

RESOLUTION C-1676

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MEDLEY, FLORIDA APPROVING THE PROPOSAL AND WORK ORDER WITH KIMLEY-HORN & ASSOCIATES, INC. TO PROVIDE PROFESSIONAL SERVICES FOR A MULTIMODAL MOBILITY STUDY AND IMPACT ASSESSMENT FOR N.W. SOUTH RIVER DRIVE FROM N.W. 122 STREET TO N.W. 116 WAY; AUTHORIZING THE TOWN MAYOR AND TOWN OFFICIALS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE PROPOSAL AND WORK ORDER; AUTHORIZING THE TOWN MAYOR TO EXPEND BUDGETED FUNDS; AUTHORIZING THE TOWN MAYOR TO EXECUTE THE WORK ORDER; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, pursuant to Section 287.055, Florida Statutes (“Consultants’ Competitive Negotiation Act), the Town of Medley, Florida (“Town”) entered into a General Professional Engineering Services Agreement (the “Agreement”) with Kimley-Horn & Associates, Inc. (“Consultant”) for design and engineering services on June 6, 2016; and

WHEREAS, the Town also issued RFQ- 2018-006 soliciting professional services for the preparation of a multimodal mobility study and impact assessment to improve transportation conditions within the Town, including bicycling, walking and public transit options, for N.W. South River Drive from N.W. 122 Street to N.W. 116 Way (“Services”); and

WHEREAS, in accordance with the provisions of the Agreement, and as the highest ranking proposer pursuant to the RFQ-2018-006, the Town has agreed to award the Services to Consultant and enter into a Work Order (“Work Order”) in accordance with the proposal of the Consultant (“Proposal”), both attached hereto as Exhibit “A” hereto, authorizing the Consultant to provide the Services; and

WHEREAS, the Work Order and Proposal attached as Exhibit “A” provides for a scope of services detailing the Services to be provided by Consultant, as well as a schedule for performance and compensation for the Services not to exceed \$122,500.00; and

WHEREAS, Consultant has agreed to provide the Services described in the Proposal and Work Order to be entered into with the Town; and

WHEREAS, the Town Council finds that approval of the Proposal and Work Order between Consultant and the Town is in the best interest of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MEDLEY, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Approval of Proposal and Work Order. The Proposal of the Consultant to provide the Services, a copy of which is attached hereto as Exhibit "A," together with a Work Order, as may be acceptable to the Town Mayor and approved as to form and legality by the Town Attorney, is approved. The Town Mayor is authorized to execute the Work Order.

Section 3. Authorization of Town Officials. The Town Mayor and/or Town Officials are authorized to take all actions necessary to implement the terms and conditions of the Proposal and Work Order.

Section 4. Authorization to Fund Expenditure. The Town Mayor is authorized to expend budgeted funds to implement the terms and conditions of the Proposal and Work Order.

Section 5. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 4th day of March, 2019.




ROBERTO MARTELL, MAYOR

ATTEST:


HERLINA TABOADA, TOWN CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY


WEISS SEROTA HELFMAN
COLE & BIERMAN, P.L.,
TOWN ATTORNEY

SUMMARY OF THE VOTE

Mayor Roberto Martell	<u>yes</u>
Vice-Mayor Edgar Ayala	<u>yes</u>
Councilperson Griselia DiGiacomo	<u>yes</u>
Councilperson Ivan Pacheco	<u>yes</u>
Councilperson Lily Stefano	<u>yes</u>



Town of Medley
Capital Projects & Economic Development Department
7777 NW 72 Avenue, Medley FL 33166
Phone (305)887-9541 Ext. 123

Date: February 13, 2019

To: Mayor and Council

From: Jorge E. Corzo PE, CPED Director

Copy to: Assistant Town Attorney
Town Clerk
Finance Director 

Subject: Award of Professional Services Agreement for Solicitation RFQ 2018-006

Project: **MULTIMODAL MOBILITY STUDY AND IMPACT ASSESSMENT**
NW S River Drive from NW 122 Street to NW 116 Way

Phase: Planning Phase

CIP No.: PW-0138 (RFQ 2018-006)

1. Recommendation

Staff recommends award of Solicitation RFQ 2018-006 to Kimley-Horn and Associates and approval of a Work Order for Professional Services in an amount not to exceed \$122,500/

2. Scope & Justification

In accordance with the terms and conditions of the Local Agency Program Agreement (Contract No. GO069) between the Town of Medley and the State of Florida FDOT, dated August 21, 2017 and authorized by Resolution C-1505 to the Town Council.

3. Contract Amount

Not to exceed \$122,500

4. Finance Account

GL Account No. 001-53900-465036-PW0138 (Reprogrammed to provide an additional \$1,100 funding from the FY-2019 Public Works Department General Fund)

5. Funding Sources

- a. Adopted FY-2019 CIP Budget in the amount of \$31,100

b. FDOT LAP Funding (2016 Cycle) in the amount of \$91,400

6. User Department

- a. Program Management provided by the CPED Department
- b. Operation and Maintenance: Public Works Department

7. Track Record / Monitor

Contract Management Services to be administered by the CPED Department

8. Background

LAP Program Requirements

9. Performance Schedule

Contract time is 12 months after the issuance of a Notice to Proceed and upon receiving approval by the FDOT LAP Coordinator

10. Other Considerations

This task is considered a critical component of the Town's efforts to obtain funding to widen the NW South River Drive Corridor to a 3 lane section with reduced financial investment by the Town of Medley General Fund



CONSULTANT'S WORK ORDER FOR PROFESSIONAL SERVICES
 Department of Capital Projects & Economic Development

TO:	KIMLEY-HORN AND ASSOCIATES, INC.	FROM:	TOWN OF MEDLEY
Address:	355 Alhambra Circle, Suite 1400 Miami, FL 33134		Public Works Department 7777 NW 72 Avenue Medley, FL 33166
Phone:	(305) 673-2025		
Attention:	Barton J. Fye, P.E.	By:	Heriberto Cabrera, Director
Date:	February 12, 2019	Task No.:	PW-0138.01
		Work Order No.:	PW0138.01
		Finance Account No.:	

FOR:	Multimodal Mobility Study and Impact Assessment
Phase:	NW South River Drive from NW 121 Way to NW 116 Way
Scope of Services:	This Work Order provides Professional Services related to the proposed Multimodal Mobility Study and Impact Assessment of NW South River Drive from NW 121 Way to NW 116 Way. Professional Services includes the assessment of the existing conditions, data analysis, public involvement, transit circulator study update, right-of-way impact assessment, environmental assessment, and the preparation of a Final Report that includes an assembly of the text, graphics, maps, tables, and photos that have developed throughout the course of the study as described in the Scope of Services dated June 2018, prepared and advertised by the Town in the Request for Qualifications RFQ-2018-006.

Agreement & Terms:	In accordance with the terms outlined in our Professional Services Agreement 2018-006, KIMLEY-HORN AND ASSOCIATES, INC. is authorized to perform the tasks detailed in the Scope of Services description.		
	All services required under this Work Order will be completed on or before:		NTP+365 Days

The total amount or the limiting amount of the compensation will be as shown below:

COMPENSATION SCHEDULE					
Task No.	Description	Method of Compensation	Amount	Funding	
1	Existing Condition Assessment	Fixed Rate	\$ 1,808	PWD	
2	Data Analysis	Fixed Rate	\$ 1,666		
3	Interagency Coordination	Fixed Rate	\$ 2,195		
4	Community Engagement	Fixed Rate	\$ 2,985		
5	Transit Circulator Study Update	Fixed Rate	\$ 2,985		
6	Right-of-Way Impact Assessment	Fixed Rate	\$ 7,014		
7	Environmental Assessment	Fixed Rate	\$ 9,240		
8	Recommended Improvements	Fixed Rate	\$ 2,394		
9	Final Report and Dissemination	Fixed Rate	\$ 1,074		
OH	Overhead (194%)	Fixed Rate	\$ 61,052		
OM	Operating Margin (15% of Direct Labor + OH)	Fixed Rate	\$ 13,862		
FCCM	Facility Capital Cost of Money FCCM (0.557%)	Fixed Rate	\$ 175		
Subconsultant	Subconsultant (RJ Behar)	Fixed Rate	\$ 14,124		
EX	Expenses (6.14%)	Fixed Rate	\$ 1,926		
Funding codes: GF: FY-2019 General Funds			Total: \$ 122,500		PWD

Other Notes: 1. All services to be performed in compliance with CPED Standards
 2. Maximum authorized expenditures for this WO are not to exceed \$122,500 without written approval of the Town of Medley
 This W.O. task will require **365** calendar days to complete from date of issuance of a Notice to Proceed (NTP).

Prepared by:			
Jorge E. Corzo, PE	Town Engineer		
Name (printed)	Title	Signature	Date

User Department Approval:			
Heriberto Cabrera	Public Works Director		
Name (printed)	Title	Signature	Date

Approved as to "availability of funds" by: This Project and/or Tasks are funded by the Adopted FY-2019 Annual Budget for General Funds programmed for project PW-0138

Approved as to "form & legality" by: In accordance with Professional Services Agreement 2018-006 between Kimley-Horn and the Town of Medley, this Work Order is authorized by the Town Council by Resolution No. _____, dated _____, 2019.

Approved by:			
Roberto Martell	Mayor		
Name (printed)	Title	Signature	Date

Distribution:	<input checked="" type="checkbox"/> Town Council <input checked="" type="checkbox"/> Finance Director <input checked="" type="checkbox"/> Town Clerk (Original) <input type="checkbox"/>	Attachments:	Attachment "A" Scope of Services and Labor Fee Proposal Attachment "B" Ranking and Recommendation
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MULTIMODAL MOBILITY STUDY AND IMPACT ASSESSMENT (RFQ 2018-006)

RFQ FINAL SCORE AND RANKING

No.	Firm Name	Reviewer			Total Points
		J. Solo	Rich McC	H. Cabrera	
1	The Corradino Group	93	93	92	366
2	Kimley Horn and Associates	97	98	98	391
3					
4					
5					
6					
7					
8					
9					
10					

10/16/2018

Final Rankings:

Rank	Firm	Points
1	Kimley Horn and Associates	391
2	The Corradino Group	366
3		
4		
5		
6		
7		
8		
9		
10		

Selection Committee Recommendations

The Selection Committee recommends to award this project to the top-ranked firm Kimley Horn and Associates Inc.

Selection Committee Members Signatures

Selection Committee Members Signatures		Notes
J. Soto Date: 10-16-18	R. McConachie Date: 10/16/18	J. Corzo Date: 10/16/18

LABOR FEE PROPOSAL

Consultant's Name: Kimley-Horn and Associates, Inc.
 Project: Multimodal Mobility Study and Impact Assessment

Prepared by: Stewart E. Robertson
 Date: 1/28/2019

STAFF HOURS

Activity	Chief Planner	Project Manager 2	Senior Engineer 2	Senior Engineer 1	Engineer 2	Engineer 1	Engineering Intern	Senior Planner	Senior Landscape Architect	Landscape Architect	Landscape Designer	Chief Designer	Secretary /Clerical	Staff Hours by Activity	Total Labor Fee by Activity
Distribution by Classification:															
TASK 1 - Existing Conditions Assessment	1%	10%	3%	4%	5%	8%	30%	0%	1%	10%	20%	0%	8%	40	\$ 1,807.89
TASK 2 - Data Analysis	0	4	1	2	2	3	12	0	0	4	8	0	4	4	\$ 1,665.63
TASK 3 - Interagency Coordination	0	4	1	1	2	3	11	0	0	4	7	0	4	37	\$ 2,195.13
TASK 4 - Community Engagement	1	5	2	3	3	5	15	0	1	5	13	0	5	64	\$ 2,984.99
TASK 5 - Transit Circulator Study Update	1	6	2	3	3	5	19	0	1	6	13	0	5	64	\$ 2,984.99
TASK 6 - Right of Way Impact Assessment	2	15	5	6	8	12	45	0	2	15	30	0	10	150	\$ 7,014.49
TASK 7 - Environmental Assessment	2	20	6	8	10	16	60	0	2	20	40	0	16	200	\$ 9,240.16
TASK 8 - Recommended Improvements	1	5	2	2	3	4	15	0	1	5	10	0	2	50	\$ 2,394.41
TASK 9 - Final Report and Dissemination	0	2	1	1	1	2	7	0	0	2	5	0	3	24	\$ 1,074.22
Hours by Classification:															
	7	67	21	28	34	54	203	0	7	67	136	0	54		
Classification Rate:	\$96.64	\$68.28	\$74.29	\$63.95	\$52.65	\$48.56	\$40.08	\$50.01	\$67.32	\$43.16	\$38.23	\$46.40	\$30.54		
Totals:	\$676.48	\$4,574.76	\$1,560.09	\$1,790.60	\$1,790.10	\$2,622.24	\$8,136.24	\$0.00	\$471.24	\$2,891.72	\$5,199.28	\$0.00	\$1,649.16	678	\$31,361.91

Activity	Hours	Rate	Total
DIRECT COST LABOR BY TASK			
TASK 1 - Existing Conditions Assessment	40	\$96.64	\$ 3,866.56
TASK 2 - Data Analysis	4	\$96.64	\$ 386.56
TASK 3 - Interagency Coordination	37	\$96.64	\$ 3,578.08
TASK 4 - Community Engagement	64	\$96.64	\$ 6,199.04
TASK 5 - Transit Circulator Study Update	64	\$96.64	\$ 6,199.04
TASK 6 - Right of Way Impact Assessment	150	\$96.64	\$ 14,496.00
TASK 7 - Environmental Assessment	200	\$96.64	\$ 19,328.00
TASK 8 - Recommended Improvements	50	\$96.64	\$ 4,832.00
TASK 9 - Final Report and Dissemination	24	\$96.64	\$ 2,319.36
Subtotal	678		\$31,361.91

Category	Percentage	Amount
Overhead	194.67%	\$ 61,052.23
Operating Margin (Fixed Fee)	57%	\$ 18,892.12
FCM	0.85%	\$ 1,174.62
Expenses	6.14%	\$ 1,925.62
Subtotal (Prime Consultant)		\$108,376.57

RJ Behar (DBE)	\$ 14,124.24
Grand Total	\$ 122,500.81

TOWN OF MEDLEY

Capital Projects & Economic Development Department
7777 NW 72nd Avenue, Medley, FL 33166



(Attachment A)
Scope of Services

RFQ No. 2018-006

(CPED Project No. PW-0138)

MULTIMODAL MOBILITY STUDY AND IMPACT ASSESSMENT

(NW South River Drive from NW 122nd Street to NW 116th Way)

LAP PROGRAM AGREEMENT REFERENCE
Agreement Date: August 21, 2017
Contract No. G0069
Local Agency Vendor No. VF 596013404005
FPN: 440851-1
Federal ID: D617-062-B
County: Miami-Dade

June, 2018



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I. GENERAL PROJECT DESCRIPTION

The Town of Medley desires to conduct a *Multimodal Mobility Study and Impact Assessment* to improve the transportation conditions within the Town including bicycling, walking, and public transit options for South River Drive from NW 122nd Street to NW 116th Way. The study length is approximately 3,300 lineal feet. The *Multimodal Mobility Study and Impact Assessment* will achieve two primary outcomes.

1. Conduct a master planning study to identify specific transit and non-motorized transportation improvements that will become part of work programs for the Town and its transportation partners. This study will include an assessment of bicycle facilities, sidewalks, pavement improvements, American with Disabilities Act (ADA) improvements, drainage and lighting enhancements.
2. Conduct a right of way and environmental assessment for improvements within the project limits.

Some of the important opportunities that will be addressed in the Study are shown on the Multimodal Mobility Study Opportunities Map and listed below.

- Improve multimodal connections to the Palmetto Metrorail Station through transit circulator and bicycle facility improvements.
- Improve multimodal connections from the east side of Town to the Okeechobee Metrorail Station by leveraging improvements identified in the Metropolitan Planning Organization (MPO)'s Non-Motorized Network Connectivity Plan.
- Improve transit, pedestrian, and bicyclist connectivity to Town Hall, which is not directly on an existing Metrobus route.
- Enhance recreational, social, and learning opportunities by improving connectivity to the Tobie Wilson Recreational Center and Library.
- Provide multimodal opportunities to access key destinations such as retail centers in surrounding municipalities. There is a lack of retail options within the Town.
- Improve multimodal connections to large employment centers within the Town including industrial and commercial.
- Plan for multimodal connectivity in potential annexation areas.

The Consultant will develop focused, cost-conscious recommendations that build upon existing resources. The study will focus on linking key Town destinations together including Town Hall, Palmetto Metrorail Station, residential neighborhoods, parks, and key employment areas, as well as key destinations in surrounding municipalities.

The Town of Medley desires to enhance the existing transportation system and mobility choices available to residents, workers, and visitors to the Town, while setting up the potential to build upon future opportunities such as upcoming annexations and the NW 87th Avenue corridor. The Study will focus on pedestrian and bicycle transportation projects, as well as enhancing access to public transportation. One potential strategy to incorporate is the potential of identifying ways of incorporating bicycle and pedestrian improvements into other Town projects such as water and sewer improvements and roadway resurfacing projects.



II. GOVERNING REGULATIONS

The Consultant will use the latest editions of the following Manuals and Guidelines to perform work for the Study.

- Florida Statutes
- Florida Administrative Code
- Applicable Federal Regulations, U.S. Codes, and Technical Advisories
- Florida Department of Transportation PD&E Manual
- Florida Department of Transportation EDTM Manual
- Florida Department of Transportation Public Involvement Handbook
- Florida Department of Transportation Plans Preparation Manual
- Highway Capacity Manual
- Manual on Uniform Traffic Studies (MUTS)
- Manual of Uniform Traffic Control Devices (MUTCD)
- Minimum Standards for Design, Construction, and Maintenance of Streets and Highways (Florida Greenbook)
- Policy on Geometric Design of Highways and Streets (AASHTO)
- Guide for the Development of Bicycle Facilities (AASHTO)
- Highway Safety Manual (AASHTO)
- Florida Department of Transportation Right of Way Mapping Handbook
- Florida Department of Transportation Right of Way Procedures Manual
- Florida Department of Transportation Quality/Level of Service Handbook
- Project Traffic Forecasting Handbook & Project Traffic Forecasting Procedure 525-030-120
- Traffic Analysis Handbook
- Federal Transit Administration (FTA) And Federal Rail Administration (FRA) Program Guidance
- Florida Department of Transportation Project Management Handbook
- Florida Department of Transportation Traffic Engineering Manual
- Florida Department of Transportation Intersection Design Guide

III. PROJECT MANAGEMENT PLAN

The Town requires that the Consultant create and submit a Project Management Plan (PMP) that outline the approach that will be used to ensure successful completion of this project. No work may begin prior to the submission and approval of the PMP. After the Project



Management Plan is approved, the Consultant shall keep it updated as necessary or upon notification by the Town of a deficiency in the Project Plan. Any change to the Project Plan must be approved by the Town.

IV. CONTRACT MANAGEMENT

The Consultant is responsible for maintaining Project files, including copies of submittals and underlying data, calculations, information and supporting project documentation. The Consultant is responsible for preparing monthly progress reports and schedule updates. Progress reports will be delivered to the Town in a format prescribed by the Town Project Manager with the corresponding invoice.

The Consultant will regularly communicate the status of the project with the Town while managing sub-consultant efforts and executing sub-consultant agreements.

V. COMMUNICATION

The Town Project Manager will be the representative of the Town for the Project. The Consultant must regularly communicate with the Town Project Manager to discuss and resolve issues or solicit opinions regarding this Project. The Consultant must include the Town when seeking and receiving advice from various State, regional, local agencies, and citizen groups. The final direction on all matters for this Project remains with the Town's Project Manager.

All written correspondence between the Consultant and any party pertaining specifically to this Project must be reviewed and approved by the Town. The Consultant must respond to information requests relative to the Study from third parties at the direction, and with the approval of the Town. The Consultant will assist the Town in preparing the content of the letters from Town personnel to other agencies, public officials, and others as needed or requested.

VI. UNAUTHORIZED WORK

The Consultant shall not begin work until the Town issues a Notice to Proceed. Such Notice to Proceed shall constitute the Town's authorization to begin work and is an express condition precedent to the Consultant being authorized to commence the Work. Any unauthorized work performed by the Successful Proposer shall be deemed non-compensable by the Town and Proposer will not have any recourse against the Town for performing unauthorized work.

VII. MEETINGS AND PRESENTATIONS

The Consultant will attend the Notice to Proceed Meeting, where Town representatives will outline relevant contract and Project information provided by the Town Project Manager.

The Consultant shall attend meetings necessary to undertake the activities of this Scope of Services. This includes meetings with the Town staff and or resources agency staff, other consultants, or other miscellaneous meetings.

The Consultant will attend meetings or make presentations at the request of the Town with at least five (5) business days' notice. The Consultant will prepare meeting notes for all meetings and submit them within five (5) working days to the Town's Project Manager for review.



VIII. SCOPE OF WORK

TASK 1: EXISTING CONDITIONS ASSESSMENT

The Consultant will conduct a multimodal assessment of the existing transportation conditions within the Town of Medley as listed below.

a. Identify gaps or obstacles within the existing network.

The study will utilize geographic information systems (GIS) to develop a database of information on existing facilities including bicycle facilities and pedestrian level of service (PLOS) on major roadways. In addition, GIS can help with spatial analysis of the existing conditions to identify gaps. The gaps will be identified through reviewing existing data sources, field reviews of existing conditions, and meetings with Town staff knowledgeable of existing street conditions.

b. Identify opportunities within the existing network.

Obstacles or barriers to walking and bicycling will be identified through the field reviews of existing conditions and by gathering input from local stakeholders. The study will also identify existing opportunities within the network to provide bicycling and walking mobility improvements.

c. Create a map that outlines the existing network and highlights existing obstacles.

The study will summarize the existing network, gaps, and opportunities on a map produced using GIS.

TASK 2: DATA ANALYSIS

The Consultant will compile and analyze the following relevant multimodal transportation data:

a. Conduct a review of existing transportation studies and plans.

The Consultant will review and summarize existing and funded non-motorized transportation projects. The study will begin with the Geographic Information System (GIS) database of existing and funded bicycle projects maintained by the Miami-Dade Metropolitan Planning Organization (MPO) and utilized as part of the Miami-Dade MPO 2040 Bicycle and Pedestrian Plan. The existing and funded projects database forms the committed network to identify connectivity projects as part of this Study. The Consultant will also review the MPO's Long Range Transportation Plan (LRTP), Unified Planning Work Program (UPWP), and Transportation Improvement Program (TIP) to identify potential candidate projects where non-motorized network connectivity solutions can be applied.

b. Identify other development or policy initiatives that may advance the multimodal transportation agenda of the Town of Medley.

The study will include a review of area-wide transportation plans, such as the *Miami-Dade Transit (MDT)*, *Transit Development Plan (TOP)*, *Palmetto Station Terminal Improvements Plan*, and the *Comprehensive Development Master Plan (CDMP)*, to synthesize public transit and land use connection opportunities. In addition, the Consultant will review and summarize findings from documents that help establish the context for this Study including the National Complete Streets Coalition initiative,



Project for Public Spaces, National Household Travel Survey, American Community Survey (ACS) Journey-to-Work data, Designing Walkable Urban Thoroughfares: A Context Sensitive Approach, and the NACTO Urban Bikeway Design Guide.

c. Produce a data analysis report to summarize the multimodal mobility analysis for the Town of Medley.

Based on the Existing Conditions Assessment conducted in Task 1 and the Data Analysis conducted in Task 2, the Consultant will produce a report with emerging opportunities for Medley to leverage in its multimodal plan and illustrate these opportunities on a map produced in GIS.

TASK 3: INTERAGENCY COORDINATION

Coordination with the MPO, Miami-Dade County, Florida Department of Transportation (FDOT), adjacent municipalities and other agencies is essential in developing accurate information to provide a foundation for completing the Study. The Town will form a comprehensive Study Advisory Committee (SAC) to provide guidance and review study deliverables for quality and content. The SAC will facilitate interagency coordination.

- Miami-Dade MPO
- Town of Medley
- FDOT Office of Intermodal Systems Development
- FDOT Traffic Operations Office
- Miami-Dade Department of Transportation and Public Works
- Miami-Dade Parks, Recreation and Open Spaces Department (MDPROS)
- City of Doral
- City of Hialeah
- City of Hialeah Gardens

The SAC will meet a total of three times throughout the course of the study.

In addition, the Consultant will seek input from the MPO's Transportation Planning Council (TPC) to provide input on the study before the Plan is finalized in order to achieve consensus from all the key stakeholder groups.

TASK 4: PUBLIC INVOLVEMENT

The purpose of this task is to provide opportunity for the community to be engaged and involved in the process regarding multimodal opportunities. The Consultant will coordinate and perform the appropriate level of public involvement for this Project as outlined in the *FDOT Public Involvement Handbook*.

The Consultant will provide the Town drafts of all public involvement materials (e.g., newsletters, property owner letters, advertisements, handouts, exhibits) for review and approval at least 5 business days prior to printing and / or distribution.



The Consultant is responsible for creating a Public Involvement Plan (PIP) using existing work developed by the Town as a starting reference. The PIP must include a public involvement schedule and identify potentially affected stakeholders and communities in the vicinity of the project to establish the appropriate outreach methods. This includes consideration of the demographics of the Study Area and any reasonable accommodations including, but not limited to, disabled, transit- dependent, limited English proficient (LEP), elderly, low income, or minority. The Consultant will review and attach the Sociocultural Data Report (SDR) to the PIP. At a minimum, the PIP must include the following:

- Project background
- Project goals
- Identification of elected officials and agencies
- Identification of affected communities and stakeholders
- Identification of media (e.g. television, radio, newspaper) for news and/or advertisement
- Proposed involvement activities
- Anticipated schedule of involvement activities
- Methodology for collecting and responding to public comments
- Discussion of public comments will be analyzed and incorporated, as appropriate

As part of the Project's PIP the Consultant will develop public involvement materials using the Town's approved template and submit the information to be uploaded to the Town's project website.

The Consultant will assist the Town with collecting data specific to the public involvement process and preparing responses to any public inquiries received throughout the Project. The Consultant will maintain and regularly update both an electronic and paper public involvement project file, which will document a record of all public involvement activities for this project.

The Consultant is responsible for identifying and maintaining the Project mailing list that may include officials and interested parties (any person or institution expressing an interest in the project), affected parties, and potential permit and review agencies.

The Consultant will work with the Town to generate or obtain mailing labels of property owners using the County Property Appraisers' Offices.

The Town proposes to conduct a Public Workshop to help engage the public in the development of the Study. Town staff will choose the location of the Public Workshop during a date/time that is mutually agreeable to the Town project manager and Consultant project manager. It is understood that the Consultant will not be responsible for advertising or setting up the meetings as this task will be handled by Town staff. The Consultant will be responsible



for developing Workshop content. The Workshop format will be structured for individuals to come and hear a formal presentation and then stay at their leisure, work directly with our team, and take part in creating the draft mobility network, bike and pedestrian facility projects, and policy development. The consultant will depict collected data on GIS maps. The maps will include critical information, such as where bicycle and pedestrian facilities currently exist and where they do not. The gaps analysis will enable participants to look for route alternatives based on where facilities do or do not exist. Participants can also look for ways to fill in short gaps instead of selecting a route that requires all new facilities, such as bike lanes or a separated path. The Town will work with Town staff to organize an inter-agency coordination meeting with key representatives of adjacent municipalities and agencies that will be important for implementation, such as the Florida Department of Transportation (FDOT), Miami-Dade County Public Works and Waste Management (PWWM), Miami-Dade Transit (MDT), and South Florida Water Management District (SFWMD).

TASK 5: TRANSIT CIRCULATOR STUDY UPDATE

As part of the Multimodal Mobility Study, the Consultant will update the Transit Circulator Study prepared in 2006. Transit and non-motorized facilities and enhancements will be integrated in this study in order to consider the comprehensive whole.

The Transit Circulator Study update will include the following elements.

a. Update demographic data related to transit indicators.

The study will update data such as household income level, percentage of elderly residents, percentage of automobile unavailability, as well as employment data related to the trip attraction market with emphasis on connecting the Metrorail station to employment centers.

b. Transit circulator recommendations.

The recommendations for transit circulator service will be examined and adjusted as necessary to meet current conditions. Recommendations will include items such as route alignment, vehicle type, headways, hours of operation, and service promotion.

c. Implementation strategies.

The study will provide recommendations for the municipal transit circulator regarding system requirements, vehicle fleet, preliminary cost estimates, and funding sources.

TASK 6: RIGHT OF WAY IMPACT ASSESSMENT

The study will include a right-of-way impact assessment for proposed improvements, which include reconstructed pavement, ADA-compliant sidewalks, bicycle lanes, and drainage. The proposed 60-foot wide roadway easement will include converting the existing 2-lane swale-drainage roadway into a 3-lane curb-and-gutter roadway with the center lane being a continuous two-way left-turn lane. The NW South River Drive improvements will serve an important multimodal function by providing bicycle lane implementation, ADA compliant sidewalks, and drainage, creating a safer non-motorized transportation access for the businesses along NW South River Drive.



The consultant will prepare Conceptual typical sections for the three primary segments of the project limits. The purpose of the conceptual typical sections is to define the width requirements of the roadway to accommodate the desired project features.

- NW South River Drive from NW 116th Way to NW 118th Way
- NW South River Drive from NW 118th Way to NW 121 St Way
- NW South River Drive from NW 121st Way to NW 122nd Street

Right-of-way mapping will be gathered from existing sources. A conceptual project layout in planimetric view will be prepared for the proposed typical section improvements and overlaid on existing right-of-way mapping. The conceptual plan map will be prepared using available information from available right-of-way mapping, aerial photography, and site observations and measurements. The conceptual plan map created will be suitable for this master planning exercise, not for construction documents.

The quantity of right-of-way requirements will be calculated based on the results of the conceptual project layout mapping compared to existing right-of-way data. The impact of right-of-way requirements will be documented.

TASK 7: ENVIRONMENTAL ASSESSMENT

The study will identify, and document required environmental permits based on the results of the data collection and assessment. In addition, the study will identify potential impacts and mitigation needs and evaluate ways to avoid or minimize the impact.

Data collection relevant to environmental conditions for NW South River Drive from NW 116th Way to NW 122nd Street shall include the following items:

- Land use data
- Social and economic considerations
- Community facilities and services
- Relocation and displacement impacts
- Mobility
- Safety
- Utilities
- Civil rights
- Archaeological and historical sites
- Recreational facilities
- Pedestrian/Bicycle facilities
- Scenic highways



- Traffic count data including pedestrians and bicyclists
- Transit ridership
- Wetlands and potential mitigation
- Floodplains
- Aquatic designations
- Wildlife and habitat
- Construction impact analysis
- Contamination - Phase I Environmental Assessment

TASK 8: RECOMMENDED IMPROVEMENTS

Based on the results of the previous tasks of this Study, the study will recommend a coordinated set of nonmotorized transportation improvements to address mobility concerns identified in the technical analysis and/or identified during the Community Engagement Task.

a. Create a non-motorized mobility network map.

The study will create a map of bicycle and pedestrian improvements using GIS. The map will identify a network of bicycle facilities, pedestrian improvements, trails, and neighborhood greenways.

b. Create a list of capital improvements.

The Recommended Improvements will be organized into a list of capital improvements with the goal of assisting Medley achieve a vision of a multimodal transportation network.

c. Provide budget estimates.

The study will include an opinion of probable cost (OPC) for the non-motorized network mobility improvements.

d. Develop conceptual design graphics.

Up to three (3) prioritized recommendations will be illustrated on conceptual design graphics to help communicate the proposed improvements to audiences including decision-makers and the public. Factors to be addressed within the improvements include safety, mobility, accessibility, and network integration.

e. Develop Base Map of the areas analyzed.

The Consultant will produce a base map of the areas analyzed using FDOT CADD standards. The base map will contain an aerial photo and existing characteristics for areas analyzed. The base map must show environmental issues that are specific to the Study Area such as cemeteries, wetlands, historic properties, high-risk contamination sites, public parks, and property lines.

The Consultant will prepare base maps for the following uses (at noted scales):



- Corridor Maps (Roll Plots) 1:200
- 24" x 36" Presentation Board summarizing assessment results

TASK 9: FINAL REPORT AND DISSEMINATION

A draft report document will be prepared that includes an assembly of the text, graphics, maps, tables, and photos, as necessary, that have already been developed throughout the course of the Study.

Based on comments and feedback from the MPO and the SAC, the draft report will be amended and submitted to the Medley Town Council. The results will be presented to the Town Council to incorporate input from the Council regarding the Multimodal Mobility Study. The draft report will be updated to include the results of the Council meeting.

Twenty-five (25) bound copies of the approved final report will be prepared, as well as one digital PDF copy for inclusion on the Town of Medley and the MPO website, e-mail distribution, and future reproduction. A digital copy of a project overview presentation will be prepared in PowerPoint format.

IX. SUBMITTALS

For each submittal, the Consultant will include a Transmittal Cover Letter that includes, at a minimum, the file name and format of each electronic file and the number of hardcopies (if any) as directed by the Town Project Manager.

The Town will review draft submittals and provide the Consultant with review comments. The Consultant will address comments, prepare a matrix of comments and responses as applicable, and submit revised documents. The Consultant will assist the Town in resolving the comments received from the Lead Agency, Cooperating Agencies, resource agencies and the public, including preparation of individual responses.

The Consultant will submit to the Town draft and final reports as well as other deliverables identified in this section.

Multimodal Mobility Study and Impact Assessment deliverables:

- Public Involvement Plan
- 30% draft report
- 60% draft report
- 90% draft report
- Final report
- 24" x 36" Presentation Board summarizing assessment results
- Corridor Maps (Roll Plots) 1:200



Upon completion of the Project, the Consultant, will transfer to the Town two (2) portable storage drives, such as flash drives or USB drives, containing electronic files of all project such as but not limited to:

- Data
- Maps
- Sketches
- Worksheets
- Other materials used or generated during the Study

X. QUALITY CONTROL

The Town requires that all Project documents, technical studies, calculations, maps, reports, conceptual plans, design, and Final Report are correct and complete, appropriate for the intended purposes, and conform to requirements of this Scope of Services. The Consultant is responsible for the quality of all (including sub-consultants) deliverables. The Consultant will independently and continually review deliverables for accuracy and completeness. The Consultant must develop and follow an internal Quality Control (QC) process. The QC process is intended to ensure that quality is achieved through checking, reviewing, and verifying work activities and deliverable by qualified individuals who were not directly responsible for the performing the initial work.

Within twenty (20) business days from the Notice to Proceed, the Consultant must submit its QC Plan to the Town Project Manager for approval. The QC Plan will identify the deliverables, the personnel to perform the reviews and the method of documentation. The QC Plan will be signed by the Consultant Project Manager and the Consultant QC Manager.

The Consultant must include document reviews and written resolution of comments with each submittal or deliverable to show the QC process was followed. At a minimum, a quality review checklist must be provided and should include letter, exhibits, technical studies, reports, design calculations, any documents used or referenced in the QC Plan. The Consultant must maintain documentation which show the QC Plan process was followed. The Town Project Manager may request from the Consultant document reviews and written resolution of comments at any time during the Study.

XI. SCHEDULE

Within ten (10) business days after the Notice to Proceed, and prior to the Consultant beginning work, the Consultant shall submit a detailed Project activity/event schedule to the Town. The schedule must indicate all required submittals, critical path activities, and key project milestones. The project schedule must be based on the Town's expected production date for the Study and must be approved by the Town.

Services for this contract are anticipated to be completed within 12 months. The **Table 1** shown below is provided for guidance to meet the schedule. In developing the schedule for this Project, the Consultant, in coordination with the Town, must include adequate time to meet regulatory reviews and formal consultation times.



Periodically throughout the life of the contract, the Consultant must review the project schedule, payout and fiscal progress curves to monitor the progress of the project schedule.

TABLE-1: PROPOSED PROJECT SCHEDULE													
Task	Description	Months											
		1	2	3	4	5	6	7	8	9	10	11	12
1.	Existing Conditions Assessment												
2.	Data Analysis												
3.	Interagency Coordination	K	S			S			S			S	B, T
4.	Community Engagement			C							C		
5.	Transit Circulator Study Update												
6.	Right of Way Impact Assessment												
7.	Environmental Assessment												
8.	Recommended Improvements												
9.	Final Report and Dissemination												

Notes:

- K = Indicates Kick-Off Meeting with MPO and Town of Medley staff
- S = Indicates a Study Advisory Committee (SAC) Meeting
- B = Indicates a Bicycle and Pedestrian Advisory Committee (BPAC) Meeting
- T = Indicates a Transportation Planning Council (TPC) Meeting
- C = Indicates a Community Engagement Meeting