



## **CITIZENS ADVISORY COMMITTEE MEETING**

**June 13, 2019**

**4:30 pm**

**Blueprint Intergovernmental  
Agency Conference Room**

**Chair: J.R. Harding**

## **Agenda**

### **I. AGENDA MODIFICATIONS**

### **II. PRESENTATIONS**

- Blueprint Project Updates
- Office of Economic Vitality Status Updates
- Draft Fiscal Year 2020 Operating Budget and Fiscal Year 2020 – 2024 Capital Improvement Program Budget for the Blueprint Intergovernmental Agency (*no action requested, presentation only*)

### **IV. CONSENT**

- |    |                                                                                                                               |            |
|----|-------------------------------------------------------------------------------------------------------------------------------|------------|
| 1. | Approval of the February 13, 2019 Blueprint Citizens Advisory Committee Meeting Minutes                                       | <b>1</b>   |
| 2. | Acceptance of the Fiscal Year 2017 – 2018 Comprehensive Annual Financial Report for the Blueprint Intergovernmental Agency    | <b>13</b>  |
| 3. | Acceptance of the Status Report on Blueprint Infrastructure Projects                                                          | <b>17</b>  |
| 4. | Acceptance of the Status Report on the Tallahassee-Leon County Office of Economic Vitality                                    | <b>61</b>  |
| 5. | Acceptance of the Quarterly Report on the Applied Science and Advanced Manufacturing Target Industries                        | <b>85</b>  |
| 6. | Approval of the Modifications and Extension of the Urban Vitality Job Creation Pilot Program                                  | <b>103</b> |
| 7. | Authorization to Enter into a Cost Sharing Agreement with the City of Tallahassee for the Construction of the Southwood Trail | <b>105</b> |

8.	Authorization to Enter into an Agreement with Florida Department of Transportation for Reimbursement of Design Expenditures for the Northeast Gateway Project	119
9.	Authorization to Enter into a Grant Agreement with the Florida Department of Environmental Protection for the Reimbursement of the Design, Permitting, and Construction Expenditures of the Capital Cascade Trail Segment 3D-B Project	151
10.	Request to Advertise, Negotiate, and Award a Contract for the Concept Update, Design, and Permitting of the Capital Cascades Trail Segment 4 Project	185
11.	Authorization to Advertise, Negotiate, and Award Contracts for Construction and Construction Engineering and Inspection Services for the Van Buren Street Improvements Project	195
12.	Authorization to Advertise, Negotiate, and Award Contracts for Marketing and Communication Services	203
13.	Authorization to Award a Contract for the Northeast Connector Corridor Project Development and Environment Study and Design Services	209
14.	Authorization to Advertise, Negotiate, and Award a Contract for Airport Gateway Preliminary Engineering and Design Study Services	217
<b>V.</b>	<b>GENERAL BUSINESS/PRESENTATIONS</b>	
15.	Approval of the Proposed Blueprint Intergovernmental Agency Public Engagement Plan	251
16.	Presentation of the Disparity Study ( <i>no material provided</i> )	279
<b>VI.</b>	<b>CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS</b> Citizens desiring to speak must fill out a Speaker Request Form; the Chair reserves the right to limit the number of speakers or time allotted to each	
<b>VII.</b>	<b>ADJOURN</b>	

**NEXT CAC MEETING: Thursday, August 22, 2019 at 4:30 PM**

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to attend this meeting should contact Susan Emmanuel, Public Information Officer, 315 South Calhoun Street, Suite 450, Tallahassee, Florida, 32301, at least 48 hours prior to the meeting. Telephone: 850-219-1060; or 1-800-955-8770 (Voice) or 711 via Florida Relay Service.



**Blueprint Intergovernmental Agency  
Citizens Advisory Committee  
Agenda Item #1  
June 13, 2019**

**Title:** Approval of the February 13, 2019 and April 22, 2019 Blueprint Intergovernmental Agency Citizen Advisory Committee Summary Meeting Minutes

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint  
Cristina Paredes, Director, Office of Economic Vitality

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**STATEMENT OF ISSUE:**

Item summary This agenda item presents the summary meeting minutes of the February 13, 2019 and April 22, 2019 Blueprint Intergovernmental Agency Citizens Advisory Committee (CAC) meeting and requests the CAC review and approval of the minutes as presented.

**FISCAL IMPACT**

This item does not have a fiscal impact.

**CAC OPTIONS:**

- Option 1: Approve the February 13, 2019 and April 22, 2019 Blueprint Intergovernmental Agency Citizens Advisory Committee meeting minutes.
- Option 2: Do not approve the February 13, 2019 and April 22, 2019 Blueprint Intergovernmental Agency Citizens Advisory Committee meeting minutes.

**CAC RECOMMENDED ACTION:**

- Option 1: Approve the February 13, 2019 and April 22, 2019 Blueprint Intergovernmental Agency Citizens Advisory Committee meeting minutes.

**Attachment:**

1. Draft Summary Minutes of the Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting on February 13, 2019
2. Draft Summary Minutes of the Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting on April 22, 2019.

# Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Minutes

**Date:** June 13, 2019  
**To:** Citizens Advisory Committee  
**From:** Benjamin H. Pingree, PLACE Director  
**Subject:** Summary Minutes for February 13, 2019 CAC Meeting

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## Committee Members present:

JR Harding	Daniel Petronio
Elva Peppers	Hugh Tomlinson
Bill Berlow	Sean McGlynn
Claudette Cromartie	Neil Fleckenstein
Keith Dantin	Linda Vaughn
Allen Stucks	

## Committee Members absent:

Kathy Bell	Peter Okonkwo
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## I. AGENDA MODIFICATIONS

- The following items were pulled from the agenda:
  - Information Item: Presentation by MGT Consulting on the Preliminary Draft Disparity Study
  - Consent Item #4: Authorization to Proceed with Procurement for Northeast Corridor Connector: Bannerman Road Project PD&E Re-evaluation, including Feasibility Study, and Design Services
- Distribution of the conceptual design of the Orange Meridian Placemaking Project

**Allen Stucks moved approval of the agenda modifications. It was seconded by Bill Berlow.**

**The motion passed 11-0.**

## II. INFORMATIONAL ITEMS/PRESENTATIONS

- Presentation by MGT Consulting on the Preliminary Draft Disparity Study  
**PULLED FROM THE AGENDA**

## III. CONSENT

**ACTION TAKEN: Allen Stucks moved the consent agenda as presented. Claudette Cromartie seconded it.**

**The motion passed 11-0.**

1. Approval of the November 29, 2018 Citizens Advisory Committee Meeting Minutes  
**Option #1: Approve the November 29, 2018 CAC meeting minutes.**
2. Appointment to the Blueprint Intergovernmental Agency Citizens Advisory Committee  
**Option #1: Appoint Jim McShane to the Blueprint Intergovernmental Agency Citizens Advisory Committee to represent the Big Bend Minority Chamber of Commerce.**
3. Authorization to Formalize the Collaboration with the Big Bend Minority Enterprise Development (MED) Week, Inc. and the Office of Economic Vitality for the Planning and Execution of Annual MED Week Activities  
**Option #1: Authorize the Director of the Office of Economic Vitality to develop and execute a Memorandum of Understanding with the Big Bend MED Week Committee, Inc. and the Blueprint Intergovernmental Agency, in a form approved by legal counsel that defines their activities with the Office of Economic Vitality and the Minority, Women and Small Business Enterprise program.**
4. Authorization to Proceed with Procurement for Northeast Corridor Connector: Bannerman Road Project PD&E Re-evaluation, including Feasibility Study, and Design Services  
**PULLED FROM THE AGENDA**
5. Authorization to Proceed with Procurement of Planning and Design Services for the Lake Jackson and Lake Jackson South Greenways Project  
**Option #1: Authorize Blueprint to proceed with the procurement of planning and design services for the Lake Jackson and Lake Jackson South Greenways project.**
6. Authorization to Proceed with Procurement of Planning and Design Services for the Orange Meridian Placemaking Project  
**Option #1: Authorize Blueprint to proceed with the procurement of planning and design services for the East Drainage Ditch and Orange Avenue Stormwater Pond components of the Orange/Meridian Placemaking project**

#### **IV. GENERAL BUSINESS**

7. Acceptance of the Status Report on Blueprint Intergovernmental Agency Infrastructure Projects

Autumn Calder and Megan Doherty provided a presentation to the CAC on the status of Blueprint infrastructure projects, which included:

- Updates to the design concept for the Orange/Meridian Placemaking project as requested by the Intergovernmental Agency Board of Directors (Board) including a temporary restroom, increased green space, lighting on Polk Drive, and enhancement to sidewalks.

- Security was a concern of the committee with several members offering potential options for surveillance or police patrol. Ben Pingree spoke to the details and coordination of ownership of the site. All entities were working to minimize negative uses and maximize the positive practices through the interim period of time.
    - Keith Dantin suggested a right in/out at Polk Drive to make a left onto Orange Avenue at the signal.
  - Public engagement meeting dates on the Northeast Gateway PD&E Study.
  - Northeast Connector Corridor: Bannerman Road PD&E re-evaluation (updating the 2012 study completed by Leon County) including the feasibility study and analysis of widening from Tekesta Road to Bull Headley Road, as authorized by the Board. The PD&E would analyze traffic patterns, circulation, and operational improvements as well as update the total cost of the project, feasibility study.
    - Bill Berlow questioned if widening to Bull Headley would encourage or accommodate growth. Autumn Calder stated that the feasibility study would look at existing land uses, any potential for new development, and the lake protection regulations.
    - Neil Fleckenstein spoke to the Capital Regional Transportation Planning Agency's (CRTPA) corridor analysis and questioned how it tied into the PD&E for Bannerman. Megan Doherty explained that the corridor study analyzed existing conditions and identified opportunities that could quickly implemented to improve safety and circulation. With Bannerman Road, the CRTPA was performing traffic analyses. Blueprint was coordinating with CRTPA to determine where their data collection could feed into the PD&E evaluation to properly plan for any future growth along the corridor.
  - The advertisement for Design-Build services for the skateable art project at Coal Chute Pond in March 2019.
  - The regional stormwater facility, 3D-B Pond, would be advertised in conjunction with FAMU Way Phase 3 and take approximately two years to complete. The major goals of Blueprint's project were to reduce the amount of flooding occurring south of Orange Avenue and improve the overall water quality.
    - The retaining wall features were for aesthetic purposes only and served to continue the programmable light features along FAMU Way.
    - Ben Pingree spoke to the activation of several businesses in the South Monroe (SoMo) district. Parking concerns could be served, on nights and weekends, by the state owned parking garages one block north of the district.
  - A funding update on Capital Circle Southwest due to changes in the Florida Department of Transportation 5-year Work Program allocations for Springhill Road to Orange Avenue were programmed for fiscal year 2022 and Crawfordville Road to Springhill Road for fiscal year 2024. Blueprint was scheduled to provide funding for roadway lighting in fiscal years 2023 and 2024.
- A copy of the presentation is on file at Blueprint Intergovernmental Agency.

**Option #1: Accept the February 2019 status report on Blueprint Intergovernmental Agency infrastructure projects.**

**Hugh Tomlinson moved approval of Option #1. It was seconded by Claudette Cromartie.**

**The motion passed 11-0.**

**8. Acceptance of the Status Report on the Operations of the Tallahassee-Leon County Office of Economic Vitality (OEV)**

Cristina Paredes provided a presentation to the CAC on the status of operations at OEV, which included:

- OEV hosted two site visit, participated in the groundbreaking on the DanFoss facility (estimated to generate 120 jobs), and supported Proof's relocation to the SoMo District.
- The MWSBE office provided 27 partner referrals and certified 18 business.
- 20 active projects with 45% in Manufacturing and Transportation/Logistics; 53% of projects come through partner referrals.
- The unemployment rate for Tallahassee was 3.2% with private sector jobs driving growth.
- Trends indicated that the fastest growing occupations over the next five years would be with skilled workforce. OEV continued to strengthen partnerships with Lively, Tallahassee Community College, and into high schools, as well as hosting Leon Works on Friday, March 8, 2019, to educate teens and young adults on these occupations and how to secure well-paying jobs.
- The final report on the Disparity Study, and subsequent policy proposals, would be presented to the Board in June 2019.

**Option #1: Accept the Tallahassee-Leon County Office of Economic Vitality Status Report.**

**Allen Stucks moved approval of Option #1. It was seconded by Bill Berlow.**

**The motion passed 10-0.** (Hugh Tomlinson left the meeting during the presentation.)

Allen Stucks questioned how OEV was supporting business growth and addressing poverty, specifically on the Southside. Ben Pingree stated broadly that City and County Commissions, in conjunction with the School Board, were actively working the issue. Mr. Pingree further stated that all offices in the Department of PLACE worked to resolve economic disparity community wide. The Comprehensive Plan, through the Planning Department, ensured that the 'rising tide would lift all ships.' Planning staff also recently issued a study that evaluated investments over the next five years. This study focused specifically on the Orange Avenue corridor and identified \$1.6 billion of investments, much of it from the private sector, on the Southside of Tallahassee. Blueprint infrastructure projects have proven to stimulate positive private sector economic growth in the market. And lastly, OEV's strategic plan and the consolidated MWSBE office were purposeful in their approach to resolving economic inequality. The Disparity Study,



underway by MGT of America, was intentionally reviewing the Harvard study, ALICE report and the most current data available to determine a programmatic mechanism to alleviate discrepancies.

9. Acceptance of the Status Report on the Activities for the Applied Science and Advanced Manufacturing Target Industries

Cristina Paredes provided a presentation to the CAC on the status of activities for the Applied Science and Advanced Manufacturing target industry, which included:

- Attendance at the Magnetic Conference and the unveiling of the emerging Magnetic Capital of the World marketing campaign. With the support of Research on Investment (ROI) engaged with more than 300 individuals and 8 companies, two that were international.
- The Applied Science, Innovation, and Manufacturing (AIM) Report indicated that supply, compensation, and demand all grew since the beginning of the launch in the fourth quarter of 2018.

**Option #1: Accept the Tallahassee-Leon County Office of Economic Vitality Status Report.**

Allen Stucks moved approval of Option #1. It was seconded by Claudette Cromartie.

**The motion passed 10-0.**

JR Harding requested that future reports include data on the under employed and the senior or retirement community. Cristina Paredes stated that with the inclusion of Richard Fetchick to the OEV team, they would incorporate his request into the evaluation and revamping of the data center.

**V. CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS**

There were no speakers to be heard.

**VI. ITEMS FROM MEMBERS OF THE COMMITTEE**

There was discussion by the committee on the format of the CAC agenda. Consensus of the committee was to continue to include the draft Board item along with the item for CAC action. Allen Stucks requested the staff summary report on the 880 Summit. Keith Dantin requested the cost breakdown of the 3D-B Pond.

**VII. ADJOURN**

Allen Stucks moved to adjourn. It was seconded by Keith Dantin. The meeting adjourned at 6:40 pm.

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# Blueprint Intergovernmental Agency Citizens Advisory Committee Project Tour Minutes

**Date:** June 13, 2019  
**To:** Citizens Advisory Committee  
**From:** Benjamin H. Pingree, PLACE Director  
**Subject:** Summary Minutes for April 25, 2019 CAC Project Tour

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## Committee Members present:

JR Harding	Daniel Petronio
Elva Peppers	Hugh Tomlinson
Bill Berlow	Sean McGlynn
Claudette Cromartie	Neil Fleckenstein
Allen Stucks	Linda Vaughn
Kathy Bell	

## Committee Members absent:

Keith Dantin	Peter Okonkwo
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## I. AGENDA MODIFICATIONS

There were no agenda modifications.

## II. INFORMATIONAL ITEMS/PRESENTATIONS

Kirsten Mood reminded committee members and guests of Sunshine laws and that for the purpose of the windshield tour, conversations would be addressed as questions of the presenters as the tour was intended only as a fact-finding experience.

Autumn Calder gave brief history and updates of the projects along the windshield tour. She spoke on the Orange Avenue and Meridian Placemaking project including information on the improvements to the future StarMetro Super Stop site that would be completed mid-summer 2019. Ben Pingree stated that the new Proof facility was an example of economic development success of business expansion and activation following public investment in infrastructure. It was the second incentive project for OEV, thorough the advanced manufacturing component of the canning process in the brewery.

Neil Fleckenstein asked about funding of park maintenance of Blueprint projects. Ms. Calder noted that Blueprint was not a maintenance agency and that the addition of amenities increased maintenance costs to the City and County. The 2020 program however, included a 50/50 split of operational costs for Blueprint constructed parks.

- Preliminary findings of the Southwest Area Transportation Plan recommended the following improvements:
  - Widen Orange Avenue from Wahnish to Capital Circle
  - Pedestrian crossings near Nims Middle School
  - Connectivity to the St. Marks Trail (possibly an at-grade crossing)

○ Orange Avenue and Springhill Road intersection improvements

Claudette Cromartie asked about commercial or retail interest in the Southside. Ben Pingree stated that between public and private investments, there was currently \$1.6 billion on Orange Avenue specifically and the Southside in general. Furthermore, the federal Opportunity Zone program would stimulate property investment's which would in turn, stimulate business interests. Private dollars followed public investment as seen with Proof as well as along Gaines Street and near Cascades Park.

Ms. Calder continued with project information including:

- Updating the design concept for Capital Cascades Trail Segment 4 (originally approved in 2005 before the construction of Cascades Park or other upstream improvements) focusing on water quality and neighborhood connectivity.
- Improvements to Orange Avenue would most likely include the combination of sidewalks (6-8 foot wide) and multi-use trails (10-12 foot wide).
- The new roadway, to be constructed with the Airport Gateway project, would route traffic off Levy returning it to a neighborhood street. Traffic would be directed to Stuckey Ave, on the perimeter of the neighborhood, with subsequent improvements made to Stuckey Avenue.
- FSU would be donating land for the community garden as well as playground for the Providence neighborhood.

Ben Pingree stated that public outreach was a key component of Blueprint projects as well as the Southwest Area Transportation Plan. Blueprint Intergovernmental Agency would continue to engage the community throughout the project.

As the tour bus arrived at the National High Magnetic Field Laboratory (MagLab), Cristina Paredes spoke briefly on the benefits of the Applied Science and Magnetic Technologies Sector and the marketing campaign positioning Tallahassee-Leon County as the Magnetic Capital of the World.

Kristen Roberts, Public Affairs Director, provided a tour of the MagLab.

Following the MagLab tour, Ben Pingree spoke to the growing business cluster around the MagLab and Innovation Park through the collaborative efforts to "magnetize" business and the economy around the facility. Autumn Calder spoke to how the new road options through the Airport Gateway project could support auxiliary businesses and support services such as extended stay hotels and food options.

Autumn Calder spoke briefly on the Airport Gateway and Capital Cascades Trail Segments 3 and 4.

Bill Berlow asked about right-of-way acquisition and residential displacement. Autumn Calder stated that Blueprint would conduct a need and impact study to determine what was necessary for the project. Some homes could be impacted. However, until the technical analysis was complete it would be difficult to estimate the impact. Blueprint

policy provides for relocation packages and just compensation to the homeowners and tenants impacted by Blueprint projects.

Passing through the Sterns Mosely neighborhood, Ben Pingree noted the confluence of infrastructure improvements, economic development, and placemaking through investments into the historic homes, new student housing, as well as the revitalization and activation of properties near Railroad Square. Tallahassee was undergoing redevelopment in those neighborhoods as a direct response to the intentional public investments.

Cristina Paredes spoke briefly on the Arena District noting that OEV is working closely with FSU on a market and feasibility study on the area with the goal of connecting the College Town to the Civic Center along with a new convention center.

### **III. CONSENT**

There were no consent items.

### **IV. GENERAL BUSINESS**

There were no general business items.

### **V. CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS**

There were no speakers to be heard.

### **VI. ITEMS FROM MEMBERS OF THE COMMITTEE**

There were no unagended items from the committee.

### **VII. ADJOURN**

JR Harding adjourned the meeting at 6:34 pm.

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# **Blueprint Intergovernmental Agency Citizens Advisory Committee Agenda Item #2**

**June 13, 2019**

Title: Acceptance of the Fiscal Year 2017 – 2018 Comprehensive Annual Financial Report for the Blueprint Intergovernmental Agency

Category: Consent

Department: Blueprint Intergovernmental Agency

Contact: Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint Infrastructure Program  
Tres Long, Senior Accountant, Blueprint Intergovernmental Agency

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## **STATEMENT OF ISSUE:**

This agenda seeks the Blueprint Intergovernmental Agency Citizens Advisory Committee's (CAC) recommendation of acceptance by the Blueprint Intergovernmental Agency Board of Directors (IA Board) of the Fiscal Year (FY) 2018 Comprehensive Annual Financial Report (CAFR).

## **FISCAL IMPACT**

This item does not have a fiscal impact.

## **CAC OPTIONS:**

- Option 1: Recommend the IA Board accept the Fiscal Year 2018 Comprehensive Annual Financial Report for the Blueprint Intergovernmental Agency.
- Option 2: Do not recommend the IA Board accept the Fiscal Year 2018 Comprehensive Annual Financial Report for the Blueprint Intergovernmental Agency.

## **CAC RECOMMENDED ACTION:**

- Option 1: Recommend the IA Board accept the Fiscal Year 2018 Comprehensive Annual Financial Report for the Blueprint Intergovernmental Agency.

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**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #X**

**June 27, 2019**

Title: Acceptance of the Fiscal Year 2017 – 2018 Comprehensive Annual Financial Report for the Blueprint Intergovernmental Agency

Category: Consent

Department: Blueprint Intergovernmental Agency

Contact: Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint Infrastructure Program  
Tres Long, Senior Accountant, Blueprint Intergovernmental Agency

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**STATEMENT OF ISSUE:**

This item presents and seeks acceptance of the Fiscal Year (FY) 2018 Comprehensive Annual Financial Report (CAFR).

**RECOMMENDED ACTION:**

Option 1: Accept the Fiscal Year 2018 Comprehensive Annual Financial Report.

**SUPPLEMENTAL INFORMATION:**

The Blueprint Intergovernmental Agency FY 2018 CAFR has been completed. In addition to the financial statements, the CAFR includes the opinion of the external auditors, their management letter, and the **auditor's** reports on compliance and internal controls. As in previous years, the annual audit is nearing completion and the Agency expects to receive an unmodified opinion from the external auditors, Thomas Howell Ferguson P.A. and Law, Redd, Crona, & Munroe, P.A.

At the end of FY 2018 no fund balance remained available for appropriation because of the balance transfer to capital projects at the beginning of FY 2018 as authorized in the FY 2018 Capital Improvement Plan and approved on September 19, 2017.

Action by the TCC and CAC:

## **OPTIONS:**

- Option 1: Accept the Fiscal Year 2018 Comprehensive Annual Financial Report.
- Option 2: Do not accept the Fiscal Year 2018 Comprehensive Annual Financial Report.
- Option 3: IA Board direction.

### Attachments:

- 1. Management Letter (to be provided at June 27, 2019 Board meeting)
- 2. FY 2018 CAFR document (to be provided at June 27, 2019 Board meeting)





**Blueprint Intergovernmental Agency  
Citizens Advisory Committee  
Agenda Item #3  
June 13, 2019**

**Title:** Acceptance of the Status Report on Blueprint Infrastructure Projects

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint

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## **STATEMENT OF ISSUE:**

This agenda item seeks the Blueprint Intergovernmental Agency Citizens Advisory Committee's (CAC) recommendation of acceptance by the Blueprint Intergovernmental Agency Board of Directors (IA Board) of the status report on Blueprint Intergovernmental Agency infrastructure projects.

## **FISCAL IMPACT**

This item does not have a fiscal impact.

## **CAC OPTIONS:**

- Option 1: Recommend the IA Board accept the June 2019 status report on Blueprint Intergovernmental Agency infrastructure projects.
- Option 2: Recommend the IA Board do not accept the June 2019 status report on Blueprint Intergovernmental Agency infrastructure projects.

## **CAC RECOMMENDED ACTION:**

- Option 1: Recommend the IA Board accept the June 2019 status report on Blueprint Infrastructure Agency infrastructure projects.

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**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #X  
June 27, 2019**

**Title:** Acceptance of the Status Report on Blueprint Infrastructure Projects

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint

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**STATEMENT OF ISSUE:**

This agenda item seeks Blueprint Intergovernmental Agency Board of Directors (IA Board) acceptance of the status report on Blueprint Intergovernmental Agency (Blueprint) infrastructure projects. Attachment #1 includes a five-year project-phasing schedule detailing project activities for active Blueprint 2000 and 2020 projects.

**FISCAL IMPACT:**

This item does not have fiscal impact.

**RECOMMENDED ACTION:**

Accept the June 2019 status report on Blueprint Infrastructure Projects.

**SUPPLEMENTAL INFORMATION:**

**PROJECTS UNDER CONSTRUCTION OR RECENTLY COMPLETED**

*Capital Circle Northwest/Southwest (Tennessee Street to Orange Avenue)*

- Construction is complete, and Blueprint has issued final completion of the project. Final turnover of the project right-of-way to FDOT and ancillary improved properties (Broadmoor Pond, Delta Ponds, etc.) to Leon County and to the City is nearing completion. The contractual project maintenance period ended in March of 2019, and maintenance duties along Capital Circle have turned over to the appropriate agencies. Blueprint will convey maintenance of ancillary parcels along Gum Road, Broadmoor Pond, and the Delta Parcel to Leon County and FDOT in the summer of 2019.

*Northeast Gateway (Dove Pond Regional Stormwater Management Facility)*

- The Canopy Community Development District (CDD) substantially completed this project in March of 2019, and the CDD will turn the project over to the City in the summer of 2019 following completion of punch list items. Construction began on November 15, 2017, and the final contract amount was \$4,157,710. Per the Agreement that the IA Board authorized at the June 13, 2017 meeting, Blueprint's contribution was \$2,000,000, less than half the total project cost. Blueprint has provided the full \$2,000,000 in approved funding and has fulfilled its monetary commitment to the project.

*Imagination Fountain Shade Structure Trellis Extension*

- The City of Tallahassee Parks, Recreation and Neighborhood Affairs Department maintains and oversees the working operations of Cascades Park. After the splash pad was completed and opened, the amenity saw frequent use by the Public exceeding the capacity of the shaded structures as originally provided. In response to public concerns for additional shaded seating expressed to the City Parks, Recreation and Neighborhood Affairs Department, Blueprint completed the addition of the existing trellis at the fountain providing more than twice the original amount of shaded seating in June of this year. The construction was performed by the same company who originally built the shade trellis with similar materials and coating methods to match the existing structure.

**PROJECTS UNDER DESIGN & RIGHT-OF-WAY ACQUISITION**

*Capital Circle Southwest (CCSW) Greenway and Debbie Lightsey Nature Park*

- At the February 21, 2017 meeting, the IA Board directed Blueprint Staff to move forward with planning, design, and permitting of the CCSW Greenway and Debbie Lightsey Nature Park, a project within the Greenways Master Plan projects, in accordance with Blueprint Procurement Policy. Further, to ensure the greenway and bike route projects would be ready for construction beginning in 2020, the IA Board directed staff to proceed in planning, design and permitting the following projects:
  - Integrated Tallahassee - Leon County Bike Route and Greenways Implementation Plan
  - Capital Circle Southwest Greenway & Debbie Lightsey Nature Park – Design
  - Lake Jackson South Greenway – Design
  - Thomasville Road Trail – PD&E
  - University Greenway - PD&E
- In addition to the advance funding, the 5 Year Blueprint Capital Projects Program includes funding for greenway and bike route projects in an allocation of \$1,155,000 in Fiscal Year (FY) 2020 and \$1,540,000 each year from 2021 – 2039. The project selection committee nominated a project consultant for the CCSW Greenway and Debbie Lightsey Nature Park, and staff have negotiated a contract with George and Associates, Inc., for execution upon approval of the IMC. Staff anticipates that the consultant will complete the design of the project in the spring of 2020 and that construction will begin in the summer of 2020. See Attachment #2 for a project map.

#### *Lake Jackson and Lake Jackson South Greenways*

- At the February 28, 2019 IA Board Meeting, the IA Board directed Blueprint Staff to move forward with planning, design and permitting of the Lake Jackson and Lake Jackson South Greenways Project, a project within the Greenways Master Plan projects, in accordance with Blueprint Procurement Policy. An RFQ for the project advertised on May 22, 2019, and a consultant will be selected in the summer of 2019. Funding for the project is in place through the annual Greenways and Bike Route Network allocations discussed above. Design will begin immediately upon IMC approval of a contract with the selected consultant. Staff anticipate that construction will begin in the fall of 2020.

#### *Orange/Meridian Placemaking*

- The Orange/Meridian Placemaking project is a top priority project for the Blueprint 2020 program. At the December 13, 2018 meeting, the IA Board directed Blueprint to proceed with improvements to the future StarMetro Superstop site at the intersection of Orange Avenue and Meridian Street and authorized \$300,000 to fund these improvements.
  - Leon County completed site cleanup, debris removal, and tree trimming in early 2019. Design and permitting are complete. Blueprint received construction bids on May 17, and construction at the site is currently underway with substantial completion anticipated in June of 2019.
  - The project design includes lighting, parking, sidewalk installation and enhancements along Polk Street, drinking water, a little free library, a public restroom, and ADA parking spaces with accessible connection to the Orange Avenue sidewalk. After discussions with Leon County Public Works, City Growth Management, City Underground Utilities and Public Infrastructure and StarMetro personnel, Blueprint will enhance but will not reconstruct the sidewalks along Orange Avenue and Meridian Street as part of the current project, providing cost savings to Blueprint and the required flexibility for the future uses. Blueprint will reconstruct these sidewalks in coordination with the future StarMetro Superstop.

#### *Capital City Amphitheater Weatherization*

- At its February 13, 2018 meeting, the Leon County Board of County Commissioners approved a concept to reduce rainwater impacts on the Amphitheater stage. Both Leon County and the City of Tallahassee have approved the concept. Leon County Tourism is the fiscal agent for the overall project. Blueprint is assisting Leon County Tourism with managing the design, construction, and construction, engineering, and inspection (CEI) services for the Amphitheater canopy extension. The structural engineer verified that the existing structure has the capacity to support the proposed improvement in March 2019. The design consultant for the project is currently producing final design and fabrication drawings that should be complete in summer of 2019. Fabrication of the new component will begin in late summer and installation will proceed in the fall 2019. Blueprint will coordinate the construction timeframe with the County and the City to avoid conflicts with large performances at the Amphitheater.

#### *Magnolia Drive Multiuse Trail*



- The IA Board directed staff to revise the trail typical section to provide a buffer between the trail and roadway at its December 5, 2017 meeting, and between the trail and underground utilities at its March 1, 2018 meeting. The project design is currently at 90%. Right-of-way acquisition and utility coordination for the project are underway, and Staff anticipates construction of segments 1 and 4, Monroe Street to Pontiac Drive, to begin in fall 2019. See Agenda Item #12 for a request of authorization to advertise, negotiate, and award a contract for construction and the CEI services for Phases 1 and 4.

### *Capital Cascades Trail – Segment 3*

- Pond 3D-B Regional Stormwater Facility (RSF) – The City's advertisement for bids for construction of FAMU Way Phase 3, which includes the CCT Segment 3 Regional Stormwater Facility (RSF) near Lake Bradford Road and the St. Marks Trail Head, has closed and the City has awarded a construction contract. Right-of-way acquisition continues with anticipated completion in summer 2019, at which point the City's contractor will begin construction (estimated June 2019). Concurrently, Blueprint's permitting efforts are underway for the RSF, and staff anticipate completing permitting in the summer of 2019.
- Coal Chute Pond Amenities – Blueprint completed public engagement with Florida A&M University, Florida State University, and surrounding neighborhoods and businesses in mid-April. Staff facilitated public outreach sessions and published an online survey, collecting feedback from over three hundred respondents. A report summarizing these community engagement efforts along with a preliminary site plan is included with this agenda item as Attachment #2. The Coal Chute Pond amenities design is underway, and staff expect design to be complete in the fall of 2019.
  - Based on the public engagement and site constraints, the design will include seating, tables, shade, a hammock and relaxation garden, a hardened trail around the pond, and an informal performance space with entrance to Railroad Square. A conceptual design is included with this agenda item as Attachment #3. Staff anticipate construction will begin in the fall of 2019 with completion anticipated in the summer of 2020.

Knight Creative Communities Institute (KCCI) Red Hills Rhythm Project – In the Capital Cascades Trail Segment 3 agenda item presented to the IA Board at its September 20, 2018 meeting, Blueprint provided an update on the KCCI 2019 class project and inclusion in the Coal Chute Pond area. In coordination with the Blueprint History and Culture Trail Project along FAMU Way, the KCCI 2019 class has chosen a project theme entitled "Red Hills Rhythm," celebrating Tallahassee's rich musical history and creating a space where the community can come together to appreciate music and interact with musical instruments. Coal Chute Pond along Capital Cascades Trail Segment 3 is an ideal location for this installation because of it falls within the History and Culture Trail Project footprint and because of its proximity to university campuses, residential neighborhoods, and Railroad Square Art Park. Consistent with the goal of the History and Culture Trail to provide historical and cultural amenities along Cascades Trail Segment 3, the History and Culture Trail (HCT) Project Budget identifies \$30,000 of funding for the KCCI

project. The IA Board approved budget for the HCT project is \$942,000 and includes interpretive panels and sculptural elements. Within the confines of the \$30,000 budget, the KCCI project will enhance the Coal Chute Pond area by adding musical instruments to complement spaces, programmed by Blueprint, at the site. Blueprint Staff and the KCCI team are working with City of Tallahassee representatives to ensure the design minimizes maintenance costs.

- History & Culture Trail – Staff has finalized the RFP package for the interpretive elements for the HCT along Capital Cascades Trail Segment 3. The selected firm will provide services to facilitate a Working Group of neighborhood and community representatives to develop the design. At the February 28, 2019 IA Board meeting, the IA Board approved the concept of honoring Dr. Charles U. Smith through the HCT project. The project design scope will include this concept. Staff anticipate advertisement of the RFP for design services in the summer of 2019 with construction in the spring of 2020.
- Skateable Art – Staff has finalized the Request for Proposal (RFP) package for procurement of the Skateable Art amenity south of Coal Chute Pond and adjacent to the Capital Cascades Trail. Blueprint advertised the project for design-build proposals in June of 2019. Design will commence in late summer with construction beginning in the fall. Staff anticipates project completion in spring 2020.
- Restroom at the FAMU Way Playground – Design began in early February and will complete in the summer of 2019. Staff will advertise a contract for construction in accordance with Blueprint Procurement Policy in the fall of 2019.

#### *Capital Circle Southwest (Crawfordville Road to Orange Avenue)*

- State Funding for right-of-way acquisition and construction is included in the current FDOT Five-Year Work Program and presented below. Note: Construction funding for the Crawfordville to Springhill Road segment has moved back to FY 2022 per the Draft FY 2020 – 2024 FDOT Work Program, updated as of January 2019.

##### Springhill Road to Orange Avenue

- Right-of-Way: Acquisition underway through partnership with Blueprint
- Construction: Funded in FY 2022 in the amount of \$55,741,000

##### Crawfordville Road to Springhill Road

- Right-of-Way: Funded from FY 2018 through FY 2020 in the amount of \$16,314,823
- Construction: Funded in FY 2024 in the amount of \$33,879,000

#### *Woodville Highway (Southside Gateway)*

- Right-of-way acquisition is underway by FDOT and scheduled to continue through FY 2020. The current FDOT Five Year Work Program includes \$1,089,000 for right of way acquisition in FY 2020 however, the Draft FY 2020 – 2024 FDOT Work Program does not identify funding for construction.

## **PROJECTS IN PLANNING OR PRELIMINARY DESIGN**

### *Market District Planning and Park Programming*

- The Market District Placemaking Project is located between Maclay Road and Timberlane Road, north of I-10 near Thomasville Road. The project incorporates a holistic network of sidewalks and trails to connect residential areas to parks, schools, and commercial shopping areas. Plans include a central park space on the fallow space along the east side of Maclay Commerce Boulevard. Staff anticipate public outreach to begin in the summer of 2019 to support the development of a concept plan for the park space. Further, plans will incorporate running trails and safe pedestrian walkways with attractive landscaping along Timberlane Road, Maclay Boulevard, and Market Street. Plans include traffic studies and intersection selection analyses to vet the use of roundabouts throughout the Market District area.
- The City of Tallahassee Stormwater Engineering Department currently has an ongoing project in the Market District area that includes a planning study to provide two new stormwater ponds with associated pipelines and collections inlets on the fallow site along Maclay Commerce Drive between Martin Hurst Road and Financial Plaza Drive. The goal of the stormwater project is to relieve flood conditions in the Mark District area and to provide best management treatment practices in to reduce pollution loads in the Lake Jackson Drainage Basin. The City Stormwater Department advertised, negotiated and awarded a contract to DPB and Associates for design and planning services in support of the project. To take advantage of a cost and a time savings opportunity in obtaining site planning and community outreach services, as well as coordination of stormwater features, traffic and pedestrian routes, parking and site amenities, staff will prepare a task order for site planning and programming, public outreach and preliminary design services to DPB and Associates under the City's existing contract in accordance with Blueprint Procurement Policy for Intergovernmental Management Committee (IMC) review and approval. Staff anticipate the preliminary planning, design, and public outreach will begin in the summer of 2019.

### *Airport Gateway*

- Consistent with the direction the IA Board gave Blueprint Staff at the March 1, 2018 meeting, Blueprint is working in partnership with the CRTPA to create a vision for southwest Tallahassee that is consistent with local priorities, plans, and future projects and that provides a guide for implementing safe and efficient transportation facilities. The Southwest Area Transportation Plan (SATP) will provide the planning analysis, public engagement, and existing data collection for various segments of the Airport Gateway project, including North and South Lake Bradford Roads, Springhill Road, and Orange Avenue. Stuckey Avenue and the new roadway are not included in the SATP.
- Southwest Area Transportation Plan Project Update
  - The Southwest Area Transportation Plan has two phases: Orange Avenue for the first phase; and S. Lake Bradford Road, N. Lake Bradford Road, and Springhill Road for the second phase. The Capital Region Transportation Planning Agency (CRTPA) completed the Orange Avenue Corridor Plan. The CRTPA is scheduling meetings with the Florida Department of Transportation (FDOT) to incorporate



the input received during the SATP into their Orange Avenue Project Development and Environment (PD&E) study. The second phase is currently ongoing with anticipated completion of the entire Plan in September 2019 and ongoing outreach occurring throughout the summer.

- A meeting with the S. Lake Bradford Neighborhood Association is scheduled for May 28th, and a district forum meeting will be held on June 20th (location still TBD) with a focus on gathering input for N. Lake Bradford Road and Springhill Road.
- Outreach completed for the SATP includes:
  - Over 12 stakeholder meetings including FAMU, FSU, Innovation Park, Big Bend Homeless Coalition, Nims Middle School, Capital City Chamber, Big Bend Minority Chamber of Commerce, Southside CRA Advisory Board, Tallahassee Museum, Greater Tallahassee Chamber of Commerce, Leon County School Board, Bicycle Working Group.
  - Six neighborhood meetings have occurred since the project inception, including S. Lake Bradford, Liberty Park, Jake Gaither, Callen, Providence, and College Terrace.
  - Two District Forums focusing on Orange Avenue and one District Forum focusing on S. Lake Bradford Road, N. Lake Bradford Road, and Springhill Road have completed.
- Concurrent with the conclusion of the SATP, Blueprint intends to proceed with procurement of pre-engineering and design services for the Airport Gateway project in the fall of 2019 to maintain the project schedule that the IA Board approved at the March 1, 2018 meeting. See Agenda Item #18 for additional information regarding the implementation schedule and the request for authorization of these services.

#### *Northeast Gateway (Welaunee Boulevard)*

The PD&E study began in November 2018 and includes the evaluation of extending Welaunee Boulevard as a four-lane divided roadway from Fleischmann Road to an intersection north of I-10 with a two-lane extension of Shamrock Street South east of Centerville Road. The study is evaluating an overpass of I-10. Coordination with the Florida Department of Transportation and the Federal Highway Administration to evaluate a new interchange with I-10 may occur at a future date.

- Project Status  
Currently, the project consultant is conducting the engineering and environmental analyses, including the detailed traffic analysis. The traffic analysis will provide traffic volume projections out to year 2045, and it covers the area bordered by Thomasville Road/Capital Circle NE to the west, Pisgah Church Road to the north, Proctor Road/Crump Road to the east, and Mahan Drive to the south. The project consultant has scheduled these analyses for completion this fall. Staff and the project consultant will develop roadway and intersection concepts based on the results and the public comments received. The tentative project schedule includes completion of the PD&E study in 2020 with final design and permitting completion in 2022.

- **Public Outreach Update**

The project's public engagement began with a kickoff meeting held on March 11, 2019, and more than 250 community members attended. The project team also attended and presented updates at two Killearn Homes Association (KHA) Board meetings on March 25 and May 7. The project team has also received more than 140 comments to date and will continue to receive and respond to comments until completion of the PD&E Study.

The majority of public comments received relate to several issues including:

- Future traffic concerns in Killearn Estates Area
- Safety of bicyclists and pedestrians
- The planned interchange with I-10
- The need to extend Shamrock Street to the new Welaunee Blvd.
- Potential impacts of the proposed Welaunee Blvd on Killearn property values
- The origin of the project development and approval in the 2014 penny sales tax referendum

Blueprint Staff has responded to each comment received, providing additional information and specifically addressing the stated concern. The project team will have additional answers upon completion of the project traffic study. The team is coordinating with the property owners north of I-10 and south of I-10 to provide input into the Welaunee Blvd. overpass location. The future overpass location study is largely based on geographic features, existing power infrastructure, future development intensity and timing, as well as right-of-way needs for a future interchange. Project concepts for the roadway and its future intersections will be developed after the traffic analysis study and will address many of the concerns expressed regarding traffic volumes, safety for all users, and roadway corridor aesthetics.

#### *Alternative Sewer Solutions Study*

- Consistent with IA Board direction at the June 13, 2017 meeting, Leon County is managing the first phase of this project: the Comprehensive Wastewater Treatment Facilities Plan (CWTFP). At its December 11, 2018 meeting, the Board of County Commissioners authorized County Staff to proceed with negotiating engineering services to evaluate alternative wastewater treatment technologies and complete the CWTFP. After advertisement for proposals, a consultant was selected, and staff anticipate that a project kickoff meeting will take place in the summer of 2019, and that completion of the CWTFP, including the public input opportunities, will take 12-18 months.

#### *North Monroe Gateway*

- The North Monroe Gateway Project is a Blueprint effort creating a northern gateway entrance that clearly identifies and brands Tallahassee from I-10 south to Seventh Avenue. The Project will complement the Midtown Placemaking Project with landscaping along Monroe Street from Tharpe Street to Thomasville Road. The goals of the project are improvement of aesthetics to promote reinvestment in the area and to improve safety

along the corridor through the addition of bicycle and pedestrian infrastructure enhancements. FDOT has completed several projects along the North Monroe Street corridor that support the Blueprint project goals. The 2014-estimated cost of the project is \$9.4-million. See Attachment #4 for a detailed project update.

#### *Midtown Placemaking Project*

- The Midtown Placemaking Project is a Blueprint 2020 project identified for funding in the approved FY 2019-2024 implementation plan in FY 2024. The project includes streetscape enhancements and Placemaking improvements in Midtown along Thomasville Road and Monroe Street. The goals of the project are to expand areas for safe pedestrian activity and improve area safety along the two major streets by providing wider sidewalks, enhanced crosswalks, benches, enhanced and decorative lighting, landscape buffers and irrigation. Outreach performed by the Leon County-City of Tallahassee Planning Department and by the findings of the Midtown Area Transportation Plan Study currently underway through the CRTPA will inform planning and design for the project. The Capital Budget identifies funding for the Blueprint project in FY 2023. The first phase will incorporate the findings from the CRTPA and Planning Department projects with any new developments in the area to refine the Blueprint project concept and develop a plan for implementation.
- The Midtown Working Group, consisting of members from the Midtown Merchants Association and surrounding neighborhoods, has been meeting monthly since March 2019 to update the 2011 Midtown Action Plan and address parking and mobility issues with assistance of staff from the Tallahassee-Leon County Planning Department. Recent improvements to the district include additional enhanced pedestrian crossings on N Monroe and planned marking of existing on-street spaces on local streets by Tallahassee Underground Utilities and Public Infrastructure. Phase II of the Midtown CRTPA Project incorporates substantial public involvement and is ongoing through late 2019.
- The CRTPA initiated the Midtown Area Transportation Plan Study at the June 19, 2017 CRTPA Board Meeting, and the Plan Study is segmented into two parts (Phase 1 and Phase 2). Phase 1 consisted of identification of viable alternatives for further study and stakeholder input through analysis of traffic trends and patterns and through the identification of network deficiencies in the Midtown area. Phase 1 also provided technical analysis in coordination with FDOT of potential changes to the City's transportation network to gain a better understanding of travel patterns throughout the midtown area. Alternatives identified for further study (in Phase 2) are listed below:
  - Midtown Boulevard/Complete Streets – improves midtown for all users.
  - One-way southbound option of Thomasville Road from North Gadsden Street to North Monroe Street – improves roadway level of service and could provide right of way for complete street improvements but could reduce access to businesses.
  - One-way southbound option of Thomasville Road from North Gadsden Street to 6<sup>th</sup> Avenue - improves roadway level of service and could provide right of way for complete street improvements but could reduce access to businesses.

Alternatives eliminated from further study include a roundabout intersection at Thomasville/Meridian and Gadsden Streets (5-points) as well as implementing bidirectional traffic along 6<sup>th</sup> Avenue and 7<sup>th</sup> Avenue.

- Phase 2 of the Midtown Area Transportation Plan Study began in April of 2019 and will evaluate the alternatives cited for analysis in Phase 1. Evaluation of each alternative will involve extensive public outreach and stakeholder input on the development of a Midtown Area Transportation Plan.
- Next steps in the study include finalization of the project survey, engagement with stakeholders such as surrounding neighborhoods and with the Leon County-City of Tallahassee Planning Project Working Group as well as a community event.
- A copy of the CRTPA Agenda Item 6B Midtown Area Transportation Plan Phase II discussion item is available in Attachment 5.

**Action by the TCC and CAC:**

**OPTIONS:**

Option 1: Accept the June 2019 status report on Blueprint Infrastructure Projects

Option 2: IA Board direction.

Attachment:

1. Schedule of Current Blueprint 2000 and 2020 Project Phases and Timelines
2. Capital Circle Southwest Greenway and Debbie Lightsey Nature Park Project Map
3. Coal Chute Pond: Report of Community Engagement & Conceptual Design
4. North Monroe Gateway Project Update
5. CRTPA Agenda Item 6B: March 19, 2019 - Midtown Area Transportation Plan Phase I

## Schedule of Current Blueprint 2000 and 2020 Project Phases and Timelines

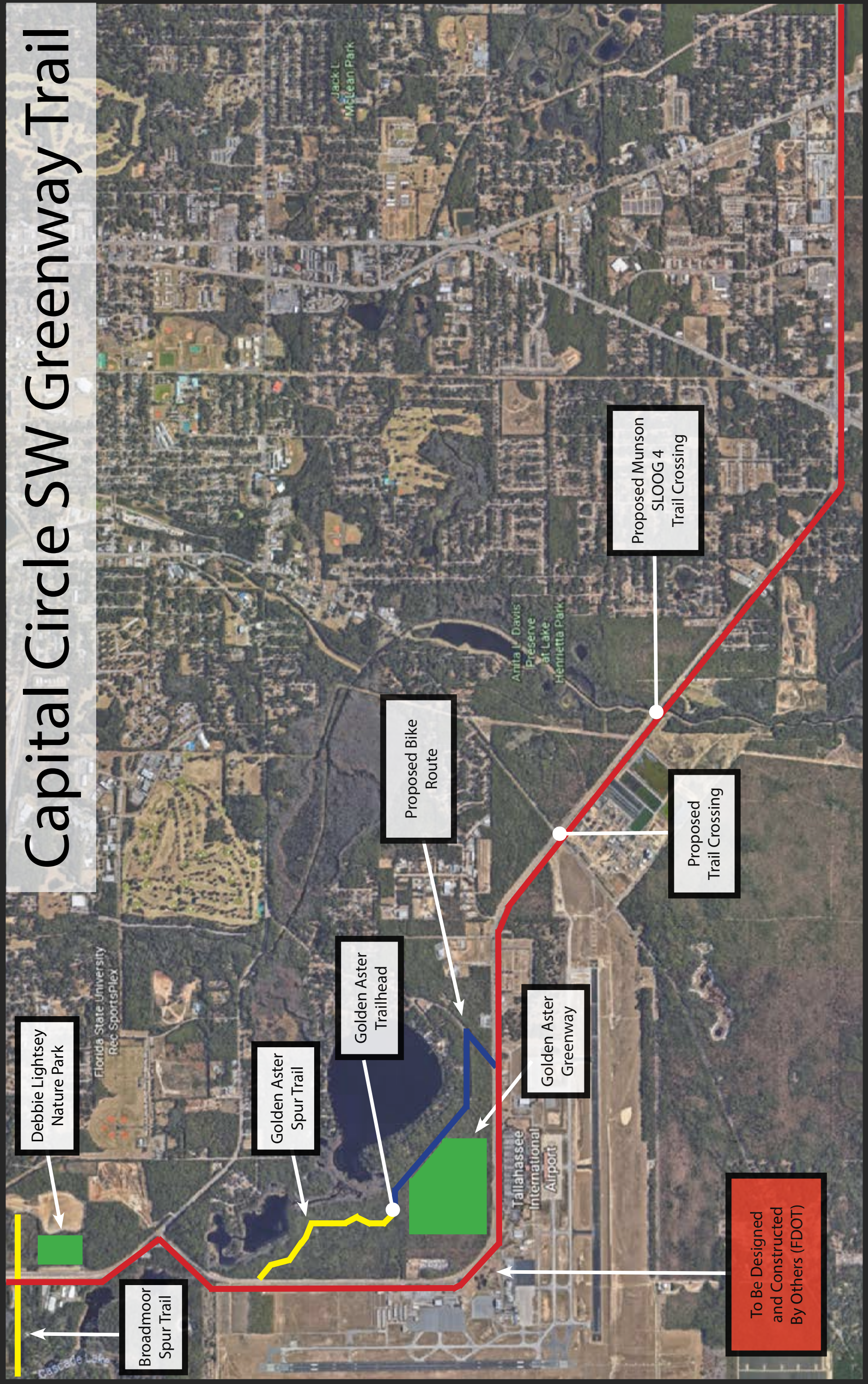
Program	Project	Phase	2019				2020				2021		2022		2023		2024		
			2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1-6 Mos	7-12 Mos	1-6 Mos	7-12 Mos	1-6 Mos	7-12 Mos	1-6 Mos	7-12 Mos		
Blueprint 2000	Capital Cascades Trail Segment 3 - Van Buren Street	Design																	
		Construction																	
	Capital Cascades Trail Segment 3D	Design																	
		Construction																	
	Capital Cascades Trail Segment 3 - Amenities <sup>1</sup>	Design																	
		Construction																	
	Capital Cascades Trail Segment 4	Planning																	
		Design																	
		Right-of-Way Acquisition																	
		Construction																	
Cascades Park Alum		Design																	
		Construction																	
	Cascades Park Amphitheater	Design																	
		Construction																	
Weatherization		Design																	
		Construction																	
Magnolia Drive		Design																	
		Right-of-Way Acquisition																	
		Construction																	
Blueprint 2020	Alternative Sewer Solutions Study (Phase 1)	Comprehensive Wastewater Treatment Facilities Plan																	
	Bike/Greenways Implementation Plan	Prioritization/Planning																	
	Debbie Lightsey Nature Park & Capital Cir Southwest Greenway																		
		Design																	
		Right-of-Way Acquisition																	
		Construction																	
	Lake Jackson South Greenway	Design																	
		Planning/Pre-Engineering																	
		Construction																	
		Design																	
		Right-of-Way Acquisition																	
		Construction																	
	Orange Avenue (FDOT Project)	PDE																	
		Planning/Pre-Engineering																	
		Design																	
		Construction																	
	Southwest Area Transportation Plan (CRTPA Project)	Planning																	
		Planning/Pre-Engineering																	
		Design																	
		Construction																	
	Market District Park Element	Design																	
		Right-of-Way Acquisition																	
		Construction																	
	Market District Trail Connectivity	Design																	
		Right-of-Way Acquisition																	
		Construction																	
	Monroe-Adams Corridor	Design																	
		Right-of-Way Acquisition																	
		Construction																	
	Lake Lafayette and St Marks Regional Park	Planning/Pre-Engineering																	
		Design																	
		Right-of-Way Acquisition																	
		Construction																	
	Airport Gateway	Design																	
		Planning/Pre-Engineering																	
		Design																	
		Right-of-Way Acquisition																	
		Construction																	
		PDE Re-evaluation & Feasibility Study																	
		Design																	
		Right-of-Way Acquisition																	
		Construction																	
Northeast Connector - Bannerman Road	Design																		
	Right-of-Way Acquisition																		
	Construction																		
	Roadway - PDE																		
	Roadway - Design																		
	Construction																		
Northeast Gateway Boulevard	Design																		
	Right-of-Way Acquisition																		
	Construction																		
	Dave Pond - Const.																		
1. Amenities may include those around Cool Chute pond, Skate Feature and, History and Culture Trail. The proposed trailhead will be constructed as part of Pond 3D-B.																			
	Planning/Pre-Engineering																		
	PD&E																		
	Design																		
	Right-of-Way Acquisition																		
	Construction																		

1. Amenities may include those around Coal Chute pond, Skate Feature and, History and Culture Trail. The proposed trailhead will be constructed as part of Pond 3D-B.

Planning/Pre-Engineering  
PD&E  
Design  
Right-of-Way Acquisition  
Construction

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# Capital Circle SW Greenway Trail



MAY 14, 2019

COAL CHUTE  
POND

famu way, capital cascades trail + adjacent development



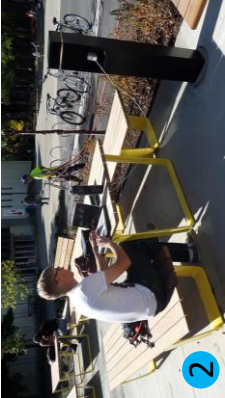
MAY 14, 2019



1 OUTDOOR PERFORMANCE AREA



2 SHADED GATHERING SPACES



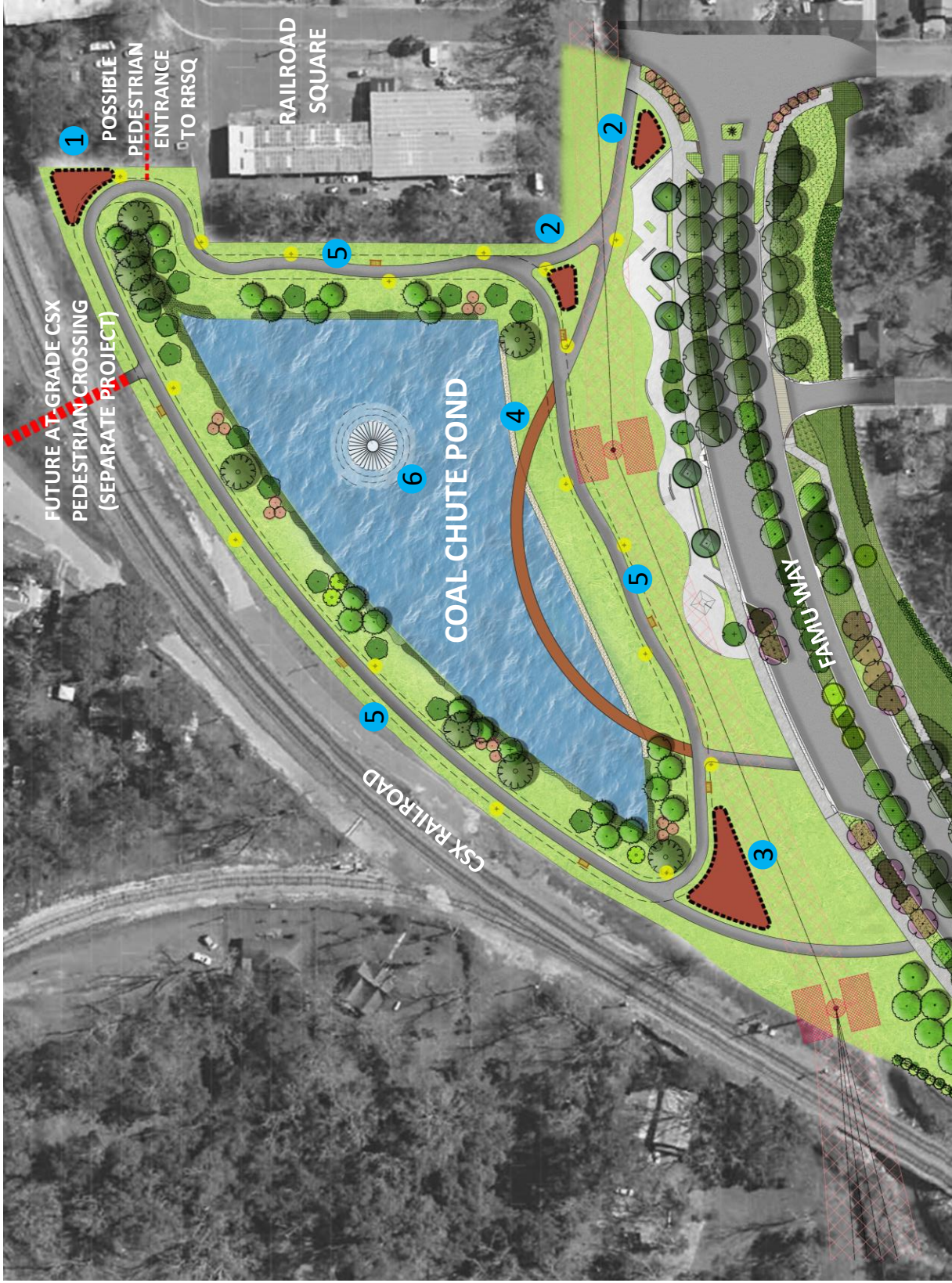
2 POWER OUTLETS & SEATING



3 THE GARDEN - MUSICAL INSTRUMENTS



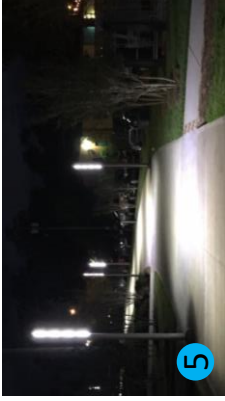
3 THE GARDEN - HAMMOCKS



4 BOARDWALK OVER POND



5 COVERED SEATING & EXERCISE PATH



5 PATH LIGHTING



6 FOUNTAIN



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May 6, 2019

This report is to serve as a summary of the community engagement outreach events completed for the Capital Cascades Trail Coal Chute Pond Project. A narrative describing the community engagement process is included below, and photos of the engagement sessions are included as an attachment to this report, along with copies of the engagement materials used to facilitate the outreach.

### INTERACTIVE ENGAGEMENT

On October 1, 2018, Blueprint facilitated an interactive workshop at Domi Station with the help of planning staff from the 8 80 Cities consulting firm. Eleven participants attended representing Railroad Square Art Park, the Tallahassee Senior Center, the Community Foundation of North Florida, Big Bend Big Brothers Big Sisters, Domi Station, and Florida State University. The workshop included a presentation on placemaking principles by 8 80 Cities, an on-site visit and group brainstorming session at Coal Chute Pond, and a small group session where participants completed a visioning exercise. A variety of feedback was collected, with the following themes emerging:

- Digital amenities (such as wireless internet and electric outlets)
- Places to sit and be in the shade
- Plants, greenery, and a water feature
- A boardwalk or pavilion feature
- Music (like a performance stage)
- Wildlife habitat

On October 4, 2018, a second 8 80 Cities Coal Chute Pond workshop was held in partnership with the Knight Creative Communities Institute (KCCI). Approximately twenty community and civic leaders participated, including Blueprint planning staff. A presentation on 8 80 Cities placemaking principles was given by 8 80 Cities founder, Gil Penalosa, and small groups of participants were formed to participate in a visioning exercise. The same themes heard at this workshop echoed the themes from the Domi Station session.

Blueprint facilitated its second round of community engagement in late March and early April of 2019.

On Wednesday, March 27, 2019, three Blueprint staff members attended Florida State University's (FSU's) outdoor Market Wednesday Fair. This is a weekly event held on FSU's campus on the canopied Legacy Walk. Blueprint staff set up a table with an engagement board reflecting the themes heard in the first round of community engagement. FSU students were invited to vote for their favorite ideas using sticker dots,

and they were welcome to add additional ideas to the board. Blueprint staff spoke with roughly 40 students.

On Friday, March 29, 2019, two Blueprint staff members attended Florida A&M University's (FAMU) outdoor SET Friday market and festival. This is a weekly event held on the heart of FAMU's campus outside its student center. Blueprint staff set up a table with the same engagement board for a similar style engagement and outreach. Blueprint staff spoke with roughly 50 students.

On Wednesday, April 3, 2019, two Blueprint staff members set up a table on the sidewalk outside of the Dollar General store on N. Lake Bradford Road, using the same engagement board and outreach method. Blueprint staff spoke with approximately 20 residents of the Bond community. Engagement participants varied in demographic, and Blueprint had the opportunity to speak with young children, senior adults, and everyone in between, following 8 80 Cities planning and engagement principles.

On Friday, April 5, 2019, three Blueprint staff members set up a table in the House of Plywood market space during First Friday at Railroad Square. The Blueprint team was supported by members of the 2019 KCCI Catalyst class. Using the same engagement board and outreach methods, Blueprint was able to speak with over 80 First Friday attendees of diverse ages and demographics.

### **PASSIVE ENGAGEMENT**

Blueprint also developed an online survey, following the same style of the community engagement board. The intent behind the survey was to replicate an in-person outreach experience.

To help inform local residents and regular users of the Capital Cascades Trail, Blueprint installed three outdoor signs along the Trail adjacent to Coal Chute Pond. The sign provided a conceptual rendering of the project, along with a QR code and written web link directing viewers to the survey.

The survey was additionally advertised through multiple channels. Blueprint partners at FAMU in the Residential Life and Facilities departments forwarded the survey to FAMU students. Blueprint partners at FSU with Facilities and Stormwater shared the survey on their social media pages, and Campus Rec and Residential Life forwarded the survey to students. The survey was also distributed to Railroad Square, residents of the Stadium Enclave student housing development directly north of Coal Chute Pond on the other side of the CSX railroad tracks, and to Domi Station.

The survey has received approximately 130 responses, 53 of which identify as FSU students, 41 of which identify as regular users of the Capital Cascades Trail, and 20 of which identify as local neighborhood residents (such as the Allen, Bond, or Villa Mitchell communities).

### **SUMMARY**

The Blueprint team heard primary support for the following amenities: elevated pathways that extend over the Pond, a performance space, and power outlets (to complement shaded seating/table areas with WiFi). People also supported the installation of plants and greenery, public art, and a water feature. When asked what activities they would most likely engage in at Coal Chute Pond, respondents resoundingly supported relaxing in hammocks, followed by getting some exercise and doing homework. Additional notable comments from respondents also included dog-friendly amenities and wayfinding signage to existing amenities (like the playground).

### **NEXT STEPS**

Blueprint will provide design direction, informed by the input provided by the community members who participated in above engagement and outreach events, to its engineering and landscape architecture partners. The design will incorporate the desired community amenities to its highest and best ability in a manner that is comprehensive and cohesive.

## **ATTACHMENTS**











## Coal Chute Pond

What do you want to see this space become?

### Things to share

What types of amenities would you like to see at Coal Chute Pond?  
Use sticker dots to vote for your favorite ideas.

				<p><b>Other:</b> Use a sticky note to tell us.</p>
				

### Things to do

What types of things would you like to do at Coal Chute Pond?  
Use sticker dots to vote for your favorite ideas.

			<p><b>Other:</b> Use a sticky note to tell us.</p>
			

### Attachment 1: Community Engagement Board





Attachment 2: Coal Chute Pond Community Engagement Map

## COAL CHUTE POND

brought to you by the  
**BLUEPRINT**  
INTERGOVERNMENTAL AGENCY

Coming Spring 2020!



### HELP US DESIGN THE SPACE!

The Blueprint Intergovernmental Agency is ready to begin the design for Coal Chute Pond, and we want your help! Use the camera on your cell phone with this QR code or visit the link below to access a short survey to share your ideas!



[www.surveymonkey.com/r/CoalChute](http://www.surveymonkey.com/r/CoalChute)

**Attachment 3: Coal Chute Pond Yard Survey Sign**



**Figure 1: March 27, 2019 – FSU Market Wednesday**



**Figure 2: March 27, 2019 – FSU Market Wednesday**





**Figure 3: March 29, 2019 –FAMU SET Friday**



**Figure 4: March 29, 2019 – FAMU SET Friday**



**Figure 5: April 3, 2019 – Dollar General, N. Lake Bradford Rd.**



**Figure 6: April 3, 2019 – Dollar General, N. Lake Bradford Rd.**



Figure 7: April 3, 2019 – Dollar General, N. Lake Bradford Rd.



Figure 8: April 5, 2019 – Railroad Square





Figure 9: April 5, 2019 – Railroad Square



Figure 10: April 5, 2019 – Railroad Square



## North Monroe Gateway Project Update

- At the IA Board on February 21, 2017, the North Monroe Gateway Project was prioritized consistent with the CRTPA Regional Mobility Plan. At the same time, Blueprint staff was directed to seek funding for all roadway projects on FDOT's Right of Way through the CRTPA's Regional Mobility Plan. It should be noted that the project is not currently on the FDOT Project Priority List and staff is awaiting a schedule from the CRTPA for the Regional Mobility Plan.
- As approved by the IA Board on June 21, 2018 in the implementation plan, funding for the project preliminary planning and engineering study is identified in 2026 with construction funding programmed in 2029. No funds for this project have been allocated to the current Blueprint 5-year Capital Improvement Program.
- To date the FDOT has completed several projects in peripheral support of the North Monroe Gateway:
  - A new northbound lane of travel has been added from John Knox Road north to Lake Shore Drive. The project included a bicycle lane and provided upgraded sidewalks, enhanced pedestrian crossings and ADA Improvements (2016 - \$3-million).
  - New medians were constructed by between Tharpe Street and Seventh Avenue. The project included a new "HAWK" pedestrian signal at the Lake Ella crossing of Monroe Street and new landscaping (2016/2017 - \$970,000).
  - All improvements were consistent with the pending Blueprint North Monroe Gateway Project.
  - Monroe Street Resurfacing Project (2018) – Blueprint worked with FDOT over the past two years to integrate key improvements consistent with the Blueprint Project description into the Monroe Street Resurfacing Project from John Knox Road to Thomasville Road. Key improvements provided by the project are:
    - New Crosswalk enhancements using brick paver-type treatments
    - New pedestrian crossings planned at the Thomasville Road intersection with Monroe Street
    - ADA Improvements including accessible curb ramp upgrades throughout the corridor
    - New bicycle lanes added from John Knox Road to Tharpe Street
    - New shared lane designations were added from Tharpe Street to 7<sup>th</sup> Avenue



March 19, 2019

## AGENDA ITEM 6B

### MIDTOWN AREA TRANSPORTATION PLAN PHASE II

TYPE OF ITEM: Discussion

#### STATEMENT OF ISSUE

This item provides an update on the recent initiation of Phase II of the Midtown Area Transportation Plan. Phase II will provide a focus on obtaining input on the transportation needs in Midtown through a series of meetings, surveys, workshops and an Open House with stakeholders and the public. A map of the study area is provided as **Attachment 1**.

#### HISTORY AND ANALYSIS

##### **The Latest**

Phase II of the Midtown Area Transportation Plan has recently been initiated. Through a focus on community input, the phase will include a more detailed analysis on Midtown's bicycle, pedestrian and transit users. Specifically, this phase builds upon the options identified and evaluated in Phase I (provided as **Attachment 2**) through conducting stakeholder meetings, surveys, general public workshops, and an Open House. Upon receiving public input, the study's alternatives will be further refined.

As a background, Phase I of the Midtown Area Transportation Plan provided a traffic operations study that evaluated nine (9) transportation options (many of which are not stand alone and may be implemented in coordination with other identified options). Specifically, the following options were identified:

- **Beard St and North Gadsden St Realignment** - Realignment of Beard Street within existing right-of-way to improve connectivity at this location has been identified.
- **Sidewalk Connectivity** - Missing gaps in the Midtown area are identified (including key missing gaps at N. Gadsden, discussed below).
- **North Gadsden St corridor improvements from 6<sup>th</sup> Ave to Thomasville Rd** - Identifies construction of missing key sidewalk gaps and road diet in this key location of Midtown.

- **Midtown Boulevard/Complete Street** - by definition, complete streets are streets designed for all users (pedestrian, bicyclists, transit users as well as motorized transportation). Many of the proposed alternatives evaluated can be implemented in a manner that to improve the Midtown area for all users.
- **One-way southbound option of Thomasville Rd from N Gadsden St to N Monroe St** - This alternative improves roadway level of service and could be constructed to use existing right-of-way for complete street improvements. Potential negatives with proposal include reduced access to businesses.
- **One-way southbound option of Thomasville Rd from N Gadsden St to 6<sup>th</sup> Ave** - This alternative improves roadway level of service and could be constructed to use existing right-of-way for complete street improvements. Potential negatives with proposal include reduced access to businesses.
- **Thomasville, Meridian and N Gadsden Roundabout (includes all existing movements)** - Analysis identifies that this option does not operationally work and will have constructability issues. Additionally, a roundabout at this location creates pedestrian challenges. Study recommendation – Consider not moving forward with further exploration of this option.
- **Thomasville, Meridian and N Gadsden Roundabout (No Gadsden to Meridian movement)** - Analysis identifies constructability issues. Additionally, a roundabout at this location creates pedestrian challenges. Study recommendation – Consider not moving forward with further exploration of this option.
- **6<sup>th</sup> and 7<sup>th</sup> Ave Bi-Directional Roadways** - Convert the existing one-way pairs into two-way roadways. Analysis identifies that this change would reduce level-of-service and create additional conflict points at intersections. Study recommendation: Do not move forward with further exploration.

On February 20, 2018, the CRTPA approved Phase 1 of the plan and eliminated the 3 options identified above in blue from further study.

### Midtown Area Transportation Plan Background

Building on the recent efforts identified for the Midtown area of Tallahassee, the Midtown Area Transportation Plan was initiated at the June 19, 2017 CRTPA meeting. The plan is being developed in two parts (Phase I and Phase II).

Such recent efforts identified in the Midtown area include:

- The CRTPA's Connections 2040 Regional Mobility Plan" (adopted on November 16, 2015) which identifies the Thomasville Road/Meridian Road/Seventh Avenue intersection for improvement. This project has been included on the agency's RMP Roadways Priority Project List (and is on the most recent Roadway PPL scheduled for adoption at today's meeting).
- Blueprint Intergovernmental Agency Community Enhancement project ("Midtown Placemaking (Thomasville and Monroe Roads)") that identifies improvements at the five-points intersection of Meridian Road/Thomasville Road/Seventh Avenue as well as streetscaping improvements to Monroe Street (Thomasville Road to Tharpe Street) and

Thomasville Road (Monroe Street to Post Road). This project was included in the November 2014 passage of the Leon County Penny Sales Tax Extension.

- FDOT safety study (“Thomasville Road (Midtown) Safety Study”) was conducted by the FDOT on Thomasville Road (Monroe Street to Betton Road) based upon a request by the CRTPA to evaluation bicycle and pedestrian safety along the corridor. The study, presented to the CRTPA on September 19, 2016, identified potential pedestrian safety improvements along the corridor (some of which are included on the agency’s Transportation Systems Management (TSM) Priority Project List for funding).

As noted above, Phase I of the Plan is complete and provided a technical review analyzing potential changes to the transportation network to gain a better understanding of travel patterns in and around the Midtown area of Tallahassee. This phase provided an evaluation of existing conditions including data collection efforts that have included use of Bluetooth technology to provide a picture of traffic patterns throughout the Midtown area (including traffic traveling both to and through Midtown).

Included within Phase I was the identification of nine (9) options, discussed above, and how each option performs based on both qualitative and quantitative criteria. Due to the technical nature of Phase I of the Plan, coordination efforts focused largely on meetings with the Florida Department of Transportation District 3 and the CRTPA’s local planning partners.

Phase II of the plan involves extensive public and stakeholder input on the plan’s development including the refinement of those options identified in Phase I.

Once scheduled, opportunities for public involvement associated with Phase II will be shared with the Board. Additionally, a project page for the Midtown Area Transportation Plan has been developed on the CRTPA’s website to highlight the project and inform the public of upcoming opportunities for involvement ([www.crtpa.org](http://www.crtpa.org)).

## **ATTACHMENTS**

Attachment 1: Project Map

Attachment 2: Potential Improvement Options identified in Phase I

Attachment 3: Draft presentation



Los Robles Park

Lake Ella Park

CRISTOBAL DR

FERNANDO DR

N GADSDEN ST

GRAPE ST

E 9TH AVE

E 8TH AVE

E 6TH AVE

CHERRY ST

GILCHRIST ST

OFFICER PONCE WAY

E 7TH AVE

LAFAYETTE CIR

E 5TH AVE

E 5TH AVE

Lafayette Park

51









# MIDTOWN AREA

Transportation Plan Phase II

CRTPA Board Meeting – March 19, 2019



# Midtown Area Transportation Plan

## Two Phase Project

- Phase I → Technical analysis and identification of viable improvements (completed and presented to CRTPA in March 2018)
- Phase II → Public and stakeholder input (kickoff March 2019)

## Project Limits

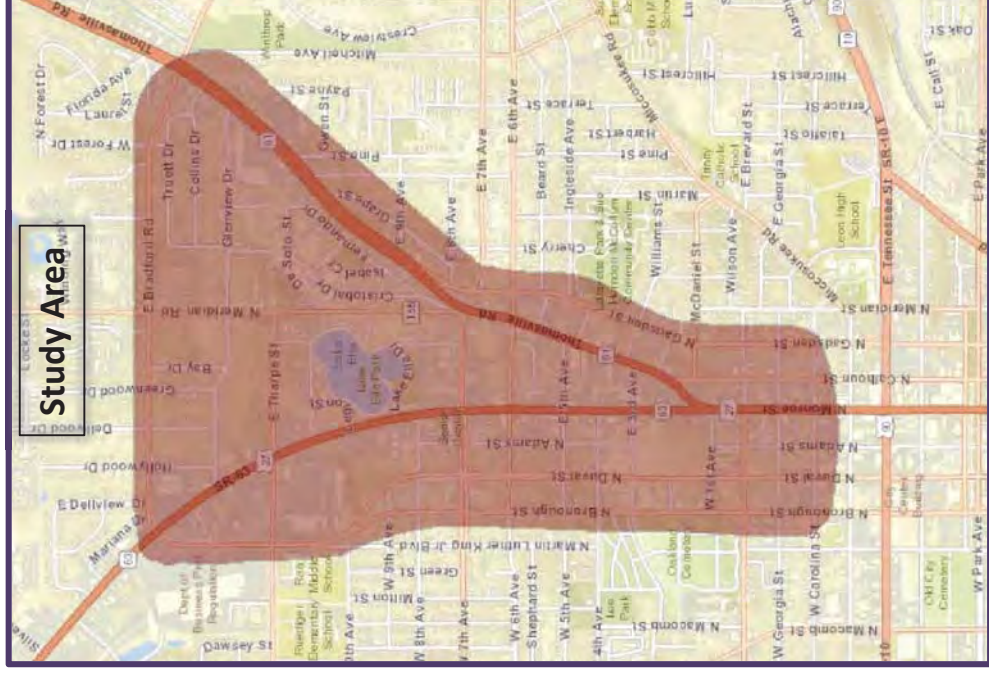
- North Boundary - Bradford/Betton Rd
- East Boundary - N. Gadsden Street
- South Boundary - E. Virginia Street
- West Boundary - N. Bronough Street





## Phase I - Complete

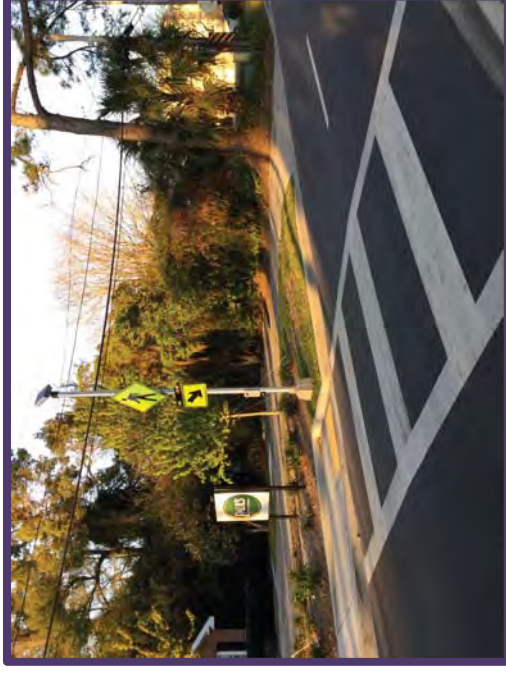
- Analyzed traffic trends and patterns
- Identified network deficiencies in the Midtown area
- Evaluated potential transportation improvement alternatives



## Phase I Activities

Phase I identified viable alternatives for further study and stakeholder input

- Review of previous studies in the Midtown area
- Data collection
- Traffic analysis





# Phase I Recommendations moving into Phase II

The matrix below depicts how each alternative performs based on multiple qualitative and quantitative criteria. The alternatives are being evaluated to determine which may be viable to move forward for future, more detailed consideration. The criteria include:

- ✓ Maintain/Improve LOS: Does the alternative either maintain acceptable LOS or improve the LOS, when compared with the existing?
- ✓ Sense of Place: Does the alternative enhance the area by providing a uniqueness that sets it apart from the surrounding area?
- ✓ Traffic Calming: Does the alternative include a traffic calming component?
- ✓ Improves circulation/connectivity: Does the alternative improve access to the Midtown area along with improving access to businesses and amenities within the Midtown area?
- ✓ Opportunity for multi-modal enhancement: Does the alternative provide opportunity for enhancements of bikes and pedestrians, and transit facilities?
- ✓ Potential Need for Additional ROW: What is the estimated need for additional ROW that could be required?
- ✗ Indicates that there is a negative impact.

Alternatives	Maintain/ Improve LOS	Opportunity for Sense of Place improvements	Traffic Calming	Improves Circulation/Connectivity	Opportunity for Multi- Modal Enhancement	Potential ROW Needs		Relative Cost	Additional Comments
						None/ Minor	Major		
Beard St and North Gadsden St Realignment	✓	-	-	✓	✓	✓	-	Low	Realignment could occur within the existing ROW. Coordination with adjacent landowner needed (parking lot in NW quadrant). Aligning the intersection would improve the operations. It would also make it easier to travel along the roadways, improving connectivity and circulation through midtown.
Sidewalk Connectivity	✓	-	-	✓	✓	✓	-	Med	Identification of key gaps.
North Gadsden St Corridor improvements from 6 <sup>th</sup> Ave to Thomasville Rd	-	-	✓	-	✓	✓	-	Med	Construct sidewalks along entire corridor on both sides of roadway and implement a road diet.
Placemaking/Complete Street	✓	✓	✓	-	✓	✓	-	Med	Creates a sense of place and traffic calming. Could be done with existing geometry but access management would need to be evaluated on a driveway by driveway basis. Parallel facilities could handle diverted traffic that may occur with reduced speeds. Additional midblock pedestrian crossings are possible.
One-way southbound of Thomasville Rd from N Gadsden St to 6 <sup>th</sup> Ave	✓	✓	+	✗	✓	✓	-	Low	Improves LOS. Access to businesses could be negatively impacted. *Recommended that additional features be included to ensure friction is provided along the roadway to reduce speeds and provide traffic calming.
One-way southbound of Thomasville Rd from N Gadsden St to N Monroe St	✓	✓	+	✗	✓	✓	-	Low	Improves LOS. Access to businesses could be negatively impacted. *Recommended that additional features be included to ensure friction is provided along the roadway to reduce speeds and provide traffic calming.
<b>NOT MOVING FORWARD TO PHASE II</b>									
Thomasville, Meridian and N Gadsden Roundabout (includes all existing movements)	✗	✓	✓	-	✗	-	✓	High	FDOT Safety study, Blueprint Midtown Placemaking, and the 2040 Regional Mobility Plan include this potential roundabout. Operationally this does not work. Additional concerns with grade change and extensive ROW needed. A roundabout would provide a unique characteristic to the midtown area.
Thomasville, Meridian and N Gadsden Roundabout (No Gadsden to Meridian movement)	✓	✓	✓	✗	✗	-	✓	High	The operations of the roundabout could work if the movement from 7 <sup>th</sup> Ave to Meridian would be removed. Additional concerns with grade change and extensive ROW needed. A roundabout would provide a unique characteristic to the midtown area.
6 <sup>th</sup> and 7 <sup>th</sup> Ave Bi-Directional Roadways	✗	-	✓	✓	-	✓	-	Low	Though bi-directional roadways cause additional friction, the LOS is degraded and it creates additional conflict points at the intersections. This would result in a need for operational improvements that are not warranted under current conditions and could result in larger intersections that create undesirable pedestrian conditions at crossings.



## Phase II – Project Kick Off

- Phase II will build on the alternatives identified and evaluated in Phase I
- More detailed focus on bicycles, pedestrians, and transit
- Opportunities for public input



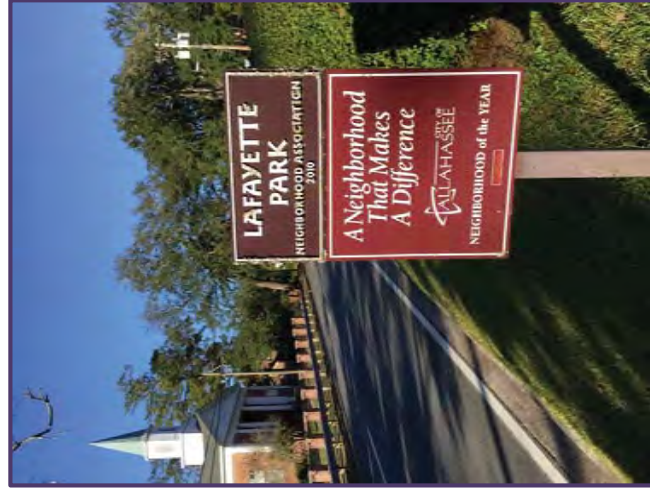
## Phase II Activities

- Public and Stakeholder Outreach
  - Project Survey
  - Community Events
  - Public Workshops
  - Stakeholder Meetings
- Refine alternatives identified in Phase I
- Develop Midtown Transportation Plan



## Next Steps

- Finalize Project Survey and distribute
- Stakeholder Engagement
  - Neighborhood Associations
  - Tallahassee-Leon County Planning working group
- Community Event





# **Blueprint Intergovernmental Agency Citizens Advisory Committee Agenda Item #4**

**June 13, 2019**

**Title:** Acceptance of the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency, Office of Economic Vitality

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Cristina Paredes, Director, Office of Economic Vitality

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## **STATEMENT OF ISSUE:**

This agenda item provides the Blueprint Intergovernmental Agency Citizens Advisory Committee (CAC) with a status report on the operations of the Tallahassee-Leon County Office of Economic Vitality (OEV) since the February 28, 2019 meeting. This report specifically highlights the activities within Business Vitality and Intelligence, including marketing and communications, and Minority Women and Small Business Programs.

## **FISCAL IMPACT**

This item does not have a fiscal impact.

## **CAC OPTIONS:**

- Option 1: Recommend the IA Board accept the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality.
- Option 2: Recommend the IA Board do not accept the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality.

## **CAC RECOMMENDED ACTION:**

- Option 1: Recommend the IA Board accept the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality.



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# Blueprint Intergovernmental Agency Board of Directors Agenda Item #XX

June 27, 2019

**Title:** Acceptance of the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency, Office of Economic Vitality

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Cristina Paredes, Director, Office of Economic Vitality

## STATEMENT OF ISSUE:

This agenda item provides the Blueprint Intergovernmental Agency Board of Directors (IA Board) with a status report on the operations of the Tallahassee-Leon County Office of Economic Vitality (OEV) since the February 28, 2019 meeting. This report specifically highlights the activities within Business Vitality and Intelligence, including marketing and communications, (Attachment #1) and Minority Women and Small Business Programs (Attachment #2). In addition, attachment #3 provides a list of accomplishments for this past quarter.

## FISCAL IMPACT:

None.

## STRATEGIC PLAN:

The status report on the operations directly supports all four goals of the Economic Development Strategic Plan:

- Implement a new collaborative economic development program of work.
- Better promote the area as a business generator.
- Better identify, understand and align all available assets.
- Responsibly allocate resources to achieve today's goals and refine the foundation for future growth.

## RECOMMENDED ACTION:

Option 1. Accept the Status Report on the Operations of the Tallahassee-Leon County Office of Economic Vitality

## **SUPPLEMENTAL INFORMATION:**

### **Background**

This agenda item provides the Board with a quarterly status report on the activities operations and activities ***since February 27, 2019***. Staff continues to research and track industry standards and best practices and listen to the needs of existing businesses in order to best position Tallahassee-Leon County as Florida's Capital for Business.

### **Business Vitality and Intelligence**

The Business Vitality and Intelligence Division works to position the Office of Economic Vitality as the front door for the community's economic development needs by routinely engaging in business development, engagement activities, and serving as business ambassadors. The Division manages all project activity (attraction and expansion), international trade development, entrepreneurial engagement within targeted industries, policy research, business analytics, coordination of economic impact studies, and implementation of all marketing, social media, newsletters, and event coordination.

In addition, the Division collects, analyzes, and disseminates economic, demographic, and business information to support the Strategic/Work Plan to drive and support data-driven decision making. The division also undertakes a variety of research and analyses in support of other City and County departments and works closely with the business community at large. Attachment #4 includes the 2019 Second Quarter Economic Dashboard for your reference.

For more detailed information regarding the actions of the Business Vitality and Intelligence Division as it seeks to position Tallahassee-Leon County as Florida's Capital for Business (#FLCapital4Biz), please see Attachment #1.

### **Minority Women and Small Business Program**

Per the Strategic/Work Plan, the Minority, Women, and Small Business Enterprise (MWSBE) program continues to expand procurement opportunities for MWSBEs with public and private partners, build capacity for MWSBEs through non-traditional business financing, and build capacity through resource partners. MWSBE programs continue to inform its certified businesses of capacity building, networking, and procurement opportunities available through partnerships, local governments, and Blueprint. The MWSBE certification guarantees that staff will provide "Four Es" for certified businesses—engage, educate, equip and ultimately empower them—which will present them with greater opportunities within the economic development ecosystem.

For more detailed information regarding the actions of the Minority Women and Small Business Program, please see Attachment #2.

## **CONCLUSION:**

As discussed throughout this item, the Office of Economic Vitality has positioned itself as the front door for the community's economic development needs. As directed by the IA Board, these efforts include the development of the first-ever strategic plan to guide our community's economic development efforts and objectively evaluate our progress over time toward goal

achievement, as well as a Target Industry Study to leverage economic vitality opportunities with a laser-like approach. A list of accomplishments for this quarter is found in Attachment #3.

The Office of Economic Vitality also provides an enhanced level of service for cross-departmental coordination for collection and utilization of data and implementation of projects and initiatives throughout the planning, land management, and economic development spectrum, all of which is conducted in an open, inclusive, and transparent manner. Staff continues to research and track industry standards and best practices and listen to business needs in order to continue positioning Tallahassee-Leon County as Florida's Capital for Business.

Action by the EVLC and CAC: This item was presented verbally to the EVLC and CAC at their respective meetings this June.

## **OPTIONS:**

1. Accept the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality
2. Do not accept the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality
3. IA Board Direction.

## **RECOMMENDED ACTION:**

Option 1. Accept the Tallahassee-Leon County Office of Economic Vitality Status Report.

### **Attachments:**

1. Business Vitality and Intelligence Quarterly Update
2. Minority Women and Small Business Quarterly Update
3. Accomplishments: March 2019 – June 2019 Office of Economic Vitality
4. 2019 First Quarter Economic Dashboard



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## MEMORANDUM

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**TO:** Ben Pingree, PLACE Director

**THRU:** Cristina Paredes, Director

**FROM:** Drew Dietrich, Business Manager  
Richard Fetchick, Business Intelligence Manager  
Rebekah Sweat, Business Development Manager  
Dan Lucas, Research Coordinator  
Susan Emmanuel, Public Information Officer

**SUBJECT:** February 28 – June 26: Quarterly Update

**DATE:** June 27, 2019

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The Business Vitality and Intelligence Division works to position the Office of Economic Vitality as the front door for the community's economic development needs by routinely engaging in business development and engagement activities. The Division manages all project activity (attraction and expansion), international trade development, entrepreneurial engagement within targeted industries, policy research, business analytics, coordination of economic impact studies, and implementation of all marketing, social media, newsletters, and event coordination. In addition, the Division collects, analyzes and disseminates economic, demographic and business information to support the Strategic/Work Plan to drive and support data-driven decision making. The Business Vitality and Intelligence Division also undertakes a variety of research and analyses in support of other City and County departments and works closely with the business community at large.

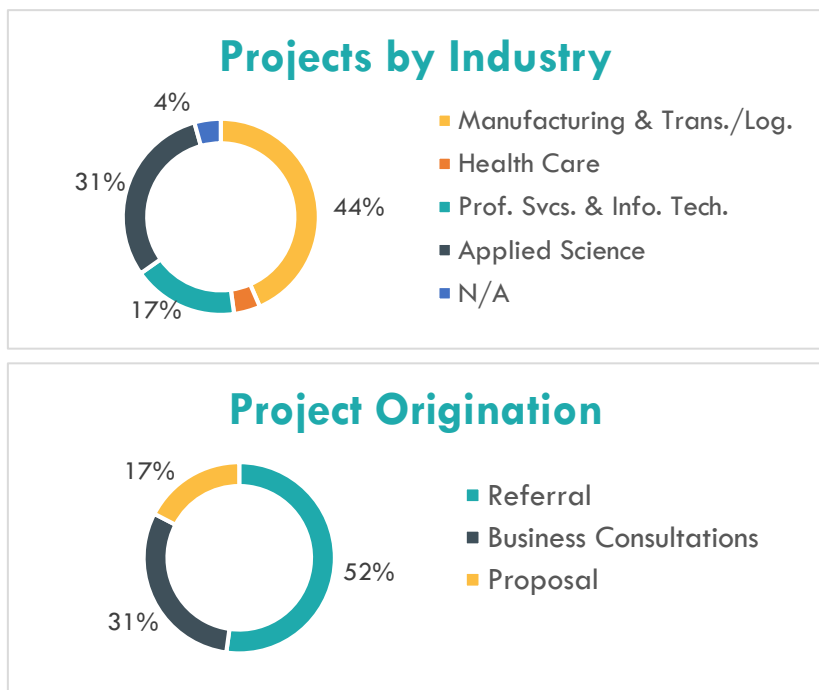
This memo highlights Business Vitality and Intelligence accomplishments since the February 28, 2019, Blueprint Intergovernmental Agency Board of Directors (IA Board) meeting, including project activity, business retention and expansion efforts, resiliency efforts within the community, workforce development, as well as engagement and communication efforts. These efforts focus on positioning Tallahassee-Leon County as Florida's Capital for Business (#FLCapital4Biz).

*Active Project Status Report: As of May 17, 2019*

Staff continues to actively respond to companies seeking to retain, expand, or establish their presence in Tallahassee-Leon County. Over the past two years, staff has worked on a total of 51 projects which have resulted in four companies expanding or relocating into the community and the creation of 173 jobs for a total economic impact of \$115 million.

Currently, staff is working 23 active projects. **This project activity represents a 15% increase over the previous quarter.** Of these 23 projects, 75% are in target industries of applied science and manufacturing and 83% of project activity is either referred to OEV or a self-generated lead.

The projects represent companies in the light manufacturing, business and professional services, and applied science sectors. Business assistance is necessary for multi-year incentive programs, such as the Targeted Business Program and Qualified Target Industry Tax Refund Program, which mandate support and evaluation for up to ten years. Demonstrating OEV's commitment to these companies' success encourages a pro-business environment in Tallahassee-Leon County.



In line with the business friendly environment, Danfoss Turbocor continues to grow and succeed in the “Magnetic Capital of the World”. On December 21, 2018, Danfoss Turbocor broke ground on the second expansion of their manufacturing and R&D facility which will continue to add long term and high paying jobs to the region. Companies that encompass magnetically enabled technology are engaged due to synergies with local resources. Staff is actively monitoring trends in applied science and manufacturing, as these fields represent the majority of new projects, to better inform businesses as they make expansion decisions and to provide tailored business assistance, such as workforce incentives. More information regarding the applied science and advanced manufacturing target industries can be found in agenda item #5.

Staff continues to promote Tallahassee-Leon County as Florida's Capital for Business by communicating the numerous local assets and advantages, including a diverse and competitive workforce, global research and higher education institutions, strategic capital investments in infrastructure, and the connectivity and availability of land to our audience. Beyond introducing new job opportunities, new and expanding industries are also provided with innovative ideas and approaches for their business that can lead to better solutions for citizens of Tallahassee-Leon County. In order to secure increased economic vitality outcomes and a strong return on

investment, staff continuously researches and tracks industry standards and best practices for economic development organizations. Metrics, such as jobs created, business consultations, leads generated, and project activity align with the Strategic Plan (A.1.d.3) to create a customer-centric approach as well as generate a more efficient process for the client and staff to determine a company's eligibility to participate in programs that may affect their decision to remain, expand, or locate their business operation in Tallahassee-Leon County.

#### *Tallahassee-Leon County Opportunity Zone Workshop*

Staff successfully implemented an Opportunity Zones Workshop on March 14, 2019 in partnership with Madison Street Strategies. Over 100 individuals representing residents, businesses, investors, and public sector attended. OEV developed a printed prospectus and online map dashboard for the event to further clarify information about the zones for investors and the general public. A survey of participants is currently live and collecting responses, and a follow-up workshop linking investors, community partners, and project developers is being planned for Fall 2019.

#### *Quarterly Economic Dashboard*

At the time of writing this item, OEV is scheduled to release the Second Quarter 2019 *Quarterly Economic Dashboard (QED)* in June 2019. This report will be distributed electronically via email and social media as well as published in the *Tallahassee Democrat*. QED is OEV's premier benchmarking tool to demonstrate our community's short-term economic productivity. QED gives the reader 13 pertinent economic conditions for the Tallahassee metro area or Leon County such as employment, median home prices, airport passengers, and taxable sales. Local real estate, banking, and investment firms regularly distribute its content. Each update compares data for the most recent period with the last period, its corresponding year-over-year trend data, and has brief but significant text regarding current trends of each indicator. In addition, the last page of the Dashboard includes a Quarterly Focus which includes more in-depth analysis on rotational economic points of interest.

#### *OEV "Scorecard"*

Communicating activities and their outcomes is an important part of OEV's focus on continuous improvement, providing a high level of service, and a commitment to the community's strategic goals. To that end, the Intelligence Division and Engagement staff generated a program-by-program "score sheet" to convey the hierarchy of activities undertaken in fulfillment of the six initiatives of the *Strategic Plan*. Each division (Intelligence, Engagement, MWSBE) and their respective activities are grouped accordingly therein. This informative format conveys the cumulative nature of activities within each program. An example table is shown below:

EXAMPLE: OEV MWSBE Scorecard		
Program	Metrics	FY 2019
Minority & Women-Owned Small Business Enterprises	MWSBE Contracts	10
	MWSBE Certified Businesses	208
	Industry Academies & Courses	8
	Consultations, Referrals, and Engagements	189



All three programs are then combined into a single comprehensive Scorecard, depicted here:

<b>EXAMPLE: OEV Scoreboard</b>							
Metrics	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
MWSBE Contracts, Engagement Proposals, Intelligence Grants	5	2	0	0	0	0	0
Certified businesses, collaboration, project development	7	5	3	0	0	0	0
Industry Academies, Engagement, Information Consults	9	0	4	1	0	0	0
MWSBE Consults, Outreach, Data publications	11	10	0	7	0	0	0

This format enables OEV to communicate and index its activities and outcomes across all three units, summarized as one headline score card. Through this, the EVLC, CAC, IA, and other stakeholders become familiar with program initiatives to improve understanding of OEV's productivity, opportunities, and accomplishments.

### *Data Center*

The Data Center's content gives the user a broad assortment of economic indicators, from the elementary to the esoteric. The Data Center must be convenient and useful to both casual and recurring users. Its design and content must convey consequential information to prospective economic development decision-makers outside the Tallahassee area, as well as to local residents and businesses. Data is used to help showcase the importance of private sector job growth, and its impact upon the Tallahassee-Leon County economy. In addition to static documents, the Data Center also includes embedded links to interactive GIS applications and interactive visualizations of statistics and economic indicators produced by OEV's Business Intelligence division.

OEV provided 16 instances of mapping, data, and project development assistance to government, non-profit, and for-profit recipients during the past quarter. These outputs will be translated into the Score Card for future reporting.

OEV also collected local data informing the Cost of Living Index assembled by C2ER. The Cost of Living Index allows OEV to make accurate cost of living comparisons between Tallahassee-Leon County and any of the 267 other participating urban areas across the United States. This information will continue to be important with business and talent recruitment and retention efforts. In the *Cost of Living Index–2018 Annual Average Data* (COLI) released in February 2019 by the Council for Community and Economic Research (C2ER), Tallahassee had an overall composite index of 96.6 or 3.4% below the average cost of living for all participating areas. The average for all participating areas is an index of 100, and each participant's index is read as a percentage for all places.

### *Business Consultations*

The Tallahassee-Leon County Office of Economic Vitality (OEV) initiated the business consultations program in 2016 to reflect industry best practices by allowing OEV to be more tactical, collaborative, and outcome focused on engagement with local companies. As identified in the Economic Development Strategic Plan, companies that participate in comprehensive outreach programs with economic development organizations are statistically more likely to grow and expand. As a direct result of these visits, staff has been able to generate seven project leads and provide assistance through customer referrals, coordination through planning/permitting navigation and facilitated one company expansion. Staff remains committed to ensuring the success of this program through continued and strategic engagement of business leadership, and routine analysis to continue driving value to the existing local business environment. These concerted efforts demonstrate that OEV continues to promote and cultivate the growth of the local business environment, increase economic competitiveness to make the compelling case that Tallahassee-Leon County is Florida's Capital for Business (#FLCapital4Biz). These consultations also include outreach and engagement efforts to business associations, throughout the entire PLACE Department, to discuss the growing economic vitality trends and community development efforts in Tallahassee-Leon County. OEV is also working on an internal component as requested by the IA Board on February 28<sup>th</sup> that will focus upon streamlining the business development process for both public and private sector. OEV will also begin a new initiative to engage with government tech, as this represents a dynamic employment group within Tallahassee-Leon County, and falls within one of the targeted industries. The initiative will be in partnership with local government tech companies, and focus on identifying workforce, marketing, and collaborative opportunities.

### *International Trade Administration*

In order to best engage companies, a representative from the International Trade Administration (ITA) hosts recurring consultations at the Office of Economic Vitality, which are available on a first come, first served basis, on the last Wednesday and Thursday every other month. The ITA was in town April 23 and 24 and also May 28 and 29. As a reminder, this collaboration with the ITA is a direct result of Tallahassee-Leon County's participation in the Americas Competitiveness Exchange on Innovation and Entrepreneurship Tour, during which staff and ITA identified opportunities to connect local businesses to the global market through international trade and export. The objective of these office hours is to support local businesses seeking to become "export ready" for the globaleconomy.

As directed by the IA Board at the February 28, 2019 meeting, OEV will be collaborating with the ITA and the Department of Economic Opportunity (DEO), and Enterprise Florida on hosting an "Export University 101: Introduction to Exporting" workshop. The workshop will focus on providing local companies with an overview of the steps and logistics involved with putting together an export strategy. This workshop continues to promote the opportunities for businesses to connect to the global market place through international trade. The workshop will be held in September.

#### *Elevate Florida's Capital: Workforce Development Grant*

On March 1, 2018, the IA approved the Elevate Florida's Capital Workforce Development grant program in the amount of \$100,000. This grant program specifically addresses requests for workforce training grants that address gaps between existing workforce development/training programs, such as those offered by CareerSource Florida and the identified needs of local businesses seeking to expand their workforce, including those seeking to fill high skill/high wage occupations. The first round of grant funding was opened in July 2018. To promote this program OEV issued a press release and disseminated grant information through the electronic newsletter and social media. OEV received nearly 10 inquiries regarding the program and ultimately received two applications, once from Big Bend Junior Achievement for their entrepreneurial program in local high schools. Originally, Domi was awarded a grant for I|O Avenue; however Domi is in the process of restructuring the I|O program. As a result, approximately \$74,000 remained in the workforce development grant fund. OEV launched a second round of grant funding in May 2019 with applications due on May 31. The grant awardees will be announced in early-summer. The grant awards will be presented during the CAC meeting.

#### *Leon Works and Workforce Development*

The 2019 Leon Works Expo was held on March 8. Due to the impacts of Hurricane Michael throughout the region and the ongoing recovery efforts which involved so many of the Leon Works vendors, businesses, and partners, both the Leon Works Expo and the "Training Our Talent: Bridging the Multi-Generational Gap" speaker series was rescheduled for March 8. It is important for all students in Leon, Wakulla and Gadsden Counties to have an opportunity to attend the Expo. Staff engaged with the event workgroup, which now includes regional partners, to implement a few changes to the Expo including addressing strategic alignment and regionalism. The strategic alignment discussion will revolve around aligning the Expo to the target industries and high wage/occupancy jobs identified by the Office of Economic Vitality and CareerSource Capital Region. As for regionalism, staff and the workgroup will focus on incorporating the broader Capital Region, including schools and business exhibitors, in order to build a robust talent pipeline with skilled careers. Leon County Government allocated \$25,000 for the event until 2020 when the Office of Economic Vitality will begin funding it from the economic development portions of the sales tax proceeds. Over 450 students were connected with 140 vendors in order to link the students with their future careers.

#### *Training Our Talent: Bridging the Multi-Generational Gap*

The Office of Economic Vitality created the "Training our Talent" series to help area businesses gain the skills needed to be successful, including fostering robust workforce development. Recent findings indicate generational differences in the workforce create costly challenges for businesses across all sectors. The second installment of the Training our Talent series equipped the area business community with the skills needed to thrive with a multi-generational workforce. Nationally acclaimed multi-generational expert, Alicia Rainwater, from the Center for Generational Kinetics, spoke the afternoon of March 8, 2019, immediately following LeonWorks. There were 50 attendees who learned how to solve tough, generational challenges with Gen Z, Millennials, Gen Y, Gen X, and Baby Boomers and develop a workforce that works!

#### Entrepreneurial Exchange

The Office of Economic Vitality hosted the Power Forward Workshop Entrepreneurial Exchange on May 10, 2019, in partnership with First Commerce Credit Union. Entrepreneurs and businesses attended to learn from experts in all aspects of entrepreneurial success in Florida's Capital Community, in celebration of Economic Development Week. Over 200 attendees visited more than 10 entrepreneurial partner resources at their expo tables to learn how to grow their business.

#### Engagement and Communications –

Under the guidance of both the strategic plan and the communications plan and in coordination with our economic development collaborators, the Office of Economic Vitality continues to build awareness of its programs and activities. Work also continues to attract businesses associated with magnetic technologies, among other sectors and to establish Tallahassee-Leon County as the (Emerging) Magnetics Capital of the World. Additionally, the Office of Economic Vitality continues to grow its presence as the community resource for economic development, the associated information and data, as well as strong business support. Tools and strategies employed to facilitate these efforts include maintaining a robust website, paid and earned media, conference attendance, serving as expert panelists, giving presentations, providing sponsorships, and launching social media campaigns. Staff continues to work with our communications partners at both Leon County and the City of Tallahassee to assist OEV informing and engaging the community on economic development matters. Recently, staff has begun formally coordinating with Leon County Schools to amplify messaging regarding this community's public schools.

*Face-to-Face Engagement:* OEV has continued success telling the Tallahassee-Leon County economic development story through consultations, presentations, participation, and sponsorship in targeted events. To date, 100+ business consultations have been conducted with staff engaging community business leaders at a variety of local events. Face-to-face consultations during this quarter have included meetings with businesses owners seeking guidance or information regarding workforce assistance, available funding and grant opportunities and site availability. The MWSBE Division alone has held over forty business consultations the first two quarters of this year. Additionally, staff attended the Chamber of Commerce research trip to Greenville, SC and seized the opportunity to interact with area business leaders also in attendance. OEV understands the most beneficial and fruitful engagement continues to be face-to-face meetings, where a rapport is established and conversations are ongoing and is committed to increasing the use of this style of engagement.

*Presentations:* During this reporting period, OEV staff gave presentations on a wide range of economic development topics to a variety of organizations, including, but not limited to, Tallahassee Builders Association, Sunrise Rotary, Domi Station, Apalachee Regional Planning Council, Capital City Bank, TALL, Women Wednesday, Entrepreneur Expo, and the Opportunity Zone Workshop. OEV staff utilizes many communications techniques to introduce Tallahassee-Leon County and OEV to a variety of targeted audiences.



*Earned Media:* Efforts to establish OEV staff as this community's expert on the local economy and all that it entails have been quite successful. Media outlets, including print, television and radio, reach out to staff on a consistent basis for insightful, timely and relevant input to business related stories.

During this reporting period (February 1, 2019 – May 20, 2019) the following stories were promoted by local media partners:

- Proof Brewing holds soft opening at new South Monroe location (WCTV) 2/1/2019
- Mayor Dailey pitches workforce development partnership to Access Tallahassee (Tallahassee Democrat) 2/5/2019
- Building Tallahassee: Updating major projects (WTLX) 2/6/2019
- Next stop Greenville, South Carolina: Tallahassee Chamber of Commerce sets latest trip (Tallahassee Democrat) 2/12/2019
- Congressman Neal Dunn pushes for Amazon consideration of Panama City/Tallahassee HQ (Tallahassee Democrat) 2/15/2019
- A feast for the mind and senses at National MagLab Open House (Florida State News) 2/16/2019
- Capital Regional Medical Center's new ERs adding jobs to Tallahassee health care sector (Tallahassee Democrat) 2/21/2019
- A new story: Time for an economic attitude shift | Our opinion (Tallahassee Democrat) 3/1/2019
- Economic development opportunities abound in our area | Opinion (Tallahassee Democrat) 3/4/2019
- 4th annual Leon Works Expo to connect high schoolers with post-grad options (Tallahassee Democrat) 3/8/2019
- Local Students Explore Career Possibilities In Skilled Trades As State Mulls More Workforce Training (WFSU) 3/12/2019
- Large turnout to learn about 'Opportunity Zones' in Tallahassee (Tallahassee Democrat) 3/14/2019
- Talgov, the grocery? Commissioners debate government funded store (Tallahassee Democrat) 3/14/2019
- Tally program incentivizes development (Florida Politics) 3/19/2019
- Collaboration is key to successful Opportunity Zone development | Our opinion (Tallahassee Democrat) 3/20/2019
- 'Beautiful like other schools': South side's Fairview Middle unveils updated gym (Tallahassee Democrat) 3/26/2019
- Chamber eyes Greenville for ideas on getting the biggest bang for Blueprint bucks (Tallahassee Democrat) 3/31/2019
- Chamber trip redux: How visits to thriving cities inspired Tallahassee innovation, efforts (Tallahassee Democrat) 3/31/2019
- Greater Tallahassee sees growth in light of trip to South Carolina (WTLX) 4/1/2019
- First impressions of Greenville offer insights, challenges during Tallahassee Chamber trip (Tallahassee Democrat) 4/1/2019
- Tallahassee Entry Wins National Hi-Tech Competition (WFSU) 4/8/2019
- Grounded: City commissioners shelve governance study for Tallahassee International Airport (Tallahassee Democrat) 4/10/2019
- Demolished or relocating: Businesses are on the move in Tallahassee commercial real estate scene (Tallahassee Democrat) 4/12/2019
- The \$270 million M.T. Mustian medical marvel: TMH lifts veil on 'marquee kind of facility' (Tallahassee Democrat) 4/12/2019

- City Moves Ahead Without Airport Governance Study (Tallahassee Reports) 4/13/2019
- OEV seeing more interest from companies in magnetic-related industries (Tallahassee Democrat) 4/21/19
- \$900,000 Lake Jackson Greenway project in the works after getting Blueprint green light (Tallahassee Democrat) 5/6/2019
- Mayor Dailey: Northeast Gateway “Not a Done Deal” (Tallahassee Reports) 5/8/2019
- City Commission Preview: Filling Committee Seats And Possible E-Scooter Program (WFSU) 5/13/2019

Staff continues to strategically engage all local and regional media partners to further promote programs, initiatives, and other positive news regarding the local economy that help drive business development in Tallahassee-Leon County.

*Resiliency:* With the 2019 hurricane season fast approaching, the OEV team is working to help area businesses prepare for disaster, natural and manmade. Staff works with partners to promote business readiness prior to an event. Those efforts include contributing to the Disaster Survival Guide, produced by Leon County and utilizing social media to promote business readiness. Additionally, staff is working with Tallahassee-Leon County GIS to update and improve the functionality of the Open for Business web-based map application, which is used after storm events to allow residents to see what businesses providing essential needs essential needs such as food, gas, hardware, and pharmacy, are open.

*E-Marketing:* During this reporting period, the OEV newsletter relayed information regarding local events of interest, including International Economic Development Week and Small Business Week and related partner news. The newsletter is sent to approximately 1700 email inboxes and is shared by economic development partners throughout the region.

*Social Media:* Staff continues to promote programs, engagement opportunities, MWSBE certification, and training opportunities, and breaking partner news across all social media platforms. Topics during this reporting period included workforce development (LeonWorks and Training Our Talent Speaker series), MWSBE Opportunities (Academies and Workshops), and Economic Development Week/Small Business Week activities. One of the best performing posts pertained to the Power Forward Entrepreneur Exchange hosted by OEV on May 10. The Entrepreneur Exchange showcased resources from across many disciplines that are vital for entrepreneurial success to the entrepreneurs in attendance

*Website:* The OEV website is continually updated so that the information it provides, including 85+ economic indicators, incentive program information, MWSBE certification, and program information is the most recent and accurate information available. This is necessary in any website, but especially one that is visited by those exploring the community as a place to start or relocate a business.

Staff will continue to execute the strategic communications and marketing plan approved by the IA Board at the September 19, 2018 meeting, focusing on methods and outlets that provide the best return on resources while telling the local, regional, and global community that Tallahassee-Leon County is #FLCapital4Biz and the Emerging Magnetism Capital of the World.

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## MEMORANDUM

**TO:** Ben Pingree, PLACE Director  
**THRU:** Cristina L. Paredes, Director  
**FROM:** Darryl Jones, Minority Women and Small Business Programs Deputy Director  
**SUBJECT:** February 28- June 27, 2019 Quarterly Update  
**DATE:** June 27, 2019

Per OEV's Work Plan, the Minority, Women and Small Business Enterprise (MWSBE) program continues to expand procurement opportunities for MWSBEs with public and private partners. Certification guarantees the "Four Es" for minority, women, and small businesses--*engage, educate, equip* and ultimately *empower* and thereby enjoy greater opportunities within the economic development ecosystem. To empower them to take advantage of these opportunities requires capacity building, technical assistance and additional business requirements for many of the certified MWSBEs to include bonding, financing, and risk management, and software updates for their businesses. Furthermore, engagement with our MWSBE business owners through MWSBE Academies, business consultations and capacity building activities have been highly successful. Following direction of the IA, the Office of Economic Vitality has formalized its relationship with the Big Bend MED Week Committee as its presenting sponsor. Subsequently, the Office can justify its primary Responsibility for managing and planning the activities associated with this annual week-long event.

### Minority, Women, and Small Business Enterprises

Below are the MWSBE metrics currently tracked by staff to quantify program impact to certified MWSBEs. Staff is working with the Business Intelligence team to review and revise these metrics as well as incorporate any recommendations from the Disparity Study to best quantify program impact and value. This new metric tracking system will be known as the MWSBE Impact Scorecard. This Scorecard will be formally introduced at the September IA meeting.

Metrics	FY 2017	FY 2018	FY 2019 Year to Date
# Business consultations	NA	40	39
# Business referrals for assistance	NA	130	27
# MWBE certified businesses	170	208	56
# Certification applications received	NA	104	65
# Speaking engagements	8	21	12
# Industry Academies	2	8	4
# Industry Academy attendees	40	100	80

Definitions:

Business Consultations: meetings by staff with individual business owners

Business Referrals: Recommendations to partner organization to allow certified MWBE to build capacity.



Staff has completed 16 MWBE evaluations for the City of Tallahassee. The total dollar amount of the bids is \$31,728,741, of which \$3,004,326 (9.5%) was identified for MWBE subcontracting. Staff has completed seven MWBE evaluations for the City of Tallahassee RFPs. There is no dollar amount associated with RFP evaluations.

Staff has completed three MWBE analysis for Leon County. The total dollar amount of the bids is \$1,044,634 of which \$91,500 (9%) was identified for MWBE subcontracting. Staff has completed four MWBE analyses for Leon County RFPs. There is no dollar amount associated with the RFP analyses.

To ensure greater MWBE participation, OEV staff is actively recruiting businesses in professional services and construction trades through our three chambers of commerce and professional associations. Also, monthly procurement workshops for certified MWBEs on bid preparation have consistently sold out this quarter.

MWSBE Staff is working cooperatively with the North American Properties and the Washington Square developers on meeting their supplier diversity goals. Negotiations to create a MWSBE utilization plan for both developers are underway. These negotiations will include job fairs, networking events and posting bid opportunities. The Office of Economic Vitality is recruiting more MWSBEs in a variety of constructing trades through its B2B Sessions to meet the developer's supplier diversity goals.

#### *B2GNow! Contract Compliance Software*

B2GNow System updates continue to progress towards finalization to ensure the expansion and implementation of all aspects of the System's Certification and Contracts Modules relative to MWSBE Certifications, MWBE contractual participation, and payment reporting with the integration City of Tallahassee data. Staff is working towards the expansion of the Online Certification Directory to include vendor profile information for the Federal Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise Programs. This expansion will include the DBE and/or ACDBE certifications for vendors in the local market area of Gadsden, Jefferson, Leon, and Wakulla counties. Additionally, the vendor profile information for DBE and ACDBE certified vendors that are out-of-market will be reflected within the Online Certification Directory as a part of the City of Tallahassee participating as a member of the Florida Department of Transportation's United Certified Partner (UCP) Program. This process is a coordinated effort between staff, the Florida Department of Transportation and B2GNow. Staff anticipates this process being completed July 1. Staff and the B2GNow Team are also troubleshooting the data import process for contracts and payments relative to the City of Tallahassee and Blueprint data. Additional time is required for continued data mapping and integration challenges due to B2Gnow, City, and County staff navigating the process of integrating the data from the different financial systems of the City and County organizations into B2GNow.

As will be described in the Disparity Study, OEV's B2GNow contract compliance software must expand its footprint to capture MWBE and non-MWBE activity. The OEV staff will be analyzing the full implication and requirements of capturing the voluminous procurement data associated

with the shared utilization of this software by all three governmental entities—City of Tallahassee, Leon County and the Blueprint IA.

### *Business Engagement and Outreach*

The MWSBE Academy(ies) has been an effective medium for capacity building for our MWSBEs. The Academies were offered in cooperation with the FAMU Small Business Development Center. Business owners were also referred to the FAMU Small Business Development Center for capacity building. This quarter's MWSBE's Academies were--

- Insurance and Risk Management
- Bonding Options
- Marketing and Brand Development
- Business Financing and Secured Micro-Loans
- Construction Software Options
- Succession Planning

The Office of Economic Vitality had 80 businesses in attendance at our MWBE Academies this quarter. Business owners are frequently unavailable to attend these workshops. To expand the audience for whom this content would be available, the Office of Economic Vitality recorded each of these workshops and is reformatting them to create webinars. These webinars will be marketed to our certified MWSBEs on an OEV YouTube Channel. This way, we have another method of engagement with our constituency and another means for equipping our MWSBEs through digital instruction and capacity building

OEV will host “matchmaking” events for professional services, construction trades, and architecture/engineering in cooperation with departments at the City of Tallahassee, Leon County, Blueprint and non-MWBE business owners to strengthen subcontracting opportunities for MWSBEs with these targeted industries. These networking activities will be marketed as Business-to-Business (B2B) Sessions. Business owners, institutions with whom we have MOUs—the Tallahassee Housing Authority, et al, and private developers, particularly those with CRA or public investment, will all be invited to network with our MWSBEs. These B2B Sessions will be scheduled from July to December and be aggressively marketed to ensure the highest level of MWSBE, prime contractor/vendor and governmental agency participation. The targeted industries (construction subcontracting, engineering, engineering, and professional services) are most frequently utilize RFP for procurement and therefore supplier diversity is required. Ultimately, through these activities, utilization of certified MWSBEs will increase. Through post activity surveys, OEV will determine if MWSBEs enjoyed greater utilization by non-minority firms.

Finally, OEV will be expanding the monthly certification workshops to include the City of Tallahassee Purchasing Office, Leon County, Leon County Schools and other partners. MWSBEs and other vendors are requiring technical assistance with Bid Sync and B2GNow with online registration and navigating their sites. This monthly workshop will provide attendees with necessary instruction for successful bid awards. In addition,, CareerSource will help workshop attendees with their workforce needs. Presently all MWSBE certification applicants are required to enroll with the FAMU Small Business Development Center to access the Center's capacity building services. It should be noted that all construction subcontractor MWSBE certification applicants are required to enroll with CareerSource to harness the workforce resources available.

### *Disparity Study*

The Minority, Women and Small Business Enterprise (MWSBE) staff has been actively involved with the finalizing of the Disparity Study these last sixth months, in cooperation with MGT of America, Inc. and the Disparity Study Work Group. The Disparity Study will be described in a separate agenda item under General Business.



## MEMORANDUM

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**TO:** Ben Pingree, PLACE Director  
**FROM:** Cristina Paredes, Director  
**SUBJECT:** Accomplishments: February 21, 2019 – June 26, 2019  
**DATE:** June 27, 2019

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This memo highlights the recent accomplishments which directly promote Tallahassee-Leon County as Florida's Capital for Business (#FLCapital4Biz).

### **Business Vitality and Intelligence**

- 15% increase in project activity over previous quarter. Staff is currently working 23 active projects with 75% of the projects in target industries of applied science and manufacturing. In addition, 83% of project activity is either referred to OEV or a self-generated lead.
- Hosted two company site visits. Staff is currently working with another three additional companies to schedule site visits in the next quarter.
- The 2019 Leon Works Expo was held on March 8. Staff and the workgroup focused on incorporating the broader Capital Region, including schools and business exhibitors, in order to build a robust talent pipeline with skilled careers. Over 450 students were connected with 140 vendors in order to link the students with their future careers.
- Held the Opportunity Zone Workshop on March 14, 2019 in partnership with Madison Street Strategies. Over 100 individuals representing residents, businesses, investors, and public sector attended. OEV developed a printed prospectus and online map dashboard for the event to further clarify information about the zones for investors and the general public.
- Held Training Our Talent event, an annual training series with a professional expert to help improve employee relations and talent development for business within Tallahassee-Leon County. Engaged over 60 people at the event with positive feedback from participants.
- Presented to 15 local organizations to discuss the economic vitality and diversity in Tallahassee-Leon County.
- Tallahassee-Leon County recently ranked in the #9 The South's Best Cities in *Southern*



*Living Magazine*











**Target Industry Specific: Applied Science and Advance Manufacturing**




- To date, out of 206 companies in the targeted company outreach, 15 meetings have been conducted which led to 6 prospects and 3 visits.
- Danfoss broke ground on the second expansion of their manufacturing and R&D facility, construction is underway and we anticipate the project to generate 120 new jobs.
- Engaged and educated over 500 of people and 15 business on the research and business opportunities in Tallahassee-Leon County, specifically surround magnetic and applied science innovation and technology.
- Working on collaboration efforts with FloridaMakes, a statewide, industry-led partnership focused on strengthening Florida's manufacturing economy, by hosting the FloridaMakes board meeting at the MagLab. Additionally, OEV Staff will be attending the FloridaMakes MakeMore Summit. The end goal is to work with FloridaMakes to establish a presence in the Capital Region to support area manufacturers and continue to expand the business growth in that sector.
- Increased engagement around sector specific entrepreneurial activity by attending the FSU Office of Commercialization's GAP Competition.

**Minority Women and Small Business**

- Launched MWSBE Industry Academies to engage and educate MWSBEs in collaboration with key partners.  
*Result: Conducted four Industry Academies and referred all attendees (80) for additional resources from our entrepreneurial partners.*
- Engaged and provided 27 business referrals to partner organizations for assistance through office visits.
- Continuing monthly Certification Workshops as an ongoing activity, in cooperation with the FAMU Small Business Development Center, Tallahassee Housing Authority, Leon County School Board and Florida A&M University. Long term impacts will be measured in greater MWSBE procurement opportunities because of technical assistance.
- Certified 56 new minority, women, disadvantaged and small businesses as of May 20, 2019.
- Participated in the Small Business Week Activities and executed the Memorandum of Understanding with the Big Bend MED Week Committee.
- Launching our new OEV Networking project: Business to Business (B2B) Sessions where certified MWSBEs and City of Tallahassee, Leon County and Blueprint vendors and private developers network to increase supplier diversity activity.

**Employment** has increased 38 months in a row, comparing the same month of the prior year. The **Unemployment Rate** was the lowest since May 2007. **Mortgage Foreclosures** in Leon Co. in Q1 2019 were about half of the Q1 average of 229 during 2011-2018. **Taxable Sales** were \$217.4 million higher in 2018 than in 2017, an increase of 4.5%. **TLH Passengers** in Q1 2019 were the most for any Q1 since 2008.

Indicator	Most Recent	Since Last Period	Since Last Year	What Does This Mean?
 <b>Employment</b>	189,851 (Mar. 2019)	~0.0% Down 5 from Feb. to Mar.	+2.0% Up 3,738 from Mar. 2017	<b>Employment</b> levels have now increased 38 months in a row, comparing same month of prior year. MSA monthly avg. of 188,970 in Q1 2019 was 2% higher than the Q1 2018 monthly average.
 <b>Labor Force</b>	196,006 (Mar. 2019)	-0.2% Down 316 from Feb. to Mar.	+1.6% Up 3,147 from Dec. 2017	MSA avg. monthly <b>Labor Force</b> in Q1 2019 was 1.7% higher than the Q1 2018 monthly average. Labor Force has grown 38 consecutive months, comparing same month of the prior year.
 <b>Unemployment Rate</b>	3.1% (Mar. 2019)	-0.2 pts Down from 3.3% in Feb.	-0.4 pts. Down from 3.5% in Mar. 2018	MSA <b>Unemployment Rate</b> was the lowest since May 2007, and has decreased for 90 consecutive months, comparing same month of the prior year.
 <b>Average Weekly Wage</b>	\$841 (3 <sup>rd</sup> qtr. 2018)	+2.4% \$20 more than in Q2 2018	+1.2% \$10 more than in Q3 2017	MSA <b>Average Weekly Wage</b> has increased in all but 1 of the past 20 quarters, comparing same quarter of prior year. The 4-quarter moving average has also increased in all but 1 of the past 20 quarters.
 <b>Unemployment Claims</b>	1,178 (1 <sup>st</sup> qtr. 2019)	-23.8% 368 fewer than in Q4 2018	-1.3% 16 fewer than in Q1 2018	MSA <b>Initial Claims for Unemployment Compensation</b> in Q1 2019 were the fewest for any quarter since before 2010.
 <b>Taxable Sales</b>	\$495.6 M (Dec. 2018)	+13.2% Up \$57.8 M from Nov. to Dec.	+8.7% \$39.5 M more than in Dec. 2017	MSA <b>Taxable Sales</b> were 4.5% higher in 2018 than in 2017, and have gone up in 56 of the past 60 months, comparing sales to the same month of the previous year.
 <b>New Single-Family Construction Permits</b>	160 (1 <sup>st</sup> qtr. 2019)	+60.0% 60 more than in Q4 2018	-20.4% 41 fewer than in Q1 2018	<b>Single-Family Construction Permits</b> in Leon Co. for Q1 2019 were down from Q1 2018 or Q1 2017, but higher than the Q1 average of 140 during 2010 to 2016.
 <b>Mortgage Foreclosures</b>	118 (1 <sup>st</sup> qtr. 2019)	+136.0% 68 more than in Q4 2018	+6.3% 7 more than in Q1 2018	Although <b>Mortgage Foreclosures</b> in Leon Co. rose abruptly from Q4 2018, Q1 2019 was still well below the Q1 2011-2018 average of 229 foreclosures.
 <b>Median Single-Family Home Sales Price</b>	\$215,000 (1 <sup>st</sup> qtr. 2019)	+0.2% Up \$500 from Q4 2018	+2.4% Up \$5,000 from Q1 2018	<b>Median Sales Price</b> has risen in 11 of the past 20 quarters in the MSA, and has been lower than the statewide median sales price since Q4 2013.
 <b>Tourism: Total Visitors</b>	713,200 (Q2 FY 2019)	+25.7% Up 145,955 from Q1 of FY 2019	+1.9% Up 12,994 from Q2 of FY 2018	<b>Total Visitors</b> in Leon Co. typically increase on average about 30% from Q1 to Q2. Q2 2019 was up 7.3% from Q2 2017 and 3% higher than Q2 2016.

Indicator	Most Recent	Since Last Period	Since Last Year	What Does This Mean?
 <b>TLH Passengers</b>	<b>198,539</b> (1 <sup>st</sup> qtr. 2019)	<b>-9.5%</b> 20,870 fewer than in Q4 2018	<b>+6.5%</b> 12,034 more than in Q1 2018	<b>TLH Passengers</b> in Q1 2019 were the most for any Q1 since 2008. During 2015-2019, passengers in Q1 averaged 175,753.
 <b>Office Vacancy Rate</b>	<b>4.1%</b> (1 <sup>st</sup> qtr. 2019)	<b>-0.1 pts.</b> Down from 4.2% in from Q4 of 2018	<b>-0.1 pts.</b> Down from 4.2% in Q1 of 2018	<b>Office Vacancy</b> from Q4 2017 to Q1 2019 averaged 4.2%, a drop of 3.1 points from the annual average vacancy rate of 7.1% during 2010-2016.
 <b>Industrial Vacancy Rate</b>	<b>2.9%</b> (1 <sup>st</sup> qtr. 2019)	<b>+0.9 pts.</b> Up from 2.0% in Q4 of 2018	<b>-0.4 pts.</b> Down from 3.3% in Q1 of 2018	<b>Industrial Vacancy</b> from Q4 2017 to Q1 2019 averaged 3.6%, a drop of 4.6 points from the average annual vacancy rate of 8.2% during 2010-2016.

Sources: Florida Department of Economic Opportunity, Labor Market Information, Local Area Unemployment Statistics (LAUS); Bureau of Labor Statistics, Quarterly Census of Employment and Wages (QCEW); Florida Department of Economic Opportunity, Reemployment Assistance Data; Florida Legislature's Office of Economic and Demographic Research; City of Tallahassee Growth Management Department and Leon County Department of Development Support & Environmental Management; Leon County Clerk of Courts; Tallahassee Board of Realtors; Visit Tallahassee; Tallahassee International Airport; CoStar Property.

**Blueprint Intergovernmental Agency  
Citizens Advisory Committee  
Agenda Item #5  
June 13, 2019**

**Title:** Acceptance of the Status Report on the Activities for the Applied Science and Advanced Manufacturing Target Industries

**Category:** Consent

**Department:** Office of Economic Vitality

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Cristina Paredes, Director, Office of Economic Vitality  
Rebekah Sweat, Business Development Manager, Office of Economic Vitality

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## **STATEMENT OF ISSUE:**

This agenda item seeks acceptance by the Blueprint Intergovernmental Agency Citizens Advisory Committee's (CAC) on the status report related to the activities for the applied science and advance manufacturing target industries, specifically regarding magnetic technologies.

## **FISCAL IMPACT**

This item does not have a fiscal impact.

## **CAC OPTIONS:**

- Option 1: Accept status report on the activities for the applied science and advanced manufacturing target industries, specifically regarding magnetic technologies.
- Option 2: Do not accept status report on the activities for the applied science and advanced manufacturing target industries, specifically regarding magnetic technologies.
- Option 3: Board direction.

## **CAC RECOMMENDED ACTION:**

- Option 1. Accept the status report on the activities for the applied science and advanced manufacturing target industries, specifically regarding magnetic technologies.



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# Blueprint Intergovernmental Agency Board of Directors Agenda Item #X

June 27, 2019

**Title:** Acceptance of the Quarterly Report on the Applied Science and Advanced Manufacturing Target Industries

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency, Office of Economic Vitality

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Cristina Paredes, Director, Office of Economic Vitality  
Rebekah Sweat, Business Development Manager, Office of Economic Vitality

## STATEMENT OF ISSUE:

This agenda item seeks acceptance by the Blueprint Intergovernmental Agency Board of Directors (IA Board) on the status report related to the activities for the applied science and advance manufacturing target industries, specifically regarding magnetic technologies.

## FISCAL IMPACT:

None.

## STRATEGIC PLAN:

The Magnetic Technologies Taskforce directly supports Goal 1.B. of the Economic Development Strategic Plan:

- Form an advisory group called the Magnetic Technologies Task Force to be chaired by a private business leader (who will also serve on the Economic Vitality Leadership Council) with knowledge in the industry.
- Working with all the stakeholders, conduct business intelligence to identify potential customers for magnetic technologies which may benefit from a location close to the National High Magnetic Field Laboratory.

This item also directly supports Goal 1.D.1 of the Economic Development Strategic Plan, specifically regarding sites and buildings to support the efforts of the business attraction services:

- d.1. Identify and develop a full inventory of all available products (sites and buildings) along with the workforce, resources, and other factors that create the total picture a company may consider in choosing to relocate or expand in Tallahassee-Leon County.

## RECOMMENDED ACTION:

- Option 1. Accept the status report on the activities for the applied science and advance manufacturing target industries, specifically regarding magnetic technologies.

## SUPPLEMENTAL INFORMATION:

In order to enhance Tallahassee-Leon County's economic competitiveness in applied science and advanced manufacturing targeted industries through the Magnetic Technologies Taskforce, a multi-prong approach is implemented by the Office of Economic Vitality. This approach includes utilizing ROI Research on Investment for business recruitment alongside OEV staff for other business development efforts in addition to partnerships with FSU, FAMU, Danfoss Turbocor, and other key partners as needed. The Magnetic Technologies Taskforce directly supports Goal 1.B. of the Economic Development Strategic Plan. This item also directly supports Goal 1.D.1 of the Economic Development Strategic Plan, specifically regarding sites and buildings to support the efforts of the business attraction services. The Magnetic Technologies Taskforce is comprised of seven members plus OEV staff (Attachment #1). The most recent member, Michael Tentnowski with Innovation Park, joined in April in order to reinforce the entrepreneurial and business knowledge of the team.

ROI's scope of work spans business attraction and prospect/lead generation for companies that can benefit from being located in Tallahassee-Leon County and close proximity to the National High Field Magnetic Laboratory and other centers of excellence in applied science. ROI engages with leads to generate prospect meetings and follow up with data as needed. The follow-up data often includes information on local laboratories in the targeted sector, incentives, and talent pipeline information. Identification of and representation at relevant trade shows/conferences for business attraction is included, as well as assistance on all marketing strategies for business attraction related to magnetic technology, including market verticals and supply chains.

*Research on Investment (ROI) Prospect Development:* ROI conducts a targeted outreach funnel to identify and evaluate businesses that would be a good fit for the Tallahassee-Leon County market (Attachment #2). ROI has performed outreach (calls, emails, LinkedIn messages) to more than 200 targeted companies related to magnetic technology that are then funneled down through engagement toward the goal of a site visit. The target list is then filtered by these companies with whom synergy is identified within the Tallahassee-Leon County market. Synergies include a desire to locate research or capital assets into a new market. ROI completes the matchmaking by matching Tallahassee-Leon County assets with the land, labor, and capital needs of the company prospect.

As of June 20, 2019, twenty-three meetings have occurred including six at the Magnetics 2019 conference and seventeen initial meetings by ROI staff. The target list outreach has produced one company visit in February, one company visit in April 2019 and one company visit in May 2019. The targeted goal is to increase magnetically enabled business presence in Tallahassee-Leon County through fifty qualified meetings from ROI in the year contract period in addition to other business development seen in the next section. See Attachment 1 for more details.

*Other Business Development Activities:* Through the Magnetic Technologies Taskforce members, OEV activities and partner outreach, three leads have been produced.

- **Project Sherlock**
  - *Description:* Magnetics supply chain
  - *Lead Origin:* Magnetics 2019 Conference
  - *Location:* UK
  - *Status:* Visit planned in Summer 2019
- **Project Shock**
  - *Description:* Energy storage technology
  - *Lead Origin:* Referral
  - *Location:* Boston, MA
  - *Status:* Visit in February 2019 with a follow-up visit in May 2019
- **Project Hulk**
  - *Description:* Fortune-level magnetically enabled medical devices
  - *Lead Origin:* Taskforce member generated
  - *Location:* Not disclosed
  - *Status:* Initial call in planning

Staff will attend the SelectUSA conference (Washington, DC) in June 2019. ROI and the International Trade Association (ITA) representative agreed that SelectUSA would be a good conference to attend as it connects foreign firms with U.S. economic development organizations (EDOs) and brings together about 2,800 people from around the world. Staff worked with ROI to determine the companies that would be interested in meeting to discuss business opportunities in Tallahassee-Leon County. ROI is in the process of organizing meetings with businesses at SelectUSA, an investment summit dedicated to promoting foreign direct investment in the US by bringing together worldwide companies with business opportunities.

**Site Inventory Analysis:** As called for in the strategic plan, the next step in the process to support the growth of an applied science and advanced manufacturing cluster is to develop an inventory of quality sites to strengthen the current inventory of available properties suitable for companies within these two target industries to locate in an expeditious manner. On September 20, 2018, the IA Board authorized staff to move forward with the implementation of phase one of the site inventory program utilizing existing resources previously allocated by the IA Board for activities for the applied science and advanced manufacturing target industries, in an amount not to exceed \$25,000. The site selection contract and LOA (Attachment #3) has been executed by Leotta Location & Design. The site discovery phase is complete. The sites that were discovered have been evaluated for location in the urban service area, plan areas and land use. More than 6,000 acres of developable land have been identified in the urban service area. Staff is currently in the process of reviewing the land and meeting with key stakeholders. Staff recommends performing an internal review and verification of the site inventory provided by Leotta. This entails an internal certification by staff of quality inventory sites through the business intelligence and operations divisions in lieu of contracting with Leotta for site certification. Site certification



costs an average of \$10,000 per site. Performing site certification internally will not only result in significant cost savings, but will allow OEV to perform significant local due diligence of the site inventory. By doing so, staff will be able to review sites using local development overlays, and ensuring all sites meet basic compliance with local codes and regulations. This recommended action will use staff time for evaluation of top sites and background research that will result in expedited development and seamless business engagement. The next steps include a selection of the most suitable sites and identifying ownership, development barriers, ideal land-use scenarios, and potential tenants for these sites.

International Trade Administration: OEV is working in partnership with the International Trade Administration (ITA) to host an Export University 101: Introduction to Exporting this fall. The event will be held September 26th, and will focus on bringing subject matter experts on the financing, planning, and logistics involved with exporting in the United States. The workshop will provide a detailed overview of the tools and methods by which local companies can expand their operations to foreign markets. The Export University is a marquee seminar provided through the partnership with US Department of Commerce and the District Export Council. Speakers will include representatives from the US Dept. of Commerce, Export-Import Bank, Florida Export Finance Corporation, and Enterprise Florida.

## **CONCLUSION:**

As we continue to promote Tallahassee-Leon County as the emerging Magnetic Capital of the World, OEV and the Magnetic Technologies Taskforce will develop leads generated by ROI and through business development activities. It is important to note that these actions approved by the IA Board are the first steps in the process to capitalize on the unique assets of our community and build a critical industry mass around the preeminent centers of research, specifically with National High Magnetic Field Laboratory, as called for in both the Strategic Plan and the Target Industry Study. These concerted efforts demonstrate that the IA Board, through its OEV staff, is making a compelling case about this community's regional economic competitiveness. Through this targeted business engagement, we will strive to grow the applied science and advanced manufacturing industries in Tallahassee-Leon County.

Action by the CAC and EVLC: This item was presented to the CAC and EVLC at their June 13 and 14, 2019 meetings, respectively.

**Action by the TCC and CAC:**

## **OPTIONS:**

1. Accept status report on the activities for the applied science and advance manufacturing target industries, specifically regarding magnetic technologies.
2. Do not accept status report on the activities for the applied science and advance manufacturing target industries, specifically regarding magnetic technologies.

3. IA Board Direction.

## **RECOMMENDED ACTION:**

Option 1. Accept the Tallahassee-Leon County Office of Economic Vitality Status Report.

Attachments:

1. Magnetic Technologies Taskforce Members
2. Funnel Approach for Business Leads
3. LOA for Leotta Location & Design Strategic Sites Inventory

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## **Magnetic Technologies Taskforce Members**

**Ricardo Schneider** — President, Danfoss Turbocor

**Greg Boebinger** — Director, National High Magnetic Field Laboratory

**Gary Ostrander** — Vice President for Research, Florida State University

**Farrukh Alvi** — Associate Dean for Research & Graduate Studies, FAMU/FSU College of Engineering

**Jeff Whalen** — Research Faculty, National High Magnetic Field Laboratory

**David Loveless** — Chairman for Tallahassee and Panama City, Vistage Florida

**Michael Tentnowski** — Director of Entrepreneurship, Leon County R&D Authority

Staffed by the Office of Economic Vitality:

**Rebekah Sweat, PhD** — Business Development Manager

**Cristina Paredes** — Director



Funneled Approach for Business Leads



January 17, 2019

17170 Perkins Road  
Baton Rouge, Louisiana 70810

Reference: Professional Services Agreement Dated January 10, 2019  
Agreement No. 4409

Subject: Strategic Sites Inventory Program Expansion  
Letter of Authorization No. 001

Dear Leotta Location and Design, LLC:

Pursuant to Section 1.B of the Professional Services Agreement No. 4409 between Leotta Location and Design, LLC (Consultant) and the Blueprint Intergovernmental Agency (Agency) (Parties), dated January 10, 2019 (Agreement), you are hereby authorized, upon your firm's written acceptance of this Letter of Authorization No. 001, to perform Strategic Sites Inventory Program Expansion as defined in the project Scope of Work and Fee Schedule (Attachment 1). Deliverables, as required by the Agreement and produced by the Consultant shall be as described in the Agreement. All services will be performed in accordance with requirements of the Agreement. Services shall be authorized to commence upon the date of full execution of this Letter of Authorization No. 001 and shall continue until the completion date contained in the schedule agreed upon by the Parties as specified in Attachment 1 Scope of Work and Fee Schedule. The schedule shall be prosecuted in accordance with Section 2 of the Agreement.

Compensation for all of the required services set out in this Letter of Authorization No. 001 shall not exceed the amount of \$24,999.00 as detailed in the Agreement and shall be administered in accordance with Section 3 of the Agreement. It is expressly understood that the maximum amount to perform Strategic Sites Inventory Program Expansion of the project, may be adjusted only upon written amendment to this Letter of Authorization. Any change to this Letter of Authorization must be made and agreed to in writing by the Parties and shall be in accordance with Section 1.C of the Agreement.

Please indicate your acceptance of the terms and conditions contained in this Letter of Authorization 001 by execution hereof and return three (3) signed originals to 315 S. Calhoun Street, Tallahassee, FL 32301, ATTN Rebekah Sweat. Do not begin Work in regard to this Letter of Authorization until same has been fully executed.

Leotta Location and Design, LLC

By: Victor Leotta  
Name: Victor Leotta  
Title: Principal  
Date: 01/22/19

Digitally signed by Victor Leotta  
DN: cn=Victor Leotta, o=Leotta Location  
and Design, LLC, ou,  
email=leotta@location-design.com, c=US  
Date: 2019.01.22 11:00:05 -0500



BLUEPRINT INTERGOVERNMENTAL  
AGENCY

By: [Signature]  
Name: Cristina Paredes  
Title: Director of OEV  
Date: 1/18/19

Approved as to form:

By: [Signature]  
Blueprint Intergovernmental Agency  
Patrick T. Kinni, Esq.

ATTEST:

By: [Signature]  
City Treasurer Clerk  
James O. Cooke, IV  
Date: 1/28/19

Attachments:

1. Strategic Sites Inventory Program Expansion Scope of Work and Fee Schedule

**ATTACHMENT 1**  
**Strategic Sites Inventory Program Expansion Scope of Work and Fee Schedule**

## 1.1 Scope of Work

### I. General Description.

The scope of work will span Phase I of the SSI Program for Tallahassee-Leon County. This will include site searches for the full complement of project land uses (defined by LL+D's proprietary Core Suitability Models). The addition of less intensive project land uses than industrial and commercial/freight logistics will diversify Tallahassee-Leon County's real estate assets to support attraction of a wider array of target industries as well as secondary, or, indirect investments requiring smaller sites. The SSI Phase I site search will result in newly identified sites that will also benefit county comprehensive land use planning by quantifying all viable properties for economic development that will require property zoning for highest and best use and protection from incompatible surrounding land uses.

#### **SSI Phase I: Site Discovery**

SSI Phase I: Site Discovery provides for the initial identification of potential high-quality sites for economic development. Phase I is in effect a "mining" exercise to discover greenfield sites that exhibit good characteristics for commercial and industrial development based on satisfaction of conventional location criteria pertaining to both the site proper as well as the geographic setting and surrounding land use. The end objective is to provide communities with full discovery of their highest and best use sites for economic development and work toward the development of those sites into a strategic inventory to provide greater completeness in attracting and landing sustainable business investments and quality jobs.

The scope of services for the proposed SSI project will encompass three primary tasks:

**Task 1: Core Suitability Modeling** – apply suitability modeling for specified Core Suitability Models (project land uses) with corresponding individual transportation scenarios to create areas of interest (AOI) for site searches.

**Task 2: Site Searches and Screening** – search AOI within established project category acreage thresholds to identify potential sites with good quality characteristics based on Core Suitability Models scoring index and visual screening against environmental and engineering data features and aerial imagery to eliminate sites exhibiting obvious development obstacles.

**Task 3: Site Mapping and Review** - Consult with Tallahassee-Leon County staff and each member county EDO independently to review potential sites identified and rank sites for priority interest for advancing through next phase of the SSI Program, Phase II: Preliminary Due Diligence.

Each project task is described below.

#### **Task 1: Core Suitability Modeling**

LL+D uses proprietary baseline suitability models for project land use (referred to throughout as Core Suitability Models) that define major economic development project types. Suitability modeling is the analysis foundation for our SSI Program and constitutes the basis for determining the optimal locations to explore to identify AOI for site



development. The Core Suitability Models govern site quality through location algorithms that consider industry-specific criteria that define operational and compatibility location requirements. This translates into site search process efficiency by focusing only on geographic areas demonstrating excellent characteristics for economic development as suggested by the individual Core Suitability Model scoring indices for each project category and associated transportation scenario. In effect, the Core Suitability Models eliminate large areas of geography and reduce manual site searches to select areas of interest.

LEO's most common baseline suitability models include Heavy Industrial, Light Industrial, Commercial/Freight Logistics, R&D/Technology+Business Park, and Agribusiness. LL+D is proposing to provide the Commercial/Freight Logistics, Agribusiness, R&D/Technology, and Business Park Core Suitability Models only.

The Core Suitability Models will be applied with the associated transportation scenarios as stated:

- Commercial/Freight Logistics (25+ acre site searches)
  - Interstate Dependent
  - Multi-lane Divided Highway Dependent
- Agribusiness (75+ acre site searches)
  - Rail, Interstate Dependent
  - Rail, Multi-lane Divided Highway Dependent
  - Non-Rail, Interstate Dependent
  - Non-Rail, Multi-lane Divided Highway Dependent
- R&D/Tech (25+acre site searches)
  - Primary Local Transportation Routes
  - Multi-lane Divided Highway Dependent
- Business Park (25+acre site searches)
  - Primary Local Transportation Routes
  - Multi-lane Divided Highway Dependent

Each Core Suitability Model considers twelve to fifteen individual criteria represented by features or conditions germane to favorable development of the respective land use. The transportation scenarios listed above are the interchangeable features for each model to provide an opportunity for logistics diversity.

LL+D's Core Suitability Models are a licensed data product and may not be reproduced, reverse engineered, copied, displayed, or distributed in any format to any third party and is available as a "read only" visual image to authorized users of the LL+D SSI Portal. LL+D's Core Suitability Models are published only via the SSI Portal.

## **Task 2: Site Searches and Screening**

This task entails the initial identification of potential new raw land sites in accordance with the applied Core Suitability Models and acreage designations specified in Task 1. Task 2 will result in the identification and screening of initial sites for strategic inventory consideration. Site searches will be conducted county wide. Site searches will be limited to single tracts and in limited instances subdivided contiguous tracts with like ownership as determined by parcel records (LL+D will rely on digital GIS parcel data only for property boundary delineation and ownership information. This data is subject to

availability and may not be current. LL+D cannot determine the accuracy or completeness of GIS parcel data and will make use of the data “as is” and note any material data limitations where observed).

LL+D's site quality standard is defined by objective satisfaction of respective suitability model criteria, physical site attributes, surrounding infrastructure configuration, and subjective screening against conventional tolerances for site proximity to assets and vulnerabilities relative to project type. Visually screening of sites is performed to eliminate obvious undevelopable sites (e.g., observations of existing facilities, water features, heavy wetland observations, etc.) by visual interpretation of aerial imagery and a compliment of GIS data representing geographic and cultural features.

Site screening and preliminary due diligence is primarily a desktop exercise and depends heavily on current high-resolution aerial imagery and a comprehensive set of GIS data relevant to economic development and site selection. LL+D will research and acquire the GIS data features necessary to support strategic site identification and screening. This includes publicly available high-resolution aerial imagery for Florida (most recent year available).

LL+D's will compile a GIS database for the Tallahassee-Leon County SSI Program specifically to include data features relevant to site development. This data may include but is not limited to:

- Current available ESRI-provided aerial imagery
- Transportation infrastructure
  - Road network including interstate, U.S. and state highways, and local roads
  - Class 1, 2, and 3 rail networks
  - Airports and airfields
  - Ports and intermodal facilities
- Hydrography including major navigable waterways by class
- Population centers and population density derived from Census data
- Cultural and community features including
  - Schools, universities, day care centers
  - Churches
  - Cemeteries
  - Nursing homes, hospitals
- Emergency response facilities including fire and police protection
- FEMA flood zones
- Levee centerlines
- LiDAR elevation and contour data
- NRCS SSURGO soils data
- USGS GAP land cover
- USGS Nation Wetlands Inventory (where coverage exists)

All data inputs will originate from public domain data provided by state and federal data sources. All geospatial data inputs will be subject to availability and authorization for use from the issuing source. LL+D does not propose to conduct any geospatial data development or purchase commercial data for the purposes of performing this project.

LL+D has developed a systematic and effective methodology for screening potential sites for practical development. LL+D uses its methodology in conjunction with the GIS data cited above to evaluate sites to quantify advantages and challenges and issue an opinion on the optimal project use. The site screening is conducted within the context of achieving a strict quality standard and as such, many sites that appear to be of good economic value fail to receive a recommendation for pursuing for inventory.

The ultimate goal of site screening is to identify “fatal flaws” exhibited by a site that would render the site practically undevelopable or of low attractiveness to site consultants and industry prospects. LL+D uses a basic six-factor screening methodology to identify observable fatal flaws and subjectively quantify each site’s development potential based on conditions present and information gleaned through the desktop analysis. The primary site screening factors include the following:

- Parcel Assembly
- Transportation Infrastructure
- Energy Infrastructure
- Cultural Considerations
- Flood Risk
- Potential Wetlands

The scope of services for the site screening task will entail visual desktop screening and ranking in general accordance with the following tasks:

- Individual site review and screening against the six factors described above;
- Notation of observed physical site characteristics, surrounding land use, and conditions both for and against development (select sites only based on initial determination of site potential competitive value);
- Map production displaying candidate sites symbolized by project use and size;
- Review of site screening with Tallahassee-Leon County staff and member counties; and
- Determination of final candidate site nomination for advance to next phases of site development

Ultimate site development potential and fatal flaw analysis cannot be determined without physically visiting the site and conducting formal engineering and environmental due diligence. However, LL+D is confident that our site screening methodology is highly effective in eliminating low quality or practically undevelopable sites and presents candidate sites with a high likelihood of enduring more formal engineering and environmental due diligence.

### **Task 3: Site Mapping and Review**

A single site map of each potential site screened will be generated and include an aerial image background. Basic reference features will include conceptual site boundary, primary transportation, major water features, population centers, and culturally significant features. The site map will be formatted 11”X17” landscape and include a vicinity inset, data source citation, and standard engineering title block reference content. All site maps will be made available electronically through the SSI Portal. No hard copy maps are to be produced by LL+D.

LEO will schedule an on-site review meeting with Tallahassee-Leon County at the chamber office in Tallahassee. The review meeting generally requires two to four hours to review and prioritize potential sites. The goal of the meeting is to collaboratively recommend from the palate of potential sites a select number of sites exhibiting the highest value and best chance for development for advancement to the next phases of site development. These sites will be recommended as candidate sites for further exploration for property owner interest and preliminary due diligence. LL+D will work directly with Tallahassee-Leon County staff to review, select, and prioritize potential site for subsequent levels of preliminary environmental and engineering due diligence to be performed outside the scope of this project.

Completion of SSI Phase I will provide significant value to Tallahassee-Leon County with the creation of a baseline of potential sites that have been initially screened for practical development. Tallahassee-Leon County will be able to consult the SSI database to identify potential sites for prioritization for subsequent due diligence. Additionally, the SSI database will provide rapid access to potential sites for response to RFI site criteria on a project-specific basis. In effect, the SSI Program Phase I provides the foundation for beginning the vetting process for full strategic sites inventory development.

## **1.2 Fee Schedule**

The fees for scope of work deliverables shall be allocated as follows:

A. Core Suitability Modeling Initiation	50%
B. Core Suitability Modeling, Site Search and Screening, Site Mapping and Review.	50%

Payment for fees shall be made upon invoice of the Consultant for approved work in accord with the Agreement.

**Blueprint Intergovernmental Agency  
Citizens Advisory Committee  
Agenda Item #6**

**June 13, 2019**

Title: Approval of the Modifications and Extension of the Urban Vitality Job Creation Pilot Program

Category: Consent

Department: Blueprint Intergovernmental Agency, Office of Economic Vitality

Contact: Benjamin H. Pingree, Director, Department of PLACE  
Cristina Paredes, Director, Office of Economic Vitality

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**STATEMENT OF ISSUE:**  
**FISCAL IMPACT**

**CAC OPTIONS:**

**CAC RECOMMENDED ACTION:**





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# Blueprint Intergovernmental Agency Citizens Advisory Committee

## Agenda Item #7

### June 13, 2019

**Title:** Authorization to Enter into a Cost Sharing Agreement with the City of the Tallahassee for the Construction of the Southwood Trail

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint

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## STATEMENT OF ISSUE:

This agenda item seeks the Blueprint Intergovernmental Agency Citizens Advisory Committee's (CAC) recommendation of authorization by the Blueprint Intergovernmental Agency Board of Directors (IA Board) to enter into a Cost Sharing Agreement with the City of Tallahassee for the Construction of Southwood Trail. The requested Cost Sharing Agreement would allow for faster execution of **Blueprint's** project to implement the Greenways Master Plan, provides cost savings, and delivers the critical link between the City of Tallahassee Southeast Park and Leon **County's** Tram Road Community Sidewalk Enhancement Project.

## FISCAL IMPACT:

This item does have fiscal impact. The total multiuse trail cost estimate is \$171,981. The requested agreement allows Blueprint to enter into a Cost Sharing Agreement with the City of Tallahassee, funding \$171,981 of the project, which is the expected Blueprint project portion. The estimated Blueprint project cost is available in the Greenways Master Plan Project budget. The IA Board has allocated a total of \$900,000 over Fiscal Years (FY) 2017, 2018, 2019 to advance fund the Bike Route and Greenways Projects, and an annual allocation of \$1,155,000 is included in the FY 2020 capital budget.

## CAC OPTIONS:

Option 1: Recommend the IA Board authorize Blueprint Intergovernmental Agency to enter into a Cost Sharing Agreement with the City of Tallahassee for the Construction of the Southwood Trail.

Option 2: Do not recommend the IA Board authorize Blueprint Intergovernmental Agency to enter into a Cost Sharing Agreement with the City of Tallahassee for the Construction of the Southwood Trail.

## **CAC RECOMMENDED ACTION:**

Option 1: Recommend the IA Board authorize Blueprint Intergovernmental Agency to enter into a Cost Sharing Agreement with the City of Tallahassee for the Construction of the Southwood Trail.



# **Blueprint Intergovernmental Agency Board of Directors Agenda Item #X June 27, 2019**

**Title:** Authorization to Enter into a Cost Sharing Agreement with the City of the Tallahassee for the Construction of the Southwood Trail

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint

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## **STATEMENT OF ISSUE:**

This agenda item seeks authorization from the Blueprint Intergovernmental Agency Board of Directors (IA Board) to enter into a Cost Sharing Agreement with the City of Tallahassee for the Construction of Southwood Trail. The requested Cost Sharing Agreement would allow for faster execution of **Blueprint's** project to implement the Greenways Master Plan, provides cost savings, and delivers the critical link between the City of Tallahassee Southeast Park and Leon **County's** Tram Road Community Sidewalk Enhancement Project.

## **FISCAL IMPACT:**

This item does have fiscal impact. The total multiuse trail cost estimate is \$171,981. The requested agreement allows for Blueprint to enter into a Cost Sharing Agreement with the City of Tallahassee, funding \$171,981 of the project, which is the expected Blueprint project portion. The estimated Blueprint project cost is available in the Greenways Master Plan Project budget. The IA Board has allocated a total of \$900,000 over Fiscal Years (FY) 2017, 2018, 2019 to advance fund the Bike Route and Greenways Projects, and an annual allocation of \$1,155,000 is included in the FY 2020 capital budget.

## **SUPPLEMENTAL INFORMATION:**

In April 2015, the IA Board directed staff to advance fund, at a rate of \$300,000 per year for three years, the planning and design of the 2020 Bike Route System and Greenways Master Plan Projects. As part of the FY 2017 Capital Budget, the IA Board approved \$300,000 to fund the professional fees for planning and design of these two projects.

The Southwood Greenway Project is a greenway project in the adopted Tallahassee-Leon County Greenways Master Plan (Attachment #1). This greenway project expands regional mobility and provides connectivity between several existing greenways and parks from several large residential areas. The project will connect the St. Marks Trail to Southwood via the Tram Road Trail and north to Tom Brown Park and the Lafayette Heritage Greenway Trail via the Goose Pond Trail (Attachments #1 and #3).

The City of Tallahassee is constructing the Southeast Park. The City Commission approved the Southeast Park in April of 2018. The Southeast Park will occupy a 62-acre parcel bordered by Tram Road, School House Road, and Four Oaks Blvd (Attachment #2). The Southeast Park includes a 1.1-mile section of the Southwood Greenway, which includes the section from Capital Circle Southeast to School House Road.

At the May 12, 2015 Leon County Board of County Commissioners meeting, the Board of County Commissioners ratified the Board actions taken at the April 28, 2015 FY 2015 – 2016 Budget Policy Workshop, which included the **County's** Safe Routes to Schools and Community Sidewalk Enhancements Tier Prioritization Lists. The Tram Road Community Sidewalk Enhancement Project from Crossing Rocks Road to Capital Circle is within this approved list. Leon County Public Works is managing the design for this sidewalk project, which is a component of the Tram Road Greenway (Attachment #3). This County project includes the construction of a 10-foot wide, asphalt multi-use trail along the north side of Tram Road between Crossing Rocks Road and Capital Circle Southeast. This project is currently at 60% design, and plans provide for construction in the summer of 2020.

The requested Cost Sharing Agreement would allow for quicker execution of **Blueprint's** construction efforts. Cost-sharing brings this important connectivity to the public sooner, and provides cost savings through combined construction efforts with the City. In addition, the Blueprint portion provides the critical link between the City's Southeast Park and the **County's** Tram Road Community Sidewalk Enhancement Project. The City plans to begin construction of the proposed Southwood Trail in the fall of 2019.

Action by the TCC and CAC:

## OPTIONS:

- Option 1: Authorize Blueprint to enter into a Cost Sharing Agreement with the City of Tallahassee for the Construction of the Southwood Trail.
- Option 2: Do not authorize Blueprint to enter into a Cost Sharing Agreement with the City of Tallahassee for the Construction of the Southwood Trail.
- Option 2: IA Board direction.

## RECOMMENDED ACTION:

- Option 1: Authorize Blueprint to enter into a Cost Sharing Agreement with the City of Tallahassee for the Construction of the Southwood Trail.



Attachment:

1. Tallahassee-Leon County Greenways Master Plan: Southwood Trail
2. Map of Southeast Park
3. Tallahassee-Leon County Greenways Master Plan: Tram Road
4. Project Sidewalk Estimate



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# Project #9: Southwood Greenway

## Description

The Southwood Greenway project is intended to expand regional bike/ped mobility and to provide connectivity between several existing greenways and parks from several large residential areas, including the St. Marks Trail, Southwood, Tom Brown Park, and the Lafayette Heritage Trail.

This project is a system of shared use paths that will connect the St. Marks Trail via the Tram Road Trail to Southwood and north to Tom Brown Park and the Lafayette Heritage Greenway Trail via the Goose Pond Trail. The portion that is the Southwood Greenway runs from Tram Road to Apalachee Parkway. These connections will use public lands and corridors unless indicated otherwise.

The combined length of this proposed path or trail, including two alternative alignments, is approximately 3.6 to six miles, depending on the alignment.

## Existing Improvements

As of late 2012, there are 5.4 miles of existing shared use paths within the Southwood subdivision that are part of this development's system of nature trails. These are privately owned and maintained, but they are accessible to the public as part of Southwood's open space holdings. There are sidewalks along almost all of the roads in Southwood, and bike lanes have been included along the arterial and collector roadways within this area.

The Lafayette Heritage Greenway Trail and the Goose Pond Trail are currently owned and managed by the City of Tallahassee.

The Tallahassee/St. Marks Historic Railroad Trail runs south from Florida's capital city past the Apalachicola National Forest and on to the coastal community of St. Marks. Through the early 1900's, this historic railroad corridor was used to carry cotton from the plantation belt to the coast for shipment to textile mills in England and New England. Today, as a paved trail, it provides a facility for road bicyclists, walkers and skaters. It also provides opportunities for horseback riding on the adjacent unpaved trail, and access to the Munson Hills Off-Road Trail system in the National Forest.

A new multi-use trail on east side of Capital Circle SE runs to the St. Marks Trail at Woodville Highway. Trailhead is 1/10 mile south of Capital Circle.

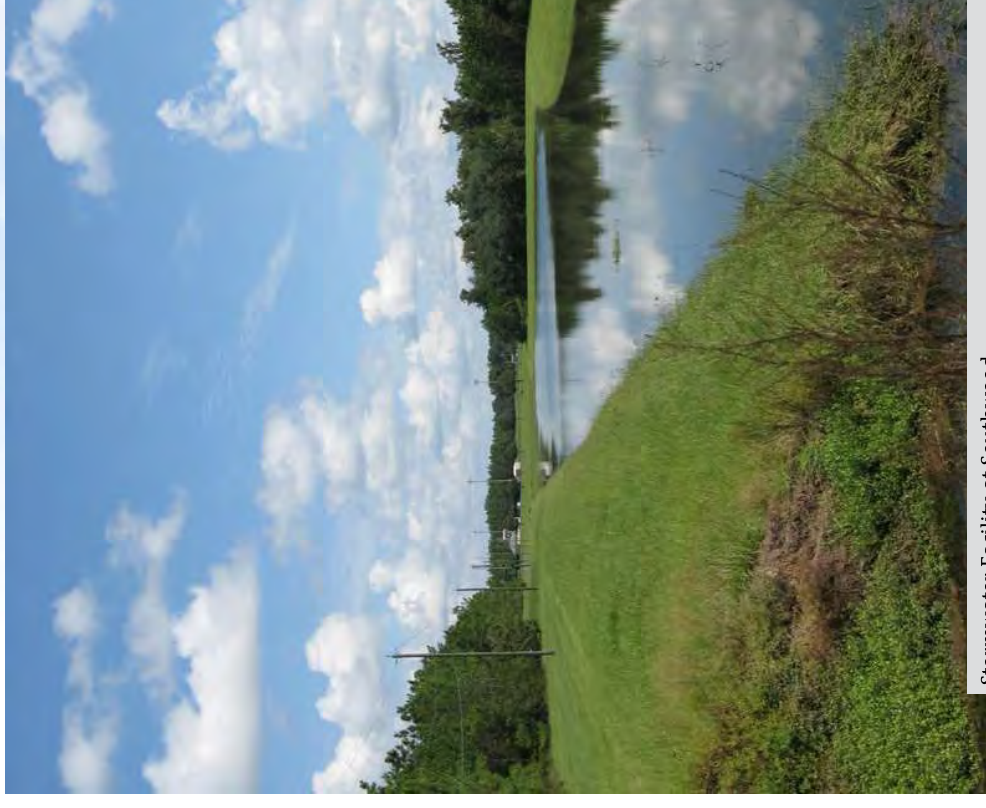
## Future Improvements

This project will consist of a series of shared use path segments and bike lanes along segments of School House Road, Biltmore Avenue, Southwood Plantation Road, and Apalachee Parkway. Depending on the alternative alignment selected, it may also utilize existing and planned paths or trail within Southwood itself. The southern terminus for both proposed alignments of this proposed path would be at a 62-acre regional park on the north side of Tram Road, and the northern terminus would be where the Goose Pond Trail will intersect Apalachee Parkway.

This proposed path would be a 10' paved trail at a minimum, including swales to reduce stormwater runoff. Several road crossings would be necessary, depending on the selected alignment. Alignment Route A (see map, page 56) is proposed initially in this Plan.

## Proposed Alignment Route A

This proposed alignment as proposed is a 3.6 mile long, 10' wide paved shared use path that will connect to the south end of the Goose Pond Trail (Connor Blvd. at Apalachee Parkway), to Tram Road via the existing network of Southwood trails. It will cross Apalachee



Stormwater Facility at Southwood

Parkway in the crosswalk at an existing signal light on the west side of Connor Boulevard. It would proceed west on the south side of Apalachee Parkway on a minimum 10' wide sidewalk in the existing right of way to Southwood Plantation Road. The path would then run south within the right of way of Southwood Plantation Road on its west side to Biltmore Avenue.

From the intersection of Southwood Plantation Road and Biltmore Avenue, Alignment Route A would connect west to the system of existing trails leading south to School House Road, where a new trail would be constructed along the west side of an existing drainage pond to Tram Road. A new paved trail would be located on the north side of Tram Road that would connect to the existing trail at Capital Circle SE. From here, users could take the existing multi-use trail along Capital Circle SE to the St. Marks Trail and further west.

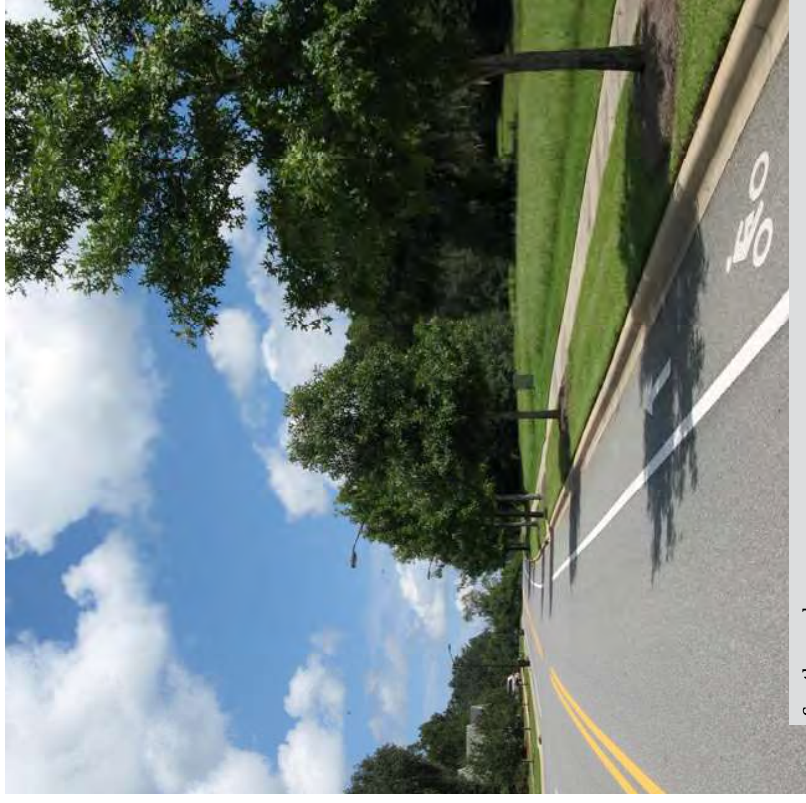
A proposed 62-acre public regional park is planned to be located on the northeast corner of the intersection of Tram Road and Four Oaks Boulevard. This park presents a potential trailhead location for this greenway.

#### **Proposed Alignment Route B**

This proposed alignment as proposed is a 6-mile long, 10' wide paved shared use path that will connect the south end of the Goose Pond Trail (Connor Blvd. at Apalachee Parkway), Tram Road via a new set of trails within the Southwood Subdivision. It will cross Apalachee Parkway in the crosswalk at an existing signal light on the west side of Connor Boulevard. It would proceed west on the south side of Apalachee Parkway on a minimum 10' wide sidewalk in the existing right of way to Southwood Plantation Road. The path would then run south within the right of way of Southwood Plantation Road on its west side to Biltmore Avenue.

At this intersection, the proposed alignment would require building a trail east of Biltmore Avenue in the existing greenspace at the eastern edge of the current Southwood development, adjacent to future phases of development to the east. This trail would continue south to the proposed extension of Biltmore Road south and west to School House Road. The trail would follow School House Road to a drainage pond area on the south side of the road, similar to Proposed Alignment Route A, and south to Tram Road and connecting to the existing trail at Capital Circle SE. From here, users could take the existing multi-use trail along Capital Circle SE to the St. Marks Trail and further west

Either of these alignments would require at least three intersection trail crossings, in addition to the trail itself. If a proposed 62-acre public regional park on the northeast corner of the intersection of Tram Road and Four Oaks Boulevard is constructed, a trailhead can be created as part of this park for trail users who want to go west or north.



Southwood



**Cost Estimates**

Estimated costs are summarized as follows:

Improvement	Length	Total Units	Cost Per Unit <sup>5</sup>	Estimated Total Cost
Alignment A				
Paved Trail	3.6 miles	1	\$250K/mile for 10' wide pavement	\$900,000
			20 percent overhead for engineering design and permitting	\$180,000
TOTAL				\$1,080,200
10' wide pavement	\$900,000			
			20 percent overhead for engineering design and permitting	\$180,000
SUBTOTAL	6 miles (trail)			\$906,000 to \$1,506,000
			20 percent overhead for engineering design and permitting	\$296,200
TOTAL				\$1,777,200


<sup>5</sup> Estimated trail construction costs obtained from 2006 Sarasota County Trails Master Plan.









<div><div>CITY OF TALLAHASSEE</div><div>PUBLIC WORKS DEPARTMENT / CAPITAL PROGRAMS</div></div>										PROJECT: SOUTHEAST PARK										SHEET TITLE: TRAILS AND SIDEWALKS ONLY										SHEET 2			
E.O.R.: RANDY										L.A.N.E. NO. 56892										COMPUTER FILE: N:\CAPITAL\PROJECTS\1800577-230101-SOUTHEAST PARK\DESIGN\CADD\SITE PLAIN.DWG										OF ----			
FIELD BOOK																				SCALE: AS SHOWN										PROJECT NO.: 1800577		DATE: 2018-12-12	
DRAWN BY J.S.C.																																	
DESIGNED BY R.L.																																	
CHECKED BY R.C.																																	



# Project #17: Tram Road Greenway Trail

## Description

The Tram Road Greenway Trail is a sidepath along a portion of Tram Road that will provide a link between parks, schools, residential areas, and commercial and employment centers in the southeast sector of the Tallahassee urban area, including South Monroe Street and the Southwood area. This greenway will also connect to the English Greenway system, part of the English property, which is anticipated to be developed within the next decade.

This greenway will provide a transportation alternative and help promote economic development in the southeast part of the community. These connections will use public lands and corridors unless indicated otherwise.

## Existing Improvements

Existing improvements include the North Florida Fairgrounds, Capital City Park, Campbell Pond City Park, the existing Campbell Connector Trail, Fairview Middle School, Pace Secondary School, Florida Department of Revenue complex, the State of Florida Capital Circle Office Complex, nearby residential neighborhoods, including the Lakewood, Campbell Park, Pebble Brooke, and Southwood.

1. The North Florida Fairgrounds is a 107-acre complex of fairgrounds, parking areas, and a stadium (Capital Field) that also includes a forested park (the 20-acre Capital Park) with active amenities managed by the City of Tallahassee. Many regional fairs, games, and other events are held on a regular basis at the Fairgrounds.
2. Campbell Pond is an existing 26-acre City park adjacent to Campbell Pond.
3. The Campbell Connector is a 1.1-mile shared use path that was recently completed by the City of Tallahassee. It connects the St. Marks Trail with the Lakewood and Campbell Park residential neighborhoods, Capital Park, the Leon County Extension Service at 615 Paul Russell Road, and the Jack L. McLean, Jr. City Park.

## Future Improvements

The Tram Road Greenway Trail is proposed as a 3.3 mile long, 10' wide, paved shared use path that will connect from where the Campbell Connector Trail crosses Tram Road at the intersection of Tram and Cornelia Street to the intersection of Tram Road and Capital Circle Southeast, and then continuing east along Tram to an area approximately 2,000' east of the intersection of Tram Road and Four Oaks Boulevard. It is anticipated that this trail can be constructed within the right of way of Tram Road.

A trail crossing will be required at Crossing Rocks Road whether the trail is located on the south or north side of the road. This is also the proposed intersection of the Campbell Pond Greenway, which would connect to the Campbell Pond City Park and points north and south. Another trail crossing will be necessary where the Colin English Trail will cross Tram Road west of the intersection of Tram and Capital Circle Southeast. A third trail crossing will be required at the intersection of Tram and Capital Circle Southeast.

## Cost Estimates

Estimated costs are summarized as follows:

Improvement	Length	Total Units	Cost Per Unit	Estimated Total Cost
Paved Trail	3.3 miles	1	\$250K/mile for 10' wide paved trail	\$825,000
Trail Crossing	n/a	3	Minimum eight signs per crossing @\$100/ per installed, and \$800-\$1,200 for reflective pavement paint/thermoplastic	\$6,000
SUBTOTAL	3.3 miles (trail)			\$831,000
			20 percent overhead for engineering design and permitting	\$166,200
TOTAL				\$997,200



**Both Asphalt Paved 10' Multi-Use and 10' Concrete Multi-Use**  
**Asphalt Cost Based on FDOT Price and Concrete as Provided by PR Staff**

MULTI-USE TRAIL DMS - 10' Wide Asphalt (1.5" Thick)									
Multi-use Trail - Tram Road West (CCSE to Four Oaks)(DMS)SUPERPAVE									
Location	Linear Feet (LF)	Width (FT)	Thickness (FT)	Surface Area (SF)	Surface Area (SY)	TN	Dollars / UNIT	Cost	
ASPHALTIC CONCRETE (SP-12.5) 1.5"	2,484.0	10		24,840.0	2760.0	227.7	\$ 100.00 (\$/TN)	\$ 22,770.00	
TYPE "B" STABILIZATION (LBR 40) 12"	2,484.0	11	1	27,324.0	3036.0		2.33 (\$/SY)	\$ 7,073.88	
LIMEROCK BASE (LBR 100) 4" (GROUP 1)	2,484.0	10	0.333	24,840.0	2760.0		12.12 (\$/SY)	\$ 33,451.20	
CENTPEDE SODDING	2,484.0	4	0.25	9,936.0	1104.0		2.30 (\$/SY)	\$ 2,539.20	
PREPARED SOIL LAYER, FINISH SOIL LAYER 6"	2,484.0	4	0.5	9,936.0	1104.0		1.03 (\$/SY)	\$ 1,137.12	
REMOVE EX. CONCRETE					416.0		15.72 (\$/SY)	\$ 6,539.52	
SubTotal: \$								73,510.92	
MULTI-USE TRAIL PARK - 10' Wide									
Multi-use Trail - Four Oaks-East Side (Tram to Project Entrance)SUPERPAVE									
ASPHALTIC CONCRETE (SP-12.5) 1.5"	1,104.7	10		11,047.0	1227.4	101.3	\$ 100.00 (\$/TN)	\$ 10,126.42	
TYPE "B" STABILIZATION (LBR 40) 12"	1,104.7	11	1	12,151.7	1350.2		2.33 (\$/SY)	\$ 3,145.94	
LIMEROCK BASE (LBR 100) 4" (GROUP 1)	1,104.7	10	0.333	11,047.0	1227.4		12.12 (\$/SY)	\$ 14,876.63	
CENTPEDE SODDING	1,104.7	4	0.25	4,418.8	491.0		2.30 (\$/SY)	\$ 1,129.25	
PREPARED SOIL LAYER, FINISH SOIL LAYER 6"	1,104.7	4	0.5	4,418.8	491.0		1.03 (\$/SY)	\$ 505.71	
SubTotal: \$								29,783.94	
Multi-use Trail - Schoolhouse (Project Entrance to End of Project)SUPERPAVE									
ASPHALTIC CONCRETE (SP-12.5) 1.5"	290.6	10	0.5	2,906.0	322.9	26.6	\$ 100.00 (\$/TN)	\$ 2,663.83	
TYPE "B" STABILIZATION (LBR 40) 12"	290.6	11	1	3,196.6	355.2		2.33 (\$/SY)	\$ 827.56	
LIMEROCK BASE (LBR 100) 4" (GROUP 1)	290.6	10	0.333	2,906.0	322.9		12.12 (\$/SY)	\$ 3,913.41	
CENTPEDE SODDING	290.6	4	0.25	1,162.4	129.2		2.30 (\$/SY)	\$ 297.06	
PREPARED SOIL LAYER, FINISH SOIL LAYER 6"	290.6	4	0.5	1,162.4	129.2		1.03 (\$/SY)	\$ 133.03	
SubTotal: \$								7,834.90	
Multi-use Trail within SE Park (CONCRETE)									
TYPE "B" STABILIZATION (LBR 40) 12"	2,125.6	10	0.5	21,256.0	2361.8		21.87 (\$/SY)	\$ 51,652.08	
CENTPEDE SODDING	2,125.6	4		8,502.4	944.7		2.30 (\$/SY)	\$ 2,172.84	
PREPARED SOIL LAYER, FINISH SOIL LAYER 6"	2,125.6	4	0.5	8,502.4	944.7		1.03 (\$/SY)	\$ 973.05	
SubTotal: \$								60,851.20	
SIDEWALK - 6' Wide (6" Thick)									
Sidewalk - Tram Rd East (Four Oaks to End of Project)	1,363.0	0	0.5				21.87 (\$/SY)	\$ -	
SIDEWALK - Four Oaks-East Side (Project Entrance to Schoolhouse)									
10' to 6' Transition	764.5	0	0.5				21.87 (\$/SY)	\$ -	
SIDEWALK - Schoolhouse (Four Oaks to Project Entrance)									
6' to 10' Transition	663.7	0	0.5				21.87 (\$/SY)	\$ -	
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**Blueprint Intergovernmental Agency  
Citizens Advisory Committee  
Agenda Item #8  
June 13, 2019**

**Title:** Authorization to Enter into an Agreement with the Florida Department of Transportation for Reimbursement of Design Expenditures for the Northeast Gateway Project

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint

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## **STATEMENT OF ISSUE:**

This agenda item seeks the Blueprint Intergovernmental Agency Citizens Advisory **Committee's** (CAC) recommendation of authorization by the Blueprint Intergovernmental Agency Board of Directors (IA Board) to enter into an Agreement with the Florida Department of Transportation (FDOT) to accept Transportation Regional Incentive Program (TRIP) funding in Fiscal Year (FY) 2023 to reimburse Northeast Gateway Project expenditures made in FY 2020 and FY 2021.

## **FISCAL IMPACT:**

This agenda item has fiscal impact. The Project Development and Environment (PD&E) study is underway and will be completed in FY 2020. Staff anticipates the design on the project, which TRIP funding will reimburse, will begin in FY 2020 and will complete in FY 2021. The design of the project is estimated to cost between \$3.5 million and \$4 million, which the IA Board programmed and authorized in the Blueprint FY 2019 – 2023 Capital Implementation Program at the September 20, 2018 Board Meeting.

## **CAC OPTIONS:**

Option 1: Recommend the Intergovernmental Management Committee to approve execution of an Agreement with the Florida Department of Transportation to reimburse Northeast Gateway Project design expenditures with Fiscal Year 2023 Transportation Regional Incentive Program funding.

- Option 2: Do not recommend the Intergovernmental Management Committee to approve execution of an Agreement with the Florida Department of Transportation to reimburse Northeast Gateway Project design expenditures with Fiscal Year 2023 Transportation Regional Incentive Program funding.
- Option 3: Board direction.

### **CAC RECOMMENDED ACTION:**

- Option 1: Recommend the Intergovernmental Management Committee to approve execution of an Agreement with the Florida Department of Transportation to reimburse Northeast Gateway Project design expenditures with Fiscal Year 2023 Transportation Regional Incentive Program funding.



**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #X**

**June 27, 2019**

Title: Authorization to Enter into an Agreement with the Florida Department of Transportation for Reimbursement of Design Expenditures for the Northeast Gateway Project

Category: Consent

Department: Blueprint Intergovernmental Agency

Contact: Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint  
Joshua J. Logan, Sr. Project Manager, Blueprint

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**STATEMENT OF ISSUE:**

This agenda item seeks authorization from the Blueprint Intergovernmental Agency Board of Directors (IA Board) to enter into an Agreement with the Florida Department of Transportation (FDOT) to accept Transportation Regional Incentive Program (TRIP) funding in Fiscal Year (FY) 2023 to reimburse Northeast Gateway Project expenditures made in FY 2020 and FY 2021.

**FISCAL IMPACT**

This agenda item has fiscal impact. The Project Development and Environment (PD&E) study is underway and will be completed in FY 2020. Staff anticipates the design on the project, which TRIP funding will reimburse, will begin in FY 2020 and will complete in FY 2021. The design of the project is estimated to cost between \$3.5 million and \$4 million, which the IA Board programmed and authorized in the Blueprint FY 2019 – 2023 Capital Implementation Program at the September 20, 2018 Board Meeting.

**RECOMMENDED ACTION:**

Option 1: Authorize the Intergovernmental Management Committee to approve execution of an Agreement with the Florida Department of Transportation to reimburse Northeast Gateway Project design expenditures with Fiscal Year 2023 Transportation Regional Incentive Program funding.

## **SUPPLEMENTAL INFORMATION:**

### **BACKGROUND**

The Northeast Gateway is a Blueprint 2020 Infrastructure Project. A 2014-cost estimate of \$47.3 million included the construction of Welaunee Boulevard; the Shamrock Street extension; the associated right of way, stormwater, and greenway components; and other improvements. The proposed Welaunee Boulevard is a four-lane divided arterial roadway with bike lanes, a sidewalk along one side, and a multi-use trail along the other side. The Northeast Gateway Project also includes an 8.4-mile Welaunee Greenway that connects to the Miccosukee Greenway and crosses I-10 on a bicycle and pedestrian bridge. The ongoing PD&E study is evaluating the extension of Welaunee Boulevard from Fleischmann Road, over I-10, to an intersection with the extension of Shamrock Street South from Centerville Road to the east and the greenway corridor.

At the February 29, 2016 meeting, the IA Board directed staff to develop a funding strategy for the Northeast Gateway: Phase 1 project, which includes the construction of Welaunee Boulevard from Fleischmann Road north to the proposed Shamrock Street extension intersection with Centerville Road. At the June 21, 2018 meeting (Attachment #5), the IA Board approved a funding strategy including developer and Blueprint funded components. The funding strategy also includes the use of a State Infrastructure Bank (SIB) loan to pay for construction.

### ***Canopy Community Development District***

At the December 2018 meeting, the IA Board authorized a funding agreement with the City of Tallahassee and the Canopy Community Development District (CDD) to construct Welaunee Boulevard Segments 2 and 3, including the sidewalks and multipurpose trails. The funding agreement with the City and the CDD allows for the CDD to construct Segments 2 and 3 ahead of schedule and at its own cost, with repayment to be made by the City in accord with the 2016 Development Agreement, and thereafter, requiring Blueprint to repay the City. The CDD is currently permitting the design of Segments 2 and 3 with construction anticipated to begin this summer.

### ***Welaunee Boulevard Project Development and Environmental (PD&E) Study and Design***

The PD&E study is expected to be completed by the end of 2020. Final design and permitting is anticipated to be complete by mid-2022, with construction tentatively scheduled for 2022 through 2024. The Scope of Services with the selected consultant, Kimley-Horn and Associates, provides for both the PD&E study and a final design phase.

Project community outreach activities have been ongoing as a component of the PD&E study. Over 250 members of the community signed in to a public kickoff meeting held on March 11, 2019 at Holy Comforter Episcopal School. The Killearn Homes Association Board invited the project team to attend its March and May Board meetings for an update on the PD&E process (see Agenda Item #3).

### **TRANSPORTATION REGIONAL INCENTIVE PROGRAM**

On September 19, 2016, the Capital Regional Transportation Planning Agency (CRTPA) adopted an updated Regionally Significant Roadway Map and a Transportation Regional Incentive

Program (TRIP) Project Priority List that includes the Northeast Gateway, Welaunee Boulevard Project (Attachment 2). In an effort to leverage sales tax revenue through the utilization of state funds, Blueprint Staff submitted the TRIP Application for the Welaunee Boulevard project to FDOT on March 14, 2018 (Attachment 3). FDOT approved the TRIP application, and the FDOT Tentative Work Program for FY 2021 – 2025 allocates \$1.5 million in FY 2023 for the Northeast Gateway Project (Attachment 4). Acceptance of the FDOT TRIP funding in FY 2023 provides an opportunity to leverage sales tax revenue with a 50 percent reimbursement of the project design cost, up to \$1.5 million. The draft FY 2020 – 2024 Capital Budget includes an allocation of \$1.5 million to the Northeast Gateway project, see Agenda Item Three.

#### **NEXT STEPS:**

Winter 2020: Completion of the Northeast Gateway: Phase 1 PD&E study. Presentation of the final PD&E study report and conclusions for IA Board consideration and further direction, as may be required.

Spring 2021: Design services for the Northeast Gateway: Phase 1 project begins, pending IA Board approval of PD&E recommended action. Design services are anticipated to take a minimum of 18 months.

Summer 2021: Consistent with the funding strategy that the IA Board approved at the June 2018 meeting, Blueprint will submit an application for an SIB Loan to finance the Blueprint portions of the Northeast Gateway: Phase 1 project.

2021-2022: SIB Loan application review, and if applicable, negotiations with FDOT regarding the terms and conditions of the SIB Loan. Blueprint will seek IA Board direction regarding the SIB Loan negotiations, as necessary. Anticipated completion of the design services for the Northeast Gateway Project: Phase 1 project.

#### **ANALYSIS & RECOMMENDATION**

The Northeast Gateway Project schedule identifies design to begin in the spring of 2021. The FDOT Tentative Work Program for FY 2023 programs TRIP funds for the Northeast Gateway Project design (Attachment 4), which begins on July 1, 2022. As a result, the Agreement will provide for a reimbursement of up to \$1.5 million to Blueprint for design costs. To secure the \$1.5 million in TRIP funds, staff recommends that the IA Board authorize the IMC to enter into an Agreement with the FDOT to accept the TRIP funds and reimburse costs of design.

Action by the TCC and CAC:

#### **OPTIONS:**

Option 1: Authorize the Intergovernmental Management Committee to approve execution of an Agreement with the Florida Department of Transportation to reimburse Northeast Gateway Project design expenditures with Fiscal Year 2023 Transportation Regional Incentive Program funding.



Option 2: Do not authorize the Intergovernmental Management Committee to approve execution of an Agreement with the Florida Department of Transportation to reimburse Northeast Gateway Project design expenditures with Fiscal Year 2023 Transportation Regional Incentive Program funding.

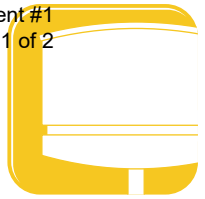
Option 3: IA Board direction.

## **RECOMMENDED ACTION:**

Option 1: Authorize the Intergovernmental Management Committee to approve execution of an Agreement with the Florida Department of Transportation to reimburse Northeast Gateway Project design expenditures with Fiscal Year 2023 Transportation Regional Incentive Program funding.

### Attachments:

1. Project Description and Map
2. CRTPA Adopted TRIP Priority Project List for FY 2019 - 2023
3. TRIP Application, Submitted March 2018
4. FDOT Tentative Work Program 2023 – 2025
5. June 21, 2018 IA Board Meeting, Agenda Item #13



## Northeast Gateway Welaunee Critical Area Plan Regional Infrastructure

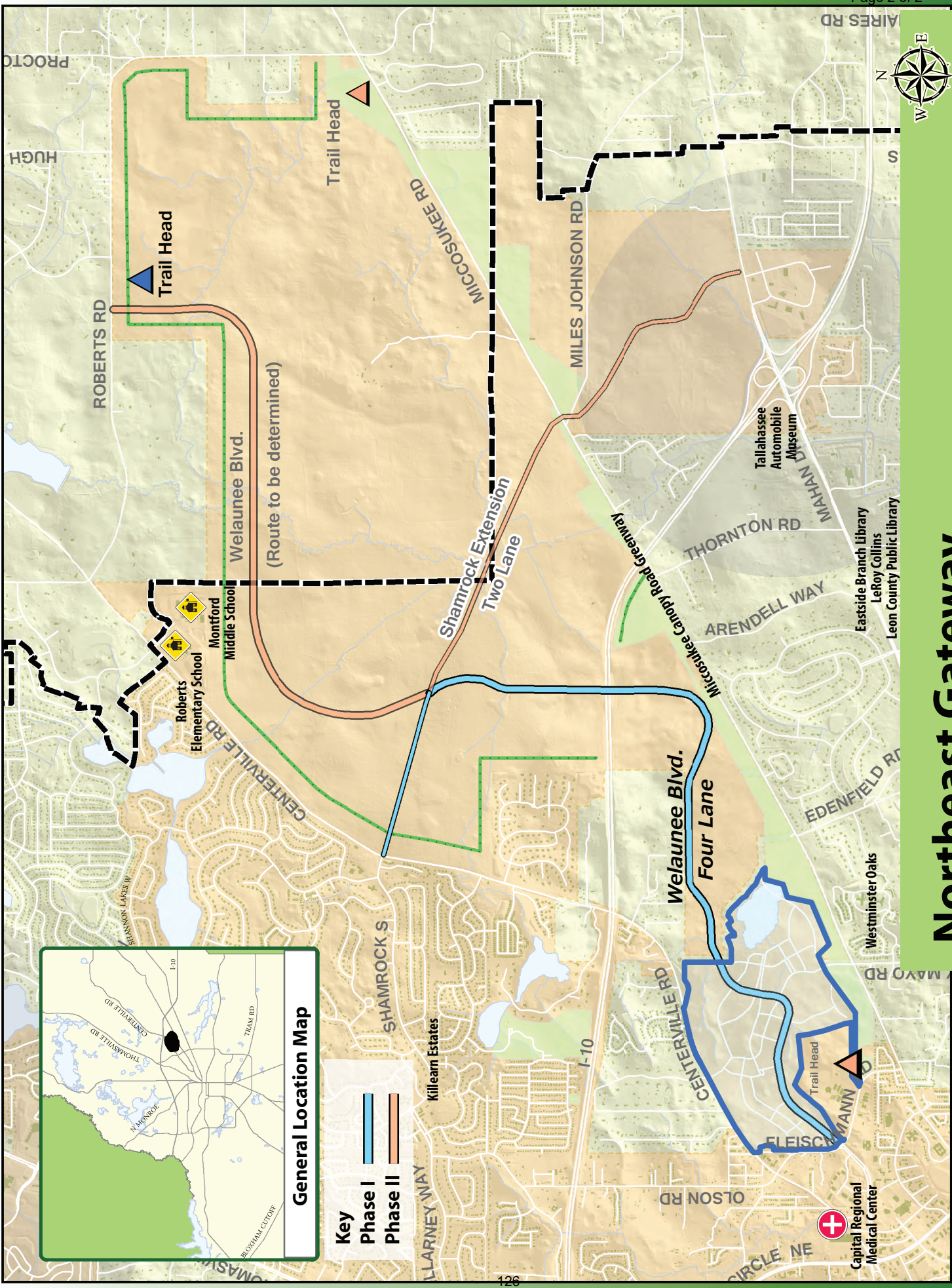


### Project Highlights

- Creates a gateway for northeast Leon County that is split into two project phases.
- Phase 1 project elements include:
  - Creates a regional road to support a new I-10 interchange
  - Constructs four lane Welaunee Boulevard South (Fleischmann Road to I-10) and North (I-10 to Shamrock Way)
  - Extends two lane Shamrock Way (Centerville Road to Welaunee Boulevard)
  - Creation of the 8.4 mile Welaunee Greenway, with a footbridge across I-10 to connect to the Miccosukee Greenway, creating a 17-mile trail loop
- Phase 2 project elements may occur once transportation connections north of Roberts Road have been identified and funded consistent with the County and City interlocal agreement. Phase 2 project elements include:
  - Extends four lane Welaunee Boulevard North (Shamrock Way to Roberts Road)
  - Extends two lane Shamrock Way (Welaunee Boulevard to Mahan Drive)
  - Adds four additional trailheads on Miccosukee Greenway
- Estimated Cost: Phase 1 - \$47.3 million; Phase 2 - \$30.7 million

The Northeast Gateway includes major infrastructure within the entire 7,000-acre Welaunee Critical Planning Area. Building region-serving roads to support a new I-10 interchange will provide leverage to attract interchange funding from other sources. The I-10 interchange, Welaunee Boulevard and other region-serving roads may take pressure off the scenic and protected Miccosukee and Centerville canopy roads, and potentially avoid costs for upgrades at the Thomasville Road and U.S. 90 I-10 interchanges. Except for a portion of the Welaunee Greenway, all potential development spurred by these road improvements will be located inside the Urban Services Area on lands planned for urban development since 1990.





General Location Map

- Key**
- Phase I
  - Phase II

# Northeast Gateway

Capital Region Transportation Planning Agency  
**ADOPTED Transportation Regional Incentives Program (TRIP) Priority Project List**  
Fiscal Year 2019 - Fiscal Year 2023

Priority Rank	Project Name	From	To	Project/Strategy	County	Funding Sought
1	Weems Road Extension	Capital Circle, Northeast	US 90	New 2 lane road	Leon	CST
2	Welaunnee Boulevard Extension	Fleischmann Rd	South of Shamrock Street	New 4 lane Road	Leon	PD&E

ABBREVIATIONS:

CST= Construction

PD&E = Project Development and Environment Study



# BLUEPRINT



## INTERGOVERNMENTAL AGENCY

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March 14, 2018

Maria Showalter  
Florida Department of Transportation  
District 3 Planning Specialist/TRIP and TA Coordinator  
Chipley, Florida 32428-0607

Re: Transportation Regional Incentive Program (TRIP) Application  
Northeast Gateway, Welaunee Boulevard, Phase 1 Project

Dear Ms. Showalter,

Please find the enclosed TRIP Application for the Northeast Gateway, Welaunee Boulevard, Phase 1 Project.

The Northeast Gateway Project is a public-private partnership that supports economic development while also improving regional mobility, system connectivity, and addressing safety and capacity issues on adjacent roadways.

According to the 2014 Welaunee Boulevard and I-10 Interchange Project Programming and Concept Development Report, the extension of Welaunee Boulevard and future interchange with I-10 will reduce traffic demand at both the Thomasville Road/Capital Circle Northeast and Mahan Drive/US 90 interchanges by 10 percent whereby avoiding and/or delaying costly interchange improvements.

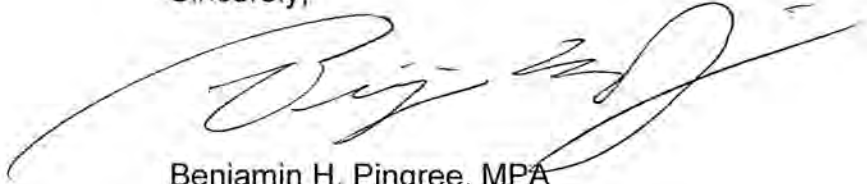
On September 19, 2016, the Capital Region Transportation Planning Agency (CRTPA) adopted an updated Regionally Significant Roadway map and a TRIP Project Priority List that includes the Northeast Gateway, Welaunee Boulevard Project.



We appreciate your review and consideration of this TRIP Application and look forward to hearing from you.

If you have any questions, please do hesitate to contact Ms. Autumn Calder at 850-219-1060.

Sincerely,

A handwritten signature in black ink, appearing to read "Benjamin H. Pingree". The signature is fluid and cursive, with a long horizontal stroke extending to the left.

Benjamin H. Pingree, MPA  
Director, PLACE

Attachment/Enclosure

CC: Autumn Calder, Interim Director, Blueprint IA  
Greg Slay, Executive Director, CRTPA



## Florida Department of Transportation District Three Transportation Regional Incentive Program

**Project Name:** Northeast Gateway, Welaunee Boulevard, Phase 1 Project

TRIP was created to improve regionally significant transportation facilities in "regional transportation areas." State funds are available throughout Florida to provide incentives for local governments and the private sector to help pay for critically needed projects that benefit regional travel and commerce.

If selected for funding, the Florida Department of Transportation (FDOT) will pay up to 50 percent of project costs for public transportation facility projects. Projects must: "Serve national, statewide, or regional functions and function as part of an integrated regional transportation system".

While there is no rigid application procedure, the District has created this form for Implementing Agencies and Regional Transportation Authorities to facilitate the assembly of pertinent project information related to candidate TRIP projects. The goal of this document is to provide a framework to project sponsors.

**Date:** 3/15/2018

**Origin of Request (Applying RTA):** CRTPA

**Contact Person:** Greg Slay

**Address:** 300 S. Adams Street, Tallahassee, Florida, 32301

**Phone:** 850-891-8630

**E-mail:** greg.slay@talgov.com

**Implementing Agency<sup>1</sup>:** Blueprint Intergovernmental Agency

**Contact Person:** Autumn Calder - Blueprint Intergovernmental Agency Planning Manager

**Address:** 315 S. Calhoun Street, Suite 450, Tallahassee, Florida 32301

**Phone:** 850-219-1060

**E-mail:** Autumn.Calder@Blueprintia.org

### Project Information:

**Facility:** Welaunee Boulevard

**Project Limits:** Fleischmann Road to Centerville Road at Shamrock Street South

### Work to be performed:

The work includes preparing a State Environmental Impact Report (SEIR) and Design Plans concurrently for the Welaunee Boulevard, Phase 1 of the Northeast Gateway Project. The extended Welaunee Boulevard facility is proposed to be a four-lane divided arterial roadway with bike lanes, sidewalks and multi-use trail, and it will include an 8.4-mile Welaunee Greenway connecting with the Miccosukee Greenway and crossing I-10 on a proposed iconic pedestrian/bicycle bridge. The PD&E Study will evaluate extending Welaunee Boulevard from Fleischmann Road, over I-10 to Centerville Road at Shamrock Street South, a distance of approximately 5 miles.

**Project Information Continued:****Describe how the project will improve regional mobility within the Regional Transportation Area:**

The greater Northeast Gateway Project, located in Leon County, includes major infrastructure improvements within the entire 7,000-acre Welaunee Critical Planning Area. Infrastructure improvements include regional-serving roads to distribute traffic north, south, east and west from a future new I-10 interchange at Welaunee Boulevard, which was recommended in FDOT's I-10 Master Plan Update on February 28, 2013. The proposed I-10 interchange will be evaluated in a separate PD&E Study in the future. Phase I includes the

**Attachment A:** Project location map and support data for regional mobility, as appropriate.

**Describe how the project reflects the below statutory guidelines under which the District will prioritize and select the candidate projects for funding<sup>2</sup> (Check those that apply):**

- ☒ Provides connectivity to the SIS,  
☐ Supports economic development and goods movement in Rural Areas of Opportunity,  
☒ Is subject to local ordinances that establish corridor management techniques,  
☐ Improves connectivity between military installations and the Strategic Highway Network (STRAHNET) or the Strategic Rail Corridor Network (STRACNET).

The Northeast Gateway Project will eventually connect to I-10, which is located on FDOT's Strategic Intermodal System (SIS), and will provide improved regional mobility, connectivity and system safety. The project has been located in the Local Government Comprehensive Plan since the 1990s, and is located within the 2002 Critical Area Plan, and generally contained within the Urban Service Area, and is therefore subject to local ordinances and corridor management techniques.

**Does this project include an Environmental Study?**Yes/No 

If Federal funding is to be requested for any phase of this project, an Environmental Study must be completed in accordance with the National Environmental Policy Act.

**Does this project have design plans available?**Yes/No 

**Attachment B:** If yes, Environmental Study and/or Design plans.

**Project Funding:**

Describe source of matching funds per phase and any restrictions on availability. Each phase requested (i.e., design, right-of-way, construction) requires at least a 50% local agency match unless the agency is within a Rural Area of Opportunity. Each phase shall be separated by at least 2 fiscal years (Department's fiscal year runs from July to June).

Phase Requested	FY	FDOT Amount	Local Match
PDE:	2019	0	\$1,700,000.00
R/W:	2022	0	\$3,000,000.00
Design:	2021	\$1,500,000.00	\$3,000,000.00
Construction:	2023-2026	0	\$47,000,000.00

**Attachment C:** The planned project construction schedule.

**Is the Agency eligible for a waiver of up to 50% of the project cost?<sup>3</sup>**Yes/No **Has other funding been requested for any part of this project?**Yes/No 

(SCRAP, SCOP, CIGP, HSIP, SRTS, TA, Grant, etc.)

If Yes, Name:

**How will TRIP funding accelerate this project's implementation?**

The funds will be used to complete the Design Phase concurrently with PD&E, which will help to accelerate project production and implementation.

## Regional Transportation Area<sup>4</sup>:

**Describe the regional coordinating entity responsible for the prioritization of the candidate project and how the entity qualifies for TRIP funding as a Regional Transportation Area:**

The Capital Region Transportation Planning Agency (CRTPA) is the designated metropolitan planning organization for the four-county area comprising Gadsden, Jefferson, Leon and Wakulla Counties. On September 19, 2016, the CRTPA adopted an updated Regionally Significant Roadway Map and a TRIP Project Priority List. The list included the Northeast Gateway - Welaunee Boulevard Project.

**Has a copy of the RTA's interlocal agreement that addresses the statutory requirements<sup>5</sup> been previously submitted to the Department ?**

Yes/No

**If no, please explain:**

As a multi-county MPO, the CRTPA meets the requirements of 339.155(4)(c) to establish a regional transportation plan for the purposes of the TRIP funding.

**Attachment D:** Review the authorizing interlocal agreement and any supporting documentation. Include the agreement with the application if updates to signatures, dates, or any other information is revised.

**Is there a Regional Transportation Plan that demonstrates the completion of the following?**

Adopted system map or listing of facilities, showing the facility to be improved has been identified by the Regional Transportation Area as part of an integrated regionally significant transportation system.

The prioritized list of regionally significant projects developed by the Regional Transportation Area.

**If no, please explain:**

**Attachment E:** Documentation of successful completion of a qualified Regional Transportation Plan (include map).

## Project Qualification Information:

**Does the project appear in the capital improvement schedule of the local**

Yes/No

**If no, explain:**

**Attachment F:** If available, add documentation that the candidate improvement appears in the capital improvement schedule of the local comprehensive plan.<sup>6</sup>

**Attachment G:** Document that level-of-service standards for the facility to be improved have been coordinated with FDOT by the local government with jurisdiction and are consistent with the level-of-service standards adopted by FDOT if the project is on a Strategic Intermodal System.<sup>7</sup>



## Project Qualification Information Continued:

**Attachment H:** Document that the project meets the following TRIP statutory eligibility requirements.<sup>8</sup>

- ☒ Supports facilities that serve national, statewide or regional functions and function as an integrated transportation system,
- ☒ Be identified in appropriate local government capital improvements program(s) or long term concurrency management system(s) that are in compliance with state comprehensive plan requirements,
- ☒ Be consistent with the Strategic Intermodal System (SIS),
- ☒ Be in compliance with local corridor management policies, and
- ☒ Have commitment of local, regional or private matching funds (if no waiver).

***This application is a good faith commitment from the applicant that matching funds will be available. As such, the Department requires that the Chairman of the Governing Board of the Municipality/Authority committing the funds sign this application (electronic signature accepted):***

Signature:

### Supporting Narrative:

In summary, the Northeast Gateway Project will improve regional mobility, system connectivity and serve to reduce pressure on adjacent existing interchanges and surrounding canopy roads while enhancing economic development in the area. The CRTPA and Blueprint IA recognize the opportunity to participate in the planning and development of the Northeast Gateway Project consistent with the Comprehensive Plan that will enable economic development within the Urban Service Area. The components of the Northeast Gateway project, like the Welaunee Boulevard Extension, will help avoid urban sprawl, provide natural resource protection, diversify housing choices, and ensure walkable neighborhoods that emphasize pedestrian mobility and alternative modes of transportation.

**Please submit application with supporting information and documentation, including the following Attachments A-H, electronically to:**

**Florida Department of Transportation, District Three**  
**Maria Showalter, TRIP Coordinator**  
[maria.showalter@dot.state.fl.us](mailto:maria.showalter@dot.state.fl.us)  
phone (850) 330-1550

**Attachment A:** Project location map and support data, as appropriate.

**Attachment B:** Environmental Study and/or Design Plans, if available.

**Attachment C:** The planned project construction schedule.

**Attachment D:** The authorizing interlocal agreement and any supporting documentation as appropriate. Check Signatures and Dates.

**Attachment E:** Documentation demonstrating successful completion of a qualified Regional Transportation Plan.

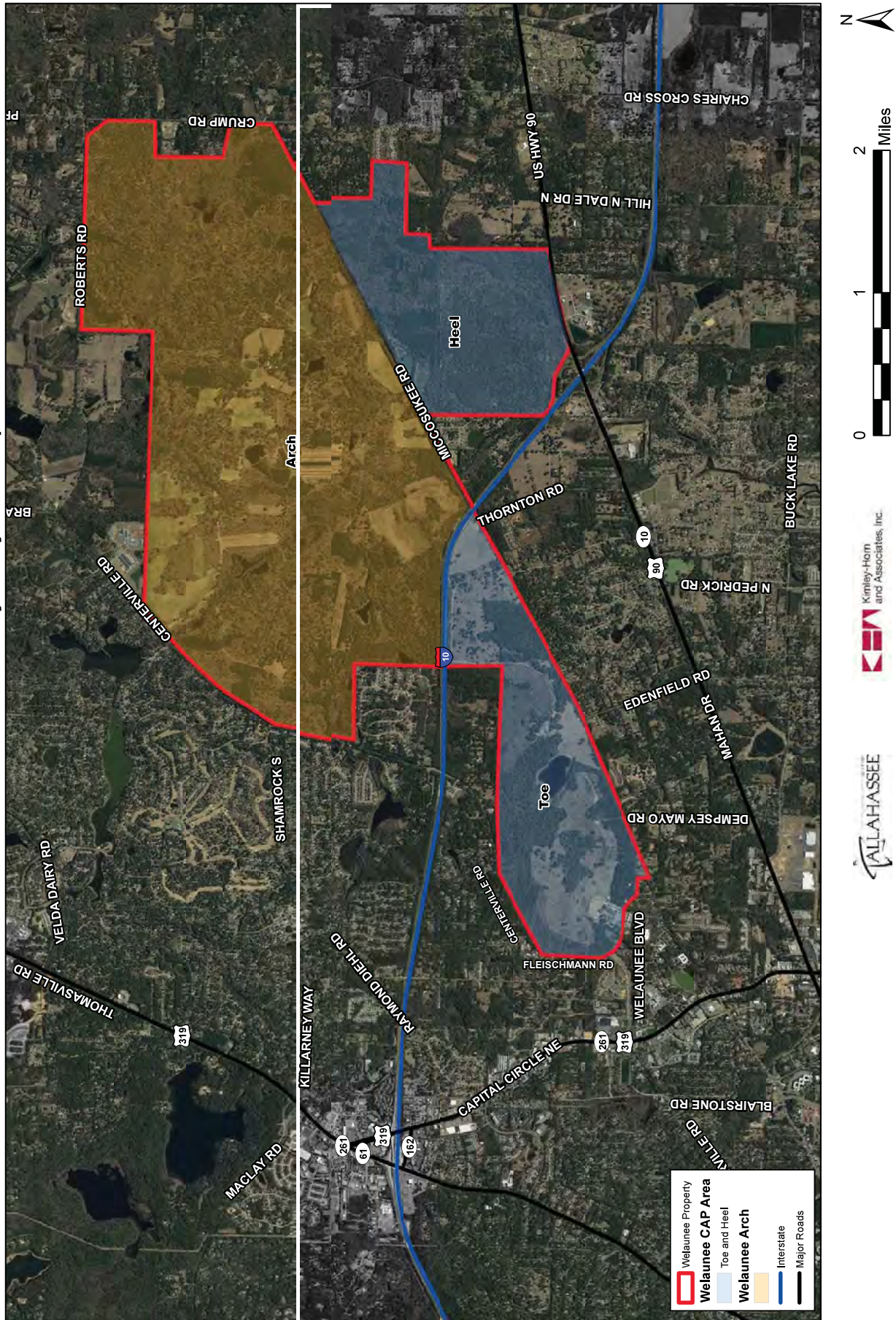
**Attachment F:** Document that the candidate improvement appears in the capital improvement schedule of the local comprehensive plan.<sup>6</sup>

**Attachment G:** Document that level-of-service standards for the facility to be improved have been adopted by the local government if on the SIS.<sup>7</sup>

**Attachment H:** Document that the candidate project meets the TRIP statutory eligibility requirements.<sup>8</sup>

1. Identify the agency responsible for meeting the financial requirements of the TRIP program.
2. Section 339.2819(4), F.S.
3. A reduction or waiver of match requirements will not increase the amount of funding provided under the TRIP beyond 50% of the total cost.
4. Section 339.155(4)(c), (d), and (e) and Section 163.01, F.S.
5. Section 339.155(4)(d), F.S.
6. Section 163.3177(3), F.S.
7. Though concurrency requirements were repealed, FDOT consultation is still required with regards to Level of Service Standards if the proposed project impacts the Strategic Intermodal System.
8. Section 339.2819(4)(a), F.S.

Attachment A: Northeast Gateway Study Area Map







FLORIDA DEPARTMENT OF TRANSPORTATION

# Leon County Citizen's Plan

## Tentative Work Program

### Fiscal Years 2020-2024

The Florida Department of Transportation Complies with Various Non-Discrimination Laws and Regulations, including Title VI of the Civil Rights Act of 1964. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons wishing to express concerns about Title VI may do so by contacting:

Florida Department of Transportation  
District 3 Title VI Coordinator  
Alicia Brining  
1074 Highway 90 East  
Chipley, Florida 32428-0607  
(888) 638-0250 ext. 1502  
alicia.brining@dot.state.fl.us

Florida Department of Transportation  
State Title VI Coordinator  
Jacqueline Paramore  
605 Suwannee Street, MS 65  
Tallahassee, Florida 32399-0450  
(850) 414-4753  
jacqueline.paramore@dot.state.fl.us

LEON COUNTY

Item No	Project Description	Work Description	Length	2020	2021	2022	2023	2024
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Highways: Interstate

Item No	Project Description	Work Description	Length	2020	2021	2022	2023	2024
2225935	SR 8 (I-10) INTERCHANGE STUDIES AT SR 263 CA CIR NW & SR 61 (US 319)	INTERCHANGE - ADD LANES	2.690	1,269 PE				

Highways: State Highways

Item No	Project Description	Work Description	Length	2020	2021	2022	2023	2024
2197482	SR 263 (US 319) C.C. FROM SR 61 CRAWFORDVILLE TO CR 2203 SPRINGHILL RD	ADD LANES & RECONSTRUCT	2.341	3,027 ROW 152 RRU				
4157829	SR 263 CAPITAL CIRCLE FROM CR 2203 SPRINGHILL RD TO SR 371 ORANGE AVE	ADD LANES & RECONSTRUCT	4.126		100 RRU 55,741 CST		30 ENV	33,879 CST
4240095	SR 363 WOODVILLE HWY FROM GAILE AVENUE TO SR 363/PAUL RUSSELL RD	ADD LANES & RECONSTRUCT	1.483	60 ENV 1,089 ROW				
4381411	SR 263 (US 319) CAPITAL CIRCLE @ STONELER RD INTERSECTION	ADD LEFT TURN LANE(S)	.166	557 CST				
4374971	SR 20 (US 27) APALACHEE PARKWAY CSX RR BRIDGE NO. 550940	BRIDGE - PAINTING	.003		90 RRU 513 CST			
2197935	CRTPA RESERVE BOX FOR FUTURE PROJECTS USING URBAN FUNDS	FUNDING ACTION	.000	25 PE 645 CST	1,000 PE 750 CST	75 PE 3,574 CST	94 PE 750 CST	421 PE 2,350 CST
4098036	CRTPA BICYCLE/PEDESTRIAN PROJECTS	FUNDING ACTION	1.000					500 OPS
2197852	LEON COUNTY COMPUTER BASED ATMS IMPLEMENTATION/OPERATIONS	ITS COMMUNICATION SYSTEM	.000					
4440381	SR 61 CRAWFORDVILLE RD FROM SR 263 CAPITAL CIRCLE SW TO MCKENZIE DR	LIGHTING	1.158		253 PE			
4440382	SR 61 CRAWFORDVILLE RD FROM SR 263 CAPITAL CIRCLE SW TO MCKENZIE DR	LIGHTING	.000				778 CST	
4397261	SR 20 B-TOWN HWY FROM SR 366 PENSACOLA ST TO SR 10 (US90) TENNESSEE ST	RESURFACING	1.339	2,288 CST				
4397271	SR 20 (US 27) APALACHEE PKWY FROM SR 261 (US 319) C.C. TO JEFFERSON CL	RESURFACING	9.252	13,993 CST				
4397281	SR61 (US319) THOMASVILLE RD FROM TALLAHASSEE DR TO TIMBERWOLF CROSSING	RESURFACING	4.386		10,109 CST			
4397321	SR 371 ORANGE AVE/LAKE BRADFORD RD FROM W OF RANKIN AVE TO SR 366	RESURFACING	4.789	770 PE				
4397391	SR 63 (US 27) FROM GADSDEN COUNTY LINE TO SR 263 CAPITAL CIRCLE	RESURFACING	2.118		4,922 CST	4,310 CST		
4415471	SR 363/61 S MONROE ST FROM E PAUL RUSSELL RD TO PERKINS ST	RESURFACING	1.186		3,485 CST			
4450521	SR 61 (US 27) S MONROE ST FROM PALMER AVE TO FAMU WAY	SIDEWALK	.286	55 PE				
4450531	SR 63 (US 27) MONROE ST FROM JOHN KNOX RD TO LAKE SHORE DRIVE	SIDEWALK	.888		520 PE 2 OPS		2 OPS	2 OPS
0001543	ORCHARD POND TOLL FACILITY INSURANCE	TOLL PLAZA	.000	2 OPS	2 OPS	2 OPS		
4417311	SR 366 PENSACOLA STREET @ WHITE DRIVE SIGNAL CONTROL UPDATE	TRAFFIC SIGNAL UPDATE	.001	13 CST				
4367461	LEON CO MAINT & COMPENSATION OF TRAFFIC SIGNALS ON STATE ROADS	TRAFFIC SIGNALS	.000	1,016 OPS	1,047 OPS	1,078 OPS	1,121 OPS	1,149 OPS
4381401	SR 63 (US 27) MONROE ST @ TALPECO RD INTERSECTION	TRAFFIC SIGNALS	.209	1,316 CST 5 CST-LF				

Highways: Local Roads

Item No	Project Description	Work Description	Length	2020	2021	2022	2023	2024
4420602	CR 375 SMITH CREEK ROAD FROM NF-320 TO S OF FIRE DEPT	BIKE LANE/SIDEWALK	1.000	710 CST				
4429441	MICCOSUKEE ROAD OVER UNNAMED BRANCH BRIDGE NO. 550051	BRIDGE REPLACEMENT	.015	612 PE 180 PE -LF		79 ROW 21 ROW-LF		1,324 CST 434 CST-LF



LEON COUNTY

Item No	Project Description	Work Description	Length	2020	2021	2022	2023	2024
4425421	CR 373 ORANGE AVE FROM WEST OF MERIDIAN ST TO MERIDIAN ST	PUBLIC TRANSPORTATION STATION	.047	275 PE				
4301472	CR 1557 GADSDEN STREET FROM E SIXTH AVE TO E SEVENTH AVE	SIDEWALK	.086	50 PE				
4406551	CR 361 (OLD BAINBRIDGE RD) FROM SR 8 (I-10) TO SR 263 (CAPITAL CIRCLE)	SIGNING/PAVEMENT MARKINGS	4.279	330 CST				

Highways: Off State Hwy Sys/Off Fed Sys

Item No	Project Description	Work Description	Length	2020	2021	2022	2023	2024
4449991	NORTHEAST GATEWAY - WELAUNEE BLVD PH I	NEW ROAD CONSTRUCTION	5.000				1,500 PE	
4440301	CR 260 SILVER LAKE RD FROM BEGINNING OF PAVEMENT TO ICE HOCKEY LN	SIGNING/PAVEMENT MARKINGS	2.322		25 PE		3,000 PE -LF	
							89 CST	

Transportation Planning: Non-System Specific

Item No	Project Description	Work Description	Length	2020	2021	2022	2023	2024
4393232	CAPITAL REGION TPA (TALLAHASSEE) FY 2018/2019-2019/2020 UPWP	TRANSPORTATION PLANNING	.000	827 PLN				
4393233	CAPITAL REGION TPA (TALLAHASSEE) FY 2020/2021-2021/2022 UPWP	TRANSPORTATION PLANNING	.000		1,340 PLN	527 PLN		
4393234	CAPITAL REGION TPA (TALLAHASSEE) FY 2022/2023-2023/2024 UPWP	TRANSPORTATION PLANNING	.000				1,077 PLN	250 PLN
4393392	MPO ADVISORY COMMITTEE STAFF FY 2018/2019-2019/2020 UPWP	TRANSPORTATION PLANNING	.000	603 PLN				
4393393	MPO ADVISORY COMMITTEE STAFF FY 2020/2021-2021/2022 UPWP	TRANSPORTATION PLANNING	.000		643 PLN	643 PLN		
4393394	MPO ADVISORY COMMITTEE STAFF FY 2022/2023-2023/2024	TRANSPORTATION PLANNING	.000				643 PLN	

Maintenance: Interstate

Item No	Project Description	Work Description	Length	2020	2021	2022	2023	2024
4147161	TALLAHASSEE ITS REGIONAL TRANS MGT CNTR BLDG & ASSOCIATED SYSTEM	TRAFFIC MANAGEMENT CENTERS	.001	370 MNT	400 MNT	400 MNT	400 MNT	400 MNT

Maintenance: Facilities

Item No	Project Description	Work Description	Length	2020	2021	2022	2023	2024
4448601	PAINTING - EXTERIOR - CO HEADQUARTERS	FIXED CAPITAL OUTLAY	.000	75 MNT				

Freight, Logistic And Passenger Operation: Intermodal

Item No	Project Description	Work Description	Length	2020	2021	2022	2023	2024
4421095	TALLAHASSEE INTERNATIONAL AIRPORT MULTI-MODAL TRANSPORTATION CENTER	AVIATION PRESERVATION PROJECT	.000			1,159 CAP	341 CAP	
						1,159 CAP-LF	341 CAP-LF	
4223018	TALLAHASSEE INTERNATIONAL AIRPORT AIR CARGO FACILITY EXPANSION	AVIATION REVENUE/OPERATIONAL	.000		1,121 CAP			
					1,121 CAP-LF			

Freight, Logistic And Passenger Operation: Aviation

Item No	Project Description	Work Description	Length	2020	2021	2022	2023	2024
2267928	TALLAHASSEE INTERNATIONAL AIRPORT AIR CARGO FACILITY EXPANSION	AVIATION CAPACITY PROJECT	.000		1,113 CAP			
					1,113 CAP-LF			
2267816	TALLAHASSEE INTERNATIONAL AIRPORT TERMINAL REHAB IMPROVEMENTS	AVIATION PRESERVATION PROJECT	.000	400 CAP	100 CAP			
				400 CAP-LF	100 CAP-LF			
2267925	TALLAHASSEE INTERNATIONAL AIRPORT INFORMATION TECHNOLOGY ANALYSIS	AVIATION PRESERVATION PROJECT	.000			75 CAP		
						75 CAP-LF		
2267929	TALLAHASSEE INTERNATIONAL AIRPORT TAXIWAY REHAB	AVIATION PRESERVATION PROJECT	.000				9,500 CAP	8,550 CAP
							500 CAP-LF	450 CAP-LF

LEON COUNTY

Item No	Project Description	Work Description	Length	2020	2021	2022	2023	2024
4122103	TALLAHASSEE REGIONAL AIRPORT RUNWAY 18/36 RE-CONSTRUCTION	AVIATION PRESERVATION PROJECT	.000	2,250 CAP				
				2,250 CAP-LF				
4223015	TALLAHASSEE INTERNATIONAL AIRPORT AIRFIELD PRESERVATION	AVIATION PRESERVATION PROJECT	.000		100 CAP			
					100 CAP-LF			
4421092	TALLAHASSEE INTERNATIONAL AIRPORT REHAB/RECONSTRUCT SOUTH APRON	AVIATION PRESERVATION PROJECT	.000	400 CAP				
				400 CAP-LF				
4421097	TALLAHASSEE INTERNATIONAL AIRPORT PARKING AREA IMPROVEMENTS	AVIATION PRESERVATION PROJECT	.000					250 CAP
								250 CAP-LF
4449741	TALLAHASSEE INTERNATIONAL AIRPORT PASSENGER PROCESSING FACILITY	AVIATION PRESERVATION PROJECT	.000	5,500 CAP				
				5,500 CAP-LF				
2267926	TALLAHASSEE INTERNATIONAL AIRPORT REHAB FACILITIES BUILDING	AVIATION REVENUE/OPERATIONAL	.000			225 CAP		
						225 CAP-LF		
2267927	TALLAHASSEE INTERNATIONAL AIRPORT RENOVATE/UPGRADE OPERATIONS CENTER	AVIATION REVENUE/OPERATIONAL	.000			200 CAP		
						200 CAP-LF		
4160106	TALLAHASSEE REGIONAL AIRPORT HANGAR DEVELOPMENT III	AVIATION REVENUE/OPERATIONAL	.000	500 CAP				
				500 CAP-LF				
4223019	TALLAHASSEE INTERNATIONAL AIRPORT HANGAR DEVELOPMENT AND MODERNIZATION	AVIATION REVENUE/OPERATIONAL	.000	1,000 CAP	1,760 CAP			
				1,000 CAP-LF	1,760 CAP-LF			
4421091	TALLAHASSEE INTERNATIONAL AIRPORT TERMINAL PLB ACQU/INSTALL	AVIATION REVENUE/OPERATIONAL	.000				547 CAP	
							547 CAP-LF	
2267924	TALLAHASSEE INTERNATIONAL AIRPORT EMERGENCY POWER IMPROVEMENTS	AVIATION SAFETY PROJECT	.000			713 CAP		
						38 CAP-LF		
4421098	TALLAHASSEE INTERNATIONAL AIRPORT LANDSIDE SIGNAGE IMPROVEMENTS	AVIATION SAFETY PROJECT	.000					100 CAP
								100 CAP-LF
4203653	TALLAHASSEE INTERNATIONAL AIRPORT PERIMETER INTRUSION DETECTION SYSTEM	AVIATION SECURITY PROJECT	.000		200 CAP			
					200 CAP-LF			
4421096	TALLAHASSEE INTERNATIONAL AIRPORT SECURITY FENCE & GATE REHABILITATION	AVIATION SECURITY PROJECT	.000					100 CAP
								100 CAP-LF

Freight, Logistic And Passenger Operation: Transit

Item No	Project Description	Work Description	Length	2020	2021	2022	2023	2024
4222512	CITY OF TALLAHASSEE STARMETRO CAPITAL SECTION 5307	CAPITAL FOR FIXED ROUTE	.000	1,759 CAP	1,811 CAP	1,866 CAP	1,922 CAP	1,922 CAP
				440 CAP-LF	453 CAP-LF	466 CAP-LF	480 CAP-LF	480 CAP-LF
4252699	CITY OF TALLAHASSEE STARMETRO SECTION 5339 CAPITAL	CAPITAL FOR FIXED ROUTE	.000	383 CAP	394 CAP	406 CAP	418 CAP	418 CAP
				96 CAP-LF	99 CAP-LF	101 CAP-LF	105 CAP-LF	105 CAP-LF
4336851	CITY OF TALLAHASSEE STARMETRO CAPITAL-OPERATING 5310	CAPITAL FOR FIXED ROUTE	.000	109 CAP	112 CAP	116 CAP	116 CAP	116 CAP
				27 CAP-LF	28 CAP-LF	29 CAP-LF	29 CAP-LF	29 CAP-LF
4156072	FL STATE UNIVERSITY REGIONAL COMMUTER ASSISTANCE	COMMUTER TRANS. ASSISTANCE	.000	207 OPS	217 OPS	223 OPS	230 OPS	238 OPS
4203111	BIG BEND TRANSIT COMMUTER ASSISTANCE	COMMUTER TRANS. ASSISTANCE	.000	15 OPS	10 OPS	10 OPS	10 OPS	10 OPS
				15 OPS-LF	10 OPS-LF	10 OPS-LF	10 OPS-LF	10 OPS-LF
4222611	BIG BEND TRANSIT COMMUTER ROUTES	COMMUTER TRANS. ASSISTANCE	.000		10 OPS	9 OPS	10 OPS	10 OPS
					10 OPS-LF	9 OPS-LF	10 OPS-LF	10 OPS-LF
4222501	CITY OF TALLAHASSEE TRANSIT OPERATING ASSISTANCE	OPERATING FOR FIXED ROUTE	.000	1,200 OPS	1,260 OPS	1,323 OPS	1,413 OPS	1,459 OPS
				1,200 OPS-LF	1,260 OPS-LF	1,323 OPS-LF	1,413 OPS-LF	1,459 OPS-LF
4222513	CITY OF TALLAHASSEE STARMETRO OP. FIXED ROUTE 5307	OPERATING FOR FIXED ROUTE	.000	1,763 OPS	1,815 OPS	1,870 OPS	1,926 OPS	1,926 OPS
				1,763 OPS-LF	1,815 OPS-LF	1,870 OPS-LF	1,926 OPS-LF	1,926 OPS-LF
4213643	CITY OF TALLAHASSEE TRANSIT NON-URBANIZED AREA 5311	OPERATING/ADMIN. ASSISTANCE	.000	220 OPS				
				220 OPS-LF				

LEON COUNTY

Item No	Project Description	Work Description	Length	2020	2021	2022	2023	2024
4449861	STARMETRO AUTOMATIC PASS COUNTERS	TRANSIT SERVICE DEMONSTRATION	.000	175 OPS 175 OPS-LF				

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## **Blueprint Intergovernmental Agency Board of Directors Agenda Item**

**TITLE:** Acceptance of Northeast Gateway Project Update; Authorization to Procure Welaunee Boulevard Phase 1, PD&E Study, Including Budgetary Allocation; and Approval of Funding Strategy for Design and Construction of Welaunee Boulevard Segments 2 and 3

**Date:** June 21, 2018

**Requested By:** Blueprint Staff

**Contact:** Blueprint

**Type of Item:** Discussion

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### **STATEMENT OF ISSUE:**

This item presents an update on the Blueprint 2020 Northeast Gateway Project and requests the Blueprint Intergovernmental Agency Board of Directors' (IA Board) approval to award the PD&E study contract and a budgetary allocation of \$300,000 to fully fund the study in FY 2018. Additionally, this item requests the approval of a funding strategy for the design and construction of Welaunee Boulevard, segments 2 and 3, including authorization to negotiate a funding agreement with the Canopy Community Development District (CDD) for future IA Board consideration.

### **SUPPLEMENTAL INFORMATION:**

Northeast Gateway: Welaunee Boulevard project is a Blueprint 2020 Infrastructure Project estimated at a cost of \$47.3 million. At the February 29, 2016 meeting, the IA Board directed staff to proceed with the development of a funding strategy for the Northeast Gateway: Phase 1, which includes the construction of Welaunee Boulevard north from Fleischmann Road to the proposed Shamrock Way extension intersection with Centerville Road.

Table 1, below, identifies a summary of the funding strategy as presented at the February 29, 2016 IA Board meeting.

## Blueprint Intergovernmental Agency Board of Directors Meeting

Item Title: Acceptance of Northeast Gateway Project Update; Authorization to Procure Welaunee Boulevard Phase 1, PD&E Study, Including Budgetary Allocation; and Approval of Funding Strategy for Design and Construction of Welaunee Boulevard Segments 2 and 3  
Page 2 of 9

Table 1. Northeast Gateway Funding Strategy Summary [includes all components of Phase 1]

Component	Amount	Proposed Funding Source	Notes
Welaunee Boulevard (Fleischmann Road to I-10)	\$20.9 million	Ox Bottom, SIB <sup>1</sup> (Blueprint) and Developer	Future Developer for City property pays for two lanes throughout City Property.
I-10 Overpass	\$10 million	SIB (Blueprint)	Four-lane overpass
Welaunee Boulevard (I-10 to Shamrock St.)	\$9.5 million	SIB (Blueprint) and 2020 Sales Tax	2020 proceeds used to fund final two lanes at a date to be determined. Property owner provides additional right-of-way from Shamrock St. to north property line at school right-of way.
Shamrock Street (Centerville to Welaunee)	\$4.9 million	SIB (Blueprint)	
Greenway Acquisition	\$1 million	2020 Sales Tax	
Greenway Construction	TBD	2020 Sales Tax	Construction to commence upon purchase and phased over time.
Dove Pond	\$3.0 million	Ox Bottom and Blueprint	\$2 million of Blueprint funds to be allocated from 2020 Sales Tax program. Remaining amount paid by developer. No maintenance costs for the City or County. All donated properties to City and City properties within the basin are provided capacity.

<sup>1</sup> State Infrastructure Bank Loan (SIB)

The IA Board at its September 12, 2016 meeting, directed staff to proceed with the PD&E and design for the Blueprint components of the Northeast Gateway Phase 1. This includes Welaunee Boulevard north from Fleischmann Road to the proposed Shamrock Way extension intersection with Centerville Road; contingent upon execution of a joint partnership agreement (JPA) with the CDD to construct the Dove Pond RSF.

The Dove Pond JPA between Blueprint and the CDD was finalized in August 2017. Consistent with IA Board direction and subsequent to approval of the Dove Pond JPA, Blueprint has moved forward with the procurement of Welaunee Boulevard PD&E and design. The following sections detail the current status of the Welaunee Boulevard and Dove Pond Regional Stormwater Facility (RSF) projects.

## Blueprint Intergovernmental Agency Board of Directors Meeting

Item Title: Acceptance of Northeast Gateway Project Update; Authorization to Procure Welaunee Boulevard Phase 1, PD&E Study, Including Budgetary Allocation; and Approval of Funding Strategy for Design and Construction of Welaunee Boulevard Segments 2 and 3  
Page 3 of 9

### **STATUS UPDATE ON WELAUNE BOULEVARD AND DOVE POND RSF**

#### *Construction Update – Welaunee Boulevard*

The CDD has completed construction of the first segment of Welaunee Boulevard from the Fleischman Road Connector to north of Crestline Road. Construction of the Canopy residential development is underway and will include non-residential and commercial development.

As detailed in the September 12, 2016 agenda item, the CDD was identified as responsible for the design of Welaunee Boulevard Segments 2 and 3. The CDD is approximately 75% complete with the design of Segment 2 and is scheduled to have design and permitting complete by July 2018.

*Figure 1. Welaunee Boulevard*



#### *Dove Pond RSF- Construction Update*

At the February 29, 2016 meeting, the IA Board agreed to allocate funding for the Dove Pond RSF in the amount equal to two-thirds of the total construction costs, but not to exceed \$2 million. Blueprint and the CDD executed the Dove Pond JPA in August 2017 for the Dove Pond RSF that included shared usage of the facility storage and treatment, cost sharing of the RSF capital costs, and construction of the facility by the CDD. Thereafter, the CDD will be responsible for maintenance of the Dove Pond RSF.

The Dove Pond RSF will have a total capacity of 820 acre-feet, approximately 270 acre-feet of which is allocated to retain off-site area stormwater runoff to prevent downstream flooding. The Dove Pond RSF project will also include karst remediation to address a known anomaly, construction of an earthen dam to attenuate stormwater to prevent flooding of the existing downstream residential areas, and construction of a wetland mitigation area. Once completed, Dove Pond RSF will also provide stormwater treatment for portions of Welaunee Boulevard, as well as other public infrastructure, as further described in the 2016 Amended/Restated Canopy Development Agreement between City of Tallahassee and CDD. Temporary stormwater ponds have been constructed on site to collect and treat stormwater runoff until the Dove Pond RSF is fully operational.

The Notice-to-Proceed (NTP) for commencement of construction was issued on November 15, 2017. The total contract amount was \$3,845,140, of which Blueprint is responsible for an amount not greater than \$2 million.

As of April 27, 2018, the project is 65% complete with 88% of contract time used. The Contractor has submitted a request for additional construction days. Pending CDD approval, the request will add approximately 130 calendar days to the contract moving the completion date from mid-

## Blueprint Intergovernmental Agency Board of Directors Meeting

Item Title: Acceptance of Northeast Gateway Project Update; Authorization to Procure Welaunee Boulevard Phase 1, PD&E Study, Including Budgetary Allocation; and Approval of Funding Strategy for Design and Construction of Welaunee Boulevard Segments 2 and 3  
Page 4 of 9

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May 2018 to late September 2018. As a result of same, the current contract amount will be \$4,157,710.

It is noteworthy that Segments 2-3 of Welaunee Boulevard will not be completed until Dove Pond RSF is complete and permits have been converted from construction to operations, due to stormwater requirements associated therewith.

### *Welaunee Boulevard PD&E Study Update*

Blueprint is continuing discussions with our partners at FDOT regarding the project development strategy that best positions Blueprint to leverage state and federal funding for the remainder of the Northeast Gateway project. At the February 29, 2016 meeting, the IA Board directed staff to pursue a State Infrastructure Bank (SIB) loan to fund Phase 1 of the Northeast Gateway Project, which includes the Welaunee Boulevard roadway and Welaunee Greenway. Since that time, City, County and Blueprint staff have met several times with representatives from FDOT to discuss the SIB loan application and approval process.

At the September 12, 2016 meeting, the IA Board authorized the use of \$4.7 million from Blueprint 2000 funds to advance fund PD&E and design for the Blueprint components of the Northeast Gateway Phase 1 and authorized Blueprint staff to procure these professional services. Advance funds will be paid back to the Blueprint 2000 program using Blueprint 2020 sales tax revenues. The PD&E Study extends from Fleischmann Road to the proposed Shamrock Way extension ending at Centerville Road, and it includes an 8.4 mile Welaunee Greenway. The PD&E Study will develop project alternatives that address the project's purpose and need statement and will evaluate those alternatives by balancing the engineering, community and environmental impacts to obtain the project's Location and Design Concept Acceptance, which is issued upon acceptance of the Preliminary Engineering Report (PER) and the State Environmental Impact Report (SEIR). Their SIER and PER are the final reports resulting from the PD&E Study.

In addition, Blueprint submitted a \$1.5 million application for FDOT's Transportation Regional Incentive Program (TRIP) funding in March 2018 for the design phase of the Northeast Gateway, Welaunee Boulevard, Phase 1 project. Blueprint will be notified in fall 2018 as to whether the TRIP funding application is successful.

In light of discussions with FDOT and further refinements to the Welaunee Boulevard funding plan and implementation schedule (see Table 1), Blueprint prepared the PD&E scope of services consistent with FDOT's State Environmental Impact Report (SEIR) and the Statewide Acceleration and Transformation Process. Blueprint issued Requests for Qualifications in March 2018 and completed the Consultant Selection Process in late May with anticipated Notice to Proceed (NTP) in July 2018. The selection committee selected Kimley Horn and Associates as the highest ranked firm. The PD&E Study is expected to be completed within 12-15 months of NTP, with final design and permitting complete by late 2020.

This agenda item requests IA Board authorization for the Agency to award the PD&E Study contract in accordance with Blueprint Procurement Policy, Sections 101.07.2 and 101.07.3 and the Consultants Competitive Negotiation Act, Section 287.055, Florida Statutes. This agenda



## Blueprint Intergovernmental Agency Board of Directors Meeting

Item Title: Acceptance of Northeast Gateway Project Update; Authorization to Procure Welaunee Boulevard Phase 1, PD&E Study, Including Budgetary Allocation; and Approval of Funding Strategy for Design and Construction of Welaunee Boulevard Segments 2 and 3  
Page 5 of 9

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item also requests IA Board approval of a budgetary allocation from unallocated funds for \$300,000 to fully fund the Welaunee Boulevard, Phase 1 PD&E Study in FY 2018.

At the beginning of the PD&E Study, a Public Involvement Plan will be prepared that includes a schedule and identifies potentially affected stakeholders and communities in the vicinity of the project to establish the appropriate outreach methods. Blueprint will take a holistic approach when developing and implementing the project's community engagement program in order to ensure all affected stakeholders have the opportunity to be involved in the project development process.

Community engagement activities may include workshops or informational meetings, community stakeholder forums, presentations to neighborhoods, homeowner associations, and other interested stakeholders. Blueprint staff will utilize its website and other methods to reach a broad cross section of the public. Website addresses and project manager contact information will be included on all printed materials, including letters to property owners, newspaper ads, and newsletters. A Project Commitments Record will be prepared during the PD&E Study that identifies and addresses community concerns, and it will follow the project as it moves through design and construction phases.

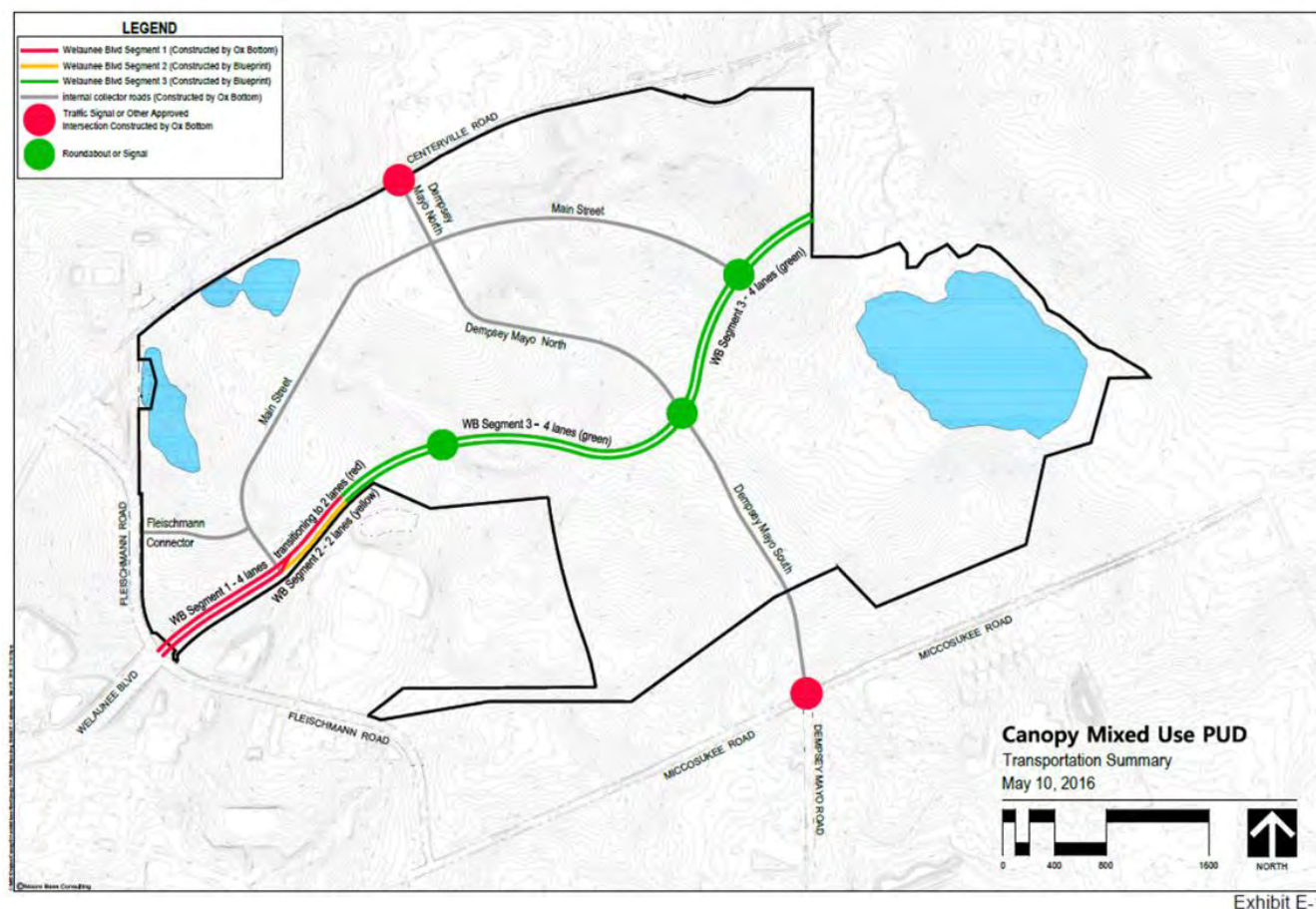
Project community outreach efforts have already begun. On March 20, 2018, City/County Planning and Blueprint staff attended a Buckhead Homeowner's representatives meeting to provide information about the Tallahassee-Leon County Comprehensive Plan Land Use Element Update and details about the upcoming Welaunee Boulevard PD&E Study. The technical analysis process for a future I-10 interchange was discussed and residents indicated concerns for noise and traffic impacts that could result from a future interchange. Information was also provided to the Buckhead Homeowner's representatives about the proposed PD&E study, overall project schedule and information regarding opportunities for community engagement throughout the duration of the study.

### *Construction Funding Strategy Update*

On October 27 and 28, 2015, the Leon County Board of County Commissioners and the Tallahassee City Commission, respectively, directed City and County staff to work with Blueprint and the Canopy developer to develop a public-private funding partnership to complete Phase I of the Northeast Gateway Project. On May 18, 2016, the Tallahassee City Commission approved the Amended and Restated Canopy Development Agreement ("Agreement") between the City of Tallahassee and Ox Bottom Mortgage Holdings, LLC, and TOE2, Inc. The Agreement is related to the development of approximately 500 acres of property. The Agreement outlines the proposed development land uses, donation of land, as well as transportation concurrency mitigation, utilities, and stormwater. The Transportation Summary ("Exhibit E") of the Agreement, included as Figure 2, also specifies which parties will design and construct Welaunee Boulevard within the Canopy development area. Segment 1 of Welaunee Boulevard has been constructed by the CDD pursuant to this Agreement.

Blueprint Intergovernmental Agency Board of Directors Meeting  
Item Title: Acceptance of Northeast Gateway Project Update; Authorization to Procure Welaunee Boulevard Phase 1, PD&E Study, Including Budgetary Allocation; and Approval of Funding Strategy for Design and Construction of Welaunee Boulevard Segments 2 and 3  
Page 6 of 9

Figure 2. Map of Welaunee Boulevard: Segments 1-3 from Canopy Development Agreement, 2016



Blueprint is not a party to the Agreement; however, the funding strategy as specified within that Agreement between the City and the CDD for construction of Welaunee Boulevard within the Canopy development was presented to the IA Board for consideration at the September 12, 2016 meeting, as included in Table 2. Nevertheless, the IA Board has not formally approved this funding strategy.

## Blueprint Intergovernmental Agency Board of Directors Meeting

Item Title: Acceptance of Northeast Gateway Project Update; Authorization to Procure Welaunee Boulevard Phase 1, PD&E Study, Including Budgetary Allocation; and Approval of Funding Strategy for Design and Construction of Welaunee Boulevard Segments 2 and 3  
Page 7 of 9

Table 2. Canopy Development Welaunee Boulevard Design and Construction Responsibilities

Segment	Location Detail	Phase	Responsibility
Segment 1	4 lanes from Fleischmann Road to Main Street; 2 lanes ¼ mile east of Main Street	Design and Construction	Developer
Segment 2	Additional 2 lanes ¼ mile east of Main Street	Design	Developer
		Construction	Blueprint (2020 proceeds)
Segment 3	From the east end of Segment 2 to the eastern boundary of the Canopy project	Design	Developer
		Construction	Blueprint (2020 proceeds)
Internal Roads	Throughout the development	Design and Construction	Developer

The CDD has approached Blueprint with a proposal to advance fund the design and construction of Segments 2 and 3 of Welaunee Boulevard. In consideration of this proposal and the opportunity to expedite the construction of Welaunee Boulevard Segments 2-3 (Fleischmann Connector to north of Dempsey Mayo Road), staff seeks formal IA Board direction to negotiate a funding agreement with the CDD. A funding agreement is proposed to fund the construction of Welaunee Boulevard as described in Table 2 within the Canopy development, including all sidewalks, bike lanes, trails, and roundabouts. Costs are proposed to be capped in amounts not to exceed values based upon actual costs for improvements already completed and reasonable estimates for those yet to be constructed. However, the repayment amounts do not include the cost of design, construction-engineering inspection (CEI), or project administration, which will be funded by the CDD. Finally, repayment for each segment of Welaunee Boulevard is conditioned upon the approval of plans and final acceptance and dedication of Welaunee Boulevard to the City of Tallahassee. No repayments will be made for the above segments before these conditions are met by the CDD, nor until after receipt of Blueprint 2020 sales tax revenue. This proposed direction is consistent with the design and construction responsibilities for the Canopy Development Welaunee Boulevard segments received by the IA Board at its September 12, 2016 meeting. The proposed funding agreement would present the following opportunities:

- The CDD would fund the full cost of design and permitting the plans for the four-lane Welaunee Boulevard roadway, Segments 1-3, ensuring design continuity for the roadway and parallel multimodal facilities; and obtaining all necessary permits and approvals for the roadway.
- The community's future transportation needs are best served by constructing a four-lane Welaunee Boulevard providing new access in northeastern Leon County to accommodate anticipated residential and commercial growth in this area of the community.
- Provides for the advanced construction of this transportation infrastructure, adding the significant community value of expediting construction of this new transportation facility.

## Blueprint Intergovernmental Agency Board of Directors Meeting

Item Title: Acceptance of Northeast Gateway Project Update; Authorization to Procure Welaunee Boulevard Phase 1, PD&E Study, Including Budgetary Allocation; and Approval of Funding Strategy for Design and Construction of Welaunee Boulevard Segments 2 and 3  
Page 8 of 9

### NEXT STEPS

**Summer 2018:** Pending IA Board action, Blueprint will award the PD&E Study contract. The PD&E study will begin shortly after the contract is awarded. PD&E is expected to take 12 -15 months to complete. At the beginning of the PD&E Study, a Public Involvement Plan will be prepared that includes a schedule and identifies potentially affected stakeholders and communities in the vicinity of the project to establish the appropriate outreach methods.

**Fall 2018:** Estimated completion date for the Dove Pond RSF.

**Fall/Winter 2019:** Completion of the Northeast Gateway: Phase 1 PD& E study. Presentation of final PD&E study report and conclusions for IA Board consideration and further direction, as may be required.

**Winter 2019/Spring 2020:** With IA Board approval, procurement for design services for the Northeast Gateway: Phase 1 is anticipated to begin.

**Summer 2020:** Consistent with the funding strategy approved by the IA Board at the February 29, 2016 meeting, Blueprint will submit an application for a SIB Loan to finance the Blueprint portions of the Northeast Gateway: Phase 1 project.

**2020-2021:** Application review and if applicable, negotiations with FDOT regarding the terms and conditions of the SIB Loan. Blueprint will seek direction from the IA Board regarding the SIB Loan negotiations as may be necessary.

**2021:** Pending the success of the SIB Loan application, presentation to the IA board of a project implementation strategy for Northeast Gateway: Phase 1.

*Action by TCC and CAC:* This item was presented to the TCC and the CAC at their June 4 and 6, 2018 meetings, respectively.

### **OPTIONS:**

Option 1: Accept staff report on the Northeast Gateway Project.

Option 2: Authorize Blueprint to award the PD&E Study contract; as well as approve the budgetary allocation from unallocated funds in the amount of \$300,000 to fully fund the Northeast Gateway, Welaunee Boulevard, Phase 1 PD&E Study in FY 2018.

Option 3: Approve the funding strategy to provide for the design and construction of Welaunee Boulevard, Segments 2-3, between the Blueprint and the Canopy Community Development District (CDD), and authorize staff to negotiate a funding agreement relative thereto for future IA Board consideration.

Option 4: IA Board Direction.



## Blueprint Intergovernmental Agency Board of Directors Meeting

Item Title: Acceptance of Northeast Gateway Project Update; Authorization to Procure Welaunee Boulevard Phase 1, PD&E Study, Including Budgetary Allocation; and Approval of Funding Strategy for Design and Construction of Welaunee Boulevard Segments 2 and 3  
Page 9 of 9

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### **RECOMMENDED ACTION:**

- Option 1: Accept staff report on the Northeast Gateway Project.
- Option 2: Authorize Blueprint to award the PD&E Study contract; as well as approve the budgetary allocation from unallocated funds in the amount of \$300,000 to fully fund the Northeast Gateway, Welaunee Boulevard, Phase 1 PD&E Study in FY 2018.
- Option 3: Approve the funding strategy to provide for the design and construction of Welaunee Boulevard, Segments 2-3, between the Blueprint and the Canopy Community Development District (CDD) and authorize staff to negotiate a funding agreement relative thereto for future IA Board consideration.



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# Blueprint Intergovernmental Agency Citizens Advisory Committee

## Agenda Item #9

June 13, 2019

<b>Title:</b>	Authorization to Enter into a Grant Agreement with the Florida Department of Environmental Protection for the Reimbursement of the Design, Permitting, and Construction Expenditures of the Capital Cascade Trail Segment 3D-B Project
<b>Category:</b>	Consent
<b>Department:</b>	Blueprint Intergovernmental Agency
<b>Contact:</b>	Benjamin H. Pingree, Director, Department of PLACE Autumn Calder, Director, Blueprint

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### STATEMENT OF ISSUE:

This agenda item seeks the Blueprint Intergovernmental Agency Citizens Advisory **Committee's** (CAC) recommendation of authorization by the Blueprint Intergovernmental Agency Board of Directors (IA Board) to formally enter into a Grant Agreement with the Florida Department of Environmental Protection (FDEP) to accept Spring Restoration Funding for the reimbursement of the design, permitting, and construction expenditures relating to the Capital Cascade Trail (CCT) Segment 3D-B project.

### FISCAL IMPACT:

This item has fiscal impact. In accord with the FDEP Grant Agreement, the cost associated with the design, permitting, and construction activities of the project will be reimbursed by the FDEP in the form of Spring Restoration Funding in an amount not to exceed \$500,000.

### CAC OPTIONS:

Option 1: Recommend the IA Board authorize the Intergovernmental Management Committee to execute a Grant Agreement with the Florida Department of Environmental Protection to reimburse design, permitting, and construction expenditures relating to the Capital Cascade Trail Segment 3D-B project with grant funds.

Option 2: Do not recommend the IA Board authorize the Intergovernmental Management Committee to execute a Grant Agreement with the Florida Department of Environmental Protection to reimburse design, permitting, and construction expenditures relating to the Capital Cascade Trail Segment 3D-B project with grant funds.

Option 3: Board direction.

### **CAC RECOMMENDED ACTION:**

Option 1: Recommend the IA Board authorize the Intergovernmental Management Committee to execute a Grant Agreement with the Florida Department of Environmental Protection to reimburse design, permitting, and construction expenditures relating to the Capital Cascade Trail Segment 3D-B project with grant funds.





# **Blueprint Intergovernmental Agency Board of Directors Agenda Item #X**

**June 27, 2019**

**Title:** Authorization to Enter into a Grant Agreement with the Florida Department of Environmental Protection for the Reimbursement of the Design, Permitting, and Construction Expenditures of the Capital Cascade Trail Segment 3D-B Project

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint  
Cristina Paredes, Director, Office of Economic Vitality

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## **STATEMENT OF ISSUE:**

This agenda item seeks authorization from the Blueprint Intergovernmental Agency Board of Directors (IA Board) to formally enter into a Grant Agreement with the Florida Department of Environmental Protection (FDEP) to accept Spring Restoration Funding for the reimbursement of the design, permitting, and construction expenditures relating to the Capital Cascade Trail (CCT) Segment 3D-B project.

## **FISCAL IMPACT**

This item has fiscal impact. In accord with the FDEP Grant Agreement, the cost associated with the design, permitting, and construction activities of the project will be reimbursed by the FDEP in the form of Spring Restoration Funding in an amount not to exceed \$500,000.

## **SUPPLEMENTAL INFORMATION:**

CCT is a 4.25 mile, multi-faceted, multi-use stormwater and recreational facility extending from Leon High School to Lake Henrietta. CCT consists of four physically distinct segments. Segment 3 begins at South Monroe Street and extends west following the St. Augustine Branch to the Central Drainage Ditch (CDD) adjacent to Lake Bradford Road. The components and amenities of the CCT Segment 3 project yet to be constructed include the following:

- CCT Segment 3D-B Regional Stormwater Facility (RSF) (Pond) and box culvert system;

- Landscape and hardscape amenities from Gamble Street Roundabout to the CDD;
- St. Marks Trailhead at the Pond;
- Coal Chute Pond Trail Loop & Amenities;
- Skateable Art Amenity at Coal Chute Pond;
- Restroom at CCT Segment 3C;
- History & Culture Trail artistic and interpretive installations.

Blueprint Capital Project funds previously approved by the IA Board will largely fund the proposed CCT amenities above. Staff has applied for and received \$150,000 in grant funding from the Knight Foundation via the Community Foundation of North Florida. Additional revenue is also anticipated from the sale of the Stearns Street Property, which has been declared surplus.

The Segment 3D-B project (See Attachment #1) contains the stormwater components for the western portion of CCT—Segment 3, which extends from Gamble Street to the CDD. The Segment 3D-B project includes extending the double box culverts from the end of Segment 3D-A to a new 5+ acre RSF that outfalls to the CDD. The new RSF will improve water quality by significantly reducing total nitrogen and total phosphorus.

This project demonstrates long-term springs restoration efforts, which is in conjunction with the guidelines established by the FDEP Division of Water Restoration Assistance, which provides funding for projects that improve the quality and quantity of the **state's** water resources. Staff has applied for and received approval for these resources via the **FDEP's** Springs Restoration Grant (Attachment #2).

Springs Restoration Grant funds, in the amount of \$500,000, reimbursed by the FDEP, will supplement the estimated \$4.2 million project construction cost for the 3D-B RSF which includes box culverts, excavation, embankment, pond liner, pond inflow and outflow structures, utility relocations, trash trap, and pond landscaping. The project will be constructed with the **City's** Phase III FAMU Way project, which was awarded in Spring 2019. The Blueprint 2019 – 2024 Funding Schedule and Implementation Plan provides for project construction to conclude in 2021.

In order to capture up to \$500,000 in FDEP grant funds, staff is recommends that the IA Board authorize the IMC to execute a Grant Agreement with the FDEP (Attachment #3) to reimburse construction expenditures relating to the Capital Cascade Trail Segment 3D-B project with grant funds.

Action by the TCC and CAC:

## OPTIONS:

Option 1: Authorize the Intergovernmental Management Committee to execute a Grant Agreement with the Florida Department of Environmental Protection to reimburse

design, permitting, and construction expenditures relating to the Capital Cascade Trail Segment 3D-B project with grant funds.

Option 2: Do not authorize the Intergovernmental Management Committee to execute a Grant Agreement with the Florida Department of Environmental Protection to reimburse design, permitting, and construction expenditures relating to the Capital Cascade Trail Segment 3D-B project with grant funds.

Option 3: IA Board Direction

## **RECOMMENDED ACTION:**

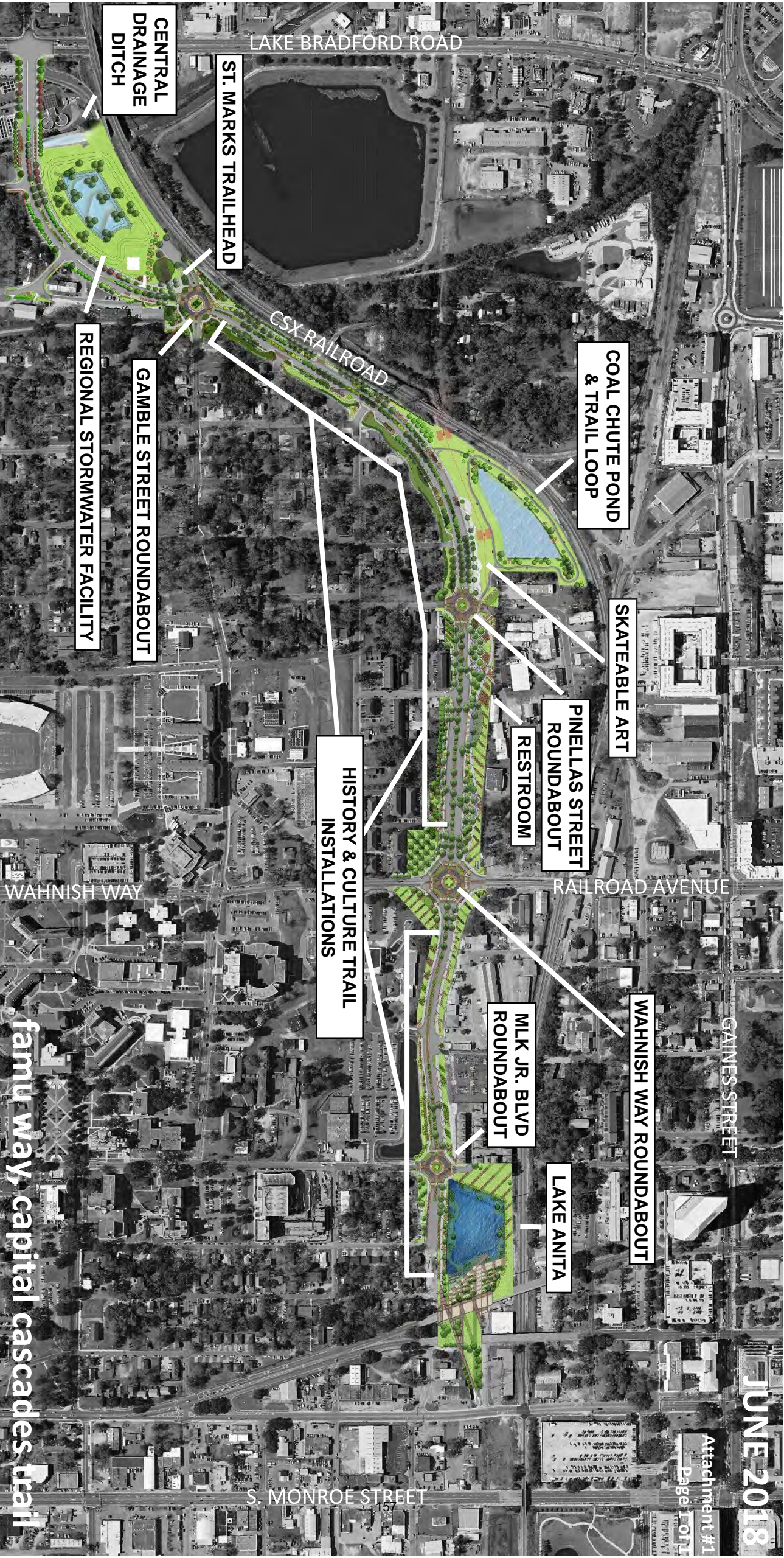
Option 1: Authorize the Intergovernmental Management Committee to execute a Grant Agreement with the Florida Department of Environmental Protection to reimburse design, permitting, and construction expenditures relating to the Capital Cascade Trail Segment 3D-B project with grant funds.

### Attachment:

1. Capital Cascades Trail Segment 3D-B Study Area Map
2. Application
3. Grant (draft) Contract

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JUNE 2018

Attachment #1

Page 1 of 1

famuway, capital cascades trail



**STATE OF FLORIDA**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**Standard Grant Agreement**

This Agreement is entered into between the Parties named below, pursuant to Section 215.971, Florida Statutes:

1. Project Title (Project): **Capital Cascades Segment 3D-B Stormwater Pond** Agreement Number: **LP37140**

2. Parties **State of Florida Department of Environmental Protection,**  
**3900 Commonwealth Boulevard**  
**Tallahassee, Florida 32399-3000** (Department)

Grantee Name: **Blueprint Intergovernmental Agency** Entity Type: **Local Government**  
 Grantee Address: **315 S. Calhoun Street, Suite 450, Tallahassee, FL 32301** FEID: **56-2329605** (Grantee)

3. Agreement Begin Date: **Upon Execution** Date of Expiration: **June 30, 2021**

4. Project Number: Project Location(s): **Lat/Long (30.4278, -84.2994)**   
 (If different from Agreement Number)

Project Description: **The Grantee will design and construct the Capital Cascades Trail Segment 3D-B stormwater pond.**

5. Total Amount of Funding:	Funding Source?	Award #s or Line Item Appropriations:	Amount per Source(s):
<b>\$500,000.00</b>	<input checked="" type="checkbox"/> State <input type="checkbox"/> Federal	<b>FY18-19 GAA Line Item 1595</b>	<b>\$500,000.00</b>
	<input type="checkbox"/> State <input type="checkbox"/> Federal		
	<input type="checkbox"/> Grantee Match		
Total Amount of Funding + Grantee Match, if any:			<b>\$500,000.00</b>

6. Department's Grant Manager Grantee's Grant Manager  
 Name: **Gabby Vega** Name: **Joshua Logan**  
 or successor or successor  
 Address: **3900 Commonwealth Boulevard** Address: **315 S. Calhoun Street, Suite 450**  
**Tallahassee, FL 32399** **Tallahassee, FL 32301**  
 Phone: **850-245-2914** Phone: **850-219-1060**  
 Email: **gabriela.vega@floridadep.gov** Email: **joshua.logan@blueprintia.org**

7. The Parties agree to comply with the terms and conditions of the following attachments and exhibits which are hereby incorporated by reference:

<input checked="" type="checkbox"/> Attachment 1: Standard Terms and Conditions Applicable to All Grants Agreements
<input checked="" type="checkbox"/> Attachment 2: Special Terms and Conditions
<input checked="" type="checkbox"/> Attachment 3: Grant Work Plan
<input checked="" type="checkbox"/> Attachment 4: Public Records Requirements
<input checked="" type="checkbox"/> Attachment 5: Special Audit Requirements
<input type="checkbox"/> Attachment 6: Program-Specific Requirements
<input type="checkbox"/> Attachment 7: Grant Award Terms (Federal) *Copy available at <a href="https://facts.fldfs.com">https://facts.fldfs.com</a> , in accordance with §215.985, F.S.
<input type="checkbox"/> Attachment 8: Federal Regulations and Terms (Federal)
<input type="checkbox"/> Additional Attachments (if necessary):
<input checked="" type="checkbox"/> Exhibit A: Progress Report Form
<input type="checkbox"/> Exhibit B: Property Reporting Form
<input checked="" type="checkbox"/> Exhibit C: Payment Request Summary Form
<input type="checkbox"/> Exhibit D: Quality Assurance Requirements for Grants
<input type="checkbox"/> Exhibit E: Advance Payment Terms and Interest Earned Memo
<input type="checkbox"/> Additional Exhibits (if necessary):

8. The following information applies to Federal Grants only and is identified in accordance with 2 CFR 200.331(a)(1):

Federal Award Identification Number(s) (FAIN):	
Federal Award Date to Department:	
Total Federal Funds Obligated by this Agreement:	
Federal Awarding Agency:	
Award R&D?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

**IN WITNESS WHEREOF, this Agreement shall be effective on the date indicated by the Agreement Begin Date above or the last date signed below, whichever is later.**

**Blueprint Intergovernmental Agency**

**GRANTEE**

Grantee Name

By \_\_\_\_\_  
(Authorized Signature) Date Signed

**Benjamin Pingree, Director of PLACE**

Print Name and Title of Person Signing

**State of Florida Department of Environmental Protection**

**DEPARTMENT**

By \_\_\_\_\_  
Secretary or Designee Date Signed

**Trina Vielhauer, Director of Water Restoration Assistance**

Print Name and Title of Person Signing

☒ Additional signatures attached on separate page.

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DWRA Additional Signatures

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Gabby Vega, DEP Grant Manager

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Sandra Waters, DEP QC Reviewer



**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
STANDARD TERMS AND CONDITIONS  
APPLICABLE TO GRANT AGREEMENTS**

**ATTACHMENT 1**

**1. Entire Agreement.**

This Grant Agreement, including any Attachments and Exhibits referred to herein and/or attached hereto (Agreement), constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, whether written or oral, with respect to such subject matter. Any terms and conditions included on Grantee's forms or invoices shall be null and void.

**2. Grant Administration.**

- a. Order of Precedence. If there are conflicting provisions among the documents that make up the Agreement, the order of precedence for interpretation the Agreement is as follows:
  - i. Standard Grant Agreement
  - ii. Attachments other than Attachment 1, in numerical order as designated in the Standard Grant Agreement
  - iii. Attachment 1, Standard Terms and Conditions
  - iv. The Exhibits in the order designated in the Standard Grant Agreement
- b. All approvals, written or verbal, and other written communication among the parties, including all notices, shall be obtained by or sent to the parties' Grant Managers. All written communication shall be by electronic mail, U.S. Mail, a courier delivery service, or delivered in person. Notices shall be considered delivered when reflected by an electronic mail read receipt, a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient. If the notice is delivered in multiple ways, the notice will be considered delivered at the earliest delivery time.
- c. If a different Grant Manager is designated by either party after execution of this Agreement, notice of the name and contact information of the new Grant Manager will be submitted in writing to the other party and maintained in the respective parties' records. A change of Grant Manager does not require a formal amendment or change order to the Agreement.
- d. This Agreement may be amended, through a formal amendment or a change order, only by a written agreement between both parties. A formal amendment to this Agreement is required for changes which cause any of the following: (1) an increase or decrease in the Agreement funding amount; (2) a change in Grantee's match requirements; (3) a change in the expiration date of the Agreement; and/or (4) changes to the cumulative amount of funding transfers between approved budget categories, as defined in Attachment 3, Grant Work Plan, that exceeds or is expected to exceed twenty percent (20%) of the total budget as last approved by Department. A change order to this Agreement may be used when: (1) task timelines within the current authorized Agreement period change; (2) the cumulative transfer of funds between approved budget categories, as defined in Attachment 3, Grant Work Plan, are less than twenty percent (20%) of the total budget as last approved by Department; and/or (3) fund transfers between budget categories for the purposes of meeting match requirements. This Agreement may be amended to provide for additional services if additional funding is made available by the Legislature.
- e. All days in this Agreement are calendar days unless otherwise specified.

**3. Agreement Duration.**

The term of the Agreement shall begin and end on the dates indicated in the Standard Grant Agreement, unless extended or terminated earlier in accordance with the applicable terms and conditions. The Grantee shall be eligible for reimbursement for work performed on or after the date of execution through the expiration date of this Agreement, unless otherwise specified in Attachment 2, Special Terms and Conditions. However, work performed prior to the execution of this Agreement may be reimbursable or used for match purposes if permitted by the Special Terms and Conditions.

**4. Deliverables.**

The Grantee agrees to render the services or other units of deliverables as set forth in Attachment 3, Grant Work Plan. The services or other units of deliverables shall be delivered in accordance with the schedule and at the pricing outlined in the Grant Work Plan. Deliverables may be comprised of activities that must be completed prior to Department making payment on that deliverable. The Grantee agrees to perform in accordance with the terms and conditions set forth in this Agreement and all attachments and exhibits incorporated by the Standard Grant Agreement.

## **5. Performance Measures.**

The Grantee warrants that: (1) the services will be performed by qualified personnel; (2) the services will be of the kind and quality described in the Grant Work Plan; (3) the services will be performed in a professional and workmanlike manner in accordance with industry standards and practices; (4) the services shall not and do not infringe upon the intellectual property rights, or any other proprietary rights, of any third party; and (5) its employees, subcontractors, and/or subgrantees shall comply with any security and safety requirements and processes, if provided by Department, for work done at the Project Location(s). The Department reserves the right to investigate or inspect at any time to determine whether the services or qualifications offered by Grantee meet the Agreement requirements. Notwithstanding any provisions herein to the contrary, written acceptance of a particular deliverable does not foreclose Department's remedies in the event deficiencies in the deliverable cannot be readily measured at the time of delivery.

## **6. Acceptance of Deliverables.**

- a. Acceptance Process. All deliverables must be received and accepted in writing by Department's Grant Manager before payment. The Grantee shall work diligently to correct all deficiencies in the deliverable that remain outstanding, within a reasonable time at Grantee's expense. If Department's Grant Manager does not accept the deliverables within 30 days of receipt, they will be deemed rejected.
- b. Rejection of Deliverables. The Department reserves the right to reject deliverables, as outlined in the Grant Work Plan, as incomplete, inadequate, or unacceptable due, in whole or in part, to Grantee's lack of satisfactory performance under the terms of this Agreement. The Grantee's efforts to correct the rejected deliverables will be at Grantee's sole expense. Failure to fulfill the applicable technical requirements or complete all tasks or activities in accordance with the Grant Work Plan will result in rejection of the deliverable and the associated invoice. Payment for the rejected deliverable will not be issued unless the rejected deliverable is made acceptable to Department in accordance with the Agreement requirements. The Department, at its option, may allow additional time within which Grantee may remedy the objections noted by Department. The Grantee's failure to make adequate or acceptable deliverables after a reasonable opportunity to do so shall constitute an event of default.

## **7. Financial Consequences for Nonperformance.**

- a. Withholding Payment. In addition to the specific consequences explained in the Grant Work Plan and/or Special Terms and Conditions, the State of Florida (State) reserves the right to withhold payment when the Grantee has failed to perform/comply with provisions of this Agreement. None of the financial consequences for nonperformance in this Agreement as more fully described in the Grant Work Plan shall be considered penalties.
- b. Corrective Action Plan. If Grantee fails to correct all the deficiencies in a rejected deliverable within the specified timeframe, Department may, in its sole discretion, request that a proposed Corrective Action Plan (CAP) be submitted by Grantee to Department. The Department request that Grantee specify the outstanding deficiencies in the CAP. All CAPs must be able to be implemented and performed in no more than sixty (60) calendar days.
  - i. The Grantee shall submit a CAP within ten (10) days of the date of the written request from Department. The CAP shall be sent to Grant Manager for review and approval. Within ten (10) days of receipt of a CAP, Department shall notify Grantee in writing whether the CAP proposed has been accepted. If the CAP is not accepted, Grantee shall have ten (10) days from receipt of Department letter rejecting the proposal to submit a revised proposed CAP. Failure to obtain Department approval of a CAP as specified above may result in Department's termination of this Agreement for cause as authorized in this Agreement.
  - ii. Upon Department's notice of acceptance of a proposed CAP, Grantee shall have ten (10) days to commence implementation of the accepted plan. Acceptance of the proposed CAP by Department does not relieve Grantee of any of its obligations under the Agreement. In the event the CAP fails to correct or eliminate performance deficiencies by Grantee, Department shall retain the right to require additional or further remedial steps, or to terminate this Agreement for failure to perform. No actions approved by Department or steps taken by Grantee shall preclude Department from subsequently asserting any deficiencies in performance. The Grantee shall continue to implement the CAP until all deficiencies are corrected. Reports on the progress of the CAP will be made to Department as requested by Department's Grant Manager.
  - iii. Failure to respond to a Department request for a CAP or failure to correct a deficiency in the performance of the Agreement as specified by Department may result in termination of the Agreement.

## **8. Payment.**

- a. Payment Process. Subject to the terms and conditions established by the Agreement, the pricing per deliverable established by the Grant Work Plan, and the billing procedures established by Department, Department agrees to pay Grantee for services rendered in accordance with Section 215.422, Florida Statutes (F.S.).
- b. Taxes. The Department is exempted from payment of State sales, use taxes and Federal excise taxes. The Grantee, however, shall not be exempted from paying any taxes that it is subject to, including State sales and use taxes, or for payment by Grantee to suppliers for taxes on materials used to fulfill its contractual obligations with Department. The Grantee shall not use Department's exemption number in securing such materials. The Grantee shall be responsible and liable for the payment of all its FICA/Social Security and other taxes resulting from this Agreement.
- c. Maximum Amount of Agreement. The maximum amount of compensation under this Agreement, without an amendment, is described in the Standard Grant Agreement. Any additional funds necessary for the completion of this Project are the responsibility of Grantee.
- d. Reimbursement for Costs. The Grantee shall be paid on a cost reimbursement basis for all eligible Project costs upon the completion, submittal, and approval of each deliverable identified in the Grant Work Plan. Reimbursement shall be requested on Exhibit C, Payment Request Summary Form. To be eligible for reimbursement, costs must be in compliance with laws, rules, and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures, which can be accessed at the following web address: [www.myfloridacfo.com/aadir/reference\\_guide/](http://www.myfloridacfo.com/aadir/reference_guide/).
- e. Invoice Detail. All charges for services rendered or for reimbursement of expenses authorized by Department pursuant to the Grant Work Plan shall be submitted to Department in sufficient detail for a proper pre-audit and post-audit to be performed. The Grantee shall only invoice Department for deliverables that are completed in accordance with the Grant Work Plan.
- f. Interim Payments. Interim payments may be made by Department, at its discretion, if the completion of deliverables to date have first been accepted in writing by Department's Grant Manager.
- g. Final Payment Request. A final payment request should be submitted to Department no later than sixty (60) days following the expiration date of the Agreement to ensure the availability of funds for payment. However, all work performed pursuant to the Grant Work Plan must be performed on or before the expiration date of the Agreement.
- h. Annual Appropriation Contingency. The State's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. This Agreement is not a commitment of future appropriations. Authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of Department if the Legislature reduces or eliminates appropriations.
- i. Interest Rates. All interest rates charged under the Agreement shall be calculated on the prevailing rate used by the State Board of Administration. To obtain the applicable interest rate, please refer to: [www.myfloridacfo.com/Division/AA/Vendors/default.htm](http://www.myfloridacfo.com/Division/AA/Vendors/default.htm).
- j. Refund of Payments to the Department. Any balance of unobligated funds that have been advanced or paid must be refunded to Department. Any funds paid in excess of the amount to which Grantee or subgrantee is entitled under the terms of the Agreement must be refunded to Department.

## **9. Documentation Required for Cost Reimbursement Grant Agreements and Match.**

If Cost Reimbursement or Match is authorized in Attachment 2, Special Terms and Conditions, the following conditions apply. Supporting documentation must be provided to substantiate cost reimbursement or match requirements for the following budget categories:

- a. Salary/Wages. Grantee shall list personnel involved, position classification, direct salary rates, and hours spent on the Project in accordance with Attachment 3, Grant Work Plan in their documentation for reimbursement or match requirements.
- b. Overhead/Indirect/General and Administrative Costs. If Grantee is being reimbursed for or claiming match for multipliers, all multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If Department determines that multipliers charged by Grantee exceeded the rates supported by audit, Grantee shall be required to reimburse such funds to Department within thirty (30) days of written notification. Interest shall be charged on the excessive rate.
- c. Contractual Costs (Subcontractors). Match or reimbursement requests for payments to subcontractors must be substantiated by copies of invoices with backup documentation identical to that required from Grantee. Subcontracts which involve payments for direct salaries shall clearly identify the personnel involved, salary rate per hour, and hours spent on the Project. All eligible multipliers used (i.e., fringe benefits, overhead, indirect,

and/or general and administrative rates) shall be supported by audit. If Department determines that multipliers charged by any subcontractor exceeded the rates supported by audit, Grantee shall be required to reimburse such funds to Department within thirty (30) days of written notification. Interest shall be charged on the excessive rate. Nonconsumable and/or nonexpendable personal property or equipment costing \$1,000 or more purchased for the Project under a subcontract is subject to the requirements set forth in Chapters 273 and/or 274, F.S., and Chapter 69I-72, Florida Administrative Code (F.A.C.) and/or Chapter 69I-73, F.A.C., as applicable. The Grantee shall be responsible for maintaining appropriate property records for any subcontracts that include the purchase of equipment as part of the delivery of services. The Grantee shall comply with this requirement and ensure its subcontracts issued under this Agreement, if any, impose this requirement, in writing, on its subcontractors.

- i. For fixed-price (vendor) subcontracts, the following provisions shall apply: The Grantee may award, on a competitive basis, fixed-price subcontracts to consultants/contractors in performing the work described in Attachment 3, Grant Work Plan. Invoices submitted to Department for fixed-price subcontracted activities shall be supported with a copy of the subcontractor's invoice and a copy of the tabulation form for the competitive procurement process (e.g., Invitation to Bid, Request for Proposals, or other similar competitive procurement document) resulting in the fixed-price subcontract. The Grantee may request approval from Department to award a fixed-price subcontract resulting from procurement methods other than those identified above. In this instance, Grantee shall request the advance written approval from Department's Grant Manager of the fixed price negotiated by Grantee. The letter of request shall be supported by a detailed budget and Scope of Services to be performed by the subcontractor. Upon receipt of Department Grant Manager's approval of the fixed-price amount, Grantee may proceed in finalizing the fixed-price subcontract.
  - ii. If the procurement is subject to the Consultant's Competitive Negotiation Act under section 287.055, F.S. or the Brooks Act, Grantee must provide documentation clearly evidencing it has complied with the statutory or federal requirements.
- d. Travel. All requests for match or reimbursement of travel expenses shall be in accordance with Section 112.061, F.S.
- e. Direct Purchase Equipment. For the purposes of this Agreement, Equipment is defined as capital outlay costing \$1,000 or more. Match or reimbursement for Grantee's direct purchase of equipment is subject to specific approval of Department, and does not include any equipment purchased under the delivery of services to be completed by a subcontractor. Include copies of invoices or receipts to document purchases, and a properly completed Exhibit B, Property Reporting Form.
- f. Rental/Lease of Equipment. Match or reimbursement requests for rental/lease of equipment must include copies of invoices or receipts to document charges.
- g. Miscellaneous/Other Expenses. If miscellaneous or other expenses, such as materials, supplies, non-excluded phone expenses, reproduction, or mailing, are reimbursable or available for match or reimbursement under the terms of this Agreement, the documentation supporting these expenses must be itemized and include copies of receipts or invoices. Additionally, independent of Grantee's contract obligations to its subcontractor, Department shall not reimburse any of the following types of charges: cell phone usage; attorney's fees or court costs; civil or administrative penalties; or handling fees, such as set percent overages associated with purchasing supplies or equipment.
- h. Land Acquisition. Reimbursement for the costs associated with acquiring interest and/or rights to real property (including access rights through ingress/egress easements, leases, license agreements, or other site access agreements; and/or obtaining record title ownership of real property through purchase) must be supported by the following, as applicable: Copies of Property Appraisals, Environmental Site Assessments, Surveys and Legal Descriptions, Boundary Maps, Acreage Certification, Title Search Reports, Title Insurance, Closing Statements/Documents, Deeds, Leases, Easements, License Agreements, or other legal instrument documenting acquired property interest and/or rights. If land acquisition costs are used to meet match requirements, Grantee agrees that those funds shall not be used as match for any other Agreement supported by State or Federal funds.

#### 10. Status Reports.

The Grantee shall submit status reports quarterly, unless otherwise specified in the Attachments, on Exhibit A, Progress Report Form, to Department's Grant Manager describing the work performed during the reporting period, problems encountered, problem resolutions, scheduled updates, and proposed work for the next reporting period. Quarterly status reports are due no later than twenty (20) days following the completion of the quarterly reporting period. For the purposes of this reporting requirement, the quarterly reporting periods end on March 31, June 30, September 30 and December 31. The Department will review the required reports submitted by Grantee within thirty (30) days.



## 11. Retainage.

The following provisions apply if Department withholds retainage under this Agreement:

- a. The Department reserves the right to establish the amount and application of retainage on the work performed under this Agreement up to the maximum percentage described in Attachment 2, Special Terms and Conditions. Retainage may be withheld from each payment to Grantee pending satisfactory completion of work and approval of all deliverables.
- b. If Grantee fails to perform the requested work, or fails to perform the work in a satisfactory manner, Grantee shall forfeit its right to payment of the retainage associated with the work. Failure to perform includes, but is not limited to, failure to submit the required deliverables or failure to provide adequate documentation that the work was actually performed. The Department shall provide written notification to Grantee of the failure to perform that shall result in retainage forfeiture. If the Grantee does not to correct the failure to perform within the timeframe stated in Department's notice, the retainage will be forfeited to Department.
- c. No retainage shall be released or paid for incomplete work while this Agreement is suspended.
- d. Except as otherwise provided above, Grantee shall be paid the retainage associated with the work, provided Grantee has completed the work and submits an invoice for retainage held in accordance with the invoicing procedures under this Agreement.

## 12. Insurance.

- a. Insurance Requirements for Sub-Grantees and/or Subcontractors. The Grantee shall require its sub-grantees and/or subcontractors, if any, to maintain insurance coverage of such types and with such terms and limits as described in this Agreement. The Grantee shall require all its sub-grantees and/or subcontractors, if any, to make compliance with the insurance requirements of this Agreement a condition of all contracts that are related to this Agreement. Sub-grantees and/or subcontractors must provide proof of insurance upon request.
- b. Deductibles. The Department shall be exempt from, and in no way liable for, any sums of money representing a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Grantee providing such insurance.
- c. Proof of Insurance. Upon execution of this Agreement, Grantee shall provide Department documentation demonstrating the existence and amount for each type of applicable insurance coverage *prior to* performance of any work under this Agreement. Upon receipt of written request from Department, Grantee shall furnish Department with proof of applicable insurance coverage by standard form certificates of insurance, a self-insured authorization, or other certification of self-insurance.
- d. Duty to Maintain Coverage. In the event that any applicable coverage is cancelled by the insurer for any reason, or if Grantee cannot get adequate coverage, Grantee shall immediately notify Department of such cancellation and shall obtain adequate replacement coverage conforming to the requirements herein and provide proof of such replacement coverage within ten (10) days after the cancellation of coverage.

## 13. Termination.

- a. Termination for Convenience. When it is in the State's best interest, Department may, at its sole discretion, terminate the Agreement in whole or in part by giving 30 days' written notice to Grantee. The Department shall notify Grantee of the termination for convenience with instructions as to the effective date of termination or the specific stage of work at which the Agreement is to be terminated. The Department must submit all invoices for work to be paid under this Agreement within thirty (30) days of the effective date of termination. The Department shall not pay any invoices received after thirty (30) days of the effective date of termination.
- b. Termination for Cause. The Department may terminate this Agreement if any of the events of default described in the Events of Default provisions below occur or in the event that Grantee fails to fulfill any of its other obligations under this Agreement. If, after termination, it is determined that Grantee was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of Department. The rights and remedies of Department in this clause are in addition to any other rights and remedies provided by law or under this Agreement.
- c. Grantee Obligations upon Notice of Termination. After receipt of a notice of termination or partial termination unless as otherwise directed by Department, Grantee shall not furnish any service or deliverable on the date, and to the extent specified, in the notice. However, Grantee shall continue work on any portion of the Agreement not terminated. If the Agreement is terminated before performance is completed, Grantee shall be paid only for that work satisfactorily performed for which costs can be substantiated. The Grantee shall not be entitled to recover any cancellation charges or lost profits.
- d. Continuation of Prepaid Services. If Department has paid for any services prior to the expiration, cancellation, or termination of the Agreement, Grantee shall continue to provide Department with those services for which it

has already been paid or, at Department's discretion, Grantee shall provide a refund for services that have been paid for but not rendered.

- e. Transition of Services Upon Termination, Expiration, or Cancellation of the Agreement. If services provided under the Agreement are being transitioned to another provider(s), Grantee shall assist in the smooth transition of Agreement services to the subsequent provider(s). This requirement is at a minimum an affirmative obligation to cooperate with the new provider(s), however additional requirements may be outlined in the Grant Work Plan. The Grantee shall not perform any services after Agreement expiration or termination, except as necessary to complete the transition or continued portion of the Agreement, if any.

#### **14. Notice of Default.**

If Grantee defaults in the performance of any covenant or obligation contained in the Agreement, including, any of the events of default, Department shall provide notice to Grantee and an opportunity to cure that is reasonable under the circumstances. This notice shall state the nature of the failure to perform and provide a time certain for correcting the failure. The notice will also provide that, should the Grantee fail to perform within the time provided, Grantee will be found in default, and Department may terminate the Agreement effective as of the date of receipt of the default notice.

#### **15. Events of Default.**

Provided such failure is not the fault of Department or outside the reasonable control of Grantee, the following non-exclusive list of events, acts, or omissions, shall constitute events of default:

- a. The commitment of any material breach of this Agreement by Grantee, including failure to timely deliver a material deliverable, failure to perform the minimal level of services required for a deliverable, discontinuance of the performance of the work, failure to resume work that has been discontinued within a reasonable time after notice to do so, or abandonment of the Agreement;
- b. The commitment of any material misrepresentation or omission in any materials, or discovery by the Department of such, made by the Grantee in this Agreement or in its application for funding;
- c. Failure to submit any of the reports required by this Agreement or having submitted any report with incorrect, incomplete, or insufficient information;
- d. Failure to honor any term of the Agreement;
- e. Failure to abide by any statutory, regulatory, or licensing requirement, including an entry of an order revoking the certificate of authority granted to the Grantee by a state or other licensing authority;
- f. Failure to pay any and all entities, individuals, and furnishing labor or materials, or failure to make payment to any other entities as required by this Agreement;
- g. Employment of an unauthorized alien in the performance of the work, in violation of Section 274 (A) of the Immigration and Nationality Act;
- h. Failure to maintain the insurance required by this Agreement;
- i. One or more of the following circumstances, uncorrected for more than thirty (30) days unless, within the specified 30-day period, Grantee (including its receiver or trustee in bankruptcy) provides to Department adequate assurances, reasonably acceptable to Department, of its continuing ability and willingness to fulfill its obligations under the Agreement:
  - i. Entry of an order for relief under Title 11 of the United States Code;
  - ii. The making by Grantee of a general assignment for the benefit of creditors;
  - iii. The appointment of a general receiver or trustee in bankruptcy of Grantee's business or property; and/or
  - iv. An action by Grantee under any state insolvency or similar law for the purpose of its bankruptcy, reorganization, or liquidation.

#### **16. Suspension of Work.**

The Department may, in its sole discretion, suspend any or all activities under the Agreement, at any time, when it is in the best interest of the State to do so. The Department shall provide Grantee written notice outlining the particulars of suspension. Examples of reasons for suspension include, but are not limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, Grantee shall comply with the notice. Within 90 days, or any longer period agreed to by the parties, Department shall either: (1) issue a notice authorizing resumption of work, at which time activity shall resume; or (2) terminate the Agreement. If the Agreement is terminated after 30 days of suspension, the notice of suspension shall be deemed to satisfy the thirty (30) days' notice required for a notice of termination for convenience. Suspension of work shall not entitle Grantee to any additional compensation.

### **17. Force Majeure.**

The Grantee shall not be responsible for delay resulting from its failure to perform if neither the fault nor the negligence of Grantee or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond Grantee's control, or for any of the foregoing that affect subcontractors or suppliers if no alternate source of supply is available to Grantee. In case of any delay Grantee believes is excusable, Grantee shall notify Department in writing of the delay or potential delay and describe the cause of the delay either (1) within ten days after the cause that creates or will create the delay first arose, if Grantee could reasonably foresee that a delay could occur as a result; or (2) if delay is not reasonably foreseeable, within five days after the date Grantee first had reason to believe that a delay could result. **THE FOREGOING SHALL CONSTITUTE THE GRANTEE'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY.** Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages, other than for an extension of time, shall be asserted against Department. The Grantee shall not be entitled to an increase in the Agreement price or payment of any kind from Department for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist Grantee shall perform at no increased cost, unless Department determines, in its sole discretion, that the delay will significantly impair the value of the Agreement to Department, in which case Department may: (1) accept allocated performance or deliveries from Grantee, provided that Grantee grants preferential treatment to Department with respect to products subjected to allocation; (2) contract with other sources (without recourse to and by Grantee for the related costs and expenses) to replace all or part of the products or services that are the subject of the delay, which purchases may be deducted from the Agreement quantity; or (3) terminate Agreement in whole or in part.

### **18. Indemnification.**

- a. The Grantee shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless Department and its officers, agents, and employees, from suits, actions, damages, and costs of every name and description arising from or relating to:
  - i. personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by Grantee, its agents, employees, partners, or subcontractors; provided, however, that Grantee shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of Department;
  - ii. the Grantee's breach of this Agreement or the negligent acts or omissions of Grantee.
- b. The Grantee's obligations under the preceding paragraph with respect to any legal action are contingent upon Department giving Grantee: (1) written notice of any action or threatened action; (2) the opportunity to take over and settle or defend any such action at Grantee's sole expense; and (3) assistance in defending the action at Grantee's sole expense. The Grantee shall not be liable for any cost, expense, or compromise incurred or made by Department in any legal action without Grantee's prior written consent, which shall not be unreasonably withheld.
- c. Notwithstanding sections a. and b. above, the following is the sole indemnification provision that applies to Grantees that are governmental entities: Each party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of Section 768.28, F.S. Further, nothing herein shall be construed as consent by a state agency or subdivision of the State to be sued by third parties in any matter arising out of any contract or this Agreement.
- d. No provision in this Agreement shall require Department to hold harmless or indemnify Grantee, insure or assume liability for Grantee's negligence, waive Department's sovereign immunity under the laws of Florida, or otherwise impose liability on Department for which it would not otherwise be responsible. Any provision, implication or suggestion to the contrary is null and void.

### **19. Limitation of Liability.**

The Department's liability for any claim arising from this Agreement is limited to compensatory damages in an amount no greater than the sum of the unpaid balance of compensation due for goods or services rendered pursuant to and in compliance with the terms of the Agreement. Such liability is further limited to a cap of \$100,000.

### **20. Remedies.**

Nothing in this Agreement shall be construed to make Grantee liable for force majeure events. Nothing in this Agreement, including financial consequences for nonperformance, shall limit Department's right to pursue its remedies for other types of damages under the Agreement, at law or in equity. The Department may, in addition to

other remedies available to it, at law or in equity and upon notice to Grantee, retain such monies from amounts due Grantee as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against it.

**21. Waiver.**

The delay or failure by Department to exercise or enforce any of its rights under this Agreement shall not constitute or be deemed a waiver of Department's right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.

**22. Statutory Notices Relating to Unauthorized Employment and Subcontracts.**

- a. The Department shall consider the employment by any Grantee of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If Grantee/subcontractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement. The Grantee shall be responsible for including this provision in all subcontracts with private organizations issued as a result of this Agreement.
- b. Pursuant to Sections 287.133 and 287.134, F.S., the following restrictions apply to persons placed on the convicted vendor list or the discriminatory vendor list:
  - i. Public Entity Crime. 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, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Grantee, 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 following the date of being placed on the convicted vendor list.
  - ii. Discriminatory Vendors. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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.
  - iii. Notification. The Grantee shall notify Department if it or any of its suppliers, subcontractors, or consultants have been placed on the convicted vendor list or the discriminatory vendor list during the life of the Agreement. The Florida Department of Management Services is responsible for maintaining the discriminatory vendor list and posts the list on its website. Questions regarding the discriminatory vendor list may be directed to the Florida Department of Management Services, Office of Supplier Diversity, at (850) 487-0915.

**23. Compliance with Federal, State and Local Laws.**

- a. The Grantee and all its agents shall comply with all federal, state and local regulations, including, but not limited to, nondiscrimination, wages, social security, workers' compensation, licenses, and registration requirements. The Grantee shall include this provision in all subcontracts issued as a result of this Agreement.
- b. No person, on the grounds of race, creed, color, religion, national origin, age, gender, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.
- c. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.
- d. Any dispute concerning performance of the Agreement shall be processed as described herein. Jurisdiction for any damages arising under the terms of the Agreement will be in the courts of the State, and venue will be in the Second Judicial Circuit, in and for Leon County. Except as otherwise provided by law, the parties agree to be responsible for their own attorney fees incurred in connection with disputes arising under the terms of this Agreement.

**24. Scrutinized Companies.**

- a. Grantee certifies that it is not on the Scrutinized Companies that Boycott Israel List or engaged in a boycott of Israel. Pursuant to Section 287.135, F.S., the Department may immediately terminate this Agreement at its sole option if the Grantee is found to have submitted a false certification; or if the Grantee is placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.
- b. If this Agreement is for more than one million dollars, the Grantee certifies that it is also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. Pursuant to



Section 287.135, F.S., the Department may immediately terminate this Agreement at its sole option if the Grantee is found to have submitted a false certification; or if the Grantee is placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.

- c. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions then they shall become inoperative.

**25. Lobbying and Integrity.**

The Grantee agrees that no funds received by it under this Agreement will be expended for the purpose of lobbying the Legislature or a State agency pursuant to Section 216.347, F.S., except that pursuant to the requirements of Section 287.058(6), F.S., during the term of any executed agreement between Grantee and the State, Grantee may lobby the executive or legislative branch concerning the scope of services, performance, term, or compensation regarding that agreement. The Grantee shall comply with Sections 11.062 and 216.347, F.S.

**26. Record Keeping.**

The Grantee shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with United States generally accepted accounting principles (US GAAP) consistently applied. The Department, the State, or their authorized representatives shall have access to such records for audit purposes during the term of this Agreement and for five (5) years following the completion date or termination of the Agreement. In the event that any work is subcontracted, Grantee shall similarly require each subcontractor to maintain and allow access to such records for audit purposes. Upon request of Department's Inspector General, or other authorized State official, Grantee shall provide any type of information the Inspector General deems relevant to Grantee's integrity or responsibility. Such information may include, but shall not be limited to, Grantee's business or financial records, documents, or files of any type or form that refer to or relate to Agreement. The Grantee shall retain such records for the longer of: (1) three years after the expiration of the Agreement; or (2) the period required by the General Records Schedules maintained by the Florida Department of State (available at:

<http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>).

**27. Audits.**

- a. Inspector General. The Grantee understands its duty, pursuant to Section 20.055(5), F.S., to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing. The Grantee will comply with this duty and ensure that its sub-grantees and/or subcontractors issued under this Agreement, if any, impose this requirement, in writing, on its sub-grantees and/or subcontractors, respectively.
- b. Physical Access and Inspection. Department personnel shall be given access to and may observe and inspect work being performed under this Agreement, with reasonable notice and during normal business hours, including by any of the following methods:
- i. Grantee shall provide access to any location or facility on which Grantee is performing work, or storing or staging equipment, materials or documents;
  - ii. Grantee shall permit inspection of any facility, equipment, practices, or operations required in performance of any work pursuant to this Agreement; and,
  - iii. Grantee shall allow and facilitate sampling and monitoring of any substances, soils, materials or parameters at any location reasonable or necessary to assure compliance with any work or legal requirements pursuant to this Agreement.
- c. Special Audit Requirements. The Grantee shall comply with the applicable provisions contained in Attachment 5, Special Audit Requirements. Each amendment that authorizes a funding increase or decrease shall include an updated copy of Exhibit 1, to Attachment 5. If Department fails to provide an updated copy of Exhibit 1 to include in each amendment that authorizes a funding increase or decrease, Grantee shall request one from the Department's Grants Manager. The Grantee shall consider the type of financial assistance (federal and/or state) identified in Attachment 5, Exhibit 1 and determine whether the terms of Federal and/or Florida Single Audit Act Requirements may further apply to lower tier transactions that may be a result of this Agreement. For federal financial assistance, Grantee shall utilize the guidance provided under 2 CFR §200.330 for determining whether the relationship represents that of a subrecipient or vendor. For State financial assistance, Grantee shall utilize the form entitled "Checklist for Nonstate Organizations Recipient/Subrecipient vs Vendor Determination" (form number DFS-A2-NS) that can be found under the "Links/Forms" section appearing at the following website: <https://apps.fldfs.com/fsaa>.
- d. Proof of Transactions. In addition to documentation provided to support cost reimbursement as described herein, Department may periodically request additional proof of a transaction to evaluate the appropriateness of costs to the Agreement pursuant to State and Federal guidelines (including cost allocation guidelines). Allowable costs and uniform administrative requirements for federal programs can be found under 2 CFR 200. The Department

may also request a cost allocation plan in support of its multipliers (overhead, indirect, general administrative costs, and fringe benefits). The Grantee must provide the additional proof within thirty (30) days of such request.

- e. **No Commingling of Funds.** The accounting systems for all Grantees must ensure that these funds are not commingled with funds from other agencies. Funds from each agency must be accounted for separately. Grantees are prohibited from commingling funds on either a program-by-program or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another project. Where a Grantee's, or subrecipient's, accounting system cannot comply with this requirement, Grantee, or subrecipient, shall establish a system to provide adequate fund accountability for each project it has been awarded.
- i. If Department finds that these funds have been commingled, Department shall have the right to demand a refund, either in whole or in part, of the funds provided to Grantee under this Agreement for non-compliance with the material terms of this Agreement. The Grantee, upon such written notification from Department shall refund, and shall forthwith pay to Department, the amount of money demanded by Department. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the original payment(s) are received from Department by Grantee to the date repayment is made by Grantee to Department.
  - ii. In the event that the Grantee recovers costs, incurred under this Agreement and reimbursed by Department, from another source(s), Grantee shall reimburse Department for all recovered funds originally provided under this Agreement and interest shall be charged for those recovered costs as calculated on from the date(s) the payment(s) are recovered by Grantee to the date repayment is made to Department.
  - iii. Notwithstanding the requirements of this section, the above restrictions on commingling funds do not apply to agreements where payments are made purely on a cost reimbursement basis.

**28. Conflict of Interest.**

The Grantee covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.

**29. Independent Contractor.**

The Grantee is an independent contractor and is not an employee or agent of Department.

**30. Subcontracting.**

- a. Unless otherwise specified in the Special Terms and Conditions, all services contracted for are to be performed solely by Grantee.
- b. The Department may, for cause, require the replacement of any Grantee employee, subcontractor, or agent. For cause, includes, but is not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with an applicable Department policy or other requirement.
- c. The Department may, for cause, deny access to Department's secure information or any facility by any Grantee employee, subcontractor, or agent.
- d. The Department's actions under paragraphs b. or c. shall not relieve Grantee of its obligation to perform all work in compliance with the Agreement. The Grantee shall be responsible for the payment of all monies due under any subcontract. The Department shall not be liable to any subcontractor for any expenses or liabilities incurred under any subcontract and Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under any subcontract.
- e. The Department will not deny Grantee's employees, subcontractors, or agents access to meetings within the Department's facilities, unless the basis of Department's denial is safety or security considerations.
- f. The Department supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this Agreement embrace diversity enthusiastically. The award of subcontracts should reflect the full diversity of the citizens of the State. A list of minority-owned firms that could be offered subcontracting opportunities may be obtained by contacting the Office of Supplier Diversity at (850) 487-0915.
- g. The Grantee shall not be liable for any excess costs for a failure to perform, if the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both Grantee and the subcontractor(s), and without the fault or negligence of either, unless the subcontracted products or services were obtainable from other sources in sufficient time for Grantee to meet the required delivery schedule.

**31. Guarantee of Parent Company.**

If Grantee is a subsidiary of another corporation or other business entity, Grantee asserts that its parent company will guarantee all of the obligations of Grantee for purposes of fulfilling the obligations of Agreement. In the event Grantee

is sold during the period the Agreement is in effect, Grantee agrees that it will be a requirement of sale that the new parent company guarantee all of the obligations of Grantee.

**32. Survival.**

The respective obligations of the parties, which by their nature would continue beyond the termination or expiration of this Agreement, including without limitation, the obligations regarding confidentiality, proprietary interests, and public records, shall survive termination, cancellation, or expiration of this Agreement.

**33. Third Parties.**

The Department shall not be deemed to assume any liability for the acts, failures to act or negligence of Grantee, its agents, servants, and employees, nor shall Grantee disclaim its own negligence to Department or any third party. This Agreement does not and is not intended to confer any rights or remedies upon any person other than the parties. If Department consents to a subcontract, Grantee will specifically disclose that this Agreement does not create any third-party rights. Further, no third parties shall rely upon any of the rights and obligations created under this Agreement.

**34. Severability.**

If a court of competent jurisdiction deems any term or condition herein void or unenforceable, the other provisions are severable to that void provision, and shall remain in full force and effect.

**35. Grantee's Employees, Subcontractors and Agents.**

All Grantee employees, subcontractors, or agents performing work under the Agreement shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, Grantee shall furnish a copy of technical certification or other proof of qualification. All employees, subcontractors, or agents performing work under Agreement must comply with all security and administrative requirements of Department and shall comply with all controlling laws and regulations relevant to the services they are providing under the Agreement.

**36. Assignment.**

The Grantee shall not sell, assign, or transfer any of its rights, duties, or obligations under the Agreement, or under any purchase order issued pursuant to the Agreement, without the prior written consent of Department. In the event of any assignment, Grantee remains secondarily liable for performance of the Agreement, unless Department expressly waives such secondary liability. The Department may assign the Agreement with prior written notice to Grantee of its intent to do so.

**37. Execution in Counterparts and Authority to Sign.**

This Agreement, any amendments, and/or change orders related to the Agreement, may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument. In accordance with the Electronic Signature Act of 1996, electronic signatures, including facsimile transmissions, may be used and shall have the same force and effect as a written signature. Each person signing this Agreement warrants that he or she is duly authorized to do so and to bind the respective party to the Agreement.

**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Special Terms and Conditions  
AGREEMENT NO. LP37140**

**ATTACHMENT 2**

These Special Terms and Conditions shall be read together with general terms outlined in the Standard Terms and Conditions, Attachment 1. Where in conflict, these more specific terms shall apply.

**1. Scope of Work.**

The Project funded under this Agreement is Capital Cascades Segment 3D-B Stormwater Pond . The Project is defined in more detail in Attachment 3, Grant Work Plan.

**2. Duration.**

- a. Reimbursement Period. The reimbursement period for this Agreement begins on July 1, 2018 and ends at the expiration of the Agreement.
- b. Extensions. There are extensions available for this Project.
- c. Service Periods. Additional service periods are not authorized under this Agreement.

**3. Payment Provisions.**

- a. Compensation. This is a cost reimbursement Agreement. The Grantee shall be compensated under this Agreement as described in Attachment 3.
- b. Invoicing. Invoicing will occur as indicated in Attachment 3.
- c. Advance Pay. Advance Pay is not authorized under this Agreement.

**4. Cost Eligible for Reimbursement or Matching Requirements.**

Reimbursement for costs or availability for costs to meet matching requirements shall be limited to the following budget categories, as defined in the Reference Guide for State Expenditures, as indicated:

<u>Reimbursement</u>	<u>Match</u>	<u>Category</u>
<input type="checkbox"/>	<input type="checkbox"/>	Salaries/Wages
		Overhead/Indirect/General and Administrative Costs:
<input type="checkbox"/>	<input type="checkbox"/>	a. Fringe Benefits, N/A.
<input type="checkbox"/>	<input type="checkbox"/>	b. Indirect Costs, N/A.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contractual (Subcontractors)
<input type="checkbox"/>	<input type="checkbox"/>	Travel
<input type="checkbox"/>	<input type="checkbox"/>	Equipment
<input type="checkbox"/>	<input type="checkbox"/>	Rental/Lease of Equipment
<input type="checkbox"/>	<input type="checkbox"/>	Miscellaneous/Other Expenses
<input type="checkbox"/>	<input type="checkbox"/>	Land Acquisition

**5. Travel.**

Additional compensation for travel is not authorized under this Agreement.

**6. Equipment Purchase.**

No Equipment purchases shall be funded under this Agreement.

**7. Land Acquisition.**

There will be no Land Acquisitions funded under this Agreement.

**8. Match Requirements**

There is no match required on the part of the Grantee under this Agreement.



## **9. Insurance Requirements**

**Required Coverage.** At all times during the Agreement the Grantee, at its sole expense, shall maintain insurance coverage of such types and with such terms and limits described below. The limits of coverage under each policy maintained by the Grantee shall not be interpreted as limiting the Grantee's liability and obligations under the Agreement. All insurance policies shall be through insurers licensed and authorized to issue policies in Florida, or alternatively, Grantee may provide coverage through a self-insurance program established and operating under the laws of Florida. Additional insurance requirements for this Agreement may be required elsewhere in this Agreement, however the minimum insurance requirements applicable to this Agreement are:

a. **Commercial General Liability Insurance.**

The Grantee shall provide adequate commercial general liability insurance coverage and hold such liability insurance at all times during the Agreement. The Department, its employees, and officers shall be named as an additional insured on any general liability policies. The minimum limits shall be \$250,000 for each occurrence and \$500,000 policy aggregate.

b. **Commercial Automobile Insurance.**

If the Grantee's duties include the use of a commercial vehicle, the Grantee shall maintain automobile liability, bodily injury, and property damage coverage. Insuring clauses for both bodily injury and property damage shall provide coverage on an occurrence basis. The Department, its employees, and officers shall be named as an additional insured on any automobile insurance policy. The minimum limits shall be as follows:

\$200,000/300,000	Automobile Liability for Company-Owned Vehicles, if applicable
\$200,000/300,000	Hired and Non-owned Automobile Liability Coverage

c. **Workers' Compensation and Employer's Liability Coverage.**

The Grantee shall provide workers' compensation, in accordance with Chapter 440, F.S., and employer's liability insurance with minimum limits of \$100,000 per accident, \$100,000 per person, and \$500,000 policy aggregate. Such policies shall cover all employees engaged in any work under the Agreement.

d. **Other Insurance.** None.

## **10. Quality Assurance Requirements.**

There are no special Quality Assurance requirements under this Agreement.

## **11. Retainage.**

No retainage is required under this Agreement.

## **12. Subcontracting.**

The Grantee may subcontract work under this Agreement without the prior written consent of the Department's Grant Manager except for certain fixed-price subcontracts pursuant to this Agreement, which require prior approval. The Grantee shall submit a copy of the executed subcontract to the Department prior to submitting any invoices for subcontracted work. Regardless of any subcontract, the Grantee is ultimately responsible for all work to be performed under this Agreement.

## **13. State-owned Land.**

The work will not be performed on State-owned land.

## **14. Office of Policy and Budget Reporting.**

There are no special Office of Policy and Budget reporting requirements for this Agreement.

## **15. Additional Terms.**

None.

*Any terms added here must be approved by the Office of General Counsel.*

### ATTACHMENT 3 GRANT WORK PLAN

**PROJECT TITLE:** Capital Cascades Segment 3D-B Stormwater Pond

**PROJECT LOCATION:** The Project will be located in the City of Tallahassee in Leon County; Lat/Long (30.427769°, -84.299352°). See Figures 1 and 2 for a location map and site plan.

**PROJECT BACKGROUND:** The Capital Cascades Stormwater Pond project was developed to alleviate flooding in central Tallahassee by enclosing the St. Augustine Branch ditch in box culverts and to provide treatment of previously untreated stormwater runoff to reduce the identified nitrogen and phosphorous loads within the existing St. Augustine Branch Ditch. The Capital Cascades Stormwater Pond-Segment 3D-B project contains the stormwater components for the western portion of Capital Cascades Trail.

**PROJECT DESCRIPTION:** The Blueprint Intergovernmental Agency (Grantee) will construct the new 4+ acre Regional Stormwater Facility (RSF) to reduce nitrogen and phosphorus loading in stormwater runoff from approximately 1,500 acres. The RSF will provide water quality benefit by reducing sediment loads, total nitrogen and total phosphorus from approximately 1,500 acres and will also include a trash collection and removal system. The project will help protect valuable downstream resources, including Munson Slough, Lake Munson, and Wakulla Springs.

The DEP Grant Funds associated with this Agreement were awarded based on local contributions pledged towards the total project costs of \$3,700,000 from Blueprint Intergovernmental Agency. Documentation of these local contributions will be required in the Final Quarterly Progress Report.

#### **TASKS:**

##### **Task #1: Design and Permitting**

**Deliverables:** The Grantee will complete the design of the Capital Cascades Trail Segment 3D-B stormwater pond, associated box culvert extensions, outfall structure and other ancillary items and will obtain all necessary permits for construction of the project.

**Documentation:** The Grantee will submit a signed acceptance of the completed work by the Grantee and a summary of design activities to date, indicating the percentage of design completion of the time period covered in the payment request. For the final documentation, Grantee will also submit a copy of the final design and a list of all required permits identifying issue dates and issuing authorities.

**Performance Standard:** The Department's Grant Manager will review the documentation to verify that the deliverables are completed as described above. Upon review and written acceptance by the Department's Grant Manager, the Grantee may proceed with payment request submittal.

**Payment Request Schedule:** The Grantee may submit a payment request for cost reimbursement no more frequently than monthly.

##### **Task #2: Construction**

**Deliverables:** The Grantee will construct the Capital Cascades Trail Segment 3D-B Project in accordance with the construction contract documents.

**Documentation:** The Grantee will submit a signed acceptance of the completed work to date by the Grantee and the Engineer's Certification of Payment Request.

**Performance Standard:** The Department's Grant Manager will review the documentation to verify that the deliverables are completed as described above. Upon review and written acceptance by the Department's Grant Manager, the Grantee may proceed with payment request submittal.

**Payment Request Schedule:** The Grantee may submit a payment request for cost reimbursement no more frequently than monthly.

**PROJECT TIMELINE & BUDGET DETAIL:** The tasks must be completed by, and all documentation received within 6 months of the corresponding task end date.

Task No.	Task Title	Budget Category	Budget Amount	Task Start Date	Task End Date
1	Design and Permitting	Contractual Services	\$198,092.08	07/01/2018	12/31/2020
2	Construction	Contractual Services	\$301,907.92	07/01/2018	12/31/2020
Total:			\$500,000		

Figure 1  
Capital Cascades Stormwater Pond Segment 3D-B Project Location Map







**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Special Audit Requirements**

**Attachment 5**

The administration of resources awarded by the Department of Environmental Protection (*which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the agreement*) to the recipient (*which may be referred to as the "Recipient", "Grantee" or other name in the agreement*) may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this attachment.

**MONITORING**

In addition to reviews of audits conducted in accordance with OMB Circular A-133, as revised, 2 CFR Part 200, Subpart F, and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, and/or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer or Auditor General.

**AUDITS**

**PART I: FEDERALLY FUNDED**

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised (for fiscal year start dates prior to December 26, 2014), or as defined in 2 CFR §200.330 (for fiscal year start dates after December 26, 2014).

1. In the event that the recipient expends \$500,000 (\$750,000 for fiscal year start dates after December 26, 2014) or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F. EXHIBIT 1 to this Attachment indicates Federal funds awarded through the Department of Environmental Protection by this Agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Environmental Protection. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F.
3. If the recipient expends less than \$500,000 (or \$750,000, as applicable) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, is not required. In the event that the recipient expends less than \$500,000 (or \$750,000, as applicable) in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than Federal entities).

4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at [www.cfda.gov](http://www.cfda.gov)

## **PART II: STATE FUNDED**

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2)(n), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this Attachment indicates state financial assistance awarded through the Department of Environmental Protection by this Agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Environmental Protection, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1; the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year, and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at <https://apps.fldfs.com/fsaa> for assistance. In addition to the above websites, the following websites may be accessed for information: Legislature's Website at <http://www.leg.state.fl.us/Welcome/index.cfm>, State of Florida's website at <http://www.myflorida.com/>, Department of Financial Services' Website at <http://www.fldfs.com/> and the Auditor General's Website at <http://www.myflorida.com/audgen/>.

## **PART III: OTHER AUDIT REQUIREMENTS**

*(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of State financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)*

## **PART IV: REPORT SUBMISSION**

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F and required by PART I of this Attachment shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at one of the following addresses:

By Mail:

**Audit Director**

Florida Department of Environmental Protection  
Office of the Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

Electronically:

[FDEPSingleAudit@dep.state.fl.us](mailto:FDEPSingleAudit@dep.state.fl.us)

- B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised, and 2 CFR §200.501(a) (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, and 2 CFR §200.501(a) should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10th Street  
Jeffersonville, IN 47132

Submissions of the Single Audit reporting package for fiscal periods ending on or after January 1, 2008, must be submitted using the Federal Clearinghouse's Internet Data Entry System which can be found at <http://harvester.census.gov/facweb/>

- C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised, and 2 CFR §200.512.
2. Pursuant to Section .320(f), OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, the recipient shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, and any management letters issued by the auditor, to the Department of Environmental Protection at one the following addresses:

By Mail:

**Audit Director**

Florida Department of Environmental Protection  
Office of the Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

Electronically:

[FDEPSingleAudit@dep.state.fl.us](mailto:FDEPSingleAudit@dep.state.fl.us)

3. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at one of the following addresses:

By Mail:

**Audit Director**

Florida Department of Environmental Protection  
Office of the Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

Electronically:  
[FDEPSingleAudit@dep.state.fl.us](mailto:FDEPSingleAudit@dep.state.fl.us)

B. The Auditor General's Office at the following address:

State of Florida Auditor General  
Room 401, Claude Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

4. Copies of reports or management letters required by PART III of this Attachment shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at one of the following addresses:

By Mail:

**Audit Director**  
Florida Department of Environmental Protection  
Office of the Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

Electronically:  
[FDEPSingleAudit@dep.state.fl.us](mailto:FDEPSingleAudit@dep.state.fl.us)

5. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this Agreement shall be submitted timely in accordance with OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, Florida Statutes, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
6. Recipients, when submitting financial reporting packages to the Department of Environmental Protection for audits done in accordance with OMB Circular A-133, as revised and 2 CFR Part 200, Subpart F, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

## PART V: RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of **five (5)** years from the date the audit report is issued, and shall allow the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General upon request for a period of **three (3)** years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.



**EXHIBIT – 1**

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

<b>Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:</b>					
Federal Program Number	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
				\$	

<b>State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs:</b>					
Federal Program Number	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category

<b>State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:</b>						
State Program Number	Funding Source	State Fiscal Year	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
Original Agreement	Land Acquisition Trust Fund, Line Item 1595	2018-2019	37.052	Florida Springs Grant Program	\$500,000	087870

Total Award					\$500,000	
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For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [[www.cfda.gov](http://www.cfda.gov)] and/or the Florida Catalog of State Financial Assistance (CSFA) [<https://apps.fldfs.com/fsaa/searchCatalog.aspx>]. The services/purposes for which the funds are to be used are included in the Agreement's Grant Work Plan. Any match required by the Recipient is clearly indicated in the Agreement.

**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**Progress Report Form**

**Exhibit A**

<b>DEP Agreement No.:</b>	<b>LP37140</b>
<b>Grantee Name:</b>	Blueprint Intergovernmental Agency
<b>Grantee Address:</b>	315 S. Calhoun Street, Suite 450, Tallahassee, FL 32301
<b>Grantee's Grant Manager:</b>	Joshua Logan
<b>Reporting Period:</b>	Choose an item. Choose an item.
<b>Project Number and Title:</b>	LP37140 – Capital Cascades Trail Segment 3D-B

**Provide the following information for all tasks and deliverables identified in the Grant Work Plan:**

A summary of project accomplishments for the reporting period, and comparison to goals for the period. If goals were not met, provide reasons why. Provide an update on the estimated time for completion of the task and an explanation for any anticipated delays. Identify by task.

Use as many pages as necessary to cover all tasks in the Grant Work Plan. The following format should be followed.

**Task #: Description:** \_\_\_\_\_  
Progress for this reporting period:

Identify any delays or problems encountered:

**Task #: Description:** \_\_\_\_\_  
Progress for this reporting period:

Identify any delays or problems encountered:

This report is submitted in accordance with the reporting requirements of DEP Agreement No. LP37140 and accurately reflects the activities associated with the project.

\_\_\_\_\_  
Signature of Grantee's Grant Manager

\_\_\_\_\_  
Date

**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**Exhibit C**

The **Payment Request Summary Form** for this grant can be found on our website at this link:

<https://floridadep.gov/wra/wra/documents/payment-request-summary-form>

Please use the most current form found on the website, linked above, for each payment request.

**Blueprint Intergovernmental Agency  
Citizens Advisory Committee  
Agenda Item #10  
June 13, 2019**

**Title:** Request to Advertise, Negotiate, and Award a Contract for the Concept Update, Design, and Permitting of the Capital Cascades Trail Segment 4 Project

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint

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## **STATEMENT OF ISSUE:**

This agenda item seeks the Citizens Advisory Committee (CAC) to recommend approval from the Blueprint Intergovernmental Agency Board of Directors (IA Board) to to advertise, negotiate, award a contract to re-concept, design, and permit the Capital Cascade Trail (CCT) Segment 4 project. The original vision for the project (2005) includes constructing a trail system extending from Gamble Street at the Central Drainage Ditch (CDD) to Lake Henrietta and providing stormwater treatment measures to alleviate flood stage elevations and improve water quality south of Orange Avenue. Subsequent construction of stormwater ponds along the CDD by the City since 2005, and the desire to avoid large amounts of property acquisition throughout the project have necessitated the proposed concept change. Changing the proposed concept and approval of the requested solicitation implements the final segment of the CCT, completing the linear park and urban trail network spanning central Tallahassee.

## **FISCAL IMPACT:**

This item does have fiscal impact. The IA Board allocated funds necessary to proceed with the requested solicitation over several years. Staff estimates the requested professional services to cost \$1,000,000. The current balance available to the Capital Cascades Trail Segment 4 Project is \$6,842,160 with additional funds programmed to the project in Fiscal Years 2020 and 2022 in the amount of \$12,153,889 to account for construction and any necessary property acquisition.

## **CAC OPTIONS:**

Option 1: Recommend the IA Board authorize Blueprint to advertise and negotiate a contract to update the concept & design and permit the Capital Cascade Trail Segment 4 Project for award and execution with IMC approval.

Option 2: Board direction.

## **CAC RECOMMENDED ACTION:**

Option 1: Recommend the IA Board authorize Blueprint to advertise and negotiate a contract to update the concept & design and permit the Capital Cascade Trail Segment 4 Project for award and execution with IMC approval.





**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #X  
June 27, 2019**

**Title:** Request to Advertise, Negotiate, and Award a Contract for the Concept Update, Design, and Permitting of the Capital Cascade Trail Segment 4 Project

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint

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**STATEMENT OF ISSUE:**

This agenda item seeks approval from the Blueprint Intergovernmental Agency Board of Directors (IA Board) to advertise, negotiate, award a contract to re-concept, design, and permit the Capital Cascade Trail (CCT) Segment 4 project. The original vision for the project (2005) includes constructing a trail system extending from Gamble Street at the Central Drainage Ditch (CDD) to Lake Henrietta and providing stormwater treatment measures to alleviate flood stage elevations and improve water quality south of Orange Avenue. Subsequent construction of stormwater ponds along the CDD by the City since 2005, and the desire to avoid large amounts of property acquisition throughout the project have necessitated the proposed concept change. Changing the proposed concept and approval of the requested solicitation implements the final segment of the CCT, completing the linear park and urban trail network spanning central Tallahassee.

**FISCAL IMPACT:**

This item does have fiscal impact. The IA Board allocated funds necessary to proceed with the requested solicitation over several years. Staff estimates the requested professional services to cost \$1,000,000. The current balance available to the Capital Cascades Trail Segment 4 Project is \$6,842,160 with additional funds programmed to the project in Fiscal Years 2020 and 2022 in the amount of \$12,153,889 to account for construction and any necessary property acquisition.

## **SUPPLEMENTAL INFORMATION:**

The Capital Cascades Trail connects Leon High School to Downtown Tallahassee via Franklin Boulevard, through Cascades Park, across a pedestrian bridge to the Van Buren Street area and Florida A&M University. From Van Buren Street, the Trail extends west at Lake Anita along FAMU Way to Coal Chute Pond and ultimately to the Central Drainage Ditch at Gamble Street. Currently, Segment 3D-B of the trail is under construction between Mill Street and the Central Drainage ditch at Gamble Street. Attachment #1 provides a map of the Capital Cascades Trail.

The goals of CCT Segment 4 Project are to provide significant stormwater treatment and flood control improvements south of Orange Avenue downstream of the Saint Augustine Branch and to provide greenway linkages to both light industrial and residential portions of the developed south Tallahassee urban area. Attachment #2 presents the original CCT Segment 4 Blueprint 2000 Project Description. Segment 4 will extend the CCT and create new pedestrian and bicycling routes from the St. Mark's Trail at Lake Elberta to Munson Slough at Lake Henrietta. The project is intended to provide needed amenities and multimodal options for the southside urban areas of Tallahassee. CCT Segment 4 will utilize City and County property and lands acquired in 2006 through a Florida Community Trust grant. The CCT Segment 4 Project will provide stormwater improvements to enhance water quality in Lake Henrietta and in Munson Slough, addressing specific issues of concern including sediment loads and trash accumulation at Lake Henrietta and flood stage elevations south of Orange Avenue.

In 2005, the IA Board approved a concept plan for the Capital Cascades Trail Segment 4 Project. Attachment #3 includes this concept plan. The concept includes the construction of four, inline stormwater ponds with hydraulic control structures along the Central Drainage Ditch south of Gamble Street and the creation of a stormwater pond and wetland at the Central Drainage Ditch Confluence with Black Swamp south of Orange Avenue. This concept was developed prior to multiple public infrastructure projects, most significantly the design and construction of Capital Cascades Trail Segments 1, 2 and 3. The design concept also preceded the construction of Tallahassee Junction pond and the Bond Pond, which are hydraulically connected to the Central Drainage Ditch. These facilities would require substantial modifications if the 2005 concept was constructed. The 2005 concept also requires a large amount of property acquisition along Lake Bradford Road, which may be avoided with an updated concept plan that takes into account current conditions.

This agenda item seeks approval from the IA Board to advertise and negotiate a contract to prepare an updated concept, design, and permit the Capital Cascade Trail (CCT) Segment 4 project. This effort will result in an updated concept for IA Board approval, and based on the concept approval from the IA Board, a design for CCT Segment will be prepared for construction bidding. A project specific public engagement plan will be developed once the consultant is under contract. Public engagement will performed throughout the project from concept development through construction.

The first major milestone of the requested professional services is to complete a stormwater modeling analysis to define flow patterns and source flows throughout the downtown area and south of Orange Avenue. The stormwater model will also serve as a tool for modeling future stormwater impacts south of Orange Avenue as redevelopment along the Central Drainage Ditch and the Saint Augustine Branch proceeds. Finally, it is anticipated that the model will be

necessary to permit the project through FDEP, City Growth Management, County Growth Management, NFWFMD, and USACOE permits. The stormwater modeling results combined with the original connectivity goals for the project and public feedback will provide parameters for the draft updated concept and ultimately the design.

Blueprint Procurement Policy Section 101.07(3) provides that the IA Board may exercise purchasing authority for expenditures over \$250,000, and the Intergovernmental Management Committee (IMC) may award any contract up to \$250,000 and for any amount identified in the approved Capital Budget. Procurement Policy Section 101.01 requires that all Blueprint procurement comply with the City of **Tallahassee's** procurement policies. In compliance with City of Tallahassee Procurement Policy Appendix B, competitive sealed bids or negotiation is required for all professional services over \$35,000. Further, this solicitation will follow the Office of Economic **Vitality's** MWSBE Policy, which provides that the MWSBE Division will review each solicitation to determine an appropriate goal for minority and women participation based on the requirements of the project and availability of certified participants in the market area. This Agenda Item seeks IA Board approval for Blueprint to advertise, negotiate, and award a contract for professional engineering design services for the CCT Segment 4 Project to the most responsive consultant. The IMC has authority to execute and award the negotiated contract. Accordingly, this Agenda Item complies with both Blueprint and City of Tallahassee Procurement Policies.

## NEXT STEPS:

- Summer 2019: Coordination with County Public Works and City Stormwater to develop the scope of the stormwater model.
- Fall 2019: Begin the modeling effort and the project concept update.
- Summer 2020: Presentation of the results of the stormwater model and updated project concept to the IA Board.
- Fall 2020: Design services for the Capital Cascades Trail Segment 4 project begins, pending IA Board approval of the concept.
- FY 2021: Right-of-Way acquisition for the Capital Cascades Trail Segment 4 project.
- FY 2022: Construction services to begin for the CCT Segment 4 Project.

Action by the TCC and CAC:

## **OPTIONS:**

- Option 1: Authorize Blueprint to advertise and negotiate a contract to update the concept & design and permit the Capital Cascade Trail Segment 4 Project for award and execution with IMC approval.
- Option 2: IA Board direction.

## **RECOMMENDED ACTION:**

- Option 1: Authorize Blueprint to advertise and negotiate a contract to update the concept & design and permit the Capital Cascade Trail Segment 4 Project for award and execution with IMC approval.

### Attachment:

1. Capital Cascades Trail Project Map
2. Original Capital Cascades Trail Segment 4 Blueprint 2000 Project Description
3. Capital Cascades Trail Segment 4 Concept Map (2005)





# The Capital Cascades Trail Project

*Segment 1*

*Segment 2*

*Segment 3*

*Segment 4*

## Capital Cascades Trail Segments

*Segment 1*

Franklin Boulevard

*Segment 2*

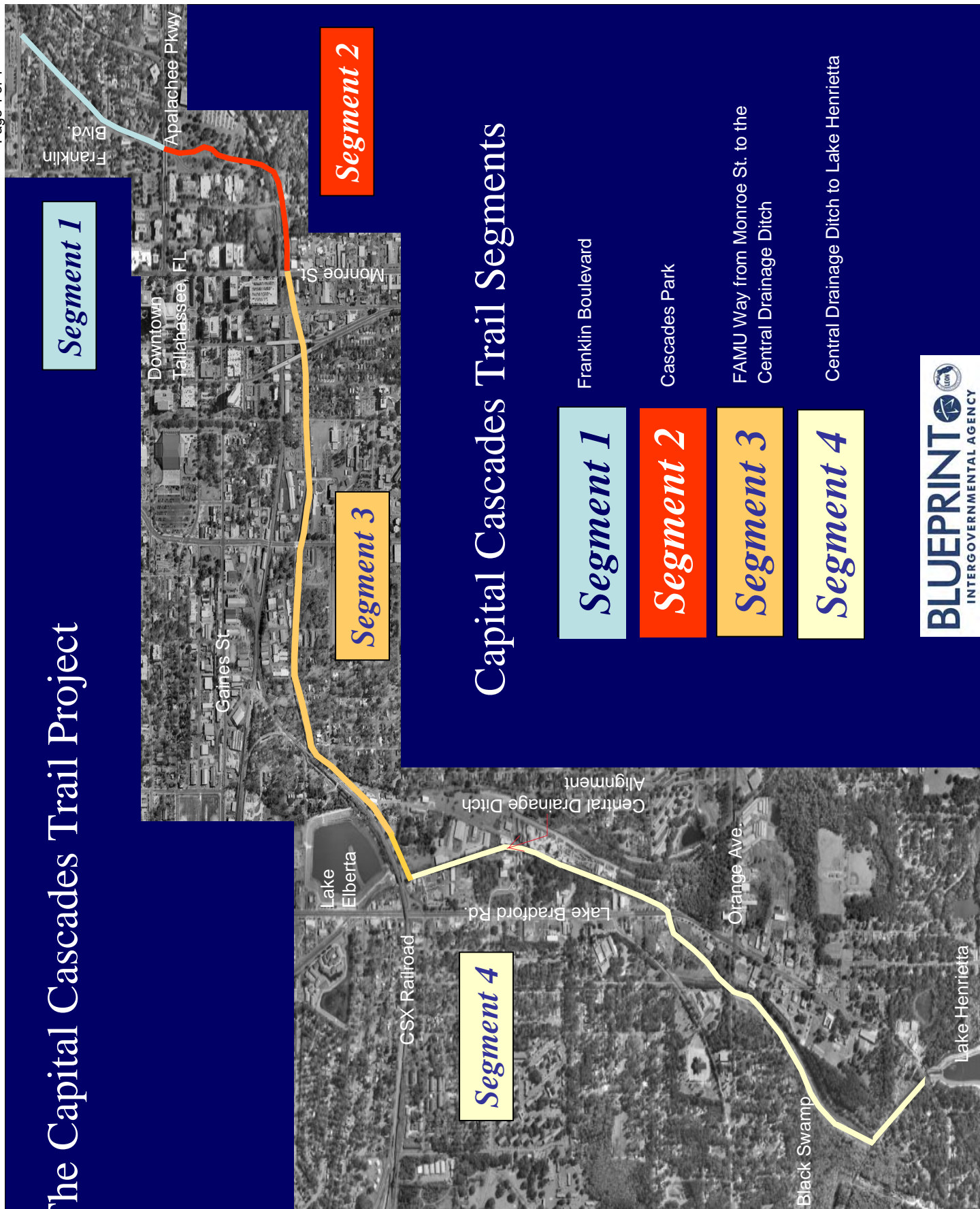
Cascades Park

*Segment 3*

FAMU Way from Monroe St. to the  
Central Drainage Ditch

*Segment 4*

Central Drainage Ditch to Lake Henrietta





**BLUEPRINT 2000 Project Summary**  
**Map 3 Segment 4**  
**Old St. Augustine Branch Redesign**  
**Gamble Street to the Confluence with Munson Slough**

- I. PROJECT DESCRIPTION:** This segment includes the reconstruction of St. Augustine Branch, providing significant treatment and flood control improvements. It also provides key greenway linkages. The project contributes to southside revitalization and enhances the connections between the FSU and FAMU campuses.

**Greenways.** The greenway in this segment provides an amenity within a more intensely developed urban area. It includes the extension of the St. Marks Trail and northern reach of the Georgia, Florida and Alabama Trail. The Georgia, Florida and Alabama Trail is proposed to parallel the west side of Springhill Road with a cross-over to the St. Marks Trail extension just north of the intersection of Mill Avenue. A trailhead providing parking and other amenities for users of both trails is proposed at this junction.

**Stormwater.** The proposal provides needed flood control and treatment through extensive construction of retention and treatment facilities throughout the corridor. Limitations arise from the characteristics of the existing ditch and adjoining properties. The northern two-thirds of this segment require revetments and gabions to reduce erosion. A parallel system of constructed wetlands and landscaped ponds are proposed. The southern one-third of this segment will feature an enhanced floodplain and wider cross-section.

- II. DESIGN PRINCIPLES:** The final design of the project and land development regulations must incorporate the following design principles:

**Land Use:**

- Project should be a catalyst for revitalization and alternative land uses should be considered for the area.
- The land uses along the west side of the central ditch will be primarily a mixture of light industrial, with service and related retail uses, but the eastern edges of the corridor will be primarily residential (Villa Mitchell neighborhood).
- New development should reflect the public access associated with the greenway. There should be no negative impacts associated with commercial development and inter-activity with the greenway should be enhanced.

**Stormwater:**

- South of Orange Avenue widen section to 250' and incorporate off-line stormwater treatment.
- North of Orange Avenue maintain a narrower section by incorporating the aesthetic use of gabions (rock-filled wire baskets to control erosion).

- Acquire sufficient right-of-way to support significant amounts of off-line storage, primarily upstream of Springhill Road.
- All stormwater ponds will be designed as park-like amenities.
- Attenuation and treatment will be maximized within the constraints (*e.g.*, sides slopes, meandering pond and channel footprints, etc.) imposed by such park-like designs.

#### **Greenways:**

- Provide effective connections between the St. Marks Trail and the proposed Georgia, Florida and Alabama Trail. A staging area or and in-town trailhead (with amenities) for these two trails is proposed in the vicinity of Mill Street.
- South of the intersection of Mill Street and Lake Bradford Road, the Georgia, Florida and Alabama Trail should be constructed along the west side of the existing Springhill Road right-of-way. Opportunities for ditch side trail facilities are limited. The trail departs from Springhill Road alignment south of the airport.

### **III. SPECIAL CONSIDERATIONS:**

- New development along Lake Bradford Road will need to be compatible with and integrated into the Gaines Street redevelopment efforts. Coordinate with Gaines Street Vitalization Committee on land use and development standards for the area.
- Coordinate with Villa Mitchell neighborhood regarding siting of trail-related development.
- Ensure that design of the regional facility at Lake Bradford and Stuckey Avenue is aesthetically pleasing and reflects the concept of gateway into downtown.
- Road improvements along Springhill Road (resurfacing) will need to account for the Georgia, Florida and Alabama Trail alignment within the right-of-way.
- The road prism and existing industrial properties preclude effective use of the existing ditch cross-section for increased capacity and incorporation of the greenway or trail system.

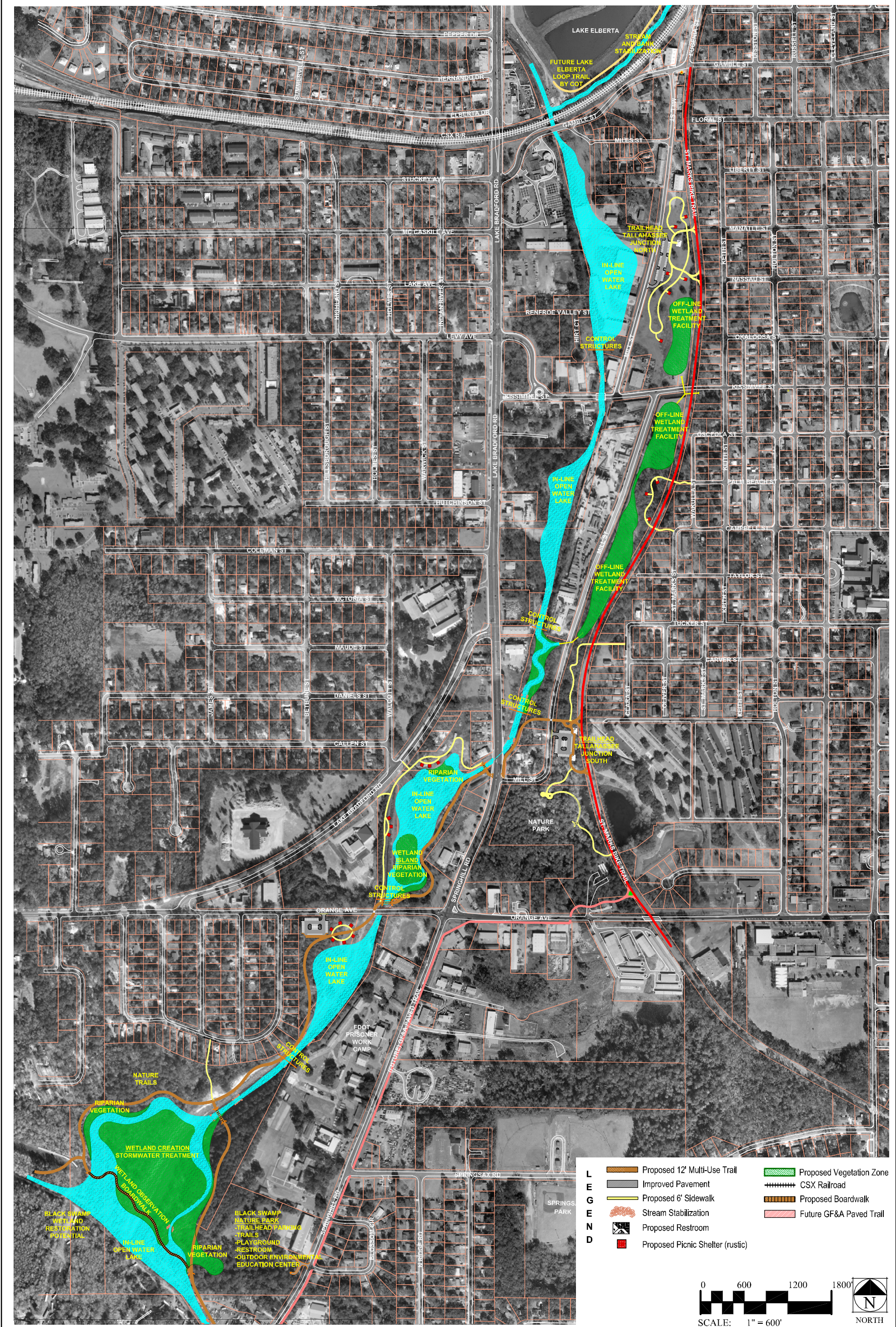
### **IV. COST ESTIMATES:**

*Map 3, Segment 4* costs are estimated to be as follows:

Stormwater Improvements	\$	29.0 million
Stormwater Right-of-Way (30 parcels; 104.3 acres)	\$	5.9 million
Trail Head Acquisition (2 parcels; 15 acres)	\$	0.9 million
Greenway Amenities and Trail Development	\$	<u>1.3 million</u>
Total	\$	37.1 million

Cost estimates were derived, as requested by the Metropolitan Planning Organization, through a group effort of the EECC members, County and City staff working over a period of six months. These estimates are the best efforts of the group to quantify costs based on the intent of the project without the benefit of any project design study or actual engineering, which could change the estimates.





SHEET TITLE  
**SEGMENT 4**  
**CONCEPT C - PLAN VIEW**

PREPARED FOR  
**BLUEPRINT 2000**  
INTERGOVERNMENTAL AGENCY & BEYOND

CITY OF TALLAHASSEE • LEON COUNTY

**CAPITAL CASCADE TRAIL MASTER PLAN**

**GENESIS GROUP**  
Engineers • Landscape Architects • Planners • Surveyors

GGI, LLC dba GENESIS GROUP  
2507 CALLAWAY ROAD, SUITE 100  
TALLAHASSEE, FLORIDA 32303  
(850) 224-4400 (850) 681-3600 FAX  
FL CA 00009660 FL LB 0006816 FL LC 26000202

FIGURE NUMBER  
**6-14**

DATE  
**06/15/05**



# Blueprint Intergovernmental Agency Citizens Advisory Committee

## Agenda Item #11

### June 13, 2019

**Title:** Authorization to Advertise, Negotiate, and Award Contracts for Construction and Construction Engineering and Inspection Services for the Van Buren Street Improvements Project

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint

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## STATEMENT OF ISSUE:

This agenda item seeks the Blueprint Intergovernmental Agency Citizens Advisory **Committee's** (CAC) recommendation of acceptance by the Blueprint Intergovernmental Agency Board of Directors (IA Board) to advertise, negotiate, and award a contract for the construction of the Van Buren Street Improvements Project. Blueprint is also seeking IA Board approval to advertise, negotiate, and award a contract for Construction Engineering and Inspection (CEI) services for the Project to the selected consultant. The project provides public parking and includes roadway reconstruction along Van Buren Street from Adams Street to the Duval Street Bridge, extending the existing specialty concrete at the plaza, and undergrounding of the electrical distribution system to enhance the aesthetics of this project.

## FISCAL IMPACT:

This item does have fiscal impact. The IA Board approved funds necessary to proceed at the September 19, 2017 meeting. The IA Board allocated approximately \$1,100,000 to the Van Buren Street Improvements. The **engineers'** estimate for the project is \$1,000,000 with CEI costs of approximately \$100,000.

## CAC OPTIONS:

Option 1: Recommend the IA Board authorize Blueprint to advertise and negotiate a contract for construction of the Van Buren Street Improvements Project for award and execution with IMC approval.

- Option 2: Recommend the IA Board authorize Blueprint to advertise and negotiate a contract for Construction Engineering and Inspection services in support of the Van Buren Street Improvements Project construction for award and execution with IMC approval.
- Option 3: Board direction.

### **CAC RECOMMENDED ACTION:**

- Option 1: Recommend the IA Board authorize Blueprint to advertise and negotiate a contract for construction of the Van Buren Street Improvements Project for award and execution with IMC approval.
- Option 2: Recommend the IA Board authorize Blueprint to advertise and negotiate a contract for Construction Engineering and Inspection services in support of the Van Buren Street Improvements Project construction for award and execution with IMC approval.





**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #X  
June 27, 2019**

**Title:** Request to Advertise, Negotiate, and Award Contracts for Construction and Construction Engineering and Inspection Services for the Van Buren Street Improvements Project

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint

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## **STATEMENT OF ISSUE:**

This agenda item seeks approval from the Blueprint Intergovernmental Agency Board of Directors (IA Board) to advertise, negotiate, and award a contract for the construction of the Van Buren Street Improvements Project. Blueprint is also seeking IA Board approval to advertise, negotiate, and award a contract for Construction Engineering and Inspection (CEI) services for the Project to the selected consultant. The project provides public parking and includes roadway reconstruction along Van Buren Street from Adams Street to the Duval Street Bridge, extending the existing specialty concrete at the plaza, and undergrounding of the electrical distribution system to enhance the aesthetics of this project.

## **FISCAL IMPACT:**

This item does have fiscal impact. The IA Board approved funds necessary to proceed at the September 19, 2017 meeting. The IA Board allocated approximately \$1,100,000 to the Van Buren Street Improvements. The engineers' estimate for the project is \$1,000,000 with CEI costs of approximately \$100,000.

## **SUPPLEMENTAL INFORMATION:**

The Van Buren Street Improvements Project connects Anita Favors Thompson Plaza to the Capital Cascades Crossing and Trail and resurfaces Van Buren Street from the Duval Street Bridge east to Adams Street. The Project will relocate existing power underground and provide new decorative lighting and landscaping. Public parking will be provided along the south side

of Van Buren Street and beneath the Duval Street Bridge. These spaces will help to address the growing parking need that has resulted from redevelopment in the South Monroe South Adams area. The project supports the public uses at the Anita Favors Thompson Plaza, a Blueprint project completed in 2015, and the proposed public improvements to the existing building owned by FDOT between the Bronough Street and Duval Street Bridges. A site location map is available in Attachment # 1. The Project is scheduled for completion by the summer of 2020.

Consistent with the IA Board approved Fiscal Year (FY) 2019 Capital Budget, this agenda item requests authorization to advertise, negotiate, and award contracts for the construction and CEI services for the Van Buren Street Improvements Project. The Van Buren Street Improvements are a part of the Capital Cascade Segments 3 Project.

Blueprint Procurement Policy Section 101.07(3) provides that the IA Board may exercise purchasing authority for expenditures over \$250,000. Section 101.07(3) also provides that the IMC can execute and award contracts for expenditures up to \$250,000 and for any amount in the approved Blueprint Capital Budget. Procurement Policy Section 101.01 requires that all Blueprint procurement comply with the City of **Tallahassee's** procurement policies. In compliance with City of Tallahassee Procurement Policy Appendix B, competitive sealed bids or negotiation is required for all professional services over \$35,000. Further, this solicitation will follow the Office of Economic **Vitality's** MWSBE Policy, which provides that the MWSBE Division will review each solicitation to determine an appropriate goal for minority and women participation based on the requirements of the project and availability of certified participants in the market area. In this case, the identified goal is 12.5%. This Agenda Item seeks IA Board approval for Blueprint to advertise competitive solicitations for construction services and for CEI services for the Van Buren Street Improvement Project and to negotiate contracts with the highest scoring consultants. The IMC must approve the award and execution of the negotiated contracts. Accordingly, this Agenda Item complies with both Blueprint and City of Tallahassee Procurement Policies.

**Action by the TCC and CAC:**

**OPTIONS:**

- Option 1: Authorize Blueprint to advertise and negotiate a contract for construction of the Van Buren Street Improvements Project for award and execution with IMC approval.
- Option 2: Authorize Blueprint to advertise and negotiate a contract for Construction Engineering and Inspection services in support of the Van Buren Street Improvements Project construction for award and execution with IMC approval.
- Option 3: IA Board direction.

## **RECOMMENDED ACTION:**

- Option 1: Authorize Blueprint to advertise and negotiate a contract for construction of the Van Buren Street Improvements Project for award and execution with IMC approval.
- Option 2: Authorize Blueprint to advertise and negotiate a contract for Construction Engineering and Inspection services in support of the Van Buren Street Improvements Project construction for award and execution with IMC approval.

### Attachments:

1. Van Buren Street Improvements Site Location Map/Preliminary Site Plan



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S ADAMS ST

S DUVAL ST

S BRONOUGH ST



360'

240'

120'

60'

20'



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**Blueprint Intergovernmental Agency  
Citizens Advisory Committee  
Agenda Item #12  
June 13, 2019**

**Title:** Authorization to Advertise, Negotiate, and Award Contracts for Marketing and Communication Services

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint  
Cristina Paredes, Director, Office of Economic Vitality

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## **STATEMENT OF ISSUE:**

This agenda item seeks the Citizens Advisory **Committee's** (CAC) recommendation of approval to the Blueprint Intergovernmental Agency Board of Directors (IA Board) to authorize Blueprint to advertise, negotiate, and award two separate contracts for 1) Strategic Communication Services and 2) Marketing Services. At present, the Agency is utilizing an agreement with VancoreJones Communications, Inc. to provide multiple services, including public relations, strategic communication, and marketing services. The current agreement is under the current Leon County contract with VancoreJones Communications, Inc. (Contract #4124) for Countywide Continuing Supply of Video Production, Creative Design Development, Print Production, and Strategic Public Relations and Marketing Communications. Blueprint has the ability to enter into contracts with vendors under active City and County Continuing Services Agreements for professional services, pursuant to Blueprint Procurement Policy Section 101.07(5). The current contract expires October 31, 2019. Staff recommends issuing Requests for Proposals to procure marketing services and communications services under separate contracts to best support the **Agency's** needs for high-level strategic communications services marketing services targeted toward economic development.

## **FISCAL IMPACT:**

This item has fiscal impact. On September 20, 2018, the IA Board approved \$160,000 in the OEV FY19 budget for marketing, \$35,000 of these funds are available to support the proposed strategic marketing contract through FY 2020. The proposed FY 2020 Blueprint Operating Budget includes \$30,000 for strategic communications and the FY 2020 proposed OEV

Operating Budget includes \$35,000 for the same service. Together, these allocations will fund the strategic communications contract.

## **CAC OPTIONS:**

Option 1: Recommend the IA Board authorize Blueprint to advertise and negotiate two contracts for Marketing and Communications services for award and execution with IMC approval.

Option 2: IA Board direction.

## **CAC RECOMMENDED ACTION:**

Option 1: Recommend the IA Board authorize Blueprint to advertise and negotiate two contracts for Marketing and Communications services for award and execution with IMC approval.



# Blueprint Intergovernmental Agency

## Board of Directors

### Agenda Item #X

#### June 27, 2019

**Title:** Authorization to Advertise, Negotiate, and Award Contracts for Marketing and Communication Services

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint  
Cristina Paredes, Director, Office of Economic Vitality

### STATEMENT OF ISSUE:

This agenda item seeks approval from the Blueprint Intergovernmental Agency Board of Directors (IA Board) to advertise, negotiate, and award two separate contracts for 1) Strategic Communication Services and 2) Marketing Services. At present, the Agency is utilizing an agreement with VancoreJones Communications, Inc. to provide multiple services, including public relations, strategic communication, and marketing services. The current agreement is under the current Leon County contract with VancoreJones Communications, Inc. (Contract #4124) for Countywide Continuing Supply of Video Production, Creative Design Development, Print Production, and Strategic Public Relations and Marketing Communications. Blueprint has the ability to enter into contracts with vendors under active City and County Continuing Services Agreements for professional services, pursuant to Blueprint Procurement Policy Section 101.07(5). The current contract expires October 31, 2019. Staff recommends issuing Requests for Proposals to procure marketing services and communications services under separate contracts to best support the **Agency's** needs for high-level strategic communications services marketing services targeted toward economic development.

### FISCAL IMPACT:

This item has fiscal impact. On September 20, 2018, the IA Board approved \$160,000 in the OEV FY19 budget for marketing, \$35,000 of these funds are available to support the proposed strategic marketing contract through FY 2020. The proposed FY 2020 Blueprint Operating Budget includes \$30,000 for strategic communications and the FY 2020 proposed OEV

Operating Budget includes \$35,000 for the same service. Together, these allocations will fund the strategic communications contract.

## SUPPLEMENTAL INFORMATION:

The Agency is in its third and final year of its agreement with VancoreJones Communications, Inc., to provide public relations, strategic communication, and marketing services, including graphic design services, within the same agreement for both OEV and Blueprint. The Agency seeks to maintain use of the continuing services contract model as it provides the needed flexibility to respond quickly to the changing needs of the Agency, to limit the amount of funds spent each year, and to continue to improve service efficiencies and outcomes. However, as the marketing and communications needs of the Agency have evolved during this time, staff has identified an opportunity to refine the singular arrangement for these services to best align with the **Agency's** future needs. For example, the Agency is adding a Visualization Specialist position that will provide graphic design services for the Agency beginning in FY20, eliminating the need for outside graphics support.

The current model combines the strategic communications and marketing contract within the same agreement, which may limit potential vendors to large, full-service agencies with the ability to provide both services. Alternatively, separate agreements would allow smaller firms specialized in the respective disciplines to provide the strategic communications services and marketing services directly to the Agency. Specialized agencies are beneficial for clients because they are just that, specialized. Their value comes from their ability to drill down into a task with great detail and identify every opportunity for success within a given marketing or communications campaign. The depth and focus a specialized firm brings to a particular service offering allows them to see issues others might miss and find creative ways to implement solutions. For example, economic development marketing is specialized marketing that benefits from the services of a specialized firm where the practitioner must be proficient and experienced at developing long term, comprehensive marketing strategies around strengths, initiatives, and goals in target industries to attract business to a community. The level of detail and expertise specialty agencies provide lends confidence that the Agency is maximizing the return on the expenditure.

The scopes of services for the contracted services to be included in the two Requests for Proposals will provide specific goals, objectives, and strategies that align with the OEV Strategic Plan, specifically Goal 2, which *“recognizes the need to better position and promote Tallahassee-Leon County as a business generator, an ideal location to start and grow a business. Associated strategies are recommended to develop a business brand for the community and to communicate its benefits to key **audiences.**”* The scopes will also address the Targeted Industry Study for Tallahassee-Leon County, a foundational document for OEV that calls for a *“**portfolio** of marketing tools around highlighting strengths, initiatives, and goals in Applied Sciences & Innovation that can be incorporated into existing **efforts.**”*

Additionally, the scopes of services will provide specific goals, objectives, and strategies that align with the **Agency's** Public Engagement Plan goals, specifically to *“**widely disseminate, clear, complete, and timely information to the residents, stakeholders, affected agencies, and***



*interested parties regarding the overall Blueprint 2020 program as well as the individual Agency plans, projects and programs.”*

Once the scopes are determined, **OEV’s** MWSBE Division will review and assign MWSBE goals.

This item seeks IA Board authorization to issue two separate Requests for Proposals, one for strategic communications services and one for marketing services. Consistent with the current Leon County contract, staff recommends an initial contract period of three years for each service, with the option, thereafter, to extend the agreement for no more than two additional, one-year periods. This refinement provides options, but would not preclude Blueprint from awarding both contracts to a single agency.

Blueprint Procurement Policy Section 101.07(3) provides that the IA Board may exercise purchasing authority for expenditures over \$250,000. Section 101.07(3) also provides that the Intergovernmental Management Committee (IMC) may award contracts up to \$250,000 and for any amount in the approved Capital Budget. Procurement Policy Section 101.01 requires that all Blueprint procurement comply with the City of Tallahassee’s procurement policies. In compliance with City of Tallahassee Procurement Policy Appendix B, competitive sealed bids or negotiation is required for all professional services over \$35,000. This Agenda Item seeks IA Board approval for Blueprint to advertise competitive solicitations for strategic communications and marketing services and to negotiate and award contracts with the highest scoring consultant(s). The IMC has authority to award and execute the negotiated contracts. Accordingly, this Agenda Item complies with both Blueprint and City of Tallahassee Procurement Policies.

#### **ANALYSIS AND RECOMMENDATION:**

This agenda item seeks the authority to advertise, negotiate and award two contracts to outside consultants providing strategic communications and marketing services, fulfilling needs that exist within Blueprint and the Office of Economic Vitality.

This proposed work spans both the Blueprint 2020 program and the Office of Economic Vitality and supports staff by providing long-range communications strategies and targeted marketing strategies. Staff will create short-term collateral material and graphics in-house. Utilization of the continuing services contract model provides the needed flexibility to respond quickly to the changing needs of the Agency, to limit the amount of funds spent each year, and to continue to improve service efficiencies and outcomes.

**Action by the TCC and CAC:** The TCC and the CAC did not consider this item.

#### **OPTIONS:**

- Option 1: Authorize Blueprint to advertise and negotiate two contracts for Marketing and Communications services for award and execution with IMC approval.
- Option 2: IA Board direction.

## **RECOMMENDED ACTION:**

- Option 1: Authorize Blueprint to advertise and negotiate two contracts for Marketing and Communications services for award and execution with IMC approval.



**Blueprint Intergovernmental Agency  
Citizens Advisory Committee  
Agenda Item #13  
June 13, 2019**

**Title:** Authorization to Award a Contract for the Northeast Connector Corridor Project Development and Environment Study and Design Services

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint  
Cristina Paredes, Director, Office of Economic Vitality

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## **STATEMENT OF ISSUE:**

This agenda item seeks the Citizens Advisory **Committee's** (CAC) recommendation of approval to the Blueprint Intergovernmental Agency Board of Directors (IA Board) to authorize Blueprint to negotiate and award a contract for the Northeast Connector Corridor Project Development and Environment (PD&E) Study and Design Services, including the feasibility study of widening Bannerman Road to four-lanes from east of Tekesta Drive to Bull Headley Road. Once completed, the project will improve multi-modal connectivity and safety along Bannerman Road from Meridian Road to Thomasville Road in Northeast Tallahassee. The project advertisement and consultant selection process is currently underway per Blueprint Procurement Policy. Staff requires the requested award to implement IA Board direction from the September 2018 meeting to complete procurement and advance the PD&E Study of the Northeast Connector Corridor project.

## **FISCAL IMPACT:**

This agenda item does have a fiscal impact. The IA Board allocated funds necessary to proceed in the Fiscal Year (FY) 2019 Blueprint Capital Budget. FY 2019 includes \$750,000 for Planning and PD&E services. FY 2020 includes a proposed \$3,300,000 with \$2,500,000 in FY 2021 for the design phase scheduled to conclude in FY 2021. The adopted FY 2019 – 2023 Capital Improvement Plan (CIP) budget includes these allocations.

## **CAC OPTIONS:**

- Option 1: Recommend the IA Board authorize Blueprint to negotiate and award a contract for the Northeast Connector Corridor Project Development and Environment Study and Design Services with IMC approval.
- Option 2: Do not recommend the IA Board authorize Blueprint to negotiate and award a contract for the Northeast Connector Corridor Project Development and Environment Study and Design Services with IMC approval.
- Option 3: Board direction.

## **CAC RECOMMENDED ACTION:**

- Option 1: Recommend the IA Board authorize Blueprint to negotiate and award a contract for the Northeast Connector Corridor Project Development and Environment Study and Design Services with IMC approval.



# **Blueprint Intergovernmental Agency Board of Directors**

## **Agenda Item #X**

**June 21, 2019**

Title: Authorization to Award a Contract for the Northeast Connector Corridor Project Development and Environmental Study and Design Services

Category: Consent

Department: Blueprint Intergovernmental Agency, Infrastructure Program

Contact: Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint

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### **STATEMENT OF ISSUE:**

This agenda item seeks Blueprint Intergovernmental Agency Board of Directors (IA Board) approval to negotiate and award a contract for the Northeast Connector Corridor Project Development and Environment (PD&E) Study and Design Services, including the feasibility study of widening Bannerman Road to four-lanes from east of Tekesta Drive to Bull Headley Road. Once completed, the project will improve multi-modal connectivity and safety along Bannerman Road from Meridian Road to Thomasville Road in Northeast Tallahassee. The project advertisement and consultant selection process is currently underway per Blueprint Procurement Policy. Staff requires the requested award to implement IA Board direction from the September 2018 meeting to complete procurement and advance the PD&E Study of the Northeast Connector Corridor project.

### **FISCAL IMPACT:**

This agenda item does have a fiscal impact. The IA Board allocated funds necessary to proceed in the Fiscal Year (FY) 2019 Blueprint Capital Budget. FY 2019 includes \$750,000 for Planning and PD&E services. FY 2020 includes a proposed \$3,300,000 with \$2,500,000 in FY 2021 for the design phase scheduled to conclude in FY 2021. The adopted FY 2019 – 2023 Capital Improvement Plan (CIP) budget includes these allocations.



## RECOMMENDED ACTION:

Option 1: Authorize Blueprint to negotiate and award a contract for the Northeast Connector Corridor Project Development and Environment Study and Design Services with IMC approval.

## SUPPLEMENTAL INFORMATION:

### BACKGROUND

The Northeast Connector Corridor (Bannerman Road) Project is a Blueprint 2020 Regional Mobility Project. Regional Mobility Projects create a holistic, integrated, regional, multimodal network that considers capacity and safety for public transit, automobile, bike, and pedestrian transportation modes.

The Northeast Connector Corridor Project is comprised of numerous greenway, trail, and sidewalk improvements, as well as improvements to Bannerman Road between Thomasville Road and Meridian Road. The project includes widening the roadway to four lanes from Quail Commons Drive to Tekesta Drive, constructing a multi-use trail along the entire length of the Bannerman Road corridor as well as constructing a portion of the Meridian Greenway multi-use trail along Meridian Road, from Bannerman Road south to the existing multi-use trail connection and signalized crossing at the Meadows Sports Complex. The Tallahassee-Leon County Comprehensive Plan classifies Bannerman Road, a primary transportation corridor in northeast Tallahassee, as a major collector that provides a key connection between Thomasville Road and Meridian Road. See Attachment #1 for project description and map.

At the September 20, 2018 meeting, the IA Board adopted the FY 2019 Capital Budget which included the use of \$750,000 from the City and **County's** Significant Benefit Project Funds. Additionally, the IA Board accepted the Northeast Connector Corridor project status update, including the advertisement of the PD&E services, and authorized Blueprint to broaden the scope of the PD&E re-evaluation to include a feasibility study of widening Bannerman Road to four-lanes from east of Tekesta Drive to Bull Headley Road.

Blueprint Procurement Policy Section 101.07(3) provides that the IA Board may exercise purchasing authority for expenditures over \$250,000, and that the Intergovernmental Management Committee (IMC) has authority to execute and award a contract up to \$250,000 and for any amount identified in the approved Capital Budget. Procurement Policy Section 101.01 requires that all Blueprint procurement comply with the City of **Tallahassee's** procurement policies. In compliance with City of Tallahassee Procurement Policy Appendix B, competitive sealed bids or negotiation is required for all professional services over \$35,000. Further, this solicitation will follow the Office of Economic **Vitality's** MWSBE Policy, which provides that the MWSBE Division will review each solicitation to determine an appropriate goal for minority and women participation based on the requirements of the project and availability of certified participants in the market area. This agenda item seeks IA Board approval for Blueprint to award planning and

design services based on a competitive solicitation for the Northeast Connector Corridor project and to negotiate a contract with the most qualified (highest ranked), responsive consultant. The IMC has authority to execute the negotiated contract. Accordingly, this agenda item complies with both Blueprint and City of Tallahassee Procurement Policies. Staff competitively solicited for qualifications in accordance with City and Blueprint Procurement Policies.

### **NEXT STEPS**

- Spring 2019: Advertise a Request for Qualifications for planning and design services for the Northeast Connector Corridor project (COMPLETE).
- Summer 2019: Negotiate and award contract for PD&E re-evaluation, including the feasibility and design services for the Northeast Connector Corridor project.
- Summer 2020: Completion of the PD&E re-evaluation. Presentation of the final PD&E study report and conclusions for IA Board consideration and further direction, as may be required.
- Winter 2020: Design services for the Northeast Connector Corridor project begins, pending IA Board approval of PD&E recommended action.
- FY 2022: Right-of-Way acquisition for the Northeast Connector Corridor project.
- FY 2023 – 2024: Construction services to begin for the Northeast Connector Corridor project.

### **ANALYSIS & RECOMMENDATION**

Completing the PD&E re-evaluation and feasibility study support a commitment by Blueprint and Leon County to ensure the ultimate roadway improvement concepts remain responsive to changing community conditions over time, including land use, safety, traffic, and economic conditions along the Project corridor. With a goal of analyzing capacity and appropriate safety improvements, the feasibility study will develop a comprehensive assessment of the corridor along Bannerman Road, between Bull Headley Road and Tekesta Drive. Draft recommendations from the feasibility study will be presented to the IA Board for approval prior to authorizing completion of the project PD&E Re-Evaluation. The feasibility study and PD&E re-evaluation will also create a thorough community engagement process for all project stakeholders prior to authorizing the **project's** final design stage.

In accordance with the Schedule of Current Blueprint 2000 and 2020 Project Phases and Timelines approved by the IA Board at the September 2018 meeting as well as the “**Next Steps**” overview provided above, the feasibility study and PD&E re-evaluation timeline

will commence upon IA Board Authorization to negotiate and award a contract for the Northeast Connector Corridor project. The **study's** anticipated duration will last approximately twelve (12) months and is adopted as part of the overall project delivery schedule for the Northeast Connector Corridor. Final design for the Northeast Connector Corridor will commence upon IA Board approval of the final PD&E recommendations.

Consistent with IA Board direction at the September 20, 2018 meeting, this agenda item requests authorization to negotiate and award a contract for PD&E and design services for the Northeast Connector Corridor Project, including the feasibility study of widening Bannerman Road to four-lanes from east of Tekesta Drive to Bull Headley Road. The approved FY 2019-2023 CIP budget identifies funding for the project.

Action by the TCC and CAC:

## OPTIONS:

- Option 1: Authorize Blueprint to negotiate and award a contract for the Northeast Connector Corridor Project Development and Environment Study and Design Services with IMC approval.
- Option 2: Do not authorize Blueprint to negotiate and award a contract for the Northeast Connector Corridor Project Development and Environment Study and Design Services with IMC approval.
- Option 3: IA Board direction.

## RECOMMENDED ACTION:

- Option 1: Authorize Blueprint to negotiate and award a contract for the Northeast Connector Corridor Project Development and Environment Study and Design Services with IMC approval.

### Attachment:

1. Northeast Connector Corridor - Project Description and Maps



## Northeast Connector Corridor

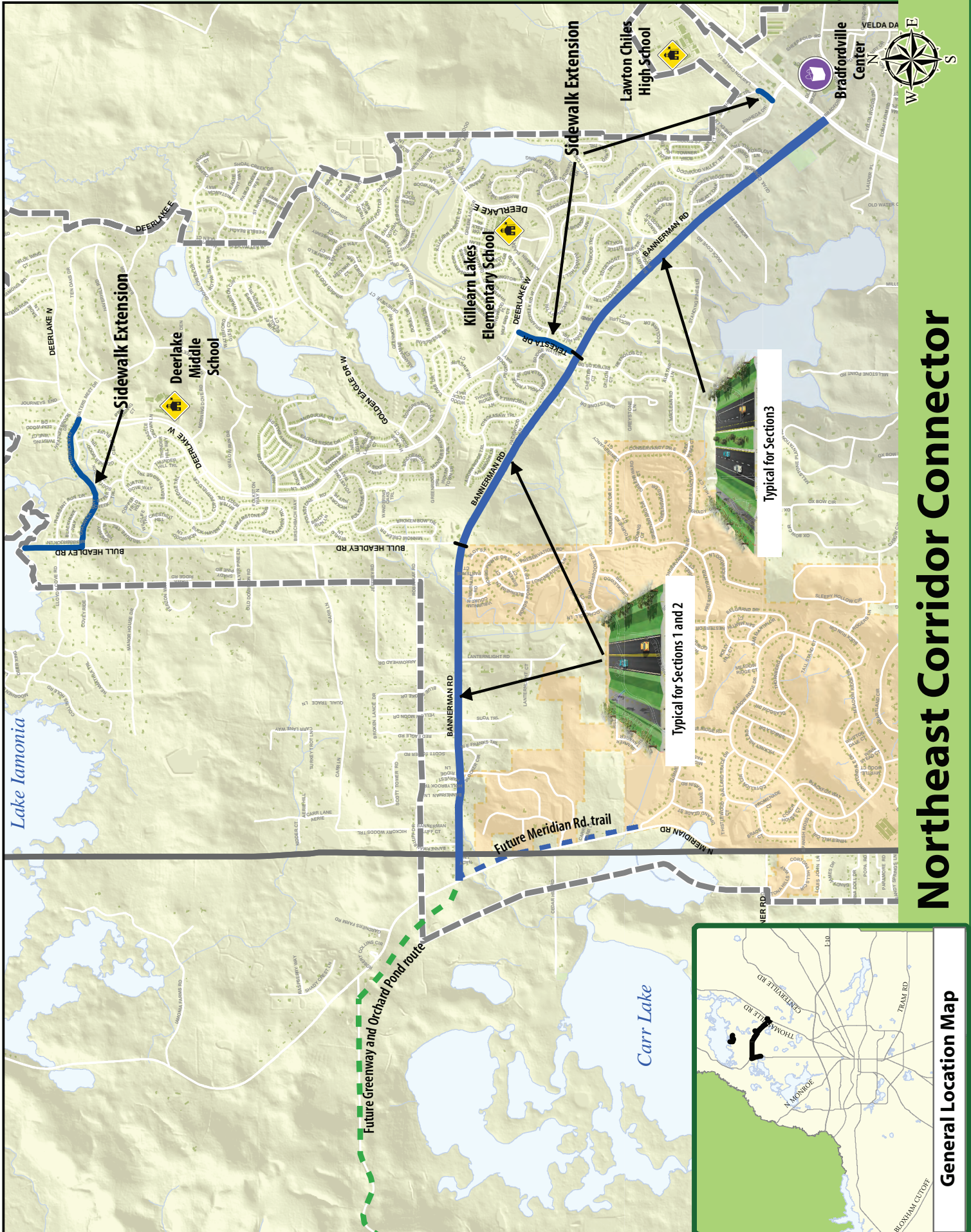


### Project Highlights

- Relieves congestion by widening Bannerman Road to four lanes from Thomasville Road to Tekesta Drive.
- Increases pedestrian and bicycle access with multi-use paths and sidewalks.
- Expands the Greenways System by constructing the Meridian Road Trail from Bannerman Road south to Lake Overstreet.
- Estimated Cost: \$33.3 million

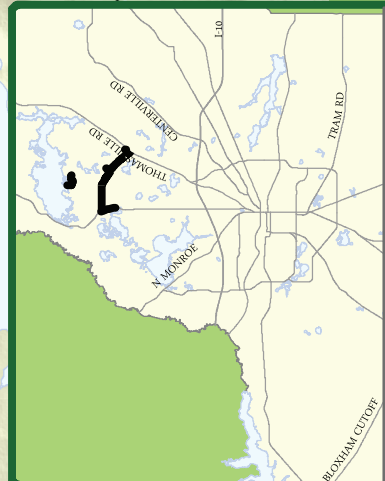
This project encompasses a holistic approach to transportation capacity improvements, regional mobility, connectivity to existing/proposed amenities, and enhances the water quality of the Bradfordville area. The roadway will have paved shoulders, provisions for future transit, and landscaped medians. Gentle swales will run along the road to capture water runoff preserving the more rural character of the area. The sidewalks and trails along the roadway will interconnect to the existing neighborhood sidewalk networks to provide residents access to regional amenities.





# Northeast Corridor Connector

General Location Map





# **Blueprint Intergovernmental Agency Citizens Advisory Committee**

## **Agenda Item #14**

**June 13, 2019**

<b>Title:</b>	Authorization to Advertise, Negotiate, and Award a Contract for Airport Gateway Preliminary Engineering and Planning Study Services and Phase 1 Design Services
<b>Category:</b>	Consent
<b>Department:</b>	Blueprint Intergovernmental Agency
<b>Contact:</b>	Benjamin H. Pingree, Director, Department of PLACE Autumn Calder, Director, Blueprint

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### **STATEMENT OF ISSUE:**

This agenda item seeks the Citizens Advisory Committee's (CAC) recommendation of approval to the Blueprint Intergovernmental Agency Board of Directors (IA Board) to authorize Blueprint to advertise and negotiate a contract for professional preliminary engineering and planning services for the entire Airport Gateway Project (Project) and the design services for Phase 1 of the Project, which includes Springhill Road, New Road, Stuckey Avenue, and the intersection of the New Road at Orange Avenue. The requested procurement implements IA Board direction from the March 1, 2018 meeting to initiate the planning and design work for the Airport Gateway upon conclusion of the Southwest Area Transportation Plan, which is on schedule for completion in September 2019. These services will be funded through allocations as planned in the approved FY 2019-2023 Capital Improvement Program.

### **FISCAL IMPACT:**

This item has fiscal impact. At the March 1, 2018 IA Board Meeting, the IA Board received the Airport Gateway Project estimate. At the September 20, 2018 meeting, the IA Board approved a \$1,000,000 allocation to the Project in the FY 2019 capital projects budget for preliminary engineering and planning services; this funding represents the current unencumbered Project balance. At the same meeting, the IA Board also approved allocations of \$3,500,000 for design in FY 2020 and \$2,200,000 for design in FY 2021 in the approved FY 2019-2023 Capital Improvement Program.

### **CAC OPTIONS:**

Option 1: Recommend IA Board authorize Blueprint staff to advertise and negotiate a contract for the preliminary engineering and planning study for the entire Airport Gateway Project and authorize Blueprint staff to advertise and negotiate a contract for design services for Phase 1 of the Project as defined herein, for award and execution with IMC approval.

Option 2: Board direction.

### **CAC RECOMMENDED ACTION:**

Option 1: Recommend IA Board authorize Blueprint staff to advertise and negotiate a contract for the preliminary engineering and planning study for the entire Airport Gateway Project and authorize Blueprint staff to advertise and negotiate a contract for design services for Phase 1 of the Project as defined herein, for award and execution with IMC approval.



**Blueprint Intergovernmental Agency  
Board of Directors  
Agenda Item #X  
June 27, 2019**

**Title:** Authorization to Advertise, Negotiate, and Award a Contract for Airport Gateway Preliminary Engineering and Planning Study Services and Phase 1 Design Services

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint

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## **STATEMENT OF ISSUE:**

This agenda item seeks Blueprint Intergovernmental Agency Board of Directors (IA Board) approval to advertise and negotiate a contract for professional preliminary engineering and planning services for the entire Airport Gateway Project (Project) and the design services for Phase 1 of the Project, which includes Springhill Road, New Road, Stuckey Avenue, and the intersection of the New Road at Orange Avenue. The requested procurement implements IA Board direction from the March 1, 2018 meeting to initiate the planning and design work for the Airport Gateway upon conclusion of the Southwest Area Transportation Plan, which is on schedule for completion in September 2019. These services will be funded through allocations as planned in the approved FY 2019-2023 Capital Improvement Program.

## **FISCAL IMPACT:**

This item has fiscal impact. At the March 1, 2018 IA Board Meeting, the IA Board received the Airport Gateway Project estimate. At the September 20, 2018 meeting, the IA Board approved a \$1,000,000 allocation to the Project in the FY 2019 capital projects budget for preliminary engineering and planning services; this funding represents the current unencumbered Project balance. At the same meeting, the IA Board also approved allocations of \$3,500,000 for design in FY 2020 and \$2,200,000 for design in FY 2021 in the approved FY 2019-2023 Capital Improvement Program.

## **SUPPLEMENTAL INFORMATION:**

The Airport Gateway Project is a Blueprint 2020 Infrastructure Project as approved in the Second Amended and Restated Interlocal Agreement dated December 9, 2015, funded via the 2014 Leon County Penny Sales Tax Extension, and substantially amended on March 1, 2018.

## Blueprint Intergovernmental Agency Board of Directors Meeting

### Item Title: Authorization to Advertise, Negotiate, and Award a Contract for Airport Gateway Preliminary Engineering and Planning Study Services and Phase 1 Design Services

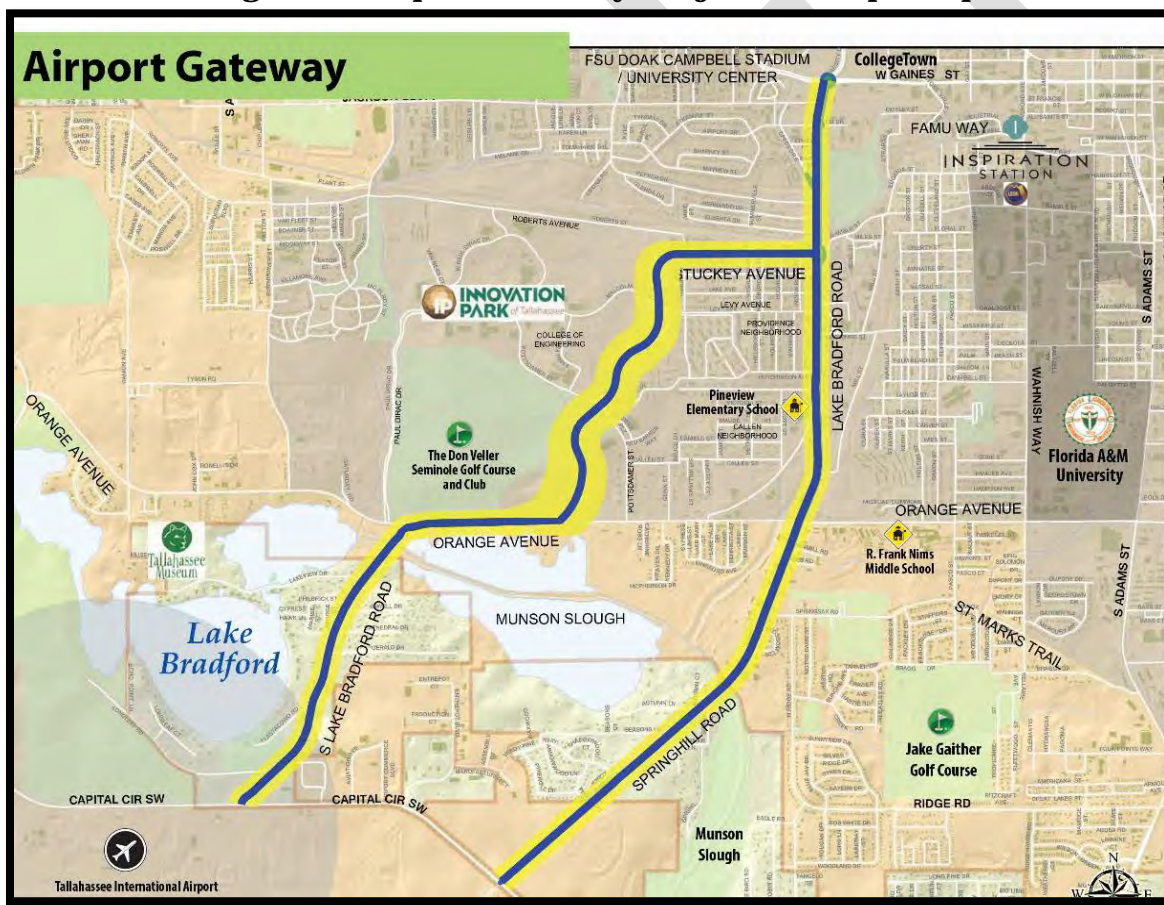
Page 2 of 7

Attachment #1 presents a copy of the March 1, 2018 Agenda Item detailing the amendment adoption.

The purpose of the Project is to create a unique gateway entrance into Downtown, Florida State University, and Florida A&M University from the Tallahassee International Airport. The Project area encompasses North Lake Bradford Road, South Lake Bradford Road, Stuckey Avenue, a new road within FSU's southwest campus, and Springhill Road, as shown in Figure 1 below. The concept provides for seven miles of improved roadways, creates 12 miles of connected sidewalks, trails, and other multimodal facilities, and a network of two corresponding options for travelers from the Airport to downtown.

In 2018, the Airport Gateway Project was estimated to cost \$61,600,000, which includes the FSU contribution of \$3,000,000 for the new roadway. This cost estimate does not include the value of the right-of-way donated by Florida State University throughout the project area. The Project cost estimate will be refined as planning, design and construction moves forward.

**Figure 1. Airport Gateway Project Concept Map**





## **PROJECT IMPLEMENTATION**

Blueprint is working in partnership with the Capital Region Transportation Planning Agency (CRTPA) to coordinate the Airport Gateway Project with the Southwest Area Transportation Plan (SATP), which is on schedule for completion in September 2019. The SATP provides planning analysis, public engagement, and collection and analysis of existing traffic data for multiple road segments included in the Airport Gateway Project, including North and South Lake Bradford Roads, Springhill Road, and Orange Avenue. Stuckey Avenue and the new roadway are not included in the SATP. Blueprint is also coordinating with the Florida Department of Transportation regarding its current PD&E Study of Orange Avenue from Monroe Street to Capital Circle Southwest. Recognizing the significance and influence of the findings that will be presented in the SATP and Orange Avenue PD&E Study, Blueprint will not begin preliminary project efforts for the Airport Gateway until the SATP has been substantially completed in order to incorporate its findings into the project planning process.

Further, Blueprint public outreach performed during the substantial amendment process in 2017 and 2018 brought forward community concerns and opportunities within the entire Airport Gateway project area. Over 27 public meetings were held and hundreds of public comments were received. Blueprint will use the information gained during this process, as well as the findings presented in the SATP, as a starting point for the preliminary engineering and planning studies.

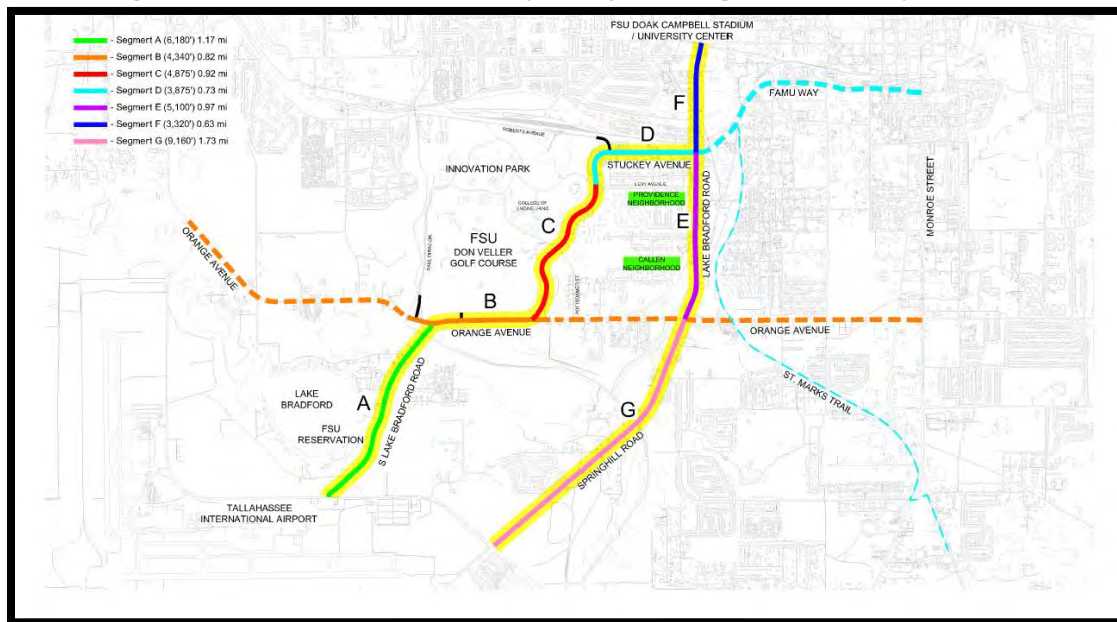
Therefore, Blueprint staff has prepared an implementation plan for the Project in preparation of and in alignment with the forthcoming completion of the SATP in September. The implementation plan generally includes a comprehensive preliminary engineering and planning study for the Project and a phased approach for design, right-of-way acquisition and construction. The Project implementation plan and phasing is described in greater detail further in this agenda item.

## **PROJECT PHASING AND IMPLEMENTATION PLAN**

The Airport Gateway project includes seven miles of roadway improvements on seven distinct roadway segments, which have been grouped and phased for design and construction. The phasing and implementation plan of this Project is based upon a comprehensive staff analysis and input received during public engagement sessions held in 2017 and 2018. The implementation plan follows a logical and controlled schedule allowing for successful project completion. The key goals for the implementation plan are to encourage expanded investment in Southwest Tallahassee-Leon County, support local growth of the high tech sector, improve neighborhood safety, and maintain an unimpeded route to and from the Tallahassee International Airport. Attachment #2 provides the detailed Airport Gateway Plan Implementation Narrative, which summarizes Blueprint's approach and methodology for project planning and sequencing. Figure 2 below presents the segmental project map, and Table 1 outlines the phasing.



**Figure 2 – Airport Gateway Project Segmental Layout Map**



**Table 1. Airport Gateway Phasing**

Phase 1	
Segment G: Springhill Road (Orange Avenue to Capital Circle Southwest)	
Segment C: New Roadway (Orange Avenue to Levy Avenue)	
Segment D: Stuckey Avenue (Levy Avenue to North Lake Bradford Road)	
Segment B1: Orange Avenue (New Road-intersection only)	
Levy Avenue and Neighborhood Improvements	
Phase 2	
Segments E & F: North Lake Bradford Road (Gaines Street to Orange Avenue)	
Phase 3	
Segment A: South Lake Bradford Road (Capital Circle Southwest to Orange Avenue)	
Segment B2: Orange Avenue (South Lake Bradford Road intersection only)	

### PRELIMINARY ENGINEERING AND PLANNING STUDY

This agenda item requests approval to advertise, negotiate and award a contract for the preliminary engineering and planning studies associated with Airport Gateway Project. The first stage of the Airport Gateway Project will consist of performing a series of preliminary engineering and planning studies on all segments of the Project, which will provide design parameters for the entire project. The studies are estimated to cost \$1,735,000. The initial action will be to perform a full survey of the entire project area. This will allow Blueprint to analyze in detail the conceptual typical sections previously approved by the IA Board on March 1, 2018, and relevant typical sections as developed through the SATP. Key points of analysis include an assessment of right-of-way impacts, environmental and community impacts, traffic impacts and utility impacts. These assessments will shape the Project's design. Blueprint staff will also use the survey data to coordinate with City of Tallahassee Underground Utilities & Public Infrastructure, Leon County Public Works, and City of Tallahassee Growth Management

regarding intersection configurations, utility relocations, roadway/right-of-way alignment, stormwater collection, and environmental permitting prior to design. A comprehensive community engagement plan will also be developed to identify public concerns and opportunities. A key component of the outreach will be to study the impact of right-of-way needs on the surrounding community, including impacts along Stuckey Avenue where the Home Front Apartment community, which the City of Tallahassee redeveloped to assist homeless veterans, is located. Other preliminary studies include a traffic analysis supplemental to the findings provided by the SATP, as well as environmental and stormwater analyses for the proposed roadway expansions.

## DESIGN SERVICES

This agenda item also requests approval to advertise, negotiate and award a contract for the design of Phase 1. Blueprint Staff will initiate design and permitting efforts consistent with the phased approach for each project segment. The design services for Phase 1 are estimated to cost \$2,600,000. Moving forward with design of Phase 1 during the preliminary engineering and planning of Phases 2 and 3 provides more time to determine and address the right of way impacts including any potential relocations along Stuckey Avenue as well as coordinate the significant utility impacts along Springhill Road. In addition, advancing the design of the intersection of Springhill Road and Orange Avenue during Phase 1 opens opportunities to coordinate, and potentially leverage funds, with FDOT on improvements at this congested intersection.

## NEXT STEPS AND PROCUREMENT

Upon IA Board direction and completion of the SATP, Blueprint will advertise and negotiate a contract for the preliminary engineering and planning study for the entire Airport Gateway Project as well as advertise, negotiate and award a contract for Phase 1 design services. Subsequently, and in accordance with the Project's implementation schedule, a request for authorization to proceed with advertisement and award of design services for Phases 2 and 3 will be presented to the IA Board for approval. The estimated timing of the phases is presented in Table 2.

**Table 2 – Implementation Schedule by Segment and Project Phase**

Phase 1	Action Item	Anticipated Start
Segments G, C, D, & B1	Preliminary Study (includes all Phases)	Fall 2019
	Design	Summer 2020
	ROW Acquisition	Fall 2021
	Construction	Spring 2023
Phase 2	Action Item	Anticipated Start
Segments E & F	Design	Summer 2021
	Property Acquisition	Summer 2022
	Construction	Spring 2025
Phase 3	Action Item	Anticipated Start
Segment A & B2	Design	Summer 2022
	Property Acquisition	Summer 2023
	Construction	Summer 2026

Blueprint Procurement Policy Section 101.07(3) provides that the IA Board may exercise purchasing authority for expenditures over \$250,000. Section 101.07(3) also provides that the Intergovernmental Management Committee (IMC) may award contracts up to \$250,000 and for any amount in the approved Capital Budget. Procurement Policy Section 101.01 requires that all Blueprint procurement comply with the City of Tallahassee procurement policies. In compliance with City of Tallahassee Procurement Policy Appendix B, competitive sealed bids or negotiation is required for all professional services over \$35,000. Further, this solicitation will follow the Office of Economic Vitality's MWSBE Policy, which provides that the MWSBE Division will review each solicitation to determine an appropriate goal for minority and women participation based on the requirements of the project and availability of certified participants in the market area. This agenda item seeks IA Board authorization to advertise a competitive solicitation for preliminary engineering and planning services for the Airport Gateway Project and to negotiate a contract with the most qualified (highest ranked), responsive consultant. This agenda item also seeks IA Board authorization to advertise a competitive solicitation for design services for Phase 1 for the Airport Gateway Project and to negotiate a contract with the most qualified (highest ranked), responsive consultant. The Intergovernmental Management Committee (IMC) has authority to award and execute the negotiated contracts. Accordingly, this agenda item complies with both Blueprint and City of Tallahassee Procurement Policies.

#### **ANALYSIS & RECOMMENDATION**

Blueprint staff requests IA Board authorization to advertise and negotiate a contract for the preliminary engineering and planning study for the entire Airport Gateway Project (Project) and the design and permitting services for the Phase 1 of the project, which includes Springhill Road, New Road, Stuckey Avenue, and the intersection of the New Road at Orange Avenue and to award and execute the negotiated contracts upon IMC approval.

#### **Action by the TCC and CAC:**

#### **OPTIONS:**

Option 1: Authorize Blueprint staff to advertise and negotiate a contract for the preliminary engineering and planning study for the entire Airport Gateway Project and authorize Blueprint staff to advertise and negotiate a contract for design services for Phase 1 of the Project as defined herein, for award and execution with IMC approval.

Option 2: IA Board direction.

#### **RECOMMENDED ACTION:**

Option 1: Authorize Blueprint staff to advertise and negotiate a contract for the preliminary engineering and planning study for the entire Airport Gateway Project and authorize Blueprint staff to advertise and negotiate a contract for design services for Phase 1 of the Project as defined herein, for award and execution with IMC approval.

**Blueprint Intergovernmental Agency Board of Directors Meeting**

**Item Title: Authorization to Advertise, Negotiate, and Award a Contract for Airport Gateway Preliminary Engineering and Planning Study Services and Phase 1 Design Services**

**Page 7 of 7**

**Attachments:**

1. March 1, 2018 Blueprint Intergovernmental Agency Board of Directors Agenda Item: Second Public Hearing to Consider a Substantial Amendment to the Blueprint 2020 Airport Gateway Project
2. Airport Gateway Project Design and Construction Implementation Plan



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## ITEM #15

### Blueprint Intergovernmental Agency Board of Directors Agenda Item

**TITLE:** Second Public Hearing to Consider a Substantial Amendment to the Blueprint 2020 Airport Gateway Project

**Date:** March 1, 2018

**Requested By:** Blueprint Staff

**Contact:** Blueprint

**Type of Item:** Discussion

### STATEMENT OF ISSUE:

This agenda item requests approval of the proposed amendment to *Blueprint 2020 Infrastructure Project 3, Airport Gateway: Springhill Road and Lake Bradford Road* as set forth in Attachment #1, (herein after, the “Amended Airport Gateway”). The Amended Airport Gateway project leverages major infrastructure investments by Blueprint and Florida State University (FSU) in the southwest area of the community to scale improvements from a single gateway corridor to a seven-mile network of interconnected roadways and new multimodal facilities that increase safety and seamlessly connect the International Airport to a vibrant Downtown, Gaines Street, Florida A&M University, FSU, Innovation Park and the greater southwest area of our community, at a cost consistent with the approved project budget, and with two greatly enhanced options. The amended Airport Gateway project description, the associated Letter of Intent (Attachment #2), and the updated concept plan presented in this item (presented as Option 1A, 1B, and 1C, respectively, for IA Board approval), build upon the action taken by the IA Board at the September 19, 2017 meeting to begin the substantial amendment process to this project and approve the initial concept plan (Attachment #3). The amended Airport Gateway concept plan before the IA Board for consideration (specifically Option 1.B) was derived from a comprehensive staff analysis process including the input received during the incorporated public engagement process. The continuation of the second and final public hearing to consider the amendment discussed hereafter has been advertised and scheduled for this March 1, 2018 IA Board meeting.

### EXECUTIVE SUMMARY:

This agenda item presents to the IA Board a substantial amendment to the Blueprint 2020 Airport Gateway project, which requires IA Board approval by supermajority vote. As proposed, and building upon a yearlong and comprehensive project review process, the amended Airport Gateway project seeks to create a beautiful, safe, and multimodal Gateway between Downtown and the International Airport providing double the miles of improved roadways, the creation of 12 miles of connected sidewalks, trails, and other multimodal facilities, and the provision of a network of two corresponding gateway options for travelers. The project development process

## Blueprint Intergovernmental Agency Board of Directors Meeting

### Item Title: Second Public Hearing to Consider a Substantial Amendment to the Blueprint 2020 Airport Gateway Project

Page 2 of 20

to date, details of the proposed amendment, supporting community outreach and related analysis, and the next steps to advance the amended Airport Gateway project, should the IA Board approve the amendment, are outlined below.

Direction was given at the February 21, 2017 IA Board meeting to identify opportunities associated with the alignment of FSU and Blueprint investments in southwest Tallahassee and bring back an analysis for IA Board consideration. At the September 19, 2017 meeting, a concept for the amended Airport Gateway was approved by the IA Board, and staff was directed to initiate the process to substantially amend the Airport Gateway project.

The concept approved by the IA Board at the September 19, 2017 meeting expands the enhancements from a single improved corridor to a network of interconnected roadways to provide enhancements, including pedestrian and bicycle facilities, landscaping and other aesthetic improvements, throughout the expanded, seven-mile amended Airport Gateway network (the approved September concept plan is included as Attachment #3 for reference).

The amended Airport Gateway project would link the Blueprint and FSU projects and leverage the individual investments toward a greater, and shared, public utilization and benefit. The proposed collaboration would expand investments throughout the southwest area of the community, help achieve long-standing community goals related to improving access to Innovation Park and the National High Magnetics Field Lab, and create multiple enhanced gateways to downtown Tallahassee, Innovation Park, Florida A&M University (FAMU), and FSU from the Tallahassee International Airport. As proposed, the amended Airport Gateway project may also improve safety for the Callen and Providence neighborhoods by creating dedicated entrances to Innovation Park and the FAMU-FSU College of Engineering, which will be important as these institutions continue to grow. Innovation Park businesses and local university staff, faculty, students and visitors will benefit from an enhanced entrance that creates the cohesive east-west corridor across Lake Bradford Road to seamlessly connect FAMU, FSU, Innovation Park and the Airport. The expanded scope of improvements ensures visitors arriving and departing via the Tallahassee International Airport travel an aesthetically pleasing route that reflects our local beauty and vitality on any route that is taken.

At the December 5, 2017 meeting, the IA Board continued the second and final public hearing to March 1, 2018 at 5:30 p.m. Also on that date, the IA Board requested staff continue the analysis process, including community engagement, and bring back an updated Airport Gateway project proposal at the next IA Board meeting. Staff has utilized this time to continue the comprehensive analysis process, to receive comments, and further prepare for IA Board consideration an amended Airport Gateway Concept Plan. The updated Airport Gateway Concept Plan contains three key elements: 1) the overarching project goals; 2) the conceptual improvements by segment; and 3) the corresponding conceptual project budget. It is important to note, as is normal and appropriate during the project development process for any Blueprint 2020 project, these concepts will be further refined during later steps (as, the Southwest Area Plan, PD&E, and design). Each component for the current proposed concept update is further analyzed in the following three sections.

Blueprint Intergovernmental Agency Board of Directors Meeting  
Item Title: Second Public Hearing to Consider a Substantial Amendment to the Blueprint 2020  
Airport Gateway Project  
Page 3 of 20

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*1) Project Goals: Updated Airport Gateway Concept Plan*

The following key goals inform the updated concept plan for the amended Airport Gateway project, presented for IA Board consideration and direction:

**Beautiful, Safe, and Multimodal Gateway between Downtown and the International Airport:** The expanded project scope ensures visitors arriving and departing via the International Airport travel upon one of the two interconnected, seamless and aesthetically pleasing routes that reflect local beauty and vitality and comprise the new gateway.

**Expanded Investment in Southwest Tallahassee-Leon County:** The updated Airport Gateway concept plan includes right-of-way acquisition along Springhill Road to facilitate future widening to four lanes, as well as funding to construct broad, landscaped medians as originally envisioned for the Airport Gateway. Overall, the amended Airport Gateway project is proposed to enhance overall mobility and safety by enhancing seven miles of roadway and constructing over 12 miles of new sidewalks, trails, and bicycle lanes. Blueprint projects implemented to date, similar to other local infrastructure investments, have generated a proven stimulation of private sector investment and economic development activities. It is anticipated that the amended Airport Gateway project will generate similar investment, reinvestment, and economic vitality.

**Supporting Local Growth of High Tech Sector:** Innovation Park, home to several high tech sector entities, generates \$500 million per year in economic impact and supports 3,300 direct and indirect jobs – numbers that are poised to increase as targeted tech companies locate to, and expand within, the area. The amended Airport Gateway project opens access, increases visibility and creates increased awareness of Innovation Park, which in turn will help fuel the growth and expansion of this local economic driver.

**Improved Neighborhood Safety as Innovation Park and FAMU-FSU College of Engineering Continue to Grow:** Currently, access to Innovation Park and the FAMU-FSU College of Engineering is obtained by driving through neighborhoods – Providence and Callen, specifically. By providing dedicated entrances as part of the proposed project, traffic to these industry and education centers will be directed away from residential areas, thereby reducing the burden that growth on the campuses and corresponding business centers could place on the surrounding neighborhood streets that currently serve as shared access roads.

*2) Updates to Amended Airport Gateway Concept by Segment*

Consistent with direction from the IA Board at the December 5, 2017 meeting to analyze project concept enhancements, including expanded public engagement, an option to approve an updated concept is provided. The updates to each segment are the result of the extended, comprehensive technical and financial analysis, also including expanded engagement efforts. If the Amended Airport Gateway project is approved, the conceptual plan for the project along with all public comments and all data and analysis developed since staff first received direction from the IA Board in February 2017 will be forwarded to the next step in the project development process as applicable.

*3) Conceptual Project Budget*

The Amended Airport Gateway project is estimated to cost \$61.6 million to construct and is estimated to be achieved (all segments) within the overall Blueprint project allocation of \$58.7

## Blueprint Intergovernmental Agency Board of Directors Meeting

Item Title: Second Public Hearing to Consider a Substantial Amendment to the Blueprint 2020 Airport Gateway Project  
Page 4 of 20

million due to FSU's financial contribution of \$3 million. If approved by the IA Board, the Amended Airport Gateway project will provide the conceptual improvements detailed hereafter at a cost consistent with the approved project budget. In addition to the \$3 million cash contribution, FSU will assume maintenance responsibilities for multimodal facilities, landscaping, and lighting along the new roadway, resulting in a cost savings of approximately \$150,000 per year to the City of Tallahassee. Additionally, FSU will provide up to two acres of land for a new community garden, playground, and park space within the Providence Neighborhood area.

A Letter of Intent (LOI) is proposed to secure a conceptual agreement between Blueprint and FSU as described herein. The LOI specifies contributions to the Amended Airport Gateway project by FSU and Blueprint and provides a written, non-binding framework to move this collaboration forward. It is anticipated that as the project development phases continue through the Southwest Area Plan, PD&E, toward design, the LOI will serve as the basis for the future development of a joint partnership agreement (JPA) between Blueprint and FSU. Any such JPA shall be drafted at a future date and return to the IA for approval.

Should the IA Board approve the proposed amended Airport Gateway project, consistent with the process followed for all Blueprint projects, the project will continue through all stages of project development, complete with community input at each step. The immediate next step would be the incorporation of the amended Airport Gateway Concept Plan into the Southwest Area Transportation Plan, as applicable, and planning and design phases for further evaluation and refinement.

## SUPPLEMENTAL INFORMATION:

### SUMMARY OF IA BOARD ACTIONS SINCE FEBRUARY 21, 2017

The following summary details IA Board actions and direction to date regarding the consideration of an amendment to the Airport Gateway project.

**February 21, 2017:** The IA Board directed staff to collaborate with Florida State University (FSU) to evaluate opportunities created through the alignment of FSU and Blueprint investments in southwest Tallahassee and bring back an action plan recommending next steps.

**September 19, 2017:** Following six months of analysis and project evaluation, the IA Board approved the project concept including directing the inclusion of the concept into the Southwest Area Plan and future project planning phases. The IA Board also directed staff to initiate the process to substantially amend the Blueprint 2020 Airport Gateway project and engage the community regarding the proposed change (the approved concept plan is included as Attachment #2 for historical reference).

**December 5, 2017:** The IA Board voted to continue to the public hearing to the March 1, 2018 IA Board meeting at 5:30 pm, requested staff continue the comprehensive analysis process conducted for Blueprint project substantial amendment process, and bring back a refined Airport Gateway project proposal at the next IA Board meeting.



Blueprint Intergovernmental Agency Board of Directors Meeting  
 Item Title: Second Public Hearing to Consider a Substantial Amendment to the Blueprint 2020  
 Airport Gateway Project  
 Page 5 of 20

## **PROCESS TO SUBSTANTIALLY AMEND A BLUEPRINT PROJECT**

The Second Amended and Restated Interlocal Agreement dated December 9, 2015 specifies the IA Board must hold two public hearings to consider proposed substantial changes to a Blueprint project. The first public hearing was publicly advertised and conducted at the November 16, 2017 Citizens Advisory Committee meeting. The second public hearing was advertised for the December 5, 2017 IA Board meeting. At that time, the IA Board voted to continue to the public hearing to the March 1, 2018 IA Board meeting at 5:30 pm. The IA Board must also receive recommendations from the Technical Coordinating Committee (TCC) and Citizens Advisory Committee (CAC), which are as follows:

Table 1. Recommendations from Blueprint TCC and CAC

Body	Meeting Date	Action
TCC	November 13, 2017	TCC Unanimously recommended approval
	February 12, 2018	TCC received updated presentation; no changes to recommendation
CAC	November 16, 2017	CAC by a 6-2 vote recommended the IA Board postpone the vote on proposed changes to the Airport Gateway project
	February 15, 2018	CAC received an updated presentation; a motion to accept the status report failed 3-7; no further action taken

### *Proposed Amendment to the Airport Gateway Project*

In consideration of the project refinements detailed in the following sections including an updated budget analysis, resulting community benefits, and the increased support of the project from FSU, staff is recommending the IA Board approve the proposed amendment to the Airport Gateway project. The proposed amendment to the Airport Gateway project description is included below (see also Attachment #1):

**Project 3, Airport Gateway: Springhill Road and Lake Bradford Road:** Funding to perform roadway improvements to Springhill Road from Capital Circle Southwest to Orange Avenue, and Lake Bradford Road from Orange Avenue to Gaines Street, South Lake Bradford Road from Capital Circle Southwest to Orange Avenue, Stuckey Avenue from Roberts Avenue to Lake Bradford Road, a roadway (new roadway) through the FSU southwest campus area, and Orange Avenue from South Lake Bradford Road to the southern terminus of the new roadway (includes ROW, construction, gateway streetscaping, stormwater for roadway improvements, and enhanced landscape) (Exhibit 3, as Amended).

**Recommendation #1A: Approve the substantial amendment to the Blueprint 2020 Airport Gateway Project.**



Blueprint Intergovernmental Agency Board of Directors Meeting  
Item Title: Second Public Hearing to Consider a Substantial Amendment to the Blueprint 2020  
Airport Gateway Project  
Page 6 of 20

## **PUBLIC ENGAGEMENT**

The Blueprint model, program of work, and project implementation process includes extensive public engagement throughout. Any substantial amendment to an approved Blueprint project incorporates a baseline process for key public meetings. The amended Airport Gateway project before the IA Board for consideration followed closely this process for significant community input and was conducted over five months, including 25 community and stakeholder meetings, engagement with hundreds of local residents and business owners and thousands of electronic notices and communications. Meetings with community groups, local businesses, major stakeholders and southwest Leon County residents were held to discuss the proposed changes, gather feedback, and share timely information about the process being undertaken to consider a project amendment.

Staff utilized multiple tools, resources, cross segment examples, and related documents during the public engagement component of the analysis process to stimulate and gather citizen input. Figure 1, below, includes a list of community engagement activities since the September 19, 2017 IA Board meeting.

Figure 1. Community Engagement since September 19, 2017 IA Board Meeting

<b>Community Engagement Overview</b>	
<b><u>Blueprint Community Meetings</u></b> <ul style="list-style-type: none"> <li>November 7, Pineview Elementary</li> <li>November 9, C.A.A.P.S.</li> <li>November 13, Tallahassee Museum</li> <li>November 15, Tallahassee Regional Airport</li> <li>November 15, Pineview Elementary</li> <li>January 25, Providence Community Center</li> <li>January 30, Providence Community Center</li> <li>February 5, Neighborhood Task Force</li> <li>TCC February 12</li> <li>February 15, BP IA CAC, Myers Park</li> <li>March 1, BP IA Board, City Hall</li> </ul> <b><u>Public Hearings</u></b> <ul style="list-style-type: none"> <li>November 16 –Tallahassee City Hall</li> <li>December 5 –Tallahassee City Hall</li> </ul>	<b><u>Stakeholder Meeting Schedule</u></b> <ul style="list-style-type: none"> <li>FAMU, Dr. Robinson &amp; Leadership</li> <li>Liberty Park</li> <li>Bond</li> <li>HOPE Leadership</li> <li>Board of Realtors, Chamber of Commerce, Kiwanis, Innovation Park</li> <li>Individual stakeholders (in person, by phone, via email)</li> </ul> <b><u>Community Meetings Schedule</u></b> <ul style="list-style-type: none"> <li>October 5, Providence area, Jerusalem Church</li> <li>February 6, NPSI, Smith-Williams</li> <li>February 12, CRA CAC, Renaissance Center</li> </ul> <b><u>Door - to - Door</u></b> <ul style="list-style-type: none"> <li>Springhill Road – Orange Ave. to Capital Circle</li> </ul>

### *Summary of Community Feedback Received Since December 5, 2017*

While all public input, which has been received since September 19, 2017, is comprehensively included to the IA Board for consideration as Attachment #4, staff has synopsized, on the following page, key themes raised during the process, as follows:

## Blueprint Intergovernmental Agency Board of Directors Meeting

### Item Title: Second Public Hearing to Consider a Substantial Amendment to the Blueprint 2020 Airport Gateway Project

Page 7 of 20

- Project Phasing: Concerns were raised that the phasing of the construction of the project could inadvertently cause impacts (e.g., increased traffic) to residential areas.
- Traffic: Concerns regarding increased traffic on Pottsdamer Road and the desire to retain multimodal features and bus access on Levy Avenue and Stuckey Avenue. Residents were also concerned about increased congestion on Orange Avenue, South Lake Bradford, and Stuckey Avenue.
- Some citizens expressed a desire retain speed humps on South Lake Bradford Road, and other citizens requested their removal entirely.
- Safety: Concerns about safety throughout the project including pedestrian safety on Stuckey Avenue were raised as were concerns regarding the ability of emergency vehicles to safely navigate along Springhill Road, if medians are installed.
- Transit Access: Maximizing transit access throughout the project is desired.
- Neighborhood Enhancements: Citizens expressed desire to retain a community garden and add a playground in the Providence neighborhood.
- Retain Ability to Four Lane Springhill Road: a preference for purchase of the ROW now, and preserve the ability to four lane Springhill Road if and when the traffic volume increases and more capacity is needed.
- Pace of the Process: Residents commented that the process felt rushed.
- Housing: Concerns that the supply of affordable housing in the area would be adversely impacted by the project and would like efforts to be made to maintain and improve the supply of affordable housing within the Providence neighborhood.
- Signage: All neighborhoods expressed a desire for wayfinding and neighborhood signage.
- The Big Bend Homeless Coalition (BBHC) discussed potential impacts to property along Stuckey Avenue and their representatives expressed a desire and willingness to continue the discussion, should the amended project move forward, to ensure there is no gap in services for clients.

If the conceptual plan described within the analysis section, below, for the amended Airport Gateway project, is approved by the IA Board, all public comments provided since February 21, 2017 will be forwarded to the next step in the project development process as applicable for further consideration and evaluation through technical evaluation, such as the Southwest Area Plan, PD&E and design phases. Through these subsequent project development phases, public comments will be incorporated and analyzed in coordination with data collection and further technical analyses inherent to these increasingly technical processes. It should be noted that the initial project conceptualization phase is but the first step in a very deliberate, technical, and inclusive process.

### **AN AMENDED AIRPORT GATEWAY CONCEPT PLAN PROPOSAL**

At the December 5, 2017 meeting, the IA Board requested staff bring back an updated Airport Gateway project concept proposal at the next IA Board meeting. The additional time provided by the IA Board created opportunities to further engage in comprehensive analysis. The updated Airport Gateway concept plan contains three interconnected parts: 1) the overarching project

Blueprint Intergovernmental Agency Board of Directors Meeting  
Item Title: Second Public Hearing to Consider a Substantial Amendment to the Blueprint 2020  
Airport Gateway Project  
Page 8 of 20

goals; 2) the conceptual improvements by segment; and 3) the corresponding conceptual project budget.

*1) Project Goals: Improved Airport Gateway Concept Plan*

The following set of proposed project concept goals for the IA Board's consideration is informed by previous IA Board direction and the preceding five months of thorough analysis performed at this initial stage of the project development process.

Consistent with the community vision for the adopted project, the amended Airport Gateway project will **create a beautiful, safety enhanced, and multimodal gateway between Downtown and the International Airport**. Improvements ensure visitors arriving and departing via the International Airport travel upon one of two interconnected aesthetically pleasing routes that reflect our local beauty and vitality.

**The project as proposed would improve seven miles of roadways and result in the construction of over 12 miles of new sidewalks, trails, and bicycle lanes.** Most significantly, the updated Airport Gateway concept will now include right-of-way acquisition along Springhill Road to facilitate the future widening to four lanes, as well as funding to construct broad, landscaped medians as originally envisioned for the Airport Gateway project. The majority of citizen input throughout the project amendment process highlighted safety concerns in the areas within, and surrounding, neighborhoods. These infrastructure investments will enhance safety and mobility for residents across southwest Tallahassee and Leon County along this gateway network. Private sector development opportunities, which have followed past Blueprint projects and investments, are likewise anticipated to follow planned investments resulting from the implementation of the amended Airport Gateway project.

As currently proposed, the amended Airport Gateway project will **support the growth of the high tech sector by providing improved access to Innovation Park**. In affiliation with Florida State University, Florida A&M University, and Tallahassee Community College, the 208-acre Innovation Park area currently generates \$500 million per year in economic impact and supports 3330 direct and indirect jobs within the Tallahassee Metropolitan Statistical Area (MSA). Within Innovation Park, one of the main attractors for private businesses and researchers is the National High Magnetic Field Laboratory (MagLab) - the largest and highest-powered magnet laboratory in the world. The Magnetic Laboratory is the only facility of its kind in the United States and each year thousands of scientists from around the world travel to use its unique magnets, supported by the highly experienced staff scientists and technicians. A 2014 study by the Center for Economic Forecasting (CEFA) projects that by 2033, the MagLab will create a \$1.8 billion economic impact for the Tallahassee MSA area, supporting 23,136 jobs and \$683.2 million in wages. Supporting the growth and development of these key community resources is consistent with community goals and has the potential to further the recent trend of positive economic growth for the Tallahassee-Leon County community. The amended Airport Gateway project creates the transportation network needed to support the forecasted growth in jobs within the Innovation Park area, and increases the visibility of, and access to, the research centers and associated private businesses.

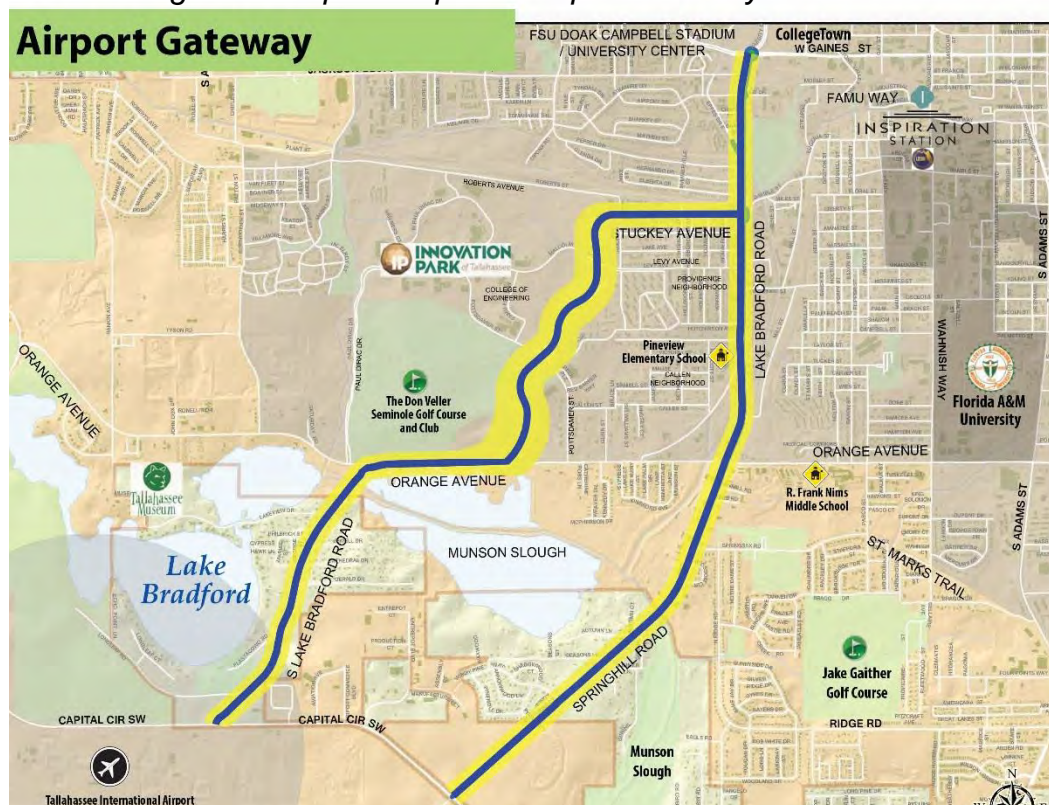


Blueprint Intergovernmental Agency Board of Directors Meeting  
Item Title: Second Public Hearing to Consider a Substantial Amendment to the Blueprint 2020  
Airport Gateway Project  
Page 9 of 20

Lastly, the amended Airport Gateway project will **improve neighborhood safety as Innovation Park and FAMU-FSU College of Engineering continue to grow**. Currently, the two main entrances to Innovation Park and the FAMU-FSU College of Engineering are through two neighborhoods – Providence and Callen. Providing new, dedicated entrances to these industry and education centers as part of the proposed project amendment may reduce the burden of their growth on the surrounding neighborhoods. Specific to the Callen neighborhood, the amended Airport Gateway project proposes to divert traffic accessing Innovation Park from the south via Pottsdamer Street to the new roadway. The new roadway will bypass all residences on Pottsdamer and direct travel away from the Callen neighborhood.

The concept approved by the IA Board at the September 19, 2017 meeting expands the Airport Gateway project from a single improved corridor to a seamless network of interconnected roadways. Figure 2, below, illustrates the proposed boundaries of the amended Airport Gateway project, which include all segments of the original project.

*Figure 2. Map of Proposed Airport Gateway Network*



As proposed, the amended Airport Gateway project concept seeks to create a beautiful, safe, and multimodal Gateway between Downtown and the International Airport marked by doubling miles of improved roadways, the creation of 12 miles of connected sidewalks, trails, and other multimodal facilities, and the provision of a network of two corresponding options for travelers.

## Blueprint Intergovernmental Agency Board of Directors Meeting

Item Title: Second Public Hearing to Consider a Substantial Amendment to the Blueprint 2020  
Airport Gateway Project

Page 10 of 20

If approved, the next step is to link the conceptual infrastructure improvements to a collaborative planning process.

Noting the goal to have clear alignment along the route to and from the International Airport via the roadway network and as part of this project, the amended Airport Gateway project concept, specifically the location of the new road segment (Segment C), will be further developed and analyzed through the Southwest Area Plan, PD&E, and design as applicable. As identified in Figure 2, the wider conceptual project area along Segment C will provide the flexibility to achieve seamless connectivity on this route to and from the Airport, and a clear gateway route.

## 2) Updates to Amended Airport Gateway Concept by Segment

Consistent with direction from the IA Board at the December 5, 2017 meeting to continue to improve the amended Airport Gateway project proposal, an option to approve an updated project concept is presented below. Consistent with proven practices to improve safety for people walking, biking, and taking transit, and consistent with the objective of designing and constructing a seamless, connected, and an aesthetically pleasing gateway from the International Airport to Downtown, conceptual improvements for all segments include adding multimodal facilities, landscaping, and lighting. It is important to note that the concept plans, as provided in September 2017 and as included below, were necessary to develop a project budget for the amended Airport Gateway project. As previously noted, the below conceptual improvements for each segment will be further developed through the Southwest Area Plan and subsequent project phases, based on additional data collection and technical analyses.

If the amended Airport Gateway project is approved, the conceptual plan approved by the IA Board in September 2017 (included as Attachment #3 for reference) will be updated. Accordingly, all public comments, data, and analysis developed since IA Board action in February 2017 will be forwarded to the next step in the project development process as applicable. Specifically, the updated concept proposal for the Airport Gateway, for each segment, includes the following new information:

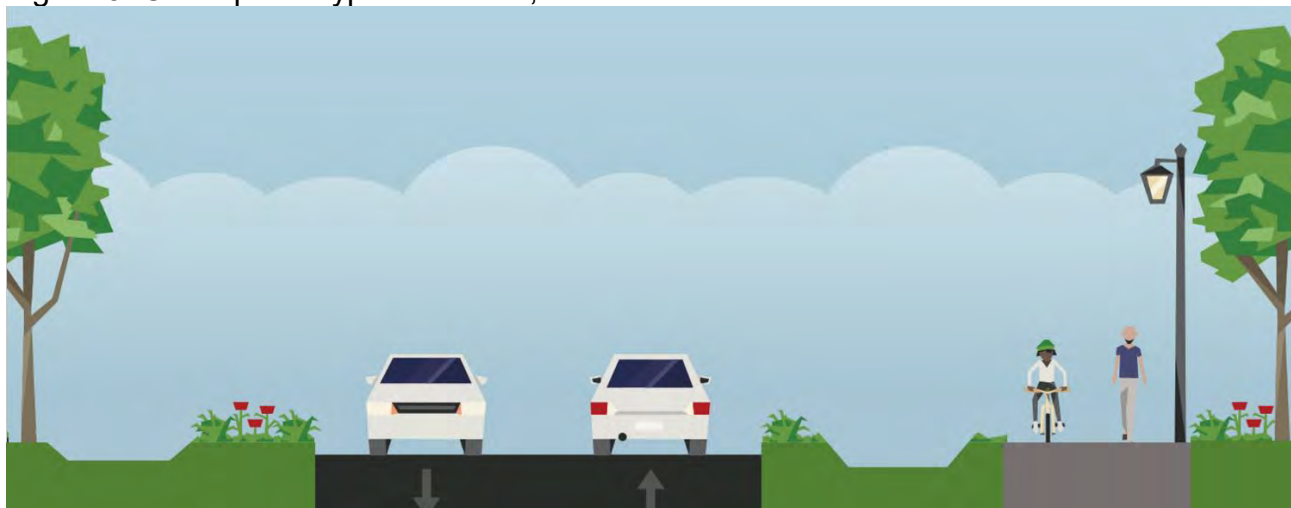
### Segment A: South Lake Bradford Road (Capital Circle to Orange Avenue) 1.17 miles

<i>IA Approved Concept, September 2017</i>	<i>Updated Concept, As Proposed March 2018</i>
Mill, resurface, restore, and retain existing character as 2-lane with open swales	Same
Add multimodal facilities, landscape, and lighting	Same
Funding included to consider one traffic calming roundabout and the removal of speed humps	Funding included to consider one additional traffic calming roundabout
Estimated FSU Investment: Right of way as needed for intersection of Orange Avenue and South Lake Bradford Road	Estimated FSU Investment: Same
Estimated Blueprint Investment: \$2.0M	Estimated Blueprint Investment: \$1.9M



Blueprint Intergovernmental Agency Board of Directors Meeting  
Item Title: Second Public Hearing to Consider a Substantial Amendment to the Blueprint 2020  
Airport Gateway Project  
Page 11 of 20

Figure 3. Conceptual Typical Section, South Lake Bradford Road



The updated conceptual improvements for this segment build upon and reaffirm the concept approved in September 2017 and create an Airport Gateway segment for South Lake Bradford Road that is improved as a two-lane road. Based upon additional transportation analysis with technical input from City and County staff, engineers, and consultants, as well as an analysis of funding capacity, funds were included for one additional traffic calming roundabout option to be considered during the forthcoming technical planning and design processes. The subsequent stages of the project development process, beginning with the Southwest Area Plan, will provide the technical analyses to refine the roadway features to safely accommodate multimodal traffic with minimal environmental or neighborhood impacts. Throughout the public engagement process, staff received significant public input and comments relative to this segment of the project. Key themes raised by the public included concerns related to the volume and speed of traffic, the amount of street lighting, and the placement of multimodal features. Although the Southwest Area Plan has a separate public engagement process, staff will provide the CRTPA a copy of the written comments received on this project for consideration.

Segment B: Orange Avenue (South Lake Bradford to New Road) 0.82 miles

<i>IA Approved Concept, September 2017</i>	<i>Updated Concept, As Proposed March 2018</i>
New 4-lane, divided median, multimodal improvements, and landscaping	Enhancement of existing 2-lane or future expansion to 4-lane roadway (TBD by FDOT)
Add multimodal facilities, landscape and lighting	Same
Estimated FSU Investment: Right of way as needed	Same
Estimated Blueprint Investment: \$0 (FDOT project)	Same

## Blueprint Intergovernmental Agency Board of Directors Meeting

Item Title: Second Public Hearing to Consider a Substantial Amendment to the Blueprint 2020

Airport Gateway Project

Page 12 of 20

Orange Avenue is a state roadway, and as such, the Florida Department of Transportation (FDOT) will make the final determination regarding roadway improvement, and because of this there is no typical cross-section included for Segment B. Previously, estimated cost of improvements along Orange Avenue were included in the project budget to emphasize that the infrastructure upgrades along Orange Avenue represent a leveraging opportunity for the Blueprint program. Consistent with other state roadway improvements throughout Leon County, it is assumed that FDOT will fund or partner in funding the improvements along these corridors. The final improvements have not yet been determined and therefore the extent of the local leveraging opportunity is not known, the cost for these future improvements is not included in the project cost analysis.

The next steps in determining the specific improvements are already underway through the Southwest Area Plan. The desired improvements along Orange Avenue, including new facilities and safety enhancements for people walking, biking, and taking transit, will be communicated to FDOT through this local planning process. In FY2019, FDOT will initiate the Orange Avenue Project Development and Environmental (PD&E) study, which will evaluate options to improve the corridor, and may include widening to four lanes. The Southwest Area Plan will inform and provide direction regarding the locally preferred improvements that will be formalized through the Orange Avenue PD&E.

Segment C: New Roadway (Orange Avenue to Levy Avenue) 0.92 miles

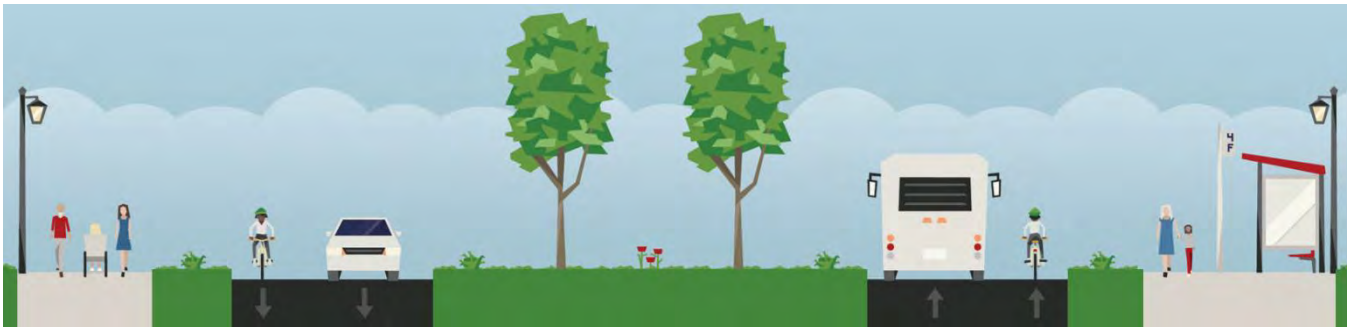
<i>IA Approved Concept, September 2017</i>	<i>Updated Concept, As Proposed March 2018</i>
New 2-lane road with wide median for future expansion to 4-lanes	Pottsdamer St to Orange Avenue: New 2-lane with small median and no future widening plans Stuckey Avenue to Pottsdamer Street: New 2-lane with wide median for possible future expansion to 4-lanes
Multimodal improvements, lighting and landscaping	Same
Estimated FSU Investment: \$2M and right of way	Estimated FSU Investment: \$3M, right of way for roadway and stormwater, maintenance of multiuse trail, sidewalk, landscaping and lighting
Estimated Blueprint Investment: \$7.5M	Estimated Blueprint Investment: \$5.3M

Blueprint Intergovernmental Agency Board of Directors Meeting  
Item Title: Second Public Hearing to Consider a Substantial Amendment to the Blueprint 2020  
Airport Gateway Project  
Page 13 of 20

Figure 4. Conceptual Typical Section, New Roadway (Orange Avenue to Pottsdamer)



Figure 5. Conceptual Typical Section, New Roadway (Pottsdamer to Stuckey Avenue)



A recent review of traffic counts revealed that the majority of traffic currently utilizing Levy Street ends their trip at Innovation Park or the FAMU-FSU College of Engineering. Therefore, the proposed typical section for the new roadway from Orange Avenue north to Pottsdamer has been reduced to a two-lane roadway with a non-expandable median. North of Pottsdamer to Stuckey Avenue, the new roadway remains a proposed two-lane with wide median to allow for future expansion to four lanes. This modification, based upon technical analysis, resulted in cost savings for this segment and allowed reallocation elsewhere along the updated Airport Gateway project concept plan.

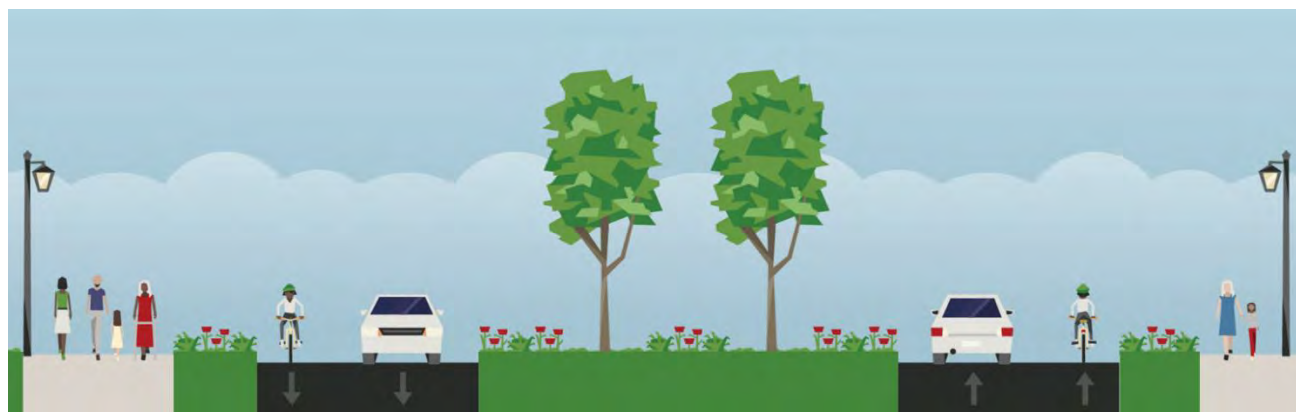
FSU has also proposed to increase their overall contributions to the Airport Gateway project. FSU's proposed financial contribution has increased from \$2 million to \$3 million to support the construction of the new roadway. Conceptually, once constructed FSU will convey the roadway and underlying land to the City of Tallahassee, totaling 9.9 acres of land. Additionally, in concept FSU will assume maintenance responsibilities for multimodal facilities, landscaping, and lighting along the new roadway, resulting in a cost savings of approximately \$150,000 per year, based on the City of Tallahassee's annual maintenance cost estimates for a roadway of similar facilities and landscaping.

Blueprint Intergovernmental Agency Board of Directors Meeting  
Item Title: Second Public Hearing to Consider a Substantial Amendment to the Blueprint 2020  
Airport Gateway Project  
Page 14 of 20

Segment D Stuckey Avenue (Levy Avenue to Lake Bradford Road) 0.73 miles

<i>IA Approved Concept, September 2017</i>	<i>Updated Concept, As Proposed March 2018</i>
New 2-lane, expandable (to 4-lanes) boulevard with multimodal improvements and landscaping	Same
Right of way acquisition along Stuckey Ave.	Same
	Advance elements to restore Levy Avenue to a neighborhood street once Stuckey is constructed
Estimated FSU Investment: right of way contribution	Estimated FSU Investment: Right of way contribution for the new road and up to 2 acres for playground and community garden
Estimated Blueprint Investment: \$12.9M	Estimated Blueprint Investment: \$11.9M

Figure 6. Conceptual Typical Section, Stuckey Avenue



The updated conceptual improvements for this segment build upon and reaffirm the concept approved in September 2017 and create an Airport Gateway segment for Stuckey Avenue that is improved as a two-lane road with a wide median for future expansion to four lanes. Based upon additional staff analysis, technical input and funding capacity, funds were also included to enhance safety on Levy Avenue, once Stuckey Avenue is constructed, to be considered during the forthcoming technical planning and design processes. As noted at the December 5, 2017 IA Board meeting, Levy Avenue experiences high traffic volumes associated with travel to and from Innovation Park.

The updated concept proposes a clear gateway alternative to divert Innovation Park traffic north to Stuckey Avenue. Levy Avenue carries a significant amount of traffic to Innovation Park, the FAMU/FSU College of Engineering and related areas at current development levels. Future growth in these areas is anticipated to add traffic pressure on the existing road network. In 2003, the *Providence Neighborhood Renaissance Plan* identified moving the entrance to Innovation Park out of the heart of the neighborhood and north to Stuckey Avenue, which is the northernmost boundary of Providence Neighborhood. As such, the anticipated shift in Innovation



Blueprint Intergovernmental Agency Board of Directors Meeting  
Item Title: Second Public Hearing to Consider a Substantial Amendment to the Blueprint 2020  
Airport Gateway Project  
Page 15 of 20

Park traffic from Levy Avenue to Stuckey Avenue is consistent with the project as proposed and align with the Providence neighborhood goals as adopted in their Renaissance Plan.

Providence residents also worked directly with FSU to secure additional amenities for their neighborhood as part of this segment modification. FSU has offered to provide up to two acres of land for a Providence neighborhood playground, park space, and community garden. The updated project concept proposes to provide funding to assist with the relocation of the existing community garden and construction of the Providence playground. The final space configurations will be made by working with the Providence community to direct and design the land to best suit these community uses.

Segments E & F: North Lake Bradford Road (Gaines Street to Orange Avenue) 1.6 miles

<i>IA Approved Concept, September 2017</i>	<i>Updated Concept, As Proposed March 2018</i>
Mill, resurface, median improvements and landscaping enhancement within existing road footprint	Same
Enhanced multimodal improvements	Same
Assumes original right of way allocation from Stuckey Avenue to Gaines Street	Same
Estimated FSU Investment: \$0	Estimated FSU Investment: \$0
Estimated Blueprint Investment: \$19M	Estimated Blueprint Investment: Same

Figure 7. Conceptual Typical Section, North Lake Bradford Road



Consistent with the request of the IA Board at the December 5, 2017 meeting, the conceptual improvements included within the segment graphic maintain the high-level of improvements to compliment Gaines Street and FAMU Way.



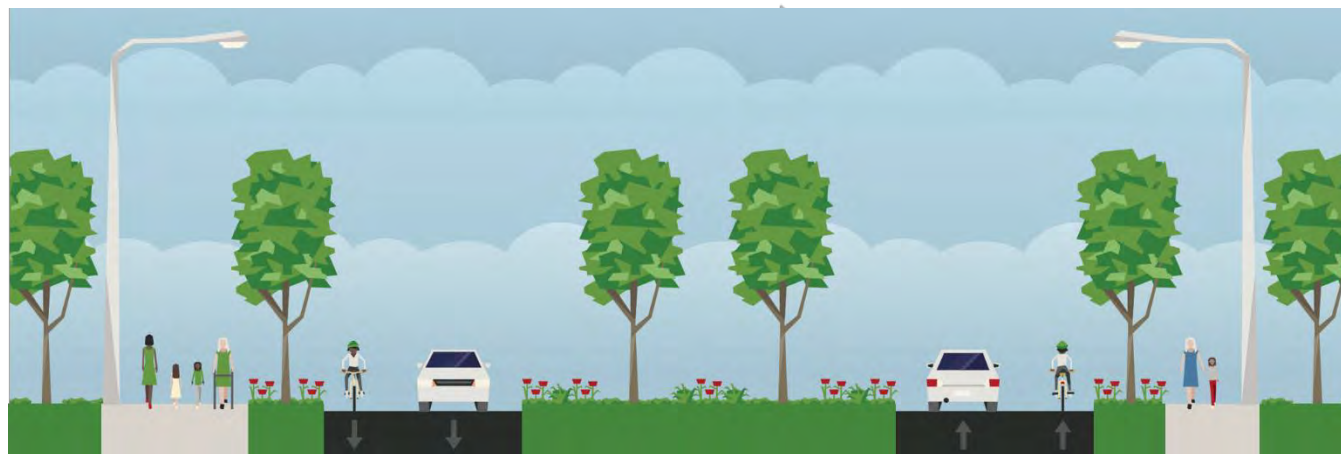
Blueprint Intergovernmental Agency Board of Directors Meeting  
Item Title: Second Public Hearing to Consider a Substantial Amendment to the Blueprint 2020  
Airport Gateway Project  
Page 16 of 20

Segment G: Springhill Road (Orange Avenue to Capital Circle) 1.73 miles

The conceptual improvements now include funding for construction of a wide median to facilitate the future widening of Springhill Road as originally envisioned for the Airport Gateway and warranted by supporting traffic analyses. Consistent with the request of the IA Board at the December 5, 2017 meeting and as included in the adopted Airport Gateway project (2014), the updated Airport Gateway concept includes right-of-way acquisition along Springhill Road to facilitate future widening to four lanes.

<i>IA Approved Concept, September 2017</i>	<i>Updated Concept, As Proposed March 2018</i>
Transform existing 2-lane, rural road to an urban, 2-lane gateway road (no median)	Reconstructed 2-lane, boulevard with wide median to accommodate future 4-lanes (via infill)
Multimodal facilities, safety improvements, curb and gutter and enhanced landscaping	Same
Assumes existing right of way is sufficient	Right of way acquisition in full
Estimated FSU Investment: \$0	Estimated FSU Investment: \$0
Estimated Blueprint Investment: \$9.4M	Estimated Blueprint Investment: \$20.5M

Figure 8. Conceptual Typical Section, Springhill Road



It is important to note, as is normal and appropriate during the project development process for any Blueprint 2020 project, these concepts will be further refined during later steps (such as, the Southwest Area Plan, PD&E, and design). The process will include but not be limited to a review of wayfinding, neighborhood signage, safety enhancements, traffic engineering, and all related factors commensurate to this project at each proper stage of project development moving forward.

## Blueprint Intergovernmental Agency Board of Directors Meeting

## Item Title: Second Public Hearing to Consider a Substantial Amendment to the Blueprint 2020 Airport Gateway Project

Page 17 of 20

3) *Financial Overview: Airport Gateway Project, As Amended (2018)*

If approved by the IA Board, the updated project substantial amendment and related proposed concept plan represent a total investment of \$61.6 million in southwest Tallahassee-Leon County. This investment will enhance seven miles of roadways and provide for the construction of over 12 miles of new sidewalks, trails, and bicycle lanes. A detailed breakdown of costs and contributions for each segment of the amended Airport Gateway project is included in Table 2, below.

Table 2. Estimated Costs and Funding Contributions by Segment, Amended Airport Gateway

Segment		Estimated Cost	FSU Contribution*	Blueprint Contribution
<b>A</b>	South Lake Bradford	\$1.9 million		\$1.9 million
<b>B</b>	Orange Avenue	TBD	TBD	TBD
<b>C</b>	New Roadway	\$8.3 million	\$3 million	\$5.3 million
<b>D</b>	Stuckey Avenue	\$11.9 million		\$11.9 million
<b>E &amp; F</b>	North Lake Bradford	\$19 million		\$19 million
<b>G</b>	Springhill Road	\$20.5 million		\$20.5 million
<b>Total Cost</b>		<b>\$61.6 million</b>		
<b>Total FSU Contribution</b>			<b>\$3 million</b>	
<b>Total Blueprint Contribution</b>				<b>\$58.6 million</b>

\*Does not include 9.9 acres donated to City of Tallahassee for roadway (estimated value \$2 million), additional right-of-way various segments, \$150,000 annual savings to the City of Tallahassee for maintenance, nor the \$300,000 estimate for the land donations for Providence community use.

It is important to note that the concept plans, as provided in September 2017 and as updated herein, were necessary to develop a project budget for the amended Airport Gateway project. The cost estimates as included in Table 2 reflect further analyses completed due to the additional time provided by the IA Board to both continue to engage with the public and complete a further evaluation of right-of-way needs, concepts, and costs for each segment, and are also based on the concept plan approved by the IA Board at their September 19, 2017 meeting. Not included in the above cost calculations is FSU's contribution of up to two acres of land for a park space, playground, and relocated community garden within the Providence neighborhood.

**Recommendation #1B: Accept the Updated Airport Gateway Concept Plan for the Airport Gateway project, as detailed in the analysis section, and incorporate the appropriate segments into the Southwest Area Plan and further develop all segment concepts during project planning and design.**

### **LETTER OF INTENT BETWEEN BLUEPRINT AND FSU**

A Letter of Intent (LOI) is proposed to secure a conceptual agreement between Blueprint and FSU as described herein. The LOI is set forth in Attachment #2, which will specify the contributions to the amended Airport Gateway project by FSU and by Blueprint. It is anticipated that as the project development phases continue through the Southwest Area Plan, PD&E, toward design, the LOI will serve as the basis for the future development of a joint partnership agreement (JPA) between Blueprint and FSU. Any such JPA shall be drafted at a future date and returned to the IA Board for approval.

**Recommendation #1C: Approve the Letter of Intent between Blueprint and FSU for the Airport Gateway project, as amended.**

### **NEXT STEPS**

Consistent with the methodology followed for all Blueprint projects, the Airport Gateway project will proceed with intentional, incorporated analytical processes to also include public engagement at each step, and to further ensure the eventual implementation of a seamless network between Downtown and the International Airport. These next phases shall utilize the amended project description and related conceptual improvements for each segment, if approved, while also maintaining flexibility to make further refinements and modifications as may be warranted by forthcoming technical analyses. The following next steps are included as information on the anticipated project process, from concept to construction, for the Airport Gateway project (as currently described or as amended). No action is requested from the IA Board regarding the following anticipated project processes.

**January 2018:** Fifteen-month Southwest Area Plan effort began, which will include public involvement and technical analysis to further develop the typical sections, as applicable, to the Airport Gateway and other regional projects.

**June 2018:** As of the September 19, 2017 meeting, the IA Board has prioritized or provided funding direction for all 27 Blueprint 2020 infrastructure projects. With this direction in hand, staff is in the process of developing an implementation plan for the first five years of Blueprint 2020 program that programs the estimated annual sales tax revenues with the highest ranked projects, the projects that have already been initiated, the regional mobility projects that are in the five-ten-year window, and the annual allocation projects. The proposed Blueprint 2020 implementation plan will be presented to the IA Board for their consideration on June 21, 2018 at a workshop or the scheduled meeting. The direction received from the IA Board regarding the proposed amendment to the Airport Gateway project does not alter the approved prioritization of the 2020 infrastructure projects.

**Fall 2018:** FDOT will initiate the Orange Avenue Project Development and Environmental (PD&E) study, which has a project limit of South Monroe to Capital Circle Southwest. This study will evaluate options to improve the corridor, which may include widening to four lanes and roundabouts.

Blueprint Intergovernmental Agency Board of Directors Meeting  
Item Title: Second Public Hearing to Consider a Substantial Amendment to the Blueprint 2020  
Airport Gateway Project  
Page 19 of 20

**Project Development and Planning Process:** The following process will be required before the Airport Gateway project moves forward into construction. At each step, there will be engagement with the community to discuss progress and a continued focus of involving southwest area residents and businesses.

Placement on Blueprint Workplan: At the direction of the IA Board, the next steps (presented below) for the Airport Gateway project process will begin. This issue will next come before the IA Board, as detailed above, during the June 21, 2018 workshop on the implementation of the Blueprint 2020 Work Plan.

PD&E: The PD&E will provide a more detailed study of the project area and identify significant environmental features. The PD&E may require up to 48 months for completion.

Design: The findings of the PD&E will inform the project design. At this point, surveys will detail impacts to specific property owners along roadway corridors and provide a clear picture of the proposed project design. The end of this phase includes permitting. The design (typically 60% completion and 90% completion) will be presented for public review and feedback at community meetings.

Joint Partnership Agreement (JPA): Once the conceptual corridor improvements are fully refined through the Southwest Area Plan, PD&E, and/or project design, a JPA will formalize the final funding partnership between FSU and Blueprint. This JPA will be brought to the IA Board for consideration and direction.

Right-of-Way Acquisition: Once the design is significantly complete, the process to acquire land necessary to construct the project will begin. Right-of-way acquisition is anticipated for some corridors and will likely take approximately 12-18 months to complete.

Community Engagement – Pre-Construction: Public meetings will be held to discuss the construction schedule for the project, phasing of construction activities, any projected detours, and staff contact information prior to the start of construction.

Construction: The project is intended to be implemented as a whole. Once begun, construction sequencing will be planned to minimize impacts to existing neighborhoods. However, a thorough construction sequencing cost/benefit analysis that will include but not be limited to safety, neighborhood impact, cost, and impacts to the traveling public will be performed. Community engagement during construction will provide up to date information as activities progress.

## Blueprint Intergovernmental Agency Board of Directors Meeting

Item Title: Second Public Hearing to Consider a Substantial Amendment to the Blueprint 2020

Airport Gateway Project

Page 20 of 20

### OPTIONS:

- Option 1:     A. Approve the substantial amendment to Blueprint 2020 Infrastructure Project 3, Airport Gateway: Springhill Road and Lake Bradford Road, as described in Attachment #1.
- B. Accept the Updated Airport Gateway Concept Plan for the Airport Gateway project, as detailed in the analysis section, and incorporate the appropriate segments into the Southwest Area Plan and further develop all segment concepts during project planning and design.
- C. Approve the Letter of Intent between Blueprint and FSU for the Airport Gateway project, as amended.
- Option 2:     Do not approve the amendment to Blueprint 2020 Infrastructure Project 3, Airport Gateway: Springhill Road and Lake Bradford Road, as described in Attachment #1.
- Option 3:     IA Board direction.

### RECOMMENDED ACTION:

Option #1, A-C.

#### Attachments:

1. Project Description and Project Map for Blueprint 2020 Infrastructure Project 3, Airport Gateway, as Amended.
2. Draft Letter of Intent between the Blueprint Intergovernmental Agency and The Florida State University regarding the Airport Gateway Project, as Amended.
3. Amended Airport Gateway Concept Plan (and segment map), as approved at the IA Board at the September 19, 2017 meeting
4. Public Comments received at Community Meetings since December 5, 2017



## **Airport Gateway – Implementation Plan Draft Narrative for December Agenda Item**

### **Project Updates - Attachment**

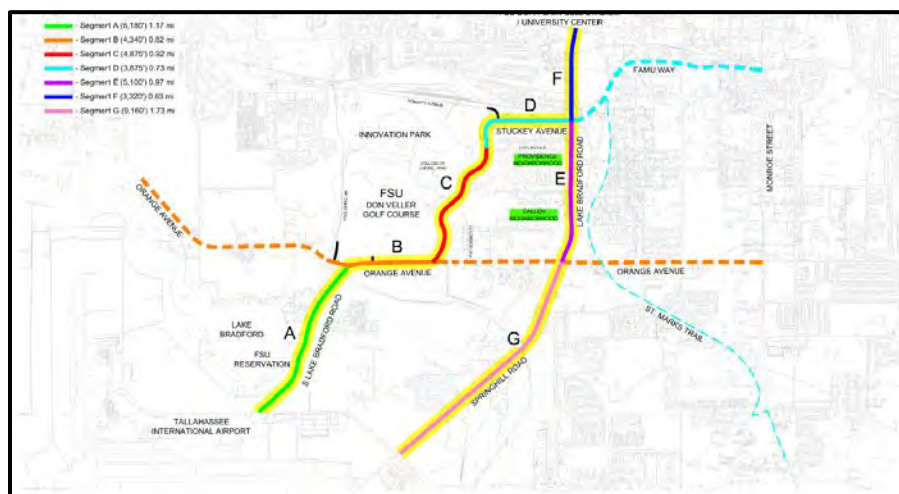
The Airport Gateway project leverages major infrastructure investments by Blueprint and Florida State University (FSU) in the southwest area of the community, creating a seven-mile network of interconnected roadways and multimodal facilities. Staff has developed a project implementation plan based upon a comprehensive staff analysis and input received during public engagement sessions held in 2017 and 2018. The implementation plan follows a logical and controlled schedule allowing for successful project completion. Project implementation will not commence until after the Southwest Area Transportation Plan has been completed, which is anticipated to be in September 2019.

At the March 1, 2018 meeting, the IA Board approved a substantial amendment to the Blueprint 2020 Infrastructure Project 3, Airport Gateway: Springhill Road and Lake Bradford Road. The IA Board also accepted the amended Airport Gateway Project as was detailed in the March 1, 2018 agenda item. The Concept Plan was informed by the following key goals:

- (1) Create a beautiful, safe, and multimodal gateway between Downtown and the International Airport
- (2) Encourage expanded investment in Southwest Tallahassee-Leon County
- (3) Support local growth of the high tech sector
- (4) Improve neighborhood safety as Innovation Park and FAMU-FSU College of Engineering continue to grow

The March 1, 2018 agenda item describes the amended Airport Gateway project with the following segments:

- Segment A: South Lake Bradford Road (Capital Circle to Orange Avenue)
- Segment B: Orange Avenue (South Lake Bradford Road to New Road) \*intersections only
- Segment C: New Roadway (Orange Avenue to Levy Avenue)
- Segment D: Stuckey Avenue (Levy Avenue to North Lake Bradford Road)
- Segments E & F: North Lake Bradford Road (Gaines Street to Orange Avenue)
- Segment G: Springhill Road (Orange Avenue to Capital Circle)



Staff received direction move forward with the Amended Gateway Concept Plan by incorporating Segments A, B, E, F and G into the Southwest Area Transportation Plan and proceed with further project evaluation and preliminary planning.

Following the March 1, 2018 IA Board meeting, staff began developing the Blueprint FY2019-2024 Funding Schedule and Implementation Plan, inclusive of remaining Blueprint 2000 projects and the 27 projects in the Blueprint 2020 program, including the Airport Gateway. On June 21, 2018 this plan was reviewed by the IA Board at a special workshop preceding the IA Board meeting. The IA Board then voted at the IA meeting the same day to approve a Funding Schedule and Implementation Plan that includes the following programming as applicable to the Airport Gateway project:

Blueprint Estimated Project Funding Schedules									
Option C: SIB Loan (\$28.7 M) FY2022 Bond (\$100 M)   Total Debt Service (18 years): \$53.8 M									
Blueprint Infrastructure Program - Capital Improvements									
Description	FY2019	FY2020	FY 2021	FY 2022	FY 2023	FY2024	2025	2026	2027
Regional Mobility & Gateway Projects									
Airport Gateway	\$1,000,000	\$3,500,000	\$2,200,000	\$61,532,194					
<b>Notes</b>  Project phases are approximate and reflect projected general timeframes for these project phases. Project phases will likely overlap in adjacent years.	<b>Project Phases - Legend</b>								
				Planning /PD&E					
				Design					
				Right-of-Way Acquisition					
				Construction					

## PROPOSED IMPLEMENTATION PLAN

Upon approval of the funding schedule and project phasing for the Airport Gateway project at the June 21, 2018 IA Board meeting, staff began developing a project implementation plan for the seven Airport Gateway road segments. Blueprint staff has evaluated multiple options for project sequencing to determine the optimal combination of project acceleration, funding availability, maintenance of traffic, and respect for feedback heard during the public engagement sessions held in 2017 and early 2018.

Staff recommends the following project schedule and phasing implementation for the Airport Gateway project. A graphic timeline illustrating this implementation plan is included with this agenda item.

### **Airport Gateway Project: Phase 1**

- Segment G: Springhill Road (Orange Avenue to Capital Circle)
- Segment C: New Roadway (Orange Avenue to Levy Avenue)
- Segment D: Stuckey Avenue (Levy Avenue to North Lake Bradford Road)
- Segment B1: Orange Avenue and New Road intersection only
- Levy Avenue and Neighborhood Improvements

### **Airport Gateway Project: Phase 2**

- Segments E & F: North Lake Bradford Road (Gaines Street to Orange Avenue)

### **Airport Gateway Project: Phase 3**

- Segment A: South Lake Bradford Road (Capital Circle to Orange Avenue)
- Segment B2: Orange Avenue and South Lake Bradford Road intersection only

### *Implementation Plan Summary*

The implementation plan begins with the procurement process for preliminary engineering and planning services for the entire project. This will include surveys, maintenance of traffic reviews, environmental/historical/noise studies, and an analysis regarding the impacts to affordable housing and the Home Front Community, as well as additional community engagement. The preliminary engineering and planning studies have been broken out into two sub-phases. Beginning in late-2019, the first sub-phase will encompass the Phase 1 segments: Segment C (new road), Segment D (Stuckey Avenue), Segment G (Springhill Road), and improvements to Levy Avenue and the surrounding neighborhood. Beginning in mid-2020, the second sub-phase will encompass the Phase 2 and Phase 3 segments: Segments E & F (North Lake Bradford Road) and Segment A (South Lake Bradford Road).

Design for Phase 1 will run concurrently to the preliminary engineering and planning process, commencing in mid-2020. Once 60% Design is complete for Phase 1, Blueprint will be able to begin the right-of-way acquisition process for Segment D (Stuckey Avenue) and Segment G (Springhill Road). Construction for Phase 1 is projected to begin 2023.

Design for Phase 2 will run concurrently with the right-of-way acquisition of Phase 1. Phase 2 right-of-way acquisition will commence in 2022. Construction will be postponed until after construction for Phase 1 is complete in order to preserve an open and unimpeded route to the airport. Construction is projected to begin in mid-2024.

Design for Phase 3 will run concurrently with the right-of-way acquisition of Phase 2. Construction will be postponed until after construction for Phase 2 is complete, again to preserve an unimpeded route to the airport. Construction is projected to begin at the end of 2025 and be complete by the end of 2026, thus concluding the project.

### *Implementation Plan Considerations*

Three of the key guiding goals for the amended Airport Gateway Project were to encourage expanded investment in Southwest Tallahassee-Leon County, support local growth of the high tech sector, and improve neighborhood safety. As such the recommended implementation plan accelerates construction of Segments C (new road) and Segment D (Stuckey Avenue) as a part of Phase 1 to support these objectives. Further, Segment D (Stuckey Avenue) and the improvements to Levy Avenue in Phase 1 will directly improve neighborhood safety for the Providence and Callen neighborhoods as early as possible in the project's implementation.

Blueprint also recognized the importance of maintaining an unimpeded route to and from the Tallahassee International Airport. As such, it was determined that construction on Segment G (Springhill Road) and Segment A (South Lake Bradford Road) should not occur simultaneously. Further, early construction of Segment C (new road) and Segment D (Stuckey Avenue) in Phase 1 will allow for a clear and safe north-to-south detour route while Segments E & F (North Lake Bradford Road) are constructed during Phase 2.

Additionally, Blueprint heard comments from the South Lake Bradford community regarding pedestrian, bicyclist, and vehicle safety, school bus zones, and environmental preservation. The proposed implementation plan has scheduled Segment A (South Lake Bradford) to be constructed last in Phase 3. This will allow for continued public engagement with members of this community during the planning and design process. Further, by constructing the project iteratively, the design of Phase 3/Segment A will be informed by learnings gained in Phase 1 and Phase 2.

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**Blueprint Intergovernmental Agency  
Citizens Advisory Committee  
Agenda Item #15  
June 13, 2019**

**Title:** Approval of the Proposed Blueprint Intergovernmental Agency Public Engagement Plan

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint

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**STATEMENT OF ISSUE:**

This item seeks recommendation of approval from the Citizens Advisory Committee (CAC) to the Blueprint Intergovernmental Agency Board of Directors (IA Board) for the Blueprint Public Engagement Plan.

**FISCAL IMPACT:**

This agenda item does not have a fiscal impact.

**CAC OPTIONS:**

- Option 1: Recommend the IA Board approve the Blueprint Public Engagement Plan.
- Option 2: Board direction.

**CAC RECOMMENDED ACTION:**

- Option 1: Recommend the IA Board approve the Blueprint Public Engagement Plan.



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# **Blueprint Intergovernmental Agency Board of Directors Agenda Item #XX**

**June 27, 2019**

**Title:** Approval of the Proposed Blueprint Intergovernmental Agency Public Engagement Plan

**Category:** General Business

**Department:** Blueprint Intergovernmental Agency, Infrastructure Program

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint Infrastructure Program  
Susan Emmanuel, Public Information Officer, Blueprint Intergovernmental Agency

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## **STATEMENT OF ISSUE:**

This item seeks approval from the Blueprint Intergovernmental Agency Board of Directors (IA Board) for the Blueprint Intergovernmental Agency Public Engagement Plan (Plan) (Attachment #1). The Interlocal Agreement sets forth the requirement of a public involvement plan for the Blueprint Intergovernmental Agency (Agency) to guide public engagement over the lifetime of the Agency. Recognizing that successful public engagement provides the best project outcomes, the Agency is committed to the development and execution of trusted, high quality, and effective public engagement. To that end, the proposed Plan serves as a foundation for stakeholder involvement for all Blueprint Intergovernmental Agency (Agency) activities and guides the development of project specific public engagement plans.

## **FISCAL IMPACT:**

This agenda item does not have a fiscal impact.

## **RECOMMENDED ACTION:**

Option 1: Approve the proposed Blueprint Intergovernmental Agency Public Engagement Plan.

## EXECUTIVE SUMMARY:

The implementation of the Blueprint 2020 program warrants an updated Public Engagement Plan. The Agency's first Engagement Plan was developed in 2004, and most recently updated in 2012. The Leon County-City of Tallahassee Interlocal Agreement and the Second Amended and Restated Interlocal Agreement requires the preparation of a Public Engagement Plan for the Agency to sustain effective relationships with stakeholders and affected parties in regard to Agency infrastructure projects.

At their core, successful Blueprint projects have rigorous engagement and input from the public such that the end product is a true reflection of the community's vision. The proposed Plan, organized by principles, goals, processes, and the legal requirements of public engagement, provides a foundation for effective engagement at the project level as well as community level. Developing a project-specific Public Engagement Plan at the beginning of each project is a crucial first step in ensuring all engagement efforts are efficient, effective and contribute to the success of the project. The Blueprint 2000 Engagement Plan is broad in nature, generally guiding the Agency's overall community outreach. As the Agency initiates individual Blueprint 2020 projects, the proposed Plan will serve as the guide for developing, implementing and evaluating customized public engagement plans for each project.

The item includes the proposed Public Engagement Plan (Attachment #1) and = the proposed Blueprint Public Engagement Plan Executive Summary (Attachment #2), which provides a generalized overview of the proposed Plan.

## SUPPLEMENTAL INFORMATION:

### BACKGROUND

The Leon County-City of Tallahassee Interlocal Agreement stipulates the Agency prepare a public engagement plan. To that end, the Agency developed and implemented a Public Involvement Master Plan, which was last updated in 2012. The Plan has provided guidance in all interagency coordination, public outreach, and community engagement activities over the life of the Blueprint program. The proposed Blueprint Intergovernmental Agency Public Engagement Plan (Plan) (Attachment #1), is an update to the 2012 revision and takes into account existing and future objectives for public engagement. Key components of the proposed Plan, detailed further below, include the following components:

- Federal and State Engagement Requirements
- Engagement Goals, Objectives and Associated Actions
- Project-Level Public Engagement Plan Development Process

On November 4, 2014, Leon County voters approved a referendum to extend the penny sales tax an additional twenty years, adding twenty-seven projects to the Blueprint program of work. In April 2015, the IA Board instructed staff to develop a prioritization process for the new projects and establish criteria for that prioritization process prior to the commencement of the Blueprint 2020 program. Staff completed the prioritization process, and the IA Board approved the prioritization of the projects at their September 19, 2017 meeting. Since that time, a number of projects were identified for advance funding to expedite project construction commensurate with 2020.

Recognizing that successful public engagement provides the best project outcomes, the Agency is committed to the development and execution of trusted, high quality, and effective public engagement across all projects and processes. With several Blueprint 2020 projects underway and the remaining program of work on the horizon, each bringing new partners and stakeholders, coupled with emerging communication methodologies and tools, the opportunity to update the Plan is timely.

The Agency constantly strives to ensure that the public is well-informed about infrastructure projects and to provide meaningful opportunities to engage in the decision making process as the projects are developed and implemented. The proposed Plan serves those efforts through a framework that facilitates greater understanding through effective outreach and engagement.

## **PUBLIC ENGAGEMENT PLAN:**

The proposed Plan outlines Agency engagement goals and objectives, identifies specific engagement approaches and tools to be utilized for successful community engagement and provides evaluation techniques to measure the effectiveness of the strategies. As individual projects are initiated, the proposed Plan will serve as the foundation for the development of the customized public engagement plans that will be established for each project.

The proposed Plan identifies the components that the project-specific engagement plans will include. One component is the establishment of project-level engagement goals (to inform, consult, involve, collaborate or empower) based on the scope and phase of the project. The proposed Plan then provides guidance for determining appropriate engagement strategies and methodologies to achieve those goals in Appendix 1.

Effective public engagement is critical to the success of any Blueprint project and that success is dependent upon the accurate identification and inclusion of project stakeholders. It is important to note, that the engagement of stakeholders is often rooted in law, therefore, the meticulous identification and inclusion of stakeholders is more than a courtesy, it can be a legal requirement. To ensure thorough stakeholder involvement, the proposed Plan provides a framework for accurately identifying the key stakeholders, partner agencies, interested parties, and impacted entities associated with a project. Additionally, the framework for engagement with relevant partners and impacted agencies and departments, to ensure efficient coordination of efforts, is included in the proposed Plan. Acknowledging each project and the associated stakeholders and

desired engagement outcomes are unique, engagement strategies will vary from project to project. The proposed Plan provides guidance on the selection of appropriate engagement strategies to achieve the project's engagement goals and objectives in Appendix 2.

Utilizing the proposed Plan as a guide, the Agency will develop and execute a Public Engagement Plan for each project as early as possible in the project development phase. Engagement at the outset of a project brings stakeholder values and concerns to the project team early in the decision making process, allowing the input received to inform the development of the project. The project specific engagement plan will identify appropriate outreach activities based on the type of project, the stakeholders, engagement goals and the potential community concerns. At a minimum, each project's public engagement process must provide:

- Early and continuous opportunities for inclusive involvement
- Public meetings at convenient and accessible locations and times
- Timely information on issues, processes, and procedures
- Reasonable access to technical and policy information
- Electronic accessible and available public information via the web
- Use of best practices and innovative outreach methodologies
- Adequate notice of involvement opportunities at key decision points
- Methods for considering and responding to public input
- A course of action for seeking out and considering the needs of the traditionally underserved
- Periodic review and evaluation of the participation process
- Adherence to all federal and state public engagement requirements
- A Summary and Analysis Report of public engagement efforts

## **CONCLUSION:**

Citizens engage through meaningful roles during the development of projects that impact their community. The Agency has a strong reputation in the community for robust and meaningful public engagement and seeks to build on past successes moving into the new program of work. A comprehensive, updated Public Engagement Plan equips staff with guidelines and resources to develop and implement an engagement plan for each project that exceeds expectations for standard community engagement and contributes to the overall success of the project.

Therefore, Staff recommends that the IA Board approve the proposed Blueprint Intergovernmental Agency Public Engagement Plan.

**Action by the TCC and CAC:**



## OPTIONS:

- Option 1: Approve the proposed Blueprint Intergovernmental Agency Public Engagement Plan.
- Option 2: Do not approve the proposed Blueprint Intergovernmental Agency Public Engagement Plan.
- Option 3: IA Board direction.

## RECOMMENDED ACTION:

- Option 1: Approve the proposed Blueprint Intergovernmental Agency Public Engagement Plan.

### Attachments:

1. Proposed Blueprint Intergovernmental Agency Public Engagement Plan
2. Proposed Blueprint Intergovernmental Agency Public Engagement Plan Executive Summary



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## PROPOSED PUBLIC ENGAGEMENT PLAN

### Introduction

This Public Engagement Plan (Plan) broadly outlines how Blueprint staff will involve all stakeholders in the planning and/or development of Blueprint (Agency) projects. The Plan describes goals and objectives, identifies specific approaches, and tools for successful community engagement as well as evaluation techniques to measure the effectiveness of the strategies. As individual projects are initiated, the Plan will serve as the foundation for the development of the customized public engagement plans that will be established for each project.

### What is Blueprint?

The Blueprint Intergovernmental Agency, is an intergovernmental agency in Tallahassee-Leon County that is responsible for building infrastructure projects funded by the local government infrastructure surtax. The multidisciplinary staff plans, designs and constructs infrastructure improvement projects across the Tallahassee-Leon County community.

### Purpose

Recognizing that it is through public engagement that the future of our community is planned, the Agency is committed to the development and execution of trusted, high quality, and effective public engagement.

Establishing the Agency's public engagement process is a crucial step in ensuring all engagement efforts are efficient and effective. This discernment process allows the Agency to refine goals, identify the community's needs, determine key audiences, identify stakeholders, determine the appropriate outreach and engagement strategy, and plan for an evaluation of the initiatives' success. Answering these questions first provides the level of specificity necessary for successful public engagement.

### Guiding Principals

There are essential principles that guide public engagement and should be applied at all project phases.

- Public engagement is two-way communication aimed at incorporating the views and concerns of the public.
- Public engagement is ongoing through all phases of a project, from concept to construction, programming and maintenance
- Public engagement is inclusive of all decision-makers and stakeholders.
- The most appropriate tools and techniques are identified and utilized for each audience

- Comprehensive project records assure the public their comments and concerns have been heard and commitments are carried throughout all phases of a project.

Early and effective public engagement leads to projects that genuinely reflect the community's needs and desires, provides for greater acceptance of the project by the community, fosters a strong sense of community, and affirms Agency credibility. Successful public engagement helps the Agency build trust and a cohesive, trusting relationship with the community.

## Goals

Three overarching goals support Blueprint 2020 Public Engagement efforts. They are:

1. Widely disseminate, clear, complete, and timely information to the residents, stakeholders, affected agencies, and interested parties regarding the overall Blueprint 2020 program as well as the individual Agency plans, projects and programs.
2. Create an open and ongoing two-way public involvement process that ensures comprehensive resident, stakeholder, agency, and interested party input into and full participation in plans, projects, and programs.
3. Achieve early involvement and maintain continuous involvement of the public in the development of plans, projects, and programs.

## Public Engagement Plan Requirements

The Agency will develop and execute a Public Engagement Plan for each project as early as possible in the project development phase. Engagement at the outset of a project brings stakeholder values and concerns to the project team early in the decision making process, allowing the input received to inform the development of the project. The project specific engagement plan will identify appropriate outreach activities based on the type of project and the potential community concerns. At a minimum, each project's public engagement process must provide:

- Early and continuous opportunities for inclusive involvement
- Public meetings at convenient and accessible locations and times
- Timely information on issues, processes, and procedures
- Reasonable access to technical and policy information
- Electronic accessible and available public information via the web
- Use of best practices and innovative outreach methodologies
- Adequate notice of involvement opportunities at key decision points
- Methods for considering and responding to public input
- A course of action for seeking out and considering the needs of the traditionally underserved
- Periodic review and evaluation of the participation process

## Federal Requirements

As several Blueprint 2020 projects involve state roads or other facilities that receive federal funding, there are federal requirements that must be met in project specific public engagement efforts, from access to the Agency website and print materials to property acquisition. In fact, as the Agency applies best practices, it adheres to or surpasses these regulations. The regulations most relevant to Blueprint projects include:

- The Americans with Disabilities Act of 1990 (ADA)
- Title VI of the Civil Rights Act of 1964 and Other Nondiscrimination Laws
- Executive Order 12898 Actions to Address Environmental Justice in Minority Populations and Low Income Populations
- National Environmental Policy Act (NEPA) of 1969
- Uniform Relocation Assistance and Real Property Acquisition Policies Act

For a full listing of current federal regulations and specific details on all applicable regulations, consult the online resource at [www.gpo.gov](http://www.gpo.gov).

### State Requirements

There are Blueprint 2020 projects that will need to abide by State of Florida requirements for public engagement as well. Those requirements can be found in the Florida Statutes (FS), which are available online at <http://flsenate.gov/Laws/Statutes>. The following are the most frequently referenced and relevant statutes and should be reviewed prior to the development of all project-specific engagement plans.

- Executive Order 07-01, Section 2 - Plain Language Initiative
- Section 120.525, FS, Administrative Procedures Act
- Section 286.011, FS, Public Business (Government in the Sunshine)
- Section 335.199, FS, State Highway System (Access Modification)

### Goals

Three overarching goals support Blueprint 2020 Public Engagement efforts. The objectives and actions relating to each goal are listed below. A Public Engagement Evaluation Matrix is included as Appendix #1.

**Goal 1.** Widely disseminate, clear, complete, and timely information to the residents, stakeholders, affected agencies, and interested parties regarding the overall Blueprint 2020 program as well as the individual Agency plans, projects and programs.

**Objective 1:** Blueprint will identify organizations and individuals representing a broad spectrum of community interests and encourage their participation in the project.

**Objective 2:** Blueprint will develop relationships and form partnerships with organizations in the communities and use these partnerships to develop a better understanding of Blueprint's projects in the community.

**Action 1:** Blueprint will make presentations at civic, municipal, county, and other stakeholder group meetings to provide pertinent information regarding its program of work.

**Action 2:** Blueprint will participate in activities such as festivals, workshops, and summer camps conducted by partner organizations to provide pertinent information regarding its program of work.

**Action 3:** Blueprint will distribute and make literature available at other agencies' locations and events.



**Objective 3:** Coordinate public involvement activities with other similar programs to make best use of staff and resources while minimizing public time demands.

**Action 1:** Blueprint will coordinate and, where possible, collaborate with the public involvement efforts of other departments and agencies, for projects located in the vicinity of Blueprint projects. particularly those focused on transportation.

**Action 2:** Blueprint will participate in local conferences and events by exhibiting display booths to increase awareness of specific projects and general Blueprint activities.

**Action 3:** Blueprint will conduct seminars and conferences to educate the public and on design, development, and technology advances that will help further the Agency's goals.

**Goal 2.** Create an open and ongoing two-way public involvement process that ensures comprehensive resident, stakeholder, agency, and interested party input into and full participation in plans, projects, and programs.

**Objective 1:** Information will be disseminated through a variety of media.

**Action 1:** Blueprint will develop and use visualization techniques including: PowerPoint presentations, display boards, maps, interactive mapping, video, and the Agency website and social media to assist in communicating with the public.

**Action 2:** Blueprint will use its website and social media platforms to publish and make available plans and studies and to inform the public about opportunities to participate.

**Action 3:** Blueprint will use its website and social media platforms to receive input from the community on the Agency's programs, plans, and projects. publish and make available plans and studies and to inform the public about opportunities to participate.

**Action 4:** Blueprint will provide press releases to local media (radio, TV, and newspapers) and local civic organizations to promote meetings, events, and project information

**Goal 3.** Achieve early involvement and maintain continuous involvement of the public in the development of plans, projects, and programs.

**Objective 1:** Public participation strategies will be tailored to fit the audience and the issues, rather than using a "one size fits all" approach.

**Action 1:** Blueprint will strive to understand the interests and concerns of target audiences in order to determine the most relevant content and most effective ways to communicate with each segment.

**Action 2:** Blueprint will target specific audiences, go where the people are, and create or participate in events targeted to those audiences.

**Action 3:** Blueprint will ensure a professional look and feel for communications, tailor content, and format for ease of use and understanding.

**Action 4:** Blueprint will develop a better understanding of appropriate communications strategies for low-literacy individuals and non-English speaking communities.

**Objective 2:** Blueprint will seek to improve its community engagement program by regularly reviewing this plan and its outreach activities.

**Action 1:** Blueprint will regularly survey the public on the best ways to provide information, increase engagement, and utilize public input, and will incorporate resulting recommendations into the Public Engagement Plan.

**Action 2:** Blueprint will periodically update this Public Engagement Plan.

### Public Engagement Process

Blueprint actively seeks the participation of all relevant agencies, stakeholders and partners and opportunities for coordinating with them. Blueprint also works together with all partners for more effective outreach activities and results. This section provides guidelines for how Blueprint will encourage the public and interested parties to engage and participate in the Agency's program of work.

#### Agency Level Public Engagement

##### *Major Committees*

The Blueprint Intergovernmental Agency is guided by a Board of Directors (IA Board), comprised of the Tallahassee City and Leon County Commissions sitting as one body. The IA Board provides leadership and sets the direction for the entire Agency program of work. The quarterly IA Board Meetings are properly noticed and open to the public. Each meeting allows for and encourages public comments, affording the public the opportunity to provide input to the IA Board.

The Technical Coordinating Committee (TCC) provides professional advice and technical expertise to the Agency at the project level. This committee is comprised of representatives from City Management, County Administration, and includes the Tallahassee-Leon County Planning Director, the City Public Works Director, the County Transportation Engineering Director, the City Stormwater Manager, the County Chief of Stormwater Engineering, the City Growth Management Biologist, and the County Director of Environmental Compliance. All TCC meetings are noticed, open to the public and public comments are accepted.

The Citizen Advisory Committee (CAC) serves in an advisory capacity to the Agency. The twelve members represent to the Agency a broad spectrum of the community, including but not limited to: the Civil Rights Community, Tallahassee Chamber of Commerce, Council of Neighborhood Associations, Senior Citizens, the Disabled Community, the Minority Chamber of Commerce, the Planning Commission, Network of Entrepreneurs and Business Advocates and include a biologist and a financial expert. All CAC meetings are noticed, open to the public and public comments are accepted.

#### Project Level Public Engagement

Each Blueprint project will have a Public Engagement Plan (Plan) which will be developed and executed as each project is programmed. The Project Public Engagement Plan will include:

- I. Project Description
- II. Project Goals
- III. Project Team Contact Information
- IV. Project Schedule
- V. Public Engagement Schedule
  - a. By Project Phase
  - b. For Duration of Project
  - c. Engagement Evaluation Points
- VI. Public Engagement Goals and Tools
  - a. By Project Phase
  - b. For Duration of Project
  - c. Engagement Evaluation Points
- VII. Identification of Pertinent Officials and Agencies

**State:** Florida Department of State, Division of Historical Resources  
 Florida Department of Agriculture and Consumer Services  
 Florida Department of Environmental Protection  
 Florida Department of Fish and Wildlife Conservation Commission  
 Florida Department of Economic Opportunity  
 (Note: Add others that pertain to the project)  
 Federal: Federal Highway Administration  
 Federal Transit Administration  
 U.S. Army Corps of Engineers  
 U.S. Coast Guard  
 U.S. Department of Interior - National Park Service  
 U.S. Department of Interior - U.S. Fish and Wildlife Service  
 U.S. Department of Commerce - National Marine Fisheries Service  
 U.S. Environmental Protection Agency  
 (Note: Add others that pertain to the project)

**Regional:** Chambers of Commerce  
 Regional Planning Council  
 Capital Region Transportation Planning Agency  
 Water Management District  
 Army Corp of Engineers  
 (others that may pertain to the project)

**Local Elected and Appointed Officials (for consideration purposes)**

Intergovernmental Agency Board of Directors  
 Florida State Senators  
 Florida State Representatives, Local Districts  
 Federal Delegation

- VIII. Identification Of Affected Communities And Stakeholders
  - a. Target Audience

- b. General public
  - c. Directly affected public
  - d. Technical Advisory Committee
  - e. Citizen Advisory Committee
  - f. Public agency staff
  - g. School district
  - h. Providers and users of public transportation
  - i. Providers and users of pedestrian and bicycle transportation facilities
  - j. Non-English-speaking and low-literacy public
- IX. Outreach Activities
  - a. Community Meetings
    - i. Project Specific
    - ii. Homeowners
    - iii. Partner Events
  - b. Mailings (Letters, Newsletters)
  - c. Web Pages
  - d. Social Media
  - e. Community Events
  - f. Etc.
- X. Engagement Techniques
  - a. Charettes
  - b. Visual Preference Surveys
  - c. Walking Surveys
  - d. Etc.
- XI. Summary Report: Summary and Analysis of Public Engagement
  - a. A report will be developed to summarize the public engagement results and recommendations.
  - b. Report will contain the overall input provided through all engagement techniques utilized throughout the process.
  - c. The report will be available to the public for review on the Blueprint website.

2019 Public Participation Plan Evaluation Evaluation Matrix						
Objectives	Tools Used	Evaluation Criteria	Result	Performance Target	Target Status	Notes
GOAL ONE: Widely disseminate clear, complete, and timely information of the residents, stakeholder, affected agencies, and interested parties regarding the overall Blueprint program as well as the individual plans, projects and programs.						
Objective 1: Blueprint will identify organizations and individuals representing a broad spectrum of community interests and encourage their participation in the project.						
Objective 2: Blueprint will develop relationships and form partnerships with organizations in the communities and use these partnerships to develop a better understanding of Blueprint's projects in the community.						
Objective 3: Coordinate public engagement activities with other similar programs to make best use of staff and resources while minimizing public time demand.						
GOAL TWO: Create an open and ongoing two-way public engagement process that ensures comprehensive resident, stakeholder, agency, and interested party input into and full participation in projects.						
Objective 1: Information will be disseminated through a variety of media.						
Objective 2 : Engagement methodology selected will successfully reach target audience.						
GOAL THREE: Achieve early engagement and maintain continuous involvement of the public in the development and lifetime of projects.						
Objective 1: Public engagement strategies will be tailored to fit the audience and the issues, rather than using a "one size fits all" approach.						
Objective 2: Blueprint will seek to improve its community engagement program by regularly reviewing this plan and its outreach approach.						





## Public Engagement Tools

Tallahassee-Leon County is comprised of diverse individuals that possess many different concerns, needs, interests and opinions. With technology rapidly changing, it is becoming harder to communicate using traditional methods. With these advancements, new opportunities to distribute information have arisen. Tools to inform the public include different techniques that can be used to provide the public with information they need to understand a project, get involved in the decision-making process and also provide feedback to the project team and influence decisions.

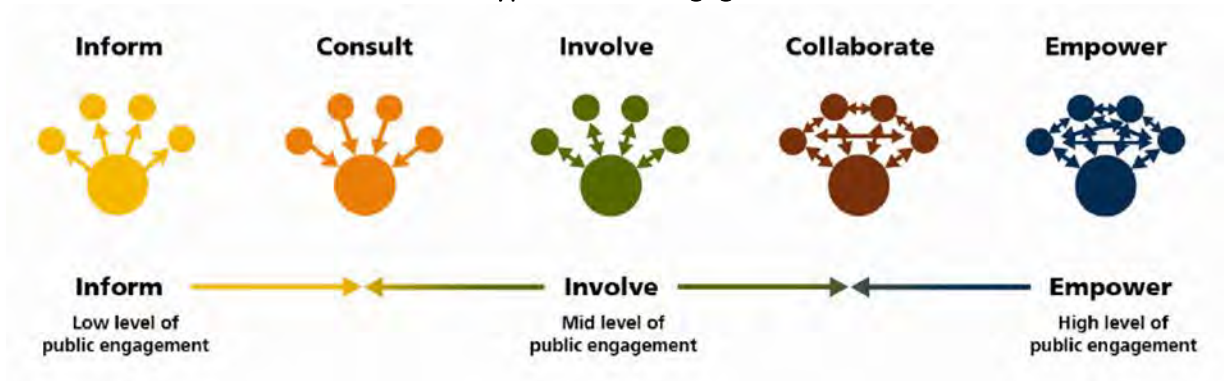
### Public engagement can lead to

- Better decisions that more effectively respond to the needs and priorities of a diverse community
- Increased public understanding of and support for Blueprint projects
- Increased transparency and accountability of Blueprint Intergovernmental Agency Board actions
- Community members and community resources becoming part of the solution to project challenges

### What is Public Engagement?

Public engagement gives stakeholders the opportunity to influence decisions that affect their lives. Public engagement is a process that consists of a series of appropriate activities and actions used over the lifespan of a project to inform, obtain input from, and/or collaborate with the public. The goals of public engagement will evolve over the lifespan of the project and will often progress from informing, to consulting, to involvement and collaboration. In the development of the project's public engagement plan, the project team will identify the engagement goals by project phase and how the goals will be reached, e.g. by informing, or consulting, etc., for each phase of a project. Once the goals have been identified, the correct engagement tool or activity can be determined.

## What Are Typical Public Engagement Goals?



### Inform

To provide the public with information on the project of decision. This does not actually provide the opportunity for public participation, but rather engages the public and provides the community with the information they need to understand the project and the decision-making process.

### Consult

To obtain and consider public input at set points in the process. This is the basic minimum opportunity for public input, to consult simply means to ask. You are asking the public for their opinions and will consider the input received as decisions are made.

### Involve

To work directly with the public and consider their input throughout the process. At this level, the public is invited into the process.

### Collaborate

To engage the public in key activities and decisions during the process. The collaborative level includes the explicit attempt to find consensus solutions. In the end, the input received and will be used by those making decisions regarding the project.

### Empower

To implement what the public decides. At the empower level, the public is provided with the opportunity to make decisions for themselves. The most common activity seen at this level are public voting or ballot measures.

## How do you know what public engagement tools are appropriate?

The type engagement activity used is driven by the goals for the engagement. The table below offers a sampling of engagement tools appropriate for each identified engagement goal, but is not exhaustive. Innovative strategies are constantly being developed and tested. The project team should research and consider implementing any emerging, innovative and available engagement activities or strategies that would improve public engagement.

Engagement Tool/Activity	Engagement Goal				
	Inform	Consult	Involve	Collaborate	Empower
	Website & Social Media	X	X		
	Printed Materials	X	X		
	Community Events	X	X		
	Visual Preference Surveys		X	X	
	Focus Groups		X	X	
	Walking Surveys		X	X	
	Charrettes		X	X	
	Advisory Board			X	X
	Task Forces			X	X
	Consensus Workshops			X	X
	Public Meetings	X	X	X	X

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# PUBLIC ENGAGEMENT PLAN EXECUTIVE SUMMARY



# PUBLIC ENGAGEMENT PLAN

Recognizing that it is through public engagement that the future of our community is planned, the Blueprint Intergovernmental Agency (Blueprint) is committed to the development and execution of trustworthy and effective public engagement.

## **PURPOSE OF PLAN**

Organized by principles, goals, process, and requirements, the Public Engagement Plan (Plan) provides the foundation for highly-effective community engagement. A successful engagement strategy establishes goals, determines key audiences and stakeholders, develops and executes appropriate outreach methods, and evaluates success.

As individual projects are initiated, the Plan will serve as the foundation for the development of the customized project public engagement plans. The customized plans will consider stakeholders, unique characters, and innovative methodology to best reach targets.

Developing a project-specific Public Engagement Plan at the beginning of each project is a crucial first step in ensuring all engagement efforts are efficient and effective. The successful implementation of the plan will help ensure the project reflects — to the greatest extent possible — what the community envisions.

## **WHAT IS BLUEPRINT?**

The Blueprint Intergovernmental Agency is an intergovernmental agency in Tallahassee-Leon County that is responsible for building projects funded by the local government infrastructure surtax. The multidisciplinary staff plans, designs and constructs infrastructure improvement projects across the Tallahassee-Leon County community.



## GUIDING PRINCIPLES

- Public engagement is **two-way communication** aimed at incorporating the views and concerns of the public into the project.
- Public engagement is **ongoing** through all phases of a project, from concept to construction, programming, and maintenance.
- Public engagement is **inclusive of all** decision-makers and stakeholders.
- People have different communication styles and preferences, and identifying the most appropriate tools and techniques for each project and audience is essential.
- Comprehensive project records assure the public their comments and concerns have been heard and commitments are carried throughout the project.

## COMMUNITY INPUT MEETINGS

Public engagement was a key factor in coordinating the Airport Gateway project. Blueprint had over 25 meetings to collect and apply community input into the project.







## GOALS, OBJECTIVES, AND ACTIONS

It is well understood that successful public engagement is a cornerstone of a successful project. It is particularly important and rewarding to bring community members into the individual project planning process because the resulting decisions often have a direct and palpable effect on their daily lives. Many practical reasons to engage residents in planning include:

- Debunk myths and misunderstandings.
- Help people understand project tradeoffs.
- Ensure that good plans remain intact over time.
- Improve the quality of project planning.
- Enhance trust in local government.

With this in mind, and anchored by the Guiding Principles, Blueprint's Public Engagement Plan sets forth Goals, Objectives and Actions for robust engagement.

### GET INVOLVED

Find out about Blueprint's projects, plans, events, programs, and more by visiting [www.BlueprintIA.org](http://www.BlueprintIA.org).



## GOALS, OBJECTIVES, AND ACTIONS

**GOAL 1** Achieve early involvement and ***maintain continuous involvement*** of the public in the development of plans, projects, and programs.

**OBJECTIVE 1** Public participation strategies will be ***tailored to fit the audience and the issues***, rather than using a “one size fits all” approach.

**ACTION** Blueprint will strive to ***understand the interests and concerns*** of target audiences in order to ***determine the most relevant content*** and ***most effective ways to communicate*** with each segment.

**ACTION** Blueprint will target specific audiences, ***go where the people are***, and create or participate in events targeted to those audiences.

**ACTION** Blueprint will ensure a professional look and feel for communications, tailor content, and ***format for ease of use and understanding***.

**ACTION** Blueprint will develop a better understanding of ***appropriate communications strategies*** for low-literacy individuals and non-English speaking communities.

### LEARN MORE

For a complete listing of the Goals, Objectives and Actions, go to [www.BlueprintIA.org/PublicEngagementPlan](http://www.BlueprintIA.org/PublicEngagementPlan).



## PUBLIC ENGAGEMENT PROCESS

Each Blueprint project will have a customized Public Engagement Plan that is developed at the start of the project, using the goals and objectives found in this Engagement Plan as the foundation. Outreach activities and engagement techniques will vary from project to project, as each project's desired outcomes and stakeholder groups character of community are unique. At a minimum, each project-level engagement plan will include the following:

### PROJECT LEVEL PUBLIC ENGAGEMENT

- I. Project Description
- II. Project Contact Information
- III. Project Goals
- IV. Identification of Officials and Agencies
- V. Identification Of Affected Communities And Stakeholders
- VI. Identification of Potential Impacts and Concerns
- VII. Possible Outreach Activities
- VIII. Engagement Techniques
- IX. Public Engagement Schedule
- X. Summary of Public Comments Report

### ONGOING ENGAGEMENT

- Blueprint Intergovernmental Agency Board of Directors
- Citizen Advisory Committee
- Technical Coordinating Committee







## PROJECT PLAN REQUIREMENTS

To ensure thorough stakeholder involvement, the project team must identify the key, stakeholders, partner agencies, interested parties, and impacted entities associated with a project. Below is a listing of typical project stakeholders to consider.

- **Customized engagement strategies** based on the project's community and innovations in outreach.
- **Early and continuous** opportunities for involvement.
- Public meetings at **convenient and accessible** locations and times.
- **Timely information** on issues, processes, and procedures.
- **Reasonable access** to technical and policy information.
- Electronic **accessible and available public information** via the web.
- **Adequate notice of involvement opportunities** at key decision points.
- Methods for **considering, responding to, and incorporating public input**.
- A course of action for **seeking out and considering the needs** of the traditionally underserved.
- **Periodic review, evaluation** of the participation process, and **adjusting strategies**, when warranted, in a timely manner.

### SEE THE FULL LIST

See the state and federal requirements at  
[www.BlueprintIA.org/PublicEngagementPlan](http://www.BlueprintIA.org/PublicEngagementPlan).

# **CONTACT US**



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**Blueprint Intergovernmental Agency  
Citizens Advisory Committee  
Agenda Item #16**

**June 13, 2019**

**Title:** Presentation and Acceptance of the Disparity Study

**Category:** Consent

**Department:** Blueprint Intergovernmental Agency, Office of Economic Vitality

**Contact:** Benjamin H. Pingree, Director, Department of PLACE  
Cristina Paredes, Director, Office of Economic Vitality

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**STATEMENT OF ISSUE:  
FISCAL IMPACT**

**CAC OPTIONS:**

**CAC RECOMMENDED ACTION:**

