HYBRID VIRTUAL MEETING

Due to COVID-19 public participation for this meeting will be held through communications media technology (WebEx), e-mail or through a public comment kiosk located outside the MPO Board Room. MPO Board Room will remain closed to the public.

AGENDA

I. CALL TO ORDER AND INTRODUCTIONS

II. PUBLIC COMMENT

Citizen comments to the committee are invited (three minutes per speaker please).

III. APPROVAL OF MEETING MINUTES

A. Approval of Minutes – Meeting of August 25, 2020

IV. REPORT ON MPO BOARD ACTIONS – Meeting of September 10, 2020

A. Approval of MPO Executive Director's Quarterly Time Sheets

B. Approval of FY 2021-2025 TIP Roll Forward Report

V. ACTION ITEMS

A. AECOM VISION ZERO PHASE II – Engage and Educate

VI STATUS REPORTS / PRESENTATIONS / UPDATES
A. Project Update: Project Management, Sam Beneck

B. Bike/ Ped Map;  

C Memberhip and Elections:  
1. Elections for officers and update membership
2. Membership

VI. OTHER BUSINESS - MEETINGS HELD / SCHEDULED / ITEMS OF NOTE

A. Starkey Gap Ribbon Cutting Event/Coastal Anclote Trail
B. 2021 Meeting Schedule BPAC  
C. The Florida Department of Transportation (FDOT) District 7 Office is developing the Five-Year Tentative Work Program for Fiscal Years 2021/22 through 2025/26. The Work Program outlines the state and federally-funded transportation projects for the next five years, including new projects introduced in the fifth year (2025/26).

Given impacts associated with the COVID-19 pandemic, there have been delays in the development of the Draft Tentative Work Program. Because of these delays, FDOT will not have all materials related to this item in advance of the committee meeting. A representative from FDOT will provide the committee with information on where additional information on the Work Program can be found, as well as the information for the Online Public Hearing occurring in January.

VII. BPAC MEMBER ROUNDTABLE / FUTURE AGENDA TOPICS

VIII. ADJOURNMENT – NEXT MEETING DATE – February 23, 2021 – LOCATION (TBD) - Hybrid Virtual Meeting)

“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. It is a priority for the MPO that all citizens of Pasco County are given the opportunity to participate in the transportation planning process including low-income individuals, the elderly persons with disabilities, and persons with limited English proficiency. You may contact the MPO’s Title VI Specialist at (727) 847-8140 if you have any discrimination complaints”.
DATE: Tuesday June 23, 2020  
TIME: 5:30 p.m.  
LOCATION: Virtual Meeting

I. CALL TO ORDER AND INTRODUCTIONS

Chairman Dr. Randy Stoval called the BPAC meeting to order at 5:35 p.m.: 

MEETING ATTENDEES

Members and Alternates
Dr. Randy Stoval  
Joel Jackson  
Mark Pinson  
Gunther Flaif  
Morgan Gaynor  

Teleconference
Kasey Cursey-AECOM  
Channing Bickford-Aecom

Pasco County Representatives - MPO Staff
Ronnie Blackshear  
Tina Russo  
Tania Gorman  
Laurie Schaediger

Florida Department of Transportation
Alex Henry

Visitors
David Goldstein - Pasco County Attorney  
Kathryn Starkey-Commissioner  
Chech Yang-Parks  
Deborah Malone  
Brian Michaels

II. Virtual Meeting Requirements

A. Ronnie Blackshear and David Goldstein reviewed Resolution 20-118 which was adopted by the Board of County Commissioners on April 21, 2020. This Resolution establishes the rules and procedures for Pasco County public meetings conducted through Communications Media Technology.

B. Ronnie Blackshear and David Goldstein reviewed the public notice for the BPAC June 23, 2020 virtual meeting which is consistent with Resolution 20-118 adopted by the Board of County Commissioners on April 21, 2020 and which establishes the rules and procedures for Pasco County public meetings conducted through Communications Media Technology.

III. Public Input

None
IV. Approval of Minutes – Meeting of February 25, 2020

Dr. Randy Stoval asked the BPAC members to review the February 25, 2020 minutes, but could not accept, due to not having a quorum at this time.

V. Status Reports/Presentations/Updates

A. Ronnie Blackshear, Pasco MPO Executive Director

Mr. Blackshear introduce himself to the members, this was his first meeting since starting with Pasco in March.

B. Project Update: Vision Zero Outreach Campaign; Kasey Cursey, AECOM Channing Bickford, AECOM

The MPO and AECOM staff have been working on Branding for the Vision Zero campaign. To help with developing our message(s), video footage for the vision zero library has been collected at US 19 and Ridge Road, SR 54 and Starkey Boulevard, along Starkey Boulevard, and on the trail near Starkey Market.

MPO Staff Tina Russo, provided an overview of the project and foundation of the first task of the Pasco Vision Zero Campaign.

Kasey Cursey provided the details of the 20 second video that was produced as a “safety” message. (Be Visible, You must Look, Be Alert).

Discussion followed; some comments; maybe having some graphics that are more attention getting, ex: tire squelling.

C. 2020 List of Priorty Projects: MPO Active Transportation Planner, Tina Russo

MPO Board adopted the 2020 LOPP on June 11th, 2020 after a 30 day commnet period. This year was the first year that the regional trail projects where added to Table 1, this will allow for broader opportunity of funding types and sources.

D. Trail Counter Program: MPO ATP, Tina Russo


Pasco County is researching and preparing to located 5 counters at different locations on the Starkey Trail and the Suncoast Trail. Pinellas County currently has 8 counters along the Pinellas Trail, that raw data can be used to provide Daily Counts, Average Daily Counts, Trail User Mode, and Profiles. This will help with funding and other daily operations. (Slides included: Pasco County Counter Locations (potential), Pinellas County Current Counter Locations, Pinellas County Data Sheet).

E. Regional Multi-Use Trails Network Internal Map (July 2018)

Topic at the last TMA, Tri county Bpac Meeting.
VI. OTHER BUSINESS – MEETINGS HELD / SCHEDULED / ITEMS OF NOTE

A. Tri-County BPAC Meeting September 15, 2020 to TBA, tentative location Oldsmar. (Pinellas host)

B. Membership/Election Time; Next meeting.

VII. MEMBER ROUNTABLE / FUTURE AGENDA TOPICS- No Comment

VIII. PUBLIC COMMENT

Debbie Malone;

We need a sidewalk on the east side of Congress St from Leland to Massachusetts. I have tried on my own. They acted like they would so it since it is a high traffic pedestrian area and there are elderly and people with disabilities trying to manipulate the area. The suddenly stopped trying. I think it has to do with rights of way. Someone is going to get seriously hurt or killed in this area if something is not done. I have brought it up before and the board was in favor of supporting this. There are new sidewalks from Massachusetts south, and one just done last year that goes from Leland to Ridge. This is the only section that was not done. It doesn’t make sense that this section was not done. It is dangerous. Also, I tried to get an audible light at the corner of Massachusetts and Congress.

Brian Michaels;

If we can get an update on Pasco County Plan to install the correct signs at signalized intersection. Schools should be a top priority as well as road enhancements project as well as high bike or ped injury. Seven Springs Middle School
Little Rd and Jaguar Trail

MPO – Consultant Work Authorization

Request # 21-1
Date Received: 11/13/2020

PURPOSE
This form is used for coordination/review/approval of MPO - Consultant Work Authorizations using PL, STP and FTA 5305 (d) funds.

MPO / PROJECT
MPO: Pasco County MPO
Contact: Laurie Schaediger
Project Title: Vision Zero Phase 2
Consultant: AECOM
Completion Date: 6/30/2021

FUNDING REQUEST

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Total $0.00 $0.00 $39,966.26 $4,995.70 $4,995.70 $49,957.66

APPROVALS
FHWA Review/Approval Required? Yes ☐ No ☑

After verification is complete, sign and indicate action.

Funds & activity covered in UPWP: □ Jensen Hackett
Date Approved: Yes ☑ No ☐

Fee Hours & Technical review: □ Jensen Hackett
Date Approved: Yes ☑ No ☐

Manager Review: □ Jensen Hackett
Date Approved: Yes ☐ No ☐

FHWA Review: □ Jensen Hackett
Date Approved: Yes ☐ No ☐

COMMENTS
Pasco MPO is requesting use of $49,957.66 FTA 5305 funds ($39,966.26 Federal, $4,995.70 State, and $4,995.70 Local) for their Vision Zero Phase 2 project. This project fits within the scope of Task 5.0 and their is sufficient budget for the work. FDOT recommends approval of the CWA.

7/30/2020
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**Project No:**
Section 5305 (d) Contract No: G 1179

**State Project No.:**
Section 5305 (d) G1179 FY 2020-2021 – 49,957.66 – Task No. 5.0

**Name of General Planning Consultant:** AECOM

**Authorization No.:** MPO21-002 **Assignment No.:** 1 **Date Submitted:** 11/11/2020

**Project Title:** Vision Zero Phase 2 Engage and Educate

**UPWP Task Nos. which this Project Supports:** 5.0

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<th>Total Project Man-hours: (See Scope)</th>
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<td>(Attach detailed breakdown of man-hours by position and task on separate sheets.)</td>
<td>Total Project Cost: $ 49,957.66 (Attach detailed breakdown of costs on separate sheets.)</td>
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**Indicate All Sources of Funding for this Project:**

- [ ] PL
- [X] FTA Section 5305 (d)
- [ ] STP Funds
- [ ] State “D” Funds
- [ ] Local Funds
- [ ] Other (Specify)

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**Vision Zero, Phase 2, Engage and Educate**

Tasks to be Completed During Vision Zero, Phase 2: The Consultant will conduct these activities as part of the MPOs Vision Zero Initiatives, Phase 2.

**Task 1: Coordination with Partner Agencies:** Task 1 will include identifying and coordinating with partner agencies who can provide assistance, guidance and review for the MPO Vision Zero process. The MPO will develop a working list of local, regional and state agencies that are appropriate for participating or contributing to the vision zero process. Examples of partners may include Pasco Public Works Road and Bridge, Pasco Parks and Recreation, Pasco Public Information Office, Pasco County Public Transit (PCPT), Pasco County Traffic Operations, the MPO’s Bicycle Pedestrian Advisory Council (BPAC), Pasco County Community Traffic Safety Team, Pasco County Sheriff’s Office (PCSO), Pasco County School Board, Safe Kids, Pasco County Department of Health, Florida Highway Patrol (FHP), CUTR’s Bike Walk Tampa Bay team; and the FDOT, District 7.

Subtask 1.1: AECOM will assist the MPO with coordinating and conducting a virtual or hybrid virtual event in late January or February referred to as a “Vision Zero Leadership Workshop.” The goals of the workshop will be 1) present vision zero products from Phase 1; 2) discuss overall purpose and goals for 2021 and beyond for vision zero; 3) develop relationships with the appropriate staff; 4) develop a process for gathering input on areas of concern; 5) confirm best ways to share the vision zero message and materials; 6) develop a list of appropriate staff to review training and education materials within each agency; and 7) develop a process for updating the partners as events are planned and conducted.
Task 2: Material Collection and Development: Task 2 covers the collection of material and footage for the vision zero library and development of materials. The MPO is interested in developing 3 deliverables under this task; one (1) training video (maximum 2 minutes) and two (2) shorter teaching tips (max 30 sec) to be distributed or used for engagement events. The deliverables will cover the MPOs goal to engage and educate through materials that can be used for teaching, engagement events, awareness campaigns, and countywide safety tips put out through social media or other methods for outreach.

Task 2.1: Material Collection: The MPO will provide a list of the top 3 locations (trails, crossings, pathways, roundabouts, etc.) to collect additional footage for the Vision Zero library. The top 3 locations will be based on the MPO’s identification of the purpose of the material and how it will be utilized, for example as detailed training footage or a short teach que or public service announcement. The MPO and AECOM will coordinate on a the MPO’s “general script and purpose” prior to collecting footage. AECOM will confirm with the MPO and partner agencies on the specific engagement plan for each location prior to visiting the area. AECOM may create draft educational and training materials using the existing library footage compiled as part of Phase 1, and the collection of new footage, as necessary. Of course with permission from the providing agency. All material collected will be provided to the MPO for future use with the Vision Zero Library.

For the locations that require a demonstrated skill or behavior, the MPO will identify MPO and County staff and partner agency staff who can assist with obtaining footage and demonstrating the skills in these specific locations. The MPO will actively participate in the collection of material, providing guidance during footage collection, and providing staff from the MPO or partner agencies to demonstrate the skills necessary for the library. The MPO will coordinate with partner agencies and the County if permission is required to gain access to certain trails or pathway areas under construction.

Collecting material for these top 3 locations will be discussed at project kick-off and a schedule developed for collecting material between January 1 and May 1, 2020. As footage is collected, the MPO will review as quickly as if the correct skill is demonstrated and footage applicable to support education and training for Pasco County’s vision zero needs.

Task 2.1: Deliverables and Schedule: Material collection for up to three (3) locations may be scheduled between Jan 15 and May 1, 2021 to provide time to edit and produce final products. All material collected under this task will be made available for the MPO’s Vision Zero library.

Task 2.2: Educate and Engage Material Development. The MPO will provide the general script and engagement plan (developed as part of the collection of material under Task 2.1), for each location to guide AECOM production for each of the 3 education pieces. The engagement plan includes footage to be collected, which partner agencies will be contributing to the review process, and a schedule for review and edits by AECOM. The engagement plan will be followed by AECOM in creating the materials, such as video footage, taking photos, or other resources and revising the material to fit Pasco’s needs. AECOM will confirm the engagement plan and script and participate in any discussions with partner agencies for suggestions, prior to producing the first draft for each engagement piece. Once a draft deliverable is provided, the MPO will be responsible for coordinating reviews with specific agencies that must be a part of the final approval and distribution, such as the Pasco County Public Information Office, Parks and Recreation, County Traffic Safety Team.
AECOM will edit each deliverable up to two (2) times. Additional major changes or complete reworks will need to be considered as part of the next phase of Vision Zero, or as a supplement to this existing TWO.

Task 2.2 Deliverables and Schedule: 1 Training Video (maximum 2 minutes) and 2 Teaching Tips (PSAs) (maximum 30 seconds each) with FINAL DRAFTS completed by May 31, 2021. If a small edit needs to be made to assist with distribution, edits can be accommodated between May 31 and June 30, 2021. All final production pieces will be made available to the MPO by June 30, 2021.

Task 3: Presentations to MPO Board and Committees: AECOM will assist the MPO staff to develop presentation materials for two (2) MPO Board/Committees meetings from January 1 to June 30, 2021 and provide recommendations for Phase 3. As the meetings will be either virtual or a hybrid virtual, AECOM will provide a PowerPoint slide deck for the MPO staff making the presentations.

Task 3.1: Recommendations for Vision Zero, Phase 3 AECOM will assist with developing presentations for up to two (2) MPO Board/Committee meetings. With input from the MPO Board and Committees, AECOM will coordinate with MPO staff to develop recommendations for Vision Zero, Phase 3.

Task 3 Deliverables and Schedule: Two (2) presentations for use by staff to present to the MPO Board and MPO Committees, to coincide with MPO Board dates from January 1 to June 30, 2021. AECOM will draft a list of recommendations for Vision Zero, Phase 3.

AECOM will draft a list of recommendations for Vision Zero, Phase 3.

End Product: (Attach additional sheets if necessary.) See Scope

Date to Be Completed: (See Scope) Deadline Date: It is anticipated that the work provided for in this task will be completed prior to June 30, 2021.

Digitally signed by Nectarios Pittos, AICP

Nectarios Pittos, AICP Date: 2020.11.12 14:00:36 -05'00'
Signature: ____________________________ Date: ____________________________
MPO EXECUTIVE DIRECTOR

TO BE COMPLETED BY FDOT:

Authorization: The above-designated MPO is hereby authorized to proceed with the General Planning Consultant Work Assignment described herein, subject to any special conditions described on attached sheets:

Digitally signed by Jensen Hackett

Jensen Hackett Date: 2020.11.13 15:00:37 -05'00'
Signature: ____________________________ Date: ____________________________
FDOT GOVERNMENT LIASION
INTRODUCTION: Pursuant to the February 9, 2017 agreement between Pasco County Metropolitan Organization (MPO) and AECOM Technical Services, Inc. (consultant) for services as its general planning consultant and pursuant to a request from the Pasco County Pasco Metropolitan Planning Organization (MPO) staff, this scope has been prepared to conduct a Vision Zero, Phase 2 to engage and educate the residents of Pasco County and our cities. As background, the Vision Zero, Phase 1 Specialized Outreach project was conducted from January to July 1, 2020 and Phase 2 is the next steps in conducting a specialized outreach process.

The MPO has requested its Consultant, AECOM, to conduct all activities to be consistent with the Pasco County MPO’s Public Participation Plan (PPP). adopted May 2018. All engagement efforts will be conducted based on a continuing, cooperative, and comprehensive process (commonly referred to as the 3-C process) that is fair and neutral and incorporates countywide public participation. This scope is consistent with activities outlined in the Unified Planning Work Program (UPWP) for the Pasco MPO.

PROJECT UNDERSTANDING: As part of the outreach for the 2045 Mobility Pasco LRTP, adopted December 2019, the MPO collected over 4,000 data points related to transportation facilities and potential issues and conflicts using an on-line MetroQuest survey tool. The results of the survey listed improved safety as one of the major priorities for citizens as they utilize roadway, transit, bicycle, and pedestrian facilities in Pasco County. The MPO used has moved forward with developing several initiatives based on this public outreach, including a Vision Zero Phase 1 specialized outreach project conducted in 2020. This scope outlines activities for the Vision Zero, Phase 2 effort.

SCOPE OF SERVICES:
Phase 1 of the Vision Zero Specialized Outreach campaign (January to July 2020) was conducted during the COVID 19 pandemic and methods for collecting public input and developing engagement materials focused on extensive observations, documentation and evaluation of pedestrians’ and cyclists’ behavior. Trail and pathway use increased significantly during the pandemic, as we evident during the 6-month observation period. Phase 1 specialized outreach resulted in the creation of several deliverables: 1) a Public Service Announcement (PSA) 15-second video for use of crosswalks and for use with the time change in spring 2021; 2) a Pasco Trails promotional video featuring the variety of users and trail facilities as narrated by a County Commissioner; 3) a SR 54 Roadway Crossing Training video; and 4) development of a Vision Zero library, including footage at US 19 and Ridge Road, and high crash area. The Phase 1 deliverables and the video footage library will be used in Phase 2 to contribute to future education and outreach efforts.

The Phase 1 Vision Zero Specialized Outreach deliverables and methods of observations, documentation and evaluation from March 1, 2020 to October 31, 2020 were submitted as an abstract for the Virtual 2020 Gulf Coast Safe Streets Summit. The Pasco MPO was selected to
make a presentation outlining the Phase 1 efforts at the virtual summit to be held November 16 to

**Tasks to be Completed During Vision Zero, Phase 2:** The Consultant will conduct these activities as part of the MPOs Vision Zero Initiatives, Phase 2.

**Task 1: Coordination with Partner Agencies:** Task 1 will include identifying and coordinating with partner agencies who can provide assistance, guidance and review for the MPO Vision Zero process. The MPO will develop a working list of local, regional and state agencies that are appropriate for participating or contributing to the vision zero process. Examples of partners may include Pasco Public Works Road and Bridge, Pasco Parks and Recreation, Pasco Public Information Office, Pasco County Public Transit (PCPT), Pasco County Traffic Operations, the MPO’s Bicycle Pedestrian Advisory Council (BPAC), Pasco County Community Traffic Safety Team, Pasco County Sheriff’s Office (PCSO), Pasco County School Board, Safe Kids, Pasco County Department of Health, Florida Highway Patrol (FHP), CUTR’s Bike Walk Tampa Bay team; and the FDOT, District 7.

**Subtask 1.1:** AECOM will assist the MPO with coordinating and conducting a virtual or hybrid virtual event in late January or February referred to as a “Vision Zero Leadership Workshop.” The goals of the workshop will be 1) present vision zero products from Phase 1; 2) discuss overall purpose and goals for 2021 and beyond for vision zero; 3) develop relationships with the appropriate staff; 4) develop a process for gathering input on areas of concern; 5) confirm best ways to share the vision zero message and materials; 6) develop a list of appropriate staff to review training and education materials within each agency; and 7) develop a process for updating the partners as events are planned and conducted.

**MPO’s Responsibilities:** Partner agency contacts; potential dates to hold Leadership Workshop; agenda and assistance with workshop materials; participation in workshop; action items after workshop.

**AECOM’s Responsibilities:** Coordinate date; virtual or hybrid platform; registration; develop materials; conduct Leadership Workshop; set group distribution format for vision zero updates; and up to three (3) follow up meetings with individual partner agency staff related to how the MPO and partner agencies can coordinate throughout the process. February 1 to June 30, 2021.

**Task 1 Deliverables and Schedule:** AECOM will conduct Vision Zero Leadership Workshop by end of February 2021. AECOM will prepare and attend up to (3) coordination meetings with partner agencies (smaller group or individual) as further support for the MPO to develop and confirm the process for collecting input and reviewing vision zero material. February 1 to May 31, 2021.

**Task 2: Material Collection and Development:** Task 2 covers the collection of material and footage for the vision zero library and development of materials. The MPO is interested in developing 3 deliverables under this task; one (1) training video (maximum 2 minutes) and two (2) shorter teaching tips (max 30 sec) to be distributed or used for engagement events. The deliverables will cover the MPOs goal to engage and educate through materials that can be used for teaching, engagement events, awareness campaigns, and countywide safety tips put out through social media or other methods for outreach.

**Task 2.1: Material Collection:** The MPO will provide a list of the top 3 locations (trails, crossings, pathways, roundabouts, etc.) to collect additional footage for the Vision Zero library. The top 3 locations will be based on the MPO’s identification of the purpose of the material and how it will
be utilized, for example as detailed training footage or a short teach que or public service announcement. The MPO and AECOM will coordinate on a the MPO’s “general script and purpose” prior to collecting footage. AECOM will confirm with the MPO and partner agencies on the specific engagement plan for each location prior to visiting the area. AECOM may create draft educational and training materials using the existing library footage compiled as part of Phase 1, and the collection of new footage, as necessary, of course with permission from the providing agency. All material collected will be provided to the MPO for future use with the Vision Zero Library.

For the locations that require a demonstrated skill or behavior, the MPO will identify MPO and County staff and partner agency staff who can assist with obtaining footage and demonstrating the skills in these specific locations. The MPO will actively participate in the collection of material, providing guidance during footage collection, and providing staff from the MPO or partner agencies to demonstrate the skills necessary for the library. The MPO will coordinate with partner agencies and the County if permission is required to gain access to certain trails or pathway areas under construction.

Collecting material for these top 3 locations will be discussed at project kick-off and a schedule developed for collecting material between January 1 and May 1, 2020. As footage is collected, the MPO will review as quickly as if the correct skill is demonstrated and footage applicable to support education and training for Pasco County’s vision zero needs.

**MPO’s Responsibilities:** Three 3 locations for video, photo or other media collection based on an MPO provided engagement plan detailing a schedule, general script and purpose, and partner agencies providing input and review to the collection process and material development for each specific location; MPO staff to actively participate in demonstrating skills.

**AECOM’s Responsibilities:** Observations and documentation through a variety of mediums such as video, photographs, mobile phone videos, or other methods and mediums as appropriate.

**Task 2.1: Deliverables and Schedule:** Material collection for up to three (3) locations may be scheduled between Jan 15 and May 1, 2021 to provide time to edit and produce final products. All material collected under this task will be made available for the MPO’s Vision Zero library.

**Task 2.2: Educate and Engage Material Development.** The MPO will provide the general script and engagement plan (developed as part of the collection of material under Task 2.1), for each location to guide AECOM production for each of the 3 education pieces. The engagement plan includes footage to be collected, which partner agencies will be contributing to the review process, and a schedule for review and edits by AECOM. The engagement plan will be followed by AECOM in creating the materials, such as video footage, taking photos, or other resources and revising the material to fit Pasco’s needs. AECOM will confirm the engagement plan and script and participate in any discussions with partner agencies for suggestions, prior to producing the first draft for each engagement piece.

Once a draft deliverable is provided, the MPO will be responsible for coordinating reviews with specific agencies that must be a part of the final approval and distribution, such as the Pasco County Public Information Office, Parks and Recreation, County Traffic Safety Team.

AECOM will edit each deliverable up to two (2) times. Additional major changes or complete reworks will need to be considered as part of the next phase of Vision Zero, or as a supplement to this existing TWO.
MPO’s Responsibilities: Engagement plan with script, reviewing agencies, and schedule for up to three (3) locations.

AECOM Responsibilities: Production of Education and Training Materials: (1) training video (max 2 minutes) and two (2) short (up to 30 seconds max) teaching PSAs. Up to two (2) edits only per production.

Task 2.2 Deliverables and Schedule: 1 Training Video (maximum 2 minutes) and 2 Teaching Tips (PSAs) (maximum 30 seconds each) with FINAL DRAFTS completed by May 31, 2021. If a small edit needs to be made to assist with distribution, edits can be accommodated between May 31 and June 30, 2021. All final production pieces will be made available to the MPO by June 30, 2021.

Task 3: Presentations to MPO Board and Committees: AECOM will assist the MPO staff to develop presentation materials for two (2) MPO Board/Committees meetings from January 1 to June 30, 2021 and provide recommendations for Phase 3. As the meetings will be either virtual or a hybrid virtual, AECOM will provide a PowerPoint slide deck for the MPO staff making the presentations.

Task 3.1: Recommendations for Vision Zero, Phase 3 AECOM will assist with developing presentations for up to two (2) MPO Board/Committee meetings. With input from the MPO Board and Committees, AECOM will coordinate with MPO staff to develop recommendations for Vision Zero, Phase 3.

Task 3 Deliverables and Schedule: Two (2) presentations for use by staff to present to the MPO Board and MPO Committees, to coincide with MPO Board dates from January 1 to June 30, 2021. AECOM will draft a list of recommendations for Vision Zero, Phase 3.

MPO’s Responsibilities to Support Scope:

- The MPO will be responsible for collecting all traffic data to be used in targeting the locations for developing educational activities and videos.
- The MPO will identify the list of potential partner agencies and make the initial contact with these agencies regarding the Leadership Workshop. AECOM will follow up with registration.
- The MPO will be responsible for promotion and publication of all materials created as part of the Vision Zero, Phase 3.
- The MPO will be responsible for getting permission to collect footage, if necessary.
- The MPO will develop an Engagement Plan for three (3) production pieces, including schedule, required review by partner agencies, and general script to be followed during collection and production.
- The MPO will be responsible for presenting the project updates to the MPO Board and committees and AECOM will support and create the presentation slide decks. AECOM

Scope Deliverables:

1) One (2) Vision Zero Leadership Workshop Registration and Conduct of Workshop
2) Three (3) one-time coordination meetings with MPO identified partner agencies
3) One (1) new training video (maximum 2 minutes),
4) Two (2) new Training Tips (PSAs) (30 seconds or less)
5) Two (2) project update meeting slide decks for MPO Board and Committees
Recommendations for Vision Zero, Phase 3.

SCHEDULE:
- The MPO and AECOM will confirm a schedule for deliverables at project kick-off, and all materials will be in draft form by May 31, 2021 and in final form for use by the MPO by June 30, 2021. All effort for this TWO will be completed by June 30, 2021.

CONSULTANT’S RESPONSIBILITIES: Provide professional Planning staff to support daily processes and requirements, either in-house, or off-site, as directed by MPO.

COORDINATION MEETINGS: The Consultant will not develop and execute any activities without direction from MPO staff as documented in coordination meetings or by email.

TIME OF COMPLETION: Notice to Proceed is anticipated by end of December 2020 and all tasks are to be completed by May 31, 2021, but no later than June 30, 2021.

FINAL DOCUMENTS AND FILES: The Consultant will provide all material developed for the MPO either in-house or off-site by electronic file in a format requested by the MPO.

COMPENSATION: The MPO# 21-001 and PO#__________(Pasco County Finance Funding)__________ fee for the Pasco County MPO’s Scope of Services is detailed in Attachment B. The Scope of Services and cost estimate includes general direct expenses as negotiated as part of the contract categories. This scope will be executed as a fixed fee and invoiced monthly on a percentage basis. Any specific direct expenses that may be necessary to execute a specific assignment not itemized in this scope will need to be negotiated and documented as part of Attachment B.

ASSUMPTIONS for DEVELOPING COMPENSATION: Based on coordination meetings with MPO staff to develop this scope, AECOM has used the negotiated category rates under the 2017 General Planning Consultant Contract to develop an estimate of effort for AECOM to conduct this Task Work Order as detailed in Attachment B.

RECORD KEEPING: The CONSULTANT shall invoice this MPO # 21-001 detailing grant funding and invoicing details issued as a Purchase Order provided by Pasco County (at Notice to Proceed) on a monthly basis based on a fixed fee. The invoice will also show the total amount previously invoiced and the net amount due for the current invoice. The Consultant shall provide a monthly status report illustrating the work accomplished during the monthly reporting period by week.

Acceptance for Supplement: By signature, the parties each accept the provisions of this TASK WORK ORDER NO: MPO#21-001 PO#__________ (Pasco County Finance Funding), Vision Zero, Phase 2, Engage and Educate, and authorize AECOM to proceed at the direction of the MPO’s representative in accordance with this Scope of Services and the terms and conditions of the Professional Transportation Planning and Related Consulting Services Agreement, dated February 9, 2017.

Dated this __________________day of _____, 2020.
METROPOLITAN PLANNING ORGANIZATION (MPO)
BOARD OF PASCO COUNTY, FLORIDA

ATTEST:

BY: ________________________  BY: ________________________
    PAULA S. O’NEIL, Ph.D.  ________________________, MPO CHAIR
    CLERK AND COMPTROLLER

Approved as to Form and Legal Sufficiency By:

: ________________________
MPO ATTORNEY

AECOM TECHNICAL SERVICES, INC.

BY: ________________________
    Signature

____________________________
Print or Type Name

____________________________
Title

ATTEST:

WITNESSES:

____________________________
Signature

____________________________
Print or Type Name

____________________________
Signature

____________________________
Print or Type Name

The foregoing instrument was acknowledged before me this ________________ (Date), by
_____________________________________(Name of Corporation acknowledging) a
_____________________________________(State or place of incorporation) corporation, on behalf of the
corporation. He/She is personally known to me and who has produced ____________________________
(type of identification) as identification.

SEAL

______________________________________________
NOTARY
### Approved 2017 Category Rates for AECOM GPC

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<th>Project Manager</th>
<th>Senior Planner</th>
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<th>Planner</th>
<th>Project Engineer</th>
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AECOM_MPO #21_001 Vision Zero, Phase 2 Nov. 5, 2020
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<th>MPO BOARD REPRESENTATIVE</th>
<th>REGULAR MEMBER</th>
<th>APPOINTED OR REAPPOINTED DATE</th>
<th>2-YEAR TERM EXPIRES</th>
<th>ALTERNATE MEMBER</th>
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<td>Mayor Camille Hernandez</td>
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<td>City of Dade City</td>
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<tr>
<td>Mark Pinson</td>
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<td>36630 Clinton Ave</td>
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<td>Dade City, FL 33525</td>
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<tr>
<td>Phone: (813) 857-2394</td>
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<tr>
<td>E-Mail: <a href="mailto:mpinson@entanglemedia.com">mpinson@entanglemedia.com</a></td>
<td>May 2018</td>
<td>May 2020</td>
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<tr>
<td>Mayor Scott Tremblay</td>
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<td>Lisa Burke</td>
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<td>January 2020</td>
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<td>E-Mail: <a href="mailto:jaxgaynors@verizon.net">jaxgaynors@verizon.net</a></td>
<td>May 2018</td>
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<td>Dr. Randall Stovall</td>
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<td>Phone: (813) 780-7320</td>
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<tr>
<td>E-Mail: <a href="mailto:rstov22@verizon.net">rstov22@verizon.net</a></td>
<td>May 2018</td>
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<tr>
<td>Commissioner Ron Oakley</td>
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<tr>
<td>Tyrone Lovett</td>
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<tr>
<td>E-Mail: <a href="mailto:tyronelovett@outlook.com">tyronelovett@outlook.com</a></td>
<td>May 2020</td>
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<td>Joel Jackson</td>
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<tr>
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<td>May 2018</td>
<td>May 2020</td>
<td>David Secunda</td>
<td>June 2020</td>
<td><a href="mailto:fldaves@yahoo.com">fldaves@yahoo.com</a></td>
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# 2021 Schedule of Monthly Meetings

4th Tuesday of months specified

**Time:** 5:30 P.M – 7:30 P.M

Locations listed (see note below)

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Note: Please check the MPO's web page, [www.pascompo.net](http://www.pascompo.net), for meeting confirmation.

Periodically a meeting may be canceled or changed.