

Central Florida Commuter Rail Commission  
Technical Advisory Committee  
Agenda

**MEETING NOTICE**

Date: Wednesday, January 9, 2008

Time: 1:30 p.m.

Location: Florida Department of Transportation Urban Office  
133 South Semoran Boulevard  
Orlando, Florida 32807

- Call to Order – TAC Chairman Roger Neiswender called the meeting to order at 1:31 p.m.
- Pledge of Allegiance – led by Chairman Neiswender
- Confirmation of Quorum
  - Introductions
    - Tawny Olore, Florida Department of Transportation
    - George Lovett, FDOT Director of Transportation Development
    - Deborah Lynch, FDOT Right-of-Way Acquisition
    - Maryann Courson, City of DeBary
    - Jerry McCollum, Seminole County
    - Jim Harrison, Orange County
    - John Omana, City of Lake Mary
    - Charlie Wallace, City of Maitland
    - Don Marcotte, City of Winter Park
    - Roger Neiswender, City of Orlando
    - Ronald A. Hearst, Osceola County
    - Barry Campbell, City of Kissimmee
    - Lisa Darnall, Lynx
    - Dave Grovdahl, Metroplan Orlando
    - Karl Welzenbach, Volusia County MPO
    - Ryan Spinella, City of Longwood
    - Mike Abels, City of DeLand
    - Frank Martz, City of Altamonte Springs\
    - James Dinneen, Volusia County
    - Lois Bollenback, VoTran (arrived late)
    - Kristi Aday, deputy Sanford city manager, for Sherman Yehl
  - Members not in attendance were:
    - Sherman Yehl, City of Sanford (represented by Kristi Aday, deputy Sanford City Manager)
- Agenda Review – FDOT/CFCRT Project Manager Tawny Olore, P.E. provided the agenda review.

## **ACTION ITEMS**

1. Adoption of meeting minutes from December 5, 2007 meeting
  - a. Approval moved by Mr. Harrison; seconded by Mr. Campbell. All concurred.

## **DISCUSSION ITEMS**

1. Monthly project update – FDOT CFCRT Project Manager Tawny Olore, P.E.
  - a. Mr. Olore wished everyone a Happy New Year and remarked that 2007 was an extremely successful and busy year for the Commuter Rail project team. She thanked TAC members for their continuing support and oversight efforts.
  - b. Procurement activities
    - i. Ms. Olore said that three teams had been “shortlisted” for the Design/Build/Maintain contract for construction work within the CSXT right-of-way. She identified the three teams (attached in Appendix A). She said that six teams submitted bids and the three teams that were short-listed have been provided copies of RFP documents. Technical proposals are due in March with a Notice to Proceed into final design anticipated in May. The Florida Department of Transportation also is re-advertising the COO position due to an advertising glitch in December and only two letters of interest received for the position. Ms. Olore said the importance of the position prompted FDOT to re-advertise the position. Advertisements also are pending for the Diesel Multiple Units and the construction oversight contract.
  - c. CSX Transportation contracts
    - i. Ms. Olore said that agreements were signed by CSXT and FDOT at the end of November. A meeting was scheduled for Friday with local government attorneys to review the contract documents.
  - d. Amtrak contracts
    - i. Agreements with Amtrak are scheduled for Amtrak Governing Board approval is expected on January 23. FDOT plans to complete draft operating agreements with Amtrak for internal FDOT review in January.
  - e. Federal Transit Administration
    - i. Ms. Olore said that the CRT team is preparing for a three-day risk assessment Jan. 15-17 by the Project Management Oversight Committee for the FTA. That process readies the project to enter into Final Design in April. Numerous documents and studies were submitted to the PMOC in December. The CRT team also turned in Environmental Assessment supplemental material and responded to FTA questions in December.
  - f. Right-of-Way acquisition
    - i. Ms. Olore introduced Debbie Lynch, FDOT’s right-of-way acquisition manager. She said that numerous offers have been

made and FDOT has closed on one parcel. Fort Florida Road and Longwood stations are on hold pending approval of environmental assessment supplemental documents. Several properties valued in excess of \$1 million required FTA approval, which has been received. Discussions and meetings also are planned for property acquisition in Osceola County and Kissimmee.

- g. Station design and location
  - i. The CRT team is continuing to meet with local partners to refine station design concepts. FDOT will continue into advanced preliminary engineering pending FTA approval to move into Final Design.
- h. Upcoming schedule of public presentations
  - i. Ms. Olore said that numerous groups have requested community presentations, which local government officials were also invited to attend. She also noted that readers of the Orlando Sentinel voted Commuter Rail the most important local news story of 2007, which is “a great testament to everyone working on this project.”

Mr. Welzenbach asked for a list of acronyms in technical documents. Ms. Olore agreed.

Mr. Neiswender requested a list of the three teams short-listed for the D/B/M contract, now provided in Appendix A below. Ms. Olore said the information also was provided in the Power Point presentation distributed to TAC members and the public, but that it will be provided under separate cover, as well, and forwarded to TAC members.

## 2. Schedule presentation – Mike Ricci, Earth Tech

- a. Ms. Olore introduced Mike Ricci, the project controls specialist, to review the project schedule. Mr. Ricci said that two representations of the project schedule were included – a two-page master summary schedule and a 12-page detailed schedule which provides additional information referenced in the master schedule. He said the project “moved along very well in 2007” and that the project currently is in the procurement phase. Preliminary Engineering (30%) is complete and the D/B/M RFP has been released. Permission to enter into Final Design will be requested next month from the FTA, with approval expected in April. Request for a full-funding grant agreement is expected to be forwarded to the FTA in May 2008, but may not be awarded until March of 2009.
- b. Ms. Olore explained that the March 2009 date for an FFGA was required by the FTA because such approvals typically take a year to process. But Ms. Olore said she hopes to expedite that process and obtain an FFGA this year, as well as appropriations for the Federal Fiscal Year 09. FDOT also is looking to request a Letter of No Prejudice, which the FTA provides on a case-by-case basis, which would allow the project to move into construction ahead of getting a full FFGA.
- c. Mr. Ricci said the project schedule is “very aggressive because of the needs of the community” and that requests for several Letters of No

Prejudice are likely, pending receipt of a FFGA. He said that contracts are structured for a design component and a construction component to minimize risk. Construction will not proceed without a LONP.

- d. Mr. Ricci said that several other contracts also are pending for construction oversight, the rail cars and long-lead items, as well as construction of station “finishes”. The schedule anticipates that all right-of-way needs for the project will be completed by December, 2008. Mr. Ricci said that project manager recently re-contacted suppliers of long-lead items (such as ties, railroad, etc) and because of a national construction slump, those items don’t require more than a six-month lead time. Ms. Olore agreed that the availability of materials is “back up” and “we seem to be getting good prices at the right time.”
- e. Mr. Ricci said the COO contract would be re-advertised, and a COO was expected to be on-board by August. He said that would coincide with other contract awards and would not delay the overall schedule.
- f. Ms. Olore said that several meetings are planned to discuss easement issues, particularly in the city of Orlando and Maitland. She asked for continued cooperation in resolving those issues quickly.

Mr. Welzenbach asked whether the COO would replace Ms. Olore. Ms. Olore said that wouldn’t be the case, as the COO will be hired to assist in actual operation of a railroad, as opposed to project engineering and design. Mr. Welzenbach asked about the timing of hiring a COO in August, pending receipt of federal funding. Ms. Olore explained that the COO will be an FDOT contractor that will be hired to help oversee the construction and maintenance effort and that Letter of No Prejudice are expected around the same time-frame. She reiterated the need to keep the project on schedule in anticipation of a Full Funding Grant Agreement, so that service can begin in 2010. Ms. Olore also said that contracts contain contingencies that allow work to be suspended if federal funds are not available.

Mr. Neiswender said he believed it is “worth our money to have an operator on board early, as those final designs are being developed, so that they are highly operable when we put them in place.”

Mr. McCollum asked about detailed schedules for station construction. Mr. Ricci explained that information is in the detailed schedule and will be refined as contractors are hired.

Mr. Martz asked when station site and station development plans will be submitted for local permitting review. Mr. Lovett said that information will be provided and meetings held to discuss local permitting needs.

Mr. Neiswender said that specific stations may also need land-use changes or specific exemptions to comply with local codes. Mr. McCollum noted that each jurisdiction has different codes, as well.

Mr. Martz said local governments need the site planning information to develop a permitting schedule to keep the project on schedule.

Mr. Ricci asked TAC members to review with staff the station schedule template so that he can flesh out the schedule in greater detail with the specifics of each community's planning review needs.

Mr. Martz asked whether the FDOT needed to obtain demolition permits. Debbie Lynch said that demolition contractors are currently being lined up and the plan is to approach individual municipalities for permits once properties are purchased. She said she hoped for local cooperation, as well as cooperation from utilities, in obtaining permits.

Mr. Lovett said that FDOT will develop individual schedules for each station stop and will schedule meetings to discuss permitting needs.

Ms. Olore said that Mr. Ricci will tailor schedules according to individual municipal permitting requirements, and that Ms. Gurnee will help schedule meetings.

Mr. Neiswender urged TAC members to move quickly with assessing potential permitting and land-use changes, including platting requirements, so as not to delay the project.

Mr. Omana invited FDOT to meet with city officials as soon as possible.

Mr. Lovett said that FDOT understands that it's necessary to meet individual community needs and that station site plans are going to have to be jurisdiction-specific.

Mr. Omana asked about the acreage range of stations. Ms. Olore said that some of them are fully within the existing CSXT right-of-way, and others with parking lots in suburban areas are up to 10 acres.

Mr. Martz asked if the state will own the property. Ms. Olore said the state will retain ownership of the CSXT right-of-way; development rights stay with local jurisdictions; and that after seven years of operation, property will revert to the Central Florida Commuter Rail Commission, the operating agency. She said that joint-use agreements will be drafted for each jurisdiction and a draft is expected by February.

Mr. Martz said he'd rather the technical experts assess permitting and land-use needs and that joint-use agreements be discussed separately.

Mr. McCollum said that permit needs should be reviewed concurrently and quickly.

Mr. Ricci said he looks forward to working with local government officials to develop site-specific schedules.

- g. Mr. Ricci said that the vehicle contract should be advertised Feb. 25<sup>th</sup>, with an LONP from the FTA anticipated in the late spring/early summer. The schedule allows for 23 months of manufacturing, testing and delivery of a prototype. The schedule will bring the vehicles to Orlando just prior to revenue operation. Ms. Olore said the FTA and Federal Railroad Administration require that the project utilize new low-floor trains that are certified to operate in freight corridors by the Federal Railroad Administration. No other existing commuter rail system has been required to provide “level boarding” but that vehicle manufacturers have indicated that it won’t be a problem. Mr. Welzenbach asked why the project couldn’t build higher platforms to accommodate level boarding requirements. Ms. Olore said that freight traffic on the line precluded higher platform designs. She said that four DMUs already purchased for the project are now operating at Tri-Rail in South Florida. Those trains will not be retrofitted for level boarding because they have individual lifts at each door. Those trains take several minutes to board. Those trains will be coupled with level boarding trains for revenue operations to reduce the amount of “dwell time” at each station and maintain operational schedules. Mr. Neiswender asked if Tri-Rail might purchase those four trains. Ms. Olore said they were interested and it could be discussed.
- h. Mr. Ricci said there were two more contracts: An operations and maintenance contract for after the start of revenue service that will be issued in June of 2009; and a professional services contract with CSXT for orientation services and transitional dispatch, and Amtrak for vehicle maintenance.

Mr. Marcotte asked whether the Fort Florida Road station schedule was typical of all station schedules. Mr. Ricci said it was, except that Fort Florida Road has a parking lot associated with it. Winter Park and Florida Hospital, in particular, have more customized schedules. Mr. Ricci said it was important to note that the schedules are subject to change by contractors, once they are selected. Ms. Olore said that as schedules are updated, they will be given to TAC members.

- 3. Designation of alternates at TAC meetings – Chairman Neiswender
  - a. Mr. Neiswender said that the Central Florida Commuter Rail Commission agreed to allow the designation of voting alternates at TAC meetings. He said that Mayor Dyer will send a letter to the chief administrative officer responsible for making TAC appointments asking him or her to designate an alternate. He asked that TAC members ask appointing officers to be on the look-out for the letter, to make that designation by next month’s meeting. He said he will always strive for consensus, but reminded TAC members that only official TAC members or alternates are allowed to vote on TAC issues.
- 4. TAC member responsibilities – Chairman Neiswender

- a. Mr. Neiswender reminded TAC members that they are the connection between project managers and their local government jurisdiction and governing board members. He asked TAC members to keep officials and top-level administrators apprised of TAC discussions so they are aware of project progress.
5. Other Committee issues

Mr. McCollum said he had spoke with Mr. Dick Harkey and Ms. Joyce Rose, senior staff member of the U.S. House Transportation and Infrastructure Committee, about additional funding possibilities for station enhancements. He said that Ms. Rose indicated that federal “Bus to Bus terminal funds” may be used for station enhancements with a 20 percent match from state and local governments. In requesting grant money, Ms. Rose suggested coordination and “commonality of language” so that the money can be utilized as intended. He said application forms will be available Feb. 1 with appropriations in mid-March. He suggested that the group work together to submit applications.

Mr. Welzenbach said the federal funding process was “a very convoluted process” and that it may be too late to apply for federal funds. He urged local governments to apply now. He also said that Lynx and Votran are agencies authorized to receive those funds, and suggested additional coordination.

Ms. Olore said that FDOT also was an authorized agency for federal funds.

Mr. Harkey said that each city should submit its own application to the county and the county should send it to Washington.

Ms. Olore said that several jurisdictions already have received bus-to-bus money. She suggested that applications be coordinated with DOT, which also is seeking federal money for the project.

Mr. Martz asked about the baseline for station platforms.

Mr. McCollum said the baseline includes a canopy and concrete platform. Mr. Neiswender provided additional detail. Ms. Olore said that information has been discussed with individual communities and a list of base station design costs has been distributed. Mr. Martz asked for the list. Ms. Olore provided Mr. Martz with a copy of the presentation from the Nov. 28<sup>th</sup> station workshop, which included base station design cost elements.

## **COMMITTEE MEMBER COMMENTS**

1. Committee member comments – No additional committee member comments.

### **PUBLIC COMMENTS**

1. Public comments
  - a. Debbie Mott, from the FDOT's Survey team, asked TAC members to work with FDOT on timing for platting issues. Mr. Neiswender said the discussion was an effort to determine the applicability of local rules and regulations so that it doesn't impede progress. Mr. Martz added that there could be additional issues, such as the need for public hearings. Mr. Campbell said that impact fees may also be an issue. Mr. Lovett thanked Mr. Campbell for raising the issue and said it will be examined.
  - b. Mr. Marcotte asked about locating utilities within the CSXT right-of-way for future construction projects. Ms. Olore said that DOT won't close on the project until August, and referred inquiries to CSXT. Mr. Lovett said FDOT was in the process of setting up a permitting division for routine permits that won't affect operations. Mr. Marcotte asked if some utility work could be done in conjunction with track improvements associated with the CRT project. Mr. Lovett said that would be possible and that it would be good for all municipalities to identify any additional projects that might require access to the CSXT right-of-way as soon as possible.
  - c. Ms. Olore asked Mr. McCollum, Mr. Wallace, Mr. Harrison and Mr. Neiswender to stay after the meeting to discuss right-of-way easement issues in their respective jurisdictions.

### **NEXT MEETING**

1. Review of meeting dates, times and location
  - a. The next meeting was scheduled for Feb. 6, 2008 from 1:30 to 3:30 p.m. at the FDOT Urban Offices, 133 S. Semoran Blvd.

### **ADJOURNMENT**

**The meeting was adjourned at 3:30 p.m.**



## **Appendix A**

### **Florida Department of Transportation**

Short-listed firms for the CFRCRT D/B/M Contract

Central Florida Rail Constructors, a joint venture which consists of Kiewit Southern, Herzog Contractor, and HDR as the designer

Archer Western Contractors/Rail Works with Parsons Transportation Group and TransSystems as the designers

Central Florida Rail Groups, a joint venture which consists of Lane Construction, Balfour Beatty, and Wilbur Smith and Gannett Fleming as designers