



Central Florida Regional Planning Council

Agenda

December 10, 2014

Bartow Public Library

2nd Floor Conference Room

2150 South Broadway Avenue

Bartow, FL 33830

9:30 a.m.

CALL TO ORDER – Chairman W. Patrick Huff

- Invocation
- Pledge of Allegiance
- New Member Oath of Office
- Roll Call
- Announcements

AGENDA ITEM #1 PUBLIC COMMENTS

AGENDA ITEM #2 COUNCIL ADMINISTRATION

- A. October 8, 2014, Council Meeting Minutes
- B. November Financial Report

- Action Recommended: Approval
- Exhibit #2: A. Minutes – *Pg 1*
B. Financial Report– *will be distributed at the meeting.*

AGENDA ITEM #3 FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) AND FLORIDA'S TURNPIKE ENTERPRISE TENTATIVE FIVE YEAR WORK PROGRAM PUBLIC HEARING

Representatives from FDOT and Florida's Turnpike Enterprise will conduct a public hearing addressing their Tentative Five Year Work Program for FY 2015/16 – 2019/20, followed by public comments. This public hearing is being conducted pursuant to Section 339.135(4)(c), F.S. The public is invited to review the Tentative Five Year Work Program. FDOT and Florida's Turnpike staff will be available for informal discussion and assistance.

- Action Recommended: Information Only
- Exhibit #3: Individual Counties' Tentative Five Year Work Programs – *Separate*

DeSoto Hardee Highlands Okeechobee & Polk Counties

AGENDA ITEM #4 PUBLIC HEARING FOR FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5311 CAPITAL GRANT AND JOINT PARTICIPATION AGREEMENT FOR HEARTLAND RURAL MOBILITY PROGRAM

Staff has prepared the FY 2015 FTA 5311 Capital Grant to continue funding the Mobility Management Program. This public hearing has been advertised and will only be held if requested. Staff will provide an overview of the program and request adoption of Resolution.

- A. Heartland Rural Mobility Management Program review and Resolution 2014-12A
- B. Authorize Joint Participation Agreement and Resolution 2014-12B

- Action Recommended: Hold Public Hearing (if requested) and Adopt Resolution 2014-12A, and Resolution 2014-12B
- Exhibit #4: A. Resolution Number 2014-12A – Pg 8
B. Resolution 2014-12B – Pg 9

AGENDA ITEM #5 TRANSPORTATION PROGRAM OVERVIEW AND GRANTS

Staff will describe each program and funding source, and request adoption of resolutions associated with each program, providing service in Hardee, Highlands or Okeechobee Counties.

- Action Recommended: Adopt Each Resolution
- Exhibit # 5: A. Resolution 2014-12C, FTA 5311 Operating Grant – Pg 10
B. Resolution 2014-12D, FTA 5310 Operating Grant – Pg 11
C. Resolution 2014-12E, State Transit Discretionary Program – Pg 12
D. Resolution 2014-12F, FTA 5307 Grants – Pg 13

AGENDA ITEM #6 FY 2015 TRANSPORTATION DISADVANTAGED REQUEST FOR PROPOSALS (RFP) FOR COMMUNITY TRANSPORTATION COORDINATOR (CTC) FOR HARDEE, HIGHLANDS AND OKEECHOBEE COUNTIES

Staff will present a proposed Request for Proposals (RFP) to provide transportation coordination, for Board discussion and approval.

- Action Recommended: Approval
- Exhibit #6: Request for Proposals Document – Pg 14

AGENDA ITEM #7 FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) PRESENTATION ON FREIGHT TRANSPORTATION

Florida Department of Transportation (FDOT) District One staff will provide a brief overview of key freight issues and opportunities in the region.

- Action Recommended: Information Only
- Exhibit: None

AGENDA ITEM #8 AUDIT REPORT FOR THE YEAR ENDING SEPTEMBER 30, 2014

CliftonLarsonAllen, LLP, will present the audit report for FY 2013-14 to the Council.

- Action Recommended: Accept FY 2013-14 Audit Report
- Exhibit #8: Audit Report for FY 2013-14 – *will be distributed at the meeting.*

AGENDA ITEM #9 UPDATE TO COUNCIL POLICIES

Staff will present an update to the Council Policies to address Title VI and Harassment.

- A. Title VI Nondiscrimination Program Policy Statement
- B. Harassment Policies

- Action Recommended: Approval
- Exhibit #9: A. Title VI Policy Statement and Discrimination Complaint Procedure-Pg 62
B. Proposed Update to Harassment Policies – Pg 66

AGENDA ITEM #10 ELECTION OF COUNCIL OFFICERS FOR 2014

A Committee to nominate a Chairman and Vice-Chairman of the Council for 2015 was appointed at last month's Council Meeting. Those appointed were: DeSoto County Gubernatorial Appointee Jackie Tucker, Hardee County Commissioner Sue Birge and Okeechobee City Commissioner Clayton Williams. The Committee is scheduled to meet at 9:00 a.m. on December 10, 2014, just prior to the Council meeting, to consider their nominations, and those nominations will be made at the Council Meeting at 9:30 a.m.

- Action Recommended: Elect Officers for 2015
- Exhibit: None

AGENDA ITEM #11 APPOINT MEMBERS TO THE FLORIDA REGIONAL COUNCILS ASSOCIATION (FRCA) POLICY BOARD

The newly elected Chairman will appoint members to serve on the FRCA Policy Board for 2015.

- Action Recommended: Appoint Members
- Exhibit: None

AGENDA ITEM #12 APPOINT MEMBERS TO FINANCE COMMITTEE

The Chairman will appoint members to serve as the Council's Finance Committee for 2015.

- Action Recommended: Appoint Members
- Exhibit: None

AGENDA ITEM #13 EXECUTIVE DIRECTOR'S REPORT

The Executive Director will report on current work activities.

- A. FRCA Report
- B. Staff Activities

- Action Recommended: Information Only
- Exhibit #13: FRCA Monthly Activity Report – Pg 69

AGENDA ITEM #14 OTHER BUSINESS

- A. Set date, time, and location for next meeting.
- B. Other Business

ADJOURN

*Staff Will Treat Council Members to Homemade
Christmas Goodies!*



**Merry Christmas
&
Happy New Year!**

Please be advised that if you desire to appeal any decisions made as a result of the above hearing or meeting, you will need a record of the proceedings and in some cases a verbatim record is required. You must make your own arrangements to produce this record (Florida Statute 286.0105). The Central Florida Regional Planning Council conducts business in accordance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination laws. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, familial, or income status. In accordance with the Americans with Disabilities Act, persons with disabilities needing special accommodations to participate in this proceeding should contact Patricia M. Steed, Executive Director, 555 E. Church Street, Bartow, FL 863-534-7130 x 130 within two working days of receipt of this notification." If hearing impaired call: (TDD) 1-800-955-8771 or voice impaired call: 1-800-955-8770 via Florida Relay Service.



Central Florida Regional Planning Council
October 8, 2014
Sebring Airport Authority
128 Authority Lane
Sebring, FL 33870
9:30 a.m.

Meeting Minutes

Chairman Pat Huff called the meeting to order at 9:30 a.m. Norman White led the Council in prayer. The Council Pledged Allegiance to the Flag. Roll was called and the following members were present.

CFRPC Chairman, City Commissioner Pat Huff, Ridge League of Cities, City of Bartow
CFRPC Vice-Chairman, Councilman Clayton Williams, City of Okeechobee
Commissioner Buddy Mansfield, DeSoto County
Jackie Tucker, DeSoto County Gubernatorial Appointee
City Councilwoman Neda Cobb, Wauchula
Commissioner Ron Handley, Highlands County
Commissioner Melony Bell, Polk County
Mark Hill, Highlands County Development Services Director, Ex-officio
Gary Ritter, South Florida Water Management District, Ex-officio

Members absent:

City Councilman Robert Heine, Arcadia
Commissioner Sue Birge, Hardee County
Chet Huddleston, Hardee County Gubernatorial Appointee
City Councilman Bud Whitlock, Sebring
City Commissioner Edie Yates, Lakeland
City Commissioner J.P. Powell, Winter Haven
Dr. Marshall Goodman, Polk County Gubernatorial Appointee
Tom Cookingham, DeSoto County Planning Director, Ex-officio
Bill Royce, Okeechobee County Planning Director, Ex-officio
Tom Deardorff, Polk County Director of Growth Management, Ex-officio
Jennifer Stults, Florida Department of Transportation, Ex-officio
Gina Reynolds, Florida's Heartland Rural Economic Development Initiative, Ex-officio
Jim Golden, Southwest Florida Water Management District, Ex-officio
Mary Yeargan, Florida Department of Environmental Protection

Under announcements, Pat Steed, Executive Director, presented a plaque which was awarded to the Central Florida Regional Planning Council that represents the Certificate of Achievement for



Excellence in Financial Reporting. Each year that the criterion is met, the Council will receive a medallion to be placed on the plaque.

AGENDA ITEM #1 PUBLIC COMMENTS

Chairman Huff opened the public comment period. The public comment period closed with no comments.

AGENDA ITEM #2 COUNCIL ADMINISTRATION

September 10, 2014, Council Meeting Minutes

Chairman Huff asked if there were any additions, deletions or corrections to the September 10, 2014, Council Meeting Minutes.

MOTION

There being none, Jackie Tucker moved to approve the Council Meeting Minutes as submitted. Buddy Mansfield seconded.

Motion carried unanimously.

AGENDA ITEM #3 FINANCE COMMITTEE RECOMMENDATIONS

Pat Steed explained that the financial report will be presented with the upcoming audit report at the next meeting.

Discussion with Auditors

Ms. Steed stated that the Finance Committee met on October 3, 2014, in Bartow. The Committee met with the Council's auditors and discussed their Auditing Standards requirements and responsibilities. A letter outlining those responsibilities was issued to the Finance Committee, and distributed to the full membership. The audit is expected to be complete and presented to the Council at the December Council meeting.

A. Final Amended Budget for FY 2013-14

Pat Steed stated that the Finance Committee also reviewed the final amended budget for FY 2013-14. She reviewed in detail the proposed amendments to the FY 2013-14 Budget and stated that the Finance Committee was recommending its approval. Discussion followed.

MOTION

Clayton Williams moved to approve the Final Amended Budget for FY 2013-14 as presented and recommended by the Finance Committee. Buddy Mansfield seconded.

Motion carried unanimously.

B. Amend Budget for FY 2014-15

Ms. Steed stated that the Finance Committee also reviewed the amended budget for FY 2014-15. She reviewed in detail the proposed amendments to the budget with the Council and stated that the Finance Committee was recommending its approval. Discussion followed.

MOTION

Buddy Mansfield moved to approve the Amended Budget for FY 2014-15 as presented and recommended by the Finance Committee. Jackie Tucker seconded.

Motion carried unanimously.

AGENDA ITEM #4 EXECUTIVE DIRECTOR'S EMPLOYMENT CONTRACT

Pat Huff pointed out the minor changes to Pat Steed's employment contract, which the Finance Committee had reviewed at their October 3, 2014 meeting, and he recommended its approval. Ms. Steed's contract included the addition of the cost of medical insurance in the amount consistent with employee benefits; a slight increase for cell phone service; and the removal of the provision of \$100,000 in additional term life insurance.

MOTION

Jackie Tucker moved to approve the amended employment contract as presented. Ron Handley seconded.

Motion carried unanimously.

AGENDA ITEM #5 JOINT PARTICIPATION AGREEMENT (JPA) WITH FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)

Pat Steed stated that the Florida Department of Transportation (FDOT) has made funding available to CFRPC to prepare a Long Range Transportation Plan (LRTP) for the proposed Heartland Regional Transportation Planning Organization (HRTPO) for DeSoto, Glades, Hardee, Hendry, Highlands and Okeechobee Counties. This plan must be written and approved by the March 2016 deadline. The funding amount is \$150,000 and would also cover other planning and administrative tasks.

Laura Lockwood, FDOT, reiterated that the LRTP is no small task and that FDOT is excited to work with CFRPC.

Pat Huff added that he serves on the Polk TPO and reiterated that preparing a LRTP is a huge undertaking.



MOTION

Buddy Mansfield moved to authorize the Executive Director to execute the JPA with the FDOT and administer all grant documents. Melony Bell seconded.

Motion carried unanimously.

AGENDA ITEM #6 CONTRACT FOR TECHNOLOGY SERVICES

Pat Steed stated that the Council uses an information technology company to provide support to the computer system and network in the Council office. Staff is recommending continuing services with Cipher Integration, Inc., for a contract period of October 1, 2014 through September 30, 2015, for the amount of \$31,960.

MOTION

Buddy Mansfield moved to approve the contract with Cipher Integration, Inc., for \$31,960 for a contract period of October 1, 2014 through September 30, 2015. Ron Handley seconded.

Motion carried unanimously.

AGENDA ITEM #7 ECONOMIC DEVELOPMENT DISTRICT, THREE YEAR PARTNERSHIP PLANNING GRANT

Pat Steed stated that this funding has been received by the Council since about 1976, and has been used for core economic development activities over the years. The grant period begins on January 1, 2015.

MOTION

Buddy Mansfield moved to authorize staff to submit the application and for the Executive Director to execute the necessary grant documents. Jackie Tucker seconded.

Motion carried unanimously.

AGENDA ITEM #8 2015 HOLIDAY SCHEDULE

Pat Steed requested approval of the 2015 Holiday Schedule. The Council office will be closed on the scheduled dates in recognition of these holidays.

MOTION

Jackie Tucker moved to approve the 2015 Holiday Schedule as presented. Buddy Mansfield seconded.

Motion carried unanimously.



AGENDA ITEM #9 APPLICATION FOR RURAL COMMUNITY DEVELOPMENT INITIATIVE GRANT

Pat Steed stated that staff is requesting authorization to potentially submit an application for a USDA Rural Community Development Initiative grant and for the Executive Director to execute the necessary grant documents. This is a new grant project that the Council has not received in the past. It would provide funding for financial and technical assistance to undertake projects related to housing, community facilities, or community and economic development that will support communities in the region. Ms. Steed added that discussions with USDA staff are ongoing in an effort to determine if this grant application should be submitted. The deadline to notify USDA with intention to submit is November 12, 2014. Ms. Steed requested authorization to explore this grant opportunity.

Buddy Mansfield indicated that it is within the Executive Director's authority to explore this potential grant opportunity without bringing this to the Council at this point in the process. Discussion followed.

Ms. Steed requested the Council authorize her to submit this grant application and if awarded, the grant contract would be brought before the Council for authority to execute.

MOTION

Ron Handley moved to authorize the Executive Director to submit this grant application. If awarded, the contract would then be brought before the Council for authority to execute. Buddy Mansfield seconded.

Motion carried unanimously.

In clarification, Norman White, Council Attorney, explained that in some cases, grant applications ask if the person signing and submitting such applications is authorized to submit on behalf of the agency. Discussion followed.

MOTION

Melony Bell moved to authorize the Executive Director to have full authority to explore potential grant opportunities, and to sign and submit such grant applications on behalf of the CFRPC. Once a grant is awarded, the grant contract would then be presented to the Council for disclosure and authority to execute. Buddy Mansfield seconded.

Motion carried unanimously.

AGENDA ITEM #10 APPOINT MEMBERS TO NOMINATING COMMITTEE

Chairman Pat Huff appointed Clayton Williams, Jackie Tucker and Sue Birge to serve as the Nominating Committee. The Nominating Committee is scheduled to meet on December 10, 2014 at 9:00 a.m. just prior to the Council Meeting, to nominate a candidate to serve as Chairman of the CFRPC in 2015.

AGENDA ITEM #11 EXECUTIVE DIRECTOR'S REPORT

Pat Steed asked Laura Lockwood, who was attending on Jennifer Stults' behalf, to introduce the FDOT staff with her. They were: Jeffrey Deemer, FDOT Community Liaison to the new HRTPO, and Keith Robins, new District Freight Coordinator.

Ms. Steed reported that she recently attended the Florida Chamber of Commerce Annual Florida Forum, which links business and economic development, and works closely with the regional planning councils. At that Forum she was asked to facilitate a Regional Discussion which included the six counties of the Heartland FHREDI area and some southwest coastal counties. A council member from the Southwest RPC suggested a joint meeting between the two regions be held to discuss common issues of interest.

Ms. Steed reported on the Florida Regional Councils Association (FRCA) meeting, and Policy Board meeting, that were held in August. She met with the Director of the Department of Economic Opportunity and other key staff. Ms. Steed distributed the FRCA monthly Activity Report for August through September, 2014 to the members.

Ms. Steed distributed and reviewed an informational sheet indicating planning services being conducted by CFRPC for various municipalities and counties in the region.

Ms. Steed showed a PowerPoint presentation of photographs taken at the Council's 40th Anniversary Celebration Luncheon and Council Meeting. There were also photos of proclamation presentations made at various municipalities, and she stated that other proclamation presentations are scheduled. Included in the presentation were copies of local newspaper articles covering the Council's 40th Anniversary Celebration.

AGENDA ITEM #12 OTHER BUSINESS

Jackie Tucker announced that DeSoto County is working on having an official state veteran's ceremony at a retirement facility to recognize the veterans and their service to this country.

Gary Ritter announced that the South Florida Water Management District (SFWMD) is going to have a cooperative funding program dealing with storm water and restoration type projects to assist counties develop storm water projects. The SFWMD is asking counties to submit their projects for consideration.

Buddy Mansfield announced that the Vietnam Wall will be in DeSoto County on December 3 to 8, 2014, at the Turner Center. Also, DeSoto County has a Rodeo scheduled for November 1 and 2, 2014, at the rodeo arena.

The next meeting was scheduled for December 10, 2014, at the Bartow Public Library, at 9:30 a.m., with the Nominating Committee meeting scheduled for 9:00 a.m.

Melony Bell asked if the meetings could be held closer to the City of Sebring, perhaps on Hwy 27. Discussion followed.

Pat Steed stated that she will pursue a meeting venue more conveniently located.

There being no further business, the meeting adjourned.

Respectfully submitted,

W. Patrick Huff, Chairman

October 8, 2014 Council Meeting Minutes



RESOLUTION 2014-12A

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AUTHORIZING THE SIGNING AND SUBMISSION OF A GRANT APPLICATION AND SUPPORTING DOCUMENTS AND ASSURANCES TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, THE ACCEPTANCE OF A GRANT AWARD FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION AND AUTHORIZATION TO SIGN THE JOINT PARTICIPATION AGREEMENT AND ASSOCIATED ADMINISTRATIVE SUPPORT DOCUMENTS

WHEREAS, the Central Florida Regional Planning Council has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE Central Florida Regional Planning Council, Florida:

1. This resolution applies to Federal Programs under U.S.C. Section 5311 Capital Funds.
2. The submission of a grant application, supporting documents, and assurances to the Florida Department of Transportation is approved.
3. Patricia M. Steed, Executive Director is authorized to sign the application, accept a grant award, sign a Joint Participation Agreement, and/or expend grant funds including operating assistance funds, pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS 10th DAY OF DECEMBER, 2014

BY: _____
W. PATRICK HUFF, CHAIRMAN

ATTEST:

_____ (seal)



RESOLUTION 2014-12B

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AUTHORIZING THE ACCEPTANCE OF A GRANT AWARD FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION AND AUTHORIZATION TO SIGN THE JOINT PARTICIPATION AGREEMENT AND ASSOCIATED ADMINISTRATIVE SUPPORT DOCUMENTS

WHEREAS, the Central Florida Regional Planning Council has the authority to enter into a Joint Participation Agreement (JPA) with the Florida Department of Transportation to undertake a project as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE Central Florida Regional Planning Council, Florida:

1. This resolution applies to Federal Programs under U.S.C. Section 5311 Capital Funds.
2. The JPA for Financial Project Number: 436957-1-94-01 is approved.
3. Patricia M. Steed, Executive Director, is authorized to enter into, modify or terminate the JPA with the Florida Department of Transportation, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS 10th DAY OF DECEMBER, 2014

BY: _____
W. PATRICK HUFF, CHAIRMAN

ATTEST:

_____ (seal)



RESOLUTION 2014-12C

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AUTHORIZING THE SIGNING AND SUBMISSION OF A GRANT APPLICATION AND SUPPORTING DOCUMENTS AND ASSURANCES TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, THE ACCEPTANCE OF A GRANT AWARD FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION AND AUTHORIZATION TO SIGN THE JOINT PARTICIPATION AGREEMENT AND ASSOCIATED ADMINISTRATIVE SUPPORT DOCUMENTS

WHEREAS, the Central Florida Regional Planning Council has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE Central Florida Regional Planning Council, Florida:

1. This resolution applies to Federal Programs under U.S.C. Section 5311 Operating.
2. The submission of a grant application, supporting documents, and assurances to the Florida Department of Transportation is approved.
3. Patricia M. Steed, Executive Director is authorized to sign the application, accept a grant award, sign a Joint Participation Agreement, and/or expend grant funds including operating assistance funds, pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS 10th DAY OF DECEMBER, 2014

BY: _____
W. PATRICK HUFF, CHAIRMAN

ATTEST:

_____ (seal)



RESOLUTION 2014-12D

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AUTHORIZING THE SIGNING AND SUBMISSION OF A GRANT APPLICATION AND SUPPORTING DOCUMENTS AND ASSURANCES TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, THE ACCEPTANCE OF A GRANT AWARD FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION AND AUTHORIZATION TO SIGN THE JOINT PARTICIPATION AGREEMENT AND ASSOCIATED ADMINISTRATIVE SUPPORT DOCUMENTS

WHEREAS, the Central Florida Regional Planning Council has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE Central Florida Regional Planning Council, Florida:

1. This resolution applies to Federal Programs under U.S.C. Section 5310 Operating.
2. The submission of a grant application, supporting documents, and assurances to the Florida Department of Transportation is approved.
3. Patricia M. Steed, Executive Director is authorized to sign the application, accept a grant award, sign a Joint Participation Agreement, and/or expend grant funds including operating assistance funds, pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS 10th DAY OF DECEMBER, 2014

BY: _____
W. PATRICK HUFF, CHAIRMAN

ATTEST:

_____ (seal)



RESOLUTION 2014-12E

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AUTHORIZING THE SIGNING AND SUBMISSION OF A GRANT APPLICATION AND SUPPORTING DOCUMENTS AND ASSURANCES TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, THE ACCEPTANCE OF A GRANT AWARD FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION AND AUTHORIZATION TO SIGN THE JOINT PARTICIPATION AGREEMENT AND ASSOCIATED ADMINISTRATIVE SUPPORT DOCUMENTS

WHEREAS, the Central Florida Regional Planning Council has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE Central Florida Regional Planning Council, Florida:

1. This resolution applies to Florida Department of Transportation State Transit Discretionary Program Funds.
2. The submission of a grant application, supporting documents, and assurances to the Florida Department of Transportation is approved.
3. Patricia M. Steed, Executive Director is authorized to sign the application, accept a grant award, sign a Joint Participation Agreement, and/or expend grant funds including operating assistance funds, pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS 10th DAY OF DECEMBER, 2014

BY: _____
W. PATRICK HUFF, CHAIRMAN

ATTEST:

_____ (seal)



RESOLUTION 2014-12F

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AUTHORIZING THE SIGNING AND SUBMISSION OF A GRANT APPLICATION AND SUPPORTING DOCUMENTS AND ASSURANCES TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, THE ACCEPTANCE OF A GRANT AWARD FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION AND AUTHORIZATION TO SIGN THE JOINT PARTICIPATION AGREEMENT AND ASSOCIATED ADMINISTRATIVE SUPPORT DOCUMENTS

WHEREAS, the Central Florida Regional Planning Council has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE Central Florida Regional Planning Council, Florida:

1. This resolution applies to Federal Programs under U.S.C. Section 5307 Urban Transit Funds.
2. The submission of a grant application, supporting documents, and assurances to the Florida Department of Transportation is approved.
3. Patricia M. Steed, Executive Director is authorized to sign the application, accept a grant award, sign a Joint Participation Agreement, and/or expend grant funds including operating assistance funds, pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS 10th DAY OF DECEMBER, 2014

BY: _____
W. PATRICK HUFF, CHAIRMAN

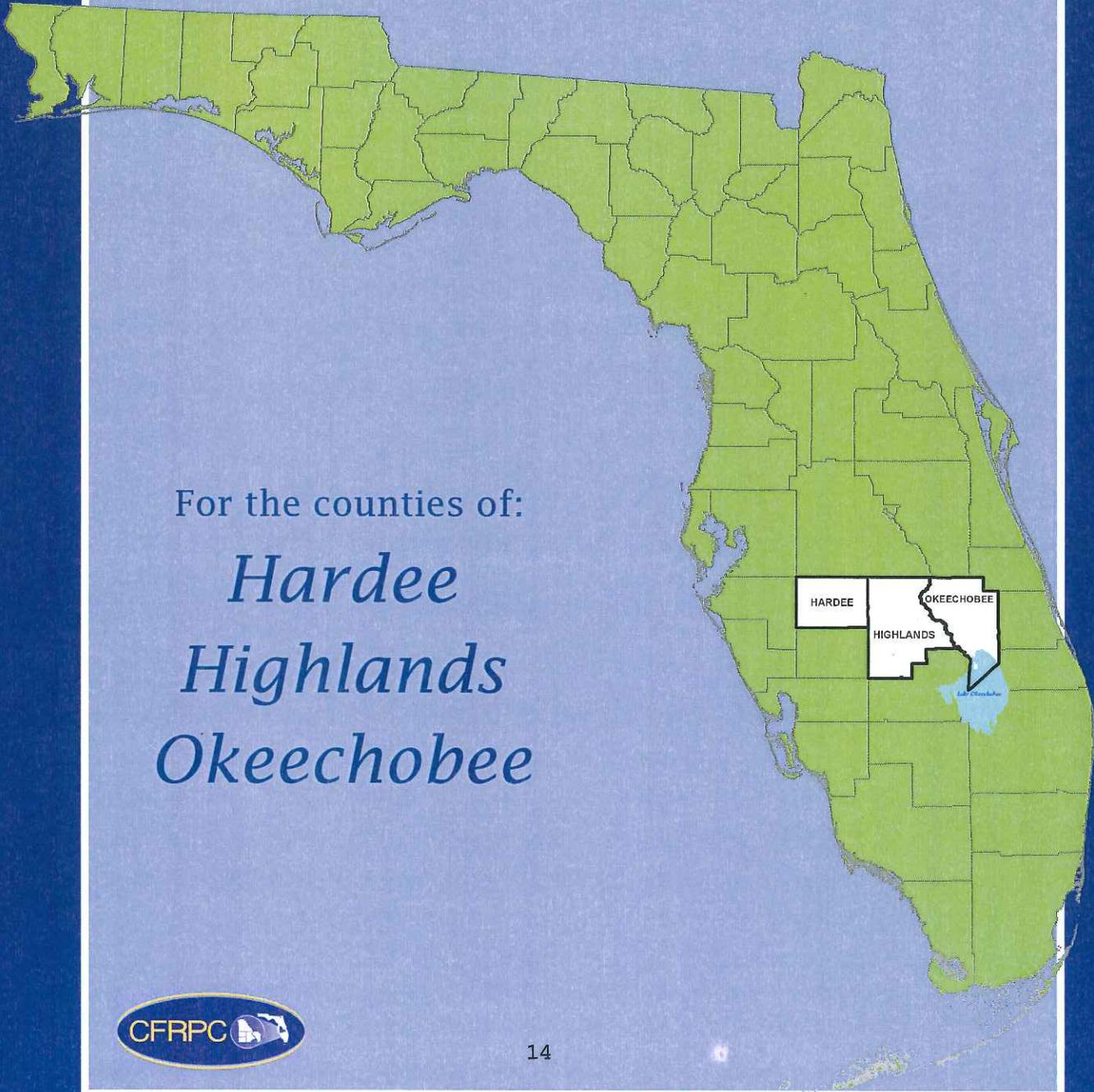
ATTEST:

_____ (seal)

Request for Proposals

Exhibit #6

Transportation Disadvantaged Community Transportation Coordinator



For the counties of:

Hardee

Highlands

Okeechobee



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SECTION I

SECTION I

A. LEGAL NOTICE REQUEST FOR PROPOSALS

The Central Florida Regional Planning Council (CFRPC) is accepting proposals from qualified agencies or firms for the award of a contract to coordinate transportation services for the transportation disadvantaged in Hardee, Highlands, and Okeechobee Counties, Florida. The selected contractor will be the designated Community Transportation Coordinator (CTC) under Florida's Transportation Disadvantaged Program, as authorized by Chapter 427, Florida Statutes, and more fully described in Chapter 41-2 of the Florida Administrative Code.

Proposals must be received by **Friday, February 27, 2015 at 4:00 p.m. EST** at the office of the Central Florida Regional Planning Council. **One original and five (5) copies** of the proposal must be submitted to: **Patricia M. Steed, Executive Director, Central Florida Regional Planning Council, 555 E. Church Street, Bartow, FL 33830**. The outside of the envelope or box containing the proposal must be marked "**PROPOSAL FOR HARDEE, HIGHLANDS, AND OKEECHOBEE COUNTIES COMMUNITY TRANSPORTATION COORDINATOR.**" **Faxed and electronically mailed responses will not be accepted.**

In order to review the requirements of this Request for Proposals and provide answers to questions from interested agencies/firms, a mandatory pre-proposal workshop will be held Thursday, February 12, 2015 at the Central Florida Regional Planning Council, 555 E. Church Street, Bartow, Florida 33830, at 10:00 a.m. EST to answer questions about the RFP. No statements made during the workshop will be considered binding changes to this solicitation unless they are subsequently issued as written addenda to this solicitation. Agencies or firms that are not represented at the pre-proposal conference may not submit a proposal.

The CFRPC will not accept responsibility for proposals that are not marked and submitted in this manner. Proposals are to remain in effect for ninety (90) calendar days from date of submission. The CFRPC reserves the right to reject any or all proposals, to waive any formality concerning proposals or negotiate changes to the proposals whenever such rejection or waiver or negotiation is in the best interest of the CFRPC and the transportation disadvantaged.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

B. REQUEST FOR PROPOSALS- SCHEDULE

Proposals will be opened **Friday February 27, 2015 at 4:05 p.m. EST** in the Central Florida Regional Planning Council Conference Room, 555 E. Church Street, Bartow, Florida 33830. Inquiries about this Request for Proposals must be made in person at the pre-proposal workshop.

Firms and agencies represented will have an opportunity to clarify any information contained in the request for proposals at the pre-proposal workshop.

Any request for an approved substitute of the specifications must be fully supported with technical data, test results or other pertinent information as evidence that the substitute offered is equal to or better than the specifications requirement. Any request for approved substitutes must be received in writing by the CFRPC no less than fifteen (15) full working days before the date of scheduled proposal opening date. A response must be postmarked at least **five (5) full working days** before the date of scheduled proposal delivery. If it is determined that the proposal delivery date should be extended, the CFRPC will inform all proposer's who have been furnished a copy of the Request for Proposals and appropriate addenda will be issued rescheduling the proposal delivery date.

The following is the anticipated schedule for selection of the firm or agency as the designated Community Transportation Coordinator (CTC). If there are changes to the meeting dates, each proposer that submits a letter of interest/proposal will be notified.

Letters of Interest Requested	December 12, 2014
Deadline for Letters of Interest	January 8, 2015
Request for Proposals Distributed to Responders to the Letters of Interest	January 13, 2015
Mandatory Pre-Proposal Conference	January 29, 2015
Proposals Due (Deadline)	February 17, 2015 4:00 p.m. EST
Proposal Opening	February 17, 2015 4:05 p.m. EST
Selection Committee Meeting to Rate Proposals	March 4, 2015
Proposer Presentations to Selection Committee and Selection Committee Meeting for final rating and ranking	March 12, 2015
Final Action on Recommendation by Central Florida Regional Planning Council	April 8, 2015
Final Action by Commission for the Transportation Disadvantaged	?
Service Start-Up	July 1, 2015

C. GENERAL INFORMATION

1. The Coordinator shall be bound by the provisions of Florida law relating to Florida's Transportation Disadvantaged Program. The provision of Florida law existing at the time of execution of contract between the CTC and the Florida Commission for the Transportation Disadvantaged shall prevail over the terms of the contract unless informed otherwise by the Florida Commission for the Transportation Disadvantaged. The Coordinator specifically agrees without rotation to be bound by the provisions of Chapter 427, Florida Statutes and Chapter 41-2, Florida Administrative Code, as they may be changed from time to time; provided, however the Coordinator may request relief if changes in said laws materially alter the cost of providing services.
2. The issuance of this request for proposals constitutes an invitation to present proposals from qualified and experienced proposers. The CFRPC reserves the right to determine, in its sole discretion, whether any aspect of the statement of proposal satisfactorily meets the criteria established in this request for proposal, the right to seek clarification from any proposer or proposer's submitting proposals, and the right to reject any or all responses with or without cause. The CFRPC also reserves the right to modify the scope to be considered for this project. In the event that this request for proposals is withdrawn by the CFRPC, or that the CFRPC does not proceed for any reason, including but not limited to the failure to occur of any of those findings or events set forth herein, the CFRPC shall have no liability to any proposer for any costs or expenses incurred in connection with the preparation and submittal of this request for proposals or otherwise.
3. All proposer's are hereby placed on formal notice that neither the CFRPC, nor any members of the Hardee, Highlands, and Okeechobee Counties Transportation Disadvantaged Multi-County Coordinating Board, nor any employees nor Board members of the CFRPC, nor any commissioners or staff to the Florida Commission for the Transportation Disadvantaged are to be lobbied either individually or collectively concerning this project.

Proposer's and their agents who intend to submit a proposal for these services are hereby placed on formal notice that they are not to contact members of the CFRPC, nor its staff members, (outside of regular public meetings). Such prohibited conduct may include holding meetings of introduction, meetings related to the selection process, outside of those specifically scheduled by the CFRPC for negotiations, dinners, lunches or any other actions that may be interpreted as potentially influencing the results of this process. Failure to comply with this requirement shall result in immediate disqualification of such firm by the CFRPC from further consideration of this proposal.

4. As required by Section 287.133, (2) (a), Florida Statute, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal or a contract to provide any goods or services to a public entity.

5. Ignorance of conditions or difficulties that may exist prior to the proposal opening or of conditions or difficulties that may be encountered in the execution of the work pursuant to this proposal package as a result of failure to make the necessary examinations and investigations, shall not excuse performance, or lack thereof, by the successful proposer, and the successful proposer shall fulfill in every detail, all of the requirements of the proposal package documents and attachments thereof. Likewise, ignorance of preexisting conditions or difficulties, or conditions or difficulties encountered in the execution of the work pursuant to this proposal package, shall not support any claims whatsoever for extra compensation or for any extension of time.
6. The awarded vendor shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods. These records shall be maintained for five (5) years after completion of the project and shall be readily available to the Florida Commission for the Transportation Disadvantaged personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.
7. Each proposer shall be responsible for reading and completely understanding the requirements and specifications contained herein. ***The deadline for submission of proposals will be strictly adhered to.*** Late proposals will be returned unopened with the notation, "This proposal was received after the delivery time designated for receipt and opening in the legal notice."
8. It is the responsibility of the proposer to prepare the proposal as clearly as possible in order to avoid any misinterpretation of the information presented. Proposals will be reviewed and evaluated solely on the basis of the information contained therein. ***Modifications or changes cannot be made to the proposals after they are opened.***
9. Proposals must be prepared in the order that they are presented in Sections II and III (Mandatory Items and Proposal Contents).
 - Use the same topic headings, in the same order, as described in Sections II and III (Mandatory Items and Proposal Contents).
 - Answer all requests for information.
 - Type all responses, including budgets.
 - Number all pages of the proposal, including the attachments.
10. Inquiries about this Request for Proposals must be made in person at the mandatory pre-proposal workshop. Inquiries received by phone, mail or facsimile will not be responded to. Agencies or firms that are not represented at the pre-proposal workshop may not submit a proposal.
11. Proposer's responding to this request shall bear all costs and expenses associated with its

- preparation. No claims shall be submitted to the CFRPC for preparation or presentation of proposals.
12. All proposals shall be signed by an authorized corporate officer, principal or partner.
 13. The criteria for evaluation of proposals is provided in Section IV (Evaluation Criteria/Proposal Rating Sheet). Only these criteria will be used to determine the best response.
 14. Award shall be made to the proposer whose qualifications and response shall be determined to be most advantageous to the CFRPC and in the best interest of the service area and State of Florida.
 15. The Commission for the Transportation Disadvantaged may unilaterally cancel any contract arising from the selected coordinator's refusal to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, which are made or received by the Coordinator in conjunction with the contract.
 16. The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

D. PURPOSE

Florida's Transportation Disadvantaged (TD) Program was created in 1979 through the enactment of Chapter 427, Florida Statutes. The purpose of the TD Program is to provide transportation for *those "persons who because of physical or mental disability, income status, or age, are unable to transport themselves or purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk at-risk, as defined in Chapter 411.202, Florida Statutes"*.

In 1989, the Florida Legislature passed the revised Chapter 427, Florida Statutes (*Exhibit A*) creating the Florida Commission for the Transportation Disadvantaged and improving the coordination of transportation services for disadvantaged persons. Following approval of the legislation, the Commission for the Transportation Disadvantaged developed and adopted Chapter 41-2, of the Florida Administrative Code (*Exhibit B*) implementing the revised statute.

The goal of this legislation and agency rules is to effectively coordinate funds and activities for providing transportation to disadvantaged persons. This is to be accomplished by a designated Community Transportation Coordinator (CTC) herein after referred to as CTC, which may provide the transportation on its own and/or broker transportation to qualified transportation operators.

The purpose of this Request for Proposals is to identify qualified agencies and organizations interested in serving as the CTC for the Commission for the Transportation Disadvantaged approved Multi-County service area of Hardee, Highlands, and Okeechobee Counties. This Request for Proposals may lead to the designation of a qualified proposer as the CTC. Interested agencies/firms may respond to this request by following the procedures as outlined in Section I and further described in Sections II and III.

The response to this Request for Proposals will be as follows:

Community Transportation Coordinator - The Central Florida Regional Planning Council is requesting proposals for the Community Transportation Coordinator for the multi-county service area of Hardee, Highlands, and Okeechobee counties.

E. DEFINITIONS

Applicable definitions are contained in the Florida Commission for the Transportation Disadvantaged Glossary of Terms (*Exhibit C*). In addition, applicable definitions are contained in Chapter 427.011, Florida Statutes, and in Rule 41-2.002 of the Florida Administrative Code.

There is a distinction made between the Coordinator and a Transportation Operator and these definitions appear below for clarification.

1. "Community Transportation Coordinator (CTC)" - A transportation entity recommended by the appropriate designated official planning agency as provided for in Section 427.015(2), Florida Statutes, to ensure that coordinated transportation services are provided to serve the transportation disadvantaged population in a designated service area.
2. "Transportation Operator" - Public, private for profit or private non-profit entities engaged by the Coordinator to provide service to transportation disadvantaged persons pursuant to a coordinated system service plan.

F. SCOPE OF WORK FOR COMMUNITY TRANSPORTATION COORDINATORS

The Community Transportation Coordinator shall be bound by the provisions of Florida law relating to Florida's Transportation Disadvantaged Program. The provision of Florida laws existing at the time of execution of contract between the Community Transportation Coordinator and the Florida Commission for the Transportation Disadvantaged shall prevail over the terms of the contract unless informed otherwise by the Florida Commission for the Transportation Disadvantaged. The Community Transportation Coordinator specifically agrees without reservation to be bound by the provision of Chapter 427, Florida Statutes and Chapter 41-2 of the Florida Administrative Code, as they may be changed from time to time; provided, however the Community Transportation Coordinator may request relief if changes in said laws materially alter the cost of providing services.

The nature and scope of work to be the responsibility of the designated Coordinator are described in Rule 41-2.011 of the Florida Administrative Code. These responsibilities include the following:

1. The Coordinator shall enter into a Memorandum of Agreement (Exhibit D) with the Florida Commission for the Transportation Disadvantaged. This will be a five-year contract and shall be subject to an annual review and evaluation. The Memorandum of Agreement shall be negotiated and signed prior to initiation of transportation services by the designated CTC.
2. The Coordinator shall have full responsibility for the provision of transportation services for the transportation disadvantaged population as outlined in Section 427.015(2), Florida Statutes.
3. The Coordinator shall maintain an accounting system in accordance with model standard accounting procedures designated by the Florida Commission for the Transportation Disadvantaged. The Commission's current policy is "Rural Transportation Accounting - A Model Uniform Accounting System for Rural and Specialized Transportation Providers". (A copy will be provided upon request)
4. The Coordinator shall collect annual operating data for submittal to the Florida Commission for the Transportation Disadvantaged by September 15th of each year with a copy provided to the CFRPC (*Exhibit E*).
5. The Coordinator shall comply with the Florida Commission for the Transportation Disadvantaged standards as well as local standards (*Exhibit F*).

6. The Coordinator shall coordinate the delivery of transportation services which meet the transportation needs identified in the Hardee, Highlands, and Okeechobee Counties Transportation Disadvantaged Service Plan, resulting in the best service at optimal cost. The Coordinator shall describe how transportation services are to be coordinated and provided.
7. The Coordinator shall assure compliance with applicable drug and alcohol regulations, Equal Employment Opportunity, Section 504 Federal Regulations, Americans with Disabilities Act, Title VI, safety and insurance requirements which are federal, state, or local laws, or adopted policies of the Florida Commission for the Transportation Disadvantaged program requirements.
8. The Coordinator shall prepare a Transportation Disadvantaged Service Plan (*Exhibit G*) in cooperation with the CFRPC for the Local Coordinating Board's (LCB) review which provides information needed by the Local Coordinating Board to continually review and assess transportation disadvantaged needs for the service area. The Service Plan must be completed no later than 120 calendar days after the Florida Commission for the Transportation Disadvantaged officially designates the Community Transportation Coordinator.
9. The Coordinator shall be represented at all Local Coordinating Board meetings to provide information, answer questions and respond to individual or agency complaints about service.
10. Unless otherwise authorized by the Florida Commission for the Transportation Disadvantaged, the Coordinator shall maintain a resident manager in the service area who is authorized to make all day-to-day decisions on operations.
11. The Coordinator shall maintain sufficient office staff to perform all required administrative responsibilities.
12. The Coordinator shall coordinate the use of school buses and public transit, where possible and cost-effective, in accordance with the Transportation Disadvantaged Service Plan.
13. The Coordinator shall execute uniform contracts for service using a standard contract, which includes performance standards for operators.
14. The Coordinator shall annually review all transportation operator contracts.
15. The Coordinator shall, in cooperation with a functioning Local Coordinating Board, review all applications for local government; federal and state transportation disadvantaged funds, and develop cost-effective coordination strategies.

16. The Coordinator shall, in cooperation with the Local Coordinating Board and pursuant to criteria developed by the Florida Commission for the Transportation Disadvantaged, establish trip priorities with regard to trips purchased with Transportation Disadvantaged Trust Funds.
17. The Coordinator shall maintain client eligibility to ensure that transportation is provided according to the sponsoring agency's criteria.
18. The Coordinator will be responsible for screening applicants for trips provided with Transportation Disadvantaged Trust Funds.
19. The Coordinator shall provide reservation services. The Coordinator will acquire and maintain the necessary software, hardware, and its databases to perform this task. The Coordinator shall also be responsible for assigning trips to contracted operators as necessary and with the guidance of the Local Coordinating Board.
20. The Coordinator shall be responsible for monitoring the transportation system to ensure that service to the clients is provided in a safe, reliable and efficient manner. The Coordinator shall investigate problems and issues that arise and maintain detailed reports of findings.
21. The Coordinator shall report at a minimum: monthly operating data, summary of TD Trust Fund expenditures and monthly complaint report. The local Coordinating Board or Planning Agency may request additional data as needed.
22. The Coordinator shall undergo an annual evaluation conducted by the Local Coordinating Board in order to assess the Coordinator's performance in general and relative to the standards established by the Florida Commission for the Transportation Disadvantaged and the Coordinating Board. The evaluation tools used by the Coordinating Board to assess the Coordinator's performance include modules from the "Evaluation Workbook for Community Transportation Coordinators and Providers in Florida" developed by the Commission for the Transportation Disadvantaged; evaluation of service standards; and a review of the success of the Coordinator in fulfilling the goals and objectives adopted by the Local Coordinating Board.

G. PROJECT OVERVIEW

The Florida Commission for the Transportation Disadvantaged approved Transdev Services, Inc. (previously known as Veolia Transportation Services, Inc.) as the current Community Transportation Coordinator for Hardee, Highlands, and Okeechobee Counties. Transdev is a total brokerage CTC and contracts with three (3) operators as outlined in the table below.

	Ambulatory	Wheelchair	Stretcher	All Scheduling	Door to Door	Door Through Door
Transdev (CTC) Contact: Kelly Kirk-Brooks (863)382-6004				X		
Classie Transportation Contact: Marcelle Wilkerson (863)453-3600	X	X			X	
Hayes Medical Transport Contact: Dwain Hayes (863)990-6867	X	X	X		X	X
Positive Mobility Contact: Robert Layne (863)655-0030	X	X	X		X	X

In addition, the CTC has three (3) active Coordination Contracts with agencies in the service area. One Coordination Contract is suspended. They are listed below.

Okeechobee Rehabilitation – This contract is currently suspended. The agency is closed and the vehicle that was awarded with Federal Transit Administration 5310 funds is currently held on county property.

Ridge ARC – Highlands County (Avon Park) Contact: Rhonda Beckman (863) 452-1295

Sunrise Community – Hardee County (Wauchula) Contact: Ashley Green, (863)680-2817

New Concepts by Visions – (Highlands County) Contact: Barbara Cook (863)402-0048

Clients

The Hardee, Highlands, and Okeechobee Counties Transportation Disadvantaged Program serves clients from various agencies such as the Agency for Health Care Administration Medicaid Program (Administered by the Commission for the Transportation Disadvantaged), Florida Commission for the Transportation Disadvantaged, Agency for Persons with Disabilities/Florida Department of Children and Families, Florida Department of Elder Affairs, Federal Transit

Administration 5311 operating funds, 5310 operating funds, and various other purchasing agencies. At this time, it is unknown as to whether the Commission for the Transportation Disadvantaged will continue their contract with the Agency for Health Care Administration Medicaid Program; therefore, it is unknown whether the service area CTC will be providing some Medicaid service or, what entity(s) will be responsible for Medicaid transportation for this service area.

Funding

The total revenue from all funding sources can be found in the FY 2012/2013 and FY 2013/2014 Annual Operating Reports (Exhibit H). Estimated revenue from the TD Trust Fund is included in (*Exhibit I*). Caution should be used in calculating Medicaid revenue.

H. SELECTION PROCESS

SELECTION TEAM

The CFRPC's Executive Director will appoint a selection team of at least three persons who collectively have experience and knowledge of the State Transportation Disadvantaged Program. Each selection team member will assign points to the proposals using the criteria listed in Section IV (Evaluation Criteria/Proposal Rating Sheet). Selection team members will assure that each proposal has been rated fairly, impartially and comprehensively.

The three (3) top rated proposals will make presentations to the Selection Committee at their March 12, 2015 meeting. The three top ranked proposals will be presented to the Central Florida Regional Planning Council with a committee recommendation to forward the number one ranked proposal to the Commission for the Transportation Disadvantaged. If more than three (3) proposals have been submitted, the CFRPC will forward the top three (3) ranked proposals to the Florida Commission for the Transportation Disadvantaged for their review and final action.

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

The Florida Commission for the Transportation Disadvantaged will make the final selection. No designation will be final until approved by the Florida Commission for the Transportation Disadvantaged.

I. APPEAL PROCEDURE

The appeal procedure will be as provided for in Sections 120.53 (5) and 120.57, Florida Statutes. Failure to file a protest within the time prescribed in Chapter 120.53 (5), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

1. At the time the CFRPC forwards its recommendations to the Florida Commission for the

Transportation Disadvantaged, the CFRPC will notify each person or entity submitting a proposal, by electronic format and regular U.S. mail.

2. On the first business day following the Florida Commission for the Transportation Disadvantaged making the final decision for selecting the Community Transportation Coordinator, staff of the Florida Commission for the Transportation Disadvantaged will notify each person or entity submitting a proposal, by certified United States mail or express delivery, of the Commission's selection of the Community Transportation Coordinator.
3. Any person adversely affected by the intended decision to award a contract or to reject all bids shall file a notice of protest in writing to the Florida Commission for the Transportation Disadvantaged within 72 hours after receipt of the notice of intended decision is given.
4. Thereafter, any person or entity which has filed a notice of protest to the final decision of the Florida Commission for the Transportation Disadvantaged, shall file a formal written protest within 10 days after filing the notice of protest. The formal written protest must be in a form substantially similar to the form set out in Rule 28-110.004 (2), F.A.C. and must state with particularity the facts and law upon which the protest to the final decision is based.
5. All notices of protest and formal written protest must be filed with the Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street, MS-49, Tallahassee, FL 32399-0450. Filing is completed upon delivery and receipt by the Commission. "Failure to file a protest within the time prescribed in Section 120.57 (3), Florida Statutes shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
6. A protest is not timely filed unless both the notice of protest and the formal protest are received within the required time limits.
7. A written notice of protest which is filed by 5:00 p.m. on the date on which the 72 hours expires shall be timely.

In computing the time in which to file a notice of protest or formal protest, the day of the event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included unless it is a Saturday, Sunday or a holiday. When the period of time prescribed is less than seven days, intermediate Saturdays, Sundays and holidays when the Commission's offices are closed shall be excluded from the computation.

The CFRPC reserves the right to waive any informality in any proposal, to reject any or all proposals, in whole or in part, with or without cause, and/or to accept the proposal that in its judgment will be in the best interest of the CFRPC and its citizens.

SECTION II

MANDATORY ITEMS

SECTION II

MANDATORY ITEMS

The following items (1 - 8) must be included in the submitted proposal. Any proposal with a “no” response on any of the following items will be rejected without further consideration. No numerical rating will be assigned to this section.

1. Letter of Transmittal of Proposals

Identifies the proposer submitting the proposal including a statement that the proposer has reviewed and understands Chapter 427, Florida Statutes, and Rule 41-2 of the Florida Administrative Code. **(Attachment 1)**

2. Proposer’s Identification and Qualification Information Form **(Attachment 2)**

3. Standard Assurances **(Attachment 3)**

(This assurance relates to collusion and conflicts of interest.)

4. Certification of Transportation Coordinator Regarding Debarment, Suspension and Other Responsibility Matters **(Attachment 4)**

(Certifies that the proposer is not on the state or federal list of ineligible or disbarred contractors.)

5. Provide a current financial statement prepared by a licensed certified public accountant that clearly shows that the proposer is financially capable of successfully performing the contract. **(Label as Attachment 5)**

6. Provide a copy of proposer’s Substance Abuse Policy prepared in accordance with the Federal Transit Administration Substance Abuse Regulations.

(Label as Attachment 6)

7. Provide a list of up to three service programs (purchasing agencies) that can verify the proposer’s experience. Include contact names, addresses and phone numbers. **(Label as Attachment 7)**

8. Provide completed worksheets of the Florida Commission for the Transportation Disadvantaged Standardized Rate Calculation Model to estimate rates and rate structure for service delivery. **Label as Attachment 8.** The Rate Calculation Model can be accessed on Commission for the Transportation Disadvantaged website at <http://www.dot.state.fl.us/ctd/programinfo/finance/financesectionhome.htm>. The selected Agency will be required to use the Rate Calculation Model to determine system rates for start-up on July 1, 2015.

SECTION III

PROPOSAL CONTENTS

SECTION III

PROPOSAL CONTENTS

The proposal contents for Community Transportation Coordinator are predicated on requirements of the designated Community Transportation Coordinator described in Rule 41-2 of the Florida Administrative Code. The proposal must address the following areas in the order that they are presented. Please be sure to consecutively number all pages of the technical proposal.

A. Management Resources

1. Describe the proposed local service area organizational structure and how it fits into the overall organizational structure of the proposer's company.
2. Provide the number of proposed key office personnel. Include job descriptions for each.

B. Proposer Experience

1. If proposer is currently or previously under contract as a Community Transportation Coordinator, or contracts to perform CTC services as CTC and/or operator in other service areas, include the name of the planning agency for the service area, contact person, address, phone number, and copies of the most recent evaluations performed by the Commission for the Transportation Disadvantaged and the Local Coordinating Board.
2. Describe experience developing a Transportation Disadvantaged Service Plan.
3. Describe how the proposer has satisfied, and will continue to satisfy provisions of Equal Employment Opportunity, Section 504 Federal Regulations, Americans with Disabilities Act, Title VI, 49 CFR 655 drug and alcohol testing, Chapter 14-90, Florida Administrative Code safety and insurance requirements.
4. Describe experience coordinating and/or providing Medicaid non-emergency transportation service. Indicate whether the proposer is willing to contract with the Florida Commission for the Transportation Disadvantaged (if ACHA continues their contract with them) and/or would like to contract with the provider(s) of service under the Managed Medical Assistance (MMA) program. Please provide your current Medicaid transportation provider number, if applicable.

C. Capability to Undertake Project

1. Discuss proposer's experience with applying for transportation grants and contracts (local, state, federal, private, etc...)

2. Describe ability to efficiently manage grants and contracts.
3. Discuss how the proposer will provide the local match for trips funded by the Transportation Disadvantaged Trust Fund or other funding resources that require local cash match.
4. Discuss what initiatives the proposer will implement to effectively manage current funding levels and secure additional funds to support the system.

D. Demonstration of Transportation Coordination Ability

1. Describe experience coordinating multi-agency resources. Include the following:
 - a. Ability to contract with purchasing agencies;
 - b. Ability to contract with private/public sector operators;
 - c. Ability to execute coordination contracts with agencies providing their own transportation; and
 - d. Ability to negotiate school bus use.
2. Discuss how the proposer anticipates implementing efficiencies that will potentially reduce costs.
3. Describe the procedure used from the time a call requesting a trip is received through to tabulation and mailing an invoice to the purchasing agency. This shall include, but not be limited to, handling of call, establishing driver routing sheets, recording actual trips provided by agency and preparation of an agency invoice. Indicate the computer hardware and software that will be used to perform these tasks.
4. Describe proposer's process for procurement of subcontracted operators, if applicable, and describe method of trip assignment to them.
5. Describe the proposer's ability to monitor activities of subcontracted transportation operators. Reference evaluation tools used and include copies in proposal if available.

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6. Describe how the following will be monitored and reported:
 - complaints/commendations
 - no-shows
 - cancellations
 - trip denials
 - Unmet trip demand
 7. Describe how the proposer will conduct client eligibility screening for trips provided with TD Trust Funds. Provide a copy of the application form if used for this purpose.
 8. Describe how proposers will utilize Federal Transit Administration Section 5311, 5310 Operating and 5310 Capital funds currently awarded in the service area.
 9. Describe how proposer will obtain input from users of the system. Explain how results will be reported.

E. Demonstration of Transportation Operational Ability

1. Provide a detailed plan describing the process that will be followed to ensure a smooth contract start-up on July 1, 2015.
2. Discuss how the proposer's method of transportation service provision as Community Transportation Coordinator will insure the best possible service at the lowest possible cost.

F. Acquisition of Capital Resources

1. Describe the process to acquire vehicles for use in the service area. Provide the estimated amount of time required to acquire vehicles.
2. Provide vehicle inventory if you own vehicles. If not, explain how you plan to provide service.
3. Describe how proposer plans to secure local match for capital equipment when necessary.

SECTION IV

EVALUATION CRITERIA/PROPOSAL RATING SHEETS

SECTION IV

EVALUATION CRITERIA/PROPOSAL RATING SHEET

Each proposal submitted will be evaluated on the criteria listed below. Evaluation Committee members will use this proposal rating sheet to assign point values to items in Section III using the following scale:

- 5 Excellent – Optimal capability to meet the criterion.
- 4 Very Good – Above average capability to meet the criterion.
- 3 Good – Average capability to meet the criterion.
- 2 Satisfactory – Marginal capability to meet the criterion.
- 1 Poor – Unsatisfactory capability to meet the criterion.
- 0 No Response.

MANDATORY ITEMS CHECK LIST

I. MANDATORY ITEMS

The following items must be included in the submitted proposal. Any proposal with a "no" response on any of the following questions will be rejected without further consideration. The planning staff will review all proposals for inclusion of Mandatory Proposal Items. Proposals meeting all Mandatory requirements will be forwarded to the selection committee members.

1. Was a Letter of Transmittal of Proposal identifying the proposer submitting the proposal including a statement that the proposer has reviewed and understands Chapter 427, Florida Statutes and Rule 41-2 of the Florida Administrative Code included in the proposal?

___ YES

___ NO

2. Was an Identification and Qualification Information Form included in the proposal?

___ YES

___ NO

3. Was the Proposer's Standard Assurances included in the proposal?

___ YES

___ NO

4. Was a Certification regarding debarment, suspension and other responsibility matters included in the proposal?

___ YES

___ NO

5. Was a current financial statement prepared by a licensed certified public accountant that clearly shows that the proposer is financially capable of successfully performing the contract included in the proposal?

___ YES

___ NO

6. Was a copy of the proposer's Substance Abuse Policy, prepared in accordance with the Federal Transit Administration Substance Abuse Regulations included in the proposal?

___ YES

___ NO

7. Was a list of up to three service programs (purchasing agencies) provided that included contact names, addresses and phone numbers?

___ YES

___ NO

8. Did the proposer submit a completed copy of the Commission for the Transportation Disadvantaged Standardized Rate Calculator Model?

___ YES

___ NO

A. MANAGEMENT RESOURCES

1. Proposal describes proposed local organizational structure and how it fits into the overall organizational structure of the proposer's organization.

Total Points Possible 5

Total Points Given _____

2. Proposal provides the number of key office personnel and includes job descriptions of each.

Total Points Possible 5

Total Points Given _____

TOTAL SECTION "A" POINTS _____

B. PROPOSER'S EXPERIENCE

1. If proposer is currently or previously under contract as a Community Transportation Coordinator, or contracts to perform CTC services as CTC and/or operator in other service areas, proposal includes the name(s) of the planning agency for the service area, contact person(s), address (es), phone number(s), and copy (ies) of the most recent evaluations performed by the CTD and the Local Coordinating Board.

Total Points Possible 5

Total Points Given _____

2. Proposal describes experience developing a Transportation Disadvantaged Service Plan.

Total Points Possible 5

Total Points Given _____

- 3. Proposal describes how the proposer has and will continue to satisfy provisions of Equal Employment Opportunity, Section 504 Federal Regulations, Americans with Disabilities Act, Title VI, 49 CFR Part 655 Drug and Alcohol testing, Chapter 14-90 Florida Administrative Code, and insurance requirements.

Total Points Possible 5

Total Points Given _____

- 4. Proposal indicates whether the proposer has experience coordinating and/or providing Medicaid non-emergency transportation service and indicates whether the proposer is willing to contract with the Florida Commission for the Transportation Disadvantaged (if ACHA continues their contract with them) and/or would like to contract with the provider(s) of service under the Managed Medical Assistance (MMA) program. Proposer provided Medicaid provider number, if applicable.

Total Points Possible 5

Total Points Given _____

TOTAL SECTION "B" POINTS _____

C. CAPABILITY TO UNDERTAKE PROJECT

- 1. Proposal discusses proposer experience, if any, applying for transportation grants and contracts (local, state, federal, private, etc...)

Total Points Possible 5

Total Points Given _____

- 2. Proposal shows proposer's ability to efficiently manage grants and contracts.

Total Points Possible 5

Total Points Given _____

- 3. Proposal discusses how the proposer will provide the local match for trips funded by the Commission for the Transportation Disadvantaged Trust Fund.

Total Points Possible 5

Total Points Given _____

4. Proposal discusses what initiatives the proposer will implement to effectively manage current funding levels, streamline the administrative/coordination process, and secure additional funds to support the system.

Total Points Possible 5

Total Points Given _____

TOTAL SECTION "C" POINTS _____

D. DEMONSTRATION OF TRANSPORTATION COORDINATION ABILITY

1. Proposal describes experience coordinating multi-agency resources including: ability to contract with purchasing agencies, ability to contract with private operators, ability to execute coordination contracts with agencies providing their own transportation, and, ability to negotiate school bus use.

Total Points Possible 5

Total Points Given _____

2. Proposal discusses how the proposer anticipates implementing efficiencies that will potentially reduce costs.

3.

Total Points Possible 5

Total Points Given _____

3. Proposal describes the procedures to be used from the time a call requesting a trip is received through to tabulation and mailing an invoice to the sponsoring agency including handling of calls, establishing driver routing sheets, recording actual trips provided by agency and preparation of an agency invoice. Proposal indicates the computer hardware and software that will be used to perform these tasks.

Total Points Possible 5

Total Points Given _____

4. Proposal describes the proposed process of procurement for subcontracted operators and method of trip assignment (if applicable).

Total Points Possible 5

Total Points Given _____

5. Proposal describes the proposer's ability to monitor activities of subcontracted transportation operators and references evaluation tools used.

Total Points Possible 5

Total Points Given _____

6. Proposal describes how the following will be monitored and reported: complaints/commendations; no-shows; cancellations; trip denials; and unmet demand.

Total Points Possible 5

Total Points Given _____

7. Proposal describes how the proposer will conduct client eligibility screening for trips provided with TD Trust Funds.

Total Points Possible 5

Total Points Given _____

8. Proposal describes how the proposer will utilize Federal Transit Administration (FTA) 5311, 5310 operating and 5310 capital funds for public transportation in the service area.

Total Points Possible 5

Total Points Given _____

- 9. Proposal describes how the proposer will obtain input from system users, and how results will be reported.

Total Points Possible 5

Total Points Given _____

TOTAL SECTION "D" POINTS _____

E. DEMONSTRATION OF TRANSPORTATION OPERATIONAL ABILITY

- 1. Proposal provides a detailed plan describing the process to be followed that will culminate in a smooth contract start-up on July 1, 2014.

Total Points Possible 5

Total Points Given _____

- 2. Proposal discusses how the proposer's method of transportation service provision as Coordinator will insure the best possible service at the lowest possible cost.

Total Points Possible 5

Total Points Given _____

TOTAL SECTION "E" POINTS _____

F. ACQUISITION OF CAPITAL RESOURCES

- 1. Describe the process to acquire vehicles for use in the service area. Provide the estimated amount of time required to acquire vehicles.
- 2. Provide vehicle inventory if you own vehicles. If not, explain how you plan to provide service.
- 3. Describe how proposer plans to secure local match for capital equipment when necessary.

Total Points Possible 5

Total Points Given _____

TOTAL SECTION "F" POINTS _____

TOTAL POSSIBLE SCORE FOR THE PROPOSAL 110

TOTAL SCORE FOR THE PROPOSAL _____

SECTION IV

**EVALUATION
CRITERIA/PROPOSAL
RATING FORMS**

FORM 1
INDIVIDUAL SCORING FORM
RFP No: 1-15-1
2014/2015

Committee Member: _____

EVALUATION CRITERIA SECTIONS	PROPOSER 1:	PROPOSER 2:	PROPOSER 3:	PROPOSER 4
MANDATORY CRITERIA (1-8) – Received all Yes or No				
A. Management Resources				
B. Proposer Experience				
C. Financial Capacity to Undertake Project				
D. Demonstration of Transportation Coordination Ability				
E. Demonstration of Transportation Operational Ability				
F. Vehicle Acquisition				
TOTAL				
POINTS				

FORM 2
 SCORING TABULATION FORM
 RFP No: 1-15-1
 2014/2015

Date of Committee Meeting: _____

Committee Member: _____

EVALUATION CRITERIA SECTIONS	PROPOSER 1:	PROPOSER 2:	PROPOSER 3:	PROPOSER 4
MANDATORY CRITERIA (1-8) – Received all Yes or No				
A. Management Resources				
B. Proposer Experience				
C. Financial Capacity to Undertake Project				
D. Demonstration of Transportation Coordination Ability				
E. Demonstration of Transportation Operational Ability				
F. Vehicle Acquisition				
TOTAL POINTS				

ATTACHMENTS
FOR SECTION II
MANDATORY ITEMS

1. Model Letter of Transmittal of Proposal to Requesting Agency
2. Proposer's Identification and Qualification Information
3. Standard Assurances
4. Certification of Proposer Regarding Debarment, suspension and Other Responsibility Matters
5. Proposer's Financial Statement
6. Proposer's Substance Abuse Policy
7. Proposer's Contact List of Service Programs/Purchasing Agencies
8. Proposer's completed worksheets from the Florida Commission for the Transportation Standardized Rate Calculation Model.

Attachment 1

LETTER OF TRANSMITTAL

(Date)

Ms. Patricia Steed, Executive Director
Central Florida Regional Planning Council
555 E. Church Street
Bartow, FL 33830

RE: Proposal for Community Transportation Coordinator for the Multi-County
Service Area of Hardee, Highlands, and Okeechobee Counties

Dear Ms. Steed:

Enclosed are one original and five (5) copies of a completed and signed Proposal for (Proposer's Name) to be designated Community Transportation Coordinator for the Multi-County service area of Hardee, Highlands, and Okeechobee. The (proposer) understands the responsibilities and requirements of Chapter 427, Florida Statutes, Rule 41-2 of the Florida Administrative Code and shall comply with all appropriate federal, state and local regulations in this matter.

We look forward to servicing the needs of transportation disadvantaged citizens of this Multi-County service area. Thank you for your consideration of this proposal.

Sincerely,

(Officer submitting proposal)

Attachment 2

PROPOSER'S IDENTIFICATION AND QUALIFICATION INFORMATION

1. Identification of Respondent:

Name of Organization:

Business Address:

Telephone Number: ()

Years in Business at this Location:

2. Name and Title of Individual to Contact for Further Information:

3. Legal Status of Organization: (check one)

For-Profit Corporation or Joint Venture Corporation

For-Profit Partnership or Sole Proprietorship

Non-Profit Corporation

Public Agency

Other (Explain):

4. State the Proposer's Preferred method of transportation service provision:

Community Transportation Coordinator only - proposer acts as a total brokerage system that does not operate vehicles

Community Transportation Coordinator/Transportation Operator - proposer provides all or part of the needed transportation services by operating vehicles

5. Has Respondent or any Officer or Partner of Respondent failed to complete a contract?

(circle one) YES NO

If yes, explain

6. Location of central office that will provide overall administration and management of the project:

7. Disadvantaged Business Enterprise Status.

"Disadvantaged" Business is defined as a business having at least 51 percent owned, operated and controlled by "disadvantaged" group members. Disadvantaged group members are defined as Blacks, Hispanics, Asian Americans, American Indians, Alaskan Natives or women regardless of race or nationality."

Is the individual respondent proposer a certified disadvantaged or minority business enterprise?

(circle one) YES NO

Attach current certification documents to substantiate claim.

8. Is any litigation pending against respondent or any officer or partner of respondent?

(circle one) YES NO

If yes, explain.

Attachment 3

STANDARD ASSURANCES

Name of Proposer:

At this time, we understand all requirements and state that as a serious proposer we will comply with all the stipulations included in the proposal package.

The above-named Proposer affirms and declares:

1. That the Proposer is of lawful age and that no other person, agency, firm or corporation has any interest in this Proposal or in the Contract that may result from this Proposal; other than as described in Exhibit B.
2. That this Proposal is made without any understanding, agreement or connection with any other person, agency, firm or corporation making a Proposal for the same project and is in all respects fair and without collusion or fraud.
3. That the Proposer has carefully examined the site of the work and that from his/her investigations has been satisfied as to the nature and location of the work, the kind and extent of the equipment and other facilities needed for the performance of the work, the general and local conditions, all difficulties to be encountered and all other items which in any way affect the work or its performance.
4. That the Proposer is in full compliance with all federal, state and local laws and regulations and intends to fully comply with same during the entire term of the contract.

In witness whereof, this Proposal is hereby signed by the duly authorized representative of the Proposer and sealed as of the date indicated.

ATTEST:

PROPOSER:

Witness

By: _____
Signature

Date

Typed Name and Title

Attachment 4

CERTIFICATION OF PROPOSER
REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS

(Name of Company) _____ certifies to the best of its knowledge and belief :

1. Are not generally debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal or state department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application or proposal had one or more public transactions (federal, state or local) terminated for cause or default.

(If the Proposer for Coordinator is unable to certify to any of the statements in this certification, the proposer shall attach an explanation to this certification.)

THE (Name of Company), CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISION OF 31 U.S.C. SECTIONS 3801 ET.SEQ. ARE APPLICABLE HERETO.

Signature and Title of Authorized Official

The undersigned chief legal counsel for the (Name of Company) _____ hereby certifies that the (Name of Company) _____ has authority under state and local law to comply with the subject assurances and that the certification above has been legally made.

Date: _____

Signature of Proposer Attorney

Label as Attachment 5
Proposer's Financial Statement

Label as Attachment 6
Proposer's Substance Abuse Policy

Label as Attachment 7

Proposer's List of Service Programs/Purchasing Agencies

Label as Attachment 8

Proposer's completed worksheets from the Florida Commission
For the Transportation Disadvantaged
Standardized Rate Calculation Model

EXHIBITS
Under Separate Cover

- A. Chapter 427, Florida Statutes
- B. Rule 41-2, Florida Administrative Code
- C. Glossary of Terms
- D. Model Memorandum of Agreement
- E. Annual Operating Report Forms
- F. CTD and Local Standards
- G. Transportation Disadvantaged Service Plan Instructions
- H. Completed Annual Operating Reports for FY 2012/2013 and FY 2013/2014
- I. Trust Fund Allocation
- J. CTD Standard Coordination/Contractor Contract
- K. Guidelines for Probationary and Annual Review of CTC
- L. CTD Trust Fund Trip/Equipment Grant Application Forms
- M. Chapter 341.061, Florida Statutes
- N. Chapter 14-90, Florida Statutes
- O. Inventory of Service Area Operators
- P. Current Vehicle Inventory - CTD grant awarded, 5310 grant awarded and contract carrier personally owned vehicles.
- Q. Rate Calculator Model Worksheets - These worksheets may also be accessed on the Commission for the Transportation Disadvantaged website.



CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

Title VI Nondiscrimination Program Policy Statement

The Central Florida Regional Planning Council's Title VI Program (Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987) is to ensure nondiscrimination of its programs and services and to promote and engage the participation of all people regardless of race, religion, color, national origin, sex, age, disability and familial status. Every effort will be made to ensure nondiscrimination with any and all services. If anyone believes he or she has been discriminated against based on race, religion, color or national origin, sex, age, disability and familial status he or she has the right to file a complaint. The Title VI Coordinator for the Central Florida Regional Planning Council is:

Name & Title

Central Florida Regional Planning Council

P.O. Box 2089

Bartow, FL 33830

Patricia M. Steed, Executive Director

Central Florida Regional Planning Council

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL (CFRPC)

DISCRIMINATION COMPLAINT PROCEDURE

Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color and national origin in programs and activities receiving federal financial assistance. As a sub-recipient of the Florida Department of Transportation (FDOT) federal funds, the CFRPC has adopted the following Title VI Complaint Procedure.

1. Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation, by any CFRPC FTA program or activities, as prohibited by the Title VI of the Civil Rights Act of 1964, as amended, and related statutes, may file a written complaint. All written complaints received by the CFRPC shall be referred immediately by the CFRPC's Title VI Coordinator to the FDOT's District One Title VI Coordinator for processing accordance with approved State procedures.

Written complaints may be sent to:

Title VI Coordinator
Central Florida Regional Planning Council
555 E. Church Street
Bartow, FL 33830

2. Verbal and non-written complaints received by the CFRPC shall be resolved informally by the CFRPC's Title VI Coordinator. If the issue has not been satisfactorily resolved through informal means, or if at any time the person(s) request(s) to file a formal written complaint, the CFRPC Title VI Coordinator shall refer the Complainant to the FDOT's District One Title VI Coordinator for processing in accordance with approved State procedures.
3. The CFRPC's Title VI Coordinator will advise the FDOT's District One Title VI Coordinator within five (5) calendar days of receipt of the allegations. The following information will be included in every notification to the FDOT's District One Title VI Coordinator:

- (a) Name, address, and phone number of the Complainant.
 - (b) Name(s) and address (es) of Respondent.
 - (c) Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
 - (d) Date of alleged discriminatory act(s).
 - (e) Date of complaint received by the CFRPC
 - (f) A statement of the complaint.
 - (g) Other agencies (state, local or Federal) where the complaint has been filed.
 - (h) An explanation of the actions the CFRPC has taken or proposed to resolve the allegation(s) raised in the complaint.
4. Within ten (10) calendar days, the CFRPC's Title VI Coordinator will acknowledge receipt of the allegation(s), inform the Complainant of the action taken or proposed action to process the allegation(s), and advise the Complainant of other avenues of redress available, such as the CFRPC's Equal Opportunity Office (EEO).
 5. Within sixty (60) calendar days, the CFRPC's Title VI Coordinator will conduct and complete a review of the verbal or non-written allegation(s) and based on the information obtained, will render a recommendation for action in a report of findings to the CFRPC Director.
 6. Within ninety (90) calendar days of the verbal or non-written allegation(s) receipt, the CFRPC Director will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint with the FDOT's District One title VI Coordinator with a copy of this decision and summary of findings.
 7. [The CFRPC's Title VI Coordinator will maintain a log of all verbal and non-written complaints received by the CFRPC. The log will include the following information:
 - a. Name of Complainant
 - b. Name of Respondent
 - c. Basis of Complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation)

- d. Date of verbal or non-written complaint was received by the CFRPC.
- e. Date CFRPC notified the FDOT's District One Title VI Coordinator of the verbal or non-written complaint(s).
- f. Explanation of the actions the CFRPC has taken or proposed to resolve the issue raised in the complaint.

APPROVED THIS 10th DAY OF DECEMBER, 2014

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL.

W. Patrick Huff, Chairman

Attest:

DRAFT**Amendments to the
Central Florida Regional Planning Council
Personnel Policies and Procedures**

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed.

III. COUNCIL POLICIES**Sexual Harassment:**

~~Sexual harassment is a violation of Section 703 of Title VII of the Civil Rights Act, and is thereby illegal in the conduct of the business of the Central Florida Regional Planning Council. It is the policy of the Council that the work place shall be free of sexual harassment from any source, either from supervisor or coworkers. It is also the intent that malicious accusations of such behavior shall be discouraged.~~

1. ~~**Definition:** Sexual Harassment is any repeated and unwanted verbal or physical conduct of a sexual nature, when; (a) submission to such conduct is made, either explicitly or implicitly, a term of employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.~~
2. ~~**Responsibilities of the Employee:** It is the responsibility of all employees of the Council to refrain from sexual harassment and to be aware of what constitutes sexual harassment. Further, in a situation that may involve sexual harassment, each employee must be guided by the following standards:~~
 - a. ~~Be certain, beyond a reasonable doubt that harassment exists, and is clearly directed toward the objecting person. Whenever possible, statements of witnesses or other substantiating information should be provided.~~
 - b. ~~Advise the offending individual that the conduct in question is offensive, and request that it be discontinued immediately.~~
 - c. ~~In the case that the offensive conduct continues or recurs, file an official complaint with the Executive Director.~~

3. ~~**Responsibilities of the Executive Director or Employee Representative:** Upon receipt of a written complaint of sexual harassment, the Executive Director or a designated female Employee Representative shall establish a confidential file for the safekeeping of all information and materials associated with the complaint. Further, the Executive Director or Employee Representative shall:~~
- a. ~~Schedule and conduct a conference within five (5) working days, unless a party to the complaint is unavailable. The earliest practical date for the conference is required.~~
 - b. ~~Conduct the conference to determine facts pertinent to the complaint, and attempt to resolve the complaint to the satisfaction of the parties. When the conference produces a resolution, inform all parties that the matter is closed, but that a recurrence of offensive actions or the presentation of new information may result in additional action. If the conference does not resolve the complaint, schedule a hearing by a committee or an individual appointed by the Council.~~
 - b. ~~Make every reasonable effort to insure that no retaliation occurs as a result of the filing of an official complaint and advise the complainant to report any retaliation.~~
4. ~~In cases of recurring harassment, and in cases of flagrantly unlawful behavior, disciplinary actions beyond the conference authorized above are available to the Executive Director and the Council, which include a letter of reprimand, suspension, or termination.~~

Harassment:

It is the policy of the Council that each employee shall work in an environment that is free of discrimination, and any form of harassment, based on race, color, religion, age, gender, pregnancy, national origin, handicap or marital status (and any other protected class as established by law). The Council prohibits any such discrimination or harassment under these provisions.

- A. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
- B. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national

origin, sex, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition, carrier status, sexual orientation or any other characteristic protected by law, or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

- C. The Council prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.
- D. The above is not to be construed as an all-inclusive list of prohibited acts under the Council's Harassment Policy.

Any employee who believes he or she has been the target of harassment, discrimination, retaliation or a hostile work environment should report the incident immediately to their immediate supervisor or the Executive Director to initiate an investigation of the claim.

With the cooperation of the concerned employee, the investigation will be carried out with respect for the confidences and sensitivity of all persons involved. The concerned employee will be afforded protection from retaliation. The results of any investigation of alleged harassment, discrimination, retaliation or hostile work environment shall be promptly communicated to the employee. Where charges are substantiated, appropriate action will be taken, up to and including termination.

The Council recognizes that false accusations of harassment can have a serious effect on innocent men and women and that absolute guilt or innocence may be difficult to prove. However, individuals determined to have made false accusations of harassment will be subject to appropriate disciplinary action, up to and including termination.

The provisions, processes and actions taken under this section are related to anti-discrimination statutes and are not a general civility code. Federal law does not prohibit simple teasing, offhand comments, or isolated incidents that are not extremely serious. Rather, the conduct must be so objectively offensive as to alter the conditions of the individual's employment. The conditions of employment are altered only if the harassment culminates in a tangible employment action or is sufficiently severe or pervasive to create a hostile work environment. Complaints or investigations that are determined to not meet the test of severity, pervasiveness, or tangible employment action set herein may otherwise be addressed under Section XV: Disciplinary Action.



Sheri Coven
 Director of Intergovernmental Affairs
sheri.coven@flregionalcouncils.org
 (850) 294-0526

MONTHLY ACTIVITY REPORT: November 2014

OUTREACH

- Attended the annual Rural Economic Development Summit and participated in a rural issues working group meeting focused on connecting regional partners, including the Regional Education Consortia, Rural Areas of Opportunity, and regional planning councils, as well as seeking support for continuation of the Florida Learns STEM Scholars program.
- Prepared an informational summary and distributed it along with a sample letter of support for the Florida Learns STEM Scholars program to the appropriate regional planning councils for execution at their discretion.
- Worked with the Florida Department of Economic Opportunity and Florida Department of Environmental Protection to position the regional planning councils to receive a National Oceanic and Atmospheric Administration Special Merit Grant to increase community resiliency capacity at the regional level.
- Spoke multiple times with Julie Dennis in the Division of Community Development at the Florida Department of Economic Opportunity to continue exploring opportunities for the regional planning councils in the Department's application to the U.S. Department of Housing and Urban Development for the National Disaster Resiliency Competition.
- Explored the costs versus benefits of joining VISIT FLORIDA's Partnership Program, which are still being analyzed.

RESOURCE DEVELOPMENT/CAPACITY BUILDING

- Participated in a U.S. Economic Development Administration grant training session for Florida's Economic Development Districts and spent time networking with agency staff.
- To enhance partnerships and strengthen the relationship between regional planning councils and their state and federal partners, participated in meetings of the Safe Mobility for Life Coalition, Florida Transportation Commission, and Rural Economic Development Initiative; and, participated in Enterprise Florida's monthly teleconference for its economic development partners; a Fish and Wildlife Conservation Commission teleconference to finalize the agency's Wildlife Best Management Practices report; and, a Florida Department of Economic Opportunity on-line meeting for its community resiliency work group.
- Participated in the Florida Chamber Foundation's first 2015 Future of Florida Forum Partners Meeting to begin planning for next year's Forum.
- Participated in a planning meeting for the Florida Civic Advance inaugural annual conference, which is an initiative of the Florida Consensus Center.
- Distributed funding announcements from the U.S. Department of Agriculture, U.S. Department of Housing and Urban Development, U.S. Department of Transportation, U.S. Environmental Protection Agency, and U.S. Forest Service.

LEGISLATIVE SUPPORT

- Finalized the Executive Directors Advisory Committee's Position Statement regarding the Developments of Regional Impact and Sector Planning programs and provided it to staff at the Senate Committee on Community Affairs as well as others as appropriate.
- Drafted FRCA's 2015 Legislative platform, which will first be reviewed by the Executive Directors Advisory Committee in December for further consideration by the Policy Board at its January 9, 2015 meeting.
- Updated the Lobbytools account and settings in preparation for the upcoming Legislative Session and began reviewing newly filed bills.

ASSOCIATION MANAGEMENT

- Developed a Draft Strategic Operating Plan for FRCA based on the Policy Board's Strategic Assessment Retreat Final Report and additional recommendations generated at their August 2014 Policy Board meeting, which will be presented to the Policy Board at their January 9, 2015 meeting for further consideration.
- Began soliciting speakers for the January 9, 2015 Policy Board meeting and February, March, and April Executive Directors Advisory Committee Partners meetings.
- Finalized preparations for the December 2-3, 2014 FRCA Business and Partners meetings, which will be held at the Tampa Bay RPC; secured speakers and developed the meeting agendas for these meetings; and, prepared the October 1, 2014 business and partners meeting summaries.