



Regional Transportation Technical Advisory Committee (RTTAC) Modeling Subcommittee

Meeting Agenda

August 26, 2015 – 10:00 AM to 12:00 PM

Miami-Dade Metropolitan Planning Organization
CITT Conference Room (10th Floor)
111 NW 1st Street, Suite 920
Miami, FL 33128

Conference Call Dial-In: 1-866-410-0078, x30021#

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- I. **Call to Order**
 - II. **Introductions** (5 minutes)
 - III. **Approval of the May 27, 2015 Meeting Minutes*** (5 minutes)
 - IV. **Follow-up - Peer Review Group Recommendations** (Paul Flavien)
 - General Recommendations (15 minutes – Paul Flavien)
 - Further Calibration, Validation, and Testing (10 minutes – Shi-Chiang Li)
 - Guidance on Data Collection Effort (15 minutes – Jitender Ramchandani)
 - V. **Update – 2015 Regional Travel Survey** (10 minutes – Jitender Ramchandani)
 - Status of Consultant Procurement and Updated Survey Timeline
 - Development of Traffic Analysis Districts (TAD)
 - VI. **SERPM 7.0 Training News** (10 minutes – *Shi-Chiang Li*)
 - VII. **Model Update for 2045 Long-Range Transportation Plan (15 minutes – Wilson Fernandez)**
 - Funding levels and availability
 - Procurement timeline
 - VIII. **SEFTC-MS Administrative Items (10 minutes – Jitender Ramchandani)**
 - XI. **Next Meeting*** – TBD/Broward
 - XII. **Adjournment**

*Action Item



Regional Transportation Technical Advisory Committee (RTTAC) Modeling Subcommittee

May 27, 2015 Meeting Minutes

The following is a summary of the RTTAC Modeling Subcommittee (RTTAC MS) meeting held on May 27, 2015 at the Palm Beach MPO.

MEETING TIME AND LOCATION

Palm Beach Metropolitan Planning Organization
Vista Center Complex
2300 N. Jog Road, 4th Floor 4E-42
West Palm Beach, FL 33411

MEETING ATTENDEES

1. Jitender Ramchandani, Miami-Dade MPO, jramchandani@miamidademppo.org
2. Wilson Fernandez, Miami-Dade MPO, wfernandez@miamidademppo.org
3. Paul Flavien, Broward MPO, flavienp@browardmpo.org
4. Luke Lambert, Palm Beach MPO, llambert@palmbeachmpo.org
5. Seth Contreras, Palm Beach MPO, scontreras@palmbeachmpo.org
6. Shi-Chiang Li, FDOT D4, shi-chiang.li@dot.state.fl.us
7. Hui Zhao, FDOT D4, hui.zhao@dot.state.fl.us
8. Lauren Rand, FDOT D4, lauren.rand@dot.state.fl.us
9. Fang Mei, FDOT D6, fang.mei@dot.state.fl.us
10. Lisa Colmenares, FDOT D6, lisa.colmenares@dot.state.fl.us
11. Mike Brown, Transportation Planning Service, Inc., tps.mike.brown@camcast.net
12. Ken Kaltenbach, The Corradino Group, Inc., kkaltenbach@corradino.com
13. Aditya Katragadda, The Corradino Group, Inc., akatragadda@corradino.com
14. Myung Sung, Gannett Fleming, Inc., mhsung@gfnet.com
15. Yongqiang Wu, Gannett Fleming, Inc., ywu@gfnet.com
16. Jessica Josselyn, Kittelson Associates, Inc., jjosselyn@kittelson.com
17. Randy Whitfield, Kittelson Associates, Inc., rwhitfield@kittelson.com
18. Gavin Jones, BCC Engineering, Inc., gjones@bcceng.com
19. Jie Bian, Cambridge Systematics, jbian@camsys.com

MEETING NOTES

Below is a summary of items discussed during the meeting. Action items and motions are underlined.

I. **Call to Order**

Shi-Chiang Li called the meeting to order.

II. Introductions

All attendees introduced themselves, including the people attending via teleconference.

III. Approval of April 20, 2015 Meeting Minutes

Paul Flavien made a motion for approval of the meeting minutes. The motion was seconded by Wilson Fernandez and it was unanimously approved by the RTTAC MS.

IV. Election of Chair

Two nominations were made for the vacant RTTAC MS Chair position: Jitender Ramchandani with the Miami-Dade MPO (made by Wilson Fernandez) and Neil Lyn (made by Lisa Colmenares) with the FDOT District Six. Prior to a motion being made the group noted that the RTTAC MS would serve as the decision-making body for the regional travel survey project. A second and third nomination for Jitender was made by Paul Flavien and Seth Contreras, respectively. The subcommittee, by a majority vote, elected Jitender Ramchandani to serve as the new RTTAC MS Chair. His new role would commence at the next RTTAC MS meeting. Shi-Chiang Li with FDOT District Four would continue to serve as the Vice Chair of the subcommittee.

V. SERPM Memorandum of Understanding (MOU) Status

Wilson Fernandez stated that the MOU received the last needed signature (by Broward MPO) in May. Paul Flavien stated he will send Wilson the signed MOU page on behalf of the MPO. Wilson highlighted that the money transfer needed to occur next between the MPOs and FDOT. Paul Flavien and Seth Contreras were asked to follow-up with their respective MPOs regarding money transfer requirements/needs. Lisa Colmenares noted the FDOT District Six already had funds assigned to an FM number for the project. Lauren Rand noted that she has prepared JPAs with the Broward MPO on other projects. Wilson Fernandez stated he did not believe a JPA was required for the survey project and noted that one was not needed under the 2040 Regional Transportation Plan project. The key players were to follow up regarding the necessary steps and protocol for transferring the funds to the Miami-Dade MPO.

Luke Lambert asked a question regarding control totals in the model. Wilson Fernandez stated that topic would need to be brought back to the group at the next (August) RTTAC MS meeting.

VI. Regional Travel Survey Scope of Work

Jitender Ramchandani stated that the draft scope of work for the Regional Travel Survey was sent to the subcommittee for review on May 15, 2015. He gave an overview of the comments received on the draft which is summarized below:

- Should the sample size be higher?
- Should the freight component remain in its current form or be kept aside from the effort?
- Should more clarity be added on the origin-destination survey portion (i.e., how and where they will be conducted)?

Discussion occurred among the group on the comments. The following was concluded:

- Regarding sample size, the subcommittee concluded no change was needed to the scope. FDOT research indicated that the sample size is generally consistent with other

agencies that have conducted surveys across the country. The region will be open to a consultant proposing a larger sample size if deemed necessary.

- Regarding freight elements, the subcommittee concluded to leave the language as is given the budget. A lengthy discussion occurred on the freight element. The subcommittee is remaining open to proposers suggestions related to freight data collection and methodology. Lisa Colmenares will send Wilson Fernandez, Shi-Chiang Li, and Jessica Josselyn the FDOT District Five freight outreach example. Wilson Fernandez noted that the subcommittee can work with the Freight Advisory Subcommittee as well to assist with this component.
- Regarding the origin-destination language, the subcommittee concluded to leave it as is in the scope.

Paul Flavien made a motion to approve the May 15, 2015 version of the Regional Travel Survey Scope of Services. Seth Contreras seconded the motion. The scope was approved unanimously by the RTTAC MS.

VII. Regional Travel Survey Procurement Process

Wilson Fernandez gave a presentation on the Regional Travel Survey Procurement Process. He went through the schedule, process, evaluation criteria, and selection committee membership.

On June 1, 2015 the solicitation will be released to the Miami-Dade MPO GPC library of consultants and selection committee members will be confirmed. The proposal due date is scheduled for June 26th, the selection committee member evaluations are due July 7th and the Notice to Proceed is scheduled for July 9th. Presentations will not be part of the proposal process and all evaluation criteria will be weighted equally. The cone of silence will go into effect upon the release of the solicitation. The cone of silence pertains to the selection committee as well as all employees of the participating agencies. A consultant team will be selected based on the final ranking order. Raw scores will only be used in a tie breaker scenario.

VIII. FHWA Peer Review Update

Paul Flavien gave an overview of the FHWA Peer Review that occurred on April 28, 2015. He noted the region received excellent comments and that they played a contributing role in the development of the Regional Travel Survey Scope of Services. The final report is anticipated from FHWA within the following couple weeks.

IX. SERPM 7.0 Training News

Shi-Chiang Li stated that SERPM training occurred in March 2015. Network and zonal data updates will be carried out as received and approved by the subcommittee. Additional training will occur during the Treasure Coast Long Range Transportation Plan process.

X. Model Task Force Update

Wilson Fernandez gave an overview of the Model Task Force meeting. He stated there were several excellent presentations that covered a diverse range of topics. Those he noted are summarized below:

- The transit committee covered several topics. Of particular interest was the FTA STOPS model. For future discussion topics, Wilson would like the RTTAC MS to discuss how they are currently using the STOPS model in their planning activities.

- FDOT Central Office gave a presentation on rural household travel surveys. Wilson stated that he suggested the effort focus on counties without an MPO as to not duplicate/confuse efforts that MPOs may be conducting.
- Another topic covered was the use of GPS in terms of household data in comparison to travel diaries. Wilson stated the conclusion was that you most likely need both tools for a strong survey and that flaws still exist in all of the methods.
- Bob Crawley was elected as the new tri-chair of the Model Task Force. Several other new elections occurred across committees.
- Wilson recommended to the task force that all future meetings include action items and that a mission and purpose be adopted.

IX. Next RTTAC MS Meeting

The next RTTAC MS meeting will be scheduled dependent upon the Notice to Proceed date of the Regional Travel Survey. The tentative date will be two weeks following the NTP and will be held in Miami-Dade County.

X. Adjournment

The meeting was adjourned by Shi-Chiang Li.