

**MARTIN METROPOLITAN PLANNING ORGANIZATION
BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE MEETING
SPECIAL MEETING**

Martin County Administrative Building
Growth Management Conference Room – 1st Floor
2401 SE Monterey Road, Stuart, FL 34996
www.martinmpo.com
(772) 221-1498

Monday, August 15, 2016 @ 4:00pm

AGENDA

<u>ITEM</u>	<u>ACTION</u>
1. CALL TO ORDER	
2. ROLL CALL	
3. APPROVE AGENDA	APPROVE
4. AGENDA ITEMS	
A. 2040 BICYCLE, PEDESTRIAN & TRAILS MASTER PLAN DRAFT SCOPE OF SERVICES	DISCUSSION
5. COMMENTS FROM COMMITTEE MEMBERS	
6. COMMENTS FROM FDOT	
7. COMMENTS FROM THE PUBLIC	
8. NOTES	
9. NEXT MEETING BPAC Meeting - September 12, 2016 at 5:00 p.m.	
10. ADJOURN	

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Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons with questions or concerns about nondiscrimination, or who require special accommodations under the American with Disabilities Act or language translation services (free of charge) should contact Bolivar Gomez, Planner II (Title VI/Non-discrimination Contact) at (772) 288-5412 or bgomez@martin.fl.us. Hearing impaired individuals are requested to telephone the Florida Relay System at #711. Transportation assistance for disabled or elderly persons may be arranged by calling 1-866-836-7034. An agenda of items to be considered will be available to the public in the Administrator's Office, 2401 SE Monterey Road, Stuart, Florida. Items not included on the agenda may also be heard in consideration of the best interests of the public health, safety, welfare, and as necessary to protect every person's right of access.



**MARTIN METROPOLITAN PLANNING ORGANIZATION
BICYCLE/PEDESTRIAN ADVISORY COMMITTEE
SPECIAL MEETING
AGENDA ITEM SUMMARY**

MEETING DATE: August 15, 2016	DUE DATE: August 8, 2016	UPWP#: 4.3
WORDING: 2040 BICYCLE, PEDESTRIAN & TRAILS MASTER PLAN DRAFT SCOPE OF SERVICES		
REQUESTED BY: MPO	PREPARED BY: Bolivar Gomez	DOCUMENT(S) REQUIRING ACTION:

BACKGROUND

The 2040 Bicycle, Pedestrian & Trails Master Plan will serve to integrate bicycle and pedestrian facilities into a comprehensive, sustainable transportation system for Martin County. The planning process will integrate coordination amongst numerous state and local agencies, such as but not limited to; Martin County Parks and Recreation Department, Ecosystem Restoration & Management Division and the Martin County School District. The Public Involvement component will allow for community interests to be obtained and included throughout the development stages.

The Master Plan will incorporate the 2040 Long Range Transportation Plan, the Bicycle and Pedestrian Safety Action Plan – 2016 and also serve as an update to the Bicycle and Pedestrian Action Plan – 2012. The comprehensive Master Plan will guide and be referred to for future transportation projects in Martin County.

RECOMMENDED ACTION

- a. Discuss DRAFT Scope of Services
- b. Provide project recommendations and strategies

APPROVAL

MPO

ATTACHMENTS

2040 Bicycle, Pedestrian & Trails Master Plan - DRAFT Scope of Services

Martin Metropolitan Planning Organization (MPO)
Agreement for Continuing Services
Contract Number: RFP#2015-2825

Exhibit “A”

Kimley-Horn and Associates, Inc.
Scope of Work – Task Order No. 2
2040 Bicycle, Pedestrian & Trails Master Plan

BACKGROUND

The Martin Metropolitan Planning Organization (MPO) is the primary agency for coordinating transportation planning activities affecting Martin County. In its FY 2016/2017 – 2017/2018 Unified Planning Work Program (UPWP), the Martin MPO established the need to prepare a county-wide Bicycle, Pedestrian & Trails Master Plan for the current long range planning horizon year of 2040.

The Martin MPO requests the assistance of its consultant team Kimley-Horn for professional assistance to conduct the 2040 Bicycle, Pedestrian & Trails Master Plan.

PURPOSE

The purpose of this task order is to prepare the Martin MPO 2040 Bicycle, Pedestrian & Trails Master Plan, which will identify a non-motorized transportation network and specific projects that can be implemented between now and the long range horizon year of 2040 to achieve the network vision. The 2040 Bicycle and Pedestrian Plan will build from the foundation of the non-motorized transportation component of the 2040 Long Range Transportation Plan (LRTP). The Martin MPO’s bicycle and pedestrian program includes several prior plans and studies including the Bicycle and Pedestrian Safety Plan and East Ocean Boulevard Corridor Study.

The Martin MPO 2040 Bicycle, Pedestrian & Trails Master Plan will describe, qualitatively and quantitatively, the existing bicycling and walking environment in Martin County, as determined through data analysis, interagency coordination, and public involvement. The Plan will include research into trends in non-motorized transportation. In addition, the Plan will make prioritized recommendations for improvements in the areas of bicycle and pedestrian facilities, safety, policy, and encouragement of more and safer walking and bicycling.

This scope of services describes the specific work tasks to be undertaken for the Martin MPO. The work tasks will be performed by Kimley-Horn and its subconsultant The Firefly Group.

STUDY AREA

The study area encompasses the Martin County boundary.

TASK 1: Public Involvement

Task 1.1. Public Involvement Plan (PIP)

The Kimley-Horn team will develop a Public Involvement Plan (PIP) to be utilized throughout the development of the 2040 Bicycle, Pedestrian & Trails Master Plan, which will be consistent with the Martin MPO’s PIP. The PIP for the 2040 Bicycle, Pedestrian & Trails Master Plan shall identify the specific public participation processes to be used throughout the project, including outreach procedures, suggested meeting formats, and the utilization of feedback and comments throughout the project. The

Kimley-Horn team will review the Martin MPO 2012 Community Characteristics Report to assure the PIP includes specific outreach efforts to inform and involve the traditionally underserved Limited English Proficiency (LEP), Americans with Disabilities Act (ADA), and minority and low income populations in this project.

Techniques to be detailed in the PIP for the 2040 Bicycle, Pedestrian & Trails Master Plan include, but are not limited to:

- Public workshops
- Focus groups
- Visual preference surveys
- Internet website
- Online survey
- Public comments input map
- Press releases

Task 1.2. Website

The Kimley-Horn team shall setup a website for the distribution of LRTP information, to receive public feedback and track website traffic utilizing Google Analytics. After initial setup is complete, the MPO staff will handle the daily operation of the website. Examples of information posted on the website are public meeting calendar, newsletters, project reports, and key contact information.

Task 1.3. Online Survey

The Kimley-Horn team shall develop an online survey to gather information from the public about bicycling and walking in Martin County. The online survey will include attitudinal questions, as well as questions to gather ideas for potential projects and prioritization.

Task 1.4. Public Workshops

The Kimley-Horn team will organize and participate in two (2) Public Workshops to engage area stakeholders regarding bicycle and pedestrian connectivity, mobility, and safety in Martin County. It is anticipated that the first workshop will be to gather ideas and input from the public regarding walking and bicycling in Martin County. The second workshop will be to present the results of the draft bicycle and pedestrian plan to the public and further engage the public on ideas and feedback related to the draft plan. Kimley-Horn will prepare flyers for the Public Workshops that can be e-mailed, posted to the website, and posted to social media by the MPO. Kimley-Horn will provide up to 100 hard copies of the meeting flyers if requested by MPO staff.

TASK 2: Data Collection and Analysis

Task 2.1. Baseline Conditions

Kimley-Horn will establish baseline transportation plans by conducting a review (including field reviews) and summary of existing transportation and development plans relevant to non-motorized transportation, including the 2040 LRTP, MPO Bicycle and Pedestrian Safety Plan, Transportation Improvement Program (TIP), Martin County Parks and Recreation Master Plan and other relevant documents.

Task 2.2. Literature Review

Kimley-Horn will review and summarize findings from documents that help establish the context for this Plan including the Florida Department of Environmental Protection (FDEP) Greenways and Trails Plan, National Complete Streets Coalition (NCSC) initiative, Project for Public Spaces, American Community Survey (ACS) Journey-to-Work data, Designing Walkable Urban Thoroughfares: A Context Sensitive

Approach, the NACTO Urban Bikeway Design Guide, and the FHWA Incorporating On-Road Bicycle Networks into Resurfacing Projects report.

Task 2.3. GIS Mapping

Kimley-Horn will develop a project base map utilizing geographic information systems (GIS) including facility data from existing sources such as streets, bike lanes, off-road paths, bus stops, and planned or funded improvements. In addition, Kimley-Horn will include community characteristics from existing sources in the GIS mapping including parks, schools, future land use, and other important community features.

Task 2.4. Demographic Data

Kimley-Horn will collect and map pertinent demographic data including bicycle and pedestrian usage from the Martin Household Travel Survey (HTS) and U.S. Census Bureau American Community Survey (ACS) journey to work data. Additional data that will be analyzed include population and employment characteristics.

TASK 3: Goals and Objectives / Problem Identification

Kimley-Horn will work with the Steering Committee to develop bicycle and pedestrian mobility goals and use them with the Data Collection and Analysis performed in Task 2 to identify problems and deficiencies. This Plan's mobility goals will be consistent with the need for a bicycle and pedestrian plan including benefits to public health, the environment, traffic, social equity, and economic development, but will be refined for additional pertinent local issues that arise during the development of the Plan. The specific goals and objectives will define the transportation issues for which recommended improvements will be developed.

TASK 4: Draft Recommendations

Task 4.1. Project Recommendations

Kimley-Horn will recommend a list of short- and long-range improvement projects, including project limits, facility type, based on input from the public in Task 1, the data and analysis from Task 2, the problem identification from Task 3, and input from the Steering Committee. The recommended improvements will serve as an implementation plan for the MPO to achieve the non-motorized transportation connectivity, mobility, and safety vision outlined in the 2040 LRTP.

Task 4.2. The 5 E's

Kimley-Horn will recommend a series of projects and programs that follow the framework of the League of American Bicyclists' comprehensive 5E model – engineering, education, enforcement, encouragement, and evaluation.

Task 4.3. Cost Estimates

Kimley-Horn will prepare planning level cost estimates for the draft recommendations developed in Task 4.

TASK 5: Implementation Plan

Task 5.1. Develop Prioritization Criteria

Kimley-Horn will develop and identify non-motorized system and project evaluation measures, which may include existing and potential usage, safety, mobility needs, access to activity centers, adjacency to

population centers, and network connectivity. Criteria will be quantitative where possible, but some criteria will likely be qualitative.

Task 5.2. Prioritization Analysis

Kimley-Horn will conduct a prioritization analysis based on the prioritization criteria developed in Task 5.1.

Task 5.3. Implementation Strategies

Kimley-Horn will prepare an Implementation section that identifies specific facility projects, programmatic elements, and proposed plans and policies updates. Costs will be included in the Implementation section.

TASK 6: Meetings

Kimley-Horn will participate in four (4) Project Steering Committee meetings to be coordinated by the MPO. The Project Steering Committee meetings are anticipated to be held as part of Task 2 (Data Collection and Analysis), Task 4 (Draft Recommendations), Task 5 (Implementation Plan), and Task 7 (Final Report and Documentation).

Kimley-Horn will lead the technical portions of the Project Steering Committee meetings and prepare an overview presentation and/or other meeting material to guide the meetings.

Kimley-Horn will prepare and give one round of presentations of the draft results of the 2040 Bicycle, Pedestrian & Trails Master Plan to the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), and Bicycle Pedestrian Advisory Committee (BPAC) toward the end of the project to solicit input on the draft recommendations. A final presentation will be given to the MPO Policy Board for approval, and a second presentation shall follow if deemed necessary by the governing Board.

TASK 7: Final Report and Documentation

Kimley-Horn will evaluate the comments, feedback, and recommendations provided by the Project Steering Committee and other project stakeholders. Kimley-Horn will then prepare a final report, executive summary, and PowerPoint presentation to describe the results of the 2040 Bicycle, Pedestrian & Trails Master Plan that includes text, graphics, maps, tables, and drawings as necessary.

Kimley-Horn will prepare a digital copy of the final report for MPO approval. Twenty (20) bound copies of the approved final report and fifty (50) copies of the approved executive summary will be provided, as well as one (1) digital .pdf copy each for inclusion on the MPO website, e-mail distribution, and future reproduction. Deliverables including GIS shapefiles and corresponding data will also be provided.

SCHEDULE

The Kimley-Horn team will provide the services requested by the MPO as expeditiously as practical to meet the schedule requirements of the MPO. It is anticipated that services for this task order can be completed within twelve (12) months of notice to proceed.