



July 2, 2020

TO: Alachua Countywide Bicycle-Pedestrian Master Plan Steering Committee

FROM: Scott R. Koons, AICP, Executive Director *SRK*

SUBJECT: Meeting Announcement and Agenda

Due to the COVID-19 Public Health Emergency, the Metropolitan Transportation Planning Organization Alachua Countywide Bicycle-Pedestrian Steering Committee will meet virtually on July 9, 2020 at 9:30 a.m. The meeting will be conducted via communications media technology at the following formats:

DIAL IN NUMBER: Toll free 1.888.585.9008

CONFERENCE CODE: 568 124 316

STAFF RECOMMENDATION

Call to Order

I. Introductions\*

Page #1

II. Approval of Meeting Agenda

APPROVE AGENDA

Page #3

III. Alachua Countywide Bicycle-Pedestrian Master Plan Scope-of-Work

RECOMMEND DRAFT SCOPE-OF-WORK

The Metropolitan Transportation Planning Organization tasked the Steering Committee to develop a draft Scope-of-Work for the Alachua Countywide Bicycle-Pedestrian Master Plan.

Adjournment

\* No materials are provided for these agenda items





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July 2, 2020

TO: Alachua Countywide Bicycle-Pedestrian Master Plan Steering Committee  
FROM: Scott R. Koons, AICP, Executive Director   
SUBJECT: Alachua Countywide Bicycle-Pedestrian Master Plan Scope-of-Work

STAFF RECOMMENDATION

**Recommend that the Metropolitan Transportation Planning Organization approve the draft scope-of work for the Alachua Countywide Bicycle-Pedestrian Master Plan.**

BACKGROUND

At its May 18, 2020 meeting, the Steering Committee reviewed and discussed Alachua Countywide Bicycle-Pedestrian Master Plan Scope-of-Work materials. The Steering Committee requested that staff develop a draft scope-of-work for the Steering Committee to review and recommend to the Metropolitan Transportation Planning Organization. Exhibit 1 is the draft scope-of-work. Please note that the scope-of-work will be attached to a Request for Proposal in order to solicit candidate consultants for selection to contract for development of Alachua Countywide Bicycle-Pedestrian Master Plan.

The Alachua Countywide Bicycle Master Plan was completed in 2001. The Transporting Ecologies addendum was completed in 2004. This document aggregated various corridors into “braids.” The Archer Braid document was completed in 2008. Below are links to these documents:

[http://ncfrpc.org/mtpo/publications/BMP\\_Update/GainesvilleBicycleMasterPlan.pdf](http://ncfrpc.org/mtpo/publications/BMP_Update/GainesvilleBicycleMasterPlan.pdf)

[http://ncfrpc.org/mtpo/publications/BMP/Report\\_Addendum\\_Final.pdf](http://ncfrpc.org/mtpo/publications/BMP/Report_Addendum_Final.pdf)

[http://ncfrpc.org/mtpo/publications/Archer\\_Braid/Archer\\_Braid\\_Final\\_Report\\_Web.pdf](http://ncfrpc.org/mtpo/publications/Archer_Braid/Archer_Braid_Final_Report_Web.pdf)

Below is the link to the recently completed Spacecoast Bicycle-Pedestrian Master Plan:

[http://ncfrpc.org/mtpo/FullPackets/Bike\\_Ped/Spacecoast\\_TPO\\_BPMP\\_Final-Report\\_2019\\_11\\_15\\_With-Appendix-COMPRESSED.pdf](http://ncfrpc.org/mtpo/FullPackets/Bike_Ped/Spacecoast_TPO_BPMP_Final-Report_2019_11_15_With-Appendix-COMPRESSED.pdf)

Attachment

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**EXHIBIT 1**

**EXHIBIT A**

**SCOPE OF SERVICES**

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SCOPE OF SERVICES  
FOR THE  
ALACHUA COUNTYWIDE  
BICYCLE-PEDESTRIAN MASTER PLAN

Prepared by:

Metropolitan Transportation Planning Organization  
for the Gainesville Urbanized Area

With Assistance from:

North Central Florida Regional Planning Council  
2009 NW 67th Place  
Gainesville, FL 32653-1603  
352.955.2200

July 1, 2020

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## INTRODUCTION

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, hereinafter referred to as the Metropolitan Transportation Planning Organization, is comprised of the five county commissioners of the Alachua County Board of County Commissioners, and the Mayor and the six city commissioners of the City of Gainesville City Commission as voting members. The Florida Department of Transportation District 2 Secretary, University of Florida President or his/her designee and a Rural Advisor serve as non-voting Metropolitan Transportation Planning Organization members. The Metropolitan Transportation Planning Organization is responsible for continuous, comprehensive and coordinated transportation planning within the Gainesville Metropolitan Area that involves the use of federal and state funds.

The Metropolitan Transportation Planning Organization encourages and promotes a safe and efficient transportation system to serve future year transportation demands. The Metropolitan Transportation Planning Organization manages the transportation network and mobility needs for the Gainesville Metropolitan Area and recognizes the inter-connectivity between network accessibility and land use development patterns. The Gainesville Metropolitan Area is located in the center of Alachua County, Florida and includes the City of Gainesville, as well as the surrounding urban and transitioning areas. Census 2010 data indicates that the area is inhabited by approximately 188,000 residents and accounts for approximately 75 percent of the total population of the County.

As demonstrated in its long-range transportation planning, the Alachua Countywide Bicycle Master Plan (2001), Alachua County Comprehensive Plan, City of Gainesville Comprehensive Plan and Regional Transit System Transit Development Plan and the University of Florida Campus Master Plan, the Metropolitan Transportation Planning Organization has a long history of supporting and implementing multimodal transportation planning. Metropolitan Transportation Planning Organization policy provides for reconstructed roadways, including additional capacity lanes, and newly constructed roadways to include bicycle and pedestrian facilities.

The Alachua Countywide Bicycle-Pedestrian Master Plan will serve as a source of identifying bicycle and pedestrian facility projects that may be funded by private sector funds; public/private partnerships or public sector (federal, state and/or local) funds. The expenditure of federal and state funds within the Gainesville Metropolitan Area on bicycle and pedestrian projects shall be in accordance with the Fixing America's Surface Transportation Act Ten Planning Factors and the Metropolitan Transportation Planning Organization Year 2045 Long-Range Transportation Plan Vision, Principles and Strategies.

### **Fixing America's Surface Transportation Act Ten Planning Factors**

- Factor 1    The metropolitan transportation planning process shall provide for consideration of projects and strategies that will support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Factor 2    The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the safety of the transportation system for motorized and nonmotorized users;
- Factor 3    The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the accessibility and mobility options available to people and for freight;

- Factor 4 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will protect and enhance the environment, promote energy conservation, promote consistency between transportation improvements and state and local planned growth and economic development patterns and improve quality of life;
- Factor 5 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Factor 6 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will promote efficient system management and operation;
- Factor 7 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will emphasize the preservation of the existing transportation system;
- Factor 8 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the security of the transportation system for motorized and nonmotorized users;
- Factor 9 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- Factor 10 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will enhance travel and tourism.

**Year 2045 Long-Range Transportation Plan Update  
Vision Statement, Principles and Strategies**

**Vision Statement**

A transportation system that is safe and efficient, serves the mobility needs of people and freight, and fosters economic prosperity while minimizing transportation-related fuel consumption and air pollution.

**Principle 1: Support economic vitality**

Strategy 1.1: Support transportation projects that promote economic development and tourism.

Strategy 1.2: Consider capacity enhancement projects that allow for the expansion of existing commercial centers.

Strategy 1.3: Support projects that improve connectivity to existing or planned economic centers.

**Principle 2: Increase safety and security for motorized and non-motorized users**

Strategy 2.1: Support projects that address safety performance targets and increase safety for all users.

Strategy 2.2: Implement techniques and road design to reduce fatalities and serious injuries.

Strategy 2.3: Support projects that increase safety and security for all users of the non-motorized transportation system.

Strategy 2.4: Encourage development of alternative fuel sources and multimodal infrastructure to provide continuing transportation services.

Strategy 2.5: Coordinate with appropriate agencies to accommodate incident management and emergency management.

**Principle 3: Increase the accessibility and mobility of people and freight**

Strategy 3.1: Improve the level of service for roads using transportation system management strategies (such as computerized traffic signal systems, motorist information systems and incident management systems) and transportation demand management strategies (such as carpools, transit, bicycling, walking, telecommuting and flexible work schedules).

Strategy 3.2: Encourage the construction of bus bays (turnouts) where possible.

Strategy 3.3: Preserve the intended function of roads on the Florida Strategic Intermodal System for intercity travel and freight movement.

Strategy 3.4: Expand mobility options, including transit, to improve accessibility, availability and competitiveness of transit as a viable travel option.

Strategy 3.5: Support projects that will improve the resiliency and reliability of the transportation system.

Strategy 3.6: Support innovative technologies projects that will enhance the efficiency of the transportation system, such as automated and connected vehicles, shared-use vehicles and alternative-fueled vehicles.

**Principle 4: Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and state and local planned growth and economic development patterns**

Strategy 4.1: Support land use designations and encourage development plans that reduce vehicle miles traveled and are transit-supportive.

Strategy 4.2: Develop and expand a network that provides for safe and convenient opportunities for bicyclists and pedestrians.

Strategy 4.3: Reduce adverse impacts of transportation on the environment, including habitat and ecosystem fragmentation, wildlife collisions and non-point source pollution.

Strategy 4.4: Coordinate transportation and future land use decisions to promote efficient development patterns and a choice of transportation modes, consistent with local comprehensive plans.

Strategy 4.5: Support projects that will reduce or mitigate stormwater impacts of surface transportation.

**Principle 5: Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight**

Strategy 5.1: Develop mobility hubs and freight intermodal centers at appropriate locations.

Strategy 5.2: Provide adequate sidewalks to all bus stops and bicycle racks on all buses.

**Principle 6: Promote efficient system management and operation**

Strategy 6.1: Develop a transportation system that disperses traffic throughout the local transportation grid rather than concentrating traffic on a few major roads.

Strategy 6.2: Encourage the development and location of employment and service centers that reduce travel distances from residential areas and to transit services.

Strategy 6.3: Continue to implement a coordinated traffic signal system plan to improve road efficiency and to maintain traffic flow.

**Principle 7: Emphasize the preservation of the existing transportation system**

Strategy 7.1: Direct sufficient resources to preserve existing transportation infrastructure.

Strategy 7.2: Protect existing and future road rights-of-way from development encroachment.

Strategy 7.3: Support projects that address bridge, pavement and system performance targets on the National Highway System.

Strategy 7.4: Support projects that address transit asset management (state-of-good repair) targets.

**PURPOSE**

The purpose of the Alachua Countywide Bicycle-Pedestrian Master Plan is to develop:

- Prioritized list and mapping of bicycle and pedestrian projects in the Gainesville Metropolitan Area to be utilized to implement the Year 2045 Long-Range Transportation Plan; and
- Prioritized list and mapping of bicycle and pedestrian projects outside the Gainesville Metropolitan Area that provide connectivity to outlying municipalities and settlements within Alachua County to be utilized to implement the Alachua County Comprehensive Plan.

This document presents the tasks and data requirements to identify and develop a prioritized projects list, including:

- Facilitate and document public involvement;
- Review data of existing bicycle and pedestrian infrastructure and update as needed;
- Review data of existing bicycle and pedestrian infrastructure gap analyses and update as needed;
- Review bicycle and pedestrian crash data;
- Analyze bicycle and pedestrian networks;
- Develop a facility needs assessment;
- Develop a bicycle and pedestrian modifications needs list and mapping; and
- Develop a prioritized bicycle and pedestrian projects list and mapping.

These components provide for prioritization of bicycle and pedestrian projects in the Gainesville Metropolitan Area and rural unincorporated Alachua County and are described in more detail in the following list of tasks. Unless otherwise stated, all tasks described in the following pages shall be the responsibility of the CONSULTANT. Acronyms shall not be used in the technical report text, tables, maps and illustrations.

## TECHNICAL TASKS

This Scope of Services is subdivided into five tasks that outline the basic requirements of the Alachua Countywide Bicycle-Pedestrian Master Plan. Unless otherwise noted, the CONSULTANT shall fulfill each of the defined tasks and provide written documentation in the form of technical reports and/or technical memorandums. The CONSULTANT shall provide appropriate project management and coordination sufficient to assure production control and assistance to the Project Manager. The tasks to complete the Alachua Countywide Bicycle-Pedestrian Master Plan are defined as follows:

- Task 1: Public Involvement - Elements within this task include the public involvement aspect of the bicycle and pedestrian planning process that provides ample opportunity for public review and comment and conforms to federal and state guidelines as provided in the Metropolitan Transportation Planning Organization Public Involvement Plan and COVID-19 Public Health Emergency public participation guidance.
- Task 2: Data Review and Collection, Mapping and Data Development - Elements within this task include a review of existing plans and studies; development of bicycle and pedestrian networks, including access to transit, designated conforming and nonconforming facilities and paved shoulders; crash data; and research of future financial resources.
- Task 3: Data Analysis - Elements within this task include a review and analysis of existing bicycle and pedestrian infrastructure; network connectivity, including identification of facility gaps; and first mile-last mile access to transit.
- Task 4: Alachua Countywide Bicycle-Pedestrian Master Plan Facilities Needs Assessment - Elements within this task include identification of bicycle and pedestrian projects that enhance multimodal transportation system connectivity.
- Task 5: Alachua Countywide Bicycle-Pedestrian Master Plan Implementation and Final Report - Elements within this task include a prioritized bicycle and pedestrian projects list within the Gainesville Metropolitan Area and a prioritized bicycle and pedestrian projects list outside the Gainesville Metropolitan Area that provide connectivity to outlying municipalities and settlements within Alachua County. A final report will be produced that documents the Alachua Countywide Bicycle-Pedestrian Master Plan process and includes the documentation, including mapping, of the prioritized bicycle and pedestrian projects list as approved by the Metropolitan Transportation Planning Organization.

## TECHNICAL REPORTS

For reference purposes, the entire work effort must be documented. Acronyms shall not be used in the technical report text, tables, maps and illustrations. Technical reports detailing methodology and technique are required for each task. Specifically, the following five technical reports are required.

- Technical Report 1- Documents public involvement in the plan development process.
- Technical Report 2- Documents data review and collection, required maps, background data and financial resource information.
- Technical Report 3- Documents data development and analyses.
- Technical Report 4- Documents Alachua Countywide Bicycle-Pedestrian Master Plan Facilities Needs Assessment.
- Technical Report 5- Documents Alachua Countywide Bicycle-Pedestrian Master Plan Implementation.

## TASK 1 - PUBLIC INVOLVEMENT

Public participation is a critical component of the bicycle pedestrian planning process. Therefore, the CONSULTANT shall proactively implement appropriate strategies and procedures of the Metropolitan Transportation Planning Organization Public Involvement Plan so that the public shall have involvement in the bicycle and pedestrian planning process. This public participation process is intended to provide sufficient opportunity for involvement of public officials, including elected officials, and citizens in the development of the Alachua Countywide Bicycle-Pedestrian Master Plan before its approval by the Metropolitan Transportation Planning Organization.

The CONSULTANT shall develop a public involvement schedule and document public participation activities in accordance with Fixing America's Surface Transportation Act requirements. The public involvement schedule shall identify a contact person, as well as general contact information concerning how to get involved.

The CONSULTANT shall be responsible for conducting a community workshop and a presentation of the draft Alachua Countywide Bicycle-Pedestrian Master Plan to the Metropolitan Transportation Planning Organization for approval.

As stated in the Metropolitan Transportation Planning Organization Public Involvement Plan, the public participation schedule shall provide for outreach to:

- Citizens, affected public agencies, agencies responsible for natural resources, environmental protection, conservation and historic preservation, representatives of users of pedestrian walkways and bicycle transportation facilities, and representatives of the disabled.

### 1.1 PUBLIC PARTICIPATION PROCESS AND DOCUMENTATION

The CONSULTANT shall implement public participation activities in accordance with criteria in the Metropolitan Transportation Planning Organization Public Involvement Plan and provide documentation in a technical report and as part of the final report that describes explicit procedures, strategies and outcomes for:

1. Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to, a reasonable opportunity to comment on the proposed Alachua Countywide Bicycle-Pedestrian Master Plan;
2. Providing timely notice and reasonable access to information about bicycle and pedestrian issues and processes;
3. Employing visualization techniques to describe proposed Alachua Countywide Bicycle-Pedestrian Master Plan for use at the community workshop and public meetings;
4. Making public information, technical information and meeting notices available in electronically accessible formats and means, such as the internet;
5. Holding public meetings at convenient, Americans with Disabilities Act-compliant and Title VI-compliant locations and times, including appropriately authorized virtual meetings via communications media technology during a period when physical locations are unavailable due to federal, state or local emergency orders;
6. Providing, as needed, planning documentation in Spanish to address Limited-English proficiency;



7. Demonstrating explicit consideration and response to public input received during the development of the Alachua Countywide Bicycle-Pedestrian Master Plan;
8. Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services; and
9. Consulting with federal, state, tribal, wildlife, land management and regulatory agencies and agencies responsible for natural resources, environmental protection, conservation and historic preservation.

When written and oral comments are received on the draft Alachua Countywide Bicycle-Pedestrian Master Plan, the CONSULTANT shall prepare a summary, analyses and report on the disposition of public comments to be included as part of Technical Report 1 of the Final Report. Meeting and workshop agendas shall be available in Braille or large print upon request, as well as recorded versions of the same. With adequate advance notice, sign language interpretation shall be available for all public meetings and the community workshop. The availability of these media alternatives shall be advertised.

Elements of this work task are integrated throughout the study process and include the following:

1. Presentations to the Metropolitan Transportation Planning Organization, Alachua Countywide Bicycle-Pedestrian Master Plan Steering Committee, Citizens Advisory Committee, Technical Advisory Committee and Bicycle/Pedestrian Advisory Board;
2. Public presentations;
3. Preparation of an Executive Summary; and
4. Documentation of the public participation process in Technical Report 1 of the Final Report.

## 1.2 PUBLIC INVOLVEMENT STRATEGY IMPLEMENTATION

The CONSULTANT shall implement the Metropolitan Transportation Planning Organization Public Involvement Plan strategies for the Alachua Countywide Bicycle-Pedestrian Master Plan which includes outreach to the elderly, persons with disabilities, minorities and low-income community and other groups traditionally under-represented in plan development processes. Strategies to solicit input from the business, environmental and other communities of local significance, such as focus groups, shall also be implemented.

- 1.2.1 Communication approaches to be used include the use of the Metropolitan Transportation Planning Organization website. The purpose of this website is to provide access to materials prepared during the Alachua Countywide Bicycle-Pedestrian Master Plan development process.
- 1.2.2 The CONSULTANT shall address the Year 2045 Long-Range Transportation Plan Vision, Principles and Strategies, and the Goals, Objectives and Policies in the Alachua County Comprehensive Plan, City of Gainesville Comprehensive Plan and the University of Florida Campus Master Plan in the development of the Alachua Countywide Bicycle-Pedestrian Master Plan.

The CONSULTANT shall also review the State Comprehensive Plan, the Florida Transportation Plan and the North Central Florida Strategic Regional Policy Plan. The Alachua Countywide Bicycle-Pedestrian Master Plan shall be consistent to the maximum extent feasible with state, regional and local comprehensive plans.

1.2.3 The CONSULTANT shall incorporate visualization techniques in the public participation process to describe various aspects of the Alachua Countywide Bicycle-Pedestrian Master Plan.

1.2.4 The CONSULTANT shall provide at least one briefing each for the Metropolitan Transportation Planning Organization, Alachua Countywide Bicycle-Pedestrian Master Plan Steering Committee, Technical Advisory Committee, Citizens Advisory Committee and Bicycle/Pedestrian Advisory Board. If requested, briefing materials and CONSULTANT participation shall be provided to the Florida Department of Transportation, Alachua County Traffic Safety Team and Alachua County Transportation Disadvantaged Coordinating Board.

The CONSULTANT shall be responsible for all handout materials, graphics, visual aids and equipment necessary for these presentations. The purpose of these briefings shall be to discuss the progress of the update, key decisions and milestones.

1.2.5 The CONSULTANT shall coordinate with Metropolitan Transportation Planning Organization staff to advertise and conduct at least one community workshop during the bicycle and pedestrian planning process.

The Metropolitan Transportation Planning Organization shall consider approval of the draft Alachua Countywide Bicycle-Pedestrian Master Plan at a regular business meeting.

1.2.6 The CONSULTANT shall document the entire public involvement effort in Technical Report 1. This document shall include photographs, a review of materials and subjects discussed recurrent issues or themes and results of the process. The CONSULTANT is responsible for preparing meeting minutes for the community workshop and public meetings, including documenting all public comments. All meeting minutes, emails, comments from the public and related information concerning the draft Alachua Countywide Bicycle-Pedestrian Master Plan and technical reports shall be compiled in Technical Report 1.

### 1.3 TECHNICAL REPORT 1

The CONSULTANT shall document in Technical Report 1 the implementation of the public involvement.

## TASK 2 - DATA COLLECTION, MAPPING AND DATA DEVELOPMENT

The purpose of this task is to develop the maps for the bicycle and pedestrian networks that are within and/or adjacent to the roadway network, including off-street bicycle/pedestrian trails, cycletracks and low traffic volume local streets identified as bicycle corridors. This task shall also develop existing and projected financial resources to fund needed bicycle and pedestrian projects by the Year 2045. Technical Report 2 shall describe the entire map development effort and the research of future financial resources.

### 2.1 DATA COLLECTION

The CONSULTANT shall collect datasets from existing plans and studies and determine if they contain any usable information. These resources include, but are not limited to the Alachua Countywide Bicycle Master Plan (2001), Alachua Countywide Bicycle Master Plan addendum (2004); Archer Braid (2006), Florida Department of Transportation Bike Gaps Study (2018), 2045 Long-Range Transportation Plan, Alachua County Comprehensive Plan, City of Gainesville Comprehensive Plan and University of Florida Campus Master Plan. The CONSULTANT shall conduct a bicycle and pedestrian facility inventory showing:

- Sidewalks - Designated as conforming (five feet or greater in width);  
Designated as nonconforming (less than five feet in width);  
Access to transit service; and  
Americans with Disabilities Act noncompliant facilities.
  
- Bicycle - Designated instreet bicycle lanes (five feet or greater in width);  
Designated instreet bicycle lanes (less than five feet in width);  
Paved shoulders (non-designated bicycle facilities five feet or greater in width);  
Paved shoulders (non-designated bicycle facilities less than five feet in width);  
Low traffic volume local streets identified as bicycle corridors; and  
Cycletracks.
  
- Shared-Use - Designated bicycle/pedestrian trails (ten feet or greater in width);  
Designated bicycle/pedestrian trails (less than ten feet in width);  
Grade-separated crossings; and  
Access to transit service.

### 2.2 MAPPING

The CONSULTANT shall provide maps and digital copies of the data collected to the Metropolitan Transportation Planning Organization for review and revision of the data prior to development of the prioritized bicycle and pedestrian projects list. Maps and data may include the arterial street system, the transit system network maps, bicycle pedestrian network and other such maps that shall be used as working instruments.

All shapefiles shall be delivered to the Metropolitan Transportation Planning Organization by the CONSULTANT in Florida Standard Urban Transportation Modeling Structure format and in Economic and Social Research Institute ArcMap shapefile format (Version 10.6 or later). Network maps shall be in line format with all roadway and/or transit network attributes and shall be on the City of Gainesville Street Centerline File, unless an alternative road dataset is approved by Metropolitan Transportation Planning Organization. The data shall be projected using North American Datum of 1983 (NAD83) North Florida State Plane Feet coordinate system unless an alternative projection system as approved by Metropolitan Transportation Planning Organization.

- 2.2.1 A Highway System Network Map shall be used by the CONSULTANT that appropriately shows co-location and/or proximity to the roadways of existing and proposed bicycle and pedestrian facilities. The CONSULTANT shall provide draft Bicycle Pedestrian Facilities System Network maps and data to Metropolitan Transportation Planning Organization for review and approval prior to development of the prioritized bicycle and pedestrian projects list.
- 2.2.2 The City of Gainesville Regional Transit System transit route shapefiles shall be used by the CONSULTANT for access to transit analysis and project development.
- 2.2.3 A Bicycle Facilities Network Map shall be developed by the CONSULTANT in coordination with Alachua County staff, City of Gainesville staff and University of Florida staff. The CONSULTANT shall provide draft Bicycle Facilities System Network maps and data to Metropolitan Transportation Planning Organization for review and approval prior to development of the prioritized bicycle and pedestrian projects list.
- 2.2.4 For purposes of identifying gaps in access to transit, a Sidewalk Network Map shall be developed by the CONSULTANT in coordination with Alachua County staff, City of Gainesville staff and University of Florida staff. The CONSULTANT shall provide draft Sidewalk Network maps and data to Metropolitan Transportation Planning Organization for review and approval prior to development of the prioritized projects list.
- 2.2.5 The development of all maps shall be documented by the CONSULTANT in Technical Report 2.

### 2.3 DATA DEVELOPMENT

Funding-committed bicycle and pedestrian projects and roadway projects that also include bicycle and/or pedestrian facilities as identified in the Fiscal Year 2020-21 Alachua County budget, Fiscal Year 2020-21 City of Gainesville budget, Fiscal Year 2020-21 University of Florida budget and Fiscal Years 2020-21 to 2024-25 Metropolitan Transportation Planning Organization Transportation Improvement Program shall be shown by the CONSULTANT as planned facilities as part of the data and mapping. These projects will be combined with existing facilities prior to bicycle and pedestrian facilities gap analysis. The CONSULTANT shall coordinate with appropriate staff concerning data features and mapping shapefiles.

The CONSULTANT shall consider information provided in the Metropolitan Transportation Planning Organization Access to Essential Services Report in its development of the prioritized bicycle and pedestrian projects list.

The CONSULTANT shall consider crash location density information in its development of the prioritized bicycle and pedestrian projects list. Bicyclist and pedestrian safety is the top priority.

The CONSULTANT shall consider bicycle and pedestrian facility gap information in its development of the prioritized bicycle and pedestrian projects list.

### 2.4 HIGHWAY AND TRANSIT NETWORKS

- 2.4.1 A highway network shall be developed by the CONSULTANT for the 2020 Base Year. This network shall be compatible with the ArcMap Geographic Information System format.
- 2.4.2 A transit network shall be developed by the CONSULTANT for the 2020 Base Year. This network shall be compatible with the ArcMap Geographic Information System format. Shapefiles may be provided by the City of Gainesville Regional Transit System.

## 2.5 BICYCLE AND PEDESTRIAN NETWORKS

2.5.1 A bicycle facility network shall be developed by the CONSULTANT for the 2020 Base Year. This network shall be compatible with the ArcMap Geographic Information System format. Bicycle facility categories include:

- Designated instreet bicycle lanes (five feet or greater in width);
- Designated instreet bicycle lanes (less than five feet in width);
- Paved shoulders (non-designated bicycle facilities five feet or greater in width);
- Paved shoulders (non-designated bicycle facilities less than five feet in width);
- Low traffic volume local streets identified as bicycle corridors; and
- Cycletracks.

2.5.2 A pedestrian facility network shall be developed by the CONSULTANT for the 2020 Base Year. This network shall be compatible with the ArcMap Geographic Information System format. Pedestrian facility categories include:

- Designated as conforming (five feet or greater in width);
- Designated as nonconforming (less than five feet in width);
- Access to transit service; and
- Americans with Disabilities Act noncompliant facilities.

2.5.3 A shared-use facility network shall be developed by the CONSULTANT for the 2020 Base Year. This network shall be compatible with the ArcMap Geographic Information System format. Shared-Use facility categories include:

- Designated bicycle/pedestrian trails (ten feet or greater in width);
- Designated bicycle/pedestrian trails (less than ten feet in width);
- Grade-separated crossings; and
- Access to transit service.

## 2.6 FINANCIAL RESOURCES

The CONSULTANT shall be responsible for the accumulation and aggregation of information regarding existing and projected funding sources for the prioritized bicycle and pedestrian projects list in the Alachua Countywide Bicycle-Pedestrian Master Plan. Project costs, including preliminary engineering, design, rights-of-way acquisition, National Environmental Policy Act assessment, if applicable, and construction shall be provided by the CONSULTANT.

### 2.6.1 IDENTIFY CAPITAL COSTS

The CONSULTANT shall confirm revenues and cost estimates related to bicycle and pedestrian network capital costs. The financial plan shall contain estimates of costs and revenue sources that are reasonably expected to be available to construct the bicycle and pedestrian network.

### 2.6.2 IDENTIFY NEW PROJECT FUNDING SOURCES

Funding identified as “boxed funds” for bicycle and pedestrian projects in the 2045 Long-Range Transportation Plan are available to fund prioritized bicycle and pedestrian projects list projects in the Alachua Countywide Bicycle-Pedestrian Master Plan within the Gainesville Metropolitan Area.

### 2.6.3 IDENTIFY AND PROJECT POTENTIAL FUNDING SOURCES

Alternative funding sources shall also be investigated and shall be included in the final report by the CONSULTANT as potential funding sources for unfunded prioritized bicycle and pedestrian projects included in the Alachua Countywide Bicycle-Pedestrian Master Plan. All necessary financial resources from public and private sources that are reasonably expected to be made available to implement the Alachua Countywide Bicycle-Pedestrian Master Plan shall be identified.

Should any of these alternative sources be recommended to fund projects in the Alachua Countywide Bicycle-Pedestrian Master Plan, strategies to ensure the availability and commitment of these sources shall be included as part of the recommendation. These strategies must include a plan of action describing the steps necessary to enact the sources. The analysis shall discuss past successes or failures to secure similar funding sources.

### 2.7 TECHNICAL REPORT 2

The CONSULTANT shall document in Technical Report 2 the data development process for each of the tasks in Task 2. Documentation of all tasks, including the development of all maps, data and financial resources, shall be in the form of Technical Memoranda. These memoranda shall be delivered to the Metropolitan Transportation Planning Organization within thirty (30) days of completion of the task by the CONSULTANT.

## TASK 3 - DATA ANALYSES

The purpose of this task is to review, analyze and map the collected:

- Existing bicycle and pedestrian facility networks;
- Bicycle and pedestrian related crash data; and
- Bicycle and pedestrian facility gaps.

The CONSULTANT shall document completion of each task in a technical memorandum. All Technical Memoranda shall be delivered to the Metropolitan Transportation Planning Organization within thirty (30) days of completion of the task by the CONSULTANT.

### 3.1 HIGHWAY AND TRANSIT NETWORKS

The CONSULTANT shall utilize the:

- Highway Network for the base mapping of the bicycle and pedestrian networks; and
- Transit Network for analysis of access to transit service.

### 3.2 BICYCLE AND PEDESTRIAN NETWORKS

3.2.1 Analyze the bicycle facility network for crashes, gaps and facility extension and connectivity for the following bicycle facility categories:

- Designated instreet bicycle lanes (five feet or greater in width);
- Designated instreet bicycle lanes (less than five feet in width);
- Paved shoulders (non-designated bicycle facilities five feet or greater in width);
- Paved shoulders (non-designated bicycle facilities less than five feet in width);
- Low traffic volume local streets identified as bicycle corridors; and
- Cycletracks.

3.2.2 Analyze the pedestrian facility network for crashes, gaps and facility extension and connectivity for the following pedestrian facility categories:

- Designated as conforming (five feet or greater in width);
- Designated as nonconforming (less than five feet in width);
- Access to transit service; and
- Americans with Disabilities Act noncompliant facilities.

3.2.3 Analyze the shared-use facility network for crashes, gaps and facility extension and connectivity for the following shared-use facility categories:

- Designated bicycle/pedestrian trails (ten feet or greater in width);
- Designated bicycle/pedestrian trails (less than ten feet in width);
- Grade-separated crossings; and
- Access to transit service.

### 3.3 TECHNICAL REPORT 3

The CONSULTANT shall prepare a Technical Memorandum for each of the tasks under Task 3. All Technical Memoranda are to be delivered to the Metropolitan Transportation Planning Organization within thirty (30) days of completion of the task by the CONSULTANT. Once the review as outlined under Task 3 has been completed, the CONSULTANT shall document completion of Task 3 in Technical Report 3. This Technical Report may consist of an assemblage of the required Technical Memoranda.

### TASK 4 - ALACHUA COUNTYWIDE BICYCLE-PEDESTRIAN MASTER PLAN FACILITIES NEEDS ASSESSMENT

#### 4.1 FUNDED BICYCLE AND PEDESTRIAN FACILITY NEEDS

Independent bicycle and pedestrian facility projects and bicycle and pedestrian facilities associated with roadway construction projects identified as funded for construction in the Fiscal Year 2020-21 Alachua County budget, Fiscal Year 2020-21 City of Gainesville budget, Fiscal Year 2020-21 University of Florida budget and the Fiscal Years 2020-21 to 2024-25 Metropolitan Transportation Planning Organization Transportation Improvement Program shall be considered committed projects and shall not be part of the needs assessment.

#### 4.2 UNFUNDED BICYCLE AND PEDESTRIAN FACILITY NEEDS ASSESSMENT

The purpose of this task is to identify needed bicycle and pedestrian projects that:

- Expand the existing bicycle and pedestrian facility networks;
- Ameliorate bicycle and pedestrian crash incident frequency and severity;
- Close bicycle and pedestrian facility gaps and enhance connectivity; and
- Enhance access to transit service.

The CONSULTANT shall document completion of each task in a technical memorandum. All Technical Memoranda shall be delivered to the Metropolitan Transportation Planning Organization within thirty (30) days of completion of the task by the CONSULTANT.

#### 4.3 HIGHWAY AND TRANSIT NETWORKS

The CONSULTANT shall utilize the:

- Highway Network for mapping of the bicycle and pedestrian network project needs; and
- Transit Network for identification and mapping of access to transit service project needs.

#### 4.4 BICYCLE AND PEDESTRIAN NETWORKS

- 4.4.1 Utilize the bicycle facility network crash, gap and facility extension and connectivity analyses to identify bicycle facility project needs for the following bicycle facility categories:
- Florida Department of Transportation Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways, hereinafter referred to as the Florida Green Book,-conforming instreet bicycle lanes;
    - Non-Florida Green Book-conforming instreet bicycle lanes to fill constrained facility gaps;
    - Florida Green Book-conforming paved shoulders;
    - Non-Florida Green Book-conforming paved shoulders to fill constrained facility gaps;
    - Low traffic volume local streets identified as bicycle corridors; and
    - Cycletracks.



- 4.4.2 Utilize the pedestrian facility network crash, gap and facility extension and connectivity analyses to identify pedestrian facility project needs for the following pedestrian facility categories:
- Florida Department of Transportation Green Book-conforming;
  - Non-Florida Department of Transportation Green Book-conforming to fill facility gaps that are constrained;
  - Access to transit service; and
  - Americans with Disabilities Act-compliant facilities.
- 4.4.3 Utilize the shared-use facility network crash, gap and facility extension and connectivity analyses to identify shared-use facility project needs for the following shared-use facility categories:
- Florida Department of Transportation Green Book-conforming;
  - Non-Florida Department of Transportation Green Book-conforming to fill facility gaps that are constrained;
  - Grade-separated crossings; and
  - Access to transit service.
- 4.4.4 The CONSULTANT shall develop cost estimates for implementation of bicycle and pedestrian facility projects to be included in the Alachua Countywide Bicycle-Pedestrian Master Plan.

#### 4.5 TECHNICAL REPORT 4

- 4.5.1 The identification, evaluation and selection of the Alachua Countywide Bicycle-Pedestrian Master Plan Needs Assessment projects shall be documented in Technical Report 4.

### TASK 5 - ALACHUA COUNTYWIDE BICYCLE-PEDESTRIAN MASTER PLAN PRIORITIZED PROJECT LIST, IMPLEMENTATION PLAN AND FINAL REPORT

#### 5.1 DEVELOPMENT OF THE ALACHUA COUNTYWIDE BICYCLE-PEDESTRIAN MASTER PLAN PRIORITIZED PROJECT LIST

- 5.1.1 The CONSULTANT shall develop a methodology to rank projects in the Alachua Countywide Bicycle-Pedestrian Master Plan and shall coordinate the prioritizing process with the Metropolitan Transportation Planning Organization.
- 5.1.2 Project prioritizing methodology for a proposed prioritized bicycle and pedestrian projects list to be developed by the CONSULTANT for projects within the Gainesville Metropolitan Area and a proposed prioritized bicycle and pedestrian projects list to be developed by the CONSULTANT for projects outside the Gainesville Metropolitan Area that provide connectivity to the outlying municipalities and settlements within Alachua County shall address the following criteria:
- A. Impact of adding bicycle and/or pedestrian facilities would have on the community;
  - B. Geography or development of the area causes a project to be too difficult or expensive;
  - C. Potential impact to a designated historic district;
  - D. Potential impact on environmentally sensitive lands;
  - E. Application of context sensitive solutions and complete streets criteria;

- F. Preservation and enhancement of scenic, aesthetic, historic, community and environmental resources, while improving or maintaining safety and mobility;
- G. Requirements of Fixing America’s Surface Transportation Act and appropriate rules issued by Federal Highway Administration and Federal Transit Administration, including safety performance measures and targets;
- H. Consistency with the 2045 Long-Range Transportation Plan Vision Statement, Principles and Strategies;
- I. Safety rankings that consider historic crash data;
- J. Service equity;
- K. Cost estimates;
- L. Contribution to resiliency of transportation system; and
- M. Economic development opportunities.

5.1.3 The CONSULTANT shall prepare and distribute a prioritized bicycle and pedestrian projects list for projects within the Gainesville Metropolitan Area and a proposed prioritized bicycle and pedestrian projects list for projects outside of the Gainesville Metropolitan Area that provide connectivity to the outlying municipalities and settlements within Alachua County to the Metropolitan Transportation Planning Organization for review and approval. These prioritized bicycle and pedestrian projects lists shall include project rank, as well as the ranking factors, for each prioritized bicycle and pedestrian project. Any modifications made to these prioritized bicycle and pedestrian projects lists by the Metropolitan Transportation Planning Organization shall be incorporated into the adopted Alachua Countywide Bicycle-Pedestrian Master Plan

5.2 DEVELOPMENT OF THE ALACHUA COUNTYWIDE BICYCLE-PEDESTRIAN MASTER PLAN IMPLEMENTATION PLAN

The Alachua Countywide Bicycle-Pedestrian Master Plan shall be developed based on the financial resources identified and the cost analysis undertaken. The CONSULTANT shall use the established evaluation criteria for the prioritized bicycle and pedestrian projects list for projects within the Gainesville Metropolitan Area and the prioritized bicycle and pedestrian projects list for projects outside of the Gainesville Metropolitan Area that provide connectivity to the outlying municipalities and settlements within Alachua County.

The CONSULTANT shall include an estimate of the cost of all projects.

The development of the Alachua Countywide Bicycle-Pedestrian Master Plan shall be documented in Technical Report 5.

The Alachua Countywide Bicycle-Pedestrian Master Plan shall include narrative descriptions of projects in the Alachua Countywide Bicycle-Pedestrian Master Plan.

A Technical Memorandum shall document completion of each task and shall be submitted to the Metropolitan Transportation Planning Organization within thirty (30) days of completion of the task. The CONSULTANT shall use the following information to develop the Alachua Countywide Bicycle-Pedestrian Master Plan:

- 5.2.1 The CONSULTANT shall review the alternative funding sources identified in Technical Report 2 as a possible funding source(s) and make appropriate recommendations. Florida Department of Transportation revenue-forecasted funds shall serve as the amount of “boxed funds” for bicycle and pedestrian projects to implement the Year 2045 Long-Range Transportation Plan.
- 5.2.2 As required by Fixing America’s Surface Transportation Act, the CONSULTANT shall consider the ten planning factors described in the Introduction in developing the Alachua Countywide Bicycle-Pedestrian Master Plan:
- 5.2.3 All proposed bicycle and pedestrian facility projects shall be described in sufficient detail to develop cost estimates;
- 5.2.4 A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the proposed Alachua Countywide Bicycle-Pedestrian Master Plan;
- 5.2.5 Comparison of the proposed Alachua Countywide Bicycle-Pedestrian Master Plan to state conservation plans and maps or inventories of natural resources;
- 5.2.6 The CONSULTANT shall include in Alachua Countywide Bicycle-Pedestrian Master Plan appropriate references to 2045 Long-Range Transportation Plan performance measures and targets.
- 5.2.7 The CONSULTANT shall develop a matrix that shows the consistency between each Alachua Countywide Bicycle-Pedestrian Master Plan project and the 2045 Long-Range Transportation Plan Vision Statement, Principles and Strategies;
- 5.2.9 For total project costs, a bicycle and pedestrian project shall be described in sufficient detail to estimate and provide an estimated total project cost and explain how the bicycle and pedestrian project is expected to be implemented;
- 5.2.10 The CONSULTANT shall ensure that the Alachua Countywide Bicycle-Pedestrian Master Plan document is prepared in a manner that balances length, clarity and graphics to create a succinct, specific and attractive document that relays a distinct vision and plan in a user-friendly way;
- 5.2.11 The CONSULTANT will produce geographic information systems shape files for the prioritized bicycle and pedestrian projects list;
- 5.2.12 Presentation materials, including graphics and support documentation for the Alachua Countywide Bicycle-Pedestrian Master Plan shall be prepared by the CONSULTANT and presented to the Metropolitan Transportation Planning Organization, Alachua Countywide Bicycle-Pedestrian Master Plan Steering Committee, Technical Advisory Committee, Citizens Advisory Committee and Bicycle/Pedestrian Advisory Committee.

The CONSULTANT shall prepare presentation materials that shall include graphics, visual aids and handout materials.

### 5.3 APPROVAL OF THE ALACHUA COUNTYWIDE BICYCLE-PEDESTRIAN MASTER PLAN

The culmination of this bicycle and pedestrian planning process is the adoption of the Alachua Countywide Bicycle-Pedestrian Master Plan that includes:

- Prioritized bicycle and pedestrian projects within the Gainesville Metropolitan Area; and
- Prioritized bicycle and pedestrian projects outside the Gainesville Metropolitan Area that provide connectivity to the outlying municipalities and settlements within Alachua County which may be funded by Alachua County and/or funding controlled by Alachua County.

5.3.1 The CONSULTANT shall present the proposed Alachua Countywide Bicycle-Pedestrian Master Plan at a Metropolitan Transportation Planning Organization public meeting and include a discussion of the process by which the Alachua Countywide Bicycle-Pedestrian Master Plan was developed. The CONSULTANT shall prepare presentation materials that include graphics, visual aids and handout materials.

5.3.2 The Metropolitan Transportation Planning Organization shall adopt the final Alachua Countywide Bicycle-Pedestrian Master Plan with such additional modifications as deemed appropriate. The adopted Alachua Countywide Bicycle-Pedestrian Master Plan shall include all supporting analyses, including all geographic information system files.

5.3.3 The Metropolitan Transportation Planning Organization shall transmit via electronic communications the website links of the adopted Alachua Countywide Bicycle-Pedestrian Master Plan to the Florida Department of Transportation and share the website link with Alachua County, municipalities located in Alachua County and the University of Florida.

### 5.4 TECHNICAL REPORT 5

The development of the Alachua Countywide Bicycle-Pedestrian Master Plan shall be documented in Technical Report 5. Changes to the Alachua Countywide Bicycle-Pedestrian Master Plan made in response to public comment, committee recommendations or Metropolitan Transportation Planning Organization action shall also be documented in this Technical Report.

### PROJECT TIMELINE

The CONSULTANT shall develop a detailed project timeline that identifies the development of each task and the delivery of work products. Additionally, the timeline shall include identifiers that represent the approximate date of presentations and community workshop. The CONSULTANT shall meet at least monthly with the Metropolitan Transportation Planning Organization Project Manager to present work completed, confirm action items for the next work period and provide the Project Manager with a revised detailed project time line if changes are necessary.

In conjunction with its periodic meetings with the Project Manager, the CONSULTANT shall provide a written status reports on the progress of each task being undertaken.

### REQUIRED DOCUMENTS

The CONSULTANT shall ensure that all final documents are made available to the Metropolitan Transportation Planning Organization Project Manager for posting online and for distribution and available through the Metropolitan Transportation Planning Organization office no later than sixty (60) days after adoption by the Metropolitan Transportation Planning Organization.

The CONSULTANT shall provide to the Metropolitan Transportation Planning Organization one clean, single-sided, full color paper original and Adobe Portable Data File and Microsoft Word electronic versions of materials to be presented:

- At meetings of the Metropolitan Transportation Planning Organization and the Alachua Countywide Bicycle-Pedestrian Master Plan Steering Committee, Technical Advisory Committee, Citizens Advisory Committee and the Bicycle/Pedestrian Advisory Board;
- At the community workshop; and
- On the Metropolitan Transportation Planning Organization website.

A copy of all Powerpoint presentations shall be provided to the Project Manager for posting on the Metropolitan Transportation Planning Organization website.

#### TECHNICAL REPORTS AND MEMORANDUMS

Technical documentation is required for all tasks. These include Technical Reports for each task and Technical Memoranda for each subtask. The CONSULTANT shall provide one clean, single-sided, full color draft of the Technical Memorandums for review by the Metropolitan Transportation Planning Organization, Alachua Countywide Bicycle-Pedestrian Master Plan Steering Committee, Technical Advisory Committee, Citizens Advisory Committee and Bicycle/Pedestrian Advisory Board. Subsequent to this review, the CONSULTANT shall include all review comments and provide to the Metropolitan Transportation Planning Organization one clean, single-sided, loose-leaf, full color paper original and Adobe Portable Data File and Microsoft Word electronic versions of each final Technical Memorandum.

Copies of all final documents and maps shall be provided to the Metropolitan Transportation Planning Organization in editable text/graphic software format and Adobe Portable Data File format.

The adopted Alachua Countywide Bicycle-Pedestrian Master Plan shall be made readily available by the Metropolitan Transportation Planning Organization for public review, including to the maximum extent practicable in electronically accessible formats and means, such as the internet.

#### FINAL REPORT

The Alachua Countywide Bicycle-Pedestrian Master Plan shall be presented as a stand-alone document in electronic format and one original copy as a clean, single-sided, full color final report. The CONSULTANT shall also separately provide the Metropolitan Transportation Planning Organization supporting tables, spreadsheets, map shapefiles and Powerpoint presentations, including all workshop presentation materials.

#### SUMMARY POSTER

The adopted Alachua Countywide Bicycle-Pedestrian Master Plan report shall also include a foldable, full color 11-inch by 17-inch poster of the adopted Alachua Countywide Bicycle-Pedestrian Master Plan. Summary information in the poster shall include an overview, statement of purpose, graphic representations of the Alachua Countywide Bicycle-Pedestrian Master Plan and table representations of the prioritized bicycle and pedestrian projects list within the Gainesville Metropolitan Area and within unincorporated Alachua County outside the Gainesville Metropolitan Area.

