CRTPA BOARD

MEETING OF MONDAY, NOVEMBER 23, 2026, AT 1:30 PM

CITY OF TALLAHASSEE COMMISSION CHAMBERS
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

Citizens wishing to provide input at the public hearing or CRTPA meeting may:

(1) Provide comments in person at the meeting. Speakers are requested to limit their comments to three (3) minutes; or
(2) Submit written comments prior to the meeting at http://crtpa.org/contact-us/ by providing comments in the "Email Us" portion of the page before 5:00 PM on **Friday, November 20**. This will allow time for comments to be provided to CRTPA members in advance of the meeting. Comments submitted after this time (up to the time of the meeting) will be accepted and included in the official record of the meeting; or
(3) Provide live comments during the meeting virtually by registering before 5:00 PM on **Friday, November 20** at http://crtpa.org/contact-us/ and noting your desire to provide comments via video in the "Email Us" portion of the page along with the agenda item or issue your wish to discuss. You will be contacted by CRTPA staff and provided with a link to virtually access the meeting and provide your comment during the meeting. Speakers are requested to limit their comments to three (3) minutes.

The public is invited to view the meeting's live broadcast on https://www.talgov.com/cotnews/wcot.aspx or Comcast Channel 13 (WCOT-13).

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.

"Public Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans With Disabilities Act, or persons who require translation services (free of charge) should contact the CRTPA Title VI Coordinator, Suzanne Lex, four days in advance of the meeting at 850-891-8627 (Suzanne.Lex@crtpa,org") and for the hearing impaired, telephone 711 or 800-955-8771 (TDY)."

"La participación pública se solicita sin distinción de raza, color, nacionalidad, edad, sexo, religión, discapacidad o estado familiar. Las personas que requieran adaptaciones especiales en virtud de la Ley de Americanos con Discapacidades, o las personas que requieran servicios de traducción (sin cargo) deben comunicarse con Suzanne Lex, CRTPA Coordinadora del Título VI, al 850-891-8627 Suzanne.lex@crtpa.org) y para las personas con discapacidad auditiva, teléfono 711 o 800-955-8771 (TDY) cuatro días antes de la reunión.

1. CALL TO ORDER

2. ROLL CALL

3. AGENDA MODIFICATIONS

4. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA

This portion of the agenda is provided to allow for public input on general CRTPA issues that are not included on the meeting's agenda. Speakers are requested to limit their comments to three (3) minutes. See the above for ways to provide public comment at this meeting.

5. CONSENT AGENDA

A. Minutes of the September 28, 2026, meeting
B. CRTPA 2027 Calendar
C. Citizens Multimodal Advisory Committee (CMAC) Membership Update
D. General Planning Consultant (GPC) Approval
E. Unified Planning Work Program Amendment

6. CONSENT ITEMS PULLED FOR DISCUSSION

7. ROLL CALL VOTE AGENDA ITEMS

A. Fiscal Year (FY) 2027– FY 2031 Transportation Improvement Program (TIP) Amendment
This item seeks Board adoption of amendment to the FY 2027 – FY 2031 Transportation Improvement Program (TIP) to include the following projects:

- CRTPA Planning Study (Leon County) Project No. 458097-1: Provides $750,000 in funding in FY 2027 for the Safe Streets for All West Tennessee Street Safety Action Plan.
- Federal Transit Administration (FTA) 5307 Operating Assistance (Large Urban) Project No. 422251-3: Updates the budgeted amounts in FY 2027 to reflect the prior year allocation of FTA funds.

8. CRTPA 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 CRTPA.

A. Tallahassee to Havana Trail/Orchard Pond Greenway – Environment Impact and Alternatives Study

This item seeks CRTPA approval of the Havana Trail/Orchard Pond Greenway Environmental Impact and Alternatives Study ("Study"), which includes the identification of a preferred project alternative.

B. Election of Chair/Vice Chair

Annually, CRTPA members elect a new Chair and Vice Chair to serve for the upcoming calendar year. Currently, Commissioner Nick Maddox and Commissioner Goldwire hold the CRTPA Chair and Vice Chair positions, respectively.

9. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

10. EXECUTIVE DIRECTOR'S REPORT

11. CRTPA INFORMATION

A. Future Meeting Dates
B. Committee Actions (Citizen's Multimodal Advisory Committee & Technical Advisory Committee)

12. ITEMS FROM CRTPA BOARD MEMBERS

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

13. ADJOURNMENT

November 23, 2026

AGENDA ITEM 5 A

MINUTES

TYPE OF ITEM: Consent

The minutes from the September 28, 2026, CRTPA Meeting are provided as ***Attachment 1.***

RECOMMENDED ACTION

Option 1: Approve the minutes of the September 28, 2026, CRTPA Meeting.

ATTACHMENT

Attachment 1: Minutes of the September 28, 2026, CRTPA Meeting

ATTACHMENT 1

CRTPA BOARD

MEETING OF MONDAY, SEPTEMBER 28, 2026, AT 1:30 PM

CITY OF TALLAHASSEE COMMISSION CHAMBERS
300 S. ADAMS STREET
TALLAHASSEE, FL 32301

Meeting Minutes

Members Present:
Commissioner Riley-Goldwire, Vice-Chair, Gadsden County
Commissioner O'Keefe, Leon County
Commissioner Minor, Leon County
Commissioner Matlow, City of Tallahassee
Commissioner Richardson, City of Tallahassee
Commissioner Williams-Cox, City of Tallahassee

Staff and Others Present: Greg Slay, Executive Director; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Yulonda Mitchell, CRTPA; Kaylor Collins, FDOT; Lindsay Slautterback, Kimley Horn & Associates

1. Call To Order
The meeting was called to order at 1:31 pm.

2. Roll Call
The roll call was conducted, and a quorum was present.

3. Agenda Modifications
There were no agenda modifications.

4. Public Comment on Items Not Appearing on the Agenda
There was no public comment.

5. Consent Agenda

A. Minutes of the June 15 CRTPA Meeting
B. Unified Planning Work Program Amendment
C. Executive Director's Annual Evaluation
D. Ratification of Joint Participation Agreement Signature Authority & Resolution

E. Ratification of CRTPA Bylaws Revision
F. Ratification of Legal Services Contract Extension
G. Executive Director's Quarterly Timesheet & Travel Approval

Board Action: Commissioner Williams-Cox made a motion to approve the consent agenda. Commissioner Minor seconded the motion, and the motion was unanimously passed.

6. CONSENT ITEMS PULLED FOR DISCUSSION

There were no items pulled for discussion.

7. ROLL CALL VOTE AGENDA ITEMS

A. Fiscal Year (FY) 2027– FY 2031 Transportation Improvement Program (TIP) Amendment
This item seeks Board adoption of an amendment to the FY 2027 – FY 2031 Transportation Improvement Program (TIP) to include the following projects:

- Crawfordville Road US 319 (Wakulla County) N of Bloxham Cutoff Road/SR267 to Coastal Hwy/US98 Project No. 458100-1: Provides $308,000 in safety funding in FY 2027 for the design of lighting improvements.
- CRTPA Unified Planning Work Program (UPWP) (Leon County) Project No. 439323-6: Adjusts funding in FY 2027 and FY 2028 of the UPWP to include additional projects and update annual budget.
- Roll-Forward Amendment: SR 63 (US 27) Monroe St. from Lakeshore Dr. to John Knox Rd. Project No. 445053-1 Amends FY2027 of the TIP to include $559,501 of prior year funding for right-of-way acquisition for the sidewalk project.

Ms. Lex provided information on the Fiscal Year (FY) 2027– FY 2031 Transportation Improvement Program (TIP) Amendment. She outlined each safety improvement project. She stated a safety study was conducted and it was determined that additional lighting was needed on Crawfordville Road/US 319 in Wakulla County. (N of Bloxham Cutoff Road/SR267 to Coastal Hwy/US98). Ms. Lex noted this project was currently in the design phase and the project was fully funded at $308, 000. She stated the second amendment adjusts funding in FY 2027 and FY 2028 of the UPWP to include additional projects and update annual budget. Ms. Lex explained the funds were not expended last year and were rolled into the current year's funds. She further explained there needed to be an update to the UPWP to be consistent with the funds in the TIP. The last amendment, Ms. Lex explained was a roll-forward Amendment: SR 63 (US 27) Monroe St. from Lakeshore Dr. to John Knox Rd. She explained this amends FY2 027 of the TIP to include $559,501 of prior year funding for right-of-way acquisition for the sidewalk project. Finally, she stated the request was for the board to approve by roll call vote.

Board Action: Commissioner Minor made a motion to approve the Fiscal Year (FY) 2027– FY 2031 Transportation Improvement Program (TIP) Amendment. Commissioner Richardson seconded the motion. A roll call vote was conducted, and the motion was unanimously passed.

8. CRTPA ACTION

A. CRTPA Annual Audit – Fiscal Year 2025 Financial Statements
This item provides information related to the Annual Single Audit Report. Staff from James Moore and Company, and City of Tallahassee Financial Services and Grants Departments will be on hand for questions related to the FY 2025 Annual Financial Statements.

Ms. Lex introduced the consultant Zach Chalifour, James Moore & Company.

Mr. Chalifour presented the CRTPA Annual Audit FY 2025 Financial Statements. He outlined the required communication and the overall budget for FY 25. He explained the Agency's significant estimates and disclosures. Mr. Chalifour spoke of the Net Pension Liability and OPEB Liability and discussed the Audit Reports. He stated the Agency has an unmodified opinion, internal control and compliance. He explained the compliance for Major Federal Programs, which was an unmodified opinion. Mr. Chalifour addressed the total grant revenue and fund balances. He stated there were no items reported in terms of compliance with state statutes, and no findings.

Board Action: Commissioner O'Keefe made a motion to approve the CRTPA Annual Audit FY 2025 Financial Statements. Commissioner Williams-Cox seconded the motion, and the motion was unanimously passed.

B. CRTPA Fiscal Year (FY) 2027 Budget
The CRTPA's budget for Fiscal Year 2027 has been developed for discussion and approval.

Mr. Slay explained that earlier in the year the board asked staff to begin to develop a succession plan. He stated Mr. Burke and Kostrzewa have entered the DROP program, in the next couple of years, would retire. He explained there was a new position that was factored into the current year's budget to allow for a new senior level transportation planner to be brought on.

Ms. Lex provided information on the FY 2027 Budget. She outlined the budget and noted the salary increase of 22% accounts associated with the new position and noted the expectation was to bring a new employee on at the beginning of 2027. Ms. Lex noted information on the revenues and noted that the total would be updated once final grant agreements are completed and the budget and UPWP will be updated to show those funds in the full budget.

Board Action: Commissioner Williams-Cox made a motion to approve the CRTPA FY 2025 Budget. Commissioner Richardson seconded the motion, and the motion was unanimously passed.

C. US 90 West Trail Feasibility Study
The US 90 West Trail Feasibility Study evaluating the potentiality to construct a multiuse trail on US 90 from Chattahoochee to Quincy has been completed and will be discussed.

Mr. Burke introduced Ms. Lindsay Slautterback, Kimley Horn & Associates to present the US 90 West Trail Feasibility Study.

Ms. Slautterback provided background on the US 90 West Trail Feasibility Study in Gadsden County and stated the study limits were from Chattahoochee (Jackson County line) to the east side of Quincy, a total of about 22 miles. She stated this study was completed in two phases with the first phase including data analysis, existing conditions analysis, identifying stakeholders. The second phase included public engagement and feasibility report with identified alternative routes. Ms. Slautterback provided information on the study's public involvement and noted that a StoryMap was created that to date has received approximately 1000 views. Additionally, a popup event was held in Chattahoochee as well as two public meetings held in June in Chattahoochee and Quincy.

Ms. Slautterback next outlined the alternatives identified in the study including those for downtown Quincy and Chattahoochee. She further discussed additional constrained areas identified along US 90 and options available to address the constraints.

Board Action: Commissioner Williams-Cox made a motion to approve the US 90 West Trail Feasibility Study. Commissioner Richardson seconded the motion, and the motion was unanimously passed.

9. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

Mr. Paulk provided a status report on FDOT activities. Mr. Paulk stated the annual Work Program FY 2028-FY 2032 would be presented at the annual public hearing in December. He noted there would be a presentation to the Board at the retreat in January 2027.

10. EXECUTIVE DIRECTOR'S REPORT

Mr. Slay provided a status report on CRTPA activities. Mr. Slay announced that the CRTPA has received notification from FHWA that the $600k for W. Tennessee Street Safety Study grant agreement has been signed by the FHWA. He stated the next step would be consultant selection and that effort would start next week. Mr. Slay stated the public meeting for the Orchard Pond EIA Project was scheduled for 11/9/26, at the Lake Jackson Community Center from 5:00 pm to 6:00 pm. Lastly, he noted the October meeting cancellation.

Ms. Lex stated there was a scheduled helmet fitter training soon and the notice would be sent out as soon as that meeting is confirmed. She stated there was a Bike Month event at the St. Marks Trail head on Saturday, October 3, 2026.

11. CRTPA INFORMATION

A. Future Meeting Dates (Next Board Meeting Tuesday, October 20, 2026)
B. CRTPA Committee Actions
C. Budget Utilization

12. ITEMS FROM CRTPA BOARD MEMBERS

13. ADJOURNMENT

The meeting was adjourned at 2:14 pm.

November 23, 2026

AGENDA ITEM 5B

2027 MEETING CALENDAR

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The 2027 CRTPA Meeting Calendar has been developed for board adoption.

RECOMMENDED ACTION

Option 1: Approve the 2027 CRTPA Meeting Calendar.

Option 2: Provide other direction.

Meeting Date	Meeting Type	Location
Jan 20 (Wednesday)	Retreat	Tallahassee State College Capitol Center (Downtown) 10:00 am - 1:00 pm
February 16	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm
March 22 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm
April 20	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm
May 18	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm
June 28 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm
September 20 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm
October 19	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm
November 16	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm
December 21	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm

November 23, 2026

AGENDA ITEM 5 C

CITIZENS MULTIMODAL ADVISORY COMMITTEE (CMAC) MEMBERSHIP UPDATE

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks Board approval to update the CRTPA's Citizens Multimodal Advisory Committee (CMAC) membership through the removal of a member for failure to meet the committee's attendance requirements.

RECOMMENDED ACTION

Option 1: Approve the removal of Margaret Jordan from the CRTPA's Citizens Multimodal Advisory Committee due to failure to meet CMAC meeting attendance requirements.

BACKROUND

The CMAC is an advisory committee to the CRTPA composed of volunteers who dedicate their time to the CRTPA on issues pertaining to transportation planning within the region.

Pursuant to Article V, Section 2. Meeting Attendance, of the CMAC Bylaws:

> "Each member of the CMAC is expected to demonstrate interest in the CMAC's activities through attendance at scheduled meetings except for reasons of an unavoidable nature. The CRTPA Executive Director may recommend the removal of any member who fails to attend 50% or more scheduled meetings in a one-year period. A request for removal and replacement of any CMAC member shall be sent to the CRTPA Board from the CRTPA Executive Director at the last scheduled meeting of each year."

At its September 16, 2025, meeting, the CRTPA approved the appointment of Margaret Jordan to serve on the CMAC. Since her appointment, however, Ms. Jordan has not attended any CMAC meetings.

CRTPA staff have made several attempts to confirm Ms. Jordan's continued interest in serving on the committee, including multiple phone calls and emails. To date, these efforts have not received a response. As a result of Ms. Jordan's failure to attend any CMAC meetings since her appointment in September 2025, and consistent with the CMAC Bylaws, the Executive Director is requesting Board approval to remove Ms. Jordan from the committee.

Pursuant to Article III, Section 2 of the CMAC Bylaws, the CMAC may consist of a maximum of fifteen (15) voting representatives from the four (4) county CRTPA region. Currently, the CMAC is at its maximum membership of 15. Should Ms. Jordan be removed from the committee, a vacancy would be created, allowing for the appointment of a new member.

November 23, 2026

AGENDA ITEM 5D

GENERAL PLANNING CONSULTANT APPROVAL

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks CRTPA Board of the General Planning Consultants (GPC) and for the Executive Director to proceed with contract negotiations.

RECOMMENDED ACTIONS

Option 1: Approve the selection of Kimley-Horn and Associates, RS&H and Halff Associates Inc., as CRTPA General Planning Consultants.

Option 2: Approve the GPC contract shown as Attachment 1.

Option 3: Authorize the CRTPA Executive Director to negotiate and make minor changes to the contracts as necessary.

BACKGROUND

In August 2026 the CRTPA Board issued a Request for Statement of Qualifications (RFSQ) for general transportation planning services. The following six (6) firms submitted proposals:

- Halff Associates Inc.
- Jacobs Engineering Group Inc.
- Kimley-Horn and Associates, Inc.
- Kittelson & Associates, Inc.
- Konesens Development
- RS&H

On October 7, 2026 the Selection Committee met to discuss and score the submitted RFSQs. The Selection Committee was comprised of five (5) people with varied experience and knowledge of the Metropolitan Planning Organization (MPO) planning process and the needs of the CRTPA Board.

The consultants were ranked on the score of four (4) criteria, including, Executive Summary, Team Qualifications, Staff Qualifications and Local Vendor Preference (assessed by City of Tallahassee Procurement Office). The Selection Committee's scores were averaged to produce a final score for each consultant firm.

These RFSQ initial ranking scores, from highest to lowest, are shown below:

- Kimley-Horn and Associates, Inc. (87.10)
- RS & H, Inc. (83.50)
- Halff Associates Inc. (82.70)
- Jacobs Engineering Group, Inc. (79.70)
- Kittelson & Associates, Inc. (76.80)
- Konesens Development (51.40)

Within the RFSQ there is language that states "The Selection Committee may elect to make a Recommendation of Award based on the initial ranking or shortlist up to three (3) Consultants with the highest-ranking RFSQ scores, request presentations and then make a Recommendation of Award to the CRTPA Board." Since the top three (3) scores are the current CRTPA GPCs, the Selection Committee unanimously recommended that the top three (3) firms continue to serve as the CRTPA GPCs based on the initial ranking and forego the presentation phase.

Additionally, staff is recommending that the CRTPA Board authorize the Executive Director to negotiate the contracts and make minor changes as necessary. The Draft GPC Contract is attached for Board review (Attachment 1).

OPTIONS

Option 1: Approve the selection of Kimley-Horn and Associates, RS&H and Halff Associates Inc., as CRTPA General Planning Consultants. (RECOMMENDED)

Option 2: Approve the GPC contract shown as Attachment 1. (RECOMMENDED)

Option 3: Authorize the CRTPA Executive Director to negotiate and make minor changes to the contracts as necessary. (RECOMMENDED)

Option 4: CRTPA Board Discretion.

ATTACHMENTS

Attachment 1: Draft GPC Contract

ATTACHMENT 1

GPC Agreement #: XXX

GENERAL PLANNING CONSULTANT AGREEMENT BETWEEN THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY AND (Name of the selected Firm).

This Agreement entered into this _____ day of _____2026, by and between the Capital Region Transportation Planning Agency, ("CRTPA") and the General Planning Consultant firm of (Name of the selected Firm) ("**GPC**"), individually referred to as a "Party" and collectively referred to as the "Parties".

WITNESSETH

WHEREAS, the CRTPA is the designated metropolitan planning organization for Florida's capital region, and in support of its mission, the CRTPA desires to contract with the GPC on tasks in support of the Adopted Unified Planning Work Program (UPWP). The work involves, among other things, performing a variety of technical, graphical, public involvement, and product review activities on a Task Order basis, to be assigned as needed; **and**

WHEREAS, the CRTPA will provide payment to the GPC in the form of a lump sum fee based on the specific Task Order. Compensation, payments and task scopes will be incorporated into each Task Order assignment; **and**

WHEREAS, the Executive Committee is authorized to approve time-sensitive documents pursuant to Section IV. subsection D.4.c., CRTPA Bylaws, Executive Committee; **and**

WHEREAS, by a vote of the CRTPA Board on _____the board has authorized its Chairman to enter into this agreement; **and**

WHEREAS, CRTPA Executive Committee on _____2026, authorized the Executive Director to proceed with contract negotiations; **and**

WHEREAS, by a vote of the CRTPA Board on _____ the board has authorized its Chairman to enter into this agreement; **and**

WHEREAS, the GPC desires to perform the services outlined in this agreement;

NOW THEREFORE, in consideration of the mutual benefits to be derived by the terms of this Agreement, the parties agree as follows:

1. INCORPORATION OF RECITALS.

The parties agree that the above recitals are a material part of this agreement, are true and correct and are incorporated herein by reference.

2. SERVICES AND PERFORMANCE.

A. The CRTPA does hereby retain the GPC to furnish certain services as described in

Attachment A. The GPC will be required to perform policy, planning and engineering analyses and to develop specific recommendations and products and provide assistance to the CRTPA staff in completion of some or all of the Task Orders identified by the CRTPA. The GPC shall also assist the CRTPA by providing additional resources to accomplish the assigned task as authorized by the CRTPA Board and directed by the Executive Director or his designee.

B. The GPC shall provide all facets of contract administration necessary to complete the project.

C. The GPC agrees to undertake the Project in accordance with all applicable federal, state and local statutes, rules and regulations, and standards.

D. The services outlined by the CRTPA will be accomplished using separate Task Orders as approved by the CRTPA Board. A separate, detailed scope of services (SOS) will be developed by the GPC for each Task Order in coordination with and written approval of the CRTPA's Executive Director.

E. Details of the GPC's specific responsibilities, the work to be done, and the products to be delivered will be defined in the Task Order and the SOS along with the approved negotiated fee. Should there be a dispute between the parties regarding the meaning or interpretation of the Task Order or the SOS, the meaning or interpretation of the CRTPA shall be controlling. No work will begin until the GPC receives a written "*Notice to Proceed*" (NTP) letter signed by CRTPA's Executive Director. The CRTPA will have the sole discretion for assigning any specific service(s) to the GPC.

F. The CRTPA, through its Executive Director shall be entitled at all times to be advised, at its request, as to the status of work being done by the GPC and of the details thereof. Coordination shall be maintained by GPC with the CRTPA, and the GPC shall provide the CRTPA with progress/status reports. The CRTPA will have the right to review all work of the GPC at any time, in its sole discretion.

G. The GPC shall not sublet, assign, or transfer any work under this Agreement without prior written consent and approval of the CRTPA.

H. All tracings, plans, specifications, maps and/or reports prepared or obtained under this Agreement shall be considered works made for hire and shall become the property of the CRTPA without restriction or limitation on the CRTPA's use. Any reuse of the documents by the CRTPA without the prior written approval of the GPC shall be at the CRTPA's sole risk and liability.

I. All notices require by this Agreement shall be directed, in writing, to the following parties:

For the CRTPA:
Executive Director
Capital Region Transportation Planning Agency
300 South Adams Street

Box A-19
Tallahassee, FL 32301

For the GPC:
Firm Name:
Name Representative:
Title Representative:
Address:

3. TERM AND EXTENSION OF AGREEMENT.

A. All services performed under this Agreement will be specified through Task Orders as provided by the CRTPA's Executive Director. The project services to be rendered by the GPC for each Task Order will commence, upon a written NTP from the CRTPA's Executive Director, and will be completed within the time period specified in each Task Order.

B. This Agreement shall remain in effect for three years from the date of execution with a possible extension for an additional two years; in one year increments, or a two-year increment, as agreed to by the parties herein. Any extensions shall be in writing and executed by both parties and shall be subject to the same terms and conditions set forth in this Agreement.

C. In the event it becomes impracticable or impossible for the GPC to complete the expected services within the term of this Agreement due to delays on the part of the CRTPA or circumstances beyond the control of the GPC, the Agreement may be extended, in the sole discretion of the CRTPA. Any extension of the Agreement must be in writing. Should the CRTPA decide not to extend this agreement pursuant to this section, the parties agree that the decision by the CRTPA pursuant to this paragraph does not create a cause of action for the GPC.

4. COMPENSATION AND PAYMENT.

A. The CRTPA will provide payment to the GPC in the form of a lump sum fee based on the specific Task Order assigned by the CRTPA. Compensation, payments, and task scopes will be incorporated into each Task Order.

B. Invoices shall be submitted by the GPC on a monthly basis, in detail sufficient for a proper pre-audit and post audit thereof, based on the quantifiable, measurable, and verifiable deliverables or as a percent complete for specific tasks depending on the type of work as established in the Task Order.

C. Supporting documentation for final payment must establish that all deliverables were received and accepted in writing by the CRTPA and must also establish that the required minimum level of service to be performed was met, and that the criteria for evaluating successful completion was met.

D. Payment shall be made by the CRTPA within 30-days of receipt of the GPC's monthly invoice, if there are no discrepancies determined by the CRTPA upon review of the invoice. If the CRTPA determines that the invoice has discrepancies, or is incomplete, whether in form or substance, the CRTPA shall not process the invoice but inform the GPC of the deficiency. Upon the GPC resolving the deficiency, the CRTPA shall make payment as outline in this paragraph.

E. The CRTPA's obligation to pay under this Agreement is contingent upon CRTPA's annual appropriation and fiscal year budget. The CRTPA, during any fiscal year, will not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditures of money in excess of the amounts budgeted as available for expenditure during such fiscal year. If, during the performance of one or more Task Orders, the CRTPA notifies the GPC that the funding for said Task Orders has been canceled or exceeded, this notice shall serve as a termination of the Task Order and the GPC shall be paid for only those services completed up to the date of the notification. The GPC shall not be entitled to any future monies under the terminated Task Orders. The parties agree that any actions by the CRTPA pursuant to this paragraph does not create a cause of action for the GPC.

5. PURCHASES BY OTHER PUBLIC AGENCIES (PIGGYBACK CLAUSE).

With the consent and agreement of the CRTPA, purchases may be made under this Agreement by other cities, governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same terms and conditions as provided herein. This Agreement in no way restricts or interferes with the right of any Florida State or political subdivision or other public entity to bid any or all of these items independently.

6. INSURANCE AND INDEMNITY.

A. INDEMNIFICATION BY THE GPC. The GPC will indemnify and hold harmless the City of Tallahassee ("City") and the CRTPA, its board, officers attorneys, and employees and independent contractors from all losses, damages, costs, expenses, liability, claims, actions, and judgments of any kind whatsoever brought or assessed against, or incurred by, the City and CRTPA, including without limitation attorney's fees and costs of litigation, to the extent that the same arise out of or are caused by any negligence, recklessness, or intentionally wrongful conduct; or negligent act or omission of the GPC, its sub-consultants or subcontractors, or by the employees, officers, directors, or agents of the consultant, or its subcontractors in the performance of the contract.

B. LIABILTY OF THE GPC. Neither the GPC nor any of its officers, agents, or employees will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the City or CRTPA or any of its officers, agents, or employees.

C. LIABILITY INSURANCE. Prior to commencing work, the GPC shall procure and maintain at the GPC's own cost and expense for the duration of the agreement liability insurance as specifically outlined in the RFSQ, which includes a professional liability policy

or policies with a company or companies authorized to do business in Florida, affording professional liability insurance coverage for the professional services to be rendered in accordance with this Agreement. The liability insurance procured must also cover against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work or services hereunder by the GPC, its agents, representatives, employees, or subcontractors. The GPC shall maintain limits no less than *Commercial General/Umbrella Liability Insurance*-$500,000 limit per occurrence for property damage and bodily injury; *Business Automobile/Umbrella Liability Insurance*-$500,000 limit per accident for property damage and personal injury; *Professional Liability Insurance*-$1,000,000 or as per project (ultimate loss value per occurrence).

D. WORKERS' COMPENSATION. The GPC shall also carry and keep in force *Workers' Compensation and Employers'/Umbrella Liability Insurance* for $1,000,000 per accident. Worker's Compensation coverage is required as a condition of performing work or services for the City whether or not the Contractor or Vendor is otherwise required by law to provide such coverage. The insurer shall agree to waive all rights of subrogation against CRTPA, members of its Board, committees, officers, agents, employees and volunteers for losses arising from activities and operations of the GPC in performance of services under this Agreement.

E. As outlined specifically in the RFSQ, CRTPA, members of its Board, committees, officers, agents, employees and volunteers are to be covered as additional insured as respects to: liability arising out of activities performed by or on behalf of the GPC; products and completed operations of the GPC; premises owned, leased or used by the GPC or premises on which the GPC is performing services on behalf of CRTPA. The coverage shall contain no special limitations on the scope of protection afforded to the members of CRTPA Board and committees, officers, agents, employees and volunteers.

7. <u>COMPLIANCE WITH LAWS.</u>

A. The GPC shall comply with all federal, state, and local laws and ordinances applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Agreement.

B. CRTPA and the GPC agree that GPC, its employees and subcontractors are not agents of the CRTPA as a result of this Agreement.

C. Upon approval by CRTPA, the GPC shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the GPC in conjunction with this Agreement. Failure by the GPC to grant such public access, after CRTPA approval, shall be grounds for immediate unilateral cancellation of this Agreement by CRTPA.

IF THE GPC HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER

119, FLORIDA STATUTES, TO THE GPC'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (telephone number, e-mail address, and mailing address).

D. The GPC agrees that it will make no statements, press releases or publicity releases concerning this Agreement or its subject matter or otherwise disclose or permit to be disclosed any of the data or other information obtained or furnished in compliance with this Agreement, or any particulars thereof, during the period of the Agreement, without first notifying the CRTPA and securing its consent in writing. The GPC also agrees that it will not publish, copyright or patent any of the data developed under this Agreement, it being understood that such data or information is the property of CRTPA.

E. The GPC covenants and agrees that it and its employees will be bound by the standards of conduct provided in applicable Florida Statutes and applicable rules of the Department of Business and Professional Regulation as they relate to work performed under this Agreement.

F. The GPC shall utilize the U.S. department of Homeland Security's E-Verify system, in accordance with the terms governing the use of the system, to confirm the employment eligibility of:

(1) All persons employed by the GPC during the term of the Agreement to perform employment duties within Florida; and

(2) All persons, including subcontractors, assigned by the GPC to perform work pursuant to the Agreement with CRTPA.

8. TERMINATION AND DEFAULT.

A. CRTPA may terminate this Agreement in whole or in part at any time the interest of the CRTPA requires such termination, as follows:

(1) If CRTPA determines that the performance of the GPC is not satisfactory, the CRTPA will notify the GPC in writing of the deficiency with the requirement that the deficiency be corrected within a specified time. If the GPC has not addressed the concerns of CRTPA within the specified time, CRTPA shall terminate the Agreement at the end of such time, in its sole discretion.

(2) If CRTPA requires termination of the Agreement for reasons other than unsatisfactory performance of the GPC, CRTPA will notify the GPC of such termination, with instructions as to the effective date of work stoppage or specify the stage of work at which the Agreement is to be terminated.

(3) If the Agreement is terminated before performance is completed, the GPC will be paid for the work satisfactorily performed. Payment is to be on the basis of substantiated costs, not to exceed an amount which is the same percentage of the contract price as the amount of work satisfactorily completed is a percentage of the total work called for by the Agreement.

B. CRTPA reserves the right to cancel and terminate this Agreement in the event the GPC or any employee or agent of the GPC is convicted for any crime arising out of or in conjunction with any Work Order being performed by the consultant for or on behalf of the Department, without penalty. It is understood and agreed that in the event of such termination, all tracings, plans specifications, computer files, maps, and data prepared or obtained under this Agreement will immediately be turned over to CRTPA.

9. ASSIGNMENT AND SUBCONTRACTORS.

The GPC will maintain an adequate and competent professional staff so as to enable GPC to timely perform under this Agreement and must be authorized to do business within the State of Florida and may associate with it such sub-consultants, for the purpose of its services hereunder, without additional cost to CRTPA, other than those costs negotiated within the limits and terms of this Agreement. The GPC is fully responsible for satisfactory completion of all subcontracted work. The GPC, however, will not sublet, assign or transfer any work under this Agreement to other than sub-consultants specified in the Agreement without the written consent of CRTPA.

10. MISCELLANEOUS.

A. Headings. The parties agree that the section headings used herein are for convenience only and have no legal effect.

B. Construction. All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

C. Rules of construction. In interpreting this Agreement, the following rules of construction shall apply unless the context indicates otherwise:

1. The singular of any word or term includes the plural;
2. The masculine gender includes the feminine gender; and
3. The word “shall” is mandatory, and “may” is permissive.

D. Obligations of the Parties. The GPC shall not be obligated or liable hereunder to any party other than CRTPA. This agreement is solely for the benefit of the formal parties hereto and no right or cause of action shall accrue by reason hereof to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement, expressed or implied, is intended or shall be construed to confer upon or give any person or entity any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof, other than the parties hereto.

E. **Waiver.** In no event shall the making by CRTPA of any payment to GPC constitute or be construed as a waiver by CRTPA of any breach of covenant or any default which may then exist, on the part of the GPC, and the making of such payment by CRTPA while any such breach or default exists shall in no way impair or prejudice any right or remedy available to CRTPA with respect to such breach or default.

F. **Strict Performance.** Additionally, failure of either party to insist on one or more occasions on the strict performance or compliance with any term or provision of this Agreement shall not be deemed a waiver or relinquishment in the future of the enforcement thereof, and such term or provision shall continue in full force and effect unless waived or relinquished in writing by the party seeking to enforce the same.

G. **Entire Agreement.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements, or understandings applicable to the matters contained herein, and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document and that this Agreement is the entire agreement between the Parties. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representation or agreements whether oral or written.

H. **Amendment or Modification of Agreement.** This Agreement cannot be modified or amended without the express written consent of the Parties. Accordingly, no modification, amendment or alteration of the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity therewith.

I. **Severability.** If any part of this Agreement shall be determined to be invalid or unenforceable by a court of competent jurisdiction or by any other legally constituted body having the jurisdiction to make such determination, the remainder of this Agreement shall remain in full force and effect provided that the part of this Agreement thus invalidated or declared unenforceable is not material to the intended operation of this Agreement.

J. **Governing Laws.** This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

K. **Venue.** Venue of any judicial proceedings arising out of this Agreement shall be in Leon County, Florida.

L. **Effective Date.** This Agreement shall be effective upon the signature of each party and the date entered above and shall continue in effect and be binding on the parties until all Work Orders are completed and accepted and payment made by CRTPA or terminated as provided herein.

M. **Discriminatory Vendor List.** An entity or affiliate which has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of

real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity. By signing this agreement, the GPC affirms that the GPC is not in violation of this section.

N. **Authority to Sign.** Each party represents to the other that the individual signing below on its behalf is fully authorized to execute this Agreement, and no further action by any board, council, employee or officer is required for the due execution and effectiveness of this Agreement.

O. **Interpretation of Agreement.** No term or provision of this Agreement shall be interpreted for or against any party because that party or that party's legal representative drafted the provision.

P. **Enforcement of Agreement.** The parties hereto shall have all equitable and legal remedies available under Florida law to enforce the terms and conditions of this Agreement, and the terms of this Agreement shall be specifically enforceable in Circuit Court.

Q. **Attorney Fees.** In the event of any dispute hereunder or any action to interpret or enforce this Agreement, any provision hereof, or any matter arising here from, the prevailing party shall be paid by the non-prevailing party the reasonable attorneys' fees and costs incurred in enforcing its rights and remedies, whether incurred at the pretrial, trial, or appellate levels.

R. **Non-Wavier of Strict Performance.** The failure of either party to insist upon strict performance of any terms of this Agreement shall not be considered a waiver of any provisions set forth herein and shall not prevent enforcement of this Agreement.

S. **Execution in Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same agreement.

T. **Incorporation of Exhibits.** Any exhibit(s) attached hereto is expressly incorporated herein and made a part of this Agreement, and all references to this Agreement shall include the exhibit hereto.

IN WITNESS WHEREOF, CRTPA has caused this General Planning Consultant Agreement to be executed in its behalf, by its Chairman authorized to enter into and execute same by a vote of CRTPA Board and the GPC has caused this Agreement to be signed on its behalf through its Representative, on the date set forth below.

CRTPA	**GPC**
_____	_____
Commissioner Nick Maddox CRTPA Chair	Title
Date: _____	Date: _____
APPROVED AS TO FORM:	LEGAL REVIEW:
_____	_____
CRTPA GENERAL COUNSEL	GENERAL COUNSEL

November 23, 2026

AGENDA ITEM 5 E

FISCAL YEAR 2027 - FISCAL YEAR 2028
UNIFIED PLANNING WORK PROGRAM AMENDMENT

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The purpose of this item is to amend the CRTPA's Fiscal (FY) 2027 – FY 2028 Unified Planning Work Program (UPWP) to include the funding under agreements for the Safe Streets for All West Tennessee Street Planning Study. The amendment to the FY 2027 – FY 2028 UPWP incorporates $150,000 in funding provided in executed State Contract No. AT973 and the $600,000 federal grant award executed under Agreement No. G93JJ32640847.

CRTPA COMMITTEE ACTIONS

This item will be presented for ratification at the next Citizens Multimodal Advisory Committee (CMAC) and Technical Advisory Committee (TAC) meetings as both agreements were not executed at the at the time of the November 1, 2026 Committee meetings.

HISTORY AND ANALYSIS

The Unified Planning Work Program (UPWP), produced biennially, is a federally required document that identifies the work activities, schedules, and budgets associated with CRTPA operations, staffing, and consultant projects. The UPWP is amended as necessary to reflect changes in funding and/or work activities. Funding for current and future projects is programmed as project needs are identified. Upon approval by the Board, the amended UPWP is submitted to the Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) for review and approval. The amended UPWP will also be made available on the CRTPA website.

This amendment incorporates funding associated with executed State Contract No. AT973, which provides $150,000 in state funds to serve as the required match for the $600,000 federal grant award executed under Agreement No. G93JJ32640847.

At the time of adoption, the UPWP included a draft scope for Subtask 7.1.2, the West Tennessee Street Safe Streets for All (SS4A) Safety Action Plan, and identified the future $750,000 budget. The draft scope outlines the comprehensive corridor safety study of West Tennessee Street/US 90, from Monroe Street to Aenon Church Road, and the development of a SS4A Safety Action Implementation Plan. Following execution of a contract for General Planning Consultant services, the project scope and schedule will be finalized in the UPWP.

RECOMMENDED ACTION

Option 1: Approve the amendment to the FY 2027 – FY 2028 UPWP to incorporate the $150,000 in funding provided in executed State Contract No. AT973 and the $600,000 federal grant award executed under Agreement No. G93JJ32640847.

Option 2: Board discretion.

ATTACHMENTS:

Attachment 1: UPWP Task 7 Budget Tables FY 2027 and FY 2028
Attachment 2: UPWP Table III Funding Sources
Attachment 3: UPWP Table IV Agency Participation

ATTACHMENT 1

Task 7 Special Projects									
2027									
Funding Source	**FHWA**			**State**		**Federal SS4A**		**FY 2027 Total**	
Contract Number	**G3Q17**			**AT973**		**G93JJ32640847**			
Source Level	**PL**	**SU**	***Total***	**State**	***Total***	**Federal**	***Total***		
MPO Budget Reference									
Lookup Name	**2027 FHWA G3Q17 (PL)**	**2027 FHWA G3Q17 (SU)**	***FHWA G3Q17 (Total)***	**7 State AT973 (Sta**	***State AT973 (Total)***	**SS4A G93JJ32640**	***SS4A G93JJ3264084***		
Personnel (salary and benefits)									
Personnel and Fringe	$ 40,000	$ -	-	$ -	-	$ -	-	$	40,000
*Personnel/Fringe SS4A Ph I			-		-		-	$	-
Staff charges for SS4A Ph I for 2.5% PL supporting Context Based Planning			-		-		-	$	-
			-		-		-	$	-
Personnel (salary and benefits) Subtotal	**$ 40,000**	**$ -**	**$ 40,000**	**$ -**	**$ -**	**$ -**	**$ -**	$	40,000
Consultant									
*W Tennessee St SS4A Ph I Implement Plan	$ -	$ -	-	$ 150,000	**$ 150,000**	$ 600,000	**$ 600,000**	$	750,000
Ph I SS4A Grant Award			-		-		-	$	-
W Tennessee St SS4A Ph II Implement Plan	$ -	$ 150,000	-	$ -	$ -	$ -	$ -	$	150,000
7.1.3 SS4A Projects *TBD* *	$ -	$ 121,077	-	$ -	$ -	$ -	$ -	$	121,077
7.1.3.1 SS4A High Inury Network	$ -	$ 45,000		$ -	$ -	$ -	$ -	$	45,000
**UPWP will be updated for SS4AProjects*			-		-		-	$	-
			-		-		-	$	-
Consultant Subtotal	**$ -**	**$ 316,077**	**$ 316,077**	**$ 150,000**	**$ 150,000**	**$ 600,000**	**$ 600,000**	**$**	**1,066,077**
Travel									
			-		-		-	$	-
Travel Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	$	-
Direct Expenses									
			-		-		-	$	-
Direct Expenses Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	$	-
Indirect Expenses									
			-		-		-	$	-
Indirect Expenses Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	$	-
Supplies									
			-		-		-	$	-
Supplies Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	$	-
Equipment									
			-		-		-	$	-
Equipment Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	$	-
Total	**$ 40,000**	**$ 316,077**	**$ 356,077**	**$ 150,000**	**$ 150,000**	**$ 600,000**	**$ 600,000**	**$**	**1,106,077**

2028								
Funding Source	**FHWA**			**State**		**Federal SS4A**		**FY 2028 Total**
Contract Number	**G3Q17**			**AT973**		**G93JJ32640847**		
Source	**PL**	**SU**	***Total***	**State**	***Total***	**Federal**	***Total***	
Lookup Name	**2028 FHWA G3Q17 (PL)**	**2028 FHWA G3Q17 (SU)**	***FHWA G3Q17 (Total)***	**28 State AT973 (St**	***State AT973 (Total)***	**SS4A G93JJ32640**	***SS4A G93JJ3264084***	
Personnel (salary and benefits)								
Personnel and Fringe	$ 27,951	$ 37,831	-	$ -	-		-	$ 65,782
*Personnel/Fringe SS4A	$ 23,000	$ -	-	$ -	-		-	$ 23,000
Staff charges for SSS4A Ph ! for 2.5% PL supporting Context Based			-		-		-	$ -
			-		-		-	$ -
			-		-		-	$ -
Personnel (salary and benefits) Subtotal	**$ 50,951**	**$ 37,831**	**$ 88,782**	$ -	$ -	$ -	$ -	$ 88,782
Consultant								
W Tennessee St SS4A Ph I Impl Plan (Cont.)	$ -	$ -	-	$ -	-		-	$ -
W Tennessee St SS4A Ph II Implement Plan	$ -	$ -	-	$ -	-		-	$ -
SS4A Projects *TBD* *	$ -	$ 25,000	-	$ -	-		-	$ 25,000
**UPWP will be updated for SS4A Projects and to include FY 28 SU funds*			-		-		-	$ -
			-		-		-	$ -
			-		-		-	$ -
Consultant Subtotal	$ -	**$ 25,000**	**$ 25,000**	$ -	$ -	$ -	$ -	$ 25,000
Travel								
			-		-		-	$ -
Travel Subtotal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Direct Expenses								
			-		-		-	$ -
Direct Expenses Subtotal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Indirect Expenses								
			-		-		-	$ -
Indirect Expenses Subtotal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supplies								
			-		-		-	$ -
Supplies Subtotal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Equipment								
			-		-		-	$ -
Equipment Subtotal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	**$ 50,951**	**$ 62,831**	**$ 113,782**	$ -	$ -	$ -	$ -	**$ 113,782**

TABLE III

Contract	Funding Source	Source Level	2027	2028	Funding Source: FY 2027 Funding Source — Soft Match	Federal	State	Local	FY 2028 Funding Source — Soft Match	Federal	State	Local
G93JJ32640847	Federal SS4A	Federal	$ 600,000	$ -	$ -	$ 600,000	$ -	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Federal SS4A G93JJ32640847 TOTAL	**$ 600,000**	**$ -**	**$ -**	**$ 600,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
G3Q17	FHWA	PL	$ 895,798	$ 895,798	$ 197,572	$ 895,798	$ -	$ -	$ 197,572	$ 895,798	$ -	$ -
		SU	$ 1,428,976	$ 371,676	$ 315,167	$ 1,428,976	$ -	$ -	$ 81,975	$ 371,676	$ -	$ -
		FHWA G3Q17 TOTAL	**$ 2,324,774**	**$ 1,267,474**	**$ 512,739**	**$ 2,324,774**	**$ -**	**$ -**	**$ 279,547**	**$ 1,267,474**	**$ -**	**$ -**
G3Q17	Local	Local	$ 7,250	$ 7,250	$ -	$ -	$ -	$ 7,250.00	$ -	$ -	$ -	$ 7,250.00
			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Local G3Q17 TOTAL	**$ 7,250**	**$ 7,250**	**$ -**	**$ -**	**$ -**	**$ 7,250**	**$ -**	**$ -**	**$ -**	**$ 7,250**
AT973	State	State	$ 150,000	$ -	$ -	$ -	$ 150,000	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		State AT973 TOTAL	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
G3B27	State	State	$ 976,480	$ -	$ -	$ -	$ 976,480	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		State G3B27 TOTAL	**$ 976,480**	**$ -**	**$ -**	**$ -**	**$ 976,480**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
G3A61	State	State	$ 221,180	$ -	$ -	$ -	$ 221,180	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		State G3A61 TOTAL	**$ 221,180**	**$ -**	**$ -**	**$ -**	**$ 221,180**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		TOTAL	**$ 4,279,684**	**$ 1,274,724**	**$ 512,739**	**$ 2,924,774**	**$ 1,347,660**	**$ 7,250**	**$ 279,547**	**$ 1,267,474**	**$ -**	**$ 7,250**

Agency Participation **TABLE IV**

	Federal SS4A		FHWA		Local		State		State		State	
Funding Source												
Contract	G93JJ32640847		G3Q17		G3Q17		AT973		G3B27		G3A61	
Fiscal Year	2027	2028	2027	2028	2027	2028	2027	2028	2027	2028	2027	2028
Total Budget	$ 600,000	$ -	$ 2,324,774	$ 1,267,474	$ 7,250	$ 7,250	$ 150,000	$ -	$ 976,480	$ -	$ 221,180	$ -
Task 1 Administration												
Personnel (salary and benefits)	$ -	$ -	$ 398,379	$ 442,600	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Consultant	$ -	$ -	$ 102,000	$ 103,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Travel	$ -	$ -	$ 15,225	$ 16,250	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Direct Expenses	$ -	$ -	$ 137,525	$ 138,000	$ 7,250	$ 7,250	$ -	$ -	$ -	$ -	$ -	$ -
Indirect Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supplies	$ -	$ -	$ 3,000	$ 3,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ 5,000	$ 5,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	**$ -**	**$ -**	**$ 661,129**	**$ 708,350**	**$ 7,250**	**$ 7,250**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Task 2 Data Analytics												
Personnel (salary and benefits)	$ -	$ -	$ 82,831	$ 54,310	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Direct Expenses	$ -	$ -	$ 80,000	$ 80,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	**$ -**	**$ -**	**$ 162,831**	**$ 134,310**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Task 3 Long Range Planning												
Personnel (salary and benefits)	$ -	$ -	$ 72,831	$ 53,428	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Consultant	$ -	$ -	$ 75,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	**$ -**	**$ -**	**$ 147,831**	**$ 53,428**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Task 4 Short Range Planning												
Personnel (salary and benefits)	$ -	$ -	$ 81,331	$ 66,331	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Direct Expenses	$ -	$ -	$ 18,000	$ 18,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	**$ -**	**$ -**	**$ 99,331**	**$ 84,331**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Task 5 Multi-Modal Projects												
Personnel (salary and benefits)	$ -	$ -	$ 112,546	$ 131,442	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Consultant	$ -	$ -	$ 717,198	$ -	$ -	$ -	$ -	$ -	$ 976,480	$ -	$ 221,180	$ -
Sub Total	**$ -**	**$ -**	**$ 829,744**	**$ 131,442**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 976,480**	**$ -**	**$ 221,180**	**$ -**
Task 6 Public Involvement												
Personnel (salary and benefits)	$ -	$ -	$ 67,831	$ 41,831	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Consultant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	**$ -**	**$ -**	**$ 67,831**	**$ 41,831**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Task 7 Special Projects												
Personnel (salary and benefits)	$ -	$ -	$ 40,000	$ 88,782	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Consultant	$ 600,000	$ -	$ 316,077	$ 25,000	$ -	$ -	$ 150,000	$ -	$ -	$ -	$ -	$ -
Sub Total	**$ 600,000**	**$ -**	**$ 356,077**	**$ 113,782**	**$ -**	**$ -**	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Sub-Total (less the de-obligated funds)	**$ 600,000**		**$ 3,592,248**		**$ 14,500**		**$ 150,000**		**$ 976,480**		**$ 221,180**	
Total De-ob. Funds (PL)	$	$ -	$	$ -	$	$ -	$	$ -	$	$ -	$	$ -
Total De-ob. (Other Source)	$	$ -	$	$ -	$	$ -	$	$ -	$	$ -	$	$ -
TOTAL PROGRAMMED	**$ 600,000**	**$ -**	**$ 2,324,774**	**$ 1,267,474**	**$ 7,250**	**$ 7,250**	**$ 150,000**	**$ -**	**$ 976,480**	**$ -**	**$ 221,180**	**$ -**

November 23, 2026

AGENDA ITEM 8 A

TALLAHASSEE TO HAVANA TRAIL/ORCHARD POND GREENWAY ENVIRONMENTAL IMPACT AND ALTERNATIVES STUDY APPROVAL

TYPE OF ITEM: Action

STATEMENT OF ISSUE

This item seeks approval of the CRTPA Tallahassee to Havana Trail/Orchard Pond Greenway Environmental Impact and Alternatives Study ("Study"), which includes the identification of a preferred project alternative.

CRTPA COMMITTEE ACTIONS

The CRTPA's Technical Advisory Committee met on November 2 and voted to recommend the CRTPA approve the Tallahassee to Havana Trail/Orchard Pond Greenway Environmental Impact and Alternatives Study. The Citizen's Multimodal Advisory Committee met on November 2 and did not have a quorum, so an action was not taken on the item.

RECOMMENDED ACTION

Option 1: Approve the Tallahassee to Havana Trail/Orchard Pond Greenway Environmental Impact and Alternatives Study.

BACKGROUND

The Tallahassee to Havana Trail Feasibility Study was completed by the CRTPA in 2022 and evaluated a potential multi-use trail connection between Tallahassee and Havana. Specifically, the study analyzed the potential to construct a 10 to 12-foot multi-use trail between the Orchard Pond Parkway in Leon County and Salem Road in Gadsden County.

Additionally, the Study's proposed improvements were identified in the Tallahassee-Leon County Greenway Master Plan, adopted in 2015, which noted that the project "*will convert an approximately 3.6-mile segment of Orchard Pond Road to a 12' wide, paved pedestrian and bicycle (bike-ped) trail.*"

Subsequent to approval of the CRTPA's Tallahassee to Havana Trail Feasibility Study in 2022, the CRTPA applied for and was awarded SUN Trails funding to advance the next phases of the trail project. Specifically, the *Leon County* segment was awarded funding ($976,000) for the development of a Project Development and Environment (PD&E) Study/Environmental Impact and Alternatives Study (which is being managed by CRTPA). Note: The *Gadsden County* segment was awarded design funding ($678,000) and that phase is being managed by the Gadsden County and has been recently completed.

THE STUDY

The Tallahassee to Havana Trail/Orchard Pond Greenway Environmental Impact and Alternatives Study was initiated in the summer 2025 subsequent to CRTPA Board approval of the selection of Halff consultants to develop the Leon County study. The study's limits are from Old Bainbridge Road (CR 153) at the Ochlockonee River to Orchard Pond Greenway at the eastern trailhead, a distance of approximately 4.6 miles, as reflected *below*:



Efforts associated with study development include the following:

- Engineering Analysis
  - Trail and Bridge Alternatives Analysis
  - Drainage Analysis
  - Traffic Analysis Technical Memorandum (Traffic Counts)
  - Preliminary Engineering Report
  - Limited Design Survey

- Environmental Analysis
  - Contamination Screening Evaluation Study (CSER)
  - Cultural Resource Assessment Survey (CRAS)
  - Natural Resources Evaluation Report (NRE)
  - Sociocultural Effects Evaluation (SCEE)
  - Section 4(f) Evaluation

- Public Involvement
  - Stakeholder Meetings
  - Direct Mailings to Property Owners, Stakeholders and Elected Officials
  - Informational Brochures
  - In-person Alternatives Public Meeting (June 4 & November 9, 2026)
  - Trail User Survey
  - Public Involvement Log
  - Comments and Coordination Report

RECOMMENDED TYPICAL SECTION

The study includes improving the existing unimproved trail between the eastern and western trailheads, making it more usable while considering environmental and community effects. The recommended typical section for this segment includes a separate, open-graded, paved 8- to 10-foot-wide multi-use trail, an equestrian trail area where space allows, and a drainage swale, included ***below***, which may also be viewed in greater detail on the *project page (*Note: All graphics shown on this and the following pages may also be viewed on the project webpage linked above):



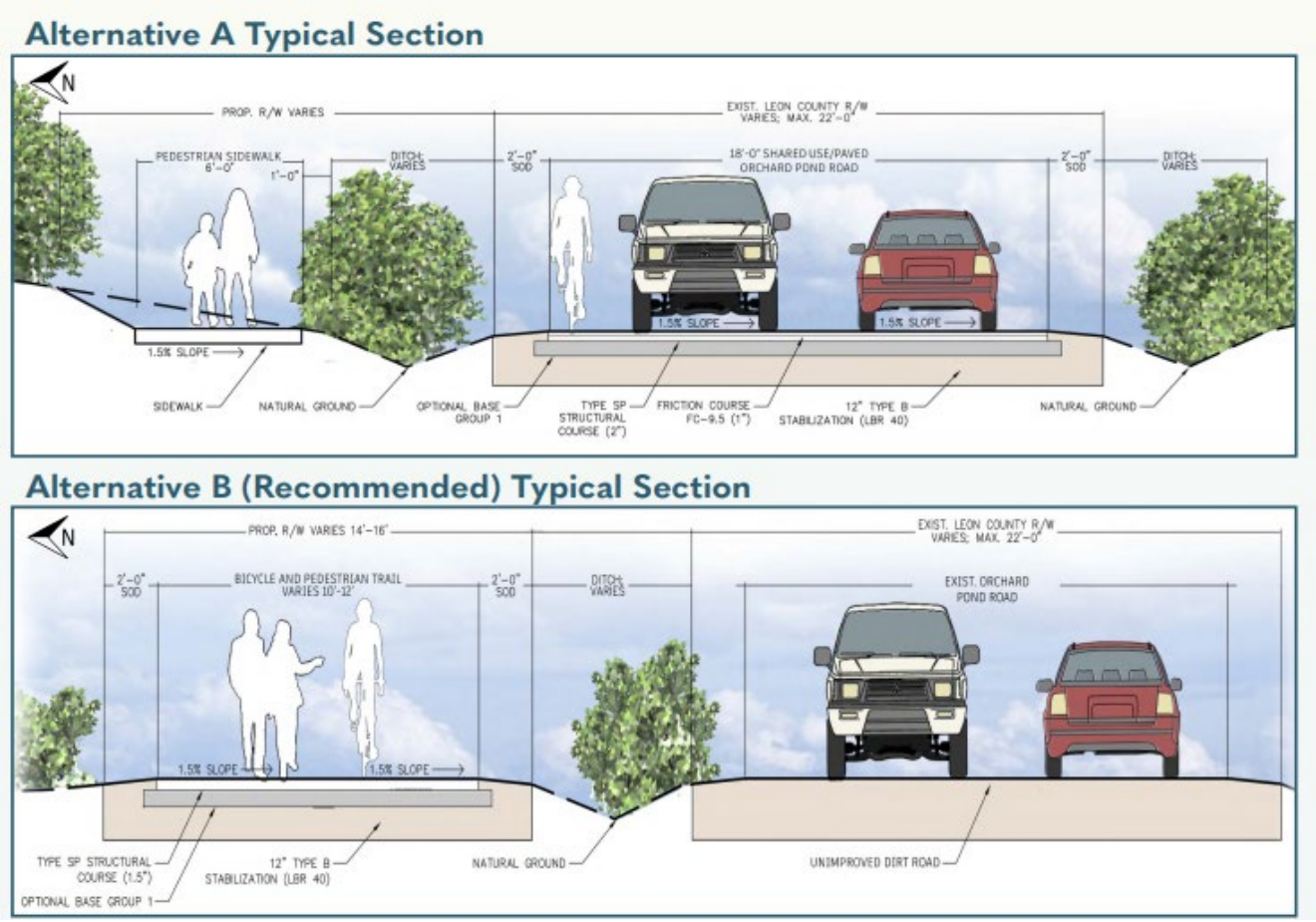
Typical Section



Typical Section – where space is limited

Additionally, the study includes the development and evaluation of new trail alignments from the western trailhead to the Ochlockonee River Bridge, and the identification of a recommended or preferred alternative to satisfy the project goals.

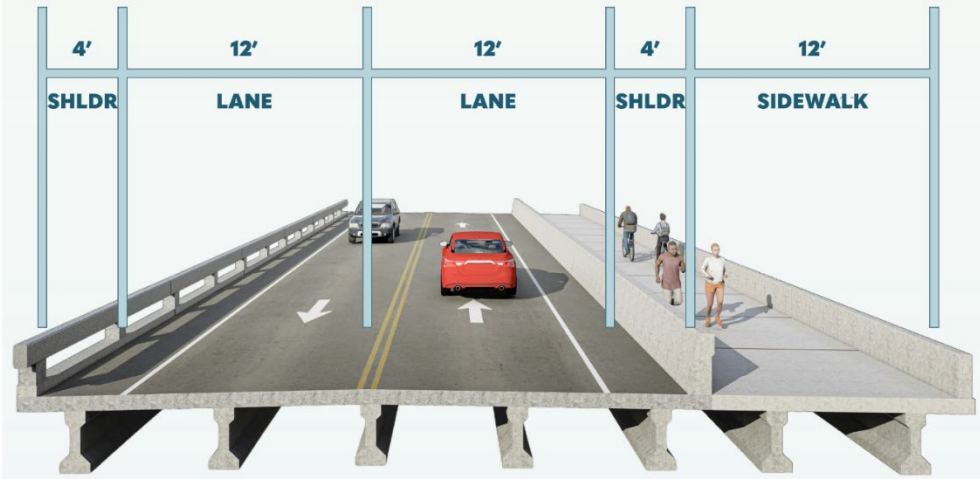
The following two (2) graphics provide a summary of the two alternatives identified for this segment of the project including the recommended alternative (Alternative B):



Furthermore, the study evaluated three bridge alternatives to accommodate the multi-use trail crossing the Ochlockonee River. Alternative 1 is a cantilevered bridge deck panel option that can be added to the existing structure. Alternative 2 provides widening the existing bridge and includes support piers to provide additional space for the multi-use trail. Alternative 3 constructs a new separate bridge for trail users alongside the existing bridge. Based on the analysis and public input, Alternative 1 is the recommended bridge alternative. See the bridge alternative renderings, ***shown below on the following pages***.



ALTERNATIVE 1
Cantilever Bridge Deck Panels



ALTERNATIVE 2
Bridge Widening


12'
ALTERNATIVE 3
Separate Multi-Use Trail Bridge



Finally, a summary of project impacts associated with the alternatives is shown ***below***:

PROJECT IMPACTS			
PROJECT GOALS	**No-Build**	**Alternative A**	**Alternative B (Recommended)**
Improve Pedestrian and Bicyclist Safety	No	Yes	Yes
Expand and Connect Regional Trail Networks	No	Yes	Yes
Increase Recreational Opportunities	No	Yes	Yes
Meets SUN Trail Requirements	No	No	Yes
Maintain Equestrian Accommodations Between Trailheads	No	Yes	Yes
SOCIAL AND ECONOMIC EFFECTS			
Number of Business Relocations	0	0	0
Number of Residential Relocations	0	0	0
Number of Affected Parcels	0	1	1
Additional Right-of-Way Needed	0	0.88 Acres	1.84 Acres
CULTURAL RESOURCES EFFECTS			
Number of Archaeological/Historic Sites	0	2	2
Number of Section 4(f) Sites	0	1	1
NATURAL RESOURCES EFFECTS			
Wetland Impact Area	0	0.10 Acres	0.16 Acres
Protected Species within Study Area	0	0	0
PHYSICAL RESOURCE EFFECTS			
Number of Potential Contamination Sites	0	0	0
PERMITTING			
Permitting Difficulty (Low/Medium/High)	None	Low	Low
COST ESTIMATE ($ MILLIONS)			
Engineering (Plans and Permitting)	$0.00	$0.84	$0.67
Construction*	$0.00	$7.03	$5.58
Construction Engineering and Inspection (CEI)	$0.00	$0.70	$0.56
Right-of-Way Acquisition	$0.00	$0.03	$0.06
Total Cost Estimate	**$0.00**	**$8.61**	**$6.87**

* Includes Cantilevered Bridge Alternative

PROJECT PAGE

A project page for the Study has been developed which includes an interactive Story Map discussing the project as well as the project's connectivity and context with regards to other regional trail projects. Information on the page includes handouts and a matrix that were publicly presented at the November 9 public meeting, including the identified preferred project alternative discussed above.

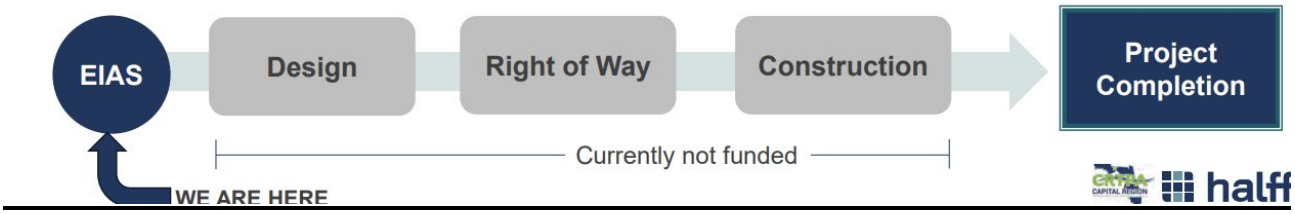
PUBLIC INVOLVEMENT

Public involvement associated with the study has included:

- **Public Alternatives Meeting** conducted on June 4, 2026, at the Lake Jackson Community Center (3840 N Monroe St.). Material Meeting materials were placed on the CRTPA's project page prior to the meeting. Additionally, comments received related to the project are also available for review on the project page.
- **Preferred Alternatives Public Meeting** conducted on November 9, 2026, at the Lake Jackson Community Center (3840 N Monroe St.).

NEXT STEPS

Subsequent to CRTPA approval, the CRTPA will actively seek funding for the next phase (design) of the project, *shown below*.



RECOMMENDED ACTION

Option 1: Approve the Tallahassee to Havana Trail/Orchard Pond Greenway Environmental Impact and Alternatives Study. (Recommended)

Option 2: Provide other direction.

November 23, 2026

AGENDA ITEM 8 B

ELECTION OF CHAIR AND VICE CHAIR

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The Capital Region Transportation Planning Agency (CRTPA) members annually elect a new Chair and Vice-Chair to serve for the upcoming calendar year. Currently, Commissioner Nick Maddox and Commissioner Evelyn Riley Goldwire hold the CRTPA Chair and Vice Chair positions, respectively.

Staff is seeking the approval of a new Chair and Vice Chair to serve for calendar year 2027.

RECOMMENDED ACTION

Option 1: Elect a Chair and Vice Chair

HISTORY AND ANALYSIS

Section IV, CRTPA By-laws provides the following guidance regarding the annual selection of the Chairperson and Vice Chairperson of the CRTPA:

"C. Officers and Duties

1. The CRTPA Board shall hold an annual organizational meeting no later than the last Board meeting of the calendar year for the purpose of electing the following officers from its voting membership:

   - Chairperson
   - Vice-Chairperson
   - Representative to the Florida Metropolitan Planning Organization Advisory Council
   - Alternate representative to the Florida Metropolitan Planning Organization Advisory Council

The Chairperson and Vice-Chairperson shall be members of different member governments."

The following provides a listing of the members who have served as the CRTPA's most recent Chair and Vice-Chair:

YEAR	CHAIR	VICE CHAIR
2026	COMMISSIONER MADDOX	COMMISSIONER RILEY GOLDWIRE
2025	COMMISSIONER WILLIAMS-COX	COMMISSIONER MADDOX
2024	COMMISSIONER MESSERSMITH	COMMISSIONER WILLIAMS-COX
2023	COMMISSIONER MINOR	COMMISSIONER MESSERSMITH
2022	COMMISSIONER DOZIER	COMMISSIONER BARFIELD

OPTIONS

Option 1: Elect a Chair and Vice Chair (RECOMMENDED)

Option 2: Provide other direction

November 23, 2026

AGENDA ITEM 11 A

FUTURE MEETINGS

TYPE OF ITEM: CRTPA Information

Meeting Date	Meeting Type	Location
Dec 15 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm

AGENDA ITEM 11 B

CRTPA COMMITTEE ACTIONS
(CITIZEN'S MULTIMODAL ADVISORY COMMITTEE & TECHNICAL ADVISORY COMMITTEE)

TYPE OF ITEM: CRTPA Information

STATEMENT OF ISSUE

This item provides information on the activities of the Technical Advisory Committee (TAC) and the Citizens Multimodal Advisory Committee (CMAC) to the Capital Region Transportation Planning Agency (CRTPA).

TAC and CMAC: The committees each met on November 2, 2026, and acted on the following:

- **Minutes of the September 1, 2026, CMAC Meetings**
  - **TAC Action:** Approved.
  - **CMAC Action:** The committee did not have a quorum; therefore, no action was taken.

- **2027 CRTPA Committee Meeting Calendar**
  - **TAC Action:** Approved.
  - **CMAC Action:** The committee did not have a quorum; therefore, no action was taken.

- **Transportation Improvement Program (TIP) Amendment**
  - **TAC Action:** Recommended approval.
  - **CMAC Action:** The committee did not have a quorum; therefore, no action was taken.

- **Tallahassee To Havana Trail/Orchard Pond Greenway Environmental Impact Alternative Study**
  - **TAC Action:** Recommended approval.
  - **CMAC Action:** The committee did not have a quorum; therefore, no action was taken.

- **Election of Year 2027 Chair and Vice Chair**
  - **TAC Action:** Recommended approval.
  - **CMAC Action:** The committee did not have a quorum; therefore, no action was taken.