**Project Development & Environment (PD&E) Study**

**ROLLING ACRES ROAD FROM SOUTH OF CR 466 TO NORTH OF US 27**

**1. BACKGROUND**

A qualified Engineering Firm to provide project development and environment study services (PD&E) for Rolling Acres Road, in Lake County, Florida. The project is funded with Federal funds under the Florida Department of Transportation (FDOT), Local Agency Program (LAP) FPN: 439665-1-28-01.

The project consists of a PD&E study service from south of CR 466 to North of US 27 a length of approximately 1.62 miles. The Consultant shall perform the engineering services required for a Type 2 Categorical Exclusion (CE) in compliance with the National Environmental Policy Act (NEPA) for environmental effects, along with environmental documents, engineering reports and public hearings.

The Project development process and all tasks identified in this Scope of Services shall follow the guidance provided in the DEPARTMENT's current version of the **PD&E Manual** and **FDOT Design Manual (FDM)**. As discussed in **Part 1**, **Chapter 1**, of the **PD&E Manual**, the PD&E Manual satisfies state and federal processes and incorporates the requirements of the National Environmental Policy Act (NEPA); federal law, regulations, and Executive Orders included in the FHWA Federal-Aid Policy Guide; and applicable state laws and regulations including Section 339.155 of the Florida Statutes and Rule Chapter 14 of the Florida Administrative Code. As such, Project documents prepared by the CONSULTANT shall comply with all applicable state and federal laws, regulations, and Executive Orders.

The County will provide all previous Preliminary Engineering Study (PER) and Environmental Reports. The County will provide contract administration and provide management services and technical reviews of all work associated with the development and preparation of the engineering/environmental study reports for the transportation facility.

## Task 1 Administration

## Attend Notice to Proceed / Project Overview Meeting

The Consultant will prepare for and attend a Notice to Proceed Meeting or internal Project Overview meeting with the Lake County Project Manager and staff. At this meeting, Lake County staff and key members of the consulting team will set the final parameters for the project and formally initiate the study.

1. **Project Status Meetings**

The appropriate members of the consulting team will attend up to five (5) periodic virtual meetings with the Lake County Project Manager and staff to discuss project progress and status and upcoming events and activities. The purpose of these meetings is to maintain clear communication between the County and the project team. The Consultant will prepare and distribute meeting minutes following each of these meetings.

1. **Project Schedule**

The Consultant will submit a detailed project schedule identifying major tasks, their duration and task relationships.

## Task 2 Public Involvement

Public Meeting and Hearing displays shall be approved for completeness by FDOT prior to public notification of meeting. The public involvement element of this project is a primary component distinguishing this project from a roadway design project. The purpose of the public involvement element is to involve the community in the project development and decision-making process so that the County can develop a project that not only meets the transportation needs of the area but is also supported by the community it is intended to serve. Therefore, the Consultant will conduct the following public involvement activities throughout the project:

### Public Involvement Plan

The Consultant will prepare a Public Involvement Plan (PIP) and submit it to the County Project Manager for review and approval. Public meeting and hearing displays shall be approved for completeness by FDOT prior to public notification of meeting. The PIP will delineate the Consultant’s efforts to inform and involve the citizens of the County, the appropriate state and local agencies, and the responsible appointed and elected public officials in the project development, review and approval process.

### Public Information/Participation Meetings

The Consultant will prepare for and conduct one (1) public information/participation meetings as described below.

This meeting will have an open house format, in addition to a short formal presentation. The recommended improvements concept will be displayed on aerial photography for review by the public. The consulting team will be available to respond to questions and hold one-on-one conversations with members of the public.

The purpose of this meeting will be to present the project team’s Draft Recommended Improvement Concept to the public for review and comment prior to presentation to the Board of County Commissioners (BCC). The Consultant will present the recommended improvement concept to the public and respond to their questions and comments.

The Consultant will conduct all meetings for the County and will ensure an adequate number of personnel are present in addition to the County staff. The Consultant will be responsible for all presentation and handout materials, as directed by the County, and will provide a summary of each meeting. The Consultant will prepare written responses to all questions not adequately addressed at the meetings and will provide follow-up information necessary to adequately respond to the public’s comments and questions. The meeting will be in person with no virtual component.

### Board of County Commissioners Public Hearing

The Consultant will provide all support necessary for the County to conduct a Final Public Hearing on the recommended improvement concept. The Consultant will provide an aerial photo of the corridor in digital format. The Consultant will prepare a Power Point presentation for the BCC Public Hearing.

### Coordination Meetings

The Consultant will coordinate and conduct necessary discussions and meetings with the following local and state organizations to inform them of the project and solicit their input:

* Florida Department of Transportation
* City of Fruitland Park
* Local Utilities
* Department of Environmental Protection
* Water Management District
* Others

### Mailing List

The Consultant will prepare a mailing list of interested parties which includes any person or institution expressing an interest in the project, potential permitting or review agencies, elected and appointed officials in the area, community leaders, media representatives and all homeowners/property owners located within 300 feet of any improvement concept.

The Consultant will regularly update the mailing list during the course of the study.

### Newsletters / Notices

The Consultant will coordinate the preparation and distribution of newsletters at the start of the Public Meeting and Public Hearing.

The newsletters will be double-sided and printed in color on 8 1/2” x 11” sheets. The newsletters will be sent to each entry included in the data base mailing list. Those newsletters not mailed will be distributed as needed through small group meetings, and public meetings.

### Notices

The Consultant will coordinate the preparation of a public notice. The newsletters will be sent to each entry included in the data base mailing list.

### WEB Page Creation / Maintenance

The Consultant will prepare information regarding the study for Lake County to post on its web page. The Consultant will coordinate with the appropriate county offices to ensure compatibility.

### Advertisements / News Releases

The Consultant will coordinate the preparation news releases to the appropriate agencies prior to each public meeting and the final BCC Public Hearing. The Lake County Communications/Public Information Office will distribute the news releases.

## Quality Control

The Consultant shall be responsible for ensuring that all work products conform to Lake County standards and criteria. This shall be accomplished through an internal Quality Control (QC) process performed by the Consultant. This QC process shall insure that quality is achieved through checking, reviewing, and surveillance of work activities by objective and qualified individuals who were not directly responsible for performing the initial work.

The Quality Control Plan shall include the proposed method or process of providing Quality Control for all work products, and shall identify the products to be reviewed, the personnel who perform the reviews, and the method of documentation.

In Summary, the consultant will prepare for and attend meetings with the staffs of involved agencies and jurisdictions. The consultant will prepare for and attend up to one (1) presentation/public hearing before the Lake County BCC and up to one (3) public workshop/meeting for the general public and affected residents and business owners.

## Task 3 Data Collection

Immediately upon receipt of the Notice to Proceed, the consulting team will begin collecting the engineering, drainage, hydraulic, and environmental data necessary to develop and evaluate a reasonable range of alternative improvement concepts to meet the travel demand within the Rolling Acres Road Study Area. The Consultant will utilize information gathered in the previous studies for the widening of Rolling Acres Road and other sources.

### Aerial Photography/Base Maps

The Consultant will prepare 1” =100’ scale verified aerial based raster image maps. This photography will be used to present the master drainage basins, the alternative improvement concepts, the recommended improvement concept, right-of-way requirements and any other required information. Color aerial photography will also be prepared at a scale of 1” =100’. This will be used to present the overall project concept and the final preferred improvement alternative to the public at the various public meetings.

### Existing Roadway Characteristics

The Consultant will conduct field investigations to collect all pertinent existing roadway information necessary to develop, evaluate and compare the alternative improvement concepts. The roadway data will be compiled, documented and mapped on the aerial photography base maps for public presentations.

### Traffic Data

The Consultant will collect the traffic data and develop the traffic factors and design traffic projections listed below:

### 1. Traffic Counts

The Consultant will collect a combination of 72-hour, 24-hour and classification traffic counts (by 15-minute increments) at the locations listed below.

* 72-hour count locations at key locations
* 24-hour additional count locations, as needed, at key locations along the corridor.
* Turning movement count locations at major intersections along the Corridor

### 2. Traffic Factors

Using the data collected through the traffic count program described above, the Consultant will develop current and future year values for the following traffic factors:

* Peak to Daily Ratio (K) Factor
* Directional Split (D) Factor
* Truck Factor (T)

### 3. Design Traffic Projections

Using the Lake-Sumter Metropolitan Planning Organization (MPO) approved travel forecasting model (Central Florida Regional Planning Model (CFRPM)), the Consultant will prepare opening year, interim year, and design year travel forecasts for the Rolling Acres Road study segment for Build and No-Build conditions.

The traffic projections will be presented as average annual daily traffic (AADT) and directional design hour volumes (DDHV). For the purpose of this study, the following horizon years will be assumed:

Opening Year 2026

Design Year 2045

The Consultant will also prepare peak-hour turning movement forecasts for each major intersection.

The design traffic volumes will be used to establish the basic design requirements for the roadway typical section and each intersection. Using the design traffic volumes, the Consultant will perform an operational analysis of each major intersection (for both the Build and No-Build alternatives) to establish the minimum required lane geometry needed to adequately serve the projected turning movements.

### 4. Design Traffic Technical Memorandum

The Consultant will document the traffic data, travel forecasting and analysis activities in an interim *Design Traffic Technical Memorandum* that will be submitted to the County for review and approval. The final Design Traffic Technical Memorandum will be documented in the *Rolling Acres Road Conceptual Analysis Report.*

**D. Crash Data**

The Consultant will collect available crash data/information from local sources for the most recent three (3) years. The data collected will, at a minimum, include number and type, location, fatalities, and injuries.

### E. Utilities

The Consultant will identify the following existing and proposed utilities that may influence location and design consideration:

* Overhead transmission lines, microwave towers, etc.
* Underground water, gas, sanitary sewer, force mains, power cables, etc.

The Consultant will document this information in the Utility Section of the *Rolling Acres Road Roadway Conceptual Analysis Report*, which will summarize how the existing utilities will influence location and design considerations.

### F. Transportation Plans

The Consultant will review and document plans for all modes of transportation, including automobile, transit, and non-motorized vehicles. The information received from these plans will be used to reaffirm the project needs and to develop and evaluate the alternative improvement concepts.

### G. Soil Survey and Geotechnical Data

The Consultant will review existing soil maps and available geotechnical information for the study area to verify pavement and slope design.

There is no further need to identify stormwater retention pond areas as these have been previously designed, permitted, and constructed.

The results of the geotechnical data collection activities will be documented in the Geotechnical Section of the *Rolling Acres Road Roadway Analysis Report*. This section will document existing data and boring results and will contain preliminary recommendations relevant to the project.

### H. Right-of-Way Mapping

The Consultant will prepare right-of-way identification maps for that portion of the project from Rolling Acres Road at a 1” =100’ scale suitable for use at the public meetings. The maps will include section line ties, existing right-of-way, subdivisions and property lines based on the last deed of record provided by the County. Lake County has previously Surveyed this alignment and acquired right of way along the corridor.

## I. Survey Requirements

The Consultant shall provide sufficient Land Survey information to provide property line information for the PD&E study. Lake County has previously Surveyed this alignment and acquired right of way along the corridor.

### J. Land Use Plans

The Consultant shall collect all land use information (existing and future) necessary to develop and evaluate a reasonable range of alternative roadway improvements and to identify locations where right-of-way could potentially be dedicated for the roadway improvement. Information to be collected will include future land use plans, proposed development plans, zoning regulations, Lake County’s Comprehensive Policy Plan, and preliminary and final plats. This information will be updated regularly throughout the study period. The Consultant will map pertinent information on the aerial base maps.

## K. Quality Control

The Consultant shall be responsible for ensuring that all work products conform to Lake County standards and criteria. This shall be accomplished through an internal Quality Control (QC) process performed by the Consultant. This QC process shall insure that quality is achieved through checking, reviewing, and surveillance of work activities by objective and qualified individuals who were not directly responsible for performing the initial work.

The Quality Control Plan shall include the proposed method or process of providing Quality Control for all work products, and shall identify the products to be reviewed, the personnel who perform the reviews, and the method of documentation.

## Task 4 Environmental Analysis

### Cultural Features

The Consultant shall coordinate with FWC or FWS, for environmental (NRE) and SHPO (CRAS) will collect information on cultural facilities such as parks, schools and recreation areas, as well as the neighborhoods they serve that are located within the vicinity of the Rolling Acres Road study corridor. This information will be mapped and documented.

### Archaeological and Historic Features

The Consultant will review sources to identify recorded historical and archaeological sites within the study area. Utilizing this information, the Consultant will map all sites that may influence the location and evaluation of alternative improvement concepts. This information will be documented in the Cultural Resource section of the *Rolling Acres Road Roadway Analysis Report*.

### C. Hydraulic and Natural Features

The Consultant will review existing information to identify significant hydraulic and natural features found within the study area. The Consultant will supplement documented information with field reviews of the study area. Information to be documented will, at a minimum, include the following:

* + Wetlands
  + Water Quality
  + Floodplains and Floodways
  + Drainage outfalls

The Consultant will document, in report and map format, all information that may influence the location and evaluation of alternative improvement concepts.

The Consultant will also collect permit-related information on sites that may require environmental resource permits, dredge and fill permits, water quality permits or stormwater discharge permits. This activity will include identifying all relative permitting agencies and all existing permits and their conditions.

**D. Threatened and Endangered Species**

The Consultant will review existing information to determine the potential presence of threatened or endangered plant and animal species within the study area. The Consultant will supplement documented information with field reviews of the study area. The Consultant will document in report and map format (in the *Rolling Acres Road Roadway Analysis Report*) all information that may influence the location and evaluation of alternative improvement concepts.

### E. Contamination/Hazardous Material Sites

The Consultant will review available records to identify sites with documented or possible undocumented contamination. To supplement this recorded information, the Consultant will perform a field review of the study area to identify non-reported sites that may potentially be contaminated with hazardous materials. The contamination data and analysis activities will be documented in the Contamination section of the *Rolling Acres Road Roadway Analysis Report*.

### F. Noise Sensitive Site Impacts

The Consultant will estimate the number of noise sensitive sites impacted by each alternative.

### G. Geotechnical Analysis

The Consultant will evaluate the suitability of the soil underlying each alternative for roadway construction.

### H. Corridor Analysis/Project Need

Following completion of the data collection and evaluation activities, the Consultant will perform a corridor analysis for the study area. This analysis will determine if the existing Rolling Acres Road corridor is the most appropriate corridor within which alternative improvement concepts should be developed and evaluated.

The Corridor Analysis activities will, at a minimum, reconfirm the improvement need and address the existing and projected travel demand within the corridor, the current and projected development pattern within the corridor and the presence of any environmentally sensitive features within the corridor.

The Consultant will prepare a *Corridor Analysis Technical Memorandum* with typical sections that will document the Corridor Analysis activities. The technical memorandum will be submitted to the County for approval and will be finalized in the Corridor Analysis section of the *Rolling Acres Road Roadway Analysis Report*.

## I. Quality Control/Quality Assurance

The Consultant shall be responsible for permitting necessary and coordination with agencies of interest such as Fish and Wildlife Conservation Commission (FWC), Florida Ecological Services Office (FWS), and the State Historic Preservation Office (SHPO). Consultant shall be responsible for ensuring that all work products conform to Lake County standards and criteria. This shall be accomplished through an internal Quality Control (QC) process performed by the Consultant. This QC process shall insure that quality is achieved through checking, reviewing, and surveillance of work activities by objective and qualified individuals who were not directly responsible for performing the initial work.

The Quality Control Plan shall include the proposed method or process of providing Quality Control for all work products, and shall identify the products to be reviewed, the personnel who perform the reviews, and the method of documentation.

In preparation of the CE document, the Consultant shall coordinate with the FDOT Environmental Project Manager to obtain the latest CE format. The Consultant shall prepare the CE document for FDOT signatures. The CE document at a minimum shall address the following:

* Identify the project with State/County/MPO’s Long Range Plan
* Establish logical termini for the NEPA study
* Evaluate existing conditions and identify purpose & need
* Identify alternatives, if applicable
* Describe the proposed action
* Identify any relocations and summarize the relocation study results and commitments
* Identify property acquisition from any federal agencies or Tribes
* Summarize Cultural Resource Issues and commitments
* Section 4(f) evaluation per FDOT PD&E Manual to be completed in SWEPT by consultant with guidance and approval from FDOT.
* Identify noise impacts and summarize noise commitments if applicable
* Summarize T&E Species Analysis and commitments

The Planning Consistency Determination shall be provided prior to initial consultation with FDOT Environmental Management Office (EMO). The approved Planning Consistency Determination shall be provided prior to the initial consultation with FDOT Central Office – Office of Environmental Management.

The NEPA document at a minimum shall include the following and the supporting studies need to be arranged in the same order as the issues being discussed in the NEPA document.:

* The CE form/document
* Plan Notes
* The initial study footprint and construction plans with proposed right-of- way
* Any property owner notification letters
* FEMA Maps and NRCS Coordination
* Census Maps (for projects with Environmental Justice)
* The completed Specialist Studies and Agency Coordination and Public Involvement (if applicable)
* Approval Memo from FDOT Specialists for studies reviewed by the FDOT Specialists
* Public Meeting Notice, Meeting Minutes, Summary of Public Comments and Responses (if applicable)
* Efficient Transportation Decision Making (ETDM) Programming Summary Report shall be completed by the consultant with FDOT guidance and approval.
* Type 2CE Approval Process will utilize SWEPT. SWEPT Task shall be complete by the Consultant with FDOT guidance and approval.
* Requirements for post LDCA tasks including advertising approved environmental document.

The Consultant will prepare an evaluation matrix to document and compare the results of the evaluation tasks. This matrix will be used to clearly identify the most viable improvement concept. It will be prepared in a manner suitable for presentation to the public. A draft Alternatives Evaluation and Comparison Matrix will be provided by the Consultant. The two alternatives are No-build and 4 laning the current alignment.

The Consultant will prepare the draft *Rolling Acres Road Roadway Analysis Report* documenting all activities leading to and including selection of the preferred improvement concept. This draft will be prepared and available for public review prior to the final public hearing. The Consultant will finalize the document following the BCC Public Hearing by incorporating the final public input received and the BCC’s final action on the recommendation.

## Task 5 Deliverables

One primary document entitled the Rolling Acres Road Roadway Analysis Report which will record all public involvement activities, alternatives development and analysis efforts, and the final recommendation will be prepared. A report outline will be submitted to the County for review and approval prior to initiating documentation. It will contain summaries and recommendations pertaining to the preferred alternative and potential impacts associated with it. Following the Public Hearing and final action by the BCC, the Consultant will finalize the Rolling Acres Road Roadway Analysis Report by formally documenting BCC action and the public involvement process.

Brief technical memorandums will be prepared throughout the course of the study to document interim decision on the traffic forecasts and the initial corridor analysis process. These technical memorandums will be formally incorporated into the Rolling Acres Road Roadway Analysis Report prior to the final public meetings.

Interim and final right-of-way identification maps will also be prepared to the County’s specifications.

All draft and interim reports are due a minimum of two (2) weeks prior to the Senior Staff Presentation. All submittals must be both in Hard Copy and Electronic (PDF).

#### Public Involvement Plan Technical Memorandum

* Corridor Analysis Technical
* Memorandum Design Traffic Technical Memorandum
* Draft Design Traffic Report

#### Rolling Acres Roadway Conceptual Analysis Report

* Draft Report submitted prior to the BCC Public
* Hearing Final Report submitted
* following the BCC Public Hearing Digital files

#### Right-of-way Identification Maps

* Hard Copy – paper, full size Digital Files

#### Engineering Tasks:

* Project Traffic Analysis Report (PTAR)
* Preliminary Engineering Report (PER)
* Drainage Analysis Technical Memorandum or Pond Siting Report (PSR)
* Location Hydraulics Report (LHR)
* Typical Section Package (TSP)

#### Environmental Tasks:

* Socio Cultural Effects Evaluation (SCE) if relocations are anticipated, otherwise document in Type 2 CE and PER
* Cultural Resource Assessment Survey (CRAS)
* Natural Resources Evaluation (NRE)
* Water Quality Impact Evaluation (WQIE) Checklist
* Farmlands Impacts if Applicable See PD&E Manual, Part 2 Chapter 6
* Noise Study Report (NSR)
* Contamination Screening Evaluation Report (CSER)
* Conceptual Stage Relocation Plan (CSRP) if relocations are anticipated.

***Final:***

The FINAL Report and Appendix with all backup information including Public Involvement Meeting results will be provided with two hard copies and electronic format. All Federal, FDOT, and NEPA approval will be obtained by the consultant.

## Task 6 Project Location

## See Next Page

# Project Location Map

**Map

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