



Kimley-Horn  
and Associates, Inc.

# *MetroRapid*

## **INITIAL WORKING GROUP MEETING**

### **AGENDA**

Contract C-2101CG

Date: November 30, 2010

10:00 AM – 12:00 PM

HART Project Manager – Les Weakland

Design Consultant – Kimley-Horn and Associates, Inc.

Design Project Manager – Gary J. Nadeau, P.E.

- I. Sign-In**
- II. Self Introduction and specific role and responsibility with the project and or agency involved.**
- III. Overall objectives for the Working Group**
  - a. Provide update of project status
  - b. Provide clear lines of communication between project team and agencies/groups
  - c. Better understand agency requirements and specific concerns
  - d. Discussion of project schedule and upcoming activities
- IV. Metro-Rapid Discussion**
  - a. Status of MetroRapid project
  - b. HART's ongoing activities
  - c. Agency/group input regarding MetroRapid
  - d. Specific Coordination requirements from agency/group
    - i. Who will be the primary point of contact
  - e. Other topics
    - i. HART's TSP project
    - ii. Other projects that may impact MetroRapid
      1. Fletcher Ave. PD&E Study
      2. Fletcher Ave. Access Management/Safety Improvements
      3. FDOT resurfacing along Nebraska Ave.
    - iii. Other projects?
- V. Project Schedule discussion**
  - a. Upcoming Activities
  - b. Next Steps
  - c. Next working group meetings
- VI. Closing**



Final Design  
Inter-Agency Coordination Meeting – Kick-Off  
Sign-In Sheet



Tuesday, November 30, 2010  
10:00 AM – 12:00 PM

(PLEASE PRINT)

Name	Organization	Mailing Address	Phone No.	Email Address
Mary Brooks	RCA	3837 Northdale Blvd, Ste. 212 Tampa, FL 33624	407-694-5505	Mary@RCAUSA.com
Dean Paquet	KHA	2601 Callender Rd Suite 200 Sarasota FL 34232	941-379-7600	dean.paquet@kimely-horn.com
Ron Hildebrand	KHA	" " "	" " "	randd.hildebrand@kimely-horn.com
Joe Pittman	PBSIS	8030 W. Boy Scout Tampa, FL 33607	(813) 281-8240	JPittman@PBSIS.com
Ronnie Blackshear	PGMD	601 E Kennedy Blvd Tampa 33602	813-276-8324	blackshear@hillsboroughcounty.org
Jack Freeman	Kittelson	225 East Robinson St Suite 450 Orlando, FL 32804	407-540-0555	Jfreeman@Kittelson.com
Brad Parrish	Temple Terrace	11250 N STEA ST	506-6480	bparrish@templeterrace.com
ED JOHNSON	C.O.T.	3808 N. 12 <sup>th</sup> Street	202-3806	E.Johnson@tampabay.net
RAT CHIARAMONTE	MPO		272-5940	on file
Ben Money	COT		274-8514	ben.money@tampabay.net





Final Design  
Inter-Agency Coordination Meeting – Kick-Off  
Sign-In Sheet



Tuesday, November 30, 2010  
10:00 AM – 12:00 PM

(PLEASE PRINT)

Name	Organization	Mailing Address	Phone No.	Email Address
Randy GOERS	City of Tampa	306 EAST JACKSON	274 8405	
Gloria Morada	"	"	"	
ED ALBRITTON	HILLSBOROUGH COUNTY	601 E. KENNEDY	307-1870	
Randy Klajec	Hills. MPO		272 5940	
STAN LOFFER	FGA	324 S. HYDE PARK AVE	251-4400	
Kim Leinbach	Temple Terrace	11050 N. 56th ST. 77, FL.	506-6400	
DAVID OSBORNE	Kimley-Horn	5200 NW 53 Ave Ste 109 Ft Lauderdale, FL 33309	954 535 5158	
CAPE BRAVO	KITTELSON	225 E ROBINSON ST. ST. 450 ORLANDO, FL 32801	407 540 0555	
BILL WADDILL	KIMLEY HORN	SARASOTA	941-379-7600	
MIKE SCARBON	CITY OF TAMPA		813-274-5105	



***MetroRapid North/South Corridor  
Enhanced Bus Service Project - Final Design  
Inter-Agency Coordination Kick-Off Meeting Minutes  
November 30, 2010  
10 a.m. – 12 p.m.***

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**Attendees:**

Ricardo Feliciano, FDOT  
Elba Lopez, FDOT  
Ray Chiaramonte, MPO  
Randy Kranjec, MPO  
Ed Albritton, Hillsborough County  
Ronnie Blackshear, Hillsborough County  
Gloria Moreda, City of Tampa  
Mike Scanlon, City of Tampa  
Randy Goers, City of Tampa  
Ed Johnson, City of Tampa  
Ben Money, City of Tampa  
Kim Leinbach, City of Temple Terrace  
Brad Parrish, City of Temple Terrace

Les Weakland, HART  
Marcia Mejia, HART  
Donna Chen, HART  
Gary Nadeau, KHA  
Ron Hildebrand, KHA  
Dean Paquet, KHA  
David Osborne, KHA  
Bill Waddill, KHA  
Mary Brooks, QCA  
Joe Hitterman, PBS&J  
Stan Loper, FGA  
Jack Freeman, Kittelson  
Cade Braud, Kittelson

**I. Introductions**

Les Weakland, HART Project Manager, opened the meeting and introduced Gary Nadeau of Kimley-Horn and Associates (KHA) as the Final Design Consultant Project Manager.

Project Team members and others in attendance introduced themselves.

**II. Overall Objectives**

Gary Nadeau noted the objectives of the working group were to:

- a. Provide an update of the project status.
- b. Get a better understanding of the key municipality and agency players to ensure clear lines of communication are maintained. This is critical given the aggressive schedule (nine months) and need to quickly and effectively address permitting and other issues raised during project.
- c. Get a better understanding of specific agency requirements and concerns.

- d. Provide an update on the project schedule. An abbreviated milestone schedule was distributed at the meeting to attendees.

Gary Nadeau noted there were many simultaneous activities ongoing and that a project of this magnitude involved many multi-disciplinary services.

### **III. MetroRapid Discussion**

#### **Project Status:**

Les Weakland summarized the project history from 2006 up to the current final design contract. The North/South Project corridor extends 17.5 miles from the I-75 area, west along Fletcher Avenue, then south along Nebraska Avenue into downtown Tampa. Les Weakland noted this stage is where final decisions will be made on the various components and improvements along the corridor, including the signalization enhancements.

Concurrently, HART is also working with the County on a number of Advanced Traffic Management System Projects (ATMS) for different locations throughout the county. Les Weakland also briefly discussed the Transit Signal Priority (TSP) project, which he said would be discussed more in detail later. He noted the incorporation of TSP will be part of the MetroRapid enhanced bus service when it becomes operational in late 2012.

Gary Nadeau noted KHA came under contract in October to complete the final design and is in the initial throes of the project, such as setting up internal tasks and establishing design criteria.

Survey is finished along Fletcher Avenue. PBS&J is now surveying Nebraska Avenue.

#### **Design Elements:**

There was discussion that the major task is the design of the bus shelters. Dean Paquet with KHA will focus on two thirds of the shelter sites and PBS&J will be working on the remaining shelters simultaneously.

KHA cannot start to define station footprints or impacts to utilities, right of way or other features until shelter elements are defined. Also as part of evaluating shelter configurations, we will be getting input from the community.

HART will try to incorporate bus bays or pull-off bays where possible along the corridor to maintain an open lane of service.

HART is committed to incorporating design and other information from other projects along the corridor as a matter of efficiency and cost-savings.

There will be three types of stations: A, B or C, which will be small, medium or large, respectively. Large station stops will be at major intersecting points for some east-west routes. Those stations will

incorporate additional features such as ticket vending machines (TVM), next stop information and real-time passenger information.

The overall design concept of the operating system includes a 10-minute frequency during peak hours and 15-minute headways during off-peak hours.

There was discussion that most transit stops will be along Nebraska Avenue. HART's Route 2 service along Nebraska will continue but headways will be increased to 30 minutes as an overlay route.

#### **Agency Input Regarding MetroRapid:**

A Hillsborough County official noted the county has a New Challenge Grant focusing on Transit Oriented Development (TOD) from Downtown to Hillsborough Avenue. The county completed the Seminole Heights vision, which included street design that should be taken into consideration, at least for the stretch from Martin Luther King, Jr. to the river.

There was discussion that shelter locations can be found in the Preliminary Engineering Report (PER) from the Project Development and Environment (PD&E) Study on the website at [www.gohart.org](http://www.gohart.org). Reports can be found under "Planning Projects."

An FDOT official asked if the HART Transit Signal Priority (TSP) technology would include pre-emption like the fire rescue department. HART is seeking to adopt GPS technology that would be compatible with other agency systems, but would not include pre-emption. HART's system, for example, might extend the green light a few seconds to help a bus catch up on schedule, whereas for fire rescue it would change the signal to red.

An FDOT official noted they are very enthusiastic about the project, but have some concerns about impacts to traffic and access to I-275. They noted signalization has been an issue that they have been reviewing.

An FDOT official noted the Department has ongoing conceptual studies in the Wesley Chapel area, on the SR 54, SR 56 and I-75 corridors. They requested that the consultants for the various projects meet to determine how this will all work and the potential impacts over the long term. There was discussion that FDOT will continue to proactively look for opportunities to share right of way for transit enhancements.

A City of Temple Terrace official noted Fletcher Avenue was the primary corridor for their fire and rescue station serving University Hospital, and expressed concerns about possible impacts to their system. There was discussion that HART's TSP system will work in compatible mode with existing systems, and emergency services will always be given signal priority.

A City of Temple Terrace official noted they've been working with HART on developing their multi-modal transportation plan for Fletcher Avenue, including developing design guidelines. There was discussion that HART also will be working closely with the City of Temple Terrace on the East-West Corridor project, which should go out for procurement for PD&E and final design within the next several months.

An MPO official noted Nebraska Avenue is seeing some positive trending in development, and requested that shelter designs blend in accordingly.

A City of Tampa traffic official noted intersection maintenance and operation agreements will need to be revised for this project. There was discussion that City Traffic Management doesn't have a preference for the technology, as long as it is all consistent. If HART upgrades the system it would be the same for all services including the streetcar detection system.

#### **Specific Coordination Requirements from Agencies:**

Gary Nadeau noted this is a permit project for FDOT and asked if there was anything that could be done to help streamline that process. He requested a meeting soon to understand FDOT requirements, such as how the Department wants plan sheets configured. Elba Lopez stated to coordinate all meetings through her and she would bring in additional staff as appropriate. FDOT officials will keep monitoring and looking for opportunities to work together effectively on this project.

Les Weakland stated that he wants to limit the number of meetings with the various projects, in light of the approaching holidays and agency cutbacks. He wants Kittleson and KHA to combine meetings when possible and appropriate.

#### **Agency Primary Contacts:**

HART – Les Weakland

FDOT – Elba Lopez

Hillsborough County MPO - Randy Kranjec ; (Land Use) Tony Garcia

Hillsborough County - Peter Brett; (TSP) Ed Albritton

City of Tampa (Traffic Signals) - Mike Scanlon

City of Tampa (Corridor Development) - Gloria Moreda, followed by Ed Johnson

City of Tampa (Land Use) - Ronnie Blackshear, followed by Charles White

City of Temple Terrace - Kim Leinbach

#### **Shelter Concepts:**

Stan Loper, the consultant architect, used shelter concept boards during an extensive, detailed discussion on transit stop features and constraints. It was noted the focus now is to determine the exact size of the facilities to evaluate how much right of way is needed. There was discussion of constraints, including the need for a clear zone of four feet from the back of curb.

The architect has been able to tighten up the footprint, noting the critical dimension is the platform width. Gary Nadeau noted this was necessary due to the constrained nature of the Nebraska Avenue

corridor, where some shelters will be very close to buildings. It was noted larger pads still will be used where possible. The project team is trying to balance shelter needs and utilization with right-of-way impacts along the corridor.

Les Weakland noted the design also must accommodate pedestrian movements around the stations for those not taking the bus. There was discussion of various measures to address this, such as putting pedestrian traffic behind the station to reduce interference with boarding patrons.

There was discussion of the need to also address safety elements by incorporating Crime Prevention through Environmental Design (CPTED). There was detailed discussion of the benefits of using perforated panels instead of glass panels. Perforated panels help protect patrons from the rain but still allow ventilation. If HART moves forward with glass panels in some areas, it would be tempered safety glass.

A City of Tampa official noted there needs to be shade and more places where people can sit.

Les Weakland noted HART will be developing some new design standards, in cooperation with adjacent communities. The agency will consider trees for shade, but must remain mindful of potential conflicts with utilities. HART also will look at systems to get rainwater off the tops of stations without affecting patrons or passersby.

MetroRapid stops will have totem areas to display real-time or passenger information, traveler information monitors (TIMS), and potentially overhead electronic signs supported within the shelter overhangs. The totem areas will be a major identifier for the MetroRapid stops. HART is also reviewing the potential for shelter advertising to generate additional revenue, as well as the related restrictions.

An MPO official noted Fletcher Avenue and Nebraska Avenue are two of the hottest spots for bicycle and pedestrian safety issues. He recommended placing safety information at the transit stops since that is where many of those folks are going. There was discussion about bike and pedestrian accidents and recent studies.

Les Weakland stated HART remains committed to supporting multi-modal transportation and that bikes would be appropriately accommodated at the transit stops. There was discussion that potential shelters to protect bike racks may not meet CPTED because people could hide behind them; they also take up a lot of space.

An FDOT official noted bike usage has increased dramatically and asked whether there was a type of bus that could allow bikes inside. Les Weakland noted HART has discussed that there may be times that could be accommodated, but it takes up significant space. HART's primary mission is to move people. There was discussion of possible bike-and-rides at major intersections.

Stan Loper pointed out bus shelters could have an identifying name, such as Seminole Heights, or number; that decision has yet to be made.

HART will look at the possibility of incorporating art at transit stops. It was noted some major cities design bike racks or other amenities as art at transit stops. This would fit into plans to beautify the Nebraska Avenue corridor with art work, landscaping and streetscaping.

Stan noted the middle ellipsis will be at every shelter site. Shelters are being designed so that a secondary ellipsis can be added if the shelter needs to be expanded.

#### **IV. Other Topics**

##### **HART's TSP Project:**

Les Weakland noted that HART has undertaken a pilot project to demonstrate the viability and use of Transit Signal Priority (TSP), as well as to determine the best technology to use. HART is looking for more advanced technology, perhaps GPS. Discussions have been ongoing with the City of Tampa and Hillsborough County Fire and Rescue agencies and will continue. The goal is for the agencies to work together to all update their systems to be compatible.

The TSP pilot project originally was to be completed prior to MetroRapid final design, but will be running concurrently. Kittelson and Associates is conducting the TSP pilot project and will provide information needed to KHA.

The kickoff meeting for the TSP project is scheduled for Dec. 13 at HART. Notifications will be forthcoming. The meeting will include city and county fire rescue officials.

There was discussion of the need to work with multiple jurisdictions involved along Nebraska Avenue, which has very limited right of way.

Cade Braud of Kittelson noted much of the MetroRapid Agency Working Group also would be involved in the TSP pilot project. That project is to do a field installation of a particular type of TSP technology, as yet to be determined. It was noted there is a lot of interest at HART and other agencies to go toward GPS. They also must determine, with various agency input, the location for the demonstration project. There has been discussion previously of doing the demo project along Fletcher Avenue, since it is the most readily available and would allow equipment to be updated at a more rapid pace. Les Weakland also wants KHA to attend the Dec. 13 TSP meeting.

##### **Right of Way Acquisition:**

HART in January is scheduled to have on board the consultant for real estate acquisition and appraisals to address the locations requiring additional right of way. There is a need for continuing discussion with the City during acquisition to avoid inadvertently putting current property owners into non-compliance, as well as to allow the City to assist in ensuring HART has good community support during the process.

There was discussion that the PD&E Study indicates right of way lines and gives a general idea of parcels potentially affected. It was noted the right of way lines are not final and may shift as the project team addresses constraints such as elevations.

### **Other Projects That May Impact MetroRapid:**

Fletcher Avenue PD&E Study

Fletcher Avenue Access Management/Safety Improvements

FDOT Nebraska Avenue Resurfacing

Hillsborough County Fiber Optic Project Along Fletcher Avenue (Construction Pending)

Hillsborough County Fletcher Avenue "Complete Street Project" (Nebraska to Bruce B. Downs)

There was discussion that HART will be using traffic counts, turn movements and other information from other projects as appropriate to save time and money. Les Weakland is the designated contact for this project to receive agency or other project information; he will distribute that information as appropriate.

### **V. Project Schedule**

KHA contractually needs to complete 90% plans within nine (9) months. Gary Nadeau walked attendees through the schedule provided at the meeting. He noted the first sheet was associated with the facilities side (station configurations and development of architectural drawings). The second sheet focuses on the system components (communications, TSP, etc.)

KHA is currently validating station locations to determine whether there are significant permitting or other constraints that would warrant going to a different location. Survey is also ongoing.

Three (3) primary deliverables and deadlines:

Preliminary Plans – March 3, 2011

Pre-Final Plans – Late July 2011

Final Plans – Mid- to late September 2011

There will be significant interaction between KHA and Kittleson, including looking at how the two project schedules will work together. Gary Nadeau noted the two schedules will be blended appropriately regarding TSP.

Regarding consultant requests for information, Les Weakland noted there have been internal HART discussions about some of the technology systems. Some decisions will be made relatively quickly, so they are holding off on providing too much information too early.

## **VI. Closing**

Gary Nadeau thanked the agency officials for attending and for their coordination. It was reiterated that Les Weakland would be the main conduit for agency communications. Les Weakland also requested feedback on the nature of the meeting and suggestions for improvement.

Meeting adjourned at 1140 a.m.