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12-17-14
CM-8
14-1431

Project/Contract Number: 616-10631 CMO Log #: _____
 Document Title: Task Order #19 – Kittelson & Associates, Inc. Attached: 1 original
 Department: TAM- Transportation
 Project Name: Twin Lakes Neighborhood Mobility Masterplan

Purpose:
 This scope takes the data collection effort and analyzes the data, provides for short-term, mid-term, and long-term recommendations through an interactive process with the neighborhood. The final deliverable will be a user-friendly master plan to use to implement future improvements.

FUNDING INFORMATION

CIP Funded Project: Yes No
 Amount Required by Task Order: \$37,085.00
 Index/Sub Object Code: TAM040102-3199

APPROVAL ROUTING –Transportation

| | Approved | Disapproved | Comments |
|---|-------------------------------------|--------------------------|----------|
| Elizabeth Van Zandt, Mobility Manager | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Debora Griner, Transportation Manager | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Diana Alarcon, Transportation and Mobility Director | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

APPROVAL ROUTING – CITY FINANCE DEPARTMENT

| | Approved | Disapproved | Comments |
|--|-------------------------------------|--------------------------|----------|
| Kirk W. Buffington, C.P.M., Finance Director | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

APPROVAL ROUTING – CITY ATTORNEY’S OFFICE

| | Approved | Disapproved | Comments |
|---------------|-------------------------------------|--------------------------|----------|
| City Attorney | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

APPROVAL ROUTING – CITY MANAGER’S OFFICE

| | Approved | Disapproved | Comments |
|---------------------------------------|--------------------------|--------------------------|----------|
| Lee R. Feldman, ICMA-CM, City Manager | <input type="checkbox"/> | <input type="checkbox"/> | |

CITY CLERK’S OFFICE Upon approval by the City Manager, please route this form along with Task Order to TAM- Transportation, **Susan Capdeville** (Ext. 4699).

TASK ORDER #: 19

| | | | |
|--|--|---|--|
| CONTRACTOR: Kittelson & Associates, Inc. 110 E. Broward Boulevard, Suite 2410 Fort Lauderdale, FL 33301 Phone: (954) 828-1730 Fax: (954) 828-1787 Email: jjosselyn@kittelson.com | | CONTRACT NUMBER: 616-10631 CONTRACT DESC: Annual Continuing Services Contract (expires 7/5/15) CC AWARD: 7/1/14, CAM # 14-0736 12/17/14 CAM14-1431 TOTAL AUTHORIZED AMOUNT: \$1,411,090.00 | |
| TO: City of Fort Lauderdale 100 North Andrews Avenue Fort Lauderdale, FL 33301 | | CITY CONTACT: Elizabeth Van Zandt PHONE: (954) 828-3796 FAX: | |
| PROJECT NAME: <u>Twin Lakes Neighborhood Mobility Masterplan</u> PROJECT LOCATION: Twin Lakes neighborhood Association boundary | | FUNDING SOURCE: TAM040102/3199 TASK ORDER DATE: 5/13/2015 | |

SUMMARY OF WORK :

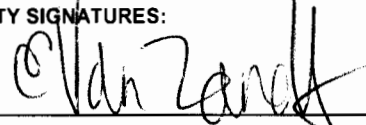

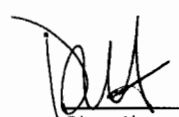
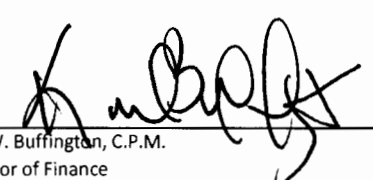
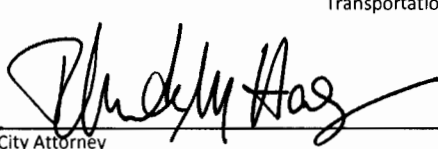
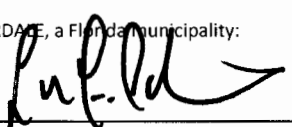
This scope takes the data collection effort and analyzes the data, provides for short-term, mid-term, and long-term recommendations through an interactive process with the neighborhood. The final deliverable will be a user-friendly masterplan to use to implement future improvements.

BILLING RATES INCLUDED IN CONTRACT

| ITEM # | ITEM DESCRIPTION | Qty | UNIT | UNIT PRICE | TOTAL PRICE |
|--------|---|-----|-------------------|------------|-------------|
| N/A | Assoc. Engineer | 64 | Hours | \$160.00 | \$10,240.00 |
| N/A | Sr. Principal | 10 | Hours | \$205.00 | \$2,050.00 |
| N/A | Transp. Analyst | 184 | Hours | \$95.00 | \$17,480.00 |
| N/A | Quality Counts Sub Consultant - Intersection TMCs | 26 | turning movement | \$225.00 | \$5,850.00 |
| N/A | Quality Counts Sub Consultant -Volume/Speed Counts | 8 | 2-lane tube count | \$135.00 | \$1,080.00 |
| N/A | Quality Counts Sub Consultant - Volume/Speed Counts | 1 | 4-lane tube count | \$185.00 | \$185.00 |
| N/A | Quality Counts Sub Consultant - Project Setup | 1 | per project | 200 | \$200.00 |

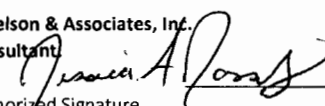
Total Project Price : \$37,085.00

CITY SIGNATURES:

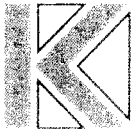
| | | | |
|--|---------------|---|---------------|
|  Elizabeth Van Zandt Mobility Manager | Date: 5/15/15 |  Debora Griner Transportation Manager | Date: 5/15/15 |
|  Diana Alarcon Transportation and Mobility Director | Date: 5/15/15 |  Kirk W. Buffington, C.P.M. Director of Finance | Date: 5/29/15 |
|  City Attorney | Date: 5.29.15 |  Lee R. FELDMAN, City Manager | Date: 5/30/15 |

CITY OF FORT LAUDERDALE, a Florida municipality:

Kittelson & Associates, Inc.

Consultant
 By:  Date: 5/15/15
 Authorized Signature

Jessica Josselyn, Associate Planner
 Print Name and Title



KITTELSON & ASSOCIATES, INC.

TRANSPORTATION ENGINEERING / PLANNING

110 E Broward Boulevard, Suite 2410, Fort Lauderdale, FL 33301 954.828.1730 954.828.1787

May 11, 2015

Project #: 616-10631

CITY P.O No. _____ CITY EXPENSE CODE _____

TITLE: **TWIN LAKES NEIGHBORHOOD MOBILITY MASTERPLAN**

Exhibit A – Consulting Services Authorization

1.0 PROJECT DESCRIPTION

The City of Fort Lauderdale, Florida (City) is seeking a proposal for professional traffic and transportation engineering services, hereinafter referred to as the CONSULTANT, to develop a comprehensive traffic and mobility transportation plan (Neighborhood Mobility Master plan, herein referred to as 'Mobility Masterplan') for Twin Lakes Neighborhood in the City of Fort Lauderdale. The scope of services should generally address transportation, mobility, and access issues and potential solutions in the Twin Lakes neighborhood, including but not limited to: analyzing existing and future traffic conditions; analyzing current access mitigation measures; developing transportation demand management strategies; inventorying and addressing transportation issues such as cut-through traffic, speeding, inadequate sidewalks, bicycle facility gaps, and safer and more connected routes; developing a tiered implementation approach that includes short, mid, and long-term strategies and solutions to address community concerns and existing issues.

The community of Twin Lakes (Figure1) is located in Fort Lauderdale, Florida, generally bounded by: Powerline Road and NW 10th Ave to the east, W Prospect Road to the south, mid-block on NW 15th Ave, NW 11th street and midblock on NW 46th Street to the west, and mid-block on NW 49th street to the north, herein referred to as 'Study Area'. The neighborhood is primarily made up of single-family homes, some apartment buildings on W Prospect Road and a church. The residents have complained about cut through traffic along W Prospect Road, NW 10th Ave and NW 15th Ave; speeding along NW 46th St, Twin Lakes Boulevard/ NW 47th St, and the need for signage and street lights.

Figure 1 – Twin Lakes Map



● Turning Movement + Ped/Bike Count

■ Speed/Volume Tube Count

2.0 SCOPE OF SERVICES

The CONSULTANT shall the Neighborhood Mobility Master plan based on the following tasks:

1.0 COORDINATION AND PUBLIC INVOLVEMENT

1.1 Coordination Meetings

The CONSULTANT shall meet with the City of Fort Lauderdale residents, and stakeholders throughout the life of the project to kick-off, develop, coordinate, discuss, and report on project progress, analysis results, and recommendations. At least three (3) monthly progress meetings with the City staff are assumed. For each meeting, the CONSULTANT shall prepare a summary of key decisions and follow-up action items.

DELIVERABLE: Meeting minutes and summaries.

1.2 Neighborhood Meetings

1. The CONSULTANT shall prepare a public participation plan to include two (2) community meetings to encourage public involvement throughout the course of the Mobility Master plan. Public participation efforts shall be held at convenient times and locations at each milestone. Ideas, comments and concurrence from the Twin Lakes residents shall be utilized as input into the Mobility Master plan's analysis and recommendations. For the public participation plan, the CONSULTANT shall quantify the methods and frequency of public involvement efforts; including but not limited to: project initiation, data analysis results, alternative concepts, and recommendations

The CONSULTANT shall conduct a minimum of two (2) monthly meetings at the following major project milestones-

- 1) Public meeting #1 Discuss data analysis findings and mobility issues in the study area and establish a vision and set performance measures/goals for the Mobility Master plan; Brainstorm ideas and discuss potential solutions to address mobility and accessibility issues in the study area.
- 2) Public Meeting #2 Presentation to inform and discuss proposed short, mid and long term recommendations.

DELIVERABLE: A plan outlining outreach activities during the life of the study and a final report documenting all public participation efforts.

2.0 DATA COLLECTION

The CONSULTANT shall conduct data collection and inventory as part of the Mobility Master plan.

2.1 Research

The CONSULTANT shall review past and present transportation and land use studies and traffic count studies impacting the Mobility Master plan Study area. Research shall also include a list of ongoing and completed site development and public and private infrastructure projects and adjacent to the Mobility Master plan area in order to consider the connections and impacts of the surrounding areas. The CONSULTANT shall consult city-adopted documents for consistency.

2.2 Traffic counts

The CONSULTANT shall conduct the following vehicular, bicycle and pedestrian counts:

1) Vehicle Counts:

- a. Two-day 24-hour bi-directional 2-lane weekday speed and volumes counts at the following intersection:
 - i) NW 15th Avenue between NW 46th Street and NW 47th St
 - ii) NW 15th Avenue between W Prospect Road and NW 44th Court
 - iii) Twin Lakes Boulevard between NW 11th Terrace and NW 47th Street
 - iv) Twin Lakes Boulevard between NW 11th Terrace and NW 45th Street
 - v) NW 10th Avenue between NW 46th Street and NW 47th Street
 - vi) NW 10th Avenue between NW 48th Street and NW 49th Street
 - vii) NW 46th Street between NW 15th Avenue and Twin lakes Boulevard
 - viii) NW 11th Terrace between NW 45th Court and NW 45th Street
- b. Two-day 24-hour bi-directional 4-lane weekday speed and volumes counts at the following intersection:
 - i) W Prospect Road between NW 15th Avenue and NW 12th Terrace

2) Turning movements, bike and pedestrian counts:

- a. One-weekday 6-hour peak period (6:00 - 9:00 a.m. and 3:00 - 6:00 p.m.)
 - i) NW 15th Avenue at W Prospect Road
 - ii) NW 15th Avenue at NW 44th Court
 - iii) NW 15th Avenue at NW 45th Street
 - iv) NW 15th Avenue at NW 46th Street
 - v) NW 12th Terrace at W Prospect Road
 - vi) NW 12th Terrace at Twin Lakes Boulevard
 - vii) NW 11th Terrace at W Prospect Road
 - viii) NW 11th Terrace at NW 45th Court
 - ix) NW 11th Terrace at Twin Lakes Boulevard
 - x) NW 10th Ave at NW 45th Street
 - xi) NW 10th Ave at NW 47th Street
 - xii) NW 10th Ave at NW 49th Street
 - xiii) NW 47th Street at NW 11th Avenue/Twin Lakes Boulevard

- 3) Corridor Analysis: using the 24-hour bi-directional counts, the CONSULTANT shall conduct corridor analysis to determine capacity performance in the overall network.

2.3 Signalization

The CONSULTANT shall observe the signalization performance and impact to traffic during two weekdays during peak periods (6.00 - 9.00 a.m. and 3.00 - 6:00 p.m.) at the intersections below. Notes should be regarding blocking of traffic ("blocking the box") and cut-through traffic into the neighborhood because of lack of permissible U-turns, or signal timing being too short, and any sight distance challenges.

- 1) Powerline Road and West Prospect Road
- 2) Powerline Road and West Commercial Boulevard
- 3) West Commercial Boulevard and NW 15th Avenue

2.4 Transit Usage

The CONSULTANT shall obtain ridership data from Broward County transit on bus routes serving the area and counts of pick-ups or drop-offs at the stops serving Twin Lakes and within half mile of the Study area. The CONSULTANT shall also ascertain existing pedestrian traffic patterns to the bus stops serving the Study area.

2.5 Existing Infrastructure Inventory

The CONSULTANT shall conduct an inventory of the following transportation facilities:

- 1) Traffic control devices, including traffic signals, stop signs, yield signs, pedestrian/bike signals, etc.
- 2) Sidewalks
- 3) Crosswalks
- 4) On-street parking
- 5) Back-out parking on collector streets
- 6) Bicycle lanes
- 7) Speed humps, traffic circles, and other traffic calming features
- 8) Arterial medians and other breaks in the street grid
- 9) Access management along arterials
- 10) Road closures
- 11) Transit stops and transit stop furnishings
- 12) Tree cover
- 13) Informational signage
- 14) Street lighting

Existing infrastructure facilities in the community of Twin Lakes and surrounding areas should be documented in an excel format and mapped in GIS.

2.6 Crash Data

The CONSULTANT shall collect and analyze crash and traffic violation data within the Twin Lakes neighborhood and along boundary roadways to facilitate identifying more targeted infrastructure improvements. At a minimum, the CONSULTANT shall collect data for the last three years at major intersections and corridors, and categorize crashes by crash type and mode to highlight hot spots and prioritize improvements.

2.7 Development and Planned Improvements

The CONSULTANT shall collect information on completed and ongoing planned development projects, infrastructure improvement projects, and neighborhood projects within and adjacent to the Study Area to incorporate into programmed transportation improvements.

DELIVERABLE: The CONSULTANT shall provide raw data files to the City (i.e., GIS layers/shape files, excel spreadsheets, etc.). The technical memorandum shall summarize data collection efforts; identify transportation need/problems in the community.

3.0 DATA ANALYSIS

3.1 Multimodal Level of Service

Using the collected data, the CONSULTANT shall conduct a Multimodal Level-of-Service (MMLOS) analysis for the transportation network in the study area. The MMLOS analysis shall be based on existing conditions.

3.2 Additional Quantitative Analysis

As needed, the CONSULTANT may supplement the multimodal LOS with an additional quantitative approach.

3.3 Improvement Prioritization and Evaluation Criteria

The CONSULTANT shall also develop a list of qualitative factors for improvement prioritization; including but not limited to: quality of life elements, capital and operating cost, community input, and sustainability. The result of this task should be a list of evaluation criteria, both qualitative and quantitative, that will be used to prioritize potential improvements.

3.4 Improvement Evaluation Methodology

Utilizing literature review, community input, and data collected, the CONSULTANT shall develop a methodology for evaluating potential improvements. The evaluation methodology should address the relative importance and weighting of qualitative and quantitative factors developed in task 3.3.

DELIVERABLE: A technical memorandum of data analysis results.

4.0 RECOMMENDATIONS

4.1 List of Recommended Improvements

Using the data collections and analysis efforts conducted in tasks 2 and 3, the CONSULTANT shall develop prioritized, time-constrained, list of implementable recommendations (including development of planning-level capital, operating, and non-capital cost estimates). The recommendations should be categorized by short-term, mid-term, and long-term measures.

4.2 Map of Recommended improvements

The CONSULTANT shall utilize database management and mapping techniques in portraying analysis results.

4.3 Feasibility Considerations

The CONSULTANT shall evaluate the recommended improvements for consistency with 1) data collection efforts and identification of needs; 2) funding mechanisms; and 3) the community's vision as identified through the public involvement process.

DELIVERABLE: A report that outlines and describes proposed recommendations.

5.0 FINAL REPORT/MASTER PLAN

The CONSULTANT shall prepare a final report/master plan that is easily viewable by all readers and provides a clear plan of action for the vision of the neighborhood with a strong emphasis on implementation.

DELIVERABLE: An organized, concise final report in a user-friendly format. The CONSULTANT shall transmit with the report all deliverables, data results, analysis, visual such as renderings, concepts, and maps, and any additional backup information developed as part of the Mobility Masterplan effort.

3. BUDGET

KAI will provide the basic services listed in this scope of work for an initial hourly budget in the amount not to exceed \$37,085 in accordance with our Continuing Contract for Professional Traffic and Transportation Engineering Consultant Services approved on July 9, 2014. This total includes \$7,315 for a data collection sub consultant, Quality Counts, based on rates per the Continuing Contract. The budget summary is provided below.

| Task | Staff: | Assoc. Engineer | Sr. Principal | Transp. Analyst | Task Cost | |
|--|--------|-----------------|---------------|-----------------|--------------------|-------------|
| | Rate: | \$160.00 | \$205.00 | \$95.00 | | |
| Task 1.0: Coordination Meetings | | | | | | |
| Task 1.1: 3 Coordination Meetings | | 12 | | 12 | \$3,060.00 | |
| Task 1.2: 2 Neighborhood Meetings | | 16 | 2 | 28 | \$5,630.00 | |
| | | | | | \$8,690.00 | 23% |
| Task 2.0: Research | | | | | | |
| Task 2.1: Research | | 2 | | 6 | \$890.00 | |
| Task 2.2: Traffic Counts | | 1 | | 4 | \$7,855.00 | |
| Task 2.3: Signalization | | 1 | | 4 | \$540.00 | |
| Task 2.4: Transit Usage | | 1 | | 4 | \$540.00 | |
| Task 2.5: Existing Infrastructure Inventory | | 1 | | 4 | \$540.00 | |
| Task 2.6: Crash Data | | 1 | | 4 | \$540.00 | |
| Task 2.7: Development and Planned Improvements | | 1 | | 4 | \$540.00 | |
| Deliverable: Tech memo documenting data collection efforts | | 4 | 1 | 12 | \$1,985.00 | |
| | | | | | \$18,430.00 | 50% |
| Task 3.0: Analysis | | | | | | |
| Task 3.1: Multimodal LOS Analysis | | 1 | | 4 | \$540.00 | |
| Task 3.2: Additional Quantitative Analysis | | 1 | | 2 | \$350.00 | |
| Task 3.3: Improvement Prioritization Methodology (Qualitative) | | 1 | 0.5 | 2 | \$452.50 | |
| Task 3.4: Prioritization Criteria | | 1 | 0.5 | 4 | \$642.50 | |
| Deliverable: Tech memo of data analysis results | | 4 | 1 | 8 | \$1,605.00 | |
| | | | | | \$3,590.00 | 10% |
| Task 4.0: Recommendations | | | | | | |
| Task 4.1: List of Recommendations | | 4 | 1 | 16 | \$2,365.00 | |
| Task 4.2: Map of Recommended Improvements | | 4 | 1 | 16 | \$2,365.00 | |
| Task 4.3: Feasibility Considerations | | 1 | | 2 | \$350.00 | |
| Deliverable: Report outlining potential recommendations | | 3 | 1 | 24 | \$2,965.00 | |
| | | | | | \$8,045.00 | 22% |
| Task 5.0: Final Report | | | | | | |
| Task 5.1: Final Report | | 4 | 2 | 24 | \$3,330.00 | |
| | | | | | \$3,330.00 | 9% |
| | | | | | \$0.00 | 0% |
| Total | | 64 | 10 | 184 | \$37,085.00 | 100% |

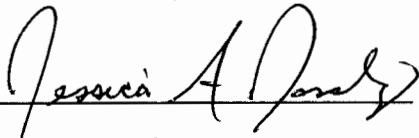
*Task 2.2 Includes \$7,315.00 for traffic count data collection.

4. COMPLETION DATE

We anticipate that the services listed above exclusive of the meetings will be completed within 20 weeks of obtaining authorization and written notice to proceed, per the schedule below. The KAI contact for the Task Order is Jessica Josselyn.

| Task | Description | Duration |
|--------------|-------------------------------------|--|
| 1 | Coordination and Public Involvement | Throughout project (Draft PIP within one week of NTP) |
| 2 | Needs Assessment | 6 weeks |
| 3 | Data Analysis | 4 weeks |
| 4 | Recommendations | 6 weeks |
| 5 | Final Report/ Masterplan | 4 weeks |
| Total | | 20 weeks |

Kittelson & Associates, Inc.

Signed: 

Name: Jessica Josselyn

Title: Associate Planner

Date: 05/11/2015