

# Central Florida Commuter Rail Commission Technical Advisory Committee

## MEETING MINUTES

Date: Wednesday, October 5, 2011  
Time: 1:30 p.m.  
Location: Florida Department of Transportation  
Orlando Urban Office (Lake Apopka)  
133 South Semoran Blvd.  
Orlando, Florida 32807

- Call to Order – TAC Vice Chairman Jim Harrison
  - Mr. Harrison called the meeting to order at 1:35 p.m.
- Pledge of Allegiance
- Confirmation of Quorum
  - Members in attendance were:
    - Tawny Olore, Florida Department of Transportation
    - F.J. Flynn for Roger Neiswender
    - Jim Harrison, Orange County
    - Brett Blackadar, Seminole County
    - George Recktenwald, Volusia County
    - Mary Moskowitz, City of Sanford
    - Jon Williams, City of Longwood
    - John Omana, City of Lake Mary
    - Charlie Wallace, City of Maitland
    - Tiffany Homler, Osceola County
    - Jim Arsenault, City of Kissimmee
    - Gary Huttman, Metroplan Orlando
    - Bert Francis for Lisa Darnall, LYNX
    - Dale Arrington for Michael Pleus, City of DeLand
    - Council Member Nick Koval for Cassandra Blissett, City of DeBary (non-voting)
    - Karl Welzenbach, Volusia TPO
    - John Sember, City of Altamonte Springs
    - Don Marcotte, City of Winter Park
  - Members not in attendance were:
    - Ken Fischer, Votran
  - Introductions:
    - Mr. Harrison introduced Brett Blackadar, who is replacing Jerry McCollum for Seminole County
- Agenda Review – Tawny Olore, P.E.
  - Ms. Olore provided the agenda review.

## **ACTION ITEMS**

1. Adoption of meeting minutes from Wednesday, September 7, 2011
  - a. Gary Huttman suggested a revision to the last page of the minutes, which should read: “The rail commission would be eligible as a grant applicant,” not that they would apply. Ms. Kefauver said that the commission is not going to pursue the Tiger III grant. Ms. Homler motioned for approval to the meeting minutes; the motion was seconded by Mr. Flynn; and the minutes were unanimously adopted.

## **DISCUSSION ITEMS**

1. Chairman’s Report – Mr. Harrison
  - a. Mr. Harrison said that the Central Florida Commuter Rail Commission met on September 30, 2011. Chairman Arrington and Mayor Jacobs were unable to attend. A project update was provided, and former TAC member Jerry McCollum and former Commuter Rail Commission member Rich Crotty were recognized for their outstanding service.
  - b. Ms. Olore said Chairman Dyer also mentioned that there will be a change in leadership at the next Commuter Rail Commission in December, the first election for Commission officers since the body was formed in 2007.
2. DBM Coordination and Construction Scheduling
  - a. Ms. Olore said that most local jurisdictions have been contacted by the DBM contractor about maintenance of traffic issues during construction, scheduling and so forth. The contractor will revisit local jurisdictions when design plans are 60 percent complete. Follow-up meetings also will be scheduled with Longwood and Lake Mary. Ms. Olore noted that the contractors meeting with local representatives are the Design-Build-Maintain contractors, not the station contractors, who have yet to be hired. She also cautioned that the DBM contractor will not be adding scope items to their contract with the Department, as several jurisdictions have already requested. Ms. Olore said that if local governments would like the contractor to perform additional work, it would be funded 100 percent by the locals and could not interfere with the SunRail contract. She said that SunRail’s budget and scope is set, and any additional work would be at local expense. She said that Lake Mary and Longwood have requested additional work for street improvements that FDOT representatives are willing to discuss, as long as those cities agree to pay for that work.
  - b. Ms. Olore said that FDOT is currently developing a bar chart schedule for local governments to provide a preliminary construction timeline for each jurisdiction. She said that the schedule is subject to change, but should help with local government planning and maintenance of traffic issues.

### 3. Quiet Zones

- a. Ms. Olore said that some local jurisdictions have also raised the issue of quiet zones with the DBM contractor. She said that Metroplan Orlando has been coordinating a diagnostic review at each of the grade crossings. Because of some changeover in staff, some jurisdictions may not be aware of the Department's position on quiet zones with regard to SunRail. Quiet zones are not a part of the scope for the project, and never have been. The Department has committed that if there is an opportunity for the DBM contractor to do improvements, and it does not interrupt the construction schedule, and adds zero costs to the project, FDOT will consider adding those additional services to the DBM scope. Ms. Olore said that she wanted to make clear that TAC members understand the Department is not doing quiet zones, as it is not part of the scope for this project.
- b. Mr. Welzenbach said that the Federal Railroad Administration was in Orlando about two weeks ago and recommended a rather inexpensive improvement for DeBary. The question arose as to whether or not the improvements met FDOT standards. Ms. Olore said she was not aware of the inquiry. Metroplan is coordinating the diagnostic reviews on this effort and none of the results from those reviews have been provided to the Department. Mr. Welzenbach said that FDOT representatives were present during the review. Ms. Olore said that was quite possible, but the issue has not been forwarded to the SunRail team. Ms. Olore said that Florida Hospital has filed a notice of intent for quiet zones, and the Department will get with our DBM contractor to see what the price and scope of those improvements will be, and whether work can be accommodated within the schedule. Ms. Olore said that there was some information in the papers that SunRail engineers were looking at quiet zones, and again wanted to reiterate that quiet zones are not a part of this project.
- c. Mr. Connelly said that the city of Lake Mary will still need equipment installed by SunRail at each of these crossings. Ms. Olore said that when the DBM contractors get to 60 percent design plans, the Department will provide those plans to local government officials.
- d. Gary Schindler, a member of the audience from the City of Lake Mary, noted that in order for quiet zones to be established, constant time warning signals has to be installed. He asked whether it will be installed as part of SunRail. Ms. Olore said she believed it was included in the DBM scope.
- e. Mr. Marcotte said that Winter Park is also moving forward with a Notice of Intent for quiet zones, and asked about the procedures for submitting information.
- f. Mr. Flynn said that Florida Hospital hired a consultant to look at four intersections and design FRA-compliant treatments. The next step in the process is working with Metroplan. You also must notify all potential impacted agencies, which is the purpose of the Notice of Intent, which requires a 30-60 day review period. All requests should be routed through Ms. Olore and not FDOT directly. The next step would be to negotiate a local funding agreement between the city and the Department.

- g. Ms. Olore said that once the Notice of Intent is complete, the Department will forward to the DBM for pricing. A local funding agreement would be required before the Department can execute a supplemental agreement with the DBM contractor. Ms. Scales reiterated that any quiet zone improvements could not impact the DBM schedule for SunRail-related improvements.
- h. Mr. Marcotte said he will follow up with Mr. Flynn on Notice of Intent procedures.
- i. Ms. Olore said that the Department must keep to the schedule so as not to jeopardize federal funding. She said the Department is very, very sensitive about time constraints and will not proceed with additional work if it jeopardizes the current contract schedule.

#### 4. DBE Contracting Forums

- a. Ms. Olore said that the Department is doing its utmost to encourage DBE participation on SunRail contracts; and included in packets its DBE and MBE outreach information that the Department has done with regard to SunRail. The Department is reaching out once again to hold another DBE forum for continuing and upcoming contracts. Those dates have yet to be determined.

#### 5. Project Update –Tawny Olore, P.E.

##### a. CSX Transportation

- i. The Department still intends to close on the corridor in the first part of November. The Department met with the FRA in late September, and the FRA identified several areas that needed to be beefed up with the Central Florida Rail Coordination Center, which will be located in Altamonte Springs. The Department is working closely with the DBM contractor to get those requirements in place. Ms. Olore said that the Department would like to host a field trip for TAC members to visit the CFRCC.
- ii. The Department also is installing mimic screens of the corridor at the Regional Traffic Center in the Orlando Urban Office, the Chief Operating Officer's office; and at the CFRCC. CSX has also set up a dispatch desk, which will be operational by November 6<sup>th</sup> in Jacksonville. She said the Department is doing a spring to the finish line to take over the corridor, and that SunRail COO Pete Turrell is doing great work to accomplish that goal.

##### b. Federal Railroad Administration (FRA)

- i. Ms. Olore said that Mr. Turrell expects to meet again with the FRA between Oct. 26<sup>th</sup>-28<sup>th</sup> to ensure the Department is prepared to take over corridor operations.
- ii. The Department also is setting up Safety and Security briefings with local funding partners. A productive session was held with both Volusia County and Seminole County; Orlando and Osceola are scheduled; and Orange County is pending.

- c. Procurement Activities
  - i. DBM – Archer Western/RailWorks
    - 1. Ms. Olore said that the DBM contractor is preparing design documents and plans; and is preparing to take over corridor maintenance and operations. A field office is being set up in Sanford, and meetings have been held with local jurisdictions. The FDOT trailer in Sanford is being hooked up, as well.
  - ii. Locomotives – Motive Power and Coaches and Cab Cars – Bombardier: The Department is in communication with the vehicle providers at least every two weeks. Actual interiors and colors are being selected for coaches and cab cars to meet production dates. The first 7 locomotive cores have passed inspection and the first locomotive is currently being stripped down.
  - iii. Insurance Broker Services
    - 1. Bids are due for \$30 million worth of insurance required for construction on October 7<sup>th</sup>, and prior to start up, a \$200 million policy will be in place.
  - iv. Fare Collection Systems
    - 1. The Department is preparing to advertise for fare collection systems, pending some final tweaks and coordination with Votran and LYNX.
  - v. Public Involvement/Marketing
    - 1. The PIO/Marketing contract was advertised September 2<sup>nd</sup>; and a meeting was held with technical advisors to discuss the 7 proposals and videos submitted. A representative from each of the local funding partners served as technical advisors, and Ms. Olore thanked them for their assistance. The contract was expected to be awarded October 13, and work is anticipated to begin on November 11.
  - vi. Station Finishes Construction contracts
    - 1. The first station finishes contract for Debarry, Sanford, Lake Mary, Altamonte Springs, Florida Hospital, Lynx and Orlando Amtrak was advertised and a mandatory pre-proposal meeting was held in Deland. About 10-12 primes were in the room, and the Department hopes to get a lot of competition and good prices as a result. Technical proposals are due November 7<sup>th</sup>, and prices are due in December. Station designs are being finalized at Longwood, Maitland, Winter Park, Church Street and Sand Lake Road to be included as part of the second station finishes contract.
  - vii. Operations and Maintenance contract
    - 1. The Operations and Maintenance contract should be posted for Industry Review in October. Local funding partners are expected to be included as technical reviewers on that contract, as well, as the contract length would extend into the local funding period.

- viii. ROW: Ms. Gutierrez said that 4 miscellaneous parcels are outstanding for the corridor: One was recently closed with City of Sanford; one TIIFT parcel that FDOT will own when the corridor purchase is complete; and two from the City of Orlando that are still outstanding but are progressing. There are a few outstanding issues at Maitland, Church Street and Sand Lake Road that should be wrapped up by the end of the year. Mr. Harrison asked for an update on the Sand Lake Road station following the meeting.
6. Phase II activities – Ms. Olore
- i. Ms. Olore said the Department is meeting with local jurisdictions to lay out parking lot arrangements and discuss other design-related issues, including canopy selections, park and ride lots, bus drop off facilities and so forth. The Department is currently responding to comments.
  - ii. The Department is very active on the right-of-way examining utility locations and uncovering a pipeline to determine how best to double-track in the area. A design survey is also underway.
  - iii. The Department plans to meet with the FTA at the end of this month to discuss ridership forecasts; and is moving forward with right-of-way acquisition. In addition, the Department met with Volusia County to talk about Phase II North.

### **COMMITTEE MEMBER COMMENTS**

- 1. Committee comments
  - a. Mr. Harrison said that Ms. Olore provided a very thorough report, and that he had no further questions.

### **PUBLIC COMMENTS**

- 1. Public comments
  - a. Joanne Cournellis of Lake Mary asked whether the Lake Mary station is still included in Phase I and is still in first place. Ms. Olore said that Lake Mary is included in the first Station Finishes contract. Ms. Olore also congratulated Ms. Cournellis on winning a blue ribbon in the Special Olympics.

### **NEXT MEETING**

- 1. Review of next meeting date
  - a. The next meeting was scheduled for Wednesday, November 2, 2011

### **ADJOURNMENT**

The meeting was adjourned at about 2:11 p.m.