



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council **MEETING DATE:** September 6, 2022

FROM: Michael Daniels, Planning and Zoning Director

SUBJECT: Request approval of a Professional Services Agreement with Gannett Fleming, Inc. for \$69,099 for the Creation of a Citywide Transportation Mobility Plan and Fee

BACKGROUND

At present, the City manages traditional transportation concurrency carried out through traffic impact analyses. Development applicants generating 40 or more net new peak hour trips must complete a traffic study to determine the impact of their development on area roadways and identify improvements necessary to mitigate that impact. Traffic studies, on average, take approximately six months to complete, which can slow the process of development approval and may prove to be a hindrance to medium-sized development. While this system does intend to support multimodality, the mitigation generally supports vehicles more than other modes of transportation and generally, due to the proportional share requirements, the necessary funding to enact needed improvements is not provided.

In order to continue to manage the impacts of development and move toward a more multimodal transportation system, the City would like to adopt a Mobility Plan with an accompanying mobility fee, which would replace the current transportation concurrency program. This would provide more fee predictability for development applicants, as well as shorter application timelines without the need for a traffic study. It would further support the City in using funds collected to improve multimodal transportation capacity by improving walking and biking facilities as well as vehicular traffic, and potentially introducing additional transit services as the City and the region continue to grow.

A mobility plan scope of work has been submitted by Gannett Fleming. Gannett Fleming completed the mobility plan for Clay County in 2020 and as a result would be able to use much of the same data for the development of a mobility plan for the City of Green Cove Springs. The projected completion date of the project is December, 2022. As a result, of the time savings of using Gannett Fleming due to their completion of the Clay County Mobility Plan, the City can award the contract to Gannett Fleming without going through the competitive bid process as is normally required for all bids in excess of \$25,000. Page 13 of the City's purchasing policy states that Exceptions to the Competitive Procurement Requirements include:

9. The City Council may approve a vendor, service provider, equipment, goods, supplies, materials or services for the purpose of consistency, standardization or cost effectiveness if it is deemed to be in the best interest of the City.

The scope of work for the project includes:

- **Comprehensive Plan Review:** The consultant shall review and provide updates to the Comprehensive Plan in order to incorporate the development of the Transportation Mobility Plan into the City's Level of Service Requirements.
- **Stakeholder and Public Engagement:** The consultant shall work with City staff to develop a list of stakeholders and hold three stakeholder and two meetings with City Council to inform interested parties about the range of potential investments to be considered in the Mobility Plan.
- **Update Regional Travel Demand Model:** The existing Northeast Florida Regional Model will be updated to account for recently annexed land to ensure that projected turning movement accounts take into account existing and proposed City developments.
- **Deficiency analysis:** The travel model will generate an estimate of new vehicle and person trip miles on the assessed travel network. This information will then be used to determine where deficiencies are projected to exist in the travel network.
- **Project Identification and Cost Estimates:** The project will work with stakeholders to identify potential projects to address capacity deficiencies and include cost estimates.
- **Base Mobility Fee and Credits:** The base mobility fees shall then be calculated by dividing the cost of capacity by units of growth. Credits that would offer discounts for potential uses will also be evaluated.

FISCAL IMPACT

The funds for this project (\$69,099) will be paid out of the American Recovery Plan Funds as approved by City Council at the August 16, 2022 meeting.

RECOMMENDED MOTION

Motion to approve request to enter into a Professional Services Agreement with Gannett Fleming, Inc. for \$69,000 to develop a city-wide transportation mobility plan