

NOVEMBER 30, 2020

**METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
FOR THE GAINESVILLE URBANIZED AREA ▪ RFQ 20-01**

ALACHUA COUNTYWIDE BICYCLE-PEDESTRIAN MASTER PLAN



November 24, 2020

Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area
ATTENTION: Scott R. Koons, AICP
2009 NW 67th Place
Gainesville, FL 32653

RE: Request for Qualifications 20-01 Alachua Countywide Bicycle-Pedestrian Master Plan

Dear Mr. Koons and Members of the Technical Review Committee:

Toole Design Group is excited and grateful for the opportunity to submit this written proposal for the development of the Alachua Countywide Bicycle-Pedestrian Master Plan. You have been very clear in describing the purpose of the plan—to improve safety, connect people to destinations and transit, and to fill network gaps—and the desired deliverable, a plan that includes:

- A prioritized list and mapping of bicycle and pedestrian projects in the Gainesville Metropolitan Area; and
- A prioritized list and mapping of bicycle and pedestrian projects outside the Gainesville Metropolitan Area that provide connectivity to outlying municipalities, settlements, and regional trail connections within Alachua County to be utilized to implement the Alachua County Comprehensive Plan.

Our approach is as practical as it is comprehensive. Our work will be largely based on existing data and our familiarity with Alachua County, and supplemented with public and stakeholder input. This plan will effectively communicate the overall vision for a safe, inclusive, and connected bicycle and pedestrian network, while functioning as a practical tool for implementing agencies and partners.

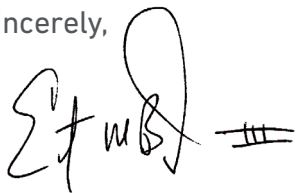
Toole Design and Manley Design have collaborated on a variety of projects in North Florida and throughout the state for over a decade. Our mutual commitment to quality and results is the foundation of our partnership. In the development of the two prioritized lists, we will focus on:

- **Uncompromised Safety.** The results of this Plan will highlight the value of safe infrastructure and will prioritize projects that can reduce serious injuries or fatalities to bicyclists and pedestrians as a result of crashes.
- **An Equitable and Inclusive Process and Recommendations.** Listening is critical during public involvement and we pride ourselves on actively listening to challenges and opportunities expressed by communities. Our team will meet guidance within the Metropolitan Transportation Planning Organization's Public Involvement Plan and emphasize equity in all outreach efforts. The tools we use for in-person and virtual engagement will be customized to reach the people of Alachua County, with specific techniques to maintain safety due to COVID-19. Equitable outreach will lead to recommendations that can make a significant impact for users that need the bicycle and pedestrian network the most.

- **An Accessible and Connected Network.** Each prioritized project is a connection and an opportunity to give someone access. The Plan must tell the story of how access can be expanded and the destinations that are connected through each priority project. The Plan will clearly link each project with its benefits to Alachua County residents, and will align with the FAST Act Planning Factors.
- **A Contextual Approach to Facility Type and Implementation.** Bicycle and pedestrian facilities should vary based upon surrounding land uses as they link destinations. This Plan will identify a range of facility types and provide the tools needed to implement infrastructure immediately and into the future that attracts new users through increasing comfort and safety.

As the nation's leading multimodal transportation firm, bicycle and pedestrian planning, design, and construction is the heart of Toole Design's business. We are committed to a safe, healthy, connected Alachua County, and to being a thoughtful, effective, and efficient consulting partner. Thank you for your consideration. We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ernie Boughman', followed by three horizontal lines.

Ernie Boughman, AICP
Director of Operations, Southeastern U.S.
Toole Design

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PROPOSED APPROACH TO PROJECT



PROJECT APPROACH

PROJECT UNDERSTANDING WHERE ARE WE NOW?

Alachua County's "small town" atmosphere along with its entrepreneurial and innovative spirit, proud Gator community, and robust sampling of family-friendly, outdoor amenities—such as Devil's Millhopper Geological State Park, the Santa Fe College Teaching Zoo, the Gainesville-Hawthorne State Trail and the many local art galleries and concerts—are attracting a steady stream of new residents. Although most travel throughout the County is car-centered, there is a diverse array of commuting modes and needs, with 9%, 4%, and 1% of commuters walking or bicycling to work in the City of Gainesville, the City of Alachua, and Alachua County respectively. Many Alachua County residents recognize the importance of walking and biking; increasing bicycle and pedestrian infrastructure and safety was highlighted as a strategic priority issue in both Alachua County's 2016 and 2020 Community Health Needs Assessments.



Residents are stepping outside their vehicles to explore different cities and natural areas in Alachua County.

Recognizing this, the County, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (MTPO), and other planning partners have taken important steps to improve mobility for residents and visitors, including plans for multimodal emphasis corridors, Complete Streets, and pedestrian safety projects in the 2040 Long Range Transportation Plan, supporting the Florida Department of Transportation's designation of US Bicycle Route 90 through Alachua County, and Regional Transit System's investment testing sensors to alert bus drivers of pedestrians and bicyclists in their blind spots.

WHERE ARE WE GOING?

Alachua County is committed to smart, sustainable, and forward-looking growth to maintain a high quality of life for residents and visitors, which is reflected in its recent planning efforts. The 2018 Comprehensive Plan emphasized the need for growth management to protect the County's natural lands and wildlife and included a Transportation Mobility Element to promote walking and bicycling and support a multimodal transportation system. Similarly, the County's Mobility Plan links land use and transportation to ensure that development is transit supportive and includes a bicycle and pedestrian network that connects existing and future residential development to transit oriented development, traditional neighborhood development, and activity centers. With this in mind, we believe the following trends and patterns should be considered throughout the study process:

- Alachua County and their partners have established a variety of resources to support data-driven decision-making, such as the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's Bicycle Usage Trends Program and research projects within the University of Florida Transportation Institute. **Leveraging these existing data**

sources and ensuring that new data-driven processes integrate with those that already exist will be crucial during Bicycle and Pedestrian Master Plan development.

- Recent and current planning efforts—including the Long Range Transportation Plan, the Comprehensive Plan, and the Mobility Plan—emphasize the importance of providing multimodal connections to transit throughout the County. The Bicycle and Pedestrian Master Plan provides the opportunity to **eliminate gaps** in the overall bicycle and pedestrian network and ensure that the network **connects to existing and planned transit** services. This is particularly important as the last Plan that focused specifically on bicycle and pedestrian mobility was conducted nearly twenty years ago.
- Similarly, Alachua County is home to a wide variety of land use contexts, from the dense urban environment of downtown Gainesville and the historic Main Street commercial areas of Alachua to the sprawling natural areas and state parks. Considerations of **existing development patterns and future land use plans should guide bicycle and pedestrian network and facility type recommendations**.
- In early 2020, a higher than usual rate of fatal bicycle and pedestrian crashes in Alachua County worried advocates and community members. While official crash data for 2020 will be incomplete until the new year, a brief analysis of data from 2018 and 2019 shows that Alachua County has higher bicycle and pedestrian crash and fatality rates than other Florida counties with similar population sizes. **Bicycle and pedestrian safety** has been a recurring theme in community planning efforts throughout Alachua County and should be a central focus area of the Bicycle and Pedestrian Master Plan.

HOW DO WE GET THERE?

Bicyclist and pedestrian mobility is an integral part of each community, not only because it provides vital access to community



Multimodal facilities are especially important in and around university campuses.

resources but also because it contributes to the overall experience of daily life, whether one is traveling to work or exploring a city for the first time. We know that the goals of a multimodal transportation system are fundamental to realizing Alachua County's larger community vision. But how do we maximize the County's potential to support that vision by leveraging community interest and fostering a more accessible and safe bicycle and pedestrian network?

Our team is committed to creating vibrant places that provide a high level of safer and more convenient and comfortable transportation choices. Places with great multimodal options support economic development and ultimately maximize investments made in the community.

This Bicycle and Pedestrian Master Plan represents an opportunity for Alachua County to address challenges in bicycle and pedestrian mobility with thoughtful and innovative solutions. This project will effectively build on the foundation of prior planning efforts while being forward-thinking; it will ensure that bicycle and pedestrian network recommendations do not leave the current users behind, but rather that the network is structured for success and supports community needs of the future. This Plan will help the County meet its goals of creating a

connected multimodal transportation network, linking land use and mobility, prioritizing the safety of people walking and bicycling, and making bicycle and pedestrian trips a more frequent part of residents' daily lives.

To be successful, this project must evaluate and prioritize bicycle and pedestrian investments that improve mobility for residents, employees, visitors, and students. Recommendations should encourage people to view walking and bicycling as a reliable, convenient, comfortable, safe, and sustainable transportation option. To deliver this result, our team's approach is built on the following key ideas. This project:

- Focuses on a deep understanding of the County's needs, growth, and mobility patterns;
- Requires expertise in integrated transit and multimodal planning and design, data analysis, and policy practices for creating a safe, attractive, and connected transportation system;
- Represents an opportunity for a data-driven approach to the bicycle and pedestrian network that builds from existing sources, supports other planning efforts, and aids the County in being competitive for additional funding opportunities; and
- Incorporates community and stakeholder engagement from previous work, supplemented with additional sessions during the project, to build consensus around the plan. This requires careful listening as well as educating on best practices for bicycle and pedestrian mobility.

COVID-19

Lastly, we know that safety is of primary importance to staff at Alachua County and their partners. Toole Design has tools for safely working together throughout the course of the project, both remotely and in person. We are thinking deeply and critically about what COVID-19 means for daily life, public health, and transportation networks. Public health and wellness will be an important part of our study team's discussions and in our ultimate designs. At Toole Design, we are grateful to have both the technology and know-how required to



Our Plan will provide guidance for a variety of facilities types dependent on local character with safety as a priority.



This public engagement event in Milwaukee shows how we can run great workshops while maintaining safety precautions.

continue our work, even in a time of social distancing. We have access to state-of-the-art technology and equipment that allows all of our staff to work remotely with minimized disruption to our clients and our projects, and we are continuing to develop solutions to everything from Information Technology challenges to conducting public outreach without holding a meeting.

Toole Design recognizes the current need to be adaptable and creative when it comes to client collaboration, as well as stakeholder and community engagement. We have been a leader in digital engagement for years, and we are prepared to put those skills to work on the Alachua Countywide Bicycle-Pedestrian Master Plan for as long as social distancing remains necessary.

On past, similar projects, our team has used a wide array of remote engagement strategies to reach a broad cross-section of the community, including:

- Interactive web maps and custom websites
- Online open houses and town halls
- Online surveys
- Virtual walk audits using Zoom's mobile app or GPS-enabled video cameras
- Social media strategies
- Direct outreach by telephone to representatives of historically marginalized groups (e.g., older adults, people of color, people with disabilities, low-income participants, non-English speaking households)

For Alachua County, we will be nimble and adapt our strategies as needed to ensure we meet your goals and the community's needs.

We look forward to working with you on a product that will not only reassure the public that all safety measures have been considered and reasonably incorporated, but will also establish a path forward to attract new choice users and continue to serve those who already walk and bicycle in Alachua County.

PROJECT APPROACH

TASK 1: PUBLIC PARTICIPATION PROCESS AND DOCUMENTATION

TASK 1 OUTCOMES

- An understanding of existing opportunities along with real and perceived barriers
- Inclusive outreach that is strategic about connecting with underserved communities, specifically low-income households and communities of color
- A foundation to develop meaningful recommendations that will benefit existing and future nonmotorized users
- A robust documentation of the approach and results of public involvement throughout the planning process

TASK 1 DELIVERABLES

- Stakeholder briefings (Task 1.2)
- Community Workshop (Task 1.2)
- Technical Report 1 (Task 1.3)
 - Documentation of public notice and accessibility requirements
 - Presentation materials
 - Public comment summary

In collaboration with the Metropolitan Transportation Planning Organization and Alachua County, the Toole Design Team will craft a set of outreach strategies that inform the public of the planning process while gathering feedback on walking and bicycling in Alachua County. Particular attention will be given to engaging traditionally underserved groups in transportation planning, with these groups including older adults, people with disabilities, people of color, and people with lower incomes. Our team will assemble and review relevant planning documents identified in the Request for Qualifications to ensure that the Countywide Bicycle-Pedestrian Master Plan is consistent with previous and current planning efforts. We anticipate gathering input through several techniques, including:

TARGETED OUTREACH

The Toole Design Team will work with the Metropolitan Transportation Planning Organization and Alachua County to leverage partnerships with local organizations to conduct targeted outreach to key stakeholders, including underserved communities. Local organizations, community leaders, and other key stakeholders can collaborate in conducting community-based outreach remotely by gathering input from the people they serve through phone calls, bulletins or newsletters, mailings, or virtual outreach.



The Toole Design Team will hold a community workshop that is interactive, accessible, educational, and fun.

WEBSITE

The Toole Design Team will work with the Metropolitan Transportation Planning Organization staff to upload materials to the agency's website, a key virtual touchpoint where community members will be able to learn and stay up to date about the planning process. The website will include an online survey and interactive map, both of which will serve to collect specific information about key community destinations, desired routes, network gaps, challenging crossings, and barriers to mobility. The website will also host the Draft Plan for public review.

PRESENTATIONS

Briefings and presentations to partner organizations will ensure that planning processes throughout the County are coordinated. The Toole Design Team will give at least one presentation to discuss Plan progress, key decisions, and milestones to each of the groups detailed in the Request for Qualifications.

COMMUNITY WORKSHOP

Our team will collaborate with the Metropolitan Transportation Planning Organization to host one community workshop that is interactive, accessible, educational, and fun. The workshop will be scheduled for a time that allows for findings from data analysis to inform participants, and so that participants can assist with identifying potential projects. It will be held remotely and/or virtually depending on conditions at that time.

TASK 2: DATA COLLECTION, MAPPING AND DATA DEVELOPMENT

TASK 2 OUTCOMES

- Comprehensive transportation maps that illustrate the state of mobility for all users with emphasis on bicycle and pedestrian infrastructure
- An inventory of bicycle and pedestrian facilities by type—sidewalks, bikeways, and

shared-use paths—that provide details on conforming status, connectivity to transit, and issues related to accessibility

- Updated datasets that can be symbolized and analyzed to highlight bicycle and pedestrian opportunities and challenges across the county
- A clear understanding of cost estimates for a variety of facility types that account for the funding resources needed to implement bicycle and pedestrian projects by 2045

TASK 2 DELIVERABLES

- Technical Report 2 (Task 2.7)
 - Existing conditions inventory
 - Review of financial resources

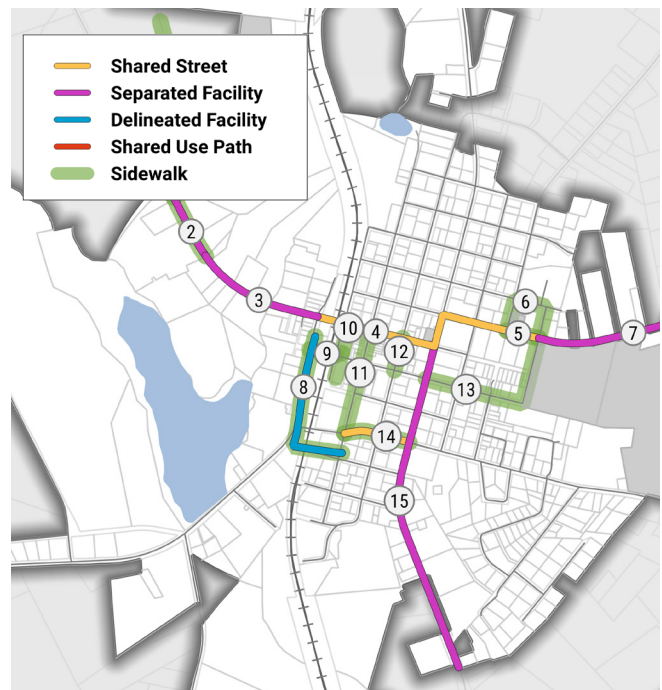
The Toole Design Team will begin to develop data-driven project recommendations with a thorough review of existing datasets and creation of detailed maps that illustrate the existing transportation conditions for the 2020 Base Year. The Toole Design Team will collaborate with the Metropolitan Transportation Planning Organization and Alachua County to gather existing datasets from existing plans and funding-committed bicycle and pedestrian projects. Key components of this task will include:

BICYCLE AND PEDESTRIAN FACILITY INVENTORY

The Toole Design Team will prepare a bicycle and pedestrian facility inventory using existing data, in order to build a framework for analyzing existing sidewalk, bicycle facilities, and shared-use facilities. Sidewalk, bicycle, and shared-use facilities will be categorized by facility type, width, and other characteristics as outlined in the Request for Qualifications. Our team will identify grade-separated crossings of shared-use facilities and Americans with Disabilities-accessibility compliance of sidewalk facilities, based on available data.

CLEAR, STRAIGHTFORWARD NETWORK MAPS

The Toole Design Team will create easy-to-understand network maps for the highway



This example network map clearly identifies existing facilities.



We will inventory existing facilities to ensure they are accessible for all residents, including those differently abled.

system, transit system, bicycle facilities, sidewalk network, and shared-use facilities. Maps and datasets will be delivered in the format and specifications outlined in the Request for Qualifications, unless otherwise directed by the Metropolitan Transportation Planning Organization (data cleaning/formatting limited by the budget available for this task).

PROJECT COST ESTIMATES

Our team will develop cost estimates for a variety of facility types to understand the funding resources necessary to implement bicycle and pedestrian projects by 2045. Each total project cost estimate will include, but is not limited to, estimates for planning, preliminary engineering, design, right-of-way, construction, environmental mitigation, maintenance of traffic, and construction engineering inspection. Estimates for each facility type will be based on local construction bid tabulations provided by jurisdictions in the region, and will be useful for order-of-magnitude level budgeting. Potential revenue sources for construction of the bicycle and pedestrian network will be also be presented.

TASK 3: DATA ANALYSES

TASK 3 OUTCOMES

- Clearly identified areas of concern due to volume and/or severity of crashes
- Clearly identified connectivity gaps in the bicycle and pedestrian networks
- Established land use context descriptions that will serve as a foundation for bicycle and pedestrian facility type recommendations
- Increased understanding of where opportunities exist for greater accessibility and comfort as users, walk, bicycle, and use transit

TASK 3 DELIVERABLES

- Technical Report 3 (Task 3.3)
 - Data analysis methodology
 - Key findings summary

Safety for bicyclists and pedestrians is the Plan's highest goal. To develop effective strategies and recommendations for existing

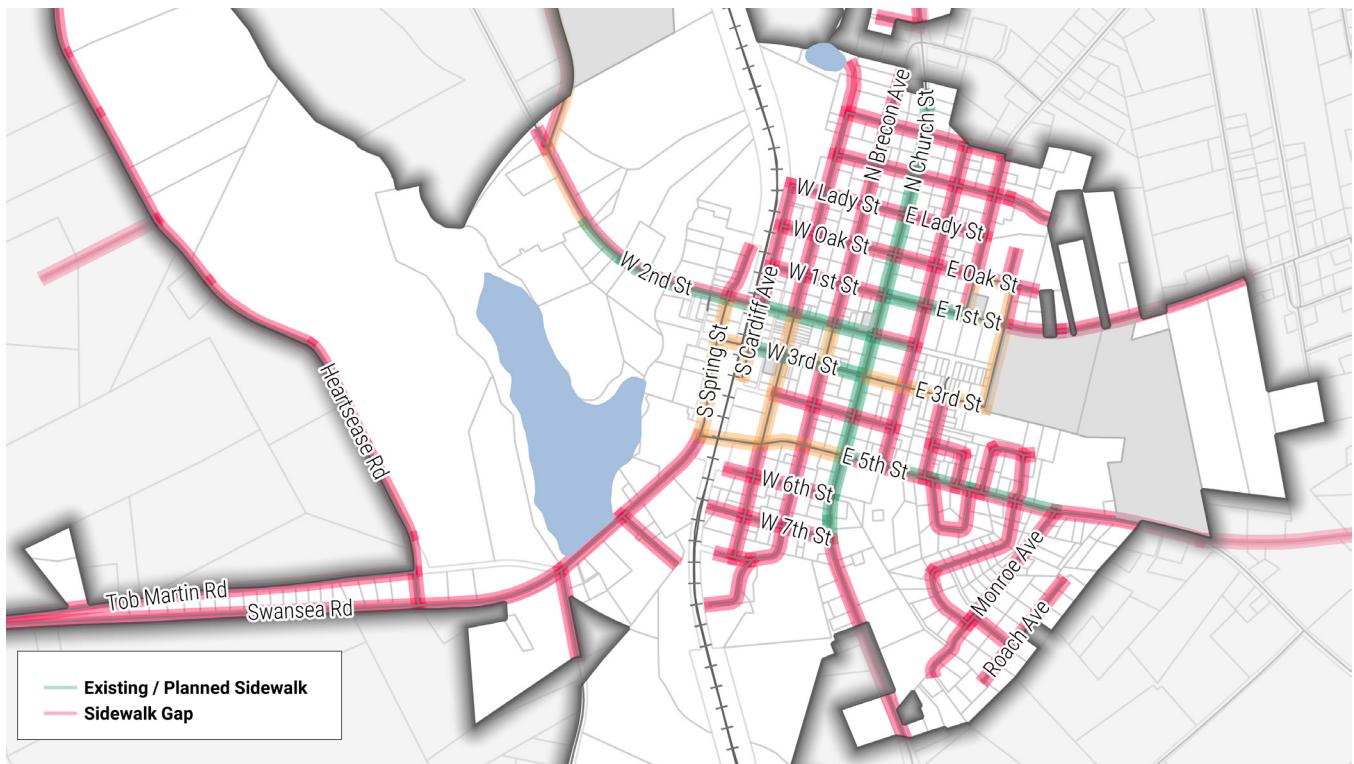
and future users, the Toole Design Team will carefully review existing data while ensuring that analysis results in a better understanding of safety issues in both the urbanized and rural parts of the County. Our team values data-driven decision-making and will work with the Metropolitan Transportation Planning Organization, Alachua County, and other partners to conduct analyses that are relevant and beneficial to both the planning process and the development of the final recommendations. Key areas of geospatial analysis will include:

AREAS WITH SAFETY CONCERNS

The Toole Design Team will use the available crash data compiled in Task 2 to analyze locations throughout the County that face issues with pedestrian- and/or bicycle-related crashes. Depending on data characteristics, our team will assess pedestrian- and bicycle-related crashes by injury category and create detailed tables and maps to provide context around crash locations, frequency, and level of severity. This is a particular area of strength for Toole Design, as we have conducting industry-leading crash analyses for cities include Jacksonville, FL, Atlanta, GA, Austin, TX, and a variety of MPO



We want people of all ages and abilities in Alachua County to safely get to and from key destinations and access local transit.



We will provide maps identifying critical network gaps, like this one from Swansea, SC.

clients. This experience will allow us to work efficiently and extract actionable takeaways from the available data.

ACCESS TO TRANSIT

Pedestrian and bicyclist access to the City of Gainesville Regional Transit System is paramount to the success and utility of the pedestrian and bicycle network for transit users, particularly those who walk, bike, or wheel between transit stops and destinations. The Toole Design Team will use the base maps created in Task 2 to analyze access to transit service. This analysis will include assessing the percentages of complete sidewalk on both sides of the street, bicycle facilities, and shared-use facilities within walkable and bikeable distances of transit stops.

As a value-add task, we will also identify two-three locations where Mobility Hubs may be considered in the future, to address first-and-last-mile connection gaps. Mobility Hubs bring together micromobility options, bike parking,

wayfinding, and sometimes carshare parking or ridehail pick-ups at a concentrated location, and could be an effective solution to extend the “reach” and benefit of the region’s transit system.

CRITICAL NETWORK GAPS

Our team will identify gaps in the pedestrian and bicycle network and the location of natural and human-made barriers (waterbodies, steep grades, bridges, railroads, auto-focused roadways, lack of sidewalks) that make conditions for walking and bicycling difficult. As part of the final recommendations, we will identify both gaps located near key destinations that could be served by the bicycle and pedestrian network as well as gaps along key transportation corridors for bicycle and pedestrian activity.

OPPORTUNITIES FOR ENHANCED CONNECTIONS

The analysis will allow us to identify places, such as bus stops, multifamily housing, schools, or other community destinations,

WHY EQUITY MATTERS TO TRANSPORTATION PROFESSIONALS

Equity is the idea of allocating resources to people in a just and impartial way, while considering how existing power structures have governed resource distribution in the past. As transportation professionals, we shape people's daily routines and experiences. Whenever we make planning, policy, or design decisions, we have an opportunity to advance equity. Active transportation projects specifically can provide safer and healthier transportation choices for marginalized communities, but can also perpetuate our country's history of transportation inequities if not planned and implemented with meaningful engagement. For the Alachua County Bicycle-Pedestrian Master Plan, we will:

- **Engage with the public on their terms.** We must work to hear and respond to the voices of people who have been excluded from transportation planning decisions. This means prioritizing public engagement with low-income communities, communities of color, and other marginalized groups. When our projects and plans reflect the needs of these groups, the transportation system serves everyone better.
- **Value the expertise of community-based organizations** and compensate them for their involvement in the planning process.
- **Partner with advocacy groups**, like LGBTQ+, disability rights, racial justice, and other organizations that acknowledge the intersectionality of mobility injustices.
- **Promote grassroots, community-led decision-making.** Use culturally competent outreach strategies, clear communication, and transparent decision-making to encourage trust, collaboration, and community empowerment.

During the planning process:

- **Existing Conditions Analyses** can help us understand a community's needs by gathering data on equity-related factors—communities of color, low-income populations, and concentrations of people with disabilities, for example—to analyze how existing transportation systems serve, or fail to serve, marginalized groups.
- **Demand analyses** should include equity indicators, like educational attainment, limited English proficiency, and motor vehicle access.
- **Performance metrics** should reflect equity goals; for example, by 2030 70% of communities of color will be within ¼ mile of active transportation facilities.
- **Project Prioritization** should use equity factors (like the ones mentioned above) to help determine what projects to build, and where.
- **Be intentional about race in these analyses.** Distinct racial and ethnic populations have unique needs and perspectives. When there is enough data to do so, disaggregate racial and ethnic groups.
- **Be mindful of the language you use.** For example, avoid using "minority." This term centers everyone's identity around whiteness. "Minority" describes a power imbalance, not a numerical one. Instead, use terms like People of color (POC); Black, Indigenous, and People of Color (BIPOC); or racialized people/groups.
- **Avoid opaque terms**, like low-income neighborhoods, in favor of specific explanations (e.g., Census tracts where more than 30% of households are below Area Median Income).
- **De-emphasize "best" practices** in favor of local expertise and peer information exchange between similar communities. For example, an image of a cycle track from Bogotá may resonate more than an example from Copenhagen at a meeting with Latino community members.
- **Value the lived experiences of marginalized communities** as essential data in assessing infrastructure and investment needs.

that would benefit from focused access improvements in the future non-motorized network as a whole. Our team will incorporate an equity framework into connectivity analyses. We will work with the Metropolitan Transportation Planning Organization, Alachua County, and partners to determine appropriate equity measures (e.g., households without a vehicle, low-income households, communities of color) and assess specific neighborhoods that may benefit from additional access to the bicycle and pedestrian network.

TASK 4: FACILITIES NEEDS ASSESSMENT

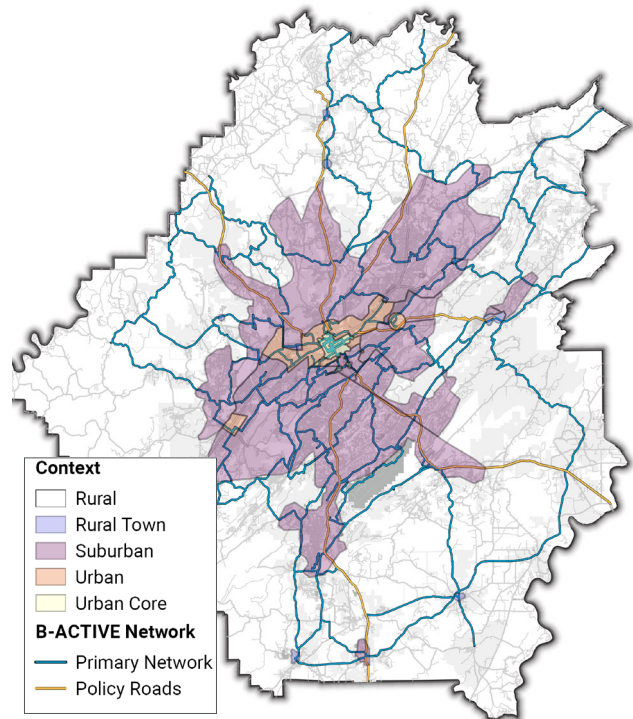
TASK 4 OUTCOMES

- Identification of bicycle and pedestrian facilities that build on the existing network and fill critical gaps
- A vision for a comprehensive network of bikeways, sidewalks, and shared-use facilities that can increase safety and provide more direct access to transit
- A foundational understanding of how to select the most appropriate bicycle and pedestrian facilities based upon the context, key street characteristics and competitiveness for alternative funding opportunities

TASK 4 DELIVERABLES

- Technical Report 4 (Task 4.5)
 - Needs Assessment project evaluation criteria
 - Project list and project map of selected Bicycle-Pedestrian Master Plan Needs Assessment projects
 - Context Map and Menu of Appropriate Facilities
 - Cost estimates for selected Bicycle-Pedestrian Master Plan Needs Assessment projects

Leveraging the existing bicycle and pedestrian infrastructure along with committed projects, the Toole Design Team will identify projects that will increase connectivity, safety, comfort, and accessibility in Alachua County. This task



Toole Design developed a context map for the Greater Birmingham Regional Planning Commission to guide bikeway selection as funding was available.

will emphasize how land use context plays an essential role in bikeway and pedestrian facility selection. To aid in the identification of Needs Assessment Projects, we will develop the following elements:

FACILITY CONTEXT MAP

A context map for the entire county—along with defined contextual categories specific to Alachua County—will illustrate how transportation characteristics vary due to land use and infrastructure. The map will help highlight how underlying characteristics affecting nonmotorized transportation vary across Alachua County regardless of jurisdictional boundaries. Furthermore, the map will provide the framework for determining appropriate facility type for individual project locations.

MENU OF APPROPRIATE FACILITIES

The Toole Design Team will develop customized menus of suitable bicycle and pedestrian facilities for each context category identified

CONTEXT SENSITIVE DESIGN

Facility selection and design for a given road depends on circumstantial factors such as existing right-of-way, lane widths, budgetary constraints, etc. These details are specific to each project and jurisdiction. Specific facility selection and design should be left to the judgment of local design staff at the time of implementation. The Alachua Countywide Bicycle-Pedestrian Master Plan will not prescribe specific recommendations for each project in the network. The Plan will, however, provide strategies for design decisions through (1) a series of context-specific bikeway and pedestrian facility menus, (2) generalized design guidelines for common facility types, and (3) a range of cost estimates associated possible facility types for each project.

The Toole Design Team will provide a Context Sensitive Design Menu that has facility recommendations based on five land use context categories: urban core, urban, suburban, rural, and rural town. For each context, the menu will provide recommended facility types and typical cross sections.

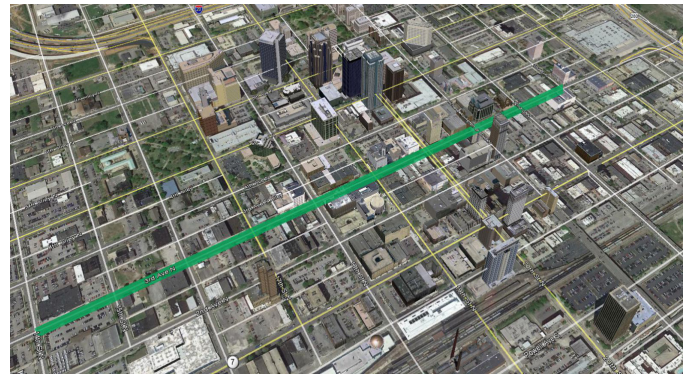
URBAN CORE EXAMPLE: 3RD AVENUE N

The 3rd Avenue North project through the urban core of Birmingham offers connectivity to a variety of destinations in downtown. Facility selection for this project should focus on attracting new users by implementing a safe and comfortable facility. Unlike other contexts, projects in the

urban core should consider existing and future transit plans to ensure that the proposed facility provides access to transit stops from the active transportation facility and across it.

Project Information

ID: 9	Speed Limit: 25
Municipality: Birmingham	Level of Comfort: 4
Number of Lanes: 3	Project Length: 0.82 miles
Approximate Lane Width: 12'	Existing Sidewalk: Yes
On-Street Parking: Yes	Existing Curb and Gutter: Yes
One Way Street: Yes	
Curb-to-Curb Width: 50'	



Process

- Conduct traffic study to quantify existing motorized vehicle, bicycle, and pedestrian use. This study should also take into consideration parking turnover. High turnover rates may pose significant safety risks to bicyclists that can be mitigated by increased separation between parked vehicles and bicyclists.
- Intersections along 3rd Avenue should provide similar levels of protection as the mid-block facilities.
- Host public engagement process throughout design process to ensure that users living near the project are comfortable with the facility selection.

Considerations

- If needed, travel lanes on 3rd Ave can be narrowed to 10.5' per lane to create more usable ROW within the existing curb lines.
- A two-way separated bicycle facility can provide bi-directional travel along 3rd Avenue. 4th Avenue N is also part of the proposed network and provides traffic flow in the opposite direction, however, a one-way bicycle facility may be appropriate. Engineering judgement should make this distinction.

Potential Cross Sections

- Two-Way Separated Bike Lane on a One-Way Street
- Separated Bike Lane on a One-Way Street
- Parking Protected Bike Lane



Toole Design developed a context-based facility selection guide to assist the Greater Birmingham Regional Planning Commission identify key characteristics for recommended projects. This excerpt from the B-Active Plan is an example of how the guide can be used for one of the proposed projects in the Urban Core context.

by the Context Map. This suite of options will provide flexibility for responding to conditions at the time of implementation and for incorporating local aesthetics while streamlining the implementation of appropriate facilities throughout the county. A major strength of the menu will be its ability to provide facility selection guidance even as the character of a specific project location may change over time. The result will be a context-sensitive network in which safety and accessibility remain consistent.

TASK 5: PRIORITIZED PROJECT LIST, IMPLEMENTATION PLAN, AND FINAL REPORT

TASK 5 OUTCOMES

- A flexible plan that fosters implementation when funding is available and/or development occurs
- Decision-making resources that highlight trade-offs and provide valuable information to assist with next steps
- Implementation strategies that include parallel processes to realize goals more efficiently and offset environmental impacts
- A knowledge of what the next step is for bicycle and pedestrian infrastructure in Alachua County that will increase safety, connectivity, and accessibility

TASK 5 DELIVERABLES

- Project prioritization methodology memorandum (Task 5.1)
- Presentation of prioritization process, prioritization scores of all Needs Assessment Projects, and Prioritized Project lists (Task 5.1)
- Presentation of Implementation Plan to stakeholders as identified in the Request for Qualifications (Task 5.2)
- Master Plan (Task 5.3)
 - Presentation of draft Master Plan at a Metropolitan Transportation Planning Organization public meeting
- Final Master Plan
- Technical Report 5 (Task 5.4)
 - Master Plan development summary



Whether downtown or out enjoying nature, whether on foot or using a bicycle, the Master Plan we create for Alachua County will help get and keep people moving safely.

We will develop two distinct prioritized bicycle and pedestrian project lists: one for inside the Gainesville Metropolitan Area and one for outside of the Metropolitan Area. A customized implementation plan, based on the regional context of each project and the Menu of Appropriate Facilities, will accompany the project lists to identify project phases along with key partners and resources for each project. The draft and final Master Plan will be an illustrative document, rich with graphics and photos to communicate proposed ideas and recommendations. Key elements for a successful Master Plan include:

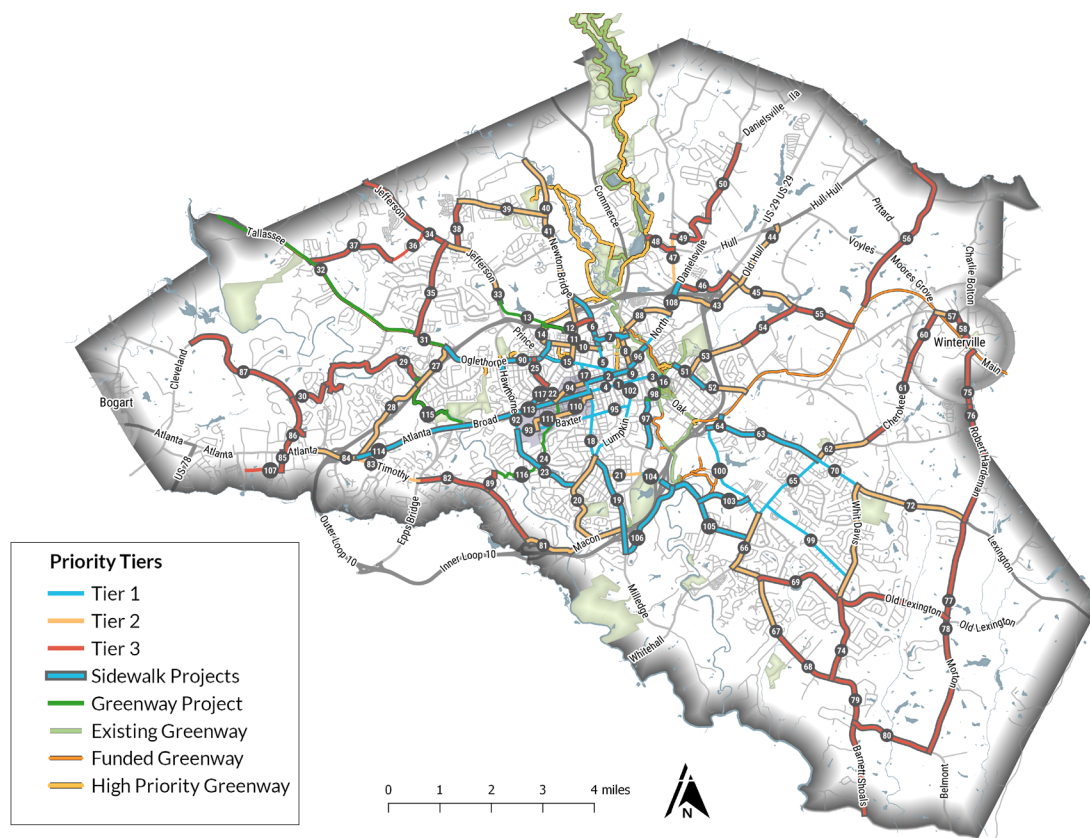
DATA-DRIVEN PRIORITIZATION PROCESS

The Toole Design Team will ensure that prioritization criteria address previous planning efforts, desired outcomes, environmental

context, and funding competitiveness. This is essential to identifying projects with momentum for implementation. Prioritization will reflect findings from the previous tasks and a project matrix will demonstrate congruency with the 2045 Long-Range Transportation Plan.

FOCUS ON IMPLEMENTATION

A Master Plan that is achievable by 2045 will require multiple options and strategies for implementing projects. The Toole Design Team will develop prioritized project lists and order-of-magnitude cost estimates to allow implementation agencies flexibility when funding is available. Variable cost estimates will account for a range of factors and allow for construction under various budget constraints. Implementation strategies will provide phasing options and capitalize on strategic partnerships.

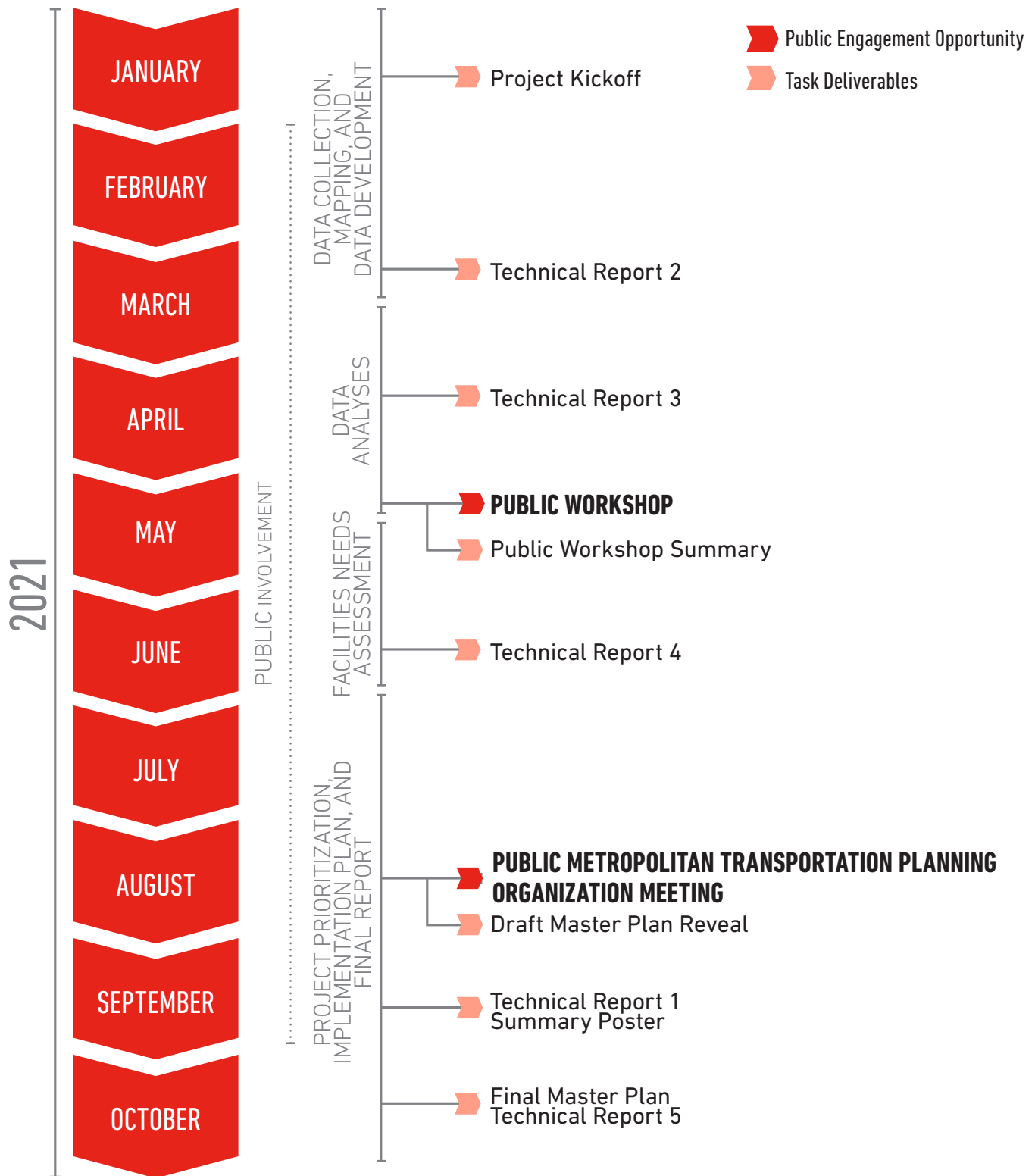


Toole Design has experience completing bicycle-pedestrian plans for areas similar to Alachua County. This map was created for Athens-Clarke County, GA, which is a mix of rural and suburban and includes college and university campuses.

PROJECT SCHEDULE

The project schedule depicts key segments of the larger scope of work, individual tasks, and major deliverable deadlines. The schedule will be reviewed with Metropolitan Transportation

Planning Organization Staff and adjusted accordingly. The proposed 10-month timeline ensures completion in 2021 despite unpredictable circumstances.



LET'S TALK ABOUT QUALITY

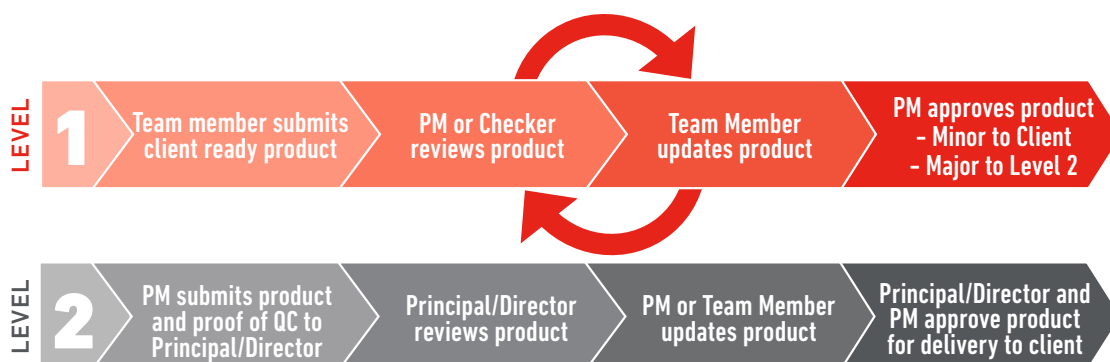
Toole Design has a reputation for high-quality work and outstanding performance on design and planning projects throughout the United States. As part of our commitment to maintaining the highest level of quality, we employ a rigorous Quality Assurance/Quality Control (QA/QC) program to control the quality of our work. Our utmost goal is to exceed the Metropolitan Transportation Planning Organization's expectations.

Every Toole Design project is assigned a Principal-in-Charge, a senior staff member who takes personal responsibility for Toole Design's performance on the project. Every project starts with an internal kickoff meeting where the Project Manager and Principal-in-Charge work with the project team to discuss the appropriate QA/QC process.

As Toole Design's Principal-in-Charge, **Andrea Ostrodka** will be responsible for monitoring Toole Design's performance on this project, working in close coordination with Project Manager, **Jared Draper** to ensure that the project remains on-schedule and within its budget. She will ensure that the Metropolitan Transportation Planning Organization staff have access to the right staff and skill sets for the tasks at hand and that all deliverables adhere to Toole Design's robust QA/QC program.

Producing a quality product frequently involves the combined efforts of several individuals. As a result, all team members involved in the project are expected to adhere to this philosophy:

- Quality is achieved through adequate planning, coordination, supervision, and technical direction; proper definition of project requirements and procedures; the use of appropriately skilled personnel; and the expectation that all personnel perform work functions carefully, accurately, and completely.
- Quality is controlled through checking, reviewing, and monitoring work activities with documentation by individuals with appropriate levels of experience, who are not directly responsible for performing the work.
- Quality is verified through careful documentation of quality control processes, and managers who conduct regular audits to verify compliance with QA/QC procedures and work quality.
- Quality is assured through independent reviews of the processes, procedures, documentation, supervision, technical direction, and staffing associated with the project development by a qualified staff person.
- Quality is critical to project success and client satisfaction and requires careful planning and budgeting in order to achieve Toole Design's quality goals.



Toole Design's QA/QC Program flow chart.

THE TOOLE DESIGN TEAM

The Toole Design Team has selected a group of highly experienced planners, engineers, landscape architects, and designers for the Alachua Countywide Bicycle-Pedestrian Master Plan. These individuals were selected for this project because of their direct experience similar projects.

Our proposed Project Manager, **Jared Draper**, has spent the last decade gaining experience in bicycle and pedestrian system planning. He has a thorough understanding of how data-driven analysis can lead to impactful recommendations for a community. Jared has worked with clients throughout North Carolina and the Southeast to identify high priority connections that not only increase safety and comfort for users but also provide direct and enjoyable routes for active transportation and recreation. His experience has focused on developing creative strategies

for implementing networks of high-comfort bicycle facilities. Jared's work has enabled communities to realize the value and benefits of both off- and on-street facilities that are attractive and reflect the local character.

Andrea Ostrodka, Principal-in-Charge, has focused on accommodating all users through collaborative planning efforts that integrate the design and operations of multiple transportation systems. Her expertise is grounded in firsthand experience managing multimodal projects including pedestrian, bicycle, bus, rail, and regional transit. **Dan Goodman**, Strategic Advisor, has an ability to analyze physical design characteristics that impact pedestrian transportation and develop and prioritize recommendations using a full range of strategies from detailed field analysis to GIS-based demand and deficiency modeling.

Supporting Jared, Andrea, and Dan on this project is a full team of Toole Design's best staff mainly working out of our Southeast offices in addition to local experts from Manley Design. A staffing chart as well as resumes for all key members of the team can be found in the following section.



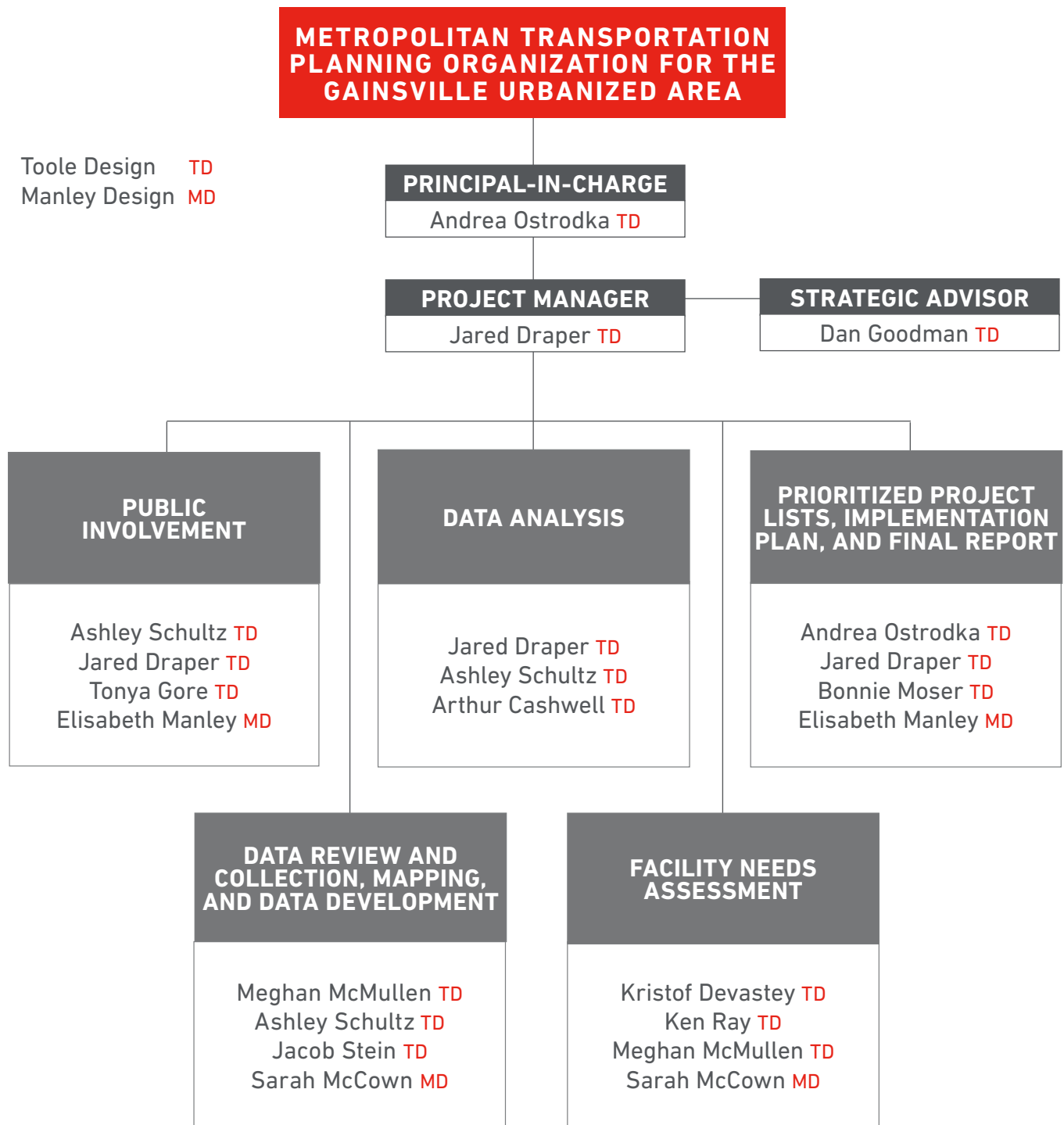
We don't just plan design bicycle and pedestrian facilities, we use them! While doing field work for a project in Tyler, TX, avid cyclist and proposed Project Manager, Jared Draper stopped to help repair a person's bike.



STAFFING

2

STAFFING CHART AND TEAM RESUMES





ANDREA OSTRODKA, AICP, LEED AP®

PRINCIPAL-IN-CHARGE

PROFESSIONAL HIGHLIGHTS

Years of Experience: 19

Toole Design: 2019-Present

H. W. Lochner: 2016-2019

Central Florida Regional
Transportation Authority
(LYNX): 2011-2016

AECOM: 2009-2011

Glatting Jackson Kercher
Anglin, Inc.: 2003-2009

Triangle Land Conservancy:
2001-2003

EDUCATION / CERTIFICATION

Master of Urban and
Regional Planning,
University of North Carolina
at Chapel Hill: 2003

Bachelor of Arts, History
and Environmental
Studies, Emory
University: 2001

American Institute of
Certified Planners

LEED® Accredited
Professional

APPOINTMENTS / AFFILIATIONS

Urban Land Institute
Central Florida Chapter,
Chair of Programs:
2007-2010

Andrea is a collaborative and solutions-oriented active transportation planner and Toole Design's Central Florida Office Director. Andrea's work lies at the intersection of transit, bicycle, and pedestrian planning and design, and considers both operations and infrastructure. She has a unique collection of experience with multimodal and land use planning in both the public and private sectors, having served as the Director of Planning and Engineering for a regional transit agency; the project manager for a wide variety of bicycle, pedestrian, bus, and rail efforts; and a local government liaison for transportation issues. Andrea has seen a broad range of transportation initiatives through to implementation, proving her value on both project- and enterprise-level planning efforts.

SELECTED PROJECT EXPERIENCE

City of Inverness Bicycle Master Plan Update, Inverness, FL

Andrea served as Project Manager and lead planner to help guide infrastructure investments appealing to both novice and expert cyclists by "closing the gaps" between trails, sidewalks and bike lanes; connecting to existing transit routes; and prioritizing amenities such as secure bike storage, water fountains, and wayfinding signage. Andrea's responsibilities included leading focus group discussions, documenting existing usage patterns, designing improvements, and prioritizing those improvements based budgetary parameters.

Heritage Heights Community and Active Transportation Master Plan, Brampton, ON

Andrea served as Project Manager for a design charrette to develop a community master plan highlighting an integrated Complete Street network including designing a boulevard to replace a freeway, connected open space system, comprehensive bicycle and trail network, regional and local transit connections, and land use plan. The collaborative process involved city staff from all departments, landowners, and other stakeholders and emphasized the importance of a community designed to be equitable, inclusive, and enhance the health and wellness of Heritage Heights's residents, workers, and the regional ecosystem. Andrea coordinated sites for BRT and light rail stations/stops, promoting opportunities for transit-oriented development.

Massachusetts Bay Transit Authority (MBTA) Design Guide For Access

Andrea developed the multimodal access design guidelines for MBTA's update to its Systemwide Guide to Access. Andrea's work focused on suburban rail station guidelines including ADA access, pedestrian and bicycle access, parking, curbside management for drop off, safety, and security recommendations. The Guide will codify existing policy and practice in a user-friendly compendium of universal design strategies

ANDREA OSTRODKA, AICP, LEED AP®

PRINCIPAL-IN-CHARGE

to make each mode of transit fully accessible and convenient to everyone through design, construction, maintenance, and everyday use. This groundbreaking publication aims to instate universal design as standard practice within the MBTA, making the system a model of accessible transit.

Pasadena Hills Areawide Strategic Plan, Pasco County, FL
Andrea led the master planning process in collaboration with landowners, business owners, and Pasco County to create a long-term vision for development, transportation, and civic infrastructure in Pasadena Hills. The strategic plan was based on a year 2050 horizon and provided for a logical extension of urban uses, reconnected neighborhoods, provided for the capital construction of utilities and facilities to serve the area, and established design guidelines to create unique identity and sense of place.

US 192 Alternatives Analysis, Kissimmee, FL
This corridor study evaluated a variety of modal improvements to reduce congestion and enhance mobility between Walt Disney World and downtown Kissimmee, FL. As the Project Manager and liaison to the Federal Transit Administration (FTA), Andrea was responsible for public partner coordination, alternatives evaluation, and preparation for FTA's New Starts Program.

Gertrude's Walk, Orlando, FL
Andrea oversaw the planning and grant oversight for the extension of Gertrude's Walk, connecting bus and rail transit at LYNX Central Station to downtown Orlando's Central Business District. Beyond downtown, this linkage connects to the larger Orlando Urban Trail network used by pedestrians and bicyclists throughout the City. The project was funded through an FTA grant and included planning, design, hardscape, landscape, street furniture, extension of historic brick walls, and lighting.

North Houston Highway Improvement Project (NHHIP) Final EIS Review, Harris County, TX
Andrea oversaw the review and analysis for a proposed widening of Interstate 45. The analysis resulted in recommendations to revise the Need and Purpose statement for consistency with community values, and expand the alternatives to include more active transportation and transit projects as well as options to more effectively support and celebrate the area's historically Black neighborhoods and small businesses.



JARED DRAPER, AICP

PROJECT MANAGER

PROFESSIONAL HIGHLIGHTS

Years of Experience: 10

Toole Design: 2016-Present

City of Commerce City, CO:
2011-2016

Ten at the Top: 2010-2011

EDUCATION / CERTIFICATION

Master of City and
Regional Planning,
Clemson University: 2011

Bachelor of Arts, Spanish
Language and Sociology,
NC State University: 2008

American Institute of
Certified Planners

APPOINTMENTS / AFFILIATIONS

American Planning
Association

Palmetto Cycling Coalition,
Board Member

Association of Pedestrian
and Bicycle Professionals

Jared is a transportation planner who brings strong project management experience from projects of varying scales. His experience includes providing direct oversight and management of all members of a project team and ensuring quality deliverables are provided on time and within budget. When managing projects, Jared emphasizes communication between clients and the project team. He constantly works to leverage the strengths of each team member, and provides quality control and assurance for all deliverables. Jared is recognized for his passion and ability to balance the needs and the context of a community with innovative transportation solutions that improve and address local needs.

SELECTED PROJECT EXPERIENCE

B-Active Plan: The Active Transportation Plan for the Birmingham Region

Jared served as the Project Manager, working with the Regional Planning Commission of Greater Birmingham (RPC) MPO. The Toole Design Team developed a regional vision and implementation plan focused on the right bikeway and pedestrian facilities for the appropriate context, all with the overall goal of encouraging the expansion of the active transportation network as communities and the region grow. Jared led a series of partnering workshops for regional practitioners and key stakeholders (i.e., University of Alabama at Birmingham, transit agencies, adjacent counties, etc.) to learn best practices on bicycle and pedestrian planning and design treatments.

Athens in Motion Bicycle and Pedestrian Master Plan, Athens-Clarke County, GA

As Deputy Project Manager, Jared guided the development of this comprehensive plan that would guide active transportation investment for the County and the University of Georgia. Jared assisted with a multifaceted public outreach program that balanced the varying desires of a diverse citizens advisory group while also addressing the needs of the larger public. He also led the level of traffic stress analysis for the current and recommended bike and pedestrian network that will impact the recommended location and facility type in the final plan.

ARC Regional Bicycle and Pedestrian Safety Action Plan, Atlanta, GA

Jared served as a transportation planner to partner with the Atlanta Regional Commission (ARC) on the development of its Bicycle and Pedestrian Safety Action Plan. This process included engagement with stakeholders and communities along key regional corridors in Atlanta with a high volume of pedestrian and bicycle crashes. Jared worked with the data analysis team and public engagement results to understand the barriers—both real and perceived—along these corridors. The resulting plan will guide safety investments throughout the region and a prioritize safety for more vulnerable populations that walk and bicycle.

JARED DRAPER, AICP

PROJECT MANAGER

Bentonville Bikeway Designs, Bentonville, AR

Jared is serving as Deputy Project Manager for the design of four critical bicycle connections in Bentonville. These projects were first conceived as part of the regional NWA Bike Infrastructure Plan and generated instant support from Bentonville leadership. In extending and connecting the Razorback Regional Greenway throughout the city, these projects will have a variety of bikeway types, including shared-use paved trails, on-street protected bike lanes, and neighborhood greenways. Jared is helping to direct public outreach, concept design, final design, cost estimating, and bid package preparation.

FHWA Bikeway Selection Guide Training

Jared is using his experience with bikeway planning and design in varying contexts to facilitate all-day trainings on FHWA's Bikeway Selection Guide to transportation practitioners across the Southeast. Through the training, he highlights the history of bikeway selection and guidance for the tools, strategies, and considerations for modern-day decision-making. Jared leads participants through materials and exercises that evaluate tradeoffs when selecting bikeway types and strategic considerations to mitigate crashes between motorists and bicyclists while providing low-stress bikeways and bikeway networks.

Northwest Arkansas Bike Infrastructure Plan

Jared managed the planning and design tasks for the Northwest Arkansas Bikeway Corridor Design project. This project identified 11 corridors across the region that connect to major destinations, including the Razorback Regional Greenway. Jared led the planning and design teams to develop network recommendations that link each corridor, along with concept design for bikeways for all 11 critical corridors. Elements of design included low-stress bikeway facilities, protected intersections, and transitions between existing and proposed facilities.

Raleigh Greenway Master Plan Update, Raleigh, NC

Jared is serving as the Project Manager, leading a public outreach effort that is designed to actively listen to voices throughout the diverse Raleigh community, including major employment stakeholders and several universities and colleges (NC State, Shaw, St. Augustine's, and Meredith College). Jared is working with local staff to develop methodologies and data collection practices that will prepare the City to measure success and respond to existing and future needs. The final plan will not only provide direction to enhancing user experience but will also clarify trail design components to increase safety and connectivity.



DAN GOODMAN, AICP, LEED AP®

STRATEGIC ADVISOR

PROFESSIONAL HIGHLIGHTS

Years of Experience: 20

Toole Design:
2018-Present, 2007-2013

Federal Highway
Administration: 2013-2018

LandDesign, Inc.:
2005-2007

South Central Regional
Council of Governments:
2003-2005

Mutual Housing
Association of South
Central CT: 2000-2001

EDUCATION / CERTIFICATION

Master of Community
Planning, University of
Rhode Island: 2003

Bachelor of Arts, Political
Science, Kalamazoo
College: 2000

American Institute of
Certified Planners

LEED® Accredited
Professional

APPOINTMENTS / AFFILIATIONS

Association of Pedestrian
and Bicycle Professionals

Board of Directors,
National Capital Area
Chapter of the American
Planning Association

Transportation Research
Board

Dan has extensive multimodal transportation and planning experience in the public and private sectors. He received the 2016 Professional of the Year Public Sector award from the Association of Pedestrian and Bicycle Professionals and also led the Federal Highway Administration's (FHWA) Pedestrian and Bicycle Program, the Pedestrian and Bicycle Work Group, and the Pedestrian and Bicycle Information Center. Dan served as an FHWA representative on the United States Department of Transportation Pedestrian and Bicycle Coordinating Committee and is a member of the Transportation Research Board's (TRB) Pedestrian Committee and former chair of the Pedestrian Research Subcommittee. He is well versed in performance based planning approaches that require multimodal data collection, management, and analysis.

SELECTED PROJECT EXPERIENCE

FHWA Accessible Shared Streets: Notable Practices and Considerations for Accommodating Pedestrians with Vision Disabilities

Dan was FHWA's Project Manager for this project, which resulted in publication of *Accessible Share Streets: Notable Practices and Considerations for Accommodating Pedestrians with Vision Disabilities*, the first federal publication to provide guidance on the use of directional indicators. His work included coordinating input from key national-level stakeholders, including NACTO and the United States Access Board. Dan also oversaw an extensive document review process prior to publication of *Accessible Shared Streets*.

Asheville Comprehensive Bicycle Master Plan, Asheville, NC

Dan served as the Project Manager for the Comprehensive Bicycle Plan. He led the bicycle data collection efforts for the project and played a key role in developing the recommended bike network. In addition, he organized and facilitated several public meetings, coordinated the work of a Bicycle Advisory Committee, and served as the primary author of the final report, which conformed to NCDOT's recommended template for municipal bicycle and pedestrian plans.

University of Louisiana Campus Master Plan Bicycle Element, Lafayette, LA

As Project Manager, Dan led Toole Design's efforts to develop the bicycle component of the University of Louisiana at Lafayette's Campus Master Plan. Dan facilitated a series of workshops with students, faculty and staff, and other campus stakeholders to identify barriers to bicycle access and connectivity throughout campus and to highlight potential solutions. Through this process, Toole Design identified a recommended future bicycle network, which will provide a connected linear network of on- and off-road bicycle facilities to encourage bicycle travel to, from, and within campus.

DAN GOODMAN, AICP, LEED AP®

STRATEGIC ADVISOR

Safe Streets for Everyone, New Orleans, LA

Dan is contributing to this safety initiative, which is intended to engage a wide group of stakeholders to educate the public about safe travel practices and laws governing motoring, cycling, and pedestrian safety. The goal of the project is to raise safety awareness among all modes of transportation and to reduce the number of pedestrian and bicycle crash fatalities and serious injuries. Crash data was analyzed and detailed field reviews in the study area were conducted to identify existing or missing infrastructure improvements, such as signs, striping, pedestrian signals, and other measures to address safety “hot spots” and infrastructure needs.

Charlotte Bicycle Plan, Charlotte, NC

Dan worked in collaboration with the City of Charlotte in developing the City’s Pedestrian Master Plan. He contributed to the detailed policy analysis included as part of the Plan, which led to the development of a range of recommended changes to the zoning regulations, standard plans and specifications and the building code. Dan contributed to the identification of a prioritized listing of recommended sidewalk and intersection improvements, as well as detailed design guidelines to improve existing standards and introduce new cutting edge design and engineering techniques to improve the pedestrian environment.

Philadelphia Pedestrian and Bicycle Plan, Philadelphia, PA

Dan served as the Project Manager for the Philadelphia Pedestrian and Bicycle Master Plan. The Plan provides a vision, goals and performance measures for walking and bicycling in Philadelphia. Dan led efforts to create detailed pedestrian and bicycle demand and needs assessments, which were incorporated into a citywide prioritization strategy for pedestrian and bike improvements. He implemented a new street type classification system and developed a recommended citywide bicycle network. As part of the plan, Dan managed the development of the City’s first comprehensive citywide sidewalk inventory in GIS. He served as the primary author of the final plan and also facilitated numerous public and Steering Committee meetings.

Philadelphia Complete Streets - Study Area Plan, Philadelphia, PA

As Principal-in-Charge, Dan is overseeing this study to identify engineering solutions that are low-cost retrofits in constrained urban environments to improve safety for all users at two complex urban intersections and along one arterial corridor. It will include conceptual designs to retrofit the existing roadways and intersections.



ASHLEY SCHULTZ, MPH

PLANNER

PROFESSIONAL HIGHLIGHTS

Years of Experience: 3

Toole Design:
2019-Present

GoTriangle: 2018-2019

Chatham County Council
on Aging: 2017-2018

Alamance County: 2017

EDUCATION / CERTIFICATION

Master of Public Health,
Health Behavior,
University of North
Carolina at
Chapel Hill: 2018

Bachelor of Science,
Biology, Western
Washington
University: 2015

Ashley is a transportation planner with a Master's degree in Public Health and experience in community engagement and participatory planning. Prior to joining Toole Design, Ashley worked on public engagement for large public transit investments (e.g., light rail and commuter rail), as well as short range transit plans for bus service for a regional transportation authority. Her versatile background allows her to understand the unique context of each project within its community and how the project can address local needs, while maintaining high attention to detail on deliverables. She has experience with public facilitation, GIS mapping, regional and area transportation planning, and policy development.

SELECTED PROJECT EXPERIENCE

Gibsonville Bike Plan, Gibsonville, NC

Working with a multidisciplinary team, Ashley assisted the Town of Gibsonville to develop the community's first bicycle plan. The Plan envisions a more bicycle-friendly community with a safer and more accessible network of bicycle facilities that cater to a variety of trip types. Ashley led public engagement efforts, existing conditions analyses, network development, project prioritization, and policy and program recommendations development. She created an Implementation Action Plan focused on positioning the Town to make the Plan a reality. She also drafted the Plan's content and final design.

Bentonville Bike and Pedestrian Master Plan, Bentonville, AR

Ashley developed performance measures and benchmarks for the City of Bentonville to measure their success beyond the adoption of the Bentonville Bike and Pedestrian Master Plan. In addition, she guided the development of the Final Plan, ensuring that all components reflect the goals of the community: safety, connectivity, access, and user comfort/convenience.

Raleigh Greenway Master Plan Update, Raleigh, NC

Ashley is helping the City of Raleigh to update their Greenway Master Plan to develop an action-oriented path to implementing a world-class greenway trail network. She is organizing and implementing public outreach efforts designed to actively listen to voices throughout the diverse Raleigh community; ensuring that these strategies are nimble and responsive to the COVID-19 pandemic has been key. Most recently, she organized and facilitated fourteen focus groups to gain a better understanding of unique issues and opinions various stakeholder groups have related to the greenway network. Ashley is also working with local staff to develop project, programmatic, and policy recommendations that will enhance user experience, clarify trail design standards, increase safety, and connect to a larger mobility network throughout the City.



MEGHAN MCMULLEN

PLANNER

PROFESSIONAL HIGHLIGHTS

Years of Experience: 4

Toole Design: 2020-Present

Jacobs: 2016-2020

EDUCATION / CERTIFICATION

Master of City and Regional Planning, Georgia Institute of Technology: 2016

Bachelor of Science, Advertising, University of Florida: 2012

Meghan is a planner, designer, and engagement specialist with a passion for creating healthy, vibrant, and equitable places that are built to last. She has worked on comprehensive plans, small area plans, corridor studies, development ordinances, and parks and recreation master plans, including projects like the update to the City of Snellville's Towne Center Livable Centers Initiative, and the City of Alpharetta's Recreation and Parks Master Plan and Wills Park Master Plan. Meghan takes a people-centered approach and has a knack for integrating community and stakeholder input with qualitative and quantitative analyses to create meaningful and implementable plans. She uses graphics and clear language to make complex ideas accessible to everyone with user-friendly, dynamic deliverables.

SELECTED PROJECT EXPERIENCE

Upper Westside CID Master Plan, Atlanta, GA

Meghan supported the development of the multimodal transportation analysis and recommendations for Upper Westside Community Improvement District's first master plan. She was responsible for GIS analysis, including a bicycle level of traffic stress analysis to help identify the best candidates for low-stress pedestrian and bicycle connections in the district. She helped identify roadway projects, off-street paths, and new connections to balance incremental improvements with transformational initiatives that will shape the growing district.

Summerville Comprehensive Plan, Summerville, SC

Meghan served as a planner for the transportation and mobility element of the Summerville Comprehensive Plan. The plan provides a framework to shift toward a multimodal system with a more connected roadway network, safe options for walking and cycling, supporting facilities for commuter transit, and reduced congestion at key locations. Her responsibilities included researching previous plans, coordinating with land use and greenspace initiatives, identifying needed projects, recommending priority complete street corridors, recommending updates to the Unified Development Ordinance and other policies, and drafting the transportation and mobility element.

North Point Area and Alpha Loop Connectivity and Feasibility Study, Alpharetta, GA

Meghan served as a planner for the North Point Area and Alpha Loop Connectivity and Feasibility Study, a project that will create a comfortable trail between the Avalon mixed-use development and the North Point Mall area with its future Bus Rapid Transit station. She helped inventory existing transportation conditions in GIS and conducted a bicycle level of traffic stress analysis to help identify routes best suited to user-friendly bicycle facilities.



KRISTOF DEVASTEY, PE, PTOE, PTP

SENIOR TRANSPORTATION ENGINEER

PROFESSIONAL HIGHLIGHTS

Years of Experience: 13

Toole Design: 2020-Present

S&ME, Inc: 2016-2020

MARLIN Official:
2015-2016

Calvin, Giordano &
Associates: 2013-2015

Gannett Fleming:
2012-2013

Florida Department of
Transportation: 2008-2012

Kimley-Horn: 2007-2008

EDUCATION / CERTIFICATION

Master of Science,
Transportation and
Highway Engineering,
Florida International
University: 2011

Bachelor of Science, Civil
Engineering, International
University: 2007

Associate of Science,
Engineering, Tidewater
Community College: 2005

Professional Engineer:
FL, GA, WV

Professional Traffic
Operations Engineer

Professional
Transportation Planner

APPOINTMENTS / AFFILIATIONS

Institute of Transportation
Engineers

Kristof is a Professional Engineer with extensive experience in traffic and transportation engineering that emphasizes roadway safety, livable transportation, and Complete Streets. He is experienced in transportation planning studies and traffic operational analyses; however, Kristof's passion resides in finding ways to reconcile conventional approaches to safety with safe systems approaches and Complete Streets.

SELECTED PROJECT EXPERIENCE

Johnson Street Conceptual Design, Hollywood, FL

Kristof served as Project Manager for the conceptual design of a two-mile segment of Johnson Street. The project proposed to add bicycle lanes along the corridor and to convert several signalized intersections to roundabouts. As part of the plan, Kristof helped identify other opportunities to advance multimodal strategies throughout the corridor.

Citywide Mobility Study, St. Augustine, FL

Kristof served as lead Transportation Engineer for a comprehensive citywide mobility plan for the City of St. Augustine. The project included extensive data collection, crash analysis and operational analysis to improve safety and mobility throughout the City's roadway network. The final plan featured five sections, which addressed safety, traffic operations, land use/urban design, parking and transportation demand management.

FDOT District 6 Districtwide Traffic Operations Safety Studies

Kristof served as Project Manager for the FDOT District 6 Districtwide Safety Studies contract. As part of this contract, he oversaw the successful execution of over 300 task work orders to complete various types of traffic engineering studies such as qualitative assessments, signal warrant analysis, intersection analysis, arterial analysis, left turn phase warrant analysis, composite studies, fatal crash reviews, speed zone studies and other related traffic engineering studies.

Traffic Calming Master Plan, Miami Shores, FL

Kristof served as project engineer for the development of a Traffic Calming Masterplan for the Village of Miami Shores to reduce cut-through traffic and speeding within residential neighborhoods. He helped develop a Traffic Calming Management Manual that outlined the process by which residents can request traffic calming and the process by which the Village will manage the traffic calming program. He managed the collection of traffic, speed, crash and origin/destination data throughout the entire village to evaluate existing traffic patterns and determine locations where traffic calming might be justified.



TONYA GORE

PLANNER

PROFESSIONAL HIGHLIGHTS

Years of Experience: 19

Toole Design: 2019-Present

Horry Georgetown
Technical College:
2011-2018

Lamar Advertising:
2003-2018

Pinnacle Printing:
2001-2003

EDUCATION / CERTIFICATION

Master of Arts,
Resilient Urban Design,
Clemson University: 2019

Master of Arts,
Information Technology,
Webster University: 2010

Bachelor of Arts, Fine Art,
Coastal Carolina University:
2000

Associate of Arts,
Computer Technology,
Horry Georgetown
Technical College: 1994

APPOINTMENTS / AWARDS

Booker T. Washington
Community Organization

Addy Award Silver Winner
in Graphic Design: 2017

Tonya is a planner in Toole Design's Spartanburg office. With a Master's degree in resilient urban design and vast experience as a graphic designer, Tonya brings a multidisciplinary perspective to the work at hand. She discovered her passion for planning and urban design after a hurricane gave her and her family first-hand knowledge of the need for resilient infrastructure, and she has extensive experience working with community groups that includes attending community meetings, conducting surveys, and analyzing data. Tonya's skillset includes extensive knowledge of the Adobe Creative Suite, GIS, Rhino, and SketchUp.

SELECTED PROJECT EXPERIENCE

Bentonville Bike and Pedestrian Master Plan, Bentonville, AR

Tonya assists with the designs that will allow for rapid implementation as part of the master plan. These projects will target critical connections and barriers throughout the community to demonstrate how infrastructure changes can make a high impact on the ability to travel by walking and bicycling.

Raleigh Greenway Master Plan Update, Raleigh, NC

The Greenway Master Plan Update will provide a five-year update to the System Plan and comprehensive update to the Greenway Master Plan. Tonya is supporting the public engagement efforts, developing prioritized project lists, and providing resources and tools for the City to expand and maintain the entire network.

PeopleForBikes Online Academy, Boston, MA

Tonya helped to create an outline for a PeopleForBikes video that defines the problems that a city may have regarding biking and then also helped identify solutions to the problems.

Joe Louis Greenway Framework Plan, Detroit, MI

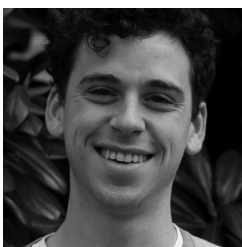
Tonya is a contributor to the greenway design standards, which will be applied throughout the greenway length that will be corridor specific.

Greenwood City Center Master Plan, Greenwood, SC

Tonya is supporting the plan development for the public realm in Greenwood City. The Master Plan seeks to increase public realm vitality in downtown through emphasis on their Main Street corridor, carriage ways, a central park, and increased residential dwellings.

Port Royal Transportation Services, Port Royal, SC

The Town of Port Royal has many transportation challenges, including excessive vehicular speeds, high traffic volumes, and extensive access management and intersection geometry issues. Tonya crafted conceptual alternatives for encouraging slower travel speeds, elevating biking and walking as viable modes of transportation, and enhancing the public realm.



JACOB STEIN

PLANNER

PROFESSIONAL HIGHLIGHTS

Years of Experience: 3

Toole Design:
2019-Present

City of Asheville, NC:
2017-2018

EDUCATION / CERTIFICATION

Master of Science,
Transportation Planning,
University of Leeds: 2020

Bachelor of Science,
Geography, University of
North Carolina, Charlotte:
2017

PRESENTATIONS

"US Light Rail Systems:
Comparisons of San
Diego, Seattle, and
Charlotte Systems", NC
GIS User Conference: 2017

Jacob is a planner who initially took an interest in examining how equity and demographic indicators affect public transportation ridership. He brings prior experience working on the public outreach and GIS aspects of transportation master plans as well as running data gathering projects with community members. Jacob's work in academia and the public sector has led to a unique perspective and experience from a diverse range of disciplines.

SELECTED PROJECT EXPERIENCE

Bentonville Bike and Pedestrian Master Plan, Bentonville, AR

Jacob used GIS analysis to create network development and performance measures for the Bentonville Bike and Pedestrian Master Plan, created a map of sidewalk gaps, and examined one-mile school and key destination travel zones.

Union City Bicycle and Pedestrian Master Plan, Union City, CA

As part of a multidisciplinary team, Jacob is working to support the creation of a new Bicycle and Pedestrian Master Plan for the city of Union City. Jacob has been responsible for doing plan reviews in addition to creating and maintaining the project webpage and helping to shape the communication strategy on the client's website.

Raleigh Greenway Master Plan Update, Raleigh, NC

Jacob is working with a diverse team on an update to the Raleigh Greenway Master Plan and has worked on creating an existing conditions report looking at current state of the system with a focus on the interactions between the greenway system and the existing bicycle and pedestrian infrastructure and creating a gaps and barriers analysis that looks at the safety and comfort around the at-grade crossings. Both the report and analysis were done through extensive GIS analysis and data gathering.

StanCOG Non-Motorized Transportation Plan, Stanislaus County, CA

Jacob assisted in the digitizing of previously printed bicycle recommendations into GIS layers so that further analysis could be completed on them.

Lexington County Comprehensive Plan, Lexington County, SC

Jacob is working on creating analysis of the existing transportation network to serve as a key piece of a Factbook illustrating the situation on the ground in Lexington County as a basis for the recommendations to come. This analysis is centered around identifying what parts of the road network is controlled by the county and what is under the purview of the municipalities, where does the most traffic and crashes occur, and what does the commute network look like.



ARTHUR CASHWELL

PLANNER

PROFESSIONAL HIGHLIGHTS

Years of Experience: 1

Toole Design:
2019-Present

EDUCATION / CERTIFICATION

Master of Science, Urban and Regional Planning, Alabama A&M University: 2019

Bachelor of Science, Urban and Regional Planning, Alabama A&M University: 2017

Arthur is a transportation planner with a Master's degree in urban and regional planning; in addition, he is a participant in the AICP Candidate Pilot Program. Prior to joining Toole Design, Arthur was a graduate student learning various research methods and data collection/analyzation techniques. Coupled with his research skills, he brings fresh and innovative ideas to the company. Arthur has experience performing multimodal analyses and recommending best practices for public engagement.

SELECTED PROJECT EXPERIENCE

Raleigh Greenways Master Plan Update, Raleigh, NC

Arthur is serving as planner for this Plan that will develop an action-oriented path forward to implementing a world-class greenway trail network. He is leading a public outreach effort that is designed to actively listen to voices throughout the diverse Raleigh community. Arthur is working with local staff to develop methodologies and data collection practices that will prepare the City to measure success and respond to existing and future needs. The final plan will not only provide direction to enhancing user experience but will also clarify trail design components to increase safety and connect to a larger mobility network throughout the City.

Gibsonville Bike Plan, Gibsonville, NC

Arthur served as a planner on the Gibsonville Bike Plan which focused on growing the community's bicycle network. He designed and implemented public engagement strategies to gather input and data on connections and barriers to bicycling and walking. Arthur produced various base maps highlighting bike facilities, sidewalks, greenways/multiuse path, proposed infrastructure, crashes, priority areas of need, AADT, and other traffic attributes as data is available. He performed data analyzation techniques to better assess network gaps, barriers, and needs.

Bentonville Bike and Pedestrian Master Plan, Bentonville, AR

Arthur served as a planner on this bike and pedestrian master plan which developed bikeway design concepts for several corridors in the Bentonville community. He assisted a multidisciplinary team with traffic analysis consisting of collecting, reviewing, and evaluating traffic counts and data to inform lane configurations along the various corridors and at intersections. This allowed for the review of turning movement conflicts, bikeway connectivity requirements, and intersection controls. Arthur prepared several memos for the city and the public that summarized the findings of the project throughout its various stages.



KEN RAY, PLA

SENIOR LANDSCAPE ARCHITECTURE

PROFESSIONAL HIGHLIGHTS

Years of Experience: 16

Toole Design: 2013-Present

AECOM: 2009-2013

Glatting Jackson Kercher
Anglin, Inc.: 2007-2009

Rolling Hills Nursery:
2001-2004

EDUCATION / CERTIFICATION

Master of Landscape
Architecture, University of
Florida: 2007

Bachelor of Arts,
Agriculture Area of
Horticulture, Murray State
University: 2000

Professional Landscape
Architect: FL, MD, MN, OH,
SC, VA

AWARDS

Florida American Planning
Association Award of
Merit: InVision Tampa

American Society of
Landscape Architects
Award of Excellence:
Nemours Children's
Hospital

American Society of
Landscape Architects
Award of Excellence:
Courtyard Design
Charrette: Landscape
Architecture for
All Ages

American Society of
Landscape Architects
Award of Merit: Greenville
Streetscape
Master Plan

Ken has become a specialist in walkability studies, walking audits, road diets, trails and bicycle facilities design, traffic calming, and traffic management. Ken is a landscape architect and urban designer who strives to develop plans that promote context-sensitive design solutions, walkability, land use development, active transportation, and transportation equity. He is recognized for his abilities to plan and design, facilitate workshops and charrettes, and conduct interactive walking audits. Ken's experience in managing urban design and transportation projects that create community-supported solutions has led to several completed projects that encourage and enhance the economic and social exchange for their cities. Ken has led design charrettes, which have helped communities revitalize downtowns by allowing the land use, public realm, and quality of life aspirations of the location be fulfilled while simultaneously making streets comfortably accommodate pedestrians, cyclists, and motorists.

SELECTED PROJECT EXPERIENCE

AASHTO Guide for the Development of Bicycle Facilities

Ken is serving as a contributing designer and graphic artist to identify best practices related to separated bike lane design, intersection design, and other bicycle facility types. Specific areas of investigation include sight distance analysis, the use of mountable curb designs, signalization, signing and markings at intersections and pedestrian crossing locations, geometric design, buffered bike lanes, contraflow bike lanes, and treatments at roundabouts.

Alexandria Bicycle and Pedestrian Master Plan and Complete Streets Design Guidelines, Alexandria, VA

In addition to a focus on multimodal street designs that provide a high standards of accessibility, the Guidelines integrate the City's commitment to environmental sustainability and public space. The Guidelines increase safety and comfort for all roadway users, including pedestrian, bicyclists, transit users, and motorists as well as provide specific guidance on the installation of Low Impact Development (LID) features.

Charlottesville Bicycle and Pedestrian Master Plan, Charlottesville, VA

Ken helped develop a master plan update for the City of Charlottesville Neighborhood Development Services. Planning work included project, policy, and program recommendation for the development of an interconnected system of bicycle and pedestrian facilities. Priorities for the study included on-road facility connections, network implementation, project phasing, stakeholder involvement, and public outreach.



BONNIE MOSER

LANDSCAPE DESIGNER

PROFESSIONAL HIGHLIGHTS

Years of Experience: 7

Toole Design:
2017-Present

US Peace Corps: 2015-
2017

LittleJohn Engineering:
2014-2015

AECOM: 2012-2014

Krent Wieland Design:
2011-2012

EDUCATION / CERTIFICATION

Master of Landscape
Architecture, University of
Florida: 2011

Bachelor of Science,
Agriculture Education,
University of
Florida: 2008

Bonnie will provide urban design services and visualizations for this project. Trained as a landscape architect, Bonnie is passionate about creating strong, sustainable urban places. She has a wide variety of experience both in the Eastern U.S. and internationally. Bonnie is extremely talented in developing visualization products to assist the public and key decision-makers in understanding the design intent of recommendations. She is adept at perspectives, SketchUp renderings, photo simulations, branding and marketing, and gateway and wayfinding signage.

SELECTED PROJECT EXPERIENCE

Active Tyler Regional Bicycle and Pedestrian Master Plan, Tyler, TX

In an effort to create a safer and better connected network for the Tyler Area, Bonnie worked with a multidisciplinary team as an urban designer. The regional active transportation plan identifies key network connections, appropriate facility types, and strategies for design and implementation. Bonnie facilitated public participation, created visual aides and graphic communications of the plan, and designed the final plan layout.

Athens in Motion Bicycle and Pedestrian Master Plan, Athens-Clarke County, GA

As an urban designer, Bonnie is assisted in the creation of a comprehensive bicycle and pedestrian master plan for the County. The plan seeks to attract new users through a safer and better connected network, as well as identify and prioritize implementable projects. Bonnie was involved in graphic communication of the plan and public outreach materials.

B-Active Plan: The Active Transportation Plan for the Birmingham Region

Bonnie served as an urban designer on a team working with the MPO to create an active transportation plan. The plan provides a shared vision for the development of a safer and accessible active transportation network of pedestrian and bicycle facilities for the four-county RPC region. Bonnie provided graphics and visual representations for the plan.

AASHTO Guide for the Development of Bicycle Facilities

Bonnie is working with the design team in the development of graphics for the guide. The document provides information on best practices for accommodating bicyclists in transportation networks. Bonnie is tasked with aiding in the development of over 250 that will be produced throughout the life of this project.



C. ELISABETH MANLEY, PLA

LANDSCAPE ARCHITECT

PROFESSIONAL HIGHLIGHTS

Years of Experience: 20

Manley Design, LLC:
2016-Present

CHW: 2016

Buford Davis + Associates:
2012-2016

AECOM: 2009-2012

EDUCATION / CERTIFICATION

Master of Landscape
Architecture, University of
Florida, Gainesville: 2000

Bachelor of Science
in Biological Science,
Florida State University,
Tallahassee: 1995

Professional Landscape
Architect: FL

APPOINTMENTS / AFFILIATIONS

Florida Chapter of the
American Society of
Landscape Architects
Member

Florida Greenways and
Trails Foundation Board

Builders Association of
North Central Florida

City of Gainesville Tree
Advisory Board

PRESENTATIONS

New Opportunities for
Florida's Regional Trail
Network, Florida ASLA 2016
& 2017 and FRPA 2018

Learning Nature: Outdoor
Environmental Education
for Children, FRPA
Conference, 2010

C. Elisabeth is a registered landscape architect with over 20 years of experience designing public and private site improvement projects throughout Florida. She has provided project management, public facilitation, and the full spectrum of landscape architectural services, including master planning and hardscape, landscape, and irrigation design.

SELECTED PROJECT EXPERIENCE

Squirrel Ridge Park Master Plan, Alachua County, FL

A master plan was needed to guide the park's future improvements. Design principles were developed based on client input and site analysis and included strengthening internal and external park connections, improving existing uses, adding new enhancements to complement and bridge existing, create more welcoming park entries, and provide a safe park experience. Manley Design presented master plan concepts to the Alachua County Recreation and Open Space Advisory Committee and held two public workshops to gather input. During this time, Manley Design also held numerous meetings with Alachua County Parks leadership to develop concepts and refine designs. Manley Design presented the final master plan to the Alachua County Board of County Commissioners.

SW 8th Avenue Extension Landscape Improvements, Alachua County, FL

Manley Design designed landscape enhancements that would provide scale to the roadway, shade to the trail, and lower maintenance requirements along the corridor. Elisabeth served as Project Manager and directed design and production. She and her team made multiple site visits to confirm design and coordinated with Alachua Public Works Staff regarding plant selection and development of a wildflower planting plan. The design proposes new canopy trees along the roadway and trail, wildflower planting within retention ponds, and native tree and ornamental grass plantings around retention ponds.

NW 49th Terrace Trail, LaCrosse, FL

The Town of LaCrosse wished to convert a little over a mile of an existing low speed local roadway into a trail to offer a safe recreational amenity near its downtown. Manley Design developed trail design concepts and led public involvement. As the Project Manager, Elisabeth led public meetings, assisted the Town during on site reviews and meetings with adjacent landowners, worked with Commissioners to integrate input, and produced construction documents and cost estimates for the trail conversion.



SARAH MCCOWN

LANDSCAPE DESIGNER

PROFESSIONAL HIGHLIGHTS

Years of Experience: 7

Manley Design, LLC:
2018-Present

Cotleur & Hearing: 2017-
2018

EDUCATION / CERTIFICATION

Master of Landscape
Architecture, University of
Florida, Gainesville: 2019

Bachelor of Anthropology
University of Florida,
Gainesville: 2013

APPOINTMENTS / AFFILIATIONS

Florida Chapter of the
American Society of
Landscape Architects

Sarah is a landscape designer with a diverse background of experience within commercial, residential, park, and streetscape developments under the guidance of two landscape architecture firms located in Gainesville and Jupiter, FL. Within these projects, she has assisted with site analysis, design, and production of construction documents for landscape, hardscape, and irrigation design.

SELECTED PROJECT EXPERIENCE

Squirrel Ridge Park Master Plan, Alachua County, FL

A master plan was needed to guide the park's future improvements. Design principles were developed based on client input and site analysis and included strengthening internal and external park connections, improving existing uses, adding new enhancements to complement and bridge existing, create more welcoming park entries, and provide a safe park experience. Manley Design presented master plan concepts to the Alachua County Recreation and Open Space Advisory Committee and held two public workshops to gather input. During this time, Manley Design also held numerous meetings with Alachua County Parks leadership to develop concepts and refine designs. Manley Design presented the final master plan to the Alachua County Board of County Commissioners.

Fifth Avenue Pleasant Street Heritage Trail, Gainesville, FL

The Gainesville CRA's Legacy Project includes renovation and creation of the A. Quinn Jones Museum and Cultural Center and development of the Heritage Trail, both of which honor and educate about the cultural history within the Fifth Avenue/Pleasant Street District. Manley Design led inventory, analysis, and planning of the proposed trail route based on research of historic sites, by others. Manley Design developed a conceptual wayfinding package of various signs and elements to direct users and interpret various themes throughout the trail experience. Sarah supported inventory, analysis, and planning efforts.

Kanapaha Veterans Park Phase 1 Improvements, Alachua County, FL

Kanapaha Veterans Park is an existing, 23-acre Alachua County Park located in southwest Gainesville and adjacent to numerous neighborhoods. Existing amenities include a large playground area, walking and nature trails, picnic pavilions, sports courts and fields, and the Freedom Community Center and associated Veteran's Memorial. With the passage of the Wild Spaces Public Places half-cent sales tax initiative in 2016, master planning was initiated to incorporate needed uses and propose improvements to enhance existing amenities. Manley Design is leading planning and design of proposed Phase 1 park amenities, which include a splash pad, loop walks, picnic areas, parking, and multipurpose spaces. Sarah serves as the project designer and leads production on this active project.

SUMMARY OF STAFF HOURS

The Toole Design Team's professional and technical resources are deep and, if needed, we can draw on a wide range of staff. The staff presented in this statement of

qualifications are the staff that will perform the work. The hours listed below are an estimate and subject to change with the contract and budget negotiations.

Toole Design **TD**
Manley Design **MD**

STAFF	ROLE	ESTIMATED HOURS
Andrea Ostrodka TD	<i>Principal-in-Charge</i>	34
Jared Draper TD	<i>Project Manager</i>	136
Dan Goodman TD	<i>Strategic Advisor</i>	8
Ashley Schultz TD	<i>Planner</i>	104
Meghan McMullen TD	<i>Planner</i>	96
Kristof Devastey TD	<i>Senior Transportation Engineer</i>	60
Tonya Gore TD	<i>Planner</i>	48
Jacob Stein TD	<i>Planner</i>	40
Arthur Cashwell TD	<i>Planner</i>	48
Ken Ray TD	<i>Senior Landscape Architect</i>	24
Bonnie Moser TD	<i>Landscape Designer</i>	48
Elisabeth Manley MD	<i>Landscape Architect</i>	60
Sarah McCown MD	<i>Landscape Designer</i>	60



FORMS

3

TOOLE DESIGN FORMS

BID OPPORTUNITY LIST FOR PROFESSIONAL CONSULTANT SERVICES AND CONTRACTUAL SERVICES

Prime Contractor/Prime Consultant: Toole Design Group, LLC

Address/Phone Number: 8484 Georgia Avenue, Suite 800 Silver Spring, MD 20910 (headquarters)

Procurement Number/Advertisement Number: RFQ No. 20-1, Alachua County Bicycle-Pedestrian Master Plan

49 Code of Federal Regulations Part 26.11 The list is intended to be a listing of all firms that are participating, or attempting to participate, on Florida Department of Transportation-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and supplies materials on Florida Department of Transportation-assisted projects, including both Disadvantaged Business Enterprises (DBE) and non-Disadvantaged Business Enterprises (non-DBE). For consulting companies, this list must include all subconsultants contacting you and expressing an interest in teaming with you on a specific Florida Department of Transportation-assisted project. Prime contractors and consultants must provide information for Numbers 1, 2, 3 and 4, and should provide any information they have available on Numbers 5, 6, 7 and 8 for themselves, and their subcontractors and subconsultants.

1. Federal Tax ID Number: 05-0545429

2. Firm Name: Toole Design Group, LLC

3. Phone: 301.927.1900

4. Address: 8484 Georgia Avenue,
Suite 800 Silver Spring, MD 20910

5. Year Firm Established: 2003

6. ☐ DBE

☐ Non-DBE

7. ☐ Subcontractor

☐ Subconsultant

8. Annual Gross Receipts

☐ Less than \$1 million

☐ Between \$1 - \$5 million

☐ Between \$5 - \$10 million

☐ Between \$10 - \$15 million

☒ More than \$15 million

1. Federal Tax ID Number: 81-4129164

2. Firm Name: Manley Design, LLC

3. Phone: 352.565.2525

4. Address: 224 NW 2nd Avenue
Suite E
Gainesville, FL 32601

5. Year Firm Established: 2016

6. ☒ DBE

☐ Non-DBE

7. ☐ Subcontractor

☒ Subconsultant

8. Annual Gross Receipts

☒ Less than \$1 million

☐ Between \$1 - \$5 million

☐ Between \$5 - \$10 million

☐ Between \$10 - \$15 million

☐ More than \$15 million

1. Federal Tax ID Number: _____

2. Firm Name: _____

3. Phone: _____

4. Address: _____

5. Year Firm Established: _____

6. ☐ DBE

☐ Non-DBE

7. ☐ Subcontractor

☐ Subconsultant

8. Annual Gross Receipts

☐ Less than \$1 million

☐ Between \$1 - \$5 million

☐ Between \$5 - \$10 million

☐ Between \$10 - \$15 million

☐ More than \$15 million

1. Federal Tax ID Number: _____

2. Firm Name: _____

3. Phone: _____

4. Address: _____

5. Year Firm Established: _____

6. ☐ DBE

☐ Non-DBE

7. ☐ Subcontractor

☐ Subconsultant

8. Annual Gross Receipts

☐ Less than \$1 million

☐ Between \$1 - \$5 million

☐ Between \$5 - \$10 million

☐ Between \$10 - \$15 million

☐ More than \$15 million

AS APPLICABLE, PLEASE SUBMIT THIS FORM WITH YOUR:

WRITTEN PROPOSAL

**CONFLICT OF INTEREST CERTIFICATION
FOR CONSULTANT/CONTRACTOR**

I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval or recommendation on any contract if I have a conflict of interest or a potential of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair and impartial decisions when performing work for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) should avoid any conduct (whether in the context of business, financial or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I realize that violation of the above mentioned standards could result in the termination of my work for the Metropolitan Transportation Planning Organization.

Contract No./Project Description(s): RFQ No. 20-1, Alachua County Bicycle-Pedestrian Master Plan

Each undersigned individual hereby attests that he/she has no conflicts of interest related to the contract(s) identified above.

Printed Names	Signatures	Date
<u>Roswell Eldridge, Executive Vice President</u>	<u></u>	<u>11.20.2020</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR FEDERAL AID CONTRACTS

(Compliance with 49CFR, Section 29.510)
(Appendix B Certification]

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Consultant:

By:  Date: 11.20.2020
Authorized Signature

Title: Roswell Eldridge, Executive Vice President

Instructions for Certification

1. By signing and submitting this certification with the proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted. If at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms 'covered transaction', 'debarred', 'suspended', 'ineligible', 'lower tier covered transaction', 'participant', 'person', 'primary covered transaction', 'principal', 'proposal', and 'voluntarily excluded', as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Appendix B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES
ON FEDERAL-AID CONTRACTS
(Compliance with 49CFR, Section 20.100 (b))

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:


(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant:

By:  Date: 11.20.2020 Authorized Signature
Title: Roswell Eldridge, Executive Vice President

TRUTH-IN-NEGOTIATION CERTIFICATION

For any lump-sum or cost-plus-a fixed-fee professional service contract over \$60,000, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) requires the Consultant to execute this certificate and include it with the submittal of the Written Proposal.

The Consultant hereby certifies that the covenants and warrants, wage rates and other factual unit costs supporting the compensation for this project's contract will be accurate, complete and current at the time of contracting.

The Consultant further agrees that the original contract price, and additions thereto, shall be adjusted to exclude any significant sums by which the Metropolitan Transportation Planning Organization determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the contract. For purposes of this certificate, the end of the contract shall be deemed to be the date of final billing or acceptance of the work by the Metropolitan Transportation Planning Organization, whichever is later.

Toole Design Group, LLC

Name of Consultant

By: _____



Authorized Signature

11.20.2020

Date

DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION STATEMENT

Note: The Consultant is required to complete the following information and submit this form with the written proposal.

Project Description: RFQ No. 20-1, Alachua County Bicycle-Pedestrian Master Plan

Consultant Name: Toole Design Group, LLC

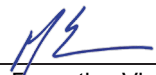
This consultant (is ☐) (is not ☒) a Florida Department of Transportation certified Disadvantaged Business Enterprise (DBE).

Expected percentage of contract fees to be subcontracted to DBE(s): 18 %

If the intention is to subcontract a portion of the contract fees to DBE(s), the proposed DBE sub-consultants are as follows:

DBE Sub-Consultants	Type of Work
<u>Manley Design, LLC*</u>	<u>Landscape Architecture</u>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

*Manley Design is a SB with Alachua County and is a DBE and SB with the Florida Department of Transportation

By: 
Title: Executive Vice President
Name of Firm: Toole Design Group, LLC
Date: 11.20.2020

SWORN STATEMENT PURSUANT TO SECTION 287.133c.(A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC
OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to
(Print name of the public entity)

by Jennifer Toole, President for Toole Design Group, LLC
(Print individual's name and title) (Print name of entity submitting sworn statement)

whose business address is:

8484 Georgia Avenue, Suite 800 Silver Spring, MD 20910 (headquarters)

and (if applicable) its Federal Employer Identification Number is: 05-0545429

(If the entity has no Federal Employer Identification Number, include the Social Security Number of the individual signing this sworn statement:

_____.)

2. I understand that a (public entity crime as defined in Paragraph 287.133a.(g), Florida Statutes, means a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods and services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

3. I understand the convicted or conviction as defined in paragraph 287.133a.(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an affiliate as defined in paragraph 287.133a.(a), Florida Statutes, means:

a. A predecessor or successor of a person convicted of a public entity crime; or

b. An entity under the control of any natural person who is active in the management of the entity who has been convicted of a public entity crime. The term (affiliate included those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a person as defined in Paragraph 287.133a.(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term person includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

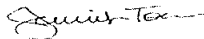
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate or the entity has been charged with an convicted of a public entity crime subsequent to July 1, 1989.

The entity this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearing and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order.]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH I (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OR THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.



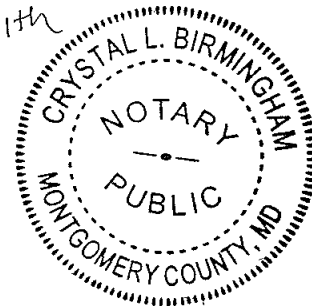
Signature

Sworn to and subscribed before me this day of , 2020, November 11th

Personally known OR Produced Identification

Notary Public - State of Florida Maryland
My commission expires: October 11th, 2023

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MANLEY DESIGN FORMS

CONFLICT OF INTEREST CERTIFICATION FOR CONSULTANT/CONTRACTOR

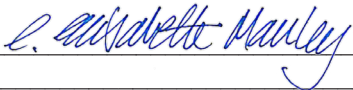
I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval or recommendation on any contract if I have a conflict of interest or a potential of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair and impartial decisions when performing work for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) should avoid any conduct (whether in the context of business, financial or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I realize that violation of the above mentioned standards could result in the termination of my work for the Metropolitan Transportation Planning Organization.

Contract No./Project Description(s): RFQ No. 20-1, Alachua County Bicycle-Pedestrian Master Plan

Each undersigned individual hereby attests that he/she has no conflicts of interest related to the contract(s) identified above.

Printed Names	Manley Design, LLC	Signatures	Date
<u>Claire Elisabeth Manley</u>		<u></u>	<u>11/11/20</u>
_____		_____	_____
_____		_____	_____
_____		_____	_____
_____		_____	_____

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR FEDERAL AID CONTRACTS

(Compliance with 49CFR, Section 29.510)
(Appendix B Certification]

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Consultant:

By: *E. Annette Manley* Date: 11/11/20
Authorized Signature

Title: Principal, Manley Design, LLC

Instructions for Certification

1. By signing and submitting this certification with the proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted. If at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms 'covered transaction', 'debarred', 'suspended', 'ineligible', 'lower tier covered transaction', 'participant', 'person', 'primary covered transaction', 'principal', 'proposal', and 'voluntarily excluded', as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Appendix B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES
ON FEDERAL-AID CONTRACTS
(Compliance with 49CFR, Section 20.100 (b))**

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:


(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant:

By: Manley Design, LLC Date: 11/11/20 Authorized Signature 
Title: Principal, Manley Design, LLC Claire Elisabeth Manley

TRUTH-IN-NEGOTIATION CERTIFICATION

For any lump-sum or cost-plus-a fixed-fee professional service contract over \$60,000, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) requires the Consultant to execute this certificate and include it with the submittal of the Written Proposal.

The Consultant hereby certifies that the covenants and warrants, wage rates and other factual unit costs supporting the compensation for this project's contract will be accurate, complete and current at the time of contracting.

The Consultant further agrees that the original contract price, and additions thereto, shall be adjusted to exclude any significant sums by which the Metropolitan Transportation Planning Organization determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the contract. For purposes of this certificate, the end of the contract shall be deemed to be the date of final billing or acceptance of the work by the Metropolitan Transportation Planning Organization, whichever is later.

Manley Design, LLC

Name of Consultant

By:



Authorized Signature

11/11/20

Date

SWORN STATEMENT PURSUANT TO SECTION 287.133c.(A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC
OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

I. This sworn statement is submitted to
(Print name of the public entity)

by Claire Elisabeth Manley for Manley Design, LLC
(Print individual's name and title) (Print name of entity submitting sworn statement)

whose business address is: 224 NW 2nd Avenue, Suite E
Gainesville, FL 32601

and (if applicable) its Federal Employer Identification Number is:
81-4129164

(If the entity has no Federal Employer Identification Number, include the Social Security Number of the individual signing this sworn statement:

_____.)

2. I understand that a (public entity crime as defined in Paragraph 287.133a.(g), Florida Statutes, means a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods and services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

3. I understand the convicted or conviction as defined in paragraph 287.133a.(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an affiliate as defined in paragraph 287.133a.(a), Florida Statutes, means:

a. A predecessor or successor of a person convicted of a public entity crime; or

b. An entity under the control of any natural person who is active in the management of the entity who has been convicted of a public entity crime. The term (affiliate included those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a person as defined in Paragraph 287.133a.(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term person includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate or the entity has been charged with an convicted of a public entity crime subsequent to July 1, 1989.

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Charlotte Mauley
Signature


Nov. 23

Sworn to and subscribed before me this day of , 2020

Personally known OR Produced Identification

Markie F. Howard
Notary Public - State of Florida
My commission expires: 5/28/2021

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 Valerie L. Howard
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG074991
Expires 5/28/2021

TOOLE

DESIGN

37 N. Orange Avenue, Suite 313

Orlando, FL 32801

407.214.6436

www.tooledesign.com

