



FDOT DAYS

DISTRICT SIX HANDBOOK

September 2023



Message from the District Secretary

The Florida Department of Transportation (FDOT) District Six encompasses Miami-Dade and Monroe counties in South Florida. The district is home to nearly 2.8 million people. The State Highway System roads within District Six are traveled more than 34 million miles daily. Our district is led by a core group of outstanding individuals who work tirelessly to ensure the public's safety on our roads.

FDOT Days is your opportunity get to know the dynamic people who lead this district. We are your partners in transportation and want to work hand-in-hand with your municipality to improve infrastructure in our communities.

This handbook will give you a great overview of FDOT Days. If you have any questions, please contact the departments listed in the handbook directly or you can always reach me at Stacy.Miller@dot.state.fl.us

Sincerely,
Stacy L. Miller, P.E.
District Six Secretary

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Our Mission

The department will provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity and preserves the quality of our environment and communities.

Our Vision

As one FDOT team, we serve the people of Florida by providing a transportation network that is well planned, supports economic growth, and has the goal of being congestion and fatality free.

Our Values

The fundamental principles which guide the behavior and actions of our employees and our organization.

One FDOT

“We are one agency, one team.”

Integrity

“We always do what is right.”

Respect

“We value diversity, talent and ideas.”

Commitment

“We do what we say we are going to do.”

Trust

“We are open and fair.”

Customer Driven

“We listen to our customers.”

District Six

At-a-Glance

The Florida Department of Transportation is a decentralized agency in accordance with legislative mandates. There are seven districts, in addition to the Florida's Turnpike Enterprise which is also managed by the Department.

- District Six inspects all 645 bridges within its jurisdiction, whether state, county or municipal, and maintains those on the State Highway System. It is also responsible for:
 - o 2 counties (Miami-Dade & Monroe)
 - o 700 Centerline miles
 - o 3,190 Lane miles
 - o 2 Major transit authorities
 - o 42 Private & Public airports
 - o 2 Major rail lines
 - o 2 Deep-water ports
 - o Nearly 2.8 million residents

- District Six provides funding assistance to:
 - o Miami-Dade Department of Transportation and Public Works, which operates 893 buses and two elevated fixed guideway transit systems in the district
 - o City of Key West Department of Transportation, which operates 18 buses
 - o Several municipal-run shuttles

- Each district is managed by a District Secretary. The districts vary in organizational structure, but each has major divisions for:
 - o Transportation Operations (construction, operation, and maintenance of the State Highway System)
 - o Transportation Development (planning and design of transportation projects)
 - o Transportation Support (business functions)

Each district also has a Public Information Office and General Counsel Office that reports to the District Secretary. The organizational charts on the following pages outline District Six's divisions and the key staff that fall within each of these.

About FDOT District Six

The mission of the Florida Department of Transportation (FDOT) is to provide a safe transportation system that ensures the mobility of people and goods enhances economic prosperity and preserves the quality of our environment and communities. District Six is responsible for planning, designing, building and maintaining all state-owned roadways and bridges in Miami-Dade and Monroe counties.



Whether you are a resident, a business operator, or a visitor, you can count on us to help you travel through the district. The FDOT District Six Construction Department manages and oversees dozens of state road and bridge construction projects on the State Highway System within Miami-Dade and Monroe counties. These projects range from minor intersection upgrades that will enhance traffic flow, to major multi-million-dollar programs such as [SR 826/Palmetto Expressway Capacity Improvements](#), [I-395/SR 836/I-95 Reconstruction](#) and the [SR 25/Okeechobee Road Reconstruction](#), which offer significant benefits to the movement of people and goods throughout the district and the region.

Our customers – the users of our facilities – are our number one priority. We are committed to delivering quality projects that are completed on schedule and within budget while striving to minimize construction-related impacts to residents, businesses, and visitors.

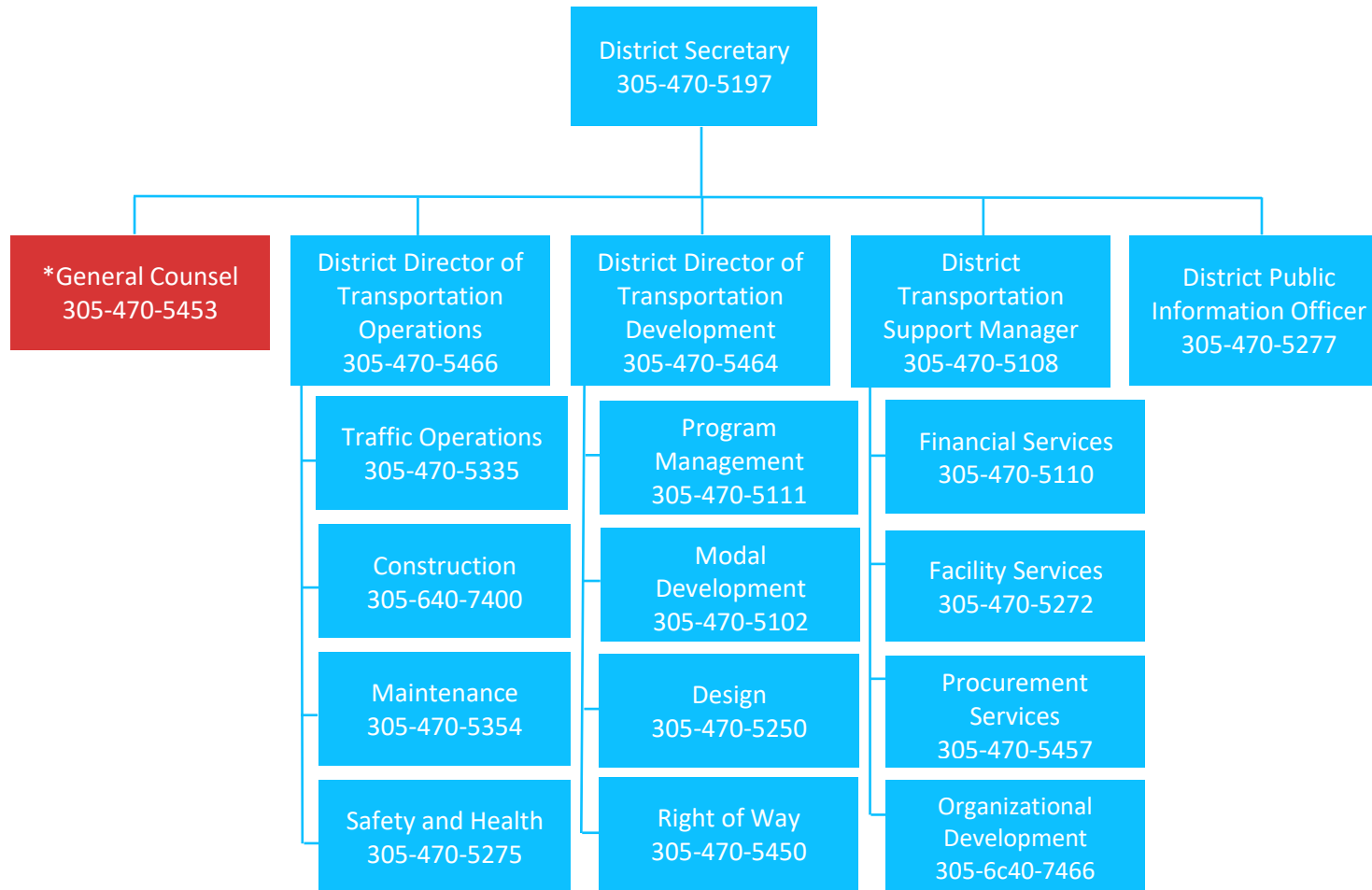
Traffic congestion affects the quality of life for our residents, visitors, and businesses alike. With the local population continuing to grow, the need for a sound transportation management system is essential to achieve the levels of mobility necessary to ensure regional growth and prosperity. Construction of new highway capacity has not kept pace with the growing demand of the traveling public. The implementation of the Transportation Systems Management and Operations (TSM&O) has proven to be a valuable and cost-effective alternative to traditional highway expansion projects.



[TSM&O](#) is a program that focuses on implementing active, multi-modal traffic management solutions to optimize the performance of our roadway systems to promote safety. It uses advanced technologies and innovative operational strategies to reduce traffic congestion in our region.

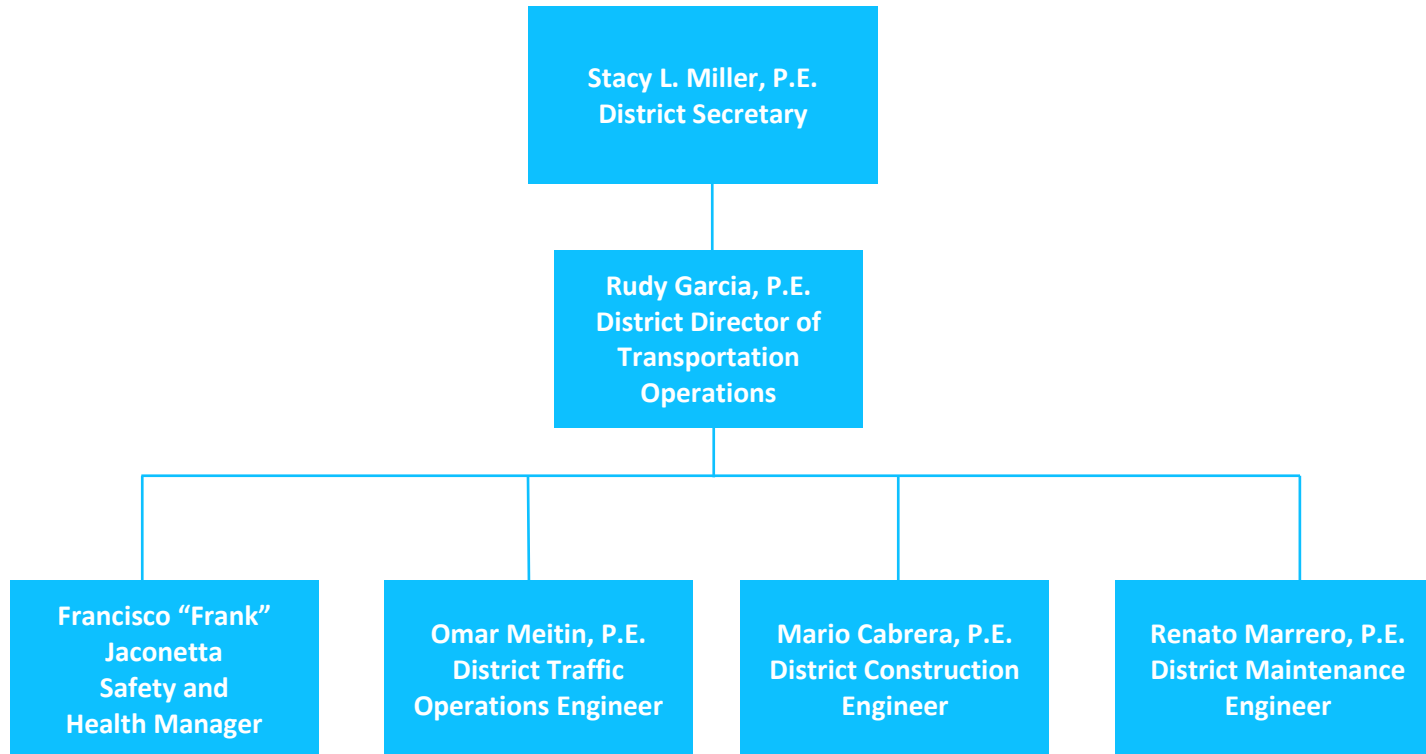
FDOT Departments

District Six Staffing Chart

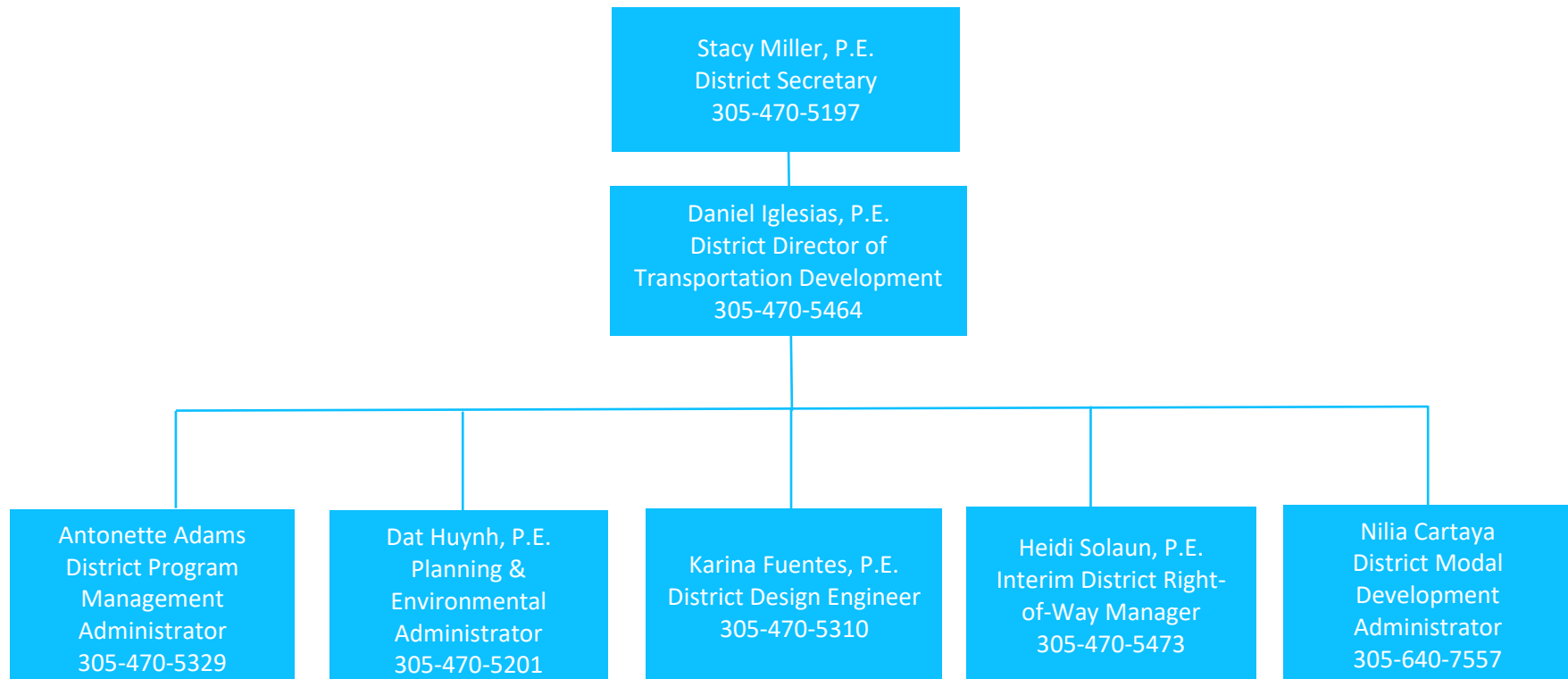


*Position is under Central Office

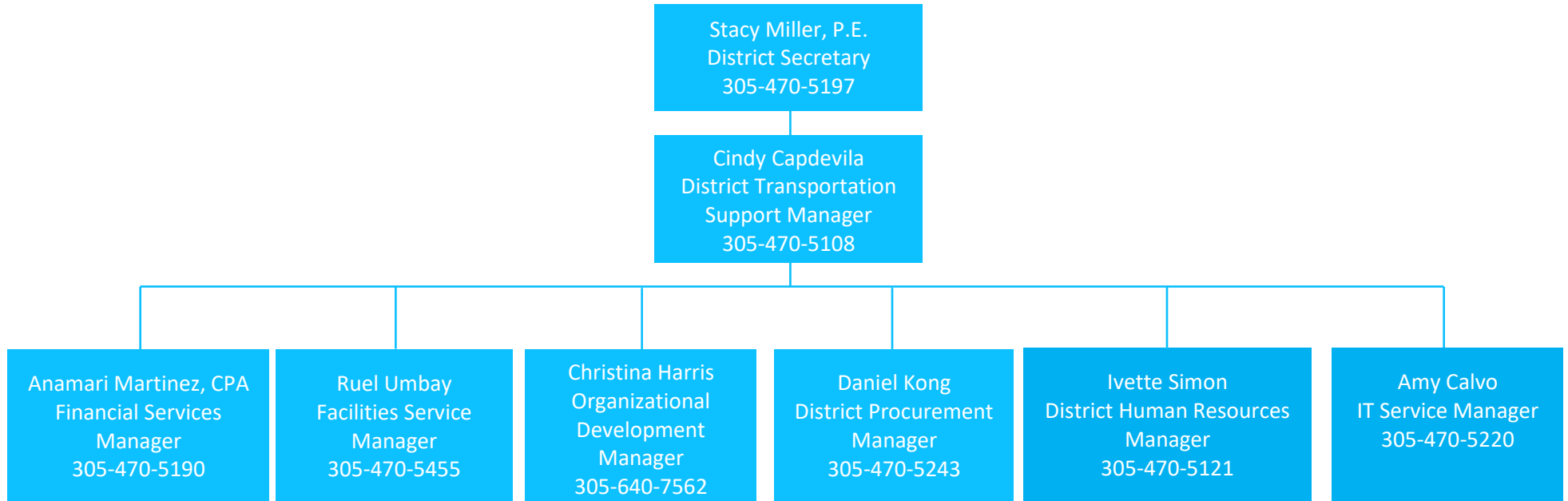
Transportation Operations



Transportation Development



Transportation Support



Construction Office

About

The FDOT District Six Construction Office manages and oversees dozens of road and bridge construction projects on the state highway system within Miami-Dade and Monroe counties. These projects range from minor intersection upgrades that will enhance traffic flow to major multi-million-dollar programs which offer significant benefits to the movement of people and goods in our district. The Construction Office also monitors and coordinates the district's Local Agency Program (LAP) projects during their construction phase. Project teams interact daily with the community, provide project information, answer questions and work with municipalities to provide a safe and effective transportation system. For additional construction project information including fact sheets and lane closures, please visit our website at www.fdotmiamidade.com.

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Major Active Construction Projects

I-395/SR 836/I-95 Project

The I-395/SR 836/I-95 Project is a partnership between the Florida Department of Transportation (FDOT) and the Miami-Dade Expressway Authority (MDX), with construction limits on SR 836 beginning at NW 17 Avenue and continuing through the SR 836/I-395/I-95 (Midtown) Interchange to the MacArthur Causeway Bridge. The limits on I-95 are from NW 8 Street to NW 29 Street. The estimated construction Cost is \$840 million. The project website is: <http://www.i395-miami.com/>

- Project start date: October 2018
- Project estimated completion: Late 2027

Okeechobee Road Reconstruction Projects

FDOT has begun the reconstruction projects of the SR 25/US 27/Okeechobee Road from the Broward County Line to SR 826/Palmetto Expressway. This 10-mile corridor is divided into seven separate project segments. Two segments are currently underway and managed by the Florida's Turnpike Enterprise; five remaining project segments will be managed by FDOT. All work is scheduled to be completed by 2032. These efforts are part of FDOT's mission to improve safety, enhance mobility along this Strategic Intermodal Systems (SIS) corridor, and inspire innovative transportation solutions, connecting commuters throughout Miami-Dade County.

<http://www.SouthFLRoads.com/okeechobee>

Design Office

About

The Design Office is responsible for the development and review of construction plans and projects for all state roads within District Six. The Design Office encompasses six sections: Internal Design, Consultant Management, Surveying & Mapping, Right-of-Way Mapping, Drainage Design, Structures Design and Design Support.

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Facilities Management Services

About

The Facilities Management Office encompasses four sections: Mail Room, Records Retention, Reproduction and Building Maintenance.

Mail Room: The mail room function is for district wide distribution and processing of outgoing and incoming mail and packages.

Records Retention: The Records Retention section is to assist each office within the district in complying with all the policies and procedures for records retention and disposal.

Reproduction: The reproduction section is to provide district wide bulk reproduction services such as reproduction of bulk contract documents and publications.

Building Maintenance: Building maintenance is to provide district wide support in performing preventive and proactive maintenance to all building facilities including support services related to safety and security. Also, responsible in managing/overseeing Contracts related to FCO and other services related to facilities Management.

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Financial Services

About

The District Six Financial Services Office encompasses six sections, disbursement, payroll, property, insurance and surplus, purchasing card administration, budget and contract funds management.

Disbursement section is responsible for the review, approval and payment of the district's financial obligations and ensures payments are made promptly and in compliance with Florida Statutes and Department's procedures.

Budget section is responsible for coordinating the process used to develop the district's Legislative Budget Request, allocate the annual approved budget and monitor the execution of the district's budget.

Contract Funds Management section is responsible for ensuring that that the district's contractual obligations are properly encumbered prior to final execution. In conjunction with this process, district's agreements are reviewed to verify funding terms and compliance with the terms of the written agreement.

Payroll section is responsible for the processing and monitoring of the district's bi-weekly and supplemental payroll and the processing of other non-recurring payments. They also monitor missing timesheets, missing charge objects, Workmen's Compensation payments and Sick Leave donation programs.

Property / Property Insurance and Surplus Property section is responsible for ensuring the Department's proper accountability of tangible personal property and for the building and improvements acquired by the Department; and the process for obtaining and maintaining insurance coverage and the process to follow in case of accidental loss to property. When an item is deemed obsolete or the continued use is unsafe the Surplus Property section will dispose of the item based on established guidelines.

Purchasing Card Administration section is responsible for overseeing the district's VISA credit card program to ensure that key controls are in place and operate as designed.

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Highway and Bridge Maintenance Office

About

The Highway and Bridge Maintenance Office is responsible for maintaining the State Highway System and its safety and preservation is a top priority to the department. The Highway and Bridge Maintenance Office staff is involved with designing, constructing, inspecting and maintaining the roadway and bridge (fixed and movable) inventory and is committed to ensuring these structures remain safe. Aside from the State Highway System, the office also monitors and inspects the load capacity of municipal bridges as well. Staff is always vigilant in maintaining safety and seeks to always improve the program. The Highway and Bridge Maintenance Office also supports the Construction Office by monitoring the maintenance rating program.

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Transportation Systems Management and Operations (TSM&O)

About

The department operates the Transportation Systems Management & Operations (TSM&O) program to actively manage our state roadways. TSM&O uses a combination of advanced technologies and multi-modal operational strategies to promote the mobility and safety of our surface transportation system. Traffic operators housed at the SunGuide Transportation Management Center (TMC) use these technologies to gather real-time traffic information and monitor roadway conditions 24 hours per day, 7 days per week. As a result, they are able to detect traffic events and dispatch emergency personnel for incident management and clearance services. They also post up-to-the-minute traffic alerts on our traveler information resources, manage driver demand through our express lanes projects and optimize traffic signal times to improve arterial traffic flow. Together, the combination of these services are working to improve our regional transportation system and helping to meet current and future traffic demand.

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For additional information on Intelligent Transportation Systems projects and 511, please visit these websites:

SunGuide Transportation Management Center: www.sunguide.info

Florida's 511 Traveler Information System: www.fl511.com

Planning and Environmental Management Office

About

The Planning and Environmental Management Office (PLEMO) ensures the district's compliance with current laws, programs, policies and procedures governing the Planning, Project Development and Environmental, Public Transportation program areas, as well as supporting the delivery of the district's Work Program. During the planning process, extensive public information is conducted to build consensus among the municipalities as well as the community to receive feedback while a project is being developed.

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Modal Development Office

About

The Modal Development Office is responsible for developing aviation, freight, rail, seaports/waterways and transit opportunities through programs and project management in support of the Department's comprehensive multimodal transportation system. Activities includes programs implementation, system plan implementation, modal project identification and prioritization and support for the Department's transportation partners. The Unit executes and manage Public Transportation Grant Agreements (PTGAs) and Rail Agreements according to the Department's procedures and grant requirements, perform project inspections, providing technical support as well as coordinating matters of freight mobility.

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Organizational Development

About

The District Six Organizational Development is committed to providing staff with opportunities needed to improve their knowledge, skills and abilities. We will continue to assist in our employees' growing commitment to our district's mission of providing the best transportation system in the country.

Organizational Development is responsible for supporting managers and employees in their Step-Up performance through activities which support and promote our DOT Business Model including: Leadership, Performance Measures, Employee Survey, Business Plans and much more.

We are also the home of the Training Office which delivers and/or coordinates all training sessions within the district. Some examples include:

- Three FDOT Academies – Supervisors, Management and Leadership Academies
- Basic Design Training Instructor Training (BDIT)
- Certified Public Manager (CPM) Program
- Technical Training Sessions

The Organizational Development Office utilizes the Individual Training Plan (ITPs) to determine training needs for the upcoming fiscal year. The ITPs allow us to offer opportunities to continually improve processes; enhance employee's performance as well as assist them during their journey to achieve the identified areas of improvements.

This office is available to provide training, resources, consultation, and support in order for employees to meet their personal and/or departmental needs.

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Procurement Services Office

PROFESSIONAL SERVICES

Standard Professional Services Agreements: The procurement of professional services - i.e. Planning (12), Design (32), Construction Engineering Inspection (62) and some Maintenance (72) is contracted with a Standard Professional Services Agreements. These services are acquired in accordance with Department procedure 375-030-002, Chapters 337 and 339 of the Florida Statutes, and the Florida Administrative Code Rules 14-75 and 14-78.

Joint Participation Agreements (JPAs): JPAs allow local agencies to build projects on the State Highway System while using state funds and federal funds. JPAs are used when state funds are being distributed and when there are federal funds used for non-infrastructure projects. These agreements adhere to Department procedure 350-020-301-h; and Sections 20.23(4), 287.057 and Chapter 334 of the Florida Statutes.

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Program Management Office

About

The Program Management Office encompasses five sections: Work Program, Production Management, Final Plans Specifications and Estimates (PSE), Local Agency Program and MIC Program.

Work Program: The District Secretary and two directors are responsible for the development and implementation of the district's five-year Work Program. The Work Program is a balanced transportation program that is funded with state, federal and local funds. The Work Program is based on safety, operational and capacity needs associated with the State Highway System in Miami-Dade and Monroe counties.

Production Management: Production Management develops and implements production performance plans to include Transportation Programs for all areas within Production. Manages Production process and ensures all production activities prior to letting occur according to schedule.

Final Plans, Specifications and Estimates (PS&E): The Final Plans Section prepares and posts the Bid Set, which includes the electronic Contract Plans and Specifications, and Estimates, to the Central Office Server prior to the Plans to Tallahassee Date.

Local Agency Program: The Local Agency Program Section is responsible for program coordination efforts for the following legislatively mandated programs including Small County Outreach Program (SCOP), County Incentive Grant Program (CIGP), Transportation Regional Incentive Program (TRIP), Local Agency Program (LAP) and Transportation Enhancement Program.

MIC Program: The MIC Program Section is responsible for completing the Miami Central Station (MCS), the last project of the Miami Intermodal Center. The MCS is a major structure that will serve as Miami-Dade County's first ground transportation hub.

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Public Information Office

About

The department recognizes that one of its best communication links with the public is the media. The Public Information Office (PIO) staff provides information to the news media through press releases, press conferences, opinion columns, editorial board visits and public service announcements.

Keeping the public informed about district-related issues and projects is paramount to maintain a positive relationship within our community. We accomplish this goal through project information placement in publications, responding to inquiries received from the public and conducting public hearings/meetings and workshops. Additionally, having strong relationships with local agencies and effectively communicating with our municipal partners is vital in distributing information to the public.

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For additional information on District Six FDOT projects, please visit these websites:

District Six Construction Projects: <http://www.SouthFLRoads.com>

95 Express: <https://95express.com/>

I-395/SR 836/I-95 Design-Build Project: <http://www.i395-miami.com/>

Palmetto Express Lanes: <http://www.palmettoexpresslanes.com/>

Okeechobee Road Reconstruction Projects: <https://www.SouthFLRoads.com/okeechobee>

Right-of-Way Office

About

The Right-of-Way Office has a primary mission of acquiring the real property necessary for the construction of transportation facilities. In carrying out this mission, we also provide relocation assistance to people and businesses displaced by the various projects and lease or sell any acquired property that may be surplus to our needs.

We strive to deliver rights of way necessary to support the department's Work Program in a cost-efficient, high-quality manner while ensuring full compensation is paid for all property acquired.

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Deputy Right-of-Way Manager-Operations

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Ivan Reyes

Right-of-Way Support Administrator- Operations

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For general questions, please call 305-470-5450.

Safety & Health Office

About

The Industrial Safety Office is the focal point for coordinating district safety and health programs, which includes implementation of loss prevention programs, identify appropriate training programs for employees, and providing technical assistance and guidelines for district operations of safe work practices. This office conducts safety inspections for the district's facilities and field work crews for compliance in accordance to Occupational Safety and Health Administration (OSHA), life safety, and the Loss Prevention Manual.

Contacts

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Adam Rohlinger

District Safety & Health Specialist (North Miami-Dade)
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For general questions, please call 305-470-5275.

Traffic Operations

About

Traffic Operations ensures the safety and mobility of all users of the district's transportation system. Staff works and coordinates with municipal staff during traffic studies and other programs to ensure safer roadways. Our core responsibilities and programs include:

Transportation Systems Management and Operations (TSM&O): An integrated initiative to optimize performance of the existing transportation infrastructure to reduce congestion, improve safety and reliability, which includes other agencies and modes of transportation.

Safety Program: This program identifies high-hazard locations on state roads and develops projects to ensure that highway safety is enhanced for the traveling public through minor roadway improvement projects.

Work Zone Mobility: This seeks to improve mobility by ensuring that signal timing, lane closures and coordination reflect the prevailing operating speeds during construction.

Traffic Studies: This section performs traffic signal warrants, speed limit studies, pedestrian crossings, signing and pavement markings. This section also investigates and addresses citizen concerns.

Safe Routes to School Program: The Department has taken the Safe Routes to School Program to local schools and safety organizations, providing grants and funding opportunities that have resulted in unique partnerships with Miami-Dade County Public Schools, Miami-Dade County Public Works, the Metropolitan Planning Organization, various Community Traffic Safety Teams and the University of Miami's Walk Safe/Bike Safe programs.

Community Traffic Safety Team: This program aims at reducing the number and severity of traffic crashes in our community by developing working partnerships with other groups and organizations.

Contacts

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Saud Khan

District Maintenance of Traffic Specialist
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For general questions, please call 305-470-5335

Resources

Websites to Know

Florida Department of Transportation

www.fdot.gov

District Six Website:

www.SouthFLRoads.com

95 Express:

<https://95express.com/>

Palmetto Express Lanes

<http://www.palmettoexpresslanes.com/>

Okeechobee Road:

<https://www.SouthFLRoads.com/okeechobee>

I-395 Project:

<http://www.i395-miami.com/>

SunGuide Transportation Management Center:

<https://sunguide.info/>

Florida's 511 Traveler Information System:

<https://fl511.com/>

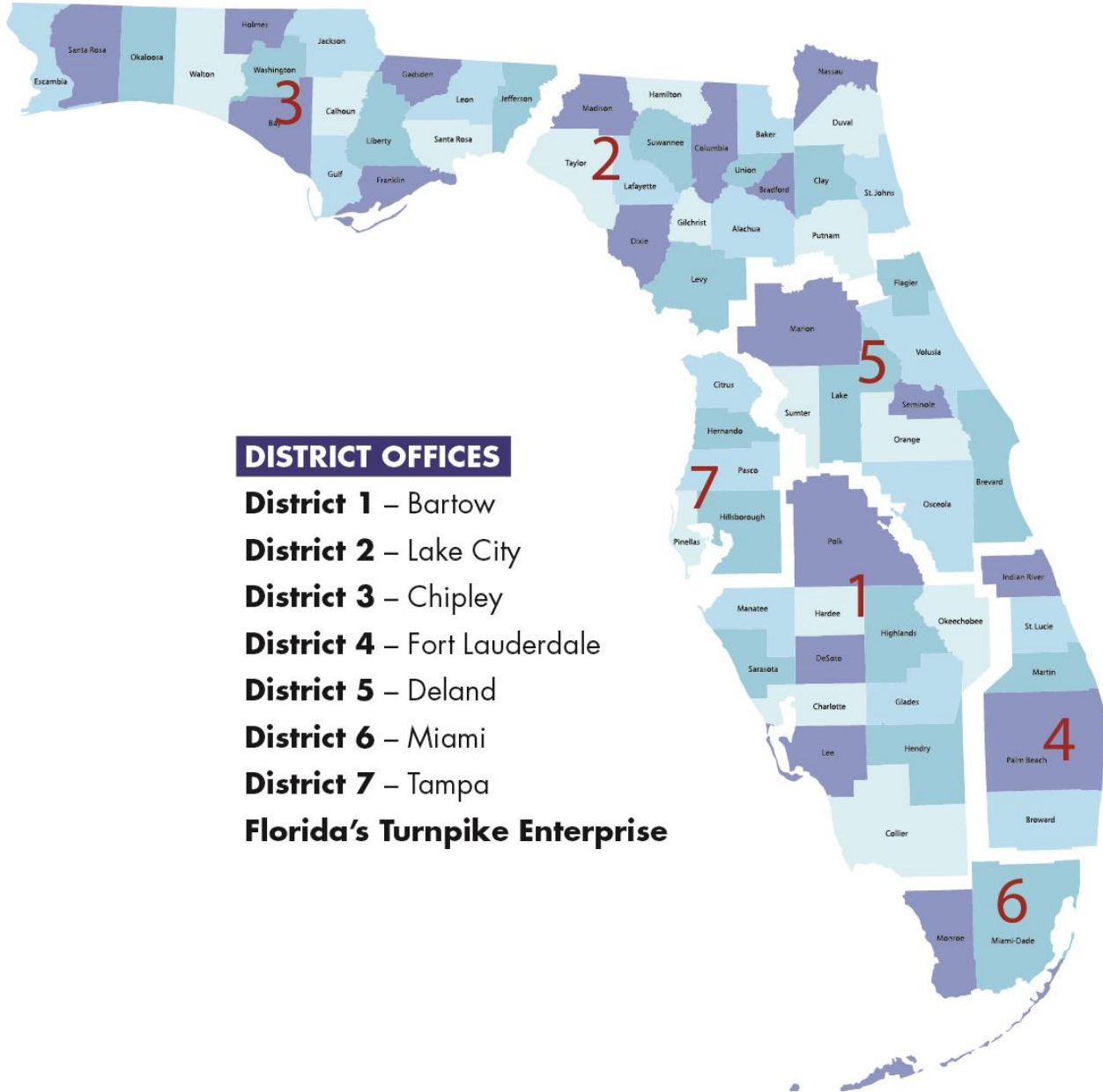
Florida Department of Transportation Research:

<https://www.fdot.gov/research>

District Six Work Program:

<http://www.SouthFLRoads.com/work-program-public-hearings.html>

FDOT Statewide District Map



DISTRICT OFFICES

- District 1** – Bartow
- District 2** – Lake City
- District 3** – Chipley
- District 4** – Fort Lauderdale
- District 5** – Deland
- District 6** – Miami
- District 7** – Tampa
- Florida’s Turnpike Enterprise**

STATE HIGHWAY SYSTEM (SHS)

