



CRTPA EXECUTIVE COMMITTEE

MEETING OF THURSDAY, DECEMBER 16, 2021 AT 2:00 PM

TALLAHASSEE CITY HALL
CONFERENCE ROOM 4F (4th FLOOR)
300 S. ADAMS STREET
TALLAHASSEE, FL 32301

MISSION STATEMENT

"The mission of the CRTPA is to act as the principal forum for collective transportation policy discussions that results in the development of a long range transportation plan which creates an integrated regional multimodal transportation network that supports sustainable development patterns and promotes economic growth."

FINAL AGENDA

1. **CALL TO ORDER AND ROLL CALL**

2. **AGENDA MODIFICATIONS**

3. **CONSENT AGENDA**
 - A. Minutes of the September 29 Executive Committee Meeting
 - B. Executive Director's Quarterly Timesheets Approval

4. **CRTPA EXECUTIVE COMMITTEE ACTION**

The public is welcome to comment on any discussion item after a motion has been made and seconded. Each member of the public is provided three (3) minutes to address the Executive Committee.

A. CRTPA General Planning Consultant

This item seeks Executive Committee approval to authorize the Executive Director to proceed with development of a contract with the recommended GPC.

If you have a disability requiring accommodations, please contact the Capital Region Transportation Planning Agency at (850) 891-8630. The telephone number of the Florida Relay TDD Service is # 711.

5. **CRTPA CITIZEN COMMENT**

This portion of the agenda is provided to allow for citizen input on any CRTPA issue. Those interested in addressing the CRTPA Executive Committee should complete a speaker request form. Speakers are requested to limit their comments to three (3) minutes.

6. **EXECUTIVE DIRECTOR'S REPORT**

7. **ITEMS FROM CRTPA EXECUTIVE COMMITTEE MEMBERS**

This portion of the agenda is provided to allow CRTPA Executive Committee members an opportunity to discuss and request action on items and issues relevant to the CRTPA, as appropriate.



December 16, 2021

EXECUTIVE COMMITTEE AGENDA ITEM 3A

MINUTES

TYPE OF ITEM: Consent

The minutes from the September 29, 2021 Executive Committee meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the September 29, 2021 Executive Committee meeting.

ATTACHMENT

Attachment 1: Minutes of the September 29, 2021 Executive Committee meeting.



CRTPA EXECUTIVE COMMITTEE

MEETING OF WEDNESDAY, SEPTEMBER 29, 2021 AT 1:00 PM

TALLAHASSEE CITY HALL
TALLAHASSEE ROOM (2nd FLOOR)
300 S. ADAMS STREET
TALLAHASSEE, FL 32301

Meeting Minutes

Members Present: Mayor Pro-Tem Jeremy Matlow, City of Tallahassee, Chair; Commissioner Dozier, Leon County, Vice-Chair; Commissioner Randy Merritt, Wakulla County, Past Chair

Staff Present: Greg Slay, CRTPA; Greg Burke, CRTPA; Yulonda Mitchell, CRTPA

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:02 pm with a roll call.

2. AGENDA MODIFICATIONS

3. CONSENT AGENDA

A. Minutes of the August 24 Executive Committee Meeting

Committee Action: Commissioner Merritt made a motion to approve the minutes of the August 24, 2021 Executive Committee Meeting. Commissioner Dozier seconded the motion. The motion was unanimously passed.

4. CRTPA EXECUTIVE COMMITTEE ACTION

A. Supplemental Services

This item seeks Executive Committee approval to increase the task work order amount of Phase II of the Thomasville Road Multi-Use Path Feasibility Study. This increase is related to additional project efforts including expanded public outreach as well as a safety review requested by the Board at the September 13, 2021 meeting.

Mr. Slay briefly discussed the need for additional services for this project. He also outlined the additional work that would need to be completed, as requested by the Board at the September 13, 2021 Board Meeting.

Mr. Bob Guido, 1328 Peacefield Place, expressed safety concerns related to the Thomasville Road study. He stated the elimination of the current bike lane would not help with driver sight lines when exiting the neighborhood. Additionally, he noted that there would be cars waiting to turn and that this would block the pathway.

Mr. Slay explained the specific details would not be determined until the design phase of the project, contingent upon the study's approval in January.

Committee Action: Commissioner Merritt made a motion to approve the Supplemental Services increasing the task work order amount of the Phase II of the Thomasville Road Multi-Use Path Feasibility Study. Commissioner Dozier seconded the motion. The motion was unanimously passed.

B. Executive Director Expenditure Approval

This item seeks Executive Committee direction related to increasing the threshold of expenditures for which the Executive Director has approval authority as contained within the CRTPA's Bylaws.

Mr. Slay explained that the current bylaws cap the Executive Director's purchasing authority at \$5,000. He stated that this item seeks to increase that authority to \$25,000. He noted that as an internal control, any changes made by the Executive Director would have to be included within the current UPWP. If the item is not in the UPWP, an amendment would have to be approved by the Board.

Additionally, Mr. Slay also stated there needed to be a volunteer to serve as the selection committee for the CRTPA General Planning Consultant (GPC). He also noted any volunteer would have complete the City of Tallahassee's Bidsync training.

Committee Action: Commissioner Dozier made a motion to approve to raise the Executive Director's expenditure authority to \$25,000. Commissioner Merritt seconded the motion. The motion was unanimously passed.

Commissioner Matlow volunteered to serve on the selection committee for the GPC.

5. **C RTPA CITIZEN COMMENT**
6. **EXECUTIVE DIRECTOR'S REPORT**
7. **ITEMS FROM CRTPA EXECUTIVE COMMITTEE MEMBERS**
8. **ADJOURNMENT**

Meeting was adjourned at 1:28pm.

Attested:

Yulonda Mitchell, Recording Secretary

Jeremy Matlow, CRTPA Chairman

December 16, 2021



EXECUTIVE COMMITTEE AGENDA ITEM 3 B

EXECUTIVE DIRECTOR'S QUARTERLY TIMESHEETS APPROVAL

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks Executive Committee approval of the Executive Director's timesheets for the most recent fiscal quarter, July 1, 2021 to September 30, 2021.

RECOMMENDED ACTION

Option 1: Approve Executive Director's timesheets for the period of July 1, 2021 to September 30, 2021.

BACKGROUND

The Florida Department of Transportation (FDOT) annually evaluates and certifies the CRTPA program activities. A component of the certification review is monitoring fiscal records and procedures. One monitoring item requested is documentation that the Board or the Executive Committee has approved the Executive Director's timesheets.

As a result, staff is seeking Executive Committee approval of Greg Slay's timesheets for the most recent fiscal quarter, July 1, 2021 to September 30, 2021. Moving forward the Executive Director's quarterly timesheets will be submitted for approval. In addition, the Finance Policy and Procedure will be updated to include the approval of the Executive Director's timesheet by the Board or the Executive Committee.


OPTIONS

Option 1: Approve Executive Director's timesheets for the period of July 1, 2021 to September 30, 2021. (Recommended)

Option 2: CRTPA Executive Committee Discretion.

ATTACHMENTS

Attachment 1: Timesheets for Greg Slay, Executive Director, from July 1, 2021 to September 30, 2021

EMP NAME: Greg Slay		PAYROLL DATE: 7/9/21		
EMP #	DATE RANGE: 6/21/21		7/2/21	
DEPT: 460101				
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	6/21/21			
Tues	6/22/21			
Wed	6/23/21			
Thurs	6/24/21			
Fri	6/25/21	4		
Mon	6/28/21			
Tues	6/29/21			
Wed	6/30/21			
Thurs	7/1/21			
Fri	7/2/21			
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> <p>July 1, 2021</p> </div> </div>				
EMPLOYEE SIGNATURE			DATE	

**CRTPA TASK SHEET
FY 2021/22**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *07/09/21*
 Payroll Range *06/21/21 thru 07/02/21*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	06/21/21	2		2	2	2		
Tues	06/22/21	2	1	1		2	1	1
Wed	06/23/21	2	2			2		2
Thurs	06/24/21	3		1	1	2	1	
Fri	06/25/21	8						
Mon	06/28/21	3		1	1	2	1	
Tues	06/29/21	3		2	2			1
Wed	06/30/21	3		2		2		1
Thurs	07/01/21	2		3	1	2		
Fri	07/02/21	2		2		2	2	

Hours

8 Admin, invoices, controls, resurfacings, Thomasville Rd Trail - Betton Hills HOA
8 Invoices, traffic data, Orange Ave Context class., T'ville Rd, website, US 90 Trail
8 Audit, traffic data, ITS,
8 Admin, audit, Orange Ave, ITS, website
8 Staff meeting, audit, admin, Personal leave

8 Audit, Admin, RMP, SB 100, Thomasville Rd Trail, website
8 Audit, FHWA certification, RMP
8 Audit, fiscal policies, RMP, Thomasville Rd, US 90 Trail
8 Fiscal policies, admin, Orange Ave PD&E, RMP, TIP/PPLs
8 Staff meeting, RMP, ITS, website/Facebook

80 Total

EMP NAME: Greg Slay PAYROLL DATE: 7/23/21

EMP # DATE RANGE: 7/5/21 7/16/21

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	7/5/21			8H
Tues	7/6/21			
Wed	7/7/21			
Thurs	7/8/21			
Fri	7/9/21			
Mon	7/12/21			
Tues	7/13/21			
Wed	7/14/21			
Thurs	7/15/21			
Fri	7/16/21	8		

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.



July 15, 2021

EMPLOYEE SIGNATURE

DATE

**CRTPA TASK SHEET
FY 2021/2022**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *07/23/21*
 Payroll Range *07/05/21* thru *07/16/21*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	07/05/21	8						
Tues	07/06/21	3			2	2		1
Wed	07/07/21	2	2			2		2
Thurs	07/08/21		1	3		3	1	
Fri	07/09/21	2		1	1	3		1
Mon	07/12/21	2		1	2	3		
Tues	07/13/21	2		2	2	2		
Wed	07/14/21	4		1		1		2
Thurs	07/15/21	2		5				1
Fri	07/16/21	8						

Hours

- 8** Holiday
- 8** Admin, TIP, Thomasville Rd Trail, US 90
- 8** Admin, GPC, Traffic data, Thomasville Rd Trail
- 8** Traffic data, Orange Ave PD&E, Thomasville Rd Trail, website
- 8** Admin, staff meeting, COA, ITS,
- 8** Admin, RMP, TIP, Thomasville Rd Trail, TDP
- 8** GPC meeting, Thomasville Rd Trail, TDP
- 8** FHWA/FDOT meeting, RMP, Thomaville Rd Trail, Stadium/LB
- 8** GPC review, I-10 PD&E, BPIA, RMP, Thomasville Rd Trail, Stadium/LB
- 8** Personal leave

80 Total

EMP NAME: Greg Slay PAYROLL DATE: 8/6/21

EMP # DATE RANGE: 7/19/21 7/30/21

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	7/19/21	8		
Tues	7/20/21	8		
Wed	7/21/21			
Thurs	7/22/21			
Fri	7/23/21			
Mon	7/26/21			
Tues	7/27/21			
Wed	7/28/21			
Thurs	7/29/21			
Fri	7/30/21			

Comments:

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July 29, 2021

EMPLOYEE SIGNATURE

DATE

**CRTPA TASK SHEET
FY 2021/2022**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *08/06/21*
 Payroll Range *07/19/21* thru *07/30/21*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	07/19/21	8						
Tues	07/20/21	8						
Wed	07/21/21	2		1	2	1	1	1
Thurs	07/22/21	2	1	2		2		1
Fri	07/23/21	2				6		
Mon	07/26/21	2		1	1	3		1
Tues	07/27/21	2			2	2	1	1
Wed	07/28/21	4		2		2		
Thurs	07/29/21	8						
Fri	07/30/21	8						

Hours

- 8** Personal leave
- 8** Personal leave
- 8** OIG followup, admin, RMP, Resurfacing, website, US 90 Trail
- 8** GPC, Bike/Ped data, ARPC meeting, Thomasville Rd Trail, Stadium/LB
- 8** GPC RFQ, admin, Thomasville Rd Trail
- 8** MPOAC agenda, RFQ, US 90 @ Dover, Thomasville Rd Trail, Stadium/LB
- 8** Admin, RFQ, resurging, T'ville Trail, website, Stadium/LB
- 8** MPOAC travel, RMP, Thomasville Rd Trail
- 8** MPOAC
- 8** MPOAC

80 Total

EMP NAME: Greg Slay PAYROLL DATE: 8/20/21

EMP # DATE RANGE: 8/2/21 8/13/21

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	8/2/21			
Tues	8/3/21			
Wed	8/4/21			
Thurs	8/5/21			
Fri	8/6/21			
Mon	8/9/21	6		
Tues	8/10/21	8		
Wed	8/11/21	8		
Thurs	8/12/21	8		
Fri	8/13/21	7		

Comments:

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August 13, 2021

EMPLOYEE SIGNATURE

DATE

**CRTPA TASK SHEET
FY 2021/2022**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *08/20/21*
 Payroll Range *08/02/21* thru *08/13/21*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	08/02/21	3			2	2		1
Tues	08/03/21	3		2	1	1	1	
Wed	08/04/21	3	1	1		2		1
Thurs	08/05/21	3	2		1	1	1	
Fri	08/06/21	3	1		1	1	1	1
Mon	08/09/21	6				2		
Tues	08/10/21	8						
Wed	08/11/21	8						
Thurs	08/12/21	8						
Fri	08/13/21	7		1				

Hours

- 8** Admin, GPC, Downtown Monroe Sidewalks, T'ville Rd Trail, Stadium/LB
- 8** Admin, GPC RFQ, AMPO, Orange Ave, PPLs, website
- 8** Budget, computer equipment, GPC, traffic data, RMP, ITS, US 90 Trail
- 8** Admin, GPC, Insurance, QLOS, T'ville Road Trail, website
- 8** Staff meeting, budget, computer specs, QLOS, T'ville Rd, website

- 8** Personal Leave, T'ville Rd Trail
- 8** Personal Leave
- 8** Personal Leave
- 8** Personal Leave
- 8** Personal Leave, Crawfordville Rd

80 Total

EMP NAME: Greg Slay PAYROLL DATE: 9/3/21

EMP # DATE RANGE: 8/16/21 8/27/21

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	8/16/21			
Tues	8/17/21			
Wed	8/18/21			
Thurs	8/19/21			
Fri	8/20/21			
Mon	8/23/21			
Tues	8/24/21			
Wed	8/25/21			
Thurs	8/26/21			
Fri	8/27/21			

Comments:

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August 27, 2021

EMPLOYEE SIGNATURE

DATE

**C RTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *C RTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *09/03/21*
 Payroll Range *08/16/21 thru 08/27/21*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	08/16/21	2		1	1	2	2	
Tues	08/17/21	2			2	3	1	
Wed	08/18/21	4			2	2		
Thurs	08/19/21			1	2	2	1	2
Fri	08/20/21	2	2	2				2
Mon	08/23/21	2		2		2		2
Tues	08/24/21	3			2	2		1
Wed	08/25/21	2		1	1	2	1	1
Thurs	08/26/21	2		1	1	3		1
Fri	08/27/21	2	2	1	1	1	1	

Hours

- 8** Admin, Crawfordville Road, Downtown Monroe sidewalks, T'ville Road Trail, website
- 8** Admin, Exec committee agenda, PPLs, T'ville Road Trail, website
- 8** Staff meeting, budget, CMAC interview, EC agenda, PPLs/TIP, T'ville Rd Trail
- 8** Monticello Trail, PPLs, T'ville Rd Trail, website, US 90 Trail
- 8** Admin, EC agenda, Monroe Sidewalks, US 90 Trail

- 8** RFQ, budget, T'ville Rd Path, US 90
- 8** Exec Committee, PPLs, T'ville Path, Stadium/LB
- 8** RFQ, T'ville Rd Path, US 90
- 8** Admin, Downtown Monroe sidewalks, FHWA Freight Survey, T'ville Rd Trail, Stadium/LB
- 8** Staff meeting, RFQ, traffic data, Orange Ave PD&E, T'ville Rd Trail, website

80 Total

EMP NAME: Greg Slay PAYROLL DATE: 9/17/21

EMP # DATE RANGE: 8/30/21 9/10/21

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	8/30/21			
Tues	8/31/21			
Wed	9/1/21			
Thurs	9/2/21			
Fri	9/3/21			
Mon	9/6/21			8 - Holiday
Tues	9/7/21			
Wed	9/8/21			
Thurs	9/9/21			
Fri	9/10/21			

Comments:

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September 10, 2021

EMPLOYEE SIGNATURE

DATE

CRTPA TASK SHEET FY 2017/18

Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA	VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK	
Payroll Date	09/17/21		
Payroll Range	08/30/21	thru	09/10/21

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	08/30/21	3		1	1	3		
Tues	08/31/21	2		1		3		2
Wed	09/01/21	2		2		3		1
Thurs	09/02/21	4		2		2		
Fri	09/03/21	2		2		2	1	1
Mon	09/06/21	8						
Tues	09/07/21	5		1		2		
Wed	09/08/21	4				3		1
Thurs	09/09/21	3		1	1	3		
Fri	09/10/21	3	1			4		

Hours

- 8** RFQ, RMP, PPLs, Thomasville Rd Trail
- 8** Admin, RFQ, Thomasville Rd Trail, TD expenditures, US 90 Trail
- 8** Admin, Monroe Sidewalks, Thomasville Rd Trail, Wakulla Bike Projects, Monitcello Trail
- 8** Committee meeting prep, attorney contract, Paul Russell Road, Thomasville Rd Trail
- 8** Admin, staff meeting, RMP, Thomasville Rd Trail, website, US 90 Trail

- 8** Labor Day
- 8** Committees, RMP, Thomasville Rd Trail
- 8** Admin, briefings (Richardson, Minor), billings, Thomasville Road Trail, Stadium/LB
- 8** Admin, agenda review, briefings (Barfield, W-C), Resurfacings, Thomasville Rd Trail,
- 8** Staff meeting, agenda review, safety data, COA, Thomasville Rd Trail

80 Total

EMP NAME: Greg Slay PAYROLL DATE: 10/1/21

EMP # DATE RANGE: 9/13/21 9/24/21

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	9/13/21			
Tues	9/14/21			
Wed	9/15/21			
Thurs	9/16/21			
Fri	9/17/21			
Mon	9/20/21			
Tues	9/21/21			
Wed	9/22/21			
Thurs	9/23/21			
Fri	9/24/21			

Comments:

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September 24, 2021

EMPLOYEE SIGNATURE

DATE

**CRTPA TASK SHEET
FY 2021/2022**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *10/01/21*
 Payroll Range *09/13/21 thru 09/24/21*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	09/13/21	6				2		
Tues	09/14/21	2	1		1	3	1	
Wed	09/15/21	2	1	1		4		
Thurs	09/16/21	1		4		3		
Fri	09/17/21	2		1	2	1	1	1
Mon	09/20/21			1	1	2	4	
Tues	09/21/21	1	1	1		3	2	
Wed	09/22/21	1	1	1	1	2	1	1
Thurs	09/23/21	2		1		3		2
Fri	09/24/21	2	2				2	2

Hours

- 8** Admin, CRTPA meeting, Thomasville Rd Path
- 8** Admin, retreat, traffic data, Chatahoochee resurfacing, Thomasville Rd Path
- 8** Retreat site review, traffic data, RMP, Thomasville Rd Path, Monticello Trail PD&E
- 8** FTP committee, Thomasville Rd Path, Monticello PD&E PH
- 8** Admin, RMP, TIP, Thomasville Rd Path, US 90
- 8** RMP, PPLs, Thomasville Rd Path, website, Big Bend Contractors presentation prep
- 8** Admin, traffic data, RMP, Thomasville Rd, ITS, Big Ben Contractors
- 8** Admin, CTST, RMP, PPLs, Thomasville Rd Path, website, US 90
- 8** Admin, legislative issues, Thomasville Rd
- 8** Staff meeting, safety/traffic data, website, Stadium/LB

80 Total

EMP NAME: Greg Slay PAYROLL DATE: 10/15/21

EMP # DATE RANGE: 9/27/21 10/8/21

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	9/27/21			
Tues	9/28/21			
Wed	9/29/21			
Thurs	9/30/21			
Fri	10/1/21			
Mon	10/4/21			
Tues	10/5/21			
Wed	10/6/21			
Thurs	10/7/21			
Fri	10/8/21			

Comments:

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October 8, 2021

EMPLOYEE SIGNATURE

DATE

**CRTPA TASK SHEET
FY 2021/2022**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *10/15/21*
 Payroll Range *09/27/21 thru 10/08/21*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	09/27/21	1		5		2		
Tues	09/28/21	2		2	1	3		
Wed	09/29/21	3		2		2	1	
Thurs	09/30/21			3		3	1	1
Fri	10/01/21	2	2			3		1
Mon	10/04/21	8						
Tues	10/05/21	8						
Wed	10/06/21	8						
Thurs	10/07/21	8						
Fri	10/08/21	8						

Hours

- 8** Admin, Blueprint IA meeting, RMP, Thomasville Rd Path
- 8** Admin, RMP, TIP, Thomasville Rd Path
- 8** Admin, Exec Committee, RMP, Chatahoochee refurfacing, Thomasville Rd Path, TV 20
- 8** FTP Implementation Committee, Downtown Monroe Sidewalks, Thomasville Rd Path, US 90 Trail
- 8** Staff meeting, crash data, Thomasville Rd Path
- 8** Admin, Grants policy, AMPO conference
- 8** AMPO Conference
- 8** AMPO Conference
- 8** AMPO Conference
- 8** AMPO Conference

80 Total

EMP NAME: Greg Slay PAYROLL DATE: 10/29/21

EMP # DATE RANGE: 10/11/21 10/22/21

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	10/11/21	8		
Tues	10/12/21	8		
Wed	10/13/21			
Thurs	10/14/21			
Fri	10/15/21			
Mon	10/18/21			
Tues	10/19/21			
Wed	10/20/21			
Thurs	10/21/21			
Fri	10/22/21			

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.



October 22, 2021

EMPLOYEE SIGNATURE

DATE

**CRTPA TASK SHEET
FY 2021/2022**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *10/29/21*
 Payroll Range *10/11/21 thru 10/22/21*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	10/11/21	8						
Tues	10/12/21	8						
Wed	10/13/21	3		1	1	2		1
Thurs	10/14/21	2	1			3		2
Fri	10/15/21	3			1	1	1	2
Mon	10/18/21	3		1		2		2
Tues	10/19/21	6				2		
Wed	10/20/21	3		1		2	2	
Thurs	10/21/21	2			1	5		
Fri	10/22/21	2	2			2		2

Hours

8 Personal leave
8 Personal leave
8 Admin, RMP, PPLs, Thomasville Rd, US 90
8 Admin, Thomasville Rd, Stadium/LB
8 Staff meeting, ILA, PPLs, Thomasville Rd, US 90

8 Admin, retreat prep, Thomasville Rd, US 90
8 Retreat, Thomasville Rd Path
8 Admin, Thomasville Rd, Democrat interview,
8 Admin, TPM webinar, Thomasville Rd Q&A session
8 Admin, traffic data, Thomasville Rd, US 90

80 Total

EMP NAME: Greg Slay PAYROLL DATE: 11/12/21

EMP # DATE RANGE: 10/25/21 11/5/21

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	10/25/21			
Tues	10/26/21			
Wed	10/27/21			
Thurs	10/28/21			
Fri	10/29/21			
Mon	11/1/21			
Tues	11/2/21			
Wed	11/3/21			
Thurs	11/4/21			
Fri	11/5/21			

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.



November 4, 2021

EMPLOYEE SIGNATURE

DATE

**CRTPA TASK SHEET
FY 2021/2022**

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *11/12/21*
 Payroll Range *10/25/21 thru 11/05/21*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	10/25/21	2		2		3		1
Tues	10/26/21	2				3	1	2
Wed	10/27/21	2		2	2	1		1
Thurs	10/28/21	8						
Fri	10/29/21	8						
Mon	11/01/21	2	1		1	3	1	
Tues	11/02/21	6		1		1		
Wed	11/03/21	1			1	4		2
Thurs	11/04/21		1		2	2		3
Fri	11/05/21	6				2		

Hours

- 8** Interlocal, RMP, Thomasville Rd Path, US 90
- 8** Interlocal - Quincy, TPM, Thomasville Rd Path, website, US 90
- 8** Admin, FDOT, TIP/PPLs, Thomasville Rd Path, US 90
- 8** MPOAC
- 8** MPOAC
- 8** Admin, traffic data, TIP, Thomasville Rd Path, website
- 8** Admin, committees, legislative issues
- 8** Admin, TIP, Thomasville Rd Path, ITS, Stadium/LB
- 8** Safety data, RMP, TIP/PPLs, Stadium/LB, US 90
- 8** Interlocal agreement, Thomasville Rd Path

80 Total

December 16, 2021



EXECUTIVE COMMITTEE AGENDA ITEM 4A

GENERAL PLANNING CONSULTANT APPROVAL

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks Executive Committee approval for the Executive Director to proceed with contract negotiations.

RECOMMENDED ACTION

Option 1: Approve the Executive Director proceed with contract negotiations with the top ranked General Planning Consultant firms, Halff Associates Inc., RS & H, Inc., and Kimley-Horn and Associates, Inc.

BACKGROUND

In early 2021 the CRTPA Board issued a Request for Qualifications (RFQual) for general transportation planning services. The RFQual was released in October of 2021. Seven firms submitted proposals. The following firms submitted RFQuals:

- RS & H, Inc.
- EXP
- Atkins North America, Inc.
- Kimley-Horn and Associates, Inc.
- Kisinger Campo & Associates, Corp.
- Michael Baker International
- Halff Associates Inc.

On December 7, 2021 the Selection Committee met to discuss and score the RFQual technical responses. The Selection Committee was comprised of five people with varying experience and knowledge of the MPO transportation planning process and the needs of the CRTPA Board.

The consultants were ranked on three criteria, Executive Summary/General Information, Team Qualifications and Experience by Task, and Staff Qualifications. The Selection Committee Committee's scores were averaged to produce a final score for each consultant firm. The firms ranking from highest to lowest is shown below and further detailed in **Attachment 1**:

- Halff Associates Inc.
- RS & H, Inc.
- Kimley-Horn and Associates, Inc.
- Michael Baker International
- Atkins North America, Inc.
- Kisinger Campo & Associates, Corp.
- EXP

Within the released RFQ there is language that states the Selection Committee will shortlist consultant firms and the CRTPA may choose whether to proceed with oral presentations/interviews. There was a clear separation in points between the top three consultant teams and the other four firms. Therefore, the CRTPA recommended that the top three proceed for oral presentations/interviews, and the Selection Committee agreed.

On December 13, 2021 the Selection Committee met and heard presentations from all three firms. The oral presentations were scored on three areas, Presentations (oral and visual), Knowledge of MPO's role in the four listed task activities and method for each task activity. The four task activities the firms addressed are bicycle and pedestrian planning, safety, traffic operations/Intelligent transportation systems and corridor planning (**Attachment 2**).

All three firms scored in the range from 85-89 on the oral presentations/interviews and did an excellent job (Note: a report with the breakdown of final scores will be sent under separate cover.) The CRTPA Executive Director made a motion to accept all three firms with subsequent unanimous agreement of the Selection Committee. This item seeks Executive Committee approval to proceed with contract negotiations with Halff Associates Inc., RS & H, Inc., and Kimley-Horn and Associates, Inc.

OPTIONS

Option 1: Approve the Executive Director proceed with contract negotiations with the top ranked General Planning Consultant firms, Halff Associates Inc., RS & H, Inc., and Kimley-Horn and Associates, Inc.
(Recommended)

Option 2: CRTPA Executive Committee Discretion.

RFP Evaluation Results

Evaluation of RFQUAL-009-22-CD - Professional Services: Transportation Planning

Half Associates, Inc.

Criteria	Weight	Score	Percent	Points
Tab 1 - Executive Summary/General Information	10%	8.3 of 10	8.3%	8.3 of 10 pts
Tab 2 - Team Qualifications and experience by Task	45%	8.6 of 10	38.7%	38.7 of 45 pts
Tab 3 - Staff Qualification	45%	8.5 of 10	38.25%	38.25 of 45 pts
		25.4 of 30	85%	85.25 of 100 pts

RS&H, Inc.

Criteria	Weight	Score	Percent	Points
Tab 1 - Executive Summary/General Information	10%	8.2 of 10	8.2%	8.2 of 10 pts
Tab 2 - Team Qualifications and experience by Task	45%	8.54 of 10	38.43%	38.43 of 45 pts
Tab 3 - Staff Qualification	45%	8.54 of 10	38.43%	38.43 of 45 pts
		25.28 of 30	85%	85.06 of 100 pts

Kimley-Horn and Associates, Inc.

Criteria	Weight	Score	Percent	Points
Tab 1 - Executive Summary/General Information	10%	8.1 of 10	8.1%	8.1 of 10 pts
Tab 2 - Team Qualifications and experience by Task	45%	8.2 of 10	36.9%	36.9 of 45 pts
Tab 3 - Staff Qualification	45%	8.5 of 10	38.25%	38.25 of 45 pts
		24.8 of 30	83%	83.25 of 100 pts

Michael Baker International

Criteria	Weight	Score	Percent	Points
Tab 1 - Executive Summary/General Information	10%	7 of 10	7%	7 of 10 pts
Tab 2 - Team Qualifications and experience by Task	45%	7.1 of 10	31.95%	31.95 of 45 pts
Tab 3 - Staff Qualification	45%	8.16 of 10	36.72%	36.72 of 45 pts
		22.26 of 30	76%	75.67 of 100 pts

Atkins North America, Inc.

Criteria	Weight	Score	Percent	Points
Tab 1 - Executive Summary/General Information	10%	7.8 of 10	7.8%	7.8 of 10 pts
Tab 2 - Team Qualifications and experience by Task	45%	6 of 10	27%	27 of 45 pts
Tab 3 - Staff Qualification	45%	7.9 of 10	35.55%	35.55 of 45 pts
		21.7 of 30	70%	70.35 of 100 pts

Kisinger Campo & Associates, Corp.

Criteria	Weight	Score	Percent	Points
Tab 1 - Executive Summary/General Information	10%	6.8 of 10	6.8%	6.8 of 10 pts
Tab 2 - Team Qualifications and experience by Task	45%	6.9 of 10	31.05%	31.05 of 45 pts
Tab 3 - Staff Qualification	45%	7.08 of 10	31.86%	31.86 of 45 pts

20.78 of 30 70% 69.71 of 100 pts

Exp

Criteria

	Weight	Score	Percent	Points
Tab 1 - Executive Summary/General Information	10%	4 of 10	4%	4 of 10 pts
Tab 2 - Team Qualifications and experience by Task	45%	5.6 of 10	25.2%	25.2 of 45 pts
Tab 3 - Staff Qualification	45%	7 of 10	31.5%	31.5 of 45 pts
		16.6 of 30	61%	60.7 of 100 pts

PRESENTATION CRITERIA	EVALUATOR MAX SCORE	FACTOR	PRESENTATION SCORE MAXIMUM POINTS
Presentation (Oral and Visual)	10	2	20
Knowledge of Task Activity/ MPO's Role	10	2	20
Method By Task Activity	10	6	60
Total Score for Presentation			100

Provide presentations on the following four Metropolitan Planning task areas:

- 1. Bicycle and Pedestrian**
- 2. Safety**
- 3. Traffic Operations/ITS**
- 4. Corridor Planning**

2.6.2 GPC Presentation Criteria.

The time allotted for the presentation is thirty minutes followed by fifteen minutes for questions and answers. The Consultant shall include graphics and visual aids to convey project details. The presentation must describe a project method in sufficient detail for each of the four Metropolitan Planning task areas listed in 2.6.1. Include as part of the methodology the resources and requirements to complete a project and identify project results. Presenters should exhibit knowledge of task activity and the MPO's role in the transportation planning process.

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