

From: Robert Davenport
To: fauvellet@cpdb.us
CC: Blanck, Heather; Mayer, Bill
Date: 8/12/2009 10:20 AM
Subject: Street amenities citizen request

Tim, please pass this along your chain of command to the appropriate party.

Ms. Trish Boyd (257-5021), a Votran bus customer, Daytona Beach resident, and power scooter user has requested that a landing pad be installed at the bus stop on Jimmy Ann at the Terrace Nursing Home (las stop before the mall.) Her scooter will not operate properly on the grassy area where the stop is. I am asking by copy to our Operations Manager to see if the stop can be re-positioned to help out here.

The same customer also request a landing pad be installed in front of the Casa San Pablo Apartments (401 N. Ridgewood Ave.)

Thanks.

Robert Davenport
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From: Robert Davenport
To: Fauvelle, Tim
CC: Blanck, Heather
Date: 11/11/2009 1:12 PM
Subject: Transit Development Guidelines for David Hand
Attachments: VOTRAN Transit Design Guidelines (approved Feb 26 2008).pdf

Tim: Please see that David gets these. They contain guidance for where benches and Shelters should be placed.

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VOTRAN

Transit Development

Design Guidelines

*Providing for the effective, efficient
and safe integration of transit service
into the built environment*



Approved February 26, 2008

Table 1
FDOT Transit Facilities Design Standards, Criteria, Guidelines, and Best Practices

Transit Facilities Design Standards, Criteria, Guidelines, & Best Practices		Accessing Transit	District 1 & 7	District 4	ADA Regulations	Florida Greenbook	AASHTO Guide for Geometric Design	FDOT Chapter 11	FDOT Rules
Curb-Side									
1.2.24	Sides and internal dividers in shelters shall be constructed in a manner to provide visibility of waiting passengers to passing traffic and pedestrians. All transparent materials will be shatterproof. No shelter shall be located in such manner, or be constructed of such materials, so as to adversely affect sight distances at any intersection or obstruct the view of traffic signs or other traffic control devices.								x
1.2.25	According to Rule 14-20.0032, F.A.C., there shall be no more than one advertisement per side, including the roof and said advertisement shall be no greater than 8 feet by 15 feet in size.	x	x						x
1.2.26	The sidewalk adjacent to the shelter should be designed with a width of at least 5 feet, or at every 200 feet a space at least 60" by 60" must be provided so that two wheelchair users can pass traveling in opposite directions.	x							
1.2.27	Shelters must be securely attached to their foundations and must provide for a clear opening between the structure and the ground or foundation to facilitate cleaning, to preclude the accumulation of debris, and increase security.	x	x						x
Best Practices									
1.2.1	Shelters should be located at least 5 feet from the front door of the bus along the direction of travel in order to provide adequate circulating space for persons in wheelchairs.	x	x	x					
1.2.2	Provide a shelter for any stop with at least 25 boardings/day, major transfer and major peak hour points as well as schools recreation centers, senior housing, and hospitals.	x	x	x					
1.2.3	Shelters should be oriented so that they provide as much protection as possible from sun, wind, and rain.	x	x	x					
1.2.4	Shelters should be located upstream of the bus zone without interfering with passengers boarding and alighting, in order to maximize the visibility for approaching buses, passing traffic and waiting passengers.	x		x					x
1.2.5	To permit clear passage of the bus, and its side mirror, a minimum distance of 5 feet should be maintained between the face of the curb and the roof or panels of the shelter. Greater distances are preferred to separate waiting passengers from nearby vehicular traffic.	x	x						x
1.2.6	Where curb and gutter construction exists, the entire structure, including attachments and supports, must clear the sidewalk vertically by at least 9 feet.								x
1.2.7	Breakaway supports placed near intersections should be of an anti-directional design, meaning that the supports is symmetrical and will break safely when struck from any direction.	x	x						x
1.2.8	All pedestrian infrastructure and amenities should be without any sharp edges or protruding elements.		x			x		x	
1.2.9	Shelters should be located at least 15 feet away from a fire hydrant or a parking space for the disabled and at least 7 feet from a utility pole.	x	x						x
1.2.10	Shelters should incorporate seating whenever possible, both to make the service more attractive generally, but especially to serve patrons with mobility impairments (such as older adults, pregnant women, those with temporary injuries, etc.).	x	x						
1.2.11	Shelters should include route maps and schedules. These should be easily readable by people in wheelchairs and those with visual impairments, to the greatest extent possible.	x	x						
1.2.12	Shelters should allow for unobstructed views into and out of shelter structures. The design of the shelter should not create blind spots or hiding places in order to protect the facility and its patrons from crime.	x	x	x					
1.2.13	The shelter should be designed with adequate illumination for security at night.	x	x				x		
1.2.14	A clear minimum area of 2 feet should be provided behind a shelter for maintenance.	x		x					
1.2.15	Shelters should not be placed in front of store windows of adjacent properties. When a shelter is located in front of a building a minimum space of 12 inches should remain between the building and the shelter to allow for cleaning.	x	x						
1.2.16	Shelters should be designed to require low levels of maintenance and be vandal-resistant.	x		x			x		
1.2.17	Shelters should include seating space for three adults and one space for a wheelchair.	x	x						
1.2.18	Shelters should be unobstructive to pedestrian circulation and easily detectable by the visually impaired.		x						x
1.2.19	The bus shelter recommended minimum dimensions are 10 feet by 7 feet by 7 feet high (interior clearances).	x	x						

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Curb-Side

1.2.20	Concrete pads with 8-inch thickness and adequate reinforcement are recommended.		x	x					
1.2.21	The location of bus shelters should minimize walking distances for waiting passengers.	x							
1.2.22	Shelters can also be designed to incorporate benches and/or leaning rails and may also include telephones, newspaper vending, and trash receptacles.	x	x				x		
1.2.23	When available, right-of-way is limited, and better to provide a smaller shelter than not to provide a shelter at all.	x	x						
1.2.24	Shelter canopies should take into account sun and rain protection. Shelters should be designed to maximize shading and to encourage cooling air movement.	x	x	x			x		
1.2.25	Sun shade protection should exist on all of the exposed sides of the shelter. Shelters oriented to the southeast and southwest may be uncomfortable for passengers if adequate shade is not provided.	x	x				x		
1.2.26	Shelters should use local recycled or renewable materials in bus shelter designs and should consider reusing existing bus shelters when possible.	x							
1.2.27	The architecture of the various shelters should be indicative of nearby land uses. Agencies should consider soliciting local artists with a competition to modify the design and look of individual shelters.	x							
1.2.28	Agencies should investigate opportunities for using renewable energy technologies.	x							
1.2.29	Agencies should consider constructing bus passenger facilities surfaces (e.g., shelter canopy, boarding & alighting area, and sidewalks) from light-colored, high-albedo materials in order to reduce heat absorption.	x							
1.2.30	Cameras can be installed inside and outside the shelter to monitor activities.		x				x		

Bus Stop Signs									
Standards, Criteria, and Guidelines									
1.3.1	Transit signs must be located near the bus stop B&A area in a place where they are visually accessible to passengers.	x	x			x		x	
1.3.2	Bus stop signs must be posted at all bus stops and bus passenger facilities.	x	x			x		x	
1.3.3	Sign and signpost placement must conform to ADA requirements for height, width, visibility, and other design criteria.	x	x			x		x	
1.3.4	Sign characters shall be selected from fonts where the width of the uppercase letter "O" is 55 percent minimum and 110 percent maximum of the height of the uppercase letter "I." Characters shall not be italic, oblique, script, highly decorative, or other unusual form. Characters and their background shall have a non-glare finish and shall contrast with their background with either light characters on a dark background or dark characters on a light background. The minimum height of characters necessary to identify the system and routes served at a given bus stop must be determined based on the horizontal and vertical viewing distance, but not less than 2 inches.				x	x		x	
1.3.5	The Florida Department of Transportation (FDOT) Design Standards apply on all state roads. Index 700, FDOT Design Standards, requires a minimum clearance of 4 feet from the face of the curb to frangible signposts.	x							x
1.3.6	Index 17302, FDOT Design Standards stipulates on rural or non curbed roads that the lateral offset from the nearest edge of the sign itself must be at least 12 feet from any travel lanes and at least 6 feet from the edge of any paved shoulder.	x							x
1.3.7	On non-state roads, according to the <i>Manual on Uniform Traffic Control Devices</i> (MUTCD), a minimum offset of 1 foot from the face of the curb to the nearest edge of the sign may be used in urban areas where the sidewalk width is constrained or where other vertical structures (e.g., utility poles) are located close to the curb.	x	x	x					x
1.3.8	Bus stop signs must comply with all the applicable requirements set forth in the MUTCD.	x	x	x			x		x
1.3.9	Signposts must break away without slowing the vehicle by more than 15.4 feet per second (5 meters per second) and leaving a stub of no more than 4 inches (100 mm).	x							x
1.3.10	Signposts placed near intersections must be of an omni-directional design, meaning that the support is symmetrical and will break safely when struck from any direction.	x							x

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Curb-Side

1.3.11	Signposts in the clear zone (a roadside that is traversable and unobstructed by fixed objects to allow vehicles that leave the roadway to recover safely) must be designed with breakaway mechanisms or else protected by a barrier or crash cushion.	x							x
1.3.12	The bus stop sign must neither block jurisdictional signs nor be blocked by other signs, trees, or buildings.		x						x
1.3.13	Signs shall not be installed where signing interferes with the functions or visibility of existing traffic control devices.								x
1.3.14	Transit bus stop signs shall be attached to supports meeting the location, height, and lateral placement requirements established in the Department's Design Standards, Index Number 17302, incorporated herein by reference.								x
Best Practices									
1.3.1	Signposts should be located farther away from the face of the curb in order to be visible to the bus operator.	x							
1.3.2	The bus stop pole should indicate an alignment point for accessing the wheelchair lift.	x	x						
1.3.3	The bus stop sign poles should be designed in such a way that passengers with visual impairment can distinguish it from other poles in the same area.	x	x				x		
1.3.4	Signs should be placed downstream of traffic such that they do not block view of passenger or bus driver.		x						x
1.3.5	Transit bus stop signs may be attached to an existing sign support provided that there is no more than one other supplementary sign already in place.								x
1.3.6	Existing signposts can be used depending on the policies of the sign maintaining agency and the transit agencies' design specifications.		x						x
1.3.7	Easily understood symbols should be used in lieu of written information when possible.	x							
1.3.8	For nighttime visibility, signs should use retro-reflectivity.	x							
1.3.9	High-contrast colors on bus stop signs can be employed to enhance readability.	x							
1.3.10	The maximum distance from the curb to the signpost should be 8 feet to maintain visibility for bus operators.		x	x ¹					
1.3.11	The edge of the sign may be as close as 2 feet from the edge of the road in business or residential areas.	x	x	x					x
1.3.12	Bus stop signs should be designed with a uniform size and shape and should coordinate with the agency's identity package.	x							
1.3.13	Suggested information on signs includes the transit agency logo, the transit agency telephone number, the route number, the hours of operation, and schedule information.	x							
1.3.14	Existing schedule displays and signs can be retrofitted with self-contained, solar-powered bus stop signposts to provide bus-flagging capability, security lighting, and on-demand sign illumination with a renewable energy source.	x							

Bus Benches									
Standards, Criteria, and Guidelines									
1.4.1	Placement and design of bus benches is governed by Rule 14-20.003, "Placement of Transit Bus Benches," Florida Administrative Code.	x	x	x					x
1.4.2	Bench seat dimensions shall be as follows: between 1 foot 8 inches and 2 feet in depth; 3 feet 6 inches minimum in height; between 1 foot and 5 inches (preferred) to 1 foot 7 inches above the ground or floor; and shall provide back support that extends from a minimum of 2 inches above the seat to a maximum of 1 foot 6 inches above the seat.	x	x						x
1.4.3	Benches must be able to support 250 pounds of force applied at any point on the seat, fastener, mounting device, or supporting structure.	x							x
1.4.4	Benches placed in shelters must be placed to provide a clear space (30' X 48") for wheelchairs at either end.		x			x		x	
1.4.5	The Department allows placement and maintenance of benches on the right-of-way of a state highway pursuant to written approval by the appropriate city or county government within whose jurisdiction the bench is to be located.								x
1.4.6	Benches placed on the right-of-way shall not exceed 6 feet 2 inches in length, 2 feet 4 inches in depth, and 3 feet 8 inches in height.								x

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Curb-Side									
1.4.7	Any bench placed on any part of a sidewalk shall leave clearance for pedestrian traffic between the bench and the nearest edge of the road. Clearance shall adhere to Florida Department of Transportation (FDOT) Design Standards Section 700 standards and never be less than 3 feet in clear width.					x		x	
1.4.8	Placement of benches should be planned so that no part of bench, even when placed at an angle is closer than 1' from the edge of a sidewalk or 4' from the edge of a shared use path.								x
1.4.9	Bench location must meet the setback and minimum clear recovery zone requirements as established in the Florida Department of Transportation Design Standards, Index Number 700.								x
1.4.10	In rural areas, the distance will vary according to the design speed of the road; the higher the roadway speed, the farther the bench should be placed from the lane.	x							x
1.4.11	Benches shall not be placed in the median of any divided highway or on limited access facilities.								x
1.4.12	Benches shall be placed only at recognized transit stops. However, only the minimum number of benches necessary to accommodate the comfort and convenience of the general public shall be erected or maintained.								x
1.4.13	Commercial advertising shall be displayed upon a bench only on either the front or rear surface of the back seat area.								x
1.4.14	Advertising displayed on a bench shall not be greater than 6 feet in length nor greater than 2 feet in height, and no advertising displayed upon a bench shall be of a reflectized material.								x
1.4.15	The bench location must meet the setback and minimum clear recovery zone requirements established in the Department's Design Standards Index Number 700, incorporated herein by reference.								x
Best Practices									
1.4.1	Due to the length of exposure and discomfort from traffic, benches should be setback at least 10 feet from the travel lane in curbed sections and outside the clear zone in non-curbed sections.								
1.4.2	Two-person benches (4 feet, 2 inches long) can be placed at bus stops with medium ridership levels. These are usually placed inside shelters but can also be freestanding.	x							
1.4.3	Benches should not be placed in completely exposed locations. Landscaping should shield customers from the weather.	x							
1.4.4	Benches should allow transit patrons a clear view of the bus and allow bus drivers a clear view of waiting patrons and should not be placed near an area where someone could hide, harm, or rob a waiting transit patron.	x							
1.4.5	Benches should be placed on non-slip, properly drained concrete pads, when possible.	x	x						
1.4.6	Benches should be kept clear of passenger loading and unloading areas and placed no closer than 5 feet and no farther than 12 feet from the forward end of any bus stop.	x	x						
1.4.7	Benches should be placed so that streetlights or other objects do not obscure the visibility of waiting passengers or oncoming buses.	x							
1.4.8	Bench placement should accommodate passengers' legs and feet without placing them too close to traffic.	x		x					
1.4.9	In urban areas, the minimum distance from the back of the curb to the bench should be 4 feet.	x		x					
1.4.10	Concrete bases (end pieces) are recommended for stand-alone non-secured benches.	x							
1.4.11	Benches are beneficial when a shelter with other seating is not provided and bus headways are longer than 5 minutes.	x	x						
1.4.12	Benches may be provided in high ridership locations that have weather protection but no seating and at bus stops located adjacent to properties with features attracting riders to use them for seating (e.g., retaining walls, stairs, low fences).	x							
1.4.13	Benches should suggest sitting patterns and number of users.	x							
1.4.14	Freestanding, three-person benches can be placed at bus stops with high ridership levels and/or high visibility.	x							
1.4.15	Benches should discourage opportunities for sleeping or reclining.	x							
1.4.16	Bench materials should be weather resistant, discourage vandalism and vagrancy, and require little maintenance.	x							



Transit Facilities Design Standards, Criteria, Guidelines, & Best Practices

Accessing Transit

District 1 & 7

District 4

ADA Regulations

Florida Greenbook

ASHTO Guide for Geometric Design

FGC Chapter 11

FDOT Rules

1.4.17	Agencies should consider bus benches composed, in part, by recycled materials including high-density polyethylene, one of the most popular types of recycled plastic, and renewable materials like wood.	x							
1.4.18	Uncoated, dark metal seating surfaces should be avoided as they are hot in the summer and cold in the winter.	x							
1.4.19	Benches may be provided by private vendors through agreements with municipalities.	x	x						
1.4.20	All benches should be slip-resistant and designed to shed water.	x	x						x
1.4.21	Grab handles should be provided for those with difficulty standing up.	x	x						x
1.4.22	Unsheltered benches may be provided in locations where the regular number of riders does not warrant a shelter or in high use areas that are unsuitable for shelters because of high levels of pedestrian movement in a small area.	x							

1. Minimum distance from the face of the curb should be 5 feet

* Florida Building Code - Chapter 16

Public Transit Office

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Curb-Side

1.6.6	Agencies should consider using multiple languages in areas with large visitor or other non-English speaking populations.	x								
1.6.7	The overall design of maps and schedules should also consider the needs of sight- and hearing-impaired passengers. For instance, for the visually-impaired, a button may be provided that gives audio information when pressed.	x								
1.6.8	Real-time information displays at key bus stops give patrons up-to-the-minute information on bus arrival times and delays.	x								

Bus Stop Shelter Lighting										
Standards, Criteria, and Guidelines										
1.7.1	All shelter utility connections shall comply with Rule 12-6.005 F.A.C. and shall be approved by the appropriate city or county building department.								x	
1.7.2	Flashing lights on shelters are prohibited. All lights must be placed or shielded so they do not interfere with motorists on the roadway.	x								x
1.7.3	Lights are not permitted for the sole purpose of illuminating advertising.	x								
Best Practices										
1.7.1	Adequate lighting greatly influences actual safety and passengers' perception of safety, especially at off-street facilities.	x	x	x				x		
1.7.2	Light should be concentrated at the shelter or the stop while minimizing overthrow of glare onto the street.	x	x	x						
1.7.3	Local transit stops without shelter should be located within 30 feet of an overhead light source.	x	x	x						
1.7.4	Light fixtures should be visually non-obtrusive so as not to attract the attention of vandals.	x		x						
1.7.5	If pedestrian paths adjacent to transit stops are illuminated, the height of the light fixture should be appropriately scaled (7 feet).	x	x	x						
1.7.6	Off-site lighting and night sky light pollution can be avoided through proper lighting direction and lamp shielding.	x								
1.7.7	For road lighting installations, light near and above the horizon should be minimized to reduce glare and visual intrusion.	x	x	x						
1.7.8	Specifically-designed lighting equipment may be used to minimize the upward spread of light.	x								
1.7.9	Illumination should also be achieved to prevent harsh shadows which could pose a security hazard.	x	x	x						
1.7.10	Lumination level should be between 2.0 and 5.0 foot-candles. The lower end of this range may be as effective for enhancing safety as the higher end, and care should be taken to avoid "over lighting" or "spotlighting" the shelter, which may make it difficult for patrons to observe their surroundings.	x	x							
1.7.11	The fixtures should be vandal-resistant and durable.	x	x	x						
1.7.12	Lamp compartments and electrical access areas should be secured with a recessed hex head screw or equal means.	x								
1.7.13	Electrical services should be low voltage to reduce the risk of electrical shock.	x								
1.7.14	Cutoff luminaires, low-reflectance surfaces and low-angle spotlights can be employed to reduce light pollution.	x								
1.7.15	Agencies should consider employing solar lighting in areas where there is currently no utility service or as a temporary measure until utilities can be established for the shelter or stop.	x	x	x						
1.7.16	Portable solar lighting may be used when transit service is detoured during construction projects.	x	x							
1.7.17	The Crime Prevention Through Environmental Design (CPTED) Program seeks to prevent certain crimes within a specific boundary by manipulating variables within the physical environment. Lighting is the most critical factor in the CPTED Program.			x						
1.7.18	Other technologies, including LEDs, are also very energy-efficient and can provide agencies with cost savings as a result.	x		x				x		

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Curb-Side

Landscaping		Standards, Criteria, and Guidelines							
1.8.1	In order to ease maintenance and ensure longevity, native plants and wild flowers shall be used. In landscapes installed in coastal areas, plants should also be salt tolerant. Exotic plants should be avoided.	x	x	x					x
1.8.2	All landscaping along FDOT rights of way must comply with standards in the latest editions of the <i>Plans Preparation Manual</i> (PPM), the <i>Florida Highway Landscape Guide</i> , and the <i>FDOT Design Standards</i> , Indices 546 and 700.	x	x	x					x
1.8.3	Trees shall be pruned to allow 12 feet of vertical clearance from sidewalks or B+ Areas.	x				x ¹	x ¹	x ¹	x
1.8.4	In order to maintain a defensible space and preserve visibility, the height of groundcover plants should not exceed 2 feet and the height of shrubs should not exceed 3 feet at maturity.	x	x	x					x
Best Practices									
1.8.1	Prevent landscaping from obstructing views and thus presenting both accessibility and safety hazards.	x	x	x		x	x	x	
1.8.2	Landscaping should be located so that it buffers waiting passengers from traffic and provides them some degree of protection from the weather.	x	x	x					x
1.8.3	Transit agencies shall coordinate landscape installation with the state or local agency assigned the responsibility of maintaining the landscaping.	x	x	x					x
1.8.4	Trees can provide transit patrons with a low-cost shelter from wind and rain and can, together with other landscaping elements, make a bus stop more inviting, both visually and physically.	x	x	x					
1.8.5	Low vegetation should not block air movement beneath the shelter.	x							
1.8.6	Efforts should be made to shade all constructed surfaces.	x		x					
1.8.7	Shade trees should be high branching so that they do not interfere with breezes or circulation.	x							
1.8.8	When river-rock and other masonry materials are used, the material should be grouted to prevent removal by hand. River-rock should be grouted so that only one-third of the rock is exposed above ground.	x							
1.8.9	Whenever possible, agencies should minimize the use of potable water in landscape irrigation through the use of high efficiency irrigation systems, low water use native plants, or the reuse of storm water in grey water for irrigation.	x							
1.8.10	Recycled materials like plastic or rubber may be used for sidewalk installed near trees to allow water to seep in between panel seams. They also can be easily relocated when tree roots surface and avoid the maintenance problems associated with concrete.	x							

Notes:

1. Landscaping should be pruned to allow a minimum clearance height of 7 feet along walkways

Bus Stop Leaning Rails		Best Practices							
1.9.1	Leaning rails should be constructed of anodized aluminum in order to enhance their durability.	x							
1.9.2	Leaning rails can be mounted on shelter walls, be freestanding, or can be built into the landscape.	x							
1.9.3	Freestanding leaning rails should be between 2 feet 3 inches and 3 feet 6 inches in height.								
1.9.4	Leaning rails attached to bus shelters should be no more than 27 inches in height.	x							
1.9.5	Leaning rails should have a round as opposed to square or rectangular section with a diameter of 1 1/2 to 2 inches.	x							
1.9.6	Leaning rails can be sheltered or unsheltered. When unsheltered, landscaping should be provided to shield patrons from the weather.	x							

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Curb-Side

1.9.7	Depending on clear zone requirements, standard bus stop design and accessibility measures such as guard bollards installed immediately adjacent to curbside or drop-off locations should be implemented.	x	x						
1.9.8	The use of pedestrian railings and median landscaping can also be utilized to discourage crossings at unauthorized locations.			x					

Bus Stop Trash Receptacles									
Standards, Criteria, and Guidelines									
1.10.1	Trash receptacles must be placed so as not to interfere with the accessibility of the stop provide passage along any adjacent sidewalk and so that the containers are accessible.	x				x		x	
1.10.2	Trash receptacles shall not be placed on wheelchair B&A areas to comply with the ADA.	x			x	x		x	
1.10.3	The trash receptacle location must meet the set back and minimum clear recovery zone requirements established in the Florida Department of Transportation Design Standards, Index Number 700.								
Best Practices									
1.10.1	Maintenance of trash receptacles and trash pick-up are important considerations when receptacles are provided.	x	x						
1.10.2	Transit agencies should choose receptacles that can be used by those with difficulty manipulating objects with their hands, such as those with arthritis or other disabilities.	x							
1.10.3	Receptacles may also be attached to the side of the shelter as a pre-fabricated feature.	x							
1.10.4	Trash receptacle designs should coordinate with benches and other furniture at the bus stop or transfer center with regard to material and finish color.	x							
1.10.5	If vandalism is a concern, agencies should consider trash receptacles with lockable lids or other anti-vandal features.	x							
1.10.6	Trash receptacles should be placed at least 4 feet back from the face of the curb.	x							
1.10.7	The receptacles should be anchored to the pavement on B&A areas in order to prevent unauthorized movement.	x	x						
1.10.8	The receptacles should be placed so that they do not obstruct a driver's vision while turning.	x							
1.10.9	Trash receptacles should not be placed in direct sunlight. Direct sunlight exposure may result in odor.	x							
1.10.10	Trash receptacles could be subject to storing explosive devices. If the bus stop or transfer center is going to be used by a large number of people, the transit agency should consider placing explosive containment trash receptacles in the facility.	x	x				x		x
1.10.11	Trash receptacles should be made out of steel with a powder-coat paint finish. Steel receptacles are capable of handling a certain amount of explosives; agencies should ensure that the container itself does not become shrapnel during an explosion.	x							

Bollards									
Standards, Criteria, and Guidelines									
1.11.1	Bollards must not interfere with the accessibility of pedestrian routes, either around or to and from bus stops.	x							
1.11.2	Bollard location must meet the set back and minimum clear recovery zone requirements established in the Florida Department of Transportation Design Standards, Index Number 700.								x
Best Practices									
1.11.1	Bollards should be installed at bus parking spaces where errant buses may jump the curb and collide with pedestrians.	x							

Table 1
FDOT Transit Facilities Design Standards, Criteria, Guidelines, and Best Practices

 Transit Facilities Design Standards, Criteria, Guidelines, & Best Practices		Accessing Transit	District 1 & 7	District 4	ADA Regulations	Florida Greenbook	AASHTO Guide for Geometric Design	FBC Chapter 11	FDOT Rules
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Curb-Side

1.11.2	When used to separate pedestrians and vehicles, bollards should be spaced sufficiently close to clearly define the desired separation of space and to prevent intrusion of automobiles, but not so close that passage of wheelchairs is impeded.	x							
1.11.3	Bollards should be tall enough to discourage vehicle access (standard height of 2 feet to 4 feet) and spaced far enough apart to allow bicycle, wheelchair, and pedestrian access.	x							
1.11.4	A single bollard should be designed to stop a 36,000-pound vehicle traveling at 4 mph.	x							
1.11.5	At bus parking areas, three bollards of concrete-filled, 8-inch diameter, heavy-wall steel pipe should be located ahead of the bus. The pipes should be set vertically in a 6-foot, auger-drilled hole and retained by reinforced concrete.	x							
1.11.6	Bollards should be spaced at 5 feet on center in heavily trafficked locations to protect pedestrian-only zones.	x							
1.11.7	Bollards can either be permanently installed by embedding or may be made removable through the introduction of an in-ground sleeve or receiver, in order to provide temporary service and emergency access.	x							
1.11.8	Some bollards can be equipped to accommodate chains (e.g., eyebolts). If chain barriers are used in conjunction with bollards, care should be taken to assure that the chain is easily visible and not a hazard.	x							
1.11.9	Bollards separate pedestrian and vehicular areas in order to protect people, buildings, and site elements. They are especially important in areas where errant buses may threaten waiting passengers or pedestrians.	x							
1.11.10	Bollards may be pre-manufactured or custom designed in a style that compliments the bus stop architecture and other site furniture.	x							
1.11.11	When placing bollards in pedestrian areas one should give consideration to marking them with contrasting color bands (e.g., white or red on black bollards) or retro-reflective squares or panels.	x							

Bike Racks at Bus Shelters									
Standards, Criteria, and Guidelines									
1.12.1	Bike racks shall not be placed on ADA-mandated 9' x 4' areas.					x			
1.12.2	Bike racks shall not be placed so as to obstruct pedestrian traffic either on the sidewalk or to and from the bus stop B&A area.	x	x	x		x		x	x
1.12.3	Upper elements of the bicycle rack shall not protrude creating an obstacle for a blind pedestrian.			x		x		x	x
1.12.4	Bike rack location must meet the set back and minimum clear recovery zone requirements established in the Florida Department of Transportation Design Standards, Index Number 700.								x
Best Practices									
1.12.1	Inverted "U" racks provide more security for bicycles than traditional comb bicycle racks.	x		x					
1.12.2	Bike racks and lockers should never be located in the corner of a parking garage or in other areas with low visibility.	x							
1.12.3	Bicycle parking areas should be provided on the upstream side of the B&A area.	x	x						x
1.12.4	The height of bike racks should not exceed 4 feet from the paved surface.		x	x					x
1.12.5	Association of Pedestrian and Bicycle Professionals guidelines mention that bike racks should support bikes by their frames at two points (as opposed to supporting them by the wheel as common in comb and toast racks).	x		x					
1.12.6	Bike racks should provide 4-foot aisles, measured from tip to tip of bike tires across the space between racks or between the tip of the tire and an adjacent obstacle.	x		x ¹					x
1.12.7	One person should be able to walk one bike through the aisle.	x							
1.12.8	Six feet of depth should be allowed for each row of parked bicycles.	x							
1.12.9	Racks should be located no less than 2 feet from walls. Inverted "U" racks should be placed no less than 3 feet apart widthwise.	x							
1.12.10	Providing bike commuters better access to buses must be accomplished in a manner that maintains full access for other patrons.	x		x					

Table 1

Curb-Side

[illegible]

Notes.

1 Bike Racks should provide 30" aisles.

Shopping Cart Storage at Bus Shelters									
Standards, Criteria, and Guidelines									
1.13.1	To maintain accessibility, bus stop B&A areas may not be used for shopping cart storage.	x	x			x			x
1.13.2	Shopping cart location must meet the set back and minimum clear recovery zone requirements established in the Florida Department of Transportation Design Standards, Index Number 700.								x
Best Practices									
1.13.1	The transit agency should make arrangements with shopping center managers to have the cart corrals periodically emptied.	x	x						
1.13.2	The frames for shopping cart corrals should be constructed from steel pipe.	x							
1.13.3	Sunbait mounted frames should be constructed from flat steel bars.	x							
1.13.4	Standard hot-dipped galvanized steel pipes should be used, to resist corrosion and rust.	x							
1.13.5	Shopping cart storage should be provided at bus stops adjacent to retail centers. It should be located at least 4 feet back from the face of curb and should remain clear of sidewalks.	x							

Public Telephones		Standards, Criteria, and Guidelines									
1.14.1	Where public telephones are provided, at least one telephone must be accessible by persons using wheelchairs.	X					X				
1.14.2	Public telephones must be located so that the receiver, coin slot, and control are no more than 4 feet above the floor.	X					X	X			X
1.14.3	Public telephones shall be fixed on a clear floor or ground space at least 2 feet 6 inches by 4 feet, not impeded by bases, enclosures, and fixed seats, and allow either a forward or parallel approach by a person using a wheelchair.	X		X	X			X			
1.14.4	The highest operable part of the telephone and telephone books shall be located within the reach of wheelchair users and no higher than 48 inches.	X						X	X		X

Table 1
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Curb-Side

1.14.55	The length of cord should be a minimum of 20 inches. Phones shall be hearing aid compatible and volume control equipped.	x							
Best Practices									
1.14.1	Telephones at bus stops offer many potential benefits for bus patrons, including the ability to make personal and emergency calls while waiting for the bus.	x					x		
1.14.2	The phone and the bus stop waiting area should be separated by a short distance when possible.	x							
1.14.3	Public telephones at bus stops should be limited to outbound calls only.	x							


Police Call Box									
Standards, Criteria, and Guidelines									
1.15.1	The call box must be located in such a place that it does not obstruct access to the stop.	x				x	x	x	
1.15.2	Call boxes may be identified instantly in the event of an emergency and must be suitable for users with hearing impairments and those using a wheelchair.	x				x		x	
Best Practices									
1.15.1	Police call boxes establish a safe environment, especially at stops with fewer patrons as well as those located in suburban and rural areas.	x	x						
1.15.2	Police call boxes require less maintenance, do not encourage loitering by non-bus patrons, and can be solar powered.	x							

Vending Machines									
Standards, Criteria, and Guidelines									
1.16.1	Vending machines, newspaper boxes, and other street furniture cannot reduce clear space required by ADA Accessibility Guidelines. A 30" x 48" minimum clear space must be provided. ADA and FACS.					x		x	
1.16.2	Vending machine location must meet the set back and minimum clear recovery zone requirements established in the Florida Department of Transportation Design Standards, Index Number 700.								x
Best Practices									
1.16.1	Vending machines can provide passengers with reading materials while they wait for the bus.	x					x		
1.16.2	ADA mobility guidelines should be followed for improved site circulation.	x				x	x	x	x
1.16.3	Vending machines should be anchored to the ground to reduce vandalism and placed at least 4 feet back from the face of the curb.	x							x

Table
FDOT Transit Facilities Design Standards, Criteria, Guidelines, and Best Practices

 Transit Facilities Design Standards, Criteria, Guidelines, & Best Practices		Accessing Transit	District 1 & 7	District 4	ADA Regulations	Florida Greenbook	AASHTO Guide for Geometric Design	FBC/Chapter 11	FDOT Rules
Street-Side									
Roadway									
Standards, Criteria, and Guidelines									
2.1.1	Construction procedures to build transit facilities along state roads must comply with FDOT requirements. Under all conditions, all facilities must comply with applicable FDOT and local regulations.	x							x
Best Practices									
2.1.1	Agencies responsible for the following should be contacted during the planning process: utilities, electricity supply and maintenance, traffic impacts and related issues, environmental planning, historic preservation, and adjacent property owners, especially in cases where construction could, temporarily or permanently, affect residents' sight view, access to property, etc.	x							
Special-Use Lanes									
Best Practices									
2.2.1	The High Occupancy Vehicle (HOV) or High Occupancy Toll (HOT) requirements vary widely depending on local policies. Occupancy requirements can be raised in order to maintain a desired level of service and increase person moving capacity.	x							
2.2.2	HOV/HOT lanes can be adjusted to reduce the negative public perception caused by the "empty lane" syndrome and maintain the beneficial effects on transit travel times.	x							
Traffic Signals and Traffic Signal Priority (TSP)									
Best Practices									
2.3.1	TSP systems should be used on high ridership corridors with moderate numbers of buses.	x					x		
2.3.2	Bus routes with greatest delays should be considered as the highest priority for TSP system implementation.	x					x		
2.3.3	Bus detectors should be placed farther upstream if bus stops are located on the far side of an intersection.	x							
2.3.4	Active signal priority should be used at far-side bus stops to ensure that signal priority calls are not wasted for stopped vehicles.	x	x						
2.3.5	Unconditional signal priority should be implemented only for express bus service during off-peak hours and should be implemented by placing limits on green extension and red truncation lengths, especially at intersections with busy cross streets.	x							
2.3.6	Transit agencies must contact the traffic operations department for authorization to own and operate signal preemption devices. Additionally, before implementing signal preemption, an educational campaign should be carried out throughout the affected area.		x						
2.3.7	Techniques should also utilize a variety of different control strategies such as phase suppression, synchronization, compensation, and green recall.	x							
2.3.8	The volume of bus passengers, degree of existing congestion level and delay to non-transit vehicles are all important variables that must be considered in developing a Transit Signal Priority (TSP) strategy.	x					x		

**Table
FDOT Transit Facilities Design Standards, Criteria, Guidelines, and Best Practices**



Transit Facilities Design Standards, Criteria, Guidelines, & Best Practices

Accessing Transit

District 1 & 7

District 4

ADA Regulations

Florida Greenbook

AASHTO Guide for Geometric Design

FBC Chapter 11


FDOT Rules

Street-Side

2.3.9	TSP allows: (1) the ability to track bus movements accurately; (2) the ability to measure and record statistics on the bus routes to form transit plans based on statistical analysis and to consider traffic volume, passenger occupancy, and other related data; (3) the ability to offer a wide variety of priority techniques for different situations; (4) the ability to minimize delay to non-transit traffic and to offer compensation to that traffic; (5) the ability to estimate cost to both passenger and transit agency (based on average delay) associated with enacting any given priority method.	x							
2.3.10	An effective TSP system ensures that transit vehicles in all directions can be assisted without excess delay to non-transit vehicles.	x	x					x	
2.3.11	There are several ways to realize a TSP system: vendors can install entire systems; software and hardware can be purchased from different vendors or entirely customized solutions can be developed by consultants.	x	x						
2.3.12	Though some small delay to non-transit traffic is inevitable, it can be minimized through signal controls that limit the green light extension for buses. Additionally, at highly congested intersections, green extensions are limited to every other cycle.	x	x						
2.3.13	Active priority systems, where signal is adjusted for each bus on detection at intersection approach, use both real- and fixed-time control strategies and schedule- and headway-based control strategies. In general, active priority systems are viewed as more effective than passive ones.	x							
2.3.14	Passive priority systems, where the signals are adjusted to suit the bus schedule along the route, prioritize the traffic signals using a combination of fixed-time and schedule-based control strategies. Passive priority is usually implemented only on roads with high transit usage, often close to the buses' origin point where departure schedules are fixed.	x							
2.3.15	The implementation of a TSP system may call for changes in the positioning of bus stops in order to gain the highest potential benefits from the technology.	x							

Street Lighting		Best Practices									
2.4.1	Lighting along streets should be designed for smoother vehicular movement and meet illumination requirements of a transit stop.	x									
2.4.2	Places such as mid-block crossings associated with bus stops, where significant vehicle-pedestrian interactions may occur, should be illuminated to enhance the safety of bus patrons.	x	x								
2.4.3	In rural areas, efforts should be made to maximize the safety and security of bus stops with cost feasible lighting.	x	x					x			
2.4.4	The conditions for lighting transit facilities in rural areas should be reviewed on a location-specific basis.	x	x								
2.4.5	Local transit stops should be located within 30 feet of an overhead light source. A minimum distance of 15 feet is recommended between a shelter and light pole.	x	x								
2.4.6	Lighting fixtures of any height should have minimum glare that could otherwise adversely impact drivers and provide even and uniform illumination over the whole area.		x								
2.4.7	As needed, lighting should be made suitable for stop areas.	x									
2.4.8	When possible, solar lighting should be used to reduce operating costs and to increase functionality during black out periods. Solar lighting should also be considered where utility service is not readily available.	x	x					x			
2.4.9	Lighting scaled to the human body helps create pedestrian-friendly environments. Agencies should consider lighting installation at bus stops that attracts significant ridership in the evenings or early mornings.	x	x								
2.4.10	Pedestrian-scale lighting at stops near neighborhood business areas, malls, hospitals, and recreational/sports facilities can be achieved through public-private initiatives by contacting adjacent facility owners.	x	x								

Table .
FDOT Transit Facilities Design Standards, Criteria, Guidelines, and Best Practices

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Street-Side

2.4.11	Uniform illumination, rather than lighting patterns that produce bright and dark areas, is also helpful in preventing crime at bus stops. Lighting access is also an integral part of Crime Prevention through Environmental Design (CPTED) methods.	x								
2.4.12	Lighting fixtures should be oriented so stop area infrastructure such as a shelter or amenities do not cast a shadow on the waiting area and the bus driver should be able to see the waiting passengers.		x							

Pavement Marking

Standards, Criteria, and Guidelines


2.6.1	Pavement markings shall be in compliance with maintaining agency regulations and standards in the Manual of Uniform Traffic Control Devices (MUTCD).	x					x			
2.6.2	Physical obstructions in and around bus stops, if identified as a hazard to vehicular or pedestrian safety, must be removed or adequately marked by painting or by use of other highly-visible material.	x				x		x		

Bus Stop Location

Standards, Criteria, and Guidelines

2.7.1	FAC Section 14-20.003 requires that a minimum 15-foot distance be maintained between a bus stop and an on-street parking space for persons with disabilities.		x							x
2.7.2	If a shelter is to be placed, a minimum 15-foot distance from a fire hydrant and 12 feet from the intersection point of curve/tangent should be maintained. Site conditions or other regulations may require more distance.		x							
2.7.3	The actual passenger loading area for a stop must not be located in a driveway where slopes exceed A/A standards.			x						
Best Practices										
2.7.4	It is desirable that a shelter be placed at a 15-foot distance from a pole. Under all circumstances, a minimum distance of 6 feet should be maintained.		x							
2.7.2	Near-side stops are preferred on two-lane roadways without a bus bay, where vehicles are restricted from going around the bus.			x						
2.7.5	Far-side stops are recommended in most other applications, particularly when the street is wide enough to permit other vehicles to pass uncontrolled around the stopped bus.			x						
2.7.4	Transit stops should ideally be located at a minimum of 200 feet from any existing driveway. It is recommended that a bus stop be located downstream of traffic movement from a driveway.			x						
2.7.5	Roundabouts should be treated similarly to conventional intersections. Since the bus stop should, where possible, be located on the far side of the roundabout after the exit, the stop should either utilize a bus bay or be far enough downstream from the splitter island to avoid a long queue from interfering with circulation within the roundabout.	x								
2.7.6	Far-side bus stops are generally preferred to near-side stops because they result in fewer traffic delays, provide better vehicle and pedestrian sight distances, and cause fewer conflicts among buses, cars, pedestrians, and bicyclists.	x					x			
2.7.7	Avoid near-side stops at intersections with dedicated right-hand turn lanes where right-on-red turning is permitted.	x								
2.7.8	Mid-block stops are generally to be avoided. They are appropriate only when route alignments require a right turn and the curb radius is short; the distances between intersections are unusually long and major transit generators are located mid-block and cannot be served at the nearest intersection; and the pedestrian crossing is accompanied by pavement marking and road lighting.	x								

Table A
FDOT Transit Facilities Design Standards, Criteria, Guidelines, and Best Practices

 Transit Facilities Design Standards, Criteria, Guidelines, & Best Practices		Accessing Transit	District 1 & 7	District 4	ADA Regulations	Florida Greenbook	AASHTO Guide for Geometric Design	FBC/Chapter 11	FDOT Rules
Street-Side									
2.7.9	The bus stop location should minimize the need for buses to change lanes before intersections and before approaches to left hand turns.	x							
2.7.10	Pedestrian impacts of stop placement should be carefully considered.		x			x			
2.7.11	The higher the roadway design speed is, the greater will be the distance of the bus stop from the radial point in the road before or after the intersection. Transit agencies have been considered liable for injuries sustained by their passengers, if, for example, patrons must use a dangerous crossing to reach a bus stop.	x							
2.7.12	For a proposed stop location, all driveways within 250 feet should be identified.			x					
2.7.13	Far-side bus stops are recommended to use under these circumstances: (1) in areas where the right-of-way permits cars to pass the bus and especially in areas where a near-side stop will impede other motorists; (2) where a route alignment requires the bus to turn left before stopping; and (3) at complicated intersections with multiphase signals.	x	x	x		x			
2.7.14	Far-side stop should be considered when: (1) traffic is heavier on the nearside than on the far-side of the intersection; (2) at intersections where heavy right turn occurs; (3) when pedestrian access and existing landing area conditions on the far-side are better than on the near-side; (4) at intersections where traffic conditions and signal patterns may cause delay; (5) at intersections with transit signal priority treatments; (6) when the cross street is a one-way from left to right; (7) at unsignalized intersections.		x						
2.7.15	Recommended locations for near-side stops: (1) on two lane roads, where vehicles are restricted from going around the bus in order to prevent the stacking of vehicles in the intersection; (2) at prioritized signalized intersections; (3) when the bus must stop in the travel lane because of curb-side parking in order for the front door of the bus to access an intersection and crosswalk; (4) in combination with curb extensions or bus bulbs to provide direct access from the bus to the sidewalk; and (5) in a right-turn lane if a queue jump signal is provided to allow the bus to merge back into the travel lane and if accompanied by a sign on the side of the road.	x							
2.7.16	Near-side stops should be considered: (1) when traffic is heavier on the far-side than on the approaching side of the intersection; (2) when pedestrian access and landing area conditions on the near-side are better than on the far-side; (3) when street crossings and other pedestrian movements are safer on the near-side than the far-side; (4) when the bus route continues straight through the intersection; (5) when the cross street is a one-way from right to left; (6) when the route causes the bus to turn right from an intersection.		x						
2.7.17	Near-side bus stops should be located in advance of the leading taper for the right turn lane to provide sufficient distance for drivers to see and access the turn lane. When the right turn lane is a through lane that is being dropped at a signalized intersection, a bus stop should also be located at least 100-feet in advance of the intersection to avoid creating a conflict with vehicles merging to the inside lane or turning right at the intersection.			x					
2.7.18	Transit facilities near schools should have the following safety-related measures: (1) near primary schools, stops should be placed in an area where they can be visually monitored by school personnel and/or crossing guards to increase security, and (2) mid-block stops near schools are not recommended.	x							
2.7.19	Mid-block stop should be considered: (1) when traffic or street/sidewalk conditions at the intersection are not conducive for a near-side or far-side stop; (2) when a major passenger traffic generator is located in the middle of a block; (3) when the interval between adjacent stops exceeds stop spacing standards for the area; (4) when a mid-block stop is compatible with a corridor or district plan. Mid-block stops near schools are not recommended.		x						
2.7.20	Bus stops should be clearly identified with signs or pavement markings to indicate that transit vehicles have exclusive use in the stop area.	x							
2.7.21	A bus stop should not be placed in free-flow right turn lanes.			x					
2.7.22	If blocking a driveway cannot be prevented, at least one entrance and exit to a property should remain open at all times while a bus is loading or unloading passengers.		x	x					
2.7.23	Bus stop infrastructure and amenities should not block the view of traffic entering or exiting the driveway.		x						
2.7.24	Bus stops where a vehicle blocks an access way should not be layover points or transfer locations.		x						

**Table 1
FDOT Transit Facilities Design Standards, Criteria, Guidelines, and Best Practices**



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Street-Side									
2.7.25	A minimum distance of 5 feet should be kept between a bus stop and the edge of a crosswalk or end of a radius, whichever is farther from the intersection.								
2.7.26	The transit agency should consult roadway authorities and property owners when there is a possibility of a transit vehicle blocking the only access route to a property.		x						
Emergency Medical Services (EMS) Access									
Best Practices									
2.8.1	When planning transit facilities near hospitals, fire stations, and police stations, those agencies should be contacted to seek their input on bus stop locations.	x	x						
2.8.2	Bus facilities should not obstruct fire lanes or other similar emergency facilities and equipment.	x	x						
2.8.3	During the operation of transit signal priority, buses must accommodate emergency vehicles at all times.	x	x			x			
2.8.4	Exceptions to parking prohibitions at bus stops should be permitted to allow standing-by emergency vehicles.	x							
Road-Side Bus Stop									
Standards, Criteria, and Guidelines									
2.9.1	Bus stops must be located so that the front door ADA boarding location is located outside the driveway to ensure compliance with ADA maximum slope requirements.	x			x			x	
2.9.6	ADA level change requirements for ground and floor surfaces requires that if level change is less than ¼ inch, then no special treatment is required. If a level change is between ¼ and ½ inch, a bevel with a maximum slope of 1:2 is needed. If a level change is more than ½ inch, then a ramp with a maximum slope not greater than 1:12 is needed.		x		x	x		x	
Best Practices									
2.9.1	Ideally, curb-side stops are provided at locations where: the design speed is less than or equal to 45 mph; there is adequate space in the right-of-way for improvement of shelters and benches; access can be provided for passengers with disabilities; major trip generators are nearby; connections exist to pedestrian facilities; nearby major intersections are signalized; street lighting exists for nighttime routes; and adequate curb length is present to accommodate the bus stop zone.	x							
2.9.2	Consider relocating a bus stop to a downstream parcel should a corner location prove to be unacceptable.	x							
2.9.3	In a constrained right-of-way location adjacent to a canal, adequate canal flows must be maintained in areas where the bus stop encroaches into the canal section. A continuous handrail or pedestrian/bicycle rail on a barrier wall should be provided around stops immediately adjacent to canals.		x	x					
2.9.4	Bus stops should be located so that passengers are not forced to wait for a bus in the middle of a driveway.	x							
2.9.5	Pedestrian access behind the guardrail should be limited to the area of the bus stop.		x						
2.9.6	For rural and suburban areas without a fixed-route service, customer feedback and special requests should be considered proxy for the need to place a fixed-stop with an ADA-compliant infrastructure.		x		x				
2.9.7	The stopped bus should not block driveways.	x				x			
2.9.8	It is desirable that all bus stops in urban areas be located at least 20 feet from canals and 6 feet from a drop-off location.		x						
2.9.9	Far-side curb-side bus stops should be a minimum of 90 feet in length.	x				x			
2.9.10	Near-side curb-side stops should be a minimum of 100 feet in length.	x				x			

Table .
FDOT Transit Facilities Design Standards, Criteria, Guidelines, and Best Practices

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Street-Side									
2.9.11.	Mid-block curb-side stops should be a minimum of 150 feet in length.	x						x	
2.9.12	When a guardrail runs parallel to a roadway that has or will have transit service, the bus stop should be located outside the guardrail and an opening provided in the guardrail to permit pedestrian access. A B&A area must be provided at the guardrail opening to permit access to the bus.		x						

Bus Bay									
Standards, Criteria, and Guidelines									
2.10.1	Signing and pavement markings near bus bays shall differentiate bus bays from travel lanes. Generally, a broken dash white stripe, 2 feet by 4 feet skip, should be used in the areas where buses will be entering and leaving the bus bay (acceleration and deceleration tapers). A solid 8-inch white stripe should be used between the dashed areas to delineate the travel lane for through vehicles.			x					
Best Practices									
2.10.1	Bus bays may be appropriate at mid-block stops associated with destinations that are major transit trip generators.	x		x					
2.10.2	The design of bus bays should aim to reduce automobile-bus conflicts, provide greater separation between traffic and pedestrians waiting for the bus, and allow the bus to quickly regain its travel speed upon its re-entry into traffic.	x							
2.10.3	Bus bays at far-side stops should be placed at signalized intersections so that the signal provides gaps in traffic that permit bus re-entry into the travel lane.	x					x		
2.10.4	Near-side bus bays should be avoided because of conflicts with right-hand turning vehicles and delays in service resulting from the difficulty associated with bus re-entry into the travel lane.	x							
2.10.5	When site constraints do not prevent it, closed bus bays should be used instead of open bus bays to minimize the disturbance to other vehicular movements.	x					x		
2.10.6	Bus bays should be placed in a recessed curb area of the roadway, separated from moving lanes of traffic.	x							
2.10.7	Length of the bus bay should be increased by 50 feet for each additionally 40-foot bus and 70 feet for each additionally 60-foot articulated bus expected to be at the stop simultaneously.	x							
2.10.8	The bus bay sidewalk should be connected to existing sidewalk or accessible to the shoulder.	x							
2.10.9	Bus bays should be considered when: (1) traffic in the curb lane exceeds 250 vehicles during the peak hour; (2) passenger volume at the stop exceeds 20 boardings per hour; (3) traffic speed is greater than 40 miles per hour; (4) bus volumes are 10 or more per peak hour; (5) recurrent crash patterns are present; (6) right-of-way and suitable roadway geometrics are available; (7) buses are expected to layover at the end of a route or at transfer locations; (8) average peak-hour dwell time exceeds 30 seconds per bus; (9) improvements such as widening are planned; and (10) roadway profile low points can be avoided and a 2-percent cross slope can be achieved on the roadway.		x				x		
2.10.10	When bus bays are placed at a near-side location, the arterial design speed should be less than 40 mph to lessen potential conflicts as the bus re-enters the flow of traffic.	x							
2.10.11	The total length of the bus bay should allow room for an entrance taper, a deceleration lane, a stopping area, an acceleration lane, and exit taper. However, in some cases it may be acceptable to use the through lane as the acceleration and deceleration lane and provide only the tapers and the stopping area.			x			x		
2.10.12	Open bus bays are not recommended on six or more lane facilities.			x					
2.10.13	In curb and gutter locations, the bus bay pavement should slope into the roadway at a 2-percent cross slope that directs run-off to a drainage structure located outside of the bus bay area.			x			x		
2.10.14	In the absence of curb and gutter, bus bay pavement or B&A areas should be sloped away from the roadway (2-percent cross slope minimum or matching the adjoining roadway pavement slope) to direct runoff to roadway drainage ditches.			x			x		

Table .
FDOT Transit Facilities Design Standards, Criteria, Guidelines, and Best Practices

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Street-Side

2.10.15	Lighting design for bus bay pavement areas should meet the same criteria for minimum illumination levels, uniformity ratios, and max-to-min ratios that are being applied to the adjoining roadway based on FDOT Lighting Design Criteria.			x					
2.10.16	Typical size of an open bus bay for a 40-foot bus with a design speed of 40/mph consists of a 50-foot stop area for one bus and a 60-foot acceleration lane.		x				x		
2.10.17	Standard asphalt pavements are normally adequate to handle bus traffic, including bus bays.	x							
2.10.18	For concrete pavements, it is important to provide adequate sub-grade drainage, thickness, and joint details.	x					x		
2.10.19	Various bus bay and right turn configurations include three basic options: (1) most desirable design: the bus bay is placed entirely upstream from the right turn lane; (2) second most desirable design: the bus bay is placed partially upstream from the right turn lane since the bus bay and right turn lane share the bus exit and right turn entry taper; (3) minimum design: the bus bay and right turn lane share space but with the bus bay located as far upstream as feasible.			x					
2.10.20	Bus bays should not be located on profile low points to avoid placing passengers in areas of potential ponding.			x					
2.10.21	A mid-block crosswalk can be used in locations where there is a major transit-oriented activity center or the distance to the next intersection is greater than 300 feet.	x		x					
2.10.22	Signalization may be provided as per the MUTCD.	x					x		
2.10.23	Drainage structures should not be located within the bus bay stopping area. Additionally, drainage structures should be kept away from the passenger loading areas.	x							
2.10.24	For alternative pavement treatments (patterns or textures), the Plans Preparation Manual (PPM) should be used for guidance. Architectural pavers are not acceptable for use on the state highway system in the travel way, but can be used elsewhere as specified in Volume I, Subsection 2.1.6.1, PPM.	x							
2.10.25	Alternatives to bus bays should be looked at when: The traffic volumes exceed 1,000 vehicles per hour per lane and in high-density commercial areas with on-street parking. Bus bulbs are potential alternatives to bus bays.		x				x		
2.10.26	Near-side bus bays should be avoided because of conflicts with right turning vehicles, delays to transit service as buses attempt to re-enter the travel lane, and obstruction of traffic control devices and pedestrian activity.			x					
2.10.27	Near-side bus bays may cause operational conflicts as transit drivers may not pull completely into the bus bay due to the difficulty of re-entering the mixed-travel lane.			x					

Queue Jumper Bus Bay									
Best Practices									
2.11.1	Near-side stops increase bus dwell time creating signal prioritization difficulties and preventing effective use of the queue jumper lane.	x							
2.11.2	When using a queue jumper bus bay, the bus stop should be located at the far side of an intersection.	x					x		

Bus Bulb/Nub									
Best Practices									
2.12.1	Bus bulbs are not appropriate on facilities with: (1) high operating speeds, generally 45/mph or greater; (2) high traffic volumes; (3) transit corridors that serve a large wheelchair dependent population; (4) less than 24-hour on-street parking available; (5) low transit ridership or pedestrian activity; or (6) transit layover stations.			x			x		
2.12.2	Bus bulbs tends to reduce delays associated with buses reentering traffic lanes.	x					x		

Table A
FDOT Transit Facilities Design Standards, Criteria, Guidelines, and Best Practices

 Transit Facilities Design Standards, Criteria, Guidelines, & Best Practices		Accessing Transit	District 1 & 7	District 4	ADA Regulations	Florida Greenbook	AASHTO Guide for Geometric Design	FBC/Chapter 11	FDOT Rules

Street-Side

2.12.3	Bulbs should be located in following areas: (1) where parking is critical (and bus bays may take up too much space); (2) where buses experience delays in re-entering the traffic lane; (3) where traffic calming is desired; (4) on streets that are perceived to be pedestrian friendly; (5) on the near-side of signalized intersections; (6) on streets with design speeds up to 40 mph; (7) in low traffic volume areas or on streets with diagonal or parallel parking; and (8) where mid-block stops may be appropriate to serve a transit demand generator.	x					x		
2.12.4	Bus bulbs should not be located on streets with design speeds greater than 40 mph or high-volume facilities.	x					x		
2.12.5	Bus bulbs should not be located at stops where the bus route requires the bus to make a right hand turn, unless the bulb precedes a right-turn lane.	x					x		
2.12.6	Nubs should be designed to allow for bus turning movement and can form bus bulbs that allow buses to make curb-side stops without weaving in and out of the travel lane. They also have a traffic calming effect.	x							
2.12.7	Nubs should be avoided at intersections where the bus route requires the bus to make a right turn.	x							
2.12.8	Nubs should also be avoided in low speed central business districts to avoid congestion of traffic.	x							
2.12.9	Nubs should extend into the street for the width of a parking lane.	x							
2.12.10	Nubs should be used at mid-block crossings where feasible.	x							
2.12.11	Nubs are appropriate in areas where there are significant volumes of pedestrian traffic and at intersections with roads that have parallel or diagonal on-street parking.	x							


Off-Street Half-Sawtooth Bus Bay

Standards, Criteria, and Guidelines									
2.13.1	Half-sawtooth bus bays allow for shorter stations, but require greater station widths.	x					x		
Best Practices									
2.13.1	Half-sawtooth bus bays should be used at off-line transfer centers; where the length of the site is limited but where the depth of the site is adequate to accommodate bus movement in and out of bays.	x					x		
2.13.2	Half-sawtooth bus bays are also preferred at locations where parallel buses may result in delays caused by more than two buses stopping at one time.	x					x		
2.13.3	The loading lane width of 43 feet is the minimum berth length required for 40-foot buses with bus-mounted bike racks. The bus berth lengths must be increased by 20 feet for articulated buses.	x					x		

Bus Stops and Railroad Crossings

Standards, Criteria, and Guidelines									
2.14.1	Per Florida Statute 316.1945 (l), a minimum distance of 50 feet should be maintained between bus stops and the nearest railroad crossing.		x	x					x
Best Practices									
2.14.1	When possible, it is recommended to place bus stops on the near side of a railroad crossing to avoid creating a queue that would conflict with the crossing.	x							
2.14.2	Near-side bus stops shall be located so that railroad warning signs are not obstructed by a stopped bus.	x							
2.14.3	For bus routes parallel to railway tracks, bus stops should be placed outside of the clear zone of the railroad (minimum 8 feet) or be protected by crash walls.		x						

**Table 1
FDOT Transit Facilities Design Standards, Criteria, Guidelines, and Best Practices**

 Transit Facilities Design Standards, Criteria, Guidelines, & Best Practices		Accessing Transit	District 1 & 7	District 4	ADA Regulations	Florida Greenbook	AASHTO Guide for Geometric Design	FBC/Chapter 11	FDOT Rules
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Street-Side

2.14.4	For bus routes perpendicular to railway tracks, near-side bus stops are recommended and should be located such that railroad-warning signs are not obstructed by a stationary bus. Supplemental left-side signs should be provided at all near-side bus stop locations.		x						
2.14.5	Bus stops should be located on the near side of the crossing in advance of the railroad crossing stop bar.			x					
2.14.6	If a bus stop must be located on the far side of a crossing, it should be located at least 450 feet beyond the crossing.			x					
2.14.7	The stopping sight distance for a bus stop near a railway crossing should be consistent with Indices 17346 and 17882, FDOT's Design Standards for railroad marking and sign details.	x							x

Bike Lanes									
Standards, Criteria, and Guidelines									
2.15.1	Bike networks should connect with other modes of transportation.	x							
2.15.2	When the bus stop is located in a bus bay, dashed line pavement markings consistent with the MUTCD must be used to notify bicyclists and transit operators of the potential conflict.		x	x		x			x
2.15.3	Where bicycle paths (facilities not immediately adjacent to the travel lane) are provided, bus stops should be coordinated so that they are located in the proximity of the bicycle path access points to the roadway. Refer to the AASHTO Guide for the Development of Bicycle Facilities for information on the design of bicycle facilities.			x			x		
2.15.4	On curb and gutter roadways, a 4-foot minimum bicycle lane width measured from the lip of the gutter is required.								x
2.15.5	A 5-foot minimum width shall be provided when the bicycle lane is adjacent to on-street parking, a right turn lane, guardrail, or other barrier.								x
Best Practices									
2.15.1	Dashed line pavement markings can be used where buses are allowed to move in and out of bike lanes.	x							
2.15.2	Use of bikes in combination with public transit ensures improved low-density, urban, and suburban public transportation. When conflict is inevitable, the shared area should be marked for visual attention.	x							

Pedestrian Crossings									
Standards, Criteria, and Guidelines									
2.16.1	Pedestrian crossings should be provided at the following locations: (1) intersections where bus passengers are required to cross streets to transfer between routes; (2) signalized intersections in urban areas with marked crosswalks on all four corners unless there is a specific reason to direct pedestrians to alternative crossing locations; (3) where a marked crosswalk can channel pedestrians to a single crossing location; (4) where there is a need to delineate an ideal crossing location due to confusing street geometries; (5) and unsignalized intersections where there are no signalized crossings within 600 feet.	x							
2.16.2	Conditions for not providing crosswalks at unsignalized intersections are: (1) the posted speed is greater than 40 mph; (2) a roadway with four or more lanes without a raised median or crossing island that has (or will soon have) average traffic of 12,000 vehicles per day or greater; (3) a roadway with four or more lanes with a raised median or crossing island that has (or will soon have) average traffic of 15,000 vehicles per day or greater.	x							
2.16.3	Crosswalks shall be no less than 6 feet wide. Crosswalks of at least 10 feet in width are preferred. Greater widths may be necessary where the volume of pedestrian traffic is high.	x							x

Table 1
FDOT Transit Facilities Design Standards, Criteria, Guidelines, and Best Practices

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Street-Side									
2.16.4	ADA-compliant curb ramps (at all curbs along accessible routes) shall be provided at all crosswalks, marked and unmarked. Curb ramps should not interfere with free access to the bus stop. Bus stop locations should not be interrupted by curb ramps. Curb ramps must be fully within striped crosswalks.	x			x	x		x	
2.16.5	The following must be considered to ensure that crosswalks are in compliance with ADA requirements: (1) the Access Board requires that curb ramps must be provided wherever there is a difference in level on an accessible path; (2) curb ramps should not be located at places where water accumulates or the access is blocked by vehicles; (3) ramps should also have detectable warning surfaces and the running slope should not exceed 1:12; (4) crosswalk markings should be located so that a pedestrian in a wheelchair should not have to leave the crosswalk to enter or exit the street and (5) the curb ramp shall be wholly contained within the crosswalk markings, excluding any flared sides.	x			x	x		x	
2.16.6	If a raised central median extends into the crosswalk, an ADA-compliant channel must be provided through the median.	x			x			x	
Best Practices									
2.16.1	Crosswalks are essential to bus passengers who may have origins or destinations on either side of the roadway.	x							
2.16.2	Streets within walking distance from a transit stop should be designed to accommodate pedestrians, as well, with an emphasis on pedestrian safety.	x							
2.16.3	In an area where major transit destinations and origins are located, but where crosswalks would be dangerous, consideration should be given to installing a pedestrian bridge over the roadway if transit ridership would suggest such an investment.	x				x			
2.16.4	MUTCD allows use of colored pavement between white lines at crosswalks if it does not degrade contrast.	x							
2.16.5	Too much pavement texturing should be avoided, as it may negatively impact wheelchair and cane users.	x							
2.16.6	Crosswalk and pavement markings increase the visibility of the crosswalk.	x							
2.16.7	Where the curb ramp is completely contained within a planting strip or other non-walking surface, so that pedestrians would not normally cross the sides, the curb ramps can have steep sides, and even be vertical-turned curbs.	x							
2.16.8	Crosswalks should have an audio component to signal to the blind when it is and is not safe to cross.			x					
2.16.9	At mid-block stop locations, if a significant number of pedestrians cross roadways, signalized crossings should be considered. In such cases, crosswalks should be located such that incoming traffic is visible to pedestrians.		x						
2.16.10	Median refuges should be considered in the following situations: (1) wide crossings with high pedestrian volume; (2) mid-block stops with high pedestrian volume; (3) street crossings with a high number of elderly, young pedestrians, and wheelchair users; (4) bus stops located around schools; and (5) areas where pedestrians are likely to use strollers or carry bags.		x						
2.16.11	Sidewalks should be constructed along both sides of arterial roadways that are not provided with shoulders, even though pedestrian traffic may be light.	x							
2.16.12	In urban areas, it is desirable to provide two curb cuts; the road agency with jurisdiction should be consulted about design and construction of curb ramps along public roadways.	x							

Transit Provision During Construction									
Standards, Criteria, and Guidelines									
2.20.1	When detours are required, the geometry of the detour route should be compared against the operational requirements of transit vehicles. While designing detours, ADA requirements should be considered. If a transit stop or route needs to be relocated, appropriate signage and advance notification to passengers should be provided.	x							x

Table 2
FDOT Transit Facilities Design Standards, Criteria, Guidelines, and Best Practices

 Transit Facilities Design Standards, Criteria, Guidelines, & Best Practices										
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Street-Side

<i>Best Practices</i>										
2.20.1	If a road improvement project affects transit services, transit agencies should be involved in the planning of traffic control during construction.	x								
2.20.2	Traffic control devices should not be placed in locations where they will block transit stops or passenger access to stops.	x								
2.20.3	Typically, roadway construction or improvement projects should have a Temporary Traffic Control Plan (TTCP), which is a set of specific sheets, references to standard (typical) layouts, and/or notes on roadway plans describing how traffic should be controlled through a work zone.	x								x

Street Signage										
<i>Standards, Criteria, and Guidelines</i>										
2.21.1	All signs must be in compliance with the Manual on Uniform Traffic Control Devices (MUTCD).	x	x					x		x
2.21.2	The sign must be securely mounted at an angle perpendicular to the street. Existing signposts can be used depending on the policies of the sign maintaining agency and the transit agencies' design specifications.	x	x							
2.21.3	The bus stop sign must neither block jurisdictional signs nor be blocked by other signs, trees or buildings.	x	x							x
2.21.4	The sign must be easily visible to the approaching bus driver. For curb and gutter sections, the FDOT Design Standards require a minimum 2-foot distance from the face of the curb to the bus stop sign. For typical rural-shoulder sections, the minimum distance is 12 feet from the edge of the traveled way and 6 feet from edge of the shoulder. The minimum distance will vary according to the design speed of the road.	x	x							
2.21.5	Signs shall provide a minimum 7-foot vertical clearance from the paved surface (sidewalk or roadway pavement). If the vertical clearance is less than 7 feet, a barrier to warn people with visual impairment should be provided.	x	x		x					x
<i>Best Practices</i>										
2.21.1	Wherever required or applicable, signs should include the international symbol of accessibility (wheelchair logo).		x		x	x				
2.21.2	The Access Board has developed the guidance in section 409.5 of its Revised Draft Guidelines for signs on public right-of-way. This guidance has not been formally adopted in federal rulemaking, but is considered best practice at this time.		x		x					

Appendix A: References



References

1. *Accessing Transit: Design Handbook for Florida Bus Passenger Facilities*, Public Transit Office, Florida Department of Transportation, 2008.
2. *Districts 1 and 7 transit facility standards and guidelines*, Florida Department of Transportation District 1 & 7, 2008.
3. *FDOT District 4 transit facility guidelines*, District Office of Modal Development, Florida Department of Transportation, 2002.
4. *Design Standards*, Index No. 700, Florida Department of Transportation, 2010, <http://www.dot.state.fl.us/rddesign/DesignStandards/Standards.shtm>
5. *Design standards*, Index No. 17302, Florida Department of Transportation, 2010, <http://www.dot.state.fl.us/rddesign/rd/RTDS/06/17302.pdf>
6. *Plans Preparation Manual*, Florida Department of Transportation, 2010, <http://www.dot.state.fl.us/rddesign/PPMManual/PPM.shtm>
7. Fla. Admin. Code Ann. r. 14-20.0032, 2008, <https://www.flrules.org/gateway/RuleNo.asp?ID=14-20.0032>
8. *Guide for Geometric Design of Transit Facilities on Highways and Streets—Ballot Draft*, American Association of State Highway and Transportation Officials, 2009
9. *Americans with Disabilities Act and Architectural Barriers Act Accessibility Guidelines*, U.S. Architectural and Transportation Barriers Compliance Board (Access Board), 2004.
10. *Florida Building Codes*, Florida Department of Community Affairs, 2007, http://www2.iccsafe.org/states/florida_codes/
11. *Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways*, Florida Department of Transportation, May 2010, <http://www.dot.state.fl.us/rddesign/FloridaGreenbook/FGB.shtm>





Florida Department of Transportation

CHARLIE CRIST
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

STEPHANIE KOPELOUSOS
SECRETARY

March 11, 2010

Bench Provider Name

Address line 1

Address line 2

City, State, Zip

Subject: Bus Stop Benches on the State Highway System
Compliance with the Americans with Disabilities Act (ADA)

Dear Bench Provider:

It has come to the attention of the Florida Department of Transportation that there are bus stop benches currently placed along the State Highway System (SHS) that do not comply with current federal accessibility standards. For the safety and accessibility of users of these benches, the Department is requesting your assistance in bringing them into compliance.

Benches placed within the state public rights of way must meet the following criteria:

(NOTE: Criteria described below refer to the "ADA Standards for Transportation Facilities", adopted by the U.S. Department of Transportation, Nov. 29, 2006 as "New ADAAG".)

- Bench Location – The bench must be located on an accessible route, not obstruct the accessible route or a bus boarding/landing area, and should be placed on a firm stable and slip-resistant surface that provides connection to the bus boarding area. (402 & 810.)
- Bench Placement – The bench must be placed to provide an adjacent clear space for a wheelchair. The clear space must be minimum 30" wide x 48" deep, positioned at one end of the bench seat and allow for shoulder-to-shoulder seating, without blocking the accessible route or bus boarding area. (305)
- Bench Configuration – The bench should allow pedestrians with disabilities a firm fairly high seat. Each bench should have a seat height at the front edge 17"-19" above the surface, a front-to-back seat dimension 20"-24" deep, a supportive back, and an armrest for making the transition between standing and sitting. (903)

Bus Benches - ADA

Page 2

Most transit agencies that place bus shelters are aware they must comply with the ADA and will provide access to them. Many benches are placed by private service organizations that provide benches for the public and also to sell advertising on the bench backs. It is the responsibility of these groups to provide accessibility to the benches they provide in accordance with federal accessibility regulations. We are asking providers of these benches to take responsibility for providing accessibility to the benches they install.

To assure compliance with the ADA regulations and to provide safe, accessible facilities, please inventory benches provided by your agency along the state highway system and assess the ADA compliance of these benches. Within 60 days, submit to the Department a report that includes the locations of non-compliant benches on the SHS and a plan to correct bench deficiencies. Once the Department has verified the findings and approved the plan, you will have 90 days to correct the deficiencies.

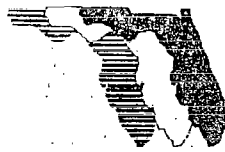
If you have any questions regarding this matter, please feel free to contact Dean Perkins, ADA Coordinator at dean.perkins@dot.state.fl.us or 850-414-4359.

Sincerely,

(signed)

Brian Blanchard, PE
Chief Engineer

cc: Lora Hollingsworth
Gary Fitzpatrick
Kurt Lieblong
Dean Perkins
Tim Lattner
Ed Coven
Diane Quigley



Florida Department of Transportation

CHARLIE CRIST
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

STEPHANIE KOPELOUSOS
SECRETARY

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Bus Benches - ADA
Page 2

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If you have any questions regarding this matter, please feel free to contact Dean Perkins, ADA Coordinator at dean.perkins@dot.state.fl.us or 850-414-4359.

Sincerely,

(signed)

Brian Blanchard, PE
Chief Engineer

cc: Lora Hollingsworth
Gary Fitzpatrick
Kurt Lieblong
Dean Perkins
Tim Lattner
Ed Coven
Diane Quigley

From: Heather Blanck
To: Adamson, Karen
Date: 4/7/2010 8:04 AM
Subject: RE: Fwd: FW: Bench distributors in your district This request is time sensitive

I just realized a complete oversight - South Daytona also has their own bus benches, and they are pretty much at every stop in South Daytona.

>>> "Adamson, Karen" <Karen.Adamson@dot.state.fl.us> 4/7/2010 7:58 AM >>>
Thanks Heather.

-----Original Message-----

From: Heather Blanck [<mailto:hblanck@co.volusia.fl.us>]
Sent: Tuesday, April 06, 2010 4:47 PM
To: Adamson, Karen
Cc: Robert Davenport
Subject: Re: Fwd: FW: Bench distributors in your district This request is time sensitive

Good afternoon Karen,

Ken asked me to get this information to you. There are many municipalities within our County that do not have bus bench advertising arrangements. Some cities have made bus stop improvements that include benches: Daytona Beach, Debary, Daytona Beach Shores, Ponce Inlet, Ormond Beach, Holly Hill. The only company with bus bench contracts in Volusia County is Waverly Media. (Port Orange, New Smyrna Beach, Deland and perhaps others). Waverly currently provides benches in the unincorporated area. Their contact information is below.

Jim Brown
General Manager
Waverly Media
3624 S Atlantic Ave Daytona Beach Shores, FL 32118
(386)322-3600 x261

>>> "Adamson, Karen" <Karen.Adamson@dot.state.fl.us> 4/6/2010 1:26 PM >>>

We have been asked to identify any bus bench distributors you know of in your area. Our Central Office will be sending the attached letter to inform them of the requirements they must meet when they place benches. Please let me know of the names and addresses by Friday, April 9. Thanks

From: Robert Davenport
To: Heather Blanck
Date: 7/26/2010 4:14 PM
Subject: RE: Fwd: FW: Bench distributors in your district This request is time sensitive
Attachments: WaverlyUnincorporatedVol1108_1.xls

Here is the inventory in unincorporated Volusia with Wilbur added back in.

Robert Davenport
Customer Service Manager
VOTRAN
950 Big Tree Road
South Daytona, FL 32119-8815
Phone 386-756-7496 X 4119
Fax 386-756-7487
Rdavenport@co.volusia.fl.us
www.VOTRAN.org

>>> Heather Blanck 7/26/2010 9:50 AM >>>

This was the response I mentioned I had already provided. I will use it in a draft letter response.

>>> Heather Blanck 4/7/2010 8:04 AM >>>

I just realized a complete oversight - South Daytona also has their own bus benches, and they are pretty much at every stop in South Daytona.

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Subject: Re: Fwd: FW: Bench distributors in your district This request is timesensitive

Good afternoon Karen,

Ken asked me to get this information to you. There are many municipalities within our County that do not have bus bench advertising arrangements. Some cities have made bus stop improvements that include benches: Daytona Beach, Debary, Daytona Beach Shores, Ponce Inlet, Ormond Beach, Holly Hill. The only company with bus bench contracts in Volusia County is Waverly Media. (Port Orange, New Smyrna Beach, Deland and perhaps others). Waverly currently provides benches in the unincorporated area. Their contact information is below.

Jim Brown
General Manager
Waverly Media
3624 S Atlantic Ave Daytona Beach Shores, FL 32118
(386)322-3600 x261

>>> "Adamson, Karen" <Karen.Adamson@dot.state.fl.us> 4/6/2010 1:26 PM >>>

We have been asked to identify any bus bench distributors you know of in your area. Our Central Office

will be sending the attached letter to inform them of the requirements they must meet when they place benches. Please let me know of the names and addresses by Friday, April 9. Thanks

Waverly Bench Media
Bench Count in Unincorporated
Volusia County

Wilbur-by-the-Sea

WBTS A1A & Marcelle east no adv.
WBTS A1A & Marcelle west no adv.
WBTS A1A & Mallard east no adv.
WBTS A1A & Mallard west no adv.
WBTS A1A & Egret east no adv.
WBTS A1A & Egret west no adv.
WBTS A1A & Toronto east no adv.
WBTS A1A & Toronto west no adv.
WBTS A1A & Curlew east no adv.
WBTS A1A & Curlew west no adv.
WBTS A1A & Major east no adv.
WBTS A1A & Major west no adv.

Ormond By The Sea:

#OBTS ; A1A & Surfside (West Side of Road)
#OBTS ; A1A & Marlin (West Side of Road)
#OBTS 19; A1A & Alabama/Hibiscus (West Side of Road)
#OBTS 17; A1A & Margaret/Carol (West Side of Road)
#OBTS ; A1A & Seacrest (West Side of Road)
#OBTS 17B; A1A & Roberta (East Side of Road)
#OBTS 16; A1A & SeaBridge (West Side of Road) no adv.
#OBTS 15; A1A & Ormand By The Sea Rec Area (West Side of Road)
#OBTS 15A; A1A & Sunset/Ocean Crest (West Side of Road)
#OBTS 14; A1A & Kathy/Longfellow (West Side of Road) no adv.
#OBTS 13; A1A & Ocean Breeze (East Side of Road)
#OBTS 12; A1A & Sunrise (West Side of Road)
#OBTS ; A1A & Brooks (West Side of Road)
#OBTS 10; A1A & Wisteria (Lil' Champ Store) (West Side of Road)
#OBTS 9; A1A & San Jose (West Side of Road)
#OBTS 7; A1A & Ocean Grove (West Side of Road)
#OBTS 4; A1A & Capistrano (West Side of Road)
#OBTS 3; A1A & OceanAire (West Side of Road)
#OBTS 2; A1A & Sea Oats (West Side of Road) no adv.
#OBTS 1; A1A & Bass (West Side of Road) no adv.
#OBTS ; A1A & Sunset (West Side of Road) no adv.

Total (21) - 16 with Advertising

Edgewater/Oak Hill Area

#CO ED/OH 11; US1 & Terra Mar (East Side of the Road)	
#CO ED/OH ; US 1 & Indian Creek, West side of road, IFO Anchor Hdw.	
#CO ED/OH ; US 1 & River Park Blve. East Side of Road	New
#CO ED/OH ; US 1, East Side of Road, In front of Boston Whaler	no adv.
#CO ED/OH ; US 1 & S. Cory, East side of road	no adv.
#CO ED/OH ; US 1 & Omni; West side of road	New
#CO ED/OH ; US1 & Edgewater Lakes, West Side of Road	no adv.
#CO ED/OH ; US 1 West side of Road, Across from Boston Whaler.	New

<date>

Waverly Bench Media
Bench Count in Unincorporated
Volusia County

#CO ED/OH ; US 1 & Thomas Rd., West side of road	New
CO ED/OH ; US 1 South of Douglas, East side of road*	no adv.
Total (10) 6 with advertising	

Daytona Port Orange Area/Clyde Morris

#CO CM 6; Clyde Morris N. of Reed Canal East Side of Road	not a stop
#CO PO-NSB 01; US1 & Bayshore Dr. (East Side of the Road)	New
#CO PO-NSB 02; US1 & Bayshore Dr. (West Side of the Road)	
#CO PO-NSB 03; US1 & PalmShrsMobPark (East Side of the Road)	
#CO PO-NSB US1 & Spruce Creek Park West (west side of road)	
Total 5 with advertising	

New Smyrna Beach Area

#CO NSB 9 - 1; South Atlantic (A1A) across from Errol By The Sea (West Side of the Road)	
#CO NSB 9 - 1A; South Atlantic (A1A), South of Silver Sands & North of Hiles (W. Side of Road)	
#CO NSB 9 - 2; South Atlantic (A1A) & Hiles (West Side of the Road)	
#CO NSB 9-9; A1A & Sylvia Dr. West side of road.	
Total 4 with advertising	

Ormond Beach Area

#CO OB 1 - 1; US1 & Wall Ave. across from Hawaii Tropic (North Side of the Road)	no adv.
total 1 no advertising	

Orange City Area

#CO OC 03; Enterprise Rd. & Miller Rd. across from McDonald's	no adv.
#CO OC 10; Hwy. 17/92 & West Gardenia in front of Victory Lube	
#CO OC 1 Saxon & I-4 North Side of Road	
Total 3 (2 with advertising)	New

Deland Area

#CO DLD 07; Hwy 17 & Glenwood	no adv.
#CO DLD ; Hwy. 92 & Oak St. @ Sperling Sports Complex Turn Off	
#CO DLD ; Hwy 17 IFO Regions Bank, Across from Woodland Crossing	New
Total 3 (2 with advertising)	New

Deleon Springs Area

#CO DLS; Hwy 17, S. Side of Road, Opposite City Limit	New
Total 1 with advertising	

Corridor County Hwy. 92 Between Daytona Beach & Deland

#CO - 10-1; Red John Rd. Into Jail.	
#CO - 10-1A; Red John Rd. From Jail, In front of Rehab Center	New

<date>

Waverly Bench Media
Bench Count in Unincorporated
Volusia County

#CO - 9-4; Hwy. 92 Westbound, East of Tomoka Correctional.	New
#CO - 10-3; In Front Of Volusia County Jail	New
#CO - 10-5; In Front Of VCCF Women's Jail	New
North side 92 att Gen. Custer	New
Total 10 with advertising (4 east of Deland)	

Total Bus Stops With Bus Benches that are the property of Waverly Bench Media
Unincorporated Volusia = 45 (with advertising)

Total Bus Stops With Bus Benches property of others
Unincorporated Volusia = 24 (without advertising)

Total Benches Unincorporated Volusia County = 69
(Wilbur-by-theSea 4 benches removed 3/9/09)

Waverly Estimated Costs - Advertising Bench Program - Unincorporated Volusia

Initial Capital Outlay 43 benches @ \$700 each	=	\$30,100
Annual Maintenance 10% of Capital Cost	=	3,000
Replacement Rate (8year life) 10% Capital Cost	=	3,000

Revenue from Bench Advertising

Waverly estimated Revenue to Volusia County	=	\$2,000 per year
Waverly actual revenue history	=	<\$1,000 per year

Unincorporated Volusia County Bus Stop Location Assessment

There are no Primary stops served by any of these bus stops.
However, population clusters along A1A condos and apartments
may indicated significant use potential for elderly and persons
with disabilities.

Unincorporated Volusia County
Bus Stop Inventory

Bus Stops 256

Bus Benches* 69 (45 with adv. 24 without adv.)

Bus Shelters 1 (Ormond Mall - Ormond By the Sea)

*per Waverly 03/06/09

<date>

From: Heather Blanck
To: Davenport, Robert
Date: 7/26/2010 9:50 AM
Subject: RE: Fwd: FW: Bench distributors in your district This request is time sensitive

This was the response I mentioned I had already provided. I will use it in a draft letter response.

>>> Heather Blanck 4/7/2010 8:04 AM >>>

I just realized a complete oversight - South Daytona also has their own bus benches, and they are pretty much at every stop in South Daytona.

>>> "Adamson, Karen" <Karen.Adamson@dot.state.fl.us> 4/7/2010 7:58 AM >>>

Thanks Heather.

-----Original Message-----

From: Heather Blanck [<mailto:hblanck@co.volusia.fl.us>]
Sent: Tuesday, April 06, 2010 4:47 PM
To: Adamson, Karen
Cc: Robert Davenport
Subject: Re: Fwd: FW: Bench distributors in your district This request is time sensitive

Good afternoon Karen,

Ken asked me to get this information to you. There are many municipalities within our County that do not have bus bench advertising arrangements. Some cities have made bus stop improvements that include benches: Daytona Beach, Debary, Daytona Beach Shores, Ponce Inlet, Ormond Beach, Holly Hill. The only company with bus bench contracts in Volusia County is Waverly Media. (Port Orange, New Smyrna Beach, Deland and perhaps others). Waverly currently provides benches in the unincorporated area. Their contact information is below.

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We have been asked to identify any bus bench distributors you know of in your area. Our Central Office will be sending the attached letter to inform them of the requirements they must meet when they place benches. Please let me know of the names and addresses by Friday, April 9. Thanks

From: Heather Blanck
To: Dyer, Michael
CC: Fischer, Ken
Date: 5/3/2010 10:36 AM
Subject: Re: Fwd: Votran Benches with Commercial Advertising in Wilbur by the Sea

Hi Mike,

There are 10 benches situated at bus stops. We have asked Waverly to consider repositioning the benches to be parallel to the roadway. Votran is preparing an RFP for benches with advertising in the county's unincorporated area.

Heather Blanck
Assistant General Manager of Planning,
Marketing, and Customer Service
Votran
950 Big Tree Road, South Daytona, FL 32119-8815
386-756-7496 ext. 4112
fax 386-756-7487
<http://www.votran.org>

>>> Michael Dyer 5/3/2010 9:26 AM >>>
Ken and Heather:

Dan Eckert has forwarded me an email from Councilman Wagner for follow-up to three questions presented in an email from a citizen. A copy of the email is attached. At this point, I am just gathering background information.

Could you confirm for me how many VOTRAN benches are located within the Wilbur-by-the-Sea community, where you are in the process of placing advertisements on these benches and your thoughts on whether these benches may be turned to be parallel rather than perpendicular to a roadway?

Thank you.

Mike Dyer

Michael G. Dyer, Esq.
Assistant County Attorney
Legal Department
County of Volusia
123 West Indiana Avenue
DeLand, Florida 32720-4613
Voice: (386) 736-5950
Fax: (386) 736-5990
e-mail: mdyer@co.volusia.fl.us

>>> Joshua Wagner 5/2/2010 5:02 PM >>>
Hello Dan,

Can you take a look at the three questions in her summary to see if there is something to them?

Thanks,
Josh

From: Heather Blanck
To: Dyer, Michael
Date: 5/19/2010 10:58 AM
Subject: Re: benches

Hi Michael,

As we just spoke about, we had explained to Jim Brown of Waverly Media that there were concerns about the orientation of the benches. This was a couple of weeks ago. It does not appear that there are any that are more than 30 degrees from parallel. They are half the size and do not have any advertising.

Heather Blanck
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<http://www.votran.org>

>>> Michael Dyer 5/19/2010 10:08 AM >>>

Heather: Did you ever get a response to your inquiry about realigning the bus benches in Wilbur and whether that is feasible? Just wanted to follow up.

Michael G. Dyer, Esq.
Assistant County Attorney
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Thanks,
Josh

From: Michael Dyer
To: Blanck, Heather
Date: 5/3/2010 11:09 AM
Subject: Re: Fwd: Votran Benches with Commercial Advertising in Wilbur by the Sea

Heather: Thanks for the quick response. Does VOTRAN maintain and control the benches? Who is Waverly? Thanks again.

Michael G. Dyer, Esq.
Assistant County Attorney
Legal Department
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123 West Indiana Avenue
DeLand, Florida 32720-4613
Voice: (386) 736-5950
Fax: (386) 736-5990
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Thank you.

Mike Dyer

Michael G. Dyer, Esq.
Assistant County Attorney

From: Michael Dyer
To: Blanck, Heather
Date: 5/19/2010 11:23 AM
Subject: Re: benches

Just so I understand, all the bus benches in Wilbur are owned by Waverly, are half the normal size for a bus bench and none have advertising at the present time?

Michael G. Dyer, Esq.
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Legal Department
County of Volusia
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DeLand, Florida 32720-4613
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Fax: (386) 736-5990
e-mail: mdyer@co.volusia.fl.us

From: Heather Blanck
To: Dyer, Michael
Date: 5/19/2010 12:17 PM
Subject: Re: benches.

All the bus benches in Wilbur are owned by Waverly, none have advertising, and most have been modified to be half the normal size because of the site conditions.

>>> Michael Dyer 5/19/2010 11:23 AM >>>

Just so I understand, all the bus benches in Wilbur are owned by Waverly, are half the normal size for a bus bench and none have advertising at the present time?

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Voice: (386) 736-5950
Fax: (386) 736-5990
e-mail: mdyer@co.volusia.fl.us

From: Elizabeth Suchsland
To: Brown, Jim
Date: 6/2/2010 1:27 PM
Subject: Re: Discussion of RFP for Bus Bench Advertising

Thank you.

Elizabeth Suchsland
Assistant General Manager of Operations and Maintenance
VOTRAN
950 Big Tree Road
South Daytona, FL 32119
Telephone: 386-763-3727
Fax: 386-756-7487
Cell Telephone: 239-438-7222

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>>> Jim Brown <jhb32003@yahoo.com> 6/2/2010 12:37 PM >>>
Hi Elizabeth,
Please accept this as confirmation of Friday June 4th's 11am meeting.
Thank you,
Jim

-- On Wed, 6/2/10, Elizabeth Suchsland <esuchsland@co.volusia.fl.us> wrote:

From: Elizabeth Suchsland <esuchsland@co.volusia.fl.us>
Subject: Discussion of RFP for Bus Bench Advertising
To: "Elizabeth Suchsland" <ESuchsland@co.volusia.fl.us>, jimb@waverlyMedia.com
Date: Wednesday, June 2, 2010, 11:16 AM

Item Type: Appointment
Start Date: Friday, 4 Jun 2010, 11:00:00am (Eastern Daylight Time)
Duration: 1 Hour
Place: VOTRAN - AGM Conference Room

Elizabeth Suchsland
Assistant General Manager of Operations and Maintenance
VOTRAN
950 Big Tree Road
South Daytona, FL 32119
Telephone: 386-763-3727

Fax: 386-756-7487

Cell Telephone: 239-438-7222

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From: Jim Brown <jimb@waverlymedia.com>
To: Bill Mayer <BMayer@co.volusia.fl.us>, Elizabeth Suchsland <esuchsland@co...>
CC: <jimb@waverlyMedia.com>
Date: 6/5/2010 12:10 PM
Subject: Re: Waverley Media

Hello Elizabeth and Bill,
Please feel free to contact me any time via this email address (JimB@WaverlyMedia.com), office phone:
(386)322-3600 or
cell phone: (386)852-0556
Thank you,
Jim

— On Sat, 6/5/10, Elizabeth Suchsland <esuchsland@co.volusia.fl.us> wrote:

From: Elizabeth Suchsland <esuchsland@co.volusia.fl.us>
Subject: Waverley Media
To: "Bill Mayer" <BMayer@co.volusia.fl.us>
Cc: jimb@waverlyMedia.com
Date: Saturday, June 5, 2010, 11:40 AM

Mr. Mayer -

As we move or install a bus stop, will you please implement a process to notify Waverley Media?

Waverley Media handles many benches through Volusia County and this information will assist them in making adjustments to accommodate passengers as bus stop locations are changed. Mr. Jim Brown is the GM for Waverley Media.

Mr. Brown -

Please provide contact information to Mr. Mayer. Mr. Mayer is our Operations Manager and if you will please provide him the contact information / format (fax, email, etc.) as to how you would like to receive this information, then we will work on implementation.

Thank you.

Elizabeth

Elizabeth Suchsland
Assistant General Manager of Operations and Maintenance
VOTRAN
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South Daytona, FL 32119
Telephone: 386-763-3727
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it contains to the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please contact the sender of this message.

From: Elizabeth Suchsland
To: jjimb@waverlyMedia.com
Date: 6/11/2010 3:46 PM
Subject: Bench Specifications

Mr. Brown -

Have you had a chance the information on your bench specifications?

Thanks,

Liz

Elizabeth Suchsland
Assistant General Manager of Operations and Maintenance
VOTRAN
950 Big Tree Road
South Daytona, FL 32119
Telephone: 386-763-3727
Fax: 386-756-7487
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From: Jim Brown <jimb@waverlymedia.com>
To: Elizabeth Suchsland <esuchsland@co.volusia.fl.us>
Date: 6/14/2010 11:54 AM
Subject: Re: Bench Specifications

Hi Elizabeth,

I'm working on it. I'm trying to have our graphics person put together a visual without Waverly all over it. Naturally, the specs will fall withing DOT mandated guidelines.

Thank you,

Jim

— On Fri, 6/11/10, Elizabeth Suchsland <esuchsland@co.volusia.fl.us> wrote:

From: Elizabeth Suchsland <esuchsland@co.volusia.fl.us>
Subject: Bench Specifications
To: jimb@waverlyMedia.com
Date: Friday, June 11, 2010, 3:55 PM

Mr. Brown -

Have you had a chance to pull together the information on your bench specifications?

Thanks,

Liz

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From: Robert Davenport
To: Tim Fauvelle
Date: 7/15/2010 11:59 AM
Subject: Re: 1185 Dunn

thanks Tim

Robert Davenport
Customer Service Manager
VOTRAN
950 Big Tree Road
South Daytona, FL 32119-8815
Phone 386-756-7496 X 4119
Fax 386-756-7487
Rdavenport@co.volusia.fl.us
www.VOTRAN.org

>>> "Fauvelle, Tim" <FauvelleT@CODB.US> 7/15/2010 11:25 AM >>>
We will relocate one of our benches at that stop in the next day or so.

Tim Fauvelle

Public Works Inspector

386-671-8675 ph 386-671-5946 fax 386-212-2608 cell

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

From: "Fauvelle, Tim" <FauvelleT@CODB.US>
To: 'Robert Davenport' <rdavenport@co.volusia.fl.us>
Date: 7/23/2010 9:13 AM
Subject: RE: Bus Shelters-Daytona Beach

Bob,

I'm waiting for David to see what his schedule is. I'll get back to you as soon as I hear from David.

-----Original Message-----

From: Robert Davenport [mailto:rdavenport@co.volusia.fl.us]
Sent: Friday, July 23, 2010 8:58 AM
To: Fauvelle, Tim
Cc: Elizabeth Suchsland; Heather Blanck
Subject: Bus Shelters-Daytona Beach

Tim: Missed you yesterday. We would like to meet with you and David to discuss disposition/distribution of bus shelters that we anticipate receiving at the end of August. Let me know what day/times would be convenient for you. Thanks.

Robert Davenport

Customer Service Manager

VOTRAN

950 Big Tree Road

South Daytona, FL 32119-8815

Phone 386-756-7496 X 4119

Fax 386-756-7487

Rdavenport@co.volusia.fl.us

www.VOTRAN.org

>>> "Fauvelle, Tim" <FauvelleT@CODB.US> 6/23/2010 1:08 PM >>>

From: Hand, David

Sent: Wednesday, June 23, 2010 11:32 AM

To: Fauvelle, Tim

Subject:

131400<<http://www.traceonline.com/Secured/Incident.aspx?iid=131400&from=oid>> 6/16/2010 2:14:36 PM Requests
Opened W.I.S.B.

DAYTONA BEACH, FL 32114 city manager office 8010 117
Print<<http://www.traceonline.com/Secured/PrinterFriendlyIncident.aspx?iid=131400>>

Other Requests

6-17-10 -

C.M. requests at least 2 bus shelters be constructed along W. I.S.B. (near the Daytona State College and Mainland High.)

Additionally, he requests several bus benches placed along W.I.S.B. using the same style bench as those along A1A. Benches must have the City Logo on the backrest.

Other Comments

6-17-10 -Project assigned to Keith Mathis and D Hand.

6-21-10 - Surveyed the area and found 10 concrete pads for bus benches recently installed by DOT. (6 are west bound and 4 are eastbound.) Additionally, 6 more benches will be needed at high ridership locations without pads along ISB.

TOTAL 16

RE: SHELTERS- a letter to Votran requesting shelters will be sent soon.

draft letter supplied in May:

TO: Ken Fischer, Votran Manager ?

James V. Chisholm, City Manager

FROM: Ron McLemore, Deputy City Manager / Public Works

DATE: May 18, 2010

SUBJECT: Votran Bus Plan and Request for Shelters

PURPOSE

This letter is written to confirm to Volusia County the City's intentions to provide certain ridership amenities, maintenance, and litter collection services at the bus stops throughout The City of Daytona Beach. This letter also asks for Votran to implement a pilot program for the new bus stop seats and to provide several bus shelters.

CONSIDERATIONS

The City of Daytona Beach has the majority ridership base for Votran buses and a proportionate need for bus benches and shelters. The City is committed to providing concrete cast benches within our redevelopment areas at "workable" bus stop locations. The City also has in place 53 aging concrete and dipped steel benches outside the redevelopment zones, primarily at high ridership stops.

Occasionally, placement of these large benches on the right of way does not allow enough clearance to meet the ADA guidelines. At these bus stops, and in areas outside the redevelopment zones, Votran's new "pole mounted seats" are considered the most practical solution. Votran management suggested a pilot program to be implemented for these seats and the City is agreeable. The City also is agreeable to supply and service litter containers where Votran includes a suitable concrete pad as they install the pole seats.

Bus shelters are needed at many high ridership locations. The City requests Votran to construct several shelters and will in exchange provide litter barrels, litter collection, and routine maintenance of the shelters.

Below are several high ridership locations or where special requests by the elderly have been made for shelters:

* Dickerson Library, 300 blk of S Keech

* ACT Corp, Heineman St side

* Halifax Hospital 2, each direction on N Clyde Morris

* Mainland High and Daytona State College 3, ISB side

* Central Manor, 136 Fairview

* Sandalwood Nursing, 1001 S Beach

* Bellaire Plaza

* Seaview and Atlantic

* Driftwood and Atlantic

* Bostwick and Atlantic

* Mason-Nova Shopping Plaza

* George Engram, W of Nova

David Hand

Solid Waste Coordinator

handd@codb.us

386-671-8673 ph. 386-671-5915 fax 386-852-2219 cell

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From: Robert Davenport
To: Tim Fauvelle
CC: Blanck, Heather; Suchsland, Elizabeth
Date: 7/23/2010 8:57 AM
Subject: Bus Shelters-Daytona Beach

Tim: Missed you yesterday. We would like to meet with you and David to discuss disposition/distribution of bus shelters that we anticipate receiving at the end of August. Let me know what day/times would be convenient for you. Thanks.

Robert Davenport
Customer Service Manager
VOTRAN
950 Big Tree Road
South Daytona, FL 32119-8815
Phone 386-756-7496 X 4119
Fax 386-756-7487
Rdavenport@co.volusia.fl.us
www.VOTRAN.org

>>> "Fauvelle, Tim" <FauvelleT@CODB.US> 6/23/2010 1:08 PM >>>

From: Hand, David

Sent: Wednesday, June 23, 2010 11:32 AM

To: Fauvelle, Tim

Subject:

131400<<http://www.traceonline.com/Secured/Incident.aspx?iid=131400&from=oid>> 6/18/2010
2:14:36 PM Requests Opened W.I.S.B.

DAYTONA BEACH, FL 32114 city manager office 8010 117
Print<<http://www.traceonline.com/Secured/PrinterFriendlyIncident.aspx?iid=131400>>

Other Requests

6-17-10 -

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- * Bellaire Plaza
- * Seaview and Atlantic
- * Driftwood and Atlantic
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Heather Blanck - Fw: RE: 5/18/10 Letter from Brian Blanchard

From: Jim Brown <jimb@waverlymedia.com>
To: <hblanck@co.volusia.fl.us>
Date: 7/28/2010 4:27 PM
Subject: Fw: RE: 5/18/10 Letter from Brian Blanchard

FYI...may be some duplication here, but I'll make sure you have everything I can find.

--- On Fri, 6/4/10, Perkins, Dean <Dean.Perkins@dot.state.fl.us> wrote:

From: Perkins, Dean <Dean.Perkins@dot.state.fl.us>
Subject: RE: 5/18/10 Letter from Brian Blanchard
To: "jimb@waverlymedia.com" <jimb@waverlymedia.com>
Date: Friday, June 4, 2010, 7:31 AM

Thanks, Jim... We'll verify and update the list.....dp

Dean Perkins, Architect

ADA Coordinator

850-414-4359

dean.perkins@dot.state.fl.us



Please consider the environment before printing this e-mail!

From: Jim Brown [mailto:jimb@waverlymedia.com]
Sent: Thursday, June 03, 2010 9:37 AM
To: Perkins, Dean
Subject: RE: 5/18/10 Letter from Brian Blanchard

Hello Dean,

Yes, first glance at the list, I thought there were a few omissions. However, on closer inspection, I did see that although 20/20 Media wasn't on the list, their owner Joel Davis was included. The other exclusions from the list were the various civic clubs (Jaycees, Lions etc.) who are sometimes involved with the municipal bench supply agreements. Sorry not to be more help.

Sincerely,

From: Heather Blanck
To: dean.perkins@dot.state.fl.us
CC: Davenport, Robert
Date: 8/5/2010 10:37 AM
Subject: Bus stop benches on the State Highway System Compliance with ADA
Attachments: FDOT ADA bench report.pdf

Good morning Dean,

Please find attached our response to Ed Coven's letter dated June 24, 2010. If you have any questions please let me know. Heather

Heather Blanck
Assistant General Manager of Planning,
Marketing, and Customer Service
Votran
950 Big Tree Road, South Daytona, FL 32119-8815
386-756-7496 ext. 4112
fax 386-756-7487
<http://www.votran.org>



HB-2010-14

August 3, 2010

Dean Perkins, ADA Coordinator
Florida Department of Transportation
605 Suwannee Street
Tallahassee, FL 32300-0450

SUBJECT: Votran Bus Bench Report

Dear Dean Perkins:

I am responding to the letter from Ed Coven requesting a report of the bus benches provided by our agency along the state highway system. Please accept this letter as the Votran Bus Bench Report. In Volusia County bus benches situated on the State Highway System are the property of either the cities or Waverly Media. There are many municipalities within our County that do not have bus bench advertising arrangements. Some cities have made bus stop improvements that include benches: Daytona Beach, Debary, Daytona Beach Shores, Holly Hill, Ponce Inlet, Ormond Beach, and South Daytona. The only company with bus bench contracts in Volusia County is Waverly Media. To date they have contracts with Port Orange, New Smyrna Beach and Deland. Waverly currently provides benches in the unincorporated area.

Votran does not own or maintain benches but coordinates bench related questions that we receive to ensure that the bench owner is notified about the issues so that they can be resolved. Votran published "Votran Transit Development Design Guidelines" as a guide to the public, elected officials, planners, developers, engineers, architects and others involved in the planning, design, review and approval of land development projects. It contains information about bus stop siting and design. The subjects covered by the document include bench placement and compliance with Americans with Disabilities standards. This publication was developed with the assistance of the Volusia County MPO and it has been distributed widely throughout the county. It is also posted on the Votran web site as well as the Volusia County MPO (now operating as the Volusia County TPO).

Please let me know if I can help with any further questions about bus benches in Volusia County.

Sincerely,

Heather Blanck
Assistant General Manager, Planning

950 BIG TREE ROAD SOUTH DAYTONA, FLORIDA 32119-8815
(386) 756-7496 FAX (386) 756-7487



A service of Volusia County Government

From: Joshua Wagner
To: Ken Fischer
Date: 9/2/2010 10:11 AM
Subject: Re: RFP for Benches with Advertising in Unincorporated Area

Thanks Ken, I have a couple of suggestions...(I do not at any point want you to think I am requiring or expecting you to make these changes). On a side note, I think you and your staff are doing an amazing job. Times are tough and you and your staff are really doing your part to help the County. Thank you.

Are we going to specify the specific minimum number of spots? I may have missed it in the RFP. Or, maybe it is not appropriate for this type of RFP.

Page 4 (top): 10% seems a bit high (maybe put in a range for the Contractor "minimum of 5%...")

Page 4 (bottom): In regards to "no interest in utilizing for advertising...". This leaves it pretty open. Can we put a max on this? I don't want to run any companies off with this provision.

Page 6 (9.2.4): I have concerns about requiring this (because it will then become public record). Also, the trash collection aspect...do we have this anywhere right now?

Page 7 (13.1): We should change "approved equal" to "minimum." My hope is that a few local companies will make much better benches.

Page 8 (13.1): Can we lessen this language a bit? My concern is that some of the areas for the benches will be impossible to fit this language. Would it be legally permissible for us to lessen the requirement? Also, we should possibly bump up the 10% recycled materials to 25%+.

Page 9 (G.b.): Do we require permits for the benches? If not, we could probably leave line b out.

Page 10 (G.e.): Can they just have their website for "full contact information"?

Thanks,
Josh

>>> Ken Fischer 09/01/10 9:54 AM >>>
Mr. Wagner,

Good morning. Votran is ready to have the Purchasing Department issue the RFP for Benches with Advertising in the County's unincorporated areas. Do you have any comments on the draft RFP that we provided you?

Thanks,
Ken

Ken Fischer
General Manager
Votran
950 Big Tree Road
South Daytona, FL 32119
(386) 756-7496, ext. 4126
kfischer@co.volusia.fl.us

From: Ken Fischer
To: Elizabeth Suchsland
Date: 9/6/2010 8:58 AM
Subject: Re: Reminder Bus Bench Advertising

Liz,

Did you get my email with Councilman Wagner's comments?

Ken

>>> Elizabeth Suchsland 09/03/10 11:59 PM >>>

You requested a reminder for the RFP for Bus Bench Advertising.

Thank you.

Elizabeth

Elizabeth Suchsland
Assistant General Manager of Operations and Maintenance
VOTRAN
950 Big Tree Road
South Daytona, FL 32119
Telephone: 386-763-3727
Fax: 386-756-7487
Cell Telephone: 239-438-7222

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From: Elizabeth Suchsland
To: Fischer, Ken
Date: 9/8/2010 12:46 PM
Subject: RFP for Bus Bench Advertising
Attachments: RFP BUS BENCH ADVERTISING Revised 982010.doc; Draft Response to Mr Wagner 982010.docx

Draft for your review.

Elizabeth Suchsland
Assistant General Manager of Operations and Maintenance
VOTRAN
950 Big Tree Road
South Daytona, FL 32119
Telephone: 386-763-3727
Fax: 386-756-7487
Cell Telephone: 239-438-7222

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Draft Response to Mr. Wagner

Are we going to specify the specific minimum number of spots? I may have missed it in the RFP. Or, maybe it is not appropriate for this type of RFP.

This RFP covers the unincorporated areas of Volusia County. Due to the geographical nature, a minimum number of spots are not recommended.

Page 4 (top): 10% seems a bit high (maybe put in a range for the Contractor "minimum of 5%...)

Language revised:

The Contractor must provide for a minimum of five percent (5%) of the benches installed to be made available to the County for advertisement of public service announcements or public art at no cost.

Page 4 (bottom): In regards to "no interest in utilizing for advertising...". This leaves it pretty open. Can we put a max on this? I don't want to run any companies off with this provision.

Language revised:

For locations, the contractor has no interest in utilizing for advertising, Votran / Volusia County shall have the right to purchase up to twenty-five (25) additional benches at the contractor's cost.

Page 6 (9.2.4): I have concerns about requiring this (because it will then become public record). Also, the trash collection aspect...do we have this anywhere right now?

The information on financial capabilities may be a Purchasing Department requirement. We will review this section with Purchasing. Some municipalities are contracted with 20/20 Media. 20/20 Media provides trash collection.

Page 7 (13.1): We should change "approved equal" to "minimum." My hope is that a few local companies will make much better benches.

Language revised:

Bus bench with advertising panels will be located throughout the service area, adjacent to Votran routes, where agreed upon between the successful proponent and Votran. The bench design / specification as agreed upon by Votran and the contractor shall be installed and maintained by the contractor. Proponent must submit bus bench specifications to be considered as meeting minimum specifications. Approved bus bench is Belson Outdoors Model #PB6-CPA or a model that meets the minimum specifications. Belson Outdoors Model #PB6-CPA information is provided in Attachment 1 (one). All proposed bus benches must be submitted to Votran for approval as meeting minimum specifications. No bus bench shall be installed without Votran's approval on the bus bench specifications.

Page 8 (13.1): Can we lessen this language a bit? My concern is that some of the areas for the benches will be impossible to fit this language. Would it be legally permissible for us to lessen the requirement? Also, we should possibly bump up the 10% recycled materials to 25%+.

The Florida Department of Transportation recommended the language concerning MOT, and FDOT regulations.

Language revised:

The awarded bidder shall meet or exceed with all applicable Federal Transit Administration (FTA) regulations, ~~as indicated in the FTA Master Agreement and Best Practices Procurement Manual~~, Florida Statutes, Chapter 427, part 1, the American with Disabilities Act (ADA) and the Florida Department of Transportation Rule Chapter 14-20. The successful proponent shall ensure that the installation / construction meets or exceeds the Florida Department of Transportation Design Standards, including but not limited to Maintenance of Traffic (MOT) and FDOT Index 600, Index 17302, Index 700 Series. Installation / construction must meet or exceed MUTCD, Volusia County local standards / requirements, and must ensure the design is in conformance with FDOT Plan Preparation Manual (PPM) standards.

Language revised:

Bus bench specifications must include a minimum of 25% recycled materials.

Page 9 (G.b.): Do we require permits for the benches? if not, we could probably leave line b out.

It is my understanding Volusia County will require a permit for benches in cases where concrete is required.

Page 10 (G.e.): Can they just have their website for "full contact information"?

Language revised:

Notwithstanding the above, the Contractor shall fill all unsold spaces with full size, high quality posters advertising the space as available. Posters will be printed with full contact information of the Contractor and / or their website information.

From: Scott Bowen
To: Winslow, Dona
CC: Blanck, Heather; Inman, Lee; Renfro, Pamela; Rockefeller, Dora
Date: 9/14/2010 11:22 AM
Subject: Re: Public Records Request - VOTRAN

Dona, I spoke with Heather on this request to refine the details. Please prepare an estimate to provide CDs of the email records using the below parameters. This for is for a public records request for Waverly Media, LLC contact Jim Brown - General Manager.

Parameters:
From Oct 1, 2009 through 10/14/10
"bus shelter"
"bus stop"
"bus bench"

Thanks Scott

>>> Heather Blanck 9/14/2010 10:55 AM >>>
Good morning Scott,

I was just speaking with Pam Renfro about this request. Votran will be searching our mailed correspondence on this subject. However, most of the correspondence was by email. This will need to be a Groupwise search. Would you please assist with the request to find:

Years: Oct 1, 2009 to date

Correspondence between Votran/County staff and the City of Daytona Beach concerning the placement of bus shelters, bus stop poles, bust stop benches and/or any type of street furniture by Votran for the City of Daytona Beach during the time frame.

Thank you so very much, Heather

Heather Blanck
Assistant General Manager of Planning,
Marketing, and Customer Service
Votran
950 Big Tree Road, South Daytona, FL 32119-8815
386-756-7496 ext. 4112
fax 386-756-7487
<http://www.votran.org>

From: Robert Davenport
To: Blanck, Heather
Date: 9/14/2010 8:41 AM
Subject: Waverly records request
Attachments: Transit Development Guidelines for David Hand; Bus Shelter and bench missing Jimmy Ann and Clyde Morris (west of Clyde); re-location bus stops on ISB by FDOT; Bus Shelter Request - Central Manor; Fwd: Street amenities citizen request; Street amenities citizen request

Heather: I have found the attached emails in response to the request.

Robert Davenport
Customer Service Manager
VOTRAN
950 Big Tree Road
South Daytona, FL 32119-8815
Phone 386-756-7496 X 4119
Fax 386-756-7487
Rdavenport@co.volusia.fl.us
www.VOTRAN.org

From: Robert Davenport
To: Blanck, Heather
Date: 9/14/2010 11:16 AM
Subject: waverly records request 2.0
Attachments: RE: Bus Shelters-Daytona Beach

Here is another one.

Robert Davenport
Customer Service Manager
VOTRAN
950 Big Tree Road
South Daytona, FL 32119-8815
Phone 386-756-7496 X 4119
Fax 386-756-7487
Rdavenport@co.volusia.fl.us
www.VOTRAN.org

From: Heather Blanck
To: jimb@waverlymedia.com
Date: 9/17/2010 10:12 AM
Subject: Countryside benches

Good morning Jim, Vicki Robbins (386-760-2604) called from the Countryside HOA to ask for benches to be repositioned at the intersection of Village Trail and Country Lane. She explained that they might just need to be moved over, but I explained they belong to Waverly. Please call her. Thanks, Heather

From: Heather Blanck
To: Davenport, Robert
Date: 9/17/2010 10:29 AM
Subject: Fwd: Countryside benches

FYI

>>> Heather Blanck 9/17/2010 10:12 AM >>>

Good morning Jim, Vicki Robbins (386-760-2604) called from the Countryside HOA to ask for benches to be repositioned at the intersection of Village Trail and Country Lane. She explained that they might just need to be moved over, but I explained they belong to Waverly. Please call her. Thanks, Heather

From: Jim Brown <jimb@waverlymedia.com>
To: Heather Blanck <hblanck@co.volusia.fl.us>
Date: 9/17/2010 10:48 AM
Subject: Re: Countryside benches

Hi Heather,
Will do.
Thanks,
Jim

--- On Fri, 9/17/10, Heather Blanck <hblanck@co.volusia.fl.us> wrote:

From: Heather Blanck <hblanck@co.volusia.fl.us>
Subject: Countryside benches
To: jimb@waverlymedia.com
Date: Friday, September 17, 2010, 10:12 AM

Good morning Jim, Vicki Robbins (386-760-2604) called from the Countryside HOA to ask for benches to be repositioned at the intersection of Village Trail and Country Lane. She explained that they might just need to be moved over, but I explained they belong to Waverly. Please call her. Thanks, Heather

From: Heather Blanck
To: jimb@waverlymedia.com
CC: Davenport, Robert; Mayer, Bill; Suchsland, Elizabeth
Date: 9/17/2010 11:17 AM
Subject: Re: Village Trail/Countryside benches

Hi Jim, We did make some changes just recently. I will get that information to our operations folks.
Thanks, Heather

>>> Jim Brown <jimb@waverlymedia.com> 9/17/2010 11:10 AM >>>

Hi Heather,

I spoke with Vicki Robbins of the Countryside HOA. The issue is not just bench placement. It's the placement of the bus stop itself. Recently 3 stops on the north end of Village Tr. were moved from one side of the road to the other. One of those is near the entrance/exit of the Countryside club house. They would like the stop moved to the other side of the entrance/exit. I have not surveyed the site and can not comment further. I will have a look and let you know what I find.

Thank you,

Jim Brown

Waverly Media, LLC

(386)322-3600

--- On Fri, 9/17/10, Heather Blanck <hblanck@co.volusia.fl.us> wrote:

From: Heather Blanck <hblanck@co.volusia.fl.us>

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From: Scott Bowen
To: Blanck, Heather
CC: Inman, Lee; Renfro, Pamela; Rockefeller, Dora; Winslow, Dona
Date: 9/21/2010 10:00 AM
Subject: Re: Public Records Request - VOTRAN RR # 192

Hi Heather, Can you provide me status on the below.
Thanks Scott

>>> Scott Bowen 9/15/2010 1:40 PM >>>

Hi Heather, You will find attached an estimate to produce the email records requested below. The estimated cost is \$455.56. Please inform the customer that they can make an appointment to view the records directly at no charge for viewing. There is a five cent per page charge for any items that they choose to print.

If the customer wants to proceed with having us perform the search and create the CDs prepayment through Community information is required. Pam can instruct you on that procedure.

Thanks Scott

>>> Scott Bowen 9/14/2010 11:22 AM >>>

Dona, I spoke with Heather on this request to refine the details. Please prepare an estimate to provide CDs of the email records using the below parameters. This for is for a public records request for Waverly Media, LLC contact Jim Brown - General Manager.

Parameters:

From Oct 1, 2009 through 10/14/10

"bus shelter"

"bus stop"

"bus bench"

Thanks Scott

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Good morning Scott,

I was just speaking with Pam Renfro about this request. Votran will be searching our mailed correspondence on this subject. However, most of the correspondence was by email. This will need to be a Groupwise search. Would you please assist with the request to find:

Years: Oct 1, 2009 to date

Correspondence between Votran/County staff and the City of Daytona Beach concerning the placement of bus shelters, bus stop poles, bus stop benches and/or any type of street furniture by Votran for the City of Daytona Beach during the time frame.

Thank you so very much, Heather

Heather Blanck

Assistant General Manager of Planning,
Marketing, and Customer Service

Votran

950 Big Tree Road, South Daytona, FL 32119-8815

386-756-7496 ext. 4112

fax 386-756-7487

<http://www.votran.org>

From: Heather Blanck
To: Bowen, Scott
Date: 9/21/2010 10:33 AM
Subject: Re: Public Records Request - VOTRAN RR # 192

Hi Scott, Votran's General Manager, Ken Fischer, spoke with Jim Brown to explain the cost and the fact that they may view the records at no charge should they choose. He has not responded to us yet.

>>> Scott Bowen 9/21/2010 10:00 AM >>>
Hi Heather, Can you provide me status on the below.
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Heather Blanck
Assistant General Manager of Planning,
Marketing, and Customer Service
Votran
950 Big Tree Road, South Daytona, FL 32119-8815

386-756-7496 ext. 4112

fax 386-756-7487

<http://www.votran.org>

From: Jim Dorsten
To: Wilsky, Pam
Date: 9/21/2010 12:42 PM
Subject: Fwd: RFP for Bus Bench Advertising
Attachments: RFP BUS BENCH ADVERTISING Revised 982010.doc

Pam
here is the revised scope on Bus Bench advertising
Jim

>>> Elizabeth Suchsland 9/17/2010 2:41 PM >>>
Mr. Dorsten -

We are ready to move this project to Purchasing. Do you need Mr. Fischer to sign the form?

Thank you.

Liz

Elizabeth Suchsland
Assistant General Manager of Operations and Maintenance
VOTRAN
950 Big Tree Road
South Daytona, FL 32119
Telephone: 386-763-3727
Fax: 386-756-7487
Cell Telephone: 239-438-7222

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DRAFT

VOLUSIA COUNTY

VOTRAN



REQUEST FOR PROPOSAL

RFP#: _____

BUS BENCH ADVERTISING

2010

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SPECIFICATIONS AND REQUIREMENTS FOR BUS BENCH ADVERTISING FOR VOLUSIA COUNTY /VOTRAN

1 Introduction

In an effort to provide benches for the transit passengers in the unincorporated areas of Volusia County, Volusia County / Votran requests proposals from qualified firms to provide all aspects of a transit bench with advertising program.

These aspects include bench design, installation, removal, maintenance and advertising at specified locations throughout the County. The total number of benches shall be determined by the County and will be located exclusively at designated and signed bus/transit stop locations unless otherwise approved by Votran.

The services are to include fabrication, installation, maintenance, sales, and administration of the transit benches with advertising. The contractor is responsible for all costs related to the fabrication, installation and maintenance of the transit benches as all as all costs incurred in the marketing and administration of the program.

Proponents must provide detailed proposal and all items in this document and all items in the document must be addressed. Failure to respond to any requirement outlined in the Request for Proposal (RFP) may disqualify the proponent.

Submittals must include, but are not limited to the following.

Five (5) samples of bench advertising displays that will be used in this contract;

- A sample bench sales contract;
- A specified percentage of gross advertising revenue and a minimum quarterly guarantee for each year of the base term of the bench-advertising contract and for each option year of the bench-advertising contract;
- An estimated rate card from your firm detailing the advertiser cost for advertisement on benches, including all applicable discounts for increased showing, frequency or length of posting special packages/programs, etc;
- A brief history of the firm along with an overview of its principles;

- The Contractor must provide for a minimum of five percent (5%) of the benches installed to be made available to the County for advertisement of public service announcements or public art at no cost.

Proponents should be available for oral presentations, if such presentations are deemed necessary to determine the most qualified firm. Any such oral presentation will be scheduled at the transit system's offices at a mutually convenient time.

2 Notifications

All proponents will be notified of their award status within sixty (60) days of the close of accepting proposals.

3 Postponements of the RFP Opening

Volusia County / Votran reserves the right to postpone the proposal opening for its own convenience.

4 Right to Reject Proposals

Volusia County / Votran reserves the right to reject any or all proposals or portions thereof, or to accept a proposal or portions thereof, if it appears to be in the best interest of Votran.

5 Contract

The successful proponent shall enter into a contract with Volusia County / Votran in accordance with the terms and conditions of this RFP.

6 Term

The specifications described in the placing and maintenance of benches with advertising along Votran's fixed routes in the unincorporated areas of Volusia County is for a period of five (5) years with an option to renew for an additional five (5) year periods thereafter.

7 Ownership

The benches will remain the property of the contractor along with all liabilities, which accompany ownership.

For locations, the contractor has no interest in utilizing for advertising, Votran / Volusia County shall have the right to purchase up to twenty-five (25) additional benches at the

contractor's cost.

8 Evaluation Process

Each proposal submitted must contain the following elements in order for Volusia County to effectively evaluate each proposal in a similar manner.

All proposals will be subject to review by a committee appointed by Volusia County.

Proposals are evaluated based on the following criteria:

Fees paid / Guaranteed Minimum	15 points
Bench construction, installation and work plan	20 points
Financial Stability of Contractor	15 points
Marketing Plan and successful experience of the Contractor	15 points
Maintenance Program and Experience	30 points
Local Vendor Preference	5 points

9 Proposal Contents

9.1 Introductory Letter

Each proponent must submit a letter of introduction from the qualifier representing the company. This letter must include the company name and address. The letter must state that the qualifier has read the RFP, understands and accepts all conditions and is authorized to sign as a representative of the submitting company. The introductory letter should also state that the proposal shall remain in full force and effect for sixty (60) days following the date of opening.

9.2 Company Background and Experience

9.2.1 Company History

The proponent must submit a description of the company history. Such information should contain the company background, including the number of years in advertising, sales and management, as well as street furniture advertising sales and management.

9.2.2 Experience of Key Personnel

Proposals must contain a description of the qualifications of the company key personnel.

9.2.3 Competence

The proponent shall identify professional competence in related fields, including a list of transit operations the company is currently contracted with for similar type of work. The proponent shall also submit names and address of current transit contractors and suppliers.

9.2.4 Financial Information

The proponent must state how the transit bench project will be funded. Each proposal must include the company's most recent audited financial statement (including the auditors seal or assessment) and shall submit other financial information deemed by the proponent to be pertinent to the proposal or the proposed method of operation. The proponent must provide the projected costs of the project and how the proponent will finance these costs.

9.2.5 Qualification / Responsibility of Key Personnel

Proponents must include a brief biography for each key member of the local personnel.

Proponents must include a job description of each personnel member's position as it relates to the local transit project. This description should include specific job responsibilities to he / she held on a local level.

If trash collection services are to be provided, Proponents must have a minimum of five (5) years of experience in providing such collection services.

Proponents must have a minimum of five (5) years experience in advertising sales and administration and three (3) years of experience in transit advertising sales and administration.

Proponent is required to have a Volusia County business license, and submit a copy of the license with the response to this proposal.

10 Payments to Volusia County

The proponents must include in their proposal revenues to be paid to Volusia County. If the proponent offers a percentage of collected revenues from advertising sales and / or any other method of computing revenue to be paid to Volusia County, the respondent should clearly describe the offered revenue and method of payment for evaluation purposes.

The proponent will submit a format showing payment formula to be utilized when calculating payment to Volusia County.

11 Insurance Requirements

Insert Volusia County RFP Purchasing Template / Volusia County / Votran insurance requirements.

12 Hold Harmless Agreements

Each proponent shall submit a document as the enclosed Hold Harmless Agreement, properly signed and completed before a contract is offered as a result of this RFP.

13 Proposed Method of Accomplishing Work

The proponent must detail how the company will meet the terms and conditions and meet the services requested as follows.

13.1 Fabrication, Installations and Specifications

- A. Bus bench with advertising panels will be located throughout the service area, adjacent to Votran routes, where agreed upon between the successful proponent and Votran. The bench design / specification as agreed upon by Votran and the contractor shall be installed and maintained by the contractor. Proponent must submit bus bench specifications to be considered as meeting minimum specifications. Approved bus bench is Belson Outdoors Model #PB6-CPA or a model that meets the minimum specifications. Belson Outdoors Model #PB6-CPA information is provided in Attachment 1 (one). All proposed bus benches must be submitted to Votran for

approval as meeting minimum specifications. No bus bench shall be installed without Votran's approval on the bus bench specifications.

- B. Proponent must submit a time schedule for construction and installation. The time schedule should include plans for providing adequate personnel to install and maintain benches and advertising panels.
- C. The awarded bidder shall meet or exceed with all applicable Federal Transit Administration (FTA) regulations, Florida Statutes, Chapter 427, part 1, the American with Disabilities Act (ADA) and the Florida Department of Transportation Rule Chapter 14-20. The successful proponent shall ensure that the installation / construction meets or exceeds the Florida Department of Transportation Design Standards, including but not limited to Maintenance of Traffic (MOT) and FDOT Index 600, Index 17302, Index 700 Series. Installation / construction must meet or exceed MUTCD, Volusia County local standards / requirements, and must ensure the design is in conformance with FDOT Plan Preparation Manual (PPM) standards.
- D. Bus bench specifications must include a minimum of 25% recycled materials.

13.2 Maintenance Plan

The proponent shall state in detail, its plan for cleaning, repairing, and addressing vandalism on the benches in the service area. The Maintenance plan should include the planned time line to respond to repair, replacement and / or removal of a bus bench.

13.3 Marketing / Sales

The successful proponent will be required to perform complete advertising, servicing and sales functions including but not limited the following.

- A. The proponent must explain how it will establish and maintain a physical office in Volusia County providing a continuous sales effort within the service area conducted by a professional staff of sufficient size to assure adequate service to all advertising clients.
- B. The proponent must submit an explanation of marketing strategies and literature it will

use to promote transit advertising.

13.4 Advertising Content and Control

The proponent must ensure that only displays of a high quality standard with regard to artwork and advertising content will be shown.

Proponents must ensure the following.

- A. Advertising shall be of reputable character, shall conform to recognized business standards and shall not conflict with the laws of the United States or any state or political subdivision thereof.
- B. Graphics, artwork and copy of the advertisements are expected to be of high quality and good taste.
- C. Vulgar, disreputable or to other advertising that may be offensive to the public shall not be acceptable.
- D. All advertising shall be displayed in a neat and workmanlike manner.
- E. The successful proponent shall maintain all displayed advertising to ensure its neat appearance and promptly remove all advertising, which is torn or otherwise unsightly in appearance.
- F. Volusia County / Votran reserve the right to require the successful bidder to promptly remove, at the proponent's own expense, any advertising which in the opinion of Volusia County / Votran, is unsightly in appearance.
- G. The Contractor shall comply with generally accepted industry principles with respect to good taste and all applicable laws and regulations including but not limited to truth in advertising, copyrights and trademarks. Additionally, the Contractor shall:
 - a. Remove unapproved or damaged advertising within twenty-four (24) hours of written notice given by the County.

- b. Pay all fees, costs and permit charges regularly assessed by the County in any way related to the maintenance, cleaning or repair of the advertising benches.
- c. Remove all dated advertising materials within five (5) calendar days from its expiration date. Dated advertising materials refers to advertising materials that are relevant to a specific time period or relevant to an event that occurs on a date certain.
- d. Allow any unsold spaces to be made available to the County for the purpose of inserting Public Service Announcements or other public purpose as determined by Votran, until the space is needed for a customer.
- e. Notwithstanding the above, the Contractor shall fill all unsold spaces with full size, high quality posters advertising the space as available. Posters will be printed with full contact information of the Contractor and / or their website information.

14 Administration and Reporting Services

The proposal must contain information regarding the methods by which the proponents will, if requested by Votran, submit reports at least annually. The reports should contain the following information.

- A. List of advertisers.
- B. Type and current rates charged to advertisers for each display space.
- C. Annual collected revenue data, furnished to Votran with each payment.

The proponent should also submit its plan to maintain original copies of all required records for a period of three (3) years after final payment under the terms of the operating contract.

The successful proponent will permit Votran to inspect all records and financial data involved in the operation of the concession during regular business hours maintained by the successful proponent, and at such times upon fifteen (15) days notice.

15 General Terms and Conditions

All proposals shall be submitted in a sealed envelope clearly marked "Proposal for Bus Bench Advertising." Any proposal found not to be in compliance with the instructions contained in this section and / or not containing the information requested and / or not in compliance with any part of this Request for Proposals may be declared "non-responsive" and may not be considered. Clearly marked original and 3 copies of the proposal must be submitted.

16 Attachments

16.1 Attachment One - Belson Outdoors Model #PB6-CPA

16.2 Attachment Two – Map of Unincorporated Volusia County

From: Nancy Prasse
To: Blanck, Heather; Fischer, Ken; Suchsland, Elizabeth
CC: Pat Del Carlo; Prasse, Nancy
Date: 9/22/2010
Time: 1:30 PM - 2:30 PM
Subject: Meeting w/Waverly Media
Place: GM Conf Room?

Discuss Bus Stops.

Nancy Prasse
Executive Assistant
Votran
950 Big Tree Road
South Daytona, FL 32119
(t) 386-756-7496, x4145
(f) 386-756-7487
nprasse@co.volusia.fl.us

From: Heather Blanck
To: Prasse, Nancy
Date: 9/23/2010 4:00 PM
Subject: Fwd: Re: Public Records Request - VOTRAN RR # 192

Hi Nancy, Votran conducted a search of the records for the Public Records request by Waverly. There has only been email communication during the current fiscal year to date. As you can see below, the Scott Bowen provided an estimate for the county work to generate the records. Ken Fischer spoke to Jim Brown last week to explain that the information provided by Scott Bowen and had a follow up meeting with Waverly at the Votran offices on Wednesday, Sept. 22.

>>> Heather Blanck 9/21/2010 10:33 AM >>>

Hi Scott, Votran's General Manager, Ken Fischer, spoke with Jim Brown to explain the cost and the fact that they may view the records at no charge should they choose. He has not responded to us yet.

>>> Scott Bowen 9/21/2010 10:00 AM >>>

Hi Heather, Can you provide me status on the below.
Thanks Scott

>>> Scott Bowen 9/15/2010 1:40 PM >>>

Hi Heather, You will find attached an estimate to produce the email records requested below. The estimated cost is \$455.56. Please inform the customer that they can make an appointment to view the records directly at no charge for viewing. There is a five cent per page charge for any items that they choose to print.

If the customer wants to proceed with having us perform the search and create the CDs prepayment through Community Information is required. Pam can instruct you on that procedure.

Thanks Scott

>>> Scott Bowen 9/14/2010 11:22 AM >>>

Dona, I spoke with Heather on this request to refine the details. Please prepare an estimate to provide CDs of the email records using the below parameters. This for is for a public records request for Waverly Media, LLC contact Jim Brown - General Manager.

Parameters:

From Oct 1, 2009 through 10/14/10

"bus shelter"

"bus stop"

"bus bench"

Thanks Scott

>>> Heather Blanck 9/14/2010 10:55 AM >>>

Good morning Scott,

I was just speaking with Pam Renfro about this request. Votran will be searching our mailed correspondence on this subject. However, most of the correspondence was by email. This will need to be a Groupwise search. Would you please assist with the request to find:

Years: Oct 1, 2009 to date

Correspondence between Votran/County staff and the City of Daytona Beach concerning the placement of bus shelters, bus stop poles, bus stop benches and/or any type of street furniture by Votran for the City of Daytona Beach during the time frame.

Thank you so very much, Heather

Heather Blanck

Assistant General Manager of Planning,
Marketing, and Customer Service

Votran

950 Big Tree Road, South Daytona, FL 32119-8815

386-756-7496 ext. 4112

fax 386-756-7487

<http://www.votran.org>

From: Jim Brown <jimb@waverlymedia.com>
To: <esuchsland@co.volusia.fl.us>
Date: 9/24/2010 12:21 PM
Subject: Fw: DeLand Area Stops
Attachments: DeLand Bench List 6-4-10.xlsx

Let's try it with the attachment this time!

— On Fri, 9/24/10, Jim Brown <jimb@waverlymedia.com> wrote:

From: Jim Brown <jimb@waverlymedia.com>
Subject: DeLand Area Stops
To: esuchsland@co.volusia.fl.us
Date: Friday, September 24, 2010, 12:19 PM

Hi Liz,

It was a pleasure to meet with you and Ken on Wednesday. Please see the attached list we spoke about. This is 97.5% accurate as to the locations we work with in DeLand. Based on the new Contract with DeLand and some DOT considerations, there are one or two of the locations that we are changing.

Thank you,

Jim Brown
Waverly Media, LLC
(386)322-3600

Transit Shelter & Bench Advertising - Exhibit C/Locations Street Furniture		
No.	Proposed Location	
1	International Speedway Blvd., South Side of Road, Across from DeLand Airport	ok (Has Bench)
2	International Speedway Blvd., North Side of Road, IFO Hwy. Patrol	ok
3	International Speedway Blvd., S. side of Road, E. of Jacobs	ok
4	International Speedway Blvd., N. side of Road, W. of Detrick	ok
5	International Speedway Blvd., South Side of Road, & McDonald Ave.	ok
6	International Speedway Blvd., North Side of Road, IFO YMCA	ok
7	International Speedway Blvd., North Side of Road, IFO Sunshine Bowling	ok
8	International Speedway Blvd., South Side of Road, E. of Clearview Ave.	ok
9	International Speedway Blvd., S. side of Road, E. of Amelia Ave., IFO Holiday Inn	ok
10	International Speedway Blvd., North Side of Road, E. of Amelia Ave., IFO Lowe's	ok
	Old Daytona Rd., South Side of Road, Behind Northgate	No Bench-Remove from list
11	Woodland Blvd./US 17, W. side of Road, IFO Friendly's	ok - Public Service Announcement
12	Woodland Blvd./US 17 East side, North of Violetwood Drive, IFO Walmart	ok
13	Woodland Blvd./US 17 West side, North of Violetwood Drive IFO Chili's	ok
14	International Speedway Blvd., South Side of Road, W. of Northgate Plaza	ok
15	Woodland Blvd./17-92 West Side of Road, IFO Arby's	ok
16	Woodland Blvd./17-92 West Side of Road, Across from IHOP	ok
17	Woodland Blvd./17-92 West Side of Road, S. of Washington Ave.	ok
18	Plymouth Avenue, N. side of Road, just W. of Woodland	ok
19	Plymouth Ave., N. side of road, W. of Orange Ave.	ok
20	Plymouth, South Side of Road, & E. of Stone St.	ok
21	Plymouth, South Side of Road, Across from Florida Hospital	ok
22	N. Spring Garden, West Side of Road, IFO Hunter's Creek	ok
23	Spring Garden, West side just South of Grantham Way	ok
24	Stone Street, East side of Road, at Peachwood	ok
25	Stone Street, E. side of Road, N. of Plymouth IFO of Emergency Room	ok
	Woodland Blvd./17-92 West Side of Road, IFO Hugh Ash Manor	Has City Bench - No Waverly Bench
26	Woodland Blvd., East Side of Road, & Oakdale	ok
	Amelia, East Side of Road, N. of New York	Shelter - No Bench - As per Council Request
	Amelia & New York, N. of New York, West Side of Road	Shelter - No Bench - As per Council Request
	Amelia, East Side of Road, S. of New York	Has City Bench - No Waverly Bench
	Woodland Blvd./17-92 West Side of Road, N. of W. Armstrong	Removed At City's Request
27	Woodland Blvd./17-92, East Side of Road, IFO FL Dept. of Transport	ok
28	Woodland Blvd./17-92, East Side of Road, N. of E. Lisbon Ave.	ok
29	Woodland Blvd./17-92, East Side of Road, IFO Wendy's/FL Tech	ok
30	Woodland Blvd./17-92, East Side of Road, & Andover St.	ok
31	Woodland Blvd./17-92 West Side of Road, IFO ABC & Woodland Plaza	ok
32	Woodland Blvd./17-92, East Side of Road, N. of Taylor Rd.	ok
33	Woodland Blvd./17-92 West Side of Road, S. of Chipola Ave.	No Place For Bench - Deep Drainage Ditch

Transit Shelter & Bench Advertising - Exhibit C/Locations Street Furniture		
No.	Proposed Location	
34	Woodland Blvd./17-92 West Side of Road, & Cliff St. IFO Burger King	ok
35	Woodland Blvd./17-92 West Side of Road, IFO DeLand Reliable	ok
36	Woodland Blvd./17-92, East side of Road South of McGregor at Bank of America	ok
	Needs Bench Approved Due to Busy Stop	
37	Woodland, West Side of Road, Sth of Beresford, IFO Mobile Home Park	No Bench at the moment - County
38	Woodland, West Side of Road, Nth of Beresford, Across From DOT	No Bench at the moment
	Bench Placed for past year not on list	
39	Woodland Sth. Of W. Voohris, West Side of Road	ok
40	Woodland & Vermont, West Side of Road	County ?
41	International Speedway Blvd., North Side of Rd., @ Hwy. 15	County ?
42	N. Stone St. IFO Serenity House, East Side of Rd.	County ?
43	N. Stone St. & ISB, East Side of Rd.	County ?
44	Woodland Sth. of Firehouse, West Side of Rd.	County ?
45	Woodland, East Side of Rd., 2 blocks Nth. Of Wal-Mart	County ?
	Transfer Station Needs Benches	None currently installed

From: Jim Brown <jimb@waverlymedia.com>
To: Elizabeth Suchsland <esuchsland@co.volusia.fl.us>
Date: 9/24/2010 1:37 PM
Subject: Re: Fw: DeLand Area Stops

You're very welcome. Have a great weekend.

— On Fri, 9/24/10, Elizabeth Suchsland <esuchsland@co.volusia.fl.us> wrote:

From: Elizabeth Suchsland <esuchsland@co.volusia.fl.us>
Subject: Re: Fw: DeLand Area Stops
To: jimb@waverlymedia.com
Date: Friday, September 24, 2010, 1:21 PM

Thank you very much, I am looking forward to working with you on this project.

Elizabeth Suchsland
Assistant General Manager of Operations and Maintenance
VOTRAN
950 Big Tree Road
South Daytona, FL 32119
Telephone: 386-763-3727
Fax: 386-756-7487
Cell Telephone: 239-438-7222

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>>> Jim Brown <jimb@waverlymedia.com> 9/24/2010 12:21 PM >>>
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To: esuchsland@co.volusia.fl.us
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Jim Brown
Waverly Media, LLC
(386)322-3600