

# FDOT DAYS

## DISTRICT SIX HANDBOOK

**JUNE 2013**

# 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 more than 2.5 million people. The State Highway System roads within District Six are traveled nearly 31 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 our operations. If you have any questions, please contact the departments listed in the handbook or contact me directly at [Gus.Pego@dot.state.fl.us](mailto:Gus.Pego@dot.state.fl.us).

Sincerely,

A handwritten signature in black ink that reads "Gus Pego". The signature is fluid and cursive.

Gus Pego, P.E.  
District Six Secretary

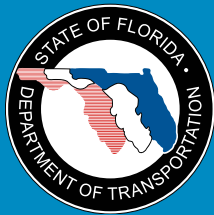


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# FDOT Mission



## Our Mission

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

## Our Vision

Serving the people of Florida by delivering a transportation system that is fatality and congestion free.

## Our Values

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

### 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"

### One FDOT

"We are one agency, one team"

### 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 and the Rail Enterprise, which are also managed by the department.

- District Six inspects all 939 bridges within its jurisdiction, whether state, county or municipal, and maintains those on the state highway system (454 fixed bridges and 15 movable bridges). It is also responsible for:
  - o Seven public airports
  - o 78 private airports
  - o Two rail lines
  - o Two deep-water sea ports – PortMiami and the Port of Key West
  - o Three rail fixed guideway systems
- District Six provides funding assistance to:
  - o Miami-Dade Transit, which operates 893 buses in the district
  - o City of Key West Department of Transportation, which operates 17 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 report 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

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, 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 the State Road (SR) 826/Palmetto Expressway Expansion Program, Port of Miami Tunnel Project and the Miami Intermodal Center (MIC), which offer significant benefits to the movement of people and goods in our district.



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 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 Intelligent Transportation Systems (ITS) has proven to be a valuable and cost-effective alternative to traditional highway expansion projects.



ITS is the application of advanced communications technologies, Closed Circuit Television Cameras (CCTV), Dynamic Message Signs (DMS) and Vehicle Detection Systems (VDS), that assist in managing our transportation systems to enhance the efficiency and safety of our roadways. District Six, in its ongoing mission to maintain the mobility goals set within our region, continues its commitment to implement and operate the ITS program along the roadways within southeast Florida.



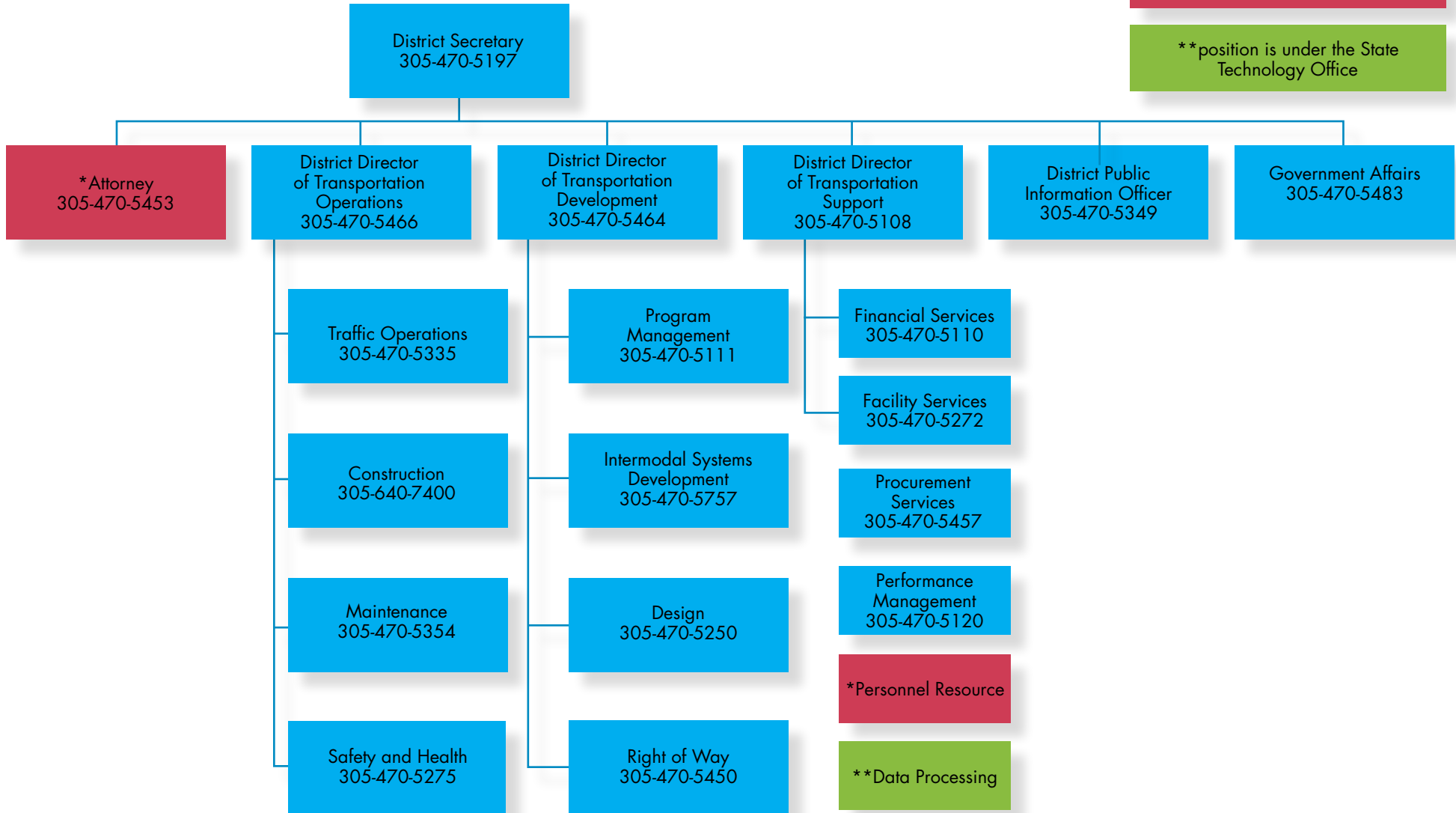
# FDOT Departments



# District Six Staffing Chart

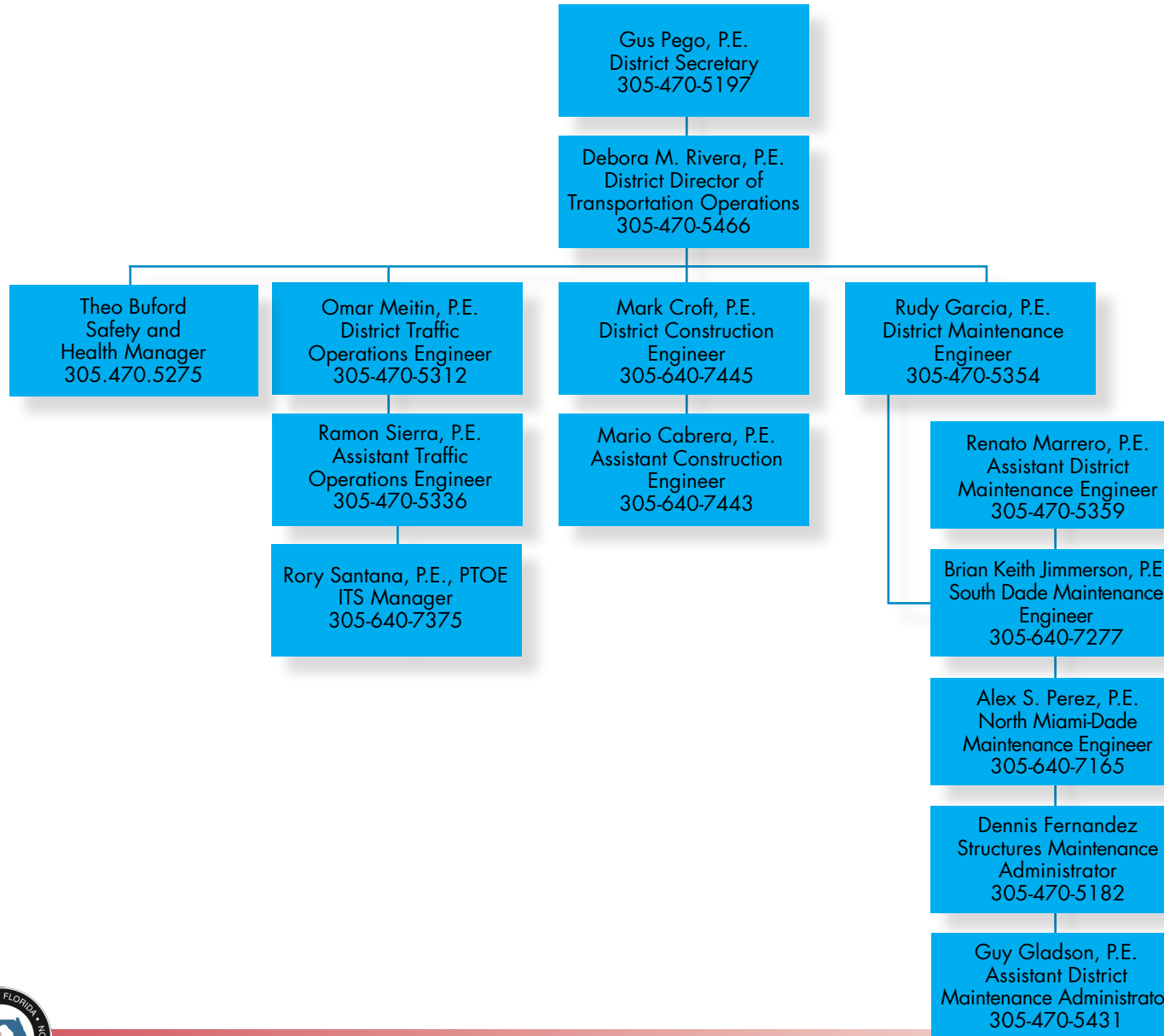
\*position is under Central Office

\*\* position is under the State Technology Office

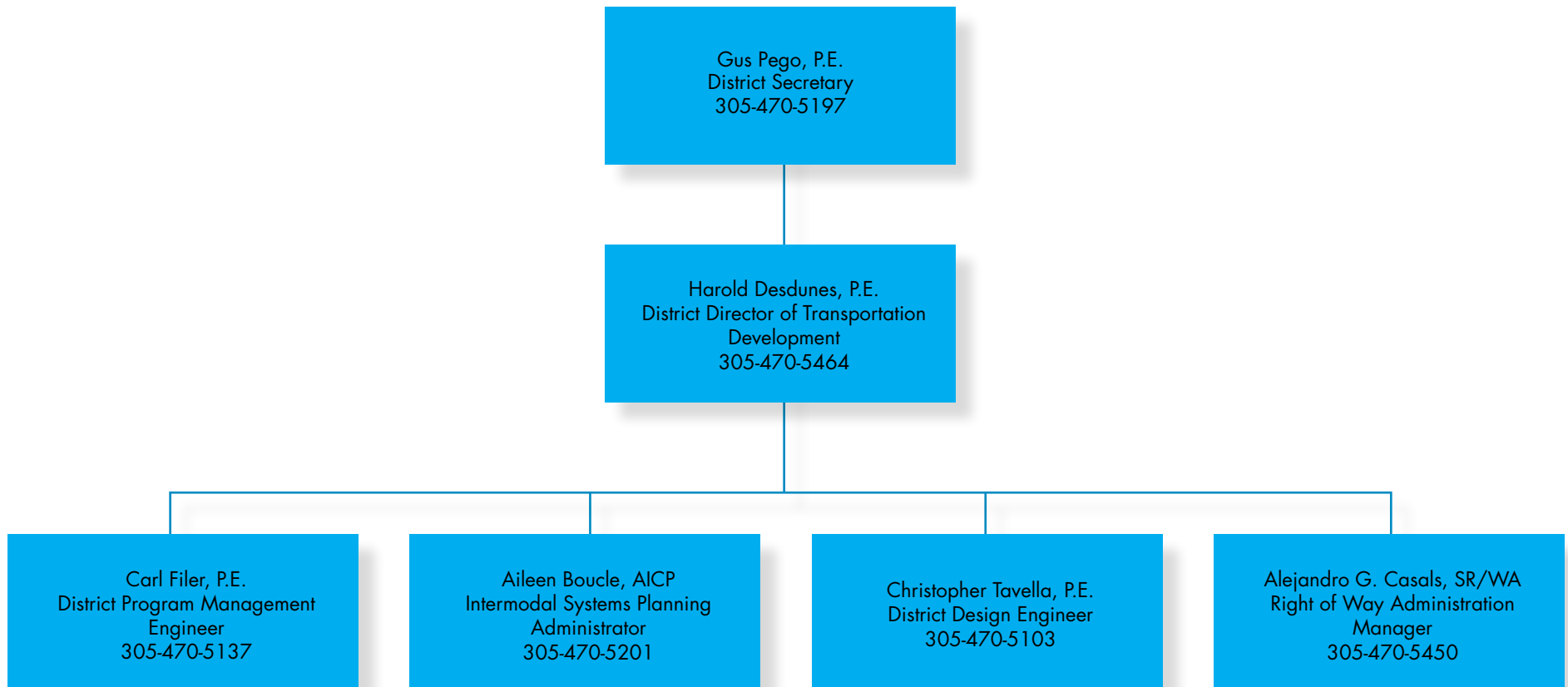




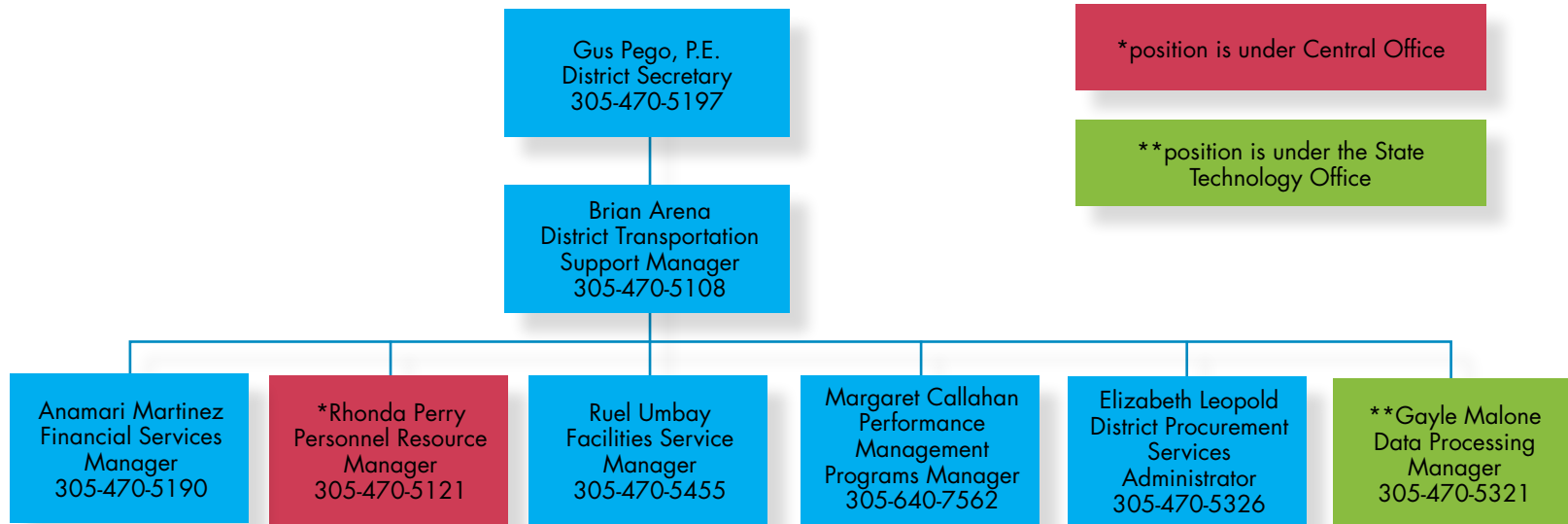
# Transportation Operations



# 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.

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.

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## Major Active Construction Projects

### **NW 25 Street Viaduct Project: NW 25 Street from the Palmetto Expressway/State Road (SR) 826 to NW 89 Court (includes work on intersections)**

This project involves two major parts: the roadway construction and widening of NW 25 Street from the Palmetto Expressway/SR 826 to NW 89 Court, and the construction of the viaduct. Project website:

[www.fdotmiamidade.com/current-projects/north-miami-dade/nw-25-street-viaduct-west-segment.html](http://www.fdotmiamidade.com/current-projects/north-miami-dade/nw-25-street-viaduct-west-segment.html)

- Project start date: June 2012
- Project estimated completion: December 2015

### **Miami Intermodal Center**

This project is a transportation hub providing connectivity for all forms of ground transportation between Palm Beach, Broward, Miami-Dade and Monroe Counties, making regional travel easier for residents and visitors. Work also includes major roadway improvements for NW 42nd Avenue/Le Jeune Road. Project website: [www.micdot.com](http://www.micdot.com)

- Project start date: July 2007
- Project estimated completion: Winter 2013

### **Port of Miami Tunnel**

This project consists of three major components – widening of the MacArthur Causeway Bridge, building a tunnel connection between Watson and Dodge islands (the Port of Miami) and creating connections to the Port of Miami roadway system. This project will serve as a dedicated link between the Port of Miami and the MacArthur Causeway (I-395). Project website: [www.PortofMiamiTunnel.com](http://www.PortofMiamiTunnel.com)

- Project start date: Spring 2010
- Project estimated completion: Spring 2014

### **State Road 826/Palmetto Expressway and State Road 836/Dolphin Expressway Interchange Reconstruction**

This project will create new connections between SR 826 and SR 836 in all directions. Work includes constructing a new direct connection from northbound SR 826 to westbound SR 836; constructing connector ramps and frontage roads, decreasing traffic on SR 826 and SR 836 and providing access to local roads; and installing Intelligent Transportation Systems (ITS) cameras and sensors that will allow for real-time traffic updates, and assist in the rapid deployment of first responders and Road Rangers to clear disabled vehicles from travel lanes. Project website: [www.826-836.com](http://www.826-836.com)

- Project start date: November 2009
- Project estimated completion: Fall 2015



## Major Active Construction Projects (continued)

### State Road 907/Alton Road from 5 Steet to Michigan Avenue

This project includes installing three pump stations and a new drainage system to improve storm water drainage in area; rebuilding roadway, driveways, sidewalk and pedestrian ramps; constructing sidewalk extensions; constructing concrete islands in the median to manage left turn movements; modifying median openings; upgrading the traffic barrier on Alton Road flyover and Dade Boulevard Canal; replacing traffic and pedestrian signals at intersections; installing new street lighting; installing new landscaping and irrigation; and installing new signage and pavement markings.

- Project start date: April 2013
- Project estimated completion: August 2015

### State Road 5/ North Roosevelt Boulevard from Eisenhower Drive to US 1 in Key West

The intent of the project is to re-construct the entire roadway and seawall. The project also involves installing improved drainage systems and replacing the original City water main installed by the US Navy in the early 1940's. In addition, FDOT will be replacing sewer lines, making traffic signal improvements, installing new ADA compliant sidewalks, adding additional crosswalks, and street lighting enhancements.

- Project start date: April 2012
- Project estimated completion: August 2014

### State Road 823/W 4 Avenue/NW 57 Avenue from W 46 Street to W 54 Street

Construction includes widening the roadway to add a new travel lane in order to provide three northbound and three southbound travel lanes, widening the bridge on West 4 Avenue and West 53 Street, installing new drainage structures to improve the system throughout the corridor, updating lighting and signalization, including replacing several existing traffic signals and light poles and installing pedestrian signals at intersections. Also included is constructing a center median, constructing sidewalk along the east side of the corridor and replacing sections of curb and gutter, installing barrier wall along the west side of the corridor, leveling several driveways to match the roadway, rebuilding and restriping the roadway, updating signage and landscaping enhancements.

- Project start date: September 2012
- Project estimated completion: June 2014

**For additional information on all current and upcoming construction projects, please visit our website at [www.fdotmiamidade.com](http://www.fdotmiamidade.com).**



## 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 seven sections: Internal Design, Consultant Management, Location/Survey, Right-of-Way Mapping, Drainage, Structures, and Design Support.

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## Facilities Management Services

### About

The Facilities Management Office is made up of five sections: Mail Room, Records Retention, Reproduction and Building Maintenance.

**Mail Room:** The mail room functions for district-wide distribution and processing of outgoing and incoming mail and packages.

**Records Retention:** The Records Retention section assists each office within the district in complying with all the policies and procedures for the retention and disposal of records.

**Reproduction:** The reproduction section provides district-wide bulk reproduction services such as reproduction of bulk contract documents and publications.

**Building Maintenance:** Building maintenance provides district-wide support in performing preventive and proactive maintenance to all building facilities, including support services related to safety and security. This section is also responsible for managing/overseeing contracts related to Fixed Capital Outlay (FCO) funding appropriation for major/minor projects, and other services related to facilities management.

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## Financial Services

### About

The District Six Financial Services Office is made up of seven sections: disbursement, payroll, property and insurance, surplus, purchasing card administration, budget and contract funds management.

**Disbursement:** This 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 departmental procedures.

**Payroll:** This section is responsible for processing and monitoring the district's bi-weekly and supplemental payroll, as well as other non-recurring payments.

**Property / Property Insurance:** This section is responsible for ensuring the department's proper accountability of tangible personal property, and for the building and improvements acquired by the department. This section also manages the process of obtaining and maintaining insurance coverage and the processes followed in the event of accidental loss to property.

**Surplus Property:** This section is responsible for the proper disposal of tangible personal property that is either obsolete, or property whose continued use is unsafe.

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

**Budget:** This section is responsible for 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:** This section is responsible for providing prompt, accurate commitment of funds for the district's contractual obligations and the review of the district's contract agreements.

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# Highway and Bridge Maintenance Office

## About

The Highway and Bridge Maintenance Office is responsible for maintaining the State Highway System, with safety and preservation as top priorities. 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 monitors and inspects the load capacity of municipal bridges as well. Staff is always vigilant in maintaining safety and seeking ways to improve the program. The Highway and Bridge Maintenance Office also supports the Construction Office by monitoring the maintenance rating program.

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# Intelligent Transportation Systems (ITS)

## About

The department operates a statewide program to manage and maintain the Intelligent Transportation Systems (ITS) of our region. ITS is the application of advanced integrated technologies that monitors our surface transportation systems to improve mobility and safety along our roadways.

FDOT District Six's SunGuide Transportation Management Center (TMC) serves as the regional command post that monitors and controls these technologies to provide motorists with reliable traveler information and coordination with incident responders within the roadways of Miami-Dade and Monroe counties. The 32,000 square foot facility features a multi-screen video wall with eight workstations that houses the FDOT operations staffs who monitor traffic, disseminate information and provide our district with incident management services 24 hours per day, 7 days per week.

Additionally, the TMC also serves to broadcast important traffic information via its public dissemination tools, such as the Dynamic Message Signs (DMS), Highway Advisory Radio (HAR) Signal and the 511 Traveler Information System to provide motorists with up-to-the-minute traffic reports.

**Traffic Management:** To effectively manage traffic demand and provide a safe transportation system, the program provides real-time solutions to traffic congestion. The 95 Express project helps reduce traffic congestion in real-time, maximizing the efficiency of I-95.

**Incident Management:** The ITS Program's Incident Management services feature several components: Road Rangers, Incident Response Vehicles (IRV) and Rapid Incident Scene Clearance (RISC). These services help to reduce traffic congestion and reduce the chances of secondary crashes caused by a prolonged exposure to traffic incidents.

**Traveler Information:** The ITS Program provides Traveler Information via the 511 telephone system and [www.FL511.com](http://www.FL511.com), as well as on its Dynamic Message Signs (DMS). Disseminating accurate, reliable traffic reports empowers motorists to make informed decisions along their travels, helping them avoid delays that contribute to roadway congestion.

**ITS Devices:** The department currently has more than 200 deployed Closed Circuit Television (CCTV) cameras, more than 100 Dynamic Message Signs (DMS), 263 detectors and 22 ramp signals. More device deployments are currently being developed.

## Contacts

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### For additional information, please visit the following websites:

FDOT District Six's SunGuide TMC: [www.sunguide.org](http://www.sunguide.org)

Florida's 511 Traveler Information System: [www.fl511.com](http://www.fl511.com)



## Intermodal Systems Development Office

### About

The Intermodal Systems Development Office (ISD) ensures the district's compliance with current laws, programs, policies and procedures governing the Planning, Project Development and Environmental, and Public Transportation program areas, as well as supporting the delivery of the district's Work Program.

During the planning process, extensive public outreach is conducted to build consensus among the municipalities, as well as the community at large, in order to receive feedback while a project is being developed. Public transportation functions include aviation, railroad, transit, seaport, freight and other intermodal duties including compliance with the Americans with Disabilities Act of 1990.

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# Performance Management and Training

## About

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

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

Our Training Office delivers and/or coordinates all training sessions within the district. Some examples include:

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

The Training Office utilizes the Individual Training Plan (ITP) to determine training needs for the upcoming fiscal year. The ITP allows us to offer opportunities to continually improve processes and enhance employee performance, as well as assist employees with their identified areas of improvement. This office is available to provide training, resources, consultation and support in order to help employees meet their personal and/or departmental needs.

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## Procurement Services Office

### About

The Procurement Services Office serves in several different capacities, including: District Maintenance and Construction Contracts, Contractual Services, Design-Build, Fixed Capital Outlay Projects, Standard Professional Services Agreements, Joint Participation Agreements, Pre-event Contracts, Emergency Relief Contracts and Purchasing.

**Emergency Contracting:** Emergency procurement during governor-declared emergencies provide for the repair and/or restoration of facilities, professional and contractual services, and commodities. These contracts are procured in accordance with departmental procedure 375-04-0130.

### CONTRACTUAL SERVICES

**Contractual Services Contracts:** Contractual Services contracts are for services and commodities other than Professional Services, District Maintenance and Construction, and Design-Build (i.e. janitorial, security, consultant, environmental mitigation and traffic monitoring/maintenance services). These contracts are procured in compliance with departmental procedure 375-040-020, Section 287.057 of the Florida Statutes, and Florida Administrative Code Rule 60-A.

**District Maintenance & Construction Contracts:** District Contracts facilitates the development and execution of non-federally funded construction projects of \$10,000,000 or less, and all maintenance projects regardless of cost. These contracts are procured in compliance with departmental procedure 375-000-001-t and Section 337.11 of the Florida Statutes.

**Design-Build Contracts:** Design-Build combines design and construction project requirements into a single contract. These projects allow the contractor to participate with the design in an effort to reduce costs and expedite construction. These contracts are procured in accordance with departmental procedure 625-020-010, and Sections 20.23(4)(a) and 334.048(3) of the Florida Statutes.

**Fixed Outlay Contracts:** Fixed Capital Outlay is defined in Section 216.011 of the Florida Statutes as: "Real property (land buildings including appurtenances, fixtures and fixed equipment, structures, etc.) including additions, replacements, major repairs and renovations to real property which materially extend its useful life or materially improve or change its functional use and including furniture and equipment necessary to furnish and operate new or improved facility, when appropriated by the Legislature in the fixed capital outlay appropriation category."

**Purchasing Requisitions/Contracts:** Commodities and services may be procured through the MyFloridaMarketPlace (MFMP) e-procurement system. The Purchasing section assists vendors with registering to do business with the State of Florida and ensures the District procures commodities and services in accordance with Section 287.057 of the Florida Statutes and Florida Administrative Code Rule 60-A.



## 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) phases are contracted with Standard Professional Services Agreements. These services are acquired in accordance with departmental 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:** Joint Participation Agreements (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 departmental procedure 350-020-301-h and Sections 20.23(4), 287.057 and Chapter 334 of the Florida Statutes.

## Contacts

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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 Miami Intermodal Center (MIC) Program.

**Work Program:** The District Secretary and directors are responsible for the development and implementation of the district's five-year Work Program, which is the department's implementation plan for projects from concepts to completion. 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. Website: [www.fdotmiamidade.com/work-program](http://www.fdotmiamidade.com/work-program)

**Production Management:** The Production Management section develops and implements production performance plans, manages the production process and ensures that 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 submittal to Tallahassee.

**Local Agency Program:** The Local Agency Program section is responsible for program coordination efforts for the 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 will serve as Miami-Dade County's first all-inclusive ground transportation hub.

### Contacts

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For general questions, please call 305-470-5111.



## Public Information Office

### About

The department recognizes that keeping the public informed about district-related issues and projects is essential to maintaining a positive relationship within our community. The Public Information Office (PIO) staff accomplishes 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.

Another important link for the department to provide information to the public is the media. PIO staff provides information to the news media through press releases, press conferences, opinion columns, editorial board visits and public service announcements.

### Contacts

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Public Information Officer

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Project Manager

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**For additional information regarding FDOT projects in District Six, please visit our website at [www.fdotmiamidade.com](http://www.fdotmiamidade.com)**



## 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.

### Contacts

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District Right of Way Manager

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## Safety & Health Office

### About

This office is the focal point for coordinating district safety and health programs. This includes implementation of loss prevention programs, identifying appropriate training programs for employees, and providing technical assistance and guidelines for safe work practices. This office conducts safety inspections for the district's facilities and field work crews for compliance in accordance to OSHA, life safety, and the Loss Prevention Manual.

### Contacts

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# Traffic Operations

## About

The Traffic Operations team works to ensure the safety and mobility for 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 to reduce the number and severity of traffic crashes in our community by developing working partnerships with other groups and organizations.

## Contacts

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For general questions, please call 305-470-5335.



# Resources



# Websites to Know

**District Six Construction Projects:**

[www.fdotmiamidade.com](http://www.fdotmiamidade.com)

[www.fdotmonroe.com](http://www.fdotmonroe.com)

**95 Express:**

[www.95Express.com](http://www.95Express.com)

**Miami Intermodal Center:**

[www.micdot.com](http://www.micdot.com)

**Port of Miami Tunnel:**

[www.portofmiamitunnel.com](http://www.portofmiamitunnel.com)

**SR 826/SR 836 Interchange Reconstruction Project:**

[www.826-836.com](http://www.826-836.com)

**SunGuide Transportation Management Center:**

[www.sunguide.info](http://www.sunguide.info)

**Florida's 511 Traveler Information System:**

[www.fl511.com](http://www.fl511.com)

**Florida Department of Transportation Research:**

[www.dot.state.fl.us/research-center](http://www.dot.state.fl.us/research-center)

**District Six Work Program:**

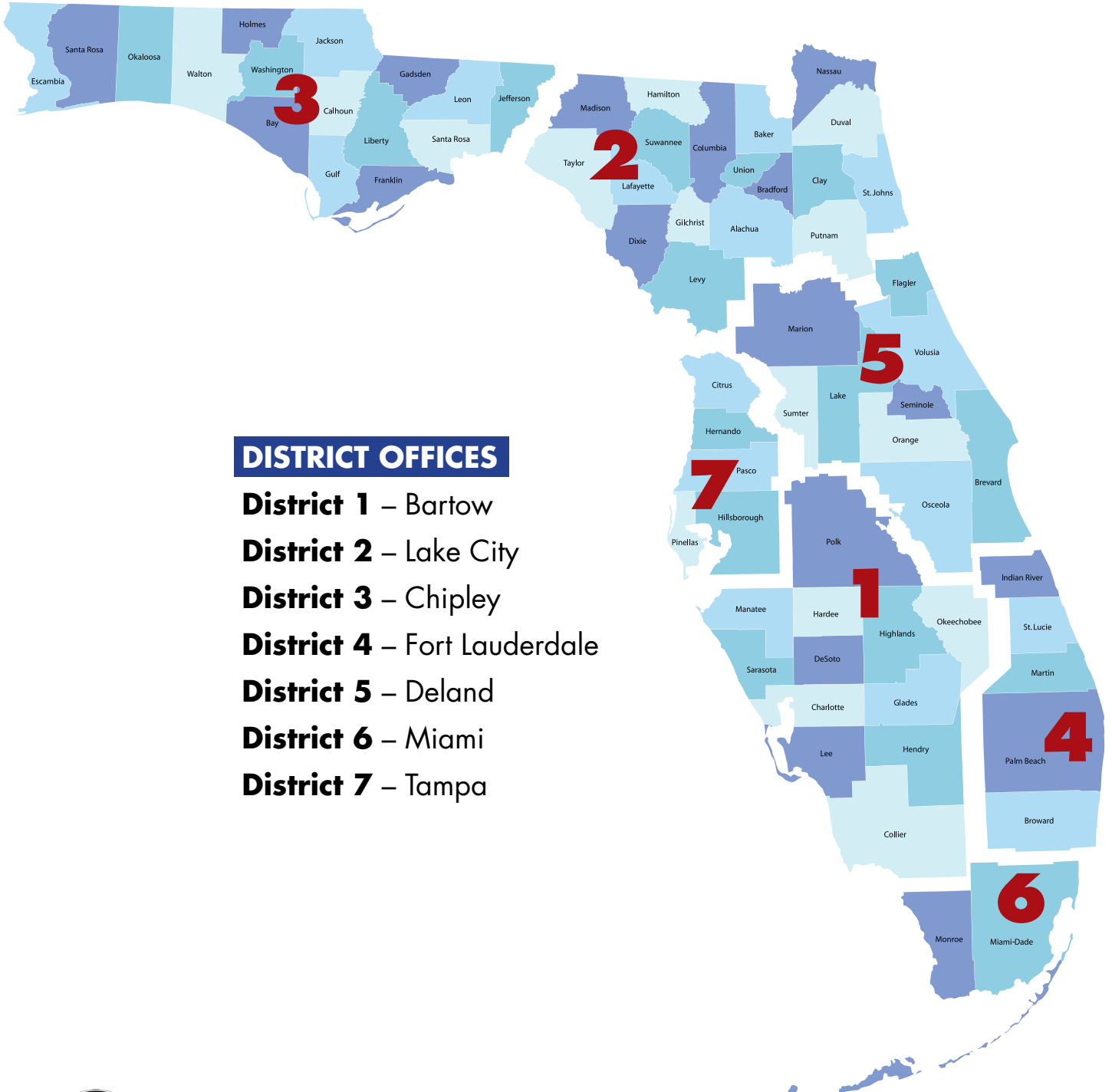
[www.fdotmiamidade.com/work-program](http://www.fdotmiamidade.com/work-program)

**Palmetto Express Lanes**

[www.palmettoexpresslanes.com](http://www.palmettoexpresslanes.com)



# FDOT Statewide District Map



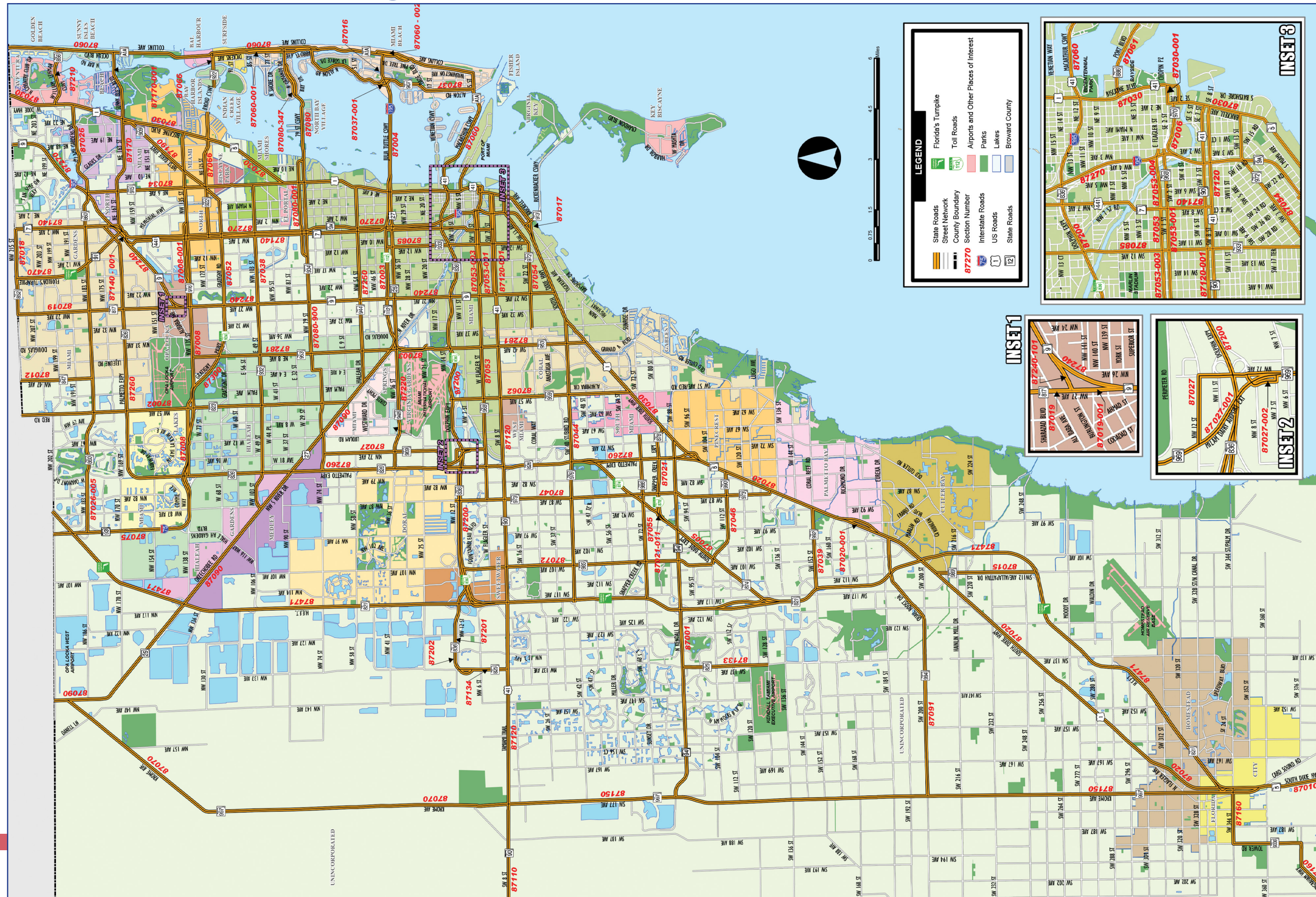
## DISTRICT OFFICES

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





# Miami-Dade State Highway System



# Monroe County State Highway System

