



CITY OF
Cooper City
Someplace Special

**SCOPE OF WORK
FOR
TRANSPORTATION MASTER PLAN
CITY OF COOPER CITY**

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PURPOSE

The purpose of the scope of work is to develop a Transportation Master Plan (“TMP”) to address the City’s multimodal transportation needs and to complement the City’s existing and future land uses and overall transportation vision. This scope of work will also delineate responsibilities of the CITY, the MPO, and its CONSULTANT, throughout the life of the project.

The CITY will provide administration services, and reviews of all work associated with the plan and lead all public participation activities.

INTRODUCTION AND OBJECTIVE

The TMP will be centered on the City’s multimodal transportation vision and will have a strong focus on comprehensively improving safety and increasing multimodal connectivity.

The TMP will be data-driven utilizing a variety of data sources, including existing plans, traffic information, crash data, and field audits. Recommended improvements will be based on the City’s multimodal transportation vision, a thorough multimodal needs assessment, and community feedback.

Addressing the City’s transportation issues will require a multifaceted approach, including public engagement with a wide range of stakeholders and a proper mix of technical analysis and policy discussions. The TMP, when completed, will provide the technical components needed to implement a safe, convenient, and efficient multimodal transportation system for all residents and visitors to the City.

PROJECT REQUIREMENTS AND PROVISIONS FOR WORK

The MPO will conduct the appropriate planning level analyses related to the TMP, as outlined in Broward MPO’s [Transportation Planning Guidebook](#) (January 2018), and directed by the plan’s goals and objectives.

The MPO will maximize the use of existing information available from state, regional, local agencies, private sources, and its own files.

1 TASK 1: PROJECT MANAGEMENT

1.1 Staff Working Group meetings

The CITY will create a Staff Working Group (“SWG”) that will be the designated working group to provide advice, guidance, input, and feedback on the overall planning effort and work products. MPO staff will meet with the CITY SWG for up to seven (7) meetings through the life of the project.

SWG meetings will include miscellaneous review, coordination activities, and address completion of scope tasks relative to project schedule and budget resources. SWG meeting dates will be set at the project kickoff meeting. *Additional meetings may be provided by MPO staff, if necessary.*

1.2 Quality Control

The MPO will establish a procedure for Quality Control and Quality Assurance (QC & QA) covering the completion of all work through this project. The MPO will check, review, and conduct surveillance of work activities by objective and qualified individuals who were not directly responsible for performing the initial work.

1.3 Schedule

Within a reasonable time after finalizing of the scope of work, the MPO shall submit a detailed project activity schedule to the CITY. The schedule must indicate all required submittals, critical path activities, key project milestones, and public engagement. The MPO shall allow for a review period of at least two (2) weeks for each draft deliverable submitted for CITY review in the schedule.

1.4 Submittals

The MPO will compile and transmit draft documents identified in this Scope of Work to the CITY for review in digital format only.

After CITY review of the draft submittals, the MPO will address comments, prepare a matrix of comments and responses as applicable, and submit revised documents. The MPO will assist the CITY in resolving the comments received from other agencies and the public, including preparation of individual responses.

Task 1 Deliverables

The MPO Staff will submit the following deliverables as part of Task 1:

- Detailed project schedule

The CITY will submit the following deliverables as part of Task 1:

- Designate primary point of contact for the plan
 - Create Staff Working Group and confirm meeting dates (and meeting logistics)
-

2 TASK 2: PUBLIC AND STAKEHOLDER INVOLVEMENT

Public outreach will be tailored to the specific needs of the TMP as determined by the CITY. Public outreach includes communicating to and receiving information from all interested persons, groups, and government organizations regarding the TMP.

2.1 Public Participation Plan

The CITY will be responsible for utilizing its existing Public Participation Plan (PPP), or developing one, that encourages participation, creates opportunities for citizens to provide input, educates, is interactive, and produces a uniform plan image. Where possible, visualization techniques and other technologies should be used to communicate information and data as needed. It is recommended that the PPP include two or three evaluation measures that can be employed to demonstrate the effectiveness of the public involvement activities over the course of the planning effort. **The CITY shall be responsible for scheduling, publicizing / noticing, and logistics for all public engagement meetings.** The CITY shall determine the appropriate public engagement approach for the plan.

2.1.1 Identify Roles and Responsibilities

The CITY will identify the recommended roles and responsibilities for all stakeholder and partner agencies participating in the plan.

2.2 Public and Stakeholder Involvement Activities

The MPO will support, in a limited capacity, public and stakeholder involvement activities required for appropriate outreach and information sharing objectives of this TMP, including but not limited to briefings, meetings, workshops and other events. Public and stakeholder involvement activities are identified in the subsequent tasks.

2.2.1 Stakeholder (not Roadway Facility Owners) Coordination

The CITY will provide necessary coordination with organizations and other parties to complete the TMP. The CITY will provide notice of all meetings with these agencies and will document the minutes of meetings, document and distribute an action list, and follow up accordingly to ensure the appropriate actions are completed in a timely manner.

Potential stakeholders may include: Elected officials, City Advisory Boards, Neighborhood associations, Business development organizations, non-profits, etc.

The number of meetings with stakeholders is not specifically identified in this Scope of Work. The MPO will prepare for and attend meetings with stakeholders as agreed to by both the CITY and the MPO, as necessary to complete the TMP.

2.2.2 Roadway Facility Owner Coordination

The MPO will provide necessary coordination with Roadway Facility Owners (Broward County or FDOT) to complete the TMP. The MPO will provide notice of all meetings with these agencies and will document the minutes of meetings, document and distribute an action list, and follow up accordingly to ensure the appropriate actions are completed in a timely manner.

The number of meetings with Roadway Facility Owners is not specifically identified in this Scope of Work. The MPO will prepare for and attend meetings with Roadway Facility Owners as deemed necessary to complete the TMP.

2.2.3 Coordination with other Plans and Projects

The MPO will coordinate TMP activities with any ongoing and / or planned CITY projects that may affect this plan.

2.2.4 Project Outreach Materials

The MPO will assist the CITY in the development of public involvement materials (in digital format only) required for appropriate outreach and information sharing objectives of this TMP, including but not limited to factsheets, advertisements, brochures, handouts, map exhibits, social media and website content. The MPO shall provide drafts of these materials to the CITY for review and use.

2.2.5 Community Meetings

The MPO will provide technical support necessary for the CITY to hold various Community Meetings. Community meetings are identified in the subsequent tasks and will be included in the detailed schedule.

2.2.6 Public Outreach Survey

The MPO will assist the CITY in the development of an online survey (posted on the CITY's website and social media outlets) to solicit feedback from stakeholders and the public. The survey results will be utilized for input in subsequent tasks.

Task 2 Deliverables

The MPO Staff will submit the following deliverables as part of Task 2:

- Draft timeline of all public and stakeholder meetings.
- Public involvement materials (digital format only) identified in subsequent tasks.

The CITY will submit the following deliverables as part of Task 2:

- City's public participation plan or requirements.
 - City is responsible for printing and distributing all outreach materials.
-

3 TASK 3: PLAN VISION & GOALS AND OBJECTIVES

3.1 PLAN VISION

Based on discussions with the SWG, the MPO shall develop a concise draft vision statement that will be refined throughout the course of the plan as needed. Consideration will also be given to previous studies (development plans, corridor studies, strategic plans, and other documents to obtain a historical context).

3.2 Goals and Objectives

The MPO will develop a draft list of goals and objectives based on the TMP Vision. The goals and objectives are a description of the problems and concerns that are intended to be addressed in the TMP and will lay the foundation for potential solutions or improvements later in the planning effort.

3.3 Evaluation Framework and Measures

The MPO and its CONSULTANT will develop measures that can be used to assess how well each proposed solution or improvement address the TMP Vision, Goals and Objectives. Example categories of measures may include:

- Effectiveness – the extent to which improvements address and solve the stated transportation problems.
- Impacts – the extent to which the improvements impact nearby natural resources, neighborhoods, the adjacent transportation network and facilities, property owners, etc.
- Safety – the extent that safety for all users is improved.
- Mobility Improvement – the extent that mobility for all users (e.g. age and ability) is improved.
- Connectivity –the extent to which the improvements reduce facility gaps, and increase safe, convenient, and connected multimodal facilities
- Transit-Supportive – the extent to which the improvements encourage transit riding and take into consideration the needs of transit riders

Other evaluation measures may be added based on community and stakeholder outreach.

3.4 Public Involvement Activities

The MPO will attend up to two (2) Community Meetings as part of Task 3.

- The intent of the Community Meetings is to identify high-priority issues on the CITY’s transportation system.

The MPO will provide the CITY with an online survey to solicit input on community priorities and transportation issues.

3.5 Stakeholder Activities

The MPO will attend Stakeholder meetings as necessary to complete Task 3.

Task 3 Deliverables

The MPO Staff and its CONSULTANT will submit the following deliverables as part of Task 3:

- Materials for Staff Working Group meetings.
- Materials for up to two Community Meetings (Plan Vision / Priorities)
- Summary of feedback from Community Meetings.

- Community Online Survey (Plan Vision / Priorities)
- Vision, Goals, Objectives
- Evaluation Framework

The CITY will submit the following deliverables as part of Task 3:

- Meeting dates and logistics (venue, noticing, participation, etc.) for up to two Community Meetings (Plan Vision / Priorities)
 - Distribution of Community Online Survey
 - Review and acceptance of:
 - Plan Vision, Goals and Objectives
 - Evaluation Framework
 - Public Involvement materials
-

4 TASK 4: MULTIMODAL TRANSPORTATION ASSESSMENT (AND IDENTIFICATION OF THE PLAN STUDY AREA)

The MPO will collect data and information to analyze existing transportation conditions and verify transportation deficiencies as they relate to the TMP Vision, Goals and Objectives.

4.1 Data Collection and Management

The MPO and its CONSULTANT will obtain and assemble data describing existing conditions and characteristics of the City's transportation system.

The MPO will create a data storage and management system to allow for efficient data use and sharing with the CITY. The MPO will furnish appropriate data summaries and necessary exhibits for use in the plan, such as a project location and other maps, and concept renderings.

4.1.1 Prior Studies Review

The MPO will obtain, assemble, and review previous completed (or concurrent) planning studies, and other studies related to this plan, and appropriately incorporate their review results in the analysis of the plan. The results or decisions from previous studies may be adopted or incorporated by reference, as appropriate.

4.1.2 General Data Collection

The MPO will obtain, assemble, and review data from resources including Florida Department of Transportation, Broward County, Singal 4 Analytics, US Census, and similar sources.

4.1.3 Data Collection from City: Land Use, Traffic and Multimodal

The MPO will request, obtain and assemble available data and information from the CITY (except where noted) to assess conditions, utilizing GIS data to the maximum extent possible. Data may include, but not be limited to, the following:

- Land use characteristics: GIS files, aerial maps, local planning documents
- Roadway characteristics: ROW, curb lines, sidewalks
- Economic and demographic data: Population, jobs, local growth patterns
- Existing traffic counts (from existing speed feedback signs, databases, and possible new counts if funding is available): AADT, peak hour traffic, bicycle and pedestrian counts (if funding is available)
- Traffic safety and crash data. Crashes throughout the corridor, including auto, pedestrian, bicycle which involve property damage and personal injuries. (Signal Four Analytics provided by MPO)
- Planned future development and roadway projects.
- Information on projects included in the FDOT Work Program, TIP, MTP, and TDP that have a potential impact on transportation conditions (provided by MPO)
- Bus stop condition reports
- ADA Transition Plan
- Traffic citations (past five years)
- Speed management and collision reduction plans (and other traffic related law enforcement plans, policies, and procedures)
- Recently completed roadway studies including PD&E studies, access management, intersection plans, design files, and capacity improvements
- Multimodal or small area studies including freight, intersection, transit, pedestrian, bicycle, land use and signal priority
- Previously conducted traffic studies, transit vision plans, transit feasibility studies, transit development plans, etc.

- All information in the possession of the CITY pertaining to prior and on-going studies that may affect the project such as existing construction plans, transportation reports, prior environmental studies, existing permit information, existing drainage and geotechnical reports and any other documents related to the plan
- All available information in the possession of the CITY pertaining to utility companies whose facilities may be affected by the proposed plan
- Transportation-related agreements
- All future information that is in possession or may become available to the CITY pertaining to development plans, so that the MPO may take advantage of additional areas that can be utilized as part of the existing right of way

4.2 Citywide High-Level Existing Multimodal Transportation Assessment

Data collected in Task 4.1 will be used by the MPO and its CONSULTANT to conduct a high-level assessment of the City’s existing multimodal transportation system mapped in a geodatabase (ArcGIS). A series of maps will be developed that depict and assess the citywide high-level existing conditions, including pedestrian and bicycle level of traffic stress.

The MPO and its CONSULTANT will use qualitative and quantitative attributes such as demographics, crash analysis, the number of travel lanes, posted speed limit, vehicular conflict areas (such as commercial driveways), intersection density, trails, sidewalks conditions such as widths and buffers, types of traffic control at intersections, traffic volumes, bicycle facility types (such as sharrow, on-street, separated / protected), and locations of points of interest and “day-to-day” needs (such as a grocery store, park, school, library) for the assessment.

4.3 Identification of Plan Study Area

Based on (1) feedback obtained during Task 3, (2) baseline data collected in Task 4, and (3) the consensus of Staff Working Group, the MPO and its CONSULTANT will identify the Plan Study Area. The Plan Study Area will consist of up to six (6) priority roadways (with logical termini). **[References in this Scope of Work to the Plan Study Area shall mean the up to six (6) priority roadways.]**

Project-level detailed planning concepts and cost estimates will only be developed for the Plan Study Area.

4.4 Additional Data Collection and Field Review for Plan Study Area

The MPO and its CONSULTANT will conduct field reviews for the Plan Study Area. The field review will collect data reflecting existing conditions relating to road user behavior, facility conditions, complete streets and safety.

City staff and roadway facility owners (Broward County and FDOT) may be invited to participate in the field review, as appropriate.

The MPO will identify any data gaps and work with the CITY to collect additional data (e.g. bicycle and pedestrian counts, link-level analysis, speed studies, etc.) for the facilities based on available resources.

The MPO and its CONSULTANT will map all data that are able to be mapped in a geodatabase (ArcGIS) and overlaid on top of base aerial maps for spatial analyses. Land use data will be used to determine transit, automobile and pedestrian, bicycle trip generators and how these generators impact future safety and design recommendations. Other travel data (e.g. traffic counts) will be used to evaluate characteristics, demand and available capacity. Traffic crash data will also be mapped to determine the location of safety issues on the corridor.

4.5 Existing Condition and Identification of Needs for the Plan Study Area

Using the results of the Existing Conditions Analysis, findings from prior and related studies, and input from plan partners and the public, the MPO and its CONSULTANT will identify the existing conditions and multimodal needs for the Plan Study Area.

The needs assessment may include:

- ADA non-compliance – Identification of locations of non-ADA compliant curb ramps, intersections where curb ramps are missing, assessment of ADA conditions at existing transit stops.
- Sidewalks – Identification of sidewalk gaps, sidewalks that may be too narrow, and other opportunities for pedestrian access and safety improvements.
- Bicycle facilities – Identification of bicycle safety issues and opportunities, including assessment of bicycle lanes, racks / amenities, and high bicycle crash locations.
- Transit facilities – Assessment of transit stop locations, transit stop amenities, and opportunities to improve transit access.
- Safety – Identification of known safety issues and crash hot spots on the corridor.
- Pedestrian amenities – Identification of condition of wayfinding, lighting, and shade.
- Traffic Calming – Identification of locations of excessive speed and/or where automobile speed may deter multimodal activity.
- Special Populations – Identification of facilities needed to address the mobility of special populations, such as school related activity, senior citizens, members of orthodox Jewish communities, or other populations with unique transportation needs.

An analysis of these criteria will assist in developing potential solutions and improvements recommended in Task 5.

4.6 Stakeholder Coordination

The MPO will attend Stakeholder meetings as necessary to complete Task 4.

- If any of the Plan Study Area roadways are owned by, intersect with, and/or are impacted by a roadway owned by Broward County or FDOT, the MPO will provide necessary coordination with Broward County or FDOT.

The intent of the stakeholder coordination activities is to present and obtain feedback on the Needs Assessment, gather additional data, and build support for the City’s Vision.

Task 4 Deliverables

The MPO Staff and its CONSULTANT will submit the following deliverables as part of Task 4:

- Materials for Staff Working Group meetings.
- Citywide High-Level Existing Multimodal Transportation Assessment
- Plan Study Area Map
- Existing Conditions and Identification of Needs for the Plan Study Area
- Meeting materials for Roadway Facility Owner Coordination meetings, as applicable.

The CITY will submit the following deliverables as part of Task 4:

- Existing Data as requested by the MPO
- Review and acceptance of:
 - Plan Study Area multimodal transportation needs assessment
 - Stakeholder materials

5 TASK 5: RECOMMENDATIONS

The MPO will assemble all results of the planning effort and will assist the CITY to make a recommendation for a collection of proposed strategies, guidelines, and improvements that best addresses the plan’s vision, goals and objectives. Since the plan aims to be realistic with a clear path for implementation, recommendations may be technically feasible but unrealistic given community preferences or financial constraints. Therefore, the MPO will work with the CITY and stakeholders to judiciously select preferred recommendations. The MPO will address input received from the public as well as project partners and participating agencies and will identify trade-offs considered in arriving at the preferred solution.

5.1 Potential Solutions and Improvements for Plan Study Area

The MPO and its CONSULTANT will develop potential solutions and improvements for the Plan Study Area. Potential solutions and improvements are outlined in the following subtasks.

5.1.1 Bicycle & Pedestrian

Completion of missing sidewalk gaps; Widened sidewalks; Separated facilities; Shared Use Paths; Curb expansions; Crosswalk recommendations; Bicycle facility recommendations; and Traffic signal recommendations which improve bicycle and pedestrian safety

5.1.2 Safety

Proven safety countermeasures; Speed management; Roadway geometry changes (planning / conceptual level); Signal timing changes; Additional traffic control devices; and Intersection control conversions

5.1.3 ADA

Curb ramp upgrades; Sidewalk access / clearance improvements; and Other ADA design issues

5.1.4 Transit, Shuttle, & Rideshare

Transit stop location recommendations; Transit stop amenities; Signage additions; Shuttle and rideshare pick-up / drop-off location recommendations; and Other access recommendations

5.1.5 Other

The MPO may develop other solutions and improvements such as landscaping, lighting, streetscape, amenities, etc. based on evaluation and public and partner input.

5.2 Screening of Potential Solutions and Improvements

By considering the Plan Vision, Goals and Objectives, the MPO will develop a matrix-based methodology to conduct a quantitative and qualitative screening analysis of the potential solutions and improvements, addressing impacts, performance, community support, and stakeholder support.

5.3 Public Involvement Activities

The MPO will attend up to two (2) Community Meetings.

- The intent of the Community Meetings is to present and obtain feedback on the solutions and improvements for the Plan Study Area.

5.4 Stakeholder Coordination (Including Roadway Owners)

The MPO will attend Stakeholder meetings as necessary to complete Task 5.

The MPO will continue the prior coordination efforts with Broward County or FDOT.

The intent of the coordination activities is to present and obtain feedback on the solutions and improvements for the Plan Study Area, gather additional data, and build support for the City's Vision.

Task 5 Deliverables

The MPO Staff and its CONSULTANT will submit the following deliverables as part of Task 5:

- Materials for Staff Working Group meetings.
- Meeting materials for Community Meetings
- Meeting materials for roadway facility owner coordination meetings, as applicable.
- Potential Solutions for the Plan Study Area.
- Final recommendations for the Plan Study Area.

The CITY will submit the following deliverables as part of Task 5:

- Meeting dates and logistics for Community Meetings
 - Review and acceptance of:
 - Public Involvement and Stakeholder materials, as necessary.
 - Final recommendations for the Plan Study Area.
-

6 TASK 6: PLAN

6.1 Planning Level Cost Estimates

The MPO will develop planning level cost estimates for all Final Recommendations for the Plan Study Area using best available data sources such as historical costs from similar projects, FDOT estimates, FTA estimates, and other sources.

6.2 Draft Plan

The MPO will develop a draft plan summarizing the planning process including goals, objectives, purpose, public involvement, evaluation methods and results, maps, concept renderings and recommendations. In addition, the final plan will outline and address “next steps” for stakeholders towards the implementation of the recommendations.

The draft plan will be distributed to the CITY for review and comment. The City in its sole discretion can determine what projects should be included in the final plan. The MPO will allocate time in the schedule for review by CITY.

6.3 Final Plan

Following the CITY’s review of the draft plan, the MPO will prepare the final plan addressing all comments and revisions received. The Plan will identify all recommended projects and challenges and risk in implementing the projects. The final plan document will be delivered in digital format to the CITY. The plan will be in a format and level of detail suitable for public dissemination.

Task 6 Deliverables

The MPO Staff and its CONSULTANT will submit the following deliverables as part of Task 6:

- Draft plan.
- Final plan.

The CITY will submit the following deliverables as part of Task 6:

- Comments on draft plan.
 - Review and acceptance of final plan.
-

7 Schedule & Budget

Cooper City Transportation Master Plan Major Tasks	Month															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
TASK 1 – PROJECT MANAGEMENT																
TASK 2 – PUBLIC AND STAKEHOLDER INVOLVEMENT																
TASK 3 – PLAN VISION, GOALS AND OBJECTIVES																
TASK 4 – MULTIMODAL TRANSPORTATION ASSESSMENT																
TASK 5 – RECOMMENDATIONS																
TASK 6 – PLAN																

Please note, this schedule is for illustration purpose only and is subject to change.

Transportation Master Plan - Scope of Work Tasks	Total Budget
TASK 1 – PROJECT MANAGEMENT	\$ 15,000.00
TASK 2 – PUBLIC AND STAKEHOLDER INVOLVEMENT	\$ 20,000.00
TASK 3 – PLAN VISION, GOALS AND OBJECTIVES	\$ 10,000.00
TASK 4 – MULTIMODAL TRANSPORTATION ASSESSMENT	\$ 45,000.00
TASK 5 – RECOMMENDATIONS	\$ 50,000.00
TASK 6 – PLAN	\$ 35,000.00
Total:	\$ 175,000.00
City Contribution (10%):	\$ 17,500.00
MPO Contribution (90%):	\$ 157,500.00

ACCEPTANCE AND AUTHORIZATION

The terms and conditions of the Interlocal Agreement for Transportation Planning Services apply in full to the services provided under this Scope of Work.

IN WITNESS WHEREOF, the parties hereto have made and executed this Scope of Work on the respective dates under each signature. This Scope of Work when completed with all signatures is the authorization to proceed.

Full Name – City’s Representative (**Print**)

Full Name – MPO’s Representative (**Print**)

Title

Title

Signature

Signature

Date

Date