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 Peachtree Corners, Georgia 30092
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April 29, 2024

VIA EMAIL

Mr. Tim Callanan
 County Manager
 Effingham County
 804 S Laurel Street
 Springfield, GA 31329
 Email: TCallanan@effinghamcounty.org

RE: Proposal for the development of the Effingham County Bicycle and Pedestrian Plan

Dear Mr. Callanan:

Foresite Group, Inc. ("Foresite Group") is pleased to submit this Proposal ("Proposal") to Effingham County ("County") for providing professional services for the above referenced project. This Proposal details the scope of services and fees.

TASK DESCRIPTION	FEE
<p>EXISTING CONDITIONS Foresite will draw a picture of existing and proposed conditions for bicycling in Effingham County as gathered from a review of existing planning documents, data analysis, field work, and the public outreach process. A needs assessment will then identify locations for facility and programmatic improvements. The assessment will include a bike and pedestrian network gap analysis that would indicate potential connections for proposed projects.</p> <p><i>Tasks will include:</i></p> <ul style="list-style-type: none"> • Document corridor conditions related to key factors that affect bicycling and walking safety and comfort. • Develop a data-driven approach to understanding and addressing transportation-related health and equity issues and to prioritizing bicycle and pedestrian facility improvements. • Identify, collect, analyze, and validate collision, infrastructure, demographic, health, and other pertinent data. • Safety study – mapping recent crash locations to identify patterns in where crashes are happening most. <p><i>Deliverables:</i></p> <ul style="list-style-type: none"> • Technical Memorandum on Existing Bicycle and Pedestrian Conditions 	<p>\$8,000</p>

<p>COMMUNITY OUTREACH</p> <p>The purpose is to introduce the community and stakeholders to the planning process as well as to gather input on challenges and opportunities for bike network and pedestrian network improvements. Conducting a public outreach component to build community support is critical to the success of the planning process and in generating support for the plan as your community moves into implementation.</p> <p>Foresite will seek creative ways to reach those most affected, controlling for barriers like time, resources, experience, and political access. Specific user groups such as walkers, bicyclists, seniors, persons with disabilities, and minorities should be engaged along with the broader population of citizens.</p> <p>The Civic engagement process will include meetings with various Commissioners, two public meetings, and three meetings with an Ad Hoc Pedestrian and Bicycle Master Plan Advisory Committee.</p> <p><i>Deliverables:</i></p> <ul style="list-style-type: none"> • Technical Memorandum on Community Engagement, Meetings and Meeting visuals 	<p>\$12,000</p>
<p>INTRODUCTION AND VISION</p> <p>This sets the tone of the Plan and establishes its overall goals; it answers the questions “Why has your community developed a bike and pedestrian master plan?” and “What goals does this plan expect to accomplish?” The vision may be a broad and inspirational statement that presents the desired future state related to travel by bicycle and foot and what the community and its residents hope to achieve over time. Foresite will work with staff and the Advisory Committee to develop a clear vision for alternative transportation for the County. This will look at goals objectives and policies that the County should adopt.</p> <p><i>Deliverables:</i></p> <ul style="list-style-type: none"> • Technical Memorandum outlining an Effingham County Bicycle and Pedestrian Vision 	<p>\$6,000</p>
<p>NETWORK RECOMMENDATIONS</p> <p>Network recommendations are based on vision, goals, and policies, community input, and needs analysis. They present the long-term vision for bicycling and pedestrian infrastructure throughout the community and provide descriptions of the different facility types that should be used to meet the Plan’s vision. Foresite will seek to use the existing conditions, public input, and vision statements to craft potential improvements to the bicycle and pedestrian network. Network recommendations will be a comprehensive set of projects including network improvements, spot/intersection improvements, projects requiring future studies, and potential future projects. Recommendations will include proposed infrastructure elements, starting locations, ending locations, distance, planning-level cost estimates, and other pertinent data. These recommendations will be presented in both narrative and map format. Input on the proposed universe of improvements will be vetted by the public and the Advisory Committee.</p> <p><i>Deliverables:</i></p> <ul style="list-style-type: none"> • Technical Memorandum on potential bicycle and pedestrian improvements • Map of the Effingham County Future Bicycle and Pedestrian Network 	<p>\$6,000</p>

<p>IMPLEMENTATION AND CAPITAL IMPROVEMENT PLAN</p> <p>A list of potential projects is great but without some boundaries it makes it hard for implementation. Foresite will seek to prioritize recommended projects based on objective criteria such as need, expected benefit, and cost. It will present these in a long-term, phased implementation to guide the community toward realizing the plan vision. This will also identify a comprehensive list of matching and major funding sources for implementation of the plan, including local, regional, state, and federal sources. The resultant phased program of projects will contain clearly identifiable implementation steps that are “actionable” and can be operationalized.</p> <p><i>Deliverables:</i></p> <ul style="list-style-type: none"> • Technical Memorandum of priority projects and a funding plan for implementation 	<p>\$10,000</p>
<p>DESIGN GUIDELINES</p> <p>The Plan will include design guidelines and typical configurations of bikeway and pedestrian facilities on or near County roadways. Proposed design guidelines will utilize national sources (NACTO, FHWA, AASHTO, ITE, MUTCD, NCHRP, etc.) for on-street facilities about bicycle lanes, bicycle routes, bicycle boulevards and shared roadways about width, pavement, striping, lighting, signage, on-street parking, and grade and railroad crossings. The Plan will also provide guidance for off-street facilities regarding trailheads, trailside facilities and recreational nodes, width, pavement, vegetation, grade, lighting, crossings, bridges, railings, signage, fences, and motor vehicle barriers. These guidelines will include some typical sections for various functional class of facilities.</p> <p><i>Deliverables:</i></p> <ul style="list-style-type: none"> • Technical Memorandum to include design guidelines for bicycle and pedestrian facilities in Effingham County. 	<p>\$10,000</p>
<p>FINAL BICYCLE AND PESTRAIN PLAN / APPENDICES</p> <p>The various technical memorandums will be used to prepare a final plan that will be a standalone Bicycle and Pedestrian Plan for the County. This document can be reference or incorporated into the County’s other planning documents as those are revised.</p> <p><i>Deliverables:</i></p> <ul style="list-style-type: none"> • Final Plan • Data collected during the planning effort. 	<p>\$6,000</p>
<p>Total</p>	<p>\$50,000</p>

Tasks not mentioned above are not included within the scope of work and will be considered an additional service.

Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services completed or actual services performed and expenses incurred as of the billing period. Payment will be due within 28 calendar days of the date of the invoice. Payments shall be made electronically or sent to Foresite Group, LLC, 3740 Davinci Court, Suite 100, Peachtree Corners GA 30092.

If you agree to the terms of this Proposal and the Standard Terms and Conditions attached hereto, and incorporated herein, as if set forth in length, please have an individual authorized to represent you sign two copies of this agreement in the spaces below and initial each page of the attached Standard Terms and Conditions. Retain one copy for your records and return the other to our office.

We appreciate the opportunity to provide these services to you. Please do not hesitate to contact us if you have any questions or comments.

Sincerely,

FORESITE GROUP, INC.



By: _____
(Signature)

Name: Erik Steavens

Title: Project Manager

Date: April 29, 2024

County:
Effingham County Board of Commissioners

By: _____
(Signature)

Name: _____
(Printed Name)

Title: _____

Date: _____

ALL INVOICES SHALL BE SENT TO THE
FOLLOWING ADDRESS:

Effingham County Board of Commissioners
804 S Laurel Street
Springfield, GA 31329
Attn: Mr. Tim Callanan

ALL PAYMENTS SHALL BE SENT VIA EFT
OR TO THE FOLLOWING ADDRESS:

Foresite Group, LLC
3740 Davinci Court, Suite 100
Peachtree Corners, Georgia 30092