to FDOT.

 _____ Ryan Kordek, Polk TPO Director	 _____ Date
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# Polk TPO Joint Certification Part 1

February 12, 2026

## PART 1, SECTION A: MPO OVERVIEW

The Polk TPO has the following up-to-date agreements as of February 12, 2026:

- 1) The Polk TPO's **Interlocal Agreement for the Creation of the Polk Transportation Planning Organization** was updated on September 17, 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.
- 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 10, 2025, and became fully executed by the Polk County BoCC on April 15, 2025. It is renewed for a term of three years commencing upon approval of the agreement by both parties. (April 15, 2028).
- 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 (August 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.
- 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 regard to administrative procedures for the Alliance. From the initial document, October 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 Long Range Transportation Plan update process. The Polk TPO signed this agreement December 12, 2013. The D1RMP is still being used.
- 8) On August 28, 2025, the Polk TPO executed a **Memorandum of Understanding (MOU) for a Regional Transportation Systems Management and Operations (TSMO) Program (RTSMOP) between MetroPlan Orlando, Forward Pinellas, Hillsborough MPO, Lake Sumter MPO, Ocala/Marion County TPO, Pasco MPO, Polk TPO, Sarasota/Manatee MPO, Space Coast TPO, and Volusia/Flagler TPO** to facilitate cooperative and coordinative application for multimodal transportation strategies and technologies to increase efficiency and improve regional mobility.
- 9) The TPO has a planning grant with the **Commission for the Transportation Disadvantaged** (G3D39) which was executed July 1, 2025. It expires June 30, 2026.

As illustrated above, 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 June 2024 at Florida Department of Transportation (FDOT) District One Conference Center, in which more than 12 counties from the Tampa Bay and Orlando areas were represented. (Agreements with both organizations are referenced above.)

Polk TPO's planning process and adopted Unified Planning Work Program (UPWP) address 23 CFR § 450.306 Scope of the metropolitan transportation planning process. Envision 2050 is Polk TPO's current long range transportation plan (LRTP) and the Transportation Improvement Program (TIP) for fiscal years 2025/26 through 2029/30 include and exhibit the performance-driven, outcome-based approach to planning for municipalities and region of the Polk TPO and the ten (10) Federal Planning Factors. This may be found in the Unified Planning Work Program (UPWP) Appendix D.

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.

Envision 2050, which is Polk TPO's most recently adopted long range transportation plan includes the Congestion Management Process. The TPO typically evaluates our congestion management system annually through our State of the Transportation Report, Roadway Network Database, as well as our High Injury Network (HIN) which is part of the Vision Zero Action Plan and the ongoing crash mapping and bicycle and pedestrian inventories.

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 updated.

#### **PART 1, SECTION B: FINANCES AND INVOICING**

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 utilized by the Polk County BoCC, which complies with requirements set forth in Chapter 129, Florida Statutes, as well as 2 CFR §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.

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 invoice period.

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.

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 CFR §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 database in support of the Schedule of Financial Assistance which is required for inclusion in the audited CAFR. The grant database 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).

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 are 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 five (5) fiscal years after the termination of a project, or as otherwise required.

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

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.

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

## **PART 1, SECTION C: TITLE VI AND ADA COMPLIANCE**

Cindy Mitchell, Senior Planner, is the Polk TPO's Title VI and ADA Officer. An adopted policy is in place to follow a set of procedures in the event of any complaints received which are compliant with FDOT's procedure. The policies, procedures, and the forms are available on Polk TPO's website, [www.polktpo.com](http://www.polktpo.com) and are ADA compliant, as well.

The Title VI and ADA Officer, Cindy Mitchell, completed Title VI training on February 7, 2025, and ADA Compliance training on June 17, 2025, through CUTR while Angela Kaufman, Polk TPO staff, has participated and earned certifications in Title VI training through the National Transit Institutes' Title VI and Public Transit course provided in conjunction with the Federal Transit Authority in August of 2024. These courses were taught by esteemed experts, were very detailed, and provided extensive history and case studies on all the topics.

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.

Although Polk TPO has never received ADA noncompliance complaints related to its planning processes, there is a procedure in place to retain any potential complaint forms for five years.

## **PART 1, SECTION D: MPO PROCUREMENT PRACTICES**

The Polk TPO has a Staff Services Agreement with the Polk County Board of County Commissioners, therefore, the BOCC Procurement Division provides Polk TPO with all services related to the procurement of goods and services. This complies with all federal, state, and local regulations. All accounting, procurement, management, and administration of contracts are maintained in accordance with 2 CFR 200.324(a).

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.

Procurement packages (project advertisements, notice to bidders, RFP/RFQs contract templates, and related documents) and contracts are free from geographical preferences or bidding restrictions based on the physical location of the bidding firm or where it is domiciled and do not include the options of points or award preferences using DBEs, MBEs, WBEs, SBEs, VBEs or any other business program not approved for use by FHWA or FDOT.

## **PART 1, SECTION E: CONTRACT(S) REVIEW**

Polk 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 the FDOT, in Grant Applications and subsequent Agreements.

## **PART 1, SECTION F: DISADVANTAGE BUSINESS ENTERPRISE (DBE) PRACTICES**

Polk TPO uses a qualification based selection process that is consistent with 2 CFR 200.320 (a-c), Appendix II to Part 200 – Contract Provision, and 23 CFR 172, and Florida statute as applicable. It is the policy of Polk TPO that disadvantaged businesses, as defined by Title 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of TPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

Polk TPO and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of Polk TPO in a non-discriminatory environment.

The Polk TPO shall require its consultants to not discriminate on the basis of race, color, national origin, and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.

## **PART 1, SECTION G: NOTEWORTHY ACHIEVEMENTS OF THE MPO**

1. **Envision 2050** - The Polk TPO has completed 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 completed a robust public involvement campaign in support of the effort and will guide Polk County's mobility and infrastructure investments through the next 25 years. With the county's population projected to reach nearly 1.2 million residents by

2050, the plan outlines more than \$13 billion in needed transportation projects to support future growth.



Throughout the past year, the TPO emphasized public outreach, including a video series highlighting past Long Range Transportation Plan projects including Central Polk Parkway West, Lake Silver Drive in Winter Haven and the Fort Fraser Trail extension.

To support transparency and engagement, the Polk TPO hosted two live-streamed Q&A forums and maintained a dedicated project website where residents could review maps, explore plan materials and submit comments for future planning consideration. Project details can be found on PolkTPO.com.

Envision 2050 was adopted on December 9, 2025. With adoption complete, the plan now moves into the implementation phase, where the TPO will begin prioritizing projects for funding and development in coordination with local governments, Florida Department of Transportation (FDOT) and regional partners.

2. **Transit Development Plan** - The Polk TPO adopted Citrus Connection’s new Transit Development Plan (TDP) last year following their presentation at the December 2025 TPO Board meeting. The five-year plan outlines strategies to expand mobility options, modernize transit services and strengthen regional connectivity across Polk County. Developed through a collaborative process, the plan reflects significant leadership and technical support from TPO staff, who ensured consistency with regional growth, multimodal priorities and long-range transportation goals. Engineering and planning firm Benesch provided additional expertise in data analysis, route evaluation and scenario development to refine the final recommendations.

Public engagement played a central role in shaping the plan. Citrus Connection and TPO staff conducted rider surveys, community workshops, pop-up events and stakeholder meetings to gather input from residents across the county. That feedback directly informed priorities such as expanded service hours, improved stop amenities and better access to jobs and healthcare. The adopted

plan positioned Citrus Connection to deliver a more efficient, equitable and forward-looking transit network, supporting the region's continued growth under the banner of "Progress in Motion."



3. **Vision Zero Polk** - Vision Zero Polk continued to serve as Polk TPO's comprehensive safety campaign through the past year, centered on the goal of eliminating traffic deaths and serious injuries across all modes of travel. The initiative brings together data analysis, community partnerships and public outreach to build a transportation system where everyone, whether walking, biking, driving or rolling, can travel safely.

Polk TPO continued this work through development of the Vision Zero Action Plan, a framework that identified priority corridors, key safety strategies and community-driven solutions.

Public input played a major role, with residents sharing their safety concerns and ideas through surveys, community meetings and online feedback opportunities. Additional information on Vision Zero safety initiatives and studies is available online at [PolkTPO.com](http://PolkTPO.com).



Here are some of the events Polk TPO participated in that align with the Vision Zero initiative:

**Bike Safety Event** - On March 28, 2025, Polk TPO staff participated in the Cycle Celebration event in Bartow, partnering with FDOT's Commute Connector to promote transportation safety and highlight the range of travel options available to residents. Before the guided bike ride began, Bartow City Commissioner Trish Pfeiffer issued a proclamation underscoring the importance of educating commuters about their transportation choices and encouraging safer, more sustainable travel habits.



As part of the TPO's broader Vision Zero Polk efforts, the event offered an opportunity to engage directly with the community, share safety resources that make it easier for people to walk, bike, and choose alternative modes of transportation across Polk County.

**Crosswalk Safety/Best Foot Forward** - Polk TPO supported pedestrian safety in 2025 by participating in two Best Foot Forward crosswalk enforcement events. Best Foot Forward is a regional pedestrian safety initiative that works with law enforcement, local governments and

community partners to improve driver yielding behavior and reduce crashes at marked crosswalks. In June of last year, Polk TPO supported this commitment by passing a resolution in support of Best Foot Forward's pedestrian safety program.

On July 31, 2025, Polk TPO staff joined the Best Foot Forward team and the Winter Haven Police Department Traffic Unit, where officers stopped 26 drivers and educated them on Florida's law requiring motorists to yield to pedestrians in marked crosswalks.



On Aug. 6, 2025, Polk TPO partnered with Polk Vision, Bartow City Commissioner Trish Pfeiffer and the Bartow Police Department at Shumate Drive and East Clower Street in Bartow. The event emphasized safe driving and walking in school zones and busy crossing areas.



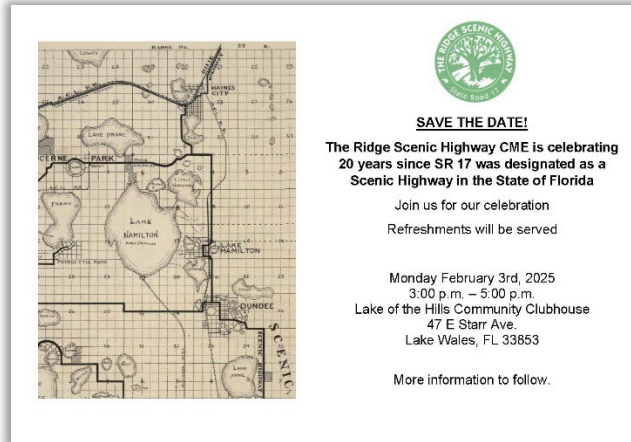
Together, these efforts reinforced Polk TPO’s commitment to safer, or walkable communities and aligned directly with the goals of Vision Zero Polk.



4. **Bike/Walk Central Florida 2025 Wheel of Achievement Award** - Polk County Government and the Polk TPO earned the Bike/ Walk Central Florida 2025 Wheel of Achievement Award, recognizing the Fort Fraser Trail Extension as a standout project that improves safety and expands accessible transportation options. The award highlights initiatives that make Central Florida’s streets and trails safer and easier to use for all, reflecting a shared commitment to building a more connected transportation network. Last year, Polk County Government and the Polk TPO continued work on the 2.4-mile Fort Fraser Trail extension between U.S. Highway 98 and Lakeland Highlands Road (County Road 37B). The original trail ran parallel to U.S. Highway 98 from Winter Lake Road (State Road 540) in Lakeland to State Road 60 in Bartow, with trailheads at Polk State College and in Highland City. The extension connects more than 36 miles of paved and unpaved multi-use trails, strengthening regional mobility for people walking, biking and rolling.
  
5. **Ridge Scenic Highway 20<sup>th</sup> Anniversary** – February 3, 2025, the Ridge Scenic Highway Corridor Management Entity (CME) celebrated their 20<sup>th</sup> Anniversary with previous members of the Corridor Advocacy Group (CAG), current members of the CME, and members of the community at the Lake of the Hills Community Club.

During the celebration, a presentation was provided by Ryan Kordek reflecting on the historically significant events and locations along the Ridge Scenic Highway. Awards were presented to individuals who pioneered, provided

support, and acknowledged their efforts that have made the Ridge Scenic Highway what it is today. The event concluded with a discussion of what the future might behold for the Ridge Scenic Highway.



6. Polk TPO has made great strides in **public outreach** over the last year by partnering with Polk County Communications department. Some of these creative efforts include videos to support the Transportation Improvement Program (TIP), Envision 2050 Long Range Transportation Plan (LRTP), Bike Safety Video, and producing more engagement through social media postings and live events.



With these additional public engagement efforts, they have provided more substantial comments from the public including 508 comments from the public during the Transportation Improvement Program's (TIP) which was a record for the TIP, 519 comments received from the public for Envision 2050 Long Range Transportation Plan, and the Transit Development Plan collected 797 public input survey responses.

## **PART 1, SECTION H: MPO COMMENTS**

*Reserved for open discussion/meeting.*

The STIP/TIP, TIP Amendments and Modifications, and Federally Obligated project reports should include detailed project descriptions, related project numbers, and GIS coordinates. Also, the GIS Shapefiles would be very helpful, as well.

Quarterly FDOT and TPO meetings for project updates and coordination should be scheduled to keep all involved more informed projects throughout the TPO's region.

*Additional comments can be added during or after our joint meeting.*



Polk County  
Transportation Planning Organization (TPO)

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Agenda Item 8.

4/9/2026

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**AGENDA ITEM**

Approve Draft TPO Resolution 2026-03 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 2026/27. Staff requests Board approval.

**PRESENTER**

1. Draft TPO Resolution 2026-03

**DRAFT RESOLUTION 2026-03**

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 NINTH DAY OF APRIL, 2026

Signed:

\_\_\_\_\_  
Mayor Sara Roberts McCarley, Chairperson  
Polk Transportation Planning Organization (TPO)

April 09, 2026

Date

TPO Resolution 2026-03

April 09, 2026

ATTEST:

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Ryan Kordek, TPO Director

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

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Heather Bryan, TPO Attorney



Polk County  
Transportation Planning Organization (TPO)

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Agenda Item 9.

4/9/2026

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**AGENDA ITEM**

Approve the Amended and Restated Interlocal Agreement with the Central Florida Metropolitan Planning Organization Alliance (CFMPOA)

**PRESENTER**

NA

**SUMMARY**

The Polk TPO is a member of the Central Florida MPO Alliance by virtue of an Interlocal Agreement executed in 2005 and subsequently amended in 2007. The draft amended Agreement, as attached, include minor changes that update the administrative procedures related to Alliance meetings and staff support.

**RECOMMENDED ACTION**

Recommend the TPO Board approve the amended Interlocal Agreement for the Central Florida MPO Alliance.

**ATTACHMENT**

1.Draft Amended Interlocal Agreement



**AMENDED AND RESTATED  
INTERLOCAL AGREEMENT  
CREATING THE CENTRAL FLORIDA MPO ALLIANCE**

This Interlocal Agreement (“Agreement”) is made and entered into **as of the Effective Date defined herein**, by and between the Orlando Urban Area Metropolitan Planning Organization d/b/a MetroPlan Orlando, the Volusia-Flagler TPO, the Space Coast TPO, the Ocala-Marion County TPO, the Lake-Sumter MPO, and the Polk TPO.

**RECITALS**

**WHEREAS**, Central Florida MPO Alliance Resolution No. 2001-01 was adopted by MetroPlan Orlando, the Volusia-Flagler TPO, the Space Coast TPO, and the Lake County Board of County Commissioners (hereinafter referred to as Lake-Sumter MPO) to create and operate the Central Florida MPO Alliance;

**WHEREAS**, the service areas for MetroPlan Orlando, the Volusia-Flagler TPO, the Space Coast TPO, the Ocala-Marion County TPO, the Lake-Sumter MPO and the Polk TPO are described in each respective organization’s Interlocal Agreements.

**WHEREAS**, Resolution No. 2003-01 was adopted by the Central Florida MPO Alliance adding the Polk Transportation Planning Organization (TPO) to its membership;

**WHEREAS**, Resolution No. 2004-01 was adopted by the Central Florida MPO Alliance adding the Ocala/Marion County Transportation Planning Organization (TPO) to its membership;

**WHEREAS**, the 2005 Florida Legislature enacted Chapter 2005-290, Laws of Florida, relating to infrastructure planning and funding (the “Act”);

**WHEREAS**, the Act provides that regional transportation plans may be developed in regional transportation areas in accordance with an Interlocal Agreement entered into pursuant to Section 163.01, Florida Statutes, by two or more contiguous Metropolitan Planning Organizations;

**WHEREAS**, the parties hereto established the Central Florida MPO Alliance through the Interlocal Agreement dated October 19, 2005;

**WHEREAS**, the Interlocal Agreement dated October 19, 2005 was amended by Resolution of each member of the Central Florida MPO Alliance in February 2007;

**WHEREAS**, the Interlocal Agreement dated October 19, 2005 was further amended by Resolution of each member of the Central Florida MPO Alliance in February/March 2012;

**WHEREAS**, the parties hereto desire to continue the Central Florida MPO Alliance through this Amended and Restated Interlocal Agreement in order to continue the region’s collaborative transportation planning process, to comply with the applicable provisions of Chapter 2005-290, Laws of Florida, with regard to development of a regional transportation plan, and to access funds that are available to encourage regional transportation planning efforts; and

**WHEREAS**, Section 339.2819, Florida Statutes, creates within the Florida Department of Transportation a Transportation Regional Incentive Program (TRIP) that provides funds to improve regionally significant transportation facilities in regional transportation areas created pursuant to Section 339.155(5), Florida Statutes.

**NOW, THEREFORE**, in consideration of the mutual covenants, promises, and representations herein, the parties desire to be legally bound and do agree as follows:

1. The Central Florida MPO Alliance (the “Alliance”) is hereby formed to:
  - a. Maintain and update a regional transportation plan;
  - b. Pursue funding opportunities to advance regionally significant facilities and services which may include the establishment of regional transportation project priorities for the TRIP;
  - c. Serve as a forum for exchanging information between members, especially on projects of regional significance;
  - d. Coordinate regional transportation planning and policy development with the Florida Department of Transportation;
  - e. Identify regional transportation opportunities;
  - f. Solve regional transportation issues; and
  - g. Consider and, when appropriate, take collective positions on legislation that affects the region’s transportation needs and interests of the member jurisdictions.

2. Each of the six organizations comprising the Alliance shall appoint three (3) voting policy Board members to serve on the Alliance. Each of the six organizations may appoint up to three (3) alternate representatives who are also policy Board members. Terms of voting and alternate members shall run from the time of appointment by the member policy Board until said members no longer serve on the member MPO Board, or until replaced by the member MPO Board.

3. Effective January 2019, the Alliance meetings will be held at least three (3) times per year. The fall meeting date is contingent upon the Priority Project List adoption schedule. These meetings shall be held at MetroPlan Orlando located at 250 S. Orange Ave, Suite 200, Orlando, FL 32801 or a location designated and approved by the Chairperson of the Alliance. Annually, at least one meeting may be held off-site, at a mutually agreed upon location, for the purpose of holding a joint meeting with the Sun Coast Transportation Planning Alliance (SCTPA), formerly, TBARTA MPOs Chairs Coordinating Committee.

4. At the last meeting of each calendar year, members of the Alliance shall select one of its members as a Chairperson, another member as Vice-Chairperson, and a third member as Secretary. The three officers shall serve a term of one year or until their successors are selected. In the event an officer is unable to complete the term of his or her office, a successor, from the same jurisdiction, shall be elected to complete the term or the Alliance may also choose that the office remain vacant until the time of the next annual elections.

By mutual agreement of the Alliance members, MetroPlan Orlando staff will provide primary, administrative support to the Alliance from existing staff. MetroPlan Orlando staff shall be responsible for preparing minutes, placement of advertisements and meeting notices, working with the member Directors to prepare an agenda, preparing and distributing agenda packages to all Alliance members, and other interested parties, and providing orientation briefings to incoming Alliance members along with their respective members' staff. Also by mutual agreement, each member shall provide an annual contribution in the amount of five thousand dollars (\$5,000) to MetroPlan Orlando for the purpose of covering expenses included, but not limited to, support staff as noted above, off-site meeting expenses, meeting advertising costs, copying and printing costs, technology costs, cost of postage and/or delivery service, and other publications/reports as approved by the Alliance such as a compilation of member organizations' Long Range Transportation Plans and Prioritized Project Lists into a regional document and compilation and publication of a Regional Indicators report. Other small-scale studies may be approved by the Alliance based on funding availability.

5. The Alliance shall utilize the latest edition of *Robert's Rules of Order Newly Revised* (12<sup>th</sup> ed. 2020), as the official rules of procedure.

6. Quorum. The Alliance shall consist of eighteen (18) members. The presence of ten (10) members at a meeting shall constitute a quorum. Every effort should be made to have at least one representative present from each member organization, however in the event this is unattainable, the Executive Director may act on behalf of their respective organization. No action shall be taken by the Alliance except upon a majority vote of those present and voting. Because the Alliance operates on the basis of consensus, no substantive action shall be adopted by the Alliance on any issue if the majority of the members of any delegation (i.e., MetroPlan Orlando, the Volusia-Flagler TPO, the Space Coast TPO, the Lake-Sumter MPO, the Polk TPO, or the Ocala-Marion County TPO) present and voting shall oppose the proposed action.

7. Technical and additional administrative support for the Alliance will be provided by existing staff from the members' respective organizations. All meetings of the Alliance shall be advertised at least three (3) days prior to said meeting by posting a notice at the office of each of the six (6) member organizations comprising the Alliance, setting forth the time, place, and date of said meeting and an agenda of said meeting, to include a notice published on the website of each organization. Further, a notice including the time, place, and date of the meeting shall be advertised in a newspaper of general circulation, as defined by Chapter 50, Florida Statutes, within Central Florida and the Florida Administrative Weekly. Minutes shall be taken at all Alliance meetings and shall be consistent with the Government-in-the-Sunshine Act, Section 286.011, Florida Statutes. All meetings and other public records shall be maintained at the offices of MetroPlan Orlando, with a true and correct copy provided to each member organization.

8. The organizations comprising the Alliance will maintain control of their respective funding and programming responsibilities, although opportunities may be identified for cooperative ventures such as through the Transportation Regional Incentive Program (TRIP) or other discretionary programs that may be established at the federal or state level.

9. The Alliance is a regional collaborative and has no regulatory power. The Alliance shall take no position, or advocate any position, on any substantive matter, except for the substantive positions advocated by Alliance member organizations. The primary purposes of the Alliance shall be to maintain and update a regional transportation plan, pursue funding opportunities to advance regionally significant facilities and services, act as a clearinghouse with regard to regional transportation issues, and serve as a cooperative forum for member organization fact-finding and advocacy of positions espoused by its member organizations.

10. The Alliance shall compare and review, at least every five (5) years, each member organization's adopted Long Range Transportation Plan for the purpose of identifying any potential planning area conflicts and/or opportunities for further regional coordination to advance projects of mutual interest. For the purposes of this review, the regional transportation area shall be all of Orange County, Seminole County, Osceola County, Volusia County, Flagler County, Brevard County, Lake County, Sumter County, Polk County, and Marion County. This effort will be a collaborative effort involving all members of the Alliance with MetroPlan Orlando serving as the lead agency.

11. Disagreements regarding interpretation of this Agreement or disputes relating to the development or content of the regional transportation plan shall be resolved by alternate dispute resolution, either through mediation or binding arbitration, as provided in Chapter 44 and Chapter 682, Florida Statutes.

12. Amendments or modifications to this Agreement may only be made by written agreement signed by all parties hereto, with the same formalities as the original agreement.

13. This Agreement shall remain in effect until terminated by the parties to this Agreement, or as otherwise provided by law. Any party may withdraw from this Agreement after presenting in written form to the other parties of this Agreement a notice of intent to withdraw, at least ninety (90) days prior to the intended date of withdrawal. The withdrawing party and the remaining parties shall execute a memorandum reflecting the legal withdrawal of the party and the alteration of the list of parties that are signatories to this Agreement.

14. Notices. All notices, demands, and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice required to be given shall be addressed to each respective MPO as follows:

<b>MetroPlan Orlando:</b> Mr. Gary Huttman, Executive Director 250 S. Orange Avenue, Suite 200 Orlando, FL 32801	<b>Space Coast TPO:</b> Ms. Georganna Gillette, Executive Director 2725 Judge Fran Jamieson Way Building B, Room 105 Melbourne, FL 32940
<b>Lake-Sumter MPO:</b> Mr. Michael Woods, Director 1300 Citizens Blvd. Leesburg, FL 34748	<b>Polk TPO:</b> Mr. Ryan Kordek, Executive Director 330 W Church Street, Drawer TS05 Bartow, Florida 33830
<b>Volusia-Flagler TPO:</b> Ms. Colleen Nicoulin, Executive Director 1540 Cornerstone Blvd Suite 240 Daytona Beach, FL 32117	<b>Ocala-Marion County TPO:</b> Mr. Rob Balmes, TPO Director 2710 E. Silver Springs Blvd. Ocala, FL 34470

15. Interpretation.

a. Drafters of Agreement. The parties hereto were each represented by or afforded the opportunity for representation by legal counsel and participated in the drafting of this Agreement and in choice of wording. Consequently, no provision hereof should be more strongly construed against any party as drafter of this Agreement.

b. Severability. Invalidation of any one of the provisions of this Agreement or any part, clause, or word hereof, or the application thereof in specific circumstances, by judgment, court order, or administrative hearing or order shall not affect any other provisions or applications in other circumstances, all of which shall remain in full force and effect, provided that such remainder would then continue to conform to the terms and requirements of applicable law.

16. Enforcement by Parties Hereto. In the event of any judicial or administrative action to enforce or interpret this Agreement by any party hereto, each party shall bear its own attorney’s fees in connection with such proceeding.

17. Agreement Execution; Use of Counterpart Signature Pages. This Agreement, and any amendments hereto, may be simultaneously executed in several counterparts, each of which is executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

18. Effective Date; Cost of Recordation. This Agreement shall become effective on the date it has been adopted and executed by all Parties and thereafter filed in the Office of the Clerk of the Circuit Court of each county in which a Party is located (“Effective Date”).

Any amendment hereto shall become effective only upon adoption and execution by all Parties and filing in the Office of the Clerk of the Circuit Court of each county in which a Party is located.

The cost of recording shall be borne by each Party for recordation within its respective county.

**IN WITNESS WHEREOF**, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced entities.

Signed, sealed, and delivered in the presence of:

**METROPLAN ORLANDO:**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

TITLE: \_\_\_\_\_

**SPACE COAST TPO:**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

TITLE: \_\_\_\_\_

**LAKE-SUMTER MPO:**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

TITLE: \_\_\_\_\_

**POLK TPO:**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

TITLE: \_\_\_\_\_

**VOLUSIA-FLAGLER TPO:**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

TITLE: \_\_\_\_\_

**OCALA-MARION COUNTY TPO:**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

TITLE: \_\_\_\_\_



Polk County  
Transportation Planning Organization (TPO)

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Agenda Item 10.

4/9/2026

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**AGENDA ITEM**

Approve Selection Committee's Recommended List of General Planning Consultant Firms in Response to the TPO's Request for Proposals (RFP No. 25-687)

**PRESENTER**

NA

**SUMMARY**

In December 2025, the TPO Board approved RFP-25-687 for the Master Services Agreement for Polk TPO to solicit general planning consultant firms for a new Master Service Agreement (MSA).

On January 6, 2026, the RFP was published and opened for questions and bidding by Polk County Procurement Department. The bidding window closed on February 11, 2026. The selection process began on February 26, 2026, by the Selection Committee comprised of staff from Polk TPO, Polk County Human Resources, and Polk County Communications.

On March 4, 2026, the committee met to score and rank proposals after reviewing the proposals both in digital and paper formats.

On March 25, 2026, the committee interviewed the top five ranked general planning consultants. After presentations were made by the general planning consultants, the committee, again, ranked each firm and a motion was made to accept the five (5) top ranked consultant firms .

The top five (5) ranked general planning consultants are:

Patel, Green, and Associates, LLC (PGA)

Alfred Benesch & Company

Kittelson & Associates

Kimley-Horn and Associates, Inc.

AECOM Technical Services

**RECOMMENDED ACTION**

Recommend approval to accept the top five (5) ranked consulting firms as scored by the selection committee and authorize staff to negotiate fee schedules with said firms.

**ATTACHMENTS**

1. Sign-In Sheets
2. Interview Minutes

## RFP 25-687, Planning Services for the Polk Transportation Planning Organization Interviews/Ranking Meeting Minutes

March 25, 2026

### Selection Committee Members:

Ryan Kordek, TPO  
Angela Kaufman, TPO  
Tracy Mullins, TPO  
Darrell Johnson, OSD  
Brittany Silva, Communications

**Staff:** Brad Howard, Procurement

### Others (Ranking Meeting):

Moe Lavasani, AECOM Technical Services  
Marty Peate, AECOM Technical Services  
Tanzina Atique, AECOM Technical Services  
Rob Cursey, Alfred Benesch & Company  
Kayla Hutton, Alfred Benesch & Company  
Rich Wilson, Alfred Benesch & Company  
William Roll, Kimley-Horn and Associates  
Ryan Suarez, Kimley-Horn and Associates  
Stephanie Claytor, Kimley-Horn and Associates  
Nathan Kautz, Kittelson & Associates  
Franco Saraceno, Kittelson & Associates  
Leyi Zhang, Kittelson & Associates  
Lucas Cruse, Patel, Greene and Associates  
Peyton McLeod, Patel, Greene and Associates  
Kelsey Olinger, Patel, Greene and Associates

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Interviews convened at approximately 8:30 a.m. on Wednesday, March 25, 2026. All Selection Committee members were present. Presentations were made in alphabetical order followed by questions of the Committee. The interviews ended at approximately 11:15 a.m.

After the Presentation/Interviews, the Selection Committee meeting became open to the public at 11:25 a.m. The Selection Committee ranked the firms from one to five with a ranking of one for the Proposer deemed to be the most highly qualified to perform the required services. The following are the firms interviewed and their final ranking by the Selection Committee.

<b>Proposer</b>	<b>Location</b>	<b>Rank</b>
Kimley-Horn and Associates, Inc.	Lakeland, FL	1

Patel, Greene and Associates, LLC	Bartow, FL	2
Kittelson & Associates, Inc.	Tampa, FL	3
Alfred Benesch & Company	Tampa, FL	4
AECOM Technical Services, Inc.	Tampa, FL	5

In accordance with the RFP's Selection Process, Elevation Level 3, Proposer Interviews, the Selection Committee collectively decided to recommend the TPO Board authorize staff to enter into contract negotiations with all five Proposers.

Meeting was adjourned at approximately 11:35 a.m.

Respectfully,

**Brad Howard**

Sr. Procurement Analyst



Polk County  
Transportation Planning Organization (TPO)

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Agenda Item 11.

4/9/2026

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**AGENDA ITEM**

Public Hearing on Draft Amendment to FY 2025/26 - 2029/30 Transportation Improvement Program (TIP)

**PRESENTER**

Angela Kaufman, TPO Staff

**SUMMARY**

TPO staff will introduce a draft amendment to the current TIP requested by the Florida Department of Transportation (FDOT) and following a public hearing request approval from the TPO Board.

It is important projects appear in the TIP accurately in order to remain eligible for federal funding therefore the TPO is requested by FDOT to make amendments to the TIP several times a year as certain refinements to programmed projects are made.

**RECOMMENDED ACTION**

Recommend approval of Draft Amendments to the FY 2025/26 - 2029/30 TIP as presented.

**ATTACHMENT**

1.FDOT Request Letter and Amendments



*Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

801 N Broadway Ave  
Bartow FL 33830

JARED W. PERDUE, P.E.  
SECRETARY

3/5/2026

Ryan Kordek  
Polk TPO Executive Director  
330 W. Church Street, P.O. Box 9005-Drawer TS05  
Bartow, FL 33831

**RE: Request for Amendment and/or Modification to the Polk Transportation Planning Organization (TPO) Fiscal Year (FY) 25/26 – 29/30 Transportation Improvement Program (TIP)**

Dear Mr. Kordek:

The purpose of this letter is to request the Polk TPO approve the following amendment/modification to the TIP FY 25/26 - 29/30 at the next Polk TPO Board meeting on April 9, 2026.

- **201210-9: SR 400 (I-4) FROM WEST OF US 27 TO WEST OF CR 532**

Amendment is needed to add this Regionally Significant project, which is part of the Moving Florida Forward initiative to current FY 25/26. This project segment consists of reconstructing and adding lanes on the west side of US 400(I-4) from US 27 to CR 532.

Please see enclosed table for project details. These projects must be shown and listed correctly in the Polk TPO TIP to show transparency and ensure authorization of funds.

If you have any questions or concerns, please let me know.

Edith D. Perez, FCCM

*Edith Perez*

FDOT District One Community Liaison

EDP: ep:

Enclosure

cc: Wayne Gaither, FDOT  
Kristi Smith, FDOT  
Dana Knox, FHWA

Polk TPO TIP Amendment FY 2025/26 - 2029/30

HIGHWAYS									
<b>Item Number:</b> 201210 9		<b>Project Description:</b> SR 400 (I-4) FROM WEST OF US 27 TO WEST OF CR 532			*SIS*				
<b>District:</b> 01		<b>County:</b> DIST/ST-WIDE		<b>Type of Work:</b> ADD LANES & RECONSTRUCT		<b>Project Length:</b> 4.884MI			
		<b>LRTP:</b> 4-3, 5-2, A-1							
Phase / Responsible Agency		Fiscal Year							
		<2026	2026	2027	2028	2029	>2029	All Years	
<b>PRELIMINARY ENGINEERING / MANAGED BY FDOT</b>									
<b>Fund Code:</b> DI-ST. - S/W INTER/INTRASTATE HWY								2,931,874	2,931,874
DS-STATE PRIMARY HIGHWAYS & PTO		3,173							3,173
MFF-MOVING FLORIDA FOWARD		47,679,777	42,093,677	27,668,296	18,682,422	13,965,057	20,480,141		170,569,370
PKYI-TURNPIKE IMPROVEMENT		454	2,000,000						2,000,454
<b>Phase: PRELIMINARY ENGINEERING Totals</b>		<b>47,683,404</b>	<b>44,093,677</b>	<b>27,668,296</b>	<b>18,682,422</b>	<b>13,965,057</b>	<b>23,412,015</b>		<b>175,504,871</b>
<b>RIGHT OF WAY / MANAGED BY FDOT</b>									
<b>Fund Code:</b> BNIR-INTRASTATE R/W & BRIDGE BONDS			47,500,000	47,464,243					94,964,243
GMR-GROWTH MANAGEMENT FOR SIS			5,339,456						5,339,456
MFF-MOVING FLORIDA FOWARD		1,509,483	36,250,656	921,162	921,162	921,162	4,590,290		45,113,915
STED-2012 SB1998-STRATEGIC ECON COR				40,035,757					40,035,757
<b>Phase: RIGHT OF WAY Totals</b>		<b>1,509,483</b>	<b>89,090,112</b>	<b>88,421,162</b>	<b>921,162</b>	<b>921,162</b>	<b>4,590,290</b>		<b>185,453,371</b>
<b>RAILROAD &amp; UTILITIES / MANAGED BY FDOT</b>									
<b>Fund Code:</b> DI-ST. - S/W INTER/INTRASTATE HWY			200,000						200,000
GMR-GROWTH MANAGEMENT FOR SIS			12,446,471						12,446,471
MFF-MOVING FLORIDA FOWARD			57,058,175	7,049,538					64,107,713
<b>Phase: RAILROAD &amp; UTILITIES Totals</b>			<b>69,704,646</b>	<b>7,049,538</b>					<b>76,754,184</b>
<b>CONTRACT INCENTIVES / MANAGED BY FDOT</b>									
<b>Fund Code:</b> MFF-MOVING FLORIDA FOWARD			11,923,844	34,544,609					46,468,453
<b>ENVIRONMENTAL / MANAGED BY FDOT</b>									
<b>Fund Code:</b> MFF-MOVING FLORIDA FOWARD			8,500,000						8,500,000
PKYI-TURNPIKE IMPROVEMENT			5,000,000						5,000,000
<b>Phase: ENVIRONMENTAL Totals</b>			<b>13,500,000</b>						<b>13,500,000</b>
<b>DESIGN BUILD / MANAGED BY FDOT</b>									
<b>Fund Code:</b> DI-ST. - S/W INTER/INTRASTATE HWY			90,000,000			7,531,272	6,757,168		104,288,440
DIH-STATE IN-HOUSE PRODUCT SUPPORT		7,827							7,827
FINC-FINANCING CORP			386,255,640	337,000,001					723,255,641
GMR-GROWTH MANAGEMENT FOR SIS			19,338,110						19,338,110

Polk TPO TIP Amendment FY 2025/26 - 2029/30

MFF-MOVING FLORIDA FOWARD	5,253,337	198,167,301	11,204,976	11,204,974	3,404,975	31,019,163	<b>260,254,726</b>
PKYI-TURNPIKE IMPROVEMENT		18,000,000					<b>18,000,000</b>
SIWR-2015 SB2514A-STRATEGIC INT SYS		15,000,000					<b>15,000,000</b>
STED-2012 SB1998-STRATEGIC ECON COR		25,000,000					<b>25,000,000</b>
<b>Phase: DESIGN BUILD Totals</b>	<b>5,261,164</b>	<b>751,761,051</b>	<b>348,204,977</b>	<b>11,204,974</b>	<b>10,936,247</b>	<b>37,776,331</b>	<b>1,165,144,744</b>
<b>Item: 201210 9 Totals</b>	<b>54,454,051</b>	<b>980,073,330</b>	<b>505,888,582</b>	<b>30,808,558</b>	<b>25,822,466</b>	<b>65,778,636</b>	<b>1,662,825,623</b>
<b>Project Totals</b>	<b>54,454,051</b>	<b>980,073,330</b>	<b>505,888,582</b>	<b>30,808,558</b>	<b>25,822,466</b>	<b>65,778,636</b>	<b>1,662,825,623</b>



Polk County  
Transportation Planning Organization (TPO)

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Agenda Item 12.

4/9/2026

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**AGENDA ITEM**

Review/Approve Draft Polk TPO Resolution 2026-04 Supporting the Designation of State Road 60 as a Scenic Highway

**PRESENTER**

Ryan Kordek, TPO Staff

**SUMMARY**

Over the last year a “grass-roots effort” has been organized to seek State Scenic Highway Designation for State Road 60. While the overall goal is to obtain the designation for the corridor from coast to coast, the initial focus is on the 56 miles that traverse Polk County.

The primary intent of the Florida Scenic Highways Program is to designate roadway corridors to preserve, maintain, and enhance Florida’s exceptional cultural, historical, archaeological, recreational, natural, and scenic resources for the traveling public’s enjoyment. The process of applying for, and receiving, State Scenic Highway Designation is rather long and complex. Recently the Byway Organization held a meeting in Bartow which was well attended and has made presentations to many of the jurisdictions located along the corridor seeking their support for the designation of the corridor.

Staff will present a resolution of support that has been prepared for the TPO’s consideration.

**RECOMMENDED ACTION**

Approve Draft TPO Resolution 2026-04.

**ATTACHMENT**

1.Draft Polk TPO Resolution 2026-04

**DRAFT POLK TPO RESOLUTION 2026-04**

RESOLUTION OF THE POLK TRANSPORTATION PLANNING ORGANIZATION (TPO) SUPPORTING THE CREATION OF A STATE ROAD 60 SCENIC HIGHWAY; TO SEEK AN OFFICIAL SCENIC HIGHWAY DESIGNATION BY THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT).

WHEREAS, at its meeting on April 9, 2026, the Polk TPO received a presentation by Rob Kincart and Myrtice Young seeking support for the designation of State Road 60, otherwise identified in petition as "Route 60 Coast-to-Coast Scenic Highway", as a Florida Scenic Highway, pending such designation by the Florida Department of Transportation (FDOT); and

WHEREAS, a Byway Organization is being established to protect, enhance and preserve the intrinsic resources of the designated corridor, while supporting their use for appropriate economic development, recreation and tourism interests; and

WHEREAS, the proposed Route 60 Coast-to-Coast Scenic Highway traverses a 56.1-mile corridor within Polk County, from County Line Road at the Hillsborough County boundary to the Kissimmee River at the Osceola County boundary, and includes the jurisdictions of Bartow, Lake Wales, Mulberry, Polk County and Winter Haven; and

WHEREAS, the primary intent of the Florida Scenic Highways Program is to designate roadway corridors to preserve, maintain, and enhance Florida's exceptional cultural, historical, archaeological, recreational, natural, and scenic resources for the traveling public's enjoyment; and

WHEREAS, within Polk County the State Road 60 corridor contains numerous cultural, historical, archaeological, recreational, natural and scenic resources along and adjacent to the corridor supporting its eligibility for scenic highway designation and are depicted in Attachment A; and

WHEREAS, the State Road 60 corridor crosses the Ridge Scenic Highway (State Road 17) in Lake Wales and received the support of the Polk TPO (TPO resolution 2003-01) and was designated by FDOT as a Florida Scenic Highway in 2005; and

WHEREAS, the cities of Bartow, Lake Wales and Mulberry, along with Polk County and the Central Florida Regional Planning Council (CFRPC) have expressed their support for the designation of State Road 60 as a Florida Scenic Highway; and

WHEREAS, the Byway Organization now seeks to submit a Letter of Intent to FDOT as the first step to create the Route 60 Coast-to-Coast Scenic Highway to help better

recognize the intrinsic resources on State Road 60 in Polk County, to ensure preservation of the County's history, heritage, and picturesque scenic beauty while bringing increased economic benefit to the community.

NOW, THEREFORE, BE IT RESOLVED by the Polk Transportation Planning Organization at its regular meeting convened on April 9, 2026:

1. That the Polk TPO supports the creation of the Route 60 Coast-to-Coast Scenic Highway, and the Byway Organization's efforts to seek designation by the FDOT.
2. The Polk TPO encourages other communities and interested parties to support the designation of the Route 60 Coast-to-Coast Scenic Highway as a Florida Scenic Highway and to participate in the Byway Organization.
3. The Polk TPO requests FDOT to provide staff and consultant services support to the Byway Organization to assist in the preparation of required documentation for the scenic highway designation, including the Corridor Management Plan.

Signed:

\_\_\_\_\_  
Mayor Sara Roberts McCarley, Chair  
Polk Transportation Planning Organization (TPO)

April 9, 2026

Date

ATTEST:

\_\_\_\_\_  
Ryan Kordek, TPO Executive Director

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

\_\_\_\_\_  
Heather Bryan, TPO Attorney



Polk County  
Transportation Planning Organization (TPO)

Agenda Item 13.

4/9/2026

**AGENDA ITEM**

Review/Approve Consultant Services Authorization (CSA) TPO-25-686-01-01 with HDR Engineering, Inc. to prepare the I-4 Intermodal Passenger Rail Station Planning and Feasibility Study at a Cost Not -to-Exceed \$500,000.00

**PRESENTER**

Cindy Mitchell, Polk TPO

**SUMMARY**

TPO Staff has completed negotiations with HDR Engineering, Inc. to prepare the I-4 Intermodal Passenger Rail Station Planning and Feasibility Study. This agreement will span approximately 18 months and will evaluate multiple candidate locations, assess passenger rail market demand, and analyze catchment areas to understand who the station would serve and how effectively. The study represents a critical early step in evaluating the potential for a new Intermodal Passenger Rail Station along the I-4 corridor.

**RECOMMENDED ACTION**

TPO Staff is requesting the Board authorize the Chair to execute the Consultant Services Authorization with HDR Engineering, Inc.

**ATTACHMENTS**

1. CSA-TPO-25-686-01-01, I-4 Intermodal Passenger Rail Station Feasibility Planning Study Consultant Services Authorization
2. Scope of Services excerpt from the HDR, Inc. Consultant Agreement

\*\*\*NOTE: The complete HDR, Inc. Consultant Agreement can be downloaded from the digital agenda packet:

[<https://polkcountyfl.legistar.com/MeetingDetail.aspx?ID=1398823&GUID=5EDBFB42-CAD7-4C3A-9C71-57826F3AF94D&Options=info|&Search=>](https://polkcountyfl.legistar.com/MeetingDetail.aspx?ID=1398823&GUID=5EDBFB42-CAD7-4C3A-9C71-57826F3AF94D&Options=info|&Search=>)

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

<b>Firm</b>	HDR Engineering, Inc.
<b>Master Agreement No.</b>	TPO-25-686-01
<b>CSA No.</b>	TPO-25-686-01-01
<b>Project Name</b>	I-4 Intermodal Passenger Rail Station Feasibility And Planning Study
<b>Project Description</b>	This study will provide professional planning services for a multi-phased feasibility and planning study of potential high-speed rail station locations along the I-4 corridor.
<b>Project Exhibits and Attachments</b>	Exhibit "A" – Scope of Services Exhibit "B" - Fee Schedule (Master Agreement) Exhibit "C" – Reimbursable Cost Schedule Exhibit "D" – Insurance Documentation
<b>Duration</b>	The duration of the Project is 18 months from the Notice to Proceed.
<b>Compensation</b>	Not to exceed \$500,000.00.
<b>Special Contract Conditions</b>	See Scope of Services for details
<b>Insurance Requirements</b>	Professional Liability
<b>Liquidated Damages</b>	See Master Agreement No. TPO-25-686-01
<b>Budget Source/Availability</b>	PL funding will be used for this study; Fund no. 11148 in funding years 2024/25-2025/26 and 11211 in funding years 2026/27-2027/28

IN WITNESS WHEREOF, the parties hereto have executed this CSA on this 9<sup>th</sup> day of April 2026.

ATTEST:

POLK TRANSPORTATION PLANNING  
ORGANIZATION:

\_\_\_\_\_  
Ryan Kordek, TPO Director

\_\_\_\_\_  
Mayor Sara Roberts McCarley  
TPO Chairman

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

\_\_\_\_\_  
Heather Bryan, TPO Attorney

\_\_\_\_\_  
HDR Engineering, Inc.

ATTEST:

CONSULTANT COMPANY NAME

\_\_\_\_\_  
Corporate Secretary

\_\_\_\_\_  
Authorized Corporate Officer

SEAL

\_\_\_\_\_  
Printed Name and Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Exhibit A-iii

### Polk County Transportation Planning Organization (Polk TPO)

#### I-4 Intermodal Passenger Rail Station Feasibility and Planning Study

### SCOPE OF SERVICES

#### Project Background

Polk County's rapid growth is outpacing its transportation infrastructure. By 2050, traffic volumes are expected to increase and several key corridors like I-4 and US 27 are projected to exceed capacity. The Polk TPO (CLIENT) has engaged HDR Engineering, Inc. (CONSULTANT), in partnership with Patel, Greene and Associates, LLC (PGA), Quest Corporation of America, Inc. (Quest), and Gresham Smith, to conduct the I-4 Intermodal Passenger Rail Station Feasibility and Planning Study. The study will evaluate opportunities in Polk County for future passenger rail investment by identifying suitable sites for a passenger rail station that could accommodate a future passenger rail service operating between Orlando and Tampa, Florida, along the I-4 corridor.

The scope of work below outlines a comprehensive, two-tiered station site analysis, evaluation, and needs-driven conceptual planning process that will be used to identify feasible high-speed passenger rail station locations in Polk County along I-4. The study team will identify feasible station locations and develop conceptual designs that prioritize safety, enhance connectivity and access, and elevate quality of life for Polk County residents and visitors.

#### Scope of Work

##### TASK 1. PROJECT INITIATION & MANAGEMENT

Throughout the duration of the study, the CONSULTANT will maintain consistent communications with the CLIENT project manager and key team members. An initial kickoff meeting and monthly coordination calls will be used to establish team communication processes, determine project management approaches, and manage changes to project schedule.

##### 1.1. Project Kickoff

The CONSULTANT will lead an in-person kickoff meeting with Polk TPO staff to discuss the project schedule, project management procedures including file sharing, review processes, and internal team communications, as well as initial requirements for coordination with partner agencies and key stakeholders. The CONSULTANT will prepare a project schedule that will be updated throughout the study. The CLIENT will develop a list of stakeholders and key contacts for stakeholder coordination. The CONSULTANT will prepare a meeting summary following the kickoff meeting.

*Deliverable(s): Project Schedule; Kickoff Meeting Summary*

### **1.2. Team Coordination Meetings**

The CONSULTANT will attend monthly one-hour coordination meetings (up to 18) with the CLIENT. The CONSULTANT will prepare meeting agendas and summaries for each of the coordination meetings.

*Deliverable(s): Meeting Agendas and Meeting Summaries with Action Items*

### **1.3. Invoicing/Progress Reports**

The CONSULTANT will prepare monthly invoicing and progress reports submitted to the CLIENT based on the percentage of scope completed. A final invoice will be provided to the CLIENT within 30 days from final acceptance of work.

*Deliverable(s): Monthly Invoices & Progress Reports*

## **TASK 2. PHASE 1: CONTEXT, CONDITIONS, NEEDS & SITE IDENTIFICATION**

During the first phase of work, the CONSULTANT will review previous planning efforts, collect data, assess local conditions, identify key destinations and economic drivers, determine passenger rail user needs, and establish criteria for site identification and an evaluation framework for use during a two-tiered analysis and evaluation process that will be completed during Phase 2 and 3. The CONSULTANT will prepare draft narrative sections with findings for each task to highlight key conditions, issues, needs and opportunities for high-speed rail in Polk County. Public outreach and engagement during this phase will focus on establishing a brand and messaging for the study, developing outreach materials, conducting a public survey, and hosting an initial stakeholder summit and small-group meetings to understand community needs. The findings will be consolidated at the end of the study in the final study report and executive summary.

### **2.1. Literature & Document Review**

HDR will review and document existing transportation and land use studies, plans, and policies to understand Polk County's transportation vision and plans for improvements. This includes the Florida High-Speed Rail Project Development & Environment (PD&E) Study (2009); the Polk County SunRail Expansion PD&E Study (ongoing); the Sunshine Corridor Transit Concept & Alternatives Review (TCAR) Study (2024) and upcoming PD&E Study; the Polk County SunRail TCAR (2023); as well as county and city comprehensive plans, transportation plans, and land development codes. The findings will be documented in a table and brief narrative that highlights the key findings from each related plan, study, or policy related to high-speed rail service in Polk County and Central Florida (6–10-page max).

*Deliverable(s): Literature Review Table and Draft Section*

### **2.2. Case Studies**

The CONSULTANT will identify and review conditions at 3 comparable passenger rail stations across Florida and the U.S. to help understand space planning, layout,

configuration, and other design considerations to inform design and facility needs for a Polk County station. HDR will summarize the findings of the case studies in a draft illustrated narrative section (10-page max) or set of factsheets.

*Deliverable(s): Case Studies Draft Section/Factsheets*

### **2.3. Land Use & Transportation Context Assessment**

The CONSULTANT will use readily available information and GIS mapping to collect data related to parcel ownership, existing and future land use, environmental resources and constraints, transportation facilities, transit services, utilities, and other key infrastructure along the I-4 corridor. Using the available data, HDR will develop a web-based GIS platform to provide the project team easy access to this data throughout the study. Note: The CLIENT will help the CONSULTANT to identify existing data sources. No new data sources will be developed.

*Deliverable(s): Web-based GIS Data Inventory*

### **2.4. Economic Development Analysis**

HDR will identify the county's major employers, key destinations, and other drivers for passenger rail travel to, from, and through Polk County to understand development potential and need for multimodal connections at a future station. HDR will consider existing and future demands for passenger rail service in Florida and an analysis of commute patterns, employment trends, and long-distance travel. The findings from the analysis will be documented in a draft illustrated narrative section (5–10-page max).

*Deliverable(s): Economic Development Analysis Draft Section*

### **2.5. Station Location Criteria & Evaluation Framework**

The CONSULTANT will develop station location criteria to guide the identification of potential sites in Task 2.7. The criteria will be based on parcel or lot size, minimum space requirements, right-of-way availability, property ownership, potential for development or redevelopment, site access, proximity to utility and infrastructure service, safety considerations, rail operations, and other measures identified by stakeholders. These criteria will be used to develop a short-list of sites and screen out sites that have any fatal flaws or do not consider other must haves established with stakeholders.

The CONSULTANT will identify a two-tiered set of quantitative and qualitative metrics to use to analyze the preliminary station sites in Phase 2 and the preferred sites in Phase 3. The evaluation will be based on community priorities and informed by the user and station area needs assessment. More than one station development typology could be considered (e.g., suitability for a more suburban/rural development that is focused on park-and-ride access, or a more urban, mixed-use station area with multimodal access).

- The Level 1 screening metrics will be used in Task 3.4 to evaluate the findings of Task 3.1 to 3.3 related to the preliminary sites identified in Task 2.7. These screening metrics will be primarily qualitative and will use a simple color-coding methodology to evaluate each of the measures (e.g., green=high; yellow=medium; red=low). The measures considered could include adjacency to interstate interchanges, parcel considerations, zoning considerations, topographic complexity, transit access, bicycle and pedestrian access, passenger vehicle access, drop-off spaces, and parking, natural and social environment, rail operations, and constructability.
- The Level 2 screening will be a more detailed analysis that relies on quantitative and qualitative criteria to assess the performance and suitability of each site. These metrics will assess each site's viability based on a variety of elements, including but not limited to, site availability, parcel size and configuration, commercial or residential displacements, consistency with local and regional plans, potential environmental issues, impact on disadvantaged populations, pedestrian and bicycle access and circulation, transit access and circulation, passenger vehicle access and circulation, zoning considerations, proximity to centers of economic activity and employment, economic development opportunities, federal funding considerations, rail platform considerations and rail operations considerations, implementation and constructability, and order of magnitude cost estimates. The Level 2 screening metrics will be primarily quantitative but also consider qualitative measures. A similar color-coding methodology like that used in Level 1 will be used to evaluate each of the measures.

The CONSULTANT will prepare a draft illustrated narrative section (3–5-page max) that outlines the station location criteria, evaluation process, and evaluation metrics.

The CONSULTANT will gather input on the preliminary station location criteria and evaluation framework at Stakeholder Summit #1 or the listening sessions (Task 2.10) and make refinements as needed.

*Deliverable(s): Station Location Criteria and Evaluation Framework Table; Draft Narrative Section.*

## **2.6. User & Station Area Needs Assessment**

Based on findings from the economic development analysis and station location criteria, the CONSULTANT will assess and summarize user and station area needs. These findings will also be informed by results of the public survey and stakeholder input received during Stakeholder Summit #1 and listening sessions. HDR will prepare a draft illustrated narrative section (8–10-page max) outlining specific needs for the potential station sites and the larger station areas.

*Deliverable(s): User and Station Area Needs Assessment Draft Section*

## 2.7. Identification of Viable Candidate Station Locations

Using the criteria developed in Task 2.5, the HDR team will perform a GIS-based desktop analysis to identify potential station location sites. HDR will identify up to 10 preliminary station sites within ½ mile of the I-4 corridor. HDR will document the candidate location identification process and findings in a series of maps and a narrative summary of each site’s physical description, existing land use and mobility conditions, policy and regulatory framework, proximity to major transportation corridors and infrastructure, and other geographic features or environmental constraints.

*Deliverable(s): GIS Data Layer (Preliminary Sites); Preliminary Sites Map Set and Draft Section*

## 2.8. Public Engagement Strategy, Branding & Messaging

Shortly after the study kickoff meeting, the CONSULTANT will lead an in-person workshop with the CLIENT key staff to define study branding, identify issues and audiences, tailor outreach strategies, and messaging for stakeholder groups, and outline an overall outreach schedule. Based on feedback received from the CLIENT, the CONSULTANT will establish a comprehensive engagement strategy and schedule to guide outreach efforts throughout the study. The public engagement strategy will identify a process to understand local needs, address concerns, and build support for high-speed rail in Polk County. The strategy will establish a communication and outreach plan to partner with agencies and stakeholders and conduct proactive education with clear messaging to inform the public and gather feedback on the study. The CLIENT will develop a list of key stakeholders and contact information.

*Deliverable(s): Public Engagement Strategy, Branding & Messaging Memorandum; Outreach Schedule*

## 2.9. Phase 1 Outreach

During the first phase of work, the CONSULTANT will conduct the following outreach activities to inform the public and stakeholders about the study and gather feedback.

- **Stakeholder Summit #1.** The CONSULTANT will conduct an in-person stakeholder summit. Potential stakeholders will include agency partners, developers, landowners, and employers, such as FDOT, Florida Polytechnic University, Citrus Connection, chambers of commerce, religious groups, and economic councils. The purpose of the meeting is to have a collaborative discussion on passenger rail service needs and opportunities in Polk County. The CONSULTANT will prepare a briefing document or presentation to review existing conditions, candidate site locations, and the screening and evaluation process. Input received during the meeting will be summarized into a brief meeting summary and used to inform the evaluation framework established in Task 2.5.

- **Community Events.** The CONSULTANT will host and/or participate in two (2) public outreach events, either online or in-person. The CLIENT will assist with the selection of the events, scheduling, and coordinating promotion of the events. The pop-up style events could be held at previously scheduled community events such as Downtown Lakeland's First Friday. The CONSULTANT will develop materials and content for the events including social media posts, fact sheets, or news releases.
- **Online Survey #1.** The CONSULTANT will develop and promote an online survey to gather input from residents, visitors, and businesses on mobility needs and perceptions of passenger rail and station needs to inform the site selection and evaluation framework. A paper version with a link to the online site will also be available for distribution for use at in-person events. Results from the survey will be consolidated and summarized into an illustrated narrative document (5-page max) and will be used to inform the deliverable for Task 2.6.
- **Website Content.** The CONSULTANT will develop content for a COUNTY-hosted website including a preliminary suite of outreach materials, including print, digital, and a brief (30-60 second video), to introduce the study process and support further engagement throughout the study. As identified during the strategy planning, branding, and messaging workshop, the CONSULTANT will provide translation support (Spanish/English) for materials or website content. Note: The internal web-based GIS platform created in Task 2.3 is intended for project team use. The County-hosted public website may include select read-only map views for transparency and public comprehension.

*Deliverable(s): Stakeholder Summit Briefing Document/Presentation; Stakeholder Summit and Listening Session Meeting Summaries; Briefing Presentation and Meeting Materials; Pop-Up Event communication materials; Social Media Content and News Releases; Public Online Survey; Survey Results Infographics Report Section; Website Content; Introductory Video*

*Outreach Events: One (1) Stakeholder Summit and Two (2) Online Outreach or Pop-Up Events*

### **TASK 3. PHASE 2: PRELIMINARY SITES ANALYSIS & EVALUATION**

The focus of the second phase is on completing the Level 1 screening process with a high-level-technical analysis and evaluation of up to 10 candidate sites identified in Task 2.7. The analysis and evaluation of the preliminary sites will be used to understand feasibility and identify which sites should advance to the Level 2 screening. The findings will be developed and documented in tables and draft narrative sections that will be consolidated at the end of the study in the final study report and executive summary. The CONSULTANT will continue to coordinate with stakeholders to present findings from the analysis and gather their feedback to help inform the evaluation process.

### 3.1. Access & Connectivity Evaluation

The CONSULTANT will complete a multimodal access and utility connection evaluation of the candidate sites identified in Task 2.7. This evaluation will look at each site's proximity to major roads and interstate interchanges, existing transit service and multimodal networks, utilities, and other infrastructure. Findings related to each site's access, safety concerns and operational impacts that may occur from station development will be documented in a map series and an illustrated narrative draft section (20-30 pages max).

*Deliverable(s): Access & Connectivity Evaluation Map Set and Draft Section*

### 3.2. Infrastructure & Land Development Needs Assessment (Preliminary Costs)

To understand the suitability, feasibility, and order of magnitude level of costs for station site development, the CONSULTANT will analyze property ownership, existing utility infrastructure and connections, potential environmental constraints and other issues that may affect future development or redevelopment around each of the candidate sites identified in Task 2.7. Note: Estimates are order-of-magnitude planning-level figures for comparative evaluation only; they are not suitable for budgeting, programming, or procurement.

*Deliverable(s): Preliminary Sites Cost Estimates Table*

### 3.3. Land-Use Planning & Transit Oriented Development (TOD) Readiness Assessment

The CONSULTANT will assess the future land use planning policies and regulations for each of the candidate sites identified in Task 2.7 to evaluate each location's development readiness, with a focus on mixed-use or TOD potential.

*Deliverable(s): Planning and TOD Readiness Evaluation Table*

### 3.4. Preliminary Sites Evaluation

The CONSULTANT will compile the findings from the Level 1 screening analysis (Tasks 3.1 to 3.3) into a consolidated evaluation matrix. The findings of preliminary sites evaluation will be summarized in a brief, draft narrative report section (5-7-page max).

The CONSULTANT will gather input on the Level 1 screening results at Stakeholder Summit #2 or the listening sessions (Task 3.5).

*Deliverable(s): Preliminary Sites Evaluation Matrix and Draft Section*

### 3.5. Phase 2 Outreach

During the second phase of work, the CONSULTANT will conduct the following outreach:

- **Stakeholder Summit #2.** The CONSULTANT will conduct an in-person stakeholder summit to have a collaborative discussion on the results of the Level 1 screening and evaluation process. The CONSULTANT will prepare display materials or an online map comment tool to gather feedback from participants. Input received

during the meeting will be summarized into a brief meeting summary and used to inform selection of the preferred sites that will be further evaluated in the Level 2 screening process conducted in Task 4.

- **Community Events.** The CONSULTANT will host and/or participate in two (2) public outreach events, either online or in-person. The CLIENT will assist with the selection of the events, scheduling, and coordinating promotion of the events. The pop-up style events could be held at previously scheduled community events such as Downtown Lakeland's First Friday. The CONSULTANT will develop materials and content for the events including social media posts, fact sheets, or news releases.

*Deliverable(s): Stakeholder Summit Briefing Document/Presentation; Stakeholder Summit and Listening Session Meeting Summaries; Briefing Presentation and Meeting Materials; Pop-Up Event communication materials; Social Media Content and News Releases.*

*Outreach Events: One (1) Stakeholder Summit and Two (2) Online Outreach or Pop-Up Events*

#### **TASK 4. PHASE 3: PREFERRED SITES SELECTION & CONCEPT DEVELOPMENT**

Narrowing down the options and developing realistic concept plans that can be visualized by the stakeholders and decision-makers will occur as part of the Level 2 screening process. After identifying 3 preferred sites, the CONSULTANT will conduct additional technical analysis and a final evaluation matrix to summarize findings of the conceptual planning process.

##### **4.1. Selection of Preferred Sites**

Using the results of the Level 1 screening process and input received from the key stakeholders at Stakeholder Summit #2, the CONSULTANT will meet with CLIENT to select 3 preferred sites to advance into the Level 2 screening and conceptual planning process. The results of the selection process meeting will be documented in a draft illustrated narrative section (5-7 pages max).

*Deliverable(s): Preferred Site Selection Draft Section*

##### **4.2. High-Speed Passenger Rail Market & Catchment Analysis**

Understanding the ridership potential for a high-speed passenger rail station in Polk County is dependent on a variety of factors. The CONSULTANT will develop a methodology for the catchment analysis that considers overlaps in the catchment areas of each preferred site. Using existing travel patterns, the CONSULTANT will estimate the number of potential trips that could shift to high-speed passenger rail service from other modes, as well as understand the number of new trips that could occur due to a change in demand and any variations between the three sites. The CONSULTANT will summarize the findings of the analysis in a draft illustrated narrative section (10-15 pages max).

*Deliverable(s): Preferred Sites Catchment Analysis Draft Section*

#### 4.3. Conceptual Planning

The CONSULTANT will develop conceptual plans for each of the 3 preferred sites that consider safe multimodal access, utility connections, and a context sensitive development pattern. For each of the preferred sites, the CONSULTANT will analyze the build out development potential based on existing or potential land use policies. The CONSULTANT will develop an illustrated narrative section with plan-view maps, illustrations, and 3D renderings (15-20 pages max).

*Deliverable(s): Preferred Sites Concept Plan Maps and Draft Section*

#### 4.4. Benefit-Cost Analysis

Using criteria from existing rail grant programs or other appropriate sources, the CONSULTANT will prepare a high-level benefit-cost analysis for each of the 3 preferred sites. The assessment will evaluate a range of factors, including a cost and time savings comparison of driving/parking versus parking/ passenger rail ticket. The findings will be summarized in a table and brief illustrative factsheet.

*Deliverable(s): Preferred Sites Benefit-Cost Analysis Table and Factsheet*

#### 4.5. Refined Cost Estimates

Based on the results of the concept development, the CONSULTANT team will update the order of magnitude level of cost estimates prepared in Task 3.2 for each of the preferred site concepts. *Note: Estimates are order-of-magnitude planning-level figures for comparative evaluation only; they are not suitable for budgeting, programming, or procurement.*

*Deliverable(s): Preferred Sites Cost Estimates Table*

#### 4.6. Preferred Sites Evaluation

The CONSULTANT will compile the findings from the Level 2 screening analysis (Tasks 4.2 to 4.5) into a consolidated evaluation matrix. The findings from this evaluation will be summarized into a brief, draft narrative report section (5-7 page max).

The CONSULTANT will gather input on the Level 2 screening results at Stakeholder Summit #3 or the listening sessions (Task 4.7).

*Deliverable(s): Preferred Sites Evaluation Matrix and Draft Section*

#### 4.7. Phase 3 Outreach

During the third phase of work, the CONSULTANT will conduct the following outreach:

- **Stakeholder Summit #3.** The CONSULTANT will conduct an in-person stakeholder summit to have a collaborative discussion on the results of the preferred sites evaluation and concept plans. The CONSULTANT will prepare a briefing document or presentation to review the findings and gather feedback. Input received during the

meeting will be summarized into a brief meeting summary and used to inform recommendations prepared in Phase 4 (Task 5).

- **Online Survey #2.** The CONSULTANT will develop and promote a second online survey to gather input from residents, visitors, and businesses on the preferred sites. A paper version with a link to the online site will also be available for distribution for use at in-person events. Results from the survey will be consolidated and summarized into an illustrated narrative document (5-page max) and will be used to inform the final study recommendations.
- **Community Events.** The CONSULTANT will host and/or participate in two (2) public outreach events, either online or in-person to gather feedback on the preferred sites. The CLIENT will assist with the selection of the events, scheduling, and coordinating promotion of the events. The pop-up style events could be held at previously scheduled community events such as Downtown Lakeland’s First Friday. The CONSULTANT will develop materials and content for the events including social media posts, fact sheets, or news releases.

*Deliverable(s): Stakeholder Summit Briefing Document/Presentation; Stakeholder Summit and Listening Session Meeting Summaries; Meeting Materials; Public Online Survey; Survey Results Infographics Report Section; Pop-Up Event communication materials.*

*Outreach Events: One (1) Stakeholder Summit and Two (2) Online Outreach or Pop-Up Events*

## **TASK 5. PHASE 4: IMPLEMENTATION PLANNING**

Once the conceptual plans and the final evaluation matrix are completed, the CONSULTANT will move into Phase 4 to compile the findings and initial recommendations and guidance on final recommendations to advance implementation.

### **5.1. Implementation Plan**

The CONSULTANT will develop an outline of “next steps” to advance the project through funding identification, grant support, agency coordination, and preliminary design. Recommendations in the implementation plan will clearly identify the actions needed to advance high-speed rail planning and identify the responsible parties.

*Deliverable(s): Implementation Plan Draft Section*

### **5.2. Executive Summary & Final Report**

The CONSULTANT will consolidate the draft sections with key findings from each of the previous phases and prepare a brief, highly illustrative executive summary and a complete study report that compiles the draft sections from the earlier tasks.

*Deliverable(s): Draft Executive Summary and Study Report; Final Executive Summary and Final Report*

### 5.3. Phase 4 Outreach Events

During the final phase of work, the CONSULTANT will present the findings of the study:

- **Board & Committee Final Recommendations Briefings.** The CONSULTANT will participate in one (1) in-person briefing to the Polk TPO Board, one (1) in-person briefing to the Technical Advisory Committee (TAC), and two (2) city/county partner agencies to introduce the study. The CONSULTANT will prepare a presentation and a fact sheet that summarizes the study findings and recommendations. The CLIENT may use the briefing materials for additional meetings such as the City and County staff level committee.
- **Website Content.** The CONSULTANT will develop content for a COUNTY-hosted website including a brief (30-60 second video), to summarize the key study findings and recommendations.

*Deliverable(s): Final Recommendations Presentation; Study Factsheet; Website Content; Final Video*

*Outreach Events: Four (4) Briefings/Presentations to Boards & Committees*

## TASK 6. BRIEFINGS & PRESENTATIONS

As determined as part of the public engagement strategy task (Task 2.8), the CONSULTANT will participate in a series of briefings to the Polk TPO Board, Committees, local agency partners, virtual briefings, and additional small-group meetings with stakeholders.

- **Board & Committee Briefings.** The CONSULTANT will participate in two (2) in-person briefings to the Polk TPO Board, two (2) in-person briefings to the Technical Advisory Committee (TAC), and six (6) partner agencies throughout the study. The CONSULTANT will prepare a presentation and a fact sheet for use during these meetings. The CLIENT may use the briefing materials for additional meetings, such as the City and County staff level committee or additional city/county partners.
- **Virtual Briefings.** The CONSULTANT will prepare content for and participate in three (3) virtual briefings to the Transportation Advisor Network (TAN) or a live public forum on Polk County Government TV (PGTV) to provide updates throughout the study and gather feedback.
- **Listening Sessions.** The CONSULTANT will conduct up to six (6) virtual sessions with individual stakeholders or small stakeholder groups as needed. Potential stakeholders could include agency partners, developers, landowners, employers, representatives from FDOT, Brightline, Florida Polytechnic University, Citrus Connection, chambers of commerce, religious groups, and economic councils that were not able to participate in the Stakeholder Summits or other scheduled meetings.

## Cost Estimates

Any opinions of probable project cost or probable construction cost provided by CONSULTANT are made on the basis of information available to CONSULTANT and on the basis of CONSULTANT's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since CONSULTANT has no control over the cost of labor, materials, equipment or services furnished by others, or over the construction contractor(s) methods of determining prices, or over competitive bidding or market conditions, CONSULTANT does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost CONSULTANT prepares.

## ADA Accessibility Standards

All materials prepared for the study will meet ADA accessibility standards for posting on the study website. The study will also implement Title VI / Environmental Justice screening (e.g., use of EPA EJSscreen indicators and Limited English Proficiency considerations), provide LEP accommodations (Spanish translation of key materials and additional languages upon request), and ensure accessible public meetings, including ADA-compliant venues, live captions for virtual meetings, and ASL interpretation upon request.

## Compensation

The not-to-exceed fee for this project is \$500,000.

## Schedule

As shown in the following schedule, the project duration is anticipated at 18 months from Notice to Proceed (NTP).

Phase 1	Months 1–6	180 Days of Duration
Phase 2	Months 6–10	120 Days of Duration
Phase 3	Months 10–14	120 Days of Duration
Phase 4	Months 15–18	120 Days of Duration

A detailed schedule with key milestones (Kickoff; Stakeholder Summits #1, #2, and #3; Public Surveys #1 and #2; Draft and Final Reports) will be maintained and updated monthly.



Task/Sub-Task	2026												2027					
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
<b>1.0 Project Initiation &amp; Management</b>																		
1.1 Project Kickoff & 1.2 Team Coordination Meetings	KO	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
1.3 Invoicing/Progress Reports																		
<b>2.0 Phase 1: Context, Conditions, Needs &amp; Site Identification</b>																		
2.1 Literature & Document Review																		
2.2 Case Studies																		
2.3 Land Use & Transportation Context Assessment																		
2.4 Economic Development Analysis																		
2.5 Station Location Criteria & Evaluation Framework																		
2.6 User & Station Area Needs Assessment																		
2.7 Identification of Viable Candidate Station Locations																		
2.8 Public Engagement Strategy, Branding & Messaging																		
2.9 Phase 1 Outreach Events (Context, Station Criteria & Evaluation Framework)																		
Stakeholder Summit #1																		
Public Survey #1																		
Website Content																		
Community Events																		
<b>3.0 PHASE 2: Preliminary Sites Analysis &amp; Evaluation (Level 1 Screening)</b>																		
3.1 Access & Connectivity Evaluation																		
3.2 Infrastructure & Land Development Needs Assessment (Preliminary Costs)																		
3.3 Land-Use Planning & Transit Oriented Development (TOD) Readiness																		
3.4 Preliminary Sites Evaluation																		
3.5 Phase 2 Outreach Events (Level 1 Screening Results)																		
Stakeholder Summit #2																		
Community Events																		
<b>4.0 PHASE 3: Preferred Sites Station Concept Development (Level 2 Screening)</b>																		
4.1 Selection of Preferred Sites																		
4.2 High-Speed Passenger Rail Market & Catchment Analysis																		
4.3 Conceptual Planning																		
4.4 Benefit-Cost Analysis																		
4.5 Refined Cost Estimates																		
4.6 Preferred Sites Evaluation																		
4.7 Phase 3 Outreach Events (Level 2 Screening Results & Concept Plans)																		
Stakeholder Summit #3																		
Public Survey #2																		
Community Events																		
<b>5.0 - PHASE 4: Implementation Planning</b>																		
5.1 Implementation Plan																		
5.2 Executive Summary & Final Report																		
5.3 Phase 4 Outreach Events (Final Recommendations & Implementation Plan)																		
Board & Committee Final Recommendations Briefings																		
Website Content																		
<b>5.0 - BRIEFINGS &amp; PRESENTATIONS</b>																		
Board & Committee Briefings																		
Virtual Briefings																		
Listening Sessions																		

KO - Kickoff Meeting  
 SS - Stakeholder Summit  
 BW - Branding Workshop  
 BP - Board or Committee Briefing/Presentation  
 x - Monthly Team Coordination Meeting

## CONSULTING SERVICES AGREEMENT

**THIS CONSULTING SERVICES AGREEMENT** (the “Agreement”) is entered into as of the Effective Date (defined in Section 1, below), between Polk Transportation Planning Organization (the “TPO”), created by the State of Florida in accordance with Title 23 United States Code, Section 134 and Chapter 339.175 Florida Statutes by and through its Board , situated at 330 W. Church Street, Bartow, Florida 33830, and HDR Engineering, Inc. (the “Consultant”), a Nebraska corporation, headquartered at 4830 W Kennedy Blvd, Suite 400, Tampa, FL 33609 and whose Federal Employer Identification Number is 47-0680568.

WHEREAS, the Polk TPO was created by Interlocal Agreement dated August 11, 2004, between the Florida Department of Transportation (FDOT), Polk County, and fifteen municipalities located in Polk County for the purposes of developing long range transportation plans, insuring eligibility for the receipt of federal and state transportation funds, and carrying out the metropolitan transportation planning process mandated by state and federal laws; and

WHEREAS, the TPO and Polk County entered into a TPO Staff Services Agreement on February 23, 2012, whereby Polk County agreed to provide staffing and professional services necessary to carry out the planning obligations of the TPO; and

WHEREAS, the TPO Staff Services Agreement provides that contracts and bids for the purchase of materials and services required by the TPO shall be in accordance with Polk County procedures; and

WHEREAS, TPO requires certain professional services in connection with transportation planning in Polk County; and

WHEREAS, TPO has solicited these professional planning services for a multi-phased feasibility and planning study of a high-speed I-4 Regional Intermodal Station, in RFP #25-686, included by reference as to the scope of services contained herein in accordance with Polk County procurement procedures; and

WHEREAS, Consultant represents it is capable and prepared to provide such Services.

NOW, THEREFORE, in consideration of the promises contained herein, the parties hereto agree as follows:

1.0 **Term**

1.1 This Agreement shall take effect on the date of its execution by the Chairman, Board of TPO.

1.2 The term of this Agreement shall be for a two (2) year period, commencing upon

the effective date, unless otherwise terminated as provided herein.

1.3 The TPO Staff shall have the option of extending the Agreement term, upon the same terms and conditions by giving the Consultant written notice not less than thirty (30) days prior to the expiration of the initial term. The initial term, together with each extended term are collectively, the “Term” of the Agreement.

## 2.0 **Services to Be Performed by CONSULTANT**

2.1 The County does hereby retain the Consultant to furnish those services and to perform those tasks (collectively, the "Services") as further described in (i) the County’s Request for Proposals RFP #25-686, to include all attachments and addenda, and (ii) the Consultant's responsive proposal thereto, and (iii) the Scope of Work (collectively, (i), (ii), and (iii) are "RFP 25-686"), all of which are incorporated into this Agreement by this reference, attached as a composite Exhibit “A” and made a part of this Agreement.

## 3.0 **Compensation**

### 3.1 **General**

3.1.1 Pursuant to the terms of the TPO Staff Services Agreement, Polk County, a political subdivision of the State of Florida (the “County”) shall pay Consultant the not to exceed amount of \$500,000.00 stated in Exhibit “A-iii” Compensation, which is attached hereto and made a part of this Agreement.

3.1.2 The Consultant shall invoice the TPO based upon the Consultant’s fees that are stated on the attached Exhibit “B”, "Fee Schedule", which is made a part of this Agreement. The Fee Schedule identifies all Consultant job classifications which will perform billable services pursuant to this Agreement and the fee for each job classification, along with all equipment, materials, and supplies necessary in the performance of the Services. The TPO shall not be obligated to pay the Consultant for any Services performed by individuals whose job classifications are not listed on the Fee Schedule.

3.1.3 All the Consultant’s invoices for payment must reference this Agreement and must be submitted using a form approved by the County Auditor.

3.1.4 Each individual invoice shall be due and payable forty-five (45) days after receipt by the TPO of correct, fully documented, invoice, in form and substance satisfactory to the TPO with all appropriate cost substantiations attached. All invoices shall be delivered to:

Polk Transportation Planning Organization (TPO)

330 W. Church Street

Bartow, FL 33830

Attention: TPO Director

3.1.5 In order for both parties herein to close their books and records, the Consultant will clearly state "Final Invoice" on the Consultant's final/last billing to the TPO. This certifies that all services have been properly performed and all charges and costs have been invoiced to the TPO. Since this account will thereupon be closed, any and other further charges if not properly included on this final invoice are waived by the Consultant.

3.1.6 Payment of the final invoice shall not constitute evidence of the TPO's acceptance of the work.

3.1.8 Invoices shall be accompanied by time and task records for all billable hours appearing on the invoice. Additional documents may be requested by TPO and/or the County and, if so requested, shall be furnished by Consultant to TPO/County Auditor's satisfaction.

3.1.9 Project manager or designated payroll officer is attesting to the correctness and accuracy of time charges and requested reimbursements.

### 3.2 Reimbursable

3.2.1 All requests for payment of out-of-pocket expenses eligible for reimbursement under the terms of this Agreement shall be reimbursed per the TPO/County Reimbursable Schedule that is attached hereto as Exhibit "C" and made a part of this Agreement. The Consultant's requests for payment shall include copies of paid receipts, invoices or other documentation acceptable to the TPO/County's Auditor. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Services described in this Agreement.

3.2.2 Reimbursable Expenses are the actual, pre-approved, expenses incurred directly in connection with the performance of the Services performed in accordance with this Agreement:

#### Sub-Consultant

3.2.3 Mileage and associated travel costs shall be reimbursed in accordance with F.S. 112.061 and County policy for pre-approved out-of-County travel (excluding travel from home offices located outside of Polk County to the Polk County line).

3.2.4 All assets, i.e. durable goods, purchased as reimbursable expenses become the property of the TPO upon completion of the work for which the asset was utilized. All such assets must be surrendered by delivery to the TPO offices immediately upon demand, termination of the Agreement, or the conclusion of the project, whichever occurs first.

3.2.5 Consultant shall maintain a current inventory of all such assets.

#### 4.0 **Insurance**

##### 4.1 General Provisions

4.1.1 Consultant shall maintain, at all times, the following minimum levels of insurance and shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverages and amounts of coverage not less than those set forth below and provide the TPO and County with a Certificate of Insurance and an opportunity to inspect a certified copy of each policy applicable to this Agreement followed thereafter by an annual Certificate of Insurance satisfactory to the TPO and County to evidence such coverage before any work commences. Such certificates will provide that there shall be no termination, non-renewal, modification or expiration of such coverage without thirty (30) days prior written notice to the TPO and County.

4.1.2 The TPO and County shall be named as an additional insured on all Consultant policies related to the project, excluding professional liability and workers compensation. The policies shall contain a waiver of subrogation in favor of TPO and County. All insurance coverage shall be written with an insurer having an A.M. Best Rating of a least the "A-" category and size category of VIII.

4.1.3 *Omitted Intentionally*

4.1.4 If there is any failure by the Consultant to comply with the provisions of this section, the TPO and County may, at its option, on notice to the Consultant, suspend the work for cause until there is full compliance.

4.1.5 *Omitted Intentionally*

4.1.6 The Consultant shall not be relieved of or excused from the obligation to obtain and maintain such insurance amount and coverages.

4.1.7 All Consultants' sub consultants shall be required to include TPO and County and Consultant as additional insured on their General Liability Insurance policies.

4.1.8 In the event that sub consultants used by the Consultant do not have insurance, or do not meet the insurance limits, Consultant shall indemnify and hold harmless the TPO and County for any claim in excess of the sub consultants' insurance coverage.

4.1.9 The Consultant shall not commence work under this Agreement until all insurance required as stated herein has been obtained and such insurance has been approved by the TPO and County.

4.2 Comprehensive Automobile Liability Insurance. \$1,000,000.00 combined single

limit of liability for bodily injuries, death and property damage resulting from any one occurrence, including all owned, hired, and non-owned vehicles.

4.3 Commercial General Liability. \$1,000,000.00 combined single limit of liability for bodily injuries, death and property damage, and personal injury resulting from any one occurrence, including the following coverages:

4.3.1 Premises and Operations:

Broad Form Commercial General Liability Endorsement to include Blanket Contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted); and Broad Form Property Damage coverage.

4.3.2 Independent Contractors:

Delete Exclusion relative to collapse, explosion and underground; Property Damage Hazards; Cross Liability Endorsement; and Contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm)

4.4 Umbrella (Excess) Liability Insurance. Umbrella Liability with limits of not less than \$1,000,000.00, exclusive of defense costs, to be in excess of all other coverages. Such coverage shall be at least as broad as the primary coverages above, with any excess umbrella layers written on a strict following form basis over the primary coverage. All such policies shall be endorsed to provide defense coverage obligations.

4.5 Professional Liability Insurance. \$2,000,000.00 for design errors and omissions, inclusive of defense costs. Consultant shall be required to provide continuing Professional Liability Insurance to cover the project for a period of two (2) years after the project is completed.

4.6 Performance, Payment and Other Bonds. Consultant shall furnish Performance and Payment Bonds if required and agreed to under the Consultant Service Agreement for the project.

4.7 Worker's Compensation. The Consultant shall provide, pay for, and maintain worker's compensation insurance on all employees, its agents or subcontractors as required by Florida Statutes.

5.0 Standard of Care

5.1 Consultant has represented to the TPO and County that it has the personnel and experience necessary to perform the work in a professional and workmanlike manner.

5.2 Consultant shall exercise the same degree of care, skill, and diligence in the

performance of the Services as is provided by a professional of like experience, knowledge and resources, under similar circumstances.

5.3 Consultant shall, at no additional cost to TPO and County, re-perform services which fail to satisfy the foregoing standard of care or otherwise fail to meet the requirement of this Agreement.

5.4 The Consultant warrants that all services shall be performed by skilled and competent personnel to the professional standards in the field.

## 6.0 **Indemnification**

6.1 **General.** Having considered the risks and potential liabilities that may exist during the performance of the Services and in consideration of the promises included herein, TPO, County and Consultant agree to allocate such liabilities in accordance with this Section.

### 6.2 **Indemnification.**

6.2.1 Consultant, to the extent permitted by law, shall indemnify, defend (by counsel reasonably acceptable to TPO) protect and hold TPO and County, and its officers, employees and agents, free and harmless from and against any and all, including, but not limited to, any claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses and expenses (including, without limitation, reasonable attorney's fees and costs during negotiation, through litigation and all appeals therefrom), or death of or injury to any person or damage to any property whatsoever, to the extent arising out of or resulting from (i) the failure of Consultant to comply with applicable non-conflicting laws, rules or regulations, (ii) the breach by Consultant of its obligations under this Agreement, (iii) any claim for trademark, patent or copyright infringement arising out of the scope of Consultant's performance of this Agreement, or (iv) the negligent act, errors or omissions, or intentional or willful misconduct, of Consultant, its sub-consultants, agents, employees and invitees; provided, however, that Consultant shall not be obligated to defend or indemnify the TPO and County with respect to any such claims or damages arising out of the TPO and County's negligence.

6.2.2 TPO review, comment and observation of the Consultant's work and performance of this Agreement shall in no manner constitute a waiver of the indemnification provisions of this Agreement.

6.2.3 Consultant agrees that it bears sole legal responsibility for its work and work product, and the work and work product of sub consultants and their employees, and/or for Consultant's performance of this Agreement and its work product(s).

6.3 **Survival.** B Upon completion of all Services, obligations and duties

provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Agreement shall survive as if the Agreement were in full force and effect.

7.0 **Independent Contractor**

7.1 Consultant undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of performance.

7.2 TPO shall have no right to supervise the methods used, but TPO shall have the right to observe such performance.

7.3 Consultant shall work closely with TPO in performing Services under this Agreement.

7.4 The Consultant shall not pledge the TPO's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien or any form of indebtedness and shall have no right to speak for or bind the TPO or County in any manner.

7.5 Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

8.0 **Authority to Practice**

8.1 The Consultant hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

9.0 **Compliance with Laws**

9.1 The TPO, the Consultant and/or Consultant and Subcontractor will comply with all applicable Federal and State guidelines set forth in the TPO's Transportation Planning Funds Joint Participation Agreement executed on December 8, 2011, and any amendments thereto.

9.2 Consultant acknowledges and agrees that, in regards to TPO projects, funding for multi-year projects is subject to the annual approval of the TPO's Unified Planning Work Program by the Florida Department of Transportation and Federal Highway Administration.

9.3 Compliance with Title VI of the Civil Rights Act of 1964 and Related Statutes. During the performance of this contract for TPO projects, the TPO, for itself, its assignees and successors in interest, and the Consultant and/or Consultant and Subcontractor agree as follows:

9.3.1 Compliance with Regulations. The Consultant and/or Contractor and Subcontractor shall comply with the regulations relative to non-discrimination in federally assisted programs of the U.S. Department of Transportation Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, which are herein incorporated by reference and made part of this

contract.

9.3.2 Nondiscrimination. The Consultant and/or Contractor and Subcontractor with regards to the work performed by it during the contract will not discriminate on the grounds of race, color, disability, religion, sex, national origin, or familial status in the selection and retention of contractors and subcontractors, including procurement of material and leases of equipment. The TPO and the Consultant and/or Contractor and Subcontractor will not participate either directly or indirectly in the discrimination prohibited by 49 CFR 21.5, including employment practices when the contract covers a program set forth in 49 CFR part 21, Appendix B.

9.3.3 Solicitations for subcontractors, including procurement of materials and equipment. The Consultant and/or Contractor and Subcontractor acknowledges and agrees that in all solicitations made by competitive bidding or negotiation by the TPO for work to be performed under a subcontract, including procurement of materials and leases of equipment, each potential subcontractor, supplier, or lessor shall be notified by the TPO of the TPO's obligations under this contract and the regulations relative to nondiscrimination on the grounds of race, color, disability, religion, sex, national origin, or familial status.

9.3.4 Information and Reports. Consultant acknowledges and agrees that the TPO shall provide all information and reports required by the regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Florida Department of Transportation (FDOT), the Federal Highway Administration (FHWA), or the Federal Transit Administration (FTA) to be pertinent to ascertain compliance with such regulations, orders, and instructions. Where any information required of the TPO is in the exclusive possession of another who fails or refuses to furnish this information, the TPO shall so certify to the FDOT, the FHWA, and the FTA, as appropriate, and shall set forth what efforts it has made to obtain the information.

9.3.5 Sanctions for Non-Compliance. Consultant acknowledges and agrees that in the event of the TPO's non-compliance with the non-discrimination provisions of this contract, the FDOT shall impose such contract sanctions as it, the FHWA, or the FTA determine to be appropriate, including, but not limited to: withholding of payments to the TPO under the agreement until the TPO complies, and/or cancellation, termination, or suspension of the agreement, in whole or part.

9.4 Participation by Disadvantaged Business Enterprise (DBE). During the Performance of this contract for TPO projects, the TPO and the Consultant and/or Contractor and Subcontractor shall abide by the statements in 9.4.1 and 9.4.2.

9.4.1 As required by 49 CFR 26.13, the TPO and the Consultant and/or Contractor and Subcontractor shall not discriminate on the basis of race, color, national origin, religion, gender, age, disability in the award and performance of any Department of Transportation assisted contract or in the administration of its DBE program or the requirements of 40 CFR Part 26. The TPO shall take all necessary and reasonable steps under 40 CFR Part 26 to ensure nondiscrimination in the award and administration of Department of Transportation assisted contracts. The TPO's DBE program, as required by CFR Part 26 and as approved by the U.S. Department of Transportation, is incorporated by reference in the Planning Funds agreement between the TPO and the Florida Department of Transportation and the Consultant and/or Contractor and Subcontractor shall adhere to that program.

9.4.2 Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of the agreement. Upon notification to the TPO of its failure to carry out its approved program, the U.S. Department of Transportation may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

9.4.3 No member, officer, or employee of the TPO either during his or her tenure or for one (1) year thereafter shall have any interests, direct or indirect, in this contract or the proceeds thereof.

#### 10.0 **Subcontracting**

10.1 The TPO reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractor.

10.2 If a subcontractor fails to perform or make progress, as required by this Agreement, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the Consultant shall promptly do so, subject to acceptance of the new subcontractor by the TPO. Failure of a Subcontractor to timely or properly perform its obligations shall not relieve Consultant of its obligations hereunder.

#### 11.0 **Federal and State Taxes**

11.1 The TPO is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the TPO will provide an exemption certificate to Consultant. The Consultant shall not be exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the TPO, nor shall the Consultant be authorized to use the TPO's Tax Exemption Number in securing such materials.

#### 12.0 **Public Entity Crimes**

12.1 The Contractor declares and warrants that neither the Contractor nor any of the

Contractor's affiliates, as that term is defined in Section 287.133, Florida Statutes, are subject to the restrictions in Section 287.133, Florida Statutes, regarding the commission of a public entity crime. If during the term of this Agreement, the Contractor or any affiliate is convicted of a public entity crime or is otherwise prohibited from performing work for or transacting business with the County pursuant to Section 287.133, Florida Statutes, then the Contractor shall be in material default of this Agreement, and in such case, the County shall have the rights and remedies as provided herein.

### 13.0 **TPO's Responsibilities**

13.1 TPO shall be responsible for providing access to all TPO project sites, and providing information in the TPO's possession that may reasonably be required by Consultant, including; existing reports, studies, financial information, and other required data that are available in the files of the TPO.

### 14.0 **Termination of Agreement**

14.1 This Agreement may be terminated by the Consultant upon thirty (30) days prior written notice to the TPO in the event of substantial failure by the TPO to perform in accordance with the terms of the Agreement through no fault of the Consultant.

14.2 This Agreement may be terminated by the TPO with or without cause immediately upon written notice to the Consultant.

14.3 Unless the Consultant is in breach of this Agreement, the Consultant shall be paid for services rendered to the TPO's satisfaction through the date of termination.

14.4 After receipt of a Termination Notice and except as otherwise directed by the TPO, the Consultant shall:

14.4.1 Stop work on the date and to the extent specified.

14.4.2 Terminate and settle all orders and subcontracts relating to the performance of the terminated work.

14.4.3 Transfer all work in process, completed work, and other material related to the terminated work to the TPO.

14.4.4 Continue and complete all parts of the work that have not been terminated.

14.5 The Consultant shall be paid for services actually rendered to the date of termination.

### 15.0 **Uncontrollable Forces (Force Majeure)**

15.1 Either party hereunder may be temporarily excused from performance if an Event of Force Majeure directly or indirectly causes its nonperformance. An "Event of Force Majeure" is defined

as any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions. Neither party shall be excused from performance if non-performance is due to forces which are reasonably preventable, removable, or remediable and which the non-performing party could have, with the exercise of reasonable diligence, prevented, removed, or remedied prior to, during, or immediately after their occurrence. Within five (5) days after the occurrence of an Event of Force Majeure, the non-performing party shall deliver written notice to the other party describing the event in reasonably sufficient detail, along with proof of how the event has precluded the non-performing party from performing its obligations hereunder, and a good faith estimate as to the anticipated duration of the delay and the means and methods for correcting the delay. The non-performing party's obligations, so far as those obligations are affected by the Event of Force Majeure, shall be temporarily suspended during, but no longer than, the continuance of the Event of Force Majeure and for a reasonable time thereafter as may be required for the non-performing party to return to normal business operations. If excused from performing any obligations under this Agreement due to the occurrence of an Event of Force Majeure, the non-performing party shall promptly, diligently, and in good faith take all reasonable action required for it to be able to commence or resume performance of its obligations under this Agreement. During any such time period, the non-performing party shall keep the other party duly notified of all such actions required for it to be able to commence or resume performance of its obligations under this Agreement.

15.2 Neither party shall, however, be excused from performance if nonperformance is due to forces which are preventable, removable, or remediable and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed, or remedied with reasonable dispatch.

15.3 The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an Uncontrollable Force, give written notice to the other party describing the circumstances and Uncontrollable Forces preventing continued performance of the obligations of this Agreement.

#### 16.0 **Governing Law and Venue**

16.1 This Agreement shall be governed in all respects by the laws of the State of Florida, and the United States, and any litigation with respect thereto shall be brought only in the courts of Polk County, Florida or the United States District Court, Middle District of Florida located in Hillsborough County, Florida.

17.0 **Non-Discrimination**

17.1 The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, gender, age or national origin.

18.0 **Waiver**

18.1 A waiver by either TPO and/or County or Consultant of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

19.0 **Severability**

19.1 The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of the Agreement.

19.2 Any void provision shall be deemed severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void.

19.3 The parties further agree to reform the Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

19.4 The provisions of this section shall not prevent the entire Agreement from being void should a provision which is of the essence of the Agreement be determined to be void.

20.0 **Entirety of Agreement**

20.1 The TPO, County and the Consultant agree that this Agreement sets forth the entire Agreement between the parties, and that there are no promises or understandings other than those stated herein.

20.2 This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters or other communications between the TPO, County and Consultant pertaining to the Services, whether written or oral.

20.3 None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered except by written instrument executed by the parties hereto.

21.0 **Modifications, Amendments or Alterations**

No modification, amendment or alteration in the terms or conditions contained herein shall be effective unless agreed to and executed in writing by both parties to this Agreement in a form acceptable to the TPO Board.

**22.0 Successors and Assigns**

22.1 TPO, County and Consultant each binds itself and its partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, assigns, and legal representatives.

22.2 Consultant shall not assign this Agreement without the express written approval of the TPO by executed amendment.

22.3 In the event of a merger, the surviving corporation shall be substituted for the contracting party to this agreement and such substitution shall be affirmed by the TPO Board by executed amendment.

**23.0 Contingent Fees**

23.1 The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than bona fide employee working solely for the Consultant, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.

**24.0 Truth-In-Negotiation Certificate**

24.1 Execution of this Agreement by the Consultant shall act as the execution of a Truth-in-Negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Agreement are accurate, complete, and current as of the date of the Agreement.

24.2 The said rates and costs shall be adjusted to exclude any significant sums should the TPO Board determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The TPO Board shall exercise its rights under this Certificate within one (1) year following payment.

**25.0 Ownership of Documents**

25.1 Consultant shall be required to cooperate with other consultants relative to providing information requested in a timely manner and in the specified form. Any and all documents, records, disks, original drawings, or other information shall become the property of the TPO Board for its use and/or distribution as may be deemed appropriate by the TPO Board. Consultant is not liable for any damages, injury or costs associated with the TPO Board use or distribution of these documents for

purposes other than those originally intended by Consultant.

26.0 **Access and Audits**

26.1 Consultant shall maintain adequate records to justify all charges and costs incurred in performing the work for at least three (3) years after completion of this Agreement. The TPO Board shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours at the Consultant's place of business.

26.2 Misrepresentations of billable time or reimbursable expenses as determined by the Auditor to the TPO Board/ County shall result in the recovery of any resulting overpayments. The TPO Board and/or County's cost of recovery shall be the sole expense of the Consultant, including accounting and legal fees, court costs and administrative expenses.

26.3 Intentional misrepresentations of billable hours and reimbursable expenses will be criminally prosecuted to the fullest extent of the law.

26.4 All invoices submitted are subject to audit and demand for refund of overpayment up to three (3) years following completion of all services related to this Agreement.

27.0 **Notice**

27.1 Any notice, demand, communication, or request required or permitted hereunder shall be in writing and delivered in person or sent by Federal-Express or by Certified Mail, postage prepaid as follows:

As to TPO:                      Polk TPO  
   330 W. Church Street  
   Bartow, FL 33830  
   **Attention: TPO Director**

As to Consultant:            HDR ENGINEERING, INC.  
   4830 W Kennedy Blvd, Suite 400  
   Tampa, FL 33609  
   **Attention: Stefanie McQueen, AICP**

27.2 Notices shall be effective when received at the addresses as specified above. Changes in the respective addresses to which such notice is to be directed may be made from time to time by either party by written notice to the other party. Email is acceptable notice effective when received, however, emails received after 5:00 p.m., or on weekends or holidays, will be deemed received on the next business day. The original of the notice must additionally be mailed as required herein.

27.3 Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Consultant and TPO and County.

28.0 **Service of Process**

As to TPO:

TPO Attorney  
Polk County, a political subdivision of the State of Florida  
330 W. Church Street, 4th Floor  
Bartow, Florida 33830

As to Consultant:

HDR ENGINEERING, INC.  
4830 W Kennedy Blvd, Suite 400  
Tampa, FL 33609  
**Attention: Stefanie McQueen, AICP**

29.0 **Contract Administration**

29.1 Services of Consultant shall be under the general direction of the TPO Director, or their successor, who shall act as the TPO's representative during the term of the Agreement.

30.0 **Key Personnel**

30.1 Consultant shall notify TPO in the event of key personnel changes, which might affect this Agreement. To the extent possible, notification shall be made within ten (10) days prior to changes. Consultant at TPO's request shall remove without consequence to the TPO any Subcontractor or employee of the Consultant and replace him/her with another employee having the required skill and experience. TPO has the right to reject proposed changes in key personnel. The following personnel shall be considered key personnel:

Name: Stefanie McQueen, Project Manager

31.0 **Annual Appropriations**

31.1 Consultant acknowledges that the TPO, during any fiscal year, shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any agreement, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such agreement. Nothing herein contained shall prevent the making of agreements for a period exceeding one year, but any agreement so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the TPO's performance and obligation to pay under this agreement is contingent upon annual appropriation and availability of funds.

32.0 **Liquidated Damages** *Omitted intentionally.*

33.0 **Employee Eligibility Verification (E-VERIFY)**

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the contractor hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from

time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

34.0 **Limitation of Liability.**

34.1 In no event, shall either party be liable to the other and Subcontractor for indirect, incidental, consequential, special, exemplary, or punitive damages of any kind or nature, including loss of profit, whether foreseeable or not, arising out of or resulting from the nonperformance or breach of this contract whether based in contract, common law, warranty, tort, strict liability, contribution, indemnity or otherwise.

35.0 **No Construction Against Drafter**

35.1 The Parties acknowledge that this Agreement and all the terms and conditions contained herein have been fully reviewed and negotiated by the Parties. Accordingly, any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.

36.0 **Unauthorized Alien(s)**

The Consultant shall not employ or utilize unauthorized aliens in the performance of the Services provided pursuant to this Agreement. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a) and a cause for the County's unilateral termination of this Agreement. When delivering executed counterparts of this Agreement to the County, the Consultant shall also deliver a completed and executed counterpart of the attached "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS" form.

## **SUPPLEMENTAL CONDITIONS FEDERAL CLAUSES**

The County has been awarded and received funding by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), therefore the selection process must adhere to all applicable Federal guidelines. In accordance with the federal procurement standards at 2 C.F.R. sections 200.317 through 200.327 the following clauses are incorporated in this Agreement, and any resulting contracts between the prime Consultant and sub-contractors and material suppliers. The following conditions are supplemental to the General Terms and Conditions. Where there is conflict, these Supplemental Conditions prevail unless the General Terms and Conditions are stricter.

1. **Contract Work Hours and Safety Standards Act.** (Contracts in excess of \$100,000)

(1) Overtime requirements. Neither the Consultant, nor any subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the Consultant and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such consultant and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) Withholding for unpaid wages and liquidated damages. the U.S. Department of Treasury, the applicable Federal agency, or Polk County as the recipient shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the consultant or subcontractor under any such contract or any other Federal contract with the same prime consultant, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime consultant, such sums as may be determined to be necessary to satisfy any liabilities of such consultant or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

(4) Subcontracts. The Consultant or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

2. **Clean Air Act and the Federal Water Pollution Control Act.** (Contracts in excess of \$150,000)

### Clean Air Act

(1) The Consultant agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

(2) The Consultant agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the FHWA and FTA and the appropriate Environmental Protection Agency Regional Office.

(3) The Consultant agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by the U.S. Department of Treasury.

### Federal Water Pollution Control Act

(1) The Consultant agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

(2) The Consultant agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the FHWA and FTA, and the appropriate Environmental Protection Agency Regional Office.

(3) The Consultant agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by the U.S. Department of Treasury.

### 3. **Debarment and Suspension.** (Exhibit “A”)

(1) This Contract/Purchase Order is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the Consultant is required to verify that none of the Consultant, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The Consultant must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by Polk County. If it is later determined that the Consultant did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the FHWA and FTA and the County. The Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract or purchase order that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

5. **Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)**

Consultants who apply or bid for an award of \$100,000 or more shall file the required certification (attached hereto as Exhibit “B”). Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

6. **Procurement of Recovered Materials.**

(1) In the performance of this Contract/Purchase Order, the Consultant shall to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable. Additionally Consultants shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired—

(i) Competitively within a timeframe providing for compliance with the contract performance schedule;

(ii) Meeting contract performance requirements; or

(iii) At a reasonable price.

(2) Information about this requirement, along with the list of EPA-designate items, is available at EPA’s Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

7. **Domestic Preference**

In accordance with 2 CFR §200.322, to the greatest extent practicable and consistent with law under a Federal award, the County must provide a preference for the purchase acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of this section:

(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

8. **Affirmative Action.**

In accordance with 2 CFR §200.321, the County is committed to taking all necessary steps to assure that minority businesses, women’s business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible. The Consultant shall also take such affirmative steps in the selection of its subcontractors, laborers and materialmen. Affirmative steps include:

(1) Placing qualified small and minority businesses, women’s business enterprises, and veteran-owned businesses on solicitation lists;

(2) Assuring that small and minority businesses, women’s business enterprises, and veteran-owned businesses are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, women’s business enterprises, and veteran-owned businesses;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, women’s business enterprises, and veteran-owned businesses; and

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

9. **Access to Records.** The following access to records requirements apply to this Contract and any Purchase Order issued hereunder:

(1) The Consultant agrees to provide Polk County and the FHWA and FTA, or any of their authorized representatives, including but not limited to the Government Accountability Office (“GOA”), Treasury’s Office of Inspector General (“OIG”), and the Pandemic Relief Accountability Committee (“PRAC”), access to any books, documents, papers, and records of the Consultant which are directly pertinent to this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions.

(2) The Consultant agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(3) The Consultant agrees to provide the FHWA and FTA or their authorized representatives access to construction or other work sites pertaining to the work being completed under the applicable Purchase Order.”

10. **Seal, Logo, and Flags.** The Consultant shall not use the FHWA and FTA seal(s), logos, crests, or reproductions of flags or likenesses of FHWA and FTA agency officials without specific FHWA and FTA pre- approval.

11. **Compliance with Federal Law, Regulations, and Executive Orders.** This is an acknowledgement that FHWA and FTA financial assistance will be used to fund the Contract only. The Consultant will comply will all applicable federal law, regulations, executive orders, policies, procedures, and directives.

12. **No Obligation by Federal Government.** The Federal Government is not a party to this Purchase Order and is not subject to any obligations or liabilities to the non-Federal entity, consultant, or any other party pertaining to any matter resulting from this Purchase Order.

13. **Program Fraud and False or Fraudulent Statements or Related Acts.**

The Consultant acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Consultant's actions pertaining to this Purchase Order.

14. **Default and Remedy.** (Applicable to all contracts more than the simplified acquisition threshold) **Process.** If the Consultant materially defaults in the timely performance of any Contract obligation, or if the Consultant is otherwise in material default of the Contract, including, without limitation, the Consultant's failure to timely deliver any portion, or the entirety, of the Project Work in accordance with the Contract documents, then the County shall have the right to (i) with or without terminating the Contract, immediately call in any bonds or other form of security, and engage other consultants or providers at the Consultant's sole cost and expense to provide those unperformed or deficient Contract obligations of the Consultant; (ii) set-off the monetary amount of any and all damages arising therefrom, whether direct or indirect, actual or liquidated, from the amounts due Consultant pursuant to the Contract documents, (iii) immediately terminate the Contract by delivering written notice to the Consultant, and (iv) pursue any and all remedies available in law, equity, and under the Contract, including, without limitation, the recovery of any increased cost to the County to complete the Project Work due to the loss of American Rescue Plan funding caused, directly or indirectly, by the Consultant's delay. Upon any such termination pursuant to this Section, the County shall pay the Consultant the full amount due and owing for all services properly performed through the date of the Contract termination, less any amount subject to the County's right of set-off, and all liability of the County to the Consultant shall cease.

**Certain Material Defaults.** Among other matters, including without limitation, the Consultant's failure to timely deliver any portion, or the entirety, of the Project Work in accordance with the Contract documents, as described immediately above, any of the following shall constitute the Consultant's material default of the Contract: the appointment of a receiver to take possession of all or substantially all of the Consultant's assets, a general assignment by the Consultant for the benefit of creditors, or any action taken by or suffered by Consultant under any insolvency or bankruptcy act; or the Consultant is convicted of a public entity crime, is determined to have violated federal or state law prohibiting discrimination as stated in Section 287.134, Florida Statutes, or is prohibited from performing work for or transacting business with the County pursuant to Section 287.133 or to Section 287.134, Florida Statutes; or an assignment of the Contract made without the express written consent of the County; or the submission of a false certification to the County or engagement in prohibited business operations, both as described in the Contract Documents.

15. **Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment**

In accordance with 2 CFR §200.216 and Appendix II to Part 200, subsection (K), no funding or services provided pursuant to or in connection with this Contract, shall in any way be used to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described

in [Public Law 115-232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

- (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
- (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
- (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(THE REMAINDER OF THE PAGE LEFT INTENTIONALLY BLANK)

**EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION**

(Florida Statutes, Section 448.095)

PROJECT NAME: I-4 Intermodal Passenger Rail Station Feasibility and Planning Study

The undersigned, as an authorized officer of the contractor identified below (the “**Consultant**”), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the “**County**”), by and on behalf of the Consultant in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Consultant and the County on or about the date hereof, whereby the Consultant will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the “**Contract**”), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Consultant, and any subcontractor under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Consultant or subcontractor. The Consultant acknowledges and agrees that (i) the County and the Consultant may not enter into the Contract, and the Consultant may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security’s E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Consultant becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Consultant shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Consultant, the Consultant may not be awarded a public contract for a period of 1 year after the date of termination. The Consultant shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**ATTEST:**

**CONSULTANT:**

By: \_\_\_\_\_

By: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first above written.

ATTEST:

POLK TRANSPORTATION  
PLANNING ORGANIZATION (TPO)

BY: \_\_\_\_\_  
Ryan Kordek  
Director, Polk TPO

BY: \_\_\_\_\_  
Mayor Sara Roberts McCarley, Chairman, TPO

Date Approved by TPO Board: \_\_\_\_\_

Review as to form and legal sufficiency

\_\_\_\_\_  
TPO Attorney's Office      Date

**Attest:**

**HDR Engineering, Inc.  
a Nebraska Corporation**

By: \_\_\_\_\_  
Corporate Secretary

By: \_\_\_\_\_

\_\_\_\_\_  
[Print Name]

\_\_\_\_\_  
[Print Name]

\_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_  
[Title]

SEAL

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 \_\_\_\_\_

**AFFIDAVIT CERTIFICATION IMMIGRATION LAWS**

SOLICITATION NO.: RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONSULTANT WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT (“INA”).

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONSULTANT OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.**

PROPOSER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

State of: \_\_\_\_\_

County of: \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_ (*name*) as \_\_\_\_\_ (*title of officer*) of \_\_\_\_\_ (*entity name*), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: \_\_\_\_\_

Printed Name of Notary Public: \_\_\_\_\_

Notary Commission Number and Expiration: \_\_\_\_\_

(AFFIX NOTARY SEAL)

**Affidavit Regarding the Use of Coercion for Labor or Services**

In compliance with Section 787.06(13), Florida Statutes, this attestation must be completed by an officer or representative of a nongovernmental entity that is executing, renewing, or extending a contract with Polk County, a political subdivision of the State of Florida.

The undersigned, on behalf of the entity listed below (the "Nongovernmental Entity"), hereby attests under penalty of perjury as follows:

1. I am over the age of 18 and I have personal knowledge of the matters set forth herein.
2. I currently serve as an officer or representative of the Nongovernmental Entity.
3. The Nongovernmental Entity does **not** use coercion for labor or services, as those underlined terms are defined in Section 787.06, Florida Statutes.
4. This declaration is made pursuant to Section 92.525, Fla. Stat. and Section 787.06, Fla. Stat. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I

\_\_\_\_\_ (Signatory Name and Title), declare that I have read the foregoing Affidavit Regarding the Use of Coercion for Labor and Services and that the facts stated in it are true.

Further Affiant sayeth naught.

HDR Engineering, Inc.  
**NONGOVERNMENTAL ENTITY**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**DATE**

## EXHIBIT A-i

### RFP NOTICE

Polk County, a political subdivision of the State of Florida, requests the submittal proposals from vendors that are interested in providing *professional planning services for a multi-phased feasibility and planning study* as described herein. Sealed proposals must be received in the Procurement Division, prior to the due date and time listed below.

**RFP Number and Title:** 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)

**Description:** Provide professional planning services for a multi-phased feasibility and planning study of a high-speed I-4 Regional Intermodal Station.

**Receiving Period:** Prior to 2:00 p.m., Wednesday, November 19, 2025

**Bid Opening:** Wednesday, November 19, 2025, at 2:00 p.m. or as soon as possible thereafter.

**Special Instructions:** A **MANDATORY** pre-proposal meeting will be held Wednesday, October 29, 2025, 10:00 a.m. at the Polk County Administration Building, Conference Room 407 (4<sup>th</sup> Floor) located at 330 W. Church St, Bartow, FL 33830. Those attending via video conference will be added to the sign-in sheet by the Procurement office during the video conference. **The Zoom Meeting ID: 875 4485 3454.**

To obtain a copy of all attachments and exhibits please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is procurevendor and the password is solicitation. After you have logged in to the FTP site, double click on the file folder “RFP 25-686, RFP Attachments”, select “Open” or “Save As” to download the proposal documents. If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at [tabathashirah@polk-county.net](mailto:tabathashirah@polk-county.net).

**Questions** regarding this RFP must be in writing and must be sent to Tabatha Shirah Procurement Analyst, via email at [tabathashirah@polk-county.net](mailto:tabathashirah@polk-county.net). All questions must be received by Wednesday, November 5, 2025, 4:00 p.m.

**Bid Opening:** Proposers may attend the Bid Opening in person or via conference call by dialing (646) 558-8656 and enter Zoom Meeting ID: 327 647 2818. A listing of all proposers will be posted to Procurement’s website as soon as possible after bid opening.

## RFP REGISTRATION

You must register using this form in order to receive notice of any addenda to these documents. Please fax the completed form to the Procurement Division as soon as possible. It is the vendor's responsibility to verify if addenda have been issued.

**RFP Number:** 25-686

**RFP Title:** I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)

This form is for bid registration only. Please scroll down for additional information.

Carefully complete this form and return it to the Procurement Division via e-mail to [procurement@polk-county.net](mailto:procurement@polk-county.net) or fax (863) 534-6789. You must submit one form for each solicitation that you are registering for.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

*This form is for RFP registration only. Please scroll down for additional information.*

## PROPOSAL SUBMITTAL INSTRUCTIONS

Proposers must submit their proposal prior to 2:00 p.m. on the receiving date. Proposals must be submitted in a “sealed” parcel or electronically through Polk County’s secure website, Kiteworks. Proposals will be publicly opened at 2:00 p.m. on the receiving date.

### **Sealed Parcel Submittal:**

If you are submitting a sealed parcel proposal submit one (1) original marked ORIGINAL and five (5) copies marked COPY of the proposal in a sealed parcel to the Procurement Division. The parcel should be labeled “25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – TPO” and marked with the proposer’s name and address. The Proposals may be mailed or delivered to:

**Polk County Procurement Division  
330 West Church Street, Room 150  
Bartow, FL 33830**

To assist with labeling the sealed parcel, please cut along the outer border and affix this label. Be sure to include the name of the company submitting the proposal where requested.

<b>Sealed Proposal. DO NOT OPEN</b>	
<b>RFP Number</b>	25-686
<b>RFP Title</b>	I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – TPO
<b>Due Date/Time:</b>	November 19, 2025, prior to 2:00 pm
<b>Submitted by:</b>	
<b>Deliver To:</b>	Polk County Procurement Division 330 West Church Street, Room 150, Bartow, Florida 33830

Proposals may be mailed, express mailed or hand delivered. It is the Proposers responsibility to ensure their package is delivered to the Procurement Division prior to 2:00 p.m. on the Receiving date and time referenced above. Proposals delivered at 2:00 p.m. or later will not be accepted.

***Electronic Proposals Submittal:***

All prospective Proposers that are interested in submitting their proposals electronically can do so via the County’s secure electronic submittal website, Kiteworks. Proposers must email [tabathashirah@polk-county.net](mailto:tabathashirah@polk-county.net) at least 48 hours prior to opening to receive a link to upload their submittal. Please only upload your documents as a PDF or Excel file for the Cost Tab, if applicable. Please use the name convention of your files as follow:

“RFP 25-686 Tab 1”

“RFP 25-686 Tab 2”

“RFP 25-686 Tab 3”

“RFP 25-686 Tab 4”

“RFP 25-686 Tab 5”

“RFP 25-686 Tab 6”

“RFP 25-686 Tab 7”

“RFP 25-686 Tab 8”

For more instructions, a video tutorial has been produced to further explain the electronic solicitation submittal process. It can be found by clicking here for RFP Submittals: [https://youtu.be/vkn\\_7AHgioE](https://youtu.be/vkn_7AHgioE). If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at [tabathashirah@polk-county.net](mailto:tabathashirah@polk-county.net).

Procurement recommends that Proposers submitting electronically double check the documents submitted into Kiteworks to ensure all requested tab information has been uploaded. Failure to upload the requested tab information may result in the proposal being deemed nonresponsive.

**POLK COUNTY**  
**Polk Transportation Planning Organization**  
**Issued by**  
**Procurement Division**  
**Fran McAskill**  
**Procurement Director**

**REQUEST FOR PROPOSAL 25-686**  
**I-4 INTERMODAL PASSENGER RAIL STATION FEASIBILITY AND PLANNING**  
**STUDY – POLK TRANSPORTATION PLANNING ORGANIZATION (TPO)**

Sealed proposals will be received in the Procurement Division, **Wednesday, November 19, 2025 prior to 2:00 p.m.**

Attached are important instructions and specifications regarding responses to this Request for Proposal (the “RFP”). The failure of a responding proposer (a “Proposer”) to follow these instructions could result in Proposer disqualification from consideration for a contract to be awarded pursuant to this RFP.

This document is issued by Polk County (the “County”) on behalf of the Polk Transportation Planning Organization (the “TPO”). Polk County Procurement Division (the “Procurement Division”) which is the sole distributor of this RFP and all addenda and changes to the RFP documents. The County shall record its responses to inquiries and provide any supplemental instructions or additional documents pertaining to this RFP in the form of written addenda to the RFP. The County shall post all such addenda, together with any other information pertaining to this RFP, on the County’s website at <https://www.polk-county.net/business/procurement/>. It is the sole responsibility of each Proposer to review the website prior to submitting a responsive proposal (a “Proposal”) to this RFP to ensure that that the Proposer has obtained all available instructions, addenda, changes, supporting documents, and any other information pertaining to this RFP.

The County is not responsible for any solicitations issued through subscriber, publications, or other sources not connected with the County and the Proposer should not rely on such sources for information regarding the RFP solicitation.

**Questions regarding this RFP must be in writing and must be sent to Tabatha Shirah, via email at [tabathashirah@polk-county.net](mailto:tabathashirah@polk-county.net). All questions must be received by Wednesday, November 5, 2025, 4:00 p.m.**

**Proposers and any prospective Proposers shall not contact, communicate with or discuss any matter relating in any way to this RFP with any member of the Polk Transportation Planning Organization, Polk County Board of County Commissioners or any employee of Polk County other than the County Procurement Director or the individual designated above. This prohibition begins with the issuance of the Request for Proposal and ends upon execution of a contract. Any such communication initiated by a Proposer or prospective proposer shall be grounds for disqualifying the offender from consideration for a contract to be awarded pursuant to this RFP and for contracts to be awarded pursuant to RFPs or Requests for Bid that the County may issue in the future.**

A Proposer’s responsive Proposal to this RFP may be mailed, express mailed, or hand delivered to:

**Polk County Procurement Division**  
**330 West Church Street, Room 150**  
**Bartow, Florida 33830**  
**(863)534-6757**

## **INTRODUCTION**

Polk County, a political subdivision of the State of Florida, acting through the Polk Transportation Planning Organization (TPO) under the Staff Services Agreement dated April 15, 2025, seeks professional planning services for a multi-phased feasibility and planning study of a high-speed I-4 Regional Intermodal Station, the Project.

Polk County's Selection Process for consultant services is in accordance with Section 287.055, Florida Statutes, the Consultants' Competitive Negotiations Act ("CCNA"). In addition, this work is being funded by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), therefore the selection process must adhere to all applicable Federal guidelines. Where there is conflict between the Florida Statutes, Polk County's Ordinance and procedures, and the Federal guidelines, the Federal guidelines will take precedence unless the State or the County's statutes, ordinances or policies are stricter. The Professional Services Selection Committee will review the qualifications of all submitting firms as outlined below in the Evaluation Criteria and Selection Process.

It is the intent of the County and TPO to select and negotiate a Consulting Agreement with one (1) firm.

The TPO will negotiate a overall lump sum or not-to-exceed price as part of "Selection Process", Elevation Level 4, Contract Negotiations.

Services under this contract will be in compliance with Section 287.055 of the Florida Statutes referred to as the "Consultants' Competitive Negotiation Act" (CCNA). Polk County's Procurement Procedure's Manual outlines the Procedures for Contracting for Professional Services Covered by CCNA. These procedures outline the process used for the selection of a consulting firm awarded through this RFP process.

In accordance with Section 287.055(10), Florida Statutes, or any applicable amending or replacement statute, this provision of the RFP shall serve as the County's public notice that any plans, drawings or designs developed by the successful Proposer(s) on behalf of the County pursuant to this RFP or any agreement, authorization, purchase order or other contract resulting therefrom, are subject to be reused by the County at some future time in accordance with the aforementioned statute.

Only firms that are qualified pursuant to law and that have been prequalified by Florida Department of Transportation (FDOT), at the time of submittal, to perform the work will be considered responsive.

All services must be performed in accordance with applicable Federal, State and Local regulations.

## **SCOPE OF SERVICES**

The TPO is responsible for the development and implementation of a balanced, integrated, and multimodal transportation program which efficiently moves traffic. The TPO's goal is to ensure that a continuing, comprehensive and cooperative approach to planning for transportation needs is maintained and properly coordinated with other TPOs, Florida Department of Transportation (FDOT) and Federal Highway Administration (FHWA). To reach their goal, the TPO annually develops and reviews planning activities relating to roadway capacity improvements, congestion management, enhancement, transit, and rail and aviation projects. Any firm chosen for this Scope of Services will support and assist TPO Staff and other consultants hired by TPO Staff

with any tasks shown in the TPO's Unified Planning Work Program (UPWP). The UPWP can be found at <https://polktpo.com/plans-and-projects/unified-planning-work-program/>.

The selected Consultant will assist the Polk TPO in evaluating the feasibility of a Regional Intermodal Station along the I-4 corridor. The study scope of work is expected to include, but may not be limited to:

- Identification of Viable Candidate Station Locations
- Passenger Rail Market and Catchment Analysis
- Access Evaluation (proximity to major roads/interchanges and local transit service)
- Infrastructure and Land Development Needs (cost estimates and feasibility)
- Land-Use Planning and Transit Oriented Development (TOD) Readiness
- Economic Development Analysis
- Benefits-Costs Analysis
- Public Engagement Strategy
- Conceptual Planning
- Implementation Plan
- Literature and Document Review

#### Subcontracting

Sub-consultants must be FDOT-qualified before commencing work. All subcontracted services must be approved by the TPO, and compensation will follow Rule 14-75, F.A.C.

#### Specifications For Work

- Deliverables must meet federal, state, and local standards
- Electronic files must be compatible with TPO systems , Microsoft(TM) products including but not limited to Outlook(TM), Word(TM), Excel(TM) PowerPoint(TM).

#### Web Content Accessibility Guidelines

All project deliverables (ex. technical memoranda and media pieces), must be prepared to adhere to Web Content Accessibility Guidelines (WCAG 2.0 and ISO 32000-1:2008), to include a properly tagged, formatted and accessible PDF.

#### Florida Department of Transportation (FDOT)'s Policy on the Use of Artificial Intelligence

Polk TPO adheres to FDOT's Artificial Intelligence (AI) Policy as stated in Topic No. 010-325-065-a dated May 21, 2024, from FDOT's Office of Transportation Technology. See "Attachment I," on FTP Site.

## **AGREEMENT**

The term of this agreement is estimated to be for one (1) year after notice to proceed is issued. The actual term will be negotiated as part of the Selection Process, Elevation Level 4.

## **EVALUATION CRITERIA**

Proposals should not contain information in excess of that requested, must be concise, and must specifically address the issues of this RFP. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this RFP are not desired and may be construed as an indication of the Proposer's lack of cost consciousness. Elaborate artwork, expensive visual aids, and other presentation aids are neither necessary nor desired unless specifically requested. The Proposal responses shall be contained within a three ring binder (original and each copy in separate binders). For the purposes of this RFP, one page equals a single sided page. It is requested that the responses be in the same order as the selection and evaluation procedures. The submittals should include the following:

### **Tab 1 – Executive Summary**

(Items a-c: Maximum of two (2) pages)

- a) Name, company name, address, telephone number, and email address.
- b) State the number of years in business, as the same company/firm.
- c) State the number of full time employees.
- d) Provide documentation showing proper incorporation by the Secretary of State.
- e) Provide a copy of the firm's applicable certification(s) from the State of Florida allowing them to provide the services as outlined in the Scope of Service as well as compliance with F.S. 287.055
- f) Provide documentation of the firm's Disadvantage Business Enterprise (DBE) status; if applicable.
- g) Provide documentation of prequalification by letter from FDOT.

### **Tab 2 – Approach to Project (35 Points)**

(Maximum of four (4) pages)

- a) Describe in detail the components of how your firm proposes to manage the work contained in the scope of services. Please identify the services your firm provides which make you qualified to perform the required services.
- b) Describe how the firm plans to maintain the project team and manage the project team members' time in order to ensure sufficient time to complete a project.

### **Tab 3 – Experience, Expertise, Personnel & Technical Resources (35 Points)**

- Provide a minimum of two (2) and a maximum of five (5) recent projects performed within the past ten (10) years as the **prime firm** which best illustrate the experience of the firm and current staff as related to the regional passenger /intermodal station planning /feasibility desired services. At least one (1) of the projects identified should be projects performed for a public entity (Limit response to one (1) page per project)
- For each project please provide:
  - a. Name and location of the project;
  - b. Size and cost of the project;
  - c. Project representative name, address, phone number, and email address;

- d. Start date and completion date for project or is anticipated to be completed; compare to the original date.
  - e. The nature of the firm's responsibility on the project;
  - f. Identify the key staff and their role in each project;
  - g. Identify working relationship of consultants or joint venture on project, if applicable;
  - h. Provide the original budget and the final budget of the project. Explain the reason(s) for differences, such as owner requested change, contractor claim, and insufficient plans and specifications.
  - i. List of any time extensions created by item h above.
- Provide an organizational chart of the team highlighting the key individuals who will work on this contract as identified above.
  - The key staff presented in the consultant's response shall be the staff utilized on this contract. Please provide the resumes of the key staff including, but not limited to, the items in the list below (One (1) page maximum per resume):
    - a) Name and current position held by the person
    - b) Name, title and project assignment
    - c) Experience:
      - 1) Types of projects.
      - 2) Size of projects (dollar value of project).
      - 3) What were their specific project involvements?
  - Demonstrate each key staff's availability and office and home location to respond to the needs of the project (Two (2) pages maximum for all key staff member)
  - Identify sub consultants to be used, if any. For each sub consultant identified please provide
    - A brief description of their experience outlining their qualifications to perform the intended services
    - Provide documentation of prequalification by letter from FDOT, if applicable.
    - A brief resume for each key personnel that will be assigned to perform the intended services
    - Provide documentation of sub's DBE status, if applicable.

**Tab 4 - Interactions with TPO and Regulatory Agency Staff (10 Points)**

- Provide documentation supporting the specialized qualifications of the proposed staff in terms of meeting this scope of service. Qualifications should highlight experience with regulatory agencies, identifying specific agencies and the items being addressed. Describe the firm's ability to work with TPO staff in order to successfully fulfill the scope of service. Demonstrate the firm's knowledge of local regulatory agencies, including, but not limited to Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and Florida Department of Transportation (FDOT), if applicable. **(Limit response to two (2) pages)**

**Tab 5 - Timely Completion of Projects (10 Points)**

- Describe the firms' current and future projected workload. Describe specifically the firms' daily ability to handle each aspect of the scope of services described herein. (Limit response to two (2) pages maximum)

### Tab 6 - Surveys of Past Performance (10 Points)

- Provide reference surveys from past clients for the projects identified under Tab 3.
- Procurement will take the average of all surveys, and score as follows (See Exhibit 1):
  - Average Score between 9-10                      10 Points
  - Average Score between 7-8                      8 Points
  - Average Score between 5-6                      6 Points
  - Average Score between 3-4                      4 Points
  - Average Score between 1-2                      2 Points
  - Average Score of 0                                0 Points

Each tab includes specific documentation and formatting requirements. See full instructions above for details.

### Tab 7 - DBE Utilization

Each Proposer, as part of its submission, shall supply the following information:

- A completed Bid Opportunity List For Professional Consultant Services, and Commodities & Contractual Services (Attachment G) found on FTP Site.
- For consulting companies, this list must include all subcontractors contacting you and expressing an interest in teaming with you on a specific DOT assisted project.
- A completed DBE Utilization Form (Attachment H) found on FTP Site. This Form covers the DBE Utilization Statement, and the DBE Participation Schedule.
- Proposer shall also provide an original **DBE Letter of Intent** from each DBE listed in the **DBE Participation Schedule**, and an original **DBE Affidavit** from each DBE stating that there has not been any change in its status since the date of its last certification.

### Tab 8 Additional Forms and Documentation

Proposers should provide the following completed forms or documentation with their Proposal:

- Public Entity Crimes Statement (Attachment A)
- Drug-Free Workplace Form (Attachment B)
- Truth in Negotiation Certification (Attachment C)
- Conflict of Interest Certification (Attachment D)
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Federal Aid Contracts (Attachment E)
- Certification of Disclosure of Lobbying Activities on Federal Aid Contracts (Attachment F)
- FDOT AI Policy 010-325-065 (1) (Attachment I)
- Exhibit A - Certifications Regarding Debarment, Suspension, Proposed Debarment, And Other Responsibility Matters
- Exhibit B - Appendix A, 44 C.F.R. Part 18 – Certification Regarding Lobbying
- Proposers Incorporation Information
- Affidavit Certification Immigration Laws
- Employment Eligibility Verification (E-Verify) Certification

## **BID OPENING**

Proposers attend the Bid Opening in person or via conference call by dialing (646) 558-8656 and enter Meeting ID: 327 647 2818. A listing of all proposers will be posted to Procurement's website as soon as possible after bid opening.

## **Selection Process**

Proposals will be evaluated in accordance with this section and all applicable County procurement policies and procedures.

The County shall appoint a selection committee (the "Selection Committee") that will be responsible for evaluating and scoring/ranking the Proposals in accordance with this Section.

The County will use a competitive selection process based on the Elevation Levels described in this Section. At Elevation Levels 2 and 3, the Selection Committee will score and/or rank the Proposals as applicable.

Selection of a final Proposal will be based upon the following steps and factors:

### **Elevation Level 1 (Procurement Requirements Assessment):**

- The County Procurement Division shall review all Proposals for conformance with RFP guidelines and detailed submittal requirements. At the County's discretion, non-conforming Proposals may be eliminated from further consideration and conforming Proposals shall be elevated to Elevation Level 2. Procurement will distribute Proposals and evaluation criteria to the Selection Committee.
- Procurement will also ensure all firms meet the requirement of certification as outlined in Florida Statute 287.055(3)(c).
- The Selection Committee may convene to review questions that arise during individual member review of submitted Proposals before Elevation Level 2 to allow for questions, clarifications, explanations, or other discussion to be held before the review of Proposals is completed.

### **Elevation Level 2 (Scoring)**

- Procurement shall score each Proposal on the following evaluation criteria:
  - Surveys of Past Performance (Tab 6)                      10 points
  - Subtotal Points    10 points**

by the process stated under each corresponding Tab description as set forth on Page 8-9.

- 1) Each Selection Committee member shall score each Proposal on the following evaluation criteria:
  - Approach to Project (Tab 2)                                      35 Points
  - Experience, Expertise, (Tab 3)                                      35 Points  
Personnel, and Technical Resources
  - Interactions with TPO and (Tab 4)                                      10 points  
Regulatory Agency Staff
  - Timely Completion of Projects(Tab 5)                                      10 points
  - Subtotal Points    90 points**

by the following process:

- 1) Each Selection Committee member shall determine which of the following descriptions applies to each of the foregoing evaluation criteria:
  - **EXCELLENT (1.0):** Of the highest or finest quality; exceptional; superior; superb; exquisite; peerless.  
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited an exceptional and superior degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver far beyond expectation.
  - **VERY GOOD (0.8):** To a high degree; better than or above competent and/or skillful.  
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a very high degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver beyond expectation.
  - **GOOD (0.6):** Having positive or desirable qualities; competent; skilled; above average.  
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a skillful and above-average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at the expected level.
  - **FAIR (0.4):** Average; moderate; mediocre; adequate; sufficient; satisfactory; standard.  
The Proposer provided information for a given criteria that satisfied the requirements and described sufficiently how and what will be accomplished in a manner that exhibited an adequate and average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a level slightly below expectation.
  - **POOR (0.2):** Inadequate; lacking; inferior in quality; of little or less merit; substandard; marginal.  
The Proposer provided information for a given criteria that did not satisfy the requirements and described in an inadequate manner how and what will be accomplished. The information provided simply reiterated a requirement, contained inaccurate statements or references, lacked adequate information, or was of inferior quality. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a substandard and inferior level.
  - **UNACCEPTABLE (0.0):**  
The Proposer failed to provide any information for a given criteria, provided information that could not be understood, or did not provide the information for a given category as requested.

After a Selection Committee member has determined the description applicable for each evaluation criterion, the total points available for such criterion shall be multiplied by the factor

associated with the applicable description to produce the number of points allocated for that evaluation criterion. For example, a Selection Committee member classifies the “Experience and Expertise” criterion (which shall be worth 25 points for the purpose of this example) as “Very Good” (which is a description factor multiplier of 0.8). The points that Selection Committee member allocated for that evaluation criterion would be 20, calculated as follows: 25 available points x 0.8 applicable description factor multiplier = 20 points.

A Selection Committee member’s total score for each Proposal shall equal the sum of the total points allocated for each evaluation criteria.

When all Selection Committee members have completed their Proposal evaluations, the individual Selection Committee member’s total scores for each Proposal will be added together to produce a final score for each Proposal.

Procurement will confirm the calculations for the final score for each Proposal. Then, Procurement shall publish a rank-ordered listing of the Proposals to the Selection Committee with the Proposal receiving the highest point as the highest-ranked Proposal.

In accordance with Section 287.055(4)(a), Florida Statutes, if there are three (3) or more Proposers in Elevation Level 2, the Selection Committee will elevate no fewer than the three highest scored of such Proposers to Elevation Level 3 for interviews. If there are only two Proposers in Elevation Level 2, the Selection Committee shall elevate those two Proposers to Elevation Level 3 for interviews. If there is only one Proposer in Elevation Level 2, then the Selection Committee may collectively decide if they would like to elevate the Proposer to Elevation Level 3 for interviews or if they would like to recommend the TPO Board authorize staff to enter into Contract Negotiations with the Proposer. In the latter case, after the TPO Board approval to authorize staff to negotiate a contract, the Proposer will then be elevated to Elevation Level 4 for contract negotiations.

### **Elevation Level 3 (Proposer Interviews)**

The Selection Committee are required to conduct interviews of the Proposers that it has elevated from Elevation Level 2 to Elevation Level 3.

During an interview, elevated Proposers may be requested to make a presentation focusing on their qualifications, approach to the project and the ability to furnish the required services. The Selection Committee members will have an opportunity to inquire about any aspect of the RFP and the Proposer’s Proposal. After all elevated Proposer interviews, each Selection Committee member will individually rank the Proposers in numerical order beginning at number 1 for the Proposer deemed to be the most highly qualified to perform the required services. In accordance with Section 287.055(4)(b), Florida Statutes, in determining whether a Proposer is qualified, each Selection Committee member shall consider such factors as:

- Ability of Personnel
- Whether a Proposer is a certified minority business enterprise
- Past performance
- Willingness to meet time and budget requirements
- Location
- Recent, current, and projected workloads
- Volume of work previously awarded to each Proposer by the County

Procurement shall receive and compile each Selection Committee member's ranking of each Proposer, and then publish a rank-ordered listing of Proposers to the Selection Committee, based on the combined average rankings given each Proposer. The Selection Committee members will then collectively decide if they would like to recommend the TPO Board, authorize staff to enter into Contract Negotiations with all Proposers elevated to Proposer Interviews, starting with the highest-ranked Proposer. After the TPO Board approval to authorize staff to negotiate a contract, the highest-ranked Proposer will then be elevated to Elevation Level 4, Contract Negotiations.

**Elevation Level 4 (Contract Negotiations)**

If a Proposer is elevated to this level, the User Division, with the assistance of Procurement and the County Attorney's Office, shall negotiate an Agreement with the elevated Proposer(s) in accordance with Section 287.055(5), Florida Statutes.

If after negotiating for a reasonable time period the parties cannot agree on a contract, the County shall, in its sole discretion, terminate further contract negotiations with that Proposer. Procurement shall notify the Selection Committee that contract negotiations with the elevated Proposer have terminated. The Selection Committee shall then determine whether to recommend to the TPO Board to approve contract negotiations with the next-highest-ranked Proposer, and so on. If the Selection Committee decides not to recommend contract negotiations with the next-highest-ranked Proposer, or if the County determines there is no other Proposer with whom the County can successfully negotiate a contract, then the RFP Selection Process shall terminate.

After contract negotiations with a Proposer are successfully completed pursuant to Elevation Level 4, the Selection Committee shall recommend to the TPO Board that it selects such Proposer to provide the services as outlined in the Agreement. The TPO Board shall make the final decision whether to enter into an Agreement with a Proposer.

## **GENERAL CONDITIONS**

### **CONTACT**

After the issuance of any Request for Proposal, prospective proposers shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with the Board of County Commissioners, and any employee of Polk County, other than the Procurement Director or as directed in the cover page of the Request for Proposal. This prohibition begins with the issuance of any Request for Proposal and ends upon completion execution of a contract. Such communications initiated by a proposer shall be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

### **INSURANCE REQUIREMENTS**

The selected firm, if any, shall maintain, at all times, the following minimum levels of insurance and; shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverages and amounts of coverage not less than those set forth below. Provide to the County original Certificates of Insurance satisfactory to the County to evidence such coverage before any work commences. Polk County, a political subdivision of the State of Florida, shall be an additional named insured on all policies related to the project; excluding workers' compensation and professional liability. The Workers' Compensation and General Liability policies shall contain a waiver of subrogation in favor of Polk County. All insurance coverage shall be written with a company having an A.M. Best Rating of at least the "A" category and size category of VIII. The firm's self-insured retention or deductible per line of coverage shall not exceed \$100,000 without the permission of the County. In the event of any failure by the firm to comply with the provisions; the County may, at its option, on notice to the firm suspend the project for cause until there is full compliance. Alternatively, the County may purchase such insurance at the firm's expense, provided that the County shall have no obligation to do so and if the County shall do so, the firm shall not be relieved of or excused from the obligation to obtain and maintain such insurance amounts and coverages.

Worker's Compensation and Employer's Liability Insurance providing statutory benefits, including those that may be required by any applicable federal statute:

Admitted in Florida	Yes
Employer's Liability	\$100,000
All States Endorsement	Statutory
Voluntary Compensation	Statutory

Commercial General Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages:

Premises and Operations and Products/Completed Operations;

Broad Form Commercial General Liability Endorsement to include blanket contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted) and Broad Form Property Damage coverages;

Independent Contractors; Policy must include Separation of Insureds Clause.

Comprehensive Automobile Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including all owned, hired and non-owned vehicles.

Professional Liability Insurance. \$2,000,000 for design errors and omissions, inclusive of defense costs. Selected firm shall be required to provide continuing Professional Liability Insurance to cover the project for a period of two (2) years after the projects are completed.

### **INDEMNIFICATION**

To the maximum extent permitted by law, the Consultant shall indemnify, protect and hold the County, and its officers, employees and agents, harmless from and against any and all, claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses, and expenses whatsoever (including, without limitation, reasonable attorneys' fees, costs, and expenses incurred during negotiation, through litigation and all appeals therefrom) including, without limitation, those pertaining to the death of or injury to any person, or damage to any property, to the extent arising out of or resulting from (i) the failure of Consultant to comply with applicable laws, rules or regulations, (ii) the breach by Consultant of its obligations under this Agreement, (iii) any claim for trademark, patent, or copyright infringement arising out of the scope of Consultant's performance or nonperformance of this Agreement, or (iv) the negligent acts, errors or omissions, or intentional or willful misconduct, of Consultant or any persons or entities employed or utilized by Consultant in the performance of this Agreement. The obligations imposed by this Section shall survive the expiration or earlier termination of the Agreement.

### **PUBLIC ENTITY CRIMES STATEMENT**

The Consultant declares and warrants that neither the Consultant nor any of the Consultant's affiliates, as that term is defined in Section 287.133, Florida Statutes, are subject to the restrictions in Section 287.133, Florida Statutes, regarding the commission of a public entity crime. If during the term of this Agreement, the Consultant or any affiliate is convicted of a public entity crime or is otherwise prohibited from performing work for or transacting business with the County pursuant to Section 287.133, Florida Statutes, then the Consultant shall be in material default of this Agreement, and in such case, the County shall have the rights and remedies as provided herein.

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

The County is an equal opportunity/affirmative action employer. The County is committed to equal opportunity employment effort; and expects firms that do business with the County to have a vigorous affirmative action program.

## **WOMEN/MINORITY BUSINESS ENTERPRISE OUTREACH**

The County hereby notifies all Proposers that W/MBEs are to be afforded a full opportunity to participate in any request for proposal by the County and will not be subject to discrimination on the basis of race, color, sex or national origin.

## **AFFIRMATION**

By submitting their proposal, the Proposer affirms that the proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; the Proposer has not directly or indirectly induced or solicited any other person to submit a false or sham proposal; the Proposer has not solicited or induced any person, firm or corporation to refrain from submitting a proposal; and the Proposer has not sought by collusion to obtain for him/herself any advantage over other persons or over the County.

## **DEVELOPMENT COSTS**

Neither the County nor its representative(s) shall be liable for any expenses incurred in connection with preparation of a response to the RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFP.

## **ADDENDA**

The County may record its responses to inquiries and any supplemental instructions in the form of written addenda. The addenda will be posted on the County's website at <https://www.polk-county.net/business/procurement/>. It is the sole responsibility of the proposers to check the website to ensure that all available information has been received prior to submitting a proposal.

## **CODE OF ETHICS**

If any proposer violates or is a party to a violation of the code of ethics of Polk County or the State of Florida, with respect to this proposal, such proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from bidding on any future proposals for work, goods, or services for the County.

## **DRUG FREE WORKPLACE**

Preference shall be given to businesses with Drug Free Workplace (DFW) programs. Whenever two or more proposals, which are equal with respect to price, quality and service, are received by the County for the procurement of commodities or contractual services, a proposal received from a business that has provided a statement that it is a DFW shall be given preference in the award process.

## **APPLICABLE LAWS AND COURTS**

This RFP and any resulting agreements shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Polk County, Florida or the United States District Court, Middle District of Florida, located in Hillsborough County, Florida. The proposer shall comply with all applicable federal, state and local laws and regulations.

## **CONTRACTUAL MATTERS**

All contracts are subject to final approval of the TPO Board or firms who incur expenses or change position in anticipation of a contract prior to the TPO Board's approval do so at their own risk.

## **PROPOSAL ACCEPTANCE PERIOD**

A proposal shall be binding upon the offeror and irrevocable by it for ninety (90) calendar days following the proposal opening date. Any proposal in which offeror shortens the acceptance period may be rejected.

## **ADDITION/DELETION**

The County reserves the right to add to or delete any item from this proposal or resulting agreements when deemed to be in the best interest of the County.

## **PROPRIETARY INFORMATION**

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Proposals and the responses thereto are in the public domain. However, the proposers are required to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. Proposers should provide a redacted copy of proposal with submittal.

All proposals received from proposers in response to this Request for Proposal will become the property of the County and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the County.

## **REVIEW OF PROPOSAL FILES**

In accordance with Chapter 119.071 of the Florida Statutes, the responses received for this Request for Proposal are exempt from review for thirty (30) days after the Bid Opening Date or at Recommendation of Award, whichever event occurs first.

Should the RFP be cancelled and re-solicited for any reason, proposal responses shall remain exempt from disclosure for a period not to exceed twelve (12) months or at Recommendation of Award of the subsequent solicitation.

## **RFP PROTEST**

Any proposer desiring to file a protest, with respect to a recommended award of any RFP, shall do so by filing a written protest. The written protest must be in the possession of the

Procurement Division within three (3) working days of the Notice of Recommended Award mailing date. All proposers who submitted a proposal will be sent a Notice of Recommended Award, unless only one proposal was received.

A copy of the protest procedures may be obtained from the Polk County Procurement Division or can be downloaded from the County's website at <https://www.polk-county.net/business/procurement/protest-procedures/>.

**FAILURE TO FOLLOW PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIME FRAMES PRESCRIBED HEREIN AS ESTABLISHED BY POLK COUNTY, FLORIDA, SHALL CONSTITUTE A WAIVER OF THE PROPOSER'S RIGHT TO PROTEST AND ANY RESULTING CLAIM.**

**UNAUTHORIZED ALIEN(S)**

The Consultant agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, the successful consultant will complete and submit the form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

**EMPLOYMENT ELIGIBILITY VERIFICATION (E-Verify)**

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the contractor hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not

a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

### **LIMITATIONS**

This request does not commit Polk County to award a contract. Proposers will assume all costs incurred in the preparation of their response to this RFP. The County reserves the right to: 1) accept or reject qualifications and/or proposals in part or in whole; 2) request additional qualification information; 3) limit and determine the actual contract services to be included in a contract; 4) obtain information for use in evaluating submittals from any source and 5) reject all submittals.

### **ATTORNEY'S FEES AND COSTS:**

Each party shall be responsible for its own legal and attorney's fees, costs and expenses incurred in connection with any dispute or any litigation arising out of, or relating to this Agreement, including attorney's fees, costs and expenses incurred for any appellate or bankruptcy proceedings.

**Prohibition Against Considering Vendor Interests:** In accordance with Section 287.05701, Florida Statutes, the County may not (i) request documentation of or consider a Vendor's social, political, or ideological interests when determining if the Vendor is a responsible vendor; or (ii) give preference to a Vendor based on the Vendor's social, political, or ideological interests.

### **PUBLIC RECORD LAWS**

(a) The Consultant acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Consultant further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Consultant shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b) Without in any manner limiting the generality of the foregoing, to the extent applicable, the Consultant acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(1) keep and maintain public records required by the County to perform the services required under this Agreement;

(2) upon request from the County's Custodian of Public Records or his/her designee, provide the County with a copy of the requested records or allow the records

to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and

(4) upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon completion of this Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

**(c) IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:**

**RECORDS MANAGEMENT LIAISON OFFICER  
POLK COUNTY  
330 WEST CHURCH ST  
BARTOW, FL 33830  
TELEPHONE: (863) 534-7670  
EMAIL: RMLO@POLK-COUNTY.NET**

**Scrutinized Companies and Business Operations Certification; Termination.**

A. Certification(s)

(I) By its execution of this Agreement, the Vendor hereby certifies to the County that the Vendor is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Vendor engaged in a boycott of Israel, nor was the Vendor on such List or engaged in such a boycott at the time it submitted its bid, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.

(II) Additionally, if the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000), then the Vendor further certifies to the County as follows:

- (a) the Vendor is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and
  - (b) the Vendor is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and
  - (c) the Vendor is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and
  - (d) the Vendor was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it submitted its proposal to the County concerning the subject of this Agreement.
- (iii) The Vendor hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Vendor for submitting a false certification to the County regarding the foregoing matters.
- B. Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:
- (i) The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the Vendor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.
  - (ii) The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Vendor is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

## **SUPPLEMENTAL CONDITIONS FEDERAL CLAUSES**

The County has been awarded and received funding by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), therefore the selection process must adhere to all applicable Federal guidelines. In accordance with the federal procurement standards at 2 C.F.R. sections 200.317 through 200.327 the following clauses are incorporated in this RFP, any resulting award with the prime Consultant, and any resulting contracts between the prime Consultant and sub-contractors and material suppliers. The following conditions are supplemental to the General Terms and Conditions. Where there is conflict, these Supplemental Conditions prevail unless the General Terms and Conditions are stricter.

1. **Contract Work Hours and Safety Standards Act.** (Contracts in excess of \$100,000)

(1) Overtime requirements. Neither the Consultant, nor any subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the Consultant and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such consultant and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) Withholding for unpaid wages and liquidated damages. the U.S. Department of Treasury, the applicable Federal agency, or Polk County as the recipient shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the consultant or subcontractor under any such contract or any other Federal contract with the same prime consultant, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime consultant, such sums as may be determined to be necessary to satisfy any liabilities of such consultant or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

(4) Subcontracts. The Consultant or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

2. **Clean Air Act and the Federal Water Pollution Control Act.** (Contracts in excess of \$150,000)

Clean Air Act

(1) The Consultant agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

(2) The Consultant agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the FHWA and FTA and the appropriate Environmental Protection Agency Regional Office.

(3) The Consultant agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by the U.S. Department of Treasury.

Federal Water Pollution Control Act

(1) The Consultant agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

(2) The Consultant agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the FHWA and FTA, and the appropriate Environmental Protection Agency Regional Office.

(3) The Consultant agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by the U.S. Department of Treasury.

3. **Debarment and Suspension.** (Exhibit "A")

(1) This Contract/Purchase Order is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the Consultant is required to verify that none of the Consultant, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The Consultant must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by Polk County. If it is later determined that the Consultant did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the FHWA and FTA and the County. The Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract or purchase order that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

4. **Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)**

Consultants who apply or bid for an award of \$100,000 or more shall file the required certification (attached hereto as Exhibit "B"). Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

5. **Procurement of Recovered Materials.**

(1) In the performance of this Contract/Purchase Order, the Consultant shall to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable.

Additionally Consultants shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired—

(i) Competitively within a timeframe providing for compliance with the contract performance schedule;

(ii) Meeting contract performance requirements; or

(iii) At a reasonable price.

(2) Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

6. **Domestic Preference**

In accordance with 2 CFR §200.322, to the greatest extent practicable and consistent with law under a Federal award, the County must provide a preference for the purchase acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

7. **Affirmative Action.**

In accordance with 2 CFR §200.321, the County is committed to taking all necessary steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible. The Consultant shall also take such affirmative steps in the selection of its subcontractors, laborers and materialmen. Affirmative steps include:

(1) Placing qualified small and minority businesses, women's business enterprises, and veteran-owned businesses on solicitation lists;

(2) Assuring that small and minority businesses, women's business enterprises, and veteran-owned businesses are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, women's business enterprises, and veteran-owned businesses;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, women's business enterprises, and veteran-owned businesses; and

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

8. **Access to Records.** The following access to records requirements apply to this Contract and any Purchase Order issued hereunder:

(1) The Consultant agrees to provide Polk County and the FHWA and FTA, or any of their authorized representatives, including but not limited to the Government Accountability Office ("GOA"), Treasury's Office of Inspector General ("OIG"), and the

Pandemic Relief Accountability Committee (“PRAC”), access to any books, documents, papers, and records of the Consultant which are directly pertinent to this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions.

(2) The Consultant agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(3) The Consultant agrees to provide the FHWA and FTA or their authorized representatives access to construction or other work sites pertaining to the work being completed under the applicable Purchase Order.”

9. **Seal, Logo, and Flags.** The Consultant shall not use the FHWA and FTA seal(s), logos, crests, or reproductions of flags or likenesses of FHWA and FTA agency officials without specific FHWA and FTA pre- approval.

10. **Compliance with Federal Law, Regulations, and Executive Orders.** This is an acknowledgement that FHWA and FTA financial assistance will be used to fund the Contract only. The Consultant will comply will all applicable federal law, regulations, executive orders, policies, procedures, and directives.

11. **No Obligation by Federal Government.** The Federal Government is not a party to this Purchase Order and is not subject to any obligations or liabilities to the non-Federal entity, consultant, or any other party pertaining to any matter resulting from this Purchase Order.

12. **Program Fraud and False or Fraudulent Statements or Related Acts.**

The Consultant acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Consultant’s actions pertaining to this Purchase Order.

13. **Default and Remedy.** (Applicable to all contracts more than the simplified acquisition threshold)

**Process.** If the Consultant materially defaults in the timely performance of any Contract obligation, or if the Consultant is otherwise in material default of the Contract, including, without limitation, the Consultant’s failure to timely deliver any portion, or the entirety, of the Project Work in accordance with the Contract documents, then the County shall have the right to (i) with or without terminating the Contract, immediately call in any bonds or other form of security, and engage other consultants or providers at the Consultant’s sole cost and expense to provide those unperformed or deficient Contract obligations of the Consultant; (ii) set-off the monetary amount of any and all damages arising therefrom, whether direct or indirect, actual or liquidated, from the amounts due Consultant pursuant to the Contract documents, (iii) immediately terminate the Contract by delivering written notice to the Consultant, and (iv) pursue any and all remedies available in law, equity, and under the Contract, including, without limitation, the recovery of any increased cost to the County to complete the Project Work due to the loss of American Rescue Plan funding caused, directly or indirectly, by the Consultant’s delay. Upon any such termination

pursuant to this Section, the County shall pay the Consultant the full amount due and owing for all services properly performed through the date of the Contract termination, less any amount subject to the County's right of set-off, and all liability of the County to the Consultant shall cease.

Certain Material Defaults. Among other matters, including without limitation, the Consultant's failure to timely deliver any portion, or the entirety, of the Project Work in accordance with the Contract documents, as described immediately above, any of the following shall constitute the Consultant's material default of the Contract: the appointment of a receiver to take possession of all or substantially all of the Consultant's assets, a general assignment by the Consultant for the benefit of creditors, or any action taken by or suffered by Consultant under any insolvency or bankruptcy act; or the Consultant is convicted of a public entity crime, is determined to have violated federal or state law prohibiting discrimination as stated in Section 287.134, Florida Statutes, or is prohibited from performing work for or transacting business with the County pursuant to Section 287.133 or to Section 287.134, Florida Statutes; or an assignment of the Contract made without the express written consent of the County; or the submission of a false certification to the County or engagement in prohibited business operations, both as described in the Contract Documents.

14. **Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment**

In accordance with 2 CFR §200.216 and Appendix II to Part 200, subsection (K), no funding or services provided pursuant to or in connection with this Contract, shall in any way be used to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
  - (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

## Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: \_\_\_\_\_

DBA/Fictitious Name (if applicable): \_\_\_\_\_

TIN #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your bid submittal.

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Organization (select one type)

- Sole Proprietorship
- Partnership
- Non-Profit
- Sub Chapter
- Joint Venture
- Corporation
- LLC
- LLP
- Publicly Traded
- Employee Owned

State of Incorporation: \_\_\_\_\_

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.

## EXHIBIT 1

### DETAILED INSTRUCTIONS ON HOW TO PREPARE AND SEND PERFORMANCE SURVEYS

The objective of this process is to identify the past performance of the Consultant submitting a proposal package. This is accomplished by sending survey forms to past customers. The customers should return the forms directly to the Consultant. The Consultant is to include all surveys in their proposal package.

#### **Sending the Survey**

The surveys shall be sent to all clients for whom the Consultant has identified under Tab 2. Surveys should correlate to all projects identified under Tab 2.

If more surveys are included then Procurement will only use those identified under Tab 2.

1. The Consultant shall complete the following information for each customer that a survey will be sent

CLIENT NAME	Name of the company that the work was performed for (i.e. Hillsborough County).
FIRST NAME	First name of the person who will answer customer satisfaction questions.
LAST NAME	Last name of the person who will answer customer satisfaction questions.
PHONE NUMBER	Current phone number for the reference (including area code).
EMAIL ADDRESS	Current email address for the reference.
PROJECT NAME	Name of the project (Feasibility and Planning Study for Regional Intermodal Station), Etc.
COST OF SERVICES	Cost of services (\$200,000)
DATE COMPLETE	Date when the services were completed. (i.e. 9/31/2015)

2. The Consultant is responsible for verifying that their information is accurate prior to submission for references.

3. The survey must contain different services/projects. You cannot have multiple people evaluating the same job. However, one person may evaluate several different jobs.

4. The past projects can be either completed or on-going.

5. The past client/owner must evaluate and complete the survey.

### **Preparing the Surveys**

1. The Consultant is responsible for sending out a performance survey to the clients that have been identified under Tab 3. The survey can be found on the next page.
2. The Consultant should enter the past clients' contact information, and project information on each survey form for each reference. The Consultant should also enter their name as the Consultant being surveyed.
3. The Consultant is responsible for ensuring all references/surveys are included in their submittal under Tab 6
4. Polk County Procurement may contact the reference for additional information or to clarify survey data. If the reference cannot be contacted, there will be no credit given for that reference.

## Survey Questionnaire – Polk County

### RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)

To: \_\_\_\_\_ (Name of Person completing survey)  
 \_\_\_\_\_ (Name of Client Company/Consultant)  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Total Annual Budget of Entity \_\_\_\_\_

Subject: Past Performance Survey of Similar work:

Project name: \_\_\_\_\_

Name of Vendor being surveyed: \_\_\_\_\_

Cost of Services: Original Cost: \_\_\_\_\_ Ending Cost: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ Contract End Date: \_\_\_\_\_

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	
3	Quality of workmanship	(1-10)	
4	Professionalism and ability to manage	(1-10)	
5	Close out process	(1-10)	
6	Ability to communicate with Client's staff	(1-10)	
7	Ability to resolve issues promptly	(1-10)	
8	Ability to follow protocol	(1-10)	
9	Ability to maintain proper documentation	(1-10)	
10	Appropriate application of technology	(1-10)	
11	Overall Client satisfaction and comfort level in hiring	(1-10)	
12	Ability to offer solid recommendations	(1-10)	
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	

Printed Name of Evaluator \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_

Please fax or email the completed survey to: \_\_\_\_\_

**Affidavit Certification Immigration Laws**

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONSULTANT WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 A(E) {SECTION 274A(E) OF THE IMMIGRATION AND NATIONALITY ACT ("INA")}.

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONSULTANT OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(E) OF THE INA. **SUCH VIOLATION OF THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN 274A(E) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.**

BIDDER ATTEST THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

State of: \_\_\_\_\_

County of: \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_ (*name*) as \_\_\_\_\_ (*title of officer*) of \_\_\_\_\_ (*entity name*), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: \_\_\_\_\_

Printed Name of Notary Public: \_\_\_\_\_

Notary Commission Number and Expiration: \_\_\_\_\_

(AFFIX NOTARY SEAL)

**EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION**

(Florida Statutes, Section 448.095)

**PROJECT NAME:** RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)

The undersigned, as an authorized officer of the contractor identified below (the “**Contractor**”), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the “**County**”), by and on behalf of the Contractor in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Contractor and the County on or about the date hereof, whereby the Contractor will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the “**Contract**”), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Contractor, and any subcontractor under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Contractor or subcontractor. The Contractor acknowledges and agrees that (i) the County and the Contractor may not enter into the Contract, and the Contractor may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security’s E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**ATTEST:**

**CONTRACTOR:**

By: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
Its: \_\_\_\_\_

October 30, 2025

## **POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA**

### **ADDENDUM #1**

#### **RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization**

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This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

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Contained within this addendum: Questions/answers and document added to the FTP Site.

To obtain a copy of **Pre-Proposal Meeting - TPO Presentation** please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is procurevendor and the password is solicitation. After you have logged in to the FTP site, double click on the file folder “RFP 25-686, RFP Attachments”, select “Open” or “Save As” to download the proposal document. If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at [tabathashirah@polk-county.net](mailto:tabathashirah@polk-county.net).

*Tabatha Shirah*

Tabatha Shirah  
Sr. Procurement Analyst  
Procurement Division

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**This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.**

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Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization**

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**Question 1:** Has a contract budget/funding level been established?

**Answer 1:** \$500,000 for Fiscal Year 2025-2026

**Question 2:** The RFP notes documentation for DBE subconsultants but not a target participation percentage. Will this contract have a DBE participation percentage target?

**Answer 2:** Please refer to Tab 7 – DBE Utilization and the documents referenced on the FTP site. See answer to Question 5 below for percentage target.

**Question 3:** Who has been identified as the Review Committee for the proposal and if different for interviews/presentation?

**Answer 3:** Selection Committee for this RFP:

1. Ryan Kordek, Polk TPO
2. Cindy Mitchell, Polk TPO
3. Stephanie Madden, City of Lakeland Commissioner
4. Chuck Barmby, City of Lakeland
5. Nicole McCleary, Citrus Connection

**Question 4:** Have dates for shortlisting, interview/presentation and selection been set?

**Answer 4:** Dates have been finalized and posted on the RFP webpage; however they are subject to change. Link: <https://www.polk-county.net/bid-form/rfp-25-686/>

**Question 5:** In reference to Tab 7 of the evaluation criteria, which DBE certifying agencies are acceptable to the TPO considering the recent changes to the FDOT DBE Program? Please confirm if the 11.31% DBE goal noted on Attachment H is correct.

**Answer 5:** Yes, as of this time, the information in Attachment H is correct; The TPO Staff are monitoring proposed changes to the Federal Rule 49 CFR Parts 23 and 26 [Docket no. DOT-OST-2025-0897]. Staff will continue to watch for any changes and keep parties informed as further information becomes available.

**Question 6:** In reference to the Tab 4 of the evaluation criteria, what documentation is the TPO specifically looking for to show specialized qualifications of proposed staff?

**Answer 6:** No specific documentation is required. Vendors should refer to the bullet point under Tab 4, page 9, for the description of requirements regarding the listed regulatory agencies and their ability to work with TPO staff to fulfill the scope of services.

**RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk  
Transportation Planning Organization**

**Addendum #1**

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**Questions 7:** In reference to the Tab 3 of the evaluation criteria, can you clarify what the TPO is looking for in terms of project size (bullet 2, b.)?

**Answer 7:** At the mandatory Pre-Proposal Meeting held on October 29, 2025, TPO Director Ryan Kordek provided examples of similar-sized studies. Please see the “**Pre-Proposal Meeting - TPO Presentation**” now available on the FTP site. Slide 7 lists the referenced studies.

**Questions 8:** In reference to Tab 8 of the evaluation criteria, should Attachment I: FDOT AI Policy 010-325-065 be signed by an authorized officer?

**Answer 8:** Yes, we would request that Attachment I: FDOT AI Policy 010-325-065 be signed by an authorized officer or representative of the company.

**Question 9:** Is there specific criteria for the size of the organizational chart, can it be 11x17?

**Answer 9:** No specific size requirements apply to organizational charts included in hard copy submittals.

**Question 10:** Will a link be provided for the Meeting that Mr. Kordek was referring to for firms to review?

**Answer 10:** Yes, please see link for the Agenda Packet for the TPO Technical Advisory Committee on August 25, 2025. Link:  
<https://polkcountyfl.legistar.com/Calendar.aspx>.

November 12, 2025

# **POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA**

## **ADDENDUM #2**

**RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization**

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Contained within this addendum: Questions and answers.

*Tabatha Shirah*

Sr. Procurement Analyst

Procurement Division

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**This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.**

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Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization**

**Addendum #2**

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- Q1:** Can the TPO provide details of I-4 expansion plans, including any other projects that may impact station placement?
- A1:** Any expansion plans would be held by FDOT. There are no immediate plans (either in the SIS Cost-Feasible Plan or the TPO's Adopted Long-Range Transportation Plan (LRTP)) by FDOT to widen I-4 in Polk County - Hillsborough County Line and US 27.
- Q2:** Is it assumed that Polk County would own the station, or should we assume the rail operator would own it?
- A2:** It should be assumed the rail operator would ultimately own the stop location.
- Q3:** Are there any pre-identified candidate station locations that should be considered?
- A3:** As referenced in the pre-bid meeting, the stop locations that were considered as part of the 2009/10 American Recovery and Reinvestment Act (ARRA) project should be considered (at least initially) as part of this project.



# *Passenger Rail Station Study*



## 1 | Executive Summary

### HDR ENGINEERING, INC.

**Address**

4830 W Kennedy Blvd, Suite 400  
Tampa, FL 33609

**Contact Information**

Stefanie McQueen, AICP | 813.422.4688 |  
stefanie.mcqueen@hdrinc.com

**Number of Years in Business**

118 years (founded in 1917)

**Number of Full Time Employees**

13,200



Department of State / Division of Corporations / Search Records / Search by FEI/EIN Number /

Previous On List | Next On List | Return to List

Events | Name History

### Detail by FEI/EIN Number

Foreign Profit Corporation  
HDR ENGINEERING, INC.

**Filing Information**

Document Number: P06487  
FEI/EIN Number: 47-0680568  
Date Filed: 06/20/1985  
State: NE  
Status: ACTIVE  
Last Event: AMENDMENT  
Event Date Filed: 06/12/2025  
Event Effective Date: NONE

**Principal Address**  
1917 S 67th St  
Omaha, NE 68106

Changed: 02/07/2025

**Mailing Address**  
1917 S 67th St  
Omaha, NE 68106

Changed: 02/07/2025

**Registered Agent Name & Address**  
REGISTERED AGENTS INC  
7901 4TH ST N  
STE 300  
ST. PETERSBURG, FL 33702

Name Changed: 06/10/2024

Address Changed: 06/10/2024

**Officer/Director Detail**

**Name & Address**

Title: PRESIDENT

GRAFF, NEILA  
4401 WEST GATE BLVD  
SUITE 400  
AUSTIN, TX 78745

THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION

dbpr Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

11/14/22 AM 10:31/2025

**ONLINE SERVICES**

Apply for a License  
Verify a License  
View Food & Lodging Inspections  
File a Complaint  
Continuing Education Course Search  
View Application Status  
Find Exam Information  
Unlicensed Activity Search  
AB&T Delinquent Invoice & Activity List Search

**LICENSEE DETAILS**

**Licensee Information**

Name: HDR ENGINEERING, INC. (Primary Name)  
Main Address: 1917 S. 67TH STREET  
OMAHA, Nebraska 68106  
County: OUT OF STATE

**License Information**

License Type: Engineering Business Registry  
Rank: Registry  
License Number: 4213  
Status: Current  
License Date: 08/16/1985  
Expires:

**State of Florida  
Department of State**

I certify from the records of this office that HDR ENGINEERING, INC. is a Nebraska corporation authorized to transact business in the State of Florida, qualified on June 20, 1985.

The document number of this corporation is P06487.

I further certify that said corporation has paid all fees due this office through December 31, 2025, that its most recent annual report/uniform business report was filed on February 7, 2025, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this Fourth day of April, 2025*

Secretary of State

Tracking Number: 752679627C1

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.  
<https://services.sambiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



October 01, 2025

Steve Ferrell, Senior Vice President  
HDR ENGINEERING, INC.  
315 E Robinson Street  
Suite 400  
Orlando, FL 32801  
steve.ferrell@hdrinc.com

Dear Mr. Ferrell:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following professional services types of work per Rule 14-75, F.A.C.:

**2.0 - Project Development & Environmental (PD&E) Studies**

- 3.1 - Minor Highway Design
- 3.2 - Major Highway Design
- 3.3 - Controlled Access Highway Design
- 4.1.1 - Miscellaneous Structures
- 4.1.2 - Minor Bridge Design
- 4.2.1 - Major Bridge Design - Concrete
- 4.2.2 - Major Bridge Design - Steel
- 4.2.3 - Major Bridge Design - Segmental
- 4.3.1 - Complex Bridge Design - Concrete
- 4.3.2 - Complex Bridge Design - Steel
- 4.4 - Movable Span Bridge Design
- 5.1 - Conventional Bridge Inspection
- 5.2 - Movable Bridge Inspection
- 5.3 - Complex Bridge Inspection
- 5.4 - Bridge Load Rating

- 6.1 - Traffic Engineering Studies
- 6.2 - Traffic Signal Timing
- 6.3.1 - Intelligent Transportation Systems Analysis and Design
- 6.3.2 - Intelligent Transportation Systems Implementation
- 6.3.3 - Intelligent Transportation Traffic Engineering Systems Communications
- 6.3.4 - Intelligent Transportation Systems Software Development

- 7.1 - Signing, Pavement Marking and Channelization
- 7.2 - Lighting
- 7.3 - Signalization
- 9.1 - Soil Exploration
- 9.2 - Geotechnical Classification Lab Testing
- 9.4.1 - Standard Foundation Studies
- 10.1 - Roadway Construction Engineering Inspection
- 11.0 - Engineering Contract Administration and Management
- 13.3 - Policy Planning
- 13.4 - Systems Planning
- 13.5 - Subarea/Corridor Planning
- 13.6 - Land Planning/Engineering
- 13.7 - Transportation Statistics
- 15.0 - Landscape Architect
- 21.0 - Acquisition, Negotiation, Closing, and Order of Taking
- 24.0 - Acquisition Relocation Assistance
- 25.0 - Right of Way Clearing and Leasing

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2026, for contracting purposes.

**Approved Rates**

Home Overhead	Field Overhead	Facilities Capital Cost of Money (FCCM)	Premium Overtime	Home Direct Expense	Field Direct Expense	Published Fee Schedule
161.23%	128.51%	0.540%	Reimbursed	5.46%	4.84%	No

\*Interim Rates  
\*Rent and utilities excluded from field office rate. These costs will be directly reimbursed on contracts that require the consultant to provide field office.

Per Title 23, U.S. Code 112, there are restrictions on sharing indirect cost rates. Refer to Code for additional information.

Should you have any questions, please feel free to contact me by email at [FDOT.PSPrequalification@dot.state.fl.us](mailto:FDOT.PSPrequalification@dot.state.fl.us).

Sincerely,  
  
Philip Pitts  
Professional Services Qualification Administrator  
PPINE

# 2 | Approach to Project

**Polk County’s rapid growth is outpacing its transportation infrastructure. By 2050, key corridors like I-4 and US 27 are projected to exceed capacity, with roadways in Northeast Polk seeing an expected 67% increase in traffic volumes. The time to plan for alternative mobility options, especially high-speed and intercity passenger rail, is now.**

HDR Engineering, Inc. (HDR), in partnership with Patel, Greene and Associates, LLC (PGA), Quest Corporation of America, Inc. (Quest), and Gresham Smith, proposes a forward-thinking, planning process to position Polk County for future passenger rail investment. Our team blends national rail planning expertise with deep local knowledge, offering strategic insight and a passion for land use and transportation solutions that meet community needs and desires.

We’ve developed an approach to conducting the Polk TPO I-4 Intermodal Passenger Rail Station Feasibility and Planning Study that is rooted in deep technical expertise, local insight, and a commitment to delivering meaningful outcomes. Through an objective site analysis and needs-driven conceptual planning, we aim to identify feasible high-speed or intercity passenger rail station locations in Polk County along I-4 that prioritize safety, enhance connectivity, and elevate quality of life across Polk County.

## FOUR-PHASE PLANNING FRAMEWORK

Our proposed approach follows a four-phase planning process that includes tasks outlined in the RFP (**blue bold | ●**) as well as additional recommended activities (**green bold | 🍊**) to conduct a comprehensive and thorough study.

<b>PHASE 1:</b> <b>Context, Conditions &amp; Site Identification</b>	<b>PHASE 2 :</b> <b>Preliminary Sites Analysis &amp; Evaluation</b>	<b>PHASE 3 :</b> <b>Preferred Sites Concept Development</b>	<b>PHASE 4 :</b> <b>Implementation Planning</b>
Months 1-4	Months 3-7	Months 8-12	Months 13-15
<ul style="list-style-type: none"> <li>Literature &amp; Document Review</li> <li>Case Studies</li> <li>Land Use &amp; Transportation Context Assessment</li> <li>Economic Development Analysis</li> <li>Station Location Criteria</li> <li>User &amp; Station Area Needs Assessment</li> <li>Identification of Viable Candidate Station Locations</li> <li>Evaluation Framework</li> </ul>	<ul style="list-style-type: none"> <li>Access Evaluation</li> <li>Infrastructure &amp; Land Development Needs (Preliminary Costs)</li> <li>Land-Use Planning &amp; Transit Oriented Development (TOD) Readiness</li> <li>Preliminary Sites Evaluation Matrix</li> </ul>	<ul style="list-style-type: none"> <li>Selection of Preferred Sites</li> <li>Passenger Rail Market &amp; Catchment Analysis</li> <li>Conceptual Planning</li> <li>Benefit-Cost Analysis</li> <li>Refined Cost Estimates</li> <li>Preferred Sites Evaluation Matrix</li> </ul>	<ul style="list-style-type: none"> <li>Implementation Plan</li> <li>Executive Summary</li> </ul>
<b>Continuous Engagement &amp; Outreach</b>			
<ul style="list-style-type: none"> <li>Branding &amp; Messaging Workshop</li> <li>Public Survey</li> <li>Website/Toolbox</li> <li>Stakeholder Summit (Context Findings/Survey Results)</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholder Summit (Preliminary Sites Evaluation Findings)</li> <li>Online Outreach/Pop Up Events</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholder Summit (Preferred Sites Concepts &amp; Evaluation Findings)</li> <li>Online Outreach/Pop Up Events</li> </ul>	<ul style="list-style-type: none"> <li>Presentations (Implementation Plan &amp; Study Results)</li> <li>Online Outreach/Pop Up Events</li> </ul>

## Phase 1 - Context, Conditions & Site Identification

During the first phase of work (Months 1–4), HDR will review previous planning efforts, collect data, assess local conditions, key destinations, and user needs, and establish criteria for site identification and an evaluation framework. Public outreach and engagement during this phase will focus on establishing a brand and messaging for the study, conducting a public survey and hosting stakeholder summits or meetings to understand community needs, and developing outreach materials.

- **Literature & Document Review.** We will review existing transportation and land use studies, plans, and policies to understand Polk County’s transportation vision and plans for improvements. This includes the Florida High Speed Rail Project Development & Environment (PD&E) Study (2009); the Polk County SunRail Expansion PD&E Study (ongoing); the Sunshine Corridor Transit Concept & Alternatives Review (TCAR) Study (2024) and upcoming PD&E Study; as well as county and city comprehensive plans, transportation plans, and land development codes.
- **Case Studies.** We will identify and review conditions at comparable passenger rail stations to help us understand space planning, layout, configuration, and other design considerations to inform design and facility needs for a Polk County station.
- **Land Use & Transportation Context Assessment.** We will collect GIS data related to parcel ownership, existing and future land use, environmental resources and constraints, transportation facilities, utilities and other key infrastructure along the I-4 corridor. Our team will develop a web-based GIS platform to allow the internal team easy access to this data throughout the study.
- **Economic Development Analysis.** HDR will identify the county’s major employers, key destinations, and other drivers for passenger rail travel to and from Polk County to understand development potential and need for multimodal connections at a future station. We will consider needs and plans for other passenger rail service in Florida and an analysis of commute patterns, employment trends, and long-distance travel.
- **Station Location Criteria.** We will develop station location criteria to guide potential site selection and

inform the conceptual station planning in Phase 3. The criteria would be based on parcel or lot size, right-of-way availability, property ownership, potential for development or redevelopment, site access, utility and infrastructure service, safety, and operational considerations.


- **User and Station Area Needs Assessment.** The economic analysis findings and station location criteria will be used to inform an assessment of user and station area needs. These findings will also be informed by results of a public survey and stakeholder input.
- **Identification of Viable Candidate Station Locations.** The HDR team will perform a GIS-based desktop analysis using parcel info, land use, conservation/preservation, roadway, and infrastructure facilities (water, sewer, utilities) to identify 6-10 preliminary station sites within ½ mile of the I-4 corridor.
- **Evaluation Framework.** Based on feedback and assessments received during this phase, we will identify a set of metrics to evaluate the preliminary station sites in Phase 2. The evaluation could also be based on community priorities and more than one station development typology could be considered (e.g., suitability for a more suburban/rural development that is focused on park-and-ride access, or a more urban, mixed use station area with multimodal access).

## Phase 2 - Preliminary Sites Analysis & Evaluation

During the second phase (Months 3-7), the HDR team will focus on a high-level technical analysis and evaluation of the candidate sites identified in Phase 1 to understand feasibility and identify any fatal flaws. The team will continue to coordinate with stakeholders to present findings from the evaluation process and gather their feedback.


- **Access Evaluation.** The HDR team will complete an evaluation of each site’s proximity to major roads and interstate interchanges, existing transit service and multimodal networks, utilities, and other infrastructure. We will review each site’s access, safety concerns and operational impacts that may occur from station development.

- **Infrastructure and Land Development Needs (Preliminary Costs).** To understand the suitability, feasibility, and high-level costs for station site development, the HDR team will analyze property ownership, existing utility infrastructure and connections in the areas around each site. We will identify potential environmental constraints and other issues that may affect future development or redevelopment around the station. For each site, we will prepare a high-level cost estimates for site development and infrastructure.
- **Land-Use Planning and Transit Oriented Development (TOD) Readiness.** We will assess the future land use policies and regulations for each of the preliminary sites to evaluate development readiness, with a focus on mixed-use or TOD potential.

 **Preliminary Sites Evaluation Matrix.** The findings from each of the Phase 2 analyses will be consolidated into an evaluation matrix.


### Phase 3 – Preferred Sites Concept Development


Narrowing down the options and developing realistic concept plans that can be visualized by the stakeholders and decision-makers will occur in the third phase of work (Months 8-12). After identifying preferred sites, we will conduct additional technical analysis and a final evaluation matrix to summarize findings of the conceptual planning process.

 **Selection of Preferred Sites.** Using the preliminary site evaluation and input from the key stakeholders, HDR will meet at the beginning of Phase 3 with TPO staff to select three preferred sites to advance into conceptual planning.

- **Passenger Rail Market and Catchment Analysis.** Understanding the ridership potential for a station in Polk County is dependent on a variety of factors. The HDR team will develop a methodology for the analysis that considers overlaps in the catchment areas of each preferred site. Using existing travel patterns, we can estimate the number of potential trips that shift to passenger rail service from other modes, as well as understand the number of new trips that could occur due to a change in demand and any variations between the three sites. .

- **Conceptual Planning.** The HDR team will develop station site conceptual plans for each of the preferred sites that considers safe multimodal access, utility connections, and a context sensitive development pattern. HDR will analyze the build out potential and create plan-view illustrations and 3D renderings for each of the three preferred sites.
- **Benefit-Cost Analysis.** Using criteria from existing rail grant programs or other appropriate sources, HDR will prepare a high-level benefit-cost estimate for each of the preferred sites. This could also include a cost and time savings comparison of driving/parking versus parking/passenger rail ticket.


 **Refined Cost Estimates.** Based on the results of the concept development, our team will update the initial high-level cost estimates for each of the preferred site concepts.

 **Preferred Sites Evaluation Matrix.** The team will also consolidate the findings from the market analysis, benefit-cost analysis, and refined cost estimates in an updated matrix. These findings will be reviewed with stakeholders for their feedback.

### Phase 4 – Implementation Planning

Once the conceptual plans and the final evaluation matrix are completed, the HDR team will move into Phase 4 (Months 13-15) to review with the key stakeholders and get final guidance on recommendations to advance implementation.

- **Implementation Plan.** As the planning for intercity rail service continues along the I-4 corridor, our team of experts will develop an outline of “next steps” to advance the project through funding identification, grant support, agency coordination and preliminary design. Recommendations in our implementation plan will clearly identify the actions needed to advance the planning.






 **Executive Summary.** To conclude the study, we will consolidate the key findings from each of the previous phases into a brief, highly illustrative summary report.

### Continuous Engagement & Outreach

Throughout the study, we will prioritize community input and public awareness through grassroots engagement strategies,

high-quality messaging and content. A tailored outreach and engagement plan will be developed to identify local needs, address concerns, and build support for high-speed rail in Polk County. Collaboration with partner agencies will help alignment with regional priorities and initiatives. Proactive education and clear messaging will help mitigate potential conflicts and misunderstandings.

**Public Engagement Strategy.** HDR will establish a comprehensive engagement framework to guide outreach efforts throughout the study. Key activities could include:

-  **Branding & Messaging Workshop.** At project initiation, HDR will lead an in-person workshop with Polk TPO staff to define study branding, tailor messaging for stakeholder groups, and outline an outreach schedule.
-  **Public Survey.** Conducted during Phase 1, we will widely promote an online survey to gather input from residents, visitors, and businesses on mobility needs and perceptions of passenger rail.
-  **Stakeholder Summits/Presentations.** We will engage agency partners, developers, landowners, and employers, such as FDOT, Florida Polytechnic University, Citrus Connection, chambers of commerce, religious groups, and economic councils to hold collaborative discussions on needs, opportunities, and study findings. These stakeholder workshops or board presentations will be structured to make decisions and seek consensus to advance the planning process.
-  **Website & Engagement Toolkit.** We will develop a suite of outreach materials, including print, digital, and multimedia content, to support engagement throughout the study. Our team offers expertise in bilingual outreach and media production and visualization experts who can develop easy to understand 3D graphics and inclusive communication for Polk County’s diverse and growing population.
-  **Online Outreach/Pop-Up Events.** Targeted public outreach either online or at in-person lunch events, pop-ups such as Downtown Lakeland’s First Friday event, social media posts, fact sheets, and news releases will occur throughout the study to keep stakeholders aware of the study progress and share information.

## PROJECT MANAGEMENT & SCHEDULE

Maintaining the project schedule and budget is essential to the success of this study. HDR will set realistic goals with consistent, two-way communication to meet client expectations. At project initiation, HDR will develop a detailed schedule outlining key milestones and stakeholder engagement dates. As detailed in our phased approach, we propose a 15-month schedule to complete all study tasks and activities. This will allow for sufficient review times and incorporate time for any scheduling conflicts that may occur throughout the year.

A kickoff workshop and monthly coordination calls with Polk TPO staff will be used to identify potential schedule risks and opportunities for adjustment. Meeting notes and action items will be documented and shared with all team members to maintain transparency and accountability.

As shown in our organizational chart, our approach to project success is built into our team structure, with strategic advisors and task leaders identified to provide support to the Project Manager, client, and the rest of the HDR team. As Project Manager, Stefanie McQueen will serve as the primary point of contact for the HDR team, managing team availability and project workload. We will incorporate HDR’s Quality Management System (QMS), along with proprietary budget and scheduling tools, to support effective project tracking and delivery.

### Our Organization Creates a Foundation for Success



# 3 | Experience, Expertise, Personnel & Technical Resources

The HDR team has ample capacity to support the Polk County High Speed Passenger Rail Station Study. We're committed to provide qualified and knowledgeable staff while maintaining the utmost flexibility as a result of unforeseen project changes, and to monitor all tasks being performed for quality and budgetary constraints. With this in mind, our team members were carefully selected not only for their expertise, but also for their availability to work on the project for its duration. Our team will follow well established and time proven procedures to manage each task and are available to begin work upon Notice-to-Proceed. This contract will not overburden nor alter current staff assignments.

Additionally, our subconsultants are also available to support any work assignments, confirming we possess the capacity to respond promptly and effectively. We maintain strong lines of communication and a collaborative working relationship with all subconsultant partners, enabling efficient deployment of their specialized expertise. This robust framework gives us the ability to mobilize the right resources at the right time to meet the demands of any project schedule required by this contract.

Availability of key staff, along with their office and home locations is indicated on the following chart. The remaining pages in this tab highlight relevant project experience, and organizational work chart, resumes of key staff, and an overview of our subconsultant partners' experience.

## KEY STAFF AVAILABILITY AND OFFICE/HOME LOCATIONS

Firm	Key Staff Names	Office Location	Home Location	Percent Availability
HDR	Stefanie McQueen	Tampa, FL	Tampa, FL	60%
	Ana Quero	Raleigh, NC	Raleigh, NC	40%
	Ana Lynn Smith	Philadelphia, PA	Philadelphia, PA	10%
	Ben Ellis	Orlando, FL	Orlando, FL	25%
	Brad Thoburn	Jacksonville, FL	Jacksonville, FL	10%
	Bridget Hennessey	Irvine, CA	Irvine, CA	10%
	Dennis Ekk	Tallahassee, FL	Tallahassee, FL	50%
	Ezri Ruiz	Orlando, FL	Orlando, FL	60%
	Henry Branscome	Orlando, FL	Titusville, FL	35%
	Jason Starr	Everett, WA	Everett, WA	35%
	Jeff Arms	Orlando, FL	Orlando, FL	15%
	John Simmons	New York, NY	New Rochelle, NY	40%
	Kevin Keller	Kansas City, MO	Kansas City, MO	10%

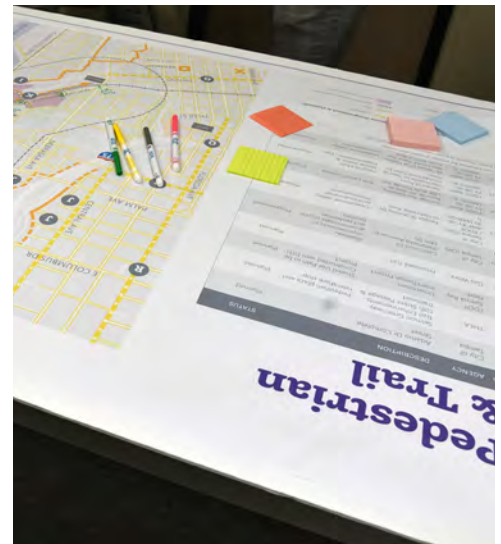
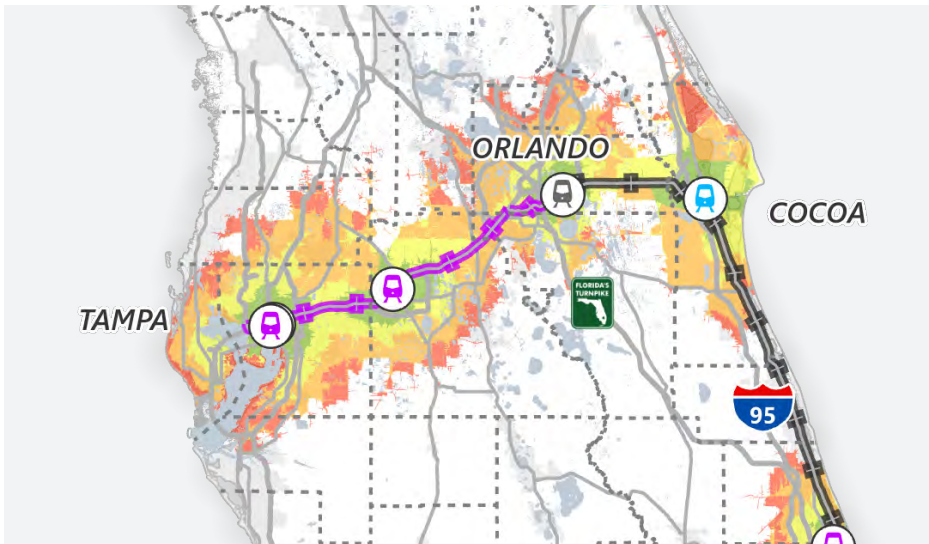
## KEY STAFF AVAILABILITY AND OFFICE/HOME LOCATIONS CONT.

Firm	Key Staff Names	Office Location	Home Location	Percent Availability
HDR	Laura Everitt	Tampa, FL	Tampa, FL	15%
	Lauren Brooks	Tampa, FL	Tampa, FL	15%
	Levi Hannon	Tallahassee, FL	Tallahassee, FL	25%
	Matt Van Hattem	Portland, OR	Portland, OR	65%
	Megan Ferguson	Portland, OR	Portland, OR	25%
	Michele Brennan	Orlando, FL	Orlando, FL	10%
	Michelle Zehnder	Tampa, FL	Tampa, FL	50%
	Mike Rose	Houston, TX	Houston, TX	25%
	Nathan Macek	Washington, D.C.	Washington, D.C.	15%
	Oliver Kuehne	Portland, OR	Portland, OR	40%
	Peter Ogonowski	Orlando, FL	Orlando, FL	10%
	Stephano Miranda	Atlanta, GA	Atlanta, GA	35%
	Stephen Alianiello	Orlando, FL	Orlando, FL	55%
	Steve Schukraft	Tampa, FL	Tampa, FL	30%
Tyler Swafford	Orlando, FL	Orlando, FL	65%	
GS	Andrew Williams	Tampa, FL	Tampa, FL	80%
PGA	Gabriel Gonzalez, Jr	Temple Terrace, FL	Riverview, FL	65%
	Katie Habgood	Tampa, FL	Tampa, FL	65%
	Lucas Cruse	Temple Terrace, FL	St Pete, FL	60%
	Peyton McLeod	Tampa, FL	Tampa, FL	50%
QCA	Chris Ward	Orlando, FL	Orlando, FL	50%
	Lori Buck	Tampa, FL	Tampa, FL	60%
	Stephanie Claytor	Lakeland, FL	Lakeland, FL	100%

HDR Engineering, Inc. (HDR) | Gresham Smith (GS) | Patel, Greene and Associates, LLC (PGA) | Quest Corporation of America, Inc. (QCA)

# Tampa Brightline Station Study

TAMPA, FL



## PROJECT INFORMATION

**HDR'S ROLE:** Prime  
**SIZE:** Station Area Planning  
**COST:** \$152,705 (original and actual)  
**START DATE:** February 2025 (scheduled and actual)  
**END DATE:** Ongoing (December 2025)

## REFERENCE INFORMATION

**CLIENT:** Hillsborough CountyTPO  
**NAME:** Sarah Caper, AICP  
**ADDRESS:** 601 E Kennedy Blvd, 18th Floor, Tampa, FL 33602  
**PHONE:** 352-834-1355  
**EMAIL:** capers@plancom.org

## KEY STAFF INVOLVED

Stefanie McQueen	Megan Ferguson
Henry Branscome	Michelle Zehnder
Laura Everitt	Tyler Swafford
Levi Hannon	
Matt Van Hattem	

Nearing completion later this year, the Hillsborough County TPO Brightline Station Area Study lays the groundwork for a potential Brightline station in Tampa, envisioning it as a central hub for regional mobility. Focused on enhancing multimodal connectivity and accessibility for a range of potential users, HDR conducted the study to evaluate ridership potential, regional linkages, and mobility improvements that support sustainable growth and economic development.

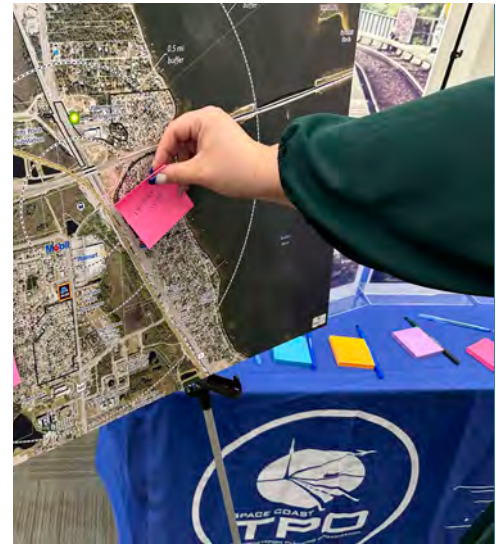
Strategically located along Nuccio Parkway between Downtown Tampa and Ybor City, the proposed station area benefits from nearby major developments like Gasworx and Ybor Harbor, which will attract a younger, transit-oriented population. Existing and proposed transit and multimodal facilities were evaluated to understand additional needs to better connect this key location within Tampa Bay to the rest of Florida.

Public engagement was robust, with over 11,800 survey responses providing support for the station, desire for Brightline service, and insight into destinations, travel modes, and station needs and considerations for amenities. Over 80% indicated that they would use a Tampa station. Data analysis suggests that up to 947,000 annual trips could shift from personal vehicles to Brightline rail, reinforcing the station's potential impact and need for multimodal planning to set the stage for station development.

The study's Station Area Needs and Connectivity Plan outlines targeted improvements to roads, transit, bike, and pedestrian infrastructure, advancing safety, access, and regional integration. These strategies position Tampa as a vital part of Florida's future intercity rail network.

# Intermodal Station Feasibility Study

COCOA, FL



## PROJECT INFORMATION

**HDR'S ROLE:** Prime  
**SIZE:** Station Area Planning  
**COST:** \$329,510 (Original and Actual)  
**START DATE:** June 2023 (scheduled and actual)  
**END DATE:** February 2025 (scheduled) | November 2024 (actual)

## REFERENCE INFORMATION

**CLIENT:** Space Coast TPO  
**NAME:** Laura Carter  
**ROLE:** Assistant Director  
**ADDRESS:** 2725 Judge Fran Jamieson Way, Building B  
 Melbourne, FL 32940  
**PHONE:** 321.690.6890  
**EMAIL:** laura.carter@SCTPO.com

## KEY STAFF INVOLVED

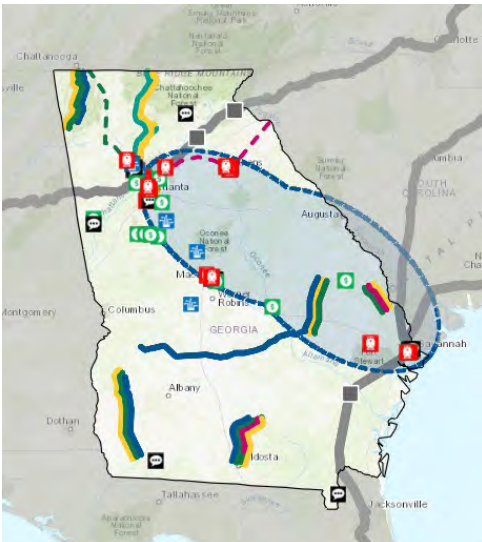
Stefanie McQueen	Michelle Zehnder
Ben Ellis	Oliver Kuehne
Ezri Ruiz	Peter Ogonowski
Henry Branscome	Stephen Alianiello
Jeff Arms	Tyler Swafford
Matt Van Hattem	
Megan Ferguson	

The Space Coast TPO initiated an Intermodal Rail Feasibility Study to further evaluate the potential for passenger rail service and a station in Cocoa, Florida. The site was previously analyzed and identified as the locally preferred location in a 2016 Passenger Rail Study. In June 2023, this study was initiated to explore ways to enhance mobility around the station, strengthen tourism and promote connections to Brevard County destinations, and support the creation of a safe, walkable mixed use area around the station. After the study was underway in March 2024, Brightline Trains announced their commitment to work with the City of Cocoa to develop the station at the preferred site near SR 501 (Clearlake Road), SR 528 and US 1.

As part of the study, HDR reviewed conditions, constraints and opportunities for the station and transit-oriented development, identified the market for passenger rail service, and analyzed multimodal access within the greater station area. HDR developed a phased development concept looking at near-term and longer-term options for creation of a mixed use station area. HDR also analyzed intermodal connections to major regional destinations, potential travel demand to the station, potential land use policy changes, and infrastructure improvements to support the station. The study's implementation sets the stage for continued actions and next steps for development of the station area.

# Georgia State Rail Plan Update

STATEWIDE, GA



## PROJECT INFORMATION

**HDR'S ROLE:** Prime  
**SIZE:** Statewide  
**COST:** \$1,053,223  
**START DATE:** February 2024 (scheduled and actual)  
**END DATE:** Ongoing (anticipated February 2026)

## REFERENCE INFORMATION

**CLIENT:** Georgia DOT  
**NAME:** Phillip Peevy  
**ADDRESS:** 600 W Peachtree St, 6th Floor  
 Atlanta, GA 30308  
**PHONE:** 404.631.1783  
**EMAIL:** ppeevey@dot.ga.gov

## KEY STAFF INVOLVED

Kevin Keller  
 Matt Van Hatten  
 Stephano Miranda

The Georgia Department of Transportation (GDOT) is undertaking a comprehensive update to the State Rail Plan, with HDR serving as the lead consultant. This federally compliant planning effort will guide strategic rail investments through 2050, addressing both freight and passenger rail needs across the state.

Georgia's rail network, spanning over 3,000 miles, is a critical asset for economic development and multimodal connectivity. The updated plan will define a long-range vision and actionable strategies to improve safety, efficiency, accessibility, and competitiveness. It will align with the Georgia Statewide Transportation Plan (SWTP) and Statewide Strategic Transportation Plan (SSTP), ensuring consistency with broader transportation goals.

Public engagement is a cornerstone of HDR's planning process for this update. Through tools such as the GDOT State Rail Plan 2025 Public Comment Map and virtual public meetings, stakeholders and communities will help shape priorities related to safety, service enhancements, community impacts, and freight optimization. Insights gathered will inform both the State Rail Plan and Georgia's Freight Plan, supporting targeted infrastructure investments and policy recommendations to enhance goods movement statewide.

This update will serve as a foundational resource for long-term rail planning, integrating industry trends and stakeholder input to support Georgia's transportation and economic future.

# Rail Station Feasibility Study

SOUTH ORANGE COUNTY, CA



## PROJECT INFORMATION

**HDR'S ROLE:** Prime  
**SIZE:** Small Area Planning  
**COST:** \$424,824  
**START DATE:** May 2022 (scheduled and actual)  
**END DATE:** November 2023 (scheduled and actual)

## REFERENCE INFORMATION

**CLIENT:** Orange County Transportation Authority (OCTA)  
**NAME:** Charles Main  
**ADDRESS:** 550 S Main St, Orange, CA 92868  
**PHONE:** 714.560.5904  
**EMAIL:** cmain@octa.net

## KEY STAFF INVOLVED

Matt Van Hattem

HDR conducted a Rail Station Feasibility Study in south Orange County. The study evaluated the feasibility of adding a new passenger station to the commuter rail and intercity rail system between the existing Laguna Niguel/Mission Viejo Metrolink station in Mission Viejo and the San Clemente (North Beach) station in San Clemente, approximately 10.1 miles. The study was being developed in consultation with the Southern California Regional Rail Authority (SCRRA/Metrolink) and cities located within the study area.

OCTA explored the feasibility of adding a station in South Orange County to support their vision and mission 'to create an integrated and balanced transportation system that supports the diverse travel needs and reflects the character of Orange County', and 'to develop and deliver transportation solutions to enhance the quality of life and keep Orange County moving.'

As part of the study, HDR conducted a review of prior relevant studies and an analysis of existing and future conditions. The HDR team developed goals, objectives, and a Purpose and Need statement for the potential rail station, identified a preferred station site, and performed rail operational modeling to assess impacts to network performance. A stakeholder group comprised of local jurisdictions and transportation providers guided the process through monthly project meetings. HDR worked with this group to determine the feasibility of the station through a multivariate evaluation process.

Future phases of work will include preliminary station design, environmental analysis, and preparation of a Project Definition Report to advance the station development process.

# Passenger Rail Station Location Study

COLORADO SPRINGS, CO



## PROJECT INFORMATION

**HDR'S ROLE:** Prime  
**SIZE:** Small Area Planning  
**COST:** \$291,000  
**START DATE:** July 2021  
**END DATE:** August 2023

## REFERENCE INFORMATION

**CLIENT:** City of Colorado Springs -  
 Mountain Metropolitan Transit  
**NAME:** Brian Vitulli  
**ADDRESS:** 1015 Transit Dr,  
 Colorado Springs, CO 80903  
**PHONE:** 503.842.3115  
**EMAIL:** bvitulli@tillamookbus.com

## KEY STAFF INVOLVED

Matt Van Hattem

Starting in 2001, HDR led the site selection process for Mountain Metropolitan Transit and key stakeholders to identify the optimal location for a new passenger rail station in Colorado Springs, which is the center of Colorado's second-largest metropolitan area. At the time, other studies were underway to explore the reintroduction of passenger rail service to Colorado Springs, which had not operated since the early 1970s. These efforts included evaluating plans to extend Amtrak's Southwest Chief Route and advance the development of the Front Range Passenger Rail to Colorado Springs.

HDR led the technical analysis of potential sites, developed preliminary operating assumptions for the station, and coordinated closely with Class I railroads, Amtrak, and the Colorado Department of Transportation's Division of Transit and Rail. To date, 18 sites have been screened, resulting in four finalists. Each of these locations was conceptually designed including station facilities, track layout, and storage/maintenance elements to assess their respective strengths and weaknesses. The team identified a single recommended site for stakeholder review and feedback.

# Organizational Chart





## Stefanie McQueen, AICP

CURRENT POSITION: SENIOR PLANNER/PROJECT MANAGER

PROJECT ROLE: PROJECT MANAGER

Stefanie is a project manager and planner with professional experience in project management and several planning disciplines including land use and transportation planning, economic development, military planning, public involvement, transit, traffic modeling, and urban design. She has a diverse set of skills including: compiling and assessing land use, demographic, socioeconomic, transportation, and environmental data for planning policy and community design projects; designing and facilitating public engagement events and activities; preparing analytical and presentation maps and graphics; presenting planning proposals to community stakeholders, public officials, and peer professionals; and creating planning reports, codes and regulations.

### EDUCATION

Masters, City and Regional Planning  
Bachelor of Arts, History

### REGISTRATIONS

American Institute of Certified Planners (AICP), No. 023652  
Certified Charrette Planner, National Charrette Institute

### INDUSTRY TENURE

20 years

### TYPES OF PROJECTS

- Transit Oriented Development
- Transit Station and Station Area Planning
- Corridor Planning
- Multimodal Transportation Planning/Complete Streets
- Community & Regional Planning
- Urban Regeneration & Retrofit
- Codes & Guidelines
- Public Outreach

### RELEVANT EXPERIENCE

#### Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: Project Manager  
Project Size: \$329,510

#### Hillsborough TPO, Brightline Tampa Station Area Study, Tampa, FL

Role: Project Manager  
Project Size: \$152,705

#### City of Tampa, Tampa Streetcar Extension & Modernization Study, Tampa, FL

Role: Project Involvement Lead  
Project Size: \$2,632,438

#### Pinellas Suncoast Transit Authority (PSTA), South St. Petersburg Mobility Study, St. Petersburg, FL

Role: Mobility Planning & Revitalization Lead  
Project Size: \$470,000

#### Forward Pinellas, Downtown St. Petersburg Mobility Study, St. Petersburg, FL

Role: Project Manager  
Project Size: \$526,290

#### Hillsborough County City-County Planning Commission/Hillsborough County MPO, Brandon Corridors & Mixed Use Centers Pilot Project, Hillsborough County, FL

Role: Lead Planner  
Project Size: \$304,405

#### Hillsborough Area Regional Transit (HART), HART TOD Pilot Project, Tampa, FL

Role: Project Involvement Lead  
Project Size: \$863,059

#### Forward Pinellas, Advantage Pinellas: Active Transportation Plan, Pinellas County, FL

Role: Deputy Project Manager  
Project Size: \$151,064

#### MetroPlan Orlando, Maitland Areawide Mobility Plan, Maitland, FL

Role: Senior Planner  
Project Size: \$308,552

#### MetroPlan Orlando, Vision Zero Action Plans, Seminole County, FL

Role: Planning & Public Outreach Support Project  
Size: \$1,007,645

#### City of Dunedin, Land Development Code Update, Dunedin, FL

Lead: HDR PM/Outreach Support  
Project Size: \$73,815

#### Tampa-Hillsborough Expressway Authority (THEA), Bay to Bay Blvd Public Space Improvements, Tampa, FL

Role: Project Manager  
Project Size: \$124,587

#### Tampa-Hillsborough Expressway Authority (THEA), South Selmon Expressway PD&E Study, Tampa, FL

Role: Deputy PM/Public Involvement Lead  
Project Size: \$3,387,993

#### Pinellas County, Bridge Investment Program (BIP) Grant Application Support for Beckett Bridge, Pinellas County, FL

Role: Project Manager  
Project Size: \$78,802



## Ana Quero

**CURRENT POSITION: SENIOR RAIL/TRANSIT PROJECT MANAGER**  
**PROJECT ROLE: STATION LOCATION CRITERIA/EVALUATION FRAMEWORK | AGENCY COORDINATION & IMPLEMENTATION**

Ana is an accomplished transportation executive with two decades of experience in rail infrastructure management, project delivery, and stakeholder coordination across public and private sectors. As Rail Administration Manager for FDOT District 4, she led multimillion-dollar rail initiatives in partnership with the South Florida Regional Transportation Authority (SFRTA), CSX, Amtrak, and the Federal Railroad Administration (FRA), advancing South Florida’s transportation objectives through strategic planning and policy alignment. Ana has been instrumental in shaping statewide rail strategies through close collaboration with executive leadership at both district and state levels. She brings extensive expertise in financial management, contract negotiation, and consultant oversight, ensuring projects are completed on time, within scope, and on budget.

### EDUCATION

- Master of Science, Architecture Research
- Specialization in Ground Transportation
- Bachelor of Engineering, Industrial Engineering

### INDUSTRY TENURE

20 years

### TYPES OF PROJECTS

- Corridor Planning
- Capital Improvement Planning
- Public Outreach
- Stakeholder Coordination
- Rail Program Management
- Multimodal Transportation Planning
- Rail Infrastructure and Capacity
- Contract Negotiations (Federal, State, and Railroads)
- Section 130 (Safety Funds) Management

### RELEVANT EXPERIENCE

#### **FDOT Central Office, Freight Logistics and Passenger Operations CSC, Statewide, FL**

Role: Senior Rail/Transit Advisor  
 Project Size: Cost varies by task.

#### **FDOT District 4, Rail Administration Manager, Districtwide, FL\***

From 2023 - 2025.

- Directed District’s rail program, overseeing capital projects, planning efforts, and multimodal coordination. This included the FDOT permit agreement for the construction of the second track along FECR/Brightline corridor.
- Managed program budgets exceeding \$100M.
- Negotiated rail agreements, operational needs, and long-term partnership frameworks along state-owned rail corridor.
- Led stakeholder coordination with SFRTA, Amtrak, CSXT, FEC, FRA, various planning organizations, and municipalities.
- Supported executive leadership at District and State level on complex, high-impact rail transit issues.

#### **South Florida Regional Transportation Authority (SFRTA), In-House Support - Interim Project Manager for Capital Projects, Pompano Beach, FL\***

From 2020 - 2022.

- Supported executive leadership, procurement operations, planning, legal/finance department to advance rail corridors improvements.

- Managed capital projects along the South Florida Rail Corridor.
- Oversaw design and CEI consulting teams.

#### **Brightline Trains, Mobility and Business Development Director, Miami, FL\***

During 2020.

- Advance multimodal connectivity initiatives by aligning ride-share and transit partnerships with Brightline’s passenger experience goals.
- Evaluated and negotiated mobility-related agreements to strengthen operations value.
- Conducted data-driven assessments for first-last mile patterns to optimize multi-modal service integration.
- Collaborated across marketing, operations and strategy teams to support system-wide mobility improvements.

#### **FDOT District 6, District Rail/Intermodal Administrator, Miami, FL\***

From 2014 - 2020.

- Managed rail and intermodal projects in Miami Dade County; including permitting, construction, coordination, and corridor maintenance.
- Managed production projects and developed rail involvement strategies for complex urban highway-rail interfaces.
- Negotiated and administrated state/federal funding agreements for rail improvements.
- Managed consultant contracts, projects schedules, and implementation/construction.



## Anna Lynn Smith, AICP

CURRENT POSITION: INTERCITY AND HIGH-SPEED RAIL PRACTICE GROUP LEADER  
PROJECT ROLE: SENIOR ADVISOR/SUBJECT MATTER EXPERT

Anna Lynn brings extensive experience leading a wide range of transportation planning and management projects for departments of transportation, transit agencies and railroads in North America. In addition to technical leadership, many of these efforts involve working collaboratively with teams of staff, project stakeholders, and the public to receive and incorporate input as part of the project advancement process. Her broad-reaching planning and analysis skills include capital and long-range planning, transit system financial analyses, quality system development and implementation, rail engineering, station planning, service planning and operations. Most recently Anna Lynn served as Vice President Planning and Strategy for Amtrak.

### EDUCATION

Master of Business Administration  
Bachelor of Science, Architectural and Civil Engineering

### REGISTRATIONS

American Institute of Certified Planners (AICP), No. 130629

### INDUSTRY TENURE

34 years

### TYPES OF PROJECTS

- Corridor Planning
- Multimodal Transportation Planning/Complete Streets
- Transit Oriented Development
- Capital Improvement Planning
- Public Outreach
- Light, Heavy, High-Speed & Intercity Rail
- Streetcar
- Station Planning

\*work performed prior to HDR

### RELEVANT EXPERIENCE

#### Rhode Island DOT, Transit Master Planning Contract, *Statewide, FL*

Role: Senior Advisor  
Project Size: \$1,269,853

#### Southeastern Pennsylvania Transportation Authority (SEPTA), Design Guideline Development for Trolley Stations (Sub to McCormick Taylor), *Areawide, PA*

Role: Deputy Project Manager  
Project Size: \$538,491 - HDR's Fee

#### Southeastern Pennsylvania Transportation Authority (SEPTA), Design Guideline Development for Bus Platforms and Islands (Sub to McCormick Taylor), *Areawide, PA*

Role: Deputy Project Manager  
Project Size: \$125,397 - HDR's Fee

#### Amtrak, New York Penn Station Asset Analysis and Capital Planning, *New York, NY*

Role: Senior Advisor  
Project Size: \$1,555,587

#### Amtrak, New York Penn Station Concept Planning, *New York, NY*

Role: Project Manager  
Project Size: \$3,515,850

#### Amtrak, Long-Distance Network Infill Station Evaluation Criteria National effort\*

Role: Vice President Planning and Strategy  
Project Size: N/A, work performed as a client employee.

#### Amtrak, 30th Street Station District Plan *Philadelphia, PA\**

Role: Vice President Planning and Strategy  
Project Size: N/A, work performed as a client employee.

#### Amtrak Northeast Corridor (NEC) Planning Practices Northeast Corridor, *Boston, MA - Washington, DC\**

Role: Vice President Planning and Strategy  
Project Size: N/A, work performed as a client employee.

#### Mid-Ohio Regional Planning Council (MORPC) Components of a Tier 1 EIS for Chicago-Columbus-Pittsburgh Freight and Passenger Rail Corridor for Hyperloop and High-Speed Rail Technologies, *Columbus, OH\**

Role: Planning Support  
Project Size: N/A, work performed as a client employee.

#### Wilmington Area Planning Council (WILMAPCO) Newark Regional Transportation Center, *Newark, DE\**

Role: Planning Support  
Project Size: N/A, work performed as a client employee.



## Ben Ellis, PE, PMP, LEED AP

CURRENT POSITION: FLORIDA BUILDING ENGINEERING SERVICES MANAGER

PROJECT ROLE: PRELIMINARY LAND DEVELOPMENT & INFRASTRUCTURE COST | REFINED COST ESTIMATES

Driven by quality, Ben’s role as HDR’s Florida BES Business Group Lead and Civil Section Manager is to build and manage teams of excellence. His nearly two decades of experience includes master stormwater and utility design, construction plan preparation, permitting, construction administration, and project coordination for healthcare projects, public infrastructure, commercial and industrial facilities, multi-phased residential developments, hospitality resorts, and federal complexes. He provides project management services from feasibility studies through engineering design, permitting, and construction.

### EDUCATION

Bachelor of Science,  
Civil and Environmental  
Engineering

### REGISTRATIONS

Professional Engineer,  
Florida, No. 72469,  
Issued: 01/29/2011

Project Management  
Professional,  
Issued: 12/31/2018

LEED Accredited  
Professional

### INDUSTRY TENURE

20 years

### TYPES OF PROJECTS

- Site Development & Infrastructure Planning
- Site Civil Engineering
- Multimodal Transportation Planning/Complete Streets
- Community & Regional Planning
- Urban Regeneration & Retrofit
- Codes & Guidelines
- Public Outreach
- Capital Improvement Planning

### RELEVANT EXPERIENCE

#### Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: Advisory Services  
Project Size: \$329,510

#### City of Ft Lauderdale, Progresso Village Stormwater Improvements Final Design, Ft Lauderdale, FL

Role: Project Engineer  
Project Size: \$998,599

#### City of Ft Lauderdale, Consultant Services for Melrose Manors Neighborhood Stormwater Improvements, Ft Lauderdale, FL

Role: Project Engineer  
Project Size: Cost varies by task.

#### BayCare Health System, Bartow Hospital Emergency Department and ICU Expansion, Bartow, FL

Role: Project Engineer  
Project Size: \$3,041,384

#### Virginia Brookhaven, LLC, Real Estate Inverlad Development, Orlando, FL

Role: Project Manager  
Project Size: \$129,000

#### Sarasota County, Scalehouse Design and Engineering, Sarasota, FL

Role: Civil/Stormwater Lead

Project Size: \$1,022,054

#### Richland Communities, Ivanhoe Mixed Use Master Plan, Orlando, FL

Role: Project Manager  
Project Size: \$126,500

#### Broward County Aviation Department, FLL Airport Terminal 5, Ft Lauderdale, FL

Role: Project Engineer  
Project Size: \$5,063,526

#### GLE Scrap Metal, Concept Site Planning and Zoning, Tampa, FL

Role: Project Engineer  
Project Size: \$16,700

#### Babcock Family Developer, LLC, Melbourne Mixed Use Preliminary Civil Engineering, Melbourne, FL

Role: Project Engineer  
Project Size: \$23,500

#### Yard Melbourne, LLC, Melbourne Mixed Use Preliminary Civil Engineering, Melbourne, FL

Role: Project Engineer  
Project Size: \$23,500



## Brad Thoburn

**CURRENT POSITION:** TRANSPORTATION STRATEGIC PLANNING PRACTICE LEADER  
**PROJECT ROLE:** QA/QC LEADER

Brad has more than three decades of experience including serving as a transportation executive in multimodal transportation planning, capital programs, policy development and government relations. He has led transportation planning and policy development in transit, rail, seaports, aviation and space program development. He is able to navigate community issues, political environments and government institutions to develop consensus on multi-faceted projects and issues. Brad is also a leader in efforts to integrate new technology, innovations and mobility solutions.

### EDUCATION

Bachelor of Arts, Politics

### INDUSTRY TENURE

35 years

### TYPES OF PROJECTS

- Transit Oriented Development
- Transit Station and Station Area Planning
- Corridor Planning
- Transit Project Development and Preliminary Design
- Multimodal Transportation Planning/Complete Streets
- Community & Regional Planning
- Public Outreach

\*work performed prior to HDR

### RELEVANT EXPERIENCE

#### **FDOT Central Office, Rail Strategy Action Plan, Statewide, FL**

Role: Project Manager  
 Project Size: Cost varies by task.

#### **Tennessee DOT, Freight and Passenger Rail Planning and Peer Assessment, Statewide, TN**

Role: Project Manager  
 Project Size: Cost varies by task.

#### **FDOT Central Office, Concepts and Alternatives Review Study Guidance, Statewide, FL**

Role: Project Manager  
 Project Size: Cost varies by task.

#### **FDOT Central Office, State Transit Strategy, Statewide, FL**

Role: Policy Advisor  
 Project Size: Cost varies by task.

#### **FDOT Central Office, Brightline Tampa-Orlando/Sunshine Corridor Advisory Services, Multiple Counties, FL**

Role: Strategic Policy Advisor  
 Project Size: Cost varies by task.

#### **FDOT District 1, SunRail Commuter Rail Expansion (Sub to PGA), Polk County, FL**

Role: Funding Policy Advisor  
 Project Size: \$87,786 - HDR's Fee

#### **Gainesville Metropolitan Planning Organization (GMTPO), Gainesville, FL**

Role: Executive Lead  
 Project Size: Cost varies by task.

#### **Space Coast TPO, 2050 Long Range Transportation Plan (LRTP), Cocoa, FL**

Role: Planning and Policy Support  
 Project Size: \$1,131,967

#### **FDOT District 5, Central Florida Passenger Rail Vision, Cocoa, FL**

Role: Deputy Project Manager  
 Project Size: \$249,883

#### **West Florida Regional Planning Council, Comprehensive Operations Analysis for ECAT's Emerald Coast (EC) Rider Transit System, Okaloosa County, FL**

Role: Planning and Policy Support  
 Project Size: \$219,662

#### **Okaloosa County, Transit Consultant Services, Okaloosa County, FL**

Role: Principal in Charge  
 Project Size: Cost varies by task.

#### **FDOT, Assistant Secretary Strategic Development, Tallahassee, FL\***

#### **Jacksonville Transportation Authority, Director of Strategic Planning, Jacksonville, FL\***

#### **FDOT, State Transportation Development Administrator, Tallahassee, FL\***

#### **City of Jacksonville, Director - Planning and Development Department, Jacksonville, FL\***



## Bridget Hennessey

CURRENT POSITION: STRATEGIC COMMUNICATIONS BUSINESS CLASS LEAD

PROJECT ROLE: SENIOR ADVISOR/SUBJECT MATTER EXPERT

Bridget is a highly accomplished public affairs and government relations leader with over 22 years of experience championing the priorities of organizations across multiple sectors. She has a talent for partnering with leaders across all areas and levels to foster synergy, establish organizational priorities, and build unified strategies to achieve shared goals. Adept at translating organizational objectives into high-performance, consensus-building advocacy campaigns, she is a skilled public speaker and presenter who is able to make highly engaging presentations to influence the direction of industry, regulatory, and legislative actions.

### EDUCATION

Master of Public Policy,  
Urban Policy

Bachelor of Arts,  
Sociology

### INDUSTRY TENURE

23 years

### TYPES OF PROJECTS

- Corridor Planning
- Multimodal Transportation Planning/Complete Streets
- Public Outreach
- Light Rail
- Heavy Rail
- Intercity Rail

### RELEVANT EXPERIENCE

**Los Angeles County Metropolitan Transportation Authority, Link Union Station, Los Angeles, CA**

Role: Strategic Communications Support  
Project Size: \$104,496,218

**Southern California Regional Rail Authority, SCORE Program Support, Areawide, CA**

Role: Strategic Communications Support  
Project Size: Cost varies by task.

**FDOT District 2, General Planning for Public Transportation Systems, Districtwide, FL**

Role: Strategic Communications Support  
Project Size: Cost varies by task.

**Orange County Transportation Authority, Coastal Rail Resiliency Study, Orange and San Diego Counties, CA**

Role: Strategic Communications Support  
Project Size: \$2,407,442

**Orange County Transportation Authority, Program Management Consultant (PMC) Services for Capital Programs (Sub to Mott McDonald), Orange County, CA**

Role: Strategic Communications Support  
Project Size: HDR's fee varies by task.

**City of San Diego, Solid Waste Rate Study, San Diego, CA**

Role: Strategic Communications Support  
Project Size: \$4,042,506

**County of Los Angeles Department of Public Works, Proposition 218 Public Outreach Support, Los Angeles County, CA**

Role: Strategic Communications Support  
Project Size: \$1,046,050

**City of Santa Ana, First Street Multimodal Boulevard Study, Santa Ana, CA**

Role: Strategic Communications Support  
Project Size: \$515,000

**Metropolitan Transit System, Professional Architecture and Engineering Services, San Diego, CA**

Role: Strategic Communications Support  
Project Size: Cost varies by task.



## Dennis Ekk

CURRENT POSITION: VISUALIZATION AND INTERACTIVE DESIGN DIRECTOR

PROJECT ROLE: PUBLIC OUTREACH - VISUALIZATION

Dennis works with HDR's data solutions cross sector to develop national initiatives around advanced visualization technologies including hardware and software, standards and practices, and delivery efficiencies for client projects for the full project life cycle. He has worked in the visualization industry, specializing in engineering and architecture, for the past two decades. His experience includes working with drones, research and development, concept work, construction animation, and managing teams on large-scale projects. He is proficient in several software platforms, including AutoCAD, Microstation, Civil 3D, 3ds Max, Vray, Photoshop, InDesign, After Effects, Premiere Pro, Media Encoder, Illustrator, Lightroom, Rail Clone, Forest Pack, Speed Tree, and Unreal Engine 5.

### EDUCATION

Bachelor of Applied Science, Civil Engineering

Civil Engineering Technologist

### INDUSTRY TENURE

25 years

### TYPES OF PROJECTS

- Corridor Planning
- Multimodal Transportation Planning/Complete Streets
- Safety Planning & Vision Zero
- Transportation & Transit Network Modeling
- Trails, Greenway & Blueway Planning
- Transit Oriented Development
- Capital Improvement Planning
- Public Outreach
- Light, Heavy, High-Speed & Intercity Rail
- Streetcar
- Bus Rapid Transit

### RELEVANT EXPERIENCE

#### **FDOT District 4, SW 10th Street Connector Corridor Design, Broward County, FL**

Role: Visualization  
Project Size: \$26,657,132

#### **FDOT District 3, SR 30 (US 98) PD&E, Okaloosa County, FL**

Role: Visualization  
Project Size: \$1,539,786

#### **FDOT District 3, SR 79 (Waukesha Street) from SR 8 (I-10) to SR 10 (US 90), Holmes County, FL**

Role: Visualization  
Project Size: \$2,875,539

#### **Okaloosa County, Northwest Crestview Bypass Feasibility Study, Crestview, FL**

Role: Visualization  
Project Size: \$1,111,197

#### **Seminole County, Rolling Hills Area Final Design Phase I, Longwood, FL**

Role: Visualization  
Project Size: \$1,473,405

#### **Los Angeles County Metropolitan Transportation Authority, Link Union Station Alternatives Analysis, Los Angeles, CA**

Role: Visualization  
Project Size: \$2,115,022

#### **Los Angeles County Metropolitan Transportation Authority, Link Union Station, Los Angeles, CA**

Role: Visualization  
Project Size: \$104,496,218

#### **CSX, General Engineering Consultant, Nationwide, USA**

Role: Visualization  
Project Size: Cost varies by task.

#### **City of Bettendorf, Pedestrian Bridge and Trails, Bettendorf, IA**

Role: Visualization  
Project Size: \$1,982,875

#### **City of Riverside, Third Street Grade Separation at BNSF Railroad PA&ED and PS&E, Riverside, CA**

Role: Visualization  
Project Size: \$3,177,037

#### **City of Boulder, Folsom Corridor Study, Boulder, CO**

Role: Visualization  
Project Size: \$500,806

#### **Government of the District of Columbia, Downtown Comprehensive Transportation Plan, Washington, DC**

Role: Visualization  
Project Size: \$582,361



## Ezri Ruiz

CURRENT POSITION: GRAPHIC DESIGNER

PROJECT ROLE: GRAPHIC DESIGN, MULTIMEDIA & COMMUNICATIONS

Ezri is a highly creative strategic designer who understands the importance of a strong brand story. Their areas of expertise include layout and composition, illustration, and animation. They collaborate effectively with HDR’s designers, engineers, and marketing department across a wide range of projects from concept to creation. Ezri is passionate about making materials accessible by visually articulating complex ideas through simple, clear, and beautiful design.

### EDUCATION

Master of Architecture, Architecture and Town Planning

### INDUSTRY TENURE

6 years

### TYPES OF PROJECTS

- Corridor Planning
- Multimodal Transportation Planning/Complete Streets
- Safety Planning & Vision Zero
- Trails, Greenway & Blueway Planning
- Public Outreach
- Heavy Rail

### RELEVANT EXPERIENCE

**Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL**

Role: Graphic Designer  
Project Size: \$329,510

**Space Coast TPO, 2050 Long Range Transportation Plan (LRTP), Cocoa, FL**

Role: Graphic Designer  
Project Size: \$1,131,967

**Space Coast TPO, Public Involvement Support, Areawide, FL**

Role: Graphic Designer  
Project Size: Cost varies by task.

**Space Coast TPO, Federal Grant Identification Tool, Brevard County, FL**

Role: Graphic Designer  
Project Size: \$142,851

**Space Coast TPO, Regional Intermodal Connections Committee, Brevard County, FL**

Role: Graphic Designer  
Project Size: \$85,031

**Lake-Sumter MPO, 2050 Long Range Transportation Plan (LRTP), Lake and Sumter Counties, FL**

Role: Graphic Design  
Project Size: \$356,800

**MetroPlan Orlando, Strategic Communications Consultant, Orange, Osceola, and Seminole Counties, FL**

Role: Graphic Design  
Project Size: Cost varies by task.

**MetroPlan Orlando, Vision Zero Action Plans, Seminole County, FL**

Role: Graphic Design  
Project Size: \$1,007,645

**FDOT Central Office, Target Zero Campaign (Sub to KHA), Statewide, FL**

Role: Animator, Illustrator, Graphic Designer  
Project Size: \$795,029 - HDR’s Fee

**FDOT Central Office, Connected and Automated Vehicles (CAV) Program GEC, Statewide, FL**

Role: Graphic Designer  
Project Size: Cost varies by task.

**FDOT Central Office, Multimodal Transportation Data Analytics Support, Statewide, FL**

Role: Graphic Designer  
Project Size: Cost varies by task.

**FDOT District 3, SR 30 (US 98) PD&E, Okaloosa County, FL**

Role: Graphic Designer  
Project Size: \$1,539,786

**FDOT District 1, I-75 (SR 93) Master Plan - North Corridor, Sarasota and Manatee Counties, FL**

Role: Graphic Designer  
Project Size: \$1,499,130

**Mass Bay Transportation Authority, Red Line/ Orange Line Infrastructure Improvement and Transformation Program, Boston, MA**

Role: Graphic Designer.  
Project Size: \$70,295,237



## Henry Branscome

CURRENT POSITION: SENIOR GIS ANALYST

PROJECT ROLE: MAPPING, DATA COLLECTION & CANDIDATE SITE ANALYSIS

Henry is a GIS professional with extensive experience in the ESRI environment. He has assisted FDOT districts, counties, municipalities, and planning organizations throughout the state of Florida with GIS data management, map production, and photogrammetric 3D model development. Henry utilizes ESRI ArcGIS Desktop, ArcGIS Pro, QGIS, and Agisoft Metashape for projects in the transportation, transit, energy, maritime, and political sectors.

### EDUCATION

Master of Arts,  
Anthropology  
Bachelor of Arts,  
Anthropology  
Graduation Certificate,  
Geographic Information  
Systems (GIS)

### INDUSTRY TENURE

10 years

### TYPES OF PROJECTS

- Corridor Planning
- Multimodal Transportation Planning/Complete Streets
- Safety Planning & Vision Zero
- Transportation & Transit Network Modeling
- Transit Oriented Development
- Capital Improvement Planning
- Public Outreach
- Light Rail
- Heavy Rail
- Intercity Rail
- High-Speed Rail

### RELEVANT EXPERIENCE

#### Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: GIS Mapping and Analysis  
Project Size: \$329,510

#### Hillsborough TPO, Brightline Tampa Station Area Study, Tampa, FL

Role: GIS Mapping and Analysis  
Project Size: \$152,705

#### FDOT District 4, Brightline Phase 2 High Speed Rail Railroad Corridor Support, Districtwide, FL

Role: GIS Analyst  
Project Size: \$467,719

#### Space Coast TPO, 2050 Long Range Transportation Plan (LRTP), Cocoa, FL

Role: GIS Analyst  
Project Size: \$1,131,967

#### Lake-Sumter MPO, 2050 Long Range Transportation Plan (LRTP), Lake and Sumter Counties, FL

Role: Transportation Planner  
Project Size: \$356,800

#### MetroPlan Orlando, Vision Zero Action Plans, Seminole County, Orlando, FL

Role: GIS Analyst  
Project Size: \$1,007,645

#### MetroPlan Orlando, 2050 Capacity and Project Bundles, Orlando, FL

Role: GIS Analyst  
Project Size: \$384,322

#### MetroPlan Orlando, GIS Technical Assistance, Orlando, FL

Role: GIS Analyst  
Project Size: \$.173,150

#### International Drive Business Improvement District, I-Drive District Transportation Strategic Plan, Orlando, FL

Role: GIS Analyst  
Project Size: \$99,597

#### Osceola County, Sunbridge Parkway Extension PD&E Study, Osceola, FL

Role: GIS Analyst  
Project Size: \$1,980,541

#### FDOT Central Office, Freight, Logistics and Passenger Operations Support, Statewide, FL

Role: GIS Analyst  
Project Size: Cost varies by task.

#### FDOT Central Office, Statewide Strategic Intermodal System (SIS) Planning, Statewide, FL

Role: GIS Analyst  
Project Size: Cost varies by task.

#### FDOT District 1, I-75 at Moccasin Wallow Road Interchange PD&E Study, Manatee County, FL

Role: GIS Analyst  
Project Size: \$2,059,704

#### FDOT District 5, Growth Management and Grant Support, Districtwide, FL

Role: GIS Analyst  
Project Size: Cost varies by task.



## Jason Starr, PE

**CURRENT POSITION:** TRANSPORTATION PROJECT MANAGER  
**PROJECT ROLE:** RAIL OPERATIONS/ENGINEERING/UTILITIES

Jason brings extensive transportation engineering and project management experience leading a broad range of projects for rural, urban, and interstate highways; local streets; and multimodal accommodations. He also has experience delivering plans that meet ADA guidelines and comply with FHWA requirements while working within constrained topographies and right-of-way limits. Across the U.S. Jason has assisted on concept design or review to help progress design to a realistic layout. He brings a holistic approach to managing projects from his in-depth experience supporting transportation studies and report preparation; traffic modeling; roadway analysis, design, and specifications; bidding and construction; record drawings; and permitting.

### EDUCATION

Bachelor of Science, Civil Engineering

### REGISTRATIONS

Professional Engineer, Florida, No. 70171, Issued: 08/13/2009  
 FDOT Advanced Temporary Traffic Control, No. 609781

### INDUSTRY TENURE

21 years

### TYPES OF PROJECTS

- Corridor Planning
- Multimodal Transportation Planning/Complete Streets
- Public Outreach
- High-Speed Rail
- Streetcar
- Bus Rapid Transit
- Innovation Intersection & Interchange Conceptual Design

### RELEVANT EXPERIENCE

**FDOT Central Office, Moving I-4 Forward Program - 45% Line and Grade Plans for Project 3, Polk County, FL**

Role: Project Engineer  
 Project Size: \$3,459,100

**City of Tampa, Tampa Streetcar Extension & Modernization Study, Tampa, FL**

Role: Project Engineer  
 Project Size: \$2,632,438

**Tampa-Hillsborough Expressway Authority (THEA), South Selmon Expressway PD&E Study, Tampa, FL**

Role: Deputy Project Manager/Roadway Engineer  
 Project Size: \$3,387,993

**FDOT District 1, I-75 (SR 93) Master Plan - North Corridor, Sarasota and Manatee Counties, FL**

Role: Project Engineer  
 Project Size: \$1,499,130

**FDOT District 1, I-75 at SR 681 PD&E Study, Sarasota County, FL**

Role: Roadway Lead  
 Project Size: \$2,256,290

**FDOT District 7, Traffic Operational Studies, Districtwide, FL**

Role: Project Engineer  
 Project Size: Cost varies by task.

**FDOT District 2, General Planning Consultant, Districtwide, FL**

Role: Project Engineer  
 Project Size: Cost varies by task.

**Research Triangle Regional Public Transportation, Durham-Orange Light Rail Transit Project, Durham, NC**

Role: Project Engineer  
 Project Size: \$5,979,573

**Seattle DOT, RapidRide J-Line Final Design, Seattle, WA**

Role: Design Team Lead  
 Project Size: \$19,606,330

**FDOT District 1, I-75 at SR 884 (Colonial Boulevard) Design-Build, Lee County, FL**

Role: Deputy Project Manager  
 Project Size: \$8,443,444

**FDOT District 1, I-75 at Bee Ridge Road Interchange, Sarasota County, FL**

Role: Deputy Project Manager  
 Project Size: \$11,299,565

**FDOT District 1, I-75 at Pine Ridge Road Interchange Roadway Reconstruction, Collier County, FL**

Role: Deputy Project Manager  
 Project Size: \$2,158,371

**FDOT District 1, I-75 at University Parkway Interchange, Sarasota, FL**

Role: Project Engineer  
 Project Size: \$7,805,226

**Manatee County, Transportation Engineering Consulting Services, Manatee County, FL**

Role: Project Manager and EOR  
 Project Size: Cost varies by task.



## Jeff Arms, PE, AICP, PTOE, PMP

CURRENT FIRM POSITION: AREA OPERATIONS MANAGER - FL/AL/MS/PR

PROJECT ROLE: PROJECT PRINCIPAL

Jeff has dedicated his career to planning and implementing transportation projects that improve the quality of life of communities. He is a leader in the fields of infrastructure consulting, design, planning and local government operations. He has extensive relationships with engineering, planning, and community leaders. He has the rare experience of having worked with businesses, developers, and government officials on projects at every stage and perspective, initial concept planning through construction; and has been in the role of consultant, client and regional partner.

### EDUCATION

Master of Public Administration

Bachelor of Science, Civil Engineering

### REGISTRATIONS

Professional Engineer, Florida, No. 56923, Issued: 02/15/2001

American Institute of Certified Planners (AICP), No. 018217

Professional Traffic Operations Engineer, No. 1216

Project Management Professional, No. 1789409

### INDUSTRY TENURE

29 years

### TYPES OF PROJECTS

- Multimodal Transportation Planning/Complete Streets
- Transit & Passenger Rail Station and Station Area Planning
- Community & Regional Planning

### RELEVANT EXPERIENCE

#### Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: Principal In Charge, Public Engagement Support

Project Size: \$329,510

#### MetroPlan Orlando, Vision Zero Action Plans, Seminole County, FL

Role: Principal in Charge

#### Space Coast TPO, 2050 Long Range Transportation Plan (LRTP), Cocoa, FL

Role: Principal in Charge

#### Central Florida Expressway Authority, Lake Orange Connector Design, Lake and Orange, FL

Role: Planning Support

#### International Drive Business Improvement District, I-Drive District Transportation Strategic Plan, Orlando, FL

Role: Project Manager

#### Orange County, FTA Grant Application Support, Orange County, FL

Role: Principal In Charge

#### City of Orlando, Downtown Connector Trail, Orlando, FL

Role: Deputy Project Manager

#### MetroPlan Orlando, 10th Street Corridor Study, Orlando, FL

Role: Principal in Charge

#### MetroPlan Orlando, Tracking the Trends Report Update, Orlando, FL

Role: Principal in Charge

#### Gainesville Regional Utilities, University Avenue and 13th Street Corridor Study, Gainesville, FL

Role: Principal In Charge

#### FDOT District 5, East Coast Greenway Feasibility Study (New Smyrna Beach Segment), New Smyrna Beach, FL

Role: Quality Officer

#### FDOT District 5, SR 50 Coast to Coast Feasibility Study, Lake County, FL

Role: Planning Support

#### Florida's Turnpike Enterprise, Northern Turnpike Extension Owner's Representative, Citrus, Levy, Marion and Sumter Counties, FL

Role: Program Manager

#### Hillsborough County, Gibsonton Area Network Analysis Study, Hillsborough County, FL

Role: Project Manager



## John Simmons

**CURRENT POSITION:** SENIOR DESIGN COORDINATOR

**PROJECT ROLE:** STATION & STATION AREA CONCEPTUAL DESIGN

John is a Senior Design Coordinator who combines an architecture foundation from the University of Virginia with a recent MBA from Baruch College, enabling him to align user centered station design with operational, financial and phasing considerations. He has supported multidisciplinary teams on complex transit and terminal programs for clients such as Amtrak, Virginia Rail Express, the Metropolitan Washington Airports Authority and major city aviation and transit agencies. His work focuses on clear passenger circulation, intuitive wayfinding, intermodal connectivity, ADA compliance, safety, placemaking and site integration with surrounding land uses. John's approach is highly collaborative, engaging stakeholders and technical specialists to translate data driven insights into concise concept alternatives, test-fit layouts and visualizations that support informed decisions.

### EDUCATION

Master of Business Administration

Bachelors, Architecture

### INDUSTRY TENURE

9 years

### TYPES OF PROJECTS

- Transit Oriented Development
- Heavy Rail
- Intercity Rail
- Bus Rapid Transit

### RELEVANT EXPERIENCE

**North Platte Regional Airport, North Platte Passenger Terminal Design, North Platte, NE**

Role: Senior Design Coordinator  
Project Size: \$3,357,928

**Memphis Area Transit Authority, Operations and Maintenance Facility Preliminary Engineering, Memphis, TN**

Role: Senior Design Coordinator  
Project Size: \$1,077,033

**North Carolina DOT, Lexington Train Station Area Improvements, Lexington, NC**

Role: Senior Design Coordinator  
Project Size: Cost varies by task.

**Northern Arizona Intergovernmental Public Transportation Authority, Mountain Line Downtown Connection Center Improvements, Flagstaff, AZ**

Role: Senior Design Coordinator  
Project Size: \$1,780,846

**Amtrak, Accessibility Improvements for Dowagiac Station, Dowagiac, MI**

Role: Senior Design Coordinator  
Project Size: \$1,193,331

**Amtrak, Accessibility Improvements for Niles Station, Niles, MI**

Role: Senior Design Coordinator  
Project Size: \$1,449,582

**Broward County Aviation Department, Fort Lauderdale Airport Terminal 5 Improvements, Fort Lauderdale, FL**

Role: Senior Design Coordinator  
Project Size: \$5,063,526

**City of Philadelphia Aviation Division, Philadelphia International Airport Restroom Renovations, Philadelphia, PA**

Role: Senior Design Coordinator  
Project Size: \$9,369,019

**Virginia Rail Express, General Engineering Consultant, Statewide, VA**

Role: Senior Design Coordinator  
Project Size: Cost varies by task.

**New York City School Construction Authority, Full Program Accessibility, New York, NY**

Role: Senior Design Coordinator  
Project Size: \$931,814

**Metropolitan Washington Airports Authority, DCA National Hall Improvements, Arlington County, VA**

Role: Senior Design Coordinator  
Project Size: \$1,446,296

**City of Lakeland, Lakeland Linder Airport Terminal Improvements and Enhancements, Lakeland, FL**

Role: Senior Design Coordinator  
Project Size: \$106,183



## Kevin Keller, PG, CGP

CURRENT POSITION: INTERMODAL PLANNING PRACTICE LEAD

PROJECT ROLE: SENIOR ADVISOR/SUBJECT MATTER EXPERT

Kevin has extensive program management skills in the supervision and management of environmental and engineering programs through a unique combination of previous positions in the government industry and consulting fields. He has experience in the transportation industry working for federal, state, and commercial clients throughout North America. Kevin is responsible for environmental regulatory compliance agency negotiations, property transaction assessments, facility investigations, alternative remedial designs, site remediation, and closure of regulated sites in the US, Canada, and Mexico. He has been involved in the engineering design and evaluation of new highway and rail alignments, logistics planning, and fleet management. Kevin has managed public benefits analyses economic development studies and industrial development studies for transportation clients. He managed the implementation of environmental management programs, Environmental Assessment (EA), and Environmental Impact Statement (EIS) development and evaluation for proposed expansions, emergency response programs, and strategic resource management programs for the transportation sector. Kevin is Vice President of the Engineering Services Functional Group of the American Railway Engineering and Maintenance-of-Way Association (AREMA) and is Vice President of the American Railway Development Association (ARDA).

### EDUCATION

Masters, Geology/  
Hydrology

Bachelors, Geology

### REGISTRATIONS

Registered Professional  
Geologist, Tennessee,  
No.1334,  
Issued: 02/26/1990

Certified Professional  
Geologist, Indiana,  
No. 1030,  
Issued: 12/07/1990

### INDUSTRY TENURE

43 years

### TYPES OF PROJECTS

- Transit & Passenger Rail System Planning
- Freight Rail & Logistics Planning
- Transit Oriented Development
- Multimodal Transportation Planning/Complete Streets
- Transit & Passenger Rail Station and Station Area Planning
- Passenger Rail Funding

### RELEVANT EXPERIENCE

#### Georgia DOT, State Rail Plan Update, Statewide, GA

Role: Deputy Project Manager  
Project Size: \$1,053,223

#### FDOT Central Office, Freight, Logistics and Passenger Operations Support, Statewide, FL

Role: Senior Advisor  
Project Size: Cost varies by task.

#### Washington DOT, Step 1 FRA CID Program for the Amtrak Cascades Corridor, Statewide, WA

Role: Senior Advisor  
Project Size: \$574,987

#### Louisiana Department of Transportation and Development, Project/Program Management Support for Inter-City Rail Program, Statewide, LA

Role: Deputy Project Manager  
Project Size: Cost varies by task.

#### City of Bowling Green, Bowling Green Passenger Rail CID Phase 1, Bowling Green, KY

Role: Senior Advisor  
Project Size: \$135,000

#### Alaska Railroad Corporation, 2025 Whittier Terminal Master Plan, Whittier, AK

Role: Senior Advisor  
Project Size: \$135,000

#### San Juan County, Consulting Services for Planning/Feasibility Study for the Four Corners Freight Rail Project, San Juan County, NM

Role: Project Manager  
Project Size: \$1,692,554

#### Texas DOT Rail Division, FRA Corridor ID Grant Support, Statewide, TX

Role: Project Manager  
Project Size: \$288,656

#### Hawaii DOT, Three-Year Roadmap for Federal Discretionary Grant Programs for HDOT Harbors, Honolulu, HI

Role: Principal in Charge  
Project Size: Cost varies by task.

#### CSX, Facilities Improvement Project, New Orleans, LA

Role: Senior Advisor  
Project Size: \$1,245,669



## Laura Everitt, Esq., AICP

CURRENT FIRM POSITION: SOUTHWEST FLORIDA OFFICE PRINCIPAL

PROJECT ROLE: MULTIMODAL ACCESS ANALYSIS | IMPLEMENTATION PLANNING LEAD

Laura brings nearly two decades of experience with transit planning projects throughout the Southeast and Midwest. Throughout her career, Laura has worked with transit agencies, large and small, to deliver a wide range of projects from transit development plans (TDPs) to multimodal corridor studies. She has experience integrating transportation options - from car, bus, bicycles and pedestrians, including mobility on demand options. Laura is a former President of the American Planning Association (APA), Florida Chapter, and currently serves as Vice Chair of the APA's Chapter Presidents Council.

### EDUCATION

Juris Doctor, Law  
Masters, Urban & Environmental Planning  
Bachelor of Arts, Environmental Science

### REGISTRATIONS

American Institute of Certified Planners (AICP), No. 20011  
LEED Green Associate

### INDUSTRY TENURE

23 years

### TYPES OF PROJECTS

- Transit Project Development
- Long Range Transportation Planning
- Transit Development Planning
- Transit Operational Analysis
- Capital Improvement Planning
- Public Outreach

\*work performed prior to HDR

### RELEVANT EXPERIENCE

#### Hillsborough TPO, Brightline Tampa Station Area Study, Tampa, FL

Role: Principal in Charge  
Project Size: \$152,705

#### Pinellas Suncoast Transit Authority (PSTA), South St. Petersburg Mobility Study, St. Petersburg, FL

Role: Planning Support  
Project Size: \$470,000

#### Mississippi DOT, Statewide Transit Plan and Intercity Bus Study Update, Statewide, MS

Role: Planning Support  
Project Size: \$1,004,493

#### Broward County, Transit Development Plan 2024-2033, Broward County, FL\*

Role: Project Manager  
Project Size: ~ \$350,000

#### Sarasota County Area Transit, Zero Emissions Bus Transition Plan, Sarasota County, FL\*

Role: Project Manager  
Project Size: ~ \$90,000

#### StarMetro, Transit Development Plan, Tallahassee, FL\*

Role: Project Manager  
Project Size: ~ \$125,000

#### Hillsborough TPO, HART Bus Stop Inventory and Dashboard, Hillsborough County, FL\*

Role: Project Manager  
Project Size: ~ \$70,000

#### FDOT District 5, Park and Ride Master Plan, Districtwide, FL\*

Role: Project Manager  
Project Size: ~ \$150,000

#### Broward MPO, SR 7 Multimodal Improvements Corridor Study, Broward County\*

Role: Project Manager  
Project Size: ~ \$150,000

#### Central Florida Regional Transit Authority (LYNX), Vision 2030, Orange, Osceola, and Seminole County, FL\*

Role: Deputy Project Manager  
Project Size: ~ \$125,000

#### FDOT District 1, Commuter Services, Districtwide, FL\*

Role: Project Manager  
Project Size: Cost varies by task.

#### Tampa Bay Area Regional Transit Authority (TBARTA), SMART Connect Regional Premium Transit Corridor Evaluation, Sarasota and Manatee Counties\*

Role: Project Manager  
Project Size: ~ \$1,000,000

#### Manatee County Area Transit, General Planning Consultant Services, Manatee County, FL\*

Role: Project Manager  
Project Size: ~ \$75,000

#### Palm Tran, Transit Development Plan, Palm Beach County, FL\*

Role: Project Manager  
Project Size: ~ \$125,000



## Lauren Brooks, AICP

CURRENT POSITION: SENIOR TRANSPORTATION PROJECT MANAGER  
 PROJECT ROLE: STATION LOCATION CRITERIA / EVALUATION FRAMEWORK |  
 SITE EVALUATION

Lauren is a planning professional with extensive experience in transportation, environmental, and community planning. She supports FDOT districts, MPOs, and local agencies in developing transportation projects, plans, and studies. As recognized expert in Florida’s Efficient Transportation Decision Making (ETDM) Process, Lauren has been involved since its inception and is highly proficient in all aspects of program implementation. She also leads PD&E studies, corridor and subarea plans, and multimodal studies focused on pedestrian, bicycle, and transit systems. Lauren’s core responsibilities span task management, public engagement, agency coordination, visioning, GIS mapping and analysis, and data-driven research.

### EDUCATION

Master of Science, Urban & Regional Planning  
 Bachelor of Science, Environmental Sciences

### REGISTRATIONS

American Institute of Certified Planners (AICP), No. 146047

### INDUSTRY TENURE

25 years

### TYPES OF PROJECTS

- Long Range Transportation Planning
- Transit Oriented Development
- Transit Project Development
- Freight Rail & Logistics Planning
- Safety Planning & Vision Zero
- Multimodal Transportation Planning/Complete Streets
- Public Outreach

\*work performed prior to HDR

### RELEVANT EXPERIENCE

#### Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: QC Review  
 Project Size: \$329,510

#### Hillsborough TPO, Brightline Tampa Station Area Study, Tampa, FL

Role: QC Review  
 Project Size: \$152,705

#### Space Coast TPO, 2050 Long Range Transportation Plan (LRTP), Cocoa, FL

Role: GIS Analyst  
 Project Size: \$1,131,967

#### FDOT District 1, EMO PD&E and Planning Project Management Support, Statewide, FL

Role: Project Manager  
 Project Size: Cost varies by task.

#### Westshore Alliance, Special Services District Non-Ad Valorem Assessment Roll Processing, Tampa, FL

Role: Project Manager  
 Project Size: \$12,022

#### Pinellas County, FY 2025 Bridge Investment Program (BIP) Grant Application Preparation and Other Grant/Funding Support for Dunedin Causeway Main Bridge, Dunedin, FL

Role: Planning Support  
 Project Size: \$140,651

#### Pinellas Suncoast Transit Authority (PSTA), South St. Petersburg Mobility Study, St. Petersburg, FL

Role: Planning Support  
 Project Size: \$470,000

#### FDOT Central Office, Office of Environmental Management Manual Updates, Statewide, FL

Role: Planning Support  
 Project Size: \$241,066

#### Hillsborough TPO, General Transportation Planning Consultant Services, Hillsborough County, FL\*

Role: Project Manager  
 Project Size: N/A, work performed with prior employer.

#### FDOT District 1, Sarasota/Manatee US 41 Corridor Mobility and Safety Study, Sarasota and Manatee, FL\*

Role: Public Engagement FDOT Project Manager  
 Project Size: N/A, work performed with prior employer.

#### FDOT District 6, Districtwide ETDM Consultant, Districtwide, FL\*

Role: ETDM Program Task Manager  
 Project Size: Cost varies by task.

#### FDOT District 4, Districtwide PD&E/ETDM Consultant, Districtwide, FL\*

Role: Senior Planner - ETDM Support  
 Project Size: Cost varies by task.



## Levi Hannon

CURRENT POSITION: GIS MANAGER

PROJECT ROLE: MAPPING, DATA COLLECTION & CANDIDATE SITE ANALYSIS | SITE EVALUATION

Levi is a GIS Manager who brings experience in all aspects of information technology, data management, and GIS analysis in large scale engineering projects. At HDR, Levi provides leadership and management to the Florida geospatial program. He is passionate about cartography and is always looking for ways to advance client deliverables to cleaner, more informative products. In his daily tasks, he uses ESRI ArcGIS desktop and Pro software, ESRI ArcGIS Online applications and development software, and Adobe Creative Cloud applications.

### EDUCATION

Master of Business Administration

Bachelor of Science, Environmental Sciences

### INDUSTRY TENURE

13 years

### TYPES OF PROJECTS

- Corridor Planning
- Multimodal Transportation Planning/Complete Streets
- Safety Planning & Vision Zero
- Transportation & Transit Network Modeling
- Trails, Greenway & Blueway Planning
- Transit Oriented Development
- Capital Improvement Planning
- Public Outreach
- Light Rail
- Heavy Rail
- Intercity Rail
- High-Speed Rail
- Streetcar
- Bus Rapid Transit

### RELEVANT EXPERIENCE

#### Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: GIS Mapping and Analysis  
Project Size: \$329,510

#### Hillsborough TPO, Brightline Tampa Station Area Study, Tampa, FL

Role: GIS Mapping and Analysis  
Project Size: \$152,705

#### Pinellas Suncoast Transit Authority (PSTA), South St. Petersburg Mobility Study, St. Petersburg, FL

Role: Senior GIS Analyst  
Project Size: \$470,000

#### Forward Pinellas, Downtown St. Petersburg Mobility Study, St. Petersburg, FL

Role: Senior GIS Analyst  
Project Size: \$526,290

#### FDOT District 5, Central Florida Passenger Rail Vision, Cocoa, FL

Role: Senior GIS Analyst  
Project Size: \$249,883

#### FDOT District 5, Freight and Logistics CSC, Districtwide, FL

Role: Senior GIS Analyst  
Project Size: Cost varies by task.

#### FDOT District 5, PD&E CSC, Districtwide, FL

Role: Deputy Project Manager  
Project Size: \$249,883

#### FDOT Central Office, Freight Logistics and Passenger Operations CSC, Statewide, FL

Role: Senior GIS Analyst  
Project Size: Cost varies by task.

#### FDOT Central Office, Multimodal Transportation Data Analytics Support, Statewide, FL

Role: Senior GIS Analyst  
Project Size: Cost varies by task.

#### FDOT Central Office, Southbank Rail-Highway Crossing Study, Jacksonville, FL

Role: GIS Analyst  
Project Size: \$4,499,965

#### FDOT Central Office, Statewide Strategic Intermodal System (SIS) Planning, Statewide, FL

Role: GIS Analyst  
Project Size: Cost varies by task.

#### FDOT Central Office, Connected and Automated Vehicles (CAV) Program GEC, Statewide, FL

Role: GIS Analyst  
Project Size: Cost varies by task.

#### FDOT Central Office, Shared-Use Nonmotorized (SUN) Trail Program, Statewide, FL

Role: GIS Support  
Project Size: Cost varies by task.

#### Mississippi DOT, Statewide Transit Plan and Intercity Bus Study Update, Statewide, MS

Role: GIS Support  
Project Size: \$1,004,493



## Matt Van Hattem

**CURRENT POSITION:** SENIOR RAILWAY PLANNER  
**PROJECT ROLE:** RAIL OPERATIONS/ENGINEERING/UTILITIES

Matt works nationally as a project task lead and railway operations analyst and planner. His areas of focus include rail operations, service design, planning, multimodal connectivity, and outreach and coordination between railroads, government, regulators, and the public. Matt also supports railroad operations simulation modeling projects that support planning for future freight and passenger rail projects. He works closely with Class I freight railroads, passenger and commuter railroads, port authorities, and state transportation agencies, shaping their transportation needs into strategic plans, operational analyses, and feasibility studies, as well as grant applications that have awarded HDR clients more than \$200 million in funding.

### EDUCATION

Bachelor of Arts, English Language and Literature

### INDUSTRY TENURE

34 years

### TYPES OF PROJECTS

- Corridor Planning
- Transportation & Transit Network Modeling
- Light Rail
- Heavy Rail
- Intercity Rail
- High-Speed Rail

### RELEVANT EXPERIENCE

**Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL**

Role: Task Manager  
 Project Size: \$329,510

**Hillsborough TPO, Brightline Tampa Station Area Study, Tampa, FL**

Role: Senior Planner  
 Project Size: \$152,705

**Georgia DOT, State Rail Plan Update, Statewide, GA**

Role: Senior Planner  
 Project Size: \$1,053,223

**Orange County Transportation Authority, South Orange County (OC) Rail Station Feasibility Study, Orange County, CA**

Role: Senior Planner  
 Project Size: \$424,824

**City of Colorado Springs - Mountain Metropolitan Transit, Passenger Rail Station Location Study, Colorado Springs, CO**

Role: Senior Planner  
 Project Size: \$291,000

**FDOT Central Office, Freight, Logistics and Passenger Operations Support, Statewide, FL**

Role: Senior Planner  
 Project Size: Cost varies by task.

**FDOT District 5, Central Florida Passenger Rail Vision, Districtwide, FL**

Role: Senior Planner  
 Project Size: \$249,883

**Tennessee DOT, State Rail Plan Update, Statewide, TN**

Role: Senior Planner  
 Project Size: \$479,000

**Community Planning Association of Southwest Idaho (COMPASS), High-Capacity Transit Corridor PEL, Areawide, ID**

Role: Senior Planner  
 Project Size: \$837,133

**Front Range Passenger Rail District, RCE Grant Proposal, Denver, CO**

Role: Senior Planner  
 Project Size: \$284,225

**Alaska Railroad Corporation, Grant Writing Assistance, Statewide, AK**

Role: Senior Planner  
 Project Size: Cost varies by task.

**Southern California Regional Rail Authority, SCORE Program Support, Areawide, CA**

Role: Senior Planner  
 Project Size: Cost varies by task.

**City of Charlotte, Red Line Commuter Rail Design, Charlotte, NC**

Role: Senior Planner  
 Project Size: \$5,319,943

**Texas DOT, State Rail Plan Update, Statewide, TX**

Role: Senior Planner  
 Project Size: \$725,321



## Megan Ferguson, PE, AICP

CURRENT POSITION: OREGON TRANSPORTATION PLANNING BUSINESS CLASS LEAD  
PROJECT ROLE: PASSENGER RAIL AND CATCHMENT ANALYSIS

Megan has a passion for transformative community projects and is a strong advocate for mobility. She is skilled in leading large- and small-scale planning studies including complete street and corridor feasibility studies, regional transportation needs assessments, local safety studies, and neighborhood traffic calming studies. She has led several concurrent Vision Zero Safety Action Plans in Central Florida through a collaborative efforts with MPOS, counties, and local municipalities. She has extensive experience facilitating public outreach and leading winning grant applications including both implementation and planning grants. She also has experience in traffic analysis, project cost development, and project development/environment studies.

### EDUCATION

Master of Science,  
Civil Engineering -  
Transportation

Bachelor of Science, Civil  
Engineering

### REGISTRATIONS

Professional Engineer,  
Florida, No. 90839,  
Issued: 02/16/2021

American Institute of  
Certified Planners (AICP),  
No. 34370

### INDUSTRY TENURE

8 years

### TYPES OF PROJECTS

- Corridor Planning
- Multimodal  
Transportation  
Planning/Complete  
Streets
- Safety Planning &  
Vision Zero
- Transit Oriented  
Development
- High-Speed Rail

### RELEVANT EXPERIENCE

#### Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: Deputy Project Manager and Catchment Analysis  
Project Size: \$329,510

#### Hillsborough TPO, Brightline Tampa Station Area Study, Tampa, FL

Role: Context Assessment & Catchment Analysis  
Project Size: \$152,705

#### FDOT District 4, SW 10th Street Connector Corridor Design, Broward County, FL

Role: Traffic Engineer  
Project Size: \$26,657,132

#### MetroPlan Orlando, 2050 Capacity and Project Bundles, Orlando, FL

Role: Deputy Project Manager  
Project Size: \$384,322

#### MetroPlan Orlando, Vision Zero Action Plans, Seminole County, Orlando, FL

Role: Project Manager  
Project Size: \$1,007,645

#### MetroPlan Orlando, Tracking the Trends Report Update, Orlando, FL

Role: Project Manager  
Project Size: \$174,882

#### MetroPlan Orlando, GIS Technical Assistance Orlando, FL

Role: Project Manager  
Project Size: \$173,150

#### MetroPlan Orlando, Belle Isle Feasibility Study, Orlando, FL

Role: Project Manager  
Project Size: \$149,928

#### Space Coast TPO, Federal Grant Identification Tool, Brevard County, FL

Role: Deputy Project Manager  
Project Size: \$142,851

#### Space Coast TPO, Regional Intermodal Connections Committee, Brevard County, FL

Role: Project Manager  
Project Size: \$85,031

#### FDOT District 5, LPGA Boulevard Interchange PD&E Study, Orlando, FL

Role: Deputy Project Manager  
Project Size: \$3,274,603

#### Orange County, International Drive Transit Feasibility and Alternative Technology Assessment, Orlando, FL

Role: Traffic Analysis  
Project Size: \$1,553,062

#### Gainesville Regional Utilities, SS4A Implementation Grant for University Avenue, Gainesville, FL

Role: Project Manager  
Project Size: \$47,817

#### Gainesville Regional Utilities, University Avenue and 13th Street Corridor Study, Gainesville, FL

Role: Project Manager  
Project Size: Cost varies by task.



## Michele Brennan

CURRENT POSITION: STRATEGIC COMMUNICATIONS EAST REGION LEAD

PROJECT ROLE: QA/QC LEADER

Michele has more than three decades of experience developing programs that demonstrate the power of messaging and the importance of community engagement. Her experience includes leading public involvement programs, creating education and marketing campaigns, facilitation trainings, and building public relations strategy. Michele is a consensus builder that leverages the power of partnerships through engaging residents, businesses, key stakeholder groups, and elected officials. She has a passion for connecting people to projects and finding inclusive, creative ways to close the gap on complex topics.

### EDUCATION

Master of Arts, Public Administration

Bachelor of Arts, Sociology

### INDUSTRY TENURE

33 years

### TYPES OF PROJECTS

- Safety Planning & Vision Zero
- Public Outreach
- Intercity Rail

### RELEVANT EXPERIENCE

**FDOT Central Office, Target Zero Campaign (Sub to KHA), Statewide, FL**

Role: Animator, Illustrator, Graphic Designer  
Project Size: \$795,029 - HDR's Fee

**Florida's Turnpike Enterprise, General Engineering Management Consultant, Statewide, FL**

Role: Strategic Communications Support  
Project Size: Cost varies by task.

**Florida's Turnpike Enterprise, Northern Turnpike Extension Owner's Representative, Citrus, Levy, Marion and Sumter Counties, FL**

Role: Strategic Communications Support  
Project Size: Cost varies by task.

**FDOT District 5, General Planning Consultant, Districtwide, FL**

Role: Public Engagement Lead  
Project Size: Cost varies by task.

**Florida Water Environment Association, Professional Branding and Communication Consulting Services, Statewide, FL**

Role: Strategic Communications Support  
Project Size: Cost varies by task.

**City of Tampa, Strategic Communications for PURE Project, Tampa, FL**

Role: Strategic Communications Support  
Project Size: Cost varies by task.

**Orange County, International Drive Transit Feasibility and Alternative Technology Assessment, Orlando, FL**

Role: Strategic Communications Support  
Project Size: \$1,553,062

**Manatee County, Stormwater Utility Rate Analysis, Manatee County, FL**

Role: Public Involvement  
Project Size: \$455,798

**Broward MPO, Speak Up Broward Phase 2, Broward County, FL**

Role: Strategic Communications Support  
Project Size: \$1,279,280

**MetroPlan Orlando, Public Participation Plan Stakeholder Outreach, Orlando, FL**

Role: Public Involvement  
Project Size: Cost varies by task.

**Pennsylvania Turnpike Commission, Virtual Public Engagement, Statewide, FL**

Role: Strategic Communications Support  
Project Size: \$3,107,013



## Michelle Zehnder

CURRENT FIRM POSITION: SENIOR PLANNER

PROJECT ROLE: CONTEXT, CONDITIONS & SITE IDENTIFICATION LEAD | LITERATURE & DOCUMENT REVIEW / CASE STUDIES / LAND USE & TRANSPORTATION CONTEXT ASSESSMENT / ECONOMIC DEVELOPMENT / USER & STATION AREA NEEDS ASSESSMENT | LAND USE & TOD READINESS ASSESSMENT | REPORT FINDINGS & DOCUMENTATION ANALYSIS

Michelle focuses on land use, transportation, and transit planning, as well as urban design and public involvement projects. She works closely with the project team to coordinate and develop strategies for projects, compile research on relevant planning topics, create presentations and reports, and advance public and client relationships. Prior to joining HDR, Michelle was a graphic designer in the architecture and planning industry. She has vast knowledge as both a designer and a project manager.

### EDUCATION

Master of Science, Urban Planning and Policy

Bachelor of Arts, Graphic Design

### INDUSTRY TENURE

8 years

### TYPES OF PROJECTS

- Multimodal Transportation Planning/Complete Streets
- Transit Oriented Development
- Public Outreach
- Intercity Rail
- Streetcar

### RELEVANT EXPERIENCE

**Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL**

Role: Senior Planner  
Project Size: \$329,510

**Hillsborough TPO, Brightline Tampa Station Area Study, Tampa, FL**

Role: Senior Planner and Graphics Support  
Project Size: \$152,705

**City of Tampa, Tampa Streetcar Extension & Modernization Study, Tampa, FL**

Role: Senior Planner  
Project Size: \$2,632,438

**Hillsborough Area Regional Transit (HART), HART TOD Pilot Project, Tampa, FL**

Role: Senior Planner  
Project Size: \$863,059

**Tampa-Hillsborough Expressway Authority (THEA), South Selmon Expressway PD&E Study, Tampa, FL**

Role: Senior Planner  
Project Size: \$3,387,993

**Forward Pinellas, Downtown St. Petersburg Mobility Study, St. Petersburg, FL**

Role: Planning and Graphic Design Support  
Project Size: \$526,290

**City of Clearwater, Clearwater 2045 Comprehensive Plan Update, Clearwater, FL**

Role: Planning and Graphic Design Support  
Project Size: \$236,324

**Pasco County, Pasco 2050 Comprehensive Plan Update, Pasco County, FL**

Role: Planning and Graphic Design Support  
Project Size: \$433,940

**FDOT District 5, Freight and Logistics CSC, Districtwide, FL**

Role: Senior Planner  
Project Size: Cost varies by task.

**FDOT Central Office, Freight, Logistics and Passenger Operations Support, Statewide, FL**

Role: Senior Planner  
Project Size: Cost varies by task.

**FDOT Central Office, Statewide Strategic Intermodal System (SIS) Planning, Statewide, FL**

Role: Planning and Graphic Design Support  
Project Size: Cost varies by task.

**FDOT Central Office, Shared-Use Nonmotorized (SUN) Trail Program, Statewide, FL**

Role: Planning and Graphic Design Support  
Project Size: Cost varies by task.

**FDOT Central Office, Connected and Automated Vehicles (CAV) Program GEC, Statewide, FL**

Role: Senior Planner  
Project Size: Cost varies by task.



## Michael Rose

CURRENT POSITION: SENIOR TRANSPORTATION PLANNER

PROJECT ROLE: PASSENGER RAIL MARKET AND CATCHMENT ANALYSIS; SITE EVALUATION

Michael has 35 years of experience in the transit and transportation industry serving as a public agency planner and consultant on a variety of transportation projects throughout the United States. He has been involved in service development and evaluation efforts for many transit agencies. Michael has expertise in several travel demand modeling software platforms and experience evaluating, improving, and applying travel demand models for transit and highway projects. He has performed demand analysis for passengers, autos, and freight using models from many state transportation departments and regional planning organizations.

### EDUCATION

Bachelor of Science,  
Electrical and Computer  
Engineering

### INDUSTRY TENURE

35 years

### TYPES OF PROJECTS

- Corridor Planning
- Multimodal Transportation Planning/Complete Streets
- Transportation & Transit Network Modeling
- Light Rail
- Intercity Rail
- Bus Rapid Transit

### RELEVANT EXPERIENCE

#### **FDOT Central Office, Statewide Strategic Intermodal System (SIS) Planning, Statewide, FL**

Role: Senior Planner  
Project Size: Cost varies by task.

#### **FDOT Central Office, Connected and Automated Vehicles (CAV) Program GEC, Statewide, FL**

Role: Senior Planner  
Project Size: Cost varies by task.

#### **FDOT Central Office, Transit and Intermodal Support, Statewide, FL**

Role: Senior Planner  
Project Size: Cost varies by task.

#### **FDOT District 5, Space Coast Super-Regional Freight Study, Areawide, FL**

Role: Senior Planner  
Project Size: \$250,119

#### **Greater Orlando Aviation Authority, MCO Congestion Management Study, Orlando, FL**

Role: Senior Planner  
Project Size: \$396,109

#### **Orange County, International Drive Transit Feasibility and Alternative Technology Assessment, Orlando, FL**

Role: Senior Planner  
Project Size: \$1,553,062

#### **Emerald Coast Regional Council, Florida-Alabama TPO LRTP, Areawide, FL**

Role: Senior Planner  
Project Size: \$349,920

#### **Okaloosa County, SR 30 (US 98) Connector Road, Okaloosa County, FL**

Role: Senior Planner  
Project Size: \$1,106,522

#### **City of Irvine, Great Park Aerial Transit Ridership Forecasting Model, Irvine, CA**

Role: Senior Planner  
Project Size: \$165,000

#### **City of Sioux Falls, Sioux Falls MPO 2050 LRTP Model Calibration and Land Use Updates, Sioux Falls, SD**

Role: Senior Planner  
Project Size: \$127,385

#### **Austin Transit Partnership, Program Development and Management, Austin, TX**

Role: Senior Planner  
Project Size: Cost varies by task.

#### **Fort Worth Transportation Authority, TEXRail Ridership Study, Fort Worth, TX**

Role: Senior Planner  
Project Size: \$51,268

#### **Arizona DOT, Intercity Rail Analysis, Phoenix and Tucson, AZ**

Role: Senior Planner  
Project Size: \$891,890

#### **Houston METRO, General Planning Consultant, Houston, TX**

Role: Senior Planner  
Project Size: Cost varies by task.



## Nathan Macek, AICP

CURRENT POSITION: INFRASTRUCTURE FINANCE DIRECTOR

PROJECT ROLE: FINANCING, GRANTS AND FUNDINGS

Nathan has more than two decades of experience applying innovative approaches to budgetary challenges faced by public agencies. He assists infrastructure owners in evaluating funding options and developing strategies to secure grants and other funding. He has developed financial models to evaluate funding, alternative delivery and financing for rail, transit and highway projects around the globe.

### EDUCATION

Masters, Regional Planning

Bachelor of Arts, Political Economy

### REGISTRATIONS

American Institute of Certified Planners (AICP), No. 019578

### INDUSTRY TENURE

26 years

### TYPES OF PROJECTS

- Benefit-Cost Analysis
- Passenger Rail Funding & Finance
- Transit & Passenger Rail Station and Station Area Planning
- Transit Oriented Development
- Transit Project Development
- Grant Writing
- Capital Improvement Planning
- Public Outreach

### RELEVANT EXPERIENCE

#### MARTA, Financial Planning Service, Atlanta, GA

Role: Deputy Project Manager  
Project Size: \$486,600

#### Santa Clara Valley Transportation Authority, Finance Strategy Consulting Services, Santa Clara, CA

Role: Project Manager  
Project Size: \$269,975

#### MTA Construction and Development, New York Penn Station Reconstruction and Expansion Program Management, New York, NY

Role: Finance Support  
Project Size: \$10,439,272

#### Virginia DOT, CFO Programmatic Support, Statewide, VA

Role: Project Manager  
Project Size: Cost varies by task.

#### Alaska Department of Transportation and Public Facilities, Seward Highway Improvements, Seward to Anchorage, AK

Role: Project Manager  
Project Size: \$9,672,316

#### Capital Metro Transportation Authority, Project Management for Project Connect, Austin, TX

Role: Finance Support  
Project Size: Cost varies by task.

#### Alaska Municipal League, Grant Writing Support, Statewide, AK

Role: Grant Writing Support  
Project Size: \$200,000

#### Ohio DOT, Bridge Investment Program Large Bridge Application for the Summit SR8 Bridge, Akron, OH

Role: Project Manager  
Project Size: \$69,874

#### FDOT District 5, General Planning Consultant, Districtwide, FL

Role: Grant Writing Support  
Project Size: Cost varies by task.

#### Sacramento Area Council of Governments, Financial Planning Support, Sacramento, CA

Role: Financial Support  
Project Size: \$700,000

#### Capital Area MPO and Durham-Chapel Hill-Carrboro MPO, Rail Infrastructure Strategy for the Triangle Region, Raleigh, Durham, Cary, Chapel Hill, NC

Role: Financial and Grant Writing Support  
Project Size: \$107,179

#### Pinellas County, Bridge Investment Program (BIP) Grant Application Support for Beckett Bridge, Pinellas County, FL

Role: Grant and Funding Support  
Project Size: \$78,802

#### City of Richmond, Capital Improvement Plan and Federal Grant Assessment, Richmond, VA

Role: Principal in Charge  
Project Size: \$407,203



## Oliver Kuehne, LEED AP

CURRENT POSITION: SENIOR PLANNER/URBAN DESIGNER

PROJECT ROLE: STATION & STATION AREA CONCEPTUAL DESIGN | VISUALIZATION & 3D RENDERINGS

Trained in architecture, Oliver is comfortable working at a wide range of scales, from design concepts for light-rail stations and bus malls to streetscape design of multi-modal corridors, to master plans for intermodal transit centers, transit-oriented neighborhoods or downtowns, and to city-wide land use and transportation plans. He views streets as public spaces where people drive, bike, walk, and access buses and trains. At every scale, he focuses on creating vibrant places that integrate a range of uses and transportation options and provides creative solutions for the physical design of roadways, bicycle/pedestrian facilities, and transit-oriented development. He is skilled at preparing compelling graphics to represent and support those solutions.

### EDUCATION

Master of Architecture, Architecture and Town Planning

### REGISTRATIONS

LEED Accredited Professional, Issued: 10/30/2006

### INDUSTRY TENURE

29 years

### TYPES OF PROJECTS

- Corridor Planning
- Multimodal Transportation Planning/Complete Streets
- Trails, Greenway & Blueway Planning
- Transit Oriented Development
- Public Outreach
- Light, Heavy, Intercity, High-Speed Rail
- Streetcar
- Bus Rapid Transit
- Urban Design
- Design Guidelines/Standards
- Mobility Hubs

### RELEVANT EXPERIENCE

#### Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: Planning and Urban Design  
Project Size: \$329,510

#### Lynx, SR 50 BRT Station Area Analysis, Orlando, FL

Role: Planning and Urban Design  
Project Size: \$367,612

#### Pinellas Suncoast Transit Authority (PSTA), South St. Petersburg Mobility Study, St. Petersburg, FL

Role: Planning Support  
Project Size: \$470,000

#### Port Tampa Bay, General Engineering Consultant, Tampa, FL

Role: Planning and Urban Design  
Project Size: Cost varies by task.

#### City of Tempe, Transportation Master Plan, Tempe, AZ

Role: Active Transportation Lead  
Project Size: \$749,909

#### Los Angeles County Metropolitan Transportation Authority, Link Union Station, Los Angeles, CA

Role: Planning and Urban Design  
Project Size: \$104,496,218

#### VIA Metropolitan Transit, Mobility Hub Study, San Antonio, TX

Role: Planning and Urban Design  
Project Size: \$495,247

#### Santa Cruz County Regional Transportation, Santa Cruz Branch Rail Line (SCBRL) Electric Passenger Rail Transit & Trail Project, Santa Cruz County, CA

Role: Urban Design and Visualization  
Project Size: \$7,703,548

#### Sound Transit, Rainier Valley Safety Master Plan, Seattle, WA

Role: Planning and Urban Design  
Project Size: Coast varies by task.

#### City of Surprise, Transit Feasibility Study, Surprise, AZ

Role: Planning and Urban Design  
Project Size: \$267,194

#### North Central Texas Council of Governments, Collin County Transit Study, Collin County, TX

Role: Planning and Urban Design  
Project Size: \$689,695

#### Oregon DOT, Outer Powell Transportation Safety Project, Portland, OR

Role: Planning and Urban Design  
Project Size: \$27,997,784



## Peter Ogonowski, PhD

CURRENT POSITION: PRINCIPAL ECONOMIST  
PROJECT ROLE: BENEFIT-COST ANALYSIS

Peter is a principal economist with more than two decades of experience specializing in economic and financial feasibility (Benefit-Cost Analysis), economic impacts, and macroeconomic analyses related to transportation infrastructure projects domestically and internationally. He has also been an active member of the Transportation Research Board, particularly the Transportation and Economic Development Committee (ADD10) and has also taught economics at the college/university level.

### EDUCATION

PhD, Business  
Master of Arts, Economics  
Bachelor of Arts, Economics, Urban & Economic Geography, and Criminology

### INDUSTRY TENURE

26 years

### TYPES OF PROJECTS

- Intercity Rail
- High-Speed Rail

### RELEVANT EXPERIENCE

**Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL**

Role: Grant Writing Assistance  
Project Size: \$329,510

**Space Coast TPO, Federal Grant Identification Tool, Brevard County, FL**

Role: Economist  
Project Size: \$142,851

**MetroPlan Orlando, Tracking the Trends Report Update, Orlando, FL**

Role: Economist  
Project Size: \$174,882

**Pinellas County, FY 2025 Bridge Investment Program (BIP) Grant Application Preparation and Other Grant/Funding Support for Dunedin Causeway Main Bridge, Dunedin, FL**

Role: Grant and Funding Support  
Project Size: \$140,651

**Pinellas County, Bridge Investment Program (BIP) Grant Application Support for Beckett Bridge, Pinellas County, FL**

Role: Grant and Funding Support  
Project Size: \$78,802

**FDOT Central Office, Statewide Strategic Intermodal System (SIS) Planning, Statewide, FL**

Role: Economist  
Project Size: Cost varies by task.

**FDOT Central Office, Electric Vehicle Consultant Contract, Statewide, FL**

Role: Economist  
Project Size: Cost varies by task

**FDOT Central Office, Innovative Multimodal Project Funding Strategy, Statewide, FL**

Role: Economist  
Project Size: Cost varies by task.

**FDOT Central Office, Freight, Logistics and Passenger Operations Support, Statewide, FL**

Role: Economist  
Project Size: Cost varies by task.

**FDOT District 5, Freight and Logistics CSC, Districtwide, FL**

Role: Economist  
Project Size: Cost varies by task.

**Escambia County, FHWA Grant Support (Sub to Silsby), Escambia County, FL**

Role: Economist  
Project Size: \$26,685- HDR's Fee

**West Florida Regional Planning Council, Comprehensive Operations Analysis, Escambia County, FL**

Role: Economist  
Project Size: \$161,658

**West Florida Regional Planning Council, COA and TDP Update, Panama City, FL**

Role: Economist  
Project Size: \$297,484

**Greater Orlando Aviation Authority, MCO Congestion Management Study, Orlando, FL**

Role: Economist  
Project Size: \$396,109



## Stephano Miranda

**CURRENT POSITION: SENIOR TRANSPORTATION PLANNER**  
**PROJECT ROLE: AGENCY COORDINATION AND IMPLEMENTATION**

Stephano is a planning professional with more than a decade of experience in federal, environmental, and transportation sectors. His expertise includes grant management, program management, legislative affairs, strategic planning and communications. Through his work with state, federal, and local agencies, Stephano has developed significant experience in project prioritization, funding strategies, and stakeholder coordination. He has developed a comprehensive understanding of regulatory requirements and policy development throughout his career.

### EDUCATION

Master of Science, Urban and Regional Planning  
 Bachelor of Science, Political Science and International Affairs

### INDUSTRY TENURE

12 years

### TYPES OF PROJECTS

- Multimodal Transportation Planning/Complete Streets
- Safety Planning & Vision Zero
- Public Outreach
- Intercity Rail
- High-Speed Rail
- Capital Improvement Planning
- Program Management
- Strategic Planning
- Systems Planning
- Corridor ID Applications

### RELEVANT EXPERIENCE

**Georgia DOT, State Rail Plan Update, Statewide, GA**

Role: Internal Manager  
 Project Size: \$1,053,223

**FDOT Central Office, Freight Logistics and Passenger Operations CSC, Statewide, FL**

Role: Task Manager  
 Project Size: Cost varies by task.

**FDOT Central Office, Professional Services (Planning ) Contract, Statewide, FL**

Role: Senior Planner  
 Project Size: Cost varies by task.

**FDOT Central Office, Statewide Strategic Intermodal System (SIS) Planning, Statewide, FL**

Role: Senior Planner  
 Project Size: Cost varies by task.

**FDOT District 4, Brightline Phase 2 High Speed Rail Railroad Corridor Support, Districtwide, FL**

Role: Senior Planner  
 Project Size: \$467,719

**FDOT District 5, Public Surveys for I-Drive Transit Feasibility and Alternative Technology Assessment Initiative (Sub to AECOM), Orange and Volusia Counties, FL**

Role: Senior Planner  
 Project Size: \$4,056,682 - HDR's Fee

**Tennessee DOT, State Rail Plan Update, Statewide, TN**

Role: Senior Planner  
 Project Size: \$479,000

**Alaska Railroad Corporation, Port Whittier Terminal Master Plan, Statewide, AK**

Role: Senior Planner  
 Project Size: Cost varies by task.

**CSX Transportation, Georgia Rail Program Grant, Statewide, GA**

Role: Project Manager  
 Project Size: \$60,000



## Stephen Alianiello

CURRENT POSITION: SENIOR STRATEGIC COMMUNICATIONS COORDINATOR  
PROJECT ROLE: ENGAGEMENT AND OUTREACH LEAD

With over a decade of experience managing marketing and communications projects, providing clients with outreach and engagement strategies as well as fostering multi-modal solutions, Stephen has developed trusted relationships with the Florida Department of Transportation (FDOT), local governments, transit agencies, local planning agencies, and prominent businesses throughout Florida. Stephen is passionate about providing the projects he serves with measurable results that improve quality of life.

### EDUCATION

Master of Business Administration  
Bachelor of Science, Management  
Social Marketing in Transportation Certificate

### INDUSTRY TENURE

15 years

### TYPES OF PROJECTS

- Corridor Planning
- Multimodal Transportation Planning/Complete Streets
- Safety Planning & Vision Zero
- Trails, Greenway & Blueway Planning
- Public Outreach
- Heavy Rail

### RELEVANT EXPERIENCE

**Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL**

Role: Public Involvement Lead  
Project Size: \$329,510

**Mississippi DOT, Statewide Transit Plan and Intercity Bus Study Update, Statewide, MS**

Role: Public Engagement Task Lead  
Project Size: \$1,004,493

**Space Coast TPO, 2050 Long Range Transportation Plan (LRTP), Brevard County, FL**

Role: Public Involvement Lead  
Project Size: \$1,131,967

**Space Coast TPO, Public Involvement Support, Brevard County, FL**

Role: Project Manager  
Project Size: Cost varies by task.

**Space Coast TPO, Regional Intermodal Connections Committee, Brevard County, FL**

Role: Public Involvement Lead  
Project Size: \$85,031

**MetroPlan Orlando, Strategic Communications Consultant, Orange, Osceola, and Seminole Counties, FL**

Role: Project Manager  
Project Size: Cost varies by task.

**MetroPlan Orlando, Vision Zero Action Plans, Seminole County, FL**

Role: Public Involvement Lead  
Project Size: \$1,007,645

**Orange County, ADA Transition Plan, Orange County, FL**

Role: Public Involvement Task Lead  
Public Involvement: \$199,748

**Seminole County, Rolling Hills Area Final Design Phase I, Longwood, FL**

Role: Public Involvement  
Project Size: \$1,473,405

**FDOT District 5, I-75 PD&E from SR 200 to CR 234, Marion County, FL**

Role: Communications Coordinator  
Project Size: \$18,343,797

**FDOT District 4, SW 10th Street Connector Corridor Design, Broward County, FL**

Role: Communications Coordinator  
Project Size: \$26,657,132

**FDOT District 1, I-75 (SR 93) Master Plan - North Corridor, Sarasota and Manatee Counties, FL**

Role: Graphic Designer  
Project Size: \$1,499,130

**FDOT Central Office, Target Zero Campaign (Sub to KHA), Statewide, FL**

Role: Task lead  
Project Size: \$795,029 - HDR's Fee

**Florida's Turnpike Enterprise, Northern Turnpike Extension Owner's Representative, Citrus, Levy, Marion and Sumter Counties, FL**

Role: Public Involvement  
Project Size: Cost varies by task.



## Steve Schukraft, AICP

CURRENT POSITION: PLANNING SECTION MANAGER

PROJECT ROLE: CONCEPT DEVELOPMENT

Steve is an accomplished planner with a four decades of experience helping clients solve complex planning challenges. Recently, he’s managed a range of mobility planning, transit project development, and transit-oriented development projects for clients in Florida and across the United States. He has led various public workshops and charrettes across the region, including recent engagement with stakeholders along the existing and proposed alignment for the Tampa Streetcar.

### EDUCATION

Masters of Arts, City Planning

Graduate Study in Architecture

Bachelor of Arts, Political Science

### REGISTRATIONS

American Institute of Certified Planners (AICP), No. 015562

### INDUSTRY TENURE

40 years

### TYPES OF PROJECTS

- Transit Oriented Development
- Station & Station Area Planning
- Corridor Planning
- Transit Project Development & Preliminary Design
- Multimodal Transportation Planning/Complete Streets
- Community & Regional Planning
- Urban Regeneration & Retrofit

### RELEVANT EXPERIENCE

#### City of Tampa, Tampa Streetcar Extension & Modernization Study, Tampa, FL

Role: Project Manager  
Project Size: \$2,632,438

#### City of Tampa, Multimodal Urban Planning, Tampa, FL

Role: Project Manager  
Project Size: \$180,000

#### Pinellas Suncoast Transit Authority (PSTA), South St. Petersburg Mobility Study, St. Petersburg, FL

Role: Project Manager  
Project Size: \$470,000

#### Pinellas Suncoast Transit Authority (PSTA), SunRunner Bus Rapid Transit Project and Construction Management, St. Petersburg, FL

Role: Transit Planner  
Project Size: \$470,000

#### Hillsborough Area Regional Transit (HART), HART TOD Pilot Project, Tampa, FL

Role: Project Manager  
Project Size: \$863,059

#### Hillsborough County City-County Planning Commission/Hillsborough County MPO, Brandon Corridors & Mixed Use Centers Pilot Project, Hillsborough County, FL

Role: Project Manager  
Project Size: \$304,405

#### Forward Pinellas, Downtown St. Petersburg Mobility Study, St. Petersburg, FL

Role: Senior Advisor  
Project Size: \$526,290

#### Forward Pinellas, 18th Ave Complete Streets Study, St. Petersburg, FL

Role: Principal in Charge  
Project Size: \$95,000

#### City of Clearwater, Comprehensive Planning Services, Clearwater, FL

Role: Project Manager  
Project Size: Cost varies by task.

#### Dallas Area Rapid Transit (DART), General Planning Consultant, Dallas, TX

Role: Senior Transit Planner  
Project Size: Cost varies by task.

#### Development Authorities Support Office, Hail Regional Plan, Hail, Saudi Arabia

Role: Senior Planner  
Project Size: \$33,764,564

#### Development Authorities Support Office, Aseer Regional Development Plan, Aseer, Saudi Arabia

Role: Senior Planner  
Project Size: \$56,428,669

#### RAK Transport Authority (RAKTA), Aseer Transportation & Mobility Plan, Ras Al Khaimah, United Arab Emirates

Role: Senior Planner  
Project Size: \$1,604,000



## Tyler Swafford

CURRENT POSITION: TRANSPORTATION PLANNER 1

PROJECT ROLE: PASSENGER RAIL AND CATCHMENT ANALYSIS

Tyler leverages his planning expertise to support multidisciplinary projects. He utilizes ArcGIS Pro, Adobe Creative Suite, and Microsoft Suite to contribute to tasks that involve traffic data analysis, graphic design, and public outreach. His strong technical skills allow him to communicate ideas to a wide variety of audiences.

### EDUCATION

Bachelor of Arts, Urban & Regional Planning

Certificate, Geographic Information Science

### INDUSTRY TENURE

2 years

### TYPES OF PROJECTS

- Corridor Planning
- Multimodal Transportation Planning/Complete Streets
- Safety Planning & Vision Zero
- Transportation & Transit Network Modeling
- Trails, Greenway & Blueway Planning
- Transit Oriented Development
- Capital Improvement Planning
- Public Outreach
- High-Speed Rail
- Comprehensive Planning

### RELEVANT EXPERIENCE

#### Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: Catchment Analysis  
Project Size: \$329,510

#### Hillsborough TPO, Brightline Tampa Station Area Study, Tampa, FL

Role: Catchment Analysis  
Project Size: \$152,705

#### Space Coast TPO, 2050 Long Range Transportation Plan (LRTP), Cocoa, FL

Role: Transportation Planner  
Project Size: \$1,131,967

#### MetroPlan Orlando, Vision Zero Action Plans, Seminole County, Orlando, FL

Role: Transportation Planner  
Project Size: \$1,007,645

#### MetroPlan Orlando, 2050 Capacity and Project Bundles, Orlando, FL

Role: Transportation Planner  
Project Size: \$384,322

#### MetroPlan Orlando, Travel Demand Model Review and Technical Support, Orlando, FL

Role: Transportation Planner  
Project Size: \$18,214

#### Lake-Sumter MPO, 2050 Long Range Transportation Plan (LRTP), Lake and Sumter Counties, FL

Role: Transportation Planner  
Project Size: \$356,800

#### Lake-Sumter MPO, Transportation Improvement Program Refresh, Lake and Sumter Counties, FL

Role: Transportation Planner  
Project Size: \$149,020

#### Orange County, Shingle Creek Trail Phase 4 Alignment Study, Hiawassee and Pine Hills, FL

Role: Transportation Planner  
Project Cost: \$249,463

#### Orange County, ADA Transition Plan Update, Orlando, FL

Role: Transportation Planner  
Project Size: \$199,748

#### FDOT District 5, Freight and Logistics CSC, Districtwide, FL

Role: Transportation Planner  
Project Size: Cost varies by task.

#### FDOT District 5, PD&E CSC, Districtwide, FL

Role: Transportation Planner  
Project Size: \$249,883

#### FDOT Central Office, Electric Vehicle Consultant Contract, Statewide, FL

Role: Transportation Planner  
Project Size: Cost varies by task.

#### Emerald Coast Regional Council, Transit Development and Strategic Plan Updates, Areawide, FL

Role: Transportation Planner  
Project Size: \$22,160

# Gresham Smith

## PUBLIC OUTREACH SERVICES

Gresham Smith has a long-standing presence in Florida and the broader planning community throughout the Southeast, and they frequently collaborate in a multidisciplinary framework to deliver community-centered infrastructure and planning policy. They have an established track record of working with municipalities and regional agencies across Central Florida to envision and deliver transportation, utility, and community improvement projects in the Tampa Bay, Orlando, and Lakeland-Winter Haven areas.

The local Gresham Smith planning team includes Andrew Williams, AICP, ENV SP, who is a native Lakelander and lifelong resident of Polk County. He brings both a vested interest in and deep understanding of the community's dynamics. Andrew's credibility and experience will be critical to developing thorough, community-driven insights and analysis, as well as driving an engagement program that integrates data insights and best practices to identify the best solutions moving forward to accommodate high-speed rail in Polk County.

Gresham Smith will add local knowledge to the HDR team's engagement approach to reflect a commitment to integrating and honoring community sentiment in the decision-making

process for planning and design projects. This includes balancing active listening with education around tradeoffs between different options and scenarios. It also includes a commitment to engaging with people from all walks of life and at various stages of involvement to develop as complete a picture as possible of a collective and shared community vision. Tailored outreach strategies that align with and enhance other elements of our planning processes. They strategically combine digital platforms, social media, stakeholder workshops, tactical pop-up events, and in-person meetings to reach diverse audiences and encourage meaningful participation.

Gresham Smith has successfully supported public outreach efforts for FDOT Districts 5, 7, and Central Office, regional MPOs, and various city and county agencies across the Southeast through clear communication, inclusive engagement, and the integration of community feedback into final recommendations. Members of their team and their work in community engagement have been recognized by the American Planning Association and the National Association of Counties.



June 24, 2025

Jody Baswell, State Transportation Leader  
GRESHAM SMITH  
3615 Bromley Grand  
Suite 320  
Tampa, FL 33607

Dear Mr. Baswell:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following professional services types of work per Rule 14-75, F.A.C.:

2.0 - Project Development & Environmental (PD&E) Studies

- 3.1 - Minor Highway Design
- 3.2 - Major Highway Design
- 3.3 - Controlled Access Highway Design

- 4.1.1 - Miscellaneous Structures
- 4.1.2 - Minor Bridge Design
- 4.2.2 - Major Bridge Design - Steel

- 5.1 - Conventional Bridge Inspection
- 5.3 - Complex Bridge Inspection
- 5.4 - Bridge Load Rating

- 6.1 - Traffic Engineering Studies
- 6.2 - Traffic Signal Timing
- 6.3.1 - Intelligent Transportation Systems Analysis and Design
- 6.3.2 - Intelligent Transportation Systems Implementation
- 6.3.3 - Intelligent Transportation Traffic Engineering Systems Communications
- 6.3.4 - Intelligent Transportation Systems Software Development

- 7.1 - Signing, Pavement Marking and Channelization
- 7.2 - Lighting
- 7.3 - Signalization

- 10.1 - Roadway Construction Engineering Inspection

- 13.3 - Policy Planning
- 13.4 - Systems Planning
- 13.5 - Subarea/Corridor Planning
- 13.6 - Land Planning/Engineering

- 14.0 - Architect

- 15.0 - Landscape Architect

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2026, for contracting purposes.

Approved Rates

Home Overhead	Field Overhead	Facilities Capital Cost of Money (FCCM)	Premium Overtime	Home Direct Expense	Field Direct Expense	Published Fee Schedule
171.83%	138.84%	1.467%	Reimbursed	3.70%	8.29%	No

\*Rent and utilities excluded from field office rate. These costs will be directly reimbursed on contracts that require the consultant to provide field office.

Per Title 23, U.S. Code 112, there are restrictions on sharing indirect cost rates. Refer to Code for additional information.

Should you have any questions, please feel free to contact me by email at [FDOT.PSprequalification@dot.state.fl.us](mailto:FDOT.PSprequalification@dot.state.fl.us).

Sincerely,

Philip Pitts  
Professional Services Qualification Administrator  
PPYIG



# Andrew Williams, AICP, ENV SP, RSP1

## Transportation Planner

Office Location: Gresham Smith Tampa

Home Location: Lakeland, Florida

Andrew has worked in a variety of public and private sector positions ranging from policy analysis, comprehensive planning, municipal infrastructure development, and special district management.

Having led public outreach meetings and stakeholder design workshops with world renown planners and urban designers, Andrew has been a voice for sustainability and digital integration into every day planning practices and policies. Andrews seeks to maximize digital outreach and data analysis while maintaining personal connections with the communities he serves. A skilled specialist in GIS, Andrew supports large-scale mapping efforts and complicated data analysis to inform planning and decision-making.

### Years of Experience

9

### Education

Master of Urban and Regional Planning, University of Colorado

### Memberships/Affiliations

American Planning Association

### Accreditations/Certifications

American Institute of Certified Planners (#33544)

Envision Sustainability Professional

Road Safety Professional 1

## Relevant Projects

### City of Dallas - Bike Plan Update 2022, SA-1 & SA-2, Dallas, TX | *Project Planner*

Andrew supported the City of Dallas for the 2025 Dallas Bike Plan by coordinating interactive public engagement events and performing technical analyses to inform feasible and equitable network and policy recommendations. The Bike Plan evaluated existing facilities, analyzed connectivity and safety conditions, and developed updated design guidance consistent with national best practices. The plan creates a citywide framework for a comfortable, all-ages bicycle network, identifying priority corridors for implementation, and outlines strategies for integrating the updated plan into the City's design standards, policy documents, and future capital programs. (Project Fee: \$700,000)

### City of Boulder - Alpine-Balsam Area Plan | *Project Planner*

Andrew conducted technical analyses, cofacilitated community workshops, and prepared presentations to City Council for the AlpineBalsam Area Plan. His work supported adoption of a redevelopment framework for the former Boulder Community Hospital site, envisioning a resilient civic campus that consolidates municipal offices, expands affordable and workforce housing, and introduces multimodal connections, green infrastructure, and flood mitigation systems to strengthen long-term community livability. (Project Fee: \$600,000)

### Clifton Larson Allen - Rampart Range Metropolitan District | *Public Manager*

Oversaw district administration, budgeting, capital construction, and compliance with state and local service plans for multiple Title 32 special districts supporting urban development in the City of Lone Tree, Colorado. Facilitated collaboration among developers, the City, the Regional Transportation District (RTD), and other partners to finance, implement, and maintain transportation and infrastructure improvements, which included operations at three RTD light rail stations.. (Project Fee: \$300,000/yr)

### City of Grand Prairie - Bike Master Plan, Grand Prairie, TX | *Project Planner*

Andrew is assisting the creation of a community driven Bike Master Plan outlining the growth and development of the City of Grand Prairies bike network over the next 20+ years. The plan was driven by community and stakeholder engagement and will result in proposed changes to the cities design manuals, education and enforcement, and funding strategies to deliver a safe and accessible bike network. (Project Fee: \$300,000)

### FDOT District 5 - Safety Studies OnCall Contract | *Project Planner*

Provides public engagement support for safety education initiatives across Central Florida. Andrew is a certified helmet fitter, WalkWise ambassador, and Roadway Safety Professional. He regularly leads community safety events and coordinates with local organizations to promote pedestrian and cyclist awareness. (Project Fee: \$1M/yr)

# Patel, Greene and Associates, LLC

## ACCESS AND MULTIMODAL PLANNING SERVICES

Patel, Greene and Associates, LLC (PGA) was founded in Polk County and has a long history of working on multidisciplinary projects with the County, with municipalities located along the I-4 corridor, and with FDOT District One.

Through his in-house staff augmentation role with the FDOT District One, PGA's Peyton McLeod has been heavily involved with rail planning initiatives in Polk County, including both the Transit Concept & Alternatives Review (TCAR) study and the ongoing Project Development & Environmental (PD&E) study for the proposed Polk County SunRail Extension. As related to public transit connectivity with potential stations, Peyton also brings a strong working relationship with Citrus Connection's planning staff. Peyton's work with the Polk TPO itself spans more than two decades, dating to the bicycle, pedestrian, and transit elements of the 2030 Long Range Transportation Plan (LRTP).

PGA's Lucas Cruse brings national experience with developing plans for multimodal access and land development surrounding high-capacity transit stations in the contexts of both suburban commuter hubs and downtown cores. As staff for the Santa Fe MPO, he led the analysis used to support selecting station locations for the New Mexico Rail Runner Express commuter rail system. In a prior consultant role, he

led the development of concept plans for multimodal access and circulation improvements at multiple Washington DC Metrorail stations.

Multimodal access/connectivity is the centerpiece of PGA's planning practice. Safe and convenient access to Polk County's future high-speed rail station(s) by all modes of travel will be an important element in overall viability and ridership potential. Based on past experience preparing multimodal access to transit studies for Florida agencies including Hillsborough County, the City of Orlando, and the Pinellas Suncoast Transit Authority, PGA envisions several key considerations for use in evaluating candidate station locations:

- Infrastructure needed to access the site
- Land use mix and potential for development, specifically any land use regulation changes needed to support Transit-Oriented Development (TOD)
- Safety & connectivity of bicycle/pedestrian facilities (Bicycle/Pedestrian Levels of Traffic Stress, roadway crossing safety, and directness of access pathways)
- Integration with local public transit via route modifications and transfers
- Local community input



April 23, 2025

Hiren Patel, President  
 PATEL, GREENE AND ASSOCIATES, LLC  
 12570 Telecom Drive  
 Temple Terrace, FL 33637

Dear Mr. Patel:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following professional services types of work per Rule 14-75, F.A.C.:

- 2.0 - Project Development & Environmental (PDE) Studies
  - 3.1 - Minor Highway Design
  - 3.2 - Major Highway Design
  - 3.3 - Controlled Access Highway Design
- 4.1.1 - Miscellaneous Structures
- 4.1.2 - Minor Bridge Design
- 4.2.1 - Major Bridge Design - Concrete
- 4.2.2 - Major Bridge Design - Steel
- 5.4 - Bridge Load Rating
- 6.1 - Traffic Engineering Studies
- 6.2 - Traffic Signal Timing
  - 6.3.1 - Intelligent Transportation Systems Analysis and Design
  - 6.3.2 - Intelligent Transportation Systems Implementation
  - 6.3.3 - Intelligent Transportation Traffic Engineering Systems Communications
- 7.1 - Signing, Pavement Marking and Channelization
- 7.2 - Lighting
- 7.3 - Signalization
- 10.1 - Roadway Construction Engineering Inspection
- 10.3 - Construction Materials Inspection
- 11.0 - Engineering Contract Administration and Management

- 13.3 - Policy Planning
- 13.4 - Systems Planning
- 13.5 - Subarea/Corridor Planning
- 13.6 - Land Planning/Engineering
- 15.0 - Landscape Architect

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2026, for contracting purposes.

Approved Rates					
Home Overhead	Field Overhead	Facilities Capital Cost of Money (FCCM)	Premium Overtime	Home Direct Expense	Field Direct Expense
166.38%	138.30%	0.945%	Reimbursed	0.79%	3.19%*

\*Rent and utilities excluded from field office rate. These costs will be directly reimbursed on contracts that require the consultant to provide field office.

Per Title 23, U.S. Code 112, there are restrictions on sharing indirect cost rates. Refer to Code for additional information.

Should you have any questions, please feel free to contact me by email at [marie.castaneda@dot.state.fl.us](mailto:marie.castaneda@dot.state.fl.us), or by phone at 850-414-4597.

Sincerely,

Marie Castaneda  
 Professional Services Qualification Administrator

MC1cbkh



# GABRIEL GONZALEZ, JR., EI

## Planner



Gabriel is a Planner with Patel Greene and Associates (PGA). He has eight years of experience with his background including trail, multimodal, sidewalk, and projects. Gabriel's specific experience includes crash analysis, coordination with internal and external stakeholders, modeling, data analysis, conceptual plans, public involvement, and roadway design.

### Experience

**City of Lakeland Pedestrian Feasibility Study, Lakeland, FL, City of Lakeland, Planner:** Gabriel conducted a feasibility study to evaluate multiple alternative pedestrian crossings to replace the overpass over Bonnet Springs Blvd. This study included the development of nine alternatives, an evaluation matrix, a demographics evaluation, and crash history analysis. *Cost: \$49.6k*

**SR 570B (Central Polk Pkwy) from SR 35 (US 17) to SR 60, Polk County, FL, Florida's Turnpike Enterprise, Task Lead–Public Involvement:** PGA was the prime consultant for this pilot project designing plans for a new alignment of Central Polk Pkwy as a fully integrated 3D model. The scope also includes completing interchange design at US 17, the design of toll gantries, and the design of the new at-grade intersection at SR 60. PGA led the roadway, drainage, structures, and environmental efforts. Gabriel facilitated public outreach activities. This effort included identifying affected communities, establishing key contacts with neighborhood leaders, and developing notifications for public meetings. *Cost: \$10.6M*

**SR 600 (US 92) RRR from W of Jersey Rd to W of SR 555, Polk County, FL, FDOT District One, Task Lead–Public Involvement:** This project provided designs to extend the service life of the existing roadway, improve safety, and correct deficiencies. Improvements included closing the median opening 1000 ft northeast of the intersection of US 92 and Lynchburg Rd, milling and resurfacing existing pavement and outside shoulders, construction of inside paved shoulders, and minor drainage improvements. Gabriel led public involvement efforts by directing the notification and outreach strategy, maintaining stakeholder databases, developing outreach materials, and conducting public meetings. *Cost: \$422k*

**City of Winter Park Transportation Master Plan Update, Winter Park, FL, City of Winter Park, Planner:** PGA is the prime consultant assisting the City of Winter Park with updating its Transportation Master Plan. Building on the previous update, PGA was tasked with consolidating all available existing conditions data, current and future projects and with identifying potential projects to complete gaps in the City's transportation network. Gabriel has conducted GIS analyses using ArcMap, including the development of the existing condition basemaps, bicycle and pedestrian Level of Traffic Stress analyses, motor vehicle level of service calculations, pedestrian latent demand calculations, and motor vehicle and vulnerable user crash analysis. *Cost: \$250k*

### Education

B.S., Civil Engineering, University of South Florida, 2018

### Registrations/Licenses

Engineering Intern, Florida, 1100021936, 08/13/2018

### Work Experience

Patel, Greene and Associates  
2022 - Present

Landis Evans and Partners  
2017 - 2022

### Contact

12570 Telecom Dr  
Temple Terrace, FL 33637  
813.978.3100  
gabriel.gonzalez@patelgreene.com



# KATIE HABGOOD, AICP

## Chief Planner



### Education

Graduate Certificate, Smart City Technology, University of South Florida, Ongoing

M.A., Urban & Regional Planning, University of Florida, 2005

B.A., Communications, University of Florida, 2001

### Certifications

American Institute of Certified Planners (AICP) #151311, 2012

### Work Experience

Patel, Greene and Associates  
2023 - Present

Pritchett Steinbeck Group  
2021 - 2023

Jacobs Engineering  
2011 - 2021

Knoxville Regional TPO  
2005 - 2011

University of Florida  
2004 - 2005

### Contact

14499 N Dale Mabry Hwy  
Suite 200  
Tampa, FL 33618  
813.946.8955  
katie.habgood@patelgreene.com

\*Experience prior to joining PGA

Katie is a Chief Planner with Patel, Greene and Associates (PGA). Her 21 years of professional practice has involved a range of planning products at all scales of geography, from focused corridor studies to multi-county Long Range Transportation Plans. She is an adept communicator, enjoying face-to-face time with clients and a project's audience and stakeholders. Her project experience includes bicycle and pedestrian feasibility and master planning, context-based solutions, long range transportation plans, congestion management processes, equity analysis, project prioritization plans, and meaningful public engagement. She is passionate about making communities safer for everyone, particularly those traveling on foot, bicycle, or via transit.

### Experience

**Polk County Comprehensive Plan, Polk County, FL, Task Leader:** During the Polk County Comprehensive Plan periodic update, PGA was tasked with updating the Transportation Element. Katie led the effort for the PGA team which included creating a new map series based on updated socioeconomic and growth management data, collaborating with other agencies in the County like FDOT and the MPO, attending public outreach events, and developing modernized transportation planning policy to complement the County's goals and ambitions for future development. She incorporated progressive policy framework that codifies community involvement, education, and intergovernmental coordination. *Cost: \$36.7k*

**School Ave Multi-Use Recreational Trail MURT Feasibility Study, Sarasota County, FL, City of Sarasota, Project Manager:** The City is seeking to document the feasibility and complete conceptual design of the School Ave MURT from Webber Ave to Datura St, identified in the City's Capital Improvement Plan as well as Sarasota in Motion. This project is a proposed connection to an existing MURT that ends at Webber St. The continuation of this MURT runs parallel to School Ave diverting vulnerable users from US 41, a major, high crash arterial, to an off-road MURT. This project is intended to provide a low-stress parallel route to US 41 giving an advantage to residents making local trip by bicycle, walking, or rolling. The trail would also serve active transportation trips to the Westfield Mall, Arlington Park, Sarasota High School, among other destinations. The study includes extensive stakeholder engagement: two rounds of public meetings, a Visual Preference Survey, concept design visualizations, and opportunities to engage online. *Cost: \$200k*

**General Planning Contract, Pasco County, FL, Pasco County Board of Commissioners, Task Leader:** This general planning contract serves as an extension of Pasco County by providing general planning services, including economic analysis, public engagement, urban design, multimodal transportation planning, land use planning, and planning grants. *Cost: \$346k*

**\*General Planning Consultant – Congestion Management Process, Hillsborough County, FL, Hillsborough County MPO, Task Leader & Transportation Planner:** The congestion management process led to a performance report to identify the study area, transportation system, available data sources, performance measures, and a monitoring strategy to address congestion throughout the MPO study area boundary. Once the congestion management process was defined, Katie assisted in measuring the performance of the goals identified in the plan and creating the annual State of the System report. *Cost: \$200k*



# LUCAS CRUSE, AICP

## Chief Planner



### Education

M.A., Urban and Regional Planning, University of Illinois at Urbana-Champaign, 2003

B.S., Civil Engineering, University of Illinois at Urbana-Champaign, 2001

### Certifications

American Institute of Certified Planners (AICP) #022965, 2008

### Work Experience

Patel, Greene and Associates  
2022 - Present

City of St. Petersburg  
2015 - 2022

USF-CUTR  
2013 - 2014

Toole Design Group  
2009 - 2012

City of Santa Fe, NM  
2007 - 2009

Otak  
2004 - 2006

National Park Transportation Scholar  
2003 - 2004

### Contact

12570 Telecom Dr  
Temple Terrace, FL 33637  
813.978.3100  
lucas.cruse@patelgreene.com

Lucas Cruse is the Context-Based Solutions Group Leader with Patel, Greene and Associates (PGA). For over 21 years, he has managed multimodal transportation planning and design projects, with a specialization in proactively improving safety and comfort for people walking and bicycling. His wide range of experience includes multimodal roadway and trail design, context-based solutions policies and implementation, MPO management, research and training, land use planning, and geospatial analysis. Lucas was St. Petersburg's bike-ped coordinator for more than seven years, where he successfully implemented numerous studies, projects, and programs.

### Experience

**Lake Hancock Trails Master Plan, Polk County, FL, Polk County, Project Manager:** Lucas led the team, establishing the vision of a connected network of trails surrounding Lake Hancock. The LAP-funded, master plan included conceptual designs and the specifications for elements such as access points, amenities, and interpretive signage that maximize the investment and ensure the trails will serve as broad community assets. Building upon stakeholder engagement, the Master Plan details actionable steps to complete the network by leveraging available funding sources and partner opportunities. *Cost: \$249k*

**Central Polk Pkwy Trail Alignment Study, Polk County, FL, Chief Planner:** The future Central Polk Pkwy (CPP) limited access highway will include a trail along the west side. Lucas led the study to identify the preferred alignment for a new trail that would connect the north end of that future CPP trail to the other planned Polk County trails in the vicinity. This study establishes conceptual design details and planning-level cost estimates to be used for future trail land acquisition, funds programming, and design. Primary considerations included property ownership, minimizing conflicts with utilities and wetlands, identifying the safest means of crossing US 17 (including renderings of pedestrian overpass designs) and developing access points for maintenance and public trailheads. *Cost: \$49.7k*

**Priority Transportation Project Application, City of Bartow, FL, Polk Transportation Planning Organization (TPO), Senior Planner:** Lucas prepared an application for the City of Bartow to receive state and federal funds to advance the creation of an overpass where the Fort Fraser Trail crosses SR 60. The separated crossing will connect the SUN Trail Network to Downtown Bartow and complete a link in the larger Peace River Greenway corridor. *Cost: \$5k*

**Trailways Master Plan, Manatee County, FL, Manatee County Board of Commissioners, Senior Planner:** Lucas led the creation of design guidance for future trails with an emphasis on fitting the context. The content will be used as the basis for trail design scopes that fit the expected users and types of trips on each corridor for Manatee County. *Cost: \$139.9k*

**Bicycle & Pedestrian Master Plan, Indian River County, FL, Indian River County MPO, Chief Planner:** This plan is a strategic approach based on safety, accessibility, and equity to invest in a robust bicycle and pedestrian transportation network to serve residents and visitors. Lucas led stakeholder interviews, developed policy recommendations, identified project needs, and presented the recommendations to the MPO Committees and Board for feedback. *Cost: \$160k*



# PEYTON MCLEOD, PTP

## Chief Planner



### Education

B.A., Geography, Stetson University, 2001

### Certifications

Professional Transportation Planner, 720, 03/26/2020

### Work Experience

Patel, Greene and Associates  
2019 - Present

Landis Evans & Partners  
2003 - 2019

### Contact

14499 N Dale Mabry Hwy  
Suite 200  
Tampa, FL 33618  
813.946.8955  
peyton.mcleod@patelgreene.com

Peyton McLeod is an Associate and the Planning Group Director with Patel, Greene and Associates (PGA). He has spent the last 22 years coordinating and managing multimodal transportation planning projects, including numerous corridor and PD&E studies for FDOT and regional transportation planning agencies. His wide range of experience includes multimodal level of service analyses, nonmotorized trip prediction techniques, Roadway Safety Audits, transportation facilities and conditions mapping, national transportation safety studies, multimodal facility demand analyses, and evaluations of transit systems.

### Experience

**General Engineering Consultant, FDOT District One, Congestion Management Multimodal Planner:** PGA is the prime consultant for this contract serving as an extension to District One for a variety of services, including transportation design, scoping and RFP development, staff augmentation, and plans reviews. Peyton is the technical lead for the Congestion Management Multimodal Planning (C3MP) Initiative, coordinating and leading joint transit meetings between transit agencies and MPOs, and reviewing and approving transit development plans and associated annual progress reports. He also develops scopes of service for special transit projects, provides technical assistance for special transit projects managed by the District, and serves as a transit liaison between modal development and other District departments (planning studio, PD&E, design, construction). Peyton also conducts monthly multimodal visioning meetings with District leadership and builds relationships with external modal (freight, aviation, rail) partners. *Cost: \$30M*

**General Planning Contract, Manatee County, FL, Manatee County Board of Commissioners, Contract Manager:** This contract provides multimodal transportation services to move Manatee County projects from conceptual phase to completion phase. Specific responsibilities on the contract include traffic study and project review, multimodal transportation studies, public engagement, and grant applications. *Cost: \$185k*

**3rd St NW Priority Transportation Project and Transportation Alternatives Program Applications, Polk County, FL, City of Winter Haven, Senior Planner:** The City of Winter Haven is seeking grant funding for a context-based solutions project on 3rd St NW that will connect the City's Downtown with numerous popular cultural attractions. The proposed project is intended to improve multimodal comfort, safety, and access through elements such as wider sidewalks, new pedestrian crossings, aesthetic enhancements, and traffic calming. Peyton completed grant applications to be submitted by the City to both the Polk TPO and the FDOT. To support the applications, Peyton outlined existing conditions and proposed improvements, documented project linkages and connectivity enhancements, quantified multimodal mobility improvements, prepared typical section graphics, described community benefits, and conducted a benefit-cost analysis. *Cost: \$5k per Application*

**Greenways Master Plan, Hillsborough County, FL, Senior Planner:** Peyton reviewed the development of design guidelines for a planned network of greenways. With an emphasis on human-scaled urban design, the guidelines incorporate biophilic design elements that fit each context. Peyton also reviewed the framework for a unified system of branded wayfinding signs and planning-level cost estimates for greenway corridors based on the type of trail. *Cost: \$39.9k*

# Quest Corporation of America, Inc.

PUBLIC OUTREACH/COMMUNITY INVOLVEMENT SERVICES

Founded in 1995, Quest Corporation of America, Inc. (Quest) is a trusted community engagement firm known for its outstanding service to public-sector clients throughout Florida. Quest provides full-service communications and public outreach services while incorporating award-winning multimedia, creative design and innovative technology.

With more than 140 associates statewide, including 28 in Polk, Osceola, and Hillsborough counties, Quest offers unmatched depth in serving the Polk Transportation Planning Organization's public engagement needs. Our key team member on this project, Stephanie Claytor, has lived and worked in Lakeland since 2016 and she is bilingual. She knows the county's stakeholders well, due to her coverage of hundreds of news stories in the area as a television reporter for Spectrum Bay News 9. She is skilled at identifying where large, diverse groups of people congregate, such as soccer games at Lake Parker, or youth football games at Douglas Cook Park, or the Lakeland Downtown Farmers Curb Market. These venues are the perfect place to conduct surveys and disseminate information regarding projects.

Quest has spearheaded public engagement on hundreds of projects from long-range transportation plans and feasibility studies to PD&E, design, and construction phase projects. Currently, Quest provides communications support for FDOT District One's Public Involvement districtwide contract. They assist the department in developing public engagement strategies, facilitating public meetings, video creation, and providing social media content and graphic design.

Quest team members are also leading public engagement strategy for the CFX Southport Connector Expressway PD&E Study, helping to build community trust by visiting community groups on their own turf, sharing project information and listening to their ideas. They prioritize early and ongoing coordination to inform and involve all relevant parties throughout the project. While supporting this study in Osceola and Polk counties, Quest staff coordinated more than 50 community group presentations and participated in community events, connecting with more than 1,500 people.



Florida Department of Transportation  
605 Suwannee Street  
Tallahassee, FL 32399-0450

RON DESANTIS GOVERNOR      JARED W. PERDUE, P.E. SECRETARY

This Office has completed a review of the audit report information submitted by Quest Corporation of America, Inc. for the period ending December 31, 2024. The rates we have accepted are listed below. This approval allows the Consultant to pursue contracts in excess of the \$500,000 threshold. **This firm is not a Professional Services Firm as defined by Rule Chapter 14-75.**

REVIEW OF AUDIT REPORT			
CONSULTANT NAME	Quest Corporation of America, Inc.	F/T Ended	12/31/24
CPA'S NAME	Hertix, Walsh, Gonzalez & Rodriguez, P.A.	DATE of RECEIPT	1/18/25
REPORT STATUS	ACCEPTED <input checked="" type="checkbox"/> REJECTED <input type="checkbox"/> OF PREMIUM <input type="checkbox"/>	Rate Expiration Date	7/1/26
COST BASED RATES	DIRECT EXPENSE	Retain. Actual Expenses	NO
OVERHEAD	Home 124.88% Field 108.64%	* Field 4.99%	FCCM 0.824%
			NO

\* Includes 5% Base or Overtime

**\*\* This firm can only be used to perform non-professional services. If your services fall into one of FDOT's standard work types for professional services as defined in Rule 14-75, F.A.C., you must be pre-qualified as a professional services firm. Please reach out to the State Professional Services Engineer or State Procurement Manager for additional questions.**

FID # 59-3335186

Jon Cook  
Procurement Office  
Florida Department of Transportation  
(850) 414-4369  
[Jon.Cook@fdot.state.fl.us](mailto:Jon.Cook@fdot.state.fl.us)

Please note that Florida has a broad public records law and that all correspondence, including e-mail, may be subject to disclosure. However, Indirect Cost Rate information is protected by Title 23 U.S. Code 112.

**Chris Ward**  
Graphic Designer  
Orlando, FL  
(Availability 50%)



### Experience – 12 Years

Mr. Ward is a highly creative and talented graphic designer specializing in multimedia design. With exceptional collaborative and interpersonal skills, he is a team player passionate about creating innovative marketing strategies and campaigns and skilled at brand development. He is accustomed to performing in deadline-driven environments and working within budget requirements. Mr. Ward's range of technical expertise includes designing web, print, and advertising deliverables. He also specializes in creating newsletters, flyers, fact sheets, direct-to-mail advertisements, informational and way-finding signage, large format print, logo design, and photography. He is experienced in Adobe suite software including Illustrator, Photoshop, and InDesign, and works in both Apple's OSX + Windows operating systems. Supporting Quest's marketing department, Mr. Ward designs prime pursuit proposals, social media, and other marketing collaterals.

### RELEVANT EXPERIENCE

#### **Florida Department of Transportation (FDOT) Central Office, Chief Engineering Consultant Services Target Zero Brand Awareness and Safety Campaigns**

*Statewide, FL (2024-present)*

Mr. Ward develops Tips Tuesday for social media and provides various graphic design support. In support of FDOT Central Office's \$799,000 Target Zero Brand Awareness and Safety Campaign, Quest was tasked to create and execute an overall Target Zero brand awareness campaign to change the behaviors among drivers, bicyclists, and pedestrians that lead to serious or fatal injury crashes. Quest's communications plan focuses on paid, earned, shared, and owned media (PESO). Quest recruited for, coordinated, and facilitated focus groups and collaborated with the University of South Florida's College of Public Health's Center for Urban Transportation Research (CUTR) to analyze results and formulate campaign strategies and content recommendations.

#### **Florida Department of Transportation, District Five, Office of Safety, Technical Support and Public Outreach Support Strategic Communications, Project Manager**

*Orange, Osceola, Seminole, Lake, Volusia, Flagler, Sumter, and Marion Counties, FL (2024-present)*

Mr. Ward supported this \$2.4 million project with the development of Safety Central, the District Safety Office's newsletter. Quest has developed a comprehensive approach that integrates safety, transportation, land use, economic development, engineering, education, enforcement, information intelligence, insight into communities, innovation, investments, and policies. Quest supports coordination with safety, transportation and community partners, including working with each region's Community Traffic Safety Teams for each county. The Quest team provides graphic design and multimedia support, including developing the district's safety e-newsletter – in a flipbook format – and visually documenting the implementation of innovative safety technologies using drones and high-definition videos. Quest staff supports program messaging at community and safety events and helps to coordinate with officials, the media, customers, and stakeholders across the community spectrum.

#### **Florida Department of Transportation (FDOT) District One, Public Involvement**

*Charlotte, Collier, De Soto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Okeechobee, Polk, and Sarasota Counties, FL (2023 – present)*

For this \$1.5 million FDOT contract, Mr. Ward provides graphic support for documents on best practices for engagement and communication using the FDOT Compass. He leads the creation of graphics and visual materials for the toolkit, including charts, diagrams, and a PowerPoint presentation that illustrates engagement strategies and recommendations for project managers and public practitioners. The Gulfstream Roundabout project in Sarasota served as the example project, spanning planning, PD&E, design, and construction phases.

### EDUCATION

- Bachelor of Arts, Digital Media, University of Central Florida

### AWARDS

- Visionary Award, Quest, 2019

**Lori Buck**  
Public Engagement  
Tampa, FL  
(Availability 60%)

### Experience – 23 Years

Lori Buck is a veteran communications professional with experience in community engagement, public involvement, media relations, and marketing. Ms. Buck has served the Florida Department of Transportation and municipal agencies for more than 23 years on various Planning, Feasibility, PD&E, Design, Construction, Safety, and Design/Build projects. Ms. Buck understands the nuances involved in developing strategic partnerships with agencies and stakeholders, including appointed and elected officials. She is a master at identifying communities and coordinating efforts to gather input. Ms. Buck has coordinated and facilitated dozens of hybrid (in-person/virtual) public meetings/hearings as well as coordinating community conversation events and grass roots efforts. She also has experience with developing WikiMapping (crowdsourcing map) sites, 3D meeting rooms, virtual breakout rooms, and developing and managing in-person and online surveys.

### RELEVANT PROJECT EXPERIENCE

#### **Florida Department of Transportation (FDOT) District Seven, Tampa Bay Next, Owners Representative**

*Citrus, Hernando, Hillsborough, Pasco and Pinellas Counties, FL (2017 – 2024)*

Ms. Buck played a key role in community outreach and marketing for the more than \$1.4 billion Tampa Bay Next program, a regional multimodal infrastructure initiative. She coordinated and facilitated public meetings, hearings, small group meetings, and industry forums, as well as community working groups, focus groups, and stakeholder interviews, ensuring broad and inclusive participation. She engaged with neighborhood associations, community leaders, faith-based organizations, and chambers of commerce across five counties. As a community outreach specialist, she organized over 323 presentations, staffed more than 132 community events, and facilitated over 10 public meetings and two public hearings. Ms. Buck also developed surveys, newsletters, fact sheets, social media content, presentations, and collaborated on graphic design for logos, websites, program maps, marketing flyers, and infographics. Additionally, she supported the Tampa Interstate Study Supplemental Environmental Impact Statement for workshops and hearings.

#### **Florida Department of Transportation District One, Bradenton-Palmetto Connector Alternative Corridor Evaluation (ACE) Study**

*Manatee County, FL (2023 – 2024)*

Ms. Buck led public involvement efforts for the \$3 million Bradenton-Palmetto Connector Alternative Corridor Evaluation (ACE) study, which explored potential alternatives to connect the cities of Bradenton and Palmetto across the Manatee River. Ms. Buck was responsible for crafting comprehensive outreach communication strategies, coordinating with local municipal agencies, and overseeing the planning and facilitation of stakeholder meetings. She also planned and facilitated in-person and virtual public meetings and a public hearing to ensure community input. She created presentations, collateral materials, and graphics while identifying and staffing community outreach events for in-person engagement. Ms. Buck led this complex and high-visibility project by identifying and engaging key stakeholders, including major employers, neighborhood associations, community leaders, faith-based organizations, and business groups. Ms. Buck prepared and documented responses to public inquiries.

#### **Florida Department of Transportation District One, Districtwide Public Involvement Services**

*Bartow, FL (2020 – Present)*

Ms. Buck manages and supports District One's Districtwide \$1.5 million public involvement services contract. The contract supports District One's Public Involvement team serving 12 counties and includes developing and assisting in executing the District's Communications Plan, supporting press conferences, groundbreaking ceremonies, maintaining swfroads.com, developing the expanded safety and legislative District websites, ribbon cuttings and groundbreaking events, video and drone support, multimedia services, PD&E and design public meetings, and social media. It also includes developing graphics and content for social media.

### EDUCATION

- Bachelor of Arts, Communications, University of South Florida

# Stephanie Claytor

Public Engagement (Bilingual)

Lakeland, FL

(Availability 100%)



## Experience – 20 Years

Stephanie Claytor has served as a communications, public relations, marketing, and community outreach professional for nearly 20 years. A Lakeland resident for the past decade, Ms. Claytor contributes to the Polk County community with her expertise in journalism, media relations, event planning, and social media marketing. A bilingual, multicultural communications professional, Ms. Claytor is a Communications Manager with a proven record of excellence in storytelling, public outreach, and digital communications. She also was named the Florida Associated Press Best Large TV Market Multimedia Reporter in 2019.

## RELEVANT PROJECT EXPERIENCE

### Florida Department of Transportation (FDOT) District One, Public Involvement / Communications

*Districtwide, Polk County, FL (2025)*

Ms. Claytor provides communications support for FDOT District One's \$1.5 million Public Involvement contract. She assists in developing and implementing communications plans, which entails strategic community outreach, media relations, multimedia deliverables, and social media marketing.

### Central Florida Expressway Southport Connector Expressway PD&E Study, Public Involvement/Communications

*Kissimmee, FL (2025)*

Contributing to Quest's \$5 million Central Florida Expressway (CFX) Five Year Work Plan Public Information contract, Ms. Claytor assisted with the setup and facilitation of the public hearing for the Central Florida Expressway Southport Connector Expressway PD&E Study at Liberty High School. The study explores a proposed toll road that would connect Poinciana to the Florida Turnpike.

### Collier County Metropolitan Planning Organization, Public Involvement/Communications

*Naples, FL (2025)*

Ms. Claytor supported Collier County's Metropolitan Planning Organization's 2050 Long Range Transportation Plan, a \$821,169 two-year contract. Ms. Claytor provided Spanish translations for public engagement through social media.

## PREVIOUS RELEVANT EXPERIENCE

### Spectrum Bay News 9, Polk County Bureau Television Reporter

*Lakeland, FL (2016 - 2020)*

Stephanie Claytor conducted interviews, captured video and wrote more than a 1,000 news stories related to Polk County while serving as on-camera talent. Ms. Claytor maintained relationships with dozens of Polk County elected officials and municipal leaders. She monitored media coverage and produced news stories in Spanish. She grew her Facebook page following to more than 3,400 people.

### AdventHealth, Freelance Communications Specialist

*Lakeland, FL (2025)*

Stephanie Claytor wrote press releases and content for the AdventHealth website, covering new providers, strokes and heart disease, new artificial intelligence technology, and patient success stories. Ms. Claytor collaborated with hospital leadership to provide media training, gather information, draft leadership quotes, and develop communications that furthered the brand's healthcare mission.

### Digital Journalist, Self-Employed

*Lakeland, FL (2021-2025)*

Stephanie Claytor pitched articles to editors and wrote for a variety of publications, including Business Insider, LKLDNow, The Florida Courier, Parents.com, AARP and AAA. She consistently received pitch approval for her articles and maintained a content calendar.

## EDUCATION

- Syracuse University, Bachelor of Arts, Broadcast Journalism, International Relations, and Spanish

## PROFESSIONAL DEVELOPMENT

- FDOT Public Engagement Resource Guide and the FDOT PD&E Manual for Public Involvement
- Florida Local Technical Assistance Program (FLTAP) Basics of Strategic Communication Planning course
- Florida Local Technical Assistance Program (FLTAP) Effective Communication with Elected Officials and Stakeholders course.

# 4 | Interactions with TPO & Regulatory Agency Staff

Building off our past work and frequent collaboration, our team is well-suited to lead the significant coordination efforts required for this study. We have strong relationships with the regulatory agencies, the Polk TPO, and other partner organizations on similar studies and projects. The chart below highlights some of our teams' experience with regulatory agencies, planning organizations, and key stakeholders.

## RECENT EXPERIENCE WITH REGULATORY AND PARTNER AGENCIES

Agencies, Organizations & Key Stakeholders	HDR	PGA	Quest	GS	Recent/Current Projects or Contracts
Federal Transit Administration (FTA)	★			★	Regulatory Impact Analysis (RIA) for FTA's Office of Civil Rights
Federal Railroad Administration (FRA)	★			★	Midwest and Southeast Regional Rail Studies
Federal Highway Administration (FHWA)	★			★	National Scenic Byways Program Technical Assistance   Highway and/or Bridge Design and Engineering Services IDIQ
FDOT Central Office	★	★	★	★	Brightline Tampa-Orlando/Sunshine Corridor Advisory Services   FRA Corridor ID Grant Applications for FDOT   Moving I-4 Forward Program Support
FDOT District 1	★	★	★	★	General Engineering Consultant   PLEMO Feasibility Studies   Districtwide Public Involvement Services   SunRail Commuter Rail Expansion
FDOT District 5	★	★	★	★	General Planning Consultant   Central Florida Passenger Rail Vision
FDOT District 7	★	★	★	★	General Engineering Consultant   City of Tampa Streetcar Extension
Florida Department of Environmental Protection (DEP)	★	★		★	
Central Florida Expressway Authority	★		★		Southport Connector Expressway PD&E Study   Wekiva Parkway   Lake Orange Connector Design   Five Year Work Plan Public Information
Polk County	★	★			Professional Engineering Services   SR 570B (Central Polk Pkwy) from SR 35 (US 17) to SR 60
Polk County Municipalities	★	★			Polk County Comprehensive Plan   Lake Hancock Trails Master Plan   Central Polk Pkwy Trail Alignment Study   City of Lakeland Five Points CSX Line Pedestrian Feasibility Study
Major Polk County Employers				★	
Polk TPO		★			
Hillsborough TPO	★	★		★	Brightline Tampa Station Area Study
MetroPlan Orlando	★	★			General Planning Consultant   Strategic Communications Consultant
Space Coast TPO	★				Cocoa Intermodal Station Feasibility
Amtrak	★				New York Penn Station Concept Planning   Springfield Union Station
Brightline	★				
SunRail	★	★			
Citrus Connection		★	★		

**KEY** ★ Firm has experience acting as a consultant performing work for the agency. ★ Firm has experience collaborating with the agency.

HDR Engineering, Inc. (HDR) | Gresham Smith (GS) | Patel, Greene and Associates, LLC (PGA) | Quest Corporation of America, Inc. (QCA)

## 5 | Timely Completion of Projects

HDR is committed to deliver this project on time and on budget. Based on our current and projected workload over the next year, our team has the ability to complete the scope of services described in our approach. The following table highlights several key projects that our key staff are currently working on or that will begin in the next 12 months.

Stefanie McQueen will serve as the HDR team’s project manager, providing day-to-day guidance and oversight

of the team’s technical work, engagement activities, communications, and production. She will delegate work appropriately to core project team members and advisors ,as needed, in order to have all aspects of the scope of services handled appropriately. In addition, Stefanie will be the primary client contact, manage the project budget and schedule, and serve as lead facilitator for project staff meetings, management team work sessions, stakeholder workshops, project briefings, and presentations.

### OVERVIEW OF THE HDR TEAM'S CURRENT WORKLOAD

Client, Project/Contract Name	Project Cost/ Contract Amount	% Complete
GDOT, State Rail Plan	\$1,053,223	90%
TDOT, State Rail Plan	\$479,000	75%
FDOT Central Office, Freight, Logistics and Passenger Operations Support	Cost varies by task.	15%
FDOT Central Office, Public Transit On Call	Cost varies by task.	As needed.
FDOT Central Office, Florida Rail Plan Implementation	Cost varies by task.	75%
FDOT Central Office, Target Zero Safety Campaign – Expanded Strategic Communications Consulting Services	\$795,028	91%
Hillsborough TPO, Tampa Brightline Station Area Study	\$152,705	95%
PSTA, South St. Pete Mobility Study	\$470,00	75%
MetroPlan Orlando, Strategic Communications Consultant	Cost varies by task.	As needed.
Space Coast TPO, Public Involvement Support	Cost varies by task.	70%
City of Tampa, Streetcar Extension Project Development & Preliminary Design	\$6,000,000	5%
Hillsborough County, South Traffic Analysis	\$93,318	85%
Pinellas County, East Lake PD&E Study	\$385,000	5%
Osceola County, Sunbridge Parkway Extension PD&E Study	\$1,980,541	90%



## Survey Questionnaire – Polk County

### RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)

To: Sarah Caper, AICP (Name of Person completing survey)

Hillsborough TPO (Name of Client Company/Consultant)

Phone Number: 352.834.1355 Email: capers@plancom.org

Total Annual Budget of Entity approx. \$3.6M per UPWP FY

Subject: Past Performance Survey of Similar work:

Project name: Brightline Tampa Station Area Study

Name of Vendor being surveyed: HDR Engineering, Inc.

Cost of Services: Original Cost: \$152,705 Ending Cost: \$152,705

Contract Start Date: January 30, 2025 Contract End Date: anticipated January 2026

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	9
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	N/A
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	N/A
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	N/A
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Sarah Caper

Signature of Evaluator: *Sarah Caper*

Please fax or email the completed survey to: Stefanie McQueen (stefanie.mcqueen@hdrinc.com)



## Survey Questionnaire – Polk County

### RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)

To: Laura Carter (Name of Person completing survey)

Space Coast TPO (Name of Client Company/Consultant)

Phone Number: 321.690.6890 Email: laura.carter@SCTPO.com

Total Annual Budget of Entity \$ 4.1M

Subject: Past Performance Survey of Similar work:

Project name: Intermodal Station Feasibility Study

Name of Vendor being surveyed: HDR Engineering, Inc.

Cost of Services: Original Cost: \$329,510 Ending Cost: \$329,510

Contract Start Date: June 5, 2023 Contract End Date: February 2025 (anticipated) November 2024 (e

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Laura Carter

Signature of Evaluator: *Laura Carter*

Please fax or email the completed survey to: Stefanie McQueen (stefanie.mcqueen@hdrinc.com)



## Survey Questionnaire – Polk County

### RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)

To: Phillip M. Peevy (Name of Person completing survey)  
Georgia Department of Transportation (GDOT) (Name of Client Company/Consultant)  
 Phone Number: 404.631.1783 Email: PPeevy@dot.ga.gov  
 Total Annual Budget of Entity 2025 Amended budget per Governor's Budget Report: \$3,675,401,476

Subject: Past Performance Survey of Similar work:

Project name: State Rail Plan Update

Name of Vendor being surveyed: HDR Engineering, Inc.

Cost of Services: Original Cost: \$1,053,223 Ending Cost: N/A (project still ongoing)

Contract Start Date: 02/20/2024 Contract End Date: N/A (project still ongoing)

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Phillip M. Peevy

Signature of Evaluator: *Phillip M. Peevy*

Please fax or email the completed survey to: Sara.Compton@hdrinc.com



## Survey Questionnaire – Polk County

### RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)

To: Charles Main (Name of Person completing survey)

Orange County Transportation Authority (Name of Client Company/Consultant)

Phone Number: 714.560.5904 Email: cmain@octa.net

Total Annual Budget of Entity \_\_FY 2025-26, \$1.7 billion\_\_\_\_\_

Subject: Past Performance Survey of Similar work:

Project name: South Orange County (OC) Rail Station Feasibility Study

Name of Vendor being surveyed: HDR Engineering, Inc.

Cost of Services: Original Cost: \$424,824 Ending Cost: \$424,824

Contract Start Date: 05/02/22 Contract End Date: 11/09/2023

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Charles Main

Signature of Evaluator: 

Please fax or email the completed survey to: Sara.Compton@hdrinc.com



## Survey Questionnaire – Polk County

### RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)

To: Brian Vitulli, General Manager Tillamook Transit (Name of Person completing survey)  
Former Transportation Supervisor/Project Manager  
City of Colorado Springs - Mountain Metropolitan Transit (Name of Client Company/Consultant)  
 Phone Number: 503-842-3115 Email: bvitulli@tillamookbus.com

Total Annual Budget of Entity City of Colorado Springs \$941M (2025)  
Mountain Metropolitan Transit \$26M (2025)

Subject: Past Performance Survey of Similar work:

Project name: Colorado Springs - Passenger Rail Station Location Study

Name of Vendor being surveyed: HDR Engineering, Inc.

Cost of Services: Original Cost: \$291,000 Ending Cost: \$291,000

Contract Start Date: 7/7/2021 Contract End Date: 8/31/2023

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Brian Vitulli

Signature of Evaluator: *Brian A. Vitulli*

Please fax or email the completed survey to: Sara.Compton@hdrinc.com

Prime Contractor: HDR Engineering, Inc.  
 Address/Phone Number: 4830 West Kennedy Blvd, Suite 400 Tampa, FL 33609-2548 | 813.282.2300  
 Procurement Number: RFP 25-686

49 CFR Part 26.11 The list is intended to be a listing of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and supplies materials on DOT-assisted projects, including both DBEs and non-DBEs. This list must include all subcontractors contacting you and expressing an interest in teaming with you on a specific DOT-assisted project. Prime contractors must provide information for Numbers 1, 2, 3 and 4, and should provide any information they have available on Numbers 5, 6, and 7 for themselves, and their subcontractors.

1. Federal Tax ID Number: 47-0680568  
 2. Firm Name: HDR Engineering, Inc.  
 3. Phone: \_\_\_\_\_  
 4. Address: 4830 W Kennedy Blvd, Suite 400  
Tampa, FL 33609  
 \_\_\_\_\_  
 5. Year Firm Established: 1917

6.  DBE  
 Non-DBE

7. Annual Gross Receipts  
 Less than \$1 million  
 Between \$1 - \$5 million  
 Between \$5 - \$10 million  
 Between \$10 - \$15 million  
 More than \$15 million

1. Federal Tax ID Number: 59-3335186  
 2. Firm Name: Quest Corporation of America, Inc.  
 3. Phone: 866.662.6273  
 4. Address: 17220 Camelot Court  
Land O' Lakes, FL 34638  
 \_\_\_\_\_  
 5. Year Firm Established: 1995

6.  DBE  
 Non-DBE

7. Annual Gross Receipts  
 Less than \$1 million  
 Between \$1 - \$5 million  
 Between \$5 - \$10 million  
 Between \$10 - \$15 million  
 More than \$15 million

1. Federal Tax ID Number: 62-0794126  
 2. Firm Name: Gresham Smith  
 3. Phone: 813.251.6838  
 4. Address: 3615 Bromley Grand Ave, Suite 320  
Tampa, FL 33607  
 \_\_\_\_\_  
 5. Year Firm Established: 1967

6.  DBE  
 Non-DBE

7. Annual Gross Receipts  
 Less than \$1 million  
 Between \$1 - \$5 million  
 Between \$5 - \$10 million  
 Between \$10 - \$15 million  
 More than \$15 million

1. Federal Tax ID Number: 45-2209743  
 2. Firm Name: Patel, Greene & Associates, LLC  
 3. Phone: 863.533.7317  
 4. Address: 215 E Main Street,  
Bartow, FL 33830  
 \_\_\_\_\_  
 5. Year Firm Established: 2011

6.  DBE  
 Non-DBE

7. Annual Gross Receipts  
 Less than \$1 million  
 Between \$1 - \$5 million  
 Between \$5 - \$10 million  
 Between \$10 - \$15 million  
 More than \$15 million

AS APPLICABLE, PLEASE SUBMIT THIS FORM WITH YOUR:

**BID SHEET (Invitation to Bid – ITB)**  
**PRICE PROPOSAL (Request for Proposal – RFP)**  
**REPLY (Invitation to Negotiate – ITN)**

**Attachment "H"**  
**DBE UTILIZATION FORM**

**DBE UTILIZATION STATEMENT**

The undersigned Proposer has satisfied the requirements of the solicitation in the following manner (please check the appropriate space):

The Bidder/Offer is committed to a minimum of 11.31% % DBE utilization on this contract.

OR

The Proposer (if unable to meet the DBE goal of 11.31 %) is committed to a minimum of .01% DBE utilization on this contract and submits documentation demonstrating good faith efforts.

**DBE PARTICIPATION SCHEDULE**

The Proposer shall provide the following information for all DBE's participating in the contract that comprises the DBE Utilization percent stated in the above DBE Utilization Statement. The Proposer shall also furnish the name and telephone number of the appropriate contact person should the TPO have any questions in relation to the information furnished herein. (Copy if necessary)

**DBE IDENTIFICATION AND INFORMATION**

Name and Address:

---

Contact Name and Telephone Number:

---

Participation Percentage (Of Total Contract Value):

---

Description of Work To Be Performed:

---

Ethnicity and Gender of Firm:

---



**DBE IDENTIFICATION AND INFORMATION**

Name and Address:

Quest Corporation of America, Inc.

---

Contact Name and Telephone Number:

Cynthia Palmer, (941) 932-7880

---

Participation Percentage (Of Total Contract Value):

11.31%

---

Description of Work To Be Performed:

public outreach services

---

Ethnicity and Gender of Firm:

Gender is Woman and Ethnicity is Caucasian

---

**Vendor Name:** Quest Corporation of America, Inc.

**Vendor Signature:** *Cynthia Palmer*



November 4, 2025

Polk County Procurement Division  
330 West Church Street  
Room 150  
Bartow, Florida 33830

**RE: Letter of Intent – Polk County TPO; I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO) (RFQ 25-686)**

Dear Selection Committee Member,

Quest Corporation of America, Inc. offers this Letter of Intent to perform Public Outreach services as part of the HDR, Inc. team on the above-referenced project.

Quest Corporation of America, Inc. is DBE certified through the Florida Department of Transportation with an expiration date of December 15<sup>th</sup>, 2025, and WBE certified with the State of Florida. We appreciate the opportunity to work with you on this project.

If you have any questions, please do not hesitate to contact me.

Sincerely,

*Cynthia Palmer*

Cynthia Palmer  
Chief Operating and Financial Officer  
[Cynthia.Palmer@QCAuca.com](mailto:Cynthia.Palmer@QCAuca.com)

866.662.6273 | [Corporate@QCAusa.com](mailto:Corporate@QCAusa.com) | [QCAusa.com](http://QCAusa.com) | 17220 Camelot Court, Land O'Lakes, FL 34638



Form **W-9**  
(Rev. March 2024)  
Department of the Treasury  
Internal Revenue Service

### Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)  
**HDR ENGINEERING, INC.**

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.  
 Individual/sole proprietor     C corporation     S corporation     Partnership     Trust/estate  
 LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) \_\_\_\_\_  
**Note:** Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  
 Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) \_\_\_\_\_  
 (Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions.

5 Address (number, street, and apt. or suite no.), See instructions.  
**1917 S 67th ST**

6 City, state, and ZIP code  
**OMAHA NE 68106-2973**

7 List account number(s) here (optional)

Requester's name and address (optional)

#### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

			-						
--	--	--	---	--	--	--	--	--	--

or

Employer identification number

4	7	-	0	6	8	0	5	6	8
---	---	---	---	---	---	---	---	---	---

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

#### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person	<b>ASSISTANT TREASURER</b>	Date	3/11/2025
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#### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

#### What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



October 30, 2025

**POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA**

**ADDENDUM #1**

**RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization**

This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

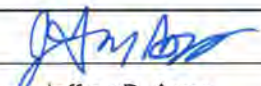
Contained within this addendum: Questions/answers and document added to the FTP Site.

To obtain a copy of **Pre-Proposal Meeting - TPO Presentation** please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is procurevondor and the password is solicitation. After you have logged in to the FTP site, double click on the file folder "RFP 25-686, RFP Attachments", select "Open" or "Save As" to download the proposal document. If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at [tabathashirah@polk-county.net](mailto:tabathashirah@polk-county.net).

*Tabatha Shirah*

Tabatha Shirah  
Sr. Procurement Analyst  
Procurement Division

**This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.**

Signature:   
Printed Name: Jeffrey B. Arms  
Title: Vice President  
Company: HDR Engineering, Inc.

November 12, 2025

## **POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA**

### **ADDENDUM #2**

**RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization**

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This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

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Contained within this addendum: Questions and answers.

*Tabatha Shirah*

Sr. Procurement Analyst

Procurement Division

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**This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.**

---

Signature: 

Printed Name: Jeffrey B. Arms

Title: Vice President

Company: HDR Engineering, Inc.



Attachment "A"

Public Entities Crimes Affidavit

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

- 1. This sworn statement is submitted with a proposal to the Human Services Department.
2. This sworn statement submitted by HDR Engineering, Inc. (Name of entity submitting sworn statement) whose business address is 4830 W Kennedy Blvd, Suite 400 Tampa, FL 33609 and (if applicable) its Federal Employer Identification Number is 47-0680568
3. My name is Jeffrey B. Arms and my relationship to the entity named (Print name of individual signing) above is Vice President
4. I understand that a "public entity crime" as defined in paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1989, because of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes means:
a. A predecessor or successor of a person convicted of a public entity crime; or
b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the affiliate. The ownership by one person of shares constituting a controlling interest in another person, or pooling of equipment of income among persons when not for fair market value under an arm's length agreement, shall be prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in paragraph 287.133(1)(e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bids on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an entity.

**Public Entities Crimes Affidavit (continued),**

8. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. *(Please indicate which statement below applies).*
- Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the entity, or an affiliate of the entity have been charged with and convicted of a public entity crime after July 1, 1989.
  - The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime after July 1, 1989, AND *(Indicate which additional statement below applies).*
    - There has been proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. *(Please attach a copy of the final order).*
    - The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. *(Please attach a copy of the final order).*
    - The person or affiliate has not been placed on the convicted vendor list. *(Please describe an action taken by or pending with the Department of General Services).*

STATE OF Florida

COUNTY OF Orange

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 7 day of November, 2025 by Jeffrey B. Arms (name) as Vice President (title of officer) of HDR Engineering, Inc. (entity name), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: Linda M Chrapc

Printed Name of Notary Public: Linda M Chrapczynski

Notary Commission Number and Expiration: 02/13/2026

(AFFIX NOTARY SEAL)





STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

**DRUG-FREE WORKPLACE PROGRAM CERTIFICATION**

**287.087** Preference to businesses with drug-free workplace programs. Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

(5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?

YES

NO

NAME OF BUSINESS: HDR Engineering, Inc.

x 



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**TRUTH IN NEGOTIATION CERTIFICATION**

375-030-30  
PROCUREMENT  
05/14

Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee professional services contract over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the Department of Transportation (Department) requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal, or as prescribed in the contract advertisement.

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Department determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Department, whichever is later.

HDR Engineering, Inc.  
\_\_\_\_\_  
Name of Consultant

By: 

11/7/2025  
Date







STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

375-030-50  
PROCUREMENT  
OIGC - 1/20

**CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION  
TECHNICAL REVIEW COMMITTEE/DOT TECHNICAL ADVISORS**

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

375-090-50  
PROCUREMENT  
OGC - 1/20

**CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION  
SELECTION COMMITTEE**

I certify that I have no present conflict of interest on the projects identified below, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation of any consultant/contractor/vendor for selection on any contract if I have a conflict of interest or a potential conflict of interest. As set forth in Sections 112.313 and 334.193, Florida Statutes, employees of the Department may not have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or accept any obligation of any kind which is in conflict with the proper conduct of their duties in the public interest.

I recognize that employees are expected to honor the ethical obligations inherent in public service. These obligations go beyond mere legal obligations and demand from the employee a greater sensitivity to his or her conduct, as well as the public's perception of such conduct.

Employees are expected to safeguard their ability to make objective, fair, and impartial decisions, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Employees should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I will maintain the confidentiality of all information not made public by the Florida Department of Transportation ("Department") related to the procurement of the above-referenced ("Project") that I gain access to as a result of my involvement with the Project ("Procurement Information"). I understand that Procurement Information includes, but is not limited to, documents prepared by or for the Department related to procurement of the Project. I also understand that Procurement Information includes, but is not limited to, documents submitted to the Department by entities seeking an award of the Project ("Proposers"). I understand that Procurement Information may include documents submitted by Proposers related to letters of response/letters of interest, technical proposals, price proposals, financial proposals, and information shared during exempt meetings. I also understand that Procurement Information may also include documents that evaluate or review documents submitted by Proposers, and information regarding Project cost estimates. I also agree not to discuss the Project with anyone who is a member of or acting on behalf of a Proposer.

Unless so ordered by a court of competent jurisdiction or an opinion of the Office of the Florida Attorney General, I will not divulge any Procurement Information except to individuals who have executed a Conflict of Interest/Confidentiality Certification which has been approved by the Department ("Project Personnel"). I understand that a list of Project Personnel will be maintained by Department. If I am contacted by any member of the public or the media with a request for Procurement Information, I will promptly forward such request to the Department's Procurement Office. I will also maintain security and control over all documents containing Procurement Information which are in my custody.

I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project, and I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Department or may otherwise be a violation of the law.

I agree not to engage in bid tampering, pursuant to Section 838.22, Florida Statutes.

I realize that violation of the above mentioned statutes would be punishable in accordance with Section 112.317, Section 334.193, and Section 838.22, Florida Statutes, and could result in disciplinary action by the Department.

Advertisement No./ Solicitation No	Description	Financial Project Number(s)
25-686	I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)	

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.

**Selection Committee Members:**

Date: \_\_\_\_\_

Printed Names  
\_\_\_\_\_  
\_\_\_\_\_

Signatures  
\_\_\_\_\_  
\_\_\_\_\_



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION**  
**SELECTION COMMITTEE**

375-030-50  
PROCUREMENT  
OGC - 1/20



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

375-090-50  
PROCUREMENT  
DGC - 1/20

**CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION  
PUBLIC OFFICERS/EMPLOYEES**

I certify that I have no present conflict of interest on the projects identified below, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation of any consultant/contractor/vendor for selection on any contract if I have a conflict of interest or a potential conflict of interest. As set forth in Sections 112.313 and 334.193, Florida Statutes, public officers or employees of an agency may not have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or accept any obligation of any kind which is in conflict with the proper conduct of their duties in the public interest.

I recognize that State of Florida public officers or employees of an agency are expected to honor the ethical obligations inherent in public service. These obligations go beyond mere legal obligations and demand from the public officer or agency employee a greater sensitivity to his or her conduct, as well as the public's perception of such conduct.

State of Florida public officers or employees of an agency are expected to safeguard their ability to make objective, fair, and impartial decisions, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Public officers or employees of an agency should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I will maintain the confidentiality of all information not made public by the Florida Department of Transportation ("Department") related to the procurement of the above-referenced ("Project") that I gain access to as a result of my involvement with the Project ("Procurement Information"). I understand that Procurement Information includes, but is not limited to, documents prepared by or for the Department related to procurement of the Project. I also understand that Procurement Information includes, but is not limited to, documents submitted to the Department by entities seeking an award of the Project ("Proposers"). I understand that Procurement Information may include documents submitted by Proposers related to letters of response/letters of interest, technical proposals, price proposals, financial proposals, and information shared during exempt meetings. I also understand that Procurement Information may also include documents that evaluate or review documents submitted by Proposers, and information regarding Project cost estimates. I also agree not to discuss the Project with anyone who is a member of or acting on behalf of a Proposer.

Unless so ordered by a court of competent jurisdiction or an opinion of the Office of the Florida Attorney General, I will not divulge any Procurement Information except to individuals who have executed a Conflict of Interest/Confidentiality Certification which has been approved by the Department ("Project Personnel"). I understand that a list of Project Personnel will be maintained by Department. If I am contacted by any member of the public or the media with a request for Procurement Information, I will promptly forward such request to the Department's Procurement Office. I will also maintain security and control over all documents containing Procurement Information which are in my custody.

I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project, and I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Department or may otherwise be a violation of the law.

I agree not to engage in bid tampering, pursuant to Section 838.22, Florida Statutes.

I realize that violation of the above mentioned statutes would be punishable in accordance with Section 112.317, Section 334.193, or Section 838.22, Florida Statutes, and could result in disciplinary action.

Advertisement No./ Solicitation No	Description	Financial Project Number(s)
25-686	I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)	

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.  
(continued on next page)

Printed Names	Signatures	Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION  
PUBLIC OFFICERS/EMPLOYEES**

375-030-50  
PROCUREMENT  
OGC-1/20









STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
FOR CONSULTANT/CONTRACTOR
SERVING IN THE ROLE OF PROJECT MANAGER FOR FDOT

375-030-50
PROCUREMENT
OGC-1/20

I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation on any contract if I have a conflict of interest or a potential conflict of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the Department, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision.

I will maintain the confidentiality of all information not made public by the Florida Department of Transportation ("Department") related to the procurement of the above-referenced ("Project") that I gain access to as a result of my involvement with the Project ("Procurement Information"). I understand that Procurement Information includes, but is not limited to, documents prepared by or for the Department related to procurement of the Project.

Unless so ordered by a court of competent jurisdiction or an opinion of the Office of the Florida Attorney General, I will not divulge any Procurement Information except to individuals who have executed a Conflict of Interest/Confidentiality Certification which has been approved by the Department ("Project Personnel").

I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project, and I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Department or may otherwise be a violation of the law.

I agree not to engage in bid tampering, pursuant to Section 838.22, Florida Statutes.

I realize that violation of the above mentioned standards could result in the termination of my work for the Department. I further realize that violation of the above mentioned statute would be punishable in accordance with Section 838.22, Florida Statutes.

Table with 3 columns: Advertisement No./ Solicitation No., Description, and Financial Project Number(s). Row 1: 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study - Polk Transportation Planning Organization (TPO).

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.

Printed Names, Signatures, Date. Jeffrey B. Arms, [Signature], 11/19/2025





STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

**CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION FOR CONSULTANT/CONTRACTOR/TECHNICAL ADVISORS**

SFS-030-50  
PROCUREMENT  
GCC-1/20

I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation on any contract if I have a conflict of interest or a potential conflict of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the Department, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the Department should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I will maintain the confidentiality of all information not made public by the Florida Department of Transportation ("Department") related to the procurement of the above-referenced ("Project") that I gain access to as a result of my involvement with the Project ("Procurement Information"). I understand that Procurement Information includes, but is not limited to, documents prepared by or for the Department related to procurement of the Project. I also understand that Procurement Information includes, but is not limited to, documents submitted to the Department by entities seeking an award of the Project ("Proposers"). I understand that Procurement Information may include documents submitted by Proposers related to letters of response/letters of interest, technical proposals, price proposals, financial proposals, and information shared during exempt meetings. I also understand that Procurement Information may also include documents that evaluate or review documents submitted by Proposers, and information regarding Project cost estimates. I also agree not to discuss the Project with anyone who is a member of or acting on behalf of a Proposer.

Unless so ordered by a court of competent jurisdiction or an opinion of the Office of the Florida Attorney General, I will not divulge any Procurement Information except to individuals who have executed a Conflict of Interest/Confidentiality Certification which has been approved by the Department ("Project Personnel"). I understand that a list of Project Personnel will be maintained by Department. If I am contacted by any member of the public or the media with a request for Procurement Information, I will promptly forward such request to the Department's Procurement Office. I will also maintain security and control over all documents containing Procurement Information which are in my custody.

I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project, and I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Department or may otherwise be a violation of the law.

I agree not to engage in bid tampering, pursuant to Section 838.22, Florida Statutes.

I realize that violation of the above mentioned standards could result in the termination of my work for the Department. I further realize that violation of the above mentioned statute would be punishable in accordance with Section 838.22, Florida Statutes..

Advertisement No. / Solicitation No	Description	Financial Project Number(s)
25-686	I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)	

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.

Printed Names	Signatures	Date





Attachment "E"

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION- LOWER TIER COVERED TRANSACTIONS FOR FEDERAL AID CONTRACTS (Compliance with 2 CFR Parts 180 and 1200)

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Consultant/Contractor: HDR Engineering, Inc.
By: Jeffrey B. Arms
Date: 11/19/2025
Title: Vice President

Instructions for Certification

Instructions for Certification - Lower Tier Participants:

(Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost \$25,000 or more - 2 CFR Parts 180 and 1200)

- a. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.
b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into.
c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneously by reason of changed circumstances.
d. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200.
e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.
g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous.
h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause.
i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES  
ON FEDERAL-AID CONTRACTS**  
(Compliance with 49CFR, Section 20.100 (b))

375-030-33  
PROCUREMENT  
01/24

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant: HDR Engineering, Inc.

By: Jeffrey B. Arms Date: 11/07/2025

Authorized Signature:

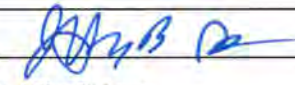
Title: Vice President



Attachment "F" (cont'd)

**DISCLOSURE OF LOBBYING ACTIVITIES**

Is this form applicable to your firm?  
 YES  NO   
 If *no*, then please complete section 4  
 below for "Prime"

<b>1. Type of Federal Action:</b> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> a. bid/offer/application b. initial award c. post-award	<b>3. Report Type:</b> a. initial filing b. material change <b>For Material Change Only:</b> Year: _____ Quarter: _____ Date of last report: _____ (mm/dd/yyyy)
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: HDR Engineering, Inc. 4830 W Kennedy Blvd, Suite 400 Tampa, FL 33609		<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b> _____ _____ _____ <b>Congressional District, if known:</b> _____
<b>6. Federal Department/Agency:</b> _____ _____	<b>7. Federal Program Name/Description:</b> _____ _____ _____ <b>CFDA Number, if applicable:</b> _____	
<b>8. Federal Action Number, if known:</b> _____	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i> _____ _____ _____	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> _____ _____ _____	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	<b>Signature:</b>  <b>Print Name:</b> Jeffrey B. Arms <b>Title:</b> Vice President <b>Telephone No.:</b> 407.420.4200 <b>Date (mm/dd/yyyy):</b> 11/07/2025	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)



**INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the fullname, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.



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Florida Department of Transportation

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

POLICY

Effective: May 21, 2024  
Office: Transportation Technology  
Topic No. 010-325-065-a

ARTIFICIAL INTELLIGENCE (AI) POLICY

To support the mission and vision of the Florida Department of Transportation (Department), it is the policy of the Department to responsibly, transparently, and ethically use artificial intelligence (AI) with human accountability.

This policy applies to all Department-related activities, employees, vendors, consultants, and contractors that use, acquire, collect, or develop AI solutions. This policy applies to Machine Learning, Generative Language Models, and covers all embedded and standalone AI technologies/tools.

The use of AI for Department-related purposes must occur within the following boundaries:

- AI must supplement or complement the work that is primarily accomplished by a human.
- AI usage must engage humans throughout the process, with human involvement in reviews and decisions. Humans are fully responsible for the work and products involving AI.
- AI systems and decision-making processes must be ethical and comply with all applicable laws, rules, regulations, and policies.
- AI systems and decision-making processes must be transparent and disclose if the products are generated partially or fully by an AI tool.
- AI systems must protect people's privacy and comply with all applicable data protection regulations.
- AI systems must protect information that is exempt from public disclosure pursuant to Florida's public records laws, and must comply with all applicable data protection laws, rules, regulations, and policies.
- AI data and the output from all AI-related models must be validated by humans to ensure AI data and its output are free of personally identifiable information and to prevent copyright infringement and other legal challenges.
- To ensure the quality and the security of the Department's data and IT systems, employees, vendors, consultants, and contractors are prohibited from attempting to gain access to AI applications not approved by the Department when using Department's systems, networks, computers, phones, or other communication devices, when conducting business under contract for the Department, or when using the Department's data.

www.fdot.gov

DocuSign Envelope ID: 65DBA19D-4B1B-4D2C-BC55-50E4B1A445D5




**Florida Department of Transportation**

**RON DESANTIS**  
GOVERNOR


605 Suwannee Street  
Tallahassee, FL 32399-0450

**JARED W. PERDUE, P.E.**  
SECRETARY

This AI Policy will be integrated into the Department's internal manuals, guidelines and related documents governing the Department's projects, including planning, designing, construction and operation of transportation facilities, as appropriate.

DocuSigned by:  
  
8A2D6R04E4EEA7

Jared W. Perdue, P.E., Secretary

  
Jeffrey B. Arms, Vice President  
HDR Engineering, Inc.

[www.fdot.gov](http://www.fdot.gov)



EXHIBIT "A"

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS

For all awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities, the Offeror must complete and sign the following:

The Offeror certifies, to the best of its knowledge and belief, that-

- (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
(2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
(3) This certification is a material representation of fact relied upon by Polk County, a political subdivision of the State of Florida (the "County"). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Florida Division Emergency Management, the County, and the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

SIGNATURE: [Handwritten Signature]

COMPANY NAME: HDR Engineering, Inc.

DATE 11/07/2025

EXHIBIT "B"  
APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned HDR Engineering, Inc. certifies, to the best of his or her knowledge, that:  
(Contractor)

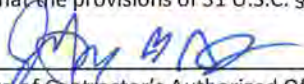
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, HDR Engineering, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

  
\_\_\_\_\_  
Signature of Contractor's Authorized Official

Jeffrey B. Arms, Vice President  
Name and Title of Contractor's Authorized Official

11/07/2025  
Date

### Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: HDR Engineering, Inc.

DBA/Fictitious Name (if applicable): \_\_\_\_\_

TIN #: 47-0680568

Address: 4830 W Kennedy Blvd, Suite 400

City: Tampa

State: Florida

Zip Code: 33609

County: Hillsborough

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your bid submittal.

Contact Person: Stefanie McQueen

Phone Number: 813.282.2470

Cell Phone Number: 813.422.4688

Email Address: stefanie.mcqueen@hdrinc.com

Type of Organization (select one type)

- Sole Proprietorship
- Partnership
- Non-Profit
- Sub Chapter
- Joint Venture
- Corporation
- LLC
- LLP
- Publicly Traded
- Employee Owned

State of Incorporation: Nebraska

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.


**Affidavit Certification Immigration Laws**

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONSULTANT WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 A(E) {SECTION 274A(E) OF THE IMMIGRATION AND NATIONALITY ACT ("INA")}.

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONSULTANT OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(E) OF THE INA. **SUCH VIOLATION OF THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN 274A(E) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.**

BIDDER ATTEST THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: HDR Engineering, Inc.

Signature: Jeffrey B. Arms 

Title: Vice President

Date: 11/7/2025

State of: Florida

County of: Orange

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 7 day of November, 2025 by Jeffrey B. Arms (name) as Vice President (title of officer) of HDR Engineering, Inc. (entity name), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: Linda M Chrapczynski

Printed Name of Notary Public: Linda M Chrapczynski

Notary Commission Number and Expiration: 02/13/2026

(AFFIX NOTARY SEAL)





**EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION**

(Florida Statutes, Section 448.095)

**PROJECT NAME:** RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)

The undersigned, as an authorized officer of the contractor identified below (the "Contractor"), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the "County"), by and on behalf of the Contractor in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Contractor and the County on or about the date hereof, whereby the Contractor will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the "Contract"), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Contractor, and any subcontractor under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Contractor or subcontractor. The Contractor acknowledges and agrees that (i) the County and the Contractor may not enter into the Contract, and the Contractor may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this 7<sup>th</sup> day of November, 2025

**ATTEST:**

By: Linda M Chrapczyk  
PRINTED NAME: Linda M Chrapczyk  
Its: \_\_\_\_\_

**CONTRACTOR:**

By: Jeffrey B. Arms  
PRINTED NAME: Jeffrey B. Arms  
Its: \_\_\_\_\_

## Exhibit A-iii

### Polk County Transportation Planning Organization (Polk TPO)

#### I-4 Intermodal Passenger Rail Station Feasibility and Planning Study

## SCOPE OF SERVICES

### Project Background

Polk County's rapid growth is outpacing its transportation infrastructure. By 2050, traffic volumes are expected to increase and several key corridors like I-4 and US 27 are projected to exceed capacity. The Polk TPO (CLIENT) has engaged HDR Engineering, Inc. (CONSULTANT), in partnership with Patel, Greene and Associates, LLC (PGA), Quest Corporation of America, Inc. (Quest), and Gresham Smith, to conduct the I-4 Intermodal Passenger Rail Station Feasibility and Planning Study. The study will evaluate opportunities in Polk County for future passenger rail investment by identifying suitable sites for a passenger rail station that could accommodate a future passenger rail service operating between Orlando and Tampa, Florida, along the I-4 corridor.

The scope of work below outlines a comprehensive, two-tiered station site analysis, evaluation, and needs-driven conceptual planning process that will be used to identify feasible high-speed passenger rail station locations in Polk County along I-4. The study team will identify feasible station locations and develop conceptual designs that prioritize safety, enhance connectivity and access, and elevate quality of life for Polk County residents and visitors.

### Scope of Work

#### TASK 1. PROJECT INITIATION & MANAGEMENT

Throughout the duration of the study, the CONSULTANT will maintain consistent communications with the CLIENT project manager and key team members. An initial kickoff meeting and monthly coordination calls will be used to establish team communication processes, determine project management approaches, and manage changes to project schedule.

##### 1.1. Project Kickoff

The CONSULTANT will lead an in-person kickoff meeting with Polk TPO staff to discuss the project schedule, project management procedures including file sharing, review processes, and internal team communications, as well as initial requirements for coordination with partner agencies and key stakeholders. The CONSULTANT will prepare a project schedule that will be updated throughout the study. The CLIENT will develop a list of stakeholders and key contacts for stakeholder coordination. The CONSULTANT will prepare a meeting summary following the kickoff meeting.

*Deliverable(s): Project Schedule; Kickoff Meeting Summary*

### 1.2. Team Coordination Meetings

The CONSULTANT will attend monthly one-hour coordination meetings (up to 18) with the CLIENT. The CONSULTANT will prepare meeting agendas and summaries for each of the coordination meetings.

*Deliverable(s): Meeting Agendas and Meeting Summaries with Action Items*

### 1.3. Invoicing/Progress Reports

The CONSULTANT will prepare monthly invoicing and progress reports submitted to the CLIENT based on the percentage of scope completed. A final invoice will be provided to the CLIENT within 30 days from final acceptance of work.

*Deliverable(s): Monthly Invoices & Progress Reports*

## TASK 2. PHASE 1: CONTEXT, CONDITIONS, NEEDS & SITE IDENTIFICATION

During the first phase of work, the CONSULTANT will review previous planning efforts, collect data, assess local conditions, identify key destinations and economic drivers, determine passenger rail user needs, and establish criteria for site identification and an evaluation framework for use during a two-tiered analysis and evaluation process that will be completed during Phase 2 and 3. The CONSULTANT will prepare draft narrative sections with findings for each task to highlight key conditions, issues, needs and opportunities for high-speed rail in Polk County. Public outreach and engagement during this phase will focus on establishing a brand and messaging for the study, developing outreach materials, conducting a public survey, and hosting an initial stakeholder summit and small-group meetings to understand community needs. The findings will be consolidated at the end of the study in the final study report and executive summary.

### 2.1. Literature & Document Review

HDR will review and document existing transportation and land use studies, plans, and policies to understand Polk County's transportation vision and plans for improvements. This includes the Florida High-Speed Rail Project Development & Environment (PD&E) Study (2009); the Polk County SunRail Expansion PD&E Study (ongoing); the Sunshine Corridor Transit Concept & Alternatives Review (TCAR) Study (2024) and upcoming PD&E Study; the Polk County SunRail TCAR (2023); as well as county and city comprehensive plans, transportation plans, and land development codes. The findings will be documented in a table and brief narrative that highlights the key findings from each related plan, study, or policy related to high-speed rail service in Polk County and Central Florida (6–10-page max).

*Deliverable(s): Literature Review Table and Draft Section*

### 2.2. Case Studies

The CONSULTANT will identify and review conditions at 3 comparable passenger rail stations across Florida and the U.S. to help understand space planning, layout,

configuration, and other design considerations to inform design and facility needs for a Polk County station. HDR will summarize the findings of the case studies in a draft illustrated narrative section (10-page max) or set of factsheets.

*Deliverable(s): Case Studies Draft Section/Factsheets*

### **2.3. Land Use & Transportation Context Assessment**

The CONSULTANT will use readily available information and GIS mapping to collect data related to parcel ownership, existing and future land use, environmental resources and constraints, transportation facilities, transit services, utilities, and other key infrastructure along the I-4 corridor. Using the available data, HDR will develop a web-based GIS platform to provide the project team easy access to this data throughout the study. Note: The CLIENT will help the CONSULTANT to identify existing data sources. No new data sources will be developed.

*Deliverable(s): Web-based GIS Data Inventory*

### **2.4. Economic Development Analysis**

HDR will identify the county's major employers, key destinations, and other drivers for passenger rail travel to, from, and through Polk County to understand development potential and need for multimodal connections at a future station. HDR will consider existing and future demands for passenger rail service in Florida and an analysis of commute patterns, employment trends, and long-distance travel. The findings from the analysis will be documented in a draft illustrated narrative section (5–10-page max).

*Deliverable(s): Economic Development Analysis Draft Section*

### **2.5. Station Location Criteria & Evaluation Framework**

The CONSULTANT will develop station location criteria to guide the identification of potential sites in Task 2.7. The criteria will be based on parcel or lot size, minimum space requirements, right-of-way availability, property ownership, potential for development or redevelopment, site access, proximity to utility and infrastructure service, safety considerations, rail operations, and other measures identified by stakeholders. These criteria will be used to develop a short-list of sites and screen out sites that have any fatal flaws or do not consider other must haves established with stakeholders.

The CONSULTANT will identify a two-tiered set of quantitative and qualitative metrics to use to analyze the preliminary station sites in Phase 2 and the preferred sites in Phase 3. The evaluation will be based on community priorities and informed by the user and station area needs assessment. More than one station development typology could be considered (e.g., suitability for a more suburban/rural development that is focused on park-and-ride access, or a more urban, mixed-use station area with multimodal access).

- The Level 1 screening metrics will be used in Task 3.4 to evaluate the findings of Task 3.1 to 3.3 related to the preliminary sites identified in Task 2.7. These screening metrics will be primarily qualitative and will use a simple color-coding methodology to evaluate each of the measures (e.g., green=high; yellow=medium; red=low). The measures considered could include adjacency to interstate interchanges, parcel considerations, zoning considerations, topographic complexity, transit access, bicycle and pedestrian access, passenger vehicle access, drop-off spaces, and parking, natural and social environment, rail operations, and constructability.
- The Level 2 screening will be a more detailed analysis that relies on quantitative and qualitative criteria to assess the performance and suitability of each site. These metrics will assess each site's viability based on a variety of elements, including but not limited to, site availability, parcel size and configuration, commercial or residential displacements, consistency with local and regional plans, potential environmental issues, impact on disadvantaged populations, pedestrian and bicycle access and circulation, transit access and circulation, passenger vehicle access and circulation, zoning considerations, proximity to centers of economic activity and employment, economic development opportunities, federal funding considerations, rail platform considerations and rail operations considerations, implementation and constructability, and order of magnitude cost estimates. The Level 2 screening metrics will be primarily quantitative but also consider qualitative measures. A similar color-coding methodology like that used in Level 1 will be used to evaluate each of the measures.

The CONSULTANT will prepare a draft illustrated narrative section (3–5-page max) that outlines the station location criteria, evaluation process, and evaluation metrics.

The CONSULTANT will gather input on the preliminary station location criteria and evaluation framework at Stakeholder Summit #1 or the listening sessions (Task 2.10) and make refinements as needed.

*Deliverable(s): Station Location Criteria and Evaluation Framework Table; Draft Narrative Section.*

## **2.6. User & Station Area Needs Assessment**

Based on findings from the economic development analysis and station location criteria, the CONSULTANT will assess and summarize user and station area needs. These findings will also be informed by results of the public survey and stakeholder input received during Stakeholder Summit #1 and listening sessions. HDR will prepare a draft illustrated narrative section (8–10-page max) outlining specific needs for the potential station sites and the larger station areas.

*Deliverable(s): User and Station Area Needs Assessment Draft Section*

## 2.7. Identification of Viable Candidate Station Locations

Using the criteria developed in Task 2.5, the HDR team will perform a GIS-based desktop analysis to identify potential station location sites. HDR will identify up to 10 preliminary station sites within ½ mile of the I-4 corridor. HDR will document the candidate location identification process and findings in a series of maps and a narrative summary of each site’s physical description, existing land use and mobility conditions, policy and regulatory framework, proximity to major transportation corridors and infrastructure, and other geographic features or environmental constraints.

*Deliverable(s): GIS Data Layer (Preliminary Sites); Preliminary Sites Map Set and Draft Section*

## 2.8. Public Engagement Strategy, Branding & Messaging

Shortly after the study kickoff meeting, the CONSULTANT will lead an in-person workshop with the CLIENT key staff to define study branding, identify issues and audiences, tailor outreach strategies, and messaging for stakeholder groups, and outline an overall outreach schedule. Based on feedback received from the CLIENT, the CONSULTANT will establish a comprehensive engagement strategy and schedule to guide outreach efforts throughout the study. The public engagement strategy will identify a process to understand local needs, address concerns, and build support for high-speed rail in Polk County. The strategy will establish a communication and outreach plan to partner with agencies and stakeholders and conduct proactive education with clear messaging to inform the public and gather feedback on the study. The CLIENT will develop a list of key stakeholders and contact information.

*Deliverable(s): Public Engagement Strategy, Branding & Messaging Memorandum; Outreach Schedule*

## 2.9. Phase 1 Outreach

During the first phase of work, the CONSULTANT will conduct the following outreach activities to inform the public and stakeholders about the study and gather feedback.

- **Stakeholder Summit #1.** The CONSULTANT will conduct an in-person stakeholder summit. Potential stakeholders will include agency partners, developers, landowners, and employers, such as FDOT, Florida Polytechnic University, Citrus Connection, chambers of commerce, religious groups, and economic councils. The purpose of the meeting is to have a collaborative discussion on passenger rail service needs and opportunities in Polk County. The CONSULTANT will prepare a briefing document or presentation to review existing conditions, candidate site locations, and the screening and evaluation process. Input received during the meeting will be summarized into a brief meeting summary and used to inform the evaluation framework established in Task 2.5.

- **Community Events.** The CONSULTANT will host and/or participate in two (2) public outreach events, either online or in-person. The CLIENT will assist with the selection of the events, scheduling, and coordinating promotion of the events. The pop-up style events could be held at previously scheduled community events such as Downtown Lakeland's First Friday. The CONSULTANT will develop materials and content for the events including social media posts, fact sheets, or news releases.
- **Online Survey #1.** The CONSULTANT will develop and promote an online survey to gather input from residents, visitors, and businesses on mobility needs and perceptions of passenger rail and station needs to inform the site selection and evaluation framework. A paper version with a link to the online site will also be available for distribution for use at in-person events. Results from the survey will be consolidated and summarized into an illustrated narrative document (5-page max) and will be used to inform the deliverable for Task 2.6.
- **Website Content.** The CONSULTANT will develop content for a COUNTY-hosted website including a preliminary suite of outreach materials, including print, digital, and a brief (30-60 second video), to introduce the study process and support further engagement throughout the study. As identified during the strategy planning, branding, and messaging workshop, the CONSULTANT will provide translation support (Spanish/English) for materials or website content. Note: The internal web-based GIS platform created in Task 2.3 is intended for project team use. The County-hosted public website may include select read-only map views for transparency and public comprehension.

*Deliverable(s): Stakeholder Summit Briefing Document/Presentation; Stakeholder Summit and Listening Session Meeting Summaries; Briefing Presentation and Meeting Materials; Pop-Up Event communication materials; Social Media Content and News Releases; Public Online Survey; Survey Results Infographics Report Section; Website Content; Introductory Video*

*Outreach Events: One (1) Stakeholder Summit and Two (2) Online Outreach or Pop-Up Events*

### **TASK 3. PHASE 2: PRELIMINARY SITES ANALYSIS & EVALUATION**

The focus of the second phase is on completing the Level 1 screening process with a high-level-technical analysis and evaluation of up to 10 candidate sites identified in Task 2.7. The analysis and evaluation of the preliminary sites will be used to understand feasibility and identify which sites should advance to the Level 2 screening. The findings will be developed and documented in tables and draft narrative sections that will be consolidated at the end of the study in the final study report and executive summary. The CONSULTANT will continue to coordinate with stakeholders to present findings from the analysis and gather their feedback to help inform the evaluation process.

### 3.1. Access & Connectivity Evaluation

The CONSULTANT will complete a multimodal access and utility connection evaluation of the candidate sites identified in Task 2.7. This evaluation will look at each site's proximity to major roads and interstate interchanges, existing transit service and multimodal networks, utilities, and other infrastructure. Findings related to each site's access, safety concerns and operational impacts that may occur from station development will be documented in a map series and an illustrated narrative draft section (20-30 pages max).

*Deliverable(s): Access & Connectivity Evaluation Map Set and Draft Section*

### 3.2. Infrastructure & Land Development Needs Assessment (Preliminary Costs)

To understand the suitability, feasibility, and order of magnitude level of costs for station site development, the CONSULTANT will analyze property ownership, existing utility infrastructure and connections, potential environmental constraints and other issues that may affect future development or redevelopment around each of the candidate sites identified in Task 2.7. Note: Estimates are order-of-magnitude planning-level figures for comparative evaluation only; they are not suitable for budgeting, programming, or procurement.

*Deliverable(s): Preliminary Sites Cost Estimates Table*

### 3.3. Land-Use Planning & Transit Oriented Development (TOD) Readiness Assessment

The CONSULTANT will assess the future land use planning policies and regulations for each of the candidate sites identified in Task 2.7 to evaluate each location's development readiness, with a focus on mixed-use or TOD potential.

*Deliverable(s): Planning and TOD Readiness Evaluation Table*

### 3.4. Preliminary Sites Evaluation

The CONSULTANT will compile the findings from the Level 1 screening analysis (Tasks 3.1 to 3.3) into a consolidated evaluation matrix. The findings of preliminary sites evaluation will be summarized in a brief, draft narrative report section (5-7-page max).

The CONSULTANT will gather input on the Level 1 screening results at Stakeholder Summit #2 or the listening sessions (Task 3.5).

*Deliverable(s): Preliminary Sites Evaluation Matrix and Draft Section*

### 3.5. Phase 2 Outreach

During the second phase of work, the CONSULTANT will conduct the following outreach:

- **Stakeholder Summit #2.** The CONSULTANT will conduct an in-person stakeholder summit to have a collaborative discussion on the results of the Level 1 screening and evaluation process. The CONSULTANT will prepare display materials or an online map comment tool to gather feedback from participants. Input received

during the meeting will be summarized into a brief meeting summary and used to inform selection of the preferred sites that will be further evaluated in the Level 2 screening process conducted in Task 4.

- **Community Events.** The CONSULTANT will host and/or participate in two (2) public outreach events, either online or in-person. The CLIENT will assist with the selection of the events, scheduling, and coordinating promotion of the events. The pop-up style events could be held at previously scheduled community events such as Downtown Lakeland's First Friday. The CONSULTANT will develop materials and content for the events including social media posts, fact sheets, or news releases.

*Deliverable(s): Stakeholder Summit Briefing Document/Presentation; Stakeholder Summit and Listening Session Meeting Summaries; Briefing Presentation and Meeting Materials; Pop-Up Event communication materials; Social Media Content and News Releases.*

*Outreach Events: One (1) Stakeholder Summit and Two (2) Online Outreach or Pop-Up Events*

#### **TASK 4. PHASE 3: PREFERRED SITES SELECTION & CONCEPT DEVELOPMENT**

Narrowing down the options and developing realistic concept plans that can be visualized by the stakeholders and decision-makers will occur as part of the Level 2 screening process. After identifying 3 preferred sites, the CONSULTANT will conduct additional technical analysis and a final evaluation matrix to summarize findings of the conceptual planning process.

##### **4.1. Selection of Preferred Sites**

Using the results of the Level 1 screening process and input received from the key stakeholders at Stakeholder Summit #2, the CONSULTANT will meet with CLIENT to select 3 preferred sites to advance into the Level 2 screening and conceptual planning process. The results of the selection process meeting will be documented in a draft illustrated narrative section (5-7 pages max).

*Deliverable(s): Preferred Site Selection Draft Section*

##### **4.2. High-Speed Passenger Rail Market & Catchment Analysis**

Understanding the ridership potential for a high-speed passenger rail station in Polk County is dependent on a variety of factors. The CONSULTANT will develop a methodology for the catchment analysis that considers overlaps in the catchment areas of each preferred site. Using existing travel patterns, the CONSULTANT will estimate the number of potential trips that could shift to high-speed passenger rail service from other modes, as well as understand the number of new trips that could occur due to a change in demand and any variations between the three sites. The CONSULTANT will summarize the findings of the analysis in a draft illustrated narrative section (10-15 pages max).

*Deliverable(s): Preferred Sites Catchment Analysis Draft Section*

#### 4.3. Conceptual Planning

The CONSULTANT will develop conceptual plans for each of the 3 preferred sites that consider safe multimodal access, utility connections, and a context sensitive development pattern. For each of the preferred sites, the CONSULTANT will analyze the build out development potential based on existing or potential land use policies. The CONSULTANT will develop an illustrated narrative section with plan-view maps, illustrations, and 3D renderings (15-20 pages max).

*Deliverable(s): Preferred Sites Concept Plan Maps and Draft Section*

#### 4.4. Benefit-Cost Analysis

Using criteria from existing rail grant programs or other appropriate sources, the CONSULTANT will prepare a high-level benefit-cost analysis for each of the 3 preferred sites. The assessment will evaluate a range of factors, including a cost and time savings comparison of driving/parking versus parking/ passenger rail ticket. The findings will be summarized in a table and brief illustrative factsheet.

*Deliverable(s): Preferred Sites Benefit-Cost Analysis Table and Factsheet*

#### 4.5. Refined Cost Estimates

Based on the results of the concept development, the CONSULTANT team will update the order of magnitude level of cost estimates prepared in Task 3.2 for each of the preferred site concepts. *Note: Estimates are order-of-magnitude planning-level figures for comparative evaluation only; they are not suitable for budgeting, programming, or procurement.*

*Deliverable(s): Preferred Sites Cost Estimates Table*

#### 4.6. Preferred Sites Evaluation

The CONSULTANT will compile the findings from the Level 2 screening analysis (Tasks 4.2 to 4.5) into a consolidated evaluation matrix. The findings from this evaluation will be summarized into a brief, draft narrative report section (5-7 page max).

The CONSULTANT will gather input on the Level 2 screening results at Stakeholder Summit #3 or the listening sessions (Task 4.7).

*Deliverable(s): Preferred Sites Evaluation Matrix and Draft Section*

#### 4.7. Phase 3 Outreach

During the third phase of work, the CONSULTANT will conduct the following outreach:

- **Stakeholder Summit #3.** The CONSULTANT will conduct an in-person stakeholder summit to have a collaborative discussion on the results of the preferred sites evaluation and concept plans. The CONSULTANT will prepare a briefing document or presentation to review the findings and gather feedback. Input received during the

meeting will be summarized into a brief meeting summary and used to inform recommendations prepared in Phase 4 (Task 5).

- **Online Survey #2.** The CONSULTANT will develop and promote a second online survey to gather input from residents, visitors, and businesses on the preferred sites. A paper version with a link to the online site will also be available for distribution for use at in-person events. Results from the survey will be consolidated and summarized into an illustrated narrative document (5-page max) and will be used to inform the final study recommendations.
- **Community Events.** The CONSULTANT will host and/or participate in two (2) public outreach events, either online or in-person to gather feedback on the preferred sites. The CLIENT will assist with the selection of the events, scheduling, and coordinating promotion of the events. The pop-up style events could be held at previously scheduled community events such as Downtown Lakeland’s First Friday. The CONSULTANT will develop materials and content for the events including social media posts, fact sheets, or news releases.

*Deliverable(s): Stakeholder Summit Briefing Document/Presentation; Stakeholder Summit and Listening Session Meeting Summaries; Meeting Materials; Public Online Survey; Survey Results Infographics Report Section; Pop-Up Event communication materials.*

*Outreach Events: One (1) Stakeholder Summit and Two (2) Online Outreach or Pop-Up Events*

## **TASK 5. PHASE 4: IMPLEMENTATION PLANNING**

Once the conceptual plans and the final evaluation matrix are completed, the CONSULTANT will move into Phase 4 to compile the findings and initial recommendations and guidance on final recommendations to advance implementation.

### **5.1. Implementation Plan**

The CONSULTANT will develop an outline of “next steps” to advance the project through funding identification, grant support, agency coordination, and preliminary design. Recommendations in the implementation plan will clearly identify the actions needed to advance high-speed rail planning and identify the responsible parties.

*Deliverable(s): Implementation Plan Draft Section*

### **5.2. Executive Summary & Final Report**

The CONSULTANT will consolidate the draft sections with key findings from each of the previous phases and prepare a brief, highly illustrative executive summary and a complete study report that compiles the draft sections from the earlier tasks.

*Deliverable(s): Draft Executive Summary and Study Report; Final Executive Summary and Final Report*

### 5.3. Phase 4 Outreach Events

During the final phase of work, the CONSULTANT will present the findings of the study:

- **Board & Committee Final Recommendations Briefings.** The CONSULTANT will participate in one (1) in-person briefing to the Polk TPO Board, one (1) in-person briefing to the Technical Advisory Committee (TAC), and two (2) city/county partner agencies to introduce the study. The CONSULTANT will prepare a presentation and a fact sheet that summarizes the study findings and recommendations. The CLIENT may use the briefing materials for additional meetings such as the City and County staff level committee.
- **Website Content.** The CONSULTANT will develop content for a COUNTY-hosted website including a brief (30-60 second video), to summarize the key study findings and recommendations.

*Deliverable(s): Final Recommendations Presentation; Study Factsheet; Website Content; Final Video*

*Outreach Events: Four (4) Briefings/Presentations to Boards & Committees*

## TASK 6. BRIEFINGS & PRESENTATIONS

As determined as part of the public engagement strategy task (Task 2.8), the CONSULTANT will participate in a series of briefings to the Polk TPO Board, Committees, local agency partners, virtual briefings, and additional small-group meetings with stakeholders.

- **Board & Committee Briefings.** The CONSULTANT will participate in two (2) in-person briefings to the Polk TPO Board, two (2) in-person briefings to the Technical Advisory Committee (TAC), and six (6) partner agencies throughout the study. The CONSULTANT will prepare a presentation and a fact sheet for use during these meetings. The CLIENT may use the briefing materials for additional meetings, such as the City and County staff level committee or additional city/county partners.
- **Virtual Briefings.** The CONSULTANT will prepare content for and participate in three (3) virtual briefings to the Transportation Advisor Network (TAN) or a live public forum on Polk County Government TV (PGTV) to provide updates throughout the study and gather feedback.
- **Listening Sessions.** The CONSULTANT will conduct up to six (6) virtual sessions with individual stakeholders or small stakeholder groups as needed. Potential stakeholders could include agency partners, developers, landowners, employers, representatives from FDOT, Brightline, Florida Polytechnic University, Citrus Connection, chambers of commerce, religious groups, and economic councils that were not able to participate in the Stakeholder Summits or other scheduled meetings.

## Cost Estimates

Any opinions of probable project cost or probable construction cost provided by CONSULTANT are made on the basis of information available to CONSULTANT and on the basis of CONSULTANT's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since CONSULTANT has no control over the cost of labor, materials, equipment or services furnished by others, or over the construction contractor(s) methods of determining prices, or over competitive bidding or market conditions, CONSULTANT does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost CONSULTANT prepares.

## ADA Accessibility Standards

All materials prepared for the study will meet ADA accessibility standards for posting on the study website. The study will also implement Title VI / Environmental Justice screening (e.g., use of EPA EJSscreen indicators and Limited English Proficiency considerations), provide LEP accommodations (Spanish translation of key materials and additional languages upon request), and ensure accessible public meetings, including ADA-compliant venues, live captions for virtual meetings, and ASL interpretation upon request.

## Compensation

The not-to-exceed fee for this project is \$500,000.

## Schedule

As shown in the following schedule, the project duration is anticipated at 18 months from Notice to Proceed (NTP).

Phase 1	Months 1–6	180 Days of Duration
Phase 2	Months 6–10	120 Days of Duration
Phase 3	Months 10–14	120 Days of Duration
Phase 4	Months 15–18	120 Days of Duration

A detailed schedule with key milestones (Kickoff; Stakeholder Summits #1, #2, and #3; Public Surveys #1 and #2; Draft and Final Reports) will be maintained and updated monthly.



Task/Sub-Task	2026												2027					
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
<b>1.0 Project Initiation &amp; Management</b>																		
1.1 Project Kickoff & 1.2 Team Coordination Meetings	KO	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
1.3 Invoicing/Progress Reports																		
<b>2.0 Phase 1: Context, Conditions, Needs &amp; Site Identification</b>																		
2.1 Literature & Document Review																		
2.2 Case Studies																		
2.3 Land Use & Transportation Context Assessment																		
2.4 Economic Development Analysis																		
2.5 Station Location Criteria & Evaluation Framework																		
2.6 User & Station Area Needs Assessment																		
2.7 Identification of Viable Candidate Station Locations																		
2.8 Public Engagement Strategy, Branding & Messaging																		
2.9 Phase 1 Outreach Events (Context, Station Criteria & Evaluation Framework)																		
Stakeholder Summit #1																		
Public Survey #1																		
Website Content																		
Community Events																		
<b>3.0 PHASE 2: Preliminary Sites Analysis &amp; Evaluation (Level 1 Screening)</b>																		
3.1 Access & Connectivity Evaluation																		
3.2 Infrastructure & Land Development Needs Assessment (Preliminary Costs)																		
3.3 Land-Use Planning & Transit Oriented Development (TOD) Readiness																		
3.4 Preliminary Sites Evaluation																		
3.5 Phase 2 Outreach Events (Level 1 Screening Results)																		
Stakeholder Summit #2																		
Community Events																		
<b>4.0 PHASE 3: Preferred Sites Station Concept Development (Level 2 Screening)</b>																		
4.1 Selection of Preferred Sites																		
4.2 High-Speed Passenger Rail Market & Catchment Analysis																		
4.3 Conceptual Planning																		
4.4 Benefit-Cost Analysis																		
4.5 Refined Cost Estimates																		
4.6 Preferred Sites Evaluation																		
4.7 Phase 3 Outreach Events (Level 2 Screening Results & Concept Plans)																		
Stakeholder Summit #3																		
Public Survey #2																		
Community Events																		
<b>5.0 - PHASE 4: Implementation Planning</b>																		
5.1 Implementation Plan																		
5.2 Executive Summary & Final Report																		
5.3 Phase 4 Outreach Events (Final Recommendations & Implementation Plan)																		
Board & Committee Final Recommendations Briefings																		
Website Content																		
<b>5.0 - BRIEFINGS &amp; PRESENTATIONS</b>																		
Board & Committee Briefings																		
Virtual Briefings																		
Listening Sessions																		

KO - Kickoff Meeting  
 SS - Stakeholder Summit  
 BW - Branding Workshop  
 BP - Board or Committee Briefing/Presentation  
 x - Monthly Team Coordination Meeting

**Polk TPO I-4 Passenger Rail Study**

## Fee Schedule &amp; List of Key Personnel

HDR Engineering, Inc.

## Schedule of Rates (2026-2027)

Classifications	Direct Hourly Rates		Billing Rate	
	Low	High	Low	High
Principal	\$124	\$134	\$383	\$414
Chief Planner	\$103	\$110	\$319	\$340
Senior Planner	\$88	\$96	\$272	\$297
Project Planner/GIS Specialist	\$57	\$68	\$176	\$210
Planner/GIS Analyst	\$40	\$48	\$124	\$148
Planning Intern	\$25	\$32	\$77	\$99
Project Manager	\$80	\$110	\$247	\$340
Senior Engineer	\$90	\$98	\$278	\$303
Engineer 1	\$60	\$66	\$186	\$204
Engineer 2	\$68	\$79	\$210	\$244
Engineer Intern	\$38	\$42	\$118	\$130
Designer	\$40	\$48	\$124	\$148
Senior Designer	\$54	\$70	\$167	\$216
Senior Specialist	\$128	\$155	\$396	\$479
Graphic Designer	\$33	\$48	\$102	\$148
Admin/Clerical	\$35	\$52	\$108	\$161

**HDR Key Personnel:**

Project Manager  
Chief Planner  
Principal  
Senior Planner

Stefanie McQueen  
Laura Everitt, Steve Schukraft  
Jeff Arms  
Michelle Zehnder

**Fran McAskill**  
*Director*  
**Procurement Division**



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**EXHIBIT C**

**Board of County Commissioners**

**REIMBURSABLE COST SCHEDULE**

- |  |   |
|--|---|
| 1. Subcontractor Services  | Actual Costs  |
| 2. Travel & Mileage Expenses   | In accordance with Chapter 112.061, F.S.; and further defined in the Polk County Employee Handbook for pre-approved out-of-county travel (excluding travel from home offices located outside of Polk County to the Polk County line). |
| 3. Pre-approved Equipment<br>(includes purchase and rental of equipment used in project) | Actual Costs  |



Polk County  
Transportation Planning Organization (TPO)

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Agenda Item 14.

4/9/2026

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**AGENDA ITEM**

Review/Approve Draft TPO Resolution 2026-05 Approving the Amended FY 2024/25 - 2025/26 Unified Planning Work Program (UPWP) and MPO Funding Agreement

**PRESENTER**

Ryan Kordek, TPO Staff

**SUMMARY**

TPO staff is proposing amendments to the TPO's FY 2024/25 - 2025/26 Unified Planning Work Program (UPWP). These amendments are needed to ensure these projects can be funded in next fiscal year as part of the new FY 2026/27 - 2027/28 Unified Planning Work Program (UPWP).

The Polk TPO is proposing amendments to the UPWP that de-obligate \$500,000 from FY 2025/26 so they can be available for programming in the new UPWP for FY 2026/27. This includes \$50,000 from Task 1.1A and \$450,000 from Task 3.1.

**RECOMMENDED ACTION**

Recommend the TPO Board approve Draft TPO Resolution 2026-05 approving amendments to the FY 2024/25 - 2025/26 Unified Planning Work Program and authorizing the TPO Chair to execute an amended MPO Funding Agreement.

**ATTACHMENTS**

- 1.Draft TPO Resolution 2026-05
- 2.UPWP Revision Forms

**DRAFT POLK TPO RESOLUTION 2026-05**

RESOLUTION OF THE POLK TRANSPORTATION PLANNING ORGANIZATION (TPO) APPROVING DRAFT AMENDMENTS TO THE UNIFIED PLANNING WORK PROGRAM (UPWP) AND AUTHORIZING THE TPO CHAIRPERSON TO EXECUTE THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT.

WHEREAS, Section 450.108(c) of Title 23 of the United States Code requires each MPO/TPO to develop and approve a Unified Planning Work Program (UPWP) describing the work activities and funding sources for the urbanized area transportation planning process; and

WHEREAS, the Unified Planning Work Program (UPWP) is the Polk TPO's biennial transportation planning work program and serves as the scope of work for the Metropolitan Planning Organization Agreement; and

WHEREAS, the Federal Government, under the authority of 23 United States Code 134 and any subsequent applicable amendments, provides transportation planning funds that are distributed by the Florida Department of Transportation (FDOT) to the Polk TPO; and

WHEREAS, the mechanism that implements this process is a Metropolitan Planning Organization Agreement; and

WHEREAS, the Metropolitan Planning Organization Agreement contains the terms of receiving the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) transportation planning funds and stipulates the planning requirements of the metropolitan planning organization (MPO); and

WHEREAS, FDOT requires all MPOs to approve a Metropolitan Planning Organization Agreement for the receipt of FHWA and FTA transportation planning funds in support of the Polk TPO's UPWP; and

WHEREAS, if the TPO approves amendments to the UPWP that change the amount of funding needed to implement the UPWP, the Metropolitan Planning Organization Agreement must also be amended in order to match the funding needs of the UPWP; and

WHEREAS, these plans and programs may require revisions for consistency with funding allocations from the Florida Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, the Florida Commission for the Transportation Disadvantaged Commission and other sources.

NOW, THEREFORE, BE IT RESOLVED, by the Polk Transportation Planning Organization at its regular meeting convened on April 9, 2026:

1. The Polk TPO hereby approves and adopts the amended Unified Planning Work Program (UPWP) for Fiscal Years 2024/25-2025/26; and
2. The TPO Chairman is authorized to execute the amended Metropolitan Planning Organization Agreement that commenced on April 29, 2024 and;
3. The Polk TPO authorizes the TPO Chairman to sign and execute any other related documents that may be required to process the UPWP and the MPO Agreement.

Signed:

\_\_\_\_\_  
Mayor Sara Roberts McCarley, Chair  
Polk Transportation Planning Organization (TPO)

April 9, 2026  
Date

ATTEST:

\_\_\_\_\_  
Ryan Kordek, TPO Executive Director

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

\_\_\_\_\_  
Heather Bryan, TPO Attorney



**FY 2024/25 – 2025/26 UPWP AMENDMENTS  
ORIGINAL UPWP PAGES**

## Task 1.1A Communication and Support

**PURPOSE:** To communicate TPO plans and programs to citizens, committees, and boards in an effective manner.

**PREVIOUS WORK:** Preparation of the TPO Website, development of Interactive TIP software for the TPO's website. Development of Community Remarks and interactive web-based mapping program used in the development of Momentum 2045 and the TIP. Participated in a speakers' bureau and delivered multi-media; presentations to various community groups; and preparation of maps, infographics and videos that help illustrate various TPO plans and projects.

### TASK 1.1A ACTIVITIES

Required Activities	End Products	Completion Date
Support of the TPO's adopted Public Participation Plan (PPP)	Effective communication of the TPO Plans and Programs.	Annually and Ongoing
	Support of the TPO's website, social media and online video sites.	
	Annual maintenance of the TPO's website(s) and interactive web-based mapping program	
	The TPO will prepare a substantial update to our website*	Summer 2024
	The TPO will prepare data "dashboards" for the website highlighting safety and transportation statistics from the State of the Transportation System Report*	Spring 2026
Preparation of TPO's planning documents and publications in paper and digital formats	Purchase and/or replace computer hardware and software	Annually and as Needed
	Purchase and maintenance of advanced computer software to help support the TPO's travel demand model, GIS, and advanced photo and video editing and publication	

\* The Polk TPO will use consultant services to complete these tasks. See budget tables for additional details.

**RESPONSIBLE AGENCY:** Polk Transportation Planning Organization (TPO)

**FUNDING SOURCES:**

Task 1.1A Communication and Support						
Estimated Budget Detail for FY 2024/25						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>K. Consultant Services</b>						
	TPO Website Update	\$35,000	-	-	-	\$35,000
	<b>Subtotal:</b>	<b>\$35,000</b>	-	-	-	<b>\$35,000</b>
<b>L. Other Direct Expenses</b>						
	Computer Hardware	\$4,500	-	-	-	\$4,500
	Computer Software	\$3,000	-	-	-	\$3,000
	Maintenance Software	\$5,000	-	-	-	\$5,000
	Website Maintenance	\$31,200	-	-	-	\$31,200
	<b>Subtotal:</b>	<b>\$43,700</b>	-	-	-	<b>\$43,700</b>
	<b>Total:</b>	<b>\$78,700</b>	-	-	-	<b>\$78,700</b>

Task 1.1A Communication and Support						
Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>M. Consultant Services</b>						
	TPO Website – Safety and Transportation System Dashboards	\$50,000	-	-	-	\$50,000
	<b>Subtotal:</b>	<b>\$50,000</b>	-	-	-	<b>\$50,000</b>
<b>N. Other Direct Expenses</b>						
	Computer Hardware	\$4,500	-	-	-	\$4,500
	Computer Software	\$6,000	-	-	-	\$6,000
	Maintenance Software	\$5,000	-	-	-	\$5,000
	Website Maintenance	\$31,200	-	-	-	\$31,200
	<b>Subtotal:</b>	<b>\$46,700</b>	-	-	-	<b>\$46,700</b>
	<b>Total:</b>	<b>\$96,700</b>	-	-	-	<b>\$96,700</b>

Required Activities	End Products	Completion Date
	Connecting Neighborhoods to Community Services and Places *	June 2025
	Preparation of Carbon Reduction and Resiliency Plans for Polk County*	September 2024
	I-4 Regional Intermodal Station Feasibility Study*	Summer 2026 <sup>1</sup>
Heartland Regional Resiliency Coalition	Improve the resilience and reliability of the transportation system & mitigate stormwater impacts of surface transportation	Ongoing

\* The Polk TPO will use consultant services to complete these tasks. See budget tables for additional details.

<sup>1</sup> Project will likely extend into FY 2026/27.

**RESPONSIBLE AGENCY:** Polk Transportation Planning Organization (TPO)

**FUNDING SOURCES:**

Task 3.1 Long Range Transportation Planning						
Estimated Budget Detail for FY 2024/25						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>Y. Personnel Services</b>						
	Salary (100% Effort) Fringe Benefits and other deductions	\$155,865.88	-	-	-	\$155,865.88
	<b>Subtotal:</b>	<b>\$155,865.88</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$155,865.88</b>
<b>Z. Consultant Services</b>						
	2050 LRTP Update	\$20,809	\$300,000	-	-	\$320,809
	TDP Major Update	\$100,000	-	-	-	\$100,000
	NE Polk County Sub Area Study <sup>1</sup>	\$150,000	-	-	-	\$150,000
	Connecting Neighborhoods to Community Services & Places <sup>1</sup>	\$50,000	-	\$25,000	-	\$75,000
	Carbon Red./Resiliency Plans	\$23,299	-	-	-	\$23,299
	<b>Subtotal:</b>	<b>\$344,108</b>	<b>\$300,000</b>	<b>-</b>	<b>-</b>	<b>\$669,108</b>
<b>AA. Other Direct Costs</b>						
	Admin. Service Fee	\$6,241.12	-	-	-	\$6,241.12
	<b>Subtotal:</b>	<b>\$6,241.12</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$6,241.12</b>
	<b>Total:</b>	<b>\$506,215.00</b>	<b>\$300,000</b>	<b>\$25,000</b>	<b>-</b>	<b>\$831,215.00</b>

Task 3.1 Long Range Transportation Planning						
Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>Y. Personnel Services</b>						
	Salary (100% Effort) Fringe Benefits and other deductions	\$249,473.42	-	-	-	\$249,473.42
	<b>Subtotal:</b>	<b>\$249,473.42</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$249,473.42</b>
<b>Z. Consultant Services</b>						
	2050 LRTP Update	-	\$200,000	\$25,000	-	\$225,000
	TDP Major Update	\$100,000	-	-	-	\$100,000
	I-4 Regional Intermodal Station Feasibility Study	\$500,000	-	-	-	\$500,000
	<b>Subtotal:</b>	<b>\$600,000</b>	<b>\$200,000</b>	<b>\$25,000</b>	<b>-</b>	<b>\$825,000</b>
<b>AA. Other Direct Costs</b>						
	Admin. Service Fee	\$20,227.58	-	-	-	\$20,227.58
	<b>Subtotal:</b>	<b>\$20,227.58</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$20,227.58</b>
	<b>Total:</b>	<b>\$869,701.00</b>	<b>\$200,000</b>	<b>\$25,000</b>	<b>-</b>	<b>\$1,094,701.00</b>

1. These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning. [§ 11206(b)] The total amount of funds used by the MPO for Complete Streets planning for FY 24/25 is \$40,000 of \$485,406 PL. 2.5% of the total PL allocation for FY 24/25 is \$27,997.

**Summary Budget Table II  
Funding Source  
FY 2025/26 Unified Planning Work Program (UPWP)**

Task	Task Description	CPG PL Funds		TMA SU Funds	Other Funds <sup>3</sup>		TD Funds	Consultants <sup>5</sup>			Total			Total Cost <sup>4</sup>
		Federal Allocation \$1,136,699 Carryover \$139,586	State Soft Cash Match <sup>1</sup>	Federal Allocation \$400,000	Local Contribution \$25,000	State Allocation \$36,112	Federal	State	Local	Federal	State	Local		
<b>1.0 Administration</b>														
1.1	Program Administration and Management	\$381,476	\$84,136	\$0	\$0	\$0	\$0	\$50,000	\$381,476	\$0	\$0	\$0	\$381,476	
1.1A	Communication and Support	\$96,700	\$21,328	\$0	\$0	\$0	\$0	\$0	\$96,700	\$0	\$0	\$0	\$96,700	
1.2	Training Activities	\$11,000	\$2,426	\$0	\$0	\$0	\$0	\$0	\$11,000	\$0	\$0	\$0	\$11,000	
<b>2.0 Data Collection and Management Systems</b>														
2.1	Travel Data and Strategies	\$174,954	\$38,587	\$0	\$0	\$0	\$0	\$95,000	\$174,954	\$0	\$0	\$0	\$174,954	
<b>3.0 Systems Planning</b>														
3.1	Long Range Transportation Planning	\$869,701	\$191,816	\$200,000	\$25,000	\$0	\$0	\$525,000	\$1,069,701	\$0	\$25,000	\$0	\$1,094,701	
3.2	Short Range Transportation Planning	\$488,525	\$107,746	\$0	\$0	\$0	\$0	\$0	\$488,525	\$0	\$0	\$0	\$488,525	
3.3	Transportation Disadvantaged Program <sup>2</sup>	\$0	\$0	\$0	\$0	\$36,112	\$0	\$0	\$0	\$36,112	\$0	\$0	\$36,112	
3.5	Public Participation Process	\$92,494	\$20,400	\$0	\$0	\$0	\$0	\$0	\$92,494	\$0	\$0	\$0	\$92,494	
3.6	Regional Planning and Coordination	\$46,304	\$10,213	\$0	\$0	\$0	\$0	\$0	\$46,304	\$0	\$0	\$0	\$46,304	
3.6A	Regional Planning and Coordination	\$10,000	\$2,206	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$10,000	
<b>Total Cost for all UPWP Tasks</b>		<b>\$2,171,154</b>	<b>\$478,858</b>	<b>\$200,000</b>	<b>\$25,000</b>	<b>\$36,112</b>	<b>\$0</b>	<b>\$680,000</b>	<b>\$2,371,154</b>	<b>\$36,112</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$2,432,266</b>	

Table Notes:  
1 For FY 2025/26, FDOT will soft match FHWA Metropolitan Planning Program (MPP/PL) funds using toll expenditures towards the non-federal matching share. Soft Match is not calculated in the total project cost. This amount represents the state soft match required for the amount of MPP/PL funds requested.  
2 Task 3.3 - no funds passed to Community Transportation Coordinator for passenger trips.  
3 In-kind services provided by Polk County is not considered MPO revenue and is shown in the budget, however it is not calculated in the Local/Other total cost.  
4 Total Cost line items do not include the "soft match" amounts as the "soft match" is not considered MPO revenue.  
5 The amounts shown here are included in the CPG and TMA SU fund totals and simply show the portion of these tasks allocated to consultant services. See specific UPWP Task Sheets for additional details.

**Funding Sources**

Contract	Funding Source	Source Level	FY 2024/25 Funding Source				FY 2025/26 Funding Source						
			FY 2024/25	FY 2025/26	Soft * Match	Federal Allocation	State Allocation	Local Contribution	Carryover	Soft * Match	Federal Allocation	State Allocation	Local Contribution
TBD	CTD	State	\$ 36,112	\$ 36,112	\$ -	\$ -	\$ 36,112	\$ -	\$ -	\$ -	\$ 36,112	\$ -	\$ -
		CTD Total	\$ 36,112	\$ 36,112	\$ -	\$ -	\$ 36,112	\$ -	\$ -	\$ -	\$ 36,112	\$ -	\$ -
G2V52	CPG PL	Federal	\$ 1,578,262	\$ 2,171,154	\$ 306,411	\$ 1,140,661	\$ -	\$ -	\$ 437,601	\$ 478,857	\$ 2,171,154	\$ -	\$ -
		CPG PL Total	\$ 1,578,262	\$ 2,171,154	\$ 306,411	\$ 1,140,661	\$ -	\$ -	\$ 437,601	\$ 478,857	\$ 2,171,154	\$ -	\$ -
TBD	TMA SU	Federal	\$ 300,000	\$ 200,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -
		TMA SU Total	\$ 300,000	\$ 200,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -
N/A	Local	Local	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -
		Local Total	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -

\*FDOT will soft match FHWA Metropolitan Planning Program (MPP/PL) funds using toll expenditures towards the non-federal matching share. Soft Match is not calculated in the total project cost.

# FY 2024/25 – 2025/26 UPWP AMENDMENTS AMENDED UPWP PAGES



Polk Transportation  
Planning Organization

# UNIFIED PLANNING WORK PROGRAM

**FISCAL YEARS 2024/2025 - 2025/2026**

**Adopted: April 11, 2024**  
**Amended: December 19, 2024**  
**Amended: August 28, 2025**  
**Amended: April 9, 2026**

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## **Polk Transportation Planning Organization**

Drawer TS-05, Post Office Box 9005, Bartow, Florida 33831-9005

Phone: (863) 534-6486 | Fax: (863) 534-6471

[www.PolkTPO.com](http://www.PolkTPO.com)

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**Mayor Sara Roberts McCarley, Polk TPO Chair**

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Prepared by the Polk Transportation Planning Organization with funding from the Federal Highway Administration [CFDA No. 20.205 Highway Planning and Construction], Federal Transit Administration [CFDA No. 20.505 Federal Transit Technical Studies Grant (Metropolitan Planning)], Florida Department of Transportation, and Polk County. Federal Aid Project (FAP) PL (0262) 060 M. Financial Project Number (FPN) 439313-4-14-01. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, income, or family status.

## Task 1.1A Communication and Support

**PURPOSE:** To communicate TPO plans and programs to citizens, committees, and boards in an effective manner.

**PREVIOUS WORK:** Preparation of the TPO Website, development of Interactive TIP software for the TPO's website. Development of Community Remarks and interactive web-based mapping program used in the development of Momentum 2045 and the TIP. Participated in a speakers' bureau and delivered multi-media; presentations to various community groups; and preparation of maps, infographics and videos that help illustrate various TPO plans and projects.

### TASK 1.1A ACTIVITIES

Required Activities	End Products	Completion Date
Support of the TPO's adopted Public Participation Plan (PPP)	Effective communication of the TPO Plans and Programs.	Annually and Ongoing
	Support of the TPO's website, social media and online video sites.	
	Annual maintenance of the TPO's website(s) and interactive web-based mapping program	
	The TPO will prepare a substantial update to our website*	Summer 2024
	<del>The TPO will prepare data "dashboards" for the website highlighting safety and transportation statistics from the State of the Transportation System Report*</del>	<del>Spring 2026</del>
Preparation of TPO's planning documents and publications in paper and digital formats	Purchase and/or replace computer hardware and software	Annually and as Needed
	Purchase and maintenance of advanced computer software to help support the TPO's travel demand model, GIS, and advanced photo and video editing and publication	

\* The Polk TPO will use consultant services to complete these tasks. See budget tables for additional details.

**RESPONSIBLE AGENCY:** Polk Transportation Planning Organization (TPO)

**FUNDING SOURCES:**

Task 1.1A Communication and Support						
Estimated Budget Detail for FY 2024/25						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>K. Consultant Services</b>						
	TPO Website Update	\$35,000	-	-	-	\$35,000
	<b>Subtotal:</b>	<b>\$35,000</b>	-	-	-	<b>\$35,000</b>
<b>L. Other Direct Expenses</b>						
	Computer Hardware	\$4,500	-	-	-	\$4,500
	Computer Software	\$3,000	-	-	-	\$3,000
	Maintenance Software	\$5,000	-	-	-	\$5,000
	Website Maintenance	\$31,200	-	-	-	\$31,200
	<b>Subtotal:</b>	<b>\$43,700</b>	-	-	-	<b>\$43,700</b>
	<b>Total:</b>	<b>\$78,700</b>	-	-	-	<b>\$78,700</b>

Task 1.1A Communication and Support						
Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>M. Consultant Services</b>						
	TPO Website – Safety and Transportation System Dashboards	\$0	-	-	-	\$0
	<b>Subtotal:</b>	<b>\$0</b>	-	-	-	<b>\$0</b>
<b>N. Other Direct Expenses</b>						
	Computer Hardware	\$4,500	-	-	-	\$4,500
	Computer Software	\$6,000	-	-	-	\$6,000
	Maintenance Software	\$5,000	-	-	-	\$5,000
	Website Maintenance	\$31,200	-	-	-	\$31,200
	<b>Subtotal:</b>	<b>\$46,700</b>	-	-	-	<b>\$46,700</b>
	<b>Total:</b>	<b>\$46,700</b>	-	-	-	<b>\$46,700</b>

Required Activities	End Products	Completion Date
	Connecting Neighborhoods to Community Services and Places *	June 2025
	Preparation of Carbon Reduction and Resiliency Plans for Polk County*	September 2024
	I-4 Regional Intermodal Station Feasibility Study*	Summer 2027 <sup>1</sup>
Heartland Regional Resiliency Coalition	Improve the resilience and reliability of the transportation system & mitigate stormwater impacts of surface transportation	Ongoing

\* The Polk TPO will use consultant services to complete these tasks. See budget tables for additional details.

<sup>1</sup> Project will likely extend into FY 2026/27.

**RESPONSIBLE AGENCY:** Polk Transportation Planning Organization (TPO)

**FUNDING SOURCES:**

Task 3.1 Long Range Transportation Planning						
Estimated Budget Detail for FY 2024/25						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>Y. Personnel Services</b>						
	Salary (100% Effort) Fringe Benefits and other deductions	\$155,865.88	-	-	-	\$155,865.88
	<b>Subtotal:</b>	<b>\$155,865.88</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$155,865.88</b>
<b>Z. Consultant Services</b>						
	2050 LRTP Update	\$20,809	\$300,000	-	-	\$320,809
	TDP Major Update	\$100,000	-	-	-	\$100,000
	NE Polk County Sub Area Study <sup>1</sup>	\$150,000	-	-	-	\$150,000
	Connecting Neighborhoods to Community Services & Places <sup>1</sup>	\$50,000	-	\$25,000	-	\$75,000
	Carbon Red./Resiliency Plans	\$23,299	-	-	-	\$23,299
	<b>Subtotal:</b>	<b>\$344,108</b>	<b>\$300,000</b>	<b>-</b>	<b>-</b>	<b>\$669,108</b>
<b>AA. Other Direct Costs</b>						
	Admin. Service Fee	\$6,241.12	-	-	-	\$6,241.12
	<b>Subtotal:</b>	<b>\$6,241.12</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$6,241.12</b>
	<b>Total:</b>	<b>\$506,215.00</b>	<b>\$300,000</b>	<b>\$25,000</b>	<b>-</b>	<b>\$831,215.00</b>

Task 3.1 Long Range Transportation Planning						
Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>Y. Personnel Services</b>						
	Salary (100% Effort) Fringe Benefits and other deductions	\$249,473.42	-	-	-	\$249,473.42
	<b>Subtotal:</b>	<b>\$249,473.42</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$249,473.42</b>
<b>Z. Consultant Services</b>						
	2050 LRTP Update	-	\$200,000	\$25,000	-	\$225,000
	TDP Major Update	\$100,000	-	-	-	\$100,000
	I-4 Regional Intermodal Station Feasibility Study	\$50,000	-	-	-	\$50,000
	<b>Subtotal:</b>	<b>\$150,000</b>	<b>\$200,000</b>	<b>\$25,000</b>	<b>-</b>	<b>\$375,000</b>
<b>AA. Other Direct Costs</b>						
	Admin. Service Fee	\$20,227.58	-	-	-	\$20,227.58
	<b>Subtotal:</b>	<b>\$20,227.58</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$20,227.58</b>
	<b>Total:</b>	<b>\$419,701.00</b>	<b>\$200,000</b>	<b>\$25,000</b>	<b>-</b>	<b>\$644,701.00</b>

1. These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning. [§ 11206(b)] The total amount of funds used by the MPO for Complete Streets planning for FY 24/25 is \$40,000 of \$485,406 PL. 2.5% of the total PL allocation for FY 24/25 is \$27,997.

**Summary Budget Table II  
Funding Source  
FY 2025/26 Unified Planning Work Program (UPWP)**

Task	Task Description	CPG PL Funds		TMA SU Funds	Other Funds <sup>3</sup>		TD Funds	Consultants <sup>5</sup>			Total			Total Cost <sup>4</sup>
		Federal Allocation \$1,136,699 Carryover \$139,586	State Soft Cash Match <sup>1</sup>	Federal Allocation \$400,000	Local Contribution \$25,000	State Allocation \$36,112	Federal Allocation \$400,000	Local Contribution \$25,000	State Allocation \$36,112	Federal	State	Local		
<b>1.0 Administration</b>														
1.1	Program Administration and Management	\$381,476	\$84,136	\$0	\$0	\$0	\$0	\$0	\$50,000	\$381,476	\$0	\$0	\$0	\$381,476
1.1A	Communication and Support	\$46,700	\$10,300	\$0	\$0	\$0	\$0	\$0	\$0	\$46,700	\$0	\$0	\$0	\$46,700
1.2	Training Activities	\$11,000	\$2,426	\$0	\$0	\$0	\$0	\$0	\$0	\$11,000	\$0	\$0	\$0	\$11,000
<b>2.0 Data Collection and Management Systems</b>														
2.1	Travel Data and Strategies	\$174,954	\$38,587	\$0	\$0	\$0	\$0	\$0	\$95,000	\$174,954	\$0	\$0	\$0	\$174,954
<b>3.0 Systems Planning</b>														
3.1	Long Range Transportation Planning	\$419,701	\$92,567	\$200,000	\$25,000	\$0	\$0	\$0	\$525,000	\$619,701	\$0	\$25,000	\$0	\$644,701
3.2	Short Range Transportation Planning	\$488,525	\$107,746	\$0	\$0	\$0	\$0	\$0	\$0	\$488,525	\$0	\$0	\$0	\$488,525
3.3	Transportation Disadvantaged Program <sup>2</sup>	\$0	\$0	\$0	\$0	\$0	\$36,112	\$0	\$0	\$0	\$36,112	\$0	\$0	\$36,112
3.5	Public Participation Process	\$92,494	\$20,400	\$0	\$0	\$0	\$0	\$0	\$0	\$92,494	\$0	\$0	\$0	\$92,494
3.6	Regional Planning and Coordination	\$46,304	\$10,213	\$0	\$0	\$0	\$0	\$0	\$0	\$46,304	\$0	\$0	\$0	\$46,304
3.6A	Regional Planning and Coordination	\$10,000	\$2,206	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$10,000
<b>Total Cost for all UPWP Tasks</b>		<b>\$1,671,154</b>	<b>\$368,581</b>	<b>\$200,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$36,112</b>	<b>\$0</b>	<b>\$680,000</b>	<b>\$1,871,154</b>	<b>\$36,112</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$1,932,266</b>

Table Notes:  
1 For FY 2025/26, FDOT will soft match FHWA Metropolitan Planning Program (MPP/PL) funds using toll expenditures towards the non-federal matching share. Soft Match is not calculated in the total project cost. This amount represents the state soft match required for the amount of MPP/PL funds requested.  
2 Task 3.3 - no funds passed to Community Transportation Coordinator for passenger trips.  
3 In-kind services provided by Polk County is not considered MFPO revenue and is shown in the budget, however it is not calculated in the Local/Other total cost.  
4 Total Cost line items do not include the "soft match" amounts as the "soft match" is not considered MFPO revenue.  
5 The amounts shown here are included in the CPG and TMA SU fund totals and simply show the portion of these tasks allocated to consultant services. See specific UPWP Task Sheets for additional details.

**Funding Sources**

Contract	Funding Source	Source Level	FY 2024/25 Funding Source					FY 2025/26 Funding Source					
			FY 2024/25	FY 2025/26	Soft * Match	Federal Allocation	State Allocation	Local Contribution	Carryover	Soft * Match	Federal Allocation	State Allocation	Local Contribution
TBD	CTD	State	\$ 36,112	\$ 36,112	\$ -	\$ -	\$ 36,112	\$ -	\$ -	\$ 36,112	\$ -	\$ -	\$ -
		CTD Total	\$ 36,112	\$ 36,112	\$ -	\$ -	\$ 36,112	\$ -	\$ -	\$ 36,112	\$ -	\$ -	\$ -
G2V52	CPG PL	Federal	\$ 1,578,262	\$ 2,171,154	\$ 306,411	\$ 1,140,661	\$ -	\$ -	\$ 437,601	\$ 368,580	\$ 1,671,154	\$ -	\$ -
		CPG PL Total	\$ 1,578,262	\$ 2,171,154	\$ 306,411	\$ 1,140,661	\$ -	\$ -	\$ 437,601	\$ 368,580	\$ 1,671,154	\$ -	\$ -
TBD	TMA SU	Federal	\$ 300,000	\$ 200,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -
		TMA SU Total	\$ 300,000	\$ 200,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -
N/A	Local	Local	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -
		Local Total	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -

\*FDOT will soft match FHWA Metropolitan Planning Program (MPP/PL) funds using toll expenditures towards the non-federal matching share. Soft Match is not calculated in the total project cost.



Polk County  
Transportation Planning Organization (TPO)

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Agenda Item 15.

4/9/2026

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**AGENDA ITEM**

Review/Approve Draft TPO Resolution 2026-06 Adopting the Draft Unified Planning Work Program (UPWP) and MPO Funding Agreement

**PRESENTER**

Ryan Kordek, TPO Staff

**SUMMARY**

In February, the TPO Board approved the Draft FY 2026/27 - 2027/28 Unified Planning Work Program (UPWP) for the purpose of agency/public review and comment. A copy of this approved draft is provided as Attachment 2. The UPWP outlines the scheduled planning tasks and associated grant budget for the next two (2) fiscal years (July 1, 2026 - June 30, 2028).

The TPO's Draft UPWP is currently under agency review. As available, staff will present any agency comments, as well as any proposed changes to the Draft UPWP.

A companion item to the UPWP is the MPO Funding agreement which is included as attachment 3. Draft TPO Resolution 2026-04 approves the Draft UPWP and authorizes the chairman to execute the funding agreement

**RECOMMENDED ACTION**

Recommend the TPO Board approve the Draft FY 2026/27 - 2027/28 Unified Planning Work Program and MPO funding Agreement and authorize staff to make any necessary changes based on additional agency review and comment.

**ATTACHMENTS**

- 1.Draft TPO Resolution 2026-06
- 2.Draft FY 2026/27 - 2027/28 Unified Planning Work Program
- 3.FDOT/Metropolitan Planning Organization Agreement

**DRAFT RESOLUTION 2026-06**

RESOLUTION OF THE POLK TRANSPORTATION PLANNING ORGANIZATION (TPO) APPROVING THE UNIFIED PLANNING WORK PROGRAM (UPWP) AND AUTHORIZING THE TPO CHAIRMAN TO EXECUTE THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT.

WHEREAS, Section 450.108(c) of Title 23 of the United States Code requires each MPO/TPO to develop and approve a Unified Planning Work Program (UPWP) describing the work activities and funding sources for the urbanized area transportation planning process; and

WHEREAS, the Federal Government, under the authority of 23 U.S.C. 134 and any subsequent applicable amendments, provides transportation planning funds that are distributed by the Florida Department of Transportation (FDOT) to the Polk TPO; and

WHEREAS, the mechanism that implements this process is a Metropolitan Planning Organization Agreement; and

WHEREAS, the Unified Planning Work Program (UPWP) is the Polk TPO's biennial transportation planning work program and serves as the scope of work for the Metropolitan Planning Organization Agreement; and

WHEREAS, the Metropolitan Planning Organization Agreement contains the terms of receiving the Federal Highway Administration (FHWA) transportation planning funds and stipulates the planning requirements of the metropolitan planning organization (MPO), and

WHEREAS, FDOT requires all MPOs to approve a Metropolitan Planning Organization Agreement for the receipt of FHWA transportation planning funds in support of the Polk TPO's UPWP.

NOW, THEREFORE, BE IT RESOLVED, by the Polk Transportation Planning Organization at its regular meeting convened on April 9, 2026:

1. The Polk TPO hereby approves and adopts the Unified Planning Work Program (UPWP) for Fiscal Years 2026/27-2027/28;
2. The TPO Chairman is authorized to execute the Metropolitan Planning Organization Agreement set to commence on July 1, 2026, and set to expire on June 30, 2028; and
3. The Polk TPO authorizes the TPO Chairman to sign and execute any other related documents that may be required to process the UPWP and the MPO Agreement.

Signed:

\_\_\_\_\_  
Mayor Sara Roberts McCarley, Chairman  
Polk Transportation Planning Organization (TPO)

April 9, 2026  
Date

ATTEST:

\_\_\_\_\_  
Ryan Kordek, TPO Executive Director

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

\_\_\_\_\_  
Heather Bryan, TPO Attorney



Polk Transportation  
Planning Organization

# UNIFIED PLANNING WORK PROGRAM

**FISCAL YEARS 2026/2027 TO 2027/2028**

**Draft March 15, 2026**

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## **Polk Transportation Planning Organization**

Ryan Kordek, Polk TPO Director

Drawer TS-05, P.O. Box 9005, Bartow, Florida 33831-9005

Phone: (863) 534-6486 | Fax: (863) 534-6471

[www.PolkTPO.com](http://www.PolkTPO.com)

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**Mayor Sara Roberts McCarley, Polk TPO Chair**

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Prepared by the Polk Transportation Planning Organization with funding from the Federal Highway Administration [CFDA No. 20.205 Highway Planning and Construction], Federal Transit Administration [CFDA No. 20.505 Federal Transit Technical Studies Grant (Metropolitan Planning)], Florida Department of Transportation, and Polk County. Federal Award Project (FAP) PL (0262) 063-M. Financial Project Number (FPN) 439313-6-14-01. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, income, or family status.

## Table of Contents

Table of Contents .....	i
Cost Analysis Certification .....	ii
Introduction .....	1
Public Involvement .....	3
Status of Comprehensive Transportation Planning Actives .....	3
Planning Priorities .....	4
Organization and Management .....	6
TPO Agreements .....	7
Planning Tasks .....	8
1.0 Administration .....	10
1.1 Program Administration and Management .....	10
1.1A Communication and Support .....	13
1.2 Training Activities .....	15
2.0 Data Collection and Management Systems .....	16
2.1 Travel Data and Strategies .....	16
3.0 Systems Planning .....	18
3.1 Long Range Transportation Planning .....	18
3.2 Short Range Transportation Planning .....	20
3.3 Transportation Disadvantaged Program .....	23
3.5 Public Participation Process .....	25
3.6 Regional Planning and Coordination .....	28
3.6A Regional Coordination Support and Shared Task .....	32
 <b>Appendices</b>	
Appendix A	Common Acronyms
Appendix B	Budget Tables
Appendix C	Adviser Network Planning Task Survey
Appendix D	Map of Polk TPO Planning Area
Appendix E	Polk TPO Organizational Chart
Appendix F	Polk TPO Resolution 2026-04
Appendix G	TPO Responses to FHWA, FTA & FDOT Draft UPWP Comment



*Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

## Cost Analysis Certification

**Polk TPO**

**Unified Planning Work Program Fiscal Year – FY 2026/27 - FY 2027/28**

**UPWP Status - Adopted, 4/9/2026**

**UPWP Revision Number - Initial Adoption, 4/9/2026**

I hereby certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary, as required by [Section 216.3475, F.S.](#) Documentation is on file evidencing the methodology used and the conclusions reached.

**FDOT District Representative:** Edith Perez, FCCM

**Title and District:** District One Community Liaison

Date: Select Date

\_\_\_\_\_  
**Signature**

[www.fdot.gov](http://www.fdot.gov)

## Introduction

The Unified Planning Work Program (UPWP) describes the transportation planning projects and programs to be performed within Polk County, Florida by the Polk Transportation Planning Organization (TPO). Pursuant to Titles 23 and 49, Code of Federal Regulations (CFR), and Chapter 339.175, Florida Statutes (F.S.), the fiscal year 2026/27 – 2027/28 UPWP is the basis for allocating federal, state and local funds for transportation planning purposes in Polk County. The UPWP documents all planning tasks and related activities for the period of July 1, 2026, through June 30, 2028, prepared by the Polk TPO and other transportation planning agencies.

Developed every two years, the UPWP serves as the basis of the planning program for the TPO. Planning tasks address transportation issues that concern citizens, elected officials, and transportation professionals. The TPO's public involvement process is used to identify and define these issues. The UPWP substantiates the level of effort for each task and the associated requirements for federal, state, and local funding.

The UPWP is developed by TPO staff in cooperation with the Florida Department of Transportation (FDOT), members of the Polk TPO Board, Technical Advisory Committee (TAC), and members of the Transportation Adviser Network. The document is divided into the following sections:

- Introduction
- Organization and Management
- Planning tasks
- Appendices:
  - Common Acronyms
  - Budget Tables
  - Adviser Network Planning Task Survey
  - Map of the Polk TPO Planning Area
  - Polk TPO Organization Chart
  - UPWP Adopting Resolution
  - Polk TPO Responses to Draft UPWP Review Comments

### **Planning Tasks to be Funded by Titles 23 and 49, U.S.C.**

The Polk TPO, the Lakeland Area Mass Transit District (LAMTD), the Polk County Board of County Commissioners (BoCC), and the Polk Transit Authority (PTA) coordinate closely to plan for public transit, with LAMTD taking the lead in operational and short-range planning projects, and the Polk TPO leading long-range efforts, such as the Transit Development Plan (UPWP Task 3.2) and transit element of the Long-Range Transportation Plan (UPWP Task 3.1). Close coordination is also required for integrating transit services and facilities into the greater network of transportation infrastructure.

A Memorandum of Understanding (MOU) between the Polk TPO, the PTA, the Polk County BoCC, and LAMTD for coordination in the planning, programming and implementation of public transportation projects was executed by all parties on April 8, 2015.

### **Air Quality**

The Polk TPO is in an air quality attainment area and does not anticipate completing any non-attainment planning activities at this time; however, the TPO's planning area's air quality continues to be monitored and staff participates in training as needed.

### **Consolidated Planning Grant**

The FDOT and the Polk Transportation Planning Organization (TPO) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the TPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA's Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the TPO by FDOT utilizing formulas approved by the TPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(j) and FTA C 8100.1D.

### **FDOT Soft Cash Match**

Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA PL funding in the UPWP is 18.07% of FHWA program funds for a total of \$588,665.

### **Staff Services Agreement**

The Polk County Board of County Commissioners (BoCC) provides staff services to the Polk TPO. The Polk TPO and BoCC have a staff services agreement for services to be provided by each entity. The BoCC provides services in support of the TPO's operations including legal services, procurement, human resources, budget and management services, accounts payable/receivable, payroll and IT services.

The referenced services provided by the BoCC in support of the TPO's operations are reflected in the TPO's UPWP through the form of an administrative service fee under other direct costs to the TPO. The administrative service fee is based on an annual Cost Allocation Study prepared by an external auditor for Polk County. Once the study is completed, Polk County then prepares a calculation for Polk TPO's proportionate share of the special revenue grant costs for utilizing central services. The administrative fee is included as a line item within each UPWP task. The administrative fee is included in the invoice within the expenditure detail report that is submitted with the TPO's reimbursement request to FDOT.

### **Polk TPO Planning Area**

Considered the "crossroads of central Florida", Polk County is bounded by ten counties and is the fourth largest county in Florida at 2,011 square miles. There are seventeen municipalities and Polk County is the ninth most populous county in Florida with 852,878 residents (US Census 2024 estimate). The 2020 Census has defined four (4) urbanized areas (population greater than 50,000) in Polk County which consist of Four Corners, Poinciana, Lakeland and Winter Haven. Portions of the Four Corners and Poinciana urbanized areas extend into neighboring Lake and Osceola Counties. The two (2) largest urbanized areas in Polk County consist of Lakeland and Winter Haven and are classified as Transportation Management Areas (TMA) which are urban areas with a population of over 200,000. The Polk TPO serves as the MPO for the Lakeland and Winter Haven TMAs. The Polk TPO has defined its Metropolitan Planning Area, or planning area, to include the entirety of Polk County which corresponds to the Lakeland – Winter Haven Metropolitan Statistical Area (MSA) which also includes all of Polk County. For additional context, a map of these areas is included in Appendix E.

## Public Involvement

This section will be completed following the public comment period and adoption by the Polk TPO Board.

The TPO operates in compliance with Title VI of the Civil Rights Act of 1964. This includes all applications of work by the TPO such as, the administration of business, decision making, and purchasing and consultant services. Likewise, the TPO does not tolerate discrimination in any form in its programs, service or activities. Moreover, the TPO is committed to not only considering the transportation needs of everyone in Polk County, but also to conducting substantial outreach to ensure broad input from the community.

## Status of Comprehensive Transportation Planning Activities

As the Polk TPO plans to undertake new projects as part of the UPWP it is important to discuss some of the key comprehensive transportation planning activities and in particular, the projects that are part of ongoing efforts of the TPO and must be reflected in the FY 2026/27 – 2027/28 UPWP.

- **2050 Long-Range Transportation Plan Update** – The Polk TPO is required to update the Long-Range



Transportation Plan (LRTP) every five years. The TPO branded the LRTP update *Envision 2050* and adopted the Plan on December 9, 2025. With adoption complete, the plan now moves into the implementation phase, where the TPO will begin prioritizing projects for funding and development in coordination with local governments, the Florida Department of Transportation and regional partners. There are also some projects envisioned for the FY 2026/27 – 2027/28 UPWP that the TPO will undertake in support of the recently adopted Envision 2050 and are highlighted below.

- **I-4 Intermodal Passenger Rail Station Feasibility and Planning Study** – Included in TPO's FY 2024/25 – 2025/26 UPWP is a project called the I-4 Intermodal Passenger Rail Station Feasibility and Planning Study. This Study will evaluate the opportunities and needs for passenger rail service in Polk County and identify several viable candidate station locations along the I-4 corridor. The TPO amended the FY 2024/25 – 2025/26 UPWP in order to fund this important project at \$500,000. It is likely the TPO will only begin this project in FY 2025/26, so there is a need to de-obligate a large portion of these funds in FY 2025/26 so they can be available in FY 2026/27 to support the completion of this project.

- **SunRail Extension (Transit Supportive Planning)** – In 2023 the Polk TPO's adopted Transportation Priority Projects requested funds for a study to evaluate the proposed station locations for the proposed SunRail Extension in Polk County. In response to this request, FDOT incorporated the project into the PD&E Study which is underway. This study which is being led by FDOT with the help of the Polk TPO and will include a detailed evaluation of the existing and proposed land uses in close proximity to the proposed station locations identified in FDOT's TCAR project. The study will also identify the multi-modal connectivity needs at each proposed station, as well as an evaluation of bus rapid transit (BRT) in the US 92 corridor as an extension of SunRail services. This is a project the TPO will continue to support and will be included as part of the TPO's UPWP for FY 2026/27 – 2027/28.



- **Transit Development Plan Major Update** – The TDP is a strategic guide for public transportation over the

next decade. It represents the transit agency’s vision for public transportation during this time. The Polk TPO in conjunction with the Citrus Connection, prepared a major update to the TDP that was adopted in 2025. The TDP was used as an important component of the TPO’s 2050 LRTP Update that was also adopted in 2025.

- **Vision Zero Action Plan** – The Polk TPO has adopted a safety performance target of Zero (0) for the Number of Fatalities, Number of Serious Injuries, Fatality Rate, Serious Injury Rate and Number of Non-Motorized Fatalities and Serious Injuries. In support of this target and to enhance the TPO’s roadway safety efforts, the TPO is partnering with Polk County and the cities to prepare a Vision Zero Action Plan. In 2023



Polk County and the TPO applied for and received a federal Safe Streets for All (SS4A) grant to prepare a Vision Zero Action Plan. The Action Plan will identify the top 20 most dangerous roads and intersections in Polk County and develop projects and strategies to make them safer. When completed, this Action Plan will enable Polk County and the municipalities the ability to apply for SS4A grants for implementation of the improvements recommended in the Plan. The Polk TPO will help to oversee and administer this grant for Polk County and therefore will be included as a planning task in the TPO’s UPWP.

## Planning Priorities

The TPO’s UPWP addresses the priorities of the TPO, as well as the priorities of the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and Florida Department of Transportation (FDOT).

### Local Priorities

**Vision Zero Polk** – The Polk TPO and FDOT have a shared goal of safe and fatality-free travel conditions on Polk County roads. The TPO’s FY 2026/27 – 2027/28 UPWP contain several projects that support this goal and include the collaborative effort with Polk



Vision in implementing the Infrastructure and Bike/Ped Safety Team Tactical Plan, and the continuation of the Pledge to Slow Down campaign to educate and encourage motorists to drive safety on Polk County’s roads. Another noteworthy safety project of the TPO initialized several years ago and will continue to be a focus over the next two years is the Supplemental Safe Routes to Schools (SRTS) Education Program. The purpose of the project is to supplement the SRTS safety education currently offered by the Polk County School Board for kindergarten through eighth grade students per school year. The project was completed in 2023 and the TPO continues to work with the School Board in implementing the program’s recommendations. As mentioned earlier the TPO partnering with Polk County and the cities to prepare a Vision Zero Action Plan. Once the Polk Vision Zero Action Plan is adopted, participants will be eligible to apply for Vision Zero Implementation grants and other sources of funds to make the improvements identified in the Polk Vision Zero Action Plan.

**Best Foot Forward** – The Polk TPO has formalized their participation with the Best Foot Forward program. In partnership with FDOT, Best Foot Forward compliments the TPO’s Vision Zero Polk efforts and is aimed at protecting and educating the community through its crosswalk enforcement initiative. Prior to the start of school in August, several pedestrian crosswalks in Bartow, Lakeland and Winter Haven were targeted and law enforcement officers stopped drivers that did not yield to pedestrians and educated them on the Florida law which gives pedestrians the right of way once they enter a marked crosswalk. The TPO will continue to support Best Foot Forward in the coming years.



Polk TPO Board Meeting – June 12, 2025

**Polk Vision’s Infrastructure and Bike/Ped Safety Team** – The Polk TPO has had a strong relationship with Polk Vision since its inception over twenty years ago and has collaborated with Polk Vision in implementing an updated tactical plan that was approved by the Polk Vision Governing Board in February of 2026 for improving bicycle and pedestrian safety in Polk County. The Team’s tactical plan has several emphasis areas which include support of the TPO’s Vision Zero Initiative, Polk’s Safe Schools Initiative, Vision Zero Action Plan and ensuring support of Vision Zero from local agencies and municipalities. These emphasis areas help support and address the TPO’s Safety Performance Targets. The TPO’s UPWP references this project in the coming years as the Polk TPO will continue to work with Polk Vision in implementing the tactical plan.

**Federal Planning Factors**

In November 2021 the Infrastructure Investment and Jobs Act (IIJA) was signed into law. This legislation carries forward the policies, programs, and initiatives established by preceding legislation to maintain and improve the nation’s surface transportation system. There are ten (10) planning factors under IIJA which must be considered in the TPO planning process. Accordingly, the TPO makes a deliberate effort to incorporate these factors, or planning emphasis areas, into its planning program. The IIJA carries forward and expands on these policies and introduces new policies and programs that address new and emerging issues that face the nation’s transportation system. The following table identifies how these factors are addressed through the UPWP planning tasks.

FEDERAL PLANNING FACTORS	UPWP PLANNING TASKS							
	1.1	2.1	3.1	3.2	3.3	3.5	3.6	3.6A
Support economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	X	X	X	X			X	X
Increase safety of transportation system for motorized and non-motorized users.	X	X	X	X	X		X	X

FEDERAL PLANNING FACTORS	UPWP PLANNING TASKS							
	1.1	2.1	3.1	3.2	3.3	3.5	3.6	3.6A
Increase security of transportation system for motorized and non-motorized users.	X		X	X			X	
Increase accessibility and mobility options for people and for freight.	X	X	X	X	X	X	X	X
Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements; state and local planned growth and economic development patterns.	X		X	X	X	X	X	X
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.	X	X	X	X	X		X	X
Promote efficient system management and operation.	X	X	X	X				
Emphasize the preservation of the existing transportation system.	X	X	X	X			X	X
Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.	X	X	X	X			X	X
Enhance travel and tourism.			X	X		X	X	X

## Organization and Management

The TPO develops transportation plans and programs for Polk County as mandated by federal and state legislation. It serves a lead role in transportation planning, and it provides a forum for cooperative decision-making regarding countywide transportation issues. The TPO was established through the execution of an interlocal agreement by member governments pursuant to Section 163.01, F.S. The agency is comprised of a policy board (local elected officials), advisory committees, and staff members. The TPO Board and its advisory committees operate under bylaws approved by the TPO Board. The TPO’s bylaws were last updated and approved on December 19, 2024. The TPO has a Continuity of Operations Plan (COOP) which was last updated in September of 2024.

The **TPO Board** has twenty-three voting members with representatives from the following local governments:

- Polk County Board of County Commissioners (5)
- City of Lakeland (6)
- City of Winter Haven (3)
- City of Haines City (2)
- City of Auburndale (1)
- City of Bartow (1)
- City of Lake Wales (1)
- City of Lake Alfred (1)
- City of Davenport (1)



Polk TPO Board Meeting

#### Central County and Ridge Bloc (1)

- Town of Dundee
- City of Eagle Lake
- Town of Polk City
- Town of Lake Hamilton

#### South County Bloc (1)

- City of Fort Meade
- City of Frostproof
- City of Mulberry

#### Non-Voting Advisory

- Florida Department of Transportation, District One

The **Technical Advisory Committee (TAC)** provides technical review, supervision, and assistance to the TPO on transportation planning matters for Polk County. This committee is comprised of planners, engineers, managers from the member governments, and non-voting representatives from state and federal agencies.

The TPO's Public Participation Process (PPP) highlights the **Transportation Advisor Network** as an alternate mechanism for citizen involvement with the objective of increasing public involvement and comment on the TPO's plans and programs. Formed through community outreach efforts, the Adviser Network provides a less formal, more extensive structure for soliciting public participation and comment. The Adviser Network provides an opportunity for early public comment on the development of major work products for the TPO to include the Unified Planning Work Program, Long Range Transportation Plan, Priority Transportation Projects, the Transportation Improvement Program, Transit Development Plan and Program of Projects. Meetings are held in central, accessible locations, and members have the option to participate either in-person or through an interactive webcast of the meeting. The meetings are re-broadcast on Polk Government Television (PGTV) and available for on demand viewing online through the TPO and Polk County websites. Comments and recommendations formulated through the Transportation Advisory Network are compiled and reported to the TPO Technical Advisory Committee and TPO Board for their use and consideration.

The Polk TPO also serves as the official planning agency for the Polk County Transportation Disadvantaged Program and provides staff support to the **Transportation Disadvantaged Coordinating Board**.

Official records of TPO business are maintained in the TPO Offices located in the Polk County Office of Planning and Development, 330 West Church Street, Bartow, Florida 33830. The Polk TPO's operational procedures fully comply with the public records laws and the Sunshine Laws of the State of Florida. Required Certifications and Assurances may be found in Appendix C of this document.

## TPO Agreements

The TPO executes and maintains various agreements with its funding agencies and planning partners.

- On October 13, 2023, the Polk TPO approved a new Membership Apportionment Plan based on the 2020 Census and federal and state requirements. The new Membership Apportionment Plan recommends adding four (4) new members to the Polk TPO which include one (1) new member for Winter Haven, one (1) new member for Haines City and full voting membership status to Davenport and Lake Alfred. This plan was approved by the Governor on August 24, 2024. As a result, the TPO's member local governments executed an updated **"Interlocal Agreement for Creation of the Polk Transportation Planning Organization"**

dated September 27, 2024. The 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.

- The Polk TPO's **Staff Services Agreement** between the Polk TPO and Polk County Board of County Commissioners was revised and approved by the TPO Board on February 12, 2015, and by Polk County on February 17, 2015. It was renewed in 2019, 2022 and most recently on April 10, 2025, by the TPO and April 15, 2025, by the Board of County Commissioners. The term of the agreement is for three (3) years and a new agreement is expected to be executed in 2028.
- The current **Metropolitan Planning Organization Funding Agreement (PL Agreement)** between the Polk TPO and FDOT was approved on April 29, 2024, and was last amended on August 28, 2025. This agreement expires June 30, 2026.
- The TPO has a planning grant with the **Commission for the Transportation Disadvantaged (G3D39)** which was executed on July 1, 2025. It expires June 30, 2026.
- 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.
- On April 11, 2020, the Polk TPO executed a 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.
- On April 9, 2020, the Polk TPO Amended the **Interlocal Agreement** with the Central Florida Metropolitan Planning Organization (MPO) Alliance in regard to administrative procedures for the Alliance. This agreement shall remain in effect until terminated by the parties to the agreement.
- The most recent **Intergovernmental Coordination Review and Public Transportation Coordination Joint Participation Agreement (ICAR)** was updated on August 24, 2023. This agreement has a five-year term.
- On August 28, 2025, the Polk TPO executed a **Memorandum of Understanding (MOU) for a regional Transportation Systems Management and Operations Program (RTSMOP)** between MetroPlan Orlando, Forward Pinellas, Hillsborough TPO, Lake Sumter MPO, Ocala Marion TPO, Pasco MPO, Polk TPO, Sarasota/Manatee MPO, Space Coast TPO and Volusia Flagler TPO to facilitate a cooperative and coordinative application for multimodal transportation strategies and technologies to increase efficiency and improve regional mobility.

## Planning Tasks

Planning tasks in the UPWP are organized accordingly into the following categories:

### 1.0 Administration

Administrative tasks relate to functions required to manage the transportation planning process on a continual basis to include program administration, development, review, and reporting. Specific tasks include:

- 1.1 Program Administration and Management
- 1.1A Communication and Support
- 1.2 Training Activities

## **2.0 Data Collection and Management Systems**

Data collection activities are needed to monitor area travel characteristics and factors affecting travel, such as socio-economic data, land use data, transportation system data, and environmental concerns and issues. Specific tasks include:

- 2.1 Data Development and Management

## **3.0 System Planning**

This category includes transportation systems planning tasks related to transit, energy, and long and short-range transportation planning. Specific tasks include:

- 3.1 Long-Range Transportation Planning
- 3.2 Short-Range Transportation Planning
- 3.3 Transportation Disadvantaged Program
- 3.5 Public Participation Process
- 3.6 Regional Planning and Coordination
- 3.6A Regional Coordination Support and Shared Task

Each work task is detailed according to proposed methodology, cost estimate, funding sources, and the agencies responsible for completing the work.

# 1.0 Administration

## Task 1.1 Program Administration and Management

**PURPOSE:** To administer and manage a 3-C (Comprehensive, Cooperative and Continuing) transportation planning process that meets the needs of Polk County pursuant to federal and state requirements.

**PREVIOUS WORK:** Includes the preparation and distribution of planning documents, meeting materials, as well as provided technical assistance in support of TPO Board and committee meetings. Coordination with federal, state, and local TPO partners. Preparation of contracts, agreements and certification documents.

### TASK 1.1 ACTIVITIES

Required Activities	End Products	Completion Date
Administer TPO Board and committee meetings and workshops	Agenda packets, minutes, recordings, presentations, meeting summaries, website and social media postings.	Monthly based on meeting schedule
Administrative and managerial work in support of the UPWP planning tasks, including UPWP amendments, the preparation of progress reports and invoices to FDOT.	Progress Reports and Invoices	Quarterly
	UPWP Amendments and Modifications	As Needed
	Preparation of the FY 2028/29 – 2029/30 UPWP	April 2028
Preparation of contracts and agreements	Up-to-date compliant agreements and contracts	As Needed
Complete TPO certification requirements	Joint FDOT/Polk TPO Annual Certification	Annually (April)
Complete TPO Federal TMA Certification	Federal TMA Certification	Fall 2027
Preparation of the Annual Report	Polk TPO Annual Report	January 2027 and 2028
Monitor, review and update the COOP	Updated COOP	Review annually and update as needed
Consultant Support Services (per scopes approved by FDOT and FHWA)	Consultants to provide in-house support for TPO staff as assigned in support of the UPWP*	Ongoing, as needed
Ensure compliance with federal and state TPO certification requirements and Title VI of the Civil Rights Act of 1964	Compliant TPO Planning Process	Ongoing

\* The Polk TPO will use consultant services to complete these tasks. See budget tables for additional details.

**RESPONSIBLE AGENCY:** Polk Transportation Planning Organization (TPO)

**FUNDING SOURCES:**

Task 1.1 Program Administration and Management						
Estimated Budget Detail for FY 2026/27						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>A. Personnel Services</b>						
	Salary (100% Effort) Fringe Benefits and other deductions	\$235,348.63	-	-	-	\$235,348.63
	<b>Subtotal:</b>	<b>\$235,348.63</b>				<b>\$235,348.63</b>
<b>B. Travel</b>						
	Travel, in accordance with 112.061 FL Statutes: TPO Staff and Board Members	\$5,000	-	-	-	\$5,000.00
	<b>Subtotal:</b>	<b>\$5,000</b>				<b>\$5,000.00</b>
<b>C. Consultants</b>						
	Consultant Support Services	\$50,000	-	-	-	\$50,000.00
	<b>Subtotal:</b>	<b>\$50,000</b>				<b>\$50,000.00</b>
<b>D. Other Direct Expenses</b>						
	Professional Services	\$3,970	-	-	-	\$3,970.00
	Communications	\$2,900	-	-	-	\$2,900.00
	Furniture/Equipment	\$2,470	-	-	-	\$2,470.00
	Print/Bind	\$11,070	-	-	-	\$11,070.00
	Other Operating Expenses (not classified elsewhere), i.e. Literature holders, meeting materials, tent, etc.	\$7,800	-	-	-	\$7,800.00
	Office Supplies/Postage	\$6,900	-	-	-	\$6,900.00
	Publications/Subscriptions/Organization Mem. Fees	\$5,140	-	-	-	\$5,140.00
	Admin. Service Fee	\$14,942.37	-	-	-	\$14,942.37
	<b>Subtotal:</b>	<b>\$55,192.37</b>				<b>\$55,192.37</b>
	<b>Total:</b>	<b>\$345,541.00</b>				<b>\$345,541.00</b>

## Task 1.1 Program Administration and Management

### Estimated Budget Detail for FY 2027/28

Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>E. Personnel Services</b>						
	Salary (100% Effort) Fringe Benefits and other deductions	\$247,083.96	-	-	-	\$247,083.96
	<b>Subtotal:</b>	<b>\$247,083.96</b>	-	-	-	<b>\$247,083.96</b>
<b>F. Travel</b>						
	Travel, in accordance with 112.061 FL Statutes: TPO Staff and Board Members	\$5,000	-	-	-	\$5,000.00
	<b>Subtotal:</b>	<b>\$5,000</b>	-	-	-	<b>\$5,000.00</b>
<b>G. Consultants</b>						
	Consultant Support Services	\$50,000	-	-	-	\$50,000.00
	<b>Subtotal:</b>	<b>\$50,000</b>	-	-	-	<b>\$50,000.00</b>
<b>H. Other Direct Expenses</b>						
	Professional Services	\$3,970	-	-	-	\$3,970.00
	Communications	\$2,900	-	-	-	\$2,900.00
	Furniture/Equipment	\$2,470	-	-	-	\$2,470.00
	Print/Bind	\$11,070	-	-	-	\$11,070.00
	Other Operating Expenses (not classified elsewhere), i.e. Literature holders, meeting materials, tent, etc.	\$7,800	-	-	-	\$7,800.00
	Office Supplies/Postage	\$6,900	-	-	-	\$6,900.00
	Publications/Subscriptions/ Organization Mem. Fees	\$5,140	-	-	-	\$5,140.00
	Admin. Service Fee	\$12,977.04	-	-	-	\$12,977.04
	<b>Subtotal:</b>	<b>\$53,227.04</b>	-	-	-	<b>\$53,227.04</b>
	<b>Total:</b>	<b>\$355,311.00</b>	-	-	-	<b>\$355,311.00</b>

## Task 1.1A Communication and Support

**PURPOSE:** To communicate TPO plans and programs to citizens, committees, and boards in an effective manner.

**PREVIOUS WORK:** Preparation of the TPO Website, development of Interactive TIP software for the TPO's website. Development of Community Remarks and interactive web-based mapping program used in the development of Momentum 2045 and the TIP. Participated in a speakers' bureau and delivered multi-media presentations to various community groups; and preparation of maps, infographics and videos that help illustrate various TPO plans and projects.

### TASK 1.1A ACTIVITIES

Required Activities	End Products	Completion Date
Support of the TPO's adopted Public Participation Plan (PPP)	Effective communication of the TPO Plans and Programs.	Annually and Ongoing
	Support of the TPO's website, social media and online video sites.	
	Annual maintenance of the TPO's website(s) and interactive web-based mapping program	
Preparation of TPO's planning documents and publications in paper and digital formats	Purchase and/or replace computer hardware and software	Annually and as Needed
	Purchase and maintenance of advanced computer software to help support the TPO's travel demand model, GIS, and advanced photo and video editing and publication	

\* The Polk TPO will use consultant services to complete these tasks. See budget tables for additional details.

**RESPONSIBLE AGENCY:** Polk Transportation Planning Organization (TPO)

### FUNDING SOURCES:

Task 1.1A Communication and Support						
Estimated Budget Detail for FY 2026/27						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>K. Consultant Services</b>						
	See Footnote <sup>1</sup>	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-
<b>L. Other Direct Expenses</b>						
	Computer Hardware	\$4,500	-	-	-	\$4,500
	Computer Software	\$6,000	-	-	-	\$3,000
	Computer Software Maintenance	\$5,000	-	-	-	\$5,000
	Website Maintenance	\$31,200	-	-	-	\$31,200
	<b>Subtotal:</b>	<b>\$46,700</b>	-	-	-	<b>\$46,700</b>
	<b>Total:</b>	<b>\$46,700</b>	-	-	-	<b>\$46,700</b>

Task 1.1A Communication and Support						
Estimated Budget Detail for FY 2027/28						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>M. Consultant Services</b>						
		-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-
<b>N. Other Direct Expenses</b>						
	Computer Hardware	\$4,500	-	-	-	\$4,500
	Computer Software	\$6,000	-	-	-	\$6,000
	Computer Software Maintenance	\$5,000	-	-	-	\$5,000
	Website Maintenance	\$31,200	-	-	-	\$31,200
	<b>Subtotal:</b>	<b>\$46,700</b>	-	-	-	<b>\$46,700</b>
	<b>Total:</b>	<b>\$46,700</b>	-	-	-	<b>\$46,700</b>

<sup>1</sup> The Polk TPO plans to de-obligate \$50,000 in PL funds from FY 2025/26 to FY 2026/27 for the TPO's Website for the creation of Safety and Transportation System Dashboards.

## Task 1.2 Training Activities

**PURPOSE:** Increase technical and administrative skills of staff. Maintain awareness of statewide and regional transportation issues.

**PREVIOUS WORK:** Participated in federal and state sponsored training courses on travel demand modeling including highway capacity, transit operations, and non-motorized transportation. This includes, but is not limited to the following: Title VI, LEP; MPOAC Weekend Institute (TPO Board Members); Public Involvement; Cube Voyager Modeling Software; ArcGIS Mapping Software; Florida Transportation Disadvantaged Conference/Workshops; American Planning Association (APA) Conferences/Workshops; and Adobe Creative Suite.

### TASK 1.2 ACTIVITIES

Required Activities	End Products	Completion Date
TPO staff will continue to receive training to be more efficient and successful in communicating our plans and programs to the public	Professional and well-trained staff	Ongoing
Staff will attend additional training courses as needed for the performance of their duties.		

**RESPONSIBLE AGENCY:** Polk Transportation Planning Organization (TPO)

### FUNDING SOURCES:

Task 1.2 Training Activities						
Estimated Budget Detail for FY 2026/27						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>O. Other Direct Expenses</b>						
	Training/Education	\$10,000	-	-	-	\$10,000
	<b>Subtotal:</b>	<b>\$10,000</b>	-	-	-	<b>\$10,000</b>
	<b>Total:</b>	<b>\$10,000</b>	-	-	-	<b>\$10,000</b>

Task 1.2 Training Activities						
Estimated Budget Detail for FY 2027/28						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>P. Other Direct Expenses</b>						
	Training/Education	\$10,000	-	-	-	\$10,000
	<b>Subtotal:</b>	<b>\$10,000</b>	-	-	-	<b>\$10,000</b>
	<b>Total:</b>	<b>\$10,000</b>	-	-	-	<b>\$10,000</b>

## 2.0 Data Collection and Management Systems

### Task 2.1 Data Development and Management

**PURPOSE:** To implement a systematic process to collect and analyze travel data including safety related items, develop strategies to preserve and increase the safety and mobility of the transportation system, and collect data that will aid in transportation decision making related to the allocation of resources.

**PREVIOUS WORK:** Established the TPO Traffic Count Program and continued maintenance of the Roadway Network Database (RND) for state and non-state roads; Continuous surveillance of existing and proposed land developments including active Developments of Regional Impact (DRI) for transportation related impacts – including the review of traffic studies to identify impacts to the major road network; Annual updates to the Roadway Network Database including the publication of a map series illustrating level-of-service and other traffic information for each community in Polk County; Adoption of transportation performance measures and targets in support of the TPO’s planning process; GIS inventories of sidewalks and bicycle facilities on Polk’s County’s major road network; and the Preparation of a State of the Transportation System Report for Polk County.

#### TASK 2.1 ACTIVITIES

Required Activities	End Products	Completion Date
Continue to coordinate transportation and land-use planning efforts with Polk County’s Land Development Division and other local governments	Coordinated land use and transportation planning in Polk County	Ongoing
	Provide assistance to local governments to review development-related traffic impacts for new developments	Ongoing as needed
Continue to monitor and collect transportation data on Polk County’s multi-modal transportation system in coordination with FDOT District One and local governments	Update and maintain the TPO’s Roadway Network Databases and Reports *	Annually
	Transportation data collection program, e.g., traffic counts, crashes, transit data *	Annually
	Monitor and update information in support of the TPO’s adopted transportation performance measures and targets and congestion management process	Annually
	Preparation of the State of the Transportation System Report	Annually by June
Provide information and support for the District One Regional Transportation Model	Up-to-date Regional Planning Model	Ongoing
Maintain, update and collect information in support of the TPO’s geographic information system (GIS) system	Up-to-date GIS and mapping programs	Ongoing
	Include the RND as a component of the TPO’s GIS Viewer on its website	June 2027
Prepare data and analysis in support of the TPO’s annual priority transportation projects and congestion management process	Updated congestion management process	Ongoing
	Adopted Transportation Priority Projects	Annually by June

\* The Polk TPO will use consultant services to complete these tasks. See budget tables for additional details.

**RESPONSIBLE AGENCY:** Polk Transportation Planning Organization (TPO)

**FUNDING SOURCES:**

Task 2.1 Travel Data and Strategies						
Estimated Budget Detail for FY 2026/27						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>Q. Personnel Services</b>						
	Salary (100% Effort) Fringe Benefits and other deductions	\$56,249.75	-	-	-	\$56,249.75
	<b>Subtotal:</b>	<b>\$56,249.75</b>	-	-	-	<b>\$56,249.75</b>
<b>R. Consultant Services</b>						
	Roadway Network Database Update <sup>1</sup>	75,000.00	-	-	-	75,000.00
	Trans. Data Collection	40,000.00	-	-	-	40,000.00
	<b>Subtotal:</b>	<b>115,000.00</b>	-	-	-	<b>115,000.00</b>
<b>U. Other Direct Expenses</b>						
	Admin. Service Fee	\$3,579.25	-	-	-	\$3,579.25
	<b>Subtotal:</b>	<b>\$3,579.25</b>	-	-	-	<b>\$3,579.25</b>
	<b>Total:</b>	<b>\$174,829.00</b>	-	-	-	<b>\$174,829.00</b>

Task 2.1 Travel Data and Strategies						
Estimated Budget Detail for FY 2027/28						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>S. Personnel Services</b>						
	Salary (100% Effort) Fringe Benefits and other deductions	\$60,277.20	-	-	-	\$60,277.20
	<b>Subtotal:</b>	<b>\$60,277.20</b>	-	-	-	<b>\$60,277.20</b>
<b>T. Consultant Services</b>						
	Roadway Network Database Update <sup>1</sup>	55,000.00	-	-	-	55,000.00
	Trans. Data Collection	40,000.00	-	-	-	40,000.00
	<b>Subtotal:</b>	<b>95,000.00</b>	-	-	-	<b>95,000.00</b>
<b>U. Other Direct Expenses</b>						
	Admin. Service Fee	\$3,165.80	-	-	-	\$3,165.80
	<b>Subtotal:</b>	<b>\$3,165.80</b>	-	-	-	<b>\$3,165.80</b>
	<b>Total:</b>	<b>\$158,443.00</b>	-	-	-	<b>\$158,443.00</b>

1. These funds satisfy the requirements for the 2.5% PL set aside for planning per [§ 11206(b)] The total amount of funds used by the MPO to support this requirement for FY 26/27 is \$75,000 of \$174,829 PL, and for FY 27/28, is \$55,000 of \$158,443 PL. 2.5% of the total PL allocation for FY 26/27 is \$4,370 and for FY 27/28, it is \$3,961.

## 3.0 Systems Planning

### Task 3.1 Long Range Transportation Planning

**PURPOSE:** Implement and maintain a long-range transportation plan to meet the travel needs of Polk County.

**PREVIOUS WORK:** The preparation and adoption of Momentum 2045; The TPO developed a 2045 Population and Employment Forecast that is consistent with current development trends and future land use plans; Completion of fifteen (15) Neighborhood Mobility Audits; Assisted Polk County local governments to ensure their Comprehensive Plans are consistent with the TPO’s adopted Long-Range Transportation Plan; and Prepared Long-Range Transportation Plan Amendments to ensure consistency with Federal transportation legislation, the TPO’s Transportation Improvement Program (TIP), FDOT’s Adopted Work Program and local government Capital Improvement Plans (CIP).

#### TASK 3.1 ACTIVITIES

Required Activities	End Products	Completion Date
Maintenance and Support of Envision 2050	Amendments or Modifications	As needed
	Assist Polk County local governments to ensure their Comprehensive Plans are consistent with Envision	
	I-4 Intermodal Passenger Rail Station Feasibility and Planning Study *	Summer 2027
	SunRail Extension (Transit Supportive Planning) <sup>1</sup>	Summer/Fall 2027
2055 Long Range Transportation Plan Update	2055 Population and Employment Forecast *	Summer 2028
	Update and Support of the regional travel demand model	Summer 2028

\* The Polk TPO will use consultant services to complete these tasks. See budget tables for additional details.

<sup>1</sup> This project is being funded by FDOT.

**RESPONSIBLE AGENCY:** Polk Transportation Planning Organization (TPO)

**FUNDING SOURCES:**

Task 3.1 Long Range Transportation Planning Estimated Budget Detail for FY 2026/27						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>Y. Personnel Services</b>						
	Salary (100% Effort) Fringe Benefits and other deductions	\$154,013.62	-	-	-	\$154,013.62
	<b>Subtotal:</b>	<b>\$154,013.62</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$154,013.62</b>
<b>Z. Consultant Services</b>						
	I-4 Intermodal Passenger Rail Station Feasibility/Planning Study <sup>1</sup>	\$96,091.00	-	-	-	\$96,091.00
	<b>Subtotal:</b>	<b>\$96,091.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$96,091.00</b>
<b>AA. Other Direct Costs</b>						
	Admin. Service Fee	\$9,778.38	-	-	-	\$9,778.38
	<b>Subtotal:</b>	<b>\$9,778.38</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$9,778.38</b>
	<b>Total:</b>	<b>\$259,883.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$259,883.00</b>

Task 3.1 Long Range Transportation Planning Estimated Budget Detail for FY 2027/28						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>Y. Personnel Services</b>						
	Salary (100% Effort) Fringe Benefits and other deductions	\$163,635.72	-	-	-	\$163,635.72
	<b>Subtotal:</b>	<b>\$163,635.72</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$163,635.72</b>
<b>Z. Consultant Services</b>						
	2055 Population & Employment Forecast	\$160,000	-	\$25,000	-	\$185,000
	I-4 Intermodal Passenger Rail Station Feasibility/Planning Study	\$15,178.00	-	-	-	\$15,178.00
	<b>Subtotal:</b>	<b>\$175,178.00</b>	<b>-</b>	<b>\$25,000</b>	<b>-</b>	<b>\$200,178</b>
<b>AA. Other Direct Costs</b>						
	Admin. Service Fee	\$8,594.28	-	-	-	\$8,594.28
	<b>Subtotal:</b>	<b>\$8,594.28</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$8,594.28</b>
	<b>Total:</b>	<b>\$347,408.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$372,408.00</b>

<sup>1</sup>. The Polk TPO plans to de-obligate \$450,000 in PL funds from FY 2025/26 to FY 2026/27 for the I-4 Intermodal Passenger Rail Station Feasibility/Planning Study.

## Task 3.2 Short Range Transportation Planning

**PURPOSE:** To address Polk County’s travel needs through short range multi-modal planning. Adopt and maintain a Transportation Improvement Program (TIP).

**PREVIOUS WORK:** Preparation of the Consolidated Transit Development Plan for the Lakeland Area Mass Transit District (LAMTD); Development of TPO priorities for road, transit, aviation, congestion management, bike/ped, multi-use trail, transportation regional incentive program (TRIP) and transportation alternative projects; Annual adoption of the Transportation Improvement Program (TIP) including amendments to the TIP; Coordination with Polk Vision in advancing the TPO’s safety and multi-modal programs; Implementation and maintenance of the TPO’s Congestion Management Process (CMP); and provided support in the formation of the Ridge Scenic Highway (State Road 17).

### TASK 3.2 ACTIVITIES

Required Activities	End Products	Completion Date
Development of TPO’s Priority Transportation Projects and Transportation Improvement Program (TIP)	Development of TPO priorities for road, transit, aviation, congestion management, bike/ped, multi-use trail, transportation regional incentive program (TRIP) and transportation alternative projects	Annually in June
	Preparation of the TIP and Amendments to the TIP	June & as needed
Review FDOT’s Draft Work Program for consistency with the TPO’s Adopted LRTP and Priority Projects	Committee and Board Action/Recommendation	Annually in the Fall
Evaluation and Implementation of the TPO’s Congestion Management Process	Prepare data and analysis in support of the TPO’s annual priority transportation projects and congestion management process	Ongoing
Support FDOT and the Polk TPO’s adopted safety target of zero severe injuries and fatalities on Polk County’s transportation system	Update and monitor the bicycle and pedestrian crash analysis from the Bicycle and Pedestrian Safety Action Plans	Ongoing
	Coordinate closely with Polk Vision and the Infrastructure bicycle/pedestrian team in implementing the team’s adopted Tactical Plan	Ongoing
	In support of Polk County’s Safe Streets for All Grant Award, Prepare a Vision Zero Action Plan for Polk County	December 2026

Required Activities	End Products	Completion Date
	Support the TPO's Pledge to Slow Down Efforts	Ongoing
	Support the TPO's Best Foot Forward Program	Ongoing
Provide planning support to the Lakeland Area Mass Transit District (LAMTD) and Polk Transit Authority (PTA) as needed	Prepare a Transit Development Plan (TDP) and annual updates to the TDP	Annually by September
	Evaluation of existing transit services and consideration of service improvement alternatives in response to identified needs	As needed
Support the State Road 17 Ridge Scenic Highway Corridor Management Entity (CME)	Provide staff support to the CME in the preparation of meetings and in addressing the requirements of the scenic highway program	Ongoing
	Provide staff support to the CME in implementing and updating the Corridor Management Plan (CMP) *	
Support local efforts seeking the designation of State Road 60 as a designated scenic highway	Provide staff support in the preparation of required documentation for the designation of the highway including the Corridor Management Plan (CMP) *	June 2028
Review surface access and inter-modal needs related to airport master plans	Staff support to the Joint Airport Zoning Board (JAZB)	Ongoing

\* The Polk TPO will use consultant services to complete these tasks. See budget tables for additional details.

**RESPONSIBLE AGENCY:** Polk Transportation Planning Organization (TPO)

**FUNDING SOURCES:**

Task 3.2 Short Range Transportation Planning						
Estimated Budget Detail for FY 2026/27						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>EE. Personnel Services</b>						
	Salary (100% Effort) Fringe Benefits and other deductions <sup>1</sup>	\$260,117.07	-	-	-	\$260,117.07
	<b>Subtotal:</b>	<b>\$260,117.07</b>	-	-	-	<b>\$260,117.07</b>
<b>FF. Consultant Services</b>						
	Scenic Highway Support	\$100,000	-	\$25,000	-	\$125,000
	<b>Subtotal:</b>	<b>\$100,000</b>	-	<b>\$25,000</b>	-	<b>\$125,000</b>
<b>GG. Other Direct Costs</b>						
	Admin. Service Fee	\$16,514.93	-	-	-	\$16,514.93
	<b>Subtotal:</b>	<b>\$16,514.93</b>	-	-	-	<b>\$16,514.93</b>
	<b>Total:</b>	<b>\$376,632.00</b>	-	<b>\$25,000</b>	-	<b>\$401,632.00</b>

Task 3.2 Short Range Transportation Planning						
Estimated Budget Detail for FY 2027/28						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>EE. Personnel Services</b>						
	Salary (100% Effort) Fringe Benefits and other deductions <sup>1</sup>	\$276,155.12	-	-	-	\$276,155.12
	<b>Subtotal:</b>	<b>\$276,155.12</b>	-	-	-	<b>\$276,155.12</b>
<b>Consultant Services</b>						
	-	-	-	-	-	-
	<b>Subtotal:</b>	-	-	-	-	-
<b>GG. Other Direct Costs</b>						
	Admin. Service Fee	\$14,503.88	-	-	-	\$14,503.88
	<b>Subtotal:</b>	<b>\$14,503.88</b>	-	-	-	<b>\$14,503.88</b>
	<b>Total:</b>	<b>\$290,659.00</b>	-	-	-	<b>\$290,659.00</b>

1. These funds satisfy the requirements for the 2.5% PL set aside for planning per [§ 11206(b)] The total amount of funds used by the MPO to support this requirement for FY 26/27 is \$89,000 of \$376,632 PL, and for FY 27/28, is \$91,000 of \$290,659 PL. 2.5% of the total PL allocation for FY 26/27 is \$9,415 and for FY 27/28, it is \$7,266.

## Task 3.3 Transportation Disadvantaged Program

**PURPOSE:** Provide program and planning assistance in coordination of transportation services for the transportation disadvantaged.

**PREVIOUS WORK:** Created the Polk County Disadvantaged Coordinating Board and provide staff support to the board; Conducted Annual evaluations of the Community Transportation Coordinator (CTC); and prepared a Transportation Disadvantaged Service Plan (TDSP).

### TASK 3.3 ACTIVITIES

Required Activities	End Products	Completion Date
Staff support to the Local Coordinating Board to ensure the TD program meets the requirements of F.S.S. 427 and Administrative Rule 41-2.	Evaluation of the Community Transportation Coordinator (CTC)	Annually by June 30 <sup>th</sup>
	Update of the Transportation Disadvantaged Service Plan	Annually by June 30 <sup>th</sup>
	Transportation Disadvantaged element of the TIP	Annually by June 30 <sup>th</sup>

**RESPONSIBLE AGENCY:** Polk Transportation Planning Organization (TPO)

### FUNDING SOURCES:

Task 3.3 Transportation Disadvantaged Program						
Estimated Budget Detail for FY 2026/27						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>KK. Personnel Services</b>						
	Salary (100% Effort) Fringe Benefits and other deductions	-	-	-	\$37,059.10	\$37,059.10
	<b>Subtotal:</b>	-	-	-	<b>\$37,059.10</b>	<b>\$37,059.10</b>
<b>LL. Direct Expenses</b>						
	Training/Education	-	-	-	\$1,000.00	\$1,000.00
	<b>Subtotal:</b>	-	-	-	<b>\$1,000.00</b>	<b>\$1,000.00</b>
<b>MM. Other Direct Costs</b>						
	Admin. Service Fee	-	-	-	\$2,352.90	\$2,352.90
	<b>Subtotal:</b>	-	-	-	<b>\$2,352.90</b>	<b>\$2,352.90</b>
	<b>Total:</b>	-	-	-	<b>\$40,412.00</b>	<b>\$40,412.00</b>

### Task 3.3 Transportation Disadvantaged Program

#### Estimated Budget Detail for FY 2027/28

Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
<b>KK. Personnel Services</b>						
	Salary (100% Effort) Fringe Benefits and other deductions	-	-	-	\$37,445.34	\$37,445.34
	<b>Subtotal:</b>	-	-	-	<b>\$37,445.34</b>	<b>\$37,445.34</b>
<b>LL. Direct Expenses</b>						
	Training/Education	-	-	-	\$1,000.00	\$1,000.00
	<b>Subtotal:</b>	-	-	-	<b>\$1,000.00</b>	<b>\$1,000.00</b>
<b>MM. Other Direct Costs</b>						
	Admin. Service Fee	-	-	-	\$1,966.66	\$1,966.66
	<b>Subtotal:</b>	-	-	-	<b>\$1,966.66</b>	<b>\$1,966.66</b>
	<b>Total:</b>	-	-	-	<b>\$40,412.00</b>	<b>\$40,412.00</b>

## Task 3.5 Public Participation Process

**PURPOSE:** Educate and inform the public regarding transportation projects, plans, and issues. Maintain a public involvement process to meet federal and state requirements.

**PREVIOUS WORK:** Developed and adopted a new Public Participation Process (PPP) and Limited English Proficiency Plan (LEP); Established the Transportation Adviser Network as an alternative mechanism for citizen involvement with the objective of increasing public involvement and comment on the TPO's plans and programs; Developed short informative videos highlighting important transportation projects that were broadcast on Polk Government Television (PGTV) and made available through our website; and All TPO meetings are, broadcast live on PGTV (the local government access channel) and via the web at [www.polk-county.net](http://www.polk-county.net). Past meetings of the TPO's boards and committees are also available on this site for viewing.

### TASK 3.5 ACTIVITIES

Required Activities	End Products	Completion Date
Evaluation and update of the Public Participation Plan (PPP)	Prepare amendments to the Public Participation Plan	As needed
	The overall performance and effectiveness of public involvement and engagement strategies will be evaluated, including attempts to incorporate groups that are traditionally under served by the transportation system	Annually & Ongoing
	Prepare a comprehensive update of the Public Participation Plan	June 2028
Evaluation and update of the Limited English Proficiency (LEP) Plan	Limited English Proficiency Plan Update	As needed. Review annually
Increased awareness and participation in the development of the TPO's transportation plans and programs.	Hold Adviser Network/Community Forums to receive public input and guidance on the TPO's plans and programs	Quarterly
	The TPO will participate in community organizations and events to raise awareness of the TPO's plans and programs and build relationships with stakeholder groups	Ongoing & in conjunction with major planning projects, e.g., LRTP, TDP
	Develop short informational videos on key transportation topics and issues	
	Attend four (4) community events per year	Annually
	The overall performance and effectiveness of public involvement and engagement strategies will be evaluated.	Ongoing

Required Activities	End Products	Completion Date
	The TPO will continue to maintain and enhance the TPO's website, and public use of our social media sites	Ongoing
Increased awareness and participation in the development of the TPO's transportation plans and programs.	All comments received through the TPO's PPP will be tabulated, summarized as necessary, and distributed to the TPO advisory committees and Board for their consideration in the development and adoption of transportation plans, programs, projects and services.	Ongoing
Use interactive web-based mapping tool to make it simple for citizens to provide comments on transportation needs and projects	Utilize web-based programs to solicit comments on plans such as the LRTP, TIP and Priority Transportation Projects	Ongoing

**RESPONSIBLE AGENCY:** Polk Transportation Planning Organization (TPO)

**FUNDING SOURCES:**

Task 3.5 Public Participation Process						
Estimated Budget Detail for FY 2026/27						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	Local Funds	TD	Total
<b>QQ. Personnel Services</b>						
	Salary (100% Effort) Fringe Benefits and other deductions	\$65,973.33	-	-	-	\$65,973.33
	<b>Subtotal:</b>	<b>\$65,973.33</b>	-	-	-	<b>\$65,973.33</b>
<b>SS. Other Direct Costs</b>						
	Publication Support <sup>1</sup>	\$25,000.00	-	-	-	\$25,000.00
	Admin. Service Fee	\$4,188.67	-	-	-	\$4,188.67
	<b>Subtotal:</b>	<b>\$29,188.67</b>	-	-	-	<b>\$29,188.67</b>
	<b>Total:</b>	<b>\$95,162.00</b>	-	-	-	<b>\$95,162.00</b>

### Task 3.5 Public Participation Process

#### Estimated Budget Detail for FY 2027/28

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	Local Funds	TD	Total
<b>QQ. Personnel Services</b>						
	Salary (100% Effort) Fringe Benefits and other deductions	\$69,412.41	-	-	-	\$69,412.41
	<b>Subtotal:</b>	<b>\$69,412.41</b>	-	-	-	<b>\$69,412.41</b>
<b>SS. Other Direct Costs</b>						
	Publication Support <sup>1</sup>	\$25,000.00	-	-	-	\$25,000.00
	Admin. Service Fee	\$3,645.59	-	-	-	\$3,645.59
	<b>Subtotal:</b>	<b>\$28,645.59</b>	-	-	-	<b>\$28,645.59</b>
	<b>Total:</b>	<b>\$98,058.00</b>	-	-	-	<b>\$98,058.00</b>

<sup>1</sup> – Publication Support includes publishing and formatting of documents in support of the TPO’s plans and programs including remediating Adobe PDF documents so they are ADA accessible and appropriate for posting on the TPO’s website.

## Task 3.6 Regional Planning and Coordination

**PURPOSE:** Maintain and enhance ongoing multi-county collaborative transportation planning while also participating and collaborating in regional and statewide planning activities in Central and West Central Florida.

**PREVIOUS WORK:**

- Represented the TPO at local, regional, State and Federal meetings, including quarterly Metropolitan Planning Organization Advisory Council (MPOAC) meetings and FDOT District One Coordinated Urban Transportation Studies (CUTS) meetings.
- The TPO participated in the development of the Sun Coast Transportation Planning Alliance’s (SCTPA) major regional priority projects, project priorities for TRIP funding, the development of a Regional Long Range Transportation Plan, the development of a Regional Benefit Cost Analysis Tool and provided regional support to the SCTPA and its committees.
- The Central Florida MPO Alliance (CFMPOA) developed a regional priority project list in 2024 and 2025. MetroPlan Orlando manages the administrative functions of the CFMPOA receiving funding from Space Coast TPO, Volusia-Flagler TPO, Ocala / Marion TPO, and Lake / Sumter MPO and Polk TPO. The CFMPOA meets quarterly; every two years the CFMPOA meets with the Sun Coast Transportation Planning Alliance (SCTPA) from the Tampa Bay Area.

### TASK 3.6 ACTIVITIES

Required Activities	End Products	Completion Date
Participate in the Florida MPO Advisory Council (MPOAC) activities and meetings to share best practices, conduct statewide research tasks, and stay abreast of statewide and national policy changes	Meeting participation	Quarterly as needed
Provide input on the Florida SIS, Florida Transportation Plan and other State and Regional Planning Efforts that include Polk County	Consistency with the Polk TPO’s planning efforts	As needed
Participate and Coordinate with FDOT District One CUTS Committee	Coordinated Transportation Plans among District One MPOs/TPOs	Quarterly as needed

Required Activities	End Products	Completion Date
Sun Coast Transportation Planning Alliance (SCTPA)		
Provide support for the SCTPA; review and refine the Transportation Regional Incentive Program (TRIP) priorities, regional multiuse trail priorities, and major regional priorities while working together to ensure consistency of priorities throughout the region	Regional TRIP Priorities Regional Multiuse Trail Priorities Major Regional Projects Priorities	Annually

Required Activities	End Products	Completion Date
	Interlocal Agreement for Regional Planning & Coordination in West Central Florida SCTPA operating procedures SCTPA conflict resolution process Biannual meetings of the SCTPA, including public notice, virtual and in-person access, minutes and video archive	As needed
Enhance the quality, usability and value of data by continuing to coordinate regional performance measures and related data gathering among MPOs and with FDOT, supporting and enhancing the FDOT Suncoast Mobility Data Hub project. Create a unified set of regional spatial and tabular data formats and metadata standards. Continue coordination efforts to develop a consistent approach to the sharing and use of data.	Regional data sharing portal	Ongoing through 2028
Coordinate project implementation phasing during development of the State Tentative Work Programs and the individual MPO TIPs to ensure progress toward implementation of the Regional LRTP	Coordinated regional transportation projects	Ongoing through 2028
Coordinate with the MPOs of the SCTPA region to implement the 2050 regional LRTP, highlighting the major planned transportation projects for the region.	Regional LRTP	Ongoing through FY 2028
Coordinate with the MPOs of the SCTPA region to maintain and keep up to date a regional cloud-based document repository.	Regional Cloud-Based Document Repository Site	Ongoing through FY 2028
Provide input on and coordination with regional and statewide partners on planning efforts, including the Florida SIS, the Florida Transportation Plan, the Regional Transit Development Plan, tourism and freight planning activities.	Consistency in regional, statewide and local plans	Ongoing through 2028
Support regional bicycle and pedestrian planning, including access to regional facilities and participation in and support for the Regional Multiuse Trails committee	Eight-county bicycle and pedestrian planning	Ongoing through FY 2028
Maintain the SCTPA website and social media pages, including the development of graphics and content, along with the coordination of message dissemination through social and media platforms. Improve transparency in the regional decision-making process with access to adopted priority lists, planning documents and	SCTPA Website and Social Media Accounts	Ongoing through FY 2028

Required Activities	End Products	Completion Date
public meeting materials.		
Update and reprint publications as needed, such as the Regional Multi-Use Trails brochure, Tri-County Ride Guide, or Regional Plan Executive Summary. The cost of printing a document may be shared among MPOs to achieve economies of scale, and funds may be transferred between MPOs for this purpose.	Printed Publications	As needed
Provide a forum to ensure products, processes and activities are consistent with and among coordinating MPOs, and corresponding support for these efforts.	Consistent planning products and processes	Ongoing through FY 2028
Develop and support regional UPWP tasks	Regional UPWP Task(s)	Ongoing through FY 2028
Provide financial support to Forward Pinellas for specific regional planning tasks to be conducted pursuant to the SCTPA Interlocal Agreement that are above and beyond regularly recurring administrative and coordinating responsibilities. Each of the six member MPOs/TPOs will be allocating \$5,000 annually in their budget tables. A different MPO may take responsibility for conducting such tasks in future years, subject to a modification of the UPWP. *	SCTPA Regional Planning Task	FY 2027 & 2028

**RESPONSIBLE AGENCY:** Polk TPO, Forward Pinellas, Hillsborough TPO, Pasco MPO, FDOT, Hernando-Citrus MPO, Sarasota/Manatee MPO and other regional/statewide partners.

\*Consultant support may be used to complete this task

Required Activities	End Products	Completion Date
Central Florida MPO Alliance (CFMPOA)		
Coordination and management of administrative functions of the Central Florida MPO Alliance	Quarterly meetings of the CFMPOA	Ongoing
Continued coordination with the Central Florida MPO Alliance	Development of a Regional Metropolitan Transportation Plan summary	Spring 2028
	Development of a Regional Priority Project List	Annually July

**RESPONSIBLE AGENCY:** Polk TPO, MetroPlan Orlando, Volusia-Flagler TPO, Space Coast TPO, Lake-Sumter MPO, and Ocala/Marion TPO

**FUNDING SOURCES:**

Task 3.6 Regional Planning and Coordination						
Estimated Budget Detail for FY 2026/27						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	Local Funds	TD	Total
<b>WW. Personnel Services</b>						
	Salary (100% Effort) Fringe Benefits and other deductions	\$43,628.98	-	-	-	\$43,628.98
	<b>Subtotal:</b>	<b>\$43,628.98</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$43,628.98</b>
<b>YY. Other Direct Costs</b>						
	Admin. Service Fee	\$2,770.02	-	-	-	\$2,770.02
	<b>Subtotal:</b>	<b>\$2,770.02</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$2,770.02</b>
	<b>Total:</b>	<b>\$46,399.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$46,399.00</b>

Task 3.6 Regional Planning and Coordination								
Estimated Budget Detail for FY 2027/28								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	Local Funds	TD	Total
<b>WW. Personnel Services</b>								
	Salary (100% Effort) Fringe Benefits and other deductions	\$46,143.51	-	-	-	-	-	\$46,143.51
	<b>Subtotal:</b>	<b>\$46,143.51</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$46,143.51</b>
<b>YY. Other Direct Costs</b>								
	Admin. Service Fee	\$2,423.49	-	-	-	-	-	\$2,423.49
	<b>Subtotal:</b>	<b>\$2,423.49</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$2,423.49</b>
	<b>Total:</b>	<b>\$48,567.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$48,567.00</b>

## Task 3.6A Regional Coordination Support and Shared Task

**PURPOSE:** Multi-County collaborative transportation planning requiring inter-local agreements or similar and transfer of funds to further regional and statewide planning activities in Central and West Central Florida.

**PREVIOUS WORK:** Regional Long Range Transportation Summary Plan Summary Publication and Regional Benefit Cost Analysis Tool (SCTPA)

Ongoing Activities
Sun Coast Transportation Planning Alliance (SCTPA)
Develop Regional UPWP Task
Participate in Sun Coast Transportation Planning Alliance (SCTPA)
Central Florida MPO Alliance (CFMPOA)
Participate in the Central Florida MPO Alliance including the quarterly meetings of the CFMPOA.

Required Activities	End Products	Completion Date
Sun Coast Transportation Planning Alliance (SCTPA)		
Produce regionally-coordinated planning studies in support of the Regional Long Range Transportation Plan	Regional Transportation Planning Studies	Ongoing through 2028
Produce and create content materials, presentations, website, and graphics for the SCTPA.	Social Media content production, website maintenance and creation	Ongoing through June 2028
Central Florida MPO Alliance (CFMPOA)		
Coordination and management of administrative functions of the Central Florida MPO Alliance	Development of a Regional Metropolitan Transportation Plan summary	Spring 2028

Consultants will assist with these tasks. FHWA, FTA, and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.

### **RESPONSIBLE AGENCIES (SCTPA):**

Lead Agency: Forward Pinellas

Responsible Agencies: Polk TPO, Forward Pinellas, Hillsborough TPO, Pasco MPO, Hernando-Citrus MPO, and Sarasota/Manatee MPO. Stakeholders: TBRPC, FDOT and other regional/statewide partners.

### **RESPONSIBLE AGENCIES (CFMPOA):**

Lead Agency: MetroPlan Orlando

Responsible Agencies: Polk TPO, MetroPlan Orlando, Volusia-Flagler TPO, Space Coast TPO, Lake-Sumter MPO, and Ocala/Marion TPO and other regional/statewide partners.

**FUNDING SOURCES:**

Task 3.6A Regional Coordination Support and Shared Task						
Estimated Budget Detail for FY 2026/27						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	Local Funds	TD	Total
<b>WW. Consultant Services</b>						
	SCTPA	\$5,000				\$5,000
	CFMPOA	\$5,000	-	-	-	\$5,000
	<b>Subtotal:</b>	<b>\$10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$10,000</b>
	<b>Total:</b>	<b>\$10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$10,000</b>

Task 3.6A Regional Coordination Support and Shared Task						
Estimated Budget Detail for FY 2027/28						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	Local Funds	TD	Total
<b>XX. Consultant Services</b>						
	SCTPA	\$5,000				\$5,000
	CFMPOA	\$5,000	-	-	-	\$5,000
	<b>Subtotal:</b>	<b>\$10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$10,000</b>
	<b>Total:</b>	<b>\$10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$10,000</b>

# APPENDICES

# APPENDIX A

## COMMON ACRONYMS

ACES	Automated/Connected/Electric/Shared-use (Vehicles)
ADA	American with Disabilities Act
AN	Adviser Network
BEBR	Bureau of Economic and Business Research
BoCC	Board of County Commissioners
BSAP	Bicycle Safety Action Plan
CFR	Code of Federal Regulations
CIP	Capital Improvement Program
CFMPOA	Central Florida MPO Alliance
CFRPC	Central Florida Regional Planning Council
CME	Corridor Management Entity (Ridge Scenic Highway)
CMP	Congestion Management Process or Corridor Management Plan (Ridge Scenic Highway)
COOP	Continuity of Operations Plan
CPA	Comprehensive Plan Amendment
CPG	Consolidated Planning Grant
CTC	Community Transportation Coordinator
CTD	Commission for the Transportation Disadvantaged
CUTS	Consolidated Urban Transportation Systems (District One FDOT MPOs)
ETDM	Efficient Transportation Decision Making
FAA	Federal Aviation Administration
FAST Act	Fixing America's Surface Transportation
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FLZ	Freight Logistics Zone
FSUTMS	Florida Standard Urban Transportation Model Structure
FTA	Federal Transit Administration
FTP	Florida Transportation Plan
FY	Fiscal Year
GIS	Geographic Information System
GOP	Goals, Objectives and Policies
ICAR	Intergovernmental Coordination and Review
IJR	Infrastructure Investment and Jobs Act
ILC	Intermodal Logistics Center (Central Florida)
JAZB	Joint Airport Zoning Board
JPA	Joint Participation Agreement or Joint Project Agreement
LAMTD	Lakeland Area Mass Transit District (also called the Citrus Connection)
LAP	Local Agency Program
LCB	(Transportation Disadvantaged) Local Coordinating Board
LEP	Limited English Proficiency

LOS	Level of Service
L RTP	Long-Range Transportation Plan
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
NHS	National Highway System
PD&E	Project Development & Environmental Study
PGTV	Polk County Government Television
PE	Preliminary Engineering
PSAP	Pedestrian Safety Action Plan
PSA	Public Service Announcement
PTA	Polk Transit Authority
PTGA	Public Transit Grant Agreement
ROW	Right-of-Way
RND	Roadway Network Database
RSA	Roadway Safety Audit
SIS	Strategic Intermodal System
SPR	State Planning and Research
SRTS	Safe Routes to School (program)
SS4A	Safe Streets for All
STIP	State Transportation Improvement Program
SUN Trail	Florida Shared-Use Nonmotorized (SUN) Trail Network
TAC	Technical Advisory Committee
TCAR	Transit Concept and Alternatives Review
TDM	Transportation Demand Management
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TPO	Transportation Planning Organization
TRIP	Transportation Regional Incentive Program
TSM	Transportation Systems Management
UPWP	Unified Planning Work Program
USDOT	United States Department of Transportation

# APPENDIX B

## BUDGET TABLES

**Summary Budget Table II  
Funding Source  
FY 2026/27 Unified Planning Work Program (UPWP)**

Task	Task Description	CPG		TMA SU Funds	Other Funds		TD Funds		Consultants <sup>4</sup>			Total			Total Cost <sup>3</sup>
		Federal Allocation \$1,365,146	State Soft Cash Match <sup>1</sup>		Federal	Local Contribution \$25,000	State Allocation \$40,412	Federal	State	Federal	State	Local			
<b>1.0 Administration</b>															
1.1	Program Administration and Management	\$345,541	\$76,210	\$0	\$0	\$0	\$0	\$0	\$50,000	\$345,541	\$0	\$0	\$0	\$345,541	
1.1A	Communication and Support	\$46,700	\$10,300	\$0	\$0	\$0	\$0	\$0	\$0	\$46,700	\$0	\$0	\$0	\$46,700	
1.2	Training Activities	\$10,000	\$2,206	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000	
<b>2.0 Data Collection and Management Systems</b>															
2.1	Travel Data and Strategies	\$174,829	\$38,559	\$0	\$0	\$0	\$0	\$0	\$115,000	\$174,829	\$0	\$0	\$0	\$174,829	
<b>3.0 Systems Planning</b>															
3.1	Long Range Transportation Planning	\$259,883	\$57,318	\$0	\$0	\$0	\$0	\$0	\$96,091	\$259,883	\$0	\$0	\$0	\$259,883	
3.2	Short Range Transportation Planning	\$376,632	\$83,068	\$0	\$0	\$25,000	\$0	\$0	\$125,000	\$376,632	\$0	\$0	\$25,000	\$401,632	
3.3	Transportation Disadvantaged Program <sup>2</sup>	\$0	\$0	\$0	\$0	\$0	\$40,412	\$0	\$0	\$0	\$0	\$0	\$40,412	\$40,412	
3.5	Public Participation Process	\$95,162	\$20,988	\$0	\$0	\$0	\$0	\$0	\$0	\$95,162	\$0	\$0	\$0	\$95,162	
3.6	Regional Planning and Coordination	\$46,399	\$10,233	\$0	\$0	\$0	\$0	\$0	\$0	\$46,399	\$0	\$0	\$0	\$46,399	
3.6A	Regional Planning and Coordination	\$10,000	\$2,206	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$10,000	
<b>Total Cost for all UPWP Tasks</b>		<b>\$1,365,146</b>	<b>\$301,088</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$40,412</b>	<b>\$1,365,146</b>	<b>\$40,412</b>	<b>\$396,091</b>	<b>\$1,365,146</b>	<b>\$40,412</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$1,430,558</b>	

Table Notes:

1 For FY 2026/27, FDOT will soft match FHWA Metropolitan Planning Program (MPP/PL) funds using toll expenditures towards the non-federal matching share. Soft Match is not calculated in the total project cost.

This amount represents the state soft match required for the amount of MPP/PL funds requested.

2 Task 3.3 - no funds passed to Community Transportation Coordinator for passenger trips.

3 Total Cost line items do not include the "soft match" amounts as the "soft match" is not considered MPO revenue.

4 The amounts shown here are included in the CPG and TMA SU fund totals and simply show the portion of these tasks allocated to consultant services. See specific UPWP Task Sheets for additional details.

**Summary Budget Table II  
Funding Source  
FY 2027/28 Unified Planning Work Program (UPWP)**

Task	Task Description	CPG		TMA SU Funds	Other Funds		TD Funds	Consultants <sup>4</sup>			Total			Total Cost <sup>3</sup>
		Federal Allocation \$1,365,146	State Soft Cash Match <sup>1</sup>		Federal	Local Contribution \$25,000		State Allocation \$40,412	Federal	State	Local	Federal	State	
<b>1.0 Administration</b>														
1.1	Program Administration and Management	\$355,311	\$78,365	\$0	\$0	\$0	\$0	\$50,000	\$355,311	\$0	\$0	\$0	\$0	\$355,311
1.1A	Communication and Support	\$46,700	\$10,300	\$0	\$0	\$0	\$0	\$0	\$46,700	\$0	\$0	\$0	\$0	\$46,700
1.2	Training Activities	\$10,000	\$2,206	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
<b>2.0 Data Collection and Management Systems</b>														
2.1	Travel Data and Strategies	\$158,443	\$34,945	\$0	\$0	\$0	\$0	\$95,000	\$158,443	\$0	\$0	\$0	\$0	\$158,443
<b>3.0 Systems Planning</b>														
3.1	Long Range Transportation Planning	\$347,408	\$76,622	\$0	\$25,000	\$0	\$0	\$200,178	\$347,408	\$0	\$25,000	\$0	\$0	\$372,408
3.2	Short Range Transportation Planning	\$290,659	\$64,106	\$0	\$0	\$0	\$0	\$0	\$290,659	\$0	\$0	\$0	\$0	\$290,659
3.3	Transportation Disadvantaged Program <sup>2</sup>	\$0	\$0	\$0	\$0	\$40,412	\$0	\$0	\$0	\$40,412	\$0	\$0	\$0	\$40,412
3.5	Public Participation Process	\$98,058	\$21,627	\$0	\$0	\$0	\$0	\$0	\$98,058	\$0	\$0	\$0	\$0	\$98,058
3.6	Regional Planning and Coordination	\$48,567	\$10,712	\$0	\$0	\$0	\$0	\$0	\$48,567	\$0	\$0	\$0	\$0	\$48,567
3.6A	Regional Planning and Coordination	\$10,000	\$2,206	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
<b>Total Cost for all UPWP Tasks</b>		<b>\$1,365,146</b>	<b>\$301,089</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$40,412</b>	<b>\$1,365,146</b>	<b>\$355,178</b>	<b>\$1,365,146</b>	<b>\$40,412</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$1,430,558</b>

Table Notes:

1 For FY 2027/28, FDOT will soft match FHWA Metropolitan Planning Program (MPP/PL) funds using toll expenditures towards the non-federal matching share. Soft Match is not calculated in the total project cost.

This amount represents the state soft match required for the amount of MPP/PL funds requested.

2 Task 3.3 - no funds passed to Community Transportation Coordinator for passenger trips.

3 Total Cost line items do not include the "soft match" amounts as the "soft match" is not considered MPO revenue.

4 The amounts shown here are included in the CPG and TMA SU fund totals and simply show the portion of these tasks allocated to consultant services. See specific UPWP Task Sheets for additional details.

Funding Sources		FY 2026/27 Funding Source						FY 2027/28 Funding Source						
		Funding Source	Source Level	FY 2026/27	FY 2027/28	Soft * Match	Federal Allocation	State Allocation	Local Contribution	De-obligated	Soft * Match	Federal Allocation	State Allocation	Local Contribution
TBD	CTD	State	\$ 40,412	\$ 40,412	\$ -	\$ -	\$ 40,412	\$ -	\$ -	\$ -	\$ -	\$ 40,412	\$ -	\$ -
	CTD Total		\$ 40,412	\$ 40,412	\$ -	\$ -	\$ 40,412	\$ -	\$ -	\$ -	\$ 40,412	\$ -	\$ -	
G3P39	CPG PL	Federal	\$ 1,365,146	\$ 1,365,146	\$ 301,088	\$ 1,365,146	\$ -	\$ -	\$ -	\$ 301,089	\$ 1,365,146	\$ -	\$ -	
	CPG PL Total		\$ 1,365,146	\$ 1,365,146	\$ 301,088	\$ 1,365,146	\$ -	\$ -	\$ -	\$ 301,089	\$ 1,365,146	\$ -	\$ -	
TBD	TMA SU	Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	TMA SU Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
N/A	Local	Local	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	
	Local Total		\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	

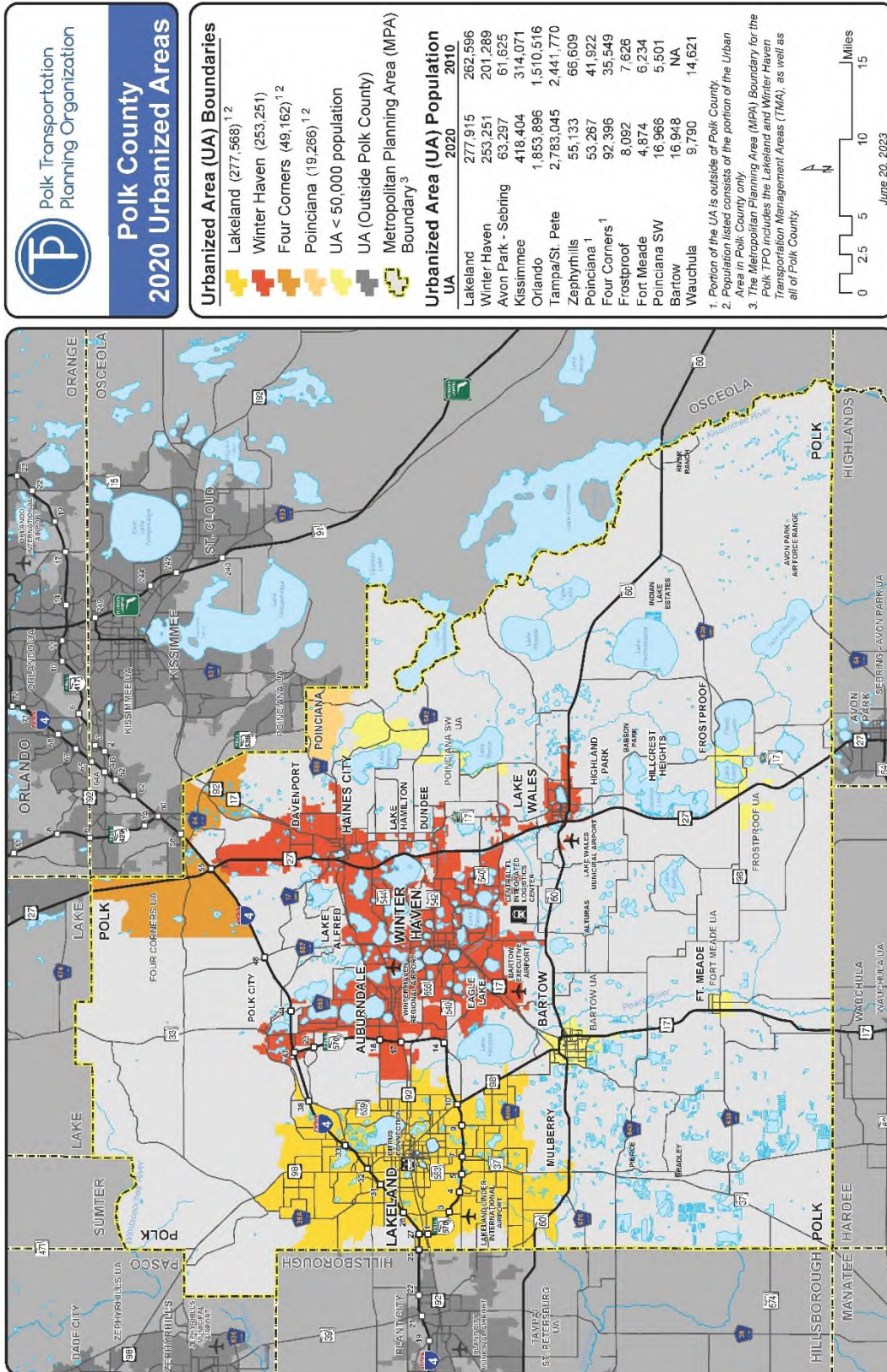
\*FDOT will soft match FHWA Metropolitan Planning Program (MPP/PL) funds using toll expenditures towards the non-federal matching share. Soft Match is not calculated in the total project cost.

# APPENDIX C

## ADVISER NETWORK PLANNING TASKS SURVEY

To be inserted following the public comment period.

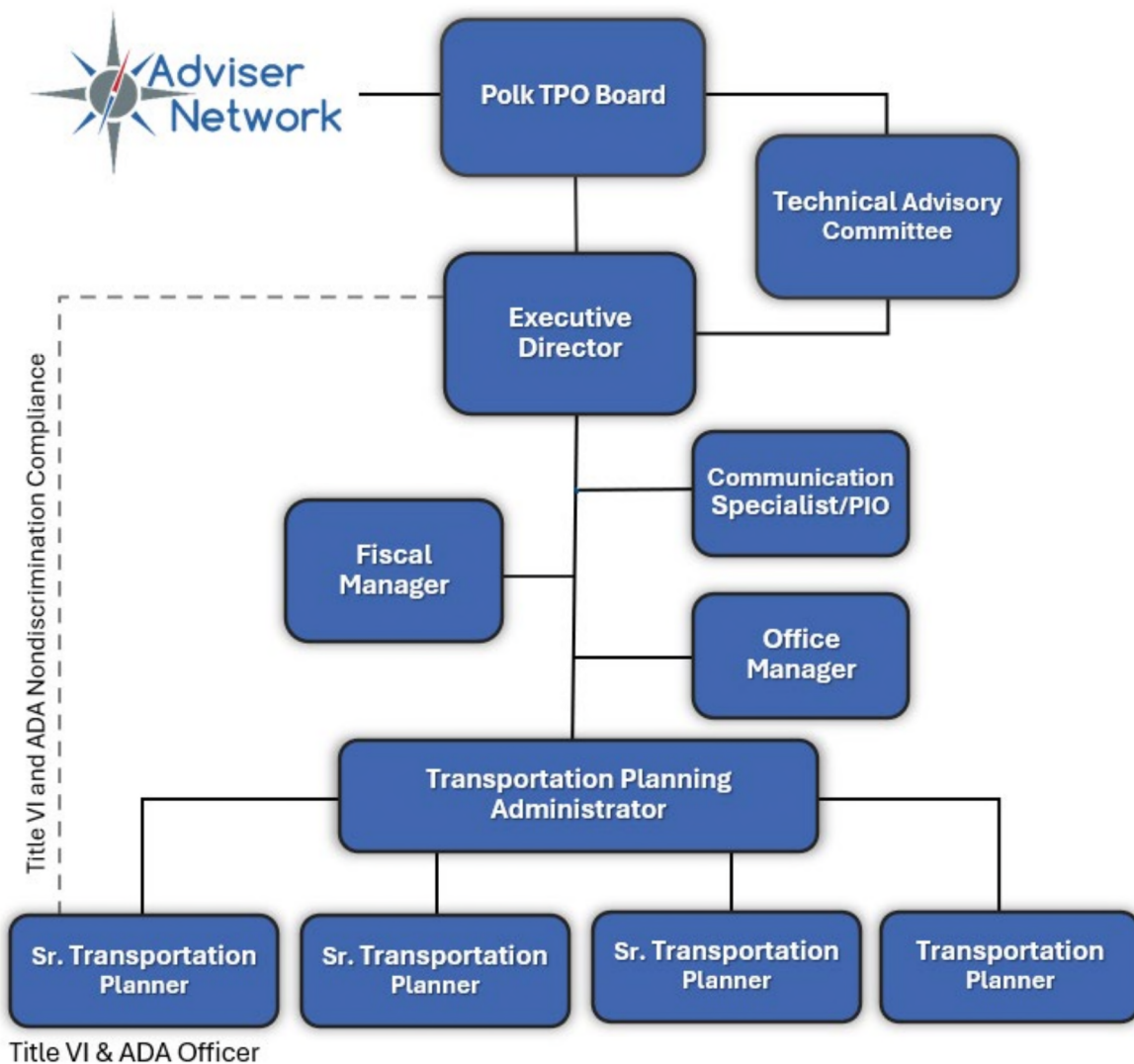
# APPENDIX D - MAP OF POLK TPO PLANNING AREA



# APPENDIX E POLK TPO ORGANIZATIONAL CHART



## Polk Transportation Planning Organization Organizational Chart



*Key participants from the Polk TPO that contributed to the preparation of the UPWP: Sara Roberts McCarley, TPO Board Chair; Ryan Kordek, Executive Director; Angela Kaufman, Transportation Planner; Adrian Marquez, Fiscal Manager; and Brittany Silva, Communications Specialist.*

# APPENDIX F

## POLK TPO RESOLUTION

**DRAFT POLK TPO RESOLUTION 2026-04**

RESOLUTION OF THE POLK TRANSPORTATION PLANNING ORGANIZATION (TPO) APPROVING DRAFT AMENDMENTS TO THE UNIFIED PLANNING WORK PROGRAM (UPWP) AND AUTHORIZING THE TPO CHAIRPERSON TO EXECUTE THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT.

WHEREAS, Section 450.108(c) of Title 23 of the United States Code requires each MPO/TPO to develop and approve a Unified Planning Work Program (UPWP) describing the work activities and funding sources for the urbanized area transportation planning process; and

WHEREAS, the Unified Planning Work Program (UPWP) is the Polk TPO's biennial transportation planning work program and serves as the scope of work for the Metropolitan Planning Organization Agreement; and

WHEREAS, the Federal Government, under the authority of 23 United States Code 134 and any subsequent applicable amendments, provides transportation planning funds that are distributed by the Florida Department of Transportation (FDOT) to the Polk TPO; and

WHEREAS, the mechanism that implements this process is a Metropolitan Planning Organization Agreement; and

WHEREAS, the Metropolitan Planning Organization Agreement contains the terms of receiving the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) transportation planning funds and stipulates the planning requirements of the metropolitan planning organization (MPO); and

WHEREAS, FDOT requires all MPOs to approve a Metropolitan Planning Organization Agreement for the receipt of FHWA and FTA transportation planning funds in support of the Polk TPO's UPWP; and

WHEREAS, if the TPO approves amendments to the UPWP that change the amount of funding needed to implement the UPWP, the Metropolitan Planning Organization Agreement must also be amended in order to match the funding needs of the UPWP; and

WHEREAS, these plans and programs may require revisions for consistency with funding allocations from the Florida Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, the Florida Commission for the Transportation Disadvantaged Commission and other sources.

NOW, THEREFORE, BE IT RESOLVED, by the Polk Transportation Planning Organization at its regular meeting convened on April 9, 2026:

1. The Polk TPO hereby approves and adopts the Unified Planning Work Program (UPWP) for Fiscal Years 2026/27-2027/28; and
2. The TPO Chairman is authorized to execute the Metropolitan Planning Organization Agreement that commenced on July 1, 2026 and set to expire on June 30, 2028; and
3. The Polk TPO authorizes the TPO Chairman to sign and execute any other related documents that may be required to process the UPWP and the MPO Agreement.

Signed:

\_\_\_\_\_  
Mayor Sara Roberts McCarley, Chair  
Polk Transportation Planning Organization (TPO)

April 9, 2026 \_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Ryan Kordek, TPO Executive Director

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

\_\_\_\_\_  
Heather Bryan, TPO Attorney

# APPENDIX G

## TPO RESPONSES TO FHWA, FTA & FDOT DRAFT UPWP COMMENTS

AGENCY	COMMENT	TPO RESPONSE	UPWP PAGE

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

Financial Project No.: <u>439313-6-14-01</u> (item segment phase sequence)	Fund: <u>PL</u> <hr/> Function: <u>615</u> <hr/> Federal Award Identification No. (FAIN): <u>0262 -063-M</u> <hr/> MPO Unique Entity Identifier (UEI) No.: <u>JBN5EHFNGU9</u>	FLAIR Approp.: <hr/> <u>088854</u> <hr/> FLAIR Obj.: <u>780000</u> <hr/> Org. Code: <hr/> <u>55013080139</u> <hr/> Vendor No.: <hr/> <u>F596000809126</u>
CFDA Number & Title: <u>20.205 HWY</u>		

THIS FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Agreement) is made and entered into on this [enter date] day of [enter month] [enter year], by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, P.O. Box 1249, Bartow, FL 33831-1249 and the Polk Transportation Planning Organization (MPO), whose address is Drawer TS-05, P.O. Box 9005, Bartow, FL 33831-9005, and whose Unique Entity Identifier (UEI) assigned by the System for Award Management (SAM.gov) is: JBN5EHFNGU9, (collectively the "Parties").

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the Parties desiring to be legally bound, do agree as follows:

1. **Authority:** The MPO and the Department have authority to enter into this Agreement pursuant to 23 U.S.C. 134, 23 Code of Federal Regulations (CFR) § 450 and Section 339.175, Florida Statutes (F.S.), which, require the Department and the MPO to clearly identify the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) components of the Metropolitan Planning Process and accomplish the transportation planning requirements of state and federal law.
2. **Purpose of the Agreement:** The purpose of this Agreement is for the Department to provide Federal financial assistance to the MPO in the form of FHWA funds to support transportation planning activities identified in the MPO's Unified Planning Work Program (UPWP). This Agreement sets forth the terms and conditions under which FHWA funds will be provided and outlines the manner in which work tasks and subtasks in the UPWP will be undertaken and completed. The work to be performed by the MPO is fully described in the UPWP, which is attached and incorporated into this Agreement as Exhibit "A."
3. **Consolidated Planning Grant (CPG):** The Department began participating in the Consolidated Planning Grant (CPG) program with the State fiscal year (FY) 2022/23 – 2023/24 UPWP cycle. The Department designated FHWA to serve as the CPG lead grant agency in accordance with FTA Circular 8100.D. Under the CPG, FHWA and FTA annually deliver lump sum appropriations to the Department for allocation to MPOs for metropolitan planning activities. The federal funds are provided to the Department as FHWA Planning (PL) and FTA 5305(d) funds. The Department uses the CPG to combine the FHWA PL and FTA 5305(d) MPO allocations into a single grant administered by FHWA. The Department continues to calculate annual MPO funding allocations using the approved FHWA PL and FTA 5305(d) allocation formulas.
4. **Scope of Work:** The UPWP, Exhibit "A", constitutes the Scope of Work for this Agreement, including the Statement of Assurances, which are legally binding under this Agreement.
5. **Budgetary Ceiling:** The total budgetary ceiling for the UPWP is \$2,730,292. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 9, Amendments.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

The Department’s performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. No work shall begin before the Agreement is fully executed and a "Letter of Authorization" is issued by the Department. The total of all authorizations shall not exceed the budgetary ceiling established for this Agreement and shall be completed within the term of this Agreement:

Financial Project No.	Amount
439313-6-14-01	\$2,730,292

6. **Non-federal Share:** It is the policy of the Department to fulfill the non-federal share or “soft match” with toll credits as authorized by Title 23 U.S.C. § 120 conditional on funding availability. The MPO must identify and describe the soft match in its 2-year UPWP introduction and show the total amount of toll credits used to match the FHWA funds in the UPWP Summary Budget Tables.
  
7. **Term of Agreement:** This Agreement shall have a term of two (2) years. This Agreement shall begin on the later of July 1, 2026 or the date the Agreement is fully executed, whichever is later, and expire on June 30, 2028. If the Agreement is fully executed after July 1, 2026, then the term of the Agreement shall be less than two (2) years and the Agreement shall expire on June 30, 2028. Expiration of this Agreement will be considered termination of the UPWP. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.
  
8. **Renewals and Extensions:** This Agreement shall not be renewed or extended.
  
9. **Amendments:** Amendments may be made during the term of this Agreement. Any Amendment must be in writing and signed by the Parties with the same formalities as the original Agreement.
  - A. **Amendments and Modifications to the UPWP:** Revisions to the UPWP shall require either an Amendment or a Modification. Such revisions may be budgetary and/or programmatic in nature and may be either major or minor in scale. Minor revisions shall be processed by the MPO as a Modification, whereas major revisions shall be processed by the MPO as an Amendment. A major revision shall be defined as an alteration to the UPWP that materially impacts its original intent or anticipated outcomes.

The following section further clarifies the actions necessitating UPWP Amendments and Modifications.

**i. Amendments to the UPWP**

UPWP Amendments are required for actions described in 2 CFR 200.308 and 29 CFR 1470.30, as referenced in the MPO Program Management Handbook, FHWA technical memorandums and guidance, FDOT Technical memorandums and guidance, as well as other federal regulations.

In addition, a change in the MPO’s staff director, organizational name, or voting structure requires a UPWP Amendment.

**ii. Modifications to the UPWP**

UPWP changes that do not require an Amendment may be processed as a UPWP Modification.

- iii. If the MPO makes a modification to the UPWP budget, then the MPO shall immediately send any such modifications to the Department. Amendments to the UPWP must be approved by FHWA. Proposed amendments to the UPWP shall be filed with the Department. Within a reasonable amount of time, the Department shall review and transmit the proposed UPWP amendment and supporting documents to the FHWA with a recommendation for approval or denial. Transmittal of the proposed UPWP amendment and supporting documents to FHWA may be delayed by the Department due to the MPO failing to include all documentation required

for the UPWP Amendment. The Department shall immediately forward to the MPO all correspondence that the Department receives from FHWA regarding the proposed UPWP amendment. If FHWA approves the amendment to the UPWP then this Agreement and supporting documentation must be amended immediately following such approval.

**10. General Requirements:**

- A.** The MPO shall complete the UPWP with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, the Interlocal Agreement establishing the MPO, and all applicable laws.
- B.** Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable Federal and State laws, the regulations in 23 CFR and 49 CFR, and policies and procedures prescribed by the Division Administrator of FHWA. If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the MPO in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists, Federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in UPWP costs in part or in total. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 15 of this Agreement.
- C.** The MPO's financial management system must comply with the requirements set forth in 2 CFR § 200.302, specifically:
  - i.** Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
  - ii.** Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in § 200.327 Financial reporting and § 200.328 Monitoring and reporting program performance.
  - iii.** Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
  - iv.** Effective control over, and accountability for, all funds, property, and other assets.
  - v.** Comparison of expenditures with budget amounts for each Federal award.
  - vi.** Written procedures to implement the requirements of § 200.305 Payment.
  - vii.** Written procedures for determining the allowability of costs in accordance with Subpart E— Cost Principles and the terms and conditions of the Federal award.

**11. Compensation and Payment:**

- A.** The Department shall reimburse the MPO for costs incurred to perform services satisfactorily during a monthly or quarterly period in accordance with the UPWP, Exhibit "A". Reimbursement is limited to the maximum amount authorized by the Department. The MPO shall submit a request for reimbursement to the Department on a quarterly or monthly basis. Requests for reimbursement by the MPO shall include an invoice, an itemized expenditure report, and progress report for the period of services being billed that are acceptable to the Department. The MPO shall use the format for the invoice, itemized expenditure report and progress report that is approved by the Department. The MPO shall provide

any other data required by FHWA or the Department to justify and support the payment requested.

- B.** Pursuant to Section 287.058, F.S., the MPO shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The UPWP and the quantifiable, measurable, and verifiable units of deliverables are described in Exhibit “A”.
- C.** Invoices shall be submitted by the MPO in detail sufficient for a proper pre-audit and post-audit based on the quantifiable, measurable and verifiable units of deliverables as established in Exhibit “A”. Deliverables must be received and accepted in writing by the Department’s Grant Manager prior to payments.
- D.** The Department will honor requests for reimbursement to the MPO for eligible costs in the amount of FHWA funds approved for reimbursement in the UPWP and made available by FHWA. The Department may suspend or terminate payment for that portion of the UPWP which FHWA, or the Department acting in lieu of FHWA, may designate as ineligible for federal-aid. Regarding eligible costs, whichever requirement is stricter between federal and State of Florida requirements shall control. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 15 of this Agreement.
- E.** Supporting documentation must establish that the deliverables were received and accepted in writing by the MPO and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in the UPWP, Exhibit “A”, was met. All costs charged to the UPWP, including any approved services contributed by the MPO or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges. See Exhibit “D” for Contract Payment Requirements.
- F.** Bills for travel expenses specifically authorized in this Agreement shall be documented on the Department’s Contractor Travel Form No. 300-000-06 or on a form that was previously submitted to the Department’s Comptroller and approved by the Department of Financial Services. Bills for travel expenses specifically authorized in this Agreement will be paid in accordance with Section 112.061, F.S.
- G.** Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, F.S. If the Department determines that the performance of the MPO fails to meet minimum performance levels, the Department shall notify the MPO of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The MPO shall, within sixty (60) days after notice from the Department, provide the Department with a corrective action plan describing how the MPO will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the MPO shall be assessed a non-performance retainage equivalent to 10% of the total invoice amount. The retainage shall be applied to the invoice for the then- current billing period. The retainage shall be withheld until the MPO resolves the deficiency. If the deficiency is subsequently resolved, the MPO may bill the Department for the retained amount during the next billing period. If the MPO is unable to resolve the deficiency, the funds retained may be forfeited at the end of the Agreement’s term.
- H.** An invoice submitted to the Department involving the expenditure of metropolitan planning funds (“PL funds”) is required by Federal law to be reviewed by the Department and issued a payment by the Department of Financial Services within 15 business days of receipt by the Department for review. If the invoice is not complete or lacks information necessary for processing, it will be returned to the MPO, and the 15-business day timeframe for processing will start over upon receipt of the resubmitted invoice by the Department. If there is a case of a bona fide dispute, the invoice recorded in the financial system of the Department shall contain a statement of the dispute and authorize payment only in the amount not

disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement, or the disputed item/amount could be included/added to a subsequent invoice.

- I. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the MPO's general accounting records and the UPWP records, together with supporting documents and records, of the consultant and all subconsultants performing work on the UPWP, and all other records of the Consultants and subconsultants considered necessary by the Department for a proper audit of costs.
- J. The MPO must timely submit invoices and documents necessary for the close out of the UPWP. Within 90 days of the expiration or termination of the grant of FHWA funds for the UPWP, the MPO shall submit the final invoice and all financial, performance, and related reports consistent with 2 CFR § 200.
- K. The Department's performance and obligation to pay under this Agreement is also contingent upon FHWA making funds available and approving the expenditure of such funds.
- L. In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), F.S., are hereby incorporated:

"The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."

- M. **Disallowed Costs:** In determining the amount of the payment, the Department will exclude all UPWP costs incurred by the MPO prior to the effective date of this Agreement, costs incurred by the MPO which are not provided for in the latest approved budget for the UPWP, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department. It is agreed by the MPO that where official audits by the federal agencies or monitoring by the Department discloses that the MPO has been reimbursed by the Department for ineligible work, under applicable federal and state regulations, that the value of such ineligible items may be deducted by the Department from subsequent reimbursement requests following determination of ineligibility. Upon receipt of a notice of ineligible items the MPO may present evidence supporting the propriety of the questioned reimbursements. Such evidence will be evaluated by the Department, and the MPO will be given final notification of the amounts, if any, to be deducted from subsequent reimbursement requests.

In addition, the MPO agrees to promptly reimburse the Department for any and all amounts for which the Department has made payment to the MPO if such amounts become ineligible, disqualified, or disallowed for federal reimbursement due to any act, error, omission, or negligence of the MPO. This includes omission or deficient documentation of costs and charges, untimely, incomplete, or insufficient submittals, or any other reason declared by the applicable Federal Agency.

Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 16 of this Agreement.

- N. If, after UPWP completion, any claim is made by the Department resulting from an audit or for work or

services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the MPO owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 16 of this Agreement.

- O. Indirect Costs:** A state or federally approved indirect cost rate may be applied to the Agreement. If the MPO does not have a federally approved indirect cost rate, a rate up to the de minimis indirect cost rate of 15% of modified total direct costs may be applied. The MPO may opt to request no indirect cost rate, even if it has a federally approved indirect cost rate.

## **12. Procurement and Contracts of the MPO:**

- A.** The procurement, use, and disposition of real property, equipment and supplies shall be consistent with the approved UPWP and in accordance with the requirements of 2 CFR § 200.
- B.** It is understood and agreed by the Parties that participation by the Department in a project as part of the UPWP with the MPO, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the MPO's complying in full with provisions of Section 287.055, F.S., Consultants' Competitive Negotiation Act, the federal Brooks Act, 23 CFR 172, and 23 U.S.C. 112. At the discretion of the Department, the MPO will involve the Department, to an extent to be determined by the Department, in the consultant selection process for all projects funded under this Agreement. In all cases, the MPO shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act and the federal Brooks Act.
- C.** The MPO shall comply with and require its consultants and contractors to comply with applicable federal law pertaining to the use of federal-aid funds.

**13. Audit Reports:** The administration of resources awarded through the Department to the MPO by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or limit the authority of any State agency inspector general, the State of Florida Auditor General or any other State official. The MPO shall comply with all audit and audit reporting requirements as specified below.

- A.** In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Agreement. By entering into this Agreement, the MPO agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The MPO further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO) or State of Florida Auditor General.
- B.** The MPO, a non-Federal entity as defined by 2 CFR Part 200.1, as a subrecipient of a Federal award awarded by the Department through this Agreement is subject to the following requirements:
  - i.** In the event the MPO expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the MPO must have a Federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. Exhibit "B", Federal Financial Assistance (Single Audit Act), to this Agreement provides the required Federal award identification information needed by the MPO to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal

- year, the MPO must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this paragraph.
- ii. In connection with the audit requirements, the MPO shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.
  - iii. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the MPO is exempt from Federal audit requirements for that fiscal year. However, the MPO must provide a single audit exemption statement to the Department at [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) no later than nine months after the end of the MPO's audit period for each applicable audit year. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the MPO's resources obtained from other than Federal entities).
  - iv. The MPO must electronically submit to the Federal Audit Clearinghouse (FAC) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements, and this Agreement. However, the Department requires a copy of the audit reporting package also be submitted to [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.
  - v. Within six months of acceptance of the audit report by the FAC, the Department will review the MPO's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the MPO fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
    1. Temporarily withhold cash payments pending correction of the deficiency by the MPO or more severe enforcement action by the Department;
    2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
    3. Wholly or partly suspend or terminate the Federal award;
    4. Initiate suspension or debarment proceedings as authorized under 2 CFR Part 180 and 1200 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
    5. Withhold further Federal awards for the UPWP or program;
    6. Take other remedies that may be legally available.
  - vi. As a condition of receiving this Federal award, the MPO shall permit the Department, or its designee, the CFO or State of Florida Auditor General access to the MPO's records including financial statements, the independent auditor's working papers and UPWP records as

necessary. Records related to unresolved audit findings, appeals or litigation shall be retained until the action is complete or the dispute is resolved.

vii. The Department's contact information for requirements under this Section is as follows:

Office of Comptroller  
605 Suwannee Street, MS 24  
Tallahassee, Florida 32399-0450  
[FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

C. The MPO shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department, or its designee, the CFO or State of Florida Auditor General access to such records upon request. The MPO shall ensure that the audit working papers are made available to the Department, or its designee, the CFO, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued unless extended in writing by the Department.

**14. Termination or Suspension:** The Department may, by written notice to the MPO, suspend any or all of the MPO's obligations under this Agreement for the MPO's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected. The Department will provide written notice outlining the particulars of suspension.

The Department may terminate this Agreement at any time before the date of completion if the MPO is dissolved or if federal funds cease to be available. In addition, the Department or the MPO may terminate this Agreement if either party fails to comply with the conditions of the Agreement. The Department or the MPO shall give written notice to all Parties at least ninety (90) days prior to the effective date of termination and specify the effective date of termination.

The Parties may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.

Upon termination of this Agreement, whether for cause or at the convenience of the Parties, all finished or unfinished documents, data, studies, surveys, reports, maps, drawings, models, photographs, etc., prepared by the MPO shall, at the option of the Department, be delivered to the Department.

The Department shall reimburse the MPO for those eligible expenses incurred during the Agreement period that are directly attributable to the completed portion of the work covered by this Agreement, provided that the work has been completed in a manner satisfactory and acceptable to the Department. The MPO shall not incur new obligations for the terminated portion after the effective date of termination.

The Department reserves the right to unilaterally cancel this Agreement for refusal by the MPO or any consultant, sub-consultant or materials vendor to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, F.S., and made or received in conjunction with this Agreement unless the records are confidential or exempt.

The conflict and dispute resolution process set forth in Section 16 of this Agreement shall not delay or stop the Parties' rights to terminate the Agreement.

**15. Remedies:** Violation or breach of Agreement terms by the MPO shall be grounds for termination of the Agreement. Any costs incurred by the Department arising from the termination of this Agreement shall be paid by the MPO.

This Agreement shall not be considered as specifying the exclusive remedy for any dispute, but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

**16. Conflict and Dispute Resolution Process:** This section shall apply to conflicts and disputes relating to matters

subject to this Agreement, or conflicts arising from the performance of this Agreement. If possible, the Parties shall attempt to resolve any dispute or conflict within thirty (30) days of a determination of a dispute or conflict. This section shall not delay or stop the Parties' rights to terminate the Agreement. In addition, notwithstanding that a conflict or dispute may be pending resolution, this section shall not delay or stop the Department from performing the following actions pursuant to its rights under this Agreement: deny payments; disallow costs; deduct the value of ineligible work from subsequent reimbursement requests, or; offset pursuant to Section 11.N of this Agreement.

- A. Initial Resolution:** The affected Parties to this Agreement shall, at a minimum, ensure the attempted early resolution of conflicts relating to such matters. Early resolution shall be handled by direct discussion between the following officials: for the Department - the Intermodal Systems Development Manager; and for the MPO - the Staff Director.
- B. Resolution by Senior Agency Official:** If the conflict remains unresolved, the conflict shall be resolved by the following officials: for the Department - the District Secretary; and for the Polk TPO - the Chairperson of the MPO.
- C. Resolution of Conflict by the Agency Secretary:** If the conflict is not resolved through conflict resolution pursuant to the provisions, "Initial Resolution" and "Resolution by Senior Agency Official" above, the conflict shall be resolved by the Secretary for the Department of Transportation or their delegate. If the MPO does not agree with the resolution provided by the Secretary for the Department of Transportation, the Parties may pursue any other remedies set forth in this Agreement or provided by law.

**17. Compliance with 49 CFR Part 26:** To the extent required by law, comply, and have your consultants and subconsultants comply, with the provisions of 49 CFR Part 26, as amended.

**18. Compliance with Laws and Regulations:**

- A.** The MPO shall comply and require its consultants and subconsultants to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this UPWP. Execution of this Agreement constitutes a certification that the MPO is in compliance with, and will require its consultants and subconsultants to comply with, all requirements imposed by applicable federal, state, and local laws and regulations.
- B.** The MPO shall comply with the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," as set forth in 2 CFR Part 180 and 1200, attached and incorporated into this Agreement in Exhibit "E", and when applicable the MPO shall include Exhibit "E" required provisions in all contracts and subcontracts entered into pursuant to this Agreement.
- C. Title VI Assurances:** The MPO will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation (USDOT) issued thereunder, and the assurance by the MPO pursuant thereto, including but not limited to the requirements set forth in Exhibit "C", Title VI Assurances. The MPO shall include the attached Exhibit "C", Title VI Assurances, in all contracts with consultants and contractors performing work as part of the UPWP to ensure compliance with Title VI of the Civil Rights Act of 1964, 49 CFR Part 21, and related statutes and regulations.
- D. Restrictions on Lobbying** The MPO agrees that to no federally-appropriated funds have been paid, or will be paid by or on behalf of the MPO, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. If any funds other than federally-appropriated funds have been paid by the MPO to any person for influencing or attempting to influence an officer or

employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The MPO shall require that the language of Exhibit "F" be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch or a state agency.

E. The MPO must comply with FHWA's Conflicts of Interest requirements set forth in 23 CFR § 1.33.

**19. Restrictions, Prohibitions, Controls, and Labor Provisions:** During the performance of this Agreement, the MPO agrees as follows, and shall require the following provisions to be included in each contract and subcontract entered into pursuant to this Agreement:

- A. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- B. In accordance with Section 287.134, F.S., an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.
- C. An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the MPO.
- D. Neither the MPO nor any of its contractors and consultants or their subcontractors and subconsultants shall enter into any contract, subcontract or arrangement in connection with the UPWP or any property included or planned to be included in the UPWP in which any member, officer or employee of the MPO or the entities that are part of the MPO during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the MPO, the MPO, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the MPO or the locality relating to such contract, subcontract or arrangement. The MPO shall insert in all contracts entered into in connection with the UPWP or any property included or planned to be included in any UPWP, and shall require its contractors and consultants to insert in each of their subcontracts, the following provision:

"No member, officer or employee of the MPO or of the locality during his or her tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this paragraph shall not be applicable to any agreement between the MPO and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

- E. No member or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

**20. Miscellaneous Provisions:**

**A. Public Records:**

- i. The MPO shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, F.S., and made or received by the MPO in conjunction with this Agreement, unless such documents are exempt from public access or are confidential pursuant to state and federal law. Failure by the MPO to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the Department.
- ii. In addition, the MPO shall comply with the requirements of Section 119.0701, F.S.

- B. It is specifically agreed between the Parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the provisions of this Agreement.

- C. In no event shall the making by the Department of any payment to the MPO constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the MPO and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.

- D. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.

- E. By execution of the Agreement, the MPO represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.

- F. Nothing in the Agreement shall require the MPO to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the MPO will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the MPO to the end that the MPO may proceed as soon as possible with the UPWP.

- G. The MPO shall comply with all applicable federal guidelines, procedures, and regulations. If at any time a review conducted by Department and or FHWA reveals that the applicable federal guidelines, procedures, and regulations were not followed by the MPO and FHWA requires reimbursement of the funds, the MPO will be responsible for repayment to the Department of all funds awarded under the terms of this Agreement.

**H. The MPO:**

- i. shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by MPO during the term of the contract; and
- ii. shall expressly require any contractor, consultant, subcontractors and subconsultants performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor or subconsultant during the contract term.

- I. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

this Agreement with a signature on behalf of a party will be legal and binding on such party.

- J. The Parties agree to comply with s.20.055(5), F.S., and to incorporate in all subcontracts the obligation to comply with s.20.055(5), F.S.
- K. This Agreement and any claims arising out of this Agreement shall be governed by the laws of the United States and the State of Florida.

**21. Exhibits:** The following Exhibits are attached and incorporated into this Agreement:

- A. Exhibit "A", UPWP
- B. Exhibit "B", Federal Financial Assistance (Single Audit Act)
- C. Exhibit "C", Title VI/Nondiscrimination Assurances
- D. Exhibit "D", Contract Payment Requirements
- E. Exhibit "E", Debarment and Suspension Certification
- F. Exhibit "F", Lobbying Certification for Grants, Loans, and Cooperative Agreements

IN WITNESS WHEREOF, the undersigned Parties have executed this Agreement on the day, month and year set forth above.

**MPO Name**  
Polk TPO

**Florida Department of Transportation**

**MPO Executive Director Name**  
Ryan Krodek

**District Secretary or Designee Name**  
Jaime Driggers

\_\_\_\_\_  
**MPO Executive Director Signature**

\_\_\_\_\_  
**District Secretary or Designee Signature**

**MPO Chairperson or Designee Name**  
Sara Roberts McCarley

**FDOT Legal Reviewer Name & Title**  
Donald Conway, Assistant General Counsel

\_\_\_\_\_  
**MPO Chairperson or Designee Signature**

\_\_\_\_\_  
**FDOT Legal Reviewer Signature**

\_\_\_\_\_  
**MPO Legal Reviewer Name & Title**

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

525-010-02  
POLICY PLANNING  
OGC – 12/25  
Page 13 of 20

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**MPO Legal Reviewer Signature**

**EXHIBIT “A”**  
**UPWP**

**EXHIBIT “B”**

**FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)**

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

**CFDA No.:** [20.205](#)  
**CFDA Title:** HIGHWAY PLANNING AND CONSTRUCTION  
Federal-Aid Highway Program, Federal Lands Highway Program  
**\*Award Amount:** \$1,365,146.00  
**Awarding Agency:** Florida Department of Transportation  
**Indirect Cost Rate:** 0  
**\*\*Award is for R&D:** No

\*The federal award amount may change with supplemental agreements

\*\*Research and Development as defined at 2 CFR § 200.87

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING  
AUDIT REQUIREMENTS:**

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards  
[www.ecfr.gov](http://www.ecfr.gov)

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO  
THE FOLLOWING:**

Title 23 – Highways, United States Code  
<http://uscode.house.gov/browse.xhtml>

Title 49 – Transportation, United States Code  
<http://uscode.house.gov/browse.xhtml>

Federal Highway Administration – Florida Division  
[www.fhwa.dot.gov/fldiv](http://www.fhwa.dot.gov/fldiv)

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)  
[www.fsr.gov](http://www.fsr.gov)

**EXHIBIT “C”**

**TITLE VI/NONDISCRIMINATION ASSURANCES**

Pursuant to Section 9 of US DOT Order 1050.2A, the Polk Transportation Planning Organization (TPO) assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Polk TPO further assures FDOT that it will undertake the following with respect to its programs and activities:

- (1.) Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient’s Chief Executive Officer.
- (2.) Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Polk TPO’s organization and to the general public. Such information shall be published where appropriate in languages other than English.
- (3.) Insert the clauses labeled *Appendices A and E* below in every contract subject to the Acts and the Regulations.
- (4.) Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
- (5.) Participate in training offered on Title VI and other nondiscrimination requirements.
- (6.) If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
- (7.) Have a process to collect racial and ethnic data on persons impacted by your agency’s programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Polk TPO.

**APPENDICES A and E**

During the performance of this Agreement, the MPO, for itself, its assignees and successors in interest (hereinafter collectively referred to as the "contractor") agrees as follows:

- (1.) **Compliance with REGULATIONS:** The contractor shall comply with the Acts and Regulations relative to nondiscrimination in federally-assisted programs of the USDOT Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, hereinafter referred to as the “Regulations”, which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The contractor, with regard to the work performed during this Agreement, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of sub-contractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the Agreement covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Sub-contractors, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the contractor for work to be performed under sub-contract,

including procurements of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this Agreement and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.

- (4.) **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department or FHWA, FTA, Federal Aviation Administration (FAA), and Federal Motor Carrier Safety Administration (FMCSA) to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Department, or FHWA, FTA, FAA, or FMCSA as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this Agreement, the Department shall impose such contract sanctions as it or FHWA, FTA, FAA, or FMCSA may determine to be appropriate, including, but not limited to:
- a. withholding of payments to the contractor under the Agreement until the contractor complies, and/or
  - b. cancellation, termination or suspension of the Agreement, in whole or in part.
- (6.) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (7) in every sub- contract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contract or procurement as the Department or FHWA, FTA, FAA, or FMCSA may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request the Department to enter into such litigation to protect the interests of the Department, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal- aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 U.S.C. § 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-259), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by USDOT regulations at 49 CFR parts 37 and 38; Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

**EXHIBIT “D”**  
**CONTRACT PAYMENT REQUIREMENTS**  
**Florida Department of Financial Services, Reference Guide for State Expenditures**  
**Cost Reimbursement Contracts**

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed, indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

**Salaries:** Timesheets that support the hours worked on the UPWP or activity must be kept. A payroll register, or similar documentation should be maintained. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

**Fringe benefits:** Fringe benefits should be supported by invoices showing the amount paid on behalf of the employee, e.g., insurance premiums paid. If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown. Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

**Travel:** Reimbursement for travel must be in accordance with s. 112.061, F.S., which includes submission of the claim on the approved state travel voucher along with supporting receipts and invoices.

**Other direct costs:** Reimbursement will be made based on paid invoices/receipts and proof of payment processing (cancelled/processed checks and bank statements). If nonexpendable property is purchased using state funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with DMS Rule 60A-1.017, F.A.C., regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in s. 273.02, F.S., for subsequent transfer to the State.

**Indirect costs:** If the contract stipulates that indirect costs will be paid based on a specified rate, then the calculation should be shown. Indirect costs must be in the approved agreement budget, and the entity must be able to demonstrate that the costs are not duplicated elsewhere as direct costs. All indirect cost rates must be evaluated for reasonableness and for allowability and must be allocated consistently.

**Contracts between state agencies may submit alternative documentation to substantiate the reimbursement request, which may be in the form of FLAIR reports or other detailed reports.**

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address <https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>.

**EXHIBIT “E”**  
**DEBARMENT and SUSPENSION CERTIFICATION**

As required by the USDOT regulations on Governmentwide Debarment and Suspension at 2 CFR Part 180 and 1200:

- (1.)** The Polk TPO hereby certifies to the best of its knowledge and belief, that it and its principals:
  - A.** Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - B.** Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - C.** Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
  - D.** Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.
- (2.)** The Polk TPO also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (A) through (D) above, it will promptly provide that information to the USDOT.

**EXHIBIT “F”**

**LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS**

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Polk TPO that:

- (1.)** No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Polk TPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2.)** If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- (3.)** The Polk TPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4.)** This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.



Polk County  
Transportation Planning Organization (TPO)

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Agenda Item 16.

4/9/2026

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**AGENDA ITEM**

FDOT Freight Study

**PRESENTER**

Matt McIntosh, FDOT Consultant from GFT

**SUMMARY**

The project consultant will provide a presentation on the Polk Area Freight Study.

**RECOMMENDED ACTION**

No Action Required

**ATTACHMENT**

None



Polk County  
Transportation Planning Organization (TPO)

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Agenda Item 17.

4/9/2026

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**AGENDA ITEM**

Working Towards Target Zero

**PRESENTER**

John Kubecki, FDOT

**SUMMARY**

FDOT staff will provide a presentation highlighting key safety statistics for Polk County and how FDOT considers this data in its planning and programming. This item is intended as a follow-up to the Board's discussion on safety at February's meeting.

**RECOMMENDED ACTION**

NA

**ATTACHMENT**

None



Polk County  
Transportation Planning Organization (TPO)

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Agenda Item

4/9/2026

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**AGENDA ITEM**

April 9<sup>th</sup>, 2026 Polk TPO Board Meeting PowerPoint Presentation

**ATTACHMENTS**

PowerPoint Presentation for the April 9<sup>th</sup>, 2026, TPO Board Meeting

**CONTACT INFORMATION**

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