



TPA GOVERNING BOARD MEETING AGENDA

DATE: **Thursday, December 12, 2024**
TIME: **9:30 a.m.**
PLACE: **301 Datura Street, West Palm Beach, FL 33401**

Members of the public can [join the meeting](#) in person or virtually. For information on how to attend a meeting visit: [PalmBeachTPA.org/Meeting](#). Please call 561-725-0800 or e-mail info@PalmBeachTPA.org for assistance.

1. REGULAR ITEMS

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Modifications to the Agenda
- D. General Public Comments

Members of the public are invited to offer general comments unrelated to agenda items at this time. Public comments related to agenda items will be heard following staff presentation of the item. Comments may be submitted in the following ways:

- A written comment may be submitted at [PalmBeachTPA.org/Comment-Form](#) at any time prior to the commencement of the relevant agenda item.
- A verbal comment may be provided by a virtual attendee using the raise hand feature in the Zoom platform.
- A verbal and/or written comment may be provided by an in-person attendee submitting a comment card available at the welcome table.

Note that the Chair may limit comments to 3 minutes or less depending on meeting attendance.

- E. Comments from the Chair and Member Comments
- F. Executive Director's Report
- G. MOTION TO APPROVE Consent Agenda Items
 - 1. Governing Board Meeting Minutes for October 31, 2024
 - 2. 2025 TPA Meeting Schedule – Revised
 - 3. Appointment to the Technical Advisory Committee (TAC) through December 2027
 - a. Melissa Ackert, Palm Beach County Engineering Department Alternate.
 - 4. Appointment to the Transportation Disadvantaged Local Coordinating Board (TD LCB) through December 2027
 - a. Adam Reback, Palm Beach County Community Services Department Alternate.
 - 5. Procurement Policy Amendment
 - Resolution amending the TPA Procurement Policy for legal and state consistency.

6. Financial Policies Amendment

Resolution amending the TPA Financial Policies for legal and state consistency.

7. Citrin Cooperman & Co., LLP Agreement Amendment

Third Amendment to the Citrin Cooperman & Co., LLP Agreement to add \$13,125 for additional services to prepare and complete FY 2024 financial statements.

2. ACTION ITEMS

A. MOTION TO ELECT OFFICERS for the 2025 Calendar Year

Pursuant to TPA Operating Procedures, officers shall be elected annually at the last regularly scheduled meeting of the calendar year. The newly elected officers shall take office at the first regularly scheduled meeting of the following calendar year.

B. MOTION TO ADOPT the 2050 Long Range Transportation Plan (LRTP)

The LRTP is the TPA's 25-year vision for transportation in Palm Beach County. The LRTP guides federal and state investment and decision-making towards the TPA's vision and is updated every five years. The 2050 LRTP update is available at PalmBeachTPA.org/LRTP. Recommended Adoption: TAC 19-2; CAC 14-1; VZAC 14-1

C. MOTION TO ENDORSE the FY 2026-2030 Draft Tentative Work Program (DTWP)

FDOT will present the FY 2026-2030 DTWP, which is the first review of the TPA's upcoming Transportation Improvement Program (TIP). Attached is the summary of TPA Priority Project updates. The full DTWP is available at PalmBeachTPA.org/TIP. Recommended Adoption: TAC 19-2; CAC 12-3; VZAC 14-1

3. INFORMATION ITEMS

A. South Florida Regional Transportation Authority (SFRTA) Transit Development Plan

SFRTA will present an update to their 10-year Transit Development Plan.

B. Partner Agency Updates

Agency staff from Palm Tran, SFRTA, FDOT, and/or Palm Beach County Engineering may provide brief updates on items relevant to the TPA.

4. ADMINISTRATIVE ITEMS

A. FDOT Scheduling Report – December 2024

B. Public Involvement Activity Report – October and November 2024

C. Next Meeting – **February 20, 2025**

D. Adjournment

NOTICE

In accordance with Section 286.0105, *F.S.*, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, they will need a record of the proceedings, and that, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services for a meeting (free of charge) should contact Melissa Eble at 561-725-0813 or MEble@PalmBeachTPA.org at least five (5) business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

Se solicita La participación del público, sin importar la raza, color, nacionalidad, edad, sexo, religión, incapacidad o estado familiar. Personas que requieran facilidades especiales bajo el Acta de Americanos con Discapacidad (Americans with Disabilities Act) o personas que requieren servicios de traducción (sin cargo alguno) deben contactar a Melissa Eble al teléfono 561-725-0813 o MEble@PalmBeachTPA.org por lo menos cinco días antes de la reunión. Si tiene problemas de audición, llamar al teléfono 711.

TPA GOVERNING BOARD MEMBERS

CHAIR

Chelsea Reed, Mayor

City of Palm Beach Gardens

Alternate: Marcie Tinsley, Councilmember

Steve Wilson, Mayor

City of Belle Glade

Alternate: Vacant

Yvette Drucker, Deputy Mayor

City of Boca Raton

Fran Nachlas, Council Member

City of Boca Raton

Boca Raton Alternates:

Scott Singer, Mayor

Andy Thomson, Council Member

Marc Wigder, Council Member

Angela Cruz, Commissioner

City of Boynton Beach

Alternate: Aimee Kelley, Vice Mayor

Rob Long, Deputy Vice Mayor

City of Delray Beach

Alternate: Thomas Markert, Commissioner

Chuck Shaw, Mayor

City of Greenacres

Alternate: Judith Dugo, Deputy Mayor

Jim Kuretski, Mayor

Town of Jupiter

Alternate: Ron Delaney, Vice Mayor

Reinaldo Diaz, Commissioner

City of Lake Worth Beach

Alternate: Christopher McVoy, Commissioner

Joni Brinkman, Council Member

Village of Palm Springs

Alternate: Kimberly Schultz, Mayor Pro Tem

Deandre Poole, Commissioner

Port of Palm Beach

Alternate: Varisa Dass, Commissioner

VICE CHAIR

Maria Marino, Mayor

Palm Beach County – District 1

Gregg Weiss, Commissioner

Palm Beach County – District 2

Joel Flores, Commissioner

Palm Beach County – District 3

Marci Woodward, Commissioner

Palm Beach County – District 4

Sara Baxter, Vice Mayor

Palm Beach County – District 6

Palm Beach County Alternates:

Maria Sachs, Commissioner – District 5

Bobby Powell, Commissioner – District 7

Glen Spiritis, Council Member

City of Riviera Beach

Alternate: Tradrick McCoy, Chair Pro-Tem

Jeff Hmara, Mayor

Village of Royal Palm Beach

Alternate: Richard Valuntas, Councilman

Michael Napoleone, Mayor

Village of Wellington

Alternate: John T. McGovern, Vice Mayor

Christy Fox, Commissioner

City of West Palm Beach

Joseph Peduzzi, Commissioner

City of West Palm Beach

West Palm Beach Alternates:

Christina Lambert, Commissioner

Shalonda Warren, Commissioner

Steven Braun, District 4 Secretary

Florida Department of Transportation

Non-Voting Advisor



**OFFICIAL MEETING MINUTES OF THE
PALM BEACH TRANSPORTATION PLANNING AGENCY (TPA)
GOVERNING BOARD**

October 31, 2024

301 Datura Street, West Palm Beach, FL 33401

These minutes are a summary of the meeting events and may not reflect all the discussion that occurred. PDF versions of the agenda, backup materials, presentations, and audio recordings are available for review at PalmBeachTPA.org/Board.

1. REGULAR ITEMS

1.A. Call to Order and Roll Call

CHAIR REED called the meeting to order at 9:35 a.m.

The Recording Secretary called the roll.

Member	Attendance	Member	Attendance	Member	Attendance
Steve Wilson	P	Reinaldo Diaz	P	Glen Spiritis	P
Yvette Drucker	P	Joni Brinkman	A	Jeff Hmara	A
Fran Nachlas	P	Deandre Poole	P	Michael Napoleone	A
Angela Cruz	A	Gregg Weiss	P	Christy Fox	P
Rob Long	P	Marci Woodward	P	Christina Lambert (Alt)	P
Chuck Shaw	A	Sara Baxter	A	Maria Marino	A
Jim Kuretski	P	Mack Bernard	P	Chelsea Reed	P

P = Present A = Absent

A quorum was present in-person.

The Recording Secretary stated Maria Marino and Michael Napoleone requested permission to attend due to extenuating circumstances.

There were no objections to their virtual participation, and she was permitted to join the meeting remotely.

1.B. Pledge of Allegiance

CHAIR REED led the Pledge of Allegiance.

1.C. Modifications to the Agenda

There were no modifications to the agenda.

MOTION to approve the agenda made by Yvette Drucker, seconded by Gregg Weiss, and carried unanimously 16-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Steve Wilson	Y	Reinaldo Diaz	Y	Glen Spiritis	Y
Yvette Drucker	Y	Joni Brinkman	A	Jeff Hmara	A
Fran Nachlas	Y	Deandre Poole	Y	Michael Napoleone	Y
Angela Cruz	A	Gregg Weiss	Y	Christy Fox	Y
Rob Long	Y	Marci Woodward	Y	Christina Lambert (Alt)	Y
Chuck Shaw	A	Sara Baxter	A	Maria Marino	Y
Jim Kuretski	Y	Mack Bernard	Y	Chelsea Reed	Y

Y = Yes N = No A = Absent

1.D. General Public Comments

There were no public comments received.

1.E. Florida Mobility Week Proclamation

CHAIR REED presented the TPA Florida Mobility Week Proclamation and invited TPA Governing Board Members to join her for a photo.

1.F. Comments from the Chair and Member Comments

CHAIR REED stated it was Mack Bernard’s last TPA Governing Board meeting and thanked him for his years of service on the Palm Beach County Commission and TPA Governing Board.

MACK BERNARD gave a brief speech in response.

JIM KURETSKI noted the Town of Jupiter has been working closely with the Palm Beach County Engineering Department to discuss Center Street in Jupiter and its funding.

DEANDRE POOLE mentioned the Miami Intermodal Center (MIC) Site Visit was a great experience.

YVETTE DRUCKER provided an update on the Boca Raton Safe Streets for All Grant, noted they also adopted a Mobility Week Proclamation and shared information for their Vision Zero Kick-Off meeting.

GREGG WEISS mentioned Southern Blvd. Bridge traffic is heavy due to closures and Palm Beach County Engineering is working with the public to share alerts for closures.

MARCI WOODWARD reiterated Deandre Pooles comments about the MIC Site Visit and announced her election as Chair of the SFTRA Governing Board and thanked Dave Deck for his efforts.

CHRISTY FOX stated the City of West Palm Beach is in the process of updating their Bicycle Master Plan.

CHAIR REED encouraged Board members to attend peer exchanges and site visits. She also shared information about the Southeast Florida Transportation Council (SEFTC).

1.G. Executive Director’s Report

VALERIE NEILSON, TPA Executive Director, provided updates available at PalmBeachTPA.org/Board.

STEVE WILSON asked for an update on SR-80.

1.H. APPROVED Consent Agenda Items

1. Governing Board Meeting Minutes for September 19, 2024
2. Executive Committee Minutes for September 19, 2024
3. Appointments to the TPA Advisory Committees through October 2027
 - a) Gionni Gallier as the City of Greenacres Technical Advisory Committee (TAC) Representative.

- b) Alexander Freeman as the City of Riviera Beach Citizens Advisory Committee (CAC) Representative.
 - c) Johnnie Tieche as the Village of Palm Springs CAC Representative.
 - d) Tay Gaines as the Port of Palm Beach’s CAC Representative.
4. Renewals to the TPA Advisory Committees through October 2027
- a) Jim Knight as the Palm Beach County District 4 CAC Representative.
 - b) Albert Richwagen as the City of Delray Beach CAC Representative.
5. Florida Department of Transportation (FDOT) Memorandum of Understanding (MOU) Resolution approving MOU between FDOT and the TPA for administrative disposition of assets and termination of four (4) interlocal agreements for administrative services.
6. Third Amendment to the Executive Director’s Employment Agreement. A General Counsel memorandum and revisions to the Agreement are attached.

MOTION to approve the Consent Agenda made by Gregg Weiss, seconded by Fran Nachlas, and carried unanimously 16-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Steve Wilson	Y	Reinaldo Diaz	Y	Glen Spiritis	Y
Yvette Drucker	Y	Joni Brinkman	A	Jeff Hmara	A
Fran Nachlas	Y	Deandre Poole	Y	Michael Napoleone	Y
Angela Cruz	A	Gregg Weiss	Y	Christy Fox	Y
Rob Long	Y	Marci Woodward	Y	Christina Lambert (Alt)	Y
Chuck Shaw	A	Sara Baxter	A	Maria Marino	Y
Jim Kuretski	Y	Mack Bernard	Y	Chelsea Reed	Y

Y = Yes N = No A = Absent

2. ACTION ITEMS

2.A. MOTION TO APPROVE a Resolution approving Amendment #1 to the TPA’s Fiscal Year (FY) 25-26 Unified Planning Work Program (UPWP)

ANDREW UHLIR, Deputy Director of Multimodal, provided a presentation.

There were no public comments.

There were no board member comments.

MOTION to approve a Resolution approving Amendment #1 to the TPA’s Fiscal Year (FY) 25-26 Unified Planning Work Program (UPWP) made by Steve Wilson, seconded by Marci Woodward, and carried unanimously 16-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Steve Wilson	Y	Reinaldo Diaz	Y	Glen Spiritis	Y
Yvette Drucker	Y	Joni Brinkman	A	Jeff Hmara	A
Fran Nachlas	Y	Deandre Poole	Y	Michael Napoleone	Y
Angela Cruz	A	Gregg Weiss	Y	Christy Fox	Y
Rob Long	Y	Marci Woodward	Y	Christina Lambert (Alt)	Y
Chuck Shaw	A	Sara Baxter	A	Maria Marino	Y
Jim Kuretski	Y	Mack Bernard	Y	Chelsea Reed	Y

Y = Yes N = No A = Absent

2.B. MOTION TO ADOPT the 2025 Transportation Alternatives (TA) Program Guidelines

BRIAN RUSCHER, Deputy Director of Multimodal, provided a presentation.

There were no public comments.

CHRISTINA LAMBERT inquired whether there are typically more applicants than available funding.

CHAIR REED provided an update on a separated two-way bicycle track on the south side of Burns Road.

REINALDO DIAZ shared Lake Worth Middle School students showing interest in transportation planning.

MOTION to adopt the 2025 Transportation Alternatives (TA) Program Guidelines made by Mack Bernard, seconded by Fran Nachlas, and carried unanimously 16-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Steve Wilson	Y	Reinaldo Diaz	Y	Glen Spiritis	Y
Yvette Drucker	Y	Joni Brinkman	A	Jeff Hmara	A
Fran Nachlas	Y	Deandre Poole	Y	Michael Napoleone	Y
Angela Cruz	A	Gregg Weiss	Y	Christy Fox	Y
Rob Long	Y	Marci Woodward	Y	Christina Lambert (Alt)	Y
Chuck Shaw	A	Sara Baxter	A	Maria Marino	Y
Jim Kuretski	Y	Mack Bernard	Y	Chelsea Reed	Y

Y = Yes N = No A = Absent

3. INFORMATION ITEMS

3.A. DISCUSSED: Vision 2050 Long Range Transportation Plan (LRTP) Draft

STEWART ROBERTSON, Kimley-Horn representative, presented this item.

There were no public comments.

JIM KURETSKI requested clarification regarding the boundaries outlined in the plan.

Board members inquired about employee incentive programs, public outreach, and return on investment.

3.D DISCUSSED: Partner Agency Updates

DAVE DECH, SFRTA Executive Director, provided an update on operations and ongoing projects.

4. ADMINISTRATIVE ITEMS

4.A. Routine TPA Reports

- A. FDOT Scheduling Report – October 2024
- B. Public Involvement Activity Report- September 2024
- C. Next Meeting – **December 12, 2024**
- D. Adjournment

There being no further business, the Chair declared the meeting adjourned at 11:05 a.m.

This signature is to attest that the undersigned is the Chair, or a designated nominee, of the TPA Governing Board and that the information provided herein is the true and correct Minutes for the October 31, 2024, meeting of the Board dated December 12, 2024.

Chair Chelsea Reed, Palm Beach Gardens Mayor

EXHIBIT A

Transportation Planning Agency Governing Board

Representative Alternate(s) Local Government	Nov '23	Dec '23	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Sep '24	Oct '24		
Chelsea Reed, Mayor CHAIR Marcie Tinsley, Councilmember City of Palm Beach Gardens	NO MEETING HELD – SCHEDULED BREAK	P	NO MEETING HELD – SCHEDULED BREAK	P	P	P	P	P	P	NO MEETING HELD – SCHEDULED BREAK	P	P		
Maria Marino, Vice Mayor VICE CHAIR – District 1 Palm Beach County		P		E	P	P	P	P	P		P	E	P	
Steve Wilson, Mayor City of Belle Glade		A		P	P	A	A	P	P		A	P		
Yvette Drucker, Deputy Mayor City of Boca Raton		P		P	P	P	P	P	P		P	P	P	
Fran Nachlas, Council Member Scott Singer, Mayor Andy Thomson, Council Member Marc Widger, Council Member City of Boca Raton		P		P	P	P	P	P	P		ALT	P	P	
Angela Cruz, Commissioner Aimee Kelly, Vice Mayor City of Boynton Beach		P		E	P	P	ALT	P	P		P	P	E	
Rob Long, Deputy Vice-Mayor Thomas Markert, Commissioner City of Delray Beach		E		P	P	P	P	P	P		P	P	P	
Chuck Shaw, Mayor Judith Dugo, Deputy Mayor City of Greenacres		P		P	P	P	E	P	P		P	A	A	
Jim Kuretski, Mayor Ron Delaney, Councilor Town of Jupiter		P		P	P	E	P	E	P		P	P	P	
Reinaldo Diaz, Commissioner Christopher McVoy, Commissioner City of Lake Worth Beach		E		P	A	P	P	P	P		ALT	P	P	
Joni Brinkman, Commissioner Village of Palm Springs		P		P	P	P	P	P	P		P	P	P	E
Mack Bernard, Commissioner – District 7 Palm Beach County		P		A	A	P	P	P	P		P	P	E	P
Sara Baxter, Commissioner – District 6 Palm Beach County		E		P	P	P	P	P	P		P	P	P	P
Gregg Weiss, Commissioner – District 2 Palm Beach County		P		P	P	P	P	P	P		P	P	E	P

Representative Alternate(s) Local Government	Nov '23	Dec '23	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Sep '24	Oct '24
Marci Woodward, Commissioner – District 4 Maria Sachs, Mayor – District 5 Michael Burnett, Commissioner – District 3 Palm Beach County		P		E	P	P	P	P	P		P	P
Deandre Poole, Commissioner Varisa Lall Dass, Commissioner Port of Palm Beach				P	P	P	P	P	P		P	P
Glen Spiritis, Council Member Tradrick McCoy, Chairperson Pro-Tem City of Riviera Beach		A		P	P	A	P	P	P		P	P
Jeff Hmara, Vice Mayor Village of Royal Palm Beach Richard Valuntas, Councilman		P		ALT	P	E	P	P	P		ALT	E
Michael Napoleone, Mayor John McGovern, Councilman Village of Wellington		P		P	P	P	P	P	P		P	P
Christy Fox, Commissioner City of West Palm Beach		P		P	P	P	P	P	P		P	P
Joseph Peduzzi, Commissioner Shalonda Warren, Commissioner Christina Lambert, Commissioner City of West Palm Beach		E		P	P	Alt	P	P	P		P	ALT

Attendance Record

** New Appointment P - Representative Present ALT- Alternate Present E - Excused A - Absent

OTHERS PRESENT

Valerie Neilson
 Andrew Uhlir
 Brian Ruscher
 Melissa Eble
 Ruth Del Pino
 Natalie Crowley
 David Wiloch
 Todd Bonlarron
 Jamie Morales
 Dave Dech
 Marsha Taylor-Long
 James Brown
 Jackie Burrows
 Victoria Williams
 Tony Norat
 Jackie Burrows

REPRESENTING

Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach Gardens
 Palm Beach County
 Palm Beach County
 Town of Lake Park
 SFRTA
 FDOT
 FDOT
 FDOT
 FDOT
 FDOT
 FDOT



2025 TPA Governing Board, Advisory Committee & Coordinating Board Meeting Dates

Meetings held at 301 Datura Street, West Palm Beach, FL 33401

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Governing Board 3 rd Thursday of most months at 9:30 a.m.		20	20		22**	26**	17		18	30***		11*
Technical Advisory Committee (TAC) 1 st Wednesday of most months at 9:30 a.m.		5	5		7	4	2		3	1		3
Citizen’s Advisory Committee (CAC) 1 st Wednesday of most months at 1:30 p.m.		5	5		7	4	2		3	1		3
Vision Zero Advisory Committee (VZAC) 1 st Thursday of most months at 9:30 a.m.		6	6		8		3			2		4
Transportation Disadvantaged Local Coordinating Board (TDLCB) 2 nd month of each quarter at 2:00 p.m.		26			28			27			19*	

Shaded = No Meeting
 *Second Thursday
 **Fourth Thursday
 ***Fifth Thursday



**Department of Engineering
and Public Works**

P.O. Box 21229
West Palm Beach, FL 33416-1229
(561) 684-4000
FAX: (561) 684-4050
www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

- Maria Sachs, Mayor
- Maria G. Marino, Vice Mayor
- Gregg K. Weiss
- Michael A. Barnett
- Marci Woodward
- Sara Baxter
- Mack Bernard

County Administrator

Verdenia C. Baker

October 24, 2024

Andrew Uhler
Deputy Director of Programs
Palm Beach Transportation Planning Agency
301 Datura St.
West Palm Beach, FL 33401

RE: Technical Advisory Committee (TAC) Alternate Member for Palm Beach County Engineering and Public Works Department

Dear Andrew,

This letter is to request the appointment of Melissa Ackert, Traffic Division Assistant Director, as the alternate TAC member representing Palm Beach County Engineering and Public Works Department. Motasem Al-Turk, Traffic Division Director, is the Department's representative.

Attached is a copy of Ms. Ackert's bio summary.

Regards,

David L. Ricks, P.E.
Palm Beach County Engineer
Director of Engineering & Public Works Dept

MAA:mkb

ec: Motasem Al-Turk, P.E., Director, Traffic Division
Melissa Ackert, P.E., Assistant Director – Traffic Division

N:\TRAFFIC\MAA\Correspondence\2024\Sent by DR 10 23 24 (MAA) TPA_TAC Alternate Rep - MA.docx

*"An Equal Opportunity
Affirmative Action Employer"*

**Melissa Ackert, P.E – Assistant Director, Traffic Division
Palm Beach County**

Melissa Ackert P.E., is the Assistant Director of Palm Beach County's Traffic Division overseeing staff in the Signal and Street Lighting Design Section and staff responsible for pavement marking projects, street lighting agreements, Legal and Public Record Requests, Roadside Vendor Program and the Adopt-A-Road Program. She is involved in several initiatives and projects for the Traffic Division, including the implementation of a new asset management system, the development of a roadway safety plan through the Safe Streets For All (SS4A) grant program and the development and execution of traffic interlocal agreements.

Prior to joining the County, Melissa worked at the Florida Department of Transportation District Four Traffic Operations Office for over 10 years. While working at FDOT, Melissa helped establish the Statewide Transportation System Management and Operation (TSM&O) program, the District Four arterial management program and the District Four TSM&O Program.



Community Services Department

810 Datura Street

West Palm Beach, FL 33401

(561) 355-4700

Fax: (561) 242-7336

www.pbcgov.com/communityservices



**Palm Beach County
Board of County
Commissioners**

Maria Sachs, Mayor

Maria G. Marino, Vice Mayor

Gregg K. Weiss

Michael A. Barnett

Marci Woodward

Sara Baxter

Mack Bernard

County Administrator

Verdenia C. Baker

November 15, 2024

Valerie Neilson, AICP
Executive Director of Palm Beach TPA
2300 North Jog Road,
West Palm Beach, FL 33411

Dear Mrs. Neilson,

This letter is to inform you that Adam Reback, will be a backup for Dr. James Green on the Transportation Disadvantaged Local Coordinating Board for the Palm Beach Transportation Planning Agency. Adam Reback works with the Strategic Planning Research and Evaluation team as a Program Evaluator.

He works closely with the Health and Human Services Citizens Advisory Committee with planning efforts around the Palm Beach County Opportunity Ecosystem. He would be best qualified to serve as a backup representative for the Community Services Department.

Feel free to contact me at jgreen1@pbcgov.org or by calling (561) 313-1146 with any questions or concerns.

Sincerely,

James Green, PhD
Director, PBC Community Services Department

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Adam H. Reback

204 Moccasin Trl N · Jupiter, FL 33458 · (954) 821-4920 · adamreback@yahoo.com

EXPERIENCE

Palm Beach County Community Services Department

West Palm Beach, FL

Program Evaluator

June 2022 – Present

- Assist community agencies in the health and human services field in reporting and improving outcomes
- Research and analyze social, economic, health, and human services data
- Assess and evaluate performance of funded programs
- Liaison and staff support for the Citizens Advisory Committee on Health and Human Services (CAC/HHS)
- Produce reports for the Strategic Planning Research and Evaluation (SPRE) Team
- Assist funded agencies in developing and implementing Continuous Quality Management (CQM) projects
- Assist with the development of uniform RFP requirements for the Department

Florida Department of Health Palm Beach County

West Palm Beach, FL

Government Operations Consultant/Accreditation Coordinator

Nov 2006 – June 2022

- Manage the agency's accreditation and reaccreditation process in achieving national accreditation by the Public Health Accreditation Board in 2016 and reaccreditation in 2022
- Coordinate with State Department of Health Central Office accreditation efforts
- Implement and oversee internal plan to engage staff in the accreditation process
- Administer the process for selecting documentation in accordance with national standards; write and/or edit all agency reaccreditation narratives
- Create, revise, and update agency reports, procedures, and plans to meet national accreditation standards and requirements.
- Monitor progress on implementation of Community Health Improvement Plan (CHIP) objectives and measures in collaboration with community partners
- Assist Quality Improvement Manager with creation and implementation of the agency's Strategic Plan and Performance Management and Quality Improvement Plan, as well as the creation of the Community Health Assessment

EDUCATION

Florida Atlantic University

Boca Raton, FL

Master of Public Administration

May 2006

- Pi Alpha Alpha National Public Administration Honor Society
- John Miklos Scholarship Award Recipient

University of Florida

Gainesville, FL

Bachelor of Arts with Honors in History, Minor in Sociology

May 2001

- Phi Alpha Theta Honor Society
- Golden Key Honor Society

COMMUNITY INVOLVEMENT

- Big Brothers Big Sisters of Palm Beach and Martin Counties
- City of Delray Beach Neighborhood Advisory Council
- Town of Jupiter Education Task Force

TPA RESOLUTION 2024-XX

A RESOLUTION OF THE PALM BEACH TRANSPORTATION PLANNING AGENCY (TPA) APPROVING AND ADOPTING THE REVISED PALM BEACH TPA PROCUREMENT POLICY ATTACHED AS EXHIBIT "A".

WHEREAS, the Palm Beach MPO, doing business as the Palm Beach Transportation Planning Agency (TPA), a public agency created in accordance with and operating pursuant to 23 U.S.C. 134, 49 U.S.C. 5303, and Sections 163.01 and 339.175, Florida Statutes, is the designated and duly constituted body responsible for the urban transportation planning process for Palm Beach County; and

WHEREAS, the TPA Governing Board adopted a Procurement Policy to ensure the TPA's financial practices and internal controls are consistent and compliant with federal and state statutes; and

WHEREAS, the TPA's Procurement Policy has been revised to clarify specifications for micro and small purchases, shift a statutory legal clause to appropriate section, update invoice submission practices to integrate with new financial system procedures, and add insurance renewals to exempt purchases.

NOW THEREFORE, BE IT RESOLVED BY THE PALM BEACH MPO, d/b/a PALM BEACH TRANSPORTATION PLANNING AGENCY, THAT:

SECTION 1. The foregoing recitals are hereby adopted and declared to be true and correct and are incorporated herein.

SECTION 2. The TPA Governing Board hereby:

1. Approves the revised TPA Procurement Policy attached hereto as "Exhibit A" and by reference is incorporated herein, including:
 - a. The authorization structure and purchasing amounts for all TPA purchases.

SECTION 3. This Resolution shall take effect upon adoption.

The foregoing Resolution was offered by _____ who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the motion passed. The Chair thereupon declared the Resolution duly adopted this 12th day of December 2024.

PALM BEACH METROPOLITAN PLANNING ORGANIZATION, d/b/a PALM BEACH TRANSPORTATION PLANNING AGENCY

By: _____
Mayor Chelsea Reed, TPA Chair

ATTEST:

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Ruth Del Pino, TPA Agency Clerk

Milton Collins, TPA General Counsel



PALM BEACH
Transportation
Planning Agency

PROCUREMENT POLICY

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Section 1. Policy

It is the procurement policy of the Palm Beach Metropolitan Planning Organization, doing business as the Palm Beach Transportation Planning Agency (the "Palm Beach TPA") to:

- Obtain goods and services of satisfactory quality and quantity at a reasonable cost;
- Establish a Competitive Purchasing Process to ensure fair, open and equitable treatment for all persons desiring to do business with the Palm Beach TPA in a manner that inspires public confidence that contracts are awarded in an equitable manner;
- Establish a clear list of Exemptions to the Competitive Process and associated criteria; and
- Establish Administrative Processes to implement the Procurement Policy.

The Palm Beach TPA hereby establishes the following authorization structure by purchasing amount for all purchases.

Table 1. Approving Authority by Purchase Amount

Purchase Amount	Approving Authority
Less than \$35,000	Executive Director
Greater than \$35,000	TPA Governing Board

This policy shall apply to every purchase/procurement and sale by the Palm Beach TPA without regard to the source of funds, including state and federal assistance funding, except as otherwise provided by law. All purchases made in accordance with this policy shall be provided for in the approved Palm Beach TPA budget. When using federal funds and there is a conflict between federal, state and/or local requirements, federal requirements take precedence unless state or local requirements are more stringent.

Notwithstanding the provisions in this document, Palm Beach TPA procurement shall be conducted in accordance with applicable local, state and federal law, and in a manner that preserves local, state and federal funding received by the Palm Beach TPA in connection with its transportation planning responsibilities.

Section 2. Definitions

The following terms shall be defined for the purposes of this document to have the following meanings, unless the context shall affirmatively and clearly indicate to the contrary:

Agreement for Services means a document identifying a specific vendor, specific service(s) to be purchased, the associated price for the service(s), and the maximum or total price to be paid.

Best Value means the highest overall value to the TPA based on factors that include, but are not limited to, price, quality, design, and workmanship. *See* §287.012, Fla.Stat.

Competitive Solicitation means the process of requesting and receiving two or more sealed bids, proposals, or replies submitted by Responsive Vendors in accordance with the terms of a competitive process, regardless of the method of procurement. *See* §287.012, Fla.Stat.

Consultant's Competitive Negotiations Act (CCNA) means Section 287.055, F.S., referred to as Consultant's Competitive Negotiations Act (CCNA), which regulates the procurement and contracting of professional architectural, engineering, landscape architectural, or surveying and mapping services.

Contractual Service means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors, and such services may include, but are not limited to, evaluations; consultations; maintenance; accounting; security; management systems; management consulting; educational training programs; research and development studies or reports on the findings of consultants engaged thereunder; and professional, technical, and social services. The term does not include a contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of a facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255, Florida Statutes, and rules adopted thereunder. *See* §287.012, Fla.Stat.

Executive Director means the chief executive officer of the TPA including his/her designee, responsible for the carrying out of the policies of the TPA Governing Board.

Invitation To Bid means a written or electronically posted solicitation for competitive sealed bids. *See* §287.012, Fla.Stat.

Palm Beach TPA means the Metropolitan Planning Organization created by interlocal agreement pursuant to Section 339.175, F.S. and duly recognized by the Governor of the State of Florida as the entity responsible for the continuing, cooperative, and comprehensive transportation planning in Palm Beach County, Florida and doing business as the Palm Beach Transportation Planning Authority.

Public Notice means the dissemination of information to the public pursuant to Section 5.B.

Purchase Order means a document identifying a specific vendor, specific item(s) to be purchased, the price for each item, and the total price to be paid.

Request For Proposals means a written or electronically posted solicitation for competitive sealed proposals. *See* §287.012, Fla.Stat.

Request For Quote means an oral, electronic, or written request for written pricing or services information from a state term contract vendor for commodities or contractual services available on a state term contract from that vendor. *See* §287.012, Fla.Stat.

Responsible means capacity to fully perform contract requirements with integrity and reliability which give responsible assurances of good faith and performance including: satisfactory references, adequate financial resources; equipment and/or facilities available to do the work; applicable licenses and/or certifications, *etc.*

Responsive means a bid, quote, proposal or submittal that conforms in all material respects to the solicitation at the time of submission including: submission of proposal on time; signed proposal and all amendments; submission of bid bond, if required; submission of all technical documentation that is required; so counter offer/conditioned offer.

Responsive Bid or Responsive Proposal means a bid, or proposal, or reply submitted by a responsive and responsible vendor which conforms in all material respects to the solicitation. *See* §287.012, Fla.Stat.

Responsive Vendor means a vendor that has submitted a bid, proposal, or reply that conforms in all material respects to the solicitation. *See* §287.012, Fla.Stat.

TPA Governing Board means the governing board of the Palm Beach TPA.

Section 3. Competitive Purchasing Process

A. Introduction. The procurement process to be followed is first based on estimated price of the purchase and then based on whether the purchase is for goods or services. For the purposes of this determination, the estimated price shall be the total amount of the anticipated purchase.

- B. Purchases Over a Period of More than One Fiscal Year.** For recurring purchases, the estimated price shall be the estimated total amount to be spent in a fiscal year.
- C. Amendments To Existing Contracts.** With regard to amendments to an existing contract, amendments extending a contract completion date by not more than 180 days, that modify a contract in a non-material way, or that expand the services to be performed or goods to be supplied, may be approved by the Executive Director. Any contract amendment that increases the cumulative or total contract price to an amount of more than \$35,000, extends a contract completion date by more than 180 days, or that modifies contract provisions in a material way, shall require TPA Governing Board approval.
- D. Non-Division of Solicitation.** The TPA shall not divide the solicitation of commodities or Contractual Services so as to avoid the requirements of this Procurement Policy, the requirements of Competitive Solicitation, or other state or federal purchasing requirement.
- E. Receipt of Equal Responses.** If two equal responses to a solicitation or a Request For Quote are received and one response is from a certified minority business enterprise, the TPA shall enter into a contract with the certified minority business enterprise. If two equal responses to a solicitation or Request For Quote are received and neither response is from a certified minority business enterprise, the TPA may proceed with either response, whichever is deemed most beneficial to the TPA.
- F. Duration of Contracts.** Contracts for commodities or Contractual Services may be renewed for a period that shall not exceed 3 years or the term of the original contract, whichever is longer. Renewal of a contract for commodities or Contractual Services must be in writing and is subject to the same terms and conditions set forth in the initial contract and any written amendments signed by the parties. If the commodity or Contractual Service is purchased as a result of Competitive Solicitation, proposals, or replies, the price of the commodity or Contractual Service to be renewed must be specified in the bid, proposal, or reply, except that the TPA may negotiate lower pricing. A renewal contract may not include any compensation for costs associated with the renewal. Renewals are contingent upon satisfactory performance evaluations by the TPA and subject to the availability of funds.
- G. Purchase of Contractual Services.** For each Contractual Services contract, the TPA Executive Director shall designate an employee to function as contract manager who is responsible for enforcing performance of the contract terms and conditions and serves as a liaison between the contractor and the TPA. The primary responsibilities of a contract manager include:

1. Participating in the solicitation development and review of contract documents.
2. Monitoring the contractor's progress and performance to ensure procured products and services conform to the contract requirements and keep timely records of findings.
3. Managing and documenting any changes to the contract through the amendment process authorized by the terms of the contract.
4. Monitoring the contract budget to ensure sufficient funds are available throughout the term of the contract.
5. Exercising applicable remedies, as appropriate, when a contractor's performance is deficient.

H. Summary of Actions With Regard to Contracts Based on the Estimated Price. The following table summarizes the steps to be followed based on the estimated price and item or service to be purchased. Details for each process are provided in the following sections.

Table 2. Purchasing Process Summary

Estimated Price	<=\$10,000		>\$10,000 < \$35,000		> \$35,000		
Document Section	Section 3.A		Section 3.B		Section 3.C		
Sub-Category	≤ \$1,000	> \$1,000 < \$10,000	Goods (RFQ)	Services (RFS)	Goods (IFB)	Services (RFP)	Services (CCNA)
Notice	N/A	Phone/Email to Vendor	At least 10 business days		At least 15 business days		
Minimum Responses	(2) Published Price N/A	(3) (2) Solicited Quotes	3		3		
Criteria	Price		Price	Qualifications and Price	Price	Qualifications and Price	Qualifications
Evaluator	TPA Staff		TPA Staff		TPA Staff	Selection Committee	
Approval	TPA Executive Director		TPA Executive Director		TPA Governing Board		
P r o t e s t	File Period	N/A	N/A		5 business days		
	Decision Period	N/A	N/A		5 business days		
	Decision Maker	N/A	N/A		Executive Director		
	File Period	N/A	N/A		3 business days		

A p p e a l	Fee	N/A	N/A	Max - 1% of RFP or \$5K
	Decision Period	N/A	N/A	15 business days
	Decision Maker	N/A	N/A	Appeal Committee
	Surplus Authority	TPA Executive Director or Designee	TPA Executive Director or Designee	TPA Governing Board

I. Purchases less than \$10,000

All purchases of goods and/or services with an estimated price less than ten thousand dollars (\$10,000) shall be approved by the Executive Director, or said Executive Director's designee via an executed Purchase Order or Agreement for Services. These purchases shall be made from the lowest cost, Responsive Bid and Responsible bidder or supplier obtained in accordance with the following:

1. Micro Purchases: Micro Purchases may be authorized by the Executive Director for Supplies and Services, provided that each Micro Purchase does not exceed one thousand dollars (\$1,000). The Procurement and Contracts Coordinator, using good purchasing practices, may use any method of Procurement for Micro Purchases, including published pricing, provided that pricing is determined to be fair and reasonable. Micro Purchases do not require the solicitation of multiple quotes. Purchases not exceeding one thousand dollars (\$1,000) require two (2) published or solicited quotes. This requirement can be waived at the discretion of the Executive Director.
2. Small Purchases: Small Purchases may be authorized by the Executive Director for Supplies and Services, provided that each Small Purchase does not exceed ten thousand dollars (\$10,000). Purchases exceeding one thousand dollars (\$1,000) but not exceeding ten thousand dollars (\$10,000) require two (2) three (3) solicited quotes. If, after reasonable effort, only one source provides a responsive quotation, then an award may be made to the responsive source if the pricing is determined to be fair and reasonable by the Procurement and Contracts Coordinator. The Finance and Operations Manager shall maintain a record of the solicited quotes for a minimum of three (3) years.
3. ~~This is consistent with Florida law requiring state agencies to engage in Competitive Solicitation for purchases exceeding \$35,000. §287.057(1), Fla.Stat.~~

J. Purchases \$10,000 or greater but not to exceed \$35,000

All purchases of goods and/or services with an estimated price ten thousand dollars (\$10,000) or greater, but not exceeding thirty-five thousand dollars (\$35,000), shall be approved by the Executive Director, or said Executive Director's designee, via an executed Purchase Order or Agreement for Services. Purchases of Goods shall be made from the lowest cost, Responsive Bid and Responsible bidder, and Purchases of Services shall be made from the most Responsive Bid and Responsible bidder obtained in accordance with the following:

1. Purchases of Goods - Request for Quotes (RFQ)
 - a. RFQ Materials. The Executive Director, or said Executive Director's designee, shall develop the RFQ Materials, including but not limited to:
 - (1) Introduction
 - (2) Specifications of item(s)

- (3) Information to be provided by a Responsive Bidder
 - b. Public Notice. The Executive Director, or said Executive Director's designee, shall provide Public Notice for a period not less than ten (10) TPA business days. The notice shall state the title and the due date for submittal of quotes.
 - c. Minimum Responsive Bids. The Executive Director, or said Executive Director's designee, shall review the quotes to determine responsiveness. The RFQ shall generate a minimum of three (3) responsive quotes in order to proceed to a selection. The Executive Director may waive this criteria if less than three responsive quotes are received.
 - d. If less than two Responsive Bids, proposals, or replies for commodity purchases are received, the TPA may negotiate on the Best Value. The TPA shall document the reasons that such action is in the Best Value to the TPA in lieu of resoliciting competitive sealed bids, proposals, or replies.
 - e. Purchase Approval. The Executive Director, or said Executive Director's designee, shall prepare a Purchase Order for approval by the Executive Director.
 - f. The Executive Director may designate an agency employee to approve a purchase which designation shall be in writing, filed and maintained with the RFQ materials, and which shall require a separate writing for each RFQ. Designations of agency employees to conduct other activities with regard to a RFQ, other than authorizing a purchase, may be by a delegation of general authority to employee(s) for a period of time or until withdrawn.
2. Purchases of Services - Request for Services (RFS)
- a. RFS Materials. The Executive Director, or said Executive Director's designee, shall develop the RFS Materials, including but not limited to:
 - (1) Introduction
 - (2) Scope of Service(s) to be purchased
 - (3) Evaluation Criteria to be used to rank responsive proposals
 - (4) Information to be provided by a Responsive Bidder
 - b. Public Notice. The Executive Director, or said Executive Director's designee, shall provide Public Notice for a period not less than ten (10) TPA business days. The notice shall state the title and the due date for submittal of quotes.
 - c. Minimum Responsive Proposals. The Executive Director, or said Executive Director's designee, shall review the proposals to determine Responsiveness. The RFS shall generate a minimum of three (3) responsive proposals in order to proceed to a selection. The Executive Director may waive this criteria if less than three Responsive proposals are received.

- d. If less than two Responsive Bids, proposals, or replies for Contractual Services purchases are received, the TPA may negotiate for the Best Value. The TPA shall document the reasons that such action is in the Best Value to the TPA in lieu of resoliciting competitive sealed proposals or replies.
- e. Evaluation. TPA Staff shall evaluate the proposals according to the published evaluation criteria in the RFS Materials and recommend a final selection.
- f. Purchase Approval. The Procurement and Contracts Coordinator shall prepare an Agreement for Services for approval by the Executive Director.
- g. The Executive Director may designate an agency employee to approve a purchase which designation shall be in writing, filed and maintained with the RFS materials, and which shall require a separate writing for each RFS. Designations of agency employees to conduct other activities with regard to a RFS, other than authorizing a purchase, may be by a delegation of general authority to employee(s) for a period of time or until withdrawn.

K. Purchases Greater than \$35,000

All purchases of goods and/or services with an estimated price exceeding thirty-five thousand dollars (\$35,000) shall be approved by the TPA Governing Board via an executed Purchase Order or Agreement for Services. This is consistent with Florida law requiring state agencies to engage in Competitive Solicitation for purchases exceeding \$35,000. §287.057(1), Fla.Stat.

Purchases of Goods shall be made from the lowest cost, Responsive Bid and Responsible bidder and Purchases of Services shall be made from the most Responsive Bid and Responsible bidder and representing the Best Value to the TPA obtained in accordance with the following:

- 1. Purchases of Goods – Invitation for Bids (IFB). The Invitation To Bid shall be used when the TPA is capable of specifically defining the scope of work for which a Contractual Service is required or when the TPA is capable of establishing precise specifications defining the actual commodity or group of commodities required.

Prior to the time for receipt of bids, proposals, or replies, the TPA may conduct a conference or written question and answer period for purposes of assuring the vendor’s full understanding of the solicitation requirements. The vendors shall be accorded fair and equal treatment.

If less than two Responsive Bids, proposals, or replies for commodity or Contractual Services purchases are received, the TPA may negotiate on the Best Value. The TPA shall document the reasons that such action is in the Best Value to the TPA in lieu of resoliciting competitive sealed bids, proposals, or replies.

- a. IFB Materials. The Executive Director shall develop the IFB Materials, including but not limited to:
 - (1) Introduction;
 - (2) Specifications of item(s) to be purchased, including a detailed description of the commodities or Contractual Services sought, and if the TPA contemplates renewal of the contract, a statement to that effect. Bids submitted in response to an Invitation To Bid in which the TPA contemplates renewal of the contract must include the price for each year for which the contract may be renewed;
 - (3) Information to be provided by a Responsive Bidder.
 - b. Public Notice. The Executive Director, or said Executive Director's designee, shall provide Public Notice for a period not less than fifteen (15) TPA business days. The notice shall state the title and the due date for submittal of bids.
 - c. Minimum Responsive Bids. The Executive Director, or said Executive Director's designee, shall review the bids to determine Responsiveness. The IFB shall generate a minimum of three (3) Responsive Bids in order to proceed to a selection. The Executive Director may waive this criteria if less than three Responsive Bids are received.
 - d. Purchase Approval. The contract shall be awarded to the Responsible and Responsive Vendor who submits the lowest Responsive Bid representing the Best Value to the TPA. The Executive Director, or said Executive Director's designee, shall prepare a Purchase Order for approval by the TPA Governing Board. Evaluation of bids must include consideration of the total cost for each year of the contract, including renewal years, as submitted by the Responsible Vendor.
 - e. Designations of TPA employees to conduct activities with regard to a purchases greater than \$35,000, other than authorizing a purchase, may be by a delegation of general authority to employee(s) for a period of time or until withdrawn.
3. Purchases of non-CCNA Services - Request for Proposals (RFP). The TPA shall use a Request For Proposals when the purposes and uses for which the Contractual Service being sought can be specifically defined, and the TPA is capable of identifying necessary deliverables. Various combinations or versions of Contractual Services may be proposed by a Responsive Vendor to meet the specifications of the solicitation document.

Prior to the time for receipt of proposals or replies, the TPA may conduct a conference or written question and answer period for purposes of assuring the vendor's full understanding of the solicitation requirements. The vendors shall be accorded fair and equal treatment.

If less than two Responsive Proposals or replies for Contractual Services purchases are received, the TPA may negotiate on the Best Value. The TPA shall document the reasons that such action is in the Best Value to the TPA in lieu of resoliciting competitive sealed proposals or replies.

4. RFP Materials. Before issuing a Request For Proposals, the TPA must determine and specify in writing the reasons that procurement by Invitation To Bid is not practicable. The Executive Director shall develop the RFP Materials, including but not limited to:
 - (1) Introduction.
 - (2) Scope of service(s) to be purchased, including a statement describing the commodities or Contractual Services sought; the relative importance of price and other evaluation criteria; and if the TPA contemplates renewal of the contract, a statement to that effect.
 - (3) Evaluation Criteria to be used to rank Responsive Proposals Information to be provided by a Responsive Bidder, including price, which must be specified in the proposal; if the TPA contemplates renewal of the contract, the price for each year for which the contract may be renewed; consideration of the total cost for each year of the contract, including renewal years, as submitted by the vendor; and consideration of prior relevant experience of the vendor.

- f. Public Notice. The Executive Director, or said Executive Director's designee, shall provide Public Notice for a period not less than fifteen (15) TPA business days. The notice shall state the title and the due date for submittal of proposals.
- g. Minimum Responsive Bids. The Procurement and Contracts Coordinator shall review the submittals to determine responsiveness. The RFP shall generate a minimum of three (3) Responsive Proposals in order to proceed to a selection. For good cause shown, the Executive Director may waive this criteria if less than three Responsive Proposals are received. Waivers by the Executive Director shall be made in writing, and said writing shall be maintained in the records for the particular non-CCNA purchase.
- h. If less than two Responsive Proposals or replies are received, the TPA may negotiate on the Best Value. The TPA shall document the reasons that such action is in the Best Value to the TPA in lieu of resoliciting competitive sealed bids, proposals, or replies.
- i. Selection Committee. The Executive Director shall establish a Selection Committee (Committee) of not less than three (3) members. All meetings of the Committee shall be conducted in a manner consistent with Florida's Sunshine Law, meaning a meeting of the selection committee shall be noticed with at least three (3) days prior notice, shall be open to the public, and shall have minutes of the committee meeting prepared. A quorum shall be a majority of members, except that if there are only three (3) members, all three (3) must be present. The members of the Committee must be physically present to participate. All members of the Committee shall be free of any conflicts of interest as set forth in Chapter 112, Florida Statutes.
- j. Evaluation. The Committee shall conduct an evaluation of all Responsive Proposals on the basis of the information provided and the evaluation criteria set forth in the RFP. The Committee may then choose to publish either a recommended selection or a short list of proposers for oral presentations at a future Committee meeting. If the latter, the Committee shall also specify a date, time and location to hear oral presentations and then publish a recommended selection. Said meeting for oral presentations shall be open to the public and to all proposers. The order of proposer's oral presentation shall be selected by lottery.
- k. Purchase Approval. The contract shall be awarded by written notice to the responsible and Responsive Vendor whose proposal is determined in writing to be the most advantageous to the TPA, taking into consideration the price and other criteria set forth in the Request For Proposals. The contract file shall contain documentation supporting the basis on which the award is made. The Executive Director or designee shall prepare an Agreement for Services between the TPA and the recommended selection for approval by the TPA Governing Board.
- l. Purchases of CCNA Services - Request for Qualifications (CCNA).

1. CCNA services include architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state.

2. Any firm or individual desiring to provide CCNA services to the agency must first be certified by the TPA as qualified pursuant to law and the regulations of the TPA. The TPA must find that the firm or individual to be employed is fully qualified to render the required service. Among the factors to be considered in making this finding are the capabilities, adequacy of personnel, past record, and experience of the firm or individual. §287.055(3)(c), Fla.Stat.

3. The TPA shall evaluate professional services, including capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, and other factors determined by the TPA to be applicable to its particular requirements. §287.055(3)(d), Fla.Stat.

4. COMPETITIVE SELECTION.—

(a) The process of competitive selection shall apply to all proposed purchase of CCNA services for a planning or study activity or for a continuing contract which is a contract for CCNA professional services for work of a specified nature as outlined in the contract required with the TPA, with the contract being for a fixed term or with no time limitation except that the contract must provide a termination clause.

(b) For each proposed project, the TPA shall evaluate current statements of qualifications and performance data on file with the TPA, together with those that may be submitted by other firms regarding the proposed project, and shall conduct discussions with, and may require public presentations by, no fewer than three firms regarding their qualifications, approach to the project, and ability to furnish the required services.

(c) The TPA shall select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the TPA shall consider such factors as the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firms; and the volume of work previously awarded to each firm by the TPA with the object of effecting an equitable distribution of contracts among qualified firms provided such distribution does not violate the principle of selection of the most highly qualified firms. The TPA may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations.

5. COMPETITIVE NEGOTIATION

(a) The TPA shall negotiate a contract with the most qualified firm for CCNA professional services at compensation which the TPA determines is fair, competitive, and reasonable. In making such determination, the TPA shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For any lump-sum or cost-plus-a-fixed-fee CCNA professional service contract, the TPA shall require the firm receiving the award to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any CCNA professional service contract under which such a certificate is required must contain a provision that the original contract price and any additions thereto will be adjusted to exclude any significant sums by which the TPA determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments must be made within 1 year following the end of the contract. §287.055(3)(d), Fla.Stat.

(b) Should the TPA be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the agency determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The TPA shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the TPA must terminate negotiations. The agency shall then undertake negotiations with the third most qualified firm.(c) Should the TPA be unable to negotiate a satisfactory contract with any of the selected firms, the TPA shall select additional firms in the order of their competence and qualification and continue negotiations in accordance with this subsection until an agreement is reached..

6. CCNA Materials. The Executive Director, or said Executive Director's designee, shall develop the CCNA Materials, including but not limited to:

- (a) Introduction
- (b) Scope of CCNA professional service(s)
- (c) Minimum qualifications to render the required service, including but not limited to capabilities, adequacy of personnel, past record, and experience of the firm or individual, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, and other factors determined by the Palm Beach TPA to be applicable to its particular requirements.

7. Public Notice. The Executive Director or designee shall provide Public Notice (*see* Section 5.B. of this Procurement Policy) for a period not less than fifteen (15) TPA business days. The notice shall state the title and the due date for submittal of proposals, and must include a general description of the project, planning study or activity and indicate how interested firms or consultants may apply for consideration

8. Minimum Responsive Proposals Bids. The Executive Director, or said Executive Director's designee shall review the submittals to determine Responsiveness. The CCNA shall generate a minimum of three (3) Responsive Proposals in order to proceed to a selection. The Executive Director may waive this criteria if less than three Responsive Proposals are received.

9. Selection Committee. The Executive Director shall establish a Selection Committee (Committee) of not less than three (3) members. All meetings of the Committee shall be conducted in a manner consistent with Florida's Sunshine Law, meaning a meeting of the selection committee shall be noticed with at least three (3) days prior notice, shall be open to the public, and shall have minutes of the committee meeting prepared. A quorum shall be a majority of members except that if there are only three (3) members, all three (3) must be present. The members of the Committee must be physically present to participate. All members of the Committee shall be free of any conflicts of interest as set forth in Chapter 112, Florida Statutes. Said meeting for oral presentations shall be open to the public and to all proposers. The order of proposer's oral presentation shall be selected by lottery.

10. Responsible Vendor. The Committee will first review each submittal for compliance with the minimum qualifications and mandatory requirements of the CCNA. Failure to comply with any mandatory requirements, as determined by the Committee, will disqualify a submittal. The Committee must find that the firm or individual is fully qualified to render the required services.

11. Evaluation. The Committee shall then conduct an evaluation of all Responsive Proposals by qualified vendors on the basis of the information provided and the evaluation criteria set forth in the publicly noticed Request For Proposals. Evaluation shall select in order of preference no fewer than three vendors deemed to be the most highly qualified to perform the required services. In determining whether a vendor is qualified, the TPA shall consider such factors as the ability of professional personnel; whether a vendor is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the vendors; and the volume of work previously awarded to each vendor by the TPA, with the object of effecting an equitable distribution of contracts among qualified vendors, provided such distribution does not violate the principle of selection of the most highly qualified firms. The agency may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations.

12. The Committee may then choose to publish either a recommended ranking or a short list of proposers for oral presentations at a future Committee meeting. If the latter, the Committee shall also specify a date, time and location to hear oral presentations and then publish a recommended ranking. Said meeting for oral

presentations shall be open to the public and to all proposers. The order of proposer's oral presentation shall be selected by lottery. Upon holding oral presentations, the Responsive Vendors shall be rank order in a list of preference for contracting.

13. Negotiations. Upon approval by the Executive Director of the Committee's recommendation of the final rankings of the shortlisted firms, the Executive Director shall request a fee proposal from the highest ranked firm and attempt to negotiate a contract to perform specified services at a compensation that is determined by the Executive Director to be fair, competitive and reasonable. Should the Executive Director be unable to negotiate a satisfactory agreement with the top-ranked firm, the Executive Director will formally terminate negotiations with that firm and undertake negotiations with the second-ranked firm. Failing accord with the second-ranked firm, the Executive Director will formally terminate negotiations with that firm and undertake negotiations with the third-ranked firm. If the short list is exhausted, the Executive Director may terminate the CCNA process.

14. Purchase Approval. After the successful conclusion of negotiations, the Executive Director, or said Executive Director's designee, shall prepare an Agreement for Services for approval. Contracts of or exceeding \$35,000 shall be subject to approval by the TPA Governing Board. Contracts of less than \$35,000 shall be subject to approval by the Executive Director.

Purchase of Auditing Services. The purchase of services for the annual audit by a certified public accountant is a process subject to Section 218.39 and 218.391, Florida Statutes. Section 218.39 and 218.391, Florida Statutes, must be followed for this purchase.

Section 4. Exemptions to the Competitive Purchasing Process Goods and/or services in the following categories may be procured without subjection to the competitive purchasing process established in Section 3.

A. Exempt Purchases

Goods and/or Contractual Services listed in Appendix A. These purchases are exempt from the competitive purchasing process set forth in this Procurement Policy. Authority is delegated to the Executive Director to authorize on behalf of the TPA all purchases exempt from this Procurement Policy of goods and/or services with an estimated price not exceeding thirty-five thousand dollars (\$35,000). Said purchases shall be approved by the Executive Director via an executed Purchase Order or Agreement for Services. Purchases of or exceeding \$35,000 shall be subject to approval by the TPA Governing Board.

B. Sole Source Purchases

Goods and/or services may be qualified as Sole Source provided that:

1. Commodities or Contractual Services available only from a single source may be excepted from the competitive-solicitation requirements. If the TPA Executive Director believes that commodities or Contractual Services are available only from a single source, the TPA shall electronically post a description of the commodities or Contractual Services sought for at least 15 TPA business days on its web-site and at least one public bidding web-site, such as Demand Star or the State of Florida's Vendor Information Portal (VIP) at <https://vendor.myfloridamarketplace.com>. The description must include a request that prospective vendors provide information regarding their ability to supply the commodities or Contractual Services described. If it is determined in writing by the TPA Executive Director, after reviewing any information received from prospective vendors that the commodities or Contractual Services are available only from a single source, the TPA shall provide notice of its intended decision to enter a single-source purchase contract. *Accord* §287.057(3)(c), Fla.Stat.
2. Written documentation by the Executive Director justifying why the requested good or service is the only one (1) that will meet the needs of the TPA shall be filed and maintained in the records file for a particular purchase made as a sole source purchase.
3. Written documentation from the vendor/supplier stating that they are the only source of the supply for the requested good or service may be used by the TPA Executive Director to justify the decision to declare a purchase as one from a sole source. If the supplier is not the manufacturer, additional written documentation must be provided in which the manufacturer attests that the vendor is their sole supplier for the requested good or service.

C. Emergency Purchases

Goods and/or services that are determined to be necessary by the Executive Director in response to a need when the delay necessary to comply with all procurement rules, regulations or procedures would be detrimental to the interests, health, safety, or welfare of the Palm Beach TPA.

This exemption applies when the Executive Director determines in writing that an immediate danger to the public health, safety, or welfare or other substantial loss to the TPA requires emergency action. After the Executive Director signs such a written determination, the TPA may proceed with the procurement of commodities or Contractual Services necessitated by the immediate danger, without receiving competitive sealed bids, competitive sealed proposals, or competitive sealed replies. The written determination shall be maintained in the file with regard to a particular emergency purchase. A written determination of the basis for the emergency and for the selection of the particular contractor or vendor for the goods and/or services shall be included in the written contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, and a listing of the item(s) procured under the contract.

Emergency purchases of more than \$35,000 shall be approved by the Executive Director and shall be presented to the TPA Governing Board at the next TPA Governing Board meeting.

D. Piggyback Purchases

Goods and/or services that may be piggybacked or purchased using an existing contract that a vendor has with the federal government; a state or municipal government; another governmental agency; or a government related association that qualify for federal reimbursement provided that:

1. The Executive Director, or said Executive Director's designee, determines and documents that the piggyback purchase is advantageous to the TPA;
2. The Executive Director, or said Executive Director's designee, verifies that the original scope, quantity and that the nature of the contract meet the needs of the TPA and the term of the piggybacked contract remains in effect;
3. The contractor agrees to extend the terms and conditions specified in the originating contract to the TPA and the TPA accepts the terms and conditions specified;
4. The Executive Director, or said Executive Director's designee, determines that the procurement process and content of the originating contract is compliant with federal purchasing requirements.

E. Public Agency Purchases

Goods and/or services that are provided by a Political Subdivision as defined in section 1.01(8), F.S., a quasi-public insurance risk management consortium of local governmental entities, a Regional Planning Council as defined in section 186.512, F.S., a Transportation Authority as defined in section 343.1002(5), F.S., or a Local Educational Agency as defined in section 1004.02(18), F.S.

F. Direct Purchases

Goods and/or services that are provided from any qualified vendor provided that:

1. No Responsive Proposals are received during the Competitive Purchasing Process; and
2. No significant alterations in the specifications, qualifications or terms and conditions can be made to encourage competition.

G. Petty Cash Purchases

Goods and/or services purchased by TPA Staff with out of pocket cash in the normal performance of their job in an amount not to exceed \$100 per single purchase.

H. Travel Related Purchases

Goods and/or services purchased related to travel in accordance with section 112.061, F.S.

Section 5: Administrative Processes

A. Required Contract Provisions

All contracts awarded by the Palm Beach TPA shall contain the provisions required by applicable Federal, State of Florida, and local law, as may be amended from time to time, including, but not limited to, a statement of compliance with the Public Entity Crime Act (§287.133, Fla.Stat.), the Prohibition Against Contracting with Scrutinized Companies (§287.135, Fla.Stat.), the Anti-Kickback Act (41 U.S.C. §8701 *et seq.*), the Disadvantaged Business Enterprises requirements (49 CFR Part 26), Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions (31 U.S.C. §1352), Prohibitions Against Conflicts of Interest (§112.311 *et seq.*, Fla.Stat.), Prohibitions Against Discrimination (Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990 (ADA); 42 U.S.C. §2000d, 42 U.S.C. §6102, 42 U.S.C. §12131, and 49 U.S.C. §5332), E-Verify Requirements (§448.095, Fla.Stat.), Prohibition Against Program Fraud and False or Fraudulent Statements (31 U.S.C. §3801; 49 CFR Part 31), Government Debarment and Suspension (49 CFR Part 29), Clean Air Requirements (42 U.S.C. §7401), Clean Water Requirements (33 U.S.C. §1251), and Use Of Seat Belts (Executive Order No. 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009, 23 U.S.C. § 402 note; (b) U.S. DOT Order 3902.10, "Text Messaging While Driving," December 30, 2009; and (c) U.S. DOT provisions pertaining to Distracted Driving as set forth in said orders; §316.614, Fla.Stat.), the Equal Employment Opportunity Order, remedies for contractor's breach of contract terms and termination for cause and for convenience. Neither the TPA, nor any officer or employee of the TPA, shall enter into any contract on behalf of the TPA, which contract binds the TPA for the purchase of services or tangible personal property for a period in excess of one fiscal year, unless the following statement is included in the contract: "The TPA's performance and obligation to pay under this contract is contingent upon an annual appropriation by the federal government and the Florida Legislature." *See* §287.0582, Fla.Stat. Any contract with the TPA for the purchase of commodities or contractual services shall provide that the contract may be unilaterally cancelled by the TPA for refusal by the contractor to allow public access to all documents, papers, letters, or other material made or received by the contractor in conjunction with the contract, unless the records are exempt from s. 24(a), Art. I of the State Constitution and s. 119.07(1).

B. Public Notice.

The TPA shall maintain a webpage describing business opportunities, the date for responding, how a response should be made to the Public Notice, and shall maintain an e-mail list of subscribers for notifications of business opportunities. The TPA shall also provide notice via internet utilizing the TPA's web-site and Demand Star or the State of Florida's Vendor Information Portal (VIP) at <https://vendor.myfloridamarketplace.com>. The TPA shall post information regarding all active competitive purchases to these webpages and shall provide notice of these opportunities to all e-mail subscribers. Information may also be disseminated by internet ads, print ads, periodicals or other means, as determined necessary or appropriate, from time to time, by the TPA Executive Director.

C. Purchasing Thresholds. The TPA shall provide a good faith estimate in determining whether the proposed activity meets the threshold amounts referred to in this Procurement Policy.

D. Protests

1. Any actual or prospective bidder or proposer who is aggrieved in connection with a pending award of an IFB, an RFP or a CCNA may submit a written protest to the Executive Director within five (5) business days of the posting of the short list of proposers or the award recommendation.
 - a. To be deemed sufficient, a protest must:
 - 1) Identify the proposer and the solicitation involved;
 - 2) Include a clear statement of the legal and factual grounds on which the aggrieved proposer's objection is based;
 - 3) Delineate the alleged omission, error, mistake, or incorrect evaluation; and
 - 4) Specify the relief requested by the aggrieved proposer.
 - b. Upon timely receipt of a sufficient protest, The Executive Director, or said Executive Director's designee, shall notify all other responsive or short-listed firms of the protest. The protested purchase is stayed and no award will be made until the protest is resolved unless the Executive Director, with the advice of the TPA attorney, makes a determination that the immediate award of the contract is necessary to protect substantial interests of the TPA.
2. The Executive Director shall have five (5) TPA business days from receipt of the protest to review and either uphold or deny the protest.
3. If the protest is denied, the protestor may submit a written appeal to the Executive Director within three (3) business days of the denial.

4. The Executive Director shall convene an Appeal Committee of not less than three (3) TPA Governing Board Representatives including the Chair and/or the Vice Chair. All meetings of the Appeal Committee shall be conducted in a manner consistent with Florida's Sunshine Law. A quorum shall be a majority of members except that if there are only three (3) members, all three (3) must be present. The members of the Appeal Committee must be physically present to participate. All members of the Committee shall be free of any conflicts of interest as set forth in Chapter 112, Florida Statutes.
5. Appeal Committee Proceedings.
 - a. At the Appeal Committee's hearing, the protesting party, its representative or counsel, and any other affected parties may make an oral presentation of the testimony and argument. Neither direct nor cross-examination of witnesses will be permitted. However, committee members may make whatever inquiries are deemed pertinent to make a determination of the protest.
 - b. The judicial rules of evidence shall not apply. The Appeal Committee shall base its decision on such information presented in the course of the proceeding upon which reasonable prudent persons would rely in the conduct of their affairs.
 - c. The Appeal Committee may either uphold or deny the appeal.
 - d. The Executive Director or designee shall notify all affected parties of the Appeal Committee's decision.

E. Surplus

1. Sales, donations, and disposals of surplus property shall be in accordance with federal requirements, Chapter 274, Florida Statutes, and the following procedures. Nothing in these regulations shall prevent the Palm Beach TPA from complying with the terms and conditions of any grant, gift, bequest, or agreement.
2. Property value less than five thousand dollars (\$5,000)
 - a. The Executive Director must approve disposal of property with value not exceeding \$5,000.
 - b. Property may be disposed of in the most efficient and cost-effective means as determined by the Executive Director, or said Executive Director's designee.
 - 1) Property (except trade-in property) that is obsolete, unusable, or the sale of which is otherwise determined to be in the Best Value to the TPA may be disposed of for value to any person, to the State, to any governmental unit or to any political subdivision.
 - 2) Property without commercial value may be donated, destroyed, or abandoned.
3. Property value equal to or greater than five thousand dollars (\$5,000)

- a. The TPA Governing Board must approve disposal of property with value exceeding \$35,000.
- b. Property (except trade-in property) that is obsolete, unusable, or the sale of which is otherwise determined to be in the Best Value to the TPA may be disposed of via appropriately advertised public auction or to the highest bidder obtained in accordance with the following bid procedures:
 - 1) Surplus Advertisement. The Executive Director shall develop the Surplus Advertisement, including but not limited to:
 - a) Introduction
 - b) Specifications and quantities of item(s) to be sold
 - c) Information to be provided by a Responsive Bidder
 - 2) Public Notice. The Executive Director, or said Executive Director's designee, shall provide Public Notice for a period not less than ten (10) TPA business days. The notice shall state the title and the due date for submittal of bids.
 - 3) Minimum Responsive Bids. The Executive Director, or said Executive Director's designee, shall review the bids to determine responsiveness. The Surplus Advertisement shall generate a minimum of three (3) Responsive Bids in order to proceed to a selection. The Executive Director may waive this criteria if less than three Responsive Bids are received.
 - 4) Sale Approval. The Executive Director, or said Executive Director's designee, shall prepare an invoice showing the item description, purchase date, purchase cost, use/purpose, and book value (if available) for approval by the Executive Director.

F. Invoicing and Payment

1. It is the policy of the Palm Beach TPA to pay all invoices in accordance with the Florida Prompt Payment Act (§218.70 *et seq.*, Fla.State.) after receipt of a proper invoice. Proper invoices are entered into the TPA's financial system within three business days of receipt to document timely payment.
~~The Executive Director, or said Executive Director's designee, shall date stamp all invoices to determine the start date for the appropriate payment window for construction or non-construction services.~~
2. A sufficient invoice is defined as an original invoice received by the Palm Beach TPA and containing, at a minimum:
 - (1) Vendor's name, telephone number, and mailing address
 - (2) Invoice number, invoice date and delivery date

- (3) Description of goods and/or services provided, quantity, unit price, extended price and total invoice amount
3. For construction services, total invoice amount (less retainage) and percentage of work completed. For invoices that are deemed insufficient, the vendor will be notified of the deficiency within 10 business days of the receipt of the original invoice.
4. In the event a vendor disputes the sufficiency determination by the TPA, the vendor shall provide a written dispute within five business days of receipt of the sufficiency determination and shall include such material and information as necessary to support the dispute. The Executive Director shall have five (5) business days from receipt of the dispute to review and either uphold or deny the dispute.

G. Records

1. The Executive Director, or said Executive Director's designee, and the Agency Clerk, shall maintain the significant history of a procurement for minimum of three (3) years, including, but not limited to:
 - a. A record of all bids/proposals received;
 - b. The rationale for the method of procurement;
 - c. Selection of contract type;
 - d. Contractor selection; and
 - e. The basis for the contract price.
2. The Executive Director, or said Executive Director's designee, shall tag and inventory all tangible property equal to or greater than \$51,000 per item.
3. The Executive Director, or said Executive Director's designee, shall conduct an annual asset and inventory audit of all tangible property equal to or greater than \$51,000 per item.

H. Sales Tax

The Palm Beach TPA is exempt from Florida Sales and Use Tax on its purchases, except as otherwise provided by law. Vendors are not exempt from the payment of sales tax. A sales tax exemption form is available from the Procurement Officer. The purchaser is responsible for making an attempt to use the exemption form to avoid paying sales tax. If the retailer refuses to honor the form, the purchaser must so state on the receipt in order to be reimbursed for the sales tax.

I. Conflict of Interest

In connection with the Palm Beach TPO's procurement of commodities or services, employees shall adhere to the conflict of interest and unauthorized compensation provisions applicable to State and local public officials, as set forth in Section 112.313, Florida Statutes.

J. Credit Cards

1. The Palm Beach TPA may establish credit card account(s) to improve the efficiency of the purchasing process. A Palm Beach TPA credit card is to be used for Palm Beach TPA purchases only.
2. An individual to be issued a credit card must execute the Credit Cardholder Agreement in Appendix B. Individual names as well as the Palm Beach TPA's name shall be shown on all credit cards. The credit card has the cardholder's name embossed on it and is to be used only by that cardholder.
3. All monthly statements of account must be reviewed and signed by the cardholder, certifying that the items shown as purchased are correct. Should an item on the statement be disputed, the cardholder must sign the "Cardholder Statement of Disputed Item" form attached hereto as Appendix C.
4. All monthly statements of account must be reviewed by a member of the Finance staff separate from the Cardholder. Statements will be reconciled to the bank statements monthly.
5. The credit card shall be paid in full monthly to ensure that finance charges are not accrued.
6. Should a cardholder lose or have their credit card stolen, it is the responsibility of the cardholder to immediately notify the card issuer. In addition, the cardholder must notify the Executive Director, or said Executive Director's designee, ~~CFD~~ of the loss within one business day after discovery of the loss or theft of the card. The cardholder is required to make a written report to the Executive Director, or said Executive Director's designee, that will include the complete information on the loss, the date the loss was discovered, the location where the loss occurred, if known, and any other information that is pertinent. Should the card be returned, it must be turned into the Executive Director, or said Executive Director's designee.
7. If an employee leaves Palm Beach TPA their card must be collected and destroyed. The Executive Director, or said Executive Director's designee, shall cancel the card with the issuer.

Appendix A – Exempt Purchases

1. Advertisements
2. Art and artistic services - As used in this exemption, the term “artistic services” does not include advertising or typesetting. As used in this exemption, the term “advertising” means the making of a representation in any form in connection with a trade, business, craft, or profession in order to promote the supply of commodities or services by the person promoting the commodities or Contractual Services. “Artistic services” includes the rendering by a contractor of its time and effort to create or perform an artistic work in the fields of music, dance, drama, folk art, creative writing, painting, sculpture, photography, graphic arts, craft arts, industrial design, costume design, fashion design, motion pictures, television, radio, or tape and sound recording. *See* §287.012(3), Fla.Stat.
3. Academic programs if the fee for such services does not exceed \$50,000.
4. Auditing Services where the auditor is licensed pursuant to Chapter 473, Florida Statutes, and performs accountancy services which are required to be performed by a licensee of the State of Florida, licensed pursuant to Chapter 473, Florida Statutes
5. Copyrighted and/or Patented Materials
6. Court related payments, court reporters, recording fees
7. Employee tuition
8. Employment agreements
9. Expert witnesses
10. Financial transaction fees
11. Dues and memberships in trade or professional organizations the purpose of which is related to promotion of transportation
12. Government agency services and fees
13. Health services involving examination, diagnosis, treatment, prevention, medical consultation, or administration. The term also includes, but is not limited to, substance abuse and mental health services involving examination, diagnosis, treatment, prevention, or medical consultation if such services are offered to eligible individuals participating in a specific program that qualifies multiple providers and uses a standard payment methodology. Reimbursement of administrative costs for providers of services purchased in this manner are also exempt. For purposes of this subparagraph, the term “providers” means health professionals and health facilities, or organizations that deliver or arrange for the delivery of health services.
14. Insurance Renewals
15. Job-related expenses for conferences, seminars and training

16. Leasing expenses for the leasing of real property for the TPA or expenses toward the purchase of real property
17. Legal Services
18. Lectures by specialized individuals. A lecture is a formal or methodical reading or presentation on any subject, but it is not required to be used for the purpose of, or in connection with, training of personnel.
19. Moving expenses
20. Notary commission fees and/or services
21. Professional medical services
22. Postage
23. Prevention services related to mental health, including drug abuse prevention programs, child abuse prevention programs, and shelters for runaways, operated by not-for-profit corporations. However, in acquiring such services, the TPA shall consider the ability of the vendor, past performance, willingness to meet time requirements, and price.
24. Recruitment related expenses
25. Services or commodities provided by governmental entities.
26. Subject Matter Expert expenses and fees
27. Subscriptions for periodicals, Florida statutes, and electronic subscriptions
28. Vehicle licensure and registration expenses
29. Utility Services regulated by the government or operated by the government - water, sewer, electric, gas, communications, *etc.*
30. Workers' compensation expenses

Appendix B - Credit Cardholder Agreement

Please review the terms stated below, sign and date. You will receive copies for your records. Please note that this Cardholder Agreement also acts as your signature card and will be kept on file with the Palm Beach Transportation Planning Agency (TPA).

I, _____, hereby acknowledge receipt of a Credit Card, card number _____ (the "Card"), in good condition, with both the TPA's name and mine appearing on the face of the Card. I have verified the information contained thereon and attest to its accuracy.

I agree to accept responsibility for the protection and proper use of the Card in accordance with the TPA policies and procedures. I understand that my use of the Card is subject to audit by the TPA and that my purchases with the Card are limited to official business on behalf of the TPA not exceeding the dollar amounts and eligible purchases as set forth in the policies and procedures.

I agree to immediately notify the TPA's banking institution and the Executive Director, or said Executive Director's designee, if the Card is lost or stolen. I also agree to notify the Executive Director, or said Executive Director's designee, if unauthorized charges appear on my Statement of Account. I understand that failure to notify the Executive Director, or said Executive Director's designee, of the presence of unauthorized charges on my Statement of Account could make me responsible for charges resulting from fraudulent use of the Card.

The improper or unauthorized use of the Card may result in any or all of the following: suspension or termination of the Card and all associated Cardholder privileges, deduction from employee pay for any charges resulting from the improper or unauthorized use of the Card. The appropriate disciplinary action for misuse of the Card could include termination of employment. The Executive Director shall receive a recommendation from _____ before making a final determination based on the recommendation of the Executive Director, or said Executive Director's designee

I hereby authorize the TPA to (i) audit my use of the Card and (ii) to deduct from my wages or from any other amounts payable to me, an amount equal to the total charges for improper or unauthorized purchases (as determined by the TPA) with the Card, even if I am no longer employed by the TPA.

If the TPA initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay court costs, reasonable attorney's fees and other expenses incurred by the TPA in such proceedings should the TPA prevail in such legal action.

I understand that the TPA may suspend or terminate my privileges to use the Card at any time for any reason. I agree to surrender the Card immediately upon retirement, termination of employment, termination of Cardholder privileges, or upon the request of the Finance and Operations Manager, the Executive Director or an authorized representative of TPA's Banking Institution. I understand that use of the Card after Cardholder privileges have been suspended or terminated is prohibited, and that I will be held solely responsible for charges resulting from such use.

Employee Signature: _____

Date: _____

Employee Name: _____

Palm Beach TPA Approval

By: _____

Date: _____

Executive Director

Appendix C – Disputed Credit Card Transaction

TO: Executive Director

FROM: _____(cardholder)

Subject: Disputed Item(s) on Credit Card Statement

The highlighted item(s) listed on the attached copy of my credit card account is disputed. I have attempted to resolve this transaction with the merchant. Your assistance is now required in seeking satisfactory resolution through the card issuer. I have indicated below the reason for the dispute and the requested performance by the merchant/card issuer.

_____1) I did not make nor authorize the above transaction. (Please indicate the whereabouts of your credit card).

_____2) There is a difference in the amount I authorized and the amount I was billed. (Copy of your charge must be enclosed.)

_____3) I only transacted one charge and I was previously billed for this sales draft. Date of previous charge_____. (Copy attached)

_____4) The above transaction is mine but I am disputing the transaction. (Please state your reasons why in detail and the action required by merchant and/or card issuer.)

_____5) I have received a credit voucher for the above transaction, but I have not received this merchandise. The details of my attempt to resolve the dispute with the merchant and the merchant’s response are indicated below.

TPA RESOLUTION 2024-XX

A RESOLUTION OF THE PALM BEACH TRANSPORTATION PLANNING AGENCY (TPA) APPROVING AND ADOPTING THE REVISED PALM BEACH TPA FINANCIAL POLICIES ATTACHED AS EXHIBIT "A".

WHEREAS, the Palm Beach MPO, doing business as the Palm Beach Transportation Planning Agency (TPA), a public agency created in accordance with and operating pursuant to 23 U.S.C. 134, 49 U.S.C. 5303, and Sections 163.01 and 339.175, Florida Statutes, is the designated and duly constituted body responsible for the urban transportation planning process for Palm Beach County; and

WHEREAS, the TPA Governing Board adopted Financial Policies to ensure the TPA's financial practices and internal controls are consistent and compliant with federal and state statutes; and

WHEREAS, the TPA's Financial Policy has been revised to remain consistent with current legal and state standards.

NOW THEREFORE, BE IT RESOLVED BY THE PALM BEACH MPO, d/b/a PALM BEACH TRANSPORTATION PLANNING AGENCY, THAT:

SECTION 1. The foregoing recitals are hereby adopted and declared to be true and correct and are incorporated herein.

SECTION 2. The TPA Governing Board hereby:

1. Approves the revised TPA Financial Policies attached hereto as "Exhibit A" and by reference is incorporated herein, including:
 - a. Update language to reflect new terminology included in the financial system.
 - b. Update the list of financial reports produced for Executive Director review.
 - c. Change the Schedule of Expenditures of Federal Awards (SEFA) due date from August 31 to September 30 to coincide with the FDOT closeout period.
 - d. Provide a fiscal report to the Governing Board after each fiscal year conclusion.

SECTION 3. This Resolution shall take effect upon adoption.

The foregoing Resolution was offered by _____ who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the motion passed. The Chair thereupon declared the Resolution duly adopted this 12th day of December 2024.

PALM BEACH METROPOLITAN PLANNING ORGANIZATION, d/b/a PALM BEACH TRANSPORTATION PLANNING AGENCY

By: _____
Mayor Chelsea Reed, TPA Chair

ATTEST:

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Ruth Del Pino, TPA Agency Clerk

Milton Collins, TPA General Counsel



FINANCIAL POLICIES

ADOPTED JUNE 16, 2022
AMENDED December 12, 2024



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INTRODUCTION

The Palm Beach MPO, doing business as the Palm Beach Transportation Planning Agency (TPA or MPO), serves as the designated Metropolitan Planning Organization to administer the federally mandated transportation planning process for all of Palm Beach County. The TPA is part of a larger South Florida urbanized area referred to as the Miami FL Urbanized Area (UZA) that also includes the Miami-Dade Transportation Planning Organization (TPO) and the Broward MPO.

The TPA’s mission to collaboratively plan, prioritize and fund the transportation system is carried out pursuant to 23 United States Code (U.S.C.) §134, 49 U.S.C. §5303, 23 Code of Federal Regulations (C.F.R.) §450 Subpart C, and Section 339.175, Florida Statutes (F.S.).

Mission
To collaboratively plan, prioritize, and fund the transportation system

Vision
A safe, efficient, and connected multimodal transportation system

The TPA receives funding from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Florida Department of Transportation (FDOT), Florida Commission for the Transportation Disadvantaged (CTD), Palm Beach County, and local Palm Beach County municipalities and is therefore subject to Generally Accepted Accounting Principles (GAAP), Defense Contract Audit Agency (DCAA), Federal Single Audit Requirements, and 2 CFR part 200 regulations.

GAAP, Federal Single Audit, and DCAA Compliance requirements stipulate the importance of sound internal controls, clear governance, and effective financial reporting to ensure the protection and effective use of public tax dollars.

The TPA operates on a July 1 through June 30 fiscal year.

The TPA is funded via a reimbursement program with FDOT. FDOT serves as the direct recipient of federal funds and passes those funds through to the TPA. This funding relationship requires the TPA to expend the dollars first and then submit a reimbursement report to FDOT. The TPA compiles the expenditures, activities, and a progress report, followed by a reimbursement request to FDOT for processing.

The TPA Financial Polices codify the requirements, expectations, and reporting to be delivered by TPA staff and ensure compliance with all federal and state regulations for financial controls.

Unified Planning Work Program

The TPA is funded via the agency’s two (2) year Unified Planning Work Program (UPWP) which serves as the TPA’s plan of operations and budget and identifies the agency’s transportation planning activities for the two-year period. The UPWP is approved by the TPA Governing Board and approved by FDOT, FHWA, and FTA as required. The UPWP is guided by the TPA’s vision of a safe, efficient, and connected multimodal

transportation system. The UPWP includes a description of planning work and resulting products, responsible agencies, schedules, costs, and funding sources.

Annual and multi-year activities, deliverables, and estimated completion dates are identified within each task. Each task is budgeted individually with funding amounts identified by source.

The UPWP consists of the following tasks:

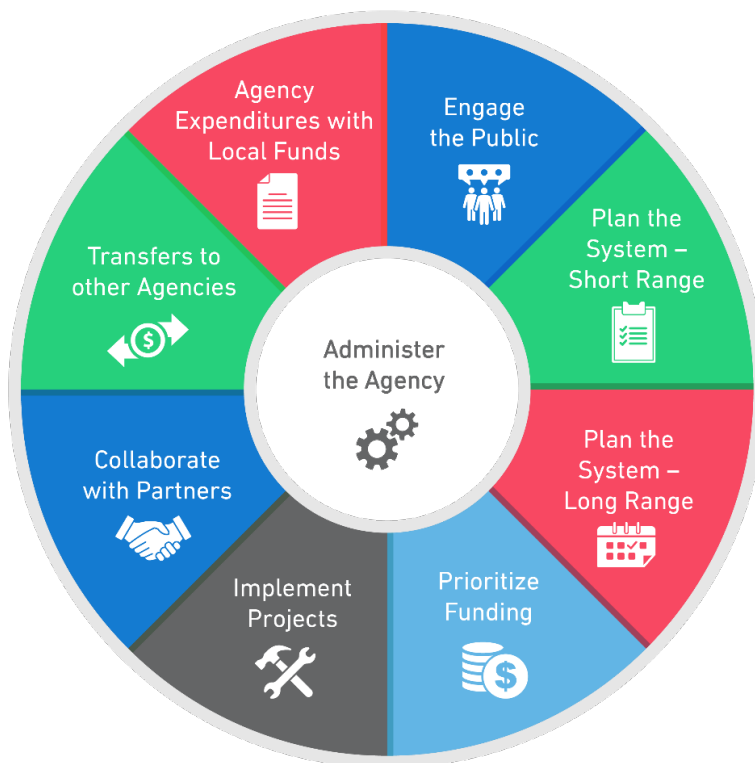


Figure 1. Required Activities

Procurement Policy

The TPA has adopted the TPA Procurement Policy which directs the procurement of goods and services and maintains compliance with 2 CFR Part 200 requirements for the agency.

Planning Area

The TPA is part of the Miami FL UZA/TMA with the primary planning area being the whole of Palm Beach County as identified in **Figure 1**.

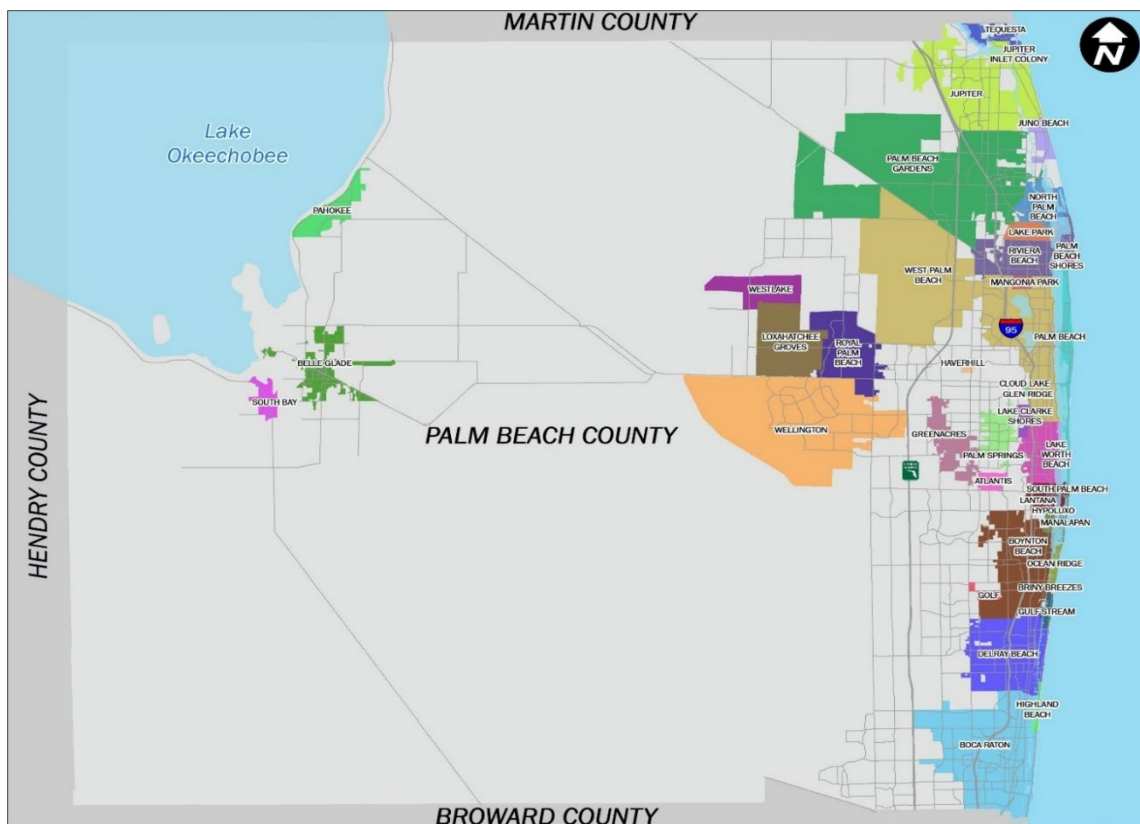


Figure 2. Palm Beach TPA Planning Area

Public Participation Process

The TPA prioritizes public engagement to promote greater awareness of TPA functions and increase information and analysis of TPA projects and programs. The TPA presents at public meetings, participates in outreach events, and provides comprehensive information on the TPA’s website (PalmBeachTPA.org) and social media platforms.

The TPA’s Public Participation Plan (PPP) guides the process to provide complete information, timely public notice, full public access to key decisions, and support for early and continued involvement.

STAFF RESPONSIBILITIES & ROLES

Executive Director

Directs the activities and efforts of TPA staff with final authority on all policy, procedure, accounting functions, personnel decision-making, bid/no bid decisions, investments, banking, and finance. The Executive Director has final authority on all Agency matters subject to policies and decisions of the TPA Governing Board. The Executive Director has binding signature authority and is authorized to execute agreements up to \$35,000.

Finance & Operations Manager

Directs the Finance Department in financial management, accounting, budgeting, procurement, grant compliance, investment, reporting, grant reimbursement submission, audit, payroll execution, benefits and retirement, IT, and operational activities necessary to support the TPA in delivering the Metropolitan Planning Process for Palm Beach County. The Finance & Operations Manager drafts the necessary policies and procedures to maintain federal, state, and local grant funding compliance. The Finance & Operations Manager is further authorized to release payments upon Contract Manager approval.

Procurement & Contracts Coordinator

Member of the Finance Department supporting the Finance & Operations Manager in procurement, purchasing, contract management, cost proposals, grant compliance, asset management coordination, and grant reimbursement reviews.

Financial Accounting Specialist

Member of the Finance Department supporting the accounting, financial reporting, audit, payroll, travel, mileage, and grant reimbursement preparation.

Contract Manager

The Executive Director or staff member authorized by the Executive Director to manage the efforts of a contract or work order. The Contract Manager is responsible for verifying invoices, funds expended, funds remaining, assessing work progress, and approving the satisfactory delivery of the goods or services in the assigned agreement.

Receiver

~~TPA staff member other than the staff member executing payment for the goods or services. Members of the Finance Department shall not be the receiver.~~

Human Resources Representative

Responsible for administering personnel policies and procedures, which includes recruitment correspondence, reference checks, employee policy manual updates/revisions, employee onboarding, terminations, employer legal compliance, and timesheet policy guidance. Regularly available point of contact for all employees on HR matters.

Custodian

Responsible for the custody and control of assets assigned to their respective department.

Depositor

Staff member charged to deposit funds for the TPA. This may be any member of the Finance Department or the Executive Director.

FINANCIAL REPORTING

The TPA is required to administer funding, monitor progress, deliver activities, and report the financial outcomes and expenses as directed by the adopted UPWP.

TPA staff shall provide a quarterly fiscal report to the TPA Governing Board. The fiscal report shall include at minimum current budget vs submitted grant reimbursements and travel reports.

The TPA shall obtain the services of and fully cooperate with an external auditor to provide an annual single audit of TPA grant funded programs as required by federal and state statutes.

The Executive Director shall share audit findings and provide a report on the status of corrective actions to the TPA Governing Board after the completion of each agency audit.

FINANCIAL POLICIES**Fraud, Waste, and Abuse**

Fraud, Waste, and Abuse are known areas of exploitation of federal, state, and other sources of public funding. Government Auditing Standards require the implementation of sufficient internal controls to mitigate and resolve all instances of potential or actual Fraud, Waste, and Abuse.

Policy

TPA Leadership is responsible for the prevention, detection, investigation, and correction of all instances of Fraud, Waste, and/or Abuse.

TPA Leadership shall take all measures necessary to ensure that staff are free to report any concerns they may have without fear of prejudice or harassment.

The TPA will not tolerate fraud, impropriety or dishonesty and will investigate all instances of suspected fraud, impropriety, or dishonest conduct by TPA staff, officials, or external organizations (contractor or client). An investigator assigned by the Executive Director shall conduct related fact-finding and issue an investigative report unless an external investigating body with jurisdictional authority conducts fact-finding.

The TPA employs a zero-tolerance attitude to criminal breaches of business practices which may be reported to the appropriate law enforcement authorities.

The TPA will take action – including dismissal, civil prosecution, and/or seeking criminal prosecution - against any member of staff defrauding (or attempting to defraud) the TPA, other TPA staff, TPA clients or contractors.

The TPA will take action - including civil prosecution or seeking criminal prosecution - against external organizations defrauding (or attempting to defraud) the TPA, TPA staff in the course of their work, TPA clients or contractors.

The TPA will co-operate fully with an external investigating body.

The TPA will always seek to recover funds lost through fraud.

All frauds will be recorded and reported to the TPA's External Auditor.

Grant Expense Reporting

The TPA will review the latest Compliance Supplement to determine that the applicable compliance requirements are properly controlled for in accordance with Part 6 of the most recently issued Compliance Supplement.

The TPA shall maintain grant funds separately within the accounting system for each funding program.

TPA staff shall designate purchases, contracts, agreements, and work orders eligible for grant reimbursement during procurement, contract execution, and work order issuance phases.

TPA staff shall include at minimum the following information for grant expense records:

Vendor Name, Invoice Number, Amount, Service Period, Fiscal Year, Payment Date, UPWP task, Expense Approval, Check #, Voucher # or Credit Card Account #, Payment Record, Procurement Reference, Work Order Reference, Purchase Request Form, or Purchase Order, as applicable.

TPA staff shall record grant expenditures in the correct accounting fund. Errors shall be corrected in a timely manner via corrected payment release form, journal entry, or written communication by the Finance & Operations Manager.

TPA staff shall prepare grant progress reports within 30 days of period closure.

TPA staff shall compile, review, and submit grant reimbursement reports within 90 days of period closure.

TPA staff shall maintain complete records of all Grant Expenses for audit purposes for a period of at least five (5) non-calendar years after the closure of the grant.

The Schedule of Expenditures of Federal Awards (SEFA) will be drafted by the Certified Public Accounting (CPA) firm contracted with the agency. Prior to submission, the Finance & Operations Manager will formally review the SEFA prepared by the CPA firm to ensure the schedule is not misstated. TPA Personnel will document this process by preparing a dated and signed form confirming review and approval. This form and all supporting documents, ledgers, and reports will be signed by the CPA firm, the Finance & Operations Manager, and the Executive Director by ~~August 31~~ September 30 each year.

A copy of all grant audits and monitoring reports shall be made available to the TPA Governing Board.

The Executive Director shall establish policies and procedures relating to grant applications and related award agreements, accounting, indirect costs, and Single Audit requirements. The TPA will review each expenditure charged to each grant to ensure that the indirect expenses chargeable to the applicable grants will be done so in accordance with the specific agreements and the Uniform Guidance.

Time and Effort Reporting

All TPA staff members shall complete a timesheet that accurately details their daily efforts including time worked by task and any unpaid leave. The staff member shall account for 100% of scheduled work hours within a pay period, including both paid and unpaid hours regardless of standard workday duration.

TPA staff shall date and sign their timesheets and submit their timesheets to their respective supervisors for approval. Erroneous or rejected timesheets shall be returned to the staff member for prompt correction or revision and resubmission.

Timesheets shall be approved prior to payroll execution. The Executive Director's timesheets shall be reviewed and approved by the Finance and Operations Manager each pay period prior to payroll execution. The TPA Governing Board Chair or Vice-Chair shall review and approve a summarized report of the Executive Director's time entries on a quarterly basis per FDOT and FHWA requirements.

Asset Management

All TPA staff have a fiduciary responsibility to the citizens of Palm Beach County to safeguard the TPA's assets. The Executive Director shall establish sufficient controls to protect public funds and property from theft, damage, misuse, or other potential loss.

The TPA shall tag newly acquired assets with an acquisition cost exceeding \$5,000 and a useful life greater than one (1) non-calendar year. Additional items to be barcoded regardless of their value include controlled items such as overhead projectors, printers, televisions, DVD players, video cameras, digital cameras, PCs, monitors, laptop computers, tablets, two-way radios, and any item which may be easily stolen.

The TPA shall maintain a record of all capital assets with unique assets numbers, purchase information, and location information.

The TPA shall conduct a physical inventory annually for all inventoriable assets. The physical inventory shall record a minimum of all quantities and locations of inventoried assets.

The TPA shall coordinate repairs, donation, destruction, transfer, theft, sale, abandonment, or disposition of assets in accordance with the TPA Procurement Policy and as directed by the Finance & Operations Manager.

Checks, Vouchers, and Cash Receipts

TPA staff shall safeguard all checks, vouchers, and cash receipts at all times with a clear chain of custody and storage of payments in locking safe equipment.

TPA staff shall deposit funds as soon as practicable.

TPA staff shall deposit all checks, vouchers, and cash within three (3) TPA working days of receipt.

TPA staff shall deposit checks and vouchers in excess of \$10,000 on the date of receipt.

TPA staff shall record receipt of payment and deposit of funds within the accounting system as soon as practicable but no later than the month end closing procedures.

Bank Account Reconciliations

TPA staff shall reconcile each TPA bank account by the 15th day of the following month. Bank discrepancies will be communicated to the Finance & Operations Manager or Executive Director for resolution with the bank within five (5) TPA working days of the bank reconciliation. Posting discrepancies will be documented and corrected in the accounting system within five (5) TPA working days of the bank reconciliation.

Accounting Period Closing Activities

The TPA Finance Department shall conduct accounting on a modified accrual schedule in accordance with all DCAA, GAAP, and 2 CFR 200 requirements.

The TPA Finance Department shall conclude the transactions and close the books for each calendar month by the 15th day of the following calendar month.

The TPA Finance Department shall provide an annual quarterly fiscal report to the TPA Governing Board after the conclusion of each fiscal year ~~by the end of the following quarter.~~

The TPA Finance Department shall provide an audited annual financial statements annually ~~report~~ to the TPA Governing Board.

Monthly Period Reporting

The TPA Finance Department shall transmit monthly financial reports to the Executive Director by the last day of the following month. The reports shall include but not be limited to the following:

- Revenue and Expense Report by Fund
- Accounts Payable Aging Report
- Accounts Receivable Aging Report
- Budget vs Actual Expense Reports by fund source
- Trial Balance Report
- Balance Sheet Report by Fund Type
- Non-Reimbursable Expenses Report
- Unbilled Receivables Report
- Contract Status Reports for contracts exceeding \$35,000 annually
- Journal Entries for Authorization Report including at a minimum the following:
 - Month-end accrual entries
 - Staffing charges allocations
- Bank Reconciliation Report
- Procurement Report
- Open Purchase Orders
- Available Funding Report

Check Listing Report**Annual Period Reporting**

The TPA Finance Department shall transmit annual financial reports to the Executive Director by the last day of ~~August~~ September. The reports shall include but not be limited to the following:

Revenue and Expense Report by Fund

~~Outstanding Accounts Payable Aging Report~~

~~Outstanding Accounts Receivable Aging Report~~

Budget vs Actual Expense Reports by fund source

Grant Budget vs Actual Reports

Grant Transaction Reports

Trial Balance Report

Balance Sheet Report by Fund Type

~~Non-Reimbursable Expenses Report~~

~~Unbilled Receivables Report~~

Contract Status Reports for contracts exceeding \$35,000 annually

~~Schedule of Prepaid Expenses~~

Schedule of Accrued Payroll Liabilities (end of year)

Accrued Wages

Accrued Sick, Vacation, Comp Time, Holiday Pay

Accrued Tax Obligations – Social Security & Medicare

Accrued Fringe Benefit Obligations – 457b & FRS

Schedule of Compensated Absence Obligations - Vacation, Sick and Comp Time

Asset Additions and Disposals Report

Journal Entries for Authorization Report including at a minimum the following:

Year-end expense accrual entries

Year-end accrued wages

~~Booked vs Billed Report~~

Schedule of Expenditures of Federal Award Report (SEFA)

~~Investments Report~~

Budgeting

The TPA Governing Board shall consider for approval the UPWP as a two (2) fiscal year period with operating budgets for each fiscal year that projects income and expenses as well as provides for programs and support services as outlined in the work plan for the year.

TPA staff shall determine available funding for the upcoming UPWP cycle in coordination with FHWA, FDOT, FTA, and local funding partners.

TPA staff shall develop the UPWP inclusive of Federal and State planning requirements, TPA Governing Board directed activities, and staff identified projects necessary to deliver the Metropolitan Planning Process.

TPA staff shall present a draft UPWP and seek comment from the TPA Governing Board, advisory committees, FHWA, FTA, FDOT, and the public.

TPA staff shall incorporate comments as deemed feasible, eligible, and acceptable to the TPA Governing Board.

The TPA Governing Board will approve the two-year budget prior to the start of the first fiscal year.

TPA staff may make administrative modifications in coordination with FDOT, FTA and FHWA to deliver the work program adopted as the UPWP.

TPA staff shall prepare and coordinate draft UPWP amendments with FDOT, FTA and FHWA as required and present amendments for adoption by the TPA Governing Board.

Budget Timeline

The budget timeline is aligned with FDOT's guidance on the UPWP development process. The Budget Timeline for federal funding is completed every two years during the creation of the two-year UPWP.

November – TPA Finance Department completes Draft Revenue Forecast

January – TPA Finance Department completes Carry-Forward Estimations of funding not spent in the two-fiscal year budget

January – TPA Finance Department completes personnel, direct and travel, transfers to other agencies, and consultants expense forecasts

February – TPA staff completes review of UPWP tasks and activities

February – Draft UPWP ready for TAC, CAC, and VZAC agendas

March – Draft UPWP sent to FDOT for review

March/April – Draft UPWP presentations to TPA Governing Board and advisory committees; submission to FHWA, FTA and FDOT; and open for public comment

March/April– Incorporation of UPWP comments from TPA committees and FDOT.

April/May – Final UPWP Adoption by TPA Governing Board

June – FDOT authorizes FDOT/TPA Agreement for federal funds

Authorizations

The TPA Governing Board authorizes and directs the Executive Director to manage the TPA in accordance with the approved UPWP and included annual operating budgets. Programmatic, scope, or operational changes that may have a material impact on the UPWP shall be reviewed by the TPA Governing Board between budget cycles and may lead to a budget amendment or administrative modification as required by FDOT's MPO Handbook and UPWP Guide.

The Executive Director is authorized to execute administrative modifications as defined herein.

The Executive Director is authorized to modify links, references, and procedures to maintain compliance with this adopted policy without approval from the TPA Governing Board.

DEFINITIONS

Abuse – The excessive or improper use of government resources, including position and authority.

Bank Statement – List of all transactions for a bank account over a set period (usually monthly 1st - 31st but may be at any time through the month)

Conflict of Interest – A conflict of interest exists if there is "any matter that the public officer knows would inure to his or her special private gain or loss." "'Special private gain or loss' means an economic benefit or harm that would inure to the officer, his or her relative, business associate, or principal, unless the measure affects a class that includes the officer, his or her relative, business associate, or principal." F.S. §112.3143.

Embezzlement – The fraudulent taking of personal property with which one has been entrusted, especially as a fiduciary. The criminal intent for embezzlement — unlike larceny and false pretenses — arises after taking possession (not before or during the taking).

Expense Approver – The Executive Director has ultimate authority to approve or delegate the approval of expenses. The Executive Director may delegate contracts, work orders, or purchases to TPA staff to manage and approve. All invoices for services or goods shall be submitted to the Executive Director or the delegated staff member. The Finance & Operations Manager is authorized to execute payments upon the authorization of the Executive Director or delegated staff member.

Fraud – A knowing misrepresentation or knowing concealment of a material fact, or the use of some other deceptive scheme, made to induce another to act to his or her detriment. Fraud is usually a tort, but in some cases (especially when the conduct is willful) it may be a crime. It is any *kind of artifice by which another is deceived*. Hence, all surprise, trick, cunning, dissembling, and other unfair way that is used to cheat anyone, is to be considered as fraud." John Willard, *A Treatise on Equity Jurisprudence* 147 (Platt Potter ed., 1879). It also may be a reckless misrepresentation made without justified belief in its truth to induce another person to act, or a tort arising from a knowing or reckless misrepresentation or concealment of material fact made to induce another to act to his or her detriment. Additional elements in a claim for fraud may include reasonable reliance on the misrepresentation and damages resulting from this reliance. Thus, 'fraud' at common law is a false statement ...', but fraud in equity has often been used as meaning unconscientious dealing.

General Ledger – Listing of all accounts, transactions, and account balances within the TPA's Accounting System.

Investigator – Individual appointed by the Executive Director to conduct an investigation of alleged Fraud, Waste, and/or Abuse. The Investigator shall have open access to all files that the Investigator deems necessary to fully investigate the matter, authorization to conduct interviews, and full access to the TPA's Legal Counsel during the course of the investigation.

Key Person – A key person is specified in the application or federal award. For the purposes of the UPWP, a key person is the MPO's staff director per FDOT's UPWP Guide.

Metropolitan Planning Process – A continuing, cooperative, and comprehensive performance-based multimodal transportation planning process, including the development of a metropolitan transportation plan and a Transportation Improvement Program, that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight (including accessible pedestrian walkways, bicycle transportation facilities, and intermodal facilities that support intercity transportation, including intercity buses and intercity bus facilities and commuter vanpool providers) fosters economic growth and development, and takes into consideration resiliency needs, while minimizing transportation-related fuel consumption and air pollution; and encourages continued development and improvement of metropolitan transportation planning processes guided by the planning factors set forth in 23 U.S.C. 134(h), 49 U.S.C. 5303(h) and 23 CFR 450.300.

Misappropriation – 1. The application of another's property or money dishonestly to one's own use. See Embezzlement. 2. The doctrine giving rise to such a tort claim. 3. To put property or funds over which a person has been entrusted to wrongful use.

MPO – A Metropolitan Planning Organization.

Payment Date – The date the payment was initiated to the vendor.

Payment Record – A payment record may be a voucher payment receipt, invoice marked “Paid”, Credit Card Statement or Vendor receipt.

Public Officer – Any person elected or appointed to hold office in any agency, including any person serving on an advisory body.

Reconcile – Process of review, comparison, and verification of financial transaction records in the TPA Accounting System’s general ledger with the statement(s) from the bank institution.

Reconciliation Report – Series of documents including the Reconciliation Summary and the Reconciliation Detail that are issued through the TPA Accounting System recording the completion of reconciliation activities.

SEFA – Schedule of Expenditures of Federal Awards required to be completed by the TPA and included in the Single Audit proceedings.

Service Period – The date or date range in which the services were provided to the TPA.

Supporting Documents – Documents detailing deposit or expense transaction that has been verified and signed by an approving authority.

Theft – The excessive or improper use of government resources, including position and authority.

TIP – The Transportation Improvement Program is a prioritized listing/program of transportation projects covering a period of four (4) years that is developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan, and required for projects to be eligible for funding under title 23 U.S.C., title 49 U.S.C. chapter 53 and CFR 450.104.

TPA – The Palm Beach Transportation Planning Agency.

UPWP – Unified Planning Work Program constituting the TPA’s 2-year budget and operating plan.

UPWP Amendment – UPWP Amendments are required for the following actions per 2 CFR 200.308 and 49 CFR 18.30:

- a. Any revision resulting in the need to increase the UPWP budget ceiling by adding new funding or reducing overall approved funding;
- b. Adding new or deletion of tasks/subtasks;
- c. Change in the scope or objective of the program/task even if there is no associated budget revision (this also applies to when a task scope changes);
- d. A transfer between tasks/sub-tasks that exceeds a combined amount equal or greater than \$100,000 OR 10 percent of the total budget, whichever is more restrictive;
- e. Reducing the budget of a task/sub-task more than 50 percent, or to the point a task/sub-task could not be accomplished as it was originally approved;
- f. Change in key person;
- g. Extending the period of performance past the approved work program period (*i.e.*, no-cost time extension);
- h. Sub awarding, transferring, or contracting out any of the activities in the UPWP;
- i. The disengagement from a project for more than three (3) months, or a 25 percent reduction in time devoted to the project by the approved project director or principal investigator; and
- j. The inclusion of costs that require prior approval (*e.g.* - capital and equipment purchases \$5,000 and above per unit cost).

Waste – The intentional or unintentional, thoughtless or careless expenditure, consumption and management of government resources.

APPENDIX A

Acronyms

Acronym	Definition	Acronym	Definition
ACES	Automated/Connected/Electric/Shared-Use Vehicles	FY	Fiscal Year
ADA	Americans with Disabilities Act	GIS	Geographic Information System
AV	Automated Vehicles	LCB	Local Coordinating Board
BMPO	Broward Metropolitan Planning Organization	LI	Local Initiatives
CAC	Citizen's Advisory Committee	LLC	Limited Liability Company
CFR	Codes of Federal Regulation	LOPP	List of Priority Projects
CMP	Congestion Management Process	L RTP	Long Range Transportation Plan
COOP	Continuity of Operations Plan	MDTPO	Miami-Dade Transportation Planning Organization
CPG	Consolidated Planning Grant	MOU	Memorandum of Understanding
CTC	Community Transportation Coordinator	MPO	Metropolitan Planning Organization
CTD	Commission on Transportation Disadvantaged	MPOAC	Metropolitan Planning Organization Advisory Council
CV	Connected Vehicles	PBAU	Palm Beach Atlantic University
DBE	Disadvantaged Business Enterprise	PBC	Palm Beach County
ERC	Electronic Review Comments	PBCHD	Palm Beach County Health Department
ETDM	Efficient Transportation Decision Making	PBSC	Palm Beach State College
FAST	Fixing America's Surface Transportation	PD&E	Project Development and Environment
FAU	Florida Atlantic University	PEA	Planning Emphasis Areas
FDEP	Florida Department of Environmental Protection	PL	Metropolitan Planning
FDOT	Florida Department of Transportation	PM	Performance Measures
FEC	Florida East Coast	PPP	Public Participation Plan
FFY	Federal Fiscal Year	RTP	Regional Transportation Plan
FHWA	Federal Highway Administration	SEFTC	Southeast Florida Transportation Council
FTA	Federal Transit Administration	SERPM	Southeast Florida Regional Planning Model
FTP	Florida Transportation Plan	SFRPC	South Florida Regional Planning Council
SFRTA	South Florida Regional Transportation Authority	TDSP	Transportation Disadvantaged Service Plan

Acronym	Definition	Acronym	Definition
SHSP	State’s Strategic Highway Safety Plan	TIP	Transportation Improvement Program
SIS	Strategic Intermodal System	TMA	Transportation Management Area
SRM	State Road Modifications	TPA	Transportation Planning Agency
STBG	Surface Transportation Block Grant (SU)	TPO	Transportation Planning Organization
TA	Transportation Alternatives	TRIP	Transportation Regional Incentive Program
TAC	Technical Advisory Committee	TSP	Transit Signal Priority
TCRPC	Treasure Coast Regional Planning Council	UPWP	Unified Planning Work Program
TD	Transportation Disadvantaged	UZA	Urbanized Area
TDP	Transit Development Plan	VZAC	Vision Zero Advisory Committee

APPENDIX B

Resolution Adopting the TPA Financial Policies

**PALM BEACH TPA AGREEMENT
(Agreement No. 2021-01)
THIRD AMENDMENT TO
AUDIT SERVICES
BETWEEN
PALM BEACH TRANSPORTATION PLANNING AGENCY
AND EXTERNAL AUDITOR**

This Agreement is made as of this 12th day of December, 2024, by and between the Palm Beach MPO d/b/a the Palm Beach Transportation Planning Agency, an entity created pursuant to the provisions of Chapters 163 and 339, Florida Statutes (F.S.), (hereinafter referred to as the "TPA") and Citrin Cooperman & Co., LLP, a Limited Liability Partnership, authorized to do business in the State of Florida and whose local place of business is located at 6550 North Federal Highway – 4th Floor, Ft. Lauderdale, FL 33308 (hereinafter referred to as the "AUDITOR").

WITNESSETH

WHEREAS, the TPA has requested the services of the AUDITOR to provide annual Single Audit Reports of the TPA's financial statements, internal controls, and grant compliance program, as more specifically described in the Scope of Services (also referred to as the "Scope" or "Work") attached hereto as "Exhibit A" and incorporated into and made a part of this Agreement; and

WHEREAS, the 29-page Agreement No. 2021-01 between the TPA and Keefe, McCullough & Co., LLP was entered into on February 26, 2021 (herein: the "Agreement"), together with an amendment in the form of a nine-page engagement letter dated May 23, 2023 (herein: the "First Amendment to the Agreement") and with an amendment in the form of a fourteen-page engagement letter dated March 21, 2024 (herein: the "Second Amendment to the Agreement"); and

WHEREAS, on February 1, 2024, Citrin Cooperman & Co., LLP acquired the attest assets of Keefe, McCullough & Co., LLP through an Attest Asset Purchase Agreement.

WHEREAS, on April 3, 2024, the TPA and AUDITOR executed an assignment letter to transfer contracts and contract amendments for attest services.

WHEREAS, the work called for in the Agreement, as amended by the First and Second Amendments to the Agreement, must be expanded as described in this Third Amendment to the Agreement; and

WHEREAS, the TPA agrees to fund the costs associated with the performance of the Scope of Services described in this instrument (herein: the "Third Amendment to the Agreement"); provided, however, that this funding obligation is contingent upon the Florida Department of Transportation's (hereinafter referred to as "FDOT") approval of this Agreement, a determination by FDOT that said costs are "eligible project costs" for which the TPA will be reimbursed, and FDOT's approval of each invoice submitted by the TPA to FDOT for reimbursement under the TPA's Joint Participation Agreements (hereinafter referred to as "JPA") with FDOT.

NOW, THEREFORE, in consideration of the mutual terms, conditions, promises, covenants, and obligations set forth herein, the parties agree as follows:

Section 1. **Incorporation of Facts.** The recitals ("WHEREAS" clauses) set forth above, in the preamble

to this Agreement, are true and correct and incorporated into and made a part of this Agreement by reference. Attached hereto and incorporated herein as Exhibit "A" is the Third Amendment to the Agreement.

Section 2. Effective Date and Term. This Third Amendment to the Agreement shall take effect upon execution and shall remain in full force and effect until March 31, 2025. The AUDITOR assures the TPA that all work under the Agreement, as amended, will be completed on and very likely substantially before March 31, 2025. This Section 2. shall survive the termination of this Agreement.

Section 3. Services.

(a) Preparation of Financial Statements for FY 2024. The Agreement is further modified to reflect that the AUDITOR shall prepare financial statements for FY 2024. These are separate financial statements prepared for each fiscal year.

Section 4. Payments.

(a) Completion of FY 2024 Audit. Based on the First Amendment to the Agreement, the TPA agreed to pay the AUDITOR \$17,000 for preparation of the financial statement audit plus \$2,500 for preparation of the single audit for major program/project for extension of services for performance of the audit for 2024. The TPA will not make a separate payment for reimbursable expenses or for additional costs incurred by the AUDITOR for any reason, including reasons outside of AUDITOR's control.

(b) Preparation of Financial Statements for FY 2024. The charge for preparation of financial statement for FY 2024 is \$13,125.

Section 5. Effective Date. All other provisions of the original Agreement, First Amendment, and Second Amendment to the Agreement remain in effect, except as modified by this Third Amendment to the Agreement. This instrument shall become effective upon execution.

IN WITNESS WHEREOF, the Palm Beach Transportation Planning Agency and the AUDITOR have hereunto set their hands to this Agreement on this 12th day of December, 2024.

AUDITOR:
CITRIN COOPERMAN & CO., LLP,
a Limited Liability Partnership
By: [Signature]
Title: Partner
Date: 10/18/2024

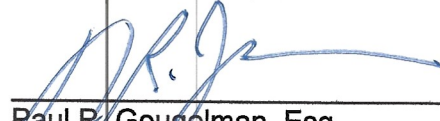
TPA:
PALM BEACH MPO, d/b/a
Palm Beach Transportation Planning Agency
By: _____
Valerie Neilson, Executive Director
Date: _____

ATTEST FOR AUDITOR:
[Signature]
Print Name: Ralph Arrojo

ATTEST FOR TPA:

Ruth Del Pino, Agency Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY



Paul R. Gougelman, Esq.
TPA General Counsel

TPA RESOLUTION 2024-XX

A RESOLUTION ADOPTING THE 2050 LONG RANGE TRANSPORTATION PLAN

WHEREAS, the Palm Beach Metropolitan Planning Organization (MPO) doing business as the Palm Beach Transportation Planning Agency (TPA), is the designated and duly constituted body responsible for the urban transportation planning process for Palm Beach County; and

WHEREAS, 23 CFR 450.324 requires the TPA to develop a Long Range Transportation Plan (LRTP) and to update its LRTP at least every five years;

WHEREAS, the LRTP is the TPA's 25-year vision for transportation in Palm Beach County, guiding federal and state investments and decision-making towards the TPA's vision; and

WHEREAS, the TPA adopted its 2045 LRTP on December 12, 2019; and

WHEREAS, the TPA began its required LRTP update in December 2022 and conducted numerous outreach and coordination meetings to develop an updated LRTP consistent with input from stakeholders, partner agencies, and the general public; and

NOW THEREFORE, BE IT RESOLVED BY THE PALM BEACH MPO, d/b/a PALM BEACH TRANSPORTATION PLANNING AGENCY, THAT:

SECTION 1. The foregoing recitals are hereby adopted and declared to be true and correct and are incorporated herein.

SECTION 2. The TPA Governing Board hereby:

- a. Approves the 2050 Long Range Transportation Plan (LRTP) as presented in complete form at PalmBeachTPA.org/LRTP, a copy of which is attached hereto as Exhibit A;
- b. Authorizes the Executive Director or designee to furnish the 2050 LRTP to review agencies as necessary, along with any additional requested information;
- c. Authorizes the Executive Director or designee to make administrative modifications to the LRTP including minor changes to project/project phase scope, costs, or initiation dates; the refinement of supporting content and/or appendices; and any other administrative modifications permitted by federal regulation.

SECTION 3. This Resolution shall take effect upon adoption.

The foregoing Resolution was offered by _____ who moved its adoption. The motion was seconded by _____, and upon being put to a vote, the motion passed. The Chair thereupon declared the Resolution duly adopted this 12th day of December 2024.

PALM BEACH METROPOLITAN PLANNING ORGANIZATION, d/b/a
PALM BEACH TRANSPORTATION PLANNING AGENCY

By: _____
Mayor Chelsea Reed, as its Chair

ATTEST:

Ruth Del Pino, TPA Agency Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Milton Collins, TPA General Counsel

TPA RESOLUTION 2024-XX

A RESOLUTION ENDORSING THE FY 2026-2030 FLORIDA DEPARTMENT OF TRANSPORTATION DRAFT TENTATIVE WORK PROGRAM

WHEREAS, the Palm Beach Metropolitan Planning Organization (MPO) doing business as the Palm Beach Transportation Planning Agency (TPA), is the designated and duly constituted body responsible for the urban transportation planning process for Palm Beach County; and

WHEREAS, the TPA adopted the List of Priority Projects (LOPP) on July 18, 2024 and submitted that list to the District 4 office of the Florida Department of Transportation (FDOT) by August 1, 2024 pursuant to s. 339.175(8)(b), Florida Statutes; and

WHEREAS, FDOT endeavored to cooperatively develop a Draft Tentative Work Program (DTWP) that includes, to the maximum extent feasible, the project priorities of the TPA pursuant to s. 339.135(4)(c)2, Florida Statutes; and

WHEREAS, FDOT presented the FDOT District 4 and Turnpike DTWP to the TPA Governing Board on December 12, 2024 to determine the necessity of making changes to projects included or to be included in the DTWP and to hear requests for new projects to be added to, or existing projects to be deleted from, the DTWP pursuant to s. 339.135(4)(d), Florida Statutes; and

WHEREAS, FDOT District 4 and TPA have coordinated throughout the development of the Work Program to fund TPA Priorities to the maximum extent feasible.

NOW THEREFORE, BE IT RESOLVED BY THE PALM BEACH MPO, d/b/a PALM BEACH TRANSPORTATION PLANNING AGENCY, THAT:

SECTION 1. The foregoing recitals are hereby adopted and declared to be true and correct and are incorporated herein.

SECTION 2. The TPA Governing Board hereby endorses the FY 2026-2030 Draft Tentative Work Program and requests FDOT coordinate with the TPA to find additional funding sources to advance TPA priorities; and

SECTION 3. This Resolution shall take effect upon adoption.

The foregoing Resolution was offered by _____ who moved its adoption. The motion was seconded by _____, and upon being put to a vote, the motion passed. The Chair thereupon declared the Resolution duly adopted this 12th day of December 2024.

PALM BEACH METROPOLITAN PLANNING ORGANIZATION, d/b/a
PALM BEACH TRANSPORTATION PLANNING AGENCY

By: _____
Mayor Chelsea Reed, as its Chair

ATTEST:

Ruth Del Pino, TPA Agency Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Milton Collins, TPA General Counsel



PALM BEACH
Transportation
Planning Agency



DRAFT TENTATIVE WORK PROGRAM

FY 2026-2030

PREPARED BY PALM BEACH TPA
FOR REVIEW DECEMBER 2024

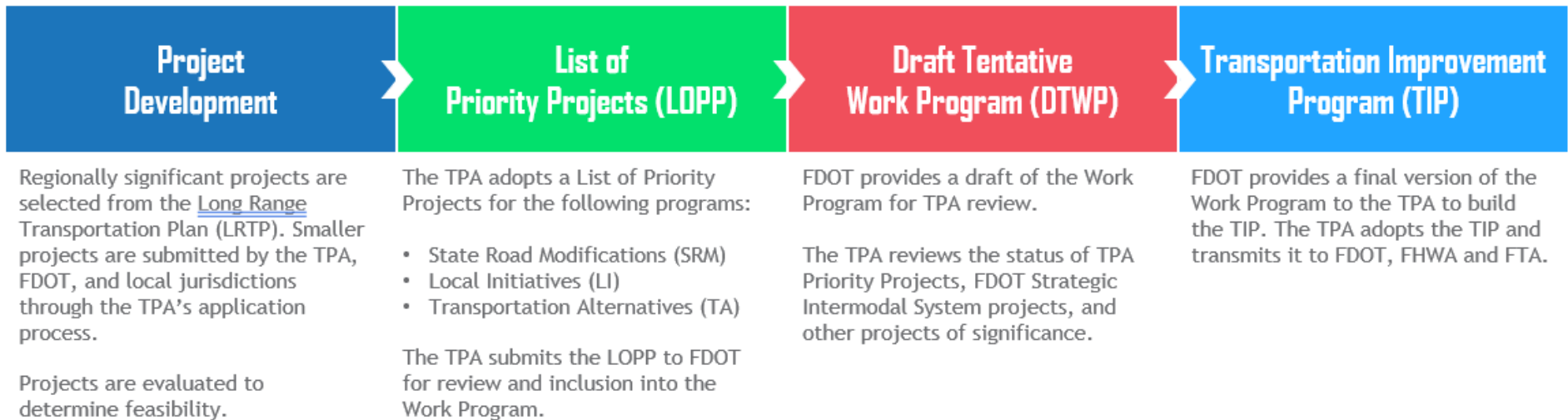
PalmBeachTPA.org/TIP

Executive Summary

One of the primary roles of the Palm Beach TPA is the adoption of the Transportation Improvement Program (TIP) [23 C.F.R. § 450.324], a five-year program allocating anticipated revenues to transportation improvements to all modes of travel in Palm Beach County. The TIP identifies transportation improvements funded by Federal, State and local sources. In Florida, the TIP is based on and reflects the Florida Department of Transportation's (FDOT) Work Program for Palm Beach County for the same time period.

The TPA must adopt an updated TIP annually [§ 339.175(8), Fla. Stat.]. The TIP for Fiscal Years 2025-2029 was adopted on June 20, 2024 and the TIP for FY 2026-2030 will be considered for adoption on June 12, 2025. Prior to adoption, FDOT works to develop a Draft Tentative Work Program for FY 2026-2030 that continues to advance projects in the previously adopted TIP and allocates funding, to the maximum extent feasible, the Palm Beach TPA's List of Priority Projects (LOPP) that were adopted July 18, 2024. The graphic below illustrates the TIP development process.

Transportation Improvement Program (TIP) Development Process



Role of the TPA in Reviewing the Draft Tentative Work Program

Florida requires that that each FDOT district office shall make a presentation at a meeting of each metropolitan planning organization in the district [§339.135(4)(d), Fla. Stat. (2014)] to:

1. Hear requests for new projects to be added to the district work program.
 - The tables summarizing the status of TPA priority projects facilitate this discussion.
2. Hear requests for existing projects to be deleted from the district work program.
 - The table summarizing new FDOT Projects and the full FDOT Draft Work Program and committee presentations facilitate this discussion.
3. Determine the necessity of making any changes to projects included or to be included in the district work program.
 - § 339.135(3)(c)(3), Fla. Stat. (2014) further stipulates that the district shall provide written justification for any project proposed to be rescheduled or deleted from the district work program which project is part of the metropolitan planning organization's transportation improvement program and is contained in the last 4 years of the previous adopted work program.

To facilitate the review of the draft tentative work program according to these purposes, the TPA has created the following summary tables:

1. TPA Major Projects
2. Local Initiatives Projects
3. Transportation Alternatives Projects
4. Shared Used Network (SUN) Trail Projects
5. Active & Under Construction Projects (previously programmed in the work program and are currently active)

Table 1: Major Projects

Projects are predominantly on state roadways using state funding sources, including but not limited to District Dedicated Revenue (DDR) and Primary Highways & Public Transportation Funds (DS). Projected funding availability is anticipated to be approximately \$20.4 Million/year but varies yearly. FDOT requests the TPA "oversubscribe" to ensure programming of all available funds.

Shown in \$1,000s

Year - Rank	Applicant/Lead Agency	Location	Description	Proj. No.	Total Cost	< FY 26	DTWP FY 2026-2030					Add'l Funds Needed	Notes	
							FY 26	FY 27	FY 28	FY 29	FY 30			
--	Palm Beach TPA	TPA Planning & Administration as detailed in the UPWP			4393255 4393256 4393257	\$23,413	N/A	PL \$2,571 SU \$2,006	PL \$2,571 SU \$2,100	PL \$2,571 SU \$2,150	PL \$2,571 SU \$2,150	PL \$2,571 SU \$2,150		
04-1	FDOT	SR-7 from 60th St to Northlake Blvd	Construct new 4L road	2296643	\$4,682	\$4,682					PE \$257			Pending litigation
				2296645	\$257									
				2296646	\$100,003	\$8,393	PE \$3,000		RRU \$24	ENV \$473 CST \$81,003	ENV \$2,369 CST \$4,740			
04-2	FDOT	SR-7 from Okeechobee Blvd to 60th St	Widen from 2L to 4L	2296644	\$114	\$114								Pending litigation
				2296647	\$48,762	\$477	PE \$750	RRU \$3	CST \$47,532					
14-1	FDOT/ SFRTA	Passenger Rail Service on FEC Tri-Rail: West Palm Beach to Jupiter	Transit Alternative Analysis to extend commuter rail service onto the FEC corridor from Broward County Line or via the Northwood Crossover; Construct Stations and Rolling Stock and construct 5 new stations — 45th St, 13th St, Park Ave, PGA Blvd, and Toney Penna Dr	4170317	\$542,100	\$1,350							\$540,750	FEC easement/ access fee and O&M needed for PD&E. Project funds require additional coordination with FDOT
14-3	FDOT	Atlantic Ave from SR-7 to E of Lyons Rd	Widen from 2L to 4L, including buffered 7' bike lanes and 6' sidewalks	2296584	\$39,901	\$35,554	ROW \$1,080	ROW \$142		ROW \$124	ROW \$3,000			
16-1b	FDOT	Atlantic Ave from Florida's Turnpike to Cumberland Dr	Widen from 4L to 6L, including 7' buffered bike lanes and 10' shared-use-paths where feasible	4405754	\$59,923	\$3,489	ROW \$7,240	ROW \$2,000	ROW \$5,198	CST \$39,989	CST \$2,007			
16-1c	FDOT	Atlantic Ave from Cumberland Dr to Jog Rd	Widen from 4L to 6L, including 7' buffered bike lanes and 10' shared-use-paths where feasible	4405755	\$47,247	\$2,817	ROW \$8,503	ROW \$2,500	ROW \$4,140	CST \$27,230	CST \$2,007			
17-1	FDOT/ Palm Tran	US-1: Camino Real Rd to Indiantown Rd	561 Plan Transit Corridor: New enhanced transit service with associated multimodal facilities											
17-1b	Palm Tran/ FDOT	US-1: Palmetto Park Rd to Northlake Blvd	Construct 14 enhanced transit shelters within existing ROW	4383864	\$6,046		CST \$5,998	CST \$48						
17-1c	Boca Raton/ FDOT	US-1: Camino Real to NE 8th St/Mizner Blvd in Boca Raton	Lane Repurposing from 6L to 4L between Camino Real and SE Mizner Blvd; associated multimodal facilities	4383865	\$9,390	\$939	CST \$8,451							
17-1d	WPB/ FDOT	US-1: 25th St to 45th St in West Palm Beach	Reconstruct roadway to include pedestrian and bicycle facilities and safety enhancements	4383866	\$14,235	\$578					CST \$13,657			FDOT approved revised concept.
17-1f	FDOT/ N Palm Beach	US 1: Northlake Blvd to Parker Bridge in North Palm Beach	Lane Repurposing from 6L to 4L with shared-use paths, bicycle lanes, landscaping and furnishing zone	4383867	\$8,672					PE \$920			\$7,752	Lane repurposing application approved by FDOT.
17-1g	Lake Worth Beach/ FDOT	US-1: Dixie/Federal Junction to Gregory Rd in Lake Worth Beach	Lane Repurposing from 4L to 3L; associated multimodal facilities	TBD	\$5,674								\$5,674	City is working on FDOT lane repurposing application

Table 1: Major Projects

Shown in \$1,000s

Year - Rank	Applicant/Lead Agency	Location	Description	Proj. No.	Total Cost	DTWP FY 2026-2030						Add'l Funds Needed	Notes			
						< FY 26	FY 26	FY 27	FY 28	FY 29	FY 30					
18-1	TPA & Palm Tran /FDOT	Okeechobee Blvd from SR-7 to US-1; SR-7 from Forest Hill Blvd to Okeechobee Blvd	561 Plan Transit Corridor: New enhanced transit service with associated multimodal facilities													
18-1b	Palm Tran/ FDOT	Okeechobee Blvd from SR-7 to US-1; SR-7 from Forest Hill Blvd to Okeechobee Blvd	Construct enhanced transit shelters within existing ROW	4417584	\$5,900	\$900					CAP	\$5,000		TPA working with Palm Tran to refine shelter design and locations		
18-1c	TPA/ FDOT	Okeechobee Blvd from SR-7 to US-1; SR-7 from Forest Hill Blvd to Okeechobee Blvd	FDOT feasibility study based on TPA planning study recommendations	4513801	\$2,000	\$550	PLN	\$1,450								
18-2	TPA/ FDOT/FPL	SR-80 from SR-15 to CR-880	Add street lighting and guardrails	4417561	\$16,170	\$16,170								Under Construction. In phases.		
				4535581	\$4,181	\$621		RRU	\$15						CST	\$3,545
18-3	TPA/ FDOT	US-27 Connector from US-27 to SR-715	Construct new 2-lane road	4417571	\$134,705	\$250						PDE	\$1,500	\$68,455	Request of \$3.955M for PDE. Alternative Corridor Evaluation (ACE) underway. Estimated cost of PE, ROW, CST is \$64.5 M	
19-1	TPA & Palm Tran /FDOT	Lake Worth Rd from SR-7 to US-1; SR-7 from Lake Worth Rd to Forest Hill Blvd	561 Plan Transit Corridor: New enhanced transit service with associated multimodal facilities													
19-1a	Palm Tran	Lake Worth Rd from SR-7 to US-1; SR-7 from Lake Worth Rd to Forest Hill Blvd	Implement Transit Signal Prioritization	4463361	\$1,000	\$1,000								Advanced to current FY 2025		
20-1	Boca Raton/ FDOT	Federal Hwy at Spanish River Blvd	Convert EB to SB right turn only to right/through with bike lane and mast arm conversion	4482641	\$3,014		PE	\$279	PE	\$21			CST	\$2,714		
20-2 & 20-4	Palm Beach County/ FDOT	Atlantic Ave at Military Trl; Belvedere at Military Trl; Forest Hill Blvd at I-95	Replace span wire traffic signals with mast arms and steel strain pole span wires and upgrade supporting infrastructure. Upgrade to mast arm signals; enhanced pedestrian signals and detection; upgrade ITS elements and roadway lighting; curb ramp and sidewalk upgrades to meet ADA.	4479441	\$40,202		PE	\$566					CST	\$3,856		
		US-1 at Silver Beach Rd, Military at Investment Ln, Okeechobee at Quadrille Blvd, Lakeview Ave at Quadrille Blvd		4480731			PE	\$422	PE	\$21					\$11,200	ROW and CNST remain unfunded
		US-1 at SE 1st St, 7th Ave N, 10th Ave N, 13th Ave N; Boynton Beach Blvd at US-1, Congress Ave, Seacrest Blvd, Military Trl, Hagen Ranch Rd; Congress Ave at Dolan Rd; Atlantic Ave at Hamlet Dr; Lake Ave at SR-A1A (include w/ FM 4476631)		4481071			PE	\$637								\$23,500
20-3	Boca Raton/ FDOT	Glades Rd/SR-808 at Town Center Blvd; I-95 NB off ramp at W Palmetto Park Rd; I-95 SB off ramp at Palmetto Park Rd; US-1 at Royal Palm Way; US-1 at Hidden Valley Blvd	Replace span wire traffic signals with mast arms and upgrade supporting infrastructure	4480641	\$12,605		PE	\$719					CST	\$6,657		
		US-1 at Glades Rd, NE 15th Ter, and NE 24th Ter	4481351			PE	\$550		ROW	\$547	ROW	\$259	ROW	\$387	CST	\$3,487

Table 1: Major Projects

Shown in \$1,000s

Year - Rank	Applicant/Lead Agency	Location	Description	Proj. No.	Total Cost	DTWP FY 2026-2030					Add'l Funds Needed	Notes	
						< FY 26	FY 26	FY 27	FY 28	FY 29			FY 30
20-5	Palm Beach County/ FDOT	SR-715 from Hatcher Rd to Paul Rardin Park SR-715 from Airport Rd to SW 14th St	Construct 6' sidewalk on W side of roadway.	4479451	\$2,263		PE \$467			CST \$1,796			
21-1	TPA/ FDOT	Forest Hill Blvd from W of Jog Rd to Military Trl	Add roadway lighting on N side and pedestrian lighting, bus bay layover facility, enhanced crosswalks at three signalized intersections, green markings in bicycle conflict zones	4498771	\$2,616		PE \$670	ENV \$30				\$1,916	
21-2	TPA/ FDOT	Congress Ave from Lake Worth Rd to Forest Hill Blvd	Add pedestrian lighting, enhanced crosswalks at six signalized intersections, and bus stop amenities	4498791	\$2,966		PE \$434	ENV \$30				\$2,502	
21-3	Boca Raton/ FDOT	SR-A1A at Spanish River Blvd and Camino Real (include w/ FM 4476611); US-1 at Jeffery St, NE 32nd St, NE 20th St, Fire Station #1, NE Mizner Blvd, SE Mizner Blvd, and Camino Real; Yamato Rd at NW 2nd Ave (include w/ FM 447657.1); Glades Rd at NW 2nd Ave and Pinehurst Ln; I-95 NB Ramp at Peninsula Corp Dr; I-95 SB Ramp at Peninsula Corp Dr	Replace span wire traffic signals with mast arms and steel strain pole span wires and upgrade supporting infrastructure	4495531	\$9,347		PE \$495					\$5,090	
				4498751			ENV \$30			CST \$3,377			
21-4	TPA/ FDOT	SR-7 from Glades Rd to Bridgebrook Dr	Modify resurfacing project to add sidewalk on E side and green markings in bicycle conflict zones	4476701	\$12,629	\$12,601	CST \$28						FDOT able to incorporate sidewalk on E side
21-6	FDOT	Indiantown Rd at Central Blvd	Conduct PD&E to evaluate congestion mitigation alternatives with minimal adverse impacts to pedestrians, bicycles, and local businesses	4499351	\$3,310		PDE \$3,310						Accelerated from FY 28 to FY 26
23-1	TPA/ FDOT	US-1 from Universe Blvd to Indiantown Road	Widen existing sidewalks to shared use paths	TBD	\$10,700							\$10,700	Potential SUN Trail eligibility requiring coordination from Ocean Dr to Ocean Way. Possible Resurfacing project alignment.
23-2	PBC/ FDOT	Palm Beach County Traffic Signals at a various locations	Flashing Yellow Arrows	4535891	\$2,103							\$2,103	Program ready but additional coordination needed.
23-3	PBC/ FDOT	Palm Beach County Traffic Signals at a various locations	Signal Upgrades	4535901	\$4,109							\$4,109	Program ready but additional coordination needed.
Cost Summary					\$1,180,239	\$90,487	\$49,131	\$13,907	\$62,213	\$161,772	\$54,479	\$683,750	

Table 2: Local Initiatives Program

This program is for projects on non-state roadways that are federal-aid eligible. Funding typically comes from the \$22.8 Million/year federal Surface Transportation Block Grant (STBG) program, known locally as SU funds, allocated to the TPA for prioritization. STGB funds allocated to FDOT, known as SA, sometimes supplement the projects.

Shown in \$1,000s

Year Rank	Applicant/Lead Agency	Location	Description	Proj. No.	Total Cost	<FY 26	DTWP FY 2026-2030					Add'l Funds Needed	Notes	
							FY 26	FY 27	FY 28	FY 29	FY 30			
17-1 & 17-5	West Palm Beach/ FDOT	36th St & bridge from Australian Ave to Poinsettia Ave in West Palm Beach	Construct buffered bike lanes, pedestrian enhancements and bridge	4415701	\$18,244	\$2,008	CST	\$16,237						
19-2	Palm Beach County	Cresthaven Blvd from S Jog Rd to S Military Trl	Construct 7' buffered bike lanes and three intersection modifications	4460861	\$4,603	\$3,155	CST	\$1,447						
19-4	West Palm Beach	25th St from Australian Ave to Broadway Ave	Lane Repurposing from 4 lanes to 3, construct R/R gate enhancements, ADA upgrades, buffered bike lane/ designated bike lane, lighting improvements, sidewalks	4460901	\$7,036	\$3	CST	\$7,033						
19-6	Wellington	Greenview Shores Blvd from Binks Forest Dr to Wellington Tr	Widen the northern pathway from 8' to 10'- Upgrade intersections and pedestrian crossings with enhanced visibility and signage.	4460821	\$1,258	\$1,258								Project to be deleted and funds reallocated to 448299-1
20-2 21-1 22-2	SFRTA	SFRTA - Tri-Rail Service	Purchase passenger rail cars	4481031	\$15,000	\$4,313	CAP	\$6,087	CAP	\$4,600				
20-3	Lake Worth Beach	South East Coast Street and S. H Street	Reconstruct roadways to one-way pair with 4' designated bike lanes	4483541	\$7,889	\$5			CST	\$7,884				
20-4	Wellington	Greenbriar Blvd from Aero Club Drive to Greenview Shored Blvd.	Construct 10' shared-use path on north side of roadway. Upgrade intersections and pedestrian crossings with enhanced visibility and signage.	4482991	\$6,279	\$3,679	CST	\$2,600						
20-5	Wellington	G-2 Canal from Greenview Shores Blvd to Bent Creek Rd	Construct 10' shared-use pathway	4483061	\$616	\$5	CST	\$549						Project to be deleted and funds reallocated to 448299-1
20-6	Royal Palm Beach	Various Locations - Residential Roads	Construct ADA Improvements - Sidewalks and Curb Ramps	4483051	\$671	\$5	CST	\$666				\$540,750		
21-2	Palm Beach County	Prosperity Farms from 800' N of Northlake Blvd to Donald Ross Rd	Construct 4' designated bike lanes	4498471	\$7,700	\$5	CST	\$2,447	CST	\$3,528				
22-3	Palm Beach Gardens	Gardens Parkway from Alternate A1A to Prosperity Farms Road	5' designated bike lane and 8' sidewalk	4508001	\$4,634	\$5			CST	\$4,620				
22-4	Palm Tran	Palm Tran electric buses and Palm Tran Maintenance Facility (Electronics Way) charging stations	Purchase 4 electric buses and install electric charging at maintenance facility	4507981	\$5,000					CAP	\$5,000			
22-5	Delray Beach	Barwick Rd from Lake Ida Rd to Sabal Lakes Rd (N)	10' shared use path and new sidewalk	4507931	\$2,531	\$5			CST	\$2,091				
22-6	Palm Tran	Countywide	Bus Stop Improvements	4507971	\$5,000					CAP	\$5,000			
22-7	ITID	Temple Blvd, Hall Blvd, 140th Ave	Seminole Speed Tables	4507951	\$627	\$5			CST	\$526				
23-1	ITID	140th Ave N, Temple Blvd, and Hall Blvd	Construct 10' shared use pathways and 8' pathways.	4507951	\$5,369							\$4,109		Waiting federal aid eligibility
23-3	Boca Raton	Boca Raton Traffic Signals	Traffic Signal Updates and ITS Improvements Phase 1	4535181	\$2,039					PE	\$5	CST	\$2,034	
23-4	West Palm Beach	7th Street from Australian Ave to Tamarind Blvd	Construct buffered bike lanes and widen sidewalks	4535201	\$1,851					PE	\$5	CST	\$1,846	FDOT vetting railroad portion

Table 2: Local Initiatives Program

Shown in \$1,000s

Year Rank	Applicant/Lead Agency	Location	Description	Proj. No.	Total Cost	<FY 26	DTWP FY 2026-2030					Add'l Funds Needed	Notes
							FY 26	FY 27	FY 28	FY 29	FY 30		
23-5	SFRTA	SFRTA - Tri-Rail Service	Rolling Stock - New Train	4535271	\$5,000	\$5,000							Project advanced to FY 25
23-6	Palm Beach County	Palm Beach County Traffic Signals	Signal Upgrades	4535261	\$5,293				PE \$5	CST \$5,288			Additional coordination needed
23-7	Wellington	Wellington Trace from east of Draft Horse Ln to Greenview Shores Blvd	Widen sidewalks and construct roundabout at Primrose Lane	4535911	\$2,988						\$1,795		Requires more coordination on scope
23-8	Palm Beach County	Palm Beach County Traffic Signals	Flashing Yellow Left & Right Turn Arrow Upgrades	4535171	\$4,693						\$3,062		Additional coordination needed
Cost Summary					\$112,447	\$18,188	\$36,516	\$23,249	\$10,015	\$9,168	\$549,715		

Table 3: Transportation Alternatives Program

This program is for non-motorized projects on or off the federal-aid eligible network. Sources of funding are from the approximately \$5.1 Million/year of the federal STBG Transportation Alternatives (TA) set-aside program, known locally as TA, that is allocated to the TPA for prioritization. Shown in \$1,000s

Year - Rank	Applicant/Lead Agency	Location	Description	Proj. No.	Total Cost	DTWP FY 2026-2030					Add'l Funds Needed	Notes	
						< FY 26	FY 26	FY 27	FY 28	FY 29			FY 30
21-3	ITID	Grapeview Blvd from Key Lime Blvd to 60th St and Key Lime Blvd from Hall to M-1 Canal	Construct 10' shared use path and 8' pathway	4490021	\$3,321	\$1,663	CST	\$1,658					
22-1	ITID	Hamlin Blvd from Hall Blvd to Grapeview Blvd; Grapeview Blvd from Hamlin Blvd to Citrus Grove Blvd; Citrus Grove Blvd from Hall Blvd to Avocado Blvd	Construct 10' shared use path and expand existing sidewalk to 8'	4507871	\$1,305	\$5	CST	\$1,300					Delayed to FY 26. Waiting federal aid eligibility.
22-2	Palm Beach Gardens	Fairchild Ave from Fairchild Gardens Ave to Campus Dr	Construct buffered bicycle lanes and 8' pathway on south side of roadway	4508291	\$1,413	\$5	CST	\$1,408					
22-3	West Palm Beach	49th St from Greenwood Ave to North Flagler Drive	Construct ADA curb ramps and sidewalks, traffic calming speed humps and sharrowes	4508621	\$570	\$5	CST	\$565					
22-4	Royal Palm Beach	Various Locations - Local Roads	Install pedestrian and bicycle network wayfinding signage	4508241	\$879	\$5	CST	\$874					
22-5	Boca Raton	SW 18th Street from Military Trl to Addison Ave	Construct 10' shared use paths and missing crosswalks and sidewalks	4507841	\$415	\$5	CST	\$410					
	SFRTA	SW 18th Street from Military Trl to Addison Ave	Construct 10' shared use paths and missing crosswalks and sidewalks	4507842	\$1,155	\$	CAP	\$1,155					
23-1	Boca Raton	NW 6th Way from South of NW 38th Drive/Circle to Spanish River Blvd	Construct 10' shared use path and include bicycle and pedestrian intersection upgrades.	4529981	\$1,401	\$5		CST	\$969			\$427	
23-2	Palm Beach County	Camino Real from Spanish River Rd to South Ocean Blvd	Construct 7' buffered bike lanes on both sides of the road and 5 ft sidewalk on the south side	4530021	\$542,117	\$5		CST	\$1,362			\$540,750	
23-3	West Palm Beach	Spruce Ave from 36th St to 40th St	Construct designated bike lanes, ADA curb ramps and sidewalks, new crosswalks, traffic calming, and pedestrian scale lighting.	4529991	\$1,583	\$5		CST	\$1,578				
23-4	Palm Beach Gardens	Lilac St from North Military Trl to Plant Dr	Widen existing sidewalk to 10' shared use path and construct new 10' shared use path with a midblock crossing.	4530011	\$1,149	\$5		CST	\$1,144				
23-5	ITID	140th Ave North from Orange St to 61st St North and 61st St North from 140th Ave North to the M-1 Canal	Construct 8' unpaved path	4530001	\$1,004	\$	PE	\$5	CST	\$999			
24-1	West Palm Beach	Palm St from Lake Ave to US-1/Dixie Hwy	Construct bike lanes and ADA improvements for pedestrian facilities	4548781	\$2,012	\$	PE	\$5		CST	\$1,969		
24-2	Boca Raton	NW 2nd Ave from Jeffrey St to Hidden Valley Blvd	Construct two-way bicycle path on east side of the road with bicycle intersection improvements	4548771	\$2,646	\$	PE	\$5		CST	\$1,827		
24-3	Palm Beach County/Boca Raton	Camino Real from Dixie Hwy to Federal Hwy	Construct a raised bicycle lane on both sides of the road	4549511	\$1,046	\$	PE	\$5		CST	\$1,041		
24-4	Palm Tran	Palm Beach Lakes Blvd from Executive Center Dr to Australian Ave	Transit Access Improvements	new	\$789	\$						\$789	Moved from LI
Cost Summary					\$562,807	\$1,708		\$7,391	\$6,052	\$4,837		\$541,966	

Table 4: SUN Trail Priorities

Projects must be located on the SUN Trail Network. SUN Trail projects are through a competitive state application process that must by FDOT in addition to inclusion on the TPA's List of Priority Projects (LOPP).

Shown in \$1,000s

Year	Applicant/ Lead Agency	Location	Description	Proj. No.	Total Cost	<FY 25	TIP FY 2025-2029					Add'l Funds Needed	Notes
							FY25	FY 26	FY 27	FY 28	FY 29		
2023	Jupiter	US 1 from Indiantown Rd to Loxahatchee River	All project phases to close gap in SUN Trail and East Coast Greenway Network	TBD	\$7,147							\$7,147	
2023	Boca Raton	A1A from Camino Real to Beach Club Way	Feasibility Study and Design for SUN Trail Connection across the Camino Real Inlet Bridge	TBD	\$3,000							\$3,000	

Cost Summary

\$17,294

Table 5: Active and Under Construction TPA Priorities

The table below summarizes projects that are close to construction or are currently under construction. The list includes previously funded TPA Priorities that do not appear in the 5-Year TIP. However, the list may include some projects that still have funding in the TIP. Projects are noted until the project reaches completion.

Shown in \$1,000s

Year - Rank	Applicant/ Lead Agency	Location	Description	Proj. No.	Total Cost	Status
Major Projects						
16-1a	FDOT	Atlantic Ave from east of Lyons Rd to Florida's Turnpike	Widen from 4L to 6L, including 7' buffered bike lanes and 10' shared-use-paths where feasible	4405752	\$8,265	Under construction.
17-1a	Palm Tran	US-1: Palmetto Park Rd to Northlake Blvd	Implement Transit Signal Prioritization for entire corridor	4383863	\$2,000	Palm Tran working towards implementation in 2025.
17-2	Boynton Beach/ FDOT	Boynton Beach Blvd from I-95 to US-1	Reconstruct to narrow vehicle lanes, construct 9' sidewalk on N, 15' shared use path on S, pedestrian lighting	4440791	\$10,177	Under Construction. Estimated Completion: Fall 2025.
18-1a	Palm Tran	Okeechobee Blvd from SR-7 to US-1; SR-7 from Forest Hill Blvd to Okeechobee Blvd	Implement Transit Signal Prioritization for entire corridor	4417582	\$1,000	Funding to be flexed in 2025.
18-2	TPA/ FDOT/FPL	SR-80 from SR-15 to CR-880	Add street lighting and guardrails	4417561 4417562 4535581	\$27,926	Under Construction. Project is in phases. Guardrail programmed in FY 27.
20-6	TPA/ FDOT	SR-715 from SR-80 to W of Canal St South	Modify resurfacing project to add buffered bicycle lanes, missing sidewalk connections to SR-80 and to PB State College entrance, and roadway lighting.	4398451	\$5,661	Under Construction. Estimated Completion Aug 2025.
20-8	Lake Worth Beach/ FDOT	Lake Ave/Lucerne Ave/SR-802 from E of A St to E of Golfview Rd	Modify resurfacing project to add stamped concrete crosswalks, replacement of sidewalk pavers, and improved stormwater drainage.	4461041	\$5,207	Under Construction. Estimated Completion: Early 2025.
17-1e	TPA/ FDOT	US-1: 59th St to Northlake Blvd in Riviera Beach and Lake Park	Reconstruct as 4L, add bike lanes and medians; move barrier wall on bridge to protect bike lanes;-add street lights/ped-scale lights where feasible	4383862	\$14,622	In Design. Project Letting Feb 2025.
21-5	TPA/ FDOT	Boynton Beach Blvd from Congress Ave to E of I-95	Modify resurfacing project and interchange capacity project to provide wider sidewalks and buffered bike lanes on both sides of roadway	4358041 4476671	\$94,874	In Design. Notice to Proceed June 2025.
Local Initiatives						
14-5	Lake Park/ FDOT	FEC Railroad Crossings Countywide	Install Safety/Quiet Zone infrastructure on FEC corridor	4353432	\$3,506	Under Construction. Estimated Completion: Feb 2025.
14-6	SFRTA	Tri Rail Northern Layover Facility: CSX tracks E of I-95 in Mangonia Park/WPB	Construct new facility to enhance O&M for existing system and support Jupiter extension	4297671 2368542	\$45,733	Includes modifications for train wash; 90% Design plans expected in early 2025
15-2	West Palm Beach	West Palm Beach: 25th St to Tri-Rail Station to SR 80	Purchase seven (7) vehicles to support new N/S trolley service	4383901	\$1,505	Evaluating vehicles for procurement.
15-3	Palm Tran	Various locations along existing Palm Tran bus routes	Construct 30 transit shelters	4383921	\$600	5 Year implementation plan under development.
15-4	West Palm Beach	Various locations along existing WPB trolley lines	Construct seven (7) trolley shelters	4383961	\$571	Project will coincide with implementation of vehicles (LI 15-2).
17-2	Delray Beach	Lindell Blvd from Linton Blvd to Federal Hwy/US 1	Construct sidewalks and separated bike lanes	4415331	\$12,143	Under Construction. Estimated Completion: June 2026
17-4	Palm Tran	Various Palm Tran bus stops	Replace 40 transit shelters	4415711	\$800	In procurement.
17-6	Delray Beach	Barwick Rd from Atlantic Ave to Lake Ida Rd	Construct sidewalks and separated bike lanes	4415321	\$10,446	Under Construction. Estimated Completion: June 2026

Table 5: Active and Under Construction TPA Priorities

Shown in \$1,000s

Year - Rank	Applicant/ Lead Agency	Location	Description	Proj. No.	Total Cost	Status
17-7	Delray Beach	Brant Bridge connector from Lindell Blvd to Brant Bridge	Construct sidewalks and separated bike lanes	4415861	\$2,540	LAP Commitment February 2025
18-1	Westgate CRA/ Palm Beach County	Westgate Ave from Wabasso Dr to Congress Ave	Lane repurposing from 5L to 3L to add designated bike lanes and widen sidewalks	4443711	\$4,832	Under Construction. Estimated Completion: Feb 2025.
18-6	Delray Beach	Germantown Rd from Old Germantown Rd to Congress Ave	Construct sidewalks and separated bike lanes	4443771	\$11,635	Construction in Summer 2024.
19-1	Palm Tran	Palm Tran electric buses and Palm Tran Maintenance Facility (Electronics Way) charging stations	Purchase 3 electric buses and install electric charging at maintenance facility	4460981	\$4,336	Orders expected in 2025, anticipated delivery 1 year after.
20-1	Palm Tran	Palm Tran electric buses and Palm Tran Maintenance Facility (Electronics Way) charging stations	Purchase 4 electric buses and install electric charging at maintenance facility	4482951	\$5,000	Orders expected in 2025, anticipated delivery 1 year after.
Transportation Alternatives						
16-2	West Palm Beach/ FDOT	North Shore Bridge in West Palm Beach	Construct pedestrian bridge west of existing roadway bridge	4400151	\$1,812	Construction in Summer 2024.
16-3	West Palm Beach	Roosevelt Estates Neighborhood	Install ADA ramp improvements and crosswalks with texturized pavement	4400121	\$1,100	Under Construction. Estimated Completion December 2024.
17-1	West Palm Beach	Northmore neighborhood	Construct sidewalks and shared use pathways	4415271	\$1,325	Environmental updates necessary, procurement in June. Construction expected by 2025.
18-1	West Palm Beach	Trailway on NW side of Clear Lake connecting Okeechobee Blvd to Palm Beach Lakes Blvd	Construct 10' shared use path on west side of Clear Lake	4443501	\$1,998	Construction complete. Finalizing utility work.
19-1	Westgate CRA/ Palm Beach County	Seminole Blvd from Okeechobee Blvd to Oswego Ave	Construct 10-12' shared use paths, high visibility crosswalks, and pedestrian lighting	4460771	\$1,645	Under Construction. Estimated Completion: Jul 2024.
19-2	Boynton Beach	SE 1st St from Boynton Beach Blvd to Woolbright Rd	Construct 10' shared use path on western side of roadway	4460781	\$3,247	Construction Start July 2024
20-1	Lake Worth Beach	Various Locations - Local Roads	Construct ADA Curb Ramps and Sidewalk	4483011	\$1,095	Under Construction. Estimated Completion: 2025
20-2	Palm Beach Gardens	Kyoto Gardens Drive from Military Trail to Alt A1A	Construct 5' bike lane and 8' pathway on north side of roadway	4483021	\$1,314	Under Procurement. Construction in Fall 2024.
20-3	Westgate CRA/ Palm Beach County	Cherry Rd from Military Trl to Quail Dr	Construct 10-12' shared use path and pedestrian lighting on north side of roadway	4483031	\$1,894	Construction in early 2025.
20-4	Palm Tran	Countywide - 110 bus stops	Install 5' sidewalk connections and ADA bus stop enhancements	4483041	\$281	In procurement.

Project Scheduling Report – November 2024 Phases occurring within the next 90 days Palm Beach TPA & FDOT District 4

The purpose of this report is to ensure stakeholders are aware of upcoming activities for each project to allow for increased input. The TPA has consolidated the FDOT report to focus on TPA priorities and scheduling activities that are occurring within the next 90 days. The full list of scheduling activities is described below.

Scheduled Activity	Description
Multimodal Scoping Checklist (MMSC)	FDOT’s Office of Modal Development (OMD) notifies impacted agencies to enter comments about the project scope. The local agency can confirm or discuss context class, minor comments about multimodal features.
Resolution from Agency (for Off-System Projects Only)	If an off-system project is administered by FDOT, the local agency’s governing board must pass a resolution endorsing FDOT’s delivery of the project.
Review of Scope with Agency	Meet with local agency to review and confirm scope prior to FDOT advertising for consultant acquisition.
Execution Date (Design)	FDOT Design starts.
Project Kickoff Meeting	FDOT Design Team coordinates with local agency. Contact the FDOT project manager for date/time/location of the meeting.
Initial Field Review	Field Review meeting. Typically occurs at the project site.
Initial Engineering	30% plans to reviewers. Stakeholders provide review and feedback on the approved Typical Section.
Public Information Workshop	Tentative date to conduct a public information workshop. Date may differ than final workshop date.
Constructability Plans	60% plans to reviewers. At this time most of the Design is complete, no scope discussion, review focuses on items to be constructed, their construction impacts, and materials to be used.
Plans Specification and Estimates (PSE) Meeting	FDOT PM arranges field review with all reviewers to evaluate the final engineering plans with respect to actual field conditions.
Biddability Plans to Reviewers	90% plans. At this time, Design is complete. Verifying quantities and pay items.
Production	100% plans. Plans are complete.
Local Agency Program (LAP) Commitment	Agency and FDOT commits the project funds and budget to the Legislature and the Governor’s office.
Letting	Bids are opened and the apparent low bid contract is determined. Construction typically begins 4 to 6 months after letting.
Construction Notice to Proceed (NTP)	Construction starts. Construction dates for FDOT administered projects can be found through the FDOT Operations Center.

For more information on a project, please contact the FDOT District 4 office at 954.486.1400 and ask to be transferred to the FDOT Project Manager for the specific project. For the FDOT copy of the report with the full project schedule, contact Claudette DeLosSantos at Claudette.DeLosSantos@dot.state.fl.us or 954.777.4208.

Please note, the dates shown in this report are a snapshot and dates can change frequently. Updated reports are requested monthly from FDOT.

FM #	Location	Type of Work	Lead Agency	Phase Milestone	Date
SIS Capacity					
4378681	SOUTHERN BLVD/SR-80 AT SR-7/US-441	ADD TURN LANE(S)	FDOT	Public Information Workshop	11/25/2024
4378681	SOUTHERN BLVD/SR-80 AT SR-7/US-441	ADD TURN LANE(S)	FDOT	Biddability	12/5/2024
2319321	I-95 AT GATEWAY BLVD	INTERCHANGE - ADD LANES	FDOT	Public Information Workshop	1/1/2025
Major Projects					
4383866	US-1/BROADWAY AVE FROM 25TH ST TO 42ND ST	TRAFFIC OPS IMPROVEMENT	FDOT	Initial Field Review	11/26/2024
4515792	TRAFFIC SIGNAL MAST ARM REPLACEMENTS - PALM BEACH COUNTY	TRAFFIC SIGNALS	FDOT	Constructability Plans	12/9/2024
4513801	OKEECHOBEE BLVD/SR-704 TRANSIT CORRIDOR FEASIBILITY STUDY	TRANSPORTATION PLANNING	FDOT	Agency Scope Review	12/26/2024
4383865	US-1 FROM CAMINO REAL RD TO NE 8TH ST/MIZNER BLVD	BIKE LANE/SIDEWALK	FDOT	Constructability Plans	1/31/2025
Local Initiatives Program					
4415861	BRANT BRIDGE CONNECTOR FROM LINDELL BLVD TO BRANT BRIDGE	BIKE LANE/SIDEWALK	DELRAY BEACH	Production	12/2/2024
4460821	GREENVIEW SHORES FROM BINKS FOREST DR TO WELLINGTON TRACE	BIKE LANE/SIDEWALK	WELLINGTON	Production	1/6/2025
4460861	CRESTHAVEN BLVD FROM JOG RD TO S MILITARY TRL	BIKE LANE/SIDEWALK	PALM BEACH COUNTY	Production	1/6/2025
4482991	GREENBRIER BLVD FROM AERO CLUB DR TO GREENVIEW SHORES BLVD	BIKE LANE/SIDEWALK	WELLINGTON	Production	1/6/2025
4415861	BRANT BRIDGE CONNECTOR FROM LINDELL BLVD TO BRANT BRIDGE	BIKE LANE/SIDEWALK	DELRAY BEACH	LAP Commitment	2/7/2025
Transportation Alternatives Program					
4490051	BURNS RD FROM NORTH MILITARY TRL TO ALERNATE A1A	BIKE PATH/TRAIL	PALM BEACH GARDENS	LAP Commitment	1/3/2025
4530021	CAMINO REAL FROM SPANISH RIVER ROAD TO S. OCEAN BOULEVARD	BIKE PATH/TRAIL	PALM BEACH COUNTY	Kickoff Meeting	1/23/2025
4490061	C-8 CANAL FROM CR-892/ FOREST HILL BOULEVARD TO STRIBLING WAY	BIKE PATH/TRAIL	WELLINGTON	Production	2/3/2025
4529991	SPRUCE AVENUE FROM 36TH STREET TO 40TH STREET	SIDEWALK	WEST PALM BEACH	Kickoff Meeting	2/20/2025
Other FDOT & Local Projects					
4510841	OKEECHOBEE BLVD/SR-704 AT MILITARY TRL/SR-809	INTERSECTION IMPROVEMENT	FDOT	Constructability Plans	11/26/2024
4492801	I-95 RAMP IMPROVEMENTS AT OKEECHOBEE BLVD/SR-704; PGA BLVD/SR-786; INDIANTOWN RD/SR-706	SKID HAZARD OVERLAY	FDOT	Production	12/2/2024
4531471	SR-5/SOUTH QUADRILLE BLVD FROM LAKEVIEW AVE TO BANYAN BLVD	LIGHTING	FDOT	Execution Date (Design)	12/13/2024
4492791	OKEECHOBEE BLVD/SR-704 FROM RIVERWALK BLVD TO N JOG ROAD	LIGHTING	FDOT	Constructability Plans	12/31/2024
4522921	SR-9/I-95 FR N OF SR-704/OKEECHOBEE BLVD TO S OF SR-706/INDIANTOWN RD	LANDSCAPING	FDOT	Letting	1/3/2025
4475541	US-1/SR-5/BROADWAY AVE FROM 45TH ST TO 59TH ST	LIGHTING	FDOT	Production	1/6/2025
4531471	SR-5/SOUTH QUADRILLE BLVD FROM LAKEVIEW AVE TO BANYAN BLVD	LIGHTING	FDOT	Kickoff Meeting	1/7/2025
4531481	SR-708/BLUE HERON BOULEVARD FROM WEST OF I-95 TO WEST OF GARDEN ROAD	LIGHTING	FDOT	Execution Date (Design)	1/10/2025
4531441	SYSTEMATIC RAMP SAFETY ANALYSIS- I-95 RAMPS; PALM BEACH COUNTY	SKID HAZARD OVERLAY	FDOT	Initial Field Review	1/15/2025

FM #	Location	Type of Work	Lead Agency	Phase Milestone	Date
4484391	BEELINE HWY/SR-710 FROM W OF PARK COMMERCE BLVD TO E OF AVIATION BLVD	RESURFACING	FDOT	Initial Engineering	1/21/2025
4492831	ATLANTIC AVE/SR-806 AT HOMEWOOD BLVD,SR-704 AT HAVERHILL RD	TRAFFIC SIGNAL UPDATE	FDOT	Production	2/3/2025
4531481	SR-708/BLUE HERON BOULEVARD FROM WEST OF I-95 TO WEST OF GARDEN ROAD	LIGHTING	FDOT	Kickoff Meeting	2/3/2025

O&M - Roadways

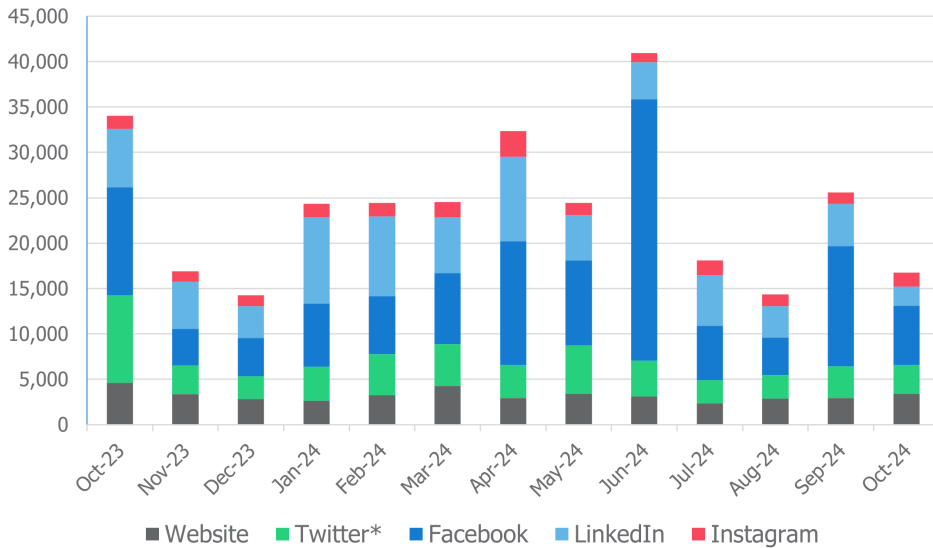
4476641	SR-15/E MAIN ST FROM S LAKE AVE TO SR-700/CONNORS HWY	RESURFACING	FDOT	Production	12/2/2024
4476621	A1A FROM LINTON BLVD TO E ATLANTIC AVE	RESURFACING	FDOT	Letting	12/6/2024
4484171	SR-A1A/OCEAN BLVD FROM NORTH OF IBIS WAY TO S OF SR-80/SOUTHERN BLVD	RESURFACING	FDOT	Public Information Workshop	12/11/2024
4506841	SR-A1A/OCEAN BLVD BRIDGE# 930060 OVER BOCA INLET	BRIDGE REHABILITATION	FDOT	Kickoff Meeting	12/11/2024
4498341	E CANAL STREET/SR-717 FROM SR-80 TO SE AVE E	RESURFACING	FDOT	Initial Engineering	12/13/2024
4484171	SR-A1A/OCEAN BLVD FROM NORTH OF IBIS WAY TO S OF SR-80/SOUTHERN BLVD	RESURFACING	FDOT	PSE Meeting	12/18/2024
4484371	BOYNTON BEACH BLVD/SR-804 FROM ORCHID GROVE TRL TO WEST OF PALM ISLES DR	RESURFACING	FDOT	Public Information Workshop	12/24/2024
4484171	SR-A1A/OCEAN BLVD FROM NORTH OF IBIS WAY TO S OF SR-80/SOUTHERN BLVD	RESURFACING	FDOT	Biddability	12/27/2024
4484371	BOYNTON BEACH BLVD/SR-804 FROM ORCHID GROVE TRL TO WEST OF PALM ISLES DR	RESURFACING	FDOT	PSE Meeting	12/31/2024
4476601	SR-5/FEDERAL HWY FROM 6TH AVE N TO ARLINGTON RD	RESURFACING	FDOT	Construction Notice to Proceed (NTP)	1/7/2025
4484371	BOYNTON BEACH BLVD/SR-804 FROM ORCHID GROVE TRL TO WEST OF PALM ISLES DR	RESURFACING	FDOT	Biddability	1/9/2025
4498101	LAKE WORTH RD/SR-802 FROM EVERETT COURT TO A STREET	RESURFACING	FDOT	Initial Engineering	1/14/2025
4461791	OKEECHOBEE BLVD/SR-704 FROM TAMARIND AVE TO WEST OF LAKEVIEW AVE	RESURFACING	FDOT	Public Information Workshop	1/14/2025
4484151	US-1/SR-5 FROM BELVEDERE RD TO SR-704/LAKEVIEW AVE	RESURFACING	FDOT	Public Information Workshop	1/15/2025
4484151	US-1/SR-5 FROM BELVEDERE RD TO SR-704/LAKEVIEW AVE	RESURFACING	FDOT	PSE Meeting	1/23/2025
4498321	SR-5/ FEDERAL HWY FROM SR-5/US-1/N DIXIE HWY TO 10TH AVENUE S	RESURFACING	FDOT	Constructability Plans	1/30/2025
4476691	E OCEAN AVE/SR-804 FROM US-1/SR-5 TO A1A	RESURFACING	FDOT	Construction Notice to Proceed (NTP)	1/30/2025
4484151	US-1/SR-5 FROM BELVEDERE RD TO SR-704/LAKEVIEW AVE	RESURFACING	FDOT	Biddability	2/3/2025
4476631	A1A FROM SOUTH OF LAKE AVE TO N OF IBIS WAY	RESURFACING	FDOT	Construction Notice to Proceed (NTP)	2/6/2025
4259608	PALM BEACH COUNTY PUSH-BUTTON CONTRACT FOR SIGNALIZATION	TRAFFIC CONTROL DEVICES/SYSTEM	FDOT	Letting	2/7/2025
4476621	A1A FROM LINTON BLVD TO E ATLANTIC AVE	RESURFACING	FDOT	Construction Notice to Proceed (NTP)	2/18/2025

Public Involvement Activity Report 4.B

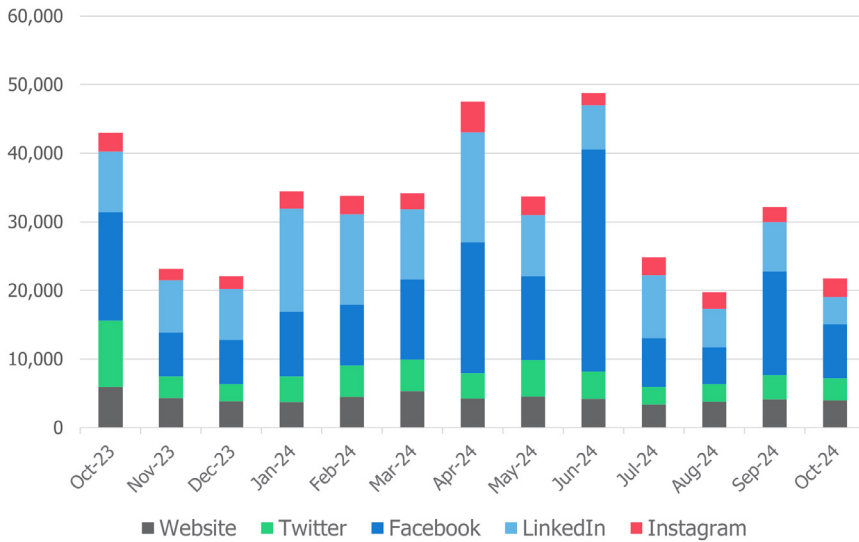
October 2024

FY 25-26 UPWP Task 1.B Solicit Public Input via Social Media

Social Media Reach



Social Media Impressions



FY 25 Strategic Plan Goal 1.B: Increase Social Media Engagement

Goal: 350,000 users reached

Achieved: 74,813 users reached

October Social Media Spotlight

Mobility Week Bicycle Ride Social Media Post

The Palm Beach TPA hosted its 2024 Mobility Week Bicycle Ride on October 25! The TPA gathered photos and video of the ride, which helped create future social media content. This included a Reel on Instagram, which reached a majority of non-followers. This creates more visibility and exposure for the TPA's work through social media.

Happy first day of Mobility Week! Today, the Palm...
October 25 · Duration 0:14

28 0 1 0

Overview

Views	283
Watch time	22m 34s
Interactions	29

Views

283 Views

31.5% Followers
68.5% Non-followers

Top sources of views

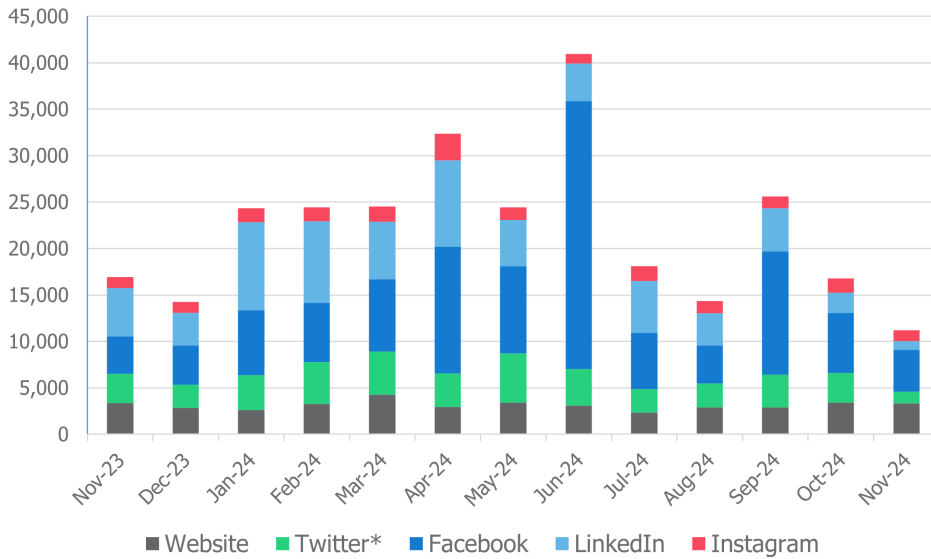
Feed	40.2%
Reshares	35.9%
Profile	8.0%
Recommendations	1.1%

Public Involvement Activity Report

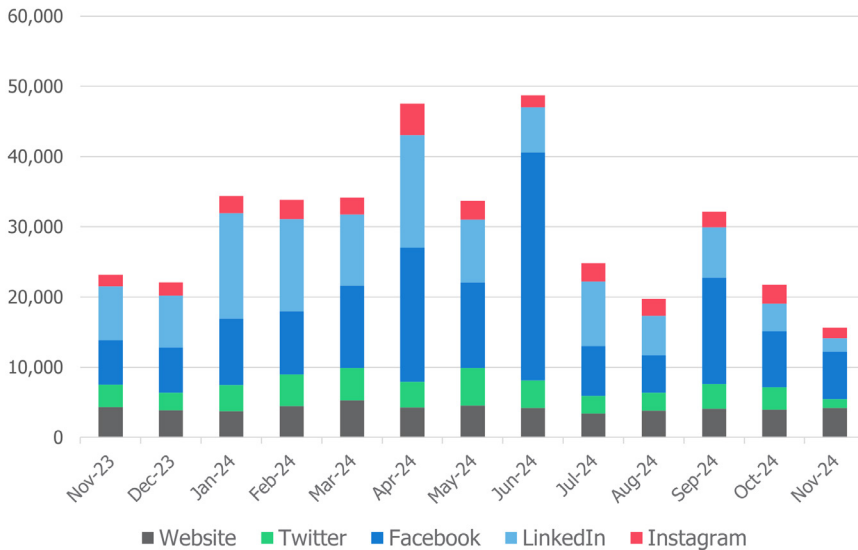
November 2024

FY 25-26 UPWP Task 1.B Solicit Public Input via Social Media

Social Media Reach



Social Media Impressions



FY 25 Strategic Plan Goal 1.B: Increase Social Media Engagement

Goal: 350,000 users reached
Achieved: 85,995 users reached

November News Spotlight

Palm Beach Post: Palm Beach County Featured Projects

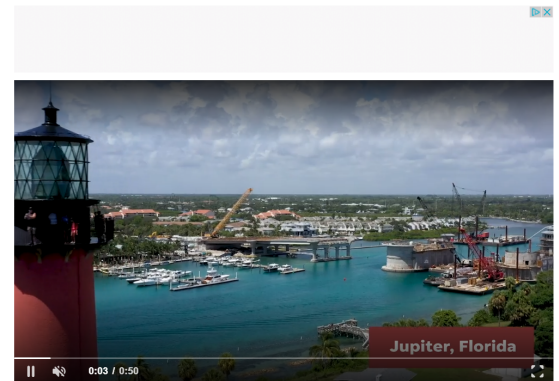
The Palm Beach Post shared a story in November regarding nine major projects in Palm Beach County and federal funding that they received from the Bipartisan Infrastructure Law. These projects include:

- U.S. 1 Bridge Replacement in Jupiter/Tequesta
- Glades Rd. Reconfiguration in Boca Raton
- Beeline Hwy. and Florida's Turnpike Widening
- Pedestrian/Bicycle & Drainage Improvements in West Palm Beach neighborhoods
- State Rd. 80 Lighting in the Glades
- Lake Worth Rd. & I-95 Improvements
- Parker Ave. Improvements in West Palm Beach
- Germantown Rd. Pedestrian & Bicycle Improvements
- West Atlantic Ave. Widening

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These 9 big Palm Beach County road projects got money from the federal infrastructure money

Chris Persaud Palm Beach Post
Published 5:01 a.m. ET Nov. 7, 2024 | Updated 2:24 p.m. ET Nov. 12, 2024



Video update: See the progress on the new U.S. 1 bridge in Jupiter
Construction crews are making progress on the \$122-million U.S. 1 bridge in Jupiter that is scheduled to open to drivers in spring 2025.

Ever since the federal government pledged or granted nearly \$300 million for Palm Beach County from the bipartisan infrastructure bill President Joe Biden signed into law in 2021, miles of highways, roadways, bridges and bike lanes countywide have been built, rebuilt, redone, repaved, beautified or expanded.

Some of the biggest results drivers will likely notice include replacing a half-century-old bridge in Jupiter or less stressful traffic jams on a major Boca Raton road. And while the infrastructure law is paying for more than just roads — upgrading Lake Worth Beach's electric utility, for example — the federal government has pledged or spent more than \$162 million on such projects in Palm Beach County, data from the White House online at [Invest.gov](https://www.invest.gov) shows.