

SCOPE OF SERVICES

Citrus County Ten-Year Transit Development Plan

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION (MPO)

May 16, 2024

The Hernando-Citrus MPO (MPO) has requested Benesch (Consultant) to prepare a Scope of Services and estimated budget to complete a Florida Department of Transportation (FDOT) compliant 10-Year Transit Development Plan (TDP) Major Update for the Citrus County transit system (dba Citrus County Transit), covering FYs 2026-2035. The adopted TDP is required to be submitted to FDOT by September 1, 2025.

The Consultant will prepare a TDP Major Update ensuring the preparation of a practical and implementable plan that truly reflects the near-term vision for a transit agency's growth and improvement over time. A primary goal identified for the TDP update is the identification of strategies to increase ridership and efficiency for current services and enhance connectivity to other services, local and/or regional. The resulting TDP will be compliant with the current TDP Rule outlined in Chapter 14-73, F.A.C.

As a strategic plan, a TDP will identify needs in an unconstrained fashion and identify service improvements for which currently there is no funding anticipated. The 10-year vision that will be generated during this plan update provides a beneficial tie and consistency with the Hernando-Citrus MPO's long range transportation goals and plans.

SCOPE OF SERVICES

The following scope of services describes the tasks and resulting deliverables that will be necessary to complete a major update of the TDP. The scope is organized into eight tasks, as listed below.

- Task 1: Project Management and Administration
- Task 2: Establish Baseline Conditions
- Task 3: Facilitate Public Involvement
- Task 4: Identify & Evaluate Existing Transit Services
- Task 5: Conduct Situation Appraisal
- Task 6: Estimate & Evaluate Demand & Mobility Needs
- Task 7: Review & Update Goals & Objectives
- Task 8: Prepare 10-Year Transit Development Plan

Task 1: Project Management and Administration

We understand the importance of providing oversight, quality control, and transparency throughout the life of any project. To that end, management of the TDP project will use a multi-faceted approach and partnership between the project team, including the Consultant, MPO, and Citrus County Transit staff.

Task 1.1: Project Management/Coordination

As part of executing the project, project coordination/update calls between key members of our project team and the County's project manager will be held. Other team members or County staff may participate, as appropriate. In addition, monthly progress reports will be prepared and submitted with project invoices.

Task 1.2: Kick-Off Meeting

A kick-off meeting with the project team will be scheduled, prepared for, and held. The primary purpose of the meeting will be to ensure that staff and the project team are "on the same page" regarding the overall scope, goals, and desired deliverables for the TDP effort. This will help ensure the success of the project once it has been completed.

Responsibilities of the Consultant:

- Prepare for and facilitate kickoff teleconference meeting.
- Prepare for and facilitate two (2) project coordination/update calls.
- Provide monthly progress reports with project invoices.

Responsibilities of the MPO/Citrus County Transit:

- Participate in kickoff teleconference meeting.
- Participate in two (2) project coordination/update calls.
- Review monthly progress reports.

Task 2: Establish Baseline Conditions

As with any strategic planning process, understanding the context in which Citrus County Transit is currently operating is critical. This task will establish the baseline conditions for demographic, socioeconomic, and other characteristics within Citrus County Transit's service area to be used during the remainder of the TDP analysis.

Sub-Task 2.1: Collect Data and Prepare Baseline Conditions

The Consultant will collect appropriate local data to document and assess the pertinent conditions in which Citrus County Transit operates. The documentation process will include tables, maps, and graphics that describe and illustrate the baseline conditions. Coordination will occur with MPO, Citrus County Transit, and other local agencies to identify the most current local information. Other secondary sources will be used as available (e.g., American Community Survey, American Housing Survey, Florida Statistical Abstract, etc.).

Sub-Task 2.2: Prepare Technical Memorandum 1

The Consultant will prepare draft Technical Memorandum 1 to report on the work completed for Tasks 2 and 4 (as described later). Upon completion, the draft document will be provided to MPO and Citrus County Transit staff for review. Comments received will be incorporated as appropriate into the draft TDP document that will compile the individual technical memoranda prepared throughout the project.

Responsibilities of the Consultant:

- Summarize data/findings from Tasks 2 and 4.
- Prepare draft Technical Memorandum 1.

Responsibilities of the MPO/Citrus County Transit:

- Review and comment on draft Technical Memorandum 1.

Task 3: Facilitate Public Involvement

The Florida TDP Rule emphasizes public involvement, as follows:

The TDP preparation process shall include opportunities for public involvement as outlined in a TDP public involvement plan, approved by the Department (FDOT), or the local Metropolitan Planning Organization's (MPO) Public Involvement Plan, approved by both the Federal Transit Administration and the Federal Highway Administration.

The rule also indicates that:

- The TDP must include a description of the public involvement process and activities.
- Comments must be solicited from the Workforce Development Board.
- The Department, Workforce Development Board, and MPO must be advised of all public meetings where the TDP is to be presented or discussed.
- The Department, Workforce Development Board, and MPO must be given an opportunity to review and comment on the TDP during the development of the mission, goals, objectives, alternatives, and 10-year implementation program.

The following sub-tasks highlight the specific activities that will occur as part of this task.

Sub-Task 3.1: Develop Public Involvement Plan

To accommodate the Rule requirements, the Consultant will develop a TDP Public Involvement Plan (PIP) that will consider the TDP requirements and a list of public outreach events to identify the unique needs and characteristics of the community. This plan will be submitted to FDOT District 7 for review and approval. The PIP will include, at a minimum, stakeholder interviews, public input surveys, discussion group workshops, and the use of internet and social media.

Sub-Task 3.2: Conduct Stakeholder Interviews

Since the understanding of local conditions should include knowledge of the perceptions and attitudes of community decision-makers and leaders towards transit, 10 stakeholder interviews will be conducted as part of the public involvement process. The Consultant will work with staff to identify and recruit appropriate individuals to interview. The Consultant will then schedule and conduct the interviews using a set of questions that will be developed and submitted to MPO and Citrus County Transit staff for review prior to the first interview. To make stakeholder participation in these interviews convenient and more efficient use of budget resources, the interviews will be conducted virtually.

Sub-Task 3.3: Conduct Open House Public Workshops

The Consultant will prepare for and conduct two (2) open house public workshops to further support the TDP public participation process. It is anticipated that the first workshop will occur early in the TDP process to identify transit needs and the other workshop will occur later in the project to gauge reaction to proposed alternative improvements and potential investment strategies. The Consultant will coordinate with MPO and Citrus County Transit staff to plan and schedule each workshop to target appropriate venues. To maximize opportunities for participation, locations will be selected to maximize geographic draw.

Sub-Task 3.4: Conduct Public Input Surveys

The Consultant will conduct two (2) public input surveys, one early in the TDP process to obtain public input on attitudes, preferences, and goals of the community related to public transit services and another later for the public to review and prioritize TDP alternatives. The surveys will be available on-line, through social media, and in hard copy at public outreach events. Access to the on-line surveys will be via links on the MPO and Citrus County websites, as well as other websites as identified and available. Hard copies will be provided at TDP workshops, any grassroots events, via bus pass outlets, and through partnering agencies and facilities such as libraries and other similar venues.

Sub-Task 3.5: Engage Public through MPO/County Websites, Social Media, and Email Blasts

The Consultant has found value in engaging citizens via social media and websites as part of the TDP update process. Therefore, the Consultant will provide information, including public surveys, project information, meeting dates, and highlights about the transit system, for the MPO and Citrus County Transit to post on their respective websites and social media. Emailing information via email lists maintained by the MPO, Citrus County, and other sources, will provide additional information and outreach to stakeholders, citizens, and riders.

Responsibilities of the Consultant:

- Prepare the Public Involvement Plan.
- Plan and conduct 10 stakeholder interviews by telephone.

- Plan and conduct two (2) open house public workshops.
- Conduct two public input surveys.
- Engage public through MPO/Citrus County Transit websites, social media, and email blasts.

Responsibilities of the MPO/Citrus County Transit:

- Review all materials and deliverables.
- Identify stakeholders or workshop participants.
- Assist with reserving venues and participate in open house public workshops.
- Assist in posting web/social media outreach and other coordination, as needed.

The results of this effort will be summarized as part of Technical Memorandum 2, to be prepared under Task 5.

Task 4: Identify & Evaluate Existing Transit Services

The Consultant will work with MPO and Citrus County Transit staff to collect up-to-date information on existing bus and transit services. This will support the review and evaluation of transit services being provided in the county. Information will also be collected and reviewed for other transportation services operating within the study area. The following sub-tasks are included in the identification and evaluation of existing transit services.

Sub-Task 4.1: Prepare Inventory of Existing Transportation Services

The Consultant will develop an inventory of transportation services and providers in Citrus County. The inventory will include operating (fares, eligibility criteria, span of service) and capital (vehicles) information as obtained from the service providers. The inventory effort may include providers of service to the transportation disadvantaged, bus operators, charter services, and taxis.

Sub-Task 4.2: Conduct Trend Analysis of Existing Transit Service

The Consultant will conduct a performance review of Citrus County Transit over a five-year period using the Florida Transit Information System (FTIS) and validated National Transit Database (NTD) information. This review will help assess existing bus services in terms of system performance, effectiveness, and efficiency trends for the agency's fixed-route bus services.

This review of Citrus County Transit will be undertaken to assess the performance of the system over time using measures falling into three major categories: system performance indicators, effectiveness measures, and efficiency measures. This evaluation will be conducted using both historical and the most current validated data available from the NTD. As part of the overall performance review of the system, this analysis will be used to help assess the extent to which Citrus County Transit is meeting the stated goals and objectives for transit service.

Sub-Task 4.3: Conduct Peer Review Analysis of Existing Transit Service

The Consultant will use FTIS and NTD data to conduct a comparative peer review for Citrus County Transit's fixed-route services. This review will be completed to compare various performance characteristics to a group of transit peers. Peers will be selected using a specific methodology based on selected operating parameters. As in the trend analysis, the evaluation will utilize the same system performance indicators, effectiveness measures, and efficiency measures used for Task 4.2 to reflect how efficiently Citrus County Transit supplies transit service and how effective those services meet the needs of the area in relation to peer systems.

Responsibilities of the Consultant:

- Conduct inventory of existing services.
- Conduct trend analysis.
- Conduct peer review analysis.

Responsibilities of the MPO/Citrus County Transit:

- Provide necessary data to complete evaluation of services.
- Coordinate with Consultant as necessary.

The results of this effort will be summarized and provided to MPO and Citrus County Transit staff for review and comment; it later will be part of Technical Memorandum 2, to be prepared in Task 5.

Task 5: Conduct Situation Appraisal

Transit systems function best in an environment when they intimately understand the regulatory, geographic, environmental, land use, developmental, political, and other factors that can and do impact the provision of their services. The Consultant will conduct a situation appraisal to document such factors for Citrus County Transit so that staff will better understand its local environment. The following sub-tasks explain the work that will be conducted as part of this task.

Sub-Task 5.1: Review Local Plans & Documents

The Consultant will collect and review local plans and documents that may have a direct bearing on transit services in the county. The goal of this process will be to compile any existing transit-related community goals, objectives, and/or policies. The documents are expected to include the MPO's long range transportation goals and plans and other recent studies, previous TDP, Transportation Disadvantaged Service Plan (TDSP), various local government comprehensive plans, other recent MPO and Citrus County Transit studies, and other related documentation. Pertinent regional plans also will be considered in this process.

Sub-Task 5.2: Conduct Situation Appraisal

The Consultant will complete a situation appraisal for Citrus County Transit to help assess and document the key aspects of the transit agency's operating environment. This appraisal will involve examining the strengths and weaknesses of the system, as well as any existing barriers or threats to the provision of service in the county and key opportunities for addressing threats and/or enhancing the transit-friendliness of the operating environment.

FDOT-required elements of such an appraisal will be included to ensure compliance. This will include an assessment of the effects of land use, government policies and plans, development and growth trends, tourism and visitors, organization, and technology trends on transit services. Additionally, an estimation of the community's demand for transit services including 10-year annual ridership projections will be completed in Task 6 and referenced in the situation appraisal as appropriate. The results will provide an understanding of the challenges for transit service development focusing on current and planned development decisions and funding strategies.

Sub-Task 5.3: Prepare Technical Memorandum 2

The Consultant will prepare Draft Technical Memorandum 2 to report on the work completed for Tasks 1, 3 and 5.

Upon completion, the draft document will be provided to MPO and Citrus County Transit staff for review. Comments received will be incorporated as appropriate into the draft TDP document that will compile the individual technical memoranda prepared throughout the project.

Responsibilities of the Consultant:

- Review local plans/documents and identify community goals for transit services.
- Conduct situation appraisal.
- Prepare draft Technical Memorandum 2.

Responsibilities of the MPO/Citrus County Transit:

- Review and comment on community goals summary and situation appraisal.
- Coordinate with Consultant as necessary.
- Review and comment on Technical Memorandum 2.

Task 6: Estimate & Evaluate Demand & Mobility Needs

The Consultant will estimate the demand for Citrus County Transit's fixed-route bus service over the 10-year TDP horizon. This information, along with the results from the previous tasks, will be used to evaluate the transit needs of the county. The following sub-tasks detail the effort proposed to be completed during this task.

Sub-Task 6.1: Estimate Demand for Transit Services

The Consultant will develop fixed-route bus ridership demand estimates (at route and system levels) for the 10-year transit planning horizon. This will be done to reflect maintaining existing service levels throughout the 10-year period, as well as the implementation of proposed TDP improvements. Since these projections must be developed using an FDOT-approved planning tool (TBEST) or demand estimation technique, the Consultant will use the latest TBEST version available, as developed and distributed by FDOT.

If Mobility on Demand (MOD), a public on-demand point-to-point transit service, is identified as a component of the 10-year transit needs, the Consultant will utilize Remix, a transit planning software for on-demand and other flexible mobility services, to evaluate potential MOD ridership demand estimates.

Sub-Task 6.2: Assess Demand with Additional GIS-Based Tools

Other GIS-based transit demand assessment tools that will be used include the following:

- Transit Orientation Index (TOI) – potential for traditional transit use (residential-based index that looks low-income, vehicle ownership, youth population, and older adult population).
- Density Threshold Assessment (DTA) – potential for traditional and choice transit use (residential and employee-based assessment that reflects the direct relationship between population/employment density and propensity to choose to use transit).

It is important to note that these analyses will be at the county level and will not necessarily yield route-specific service design or scheduling recommendations.

Sub-Task 6.3: Identify & Assess Needs for Transit Services

The previous task efforts, particularly the results of the public involvement activities, will be critical in the assessment of potential future transit service improvement needs. The Consultant will use this information in conjunction with local conditions data to evaluate the need for new, improved, and/or expanded transit service. The GIS-based transit demand assessment tools discussed previously will be used as part of this process to assess traditional and discretionary transit markets in the county. The needs assessment also will include an examination of possible intermodal connections, coordination of service with other operators, and the potential implications for complementary ADA paratransit service. Alternative methods for potentially addressing gaps between identified needs and available services will be identified and assessed.

Sub-Task 6.4: Identify & Evaluate Alternatives

Using the results of the previous sub-task, the Consultant will identify and develop transit improvement alternatives that will best meet the desired vision over the next decade for transit

services in the county. The development of the alternatives will not consider cost at this stage and may range from no growth in the transit system, to considering new and innovative service concepts, or even a complete revisioning of the network. The Consultant then will prepare an evaluation methodology to support the development and evaluation of transit alternatives for the 10-year planning horizon. The outcome of the evaluation will be transit improvement priorities.

Responsibilities of the Consultant:

- Estimate demand for transit services (TBEST and Remix).
- Assess demand with additional GIS-based tools.
- Identify and assess needs for transit services.
- Identify and value potential 10-year TDP transit alternatives.

Responsibilities of the MPO/Citrus County Transit:

- Review and provide feedback on alternatives and the evaluation.

The results of this effort will be summarized and documented in Technical Memorandum 3, to be prepared in Task 7.

Task 7: Review & Update Goals & Objectives

The TDP goals and objectives will be reviewed and updated, ensuring a strong foundation for the community's updated 10-year transit plan.

Sub-Task 7.1: Integrate Situation Appraisal and Public Input

The Consultant will review the results of the public involvement activities, as well as the key aspects of the situation appraisal findings, to identify major themes, concepts, and focus areas to inform the transit goals and objectives for the transit system. The stakeholder interviews and input from the project team will be especially important to the goal development process.

Sub-Task 7.2: Develop Draft Goals & Objectives

The Consultant will develop a set of draft goals and objectives for MPO and Citrus County Transit staff to consider. Existing goals and objectives from the previous 10-year TDP will provide a starting point for the update process. It is important to note that consistency with the transportation and land use goals of the local community will be an important consideration during this process, and it is anticipated that the project management team will provide input in this regard.

Sub-Task 7.3: Prepare Technical Memorandum 3

The Consultant will prepare Draft Technical Memorandum 3 to report on the work completed for Tasks 6 and 7.

Upon completion, the draft document will be provided to MPO and Citrus County Transit staff for review. Comments received will be incorporated as appropriate into the draft TDP document that will compile the individual technical memoranda prepared throughout the project.

Responsibilities of the Consultant:

- Develop recommended goals and objectives.
- Prepare draft Technical Memorandum 3.
- Coordinate with MPO and Citrus County Transit staff as necessary.

Responsibilities of the MPO/Citrus County Transit:

- Review and provide feedback on goals and objectives.
- Review and comment on Technical Memorandum 3.
- Coordinate with Consultant as necessary.

Task 8: Prepare 10-Year Transit Development Plan

Upon completion of all the previous tasks, the Consultant will use the resulting information, from baseline conditions to public input to analytical results and priority alternatives, to prepare a 10-year TDP for Citrus County Transit. The strategic vision plan will be compiled from the previous technical memoranda with guidance and input from MPO and Citrus County Transit staff. It will contain guidance on the implementation of the plan, including considerations for potential new funding sources. The sub-tasks shown below outline the work that will be completed in this task.

Sub-Task 8.1: Prepare 10-Year Implementation & Finance Plans

The Consultant will prepare draft 10-year implementation and finance plans based on the four technical memoranda completed in the previous tasks. Among the key elements included in the plans will be the documentation of recommended service alternatives and improvements to help address identified transit needs and deficiencies; a phased plan for 10-year service and capital improvements, including a vehicle replacement plan; and a 10-year financial plan, which will detail all projected operating and capital expenses and revenues. It also will include potential new funding sources, unfunded recommendations, a policy element with system goals and objectives, and an annual farebox recovery ratio report.

Sub-Task 8.2: Review/Enhance Performance Monitoring Program

The Consultant will work with MPO and Citrus County Transit staff to review and enhance the transit performance monitoring program that will meet staff needs for tracking the performance of the transit agency's routes and overall system. The program will focus on efficiency and effectiveness of service and will be set up to use regularly collected operational data (such as that compiled for NTD reporting purposes). The program will provide step-level

guidance and appropriate thresholds to trigger consideration for potential route modification and elimination and be based as consistently as possible with nationally emerging performance standards and reporting.

Sub-Task 8.3: Prepare Draft TDP Document

The Consultant will prepare a complete Draft TDP document that integrates all previous task elements and results. The introduction to the TDP will include a checklist of all statutorily required TDP elements and their locations within the document to demonstrate compliance to the FDOT reviewer. The plan will then be submitted electronically to MPO and Citrus County Transit staff for review and comment. Any comments provided on the Draft TDP will be addressed in the Final TDP.

Sub-Task 8.4: Prepare and Conduct Report Presentation

A presentation of the Draft TDP will be made to the Citrus County Board of County Commissioners for the transit agency governing board approval prior to submitting the TDP to the FDOT for review. All presentation materials will be provided to MPO and Citrus County Transit staff for review and comment prior to the meetings.

Sub-Task 8.5: Prepare Draft TDP Executive Summary

The Consultant will prepare an Executive Summary of the Draft TDP document that will be concise and use graphics to illustrate key points. An electronic copy will be provided to MPO and Citrus County Transit staff for review and comment. Comments on the Draft TDP Executive Summary will be addressed in the final version.

Sub-Task 8.6: Prepare Final TDP Documents

Once the Draft TDP and Executive Summary have been approved, the Consultant will prepare and submit the Final TDP documents to MPO and Citrus County Transit staff.

Responsibilities of the Consultant:

- Prepare 10-year implementation and finance plans.
- Review/enhance performance monitoring system.
- Prepare draft TDP document.
- Prepare for and give one presentation.
- Prepare draft Executive Summary for TDP.

Responsibilities of the MPO/Citrus County Transit:

- Review and comment on draft TDP.
- Review and comment of draft executive summary of the TDP.
- Review and comment on presentation materials.
- Coordinate with Consultant as necessary.

SUMMARY OF PROJECT DELIVERABLES

Deliverables prepared as part of this scope of services are listed below. These will be provided for staff review. Any comments received will be incorporated as appropriate into the draft TDP document that will compile the individual technical memoranda prepared throughout the effort. All written deliverables will undergo an editorial review before being finalized for the MPO and Citrus County Transit.

- Technical Memorandum 1 – Baseline Conditions and Transit Service Identification and Evaluation (Tasks 2 and 4)
- Technical Memorandum 2 – Public Involvement and Situation Appraisal, (Tasks 3 and 5)
- Technical Memorandum 3 – Demand/Mobility Needs and Goals/Objectives (Tasks 6 and 7)
- Draft TDP Report and Executive Summary (electronic versions)

PROJECT BUDGET

The project budget is provided in Table 1. This lump sum budget includes all direct and indirect costs for services described in this scope. Benesch will submit monthly invoices based on the percent complete for each task, including monthly progress reports.

PROJECT SCHEDULE

The TDP Major Update will be finalized and adopted by the Citrus County Board of County Commissioners before September 1, 2025. A detailed project schedule will be prepared and reviewed as part of the project kickoff meeting.

Table 1
PROJECT BUDGET (May 16, 2024)
Benesch
10-YEAR MAJOR UPDATE OF CITRUS COUNTY TRANSIT DEVELOPMENT PLAN (2026-2035)
Hernando-Citrus MPO

Task #	SUBTASK DESCRIPTION	Chief Planner \$259.00	Senior Planner \$171.00	Project Planner \$131.00	Planner \$106.00	GIS Spec \$107.00	Admin/ Clerical \$90.00	Total Task Hours	Cost Per Task
1.0	Project Management and Administration	4.0	8.0	2.0	6.0	0.0	2.0	31.0	\$3,482
1.1	Project management/coordination	2.0	4.0	2.0	6.0	0.0	2.0	25.0	\$2,280
1.2	Prepare for and facilitate kickoff meeting (conference call).	2.0	4.0	0.0	0.0	0.0	0.0	6.0	\$1,202
2.0	Establish Baseline Conditions	2.0	16.0	10.0	42.0	24.0	6.0	100.0	\$12,124
2.1	Collect data and prepare baseline conditions.	0.0	8.0	6.0	30.0	16.0	4.0	64.0	\$7,406
2.2	Prepare Technical Memorandum No. 1 (Tasks 2 and 4).	2.0	8.0	4.0	12.0	8.0	2.0	36.0	\$4,718
3.0	Facilitate Public Involvement	4.0	24.0	22.0	44.0	6.0	18.0	118.0	\$14,948
3.1	Develop TDP public involvement plan (PIP).	1.0	4.0	0.0	6.0	2.0	0.0	13.0	\$1,793
3.2	Conduct stakeholder interviews (10 phone interviews).	0.0	12.0	2.0	2.0	0.0	4.0	20.0	\$2,886
3.3	Plan & conduct two open house public workshops	1.0	4.0	16.0	8.0	2.0	0.0	31.0	\$4,101
3.4	Conduct two public input surveys	2.0	4.0	4.0	20.0	0.0	8.0	38.0	\$4,566
3.5	Engage public through website, social media, and email	0.0	0.0	0.0	8.0	2.0	6.0	16.0	\$1,602
4.0	Identify & Evaluate Existing Transit Services	0.0	10.0	3.0	56.0	4.0	6.0	79.0	\$9,007
4.1	Prepare inventory existing transportation services.	0.0	2.0	1.0	8.0	4.0	6.0	21.0	\$2,289
4.2	Conduct trend analysis of existing transit service.	0.0	4.0	1.0	24.0	0.0	0.0	29.0	\$3,359
4.3	Conduct peer review analysis of existing transit service.	0.0	4.0	1.0	24.0	0.0	0.0	29.0	\$3,359
5.0	Conduct Situation Appraisal	3.0	18.0	4.0	40.0	10.0	11.0	86.0	\$10,679
5.1	Review local plans & documents	0.0	4.0	2.0	8.0	0.0	3.0	17.0	\$2,064
5.2	Conduct situation appraisal.	2.0	6.0	1.0	20.0	0.0	4.0	33.0	\$4,155
5.3	Prepare Technical Memorandum No. 2 (Tasks 1, 3 and 5).	1.0	8.0	1.0	12.0	10.0	4.0	36.0	\$4,460
6.0	Estimate & Evaluate Demand & Mobility Needs	3.0	22.0	7.0	52.0	116.0	1.0	201.0	\$23,470
6.1	Estimate demand for transit services (TBEST).	0.0	6.0	2.0	16.0	76.0	0.0	100.0	\$11,116
6.2	Assess demand with additional GIS-based tools.	0.0	6.0	3.0	16.0	12.0	0.0	37.0	\$4,399
6.3	Identify and assess needs for transit services.	2.0	4.0	2.0	8.0	12.0	0.0	28.0	\$3,596
6.4	Identify and evaluate alternatives.	1.0	6.0	0.0	12.0	16.0	1.0	36.0	\$4,359
7.0	Review & Update Goals & Objectives	4.0	14.0	3.0	32.0	0.0	4.0	57.0	\$7,575
7.1	Integrate situation appraisal and public input.	1.0	2.0	0.0	8.0	0.0	0.0	11.0	\$1,449
7.2	Develop draft goals & objectives.	2.0	4.0	2.0	10.0	0.0	0.0	18.0	\$2,524
7.3	Prepare Technical Memorandum No. 3 (Tasks 6 and 7).	1.0	8.0	1.0	14.0	0.0	4.0	28.0	\$3,602
8.0	Prepare Ten-Year Transit Development Plan	10.0	38.0	14.0	90.0	34.0	16.0	202.0	\$25,540
8.1	Prepare 10-year implementation and finance plans.	1.0	10.0	2.0	30.0	8.0	2.0	53.0	\$6,447
8.2	Review/enhance performance monitoring program.	0.0	4.0	0.0	8.0	0.0	0.0	12.0	\$1,532
8.3	Prepare draft TDP document.	2.0	8.0	2.0	20.0	14.0	4.0	50.0	\$6,126
8.4	Prepare and conduct report presentation.	5.0	2.0	4.0	6.0	0.0	0.0	17.0	\$2,797
8.5	Prepare draft TDP Executive Summary.	0.0	4.0	2.0	12.0	4.0	0.0	22.0	\$2,646
8.6	Prepare final TDP documents.	2.0	10.0	4.0	14.0	8.0	10.0	48.0	\$5,992
TOTALS		30.0	150.0	65.0	362.0	194.0	64.0	865.0	\$106,825
DISTRIBUTION OF HOURS BY CLASSIFICATION		3.5%	17.3%	7.5%	41.8%	22.4%	7.4%	100.0%	