

ATTACHMENT A

SCOPE OF SERVICES

COMPREHENSIVE SAFE STREETS FOR ALL ACTION PLAN FOR THE CITY OF GREENACRES, FLORIDA

APRIL 2024

PROJECT DESCRIPTION:

The City of Greenacres (City) seeks to engage the Treasure Coast Regional Planning Council (TCRPC) to solicit public input, analyze existing conditions, and develop a Comprehensive Safe Streets for All Action Plan in conjunction with the U.S. Department of Transportation (USDOT) Safe Streets for All planning grant received by the City. The geographic study area will include the incorporated municipal limits of the City of Greenacres and the City, County, and State roadways within the boundary.

SCOPE OF SERVICES

Task 1: Staff Work Session #1, Due Diligence, and Intergovernmental Coordination

Staff Work Session #1

TCRPC will facilitate all staff work sessions and project coordination meetings needed for the project, beginning with Staff Work Session #1, which is to clarify the project schedule and goals; gather background data; identify stakeholders for public engagement (e.g., Project Advisory Committee, workshop invitation list); and refine the project schedule as needed. In addition, the U.S. DOT grant requirements will be reviewed, and a field visit with City staff to observe existing conditions will be conducted. Additional staff work sessions will be scheduled throughout the course of the project to maintain clarity and consistency among all team members of the project mission and goals. Staff Work Session #1 will be scheduled with City staff in the first month of the project following execution of the interlocal agreement. TCRPC will be responsible for logistics, agendas, facilitation, and meeting notes for all staff work sessions.

Due Diligence Overview

Base Documentation

The TCRPC team will review background conditions such as future land use and zoning maps; traffic counts and projections; pending transportation projects by the City, County, or State; community assets and destinations; development activity; and major project approvals. The TCRPC team will develop, with assistance from City staff, necessary base documentation for the project to include GIS base maps and data tables reflecting existing, planned, and anticipated transportation and land use conditions; key destinations; crash

data; traffic volumes; bicycle and pedestrian crash “hot spots” using Palm Beach Transportation Planning Agency (TPA) data; school attendance zones; bus routes and stops; and demographics related to transit dependency.

Site Reconnaissance

The TCRPC team will conduct fieldwork and site reconnaissance to develop a photo database and review existing conditions. During field visits, TCRPC team members may schedule to meet with City staff, property owners, residents, and other representatives to tour specific areas to gain a greater understanding of relevant issues.

Intergovernmental Coordination

In conjunction with City staff, TCRPC will facilitate coordination meetings with relevant local governments and agencies such as the Palm Beach TPA, Palm Beach County Engineering, Palm Tran, Florida Department of Transportation (FDOT), School District of Palm Beach County, and adjacent municipalities including the Village of Palm Springs, City of Atlantis, and Village of Wellington.

Task 1 Deliverables

Specific deliverables will include:

1. Facilitation of Staff Work Session #1 and Documentation (Agenda and Meeting Notes)
2. Summary of base documentation
3. Facilitation of Intergovernmental Coordination Meetings and Documentation (Agenda, and Meeting Notes)

Task 2: Draft Methodology and Safe Streets Catalog, Staff Work Session #2

Draft Methodology and Safe Streets Catalog

Working with City GIS and other staff, TCRPC will develop and apply a draft methodology with weighted selection criteria for choosing initial improvement locations. In addition, TCRPC will develop a catalog of potential Safe Streets improvements such as roadway typology, bicycle and pedestrian facilities, intersection concepts, transit shelters, traffic calming, lighting, signage, landscaping, street furniture, and shade structures. The methodology and catalog will be transmitted to City staff for review and comment. Cost estimates for potential improvements will be developed by the City’s consulting engineer.

Staff Work Session #2

TCRPC will meet with City staff to review the draft methodology, initial improvement locations, and catalog of Safe Streets improvements as well as cost estimate needs, City staff comments (one consolidated set of comments), and the logistics for Public Workshop #1. Revisions to the draft

methodology, initial improvement locations, and catalog of improvements will be completed before advancing to the next Task.

Task 2 Deliverables

Specific deliverables will include:

1. Draft methodology and initial improvement site selection
2. Catalog of Safe Streets improvements
3. Facilitation of Staff Work Session #2 and Documentation (Agenda and Meeting Notes)

Task 3: Public Input Phase 1

Council Member Briefings

In conjunction with City staff, TCRPC will meet individually with City Council to review the draft methodology, initial improvement locations, and catalog of Safe Streets improvements to ensure understanding of the project's goals, schedule, and upcoming public input opportunities.

Public Workshop #1

TCRPC will facilitate Public Workshop #1 at a location provided by the City (such as the Council Chambers or the Community Center depending on the format determined in Task 2). At the workshop, TCRPC staff will present an overview of the Safe Streets for All program as well as the draft methodology, initial improvement locations, and catalog of Safe Streets improvements. Public input will be solicited, which is anticipated to include feedback on the most urgent and important safety concerns as well as preferences from the catalog of potential improvements. To the extent possible with assistance from the City, material and presentations will be available in English, Spanish, and Creole.

Staff Work Session #3

TCRPC will meet with City staff to review the results of the Council Member briefings and Public Workshop #1 and determine if any revisions to the draft methodology, initial improvement locations, and catalog of Safe Streets improvements are warranted. In addition, cost estimate needs will be reviewed and coordinated with the City's engineering consultant, City staff comments reviewed (one consolidated set of comments), and Public Workshop #1 logistics confirmed. Revisions to the draft methodology, initial candidate locations, and catalog of improvements will be completed before advancing to the next Task.

Task 3 Deliverables

Specific deliverables will include:

1. Council Member briefings

2. Public Workshop #1 (Agenda, PowerPoint Presentation, Sign-In Sheets, Consolidated Public Comments)
3. Facilitation of Staff Work Session #3 and Documentation (Agenda and Meeting Notes)

Task 4: Draft Safe Streets for All Action Plan and Public Input Phase 2

Develop Draft Safe Streets for All Action Plan

Working with City staff and in conformance with U.S. DOT grant requirements, TCRPC will develop a draft Greenacres Safe Streets for All Action Plan. The plan will include findings and recommendations including a description of the selection methodology, public input process, prioritized improvement locations, generalized project cost estimates (prepared by the City's consulting engineer), and a recommended implementation schedule (5-, 10-, and 20-year timeframes). The draft Action Plan will be transmitted to City staff for review and comment.

Staff Work Session #4

TCRPC will meet with City staff to review comments (one consolidated set of comments) and jointly determine how to address them as well as confirm logistics for Public Workshop #2. Revisions to the draft Action Plan will be completed before advancing to the Council Member Briefings and Public Workshop #2.

Councilmember Briefings

In conjunction with City staff, TCRPC will meet individually with City Council Members to review the draft Safe Streets for All Action Plan including the findings, recommendations, and next steps.

Public Workshop #2

TCRPC will facilitate Public Workshop #2 at the Council Chambers as part of a City Council workshop meeting, including a presentation on the goals of the Safe Streets for All program, the process to date, and the draft Safe Streets for All Action Plan with candidate improvement locations, potential improvements, and cost estimates.

Staff Work Session #5

TCRPC will meet with City staff to review the results of the Council Member briefings and Public Workshop #2 and determine if any revisions to the draft Safe Streets for All Action Plan are warranted.

Task 4 Deliverables

Specific deliverables will include:

1. Draft Safe Streets for All Action Plan

2. Facilitation of Staff Work Session #4 and Documentation (Agenda and Meeting Notes)
3. Council Member briefings
4. Public Workshop #2 (Agenda, PowerPoint Presentation, Sign-In Sheets, Consolidated Public Comments)
5. Facilitation of Staff Work Session #5 and Documentation (Agenda and Meeting Notes)

Task 5: Final Safe Streets for All Action Plan

Develop Final Safe Streets for All Action Plan

Working with City staff and in conformance with U.S. DOT grant requirements, and incorporating all public input received to date, TCRPC will develop a final Greenacres Safe Streets for All Action Plan. The plan will include findings and recommendations including a description of the selection methodology, public input process, prioritized improvement locations, generalized project cost estimates (prepared by the City’s consulting engineer), and a recommended implementation schedule (5-, 10-, and 20-year timeframes). The final Action Plan will be transmitted to City staff for review and comment. Upon receipt of City comments (one consolidated set of comments), any necessary revisions will be completed.

City Council Presentation and Adoption

The final Greenacres Safe Streets for All Action Plan will be presented to the public during a regular City Council meeting, including the goals of the Safe Streets for All program, the process to date, and the candidate improvement locations, potential improvements, and cost estimates. The City Council will have the opportunity to adopt the Action Plan and provide direction to begin the implementation process. The Action Plan will be updated to reflect the City Council’s action and submitted to the City.

Task 5 Deliverables

Specific deliverables will include:

1. Final Safe Streets for All Action Plan
2. Public Presentation at City Council meeting (Agenda, PowerPoint Presentation, Adoption Resolution (if any), and Consolidated Public Comments)

DELIVERABLES:

DELIVERABLE	FORMAT
Agendas and Meeting Notes from Staff Work Sessions	Electronic copies in MS Word & PDF formats
GIS Maps and Data Tables	Electronic copies in ArcGIS and PDF formats
Project and Workshop Presentations delivered throughout the process	Electronic copies in PowerPoint & PDF formats

Action Plan	Electronic copy in PDF format
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FEES AND REIMBURSABLE EXPENSES:

Professional services described in this Scope of Services will be performed for a fixed fee of **\$150,000.00 (One Hundred Fifty Thousand Dollars and Zero Cents)**. The total fee includes travel, out of pocket expenses (printing and reproduction costs), mail, couriers, subconsultant costs, and all other costs related to the professional services. The fee does not include GIS mapping (to be provided by the City), engineering cost estimates (to be provided by the City’s consulting engineer), nor reporting to the grant agency except the provision of deliverables to the City as noted above.

TCRPC will provide all work and products, outlined in the scope above, payable per the following schedule. It does not include advertisement costs for any public hearings/workshops, meeting venue costs, or promotional materials. Additional presentations, meetings, or work beyond what is stipulated in the Scope of Services section of this Agreement will be billed at a rate of \$200.00 (Two Hundred Dollars and Zero Cents) per hour.

Revisions to the City’s Comprehensive Plan, Land Development Regulations, and the writing of ordinances or staff reports are not included in this Scope of Services.

PROJECT MILESTONE	%	PYMT AMT
Notice to Proceed	10%	\$15,000
Task 2 Draft Methodology and Safe Streets Catalog (At submittal of draft for review by the City)	20%	\$30,000
Task 3 Pubic Input Phase 1 (Council Briefings and Public Workshop #1) (At the conclusion of Staff Work Session #3)	10%	\$15,000
Task 4 Draft Action Plan (At submittal of draft for review by the City)	40%	\$60,000
Task 5 Final Action Plan (At presentation of Final Action Plan to City Council)	20%	\$30,000
TOTAL	100%	\$150,000

ANTICIPATED SCHEDULE:

An anticipated project schedule, contingent upon execution of the Interlocal Agreement in May 2024, is included as Attachment B.

**ATTACHMENT B
ANTICIPATED SCHEDULE
City of Greenacres
Safe Streets for All Action Plan**

Greenacres Safe Streets for All Action Plan		2024							2025					
		M	J	J	A	S	O	N	D	J	F	M	A	M
PROJECT SCHEDULE		2ND Q		3RD QTR			4TH QTR		1ST QTR		2ND Q			
Task 1	STAFF WORK SESSION #1, DUE DILIGENCE, AND INTERGOV'T COORDINATION	█	█	█										
Task 2	DRAFT METHODOLOGY AND CATALOG, STAFF WORK SESSION #2			█	█	█								
Task 3	PUBLIC INPUT PHASE 1						█							
Task 4	DRAFT ACTION PLAN AND PUBLIC INPUT PHASE 2							█	█	█				
Task 5	FINAL ACTION PLAN									█	█			