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May 11, 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 May 18, 2020 at 2:00 p.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 (if needed)* | |
| Page #1 | II. Approval of Meeting Agenda | APPROVE AGENDA |
| Page #3 | III. Alachua Countywide Bicycle-Pedestrian Master Plan Scope-of-Work | DEVELOP 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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May 11, 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

Develop draft scope of work for the Alachua Countywide Bicycle-Pedestrian Master Plan.

BACKGROUND

At its April 22, 2019 meeting, the Metropolitan Transportation Planning Organization received a request from the Alachua County Board of County Commissioners to consider updating the Alachua Countywide Bicycle Master Plan (Exhibit 1). During its discussion, the Metropolitan Transportation Planning Organization approved a motion:

to refer scoping and funding mechanisms to update the Alachua Countywide Bicycle Master Plan to its advisory committees.

At its June 24, 2019 meeting, the Metropolitan Transportation Planning Organization approved the List of Priority Projects. The List of Priority Projects includes an update of the Alachua Countywide Bicycle Master Plan as priority number 4 (Exhibit 1).

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/Report_Addendum_Final.pdf

http://ncfrpc.org/mtpo/publications/Archer_Braid/Archer_Braid_Final_Report_Web.pdf

For the development of the Alachua Countywide Bicycle-Pedestrian Plan, the Metropolitan Transportation Planning Organization:

- Requested coordination among Alachua County, all the municipalities with Alachua County, Florida Department of Transportation and the University of Florida;
- Requested funding participation from Alachua County in the amount of \$40,000, City of Gainesville in the amount of \$40,000 and the University of Florida in the amount of \$20,000 for an estimated \$100,000 budget to contract with a consultant to develop the plan;
- Appointed an Alachua Countywide Bicycle-Pedestrian Plan Project Steering Committee consisting of the:
 - Alachua County Manager or designee;
 - Alachua County Transportation Disadvantaged Coordinating Board Vice-Chair;
 - City of Gainesville Manager or designee;
 - Bicycle/Pedestrian Advisory Board Chair;
 - Citizens Advisory Committee Chair;
 - University of Florida President or designee; and
 - Florida Department of Transportation Liaison.
- Tasked the Project Steering Committee to develop a scope for the development of an Alachua Countywide Bicycle-Pedestrian Plan; and
- Requested that the plan include a focus on bicycle and pedestrian facility gap assessment and prioritization of future bicycle and pedestrian facilities.

The Metropolitan Transportation Planning Organization has received coordination and financial commitments from Alachua County (\$40,000), City of Gainesville (\$40,000) and the University of Florida (\$20,000). In addition, the Florida Department of Transportation has also provided a coordination commitment.

The Spacecoast Transportation Planning Organization has recently completed a bicycle-pedestrian master plan. Below is the link to the Spacecoast Bicycle-Pedestrian Master Plan (Exhibit 2):

http://ncfrpc.org/mtpo/FullPackets/Bike_Ped/Spacecoast_TPO_BPMP_Final-Report_2019_11_15_With-Appendix-COMPRESSED.pdf

Additional Spacecoast Bicycle-Pedestrian Master Plan materials include:

Exhibit 3 - Scope of Services - 3/16/2018 (Scope-of-Work); and

Exhibit 4 - Standard Fee Summary Sheet (Budget).

Attachments

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EXHIBIT 1

**Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
List of Priority Projects Fiscal Years 2020-21 to 2024-25**

A. Bicycle/Pedestrian Priorities

Table 1 identifies bicycle/pedestrian project priorities - state Safe Routes to School funds and SUNTrail funds and federal Transportation Alternatives Program funds for the Fiscal Years 2020-21 to 2024-25 Transportation Improvement Program.

**Table 1
Bicycle/Pedestrian Priorities
Gainesville Metropolitan Area
Fiscal Years 2020-21 to 2024-25**

Number	Project	Location	Description
1	Americans with Disabilities Act Modifications	AT: Gainesville Metropolitan Areawide	Modifications to Deficient Sidewalks, Ramps and Transit Stops
2	Archer Road [SR 24]	FM: SW 34 Street [SR 121] TO: SW 16 Avenue [SR 226]	Add Midblock Pedestrian-Actuated Crossings
3	Williston Road [SR 331] @ Downtown Connector Rail-Trail	FM: SE 4 Street TO: SE 12 Avenue	<ol style="list-style-type: none"> 1. Conduct a speed zone study on from SE 12th Avenue south to SE 4th Street to determine the feasibility of extending the 35 mile per hour speed zone to include the Downtown Connector Rail-Trail crossing; 2. Conduct a pedestrian signal analysis at the Downtown Connector Rail-Trail crossing; 3. Conduct a line-of-sight analysis of the curve; 4. Increase visibility of both motorists and trail users; and 5. Analyze options for traffic calming at the crossing. [22,500 AADT]
4	Alachua Countywide Bicycle Master Plan	AT: Countywide	Update Bicycle Master Plan
5	Glen Springs Braid	FM: Gainesville High School TO: NW 34 Street [SR 121]	Construct Bicycle/Pedestrian Trail
6	Gainesville Regional Utilities Right-Of-Way	FM: Depot Park TO: Williston Road [SR 331]	Construct Bicycle/Pedestrian Trail
7	NE 27 Avenue	FM: State Road 222 TO: State Road 26	Construct 8-Foot Multiuse Path on North Side of Roadway
8	Williston Road [SR 331]	FM: Sweetwater Wetlands Park TO: Gainesville-Hawthorne Rail/Trail Connector	Construct Bicycle/Pedestrian Trail
9	SE 8 Avenue	FM: Williston Road [SR 331] TO: Hawthorne Road [SR 20]	Construct Sidewalk
10	NW 143 Street	FM: Newberry Road [SR 26] TO: NW 39 Avenue [SR 222]	Complete Sidewalk Network
11	NW 6 Street Rail/Trail Extension	FM: NW 16 Avenue TO: NW 39 Avenue [SR 222]	Extend the Rail/Trail North to NW 39 Avenue

EXHIBIT 2

Spacecoast Transportation Planning Organization
Bicycle-Pedestrian Master Plan - 2018

Below is the link to the plan:

http://ncfrpc.org/mtpo/FullPackets/Bike_Ped/Spacecoast_TPO_BPMP_Final-Report_2019_11_15_With-Appendix-COMPRESSED.pdf

**SPACE COAST TRANSPORTATION PLANNING ORGANIZATION
BICYCLE/PEDESTRIAN MASTER PLAN UPDATE
WORK ORDER 18-03K
SCOPE OF SERVICES
03/16/2018**

A. INTRODUCTION

As Brevard County continues to experience population and economic growth, the Space Coast Transportation Planning Organization (TPO) is ensuring that transportation investments best position the County to fully benefit from this growth. The TPO is a leader in incorporating livability and sustainability as critical considerations in transportation planning and decision-making. A key aspect of this approach is the development of a robust multi-modal transportation framework that would not only enhance Brevard County residents' quality of life but also support the economic development of Brevard County communities through improved multi-modal transportation access and mobility.

The Bicycle/Pedestrian Master Plan (BPMP) yields a clear picture of how local and regional non-motorized facilities/corridors could be linked to comprise a system serving a hierarchy and variety of needs and interests. The BPMP addresses pedestrian facilities (system of sidewalks and trails), bicycling facilities (on-road bicycle lanes), bicycling friendly streets, and trails (paved and unpaved); how these would interconnect; and how these would complement transit and vehicular mobility and access.

The BPMP Update will build upon work completed in the 2013 Bicycle & Pedestrian Mobility Plan, local efforts and projects already planned, with an emphasis on completing the critical gaps to addressing safety needs, support areas with the highest propensity for pedestrian and bicycling mobility and support local economic development goals.

B. DESCRIPTION OF SERVICES

Kittelson & Associates, Inc. (CONSULTANT) will assist the TPO in performing the BPMP Update. The following are specific work tasks to be completed by the CONSULTANT:

- Task 1: Project Initiation and Stakeholder Interviews
- Task 2: Evaluating Current Conditions
- Task 3: Needs and Opportunities Analysis
- Task 4: Steering Committee Meetings
- Task 5: Public Outreach
- Task 6: Update of Action Plan
- Task 7: Preparation of BPMP Report

The remainder of this scope of services identifies the specific work tasks to be performed by the CONSULTANT in support of the BPMP Update.

C. TECHNICAL WORK TASKS

Task 1: Project Initiation and Stakeholder Interviews

The CONSULTANT will initiate the project, meet with the TPO staff, and determine data needs. The following items will be completed under this task:

Task 1.1: Identification of Steering Committee

The Steering Committee may be comprised of representatives from Space Coast Area Transit, the Bicycle, Pedestrian, and Trails Advisory Committee (BPTAC), and Growth Management Sub-Committee (GMSC). Other members of the Steering Committee will be identified by the TPO. The TPO will initiate the contact with potential members of the Steering Committee and finalize the Steering Committee members. The TPO Project Manager will be responsible for coordinating with the Steering Committee, including scheduling meetings, and collecting and compiling feedback.

Task 1.2: TPO Staff Kick-off Meeting

The CONSULTANT will hold a kick-off meeting with the TPO staff to identify key issues, share data, and confirm project approach and schedule. In preparation for this meeting, the CONSULTANT will provide a preliminary list of data needs to the TPO staff for review and for distribution to agency participants. At this meeting, the CONSULTANT will also review the draft presentation and agenda for the Kick-Off Meeting with the project Steering Committee.

Task 1.3: Kick-Off and Goal-Setting with the Steering Committee

During this meeting, the CONSULTANT will confirm the study approach, schedule, and communicate the level of input and feedback needed from the Steering Committee throughout the project process. The Steering Committee will function as the sounding board for the Project Team throughout the update of the BPMP.

During this meeting, the CONSULTANT will also review goals and objectives with the Steering Committee. The goals and objectives will be based on the goals and objectives outlined in the previous BPMP, including objectives related to safety, supporting high concentrations of pedestrian and bicycling mobility needs, and local economic development. These goals and objectives will then provide a basis for the selection and ranking of high priority areas for targeting investment and policy changes, as well as for future monitoring of the BPMP implementation.

Task 1.4: Stakeholder Meetings

The CONSULTANT will conduct a series of interviews to seek input from key stakeholders during the BPMP Update. It is anticipated the CONSULTANT will hold up to ten (10) meetings with stakeholders. The Project Team will seek input specific to immediate issues and opportunities related to pedestrian and bicycling facility needs, proposed and ongoing pedestrian and bicycle plans, key focus areas or corridors, and existing policies and regulations related to pedestrian and bicycling mobility.

These stakeholders will be identified with the help of TPO Staff and may include representatives from cities and the County, major employers and businesses, citizen groups, pedestrian and bicycle advocacy or user groups, and other government agencies (FDOT, ECFRPC, Kennedy Space Center, Port Canaveral, Brevard County School Board or schools, SJRWMD, Environmentally Endangered Lands (EELs), etc.). TPO Staff will facilitate scheduling of the meetings which will be held at a common venue over two days. Each meeting will be scheduled for an hour and will include three CONSULTANT staff.

Task 1 Deliverables:

- Steering Committee Kick-Off Presentation and Notes
- List of Project Data Needs
- Logo/branding for the project

Task 1 Meetings:

- TPO Staff Kick-Off Meeting
- Steering Committee Kick-Off Meeting
- Stakeholder Meetings (10)

Task 2: Evaluating Current Conditions

Task 2 involves a continuation of data gathering efforts initiated in the first task. The objective here is to efficiently gather and assess information about current facilities, plans, and regulations to frame future pedestrian and bicycling mobility needs and opportunities. The results of this task are: (1) the identification and mapping of existing and planned bicycle and pedestrian network; and (2) identification of initial pedestrian/bicycling mobility need areas.

The CONSULTANT will draw from the TPO's existing GIS database and information developed as part of the 2013 BPMP. The CONSULTANT will review and assess the planning context in terms of opportunities and constraints related to land use and transportation.

Task 2.1: Review of Previous/Ongoing Studies

The CONSULTANT will review the previous edition of BPMP published by the TPO in December 2013. This review will include a high-level analysis of projects that were identified in the 2013 BPMP and have

since been completed. It is anticipated this information will be provided in GIS and table format for the final BPMP Update document.

The City of Cape Canaveral recently completed a Pedestrian/Bicycle Mobility Plan and the City of West Melbourne recently completed a Master Plan. These documents and other ongoing efforts that will be brought to the team as part of the stakeholder meetings will also be reviewed and incorporated into this Update.

Task 2.2: Future Land Use and Demographics

The CONSULTANT will conduct a high-level review of relevant plans and documents to understand where pedestrian and bicycling travel is expected, desired, and/or encouraged. These documents may include local pedestrian and bicycle plans, CRA Plans, Vision Plans, or Future Land Use/Transportation elements of comprehensive plans. This task will not entail a detailed analysis of land use plans but will instead provide an outline understanding of high pedestrian and bicycling mobility areas based on existing and proposed future land uses. These land uses will include activity centers and community nodes such as schools, parks, downtowns, and other community gathering areas.

The result of the local plan review will then be layered with recent census data to understand demographic groups that are more likely to require and/or to use non-motorized transportation. This will include transit-dependent population groups, zero-car households, and/or younger and older population groups. Also, this dataset will be overlaid with the results of the 2013 BPMP, particularly that of the data layer showing the highest propensity of pedestrian/bicycling use. Together, these datasets will be mapped to indicate high concentrations of existing and future land uses that are likely to generate high pedestrian and bicycling-trips and will be the main input for the BPMP Need Areas Map.

Task 2.3 Existing Pedestrian Network & Proposed City Networks

The CONSULTANT will conduct a Google Earth/Maps desktop review to map the existing sidewalk facilities along all functionally classified roadways within Brevard County. It is anticipated the TPO will provide the GIS layer for the functionally classified roadway network. This review will document, in GIS shapefile format, the presence of sidewalks, width, type of separation between the facility and travel lanes, the presence of lighting, milepost information (for State Roadways only), and TPO Segment ID. In addition to the Google Earth review, proposed pedestrian facilities identified through Task 2.1 will be mapped utilizing readily available GIS files. The CONSULTANT will not create new GIS files for the proposed facilities if a GIS file does not already exist.

The CONSULTANT will utilize and build on the existing inventory of pedestrian facilities available from the TPO to map the most current data on existing pedestrian facilities. These initial maps will be based on the Google Earth/Maps review, information received from the stakeholder interviews, and data from the 2013 BPMP. These maps will be provided to the TPO Staff and Steering Committee for their review to confirm the accuracy of mapped facilities and seek input on needed updates. The CONSULTANT will

incorporate input received from TPO Staff and the Steering Committee into the draft final version of the existing pedestrian facilities network map. Together the TPO Staff and the CONSULTANT will determine if any areas are known to be underrepresented in the inventory or would need further verification. These areas will be targeted for inventory update through coordination with local jurisdictions. The input received from the local jurisdictions will be incorporated into the final existing pedestrian facilities network map.

Task 2.4: Existing On-Street Bicycle Facilities Network & Proposed City Networks

As part of the Google Earth/Maps desktop review discussed in the previous section, the CONSULTANT will also review the presence of on-street bicycle facilities on functionally classified roadways. This review will document, in GIS shapefile format, the presence of bicycle facilities, width, and type of facility. The CONSULTANT will utilize and build on the existing GIS-based inventory of existing on-street bicycling facilities available from the TPO. Together the TPO staff and the CONSULTANT will determine if any areas are known to be underrepresented in the inventory or would need verification. In addition to the Google Earth review, proposed on-street bicycle facilities identified through Task 2.1 will be mapped utilizing readily available GIS files. The CONSULTANT will not create new GIS files for the proposed facilities if a GIS file does not already exist.

The CONSULTANT will develop maps illustrating the most current data on existing bicycle facilities. These initial maps will be based on the Google Earth/Maps review, information received from the stakeholder interviews, and data from the 2013 BPMP. These maps will be provided to the TPO Staff and Steering Committee for their review to confirm the accuracy of mapped facilities and seek input on needed updates. The CONSULTANT will incorporate input received from TPO Staff and the Steering Committee into the draft final version of the existing on-street bicycle facilities network map. The existing bicycle facility data will also be included in the maps created for review by each individual jurisdiction. The input received from the local jurisdictions will be incorporated into the final existing bicycling facilities network map.

Task 2.5: Existing and Proposed Trails Network

The CONSULTANT will work with the TPO to update the existing/proposed trail network map. The TPO will provide the most current GIS shapefile reflecting existing and proposed trail network. The CONSULTANT will build on the latest shapefile available from FDOT and the Florida Greenways & Trails Master Plan for programmed projects and edited to include the County's trail projects (including the Showcase Trails) and other additional projects not included in the FDOT work program shapefile.

An analysis of Brevard County's unpaved trail network will also be performed. The goal of this analysis will be to identify public access to unpaved trailheads and to produce a destination style map that symbolizes natural trails, equestrian trails, biking trails, etc. Readily available GIS data such as City park layers and layers from Environmentally Endangered Lands (EELs) will be utilized in this analysis.

The CONSULTANT will incorporate input received from the TPO and stakeholders into the final version of the existing and proposed trail facilities network map. A summary of the Showcase Trails and the Regional Trail network will be included in the BPMP Report prepared in Task 7.

Task 2.6: Crash Data Collection and Analysis

The CONSULTANT will collect the most recent geocoded crash data from the University of Florida's Signal Four (S4) crash database system. The crash analysis will provide an understanding of key areas that are experiencing disproportionate pedestrian and bicycling crashes and need potential improvements.

Task 2.7: Pedestrian and Bicycle Network to support Transit

The CONSULTANT will map existing and proposed transit service to understand how well the existing pedestrian and bicycle network is supporting transit needs. This dataset will also reference information from Space Coast Area Transit on bus routes serving the highest frequency of riders.

Task 2.8: Pedestrian/Bicycling Programs and Initiatives

The CONSULTANT will document other ongoing programs and initiatives by the municipalities and the County, Space Coast Area Transit, the TPO, and other agencies related to encouraging pedestrian and bicycling travel. This may include registration, enforcement, commuter incentive, safety education, or other marketing campaign programs. Specific programs undertaken by the TPO have included the Complete Streets Program and the Pedestrian/Bicycle Safety Action Plan.

Task 2.9: Other Data Sources

The CONSULTANT will collect other relevant data sources such as those available from FDOT, including STRAVA data, data from FDOT TransPed, data from Zagster bike share locations, transit ridership, data from trail counters, or ADA data from the TPO's ADA assessment.

Task 2.10: User Survey

The CONSULTANT will develop one (1) comprehensive survey which will be used to engage citizens outside of the public meetings. Questions included in the survey may focus on mode choice, how often users are walking/biking, why users are walking/biking, etc. The survey data may be used to supplement information gathered as part of Task 2, especially in identifying priority areas for addressing pedestrian and bicycling gaps. It may also be used to identify specific facility types that are preferred by the public.

Task 2 Deliverables:

- Map of pedestrian/bicycling mobility need areas based on land use and demographics
- Map of existing/proposed pedestrian facilities based on the Google Earth desktop review and proposed facilities from the local jurisdictions

- Map of existing/proposed on-street bicycle facilities based on the Google Earth desktop review and proposed facilities from the local jurisdictions
- Map of existing/proposed trail facilities, including the unpaved trails destination map
- Maps generated for each jurisdiction which includes existing/proposed pedestrian, bicycle, and trail facilities. It is anticipated the existing/proposed facilities will be differentiated by color.
- Map of areas with high frequency of pedestrian and bicycling crashes
- Map of transit routes supporting the highest ridership
- Summary of existing pedestrian/bicycling programs and initiatives
- Draft and final maps of existing/proposed pedestrian, bicycle, and trails network
- GIS files containing the information in Task 2
- Draft and final survey and summary of survey results

Task 3: Needs and Opportunities Analysis

Building on the results of Task 2 and input received in Task 1, the CONSULTANT will further outline the needs and opportunities to be addressed by the BPMP Update.

Task 3.1: Goals, Objectives, and Performance Measures

The goals, objectives, and performance measures from the 2013 BPMP will be reviewed for applicability based on the analysis performed in Task 2. From there, the goals, objectives, and performance measures will be updated, and additional goals may be developed. Goals and objectives related to safety, supporting high concentrations of pedestrian and bicycling mobility needs, filling in critical gaps, and supporting local economic development will be the basis. The safety goals/objectives will relate to the FDOT Safety Performance Measures for non-motorized fatalities and serious injuries.

Included in this Task will be a review of the 2013 BPMP goals and how the TPO has been tracking on those goals over the past 5 years. This will utilize the same tracking format applied in the State of the System Reports.

Task 3.2: Trail Alignment Analysis

The CONSULTANT will analyze existing and proposed trail network collected in Task 2 to identify potential East Coast Greenway alignments within the County. This analysis will consider a trail's width, surface, and other characteristics matching those of the East Coast Greenway's standards. This analysis will include the ECG alignments presented on ECG maps, Office of Greenways and Trails maps, and existing/proposed trails included in the TPO's Showcase Trails network.

Task 3.3: Pedestrian and Bicycle Mobility Needs

The CONSULTANT will develop a screening methodology to identify pedestrian and bicycle mobility needs. These areas will be identified through a GIS analysis by developing a combined index that

incorporates all the data collected in Task 2. Some of the data that can be utilized to generate the index includes, existing and future land uses, public transit ridership, activity centers, schools, existing or planned pedestrian and bicycle facilities, level of traffic stress analysis for bicyclists and pedestrians, socio-economic characteristics, tourism potential, or safety. It is anticipated that the methodology utilized for the Complete Streets Program will be a starting point for this analysis. This list will serve as the initial list of BPMP Candidate Project List.

As part of this task, the CONSULTANT will also develop a draft pedestrian, bicycling, and trails mobility network, including opportunities for sidewalk improvements, on-road bicycling facilities, and multi-use trails.

Task 3.4: Cost Estimates and Potential Funding Sources

The CONSULTANT will prepare general cost per mile estimates for up to 275 projects identified in Task 3.3. The CONSULTANT will also list the potential funding sources to implement the projects. Included in this section will be a narrative regarding implementation of pedestrian/bicycle improvements as part of resurfacing, restoration and rehabilitation (RRR) projects. A table of general cost per mile assumptions (i.e. cost per mile of sidewalk, asphalt, etc.) will be provided as part of this task.

Task 3 Deliverables:

- Draft and final BPMP Goals, Objectives, and Performance Measures
- Trails analysis map including potential alignments for East Coast Greenway
- Evaluation criteria for identifying the proposed pedestrian and bicycling mobility corridors and areas
- Pedestrian and bicycle mobility needs map
- Draft pedestrian, bicycling, and trails mobility network, including opportunities for sidewalk improvements, on-road bicycling facilities, and multi-use trails.
- List of candidate projects
- Planning level cost estimates for candidate projects and general cost per mile table of various facility types
- List of potential funding sources and narrative regarding implementation through RRR projects

Task 4: Steering Committee Meetings

Throughout the course of the BPMP Update, the CONSULTANT will facilitate three (3) meetings with TPO Staff and the Steering Committee. The goals of the meetings are to:

- Present the synthesized issues and opportunities related to pedestrian and bicycling mobility;
- Confirm the draft evaluation criteria for selecting and prioritizing corridors/areas for improving pedestrian and bicycling mobility; and
- Present the draft pedestrian, bicycling, and trails mobility network.

These meetings will be held after the completion of Task 2, after the completion of Task 3, and after the completion of Task 6. The workshop agenda and schedule will be developed in close consultation with the TPO Staff. The TPO will be responsible for scheduling and securing an appropriate venue for the workshop. The meetings may include the following activities:

- Presentation of results of the Task 2, 3, 5, and 6 activities;
- Refinement of evaluation criteria for identifying priority corridors and areas for pedestrian and bicycling mobility;
- Identification and mapping of “proposed pedestrian and bicycling mobility network” based on the evaluation criteria;
- Identification of potential action items for advancing the proposed mobility network (including infrastructure projects and policy or planning actions);
- Summary of public outreach and comments; or
- Update of the action plan and Priority Project List.

Task 4 Deliverables:

- Meeting Presentations (1 for each meeting)
- Meeting Materials for Each Meeting

Task 4 Meetings:

- Steering Committee Meetings (3)

Task 5: Public Outreach

Task 5.1: Public Workshops

After the second steering committee meeting, a series of six (6) public workshops will be held in the following regions within the County to inform the public about the project: North (Titusville area), Central (Cocoa/Rockledge area), Palm Bay, Melbourne, North Beaches/Merritt Island, and South Beaches. These meetings will be 2 hours in length and will be held towards the end of the project to present project data and information, and to obtain public feedback on the draft BPMP Candidate Project List. The CONSULTANT will prepare materials such as the presentation and poster exhibits. The survey from Task 2.10 can be distributed at these meetings to serve as additional data collection for input into the BPMP Update. The CONSULTANT and the TPO will together facilitate the public meetings. The TPO will be responsible for securing the venue and coordinating the public outreach activities, with the help of the CONSULTANT. One of the outreach methods that will be utilized is social media boosting, which places invitations on webpages such as Facebook, to spread the public meeting information. It is anticipated the CONSULTANT will coordinate these activities with the TPO’s Public Involvement Officer.

Task 5 Deliverables:

- Posters and materials for public workshops

- Social media boosting plan and summary of results

Meetings:

- Six Public Meetings

Task 6: Update of Action Plan

Together with TPO staff, the CONSULTANT will draft an Action Plan targeting the implementation of the BPMP Candidate Project List prepared as part of Task 3.3. The Action Plan will outline the Priority Project List based on ideas received at the Steering Committee and Public Meetings, and through discussions with TPO Staff. The Action Plan will include ‘packages’ of projects, as well as policy, regulatory, or planning actions with information on immediate next steps, phasing and timing, potential funding sources, and lead agencies for each action item.

The phasing and timing information (short, mid-term, and long-term) will be guided by the prioritization criteria developed during the Steering Committee Meetings, as well as information from the TPO and partner agency programming, funding, and planning schedules.

The refined draft Action Plan will be submitted to the Steering Committee for review and comment prior to the incorporation of the plan in the final BPMP Report.

Task 6 Deliverables:

- Draft and Final Action Plan

Task 7: Preparation of the BPMP Report

The CONSULTANT will gather the information developed from Tasks 1 to 6 and assemble it into the BPMP Report. The report will include concise documentation of the Plan’s overall goals and objectives, data collection and analysis, needs and opportunities, public outreach activities, and pedestrian and bicycling mobility network. This report will also include priority pedestrian areas, pedestrian facilities, on-road bicycle facilities, and trails.

The following sections describe specific areas that will be included in the report that have not been previously discussed.

Task 7.1: Pedestrian and Bicycle Counts

The CONSULTANT, in coordination with the TPO Staff, will confirm the methodology and data sources to collect pedestrian and bicycle counts at selected locations. The CONSULTANT will review ongoing pedestrian/bicycle count programs from other jurisdictions such as FDOT D5 and MetroPlan Orlando. As part of the BPMP Update, locations will be recommended for future pedestrian/bicycle counts. These

locations should target areas identified in Task 3 or are current high traffic pedestrian/bicycle locations (SR A1A as an example).

Task 7.2: Multi-Modal Facility Design Guidance and Technology

The report will also include information on facility standards and guidelines related to pedestrian and bicycle facility design as an appendix. This information will be referenced from industry standards and may include latest standards from FDOT (Florida Department of Transportation), AASHTO (American Association of State Highway and Transportation Officials), NACTO (National Association of City Transportation Officials), and MUTCD (Manual on Uniform Traffic Control Devices).

The CONSULTANT will document and provide a narrative describing the latest policy and technology changes at the state and national levels that affects pedestrian and bicycle facility planning and design. These could include latest changes regarding the use of RRFBs, development in ITS, incorporating pedestrian and bicycle facility design as part of RRR projects, latest thinking regarding autonomous and connected vehicles as it relates to pedestrian and bicycle traffic, smart cities, PEDSAFE, etc.

Task 7.3: Safe Routes to School

The CONSULTANT will provide a narrative and collection of best practices to develop Safe Routes to School (SRTS) Plans. This will include documenting the most current tools related to SRTS developed by State and Federal Government agencies, as well as non-profit organizations. The BPMP Report will also include documentation of the results from the City of Melbourne and the City of Palm Bay regarding sites selected for SRTS Studies.

Task 7 Deliverables:

- Draft BPMP Report (Adobe Acrobat format digital file)
- Final BPMP Report (Adobe Acrobat format digital files, 2 bound hardcopies)

D. PROJECT MEETINGS AND PRESENTATIONS

Project Status Meetings: Up to three (3) members of the CONSULTANT team will attend up to three (3) additional meetings with TPO staff to discuss project progress and receive input on tasks completed. The purpose of these meetings is to maintain clear communication between the TPO and the CONSULTANT team. The CONSULTANT will prepare a meeting agenda and prepare/distribute meeting notes following each of these meetings.

Project Presentations: It is anticipated the CONSULTANT will make three (3) presentations at two separate times during the length of the project. The first instance will be three (3) separate presentations to the TPO Board, the TPO's Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC), and the TPO's Bicycle, Pedestrian, and Trails Advisory Committee (BPTAC) focused on

data collection and preliminary analysis. The second instance will include three (3) separate presentations at the end of the project to the same groups.

The CONSULTANT will be responsible for preparing the PowerPoint presentation but will coordinate with the TPO on what will be included in the presentation. Comments from the Board and committees will be incorporated into the final version of the BPMP.

Project Meetings and Presentations Deliverables:

- Project Status Update Meeting Notes
- Interim and Final Project Presentations

Project Meetings and Presentations Meetings:

- Project Status Update Meetings (3)
- Interim and Final Project Presentations (6 total)

E. PROJECT ADMINISTRATION

Quality Assurance/Quality Control: The CONSULTANT team will designate appropriate senior staff to conduct Quality Assurance/Quality Control (QA/QC) reviews of work products.

Project Schedule: The CONSULTANT will prepare and submit a detailed project schedule identifying major tasks, their durations, and tasks relationships. The CONSULTANT is responsible for keeping the schedule up to date. The beginning date of the services will be the date of authorization for this work order. Any changes to the schedule necessitated by circumstances outside the CONSULTANT's control will be coordinated with TPO staff. It is anticipated the project take between 12 and 16 months to complete, with a specific completion date to be determined once the project schedule is completed.

Invoices: Invoices will be prepared in the format prescribed by the TPO. A detailed invoice including a narrative description of the work performed by the CONSULTANT during the period covered by the invoice for each item in the scope will be submitted. The final invoice will be labeled "Final" and project closeout procedures will be followed.

Deliverable Coordination: The CONSULTANT will prepare, package, and coordinate deliverables for Tasks 1-7 with the TPO.

Budget: This work will be completed as a lump sum task order. A detailed summary budget table is attached.

Project Administration Deliverables:

- Project Schedule (initial and updates when necessary)
- Monthly Progress Reports

- **Project Administration**

EXHIBIT 4

ATTACHMENT A - STANDARD FEE SUMMARY SHEET Name of Firm: Kittelson & Associates, Inc.

Prime Consultant Information
Kittelson & Associates, Inc.,
Karl Passetti, P.E.
P: 407-540-0555
F: 407-540-0550

Task Work Order Consultant Information
Kittelson & Associates, Inc.
Travis Hills, P.E.
P: 407-540-0555
F: 407-540-0550

Task: Bicycle/Pedestrian Master Plan Update

Name of Firm: Kittelson & Associates, Inc.

ACTIVITY	Senior Principal RATE: \$ 225.00	Associate Engineer/Planner RATE: \$ 178.00	Senior Engineer/Planner RATE: \$ 160.00	Engineer/Planner RATE: \$ 145.00	El/Analyst RATE: \$ 128.00	Office Support/Clerical RATE: \$ 68.00	TOTAL HOURS	COST BY ACTIVITY
Task 1: Project Initiation and Stakeholder Interviews	0	30	35	0	52	12	129	\$ 18,412.00
1.1 Identification of Steering Committee	0	0	0	0	0	0	0	\$ -
1.2 TPO Staff Kick-Off Meeting (prep, notes, and attendance)	0	5	6	0	9	4	24	\$ 3,274.00
1.3 Steering Committee Kick-Off (prep, notes, and attendance)	0	6	7	0	13	4	30	\$ 4,124.00
1.4 Stakeholder Meetings (prep, notes, and attendance)	0	19	22	0	30	4	75	\$ 11,014.00
Task 2: Evaluating Current Conditions	0	17	64	96	336	0	513	\$ 70,194.00
2.1 Previous/Ongoing Studies	0	1	2	0	8	0	11	\$ 1,522.00
2.2 Future Land Use/Demographics	0	2	4	16	40	0	62	\$ 8,436.00
2.3 Existing/Proposed Pedestrian Network	0	2	16	40	100	0	158	\$ 21,516.00
2.4 Existing/Proposed Bicycle Facilities Network	0	2	16	40	100	0	158	\$ 21,516.00
2.5 Existing/Proposed Trails	0	2	4	0	24	0	30	\$ 4,068.00
2.6 Crash Data	0	1	4	0	16	0	21	\$ 2,866.00
2.7 Ped/Bike Network to Support Transit	0	1	2	0	8	0	11	\$ 1,522.00
2.8 Ped/Bike Programs	0	2	4	0	16	0	22	\$ 3,044.00
2.9 Other Data	0	2	4	0	16	0	22	\$ 3,044.00
2.10 User Surveys	0	2	8	0	8	0	18	\$ 2,660.00
Task 3: Needs and Opportunities Analysis	0	14	28	32	144	0	218	\$ 30,044.00
3.1 Goals, Objectives, and Performance Measures	0	4	8	0	16	0	28	\$ 4,040.00
3.2 Trail Alignment Analysis	0	2	4	0	24	0	30	\$ 4,068.00
3.3 Ped/Bike Mobility Needs	0	4	8	20	80	0	112	\$ 15,132.00
3.4 Cost Estimates and Funding Sources	0	4	8	12	24	0	48	\$ 6,804.00
Task 4: Steering Committee Meetings (3)	0	21	27	0	39	12	99	\$ 13,866.00
Preparation, Notes, and Attendance	0	21	27	0	39	12	99	\$ 13,866.00

ATTACHMENT A - STANDARD FEE SUMMARY SHEET
Name of Firm: Kittelson & Associates, Inc.

Prime Consultant Information
 Kittelson & Associates, Inc.
 Karl Passetti, P.E.
 P: 407-540-0555
 F: 407-540-0550

Task Work Order Consultant Information
 Kittelson & Associates, Inc.
 Travis Hills, P.E.
 P: 407-540-0555
 F: 407-540-0550

Task: Bicycle/Pedestrian Master Plan Update

Name of Firm: Kittelson & Associates, Inc.

ACTIVITY	Senior Principal		Associate Engineer/Planner		Senior Engineer/Planner		Engineer/Planner		EI/Analyst		Office Support/Clerical		TOTAL HOURS	COST BY ACTIVITY
	RATE:	\$	RATE:	\$	RATE:	\$	RATE:	\$	RATE:	\$	RATE:	\$		
Task 5: Public Outreach	0	\$ -	47	\$ 8,366.00	64	\$ 10,240.00	0	\$ -	125	\$ 16,000.00	24	\$ 1,632.00	260	\$ 36,238.00
5.1 Public Workshops (6) (prep, notes, attendance, outreach help, and social media boosting)	0	\$ -	47	\$ 8,366.00	64	\$ 10,240.00	0	\$ -	125	\$ 16,000.00	24	\$ 1,632.00	260	\$ 36,238.00
Task 6: Update of Action Plan	0	\$ -	4	\$ 712.00	8	\$ 1,280.00	0	\$ -	24	\$ 3,072.00	0	\$ -	36	\$ 5,064.00
Task 7: Preparation of Report	0	\$ -	15	\$ 2,670.00	44	\$ 7,040.00	0	\$ -	132	\$ 16,896.00	0	\$ -	191	\$ 26,606.00
7.1 Ped/Bike Counts	0	\$ -	1	\$ 178.00	2	\$ 320.00	0	\$ -	4	\$ 512.00	0	\$ -	7	\$ 1,010.00
7.2 Design Guidance	0	\$ -	1	\$ 178.00	4	\$ 640.00	0	\$ -	40	\$ 5,120.00	0	\$ -	45	\$ 5,938.00
7.3 SRTS	0	\$ -	1	\$ 178.00	2	\$ 320.00	0	\$ -	4	\$ 512.00	0	\$ -	7	\$ 1,010.00
Draft Report	0	\$ -	8	\$ 1,424.00	24	\$ 3,840.00	0	\$ -	60	\$ 7,680.00	0	\$ -	92	\$ 12,944.00
Final Report	0	\$ -	4	\$ 712.00	12	\$ 1,920.00	0	\$ -	24	\$ 3,072.00	0	\$ -	40	\$ 5,704.00
Project Meetings/Presentations	0	\$ -	43	\$ 7,654.00	50	\$ 8,000.00	0	\$ -	37	\$ 4,736.00	12	\$ 816.00	142	\$ 21,206.00
Project Status Meetings (3) (prep, notes, and attendance)	0	\$ -	15	\$ 2,670.00	18	\$ 2,880.00	0	\$ -	21	\$ 2,688.00	12	\$ 816.00	66	\$ 9,054.00
Project Presentations (6)	0	\$ -	28	\$ 4,984.00	32	\$ 5,120.00	0	\$ -	16	\$ 2,048.00	0	\$ -	76	\$ 12,152.00
Project Admin	40	\$ 9,000.00	19	\$ 3,382.00	54	\$ 8,640.00	6	\$ 870.00	44	\$ 5,632.00	3	\$ 204.00	166	\$ 27,728.00
QA/QC	40	\$ 9,000.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	40	\$ 9,000.00
Project Schedule	0	\$ -	1	\$ 178.00	4	\$ 640.00	0	\$ -	0	\$ -	0	\$ -	5	\$ 818.00
Administration	0	\$ -	8	\$ 1,424.00	32	\$ 5,120.00	0	\$ -	0	\$ -	0	\$ -	40	\$ 6,544.00
Deliverable Coordination	0	\$ -	10	\$ 1,780.00	18	\$ 2,880.00	6	\$ 870.00	44	\$ 5,632.00	3	\$ 204.00	81	\$ 11,366.00
SUM	40	\$ 9,000.00	210	\$ 37,380.00	374	\$ 59,840.00	134	\$ 19,430.00	933	\$ 119,424.00	63	\$ 4,284.00	1754	\$ 249,358.00
TOTAL PROJECT \$ 249,358.00														