SCOPE OF WORK
FOR
COMMUTER RAIL FIRST / LAST MILE PLAN
(NE 38TH STREET)

City of Oakland Park

City of Wilton Manors

Florida Department of Transportation – District Four

Broward County Transit

Broward County

Broward MPO

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PURPOSE

The purpose of the scope of work is to develop a first and last mile connection plan (Plan) for the proposed commuter rail station located south of NE 38 Street, contiguous to the Florida East Coast Railway (FEC). This scope of work will also delineate responsibilities of the MPO (Project Team) and the Steering Group throughout the life of the project.

PROJECT REQUIREMENTS AND PROVISIONS FOR WORK

The Project Team will conduct the appropriate planning level analyses related to the Plan, as outlined in Broward MPO's *Transportation Planning Guidebook* (January 2018), and directed by the Plan objective.

The Project Team will maximize the use of existing information available from state, regional, local agencies, private sources, and its own files.

1 PROJECT MANAGEMENT

1.1 Project meetings

The Project Team will meet with the Steering Group every two months throughout the life of the project, for a total of six (6) meetings (virtual). These meetings will include progress updates, reviews of draft documents and other coordination activities with the Steering Group.

1.2 Quality Control

The Project Team will establish a procedure for Quality Control and Quality Assurance (QC & QA) covering the completion of all work through this project. The Project Team will check, review, and conduct surveillance of work activities by objective and qualified individuals who were not directly responsible for performing the initial work.

1.3 Schedule

The Project Team shall provide updates on the detailed project activity schedule to the Steering Group. The schedule of major tasks and milestones is included in Section 6 of this scope of work. The Project Team will allow for a review period of at least two (2) weeks for each draft deliverable submitted for the Steering Group review in the detailed schedule.

1.4 Submittals

The Project Team will compile and transmit draft documents identified in this Scope of Work to the Steering Group for review.

After the Steering Group's review of the draft submittals, the Project Team will address comments, prepare a matrix of comments, if needed, and responses as applicable, and submit revised documents.

1.5 Services to be performed by the partner agencies

The planning partners (e.g. cities of Oakland Park and Wilton Manors, FDOT, Broward County and Broward County Transit (BCT), and other partners such as Florida East Coast Railway (FEC), SFRTA / TriRail, City of Fort Lauderdale, Law Enforcement Agencies, etc.) will provide data currently on file and available, such as:

- All relevant transportation or transit analyses or reports;
- On-going or recently completed transportation studies for the study area (e.g. PD&E studies, walk audits, access management, intersection plans, design files, and capacity improvements);

- Multimodal or small area studies (e.g. freight, intersection, transit, pedestrian, bicycle, land use, signal warrant analysis, etc.);
- On-going or previously conducted transit service plans, transit feasibility studies, etc.;
- All information in the possession of the agencies pertaining to prior and on-going studies that may affect the project such as development plans, transportation reports, prior environmental studies, existing drainage reports, sea level rise and resiliency information, and any other documents related to the study area;
- All available information in the possession of the agencies pertaining to utility companies whose facilities may be affected by the proposed plan;
- All future information that is in possession or may become available pertaining to development plans;
- Traffic citations for relevant locations within the study area;
- All relevant agreements and records for railroad right-of-way use, transit and other facilities;
- Fixed-route transit and community shuttle bus ridership data (boarding / alighting by stop location, etc.)
- Other relevant and available transportation and planning data.

2 PROJECT DESCRIPTION, PURPOSE AND NEED

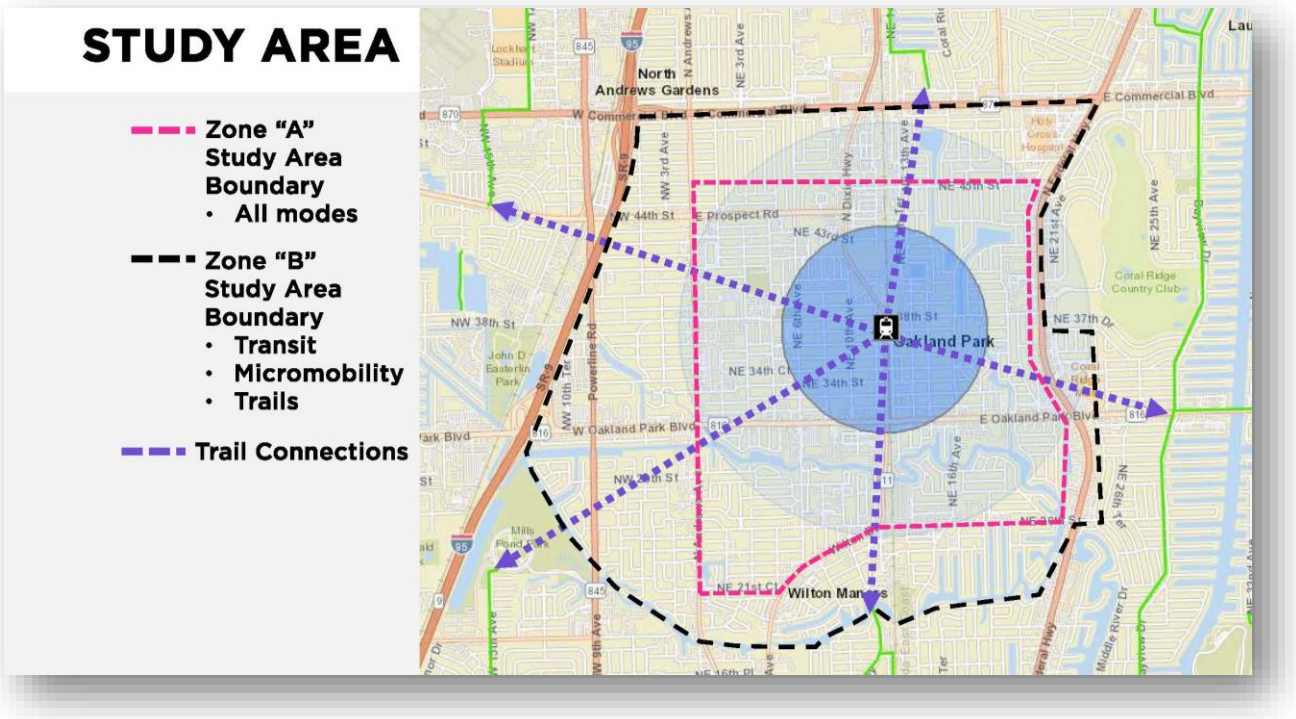
2.1 General Project Description (Draft Purpose and Need Statement)

Based on available data, the Project Team shall develop a concise definition of the study area deficiencies that will be refined throughout the course of the Plan as needed. Consideration will be given to previous studies (corridor studies, regional and strategic plans and other documents to obtain a historical context).

The Project Team will include general identification of the markets / points of interest served including any special populations such as: environmental justice populations or special generators; existing and anticipated travel conditions and congestion levels; land use development plans and economic development initiatives; and sensitive social and natural environmental resources. The outcome of this effort will be a description of the deficiencies that need to be addressed in the study area and will lay the foundation for potential solutions or improvements later in the study.

The Project Team will evaluate the Purpose and Need Statement and revise as necessary to ensure that it adequately reflects the deficiencies and needs identified in the Plan. The draft Project Purpose and Need Statement consists of:

> The purpose of the Plan is to maximize ridership through enhancing accessibility of the proposed commuter rail station located near NE 38 Street in Oakland Park, which will provide additional travel options and reduce roadway vehicle congestion. The need of this Plan is to improve safety and multimodal connectivity. The Plan aims to create inclusive transportation infrastructure for people of all ages and abilities and to complement the efforts of the Broward Commuter Rail project and the Broward County Premium Mobility Plan (PreMo).



Please note:

> *For purposes of determining whether a pedestrian or bicycle improvement has a physical or functional relationship to public transportation, regardless of whether it is funded as a capital project or public transportation enhancement,* ***all pedestrian improvements located within one-half mile and all bicycle improvements located within three miles of a public transportation stop or station shall have a de facto physical and functional relationship to public transportation.*** *Pedestrian and bicycle improvements beyond these threshold distances may be eligible for FTA funding if the improvement is within the distance that people could be expected to safely and conveniently walk or bicycle to use that particular transit stop or station. Issued this 15th day of August, 2011. (Source: https://www.transit.dot.gov/regulations-guidance/notices/2011-21273)*

2.2 Goals and Objectives

The Project Team and the Steering Group will collaboratively develop Plan goals and objectives to address identified deficiencies and support the planning process.

The Project Team will continue to consider the goals and objectives, and may make minor refinements to them through the course of the Plan based on the evaluation of existing conditions or other planning factors. Consideration will also include input from other partner outreach, with any adjustments to be reviewed and approved by the Steering Group.

2.3 Evaluation Framework and Measures

The Project Team will develop measures that can be used to assess how well each proposed solution or improvement address the needs. Example categories of measures may include:

- Effectiveness – the extent to which improvements address and solve the stated transportation deficiencies, including, but not limited to, the degree to which solutions promote walkability and bikeability.
- Impacts – the extent to which the improvements impact nearby natural resources, neighborhoods, the adjacent transportation network and facilities, land use, businesses, etc.
- Equity – the fair distribution of costs and benefits across different population groups.
- Mobility Improvement – the extent that mobility for all users is improved.
- Congestion relief – the extent that congestion is relieved.
- Environmental benefits, including reduction in vehicle miles travelled and subsequent improvement to the environment.
- Safety and security.
- Transit-supportive infrastructure and land use.

Other evaluation measures may be added by the Steering Group. This will ensure that locally-defined measures reflect values and vision of affected communities.

3 EXISTING AND FUTURE CONDITIONS ASSESSMENT

The Project Team will collect data and information to analyze existing transportation conditions, and verify transportation deficiencies as they relate to the needs and objectives of this Plan.

3.1 Data Collection and Management

The Project Team will obtain and assemble data describing existing conditions and characteristics of the study area, and conduct field observations to review existing field conditions to understand the project area, assess needs, and identify constraints.

The Project Team will create a data storage and management system to allow for efficient data use and sharing with partners. The Project Team will furnish appropriate data summaries and necessary exhibits for use in the Plan, such as a project location and other maps, and concept renderings.

3.1.1 Prior Studies and Best Practices Review

The Project Team will obtain, assemble, and review previous completed (or concurrent) planning studies, and other studies related to this Plan, and appropriately incorporate their review results in the analysis of the Plan. The results or decisions from the previous studies may be adopted or incorporated by reference, as appropriate.

This task includes, but is not limited to, the following:

Existing Local Planning Document review
The Project Team will review previously adopted transportation and land use plans which overlap or are adjacent to the project study area. These plans may include corridor studies, comprehensive plans, policy guides, urban design studies, sea level rise and resiliency information, and other documents. These may also include local and state design guides and regulations as well. The planning partners will provide all relevant planning documents in electronic format which should be reviewed as part of this effort.

National Best Practices Review
A national scan of other first and last mile plans and / or policies will also be reviewed by the MPO. These include best practices from National Association of City Transportation Officials (NACTO), American Association of State Highway and Transportation Officials (AASHTO), American Public Transportation Association (APTA), and other comparable cities or regions who have successfully implemented similar plans.

3.1.2 Data Collection: Land Use, Traffic and Multimodal

The Project Team will obtain and assemble available data and information from planning partners (except where noted) to assess conditions, utilizing GIS data to the maximum extent possible. Data will include, but not limited to, the following:

- Land use characteristics: GIS files, aerial maps, local planning documents;
- Roadway characteristics: ROW, curb lines, sidewalks, lighting (and other safety and security elements);
- Economic and demographic data: Population, jobs, local growth patterns;
- Existing traffic counts (and possible new counts if equipment is available): AADT, peak hour traffic, bicycle and pedestrian counts (if available);
- Planned future development and roadway projects in the study area;
- Information on projects included in the FDOT Work Program, TIP, MTP, and TDP that have a potential impact on transportation conditions in the study area;
- Bus stop condition reports;
- Right-of-way use agreements (e.g. FEC);
- Recently completed roadway studies for the study area including PD&E studies, access management, intersection plans, design files, and capacity improvements;
- Multimodal or small area studies including freight, intersection, transit, pedestrian, bicycle, land use and signal priority;
- Previously conducted transit vision plans, transit feasibility studies, comprehensive operations analyses, transit development plans, etc.;
- All information in the possession of the planning partners pertaining to prior and on-going studies that may affect the project such as existing construction plans, transportation reports, prior environmental studies, existing permit information, existing drainage and geotechnical reports, sea level rise and resiliency data, and any other documents related to the study area;
- All available information in the possession of the planning partners pertaining to utility companies whose facilities may be affected by the proposed plan;
- All future information that is in possession or may become available to the planning partners pertaining to development plans, so that the MPO may take advantage of additional areas that can be utilized as part of the existing right of way; and
- Traffic safety and crash data. Crashes throughout the study area, including auto, pedestrian, bicycle which involve property damage and personal injuries. (Signal Four Analytics provided by MPO)

3.2 Field Review and Additional Data Collection

The Project Team will conduct a field review and collect relevant data reflecting existing conditions relating to mobility, complete streets and safety, and determine the adequacy of data assembled to carry out the multimodal analysis of existing conditions for this Plan. If there are data gaps, the

Project Team will identify these, and work with the planning partners to collect additional data for the study area.

These data will be used by the Project Team to determine existing conditions of the study area and identify opportunities, deficiencies, and safety issues. The Project Team will map all data that are able to be mapped in a geodatabase (ArcGIS) and overlaid on top of base aerial maps for spatial analyses. Land use data will be used to determine transit, automobile and pedestrian, bicycle trip generators and how these generators impact future safety and design recommendations. Other travel data (e.g. traffic counts) will be used to evaluate characteristics, demand and available capacity. Traffic crash data will also be mapped by the Project Team to determine the location of safety issues within the study area.

3.3 Existing Conditions Analysis

The Project Team will conduct a multimodal analysis of existing transportation conditions for the study area based on all data collected in prior tasks.

The analysis will report on the quality of existing multimodal travel conditions in the study area and, drawing on the outcomes of related studies where possible. Preliminary data analysis shall address: mobility, accessibility, multimodal accommodation and safety.

3.4 Existing Conditions Analysis – Public Involvement

The Project Team, in coordination and collaboration with municipal staff, will provide opportunities for the public to provide input on how they use existing multimodal facilities within the study area and identify areas for improvement. This may be achieved by interactive pop-up tables at strategic locations within the study area and may be combined with other planned events to maximize opportunities to engage the public.

3.5 Identification of Needs, Deficiencies, & Opportunities

Using the results of the existing conditions analyses in previous tasks, findings from prior and related studies, and input from Steering Group and planning partners, the Project Team will identify mobility needs and access barriers within the study area.

An assessment of needs, deficiencies and opportunities of the study area will be conducted by the Project Team based on the data collected in previous tasks. These may include:

- Americans with Disabilities Act (ADA) – Identification of locations of non-ADA compliant curb ramps, intersections where curb ramps are missing, assessment of ADA conditions at existing transit stops.
- Sidewalks – Identification of sidewalk gaps, sidewalks that may be too narrow, and other opportunities for pedestrian access and safety improvements for paths to the proposed station platform.
- Bicycle facilities – Identification of bicycle safety issues and opportunities, including assessment of bicycle lanes, shared-use paths, preferred bike routes (low-speed roadways), trail connectivity (“trails along rails” / “rail-with-trail”), bicycle racks & amenities, and high bicycle crash locations.
- Transit access – Assessment of high utilization transit stop locations, transit stop amenities, wayfinding, and other opportunities to improve transit access.
- Safety – Identification of known safety issues and crash hot spots. In coordination and partnerships with local law enforcement, identify enhancements to respective strategic transportation safety plans.
- Transit Oriented Development (TOD) Readiness Tool – Utilization of the FDOT TOD Readiness Tool to identify opportunities and constraints for TOD based on policy, market,

physical, and social factors and proposed strategies to increase the proposed station area's readiness.

An analysis of these deficiencies will assist in developing potential solutions and improvements recommended in Task 4.

4 RECOMMENDATIONS

The Project Team will assemble all results of the study area recommendations and will assist the Steering Group to make a recommendation for a collection of proposed improvements that best addresses the plan's goals and objectives. Since the plan aims to be realistic with a clear path for implementation, recommendations may be technically feasible but unrealistic given preferences or financial constraints. Therefore, the Project Team will work with the Steering Group to judicially select preferred recommendations. The Project Team will address input received and will identify trade-offs considered in arriving at the preferred solutions.

The Project Team will develop recommendations in written policy, strategy, and design statements as well as maps and concept-level renderings (including plan view and cross sections) of some proposed improvements. Potential solutions and improvements are outlined in the following tasks for the preferred multimodal network to / from the proposed station location.

4.1 Potential Solutions and Improvements – ADA

The Project Team will develop potential ADA solutions and improvements for the study area (to and from the proposed station location) based on evaluation and planning partner input. These potential solutions may include:

- Curb ramp upgrades
- Sidewalk access / clearance improvements
- Other ADA design issues to / from the proposed station

4.2 Potential Solutions and Improvements – Transit

The Project Team will develop potential Transit solutions and improvements for the study area based on evaluation and planning partner input. These potential solutions may include:

- Transit stop location recommendations
- Transit stop amenity recommendations
- Signage additions
- Other transit access recommendations to connect riders to / from the proposed station

4.3 Potential Solutions and Improvements – Bicycle & Pedestrian

The Project Team will develop potential Bicycle and Pedestrian solutions and improvements for the study area based on evaluation and planning partner input. These potential solutions may include:

- Completion of missing sidewalk gaps
- Crosswalk recommendations
- Bicycle facility / shared-use paths recommendations
- Traffic signal recommendations which improve bicycle and pedestrian safety to / from the proposed station

4.4 Potential Solutions and Improvements – Safety

The Project Team will develop potential Safety solutions and improvements to address high crash and injury locations within the study area based on evaluation and planning partner input. These potential solutions may include:

- Roadway geometry changes (planning / conceptual level)
- Signal timing changes
- The addition of traffic control devices
- Education and enforcement strategies
- Other traffic safety recommendations to / from the proposed station

4.5 Potential Solutions and Improvements – Other

The Project Team may develop other solutions and improvements to create a robust and integrated mobility ecosystem such as signage / wayfinding, pavement markings, landscaping, lighting, streetscape amenities, electric vehicle (EV) and electric neighborhood vehicle (NEV) infrastructure, micro-transit & mobility, curbside management, Mobility as a Service (MaaS) and other emerging transportation technologies within the study area based on evaluation and planning partner input.

4.6 Potential Solutions and Improvements – Planning Level Cost Estimates

The Project Team will develop planning-level cost estimates for all potential solutions and improvements using best available data sources such as historical costs from similar projects, FDOT estimates, FTA estimates, and other sources.

4.7 Screening of Potential Solutions and Improvements

By considering Plan goals and objectives, the Project Team in consultation with the Steering Group will develop a matrix-based methodology to conduct a quantitative and qualitative screening analysis of the potential solutions and improvements, addressing impacts, performance and planning-level cost estimates. The analysis will identify and document alternatives to be eliminated from inclusion in the final Plan, to be agreed to by the Steering Group.

4.8 Potential Funding Sources

Possible funding sources will be explored for recommended improvements.

5 PLAN

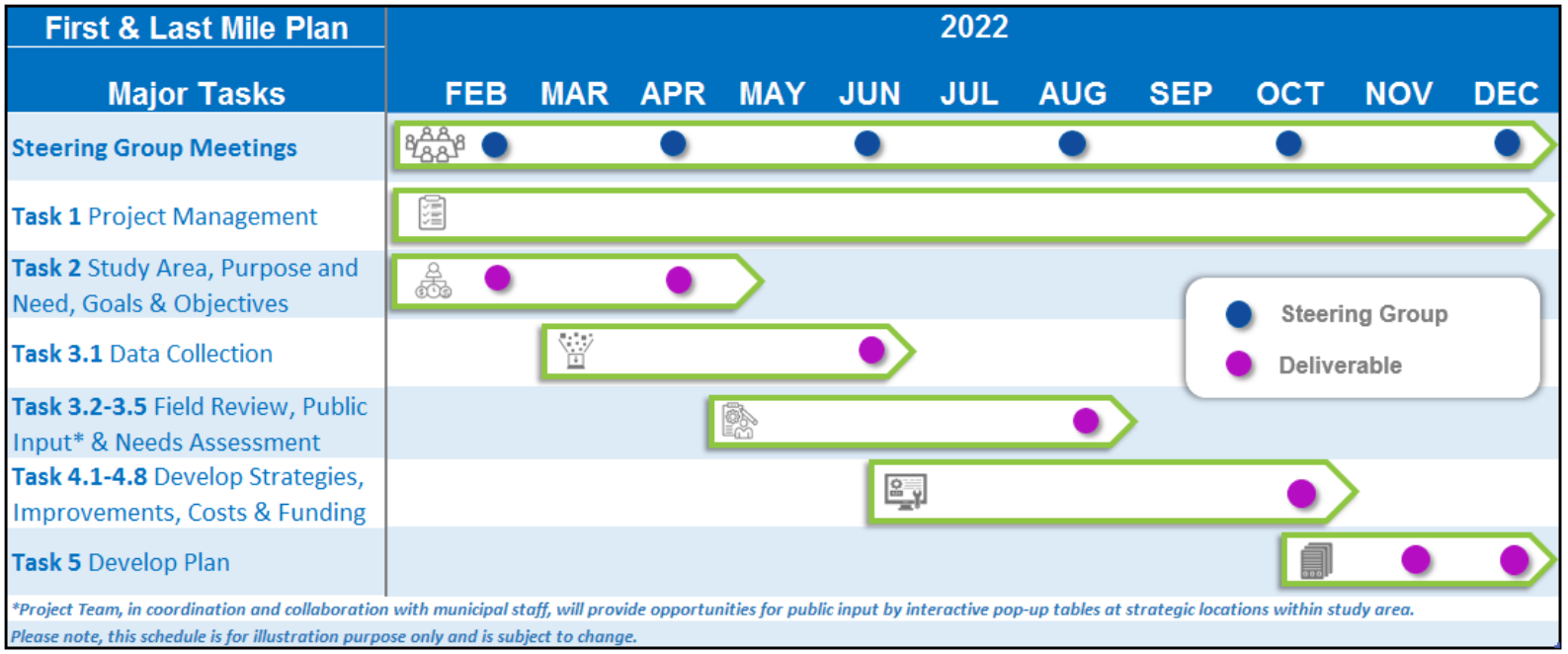
5.1 Draft Plan

The Project Team will develop a draft Plan which includes all the elements and processes noted in previous tasks. The draft Plan will be distributed to the Steering Group for review and comment. The Project Team will allocate time in the schedule for internal and external review by the Steering Group, as necessary.

5.2 Final Plan

Following the Steering Group's review of the draft plan, the Project Team will prepare the final Plan addressing all comments and revisions received from Task 5.1. The Plan will identify recommended projects and potential challenges and risk in implementing the projects. The Steering Group in its sole discretion can determine what projects should be included in the final Plan. The final Plan document will be delivered in digital format to the Steering Group. The Plan will consolidate and summarize the study process including goals, objectives, purpose, evaluation methods and results, maps, concept renderings and recommendations. In addition, the final Plan will outline and address "next steps" towards the implementation of the recommendations.

6 Schedule


First & Last Mile Plan
2022
Major Tasks
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
Steering Group Meetings
Task 1 Project Management
Task 2 Study Area, Purpose and Need, Goals & Objectives
Task 3.1 Data Collection
Task 3.2-3.5 Field Review, Public Input* & Needs Assessment
Task 4.1-4.8 Develop Strategies, Improvements, Costs & Funding
Task 5 Develop Plan
Steering Group
Deliverable
*Project Team, in coordination and collaboration with municipal staff, will provide opportunities for public input by interactive pop-up tables at strategic locations within study area.
Please note, this schedule is for illustration purpose only and is subject to change.