

RESOLUTION 14-72

**A RESOLUTION TO APPROVE THE SELECTION OF A
CONSULTANT TO DEVELOP THE PEDESTRIAN/BICYCLE PLAN
AND APPROVE SCOPE OF SERVICES**

WHEREAS, the City of Spring Hill is committed to developing pedestrian trails and sidewalks for the benefit of citizens in the City of Spring Hill; and

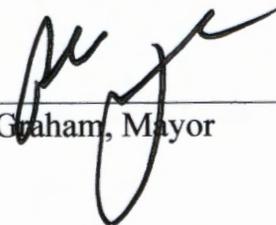
WHEREAS, the City of Spring Hill allocated funds for the development of a Pedestrian/Bicycle Plan in the Capital Improvement Plan and the fiscal year budget 2013-2014;

WHEREAS, City staff advertised and accepted proposals for the design of a Pedestrian/Bicycle Plan on May 14, 2014; and

WHEREAS, the Spring Hill Parks and Recreation Commission has recommended Volkert to provide Pedestrian/Bicycle Plan.

NOW, THEREFORE BE IT RESOLVED, that the City of Spring Hill, Board of Mayor and Aldermen endorses the selection of Volkert to develop the Pedestrian/Bicycle Plan and approves the attached scope of services.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 16th day of June, 2014.



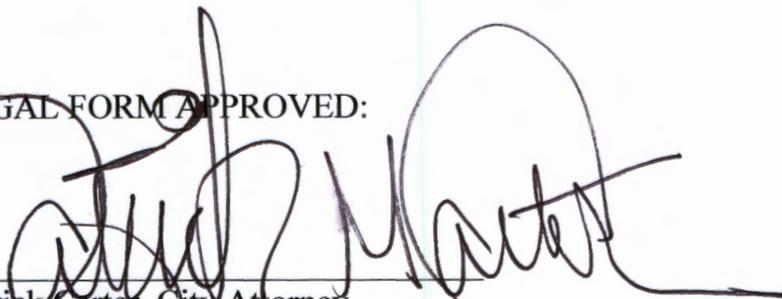
Rick Graham, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



REQUEST: *Approval of Ordinance 14-72*
SUBMITTED BY: Victor Lay, City Administrator
City Staff, Department and Title
DATE: Date
RE: Description of Issue
ATTACHMENTS: RFQ Proposals

PURPOSE:

The purpose is to develop a pedestrian and bicycle plan for future development of its multi-modal transportation network. Having such a plan is critical for the City to understand walking and biking system needs and how to best prioritize the expenditure of limited capital resources for greenways, bikeways, bike lanes and sidewalks.

BACKGROUND:

The Parks and Greenways Master Plan only touched the surface of our needs for multi-modal transportation but rather recommended that a separate plan be developed in order to plan and implement the development of greenways, bikeways, bike lanes and sidewalks. The Park and Recreation Commission have taken the steps to move forward with such a plan and are presenting these qualified candidates to develop the plan.

FINANCIAL IMPACT:

\$100,000 was allocated for Greenway and Trail development; this funding will utilized for the development of the plan.

STAFF RECOMMENDATION:

The Parks and Recreation Commission reviewed the submitted proposals and make a recommendation to utilize Volkert as the consultant.

ACTION REQUIRED (INCLUDE DEADLINE /PRIORITY):

This resolution must be approved in June in order to initiate the contract and stay in the 13/14 budget.

City of Spring Hill, TN

Bicycle, Pedestrian and Greenway Plan

Scope of Services

Task 1: Project Initiation, Coordination, and Public Input

The Volkert Team will conduct a project kick-off meeting with appropriate personnel from the City to outline the specific tasks of the project, identify important issues, clarify current City practices and processes, determine/collect available data, and finalize the schedule for the project. It is anticipated that this meeting will involve City of Spring Hill staff, the Parks and Recreation Commission, and concerned members of the Board of Mayor and Alderman and Planning Commission. After this meeting, the team will issue a data needs list to the City which will outline relevant data required to complete the project.

The Volkert Team will conduct up to three meetings with City staff and the various Boards and Commissions during the project. Additionally, two public meetings will be held at strategic points during the plan's development.

The initial public meeting will be at the beginning of the planning process and will be geared toward obtaining valuable feedback in terms of the public's desires for multi-modal connectivity including types of facilities desired and locations for those facilities. This meeting will be a "workshop" type meeting where the public is invited to provide feedback via mapping exercises.

The second public meeting will be held near the conclusion of the planning effort and will present the results of the planning process. This meeting will enable participants of the first public meeting to see the results of their work. The public will have the opportunity to provide comments on the draft plan at this meeting and those comments will be considered and addressed by the project team on an as needed basis. Revisions to the draft plan will be completed prior to presenting the draft plan to the City's Parks and Recreation Commission, Planning Commission and Board of Mayor and Alderman.

A special joint meeting of relevant City Boards and Commissions will be held to present the draft plan and its recommendations. At a minimum, this joint meeting will include the Parks and Recreation Commission, Planning Commission and Board of Mayor and Alderman. The intent of this meeting is to obtain critical feedback from elected and appointed officials related to the draft plan.

Volkert will develop a series of questions for the City of Spring Hill to conduct an online survey using Survey Monkey or the online survey technology of their choice. This will provide very valuable feedback specific to existing and needed facilities that will provide information to be used in the development of the plan.

TASK 1 DELIVERABLES

- 1) Project kickoff meeting

- 2) Up to 3 meetings with City staff and Boards and Commissions during the planning process
- 3) 2 public meetings
- 4) 1 joint meeting of City Boards and Commissions to present the draft plan
- 5) Online survey questions

Task 2: Determination of Existing Conditions

The intent of this task is to determine the existing conditions of bicycle and pedestrian accommodations within the City of Spring Hill with respect to both infrastructure and policy. Our Team's approach to this task includes:

Review Available Data – Relevant previous plans, programs, and other data provided by the City will be reviewed. The information reviewed will be used to identify and evaluate existing conditions and develop the recommended improvements program. Documents that will be reviewed include the City's Comprehensive Plan, Major Thoroughfare Plan, Parks and Recreation Plan, and development proposals that have yet to be completed.

Inventory Current Bicycle and Pedestrian Facilities - The Volkert Team will develop an inventory of existing on-and off-street bicycle and pedestrian facilities within the study area utilizing available GIS data from the city. This task assumes that this data will be provided by the City in the form of GIS data. The results of the inventory will be presented on maps showing the existing and planned bicycle and pedestrian facilities designated by type. For streets of higher functional class, current bicycle and pedestrian level of service (BLOS, PLOS) will be determined and mapped. BLOS and PLOS use engineering data to define the quality of streets for bicycling and walking, respectively.

Identify Attractors and Generators - The purpose of this inventory will be to identify and map locations that have high potential for bicycle and pedestrian trips (schools, parks, community facilities, shopping areas, etc.) so that linkages can be evaluated and provided.

Identify Current Local, State, and Federal Ordinances, Policies, Regulations & Standards - This review will include analyses of the City's existing land use, zoning, planning processes, and practices that impact the development, usage, and maintenance of pedestrian, bicycle and greenway facilities. The pedestrian and bicycle processes of the Tennessee DOT as well as local and state design standards will be reviewed.

Identify Opportunities and Challenges – This assessment will be divided among physical features and institutional features. A summation of opportunities and challenges will be categorized and mapped.

TASK 2 DELIVERABLES

- 1) Data collection and review
- 2) Bicycle and pedestrian inventory
- 3) Identification of bicycle and pedestrian attractors and generators

- 4) Identification of local, state, and federal ordinances, policies, regulations and standards that impact pedestrian, bicycle and greenway facilities
- 5) Existing Conditions chapter of the plan

Task 3: Development and Implementation of a Proposed Network

The intent of this task is to establish a recommended network of bicycle, pedestrian and greenway facilities which allows the City to implement needed facility improvements over the next 20 years. Our Team's approach to this task includes:

Develop Proposed Greenway & Bikeway Network - It is anticipated that the recommended greenway and bikeway facilities will be a combination of bike lanes, shared roadways, and multi-use trails. The guidelines presented in technical sources from AASHTO, FHWA, NACTO, and TDOT will be used in the route evaluations.

This task will result in a Recommended Greenway and Bikeway Facilities Network and Phasing Plan. The Recommended Greenway and Bicycle Facilities Network will identify the entire network of existing, planned, and recommended on- and off-road bicycle facilities within the study area. The purpose of the recommended network will be to identify specific routes so that the recommended bicycle facilities may be incorporated into future roadway improvement projects or planned as separate projects. The Phasing Plan will identify specific routes that should be implemented first. It is anticipated that the Phasing Plan will include a combination of facilities that can be implemented with little cost or construction and other (potentially more costly) routes that form critical connections.

Develop Proposed Pedestrian Network and Strategies - The focus of this effort will be to connect missing sidewalk links and to connect important origins and destinations. The recommended pedestrian network will be based on the results of the analysis including PLOS, connectivity, as well as public input received.

The guidelines presented in technical documents such as the FHWA's *Designing Sidewalks and Trails for Access*, the Bicycle Federation of America's *Creating Walkable Communities*, and the USDOT/FHWA's *Accessible Public Rights-of-Way* will be used in evaluating options.

Implementation - In order to develop an implementation plan, Volkert will develop planning level cost estimates for the proposed Greenway & Bikeway Network. In addition, specific action steps will be provided which will guide the realistic implementation of the plan in phased increments (0-5 years, 5-10 years, etc.). The recommended prioritization will be based on the City's established planning objectives and driven by, among other things, those projects which can be implemented relatively easily given the existing infrastructure conditions. Flexibility in the recommended prioritization will also be inherent in the plan to allow the City to capitalize on implementation opportunities introduced by development or roadway improvements.

Based on our review of the development policies of the City, Volkert will identify opportunities and make recommendations to strengthen the language of the zoning ordinance and/or the

subdivision regulations that govern development in the City. This will not include writing of actual code language to be include, but will provide guidance for where code language should be strengthened and how that can be accomplished.

TASK 3 DELIVERABLES

- 1) Develop proposed bikeway, greenway and pedestrian facilities and connections
- 2) Develop cost estimates for the proposed Greenway & Bikeway network
- 3) Develop a prioritized list of projects
- 4) Identify opportunities to strengthen development standards for implementation of the plan
- 5) Bikeway, Greenway and Pedestrian Facilities Needs chapter of the plan

Task 4: Development of Design Guidelines

Basic design guidance for major elements of trail construction will be provided. The design standards contained in the plan will reflect current state of the practice. Recommendations for general wayfinding signage placement and typical trail amenities will be provided. The result of this task will be cross sections identifying construction details for multi-use trails/greenways/bike paths.

TASK 4 DELIVERABLES

- 1) Develop design standards for multi-use trails, greenways and bike paths
- 2) Design standards for wayfinding, signage and trail amenities
- 3) Design Guidelines chapter of the plan

Task 5: Plan Documentation

The intent of this task is to document the planning effort in a final report. A report of the study's findings will be prepared by the Volkert Team along with a large format, easy to read map of the proposed pedestrian, bicycle and greenway plan elements. The organization and structure of the report will be arranged in a logical format with supporting tables, graphics, and maps. In addition to the report, all data and documentation will be provided in electronic format to the City including all mapped ArcView GIS data.

TASK 5 DELIVERABLES

- 1) 10 Full Color Final Plan document copies
- 2) 10 Full Color Proposed Pedestrian, Bicycle and Greenway Plan maps
- 3) Electronic files (including GIS data)

Project Schedule

The Volkert team will complete the project within 6 months of contract execution.