

Central Florida Commuter Rail Commission Technical Advisory Committee

DRAFT MEETING MINUTES

Date: Wednesday, September 7, 2011

Time: 1:30 p.m.

Location: Florida Department of Transportation

Orlando Urban Office

133 South Semoran Blvd.

Orlando, Florida 32807

- Call to Order – TAC Chairman Roger Neiswender
 - Mr. Neiswender called the meeting to order at 1:35 p.m.
- Pledge of Allegiance
- Confirmation of Quorum
 - Members in attendance were:
 - Tawny Olore, Florida Department of Transportation
 - Roger Neiswender, City of Orlando
 - Jim Harrison, Orange County
 - Jerry McCollum, Seminole County
 - George Recktenwald, Volusia County
 - Ken Fischer, VoTran
 - Mary Moskowitz, City of Sanford
 - Jon Williams, City of Longwood
 - John Omana, City of Lake Mary
 - Charlie Wallace, City of Maitland
 - Don Marcotte, City of Winter Park
 - Tiffany Homler, Osceola County
 - Jim Arsenault, City of Kissimmee
 - Gary Huttman, Metroplan Orlando
 - Bert Francis for Lisa Darnall, LYNX
 - Members not in attendance were:
 - Karl Welzenbach, Volusia TPO
 - John Sember, City of Altamonte Springs
 - Dale Arrington for Michael Pleus, City of DeLand
 - Cassandra Blissett, City of DeBary
- Agenda Review – Tawny Olore, P.E.
 - Ms. Olore provided the agenda review.

ACTION ITEMS

1. Adoption of minutes from August 10, 2011

- a. Mr. Neiswender noted a correction in the abbreviation for the Central Florida Rail Corridor. The minutes were unanimously adopted as amended.

DISCUSSION ITEMS

1. Chairman's Report – Mr. Neiswender
 - a. Mr. Neiswender said that he spoke with Lee Olson, SunRail's locomotive expert, and is now satisfied with the selection process. He said he also spoke with FDOT District 5 Director Alan Hyman.
 - b. Mr. Neiswender recognized the service of Jerry McCollum, Seminole County engineer and TAC Secretary, who will be retiring. Mr. Neiswender said that Mr. McCollum is always here and always prepared, and that the TAC meeting would be his last as Seminole County's SunRail liaison. Mr. Neiswender thanked Mr. McCollum for his service.
 - c. Mr. Neiswender said that the Central Florida Commuter Rail Commission is now scheduled to meet at 3 p.m. on September 30 at Metroplan Orlando's offices.
 - d. Ms. Olore also recognized Ed Coven, of the state Transit Director who works out of FDOT's Rail Office in Tallahassee, who was in attendance at the meeting. She said that Mr. Coven has been a part of the project every step of the way, and has been invaluable on a variety of issues, from transit to ticket vending machines.
2. Project Update –Tawny Olore, P.E.
 - a. FDOT Re-organization
 - i. Ms. Olore said that Progress Reports contained in the TAC packets have been reformatted for submission to the Federal Transit Administration and Project Management Oversight Consultant, now that the project is headed into construction. The new reporting format contains a great deal of additional information, and TAC members should contact the Project team if there are any questions.
 - ii. Mr. McCollum asked that the report be provided to TAC members in an electronic version, as well.
 - b. CSX Transportation
 - i. Ms. Olore said that the "Train the Trainer" course held in Georgia is complete and was successful.
 - ii. FDOT plans to take over the corridor in late October/early November so that contractors can begin construction. The corridor takeover was extended 30 days for safety implications, but will not impact the construction schedule.
 - iii. Once the closing occurs, FDOT will assume maintenance and operations responsibilities for SunRail. FDOT is also engaged in weekly conversations with CSXT to get personnel out on the right-of-way. FDOT is also meeting weekly with the Federal Railroad

Administration, but team members also have daily contact with key FRA staff.

c. Federal Railroad Administration

- i. SunRail COO Pete Turrell said that FDOT must submit a number of plans, programs and documents to the FRA for review, and that FDOT is well along in getting those approved. Outstanding plans will be submitted once the DBM contractor hires the required people for maintenance responsibilities. Most of those people are now on board, and those plans will be finalized over the next couple of weeks.
- ii. Mr. Turrell said that safety and security briefings are underway with local funding partner jurisdictions; and that meetings still need to be set up by Orange and Osceola counties.
- iii. Mr. Turrell said that his team is working well with the FRA. He said that one of the duties of the DBM contractor is to set up a public service coordination center. CSXT's center is in Jacksonville, currently covering 23 states. Once FDOT assumes ownership of the corridor, FDOT must establish its own coordination center. At present, those duties have been subcontracted to a firm in Jacksonville, and the center will be based in Jacksonville for the first two years. When the Operations and Maintenance contractor comes on board, the center will be relocated to Central Florida. The center is staffed 24-7, 365 days a year and will answer calls to a number posted along the corridor for emergencies. Center staff will work with local law enforcement and emergency responders, as well as with CSX.
- iv. Mr. Turrell said that the dispatch desk also will be operational when FDOT takes over the corridor.
- v. Mr. Neiswender asked whether FDOT will assume dispatching duties during the testing period. Mr. Turrell said that once the operations and control center is built and the communications and signal system is wired into that desk, the Operations and Maintenance contractor will test the commissioning of that system. Once those tests are complete, the desk will shadow the CSX dispatch services for 30 to 60 days to ensure reliability. Once that is complete, dispatch responsibilities will be transferred. That is expected to occur about nine months prior to the start of operations. , Mr. Turrell said.

d. Procurement activities

- i. DBM – Archer Western/RailWorks
 1. FDOT Construction Manager Amy Scales said that FDOT is working on documents associated with maintenance mobilization along the corridor and that the DBM contractor is currently working on the design of the project.
 2. Ms. Scales said that a draft schedule was provided to TAC members and includes highlighted areas of where work is

expected to begin. One change that is being made is that Winter Park and Longwood is flip-flopped, so that Longwood will now be in Group 2 and Winter Park in Group 3.

3. Mr. McCollum said the schedule suggests that most of the platforms should be done in spring/early summer so that the station finishes contractor can follow. Ms. Scales said that was correct. The DBM contractor will build the platforms, but the stations contractor will do all vertical construction work.
 4. Mr. Neiswender asked if the station finishes contract will lag the DBM work by 90 days. Ms. Sandra Gutierrez said that 90 days is about right, depending on right-of-way acquisition timetables for the second station finishes contract.
 5. Mr. McCollum asked about the maintenance bond for workmanship on the stations. Ms. Scales said it was two years of latent defects after completion of the contract and final acceptance. She said that the contract does not have a substantial completion clause, so the contractors are required to complete the project. Mr. McCollum said he did not want to see the platforms sitting there unattended for long period of times.
 6. Mr. Recktenwald asked whether stations will be bid individually. Ms. Scales said the first stations contract includes 7 stations, and will be discussed later on in the presentation.
- ii. CEI – HNTB
 1. The CEI is on board and doing a very good job with construction oversight, Ms. Olore said.
 - iii. Locomotives – Motive Power
 1. Ms. Olore said that FDOT has inspected six of the seven remanufactured locomotive cores, and that they have passed inspection. The 7th locomotive is expected to be delivered to Motive Power shortly. FDOT is waiting on schedules from MPI, and is meeting monthly with the manufacturer.
 - iv. Coaches and Cab Cars – Bombardier
 1. Ms. Olore said that FDOT is meeting monthly with Bombardier, and working on design specifications for the exterior paint schematic and interior finishes.
 - v. Insurance Broker Services
 1. The contract has been awarded to Arthur J. Gallagher, and the company has completed an application for a \$30 million policy during the transition period.

vi. Fare Collection Systems

1. Ms. Olore said that FDOT met with LYNX and Votran to discuss a fare policy agreement. A draft policy has been circulated, and should be finalized by the end of the year for approval by the respective boards and FDOT management. Following developing of the fare policy agreement, FDOT will work with the transit agencies to develop an implementation plan for the agreement to ensure that the systems work well together and are integrated.
2. FDOT is also talking with the Turnpike Authority to see whether SunRail's smart card technology can also be compatible with SunPass, and the different systems are able to communicate.
3. Ms. Olore said that Votran and Volusia County are also developing a fare collection system that will be more compatible with LYNX and SunRail, which will be incorporated into the fare collection system procurement.

vii. Public Involvement/Marketing

1. Ms. Olore said that the Public Involvement/Marketing scope was advertised Sept. 2. FDOT has appointed an advisory team, which includes a representative from each of the local funding partners. As is the case with all FDOT procurements, now that the contract has been advertised, no further requests for information or contact with interested bidders is allowed.

viii. Station Finishes Construction contracts

1. Ms. Olore said that FDOT will advertise two station finishes contracts for the amenities that will go on each station platform, as well as building park and ride lots. The first station contract will include DeBary, Sanford, Lake Mary, Altamonte Springs, Florida Hospital, LYNX and Orlando Amtrak. That contract is expected to be advertised by the end of the month.
2. Mr. Recktenwald asked if interested contractors need to be pre-qualified and should go through the regular FDOT procurement process. Ms. Scales said that information will be contained in the Request for Proposals once it is advertised, but said there is nothing contractors need to do upfront to bid on the project.
3. Ms. Olore said that the second station finishes contract is expected to be advertised in 2012, due to some outstanding right-of-way issues. That contract will include Longwood, Maitland, Winter Park, Church Street and Sand Lake Road. Ms. Olore thanked the City of Maitland for recently deciding to retain the current station location.

- ix. Operations and Maintenance contract
 - 1. Ms. Olore said that the Operations and Maintenance contract is a big contract, and will include hiring folks to run the train, perform maintenance on the corridor, run the operations and control center, and includes an option to perform housekeeping on platforms if the local governments so choose. Another option included in that contract will be running back of the house accounting operations for the ticket and fare collection systems. That contract also will be put out for Industry Review to get any comments or issues; and is expected to be advertised in the spring of 2012.
 - x. ROW:
 - 1. Ms. Olore said that there were a few miscellaneous parcels along the corridor still outstanding, but they should be closed shortly. All right-of-way required for construction of the first station finishes package has been certified.
3. Phase II activities – Ms. Olore
- a. FTA
 - i. FDOT is meeting with Osceola County and the city of Kissimmee to discuss the three Osceola County stations in Phase II, as well as with Orange County and Volusia County. The Project Management team is preparing a number of documents required by the Federal Transit Administration for submittal, with a goal of applying to get into final design for Phase II South by the end of the year. FDOT is also in the corridor now to locate utilities, which are more significant in Phase II than they were in Phase I. She said it was important to perform that due diligence, because once the application is made for Final Design, that's when costs are locked in for a Full Funding Grant Agreement. Should outstanding issues be discovered, the application could be held to get a better handle on engineering costs. FDOT is also preparing ridership forecasts for Phase II, and working with Volusia on a separate process for a potential "Very Small Starts" application to the FTA for Phase II North.
 - ii. Ms. Homler asked when FDOT expected approval of the Phase II schedule. Ms. Olore said that the FTA's Project Management Oversight Consultant is expected to review the schedule, and should get back to the Department with comments within the next month or so.
4. TIGER II Grants:
- a. Christine Kefauver at the city of Orlando said that a working group has been formed that includes all four counties to respond to a federal Notice of Funding Availability that was posted in August. She said that the working group is focused on applying for a grant for pedestrian

improvements along the 61-mile SunRail corridor, and marry them with Quiet Zone readiness projects.

- b. Ms. Kefauver said that the Central Florida Commuter Rail Commission will apply for the grant, which includes a 20 percent local match. She said that local participating governments will need to provide information on local matches as the grant will be judged on partnership, innovation, safety improvements and protection of existing transportation safety networks, among other criteria.
- c. Ms. Kefauver said that a meeting will be held at 1 p.m. Friday at Metroplan Orlando for all interested partners, and asked that everyone come prepared with a list of projects and cost estimates that might benefit from the grant application. The projects need to be design-build projects that don't require NEPA review.

COMMITTEE MEMBER COMMENTS

1. Committee comments
 - a. There were no comments.

PUBLIC COMMENTS

1. Public comments
 - a. Joanne Cournellis of Lake Mary said she was looking forward to getting SunRail. She also told Ms. Darnall that she would like bus service on Lake Mary Boulevard and S.R. 434 that runs Saturday, Sunday and holidays by December of this year. She said she needs her legs so that she can run track and field.

NEXT MEETING

1. Review of next meeting date
 - a. The next Technical Advisory Committee meeting is scheduled for October 5, 2011.

ADJOURNMENT

The meeting was adjourned at 2:20 p.m.