

CITIZENS' ADVISORY COMMITTEE MEETING

CHARLOTTE COUNTY – PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION

AGENDA

1:30 p.m., Wednesday, July 12, 2017

East Port Environmental Campus

Training Room A

25550 Harbor View Road

Port Charlotte, FL 33980

- 1. Call to Order & Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Comments on Agenda Items**
- 4. Reports:**
 - A. Chair's Report**
 - B. City of Punta Gorda Report**
 - C. Charlotte County Report**
- 5. Florida Department of Transportation (FDOT) Report**
- 6. Consent Agenda:**
 - A. Approval of Minutes: April 12, 2017 Meeting**
- 7. FDOT Complete Streets Initiative Presentation**
- 8. FY 2017/2018 – FY 2021/2022 Transportation Improvement Program (TIP) Roll-Forward Amendment**
- 9. Regional Bicycle-Pedestrian Master Plan – Consultant Selection**
- 10. Public Comments**
- 11. Staff Comments**
- 12. Member Comments**
- 13. Adjournment (NEXT CAC MEETING – October 11, 2017)**

No stenographic record by a certified court reporter is made of these meetings. Accordingly, anyone seeking to appeal any decisions involving the matters herein will be responsible for making a verbatim record of the meeting/testimony and evidence upon which any appeal is to be based. (F.S. 286.0105)

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND CHAPTER 286.26 FLORIDA STATUTES, PERSONS NEEDING SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING. CALL (941) 883-3535 BETWEEN 8:00 A.M. AND 5:00 P.M., MONDAY THROUGH FRIDAY.

The MPO's 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 he or she has been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Charlotte County-Punta Gorda MPO Title VI Coordinator Wendy W. Scott at (941) 883-3535 or by writing her at 25550 Harbor View Road, Suite 4, Port Charlotte, FL 33980.

CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION
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JULY 12, 2017
CITIZENS' ADVISORY COMMITTEE MEETING

CONSENT AGENDA # 6

JULY 12, 2017
CITIZENS' ADVISORY COMMITTEE MEETING

AGENDA ITEM # 6-A
APPROVAL OF MINUTES: APRIL 12, 2017 MEETING

Purpose: To review and approve the Minutes of the previous Citizens' Advisory Meeting.

Agenda Item Presented by: MPO Staff

Discussion: To Be Determined

Recommendation: Motion to approve the Minutes of the Citizens' Advisory Committee Meeting of April 12, 2017

Attachments: Minutes of the April 12, 2017 Citizens' Advisory Committee Meeting



**CHARLOTTE COUNTY - PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION**

**MINUTES OF THE APRIL 12, 2017
CITIZENS' ADVISORY COMMITTEE (CAC) MEETING**

MEMBERS ATTENDING

John Burrage, CAC Chair, South County Representative
Steve Fabian, Jr., CAC Vice Chair, At-Large Representative
Grover Mudd, At-Large Representative
Bob Logan, Mid County Representative
Jim Brown, South County Representative
Ed Zapke, South County Representative
Dianne Quilty, Mid County Representative
Steve Schoff, West County Representative
Ed Zubal, West County Representative

MEMBERS ABSENT

Nancie Jankowski, West County Representative

OTHERS ATTENDING

D'Juan Harris, FDOT
Ravi Kamarajugadda, Charlotte County Engineering Department
Mark Gering, City of Punta Gorda Public Works
Robert M. Herrington, MPO Director
Gary Harrell, MPO Principal Planner
Lakshmi N. Gurram, Planner III
Wendy Scott, Planner II
Bekie Leslie, Administrative Services Coordination
Joan LeBeau, City of Punta Gorda

1. Call to Order, Roll Call

John Burrage, CAC Chair, called the meeting to order at 1:30 P.M. The roll call was taken using a sign-in sheet.

2. Pledge of Allegiance

All attendees recited the Pledge of Allegiance.

3. Public Comments on Agenda Items

Ed Zapke spoke on behalf of the South Charlotte County Coalition, noting that there was a long history on failed planning efforts on Aqui Esta Road, Harbor Blvd, Piper Road and the South County Gateway Project. He stated that he was in favor of widening Aqui Esta Drive for evacuation purposes.

David Moe, a Citizen, spoke against the widening of Aqui Esta Road in Agenda Item #10. He had provided an advance letter from himself and his wife that was distributed at the CAC Meeting. He offered alternative transportation efforts in the area such as intersection improvements and the promotion of golf cart usage.

4. Reports

A. Chairs' Report

The CAC Chair thanked staff for hosting the recent farewell event for longtime CAC and Transportation Disadvantaged Local Coordinating Board (LCB) Member Naomi Manning. He also described a newspaper article regarding traffic issues on SR 776 in the area of the Charlotte Sports Park/Charlotte Fairgrounds, as well as the need for a left turn lane in the area of US 41 and Cornelius Blvd.

5. Florida Department of Transportation (FDOT) Report

FDOT Liaison D'Juan Harris addressed Grover Mudd's concern regarding a sidewalk signage issue in an area of US 41 where roadwork was being conducted. Sidewalk Closed signs have been installed.

6. Consent Agenda:

- A. Approval of Minutes: February 8, 2017 Meeting**
- B. FY 2017/2018 Federal Transit Administration (FTA) Section 5305(d) Transit Planning Grant Application**
- C. FY 2016/2017 – FY 2017/2018 Unified Planning Work Program (UPWP)/Metropolitan Planning Organization Agreement Amendment**

A motion was made by Ed Zapke for approval of the Consent Agenda, including some technical corrections to the February 8, 2017 CAC Meeting Minutes noted by Diane Quilty. Bob Logan seconded the Motion. The motion passed by a unanimous vote.

7. FY 2017/2018 – FY 2021/2022 Transportation Improvement Program (TIP)

Gary Harrell reviewed the TIP process. He stated that the TIP project map has dated information and would require revisions. These maps would be corrected before the MPO Board packets were prepared and would be placed on the MPO website after Board adoption.

Steve Schoff commented on an error on Section II-8, 6C, River Road (Phase 3), Center Road to I- 75 (*should be north not south River Road*). Staff indicated that they will let Sarasota/Manatee MPO staff know about this.

Ed Zapke commented on the longstanding need for a South County gateway project (in light of a newer gateway TIP project in the area of the Peace River Bridge and Kings Hwy/Parmely St., II-3, 12). MPO Staff indicated that a South County gateway project had not been submitted as a project to the MPO. County and City staff offered to investigate the issue further.

Discussion occurred regarding the tremendous growth in the River Road area of Sarasota County and its significance to Charlotte County residents. Additionally, a status update was provided on the Sarasota/Manatee MPO Board's trail segments which had been submitted through the SUN Trail application process.

Jim Brown made a motion to recommend the MPO Board adopt the Charlotte County-Punta Gorda MPO Transportation Improvement Program for Fiscal Year 2017/2018 through Fiscal Year 2021/2022. The Motion should allow for staff to make minor changes and adjustments based on comments and input received. Diane Quilty seconded the motion. The motion passed by a unanimous vote.

8. FY 2018/2019 – FY 2022/2023 Project Priorities

Gary Harrell stated that the MPO is required to annually develop a list of project priorities as part of the Transportation Improvement Program (TIP) process and to submit the list to FDOT by July 1, 2017. The MPO annually receives candidate projects from the City of Punta Gorda and Charlotte County. These projects include: Highway Projects, Transportation Alternatives Program (TAP) projects, and Congestion Management/Transportation System Management (CM/TSM) Box. Staff highlighted each category of project priorities.

Ed Zapke inquired about the possibility of making a motion regarding the need to always consider future utilities when considering transportation projects. MPO staff responded that they had met with the Utilities Director regarding this issue. Utilities staff members have agreed to monitor transportation projects along with the MPO to compare each organization's Long Range Plans.

Steve Fabian emphasized his concern over eleven driveway turn-ins that will cross bicycle and pedestrian traffic along southbound US 41 (west side) between Airport Road to Aqui Esta Blvd.

Bob Logan made a motion to recommend the MPO Board adopt the 2017 Project Priorities for the upcoming FDOT Draft Tentative Work Program Cycle. **Diane Quilty** seconded the motion. The motion passed by a unanimous vote.

9. Greenways and Trails Multi-Use Master Plan Interlocal Agreement

The MPO staff is in discussion with Charlotte County Staff regarding a need for the development of a Greenways and Trails Master Plan. The Board of County Commissioners has authorized County Staff to work cooperatively with MPO staff to develop a County Greenways and Trails Master Plan. An Interlocal Agreement to determine the rights, responsibilities and duties of the County and the MPO throughout the Project will be developed. It will include the provision of contractual professional services by a consultant to assist in the Plan development.

MPO Staff was not seeking any endorsement of an Interlocal Agreement from the Committee members, since the Draft Interlocal Agreement between Charlotte County and Charlotte County-Punta Gorda MPO was under legal review.

The BCC adopted the Parks Master Plan and one of the recommendations was to develop a Greenways and Trails Multi-use Master Plan. In discussions with the Parks and Rec Department, the decision was made to transfer monies to the MPO to hire a consultant and take the lead on the Master Plan development. MPO Staff stated that a review committee will be formed to help in the development of the plan.

Dianne Quilty made a motion to recommend that staff work cooperatively to draft a Greenways and Trails Multi-Use Master Plan Interlocal Agreement for MPO Board approval. **Jim Brown** seconded the motion. The motion passed by a unanimous vote.

10. 2040 Long Range Transportation Plan (LRTP) Amendment

MPO Staff stated that the City of Punta Gorda has made a request that the MPO amend the LRTP by adding the widening of Aqui Esta Drive from Bal Harbor Boulevard to US 41 (Tamiami Trail).

The proposed project and justification for the amendment is described in the City of Punta Gorda Resolution No. 3289-17 (Attachment 1).

An amendment is required by FDOT to add projects in the 2040 Needs Plan to be consistent with the Department's 2060 Florida Transportation Plan.

CAC members were provided a copy of a letter received on April 10, 2017 from David and Michelle Moe urging a motion against the City's recommendation.

Gary Harrell described the Technical Advisory Committee's recommendation that the City's request be denied for the time being, and waiting for the next LRTP Update with development starting in 2019.

Ed Zapke made a motion recommending that the MPO Board consider approving an Amendment to the Charlotte County-Punta Gorda MPO 2040 Long Range Transportation Plan (LRTP) adding a project of widening Aquí Esta Drive from Bal Harbor Blvd to US 41. Ed Zupal seconded the Motion. The Motion failed with a vote of 5 nays and 4 ayes.

11. Public Comments

There were no Public Comments.

12. Staff Comments

MPO Staff reviewed recent staff activities and discussed upcoming transit activities including Try Transit Week and the new Englewood SCAT service in Charlotte County.

13. Member Comments

CAC Members commented on the following transportation issues:

- Traffic concerns with the opening of a gas station at the intersection of SR 776 and Pine Street (Zupal)
- Need for a turn lane at the intersection of the SR 776 and the Winchester Extension (Steve Schoff provided a handout)
- Status on ongoing FDOT construction at US 41/Kings Highway (Fabian)
- Current and future traffic concerns in the area of Peachland Blvd/Veterans Blvd/Kings Hwy/I-75 especially in light of proposed new development (Logan)
- Concern over a County work truck being parked on the side of Peachland Blvd so that schoolchildren were forced into heavy traffic (Mudd)
- Preference for the use of reground asphalt rather than dirt to make patch repairs to local roadways (Mudd)

14. Adjournment

There being no further business, the meeting was adjourned at 3:30 P.M. The next regularly scheduled meeting of the CAC will be held on Wednesday, July 12, 2017 at the Eastport Environmental Campus, 25550 Harbor View Road, Port Charlotte in Training Room B beginning at 1:30 p.m.

JULY 12, 2017
CITIZENS' ADVISORY COMMITTEE MEETING

AGENDA ITEM # 7
FDOT COMPLETE STREETS INITIATIVE PRESENTATION

Purpose: Florida Department of Transportation (FDOT) Presentation of the Complete Streets Initiative

Agenda Item Presented by: Deborah Chesna, FDOT Complete Streets/Growth Management Coordinator

Discussion:

Since 2014, FDOT has worked to transform the way they design roads and conduct business. The goal of the Policy and Complete Streets Implementation Plan is to "provide safer, context-sensitive roads by putting the right street in the right place."

The Implementation Plan outlines plans for updating the key manuals and guidance that FDOT engineers use to design roads. FDOT issued the draft Complete Streets Handbook and the draft FDOT Design Manual to provide guidance to FDOT and local partners. Both the Handbook and the Design Manual focus on the state road system. The Handbook describes the approach and process that FDOT will use to plan state roadways in consultation with local agencies where those state roads exist. The significant change is a Context Classification System focused on the context of the street as part of the total picture, rather than "just" the roadway. The Plan calls for full implementation by the end of 2017.

Recommendation: Review and discuss the FDOT Complete Streets Initiative

Attachments: 1. FDOT Information Handout: Completing Florida's Streets

JULY 12, 2017
CITIZENS' ADVISORY COMMITTEE MEETING

AGENDA ITEM # 8
TRANSPORTATION IMPROVEMENT PROGRAM (TIP) ROLL-FORWARD
AMENDMENT

Purpose: To consider recommending the MPO Board approve amending the FY 2017/2018 - FY 2021/2022 Transportation Improvement Program (TIP) to reflect the "Roll-Forward" projects

Agenda Item Presented by: MPO Staff

Discussion:

The State's Fiscal Year ends on June 30. Most projects scheduled in the current year of the Transportation Improvement Program (TIP) commence work in that current year. However, for various reasons, it is sometimes necessary to defer the commencement of work beyond the current year of the approved TIP. For example, projects that did not get authorized by June 30, require a TIP Amendment to "roll-forward" these project phases into the first year of the new TIP. The MPO staff has received a request from the Florida Department of Transportation (FDOT) to amend the Charlotte County-Punta Gorda FY 2017/2018 - FY 2021/2022 (TIP).

The proposed Roll-Forward amendment is Attachment 1.

Recommendation: Motion to recommend the MPO Board approve the amendment to the Charlotte County-Punta Gorda MPO's TIP for FY 2017/2018 - FY 2021/2022 adding Roll-forward projects which could not be obligated during the State's Fiscal Year ending June 30, 2017

Attachments: 1. Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO) Roll-Forward Report

JULY 12, 2017
CITIZENS' ADVISORY COMMITTEE MEETING

AGENDA ITEM # 9
REGIONAL BICYCLE-PEDESTRIAN MASTER PLAN-CONSULTANT SELECTION

Purpose: To review the progress on the MPO's initiatives on the BPAC Master Plan

Agenda Item Presented by: MPO Staff

Discussion:

Charlotte County Trails Master Plan-Charlotte County Community Services has partnered with the MPO to develop the Charlotte County Bicycle-Pedestrian Regional Master Plan. The MPO asked its three General Consultants to provide an approach as to how they would undertake developing the MPO's Regional Bicycle-Pedestrian Master Plan. A scope of work (attachment 1) was provided and the consultants provided their proposals by June 26, 2017. After receiving their submittals, representatives from the City of Punta Gorda, Charlotte County and the MPO met on June 30, 2017 to select and recommend to the MPO Board a primary consultant to complete the Plan. Attachment 2 is the results of the selection process.

Recommendation: Review and discuss the Charlotte County Bicycle-Pedestrian Regional Master Plan

Attachments:

1. Scope of Work: Regional Bicycle-Pedestrian Master Plan;
Connecting People Places and Parks
2. Charlotte County - Punta Gorda MPO Bicycle/Pedestrian Master Plan
Scoring Sheet - TOTALS

REGIONAL BICYCLE-PEDESTRIAN MASTER PLAN

Connecting People Places and Parks

Background

The proposed 2015 Parks and Recreation Master Plan identifies the need for the development of a countywide greenways and trails master plan that utilizes existing opportunities that are associated with State and County roadways, public utilities and state lands. As part of the Smart Charlotte 2050 Comprehensive Plan, the Board of County Commissioners identified the need to transform the County's automobile-oriented transportation system to a fully-integrated multimodal system. Recognizing the value of safe, accessible and integrated bicycle and pedestrian facilities, the intent is to move forward with the development of the County's first Regional Bicycle-Pedestrian Master Plan.

The benefits of an integrated multi-use bicycle and pedestrian system include: Connecting the community to parks and recreation facilities, promoting greater individual physical health, improving community character and livability, providing an attractive amenity for visitors and residents, conserving fossil fuels and reducing greenhouse gas emissions.

Charlotte County, situated along Florida's southwest Gulf coast, has many geographic, environmental and urban features that could make it bicycle and pedestrian friendly. The "Sun Coast" climate provides acceptable temperatures for much of the year. The topography is flat and most of the County's population is located within six to seven miles of the key employment, commercial, and recreational centers, which is an ideal range for attracting cyclists and pedestrians.

Unfortunately, despite these ideal conditions, there are few opportunities for safe and practical bicycle and pedestrian travel. Charlotte County does not have an integrated multimodal network of on-road and off-road bicycle and pedestrian facilities that connect to parks and recreation facilities or other attractions with necessary amenities. The lack of cohesive multimodal planning has resulted in an unsafe bicycle and pedestrian transportation system.

A New Vision

The goal of this project is to develop an inventory of needed bicycle and pedestrian facilities in Charlotte County, including safety and operational improvements at major intersections, that will help guide the implementation of those facilities. The project will include public involvement activities that will engage the community throughout the planning process.

Scope of Services

The consultant shall provide planning, public outreach and engineering services to address the identification of needed facilities throughout Charlotte County. This analysis will identify proposed facilities to address gaps in the system, new facilities that are needed to provide access between neighborhoods and area attractions, and facilities that are needed to enhance the safety and use of the existing and planned bicycle and pedestrian infrastructure.

The consultant shall conduct an initial meeting with the MPO, County and City of Punta Gorda staffs to identify background data and project resources needed to complete a successful project. The meeting will cover items including project schedule, data that may be needed for conducting the study, contact agencies/persons for acquiring data, project expectations and priorities. The meeting shall also identify key representatives and stakeholders which will provide input on development of the Plan.

REGIONAL BICYCLE-PEDESTRIAN MASTER PLAN

Connecting People Places and Parks

This Plan will focus on six key objectives to form the basis of future efforts in promoting walking, cycling, and alternative modes of transportation. These areas are:

- Improve Use: The Plan will provide a variety of strategies to improve bicycle and pedestrian facilities use across the County.
- Developing community support and consensus: The Plan involves public education on the benefits of cycling and walking to help establish cycling and walking as viable transportation options.
- Improving safety: Bicycle and pedestrian safety is a complex issue but many options exist. For instance, facility design, trail amenities, traffic enforcement, and multimodal transportation education each can contribute to safer travel.
- Providing facilities: There is a lack of sufficient pedestrian and cycling facilities in the County and in the region. The Plan will look at the provision of safe pedestrian and cycling routes, bicycle lanes and paths, bicycle-parking facilities at parks and recreation facilities, major attractors and employment centers, sidewalks, crossing facilities and other related amenities. Consideration will also be given to special populations such as the elderly, disabled and the young, whose primary means of transportation is walking or cycling.
- Prioritize funding: Funding for pedestrian and cycling facilities in the County has existed since the inception of ISTEA in 1991 and, later, supported by a one-cent gas tax. However, many agencies will not consider improvements for funding opportunities unless an adopted plan that identifies bicycle-pedestrian priorities is in place.
- Implement the Regional Bicycle / Pedestrian Master Plan: The most important priority is the implementation of the plan. If the County is to work towards a people-friendly environment, walking and cycling will be major factors in achieving this goal. Action is necessary before opportunities are lost to the automobile. This planning process will determine a final implementation date for appropriate infrastructure and policies.

The purpose of the Master Plan is to achieve a comprehensive countywide network of Greenways/trails, bicycle and sidewalk systems to augment the recreation options for Charlotte County residents. Using existing resources, the consultant shall develop a database and base map of existing bicycle and pedestrian facilities within the County. The database shall include all of the necessary facility attributes including the width of the facilities, type of surface, whether it is signed and striped etc. The data shall also include information on projects that are programmed within the next five years. Other pertinent data needs include but are not limited to: roadway network, traffic counts, functional classification, bicycle and pedestrian crashes, right-of-way maps, utility plans, land use, parks, conservations areas, schools and recreation facilities, large employers and major attractions. This system plan will provide an inventory and synthesis of various trails, bicycle and pedestrian activities relating to safety, connectivity, health and education. It will define program goals and objectives within an overall policy context, identifying key challenges, needs and opportunities for the efficient development of an effective countywide system.

Projects for construction will be identified by the consultant, presented to the public for their input, and then prioritized according to factors such as need, capacity, cost, and feasibility. The Plan will include an implementation strategy for funding and scheduling construction projects in a series of phases. The consultant should identify projects best paid for using a partnership

REGIONAL BICYCLE-PEDESTRIAN MASTER PLAN

Connecting People Places and Parks

combination of local and state or federal funding, so Charlotte County can build those project construction costs into the six-year capital improvements plan and twenty-year capital infrastructure plan. The Plan will also describe programs and policies to advocate for bicycle safety and tourism. The master plan will be regional and tie into neighboring Counties' bicycle and greenway plans, showing opportunities to improve upon those connections within their plans.

Key Components:

1. Incorporate existing visioning, Parkside Parks and Trail Plan, the Draft Charlotte County Bicycle and Pedestrian Master Plan, the City of Punta Gorda Pathways Plan, the MPO's Charlotte Harbor Heritage Trails Master Plan (CHHT), and the MPO's Long Range Transportation Plan (LRTP)
2. Identify natural resources/preservation areas and adjacent state and federal greenway corridors.
3. Identify trails/corridors for recreation and transportation.
4. Identify and plan urban bicycle and sidewalk network and multi-use trail system, identify rural character system.
5. Make recommendations for characteristics for urban/rural trail systems (i.e. paved, unpaved)
6. Identify needs priority-rank sections and provide estimated costs.
7. Create a ranking system methodology for new/future segments (i.e. County purchase or expenditures)
8. Assist staff in presentations to:
 - Three (3) open houses with the General Public one each in West County, Mid-County and South County
 - The Bicycle and Pedestrian Advisory Committee
 - The Parks and Recreation Advisory Committee
 - City of Punta Gorda Council
 - The Charlotte County Board of County Commissioners
 - The Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO)
 - i. Plan Informational Workshop
 - ii. Plan Adoption
9. Produce Master Plan documents, maps, etc. as easy-to-read literature that the County can mass reproduce and present on the MPO's and Charlotte County websites.
10. Work with MPO and County staff to reach agreements/MOU with adjacent Counties/municipalities (Desoto, Sarasota, Lee, City of North Port, City of Punta Gorda) as needed

At a minimum, the consultant will provide professional planning and consulting services necessary to develop the Master Plan, using the format established by the FDOT Division of Bicycle and Pedestrian Transportation as follows:

- Introduction
- Evaluation of Current Conditions
- Analysis of Existing Plans, programs and Policies
- Develop Greenway, Bicycle and Sidewalk System
- Facility Standards and Guidelines
- Project Development
- Maps and Illustrations

REGIONAL BICYCLE-PEDESTRIAN MASTER PLAN

Connecting People Places and Parks

- Recommendations
- Guidance on Plan Implementation

The Consultant shall meet with the MPO and County staff to review draft documents to ensure that the project is consistent with the scope of services. The MPO will forward draft documents to FDOT for review.

The Consultant shall:

- Meet at least monthly with the MPO and County staff to summarize activities, progress and obstacles, and
- Attend all presentations, and
- Provide briefing to the MPO and County staff via e-mail, as needed.

Deliverables shall include:

- Map layers in ArcGIS 9.1 (or later) file format, and
- JPEG images, and
- Adobe Acrobat 6.0 (or later) files, and
- Microsoft Office 2003 (or later) files, and
- Original hardcopy materials, with documents sized for portrait letter or horizontal tabloid printing and map information on 24" x 36" sheets, and
- One set of draft handouts, electronic presentations and sample display materials shall be provided to the MPO and County staff in print or Adobe Acrobat format for staff review two weeks prior to the scheduled deadline for submitting materials, and
- Needed handouts and electronic presentations and display boards shall be provided to the MPO and County staff for distribution at meetings, and
- One print-ready original of the final approved Charlotte County Regional Bicycle-Pedestrian Master Plan, and
- One Adobe Acrobat file containing the final approved Charlotte County Regional Bicycle-Pedestrian Master Plan and all accompanying documents, maps and technical data, and
- Ten copies of the draft and (10) bound copies of the final approved Regional Bicycle-Pedestrian Master Plan, and
- One copy of the Technical appendix.

All documents printed or electronically produced, as part of this project shall be the property of the Charlotte County-Punta Gorda MPO and Charlotte County. The Charlotte County-Punta Gorda MPO and Charlotte County shall remain free to copy and edit any and all documents and presentation materials, electronic or otherwise.

After three open houses with civic organizations and the City of Punta Gorda and a final review of the Charlotte County Regional Bicycle-Pedestrian Master Plan by the County staff, the Bicycle and Pedestrian Advisory Committee, the Parks and Recreation Advisory Board and FDOT, the plan shall be presented in public hearing for the Charlotte County-Punta Gorda MPO and the Charlotte County Board of County Commissioners approval.

Scoring Sheet - TOTALS
Bicycle/Pedestrian Master Plan

Selection Criteria								
		Qualifications Of Their Staff	Related Technical Experience	Project/Technical Approach	Current/Planned Workload	Quality Assurance/ Quality Control Program	Totals	Final Rankings
	Name of Firm							
1	Kimley Horn & Inc	7	7	8	7	5	34	3
2	Jacobs Engineering	4	3	4	8	6	25	1
3	Tindale-Oliver & Associates	6	8	6	3	7	30	2
Scoring Guidelines: The Review Committee scored each firm based on five selection criteria. The Committee members each ranked the consulting firm with 1 being highly qualified and 3 being least qualified. The scores under each criteria reflect the totals of each Committee member, thus the lower the score the higher the ranking.								