

# Scope of Services

## Broward MPO's Complete Streets Initiative

### Phase IV

#### Purpose

The Broward Metropolitan Planning Organization (Broward MPO) is seeking qualified firms interested in supporting the Broward MPO's Complete Streets Initiative. The ability of a firm to assemble a multi-disciplinary team with various backgrounds and areas of expertise is envisioned as key to a competitive submittal. Firms should clearly demonstrate the ability to continue, support and further complement current Complete Streets efforts as well as direct development of additional tasks, including but not limited to:

- Develop a Complete Streets Master Plan
- Develop Bicycle Suitability map
- Ability to develop ADA Transition Plans

Interested firms are encouraged to visit the Broward MPO's Complete Streets Initiative webpage at <http://www.browardmpo.org/projects-studies/complete-streets/broward-complete-streets-initiative-2> to become familiar and better understand current efforts. Submittals may also include improvements to current efforts and may introduce additional, innovative tasks that would further enhance the Broward MPO's Complete Streets Initiative.

#### Background

The Broward MPO has established a highly successful and robust Complete Streets Initiative since it first developed the Broward Complete Streets Guidelines in 2012 with its transportation partners. This initiative currently provides local jurisdictions with the necessary tools to implement Complete Streets and more importantly provides guidance for current and future investments in active transportation improvements.

The development of the Guidelines was funded through a Center for Disease Control and Prevention (CDC) grant to create healthy and safe places in Broward County. The grant was awarded to the Broward Regional Health Planning Council (BRHPC), Urban Health Partnership, Smart Growth Partnership and the Broward MPO. A multi-disciplinary technical advisory group was formed to guide the development of the guidelines. Of great note was the participation of non-traditional transportation partners such as Smart Growth Partnerships, Florida Department of Health, AARP and other non-profit agencies who made substantial contributions to the development the guidelines. This technical group, now called the Broward MPO's Complete Streets Technical Advisory Committee (TAC), has since evolved into a forum for exchanging new ideas and projects, allowing members to showcase their individual Complete Streets efforts. More importantly,

it has been formalized as an advisory board to Broward MPO staff, whose main responsibility is to guide the Broward's MPO Complete Streets initiative and provide the necessary tool to local governments to implement Complete Streets.

Listed below are some of the major accomplishments that have been achieved by and through the TAC:

- Complete Streets Guidelines
- Model Complete Streets Policy
- Model Complete Streets Planning Framework
- Identified a Multi Modal Level of Service (MMLoS) Tool
- Selected two Complete Streets demonstration projects
- Developed Complete Streets Performance Measures

As part of the initiative, the Broward MPO also hosts two annual events to educate our communities and elected officials on the health, environmental, safety and economic development benefits of streets designed for all users.

- Annual Safe Streets Summit – the general intent of this event is to educate public officials, technical staff and other individuals on the importance of designing safe transportation facilities for all modes of transportation.
- Let's Go Biking - To promote bike safety and the health benefits of active transportation, the MPO organizes annual Let's Go Biking Events. Cyclists of all ages and abilities are encouraged to participate. In addition to a bike ride, other fun activities include helmet fittings, healthy eating demonstrations and bicycle giveaways.

In addition, the Broward MPO conducts Walking Audits to highlight corridors and areas that could benefit from Complete Streets treatments which improve safety and promote all modes of transportation. These audits have proven to be a great success in engaging the community and stakeholders.

## **Scope of Work**

Interested firms will have to clearly demonstrate their capability to perform all tasks described below. Due to the numerous and diverse tasks, bringing together a multi-disciplinary team with various backgrounds and areas of expertise is seen as crucial to the successful completion of all tasks. Firms should be familiar with the Broward MPO's current Complete Streets efforts and the goals and objectives established by the *Commitment 2040* Long Range Transportation Plan (LRTP). Some tasks will have to be completed concurrently. Therefore availability of appropriate staff is an important element to this submittal. The Broward MPO encourages and welcomes the development of additional innovative tasks. Additional tasks should be clearly defined and included in the submittal with appropriate justification.

## **Task 1 – Project Management**

CONSULTANT, working with Broward MPO staff, will be responsible for any management and administration activities associated with the Complete Streets Initiative.

### **Task 1.1 – TAC Management**

CONSULTANT will support the Complete Streets Initiative by facilitating every other month TAC meetings and encouraging an informational exchange between members.

#### **Work**

- Develop agendas
- Documenting meeting minutes
- Provide guidance and facilitation as needed
- Maintain active membership list and attendance records
- Encourage member participation
- Maintain Complete Streets Webpage

#### **Deliverables**

- Meeting Agendas - CONSULTANT will work with Broward MPO staff to develop and finalize agendas for each TAC meeting
- PowerPoint presentation – CONSULTANT will prepare PowerPoint presentation for each TAC meetings, inclusive of all agenda items
- Meeting minutes – CONSULTANT will document any actions or findings of each TAC meeting such as formal record of the meeting is available for dissemination
- Membership Roster – CONSULTANT will maintain a current list of active members and level of participation
- Website upkeep – CONSULTANT will upload all information relevant to the TAC meeting to the Broward MPO website.

### **Task 2 – Update the Broward Bicycle Suitability Map**

The Broward Bicycle Suitability Map provides users with pertinent information regarding the amount of interaction with traffic a cyclist can expect in selected roads. It allows the cyclist to select routes based on their individual needs and skill levels. It provides a rating system that evaluates roads (collectors and arterials) from “least interaction with traffic” to “high interaction with traffic” providing the cyclist a guidance when selecting a route. The map also includes selected destinations relevant to bicycling and bicycle facilities. In addition, it is used to provide important safety information, legal definitions and laws in the state of Florida.

#### **Work**

- Update bicycle facilities network

- Determine bicycle suitability rating system
- Update bicycle suitability map and related information

### **Deliverables**

- Update bicycle facilities network – CONSULTANT will provide the Broward MPO with an updated facility network in Geographic Information System (GIS) format with layers and attributes determined by Broward MPO staff
- Rating system – CONSULTANT will prepared and recommend most suitable bicycle rating system to be approved by Broward MPO staff
- Bicycle Suitability Map/Brochure – CONSULTANT will update, design and print 10,000 copies of the Map/Brochure in large-format (to be determined) and on high-gloss stock. Broward MPO staff to approve final design before printing.

### **Task 3 – Training/Educational Opportunities**

Understanding the importance of training and education in regards to the Complete Streets concept, the Broward MPO seeks to continue to provide educational and training opportunities through this Initiative. The general purpose of this task is to promote the Complete Streets concept and educate both public officials, technical staff, and the general public.

### **Work**

- Safe Streets Summit - the intent of this event is to educate public officials, technical staff and other individuals on the importance of designing safe transportation facilities for all modes of transportation.
  - Secure venue, identify partners, sponsors, develop marketing materials, agenda and theme, coordinate sessions structure, secure speakers (national-recognized experts), giveaways, facilitation, and all other logistics related to the summit.
- Let's Go Biking! Event – this event promotes bicycle safety and the health benefits of active transportation
  - Secure venue, identify partners, develop marketing materials, agenda and theme, and all other logistics related to the event.
- Technical training - Additional training sessions for technical staff from local governments. CONSULTANT shall determine most appropriate training based on current efforts and anticipated needs. Training to be provided by recognized experts in the field.

### **Deliverables**

- Safe Streets Summit (2016 and 2017) - CONSULTANT will plan, manage and coordinate the implementation of both summits

ensuring both are on par with past events. CONSULTANT will work closely with Broward MPO staff.

- Let's Go Biking! Event (2016 and 2017) - CONSULTANT will plan, manage and coordinate the implementation of both events ensuring both are on par with past events. CONSULTANT will work closely with Broward MPO staff.
- Additional Technical Training - CONSULTANT will plan, manage and coordinate the implementation of the training sessions. CONSULTANT will work closely with Broward MPO staff.

#### **Task 4 Technical Support**

Providing the necessary tools for local jurisdictions to implement the Complete Streets concept is key to the overall success of the initiative. Previously, the Broward MPO, through its Complete Streets TAC, has offered technical assistance to local governments in the form of Walking audits, Action Plans and the preparation of interactive images. For this phase, the Broward MPO will be providing the following technical assistance to their local government partners: Walking Audits and internal review and audits. Additional ideas for technical assistance may be suggested by the CONSULTANT and should be clearly defined and included in the submittal. All assistance will be provided in the form of grants. Local governments interested in any type of assistance will have to submit a brief application for review by Broward MPO staff and CONSULTANT.

##### **Work**

- Develop a template for Walking Audits to include additional technical analysis and review to verify recommendations
- Conduct internal reviews and audits of local government rules and regulations
- Develop cost estimates for type of technical assistance

##### **Deliverables**

- Tailored Walking Audit reports as needed. CONSULTANT will create a template to ensure a technical review is included as part of all Walking Audits
- Internal reviews and audits as needed – CONSULTANT will review internal rules and regulations and recommend modifications to achieve compliance with Complete Streets principles.
- Additional technical assistance as recommended by CONSULTANT
- Cost estimates - CONSULTANT will develop a cost per type of assistance.

#### **Task 5 - ADA Transition Plan Support**

The Broward MPO understands the importance of addressing the transportation requirements of all the user of the road, including those with special needs. The CONSULTANT should clearly demonstrate experience in the development of ADA

transitions plans. The intent of this task is to provide guidance in the form of training and technical assistance to local governments as it relates to the development of ADA Transition Plans.

#### **Work**

- One half of day training on ADA Transition Plans – training shall include federal requirements, steps to achieve compliance, how to implement, etc.
- Prepare ADA Transition Plan Implementation Guide for local governments.

#### **Deliverables**

- ADA Transition Plan Training – CONSULTANT shall prepare agenda and materials, sent notices, facilitate training and provide evaluation
- ADA Implementation Guide - CONSULTANT will prepare a written guide working closely with Broward MPO staff

#### **Task 6 – Public Relations**

CONSULTANT will develop a proactive approach to ensure the Broward MPO's Complete Streets Initiative and implementation program are highlighted at the regional and national levels. Additionally, CONSULTANT will highlight key accomplishments throughout this phase of the Complete Streets Initiative and implementation program.

#### **Work**

- Groundbreaking events
- Media Outreach/Press Releases
- Other events

#### **Deliverables**

- Cost estimates - CONSULTANT will develop a cost per type of event/task

#### **Task 7 - Complete Streets Master Plan**

Incorporating bicycle and pedestrian needs into the Broward MPO's planning vision has been a cornerstone of our efforts to plan a transportation system that provides multimodal options for all of Broward's residents. Through the Broward MPO's Mobility Program, over \$100 million in bicycle and pedestrian improvements (including sidewalks, multi-use paths, bicycle lanes, etc.) have been programmed for funding over the next five years (2014-2019). This includes approximately 90 miles of bicycle facilities and 35 miles of pedestrian facilities

spanning 12 cities throughout Broward. The Broward MPO's Mobility Program is the implementation arm of our Complete Streets Initiative.

The Broward MPO is looking to continue its Mobility Program by continuing to allocate federal and state funds to active transportation improvements/Complete Streets elements. The Complete Streets Master Plan will guide the Broward MPO's future investments in these type of improvements by developing a prioritized list of projects based on technical analysis (data driven) and transportation partners input. The work will include initial data gathering, review of current local, county and state plans and efforts, developing ranking criteria that will ultimately lead to the implementation of for identified projects. The project scope is not intended to be all inclusive, but a guide for interested firms to develop an approach to achieve the outcomes described above.

### **Task 7.1 – Organization of the Project**

CONSULTANT, in coordination with Broward MPO staff, will oversee the development of the Complete Streets Master Plan and establish a Project Advisory Committee (PAC) to gain input from the Broward MPO's partners. The PAC may be comprised of (but not limited to) representatives from local governments, FDOT, and the Broward MPO's Complete Streets Technical Advisory Committee (TAC). CONSULTANT will ensure multi-jurisdictional coordination and inter-disciplinary collaboration leading to the development of recommendations with "buy-in" from all participants.

### **Task 7.2 - Public Involvement**

CONSULTANT will prepare a Public Involvement strategy that will provide opportunities for community input throughout the length of the project. It will also develop and implement a comprehensive public outreach approach, including but not limited to; community visioning, workshops, public meetings and print and media communications. Strategies to gather input from disenfranchised and Environmental Justice communities should be clearly defined. CONSULTANT is encouraged to utilize the Broward MPO's Transportation Outreach Planner to develop a more clear understanding of Broward's communities.

### **Task 7.3 – Data Collection and Inventory Review**

Collect pertinent transportation data needed to conduct a thorough Network-wide analysis. Collect and organize available information on existing conditions. Determine whether to develop and acquire new data. The PAC will assist in determining what information is required, whether additional information is necessary and how to generate new data.

Inventory ongoing and future local, county and state projects, plans, studies and other efforts to ensure no duplication of work is being performed. Coordination with partner agencies is paramount to the success of this project. Submittals should not include efforts currently underway as part of

the work scope, rather should show how by leveraging existing efforts the CONSULTANT can further enhance the approach.

<http://mpotransportationoutreachplanner.org/mpotop/>

Achieving considerable public participation has been a challenge, particularly when a large geographic area is being targeted. Interested firms are encouraged to present innovative approaches that would significantly increase public participation and input. CONSULTANT will also develop an interactive webpage for the project to be embedded within the Broward MPO's main website.

#### **Task 7.4 - Transportation Network Analysis**

The analysis should identify current deficiencies and opportunities in the multimodal regional network. Local roads that provide connection to regional facilities shall be part of the analysis. This effort should be closely coordinated with the local governments to ensure their needs are properly addressed and incorporated in to the development of recommendations. CONSULTANT should become familiar with ongoing efforts by other government agencies and should provide a strategy to leverage such efforts. The CONSULTANT should determine and present best approach. Safety and connectivity considerations shall be included as part of the analysis.

#### **Task 7.5 – Identification of Projects**

CONSULTANT shall develop a list of active transportation projects based on the conducted analysis and inventory review. Projects can range from a standard 5' sidewalk to a complete reconstruction of a streets based on Complete Streets principles. This list should be fiscally unconstrained, addressing the active transportation “needs” of the multimodal network.

#### **Task 7.6 – Project Prioritization and Recommendations**

CONSULTANT shall develop prioritization criteria to rank projects in the “needs” list. Criteria selected should be coordinated with the PAC. More importantly, it should be consistent with the goals of the Broward MPO's *Commitment 2040* LRTP and the Broward MPO's Complete Streets Initiative. Prioritization criteria should take into account feedback gathered as part of the public involvement strategy. Prioritized project list shall include conceptual drawings, potential impacts and identify potential “fatal flaws” that could potentially prevent the project from moving forward to construction. It is the intention of the Broward MPO to utilize the final prioritized list of projects to seek and **allocate funding** through the Broward MPO's Mobility Program. Projects identified in the **final prioritized list** will become eligible for the Broward MPO's Complete Streets and Other Localized Initiative Program. CONSULTANT should become familiar with both programs as well as recommend other avenues for funding.



### **Task 7.7 – Documentation**

Broward MPO Complete Streets Master Plan Document, including all data, maps and documentations related to the project. Additional documents to be determined based on CONSULTANT's submittal.

This scope is intended to be used as a guide to allow interested firms the opportunity and flexibility to be innovative in their approach. Submittals are expected to be a detailed scope of work with associated deliverables by task and shall clearly show the ability to perform all tasks as described above.

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