



August 24, 2021

EXECUTIVE COMMITTEE AGENDA ITEM 3E

**FISCAL YEARS (FYS) 2021 - FY 2025**

**TRANSPORTATION IMPROVEMENT PROGRAM**

**AMENDMENT**

TYPE OF ITEM: ROLL CALL

**STATEMENT OF ISSUE**

The purpose of this item is to amend the CRTPA Fiscal Years (FYS) 2021–2025 Transportation Improvement Program (TIP) to revise construction costs for a bridge replacement project in Gadsden County.

**RECOMMENDED ACTION**

Option 1: Recommend adoption of the Executive Committee Resolution No. 2021-08-3E (***Attachment 1***), amending the FYS 2021–2025 Transportation Improvement Program to reflect changes to the project funding as follows:

- Project No. 439374-1: Provide increased funding for the Construction Phase in FY 22 for the replacement of the CR 159 Salem Road Bridge over Swamp Creek Bridge No. 500032. (Gadsden County)

**HISTORY AND ANALYSIS**

Adopted annually, the CRTPA’s Transportation Improvement Program reflects those projects in the region that have received state and federal funding within the State Work Program. Subsequent to adoption, changes to project costs or scope can trigger an amendment to the CRTPA’s TIP.

The CRTPA has been contacted to update the funding of an existing Gadsden County project in the FYS 21-25 TIP. Specifically, to update the construction phase costs for Project No. 439374-1, a bridge replacement on CR 159 Salem Road over Swamp Creek (Bridge No. 500032). Currently construction is funded at a cost of \$4,031,746. The revised construction project budget is \$6,661,778. The Florida Department of Transportation (FDOT) requested the revision as the cost increase for the Salem Creek Bridge Replacement Project meets the threshold requiring a formal TIP amendment. Increased project costs are due to temporary work structure, special detours, concrete bridge items and adjusted maintenance of traffic.

The updated project funding is as follows:

**CONSTRUCTION PHASE – Costs and Funding as Amended**

| Phase Code | < 2021 | 2020/2021 | 2021/2022   | 20022/2023 | 2023/2024 | 2024/2025 | TOTAL       | Fund Code |
|------------|--------|-----------|-------------|------------|-----------|-----------|-------------|-----------|
| 52         |        |           | \$5,719,780 |            |           |           | \$5,719,780 | ACBZ      |
| 61         |        |           | \$85,636    |            |           |           | \$85,636    | ACBZ      |
| 62         |        |           | \$856,362   |            |           |           | \$856,362   | ACBZ      |
|            |        |           | \$6,661,778 | \$0        | \$0       | \$0       | \$6,661,778 |           |

The TIP Amendment is time-sensitive. Timely approval allows the FDOT to request authorization of the federal funds and to initiate the construction phase of this project. The Executive Committee is authorized to approve time-sensitive documents pursuant to Section IV. CRTPA Bylaws, Subsection D.4.c., Duties of the Executive Committee. The CRTPA By-laws Section IV.D. is provided as **Attachment 2**.

For the purpose of authorizing federal funds, the Federal Highway Administration recognizes the CRTPA’s FYs 21-25 TIP through September 30<sup>th</sup>, consistent with the federal fiscal year. Subsequent to the Executive Committee approval the FYs 2021-2025 TIP will be updated to reflect the amendment (**Attachment 3**) and transmitted, along with Resolution 2021-02-3E, to FDOT.

**RECOMMENDED ACTION (ROLL CALL)**

Option 1: Recommend adoption of the Executive Committee Resolution No. 2021-08-3E (**Attachment 1**), amending the FYs 2021–2025 Transportation Improvement Program to reflect changes to the project funding as follows:

- Project No. 439374-1: Provide increased funding for the Construction Phase in FY 22 for the replacement of the CR 159 Salem Road Bridge over Swamp Creek Bridge No. 500032. (Gadsden County)

Option 2: CRTPA Executive Committee Discretion.

**ATTACHMENTS**

Attachment 1: CRTPA Executive Committee Resolution No. 2021-08-3E

Attachment 2: CRTPA By-laws Subsection IV.D.4.c., Executive Committee Duties

Attachment 3: Amended CRTPA FYs 21-25 TIP Project Page, Project No. 439374-1

**CRTPA RESOLUTION 2021-08-3E**

**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) EXECUTIVE COMMITTEE  
ENDORING THE FY 2021 – FY 2025 TRANSPORTATION IMPROVEMENT PROGRAM**

---

**Whereas**, the Capital Region Transportation Planning Agency (CRTPA) is the organization designated by the Governor of Florida on August 17, 2004 together with the State of Florida, for carrying out provisions of 23 U.S.C. 134 (h) and (i)(2), (3) and (4); CFR 450.324, 326, 328, 330, and 332; and FS 339.175 (5) and (7); and

**Whereas**, the Transportation Improvement Program (TIP) shall be endorsed annually by the CRTPA and submitted to the Governor of the State of Florida, to the Federal Transit Administration, and to the Federal Highway Administration, through the State of Florida;

**Whereas**, the TIP is periodically amended to maintain consistency with the Florida Department of Transportation Work Program and;

**Whereas**, The Executive Committee is authorized to approve time-sensitive documents pursuant to Section IV. CRTPA Bylaws, Subsection D.4.c., Duties of the Executive Committee;

**Whereas**, authorization for federal funding of projects within an urbanized area cannot be obtained unless the projects are included in the CRTPA's TIP, and authorization of the federal funding for Project No. 439374-1 is time-sensitive.

**NOW, THEREFORE LET IT BE RESOLVED BY THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) THAT:**

The CRTPA amends the FY 2021 – FY 2025 Transportation Improvement Program to reflect:

- Project No. 439374-1: Provide increased funding for the Construction Phase in FY 22 for the replacement of the CR 159 Salem Road Bridge over Swamp Creek, Bridge No. 500032. (Gadsden County)

Passed and duly adopted by the Capital Region Transportation Planning Agency Executive Committee on this 24<sup>th</sup> day of August 2021.

**Capital Region Transportation Planning Agency**

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

Jeremy Matlow, Chairman

**Attest**

\_\_\_\_\_  
Greg Slay, Executive Director

**IV. CRTPA Bylaws**

**§D. Administration**

The administration of the CRTPA shall be as set forth in Sections 6.01 through 6.05 of the Interlocal Agreement. The Chairperson shall serve as the principle administrative officer of the Board. The Executive Director shall serve as the principal administrator of the CRTPA's operations and staff and shall have responsibility for advising the Board regarding official CRTPA business and administration.

1. The Executive Director shall serve at the pleasure of the Board and shall report directly to the CRTPA Board for all matters regarding the administration and operation of the CRTPA and any additional personnel as deemed necessary. CRTPA staff will report directly to the Executive Director and serve at the pleasure of the director. The Executive Director shall have authority to:
  - a. Approve expenditures for the normal operations of staff not to exceed \$5,000;
  - b. Approve routine staff travel;
  - c. Hire, fire, assign duties to, and evaluate CRTPA staff, subject to review and concurrence of the Chairperson; and
  - d. Sign invoices, grant applications, and routine communications with local, state and federal agencies, except in those instances when the signature of the chair is required.
2. The Executive Director, or designee, is responsible for the CRTPA meeting minutes and all notices and agendas for future meetings. The Executive Director shall also perform such other and additional duties as are necessary to carry out the objectives and functions of the CRTPA and the directives from the CRTPA membership.
3. The CRTPA General Counsel shall be under a legal services contract, the term of which is not to exceed thirty-six (36) months and shall serve at the pleasure of the Board and shall perform such duties assigned by the Board, the Chairperson or the Executive Director.
4. Executive Committee
  - a. The CRTPA shall establish an Executive Committee comprised of the Chair, Vice-Chair and immediate Past-Chair. The Executive Committee shall meet as directed by the Chair for any items not requiring board

action. The Executive Committee at meet at least one week prior to a regularly scheduled CRTPA meeting for items that will require Board action at that Board meeting.

- b. Should the CRTPA determine that the composition of the Executive Committee, as provided for in section a, above, does not adequately provide the level of representation that the CRTPA desires, the CRTPA may expand the Executive Committee to include additional members, as the CRTPA determines is appropriate. The addition of any other members will only be for the term of the present Executive Committee. Any additional members appointed shall have the appointment automatically terminated upon the election of new officers for the CRTPA. The appointment of additional members shall be by simple majority as provided herein.
- c. The duties of the Executive Committee shall include:
  - Advise and provide direction to the Executive Director on critical issues as they arise
  - An annual evaluation of the Executive Director
  - Review of the annual CRTPA Budget and Unified Planning Work Program (UPWP)
  - Development of annual legislative priorities in consultation with the designated MPOAC representative.
  - Review of legislative issues during session
  - Establishment of CRTPA personnel policies and procedures
  - Review of contracts
  - Emergency approval of time-sensitive items
- d. The Board shall have the authority to delegate additional duties to the Executive Committee.
- e. As needed, the above duties of the Executive Committee shall be provided to the full Board.

