Bay County TPO

Pamn Henderson
Chairperson

Robert Carroll
Vice Chairman

P.O. Box 11399 • 32524-1399 Pensacola, FL • Street Address: 418 E Gregory Street-Ste 100 • 32514
P: 850.332.7976 • 1.800.226.8914 • F: 850.637.1923 • www.ecrc.org

October 16, 2024

Tyrone Scorsone, Associate Planner
Kittelson & Associates, Inc.
124 Marriott Drive, Suite 205
Tallahassee, FL, 32301

Dear Tyrone Scorsone:

RE: Notice to Proceed – Bay County TPO 2024/2025 Bicycle, Pedestrian, and Trail Master Plan

The Bay County Transportation Planning Organization (TPO) issues this Planning Services Notice to Proceed to Kittelson & Associates (CONSULTANT). The purpose of this notice and agreement is twofold. First, the TPO desires to formally engage the services of CONSULTANT to assist with the development of the Bay County TPO 2024/2025 Bicycle, Pedestrian, and Trail Master Plan Major Update, as described in the attached Scope of Services. Second, the TPO advises the CONSULTANT to proceed with this project as soon as possible.

Ms. Angela Bradley will be the TPO Project Manager and the primary contact and is to act on behalf of the Chief Executive Officer (CEO), as required. By signature of the CEO and the start date being the date of this correspondence, the CONSULTANT shall commence planning services. CONSULTANT will complete specified tasks on a schedule determined and agreed to by you and the TPO Project Manager. These tasks and deliverables will be completed for a cost agreed upon and attached hereto, and not to exceed a lump sum of $49,973.44. Additional technical assistance will be based on the CONSULTANT'S hourly rates in effect as of this date and would be authorized only through an addendum to this Notice.

Please proceed with the project as expeditiously as possible. Do not hesitate to contact me with any questions or if you need clarification. The TPO and its staff look forward to working with you and your team to complete the bicycle, pedestrian, and trail plan major update.

Sincerely,

Austin Mount
Chief Executive Officer

Cc: Angela Bradley, TPO Staff
Pamn Henderson, TPO Chairman
Robert Carroll, TPO Vice-Chairman
Joseph Sullivan, FHWA
Bryant Paulk, FDOT

BAY COUNTY TPO
2024/2025 BICYCLE, PEDESTRIAN, and TRAIL MASTER PLAN
SCOPE OF WORK

Project Name:	**Bay County TPO 2024/2025 Bicycle, Pedestrian & Trail Master Plan**
Purpose:	**This plan will serve as a resource for the Bay County TPO and will be a major update to the TPO's Current Bicycle Pedestrian Master Plan, which will include the addition of a Trail Element.**
Project Managers:	Consultant -Tyrone Scorsone, Kittelson & Associates ECRC Staff -Roshita Taylor
Consultant Team:	Tyrone Scorsone, Project Manager Chris Romano, Senior Planner Jasmine Blais, Project Planner
ECRC Project Team:	Roshita Taylor, ECRC Staff Eric Christianson, ECRC Staff Gary Kramer, ECRC Staff Leandra Meredith, ECRC Staff Rae Emary, ECRC Staff Jessica Walton, ECRC Staff
Assistance from Others:	Regional Bike, Ped, and Trail Committee Local Government Partners Florida Department of Transportation Federal Highway Administration Advocacy, Citizens, and Interested Parties
Fee:	$49, 973.44
Deliverable(s):	Bay County TPO Bicycle, Pedestrian, & Trail Master Plan
Proposed Schedule:	Project to be initiated in October 2024 and completed within twelve (12) months of the Notice to Proceed Date (NTP)

SCOPE OF WORK

BACKGROUND

A network of complete streets improves the safety, convenience, efficiency, and accessibility of the transportation system for all users. The TPO has a history of planning for complete streets that dates back well before the creation and popularity of the term. The 2011 Bicycle Pedestrian Plan centered on identifying potential bicycle and pedestrian facility improvements and prioritizing them for future construction. The 2011 Bicycle Pedestrian Plan was amended in 2013 to add four (4) additional projects. In addition, the Florida Department of Transportation adopted the Complete Streets policy in September 2014, which promotes safety, quality of life, and economic development in Florida. The 2011 Bicycle Pedestrian Plan and 2013 amendment continue to be utilized for the inclusion of bike/ped projects in the LRTP. The plan provided beneficial projects that have made their way to construction. Since the last update, the local governments have made progress towards the development of bike/friendly ped-friendly communities. Thus, to capture all local efforts made, provide an updated priority list, and create a trail master plan focused on the SUN trail and the Florida Greenways and Trails Priority Network, a Bicycle, Pedestrian & Trail Master Plan major revision is necessary.

INTENT

Given the emphasis on bicycle, pedestrian, and trail improvements as well as the addition of the Complete Streets policy, the TPO will undertake an effort to incorporate the improvements and Complete Streets policy into an updated Pedestrian, Bicycle, and Trail Master Plan. The goal of this major plan update is to develop a non-motorized system that addresses the needs of all users and encourages the use of alternative modes of transportation. By providing alternate modes of transportation, citizens benefit not only from their physical health but also from increased prosperity for themselves and the community. The purpose and goal of the Bay TPO Bicycle, Pedestrian, & Trail Master Plan is to:

A. Develop a shared vision for all communities.

B. Promote active transportation, enhancing safety, and improving connectivity.

C. Set specific goals, such as increasing Bicycle, Pedestrian, Trail infrastructure, promoting health, and reducing traffic congestion.

D. Develop strategies that support the integration of safe and well-connected pedestrian and bicycle networks into the overall transportation system.

E. Identify and prioritize Bicycle and Pedestrian Projects, as well as Trail projects included on the SUN Trail network and the Florida Greenways and Trails Priority network.

Task 1: Project Administration and Coordination

A. ECRC and CONSULTANT will develop a project schedule that includes project meetings, bi-weekly or as-needed coordination meetings, a timeline of deliverables, and schedule coordination with the Bay County Long Range Transportation Plan (LRTP) Project. Also, this

project will coordinate and use data from the SS4A Safety Plan and other relevant data from the SS4A Project. The **ECRC Staff** will provide notes from the bi-weekly coordination meetings. This plan will utilize data from the Bay LRTP, which is relevant to performing analysis and background data. This plan may also utilize safety data and relevant information from Safe Streets for all projects.

B. **ECRC Staff** will provide updates on the Bay LRTP, SS4A Safety Plan, and other aspects of the SS4A Project, as well as coordination of this project with the LRTP, SS4A Safety Plan, and SS4A Project schedule.

C. **ECRC Staff** will oversee the review and quality assurance of all work on all tasks and deliverables.

D. **ECRC Staff** will coordinate all meeting times, locations, venues, and correspondence.

Deliverables:

- Project Schedule
- Virtual bi-weekly or as-needed coordination meetings with the Project Team
- Notes after bi-weekly or as-needed virtual coordination meetings with the Project Team
- Coordination of the Bay LRTP and SS4A process and provide relevant Information to assist in the development of this plan
- Oversee Review and Quality Assurance on all work for all tasks
- Coordinate all meeting times, locations, venues, and correspondence

Task 2: Identification of Vision, Goals, and Objectives

ECRC Staff will begin by evaluating the 2011 and subsequent 2013 amendments. The Pedestrian/Bicycle Master Plan's vision statement, goals, and objectives will involve public input through surveys, and the analysis of existing conditions. Regional Bicycle, Pedestrian, and Trail Committees, and Local Working Groups will have input and review. Objectives will be set for specific, measurable milestones. This will enable progress toward reaching the community vision. The objectives will be system and performance-oriented and will provide quantitative direction towards the attainment of goals.

Deliverables

- Review of 2011 Plan and 2013 Amendments
- Vision Statement, Goals, and Objectives
- Survey (s)

Task 3: Marketing and Outreach

A. **ECRC Staff and CONSULTANT** during this project will utilize the currently adopted Public Involvement Plan PPP. This project will follow the current PPP regarding specific public involvement procedures to be used throughout the project, including public outreach procedures, meeting formats, presentations to the TPO and advisory committees, document review periods, meeting notices, and the utilization of feedback and comments throughout the project. Specifically, ECRC staff will develop a vision statement, goals, and objectives. and will request feedback from the Regional Bicycle and Pedestrian Advisory Committee. A Local Working Group will be utilized for this project and will also provide feedback throughout the process in addition to the Regional Bicycle and Pedestrian Advisory Committee.

B. The currently adopted PPP shall identify specific outreach efforts to inform and involve the traditionally underserved (such as limited English proficiency, disabled, minority, and low-income populations). The plan shall involve the participation of a variety of interested parties including but not limited to recreational pedestrian and cycling organizations, law enforcement, parents, students, school safety officials, university safety officials, and underserved communities, as well as the public.

C. **ECRC Staff** will solicit public input for the planning effort through social media, outreach materials, and online presence. They will also continuously monitor and update online media.

D. **CONSULTANT** will attend meetings/outreach events and supply meeting materials including but not limited to display boards, presentations, agenda items, and printed materials as necessary for committees to provide input and review.

E. The plan will be conducted in a collaborative atmosphere, with public participation integrated into the process of technical evaluation and prioritization. The plan will incorporate the following civic engagement efforts: **THE CONSULTANT** will present up to **three (3) Regional Bicycle Pedestrian Advisory Committee Meetings**, up to **three (3) Local Working Group Meetings**, present during **two (2) TPO and TPO Advisory Committee Meetings.** These meetings may be held in person, virtual or hybrid.

F. **Existing Regional Bicycle and Pedestrian Advisory Committee:** The Regional Bicycle Pedestrian and Advisory Committee will be utilized to assist in the development of Regional Goals and Objectives, guide the plan from a regional perspective, and will be responsible for reviewing and providing comments on key deliverables providing input on plan recommendations. The existing Regional Bicycle and Pedestrian Advisory Committee is anticipated to hold up to **three (3) meetings**, which may be in person, virtual, or hybrid.

G. **The Local Working Group:** may include representatives from the TPO and Advisory committees, university and school officials, students, recreational pedestrian and trail and bicycling organizations, law enforcement, citizens, design professionals, and other groups as determined. It is anticipated the Local Working Group will hold up to **three (3) meetings** which may be in person, virtual, or hybrid.

Deliverables

- Facebook page
- Webpage – will be hosted on the Emerald Coast Regional Council website

- Outreach materials plan logo, surveys, and graphics
- Coordination of all events, meetings, times, locations, and similar items
- Advertising of all meetings and events
- Communications regarding all Committees, Working Groups, and Public Meetings
- **CONSULTANT** will attend meetings and outreach events (**ECRC Staff** will also attend) and supply meeting materials including but not limited to display boards, presentations, agenda items, and printed materials as necessary for committees to provide input and review
- Identification of Local Working Group Members
- Presentations of **three (3**) Regional Bicycle and Pedestrian Advisory Committee meetings
- Presentations of **three (3)** Local Working Group Meetings
- Presentations of **two (2)** TPO and Advisory Committee meetings

Task 4: GIS

CONSULTANT and ECRC Staff will provide GIS support to analyze various tasks throughout the plan development and visualize roadway networks, bicycle pedestrian and trail facilities. Also, the approach and GIS tool utilized will be discussed with the project team. **ECRC staff** will support the final plan by providing maps for the Bicycle, Pedestrian, and Trail Plan.

Deliverables

- GIS Interactive Map (or another tool deemed appropriate)
- GIS Maps for the Bicycle, Pedestrian, and Trails Plan
- Conduct GIS analysis of sidewalk and bike lane gaps
- Identify demand for sidewalks and bike facilities (trails) through a demographic GIS analysis of zero car households

Task 5: Project Identification and Prioritization Methodology

CONSULTANT and **ECRC Staff** will work with input from the Regional Bicycle and Pedestrian Advisory Committee and Local Working Group to update criteria and a methodology for identifying and prioritizing pedestrian and bicycle projects. The methodology will include consideration of the following:

- TPO area demographics including commute types/trends
- Level of Service (LOS) standards consistent with the standards established by the Florida Department of Transportation (FDOT)
- Identification of all Bicycle, Pedestrian, and Trail Projects from Cost Feasible and other relevant plans plus new projects
- Feedback from outreach efforts on community needs, perceptions, and deficiencies, analyze bike level of traffic stress
- Potential demand for pedestrian and bicycle facilities based on future land use applications and information in the TPO LRTP

CONSULTANT and **ECRC Staff**, with input from the existing Regional Bicycle and Pedestrian Advisory Committee and Local Working Group, will develop the criteria and methodology for prioritizing the trail network.

Deliverables

- Needs assessment developed on demographics, land use, commuting type/trends and bike level traffic stress
- Summary of major bicycle, pedestrian, and trail trends, needs, constraints, and opportunities within the TPO area
- Summary of feedback from different outreach efforts on community needs, perceptions, and deficiencies
- Identification of possible Bicycle, Pedestrian, and Trail Projects from Cost Feasible and other relevant plans plus new projects with who potentially implements and maintains
- Technical memorandum describing the identification of possible project prioritization methodology

Task 6: Development of Plan and Selection of Improvements

The **CONSULTANT** along with **ECRC Staff** is tasked with developing a Bicycle, Pedestrian, and Trail Master Plan in accordance with the provided task descriptions and outcomes. Proposed improvements will undergo thorough analysis to evaluate their impact on the study area, their ability to address identified issues, trends, needs, safety, obstacles, and opportunities, as well as potential sources of funding and revenue. The plan and all accompanying information must be presented in a succinct, well-organized, and comprehensible format suitable for public consumption. Building upon the results of the preceding task, the proposed improvements will encompass the following elements:

- Confirm Identification of all Bicycle, Pedestrian, and Trail Projects from Cost Feasible Plan and other relevant plans plus new projects
- Policies for the realization of the plan's specified vision, goals, and objectives
- Strategies for improving bicycle, pedestrian, and trail safety and designs, safety education programs, and improvement of roadway signage
- Possible locations and types of facilities which may be built in different communities with strategies for improving designs, safety, signage and education
- Strategies for monitoring and evaluating the success and implementation of the plan

The **ECRC Staff** with **CONSULTANT** will develop a draft of The Bicycle, Pedestrian, and Trail Master Plan **ECRC Staff** will provide two rounds of comments before the final draft is presented for adoption to the Bay TPO and advisory committees.

Deliverables

- Confirm Identification of Bicycle, Pedestrian, and Trail improvements in the TPO Cost Feasible Plan and other relevant plans plus new projects,
- Policies to Implement Vision, Goals, and Objectives,
- Possible locations and types of facilities that may be built in different communities with strategies for improving designs, safety, signage, and education,
- Strategies for monitoring and evaluating the success and implementation of the Plan,
- Draft of Bicycle, Pedestrian, and Trail Master Plan with two rounds of comments from **ECRC Staff.**

Task 7: Final Plan and Implementation Matrix

ECRC Staff will provide a technical memorandum of existing funding sources available for the construction and improvement of pedestrian, bicycle, and trail facilities. This will include both project matrixes to be included in the final Plan. **ECRC Staff** will compile the Final Plan with input from the **CONSULTANT**. The **CONSULTANT** will present the Final Plan to Bay TPO and advisory committees.

Deliverables

- Matrix for Prioritized Bicycle and Pedestrian Project with Funding Sources Identified for inclusion in final plan
- Matrix for Prioritized Trail Projects with Funding Sources Identified for inclusion in final plan
- Final Plan
- Summary of all outreach activities to be discussed during final adoption
- Presentation of the Final Plan to Regional Bicycle. Pedestrian, and Trail Committee, Local Working Group, Bay TPO and advisory committees
- Final adopted Plan in electronic format (MS Word and Searchable PDF format) and five (5) printed copies

Summary of Deliverables

Deliverable
Deliverable 1: Project Administration and Coordination • Project Schedule-**CONSULTANT and ECRC staff** • Virtual Bi-weekly or as-needed coordination meetings with the Project Team -**ECRC Staff** • Notes from virtual bi-weekly or as-needed virtual coordination meetings with the Project Team-**ECRC Staff** • Coordination of Bay LRTP and SS4A process to provide relevant information to assist in the development of this plan**-ECRC Staff** • Oversee Review and Quality Assurance on all work for all tasks-**ECRC Staff** • Coordinate all meeting times, locations, venues, and correspondence-**ECRC Staff**
Deliverable 2: Identification of Vision, Goals, and Objectives • Review of 2011 Plan and 2013 Amendments-**ECRC Staff** • Vision Statement, Goals, and Objectives-**ECRC Staff** • Survey (s)-**ECRC Staff**
Deliverable 3: Marketing and Outreach • Facebook page-**ECRC Staff** • Webpage – will be hosted on the Emerald Coast Regional Council website-**ECRC Staff** • Outreach materials plan logo, surveys, and graphics-**ECRC Staff** • Coordination of all events, meetings, times, locations, and similar items-**ECRC Staff** • Advertising of all meetings and events-**ECRC Staff** • Communications regarding all Committees, Working Groups, and Public Meetings-**ECRC Staff** • Attend meetings and outreach events and supply meeting materials including but not limited to display boards, presentations, agenda items, and printed materials necessary for committees to provide input and review-**CONSULTANT (ECRC Staff** will attend all meetings and outreach events) • Identification of Local Working Group Members-**ECRC Staff** • Presentation of **three (3)** Regional Bicycle, Pedestrian, and Trail Committee • Presentation of **three (3)** Local Working Group Meetings • Presentations of **two (2) TPO and Advisory Committee**
Deliverable 4: GIS • GIS Interactive Map (or other ESRI tool deemed appropriate)-**ECRC Staff** • GIS Maps for the Bicycle, Pedestrian, and Trails Plan-**ECRC Staff**

Deliverable 5: Project Identification and Prioritization Methodology

- Summary of major bicycle, pedestrian, and trail trends, needs, constraints, and opportunities within the TPO area-**ECRC Staff**
- Summary of feedback from different outreach efforts on community needs, perceptions, and deficiencies**-ECRC Staff**
- Identification of proposed Bicycle, Pedestrian, and Trail Projects from Cost Feasible Plan and other relevant plans plus new project with who potentially implements and maintains **ECRC Staff**
- Technical memorandum describing the identification of possible project prioritization methodology-**CONSULTANT**

Deliverable 6: Development of Plan and Selection of Improvements

- Confirm Identification of Bicycle, Pedestrian, and Trail improvements in the TPO Cost Feasible Plan and other relevant plans plus new projects-**ECRC Staff**
- Policies to Implement Vision, Goals, and Objectives-**ECRC Staff**
- Possible locations and types of facilities that may be built in different communities with strategies for improving designs, safety, signage, and education-**ECRC Staff**
- Strategies for monitoring and evaluating the success and implementation of the Plan-**ECRC Staff**
- Draft of Bicycle, Pedestrian, and Trail Master Plan-**CONSULTANT** along with **ECRC Staff**, will draft a Bicycle, Pedestrian, and Trail Master Plan with two rounds of comments from **ECRC Staff**. -**CONSULTANT and ECRC Staff**

Deliverable 7: Final Plan and Implementation Matrix

- Matrix for Prioritized Bicycle and Pedestrian Projects with Funding Sources Identified for Inclusion in Final Plan-**ECRC Staff**
- Matrix for Prioritized Trail Projects with Funding Sources Identified for Inclusion in Final Plan-**ECRC Staff**
- Final Plan-**ECRC Staff** will finalize with input from **CONSULTANT-ECRC Staff with CONSULTANT**
- Summary of all outreach activities to be discussed during final adoption-**ECRC Staff**
- Presentation of the Final Plan to the Regional Bicycle, Pedestrian, and Trail Committee Local Working Group, and Bay TPO and Advisory committees-**CONSULTANT**
- Final adopted Plan in electronic format (MS Word and Searchable PDF format) and five (5) printed copies-**CONSULTANT**

Bay County TPO Bike, Pedestrian, Trail Plan
Kittelson and Associates

		Tyrone Scorsone, Project Manager	Chris Romano, Senior Planner	Jasmine Blais, Project Planner	
		$ 233.29	$ 230.00	$ 223.00	
Task 1	**Project Administration and Coordination**				
1.1	Bi-weekly Meetings (up to 24)	12	0	0	12
1.2	Schedule	6	0	0	6
	Subtotal Hours	18	0	0	18
	Subtotal Cost	$ 4,199.22	$ -	$ -	$ 4,199.22
Task 2	**Identification of Vision, Goals, and Objectives**				
	No Consultant Efforts	0	0	0	0
	Subtotal Hours	0	0	0	0
	Subtotal Cost	0	0	0	0
Task 3	**Marketing and Outreach**				
	Meeting Attendance for 8 Meetings	32	0	0	32
	Meeting Materials for 8 Meetings	16	0	64	80
	Subtotal Hours	48	0	64	112
	Subtotal Cost	$ 11,197.92	$ -	$ 14,272.00	$ 25,469.92
Task 4	**GIS**				
4.1	Methodology Workshop / Review	2	4	8	14
	Subtotal Hours	2	4	8	14
	Subtotal Cost	$ 466.58	$ 920.00	$ 1,784.00	$ 3,170.58
Task 5	**Project Identification and Prioritization Methodology**				
5.1	Review existing conditions findings	2	2	4	8
5.2	Prioritization Methodology (2 rounds of comments)	2	2	8	12
	Subtotal Hours	4	4	12	20
	Subtotal Cost	$ 933.16	$ 920.00	$ 2,676.00	$ 4,529.16
Task 6	**Development of Plan and Selection of Improvements**				
6.1	Network development Methodology workshop	4	4	8	16
6.2	Review network and improvements	2	4	8	14
6.3	Report review	4	2	8	14
	Subtotal Hours	10	10	24	44
	Subtotal Cost	$ 2,332.90	$ 2,300.00	$ 5,352.00	$ 9,984.90
Task 7	**Final Plan and Implementation Matrix**				
7.1	Final Plan Review	4	2	5.5	11.5
7.2	Presentation Support Assumed in Task 3	0	0	0	0
	Subtotal Hours	4	2	5.5	11.5
	Subtotal Cost	$ 933.16	$ 460.00	$ 1,226.50	$ 2,619.66
Totals					
	Hours	**86**	**20**	**113.5**	**219.5**
	Cost	**$ 20,062.94**	**$ 4,600.00**	**$ 25,310.50**	**$ 49,973.44**