

TASK ORDER NO. #34

MOBILITY PLAN

CIVIL SERVICES

THIS TASK ORDER ("Task Order") is made on _____, 2022, between the **City of Lake Worth Beach**, a Florida municipal corporation located at 7 North Dixie Highway, Lake Worth, Florida 33460 ("City") and **WGI, Inc.**, a Florida corporation ("Consultant").

1.0 Project Description:

The City desires the Consultant to provide those services as identified herein and generally described as a Mobility Plan (the "Project"). The Project is described in the consultant's proposal, dated December 6, 2022 and is attached hereto as "Exhibit 1" and incorporated herein.

2.0 Scope

Under this Task Order, the Consultant will provide professional services to the City as detailed in the Consultant's Proposal attached hereto and incorporated herein as "Exhibit 1".

3.0 Schedule

The services to be provided under this Task Order shall be completed within 550 days from the City's approval of this Task Order or the issuance of a Notice to Proceed.

4.0 Compensation

This Task Order is issued for a lump sum amount of **\$297,610.00**. The attached proposal "Exhibit 1" identifies all costs and expenses anticipated in the time and expense, not to exceed amount.

5.0 Project Manager

The Project Manager for the Consultant is Angela Biagi, phone: 561-296-2173; email angela.biagi@wginc.com; and the Project Manager for the City is William Waters, phone: 561-586-1634; email: wwaters@lakeworthbeachfl.gov.

6.0 Progress Meetings

The Consultant shall schedule periodic progress review meetings with the City Project Manager as necessary but every 30 days as a minimum.

7.0 Authorization

This Task Order is issued in compliance with the Consultants' Competition Negotiation Act, section 287.055, Florida Statutes, and pursuant to the Agreement for Professional Services between the City of Lake Worth and the Consultant, entitled RFQ 18-303

dated March 6, 2018 ("Agreement" hereafter). If there are any conflicts between the terms and conditions of this Task Order and the Agreement, the terms and conditions of the Agreement shall prevail; however, the specific scope of services set forth in this Task Order shall take precedence over any other more general description of services.

INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties hereto have made and executed this Task Order to the Civil Engineering Services Agreement on the day and year first above written.

CITY OF LAKE WORTH BEACH, FLORIDA

By: _____
Betty Resch, Mayor

ATTEST:

By: _____
Melissa Ann Coyne, CMC, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

APPROVED FOR FINANCIAL
SUFFICIENCY

By: _____
Glen J. Torcivia, City Attorney

By: _____
Bruce T. Miller, Financial Services Director

CONTRACTOR:

WGI, Inc.




By: _____

Print Name: Angela Biagi

Title: Director

STATE OF Florida
COUNTY OF Palm Beach

THE FOREGOING instrument was acknowledged before me by means of physical presence or online notarization on this 6th day of December 2022, by Angela Biagi, as the Director [title] of WGI, Inc., a Florida Corporation authorized to do business in the State of Florida, who is personally known to me or who has produced _____ as identification, and who did take an oath that he or she is duly authorized to execute the foregoing instrument and bind the CONTRACTOR to the same.

 **CYNDY LITTLE**
Notary Public
State of Florida
Comm# HH224313
Expires 3/31/2026

Cyndy Little
Notary Public Signature

EXHIBIT "1"
Contractors Proposal



EXHIBIT 1 (Consultant's Proposal)

December 6, 2022

William Waters, AIA, NCARB, LEED AP, BD+C, SEED
Director for Community Sustainability
City of Lake Worth Beach
1900 2nd Ave. N.
Lake Worth Beach, FL 33461

wwaters@lakeworthbeachfl.gov

Re: Lake Worth Beach Mobility Plan

Dear William:

WGI, Inc. (WGI) is pleased to provide this proposal to the City of Lake Worth Beach (CITY) for professional services for a Mobility Plan. Our scope of services and corresponding fees are detailed below. In addition, it is agreed that WGI's services will be performed pursuant to WGI's Professional Services Agreement with the City of Lake Worth, awarded as per Civil Engineering RFW 18-303 dated March 16, 2018.

PROJECT UNDERSTANDING

It is our understanding that the CITY would like to develop a city-wide strategic Mobility Plan. This plan is structured to align funding opportunities, infrastructure improvements, technology, and planning innovation.

This scope is divided into six main tasks:

- 1) Plan Alignment
- 2) Commission Workshop
- 3) Public Engagement
- 4) Mobility Analysis
- 5) Prioritization and Metrics
- 6) Mobility Plan

The project work will be conducted in two phases.

- Phase 1: Tasks 1 through 4 - \$149,085.00
- Phase 2: Tasks 5 and 6 – \$148,525.00

SCOPE OF SERVICES

TASK 1: PLAN ALIGNMENT

Fee.....\$30,935.00

Task 1.1: Project Initiation

WGI’s project team will conduct one (1) project initiation kick-off meeting with the City of Lake Worth Beach staff. This meeting will be up to two (2) hours in length and will be facilitated by up to three (3) members of the WGI team. During this meeting, we will review the scope of work, deliverables, outreach, and schedule. Additionally, during this task, the team will develop overall project goals, review common mobility elements, and select those for consideration in the City Commission workshop.

Task 1.1 will also develop goals for the mobility plan that will be vetted through City Commission and stakeholders.

Task 1.2: Plan Alignment

The team will review and obtain relevant data sets, plans/policies, on-going studies, and other information to create the existing conditions memo. This includes Lake Worth Beach city departments, regional agencies, and related state initiatives. The City will assist in coordination with the TPA, FDOT, Palm Beach County, and other City consultants in providing plans, schedules, update calendars, and budgets.

Task 1.3: Funding Screen

The project team will review federal, state, regional, and local programs and prepare timetables and deadlines for relevant funding programs. The screen will highlight relevant funding criteria such as equity, resilience, safety, and housing. The project team will develop maps showing locations where multiple funding priorities are co-located. The results will be presented at the City Commission workshop.

Task 1.4 Future-Readiness

WGI will identify near and medium-term trends that merit inclusion in Lake Worth Beach’s Mobility Plan. This includes pending development and infrastructure proposals (local and regional), emerging technologies, and other change drivers. WGI will review strategies for future-readiness, covering topics such as trends, emerging technologies, and other change drivers.

Task 1.5 Draft Workplan

WGI will develop a draft workplan for the project. This will include a project schedule, outline, and deliverables. Once the team receives Commission direction, WGI will finalize the workplan (Task 2.5).

Task 1.6: Monthly Progress Reports

WGI will compile monthly progress reports, including work completed, upcoming deliverables, action items with identified responsibilities, and identified issues or problems.

Task 1 Deliverables:

- *Project initiation kick-off meeting, meeting agenda, and memo summary.*
- *Plan alignment matrix*
- *Funding Screen memo with dates, deadlines, and maps*
- *Future-Readiness memo*
- *Draft workplan*
- *Monthly progress reports*

TASK 2: COMMISSION WORKSHOP

Fee.....\$17,650.00

The purpose of this workshop is to present information gathered in Task 1 and obtain City Commission priorities for inclusion in the Mobility Plan. Workshop results will be compiled and included in a final work plan to develop a customized, targeted Mobility Plan for Lake Worth Beach. This scope assumes the City will be responsible for all scheduling and public notice requirements. The City will provide any templates, logos, and brand standards that WGI should utilize.

Task 2.1: Draft Presentation

WGI will develop a draft PowerPoint presentation for the workshop. WGI will present on the fundamental elements of mobility, a menu of topics commonly covered in mobility plans, trends that should be incorporated into the Lake Worth Beach Mobility Plan, alignment with funding programs, and a slide to lead Commission discussion.

Task 2.2: Draft City Commission Handout

WGI will develop a workshop handout (up to 10 pages in length) that accompanies the workshop presentation. The handout will contain information gathered in Task 1 and will provide visual guides and charts covering plan alignment, funding opportunities, trends, and background on the elements of mobility.

Task 2.3: Final Presentation and Commission Handout

Once comments are received from City staff, WGI will prepare a final presentation and handout.

Task 2.4 City Commission Workshop

Up to two (2) WGI staff will attend one (1) City Commission workshop. During the workshop WGI will conduct a presentation and will facilitate discussion with the Commissioners. The expected outcome will be City Commission direction on how and where to focus the mobility plan.

Task 2.5 Final Workplan

Following Task 2.4, WGI will prepare a final workplan documenting the City Commission workshop discussion items.

Task 2 Deliverables:

- *Draft and Final Workshop Presentation*
- *Draft and Final Workshop Handout*
- *Final Workplan*

TASK 3: PUBLIC ENGAGEMENT

Fee.....\$60,700.00

Public engagement is a critical component of mobility plan development. Mobility is a relatively new topic, and as such, engagement will include an education component. Public comments will be compiled and integrated into the mobility plan as appropriate. This scope assumes the City will be responsible for procuring event space, mailings, public notices, and updating the City's website.

Task 3.1: Steering Committee

WGI, working with the City, will develop a list of internal, external, and critical mobility stakeholders to serve as a steering committee throughout the life of the project. WGI will also develop a list of risk screen and talking points for possibly contentious community conversations. The steering committee will help identify focus populations to ensure a well-rounded collection of insights across all modes and areas of the City.

Task 3.2: Engagement Events

WGI will attend five (5) events to host a mobility exhibit and receive community input on the mobility plan. Attendance at each event will be a maximum of 4 hours. WGI will also develop an interactive activity to gather public comment during outreach events. Examples are games, visual preference surveys, or trade-off assessment. WGI will produce outreach materials to advertise the events. This includes one (1) handout such as a trifold brochure, one (1) mailer, event boards, maps, and event material. The City will be responsible for distribution of the mailers and public notices for each event.

Task 3.3: Survey

WGI will develop one (1) survey to collect data and insights from the public. The survey will be formatted into a digital format (Survey123) accessible on the city's website. A physical version of the survey will be developed for distribution to community residents who are unable to complete the survey digitally. Printing services will be charged per the agreed upon rate sheet. The survey will be provided in English and Spanish.

Task 3.4: Walkshop

The project team will plan and conduct one (1) walkshop with the steering committee. The purpose of the walkshop is to identify assets and challenges *in situ*. WGI will develop a walking route to be approved by the City, as well as features to include. Subtasks include handout, working with law enforcement, and conducting the walkshop. The walkshop will be a up to four (4) hours in length a be limited to three (3) WGI staff.

Task 3.5: Public Engagement Summary

WGI will gather input from Task 3 activities and prepare a public engagement summary. This summary will provide a synthesis of comments and comment types to document and present comment in the final plan.

Task 3 Deliverables:

- *Public Engagement Summary*

TASK 4: MOBILITY ANALYSIS

Fee.....\$39,800.00

This review will focus on key areas as determined by the priorities identified in Tasks 1 and 2.

Task 4.1: Analysis

WGI will assess the following aspects of the mobility system:

- Connectivity of the transportation network, including gaps (i.e., missing infrastructure, existing constraints/barriers);
- Priority areas and “hotspots;”
- Strategic data layers;
- Sidewalks, curbsides, intersections, trails, streets, on-street parking (vehicles, bikes etc.), transit stops, and signage/wayfinding;
- The City will assist in coordination with the TPA, FDOT, the County, and other City consultants in data collection activities; and
- Data will be sourced from existing data. New data collection is not included in this scope.

Task 4.2: Mobility Patterns

This review will provide the most recent research and data on evolving travel pattern changes with new mobility such as shared-use mobility and microtransit (e.g. Freebee and Circuit). The City will assist in providing any data or studies available from local studies related to redevelopment potential.

Task 4.3: Mobility Technology Recommendations

WGI will assess current, trending, and emerging technologies applicable to Lake Worth Beach’s traffic, parking, and safety needs. The team will review technologies, the pros and cons of each technology (cost, maintenance, and training needs), market availability, case studies (where available), and links to vendors.

Task 4.4: Project Type Identification

WGI will identify the types of mobility projects recommended to be included in the mobility plan based on project goals, realistic outcomes, and funding. These project types will inform Task 5.1 Prioritization Criteria.

Task 4 Deliverables:

- *Mobility analysis memo*
- *Project type recommendations memo*

TASK 5: PRIORITIZATION AND METRICS

Fee.....\$16,375.00

In conjunction with Tasks 1 through 4, WGI will develop a prioritization structure intended to facilitate a rapid and effective focus of resources. Prioritization will be linked back to the mobility plan goals and informed by stakeholder comments.

Task 5.1 Draft Prioritization Criteria

WGI will develop a draft prioritization criteria memo (e.g., matrix, list) to assist the public and decision makers. Primary criteria will be those which are prominent in national, state, and regional programs: safety, equity, resilience, multi-mobility. Secondary criteria will be locally driven and tied to the goals set for this mobility plan.

Task 5.2: Standards, Metrics, and Data Collection

WGI will work with the City to identify standards and performance metrics for near- and long-term data strategies. The team will review metrics associated with the plan's goals and priorities, as well as metrics used by the Palm Beach TPA. This sub-task includes a review of data collection methods and sources, as well as best practices. The results will be included in the Task 5.3.

Task 5.3 Final Prioritization Criteria

Based on Task 5.2 and Task 3, WGI will create a final prioritization criteria memo.

Task 5 Deliverables:

- *Draft Prioritization Criteria Memo*
- *Final Prioritization Criteria Memo*

TASK 6: MOBILITY PLAN

Fee.....\$132,150.00

The Mobility Plan will be conducted with two parallel tracks: (1) the mobility plan with overarching elements and (2) opportunistic action. This is important given key federal, state, and regional funding programs. Each section of the plan will cover (1) existing conditions, (2) trends and changes, (3) priorities, (4) projects, (5) policies, and (6) programs.

Task 6.1 Mobility Networks

WGI will update the network analysis conducted in the Palm Beach TPA's 2011 Master Comprehensive Bicycle Transportation Plan. WGI will examine sidewalks, roadways, access to transit, bikeways, Safe Routes to Schools, equity and accessibility, and Vision Zero for the following element:

- 1) current networks
- 2) gaps
- 3) constraints
- 4) trade-offs
- 5) recommended networks, improvements, and network growth.

Depending on priorities established in Tasks 2 and 3, the network may be developed citywide or targeted to sub-networks and/or corridors. Up to five (5) graphics will be provided to support the mobility network analysis recommendations.

Task 6.1 Deliverable:

- *Maps showing existing and potential mobility networks (by individual and collective system)*
- *Conceptual graphics (up to 5)*

Task 6.2: Modes

This task will review existing and trending modes of transportation and will be developed concurrent with Task 3 Public Engagement. This purpose of this task is to (1) develop a hierarchy of modes for City sub-areas, and (2) analyze the likely evolution and market adoption of emerging modes of transportation and their applicability to Lake Worth Beach.

Task 6.2 Deliverable

- *Emerging modes memo*

Task 6.3 Complete Streets Policy Development

In September of 2022, City Council adopted Resolution 62-2022 to establish a Complete Streets Policy. The policy is to be adopted in the Comprehensive Plan's Transportation Element.

Task 6.3.1: Best Practices in Complete Street Policy and Design

This task will review locally adopted policies and designs, as well as national best practices. The review will be driven by goals and priorities identified in Tasks 1-5.

Task 6.3.2: Outreach and Messaging

WGI will create interactive exercises to teach stakeholders (1) traditional street design in a variety of contexts, (2) critiques of traditional design, (3) growing completion for space in rights of way, and (4) trade-offs. We will use tools such as Streetmix. These activities will be conducted with education and engagement in Task 3.

Task 6.3.3: Comprehensive Plan Policies

The project team will develop a slate of policies for inclusion in the next update to the Comprehensive Plan- Transportation Element.

Task 6.3.4 Complete Streets Typologies

While Task 6.1 addresses networks, this task will assess the design of segments, intersections, and cross-sections. The choice of typologies will be developed concurrent with the priority setting activities in Tasks 5 and 6. For example, the City may want to develop typologies for Vision Zero to address hotspot rather than develop standard cross sections. WGI will produce to six (6) typologies and renderings.

Task 6.3 Deliverables:

- *Best Practices in Policy and Design Memo*
- *Complete Streets Policies*
- *Complete Street typologies and renderings (up to six)*

Task 6.4: Transit Oriented Development and Mobility Hubs

In addition to the outreach defined in Task 3, WGI will provide the following specific to mobility hubs and TOD:

- 1) WGI will provide up to 5 examples of mobility hubs applicable to Lake Worth Beach and associated best practices;
- 2) Create ranking criteria to define up to two mobility hub locations (based on co-location to transit stops, role as destination or node, ability to serve multiple modes, and propensity for high non-SOV use); and
- 3) Prepare conceptual renderings for up to two hubs. These renderings will be designed for public engagement and for grant submittals.

Task 6.4 Deliverable:

- *TOD & Mobility Hubs Memo*

Task 6.5 Demand Management

Demand management helps cities better manage infrastructure assets where supply expansion is limited or infeasible. This mobility plan will cover the following elements of demand management:

1. land use
2. parking
3. curbside management
4. transportation demand management (or TDM)
5. Shared mobility.

For each area of demand management, the plan will include:

1. how demand management works
2. best practices
3. current programs
4. program development
5. other pertinent practice tips.

These will be compiled into a Demand Management Report

Task 6.5 Deliverables:

- Demand Management report

Task 6.6: Strategic Funding

WGI will develop a priority project list to match funding sources. The mobility plan is organized to leverage funding opportunities, some of which are one-time funds that will be dispersed through federal grants or the Palm Beach TPA. There are also state funding sources that may be available for mobility-related activities, as well as local Capital Improvement funds.

Task 6.6 Deliverable:

- *Project Priority and Funding List*

Task 6.7: Draft Mobility Plan

A draft Mobility Plan will be developed based upon the sub tasks above. The Draft Mobility Plan will include a map(s) of the multimodal improvements and a tabular list of multimodal improvements. The prioritization for funding and construction of multimodal improvements identified in the Mobility Plan will be established during the annual update of the Capital Improvements Plan. City staff will provide up to two rounds of review of the draft plan. WGI will present a draft of the plan to the City Commissioner at a regularly scheduled hearing.

Task 6.7 Deliverables:

- *Draft Mobility Plan*
- *Presentation for City Commission hearings*

Task 6.8 Final Mobility Plan

Based on the City staff review and feedback from City Commission, WGI will incorporate comments into the final mobility plan. WGI will present the final plan to the City Commission for adoption at a regularly scheduled hearing.

Task 6.8 Deliverables:

- *Final Mobility Plan*
- *Presentation for City Commission hearings*

Any additional optional services requested by CLIENT will be provided in accordance with WGI's current hourly fee schedule in effect at the time of service, or a fixed fee to be negotiated once a scope of service is defined.

Respectfully submitted,

WGI, Inc.



Angela Biagi, PLA, LEED BD+C
Director, Urban + Community Planning