

Unified Planning Work Program (UPWP) Work Tasks

Fiscal Years 2027 - 2028



Task 1. Engage and Collaborate

- Prepare, collect, and disseminate public information and input, including compiling feedback from online and in-person engagement; developing photo, video, and written content; producing outreach materials; maintaining the MPO website and digital platforms; monitoring media; and issuing required public notices.
- Track public engagement activities, document and respond to public comments, and survey input received through online tools and in-person meetings.
- Conduct direct public engagement activities to inform and actively solicit input, including presentations, surveys, tabling, workshops, and community events.
- Maintain and update the Public Participation Plan (PPP) and support ADA and Title VI compliance monitoring
- Coordinate and collaborate with partner agencies through meetings, committees, and joint activities related to transportation planning initiatives.
- Administer and support MPO Governing Board and advisory committee meetings.
- Plan and conduct workshops, local and regional summits, mobile tours, site visits, and other educational or engagement events.



Task 2. Short Range Planning

- Plan and advance a multimodal transportation system through systemwide, mode-specific, and Vision Zero plans addressing motorized and non-motorized travel, freight, ports, and emerging technologies.
- Plan and administer the Transportation Disadvantaged (TD) program
- Develop corridor studies and transportation plans and provide technical assistance to local governments.
- Collect, analyze, maintain, and publish transportation and GIS data, including demographic, traffic, safety, transit, non-motorized, and freight data.
- Develop, adopt, and maintain the Transportation Improvement Program (TIP), including the annual call for projects, List of Priority Projects (LOPP), Transportation Regional Incentive Program (TRIP) list, and FDOT Work Program review.
- Review and provide input on transportation projects developed by partner agencies, including Efficient Transportation Decision Making (ETDM), Project Development & Environment studies, multimodal scoping, and design plans.



Task 3. Long Range Planning

- Process amendments to the adopted Long Range Transportation Plan (LRTP), including an annual call for projects.
- Develop and maintain transportation data, travel demand model inputs, and scenario planning tools to support the LRTP. Evaluate automated and machine learning tools for data updates and scenario analysis.
- Develop the 2055 LRTP, including financial forecasts; goals, objectives, and performance measures; project coordination; public engagement; and coordination with MPO committees and partner agencies.
- Update and maintain systemwide the performance measures dashboard and Congestion Management Process (CMP), and coordinate with FDOT, transit providers, and partners on required target adoption.
- Lead development of the 2055 Regional Transportation Plan (RTP).

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Task 4. Administer the Agency

- Maintain certification of the urban transportation planning process, including UPWP administration, grant reimbursement reporting, Strategic Plan updates, and joint federal and state certifications.
- Perform financial management activities, including grant reimbursements, audits, accounting, payroll, contract management, invoice processing, inventory, and financial reporting.
- Support travel and professional development for MPO staff and Governing Board members.
- Administer personnel, human resources, operating procedures, and the Continuity of Operations Plan (COOP), including hiring, onboarding, and ongoing personnel support.
- Provide legal services to support the administration of the federal planning process, risk management, and human resources.
- Maintain supplies, software, and tools to support agency operations and planning activities.
- Provide information technology services and website maintenance.
- Procure facilities, equipment, supplies, and services necessary for ongoing operations.



Task 5. Regional Coordination

- Provide administrative and technical support for SERPM maintenance, training, documentation, and model usability, including support for regional and local planning efforts.
- Develop SERPM Version 10, covering the Miami Urbanized Area, including Palm Beach, Broward, and Miami-Dade Counties, which accurately reflects the travel demand patterns and markets for regional transit and highway projects, and make the model available to support the 2055 LRTP plan and 2055 RTP updates.
- Provide administrative and technical support to develop the 2055 RTP in coordination with Broward and Miami-Dade MPOs, including goals and objectives, regional networks, financial forecasts, scenario development, and regional priority projects.



Task 6. Agency Expenditures with Local Funds

- Maximize Agency Effectiveness: Leadership engagement, coordination, peer exchanges, board education, and related professional services.
- Improve Public Engagement: Outreach materials, meeting support items, and engagement activities.
- Professional development activities, including memberships, certifications, licensing dues, and team-building.
- Balance to MPO Local Reserves Fund.