

# Memorandum



**Date:** January 5, 2018

**To:** Gary Hartfield, Assistant Director  
Division of Small Business Development  
Internal Services Department

**From:** Jack Osterholt, Deputy Mayor/Director  
Regulatory and Economic Resources

**Subject:** Review item: E17-RER-02, Multimodal/Mobility Fee Study

The Department of Regulatory and Economic Resources (RER) is requesting that the subject project be reviewed for Small Business Enterprises (SBE) measures for Architectural and Engineering (A/E), in order to proceed with the advertisement and subsequent consultant selection for this project.

RER intends to retain a qualified firm under a Non-Exclusive Professional Services Agreement (PSA) for this project. The term for the PSA is two (2) years with one (1) one (1) year option-to-renew. Maximum compensation for this PSA is five hundred thousand dollars (\$1,000,000), plus a ten percent (10%) contingency allowance. No minimum amount of work or compensation will be assured to the retained Consultant.

RER is recommending a 5% SBE A/E under Highway Systems-Traffic Counts for this project. Attached are RER's Department Input Worksheet and the Project draft Scope of Work for your review and approval. Below is an approximate breakdown of the anticipated work within this project.

Technical Certification	Description	Anticipated percent of total project	Associated Cost
1.01 (Prime)	Transportation Planning-Urban Area and Regional Transportation Planning	60%	\$600,00
1.02 (Prime)	Transportation Planning-Mass and Rapid Transit Planning	10%	100,000
3.04 (Sub)	Highway Systems-Traffic Engineering Studies	15%	150,000
3.05 (Sub)	Highway Systems-Traffic Counts	5%	50,000
21.00 (Sub)	Land-Use Planning	10%	100,000
Total		100%	\$1,000,000

Should you have any questions, please contact Jerry Bell, within the Office of Regulatory and Economic Resources at 305-375-2833 or [jerry.bell@miamidade.gov](mailto:jerry.bell@miamidade.gov).

## Attachments

c: Tara Smith, Director, Internal Services Department  
Jerry Bell, Assistant Director, Regulatory and Economic Resources

**FINAL DRAFT**  
**Scope of Services**  
**Miami-Dade County**  
**Multimodal/Mobility Fee Study**

**Purpose**

CONSULTANT shall provide professional consulting services to conduct a county-wide Multimodal/Mobility Impact Fee study which could potentially replace existing Roadway Impact Fee and Transportation Concurrency requirements. The County is seeking a predictable fee structure that better aligns the County's adopted land use development strategies with the County's transportation infrastructure. Furthermore, the County is seeking to implement a holistic mobility approach that converts the existing roadway-based fee to an alternative multimodal mobility funding system. Such a system would support multimodal improvements as opposed to just roadway improvements, and would therefore provide more flexibility in directing funds to multiple transportation modes.

**History and Background**

Miami-Dade County adopted its current Roadway Impact Fees in 1988 (Ordinance 88-112) and, as the current program name implies, it is a roadway-based fee. The County has also adopted impact fees for parks, fire services, police services, and public schools. The County's progressive land use policies promote compact, mixed use, transit/pedestrian oriented development at designated urban centers dispersed at locations throughout the County and along major transportation corridors connecting urban centers and major employment centers. As part of this study, the County is interested in exploring the possibility of differential fees by geographic areas, which would align with, support, and promote key land use policy objectives in the County's adopted Comprehensive Development Master Plan (CDMP). Some of these geographically-oriented land use policies include the following:

- Growth management policies for both non-urban and urban areas of the County. The adopted Urban Development Boundary (UDB) [which also serves as an urban services boundary] distinguishes where, by policy, urban development should occur and where it should not, and the designated future Urban Expansion Areas (UEAs) identify areas that are currently outside the UDB but that may be appropriate for urbanization when a need is demonstrated.
- For those areas outside the UDB, the County places a high priority on the protection of natural resources, such as our potable water wellfields, inland and coastal wetlands, natural forest communities, and all other environmentally sensitive land, and on the protection of the County's agricultural lands.
- Inside the UDB, the CDMP further provides policies for guiding and directing where growth and development is desired. These policies include support of the development of Urban Centers (i.e. compact, higher density, mixed use, energy efficient development, supported and served by high quality transit service); redevelopment within the designated Urban Infill Area (UIA); and

- development along major transportation corridors connecting urban centers and major employment centers.
- The CDMP also establishes, by policy, capital infrastructure funding priorities by geographic areas: first priority is within the Urban Center areas, second priority is within the UIA, and third priority is the area between the UIA and UDB. All existing and planned rapid transit stations are designated as Urban Centers in the CDMP; as such, existing rapid transit station locations should be considered a high priority for development incentives for the purpose of this study.

Roadway Impact Fees currently apply Countywide (i.e., in both the incorporated and unincorporated areas). It is anticipated that Countywide implementation of a mobility fee would require the County to develop a mobility plan and prepare inter-local agreements between the County and its municipalities, potentially requiring the County and municipalities to adopt comprehensive plan amendments and zoning code revisions.

## **Methodology**

The scope of services provides a description of tasks that will be completed as part of a multimodal/mobility fee study. The Study will be completed in an 18 month period. Prior to project kick-off, the CONSULTANT will assist the County in developing a detailed schedule that identifies the dates, timeframes, and level of effort (in percentage of total project completion) for each of the tasks identified herein. Payment to the CONSULTANT will be based on documented percentage completion by Task.

### **Task 1 – Background Review and Data Needs**

The County staff will assemble and provide available data to the CONSULTANT; data will be provided where available. The CONSULTANT should review the data provided by County staff as part of background review, including but not limited to the following:

- Most current adopted Six Year Capital Improvement Program;
- Miami-Dade Transit's most current Transit Development Plan (TDP);
- Miami-Dade County Transportation Planning Organization's 2040 Needs and Cost Feasible Long Range Transportation Plan (LRTP);
- Miami-Dade County's most current adopted Five Year Transportation Improvement Plan (TIP);
- Bicycle and Pedestrian Network Plans, including Greenways and Trails;
- Inventory of roadway infrastructure, including number of lanes, right of way, most recent traffic counts, adopted Level of Service (LOS), existing LOS, etc.;
- Bike path and sidewalk inventory in relation to roadway inventory;
- Inventory of transit infrastructure, route coverage, ridership, adopted Level of Service (LOS), headways, etc. by transit mode (Metrorail, Metromover, express and limited stop bus service and Metrobus);
- Other related data.

Based on discussions with County Staff, the CONSULTANT will summarize collected data and any data issues that need to be addressed during the study.

## **Task 2 – Comparison to Other Large Metropolitan Areas**

The Consultant will provide a comparison of transportation funding methods used by other large metropolitan areas. The information will include adopted and calculated transportation impact fee/mobility fee rates, summary of total development impact fees/mobility fees (including, but not limited to transportation, schools, parks, fire, and police), and the portion of transportation capital program funded with impact fee revenues versus other funding sources.

## **Task 3 – Multimodal Mobility Demand, Supply, and Cost Analysis**

### **Task 3.1 – Review of Related Planning Documents**

- Florida Statutes Chapter 163.3180 – Concurrency, Impact Fees, Proportionate Fair Share, and Mobility Fees
- Comprehensive Development Master Plan (CDMP)
- Code of Miami-Dade County, Chapter 28-Subdivision Regulations
- Code of Miami-Dade County, Chapter 33-Zoning, including, in particular, Article XXXIII(K), Standard Urban Center District Regulations
- Chapter 33C-Fixed Guideway Rapid Transit System-Development Zone
- Chapter 33E-Road Impact Fee Ordinance
- Chapter 33G-Service Concurrency Management Program

### **Task 3.2 – Review of Demand Component**

Some of the data sources that will be used to develop the demand component include the CDMP, the current Institute of Transportation Engineers' (ITE) Trip Generation Manual, the Southeast Florida Regional Planning Model (SERPM), Florida Studies Database, and trip characteristics data collected in Miami-Dade County and in other Florida jurisdictions that are incorporated into the CONSULTANT's Trip Characteristics Database. This data set will be included in the final Report and will be available to the County for its use as needed. Additionally, any recent research conducted on trip characteristics of various uses, autonomous vehicle trips, diverted trips, pass-by trips, and internal trip capture factors shall be evaluated.

The CONSULTANT will analyze and develop the demand component for the mobility fee using vehicle trips or person trips (vehicle miles traveled (VMT) or person miles traveled (PMT)), and recommend the best approach. This does not preclude the use of some other demand variable, if deemed appropriate. Should the PMT approach be recommended, then a conversion from VMT to PMT per unit of development shall be used to calculate the mobility fee.

### **Task 3.3 – Review of Supply/Capacity Component**

The CONSULTANT will estimate the available capacity of the existing transportation infrastructure, including roadways, transit, sidewalks, and bike lanes. The CONSULTANT will estimate the future capacity needed to accommodate the projected travel demand arrived at Task 3.2. Some of the data sources that will be used to develop the supply component include the MPO's 2040 Needs & Cost Feasible Long Range Plan, the CDMP, Miami Dade Transit's most recent Transit Development Plan, and Bike/Sidewalk/

Greenways/Trails inventory. As a component of this Task, the CONSULTANT shall prepare an evaluation of the autonomous vehicles to the extent such information is available, and the impact this technology will have on the existing and proposed transportation infrastructure. Other data may be required to arrive at the capacity increase associated with the addition of new roadways, widening of existing roadways, improving the operational efficiency of roadways, addition of new transit lines/routes, increasing the transit headways, connecting the gaps in sidewalks, bike lanes, greenways, etc. The cost of adding transportation capacity will be based on available local data (historical projects, as well as planned transportation capacity) and data from other jurisdictions, if applicable.

#### **Task 3.4 – Estimation of Infrastructure Cost to Meet Future Demand**

Completion of Tasks 3.2 and 3.3 would provide an understanding of future transportation demand and the supply or addition of capacity needed to meet that demand. This task will require the development of cost estimates for the transportation infrastructure needed. Cost estimates have to be done for increasing and improving roadway capacity, addition of new transit lines, purchase of new rolling stock, paving sidewalks, bike lanes, etc. Additionally, this task will develop a few tradeoff scenarios between demand and supply.

#### **Task 3.5 – Review of Funding Sources**

This task will require the development of a credit component for the mobility fee within the County. This may include historical, current, and projected revenues used to fund capital transportation projects that add capacity to the County's multimodal transportation system. The result of this task will be the creation of a credit for all non-mobility fee revenue sources that are used to fund transportation capacity expansion projects in the County. Some of the data sources that will be used to develop the credit component include the gasoline tax revenues, local option sales tax revenues, FDOT's Revenue Forecast Handbook, State expenditures on state roads, Bond proceeds, Toll revenues from MDX & Turnpike, etc. Other data may be required to arrive at the credit component associated with infrastructure development to meet adopted levels of service for different modes.

#### **Task 3.6 – Conversion of Roadway Impact Fee to Mobility Fee**

This task will convert the existing roadway impact fee to a mobility fee and provide the County with the flexibility to spend mobility fee revenues on multimodal infrastructure. The completion of tasks 3.1 through 3.4 should lead to the development of multimodal/mobility fee schedule. The fee will represent a proportionate share of the transportation infrastructure capacity consumed by each unit of land use, based on the adopted cost and credit levels and updated demand and supply components. As a component of this Task, the CONSULTANT shall also evaluate the County's transportation concurrency requirements, and identify potential changes to align these requirements with the potential mobility fee and a holistic approach to mobility options. In addition, the CONSULTANT shall analyze current exceptions to the roadway impact fee, and the appropriateness of, and potential for, including these exemptions in the mobility fee, with the understanding that impact fees cannot simply be discounted to incentivize desired goals and that any discounts must be related to an analysis that a use creates fewer impacts than other developments subject to the full fee. Also, the CONSULTANT should include the

administrative costs required for administering and managing this program. The CONSULTANT will then prepare a fee schedule incorporating the flexibility to use mobility fee revenues for all transportation modes and for geographically delineated planning areas. The CONSULTANT will prepare a draft technical report documenting the results of the task.

#### **Task 4 – Evaluation of Reduced Mobility Fees Based on Characteristics of Special Planning Areas**

The County is interested in exploring the options to ensure that the mobility fee does not discourage new development by land use in a manner consistent with the County's development goals. The Mobility fee will differ according to the context of the area; compact, mixed-use TOD and PODs will generate different types of trips as opposed to developments in the suburban and rural areas. The length, mode, and purpose of different types of trip demands shall be evaluated using the SERPM (Southeast Florida Regional Planning Model) model. Countywide demand variables will be evaluated to determine if any adjustments to the mobility fee structure are needed based on location, context, purpose, and trip length. This will be accomplished through an evaluation of current or desired fees that meet the County's development goals for the following types of development:

1. Urban Centers, characterized as compact, higher density, mixed use, energy efficient development, supported and served by high quality transit service;
2. Rapid Transit and Activity Corridors connecting Urban Centers and/or workforce/affordable housing and major employment centers; and
3. Redevelopment and infill.

#### **Task 5 – Evaluation of Multimodal/Mobility Fee Benefit Districts**

This task will evaluate the Multimodal/Mobility Fee Zones to determine if the Zones are to be the same as the current Impact Benefit Districts, or should be modified. The CONSULTANT will review the existing boundaries and provide comments and possible recommendations. Some of the variables considered will include Urban Development Boundary, natural and manmade geographic barriers, municipal boundaries, travel patterns between districts, and a comparison of revenue collected to capacity project costs in each district. The CONSULTANT will prepare a draft technical report documenting the results of the task.

#### **Task 6 – Multimodal/Mobility Fee Study Documentation**

Prepare and submit to the County a minimum of three (3) draft status reports summarizing the results of Tasks 2, 3, 4, and 5. The status reports should include documentation of all data collection, assumptions, analyses, and conclusions related to the development of the mobility fee study. Each status report shall discuss the extent to which each of the tasks set out in this Scope of Services has been accomplished. The CONSULTANT will provide a final technical report within 30 days after the receipt of comments from County staff. The format and content of the draft and final reports will be guided by ongoing interaction with County staff. Before the study is finalized, it must be reviewed and approved by the County's legal department for compliance with the "dual rational nexus" test and other legal requirements related to impact fees.

### **Task 7 – Meeting and Presentations**

The scope of services includes the following meetings for the Multimodal/Mobility Fee Study:

- Kick-off meeting - 1
- Meetings with County Staff/Departments (RER, MDT, MDPW, TPO, CAO) - 12
- Stakeholder/interest group meetings - 10
- BCC/Public Workshop/Commissioners briefings - 15 or more
- Expert Witness Services if legal challenges to new fee - As needed

### **Deliverables**

- Ten (10) color copies of the Final Report
- Twenty-five (25) copies of the final Executive Summary
- Draft model ordinances and suggested CDMP amendments
- Final Report and Executive Summary with all content in digital editable formats
- Up to three (3) PowerPoint presentations highlighting preliminary and final results