

RESOLUTION NO. 17-029

A RESOLUTION OF THE CITY COMMISSION
OF THE CITY OF KEY WEST, FLORIDA,
APPROVING THE ATTACHED CONTRACT -
"AGREEMENT TO FURNISH A BICYCLE AND
PEDESTRIAN MASTER PLAN TO THE CITY
OF KEY WEST" ("AGREEMENT") WITH
TOOLE DESIGN GROUP, LLC;
AUTHORIZING THE CITY MANAGER TO
EXECUTE NECESSARY DOCUMENTS UPON
CONSENT OF THE CITY ATTORNEY;
PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in Resolution No. 16-310, the City Commission selected Toole Design Group, LLC as the top-ranked firm in response to RFP #16-006, Bicycle Master Transportation Plan Services, and directed City staff to enter into contract negotiations for approval by the City Commission; and

WHEREAS, negotiations are complete, and the City Manager recommends approval of the attached Agreement;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the attached "Contract - Agreement to Furnish a Bicycle and Pedestrian Master Plan to the City of Key West" between the City and Toole Design Group, LLC is hereby approved consistent with the terms and conditions contained in the solicitation and response received in RFP#16-006.

Section 2: That the City Manager is authorized to execute the necessary documents on behalf of the City with the advice and consent of the City Attorney.

Section 3: Funds for this project are allocated in FY 16-17 account No. 001-1501-515-3100, with grant funding anticipated through FDOT reimbursement budgeted in Account 001-0003-031-9000, as accepted in Resolution No. 16-101.

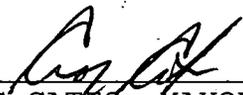
Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 18 day of January, 2017.

Authenticated by the Presiding Officer and Clerk of the
Commission on 18 day of January, 2017.

Filed with the Clerk on January 18, 2017.

Mayor Craig Cates	<u>Yes</u>
Vice Mayor Clayton Lopez	<u>Absent</u>
Commissioner Sam Kaufman	<u>Yes</u>
Commissioner Richard Payne	<u>Yes</u>
Commissioner Margaret Romero	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>



CRAIG CATES, MAYOR

ATTEST:



CHERYL SMITH, CITY CLERK



EXECUTIVE SUMMARY

To: Jim Scholl, City Manager

Through: Thaddeus Cohen, Planning Director

From: Chris Hamilton, Bicycle/Pedestrian/Transport Coordinator

Meeting Date: December 19, 2016

RE: **Approve the attached agreement for Bicycle and Pedestrian Master Transportation Plan services and authorizing the City Manager to execute the agreement**

ACTION STATEMENT:

This resolution will approve the agreement with Toole Design Group, LLC for Bicycle and Pedestrian Master Transportation Plan services.

BACKGROUND:

The City Commission at their meeting on October 18, 2016 approved the ranking of Toole Design Group as the top ranked firm (Resolution 16-310) for RFP #16-006 Bicycle Master Transportation Plan services. Pursuant to that resolution, City staff was authorized to enter into negotiations with Toole Design Group and request City Commission approval of a contract at a subsequent meeting.

The negotiated Agreement has an initial term of two years with an option to extend at the end of the term for one (1) year under the same terms and conditions for a total of three years upon mutual agreement of the parties. As the funding for the project is from the Florida Department of Transportation (FDOT), the contract award is contingent upon FDOT approval.

FINANCIAL IMPACT:

The FY16/17 operating budget appropriated \$250,000 for the Bicycle and Pedestrian Master Transportation Plan. City staff has negotiated a fixed amount of \$248,150 for the initial project, paid in monthly progress installments. The budget is located in the Planning Department's Budget, Account 0011501 5153100. Grant revenue in the amount of \$250,000 is budgeted in Account 001000 3319000. The funding is provided from FDOT on a reimbursement basis. The \$250,000 is 100% reimbursable so no match is required from the City of Key West.

RECOMMENDATION:

Staff recommends that the City Commission approve the agreement with Toole Design Group for Bicycle and Pedestrian Master Transportation Plan services.

Agreement to Furnish a Bicycle and Pedestrian Master Transportation Plan to the City of Key West

This AGREEMENT made and entered into by and between the City of Key West, a municipal corporation of the State of Florida, whose address is P.O. Box 1409, Key West, Florida 33041, hereafter referred to as the "CITY" and Toole Design Group, LLC, whose address is 8484 Georgia Ave, Suite 800, Silver Spring, MD 20910 hereafter referred to as the "CONSULTANT". This agreement shall be effective on the date of execution of the last party to sign the AGREEMENT for the term specified in Paragraph 6.1.

Article 1. Scope of Services

The CITY engages CONSULTANT to perform those Services enumerated below and as described in CITY'S Request for Proposals #16-006, which is attached hereto, incorporated by reference, and more particularly described as Exhibit "A", and CONSULTANTS' Proposal dated August 31, 2016, which is attached hereto, incorporated by reference, and more particularly described as Exhibit "B." The CONSULTANT's primary responsibilities include, but are not limited to the following:

TASK 1. PROJECT ADMINISTRATION – REFINING THE SCOPE, AND ONGOING PROJECT MANAGEMENT

1.1 - Finalize Scope and Timeline

The CONSULTANT will review the timeline and associated tasks with the City Project Manager (CPM)/City's Bicycle/Pedestrian Coordinator to make any minor adjustments and non-substantive revisions. We believe that 12 months is a reasonable timeframe for completing the plan; should an anticipated opportunity or challenge arise that would significantly affect this timeframe, we will come to agreement with the CPM about the best way to proceed.

1.2 - Ongoing Project Management

The CONSULTANT shall provide 10 to 12 project planning meetings either by conference call or face-to-face. When possible, face-to-face project coordination meetings will be conducted in conjunction with CONSULTANT visits for field work, steering committee meetings, and public meetings. Local CONSULTANT members will be available to the CPM as needed. Written reports outlining the progress of the project will be submitted monthly in conjunction with routine invoices.

CONSULTANT shall assist CPM to establish a Project Advisory Committee (PAC) to help guide important tasks and decisions in the plan development process. This type of oversight helps ensure the plan developed will meet the community's needs, especially if team members represent a cross-section of interests, such as residents, the business community and tourists. The CONSULTANT will meet with the PAC for up to four meetings throughout the duration of the project.

Task 1 Deliverables:

- Updated Scope of Services and Timeline
- Regular communication with the CPM regarding the project
- Monthly progress reports and invoices
- Meeting agenda materials and notes
- Database of stakeholders and participants
- Advisory Committee meetings (up to 4)

TASK 2 – PUBLIC ENGAGEMENT AND NEEDS ASSESSMENT PLAN AND IMPLEMENTATION

The CONSULTANT will use a robust, innovative and accessible public engagement plan with the goal of building consensus around two broad areas: what the plan should achieve (its vision and goals) and how to achieve the vision and goals (built around the 5 E's approach). To this end, the CONSULTANT will develop a Public Participation Plan (PPP) that outlines target audiences, identifies specific engagement tactics and tools that will be used, and presents a schedule for outreach activities.

The PPP will be developed within the first 30 days after receiving the notice to proceed. The tactics CONSULTANT shall expect to use for public engagement are multi-purpose, i.e., expect to use each tactic throughout the plan development process for different reasons.

Tactics include:

- Plan Branding –coordinate branding (logo and tagline) with efforts underway related to the Car Free Key West program marketed by South Florida Commuter Services The branding will be used on the website and in all public engagement materials.
- Vision Zero principles
- Complete Streets approach
- Website and social media
- Multi-lingual team members
- Key figures/spokespeople—both locally and nationally-known
- Database of stakeholders and participants
- Prize incentives
- Existing Key West events,
- Tactical urbanism and Open Streets events: use this strategy for proof of concept and to raise awareness

- Community walking and bicycling events
- Free-form public input, such as boards for capturing ideas.
- Video recording

The CONSULTANT will use the following four-step approach to our public participation plan. This approach is both linear and iterative:

1. Create the buzz: Using a series of visible events, advertising, social media and community meetings, we will let people know about the plan and ways to be involved. Activities will include:
 - Tabling at school and community events.
 - Social media, such as Twitter, Facebook and Flickr. CONSULTANT will work with the CPM to develop a set of social media posts that can help promote and create the buzz about the plan.
 - One-on-one contact during everyday events, such as talking to people at bus stops, while bicycling, at City Hall and libraries, the grocery store, etc.
 - Outreach at community meetings and to religious institution meetings; safety meetings at the workplace (e.g., construction).
 - Outreach to business community: CONSULTANT is expected to work closely with the business community to expand awareness and excitement about the plan— and to provide a mechanism for this community to invest in it by funding a speakers' bureau.
2. Inspire the vision: Once people are aware of the plan, create opportunities to contribute, regardless of their age, ability, income or where they sit relative to the digital divide, especially to envision the future of bicycling and walking in Key West and Stock Island.
 - Community walkabouts
 - WikiMap (interactive online map)
 - Flyers, mailers, post cards at coffee shops, grocery stores, hotels, etc.
 - Posters to write on
 - Discussions at PTA/PTOs; with employees, etc.
 - Coordinate with marketing firm on public engagement strategies

Early in the project, CONSULTANT will collaborate with the CPM to develop a Vision Statement and Goals for the plan. The plan goals will become the guiding principles used for the duration of the project and will be represented in the Final Plan. CONSULTANT will rely on the city and its on-going work with South Florida Commuter Services for project branding and communication to ensure the word is getting out about related meetings and events.

3. Focus on task: Work through what is needed to reach the vision, starting with goals and strategies, then moving on to specific programs, design guidelines and measures. This includes public events such as open streets events and pop-ups,

topical discussions such as bikeshare and bike parking, and pedestrian hot spot locations identified through public input.

4. Capture the plan: Write the plan as the first step in its implementation. CONSULTANT shall use a transparent process for developing the plan to ensure it has the greatest public support. The Advisory Committee would review the draft plan and perhaps hold listening sessions with those they represent to help refine the draft plan.

Video Documentation: As time, budget and opportunity allow CONSULTANT proposes using a "Street Films" video technique to document and inspire the public process. To ensure any street films produced from this project are of high quality, CONSULTANT will examine ways to accomplish this through a partnership with the business community and Key West's award-winning high school videography program. CONSULTANT will work with the CPM to determine the best course of action.

Task 2 Deliverables:

- Public Engagement Plan and Timeline

TASK 3 – INVENTORY: EXISTING CONDITIONS REPORT

This task provides a baseline of existing conditions of the bicycle and pedestrian networks, and their relationship with other elements of the overall transportation network. The CONSULTANT will provide a written summary of existing conditions, supplemented with video documentation and public input.

3.1 - Plans Review

The CONSULTANT will conduct a brief review of relevant plans to better understand the current and future context for the bicycle and pedestrian transportation networks. These plans include the City's Comprehensive Plan (2013) and the Monroe County Comprehensive Plan (2010), Strategic Plan (2011), Climate Action Plan (2009), Open Space and Recreation Master Plan and the Transit Development Plan (2014) as well as earlier plans like the 1996 Key West Bicycle and Pedestrian Strategic Plan and the 2010 Bicycle Master Plan (un-adopted).

3.2 - Best Practices and Peer Review

The CONSULTANT will work to identify and synthesize a range of existing methods, tools, and techniques related to the development and implementation of a bicycle and pedestrian network including a brief review of Bicycle and Pedestrian Level of Service (BLOS) as outlined in the City's Comprehensive Plan. The CONSULTANT will also identify best practices in facility design and operation starting with the recently published FHWA guide – Achieving Multimodal Networks. CONSULTANT will work with the CPM to identify peer communities for this research.

3.3 - Technology, Trends and Policies

Because the transportation network affects all sectors in Key West—land development, employment and journey to work patterns, and urban design—the CONSULTANT will spend time conducting a review of the plans, policies (including “Stop-as-Yield” laws), socioeconomic trends and technology on efforts to get more people bicycling and walking. The review will include policies and plans from Key West as well as other communities.

3.4 - Field Assessment

Cataloguing existing conditions through field work and video recording is a critical path task for the plan. The CONSULTANT shall use efficient methods for conducting field assessments that capture information suitable for GIS. CONSULTANT will use a four-step process for the assessment aimed at identifying the most common needs and an effective network of bicycle and pedestrian facilities.

1. **Initial Review.** Based on past work and local knowledge of Key West and Stock Island, CONSULTANT will complete a higher-level review of up to 75% of streets. CONSULTANT shall focus on key corridors and transition points on Stock Island that will support existing residents and businesses. This will be a desktop review using google maps. Based on this review, CONSULTANT will identify a preliminary bicycle network and key pedestrian pathways and connections for a more detailed assessment.
2. **Identify Study Network.** CONSULTANT will complete a more thorough assessment of a smaller set of streets, based on the initial review, an analysis of bicycle and pedestrian crash data for the last five years, bus stop ridership and key destinations. To aid in this analysis CONSULTANT will produce a heat map that highlights areas of high activity and areas of need. CONSULTANT shall recognize the diversity of transportation and land use on Key West and Stock Island, including its primary retail tourist corridor, beach corridors, year-round residential neighborhoods and transition points. CONSULTANT will review the resulting study network with the Key West CPM before completing Step 3.
3. **Assess Study Network.** Using teams of two, CONSULTANT will complete a field review of the study network. Data collected will include photos and videos, geo-coded so they can easily be jointed with the GIS inventories created through this task. The majority of the assessment will occur during daylight hours; however, some of the assessment will occur during low light and evening hours (the location and times to be determined later).
4. **Map and Review Assessment.** Findings from the field assessment will be mapped. CONSULTANT will work with the CPM to create a map that is easily

understood (for the public review) and serves as the first step in identifying project recommendations.

The nature of field work typically involves a relatively short period of time to take photos, observe behaviors and capture existing conditions. As a compliment to Task 3 activities, CONSULTANT proposes to use video as a method of documenting conditions, travel behavior and public engagement. CONSULTANT will document existing conditions through GPS-enabled hand-held video cameras and cameras mounted on bicycles or helmets. As time, budget and opportunities allow CONSULTANT will work with the City to use stationery web or video cameras to capture travel patterns over longer periods of times at specific locations.

3.5 - Level of Service Assessment

CONSULTANT understands that the Key West Comprehensive Plan (2013) sets a target of at least LOS B for bicycle and pedestrian facilities. With this target in mind, CONSULTANT will determine the LOS of existing major bicycle and pedestrian corridors based on the field assessment and relevant improvement projects that are active. Those improvement projects that are budgeted or planned for the next 10 years will be noted for their effect on bicycle and pedestrian level of service. In addition, CONSULTANT will identify streets whose LOS can increase by at least one level with a small investment.

Note: Maps and data will be available using open source tools and open data, including Open Street Map and transit, bikeshare and bike GTFS formats. The public will be encouraged to use the data gathered by this project.

Task 3 Deliverables:

- Map based summary of Existing Conditions Assessment and associated map detail
- GIS files
- Photo and video documentation (as agreed with CPM)

TASK 4 – COMPLETE STREETS DESIGN GUIDE (ACTIVE TRANSPORTATION RESOURCE)

This task provides the City of Key West with resources to plan and design public streets going forward. CONSULTANT will build upon the city's recent Complete Streets work by developing draft guidelines that incorporate what has been learned from developing guidelines for similarly sized communities.

The resource will include a set of street types that reflect existing roadway classifications with adjacent land use and accompanying cross-sections. Furthermore, a glossary of facility types and treatments will be assembled from current and best practices documented in resources such as the National Association of City Transportation Officials (NACTO) Urban Street Design Guide, the Urban Bikeway

Design Guide and Transit Street Design Guide, along with the Achieving Multimodal Networks guidebook referenced in Task 3. The glossary will include facilities and treatment for various on-street bicycle facilities, pedestrian crossing facilities, multimodal intersections, off-road paths for bicycling and walking. CONSULTANT will coordinate its work with FDOT as it completes its Complete Streets Manual.

Task 4 Deliverables:

- Draft Complete Streets Design Guide (Active Transportation Resource)

TASK 5- DEVELOPMENT OF BICYCLE AND PEDESTRIAN NETWORK PLAN(S)

The CONSULTANT, in consultation with the CPM, will determine how to structure plans for the bicycle and pedestrian network recommendations. Preliminarily, the CONSULTANT recommends including both plans in a single document. The document will include a focus element on key intersections and bridges.

In order to provide plan maps with sufficient scale, maps for Key West and Stock Island will be separate with joint lines that allow the maps to be printed and assembled as a single document. The maps will be high quality, showing the existing (developed in Task 3.4.4 and 3.5) and proposed facilities within the network.

The network plans will reflect active transportation goals of a high LOS (B or above or corresponding Level of Traffic Stress evaluation) and provide multi-directional travel for bicyclists and pedestrians within Key West and Stock Island, and between the two. Facility recommendations will be tailored to the transportation and land use context—striving to make walking and bicycling a viable travel option for all, including more vulnerable and risk-adverse populations.

CONSULTANT will focus the network plan for Stock Island on key corridors where bicycling and pedestrian conditions may be lower than an LOS B. Using the Complete Streets design guide as a resource for the street type and associated cross-section, the CONSULTANT will recommend facility types along the study network that factor elements, such as public right-of-way, street width, traffic volumes, needs at intersections, transit connections, streetscaping and signage.

Recommendations in the plans will be phased based on their priority that reflects benefit, ease of implementation and cost. Where appropriate, implementation challenges and opportunities will be identified, for example, understanding how the “Triangle” high hazard zone (where U.S. 1, North Roosevelt Boulevard, South Roosevelt Boulevard) can be a safe transition point between the City and Stock Island.

Task 5 Deliverables:

- Draft Bicycle and Pedestrian Network Plan

TASK 6 – DEVELOPMENT OF ENGINEERING PLAN

CONSULTANT will prepare an engineering plan for the bicycle and pedestrian network plan(s) as a first step towards implementation. The Engineering Plan will include an infrastructure work plan and preliminary design of selected network recommendations with a section on bicycle parking and end of trip facilities. CONSULTANT will also provide wayfinding and signage design guidelines resource.

6.1. Infrastructure Work Plan

The plan will consolidate phasing developed in Task 5 into a single plan consisting of one, five and 10-year increments (i.e., short, medium and long term). Projects recommended for implementation during the first 12 months will be detailed more fully, especially when they are low-cost items that can be leveraged through other planned work, such as resurfacing. Items included in the next five years will also have a high benefit-to-cost ratio, especially if they address safety, mobility and network connectivity needs. Projects included in the 10-year increment will be those that require more time and money, and are more complex, such as a network recommendation included as part of a major roadway design project.

6.2 Preliminary design concepts

CONSULTANT will also work with the CPM to identify up to three locations to develop preliminary design concept documents. These initial designs would include before and after typical sections and plan views to show recommended changes, such as bulb out, etc. Where appropriate, the designs will include references to elements aimed at reducing conflicts between modes. The preliminary design documents will include notes on relevant issues required by the prospective funding source, along with planning level cost estimates based on local unit costs. The preliminary design concepts would be suitable for Key West to provide to FDOT for federal transportation funding programs.

6.3 Bicycle Parking and End of Trip Facilities

Using information gained from the public, the field assessment and past experience, CONSULTANT will include in the engineering plan a map of recommended bicycle parking locations keyed to a glossary of facility type and coded for phasing. The recommended locations will be based on the Bicycle Network Plan included in Task 5. CONSULTANT will also develop a Bicycle Parking resource so that it can be used as a marketing piece. The resource will be organized in three parts:

1. **Bicycle Parking Glossary:** The glossary will include a description of each facility, its benefits and limitations, and performance standards.
2. **Making the Public Realm Work:** This section will provide examples of programs aimed at refurbishing and re-purposing abandoned bicycles to increase bicycle transportation.
3. **Working with the Private Sector.** The private sector is an important partner in many ways. This section will include examples of local and other private sector organizations that provide on-site bicycle parking, end of trip facilities

for employees, facilitate bikeshare, and manage temporary parking for events.

6.4. Wayfinding and Signage Design Resource

CONSULTANT will develop a resource for Wayfinding and Signage Design Guidelines that includes sign placement, markings and maps to provide network coherence and safety. To efficiently accomplish this task the TDG Team will adapt and apply guidelines it has prepared for other similar communities to Key West.

Task 6 Deliverables:

- Draft Engineering Plan
 - Infrastructure work plan
 - Preliminary design concepts (up to three locations)
 - Bicycle parking and end of trip facilities resource
 - Wayfinding and signage design resource

TASK 7 – PROGRAMMATIC RECOMMENDATIONS

Through this task, CONSULTANT will work with the CPM to develop recommendations on the four programmatic E's (i.e., Education, Encouragement, Enforcement and Evaluation). The recommendations will be framed around the plan vision, which will reflect Vision Zero principles.

More specifically, CONSULTANT will review and evaluate existing programs targeting the four E's and will draw from information received during the public engagement and current best practices to develop programmatic recommendations. CONSULTANT will also develop an evaluation plan built around targets for the Bicycle and Pedestrian Master Transportation Plan. The program will include outcome measures, such as mode shift and crash reduction targets, as well as workload and other supporting measures, such as bicycle and pedestrian counts, transit ridership counts, average daily traffic and speed on key roads and implementation targets for the plan itself such as miles of bicycle facilities constructed and number of employers participating in the active commute program. This plan will also include opportunities for public involvement in data collection such as using new applications for counting facility use recently launched through the Trail Modeling and Assessment Platform (T-MAP).

Task 7 Deliverables:

- Draft Education, Encouragement and Enforcement recommendations
- Draft Evaluation Plan

TASK 8 – MULTIMODAL CONNECTIVITY PLAN

CONSULTANT will develop a structure for a community-wide discussion of how multimodal connectivity can be achieved in Key West and Stock Island. The conversation is envisioned to run the course of the Master Plan development,

consolidating comments into a recommended course of action for inclusion in the final Master Plan.

The discussion will be focused on answering the following questions:

- What would make it attractive for people to vacation here without the need for a car?
- How can shared transportation economies (bikeshare, Uber, car- and van-pools) serve the transportation needs of residents and employees?

Topics to be included in this discussion may include parking policies (cars, bikes, and scooters), bike share implementation, transit routing, automated bike and scooter rental, e-bikes and scooter bikes.

Task 8 Deliverables:

- Draft recommendations for encouraging multi-modalism

TASK 9 – FUNDING, MAINTENANCE AND IMPLEMENTATION PLAN

CONSULTANT will build upon the Task 6 deliverables to develop an implementation plan. The plan will include the following:

1. **Planning-Level Cost Estimates:** CONSULTANT will develop planning level cost estimates for Year 1 and 5 projects, which are most likely to be funded in a timeframe for which costs are relevant. It is anticipated that unit costs that reflect local design and construction costs will be provided by Key West or FDOT. These cost estimates, along with opportunities for quick implementation and leveraging other projects identified in the Infrastructure Plan, will be captured for Task 9.
2. **Maintenance Proposal:** CONSULTANT will summarize life-cycle costing for bicycle and pedestrian facilities to recommend a maintenance schedule, along with recommendations for maintenance equipment. CONSULTANT expects to learn about maintenance needs through the public engagement process and will incorporate this input into the recommendations.
3. **Implementation Plan:** The implementation plan will formalize the phased recommendations and planning level cost estimates developed in Task 9 into a matrix for review by the CPM. CONSULTANT will ask the CPM to review this matrix with appropriate City and County staff to determine the lead agency and partner for advancing each project and programmatic recommendation. CONSULTANT will recommend that the GIS files generated through the field assessment can be used as the system for tracking progress. CONSULTANT will work with the CPM to identify a tracking system and staffing responsibilities to gauge progress in achieving the goals of the plan.

Task 9 Deliverables:

- Draft Funding, Maintenance and Implementation Plan

TASK 10 – FINAL BICYCLE AND PEDESTRIAN MASTER TRANSPORTATION PLAN

CONSULTANT will deliver the plan to City staff for review within 11 months of notice to proceed and will present it in its final form for approval by the City Council within 12 months. Below is a summary of final plan elements from the RFP that will be included in the plan, unless changes are agreed upon during Task 1.

1. Introduction
2. State of the Bicycling and Pedestrian Environment in Key West and Stock Island
3. Policy Framework
4. Complete Streets Design Guide
5. Bicycle and Pedestrian Network (s)
6. Engineering (Infrastructure) Plan
7. Education, Encouragement, Enforcement and Evaluation Plan
8. Multimodal Connectivity Plan
9. Funding, Maintenance and Implementation Plan
10. Appendix

After a Draft Plan is released for comment by the City (Task 4), CONSULTANT will prepare for and conduct up to two presentations of the Plan to the appropriate advisory body or other identified decision makers and respond to their comments. The comments from the Advisory Board and City Staff on the Draft Plan will be incorporated into a Second Draft, which TDG may present at a City Commission Public Hearing, if requested. Comments from the Public and the City Commission and Public Hearing will be incorporated in the Final Plan and submitted to the City Commission for adoption. Handouts, electronic presentations and display boards will be provided to the Project Manager 7 days preceding scheduled steering committee and City Commission meetings at which the plan will be presented.

CONSULTANT will provide a final plan in the following format: The Key West Bicycle and Pedestrian Transportation Master Plan will be a bound, letter (8.5x11 in.) sized, and vertically oriented document with reduced and tabloid (11x17in.) fold-out maps contained within the document and an Acrobat file with an executable table of contents suitable for digital distribution. All original electronic files used to generate the Acrobat file will be provided to the City in editable condition with full access rights. Ten Bicycle and Pedestrian Master Plan documents will be printed, bound and mailed to the Project Manager upon adoption and approval of the Final Plan by the City.

Task 10 Deliverables:

- Final report and maps in PDF and original source files (per referenced file types above).
- Attend up to two (2) meetings to present the draft and/or final plan

Article 2. Compensation

As consideration for providing the services enumerated in Article 1, the CITY shall pay the CONSULTANT fees as defined as follows:

- 2.1 Payment in the total, not-to-exceed, fixed amount of \$248,150 for the initial project, paid in monthly progress installments which includes compensation for all tasks identified in the CONSULTANT' proposal (Exhibit "B"), including but not limited to CONSULTANT' travel costs (meals and lodging), transportation, fringe benefits, clerical support, salaries, general overhead costs, direct expenses, profit and all other out-of-pocket expenses.
- 2.2 The CITY agrees to remit payment to the CONSULTANT by the 10th day of the following month after receipt of invoice. The fee is inclusive of travel to and from the City of Key West and grant application production cost.
- 2.3 All fees shall be addressed to: City of Key West, Planning Department, P.O. Box 1409, Key West, Florida 33041

Article 3. Invoicing and Payment

Monthly invoices will be issued by CONSULTANT for all work performed during the preceding month under this AGREEMENT, as prescribed in Article 2. Invoices are to be submitted and paid in accordance with the Florida Prompt Payment Act.

Article 4. Obligations of the CONSULTANTS

- 4.1. General
The CONSULTANT will serve as CITY'S professional representative under this AGREEMENT, providing bicycle and pedestrian transportation planning services and furnish customary services incidental thereto.
- 4.2. Standard of Care
The standard of care applicable to CONSULTANT' services will be the degree of skill and diligence normally employed by bicycle and pedestrian transportation planning and other related CONSULTANT performing the same or similar services at the time said services are performed. The CONSULTANT will perform any services not meeting this standard without additional compensation.
- 4.3. CONSULTANT' Insurance
 - A. The CONSULTANT will maintain throughout this AGREEMENT the insurance requirements found in CITY'S Request for Proposals #16-006 (Exhibit "A") of this AGREEMENT.
 - B. In addition, it is understood if at any time any of the policies required by the City shall become unsatisfactory to the City as to form or substance, or if a

company issuing any such policy shall become unsatisfactory to the City, the CONSULTANT shall obtain a new policy, submit the same to the City for approval and submit a certificate of insurance as which may be required by the contract. It is understood that upon failure of the CONSULTANT to furnish, deliver, and maintain such insurance as above provided, the contract at the election of the City may be declared suspended, discontinued or terminated. Further, failure of the CONSULTANT to take out and/or maintain any required insurance shall not relieve the CONSULTANT from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the CONSULTANTS concerning indemnification.

4.4 Subconsultants

The CONSULTANT may not assign or subcontract its obligations under this AGREEMENT without the written consent of the CITY.

4.5 Licenses

The CONSULTANT will be required to obtain a local required license prior to performing any work for the CITY. This license will be a Business Tax Receipt.

Article 5. Obligations of the City

5.1. Authorization to Proceed

Authorization to proceed will be considered to be given upon execution of this Agreement by CITY.

5.2 City-Furnished Data

The CITY will provide to the CONSULTANT in a timely and accurate manner all data, in the CITY'S possession, necessary for the CONSULTANT to execute those scope of services stated under Article 1.

5.3. Prompt Notice

The CITY will give prompt written notice to CONSULTANT whenever CITY observes or becomes aware of any development that affects the scope or timing of CONSULTANT' services, or any defect in the work of the CONSULTANT.

Article 6. General Legal Provisions

6.1 Agreement Period

The duration of the agreement shall be two (2) years commencing from the date this Agreement was entered into, with an option by the City to extend the agreement on an optional basis for one (1) year under the same terms and conditions for a total of three years upon mutual agreement of the parties.

6.2. Reuse of Project Document; Public Records

- A. Reports, documents and other deliverables of the CONSULTANT, whether in hard copy or in electronic form, are instruments of service for the project of the CITY. All documents provided to the City are the property of the City of Key West. Reuse, change, or alteration on another project, by the CITY or by others acting on behalf of the CITY of any such instruments of service without the written permission of the CONSULTANT will be at the CITY's sole risk. Nothing herein shall constitute a waiver of City's sovereign immunity rights, including, but not limited to, those expressed in Section 768.28, Florida Statutes.
- B. CONSULTANT has reviewed Florida Statute section 119.07 and is otherwise knowledgeable of Florida's broad public records laws. CONSULTANT understands and agrees that all records made in connection with the services provided under or related to this agreement are public records as defined by Florida Statute section 119.011(11). Such records must be maintained and made available by the CONSULTANT in accordance with the public records law provisions.

6.3 Ownership of Work Product and Inventions

All of the work product of CONSULTANT in executing a grant opportunity under this AGREEMENT shall become the property of the CITY. The City may use the deliverables solely for the purpose for which they were intended.

CONSULTANT's proprietary and/or preexisting intellectual property previously belonging or licensed to CONSULTANT ("Data") and used to perform the Services shall remain the sole property of CONSULTANT. To the extent the Services contain this Data, CONSULTANT hereby grants to CITY a non-transferable, non-assignable, royalty-free license to use the Data for the sole purpose of completing and maintaining this project.

6.4 Force Majeure

- A. The CONSULTANT is not responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the CONSULTANT.
- B. In the event of a delay that results in additional costs to the CONSULTANT, an appropriate increase in compensation and schedule will be authorized in writing.

6.5 Termination

- A. This agreement may be terminated at any time, with or without cause, by the CITY upon thirty (30) days written notice to CONSULTANT. No further work will be performed by CONSULTANT upon receipt of this notice unless specifically authorized by the City Manager of the City of Key West.
- B. On termination, the CONSULTANT will be paid for all authorized services performed up to the termination date plus, if terminated for the convenience of the CITY, reasonable expenses incurred during the close-out of the AGREEMENT. The CITY will not pay for anticipatory profits.

6.6 Third Party Beneficiaries

- A. This Agreement gives no rights or benefits to anyone other than the CITY and CONSULTANT and has no third party beneficiaries. CONSULTANT' services are defined solely by this proposed scope of services, and not by any other contract or agreement that may be associated with the AGREEMENT.
- B. All work products will be prepared for the exclusive use of CITY for specific application as described in the proposed scope of services. No warranty, expressed or implied, is made. There are no beneficiaries of the work products other than CITY, and no other person or entity is entitled to rely upon the work products without the written consent of CONSULTANT. Any unauthorized assignment of related work product shall be void and unenforceable.

6.7 Insurance and Indemnification

A. Insurance

CONSULTANT is to secure, pay for, and file with the City of Key West, prior to commencing any work under the Contract, all certificates for workers' compensation, public liability, and property damage liability insurance, and such other insurance coverages as may be required by specifications and addenda thereto, in at least the following minimum amounts with specification amounts to prevail if greater than minimum amounts indicated. Notwithstanding any other provision of the Contract, the CONSULTANT shall provide the minimum limits of liability insurance coverage as follows:

Auto Liability	\$1,000,000	Combined Single Limit
General Liability	\$2,000,000	Aggregate (Per Project)
	\$2,000,000	Products Aggregate
	\$1,000,000	Any One Occurrence
	\$1,000,000	Personal Injury
	\$ 300,000	Fire Damage/Legal
Professional Liability	\$1,000,000	Per Claim / Aggregate
Additional Umbrella Liability	\$_,000,000	Occurrence / Aggregate

CONSULTANT shall furnish an original Certificate of Insurance indicating, and such policy providing coverage to, City of Key West named as an additional insured on all policies—excepting Professional Liability—on a PRIMARY and NON CONTRIBUTORY basis utilizing an ISO standard endorsement at least as broad as CG 2010 (11/85) or its equivalent, (combination of CG 20 10 07 04 and

CG 20 37 07 04, providing coverage for completed operations, is acceptable) including a waiver of subrogation clause in favor of City of Key West on all policies. CONSULTANT will maintain the Professional Liability, General Liability, and Umbrella Liability insurance coverages summarized above with coverage continuing in full force including the additional insured endorsement until at least 3 years beyond completion and delivery of the work contracted herein.

Notwithstanding any other provision of the Contract, the CONSULTANT shall maintain complete workers' compensation coverage for each and every employee, principal, officer, representative, or agent of the CONSULTANT who is performing any labor, services, or material under the Contract. Further, CONSULTANT shall additionally maintain the following minimum limits of coverage:

Bodily Injury Each Accident	\$1,000,000
Bodily Injury by Disease Each Employee	\$1,000,000
Bodily Injury by Disease Policy Limit	\$1,000,000

If the work is being done on or near a navigable waterway, CONSULTANT's workers compensation policy shall be endorsed to provide USL&H Act (WC 00 01 06 A) and Jones Act (WC 00 02 01 A) coverage if specified by the City of Key West. CONSULTANT shall provide the City of Key West with a Certificate of Insurance verifying compliance with the workman's compensation coverage as set forth herein and shall provide as often as required by the City of Key West such certification which shall also show the insurance company, policy number, effective and expiration date, and the limits of workman's compensation coverage under each policy.

CONSULTANT's insurance policies shall be endorsed to give 30 days written notice to the City of Key West in the event of cancellation or material change, using form CG 02 24, or its equivalent.

Certificates of Insurance submitted to the City of Key West will not be accepted without copies of the endorsements being requested. This includes additional insured endorsements, cancellation/material change notice endorsements, and waivers of subrogation. Copies of USL&H Act and Jones Act endorsements will also be required if necessary. PLEASE ADVISE YOUR INSURANCE AGENT ACCORDINGLY.

CONSULTANT will comply with any and all safety regulations required by any agency or regulatory body including but not limited to OSHA. CONSULTANT will

notify City of Key West immediately by telephone at (305) xxx-xxxx any accident or injury to anyone that occurs on the jobsite and is related to any of the work being performed by the CONSULTANT.

B. Indemnification

To the fullest extent permitted by law, the CONSULTANT expressly agrees to indemnify and hold harmless the City of Key West, their officers, directors, agents, and employees (herein called the "indemnitees") from liabilities, damages, losses and reasonable costs, including, but not limited to, reasonable attorney's fees and court costs, such legal expenses to include costs incurred in establishing the indemnification and other rights agreed to in this Paragraph, to persons or property, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the CONSULTANT, its Subcontractors or persons employed or utilized by them in the performance of the Contract. Claims by indemnitees for indemnification shall be limited to the amount of CONSULTANT's insurance or \$1 million per occurrence, whichever is greater. The parties acknowledge that the amount of the indemnity required hereunder bears a reasonable commercial relationship to the Contract and it is part of the project specifications or the bid documents, if any.

The indemnification obligations under the Contract shall not be restricted in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the CONSULTANT under workers' compensation acts, disability benefits acts, or other employee benefits acts, and shall extend to and include any actions brought by or in the name of any employee of the CONSULTANT or of any third party to whom CONSULTANT may subcontract a part or all of the Work. This indemnification shall continue beyond the date of completion of the work.

To the fullest extent permitted by law, the CONSULTANT expressly agrees to indemnify and hold harmless the City of Key West, their officers, directors, agents and employees (herein called the "indemnitees") from any and all liability for damages, including, if allowed by law, reasonable attorney's fees and court costs, such legal expenses to include costs incurred in establishing the indemnification and other rights agreed to in this Paragraph, to persons or property, caused in whole or in part by any act, omission, or default by CONSULTANT or its subcontractors, material men, or agents of any tier or their employees, arising out of this agreement or its performance, but specifically excluding any claims of, or damages against an indemnitee resulting from such indemnitee's gross negligence, or the willful, wanton or intentional misconduct of such indemnitee or for statutory violation or punitive damages except and to the extent the statutory violation or punitive damages are caused by or result from the acts or omissions of the CONSULTANT or its subcontractors, material men or agents of any tier or their respective employees. If claims, losses, damages, and judgments are found to be caused by the joint or concurrent negligence of the City of Key West and CONSULTANT, they shall be borne by each party in proportion to its negligence.

Indemnification by CONSULTANT for Professional Acts. CONSULTANT hereby agrees to indemnify the City of Key West and each of its parent and subsidiary companies and the directors, officers and employees of each of them (collectively, the "indemnitees"), and hold each of the indemnitees harmless, against all losses, liabilities, penalties (civil or criminal), fines and reasonable expenses (including reasonable attorneys' fees and expenses) (collectively, "Claims") to the extent resulting from the performance of CONSULTANT's negligent acts, errors or omissions, or intentional acts in the performance of CONSULTANT's services, or any of their respective affiliates, under this Agreement. If claims, losses, damages, and judgments are found to be caused by the joint or concurrent negligence of the City of Key West and CONSULTANT, they shall be borne by each party in proportion to its negligence.

Except to the extent specified above, the indemnification obligations under this Agreement shall not be restricted in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the CONSULTANT under Workers' Compensation acts, disability benefits acts, or other employee benefits acts, and shall extend to and include any actions brought by or in the name of any employee of the CONSULTANT or of any third party to whom CONSULTANT may subcontract a part or all of the Work. This indemnification shall continue beyond the date of completion of work.

6.8 Limitation of Liability

- A. CONSULTANT' services shall be governed by the negligence standard for professional services, measured as of the time those services are performed.
- B. This Provision takes precedence over any conflicting Provision of this Agreement or any document incorporated into it or referenced by it.
- C. This limitation of liability will apply whether CONSULTANT' liability arises under breach of contract or warranty; tort; including negligence; strict liability; statutory liability; or any other cause of action, and shall include CONSULTANT' officers, affiliated corporations, employees, and subcontractors.

6.9 Assignment

CONSULTANT shall not assign all or any part of this Agreement without the prior consent of the CITY by Resolution of the Key West City Commission.

6.10 Jurisdiction and Venue

The law of the state of Florida and Monroe County will govern the validity of this AGREEMENT, its interpretation and performance, and any other claims related to it. Venue for any such action shall be in the state court located in Key West, Monroe County, Florida.

6.11 Severability and Survival

- A. If any of the provisions contained in this AGREEMENT are held for any reason to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability will affect any other provision, and this AGREEMENT will be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

- B. ARTICLES 4, 5, and 6 will survive termination of this AGREEMENT for any cause.

6.12 Dispute Resolution

- A. The parties will use their best efforts to resolve amicably any dispute, including the use of alternative dispute resolution options.
- B. Unless otherwise agreed in writing, the CONSULTANT shall continue the Work and maintain the approved schedules during any dispute resolution or legal proceedings. If the CONSULTANT continues to perform, CITY shall continue to make payments in accordance with this Agreement.

Article 7. Schedules, and Signatures

This AGREEMENT, including its Exhibits, constitutes the entire AGREEMENT, supersedes all prior written or oral understandings, and may only be changed by a written amendment executed by both parties.

IN WITNESS WHEREOF, the parties execute below:

Attest: Cheryl Smith THE CITY OF KEY WEST

By: JK Scholl
Jim Scholl, City Manager

Date: 18 JAN 2017

Attest: Lu Chang, Contracts Admin.

For the CONSULTANT

By: Jennifer Toole
Jennifer Toole, President

Date: 1/18/17

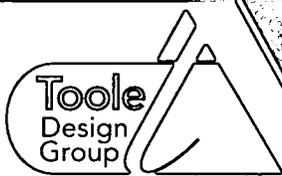
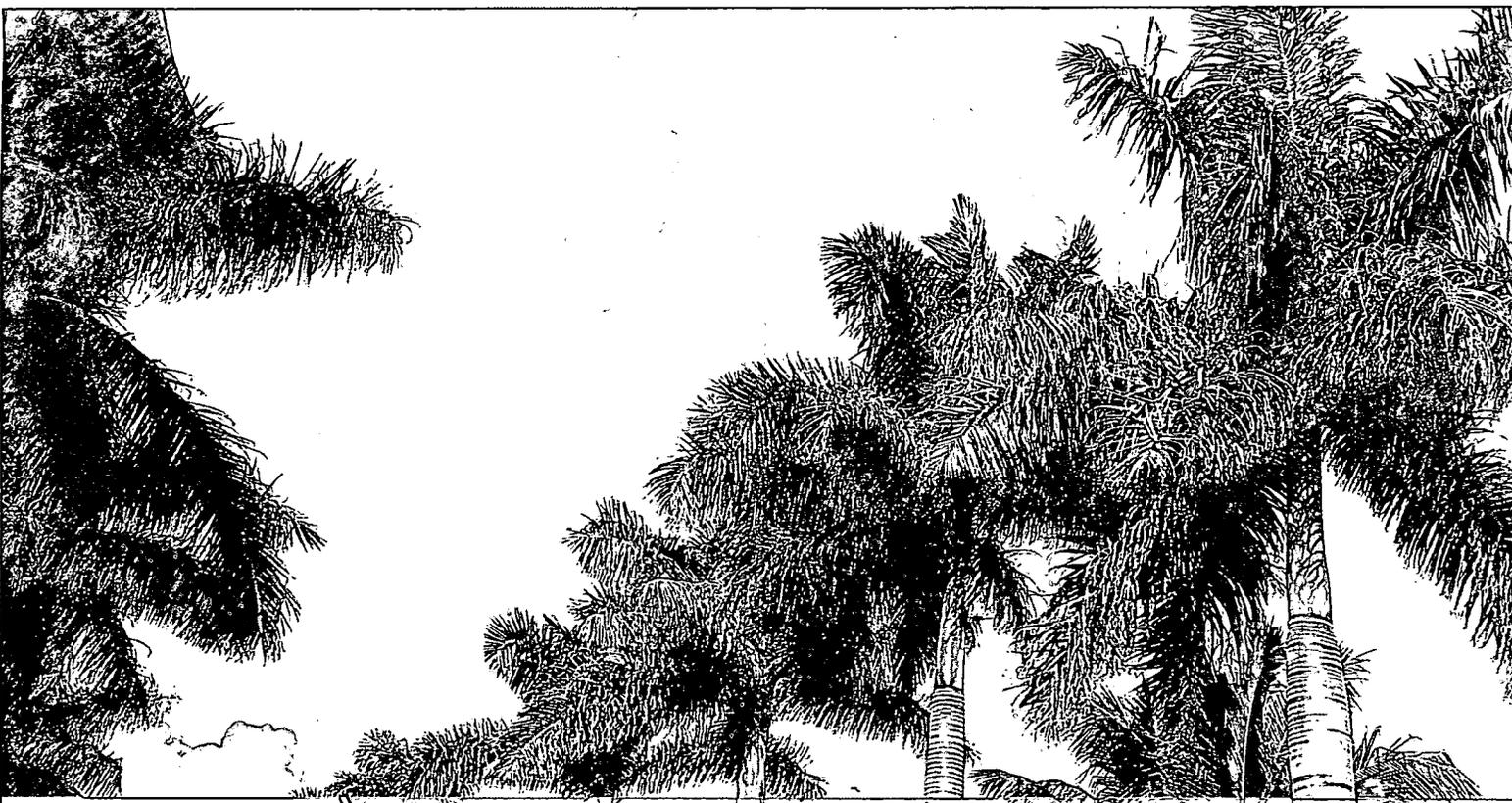
See Attached:

Exhibit A - RFP #16-006

Exhibit B - Consultant's Proposal

Exhibit C - Local Agency Program Federal-Aid Terms for Professional Services Contracts (Form 375-040-84)

Exhibit D - Final Contracted Budget by Task for RFP 16-006



Proposal to the
City of Key West
August 31, 2016

CITY OF KEY WEST

Bicycle and Pedestrian Master Transportation Plan

RFP No. 16-006



Credit: Flickr, Faunggs

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August 31, 2016

Mr. Chris Hamilton, Transportation/Bicycle/Pedestrian Coordinator
City of Key West
Planning Department
3126 Flagler Avenue
Key West, FL 33040

**Re: Key West Bicycle and Pedestrian Master Transportation Plan
Request for Proposals # 16-006**

Dear Mr. Hamilton and Members of the Selection Committee:

Toole Design Group, LLC (TDG) is pleased to submit this proposal to develop the Bicycle and Pedestrian Master Transportation Plan for the City of Key West (City) and Stock Island. We have reviewed your Request for Proposals (RFP) and have developed an approach that will chart a clear course toward increased biking and walking and improved access for residents, visitors, and workers on Key West and Stock Island. We understand that the plan will be developed by balancing input received through a robust public engagement process, with data-driven decision making that considers all modes of transportation and all users (current and potential) of the active transportation system. We are excited to apply innovative implementation strategies to prove concepts on the ground and help projects happen fast. While we understand that Key West and Stock Island are truly unlike the mainland, we see many geographic and cultural similarities with mid-sized cities that are working towards making it easy and safe for more people to bike and walk more often. We have assembled a team that blends unparalleled national expertise, cutting-edge placemaking and local knowledge in order to achieve this project's goals.

TDG is an award-winning national firm that specializes in planning, design, programs and research related to active transportation. We have developed pedestrian and bicycle master plans for hundreds of communities across the U.S., in contexts ranging from urban to suburban and rural; those with tropical climates where tourism is a mainstay of the local economy; and communities with a culture that sets them apart from the norm. We are especially adept at developing ground-breaking plans for cities that are aspiring to become world-class bicycle and pedestrian-friendly places like our work in Fort Collins, CO. We understand the unique challenges and strategies needed when working in places with limited land mass and bounded by miles of waterfront. Our experience includes similar City-led projects in Annapolis, MD at the mouth of the Chesapeake Bay; Norfolk, VA, with high use areas along many miles of riverfront and bayfront property; Kiawah Island off the coast of South Carolina; and many other cities aiming to craft a shared vision and strategic action plan around active transportation.

Our team includes several of the nation's foremost experts in bicycle and pedestrian transportation planning. **Bill Schultheiss, P.E.** will serve as Principal-in-Charge for this project. Bill is a nationally recognized expert in bicycle network development and facility design, and he will ensure the TDG Team's recommendations reflect national and international best practices. **Jeff Ciabotti** will serve as Project Manager and will oversee all aspects of the project. Jeff brings more than 20 years of experience working on active transportation and trail plans. While living in Florida, Jeff worked on trail and greenway projects throughout the State, including

the Florida Keys Overseas Heritage Trail. **Ian Lockwood, P.E.** will serve as Senior Advisor and will advance all aspects of livable transportation for the project. Ian is based in Orlando and started his career in Florida 20 years ago as the City Transportation Planner for West Palm Beach. He is known nationally as a pioneer in walkability, Complete Streets, creating main streets from arterials and small area plans. **Carol Kachadoorian** will serve as Senior Planner and has 35 years of experience in local government, policy development, government relations, multimodal transportation planning and project management. Carol is a frequent visitor to Key West and has spent countless hours studying (and riding) its transportation system.

TDG is pleased to be partnering on this project with two firms that are known for working successfully in South Florida, bringing a sensitivity and innovation appropriate to the region. **Kimley-Horn and Associates, Inc. (KHA)** is one of the nation's premiere design consulting firms with offices in Coral Gables, Miami, Fort Lauderdale and others throughout the State. KHA has developed bicycle master plans for Islamorada and the City of Naples and will provide planning, engineering, regulatory compliance, cost estimating and environmental support services. KHA staff members were also one of the team leaders for the Southernmost Transportation Study developed for Key West in the mid-1990s. We are also pleased to include Miami-based **Street Plans Collaborative (SPC)**, an award-winning urban planning and research/advocacy firm known for advancing innovative practices to test and implement projects. They are an international leader of the Tactical Urbanism movement. SPC recently completed the Bike Miami Beach Master Plan and will focus on public outreach and engagement services, employing creative and effective strategies to ensure meaningful and broad community engagement.

The TDG Team would like to thank you for the opportunity to submit this proposal. We are eager to work with you and encourage you to contact our current and previous clients to learn more about our performance. If you have any questions or comments, please do not hesitate to contact me directly. Thank you for your consideration of our team.

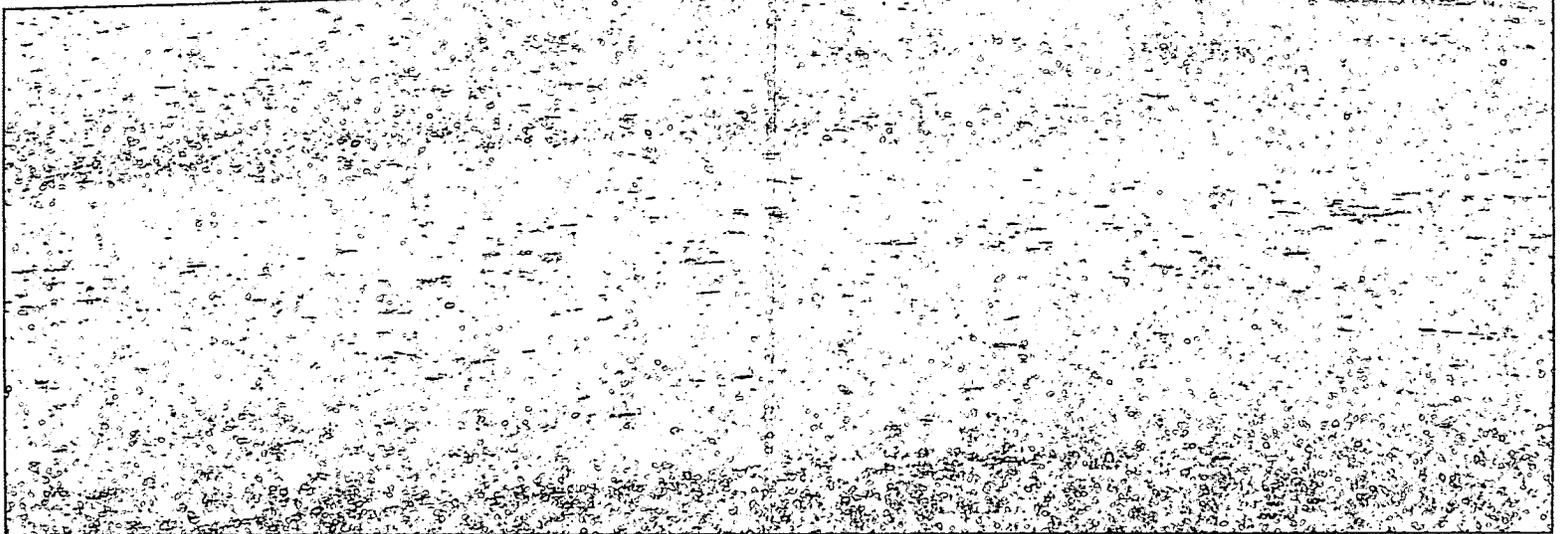
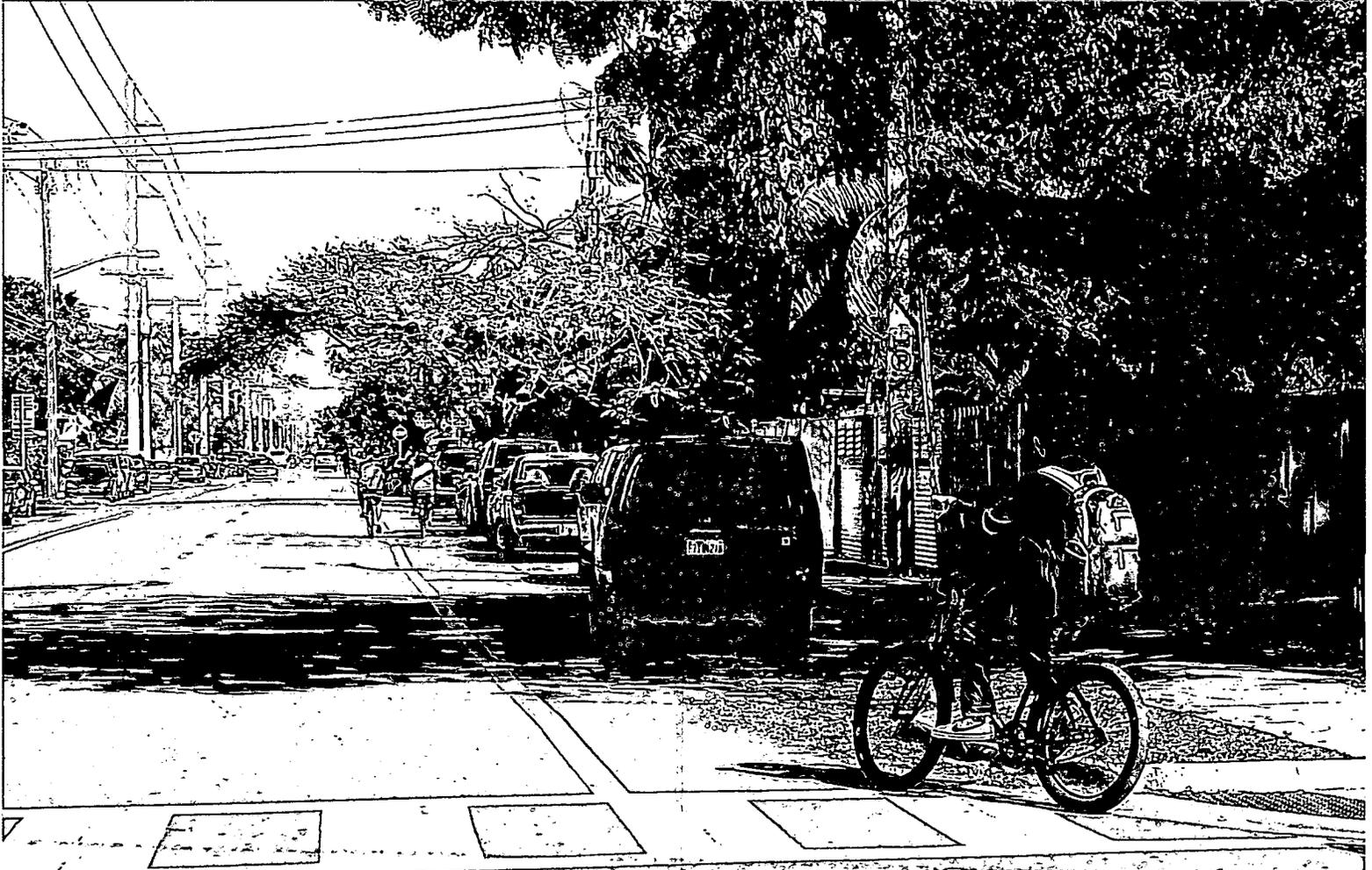
Sincerely,



Roswell Eldridge
Chief Operating Officer
Toole Design Group, LLC
8484 Georgia Avenue, Suite 800
Silver Spring, MD 20910
301.927.1900
reldridge@tooledesign.com

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INFORMATION PAGE



RFP Number 16-006

City of Key West
**BICYCLE AND PEDESTRIAN
MASTER TRANSPORTATION PLAN**

Toole Design Group, LLC

Project Manager: Jeff Ciabotti, Deputy Director
of Planning, Mid-Atlantic Region; Senior Planner

8484 Georgia Avenue, Suite 800
Silver Spring, MD 20910
301.927.1900 x129, (f) 301.927.2800
jciabotti@tooledesign.com

Authorized Signatory: Jennifer L. Toole, AICP,
ASLA, President

8484 Georgia Avenue, Suite 800
Silver Spring, MD 20910
301.927.1900, (f) 301.927.2800
jtoole@tooledesign.com

TooleDesignGroup

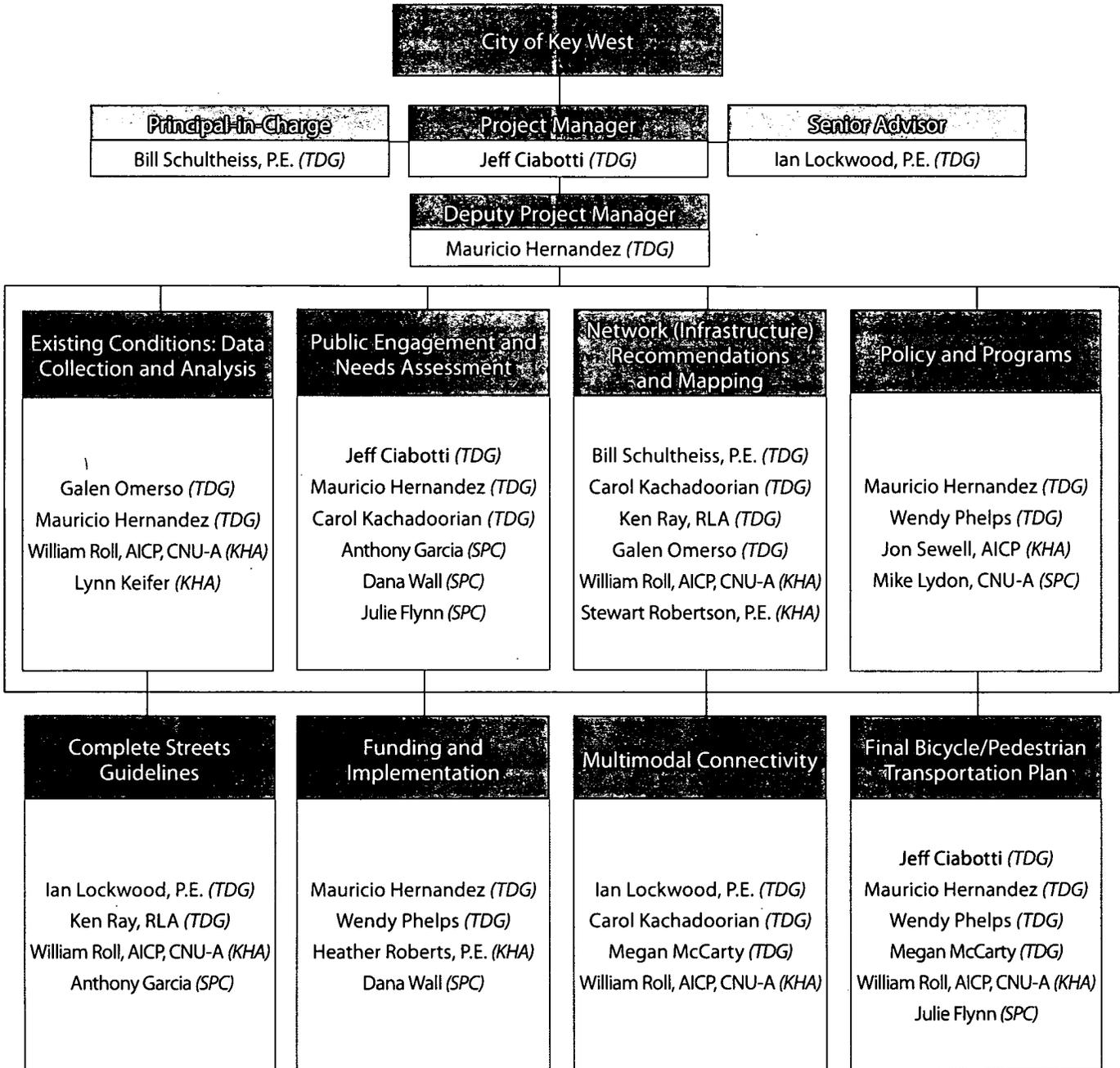
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ORGANIZATION CHART



ORGANIZATION CHART

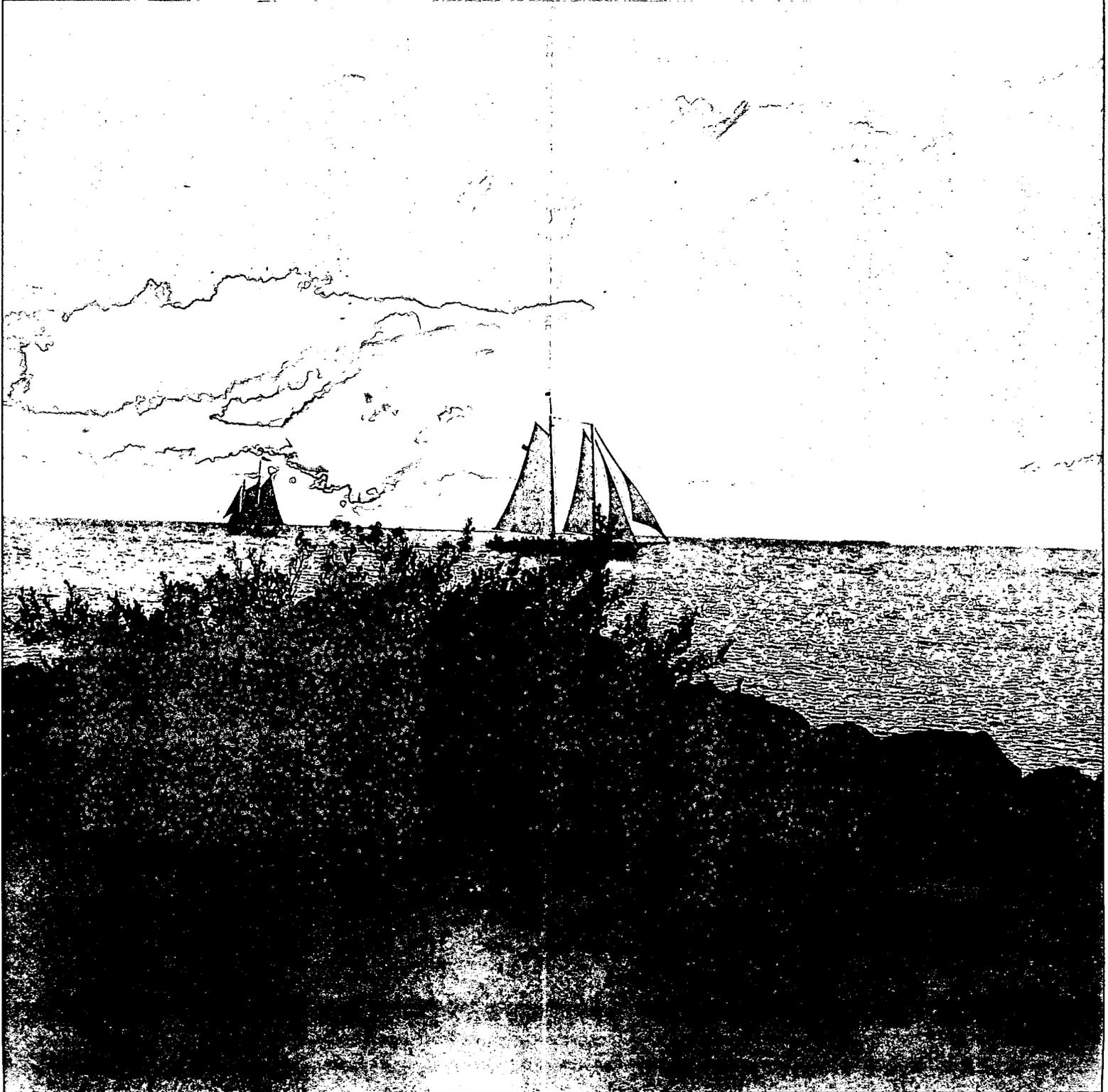
Below is the Toole Design Group (TDG) Team's organizational structure, which shows project leadership and key staff members associated with specific tasks.



TDG | Toole Design Group **KHA** | Kimley-Horn & Associates **SPC** | Street Plans Collaborative

4

COMPANY INFORMATION



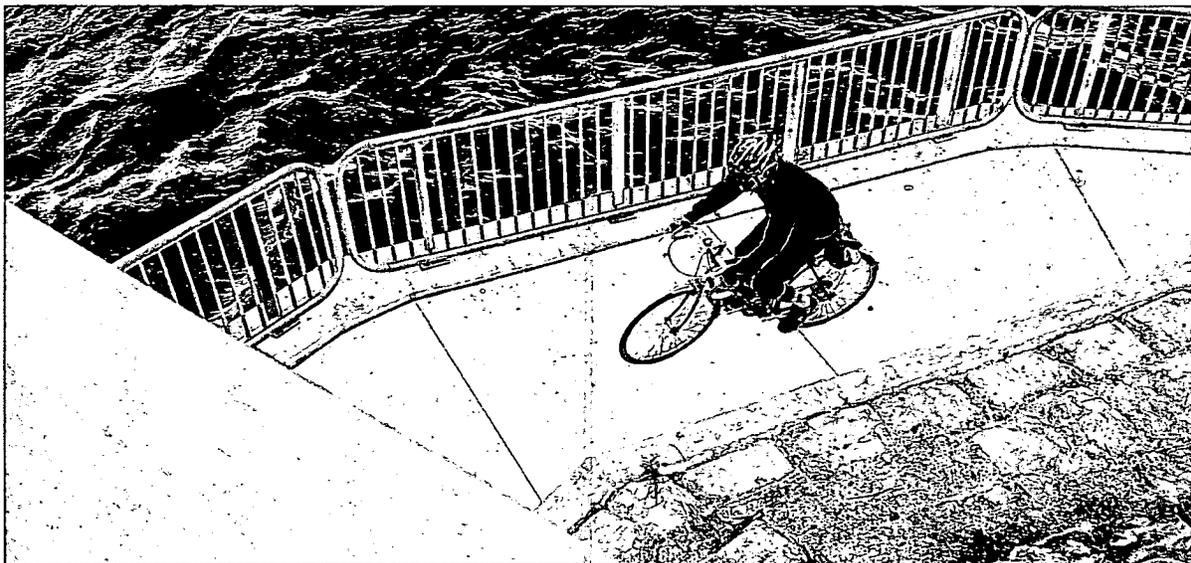
COMPANY INFORMATION

Toole Design Group, LLC (TDG) is the nation's leading planning, engineering and landscape architecture firm specializing in bicycle and pedestrian transportation. Founded in 2003, we have 11 offices located across the U.S. Our talented staff of more than 100 professionals includes many AICP planners, professional engineers, landscape architects and urban designers, public health specialists and GIS experts. At TDG, our philosophy is simple: we believe that bicycling and walking are fundamental forms of transportation that should be available to everyone, whether they are young or old, rich or poor, and regardless of their physical abilities. Our job is to help communities plan, build and retrofit their transportation systems so that active transportation is a safe, efficient and enjoyable form of travel. This is more than something we do for a living—we live this philosophy every day.

As a recognized Gold-Level Bicycle-Friendly Business by the League of American Bicyclists, we are proud of our reputation for practicing what we preach: more than 90% of our staff bicycle, walk and use transit to and from work each day. TDG is a Woman-Owned Business and is a certified Disadvantaged Business Enterprise (DBE) in more than 35 states, including the State of Florida.

Kimley-Horn and Associates, Inc. (KHA) was founded in 1967 and is now one of the largest and fastest growing full-service consulting firms in Florida. Their permanent staff includes more than 2,700 professional, technical and support staff nationwide in 78 offices throughout the U.S. and more than 550 employees in 14 offices throughout Florida. KHA was one of the founding members of the National Complete Streets Coalition and has successfully represented the interests of all modes of travel by designing numerous Complete Streets projects across the state and nationally. They understand the benefits derived from the Complete Street approach and the increased safety Complete Streets provide for all modes of travel. Drawing on expertise from around the state, KHA has helped the Miami-Dade County Metropolitan Planning Organization (MPO), City of Miami Beach, Town of Miami Lakes, Town of Bay Harbor Islands, City of South Miami, Village of Palmetto Bay and many others complete their bicycle and pedestrian plans and improvements.

Beyond the systems planning phase, KHA continues to partner with local officials to implement those improvements targeted during the visioning





process. Their team of planners, landscape architects, engineers and environmental scientists work together with agency staff to understand the local issues and prepare feasible design concept plans, typical cross sections and construction cost estimates reinforce the presence of bicycles and pedestrians along the travel corridor. Many agencies, including Miami Lakes, Bay Harbor Islands and others, have hired KHA for a single project, then opted to retain their services for additional projects, including design and construction.

Streets Plan Collaborative (SPC) was founded in Miami Beach in 2009. SPC is an internationally recognized planning, design and research practice based in Miami, with offices in New York City and San Francisco. SPC is a leading bicycle and pedestrian firm in Florida and has produced plans for more than 75% of Miami-Dade County.

SPC's has completed small and large-scale projects across the country, including New York City Bike Share, the City of Miami Bicycle Plan, the Miami Beach Bicycle Pedestrian Plan and Plan El Paso, the winner of the Environmental Protection Agency's 2011 National Award for Smart Growth.

The company places a high value on research and best practice dissemination. Publications authored by Principals Tony Garcia and Mike Lydon include *The Smart Growth Manual*, *The Open Streets Project Guide*, and *Tactical Urbanism Volumes 1 and 2*. Tony and Mike recently finished writing a full-length book about Tactical Urbanism, to be published by Island Press in spring 2015. SPC is currently working on multimodal transportation projects in Coral Gables, Miami Beach, New York City, Idaho, Los Angeles, Boston and Little Havana. While the work has varied in scale and scope, SPC has consistently applied their knowledge of smart growth principles to coordinate transportation design with existing and desired built context.

SPC is very selective about the projects they pursue, and they are excited about bringing their experience to Key West.

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METHODOLOGY AND APPROACH



PROJECT UNDERSTANDING

The City of Key West benefits in many ways from the number of people who walk and bicycle. Residents and tourists alike 'take to the streets' to travel to school and work, and to partake in much of what the island has to offer. While the City has worked to create safe and comfortable walking and bicycling facilities, and to balance all modes, it has reached a tipping point. A more strategic look at its active transportation network is needed to ensure Key West's economic and cultural vitality as well as its community wellbeing continues to thrive.

The **Toole Design Group (TDG)** Team believes that this project provides an opportunity to focus that commitment while taking advantage of the City's substantial physical, social and cultural assets to create a premier biking and walking-friendly community. Key West is the metropolitan hub of Monroe County with approximately 25,000 residents living on an island four miles by two miles. The City's role as the historic, urban, financial and cultural center of the region makes

it an ideal place to catalyze regional interest in active transportation. However, for more than a decade, the City of Key West has ranked 1st out of 97 Florida communities with a population between 15,000 and 75,000 in bicycle injuries and fatalities, and waivers between 3rd and 12th place for pedestrian injuries and fatalities. The planning process laid out in the Request for Proposals (RFP) is an important step forward to improve those dire rankings and become a model community for balanced transportation and safe, accessible recreation. Through implementation of the plan's strategies and recommendations, Key West will be able to demonstrate the environmental, economic and health benefits of human-powered transport.

The TDG Team is excited that Stock Island is included in the project scope. At half the size of Key West with a population of approximately 4,000, the island's close proximity to Key West makes it a natural connection for residents and increasingly a point of interest for visitors. While much of the island comprises the Key West Golf



Club and residential complex, it has maintained its strong roots in the fishing and boating industry. The TDG Team understands that providing easily navigable connections between and within these islands will enhance biking and walking for both.

As the City's bicycle and pedestrian master transportation plan, the plan will function as the framework for future planning efforts. This plan will provide a vision for expanding the City's bicycle and pedestrian initiatives, aiming to increase opportunities for healthy lifestyles and decrease traffic congestion and the associated environmental footprint. This plan will focus on setting priorities for capital improvement to provide more low-impact infrastructure and provide policy and design guidance for creating a bicycle and walking-friendly community, placing a premium on bicycle education and safety.

The plan priorities will guide the City in seeking state and federal funds and aim to leverage public-private investment partnerships. Resource documents used for this study will include City of Key West Strategic Plan, 2011; Open Space and Recreation Master Plan; Key West Comprehensive Plan, 2013; Monroe County Comprehensive Plan, 2010; Key West Transit Development Plan, 2014; and relevant traffic/transportation studies.

To understand the evolution of biking and walking in Key West, we will also review the 1996 Key West Bicycle and Pedestrian Strategic Plan and the 2010 Bicycle Master Plan (un-adopted). The TDG Team also understands that, given the island's sensitive environmental conditions, this plan needs to firmly support the Key West Climate Action Plan 2009, which seeks to develop a sustainable energy future by reducing its production of greenhouse gases.

With the recent hiring of a new Bicycle and Pedestrian Coordinator, the City has started its transformation with a host of bicycle and pedestrian friendly projects and initiatives including, among others:

- Bike Walk Key West – Social Media: A new Facebook page (more than 1,000 subscribers) and improved website for education and community outreach.
- Bike Florida Grant: Funding to hire a marketing firm

to develop branding, make maps and brochures, and engage the community.

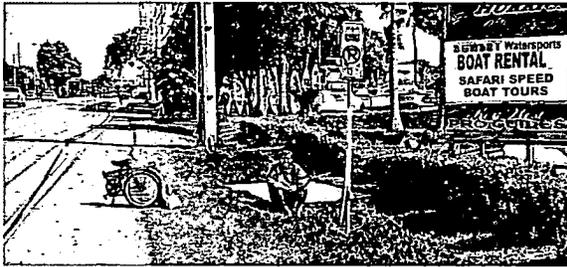
- South Florida Commuter Services: Promoting bike-walk-transit options and commuter benefits program to large employers in the area.
- Improved Bicycle Lanes on Cow Key Bridge: Recently improved by the Florida Department of Transportation (FDOT) through consultation with the City.
- Bicycle Parking: Continued investment in bicycle racks downtown.

According to the 2013 Bicycle Friendly Community report card, Key West has close to 20% of residents biking to work. In combining this extremely high ridership with renewed interest in walking and biking comes the challenges of developing new infrastructure in a relatively urbanized, built-out environment. For example, accommodating additional on-road facilities within constrained, busy roadways, or navigating barriers like the "Triangle" (U.S. 1, North Roosevelt Boulevard, South Roosevelt Boulevard), or to effectively educate tourists to the rules of the shared road for biking and driving. However, the existing roadway network is dense, flat and has a great deal of redundancy—providing opportunities for the development of on-road bicycle facilities that serve the everyday cycling needs of residents and visitors.



The TDG Team is encouraged that the City has existing bicycle routes (Inner City Connector), several marked bicycle lanes and two excellent multi-use trails (FL Keys Overseas Heritage Trail—connecting to Stock Island and beyond and the Atlantic Boulevard Trail) as a foundation for a more comprehensive network. But these largely disconnected facilities alone are not enough to achieve the City's priorities to increase accessibility, mobility and connectivity for all modes of travel.

With adjustments to the existing roadway network and the development of trails and neighborhood connectors, Key West and Stock Island can begin knitting together an interconnected system for walking and biking that serves the community's recreation and transportation needs, including access for the nearby Naval Air Station Key West, only four miles from the central district.



Military bases tend to have higher rates of walking and bicycling than the general population, and providing access to the Navy base's active duty personnel, family members and civilians will be an important connection for the area's network. Moreover, the City should take advantage of recent base planning policy guidance by the Undersecretary of Defense stipulating that all bases must "provide for pedestrian, bicycle, and transit-friendly communities that allow residents opportunities for regular physical activity and, consequently healthier lifestyles while decreasing dependence on automobiles."

Additionally, the plan will need to allow for the opportunities and constraints of being bounded by the Atlantic Ocean on the east and southeast, the Gulf of Mexico to the north and west and the Florida Straits to the south. Consideration of these multiple bodies of water where there are high use areas along the many miles of oceanfront property will need to be a focus of

this study. Developing a dynamic plan that responds to the unique character of these islands will require strong support from all facets of the community.

There is clearly growing support for enhancing the City's transportation infrastructure. This support is demonstrated by the City's commitment to hiring a Bicycle/Pedestrian Coordinator, engaging with FDOT for resource and funding support, initial investments in bicycling infrastructure including a Complete Streets focus in its Land Development Review process, and through local community organizations like the Key West Bicycle Association sponsoring events and advocating for a Bicycle Friendly City. The City of Key West Bicycle and Pedestrian Master Transportation Plan is timed perfectly to take advantage of this strong community support.

PROJECT APPROACH

The TDG Team has prepared many bicycle and pedestrian master plans in communities throughout the U.S., including many waterfront communities with similar Florida Keys characteristics. We consider a bicycle and pedestrian master plan as a tremendous opportunity that does not come along often. It is a chance to plan new infrastructure and develop new education and encouragement programs that support bicycling and walking, and also to foster a new attitude about active transportation among citizens, visitors, elected leaders and municipal staff at all levels.

Our approach to this plan will be informed by a team that has spent considerable personal and professional time in Key West. Whether facilitating a public workshop for the Florida Keys Overseas Heritage Trail Master Plan, riding down to the historic seaport district for a sunset cruise or kayaking in the mangroves off of Stock Island, we understand what is at stake. Having the opportunity to assist the City in creating a more sustainable and livable future offers a strong shared purpose to this work. The TDG Team will dedicate its substantial energy and expertise to ensuring that this plan takes full advantage of that opportunity.

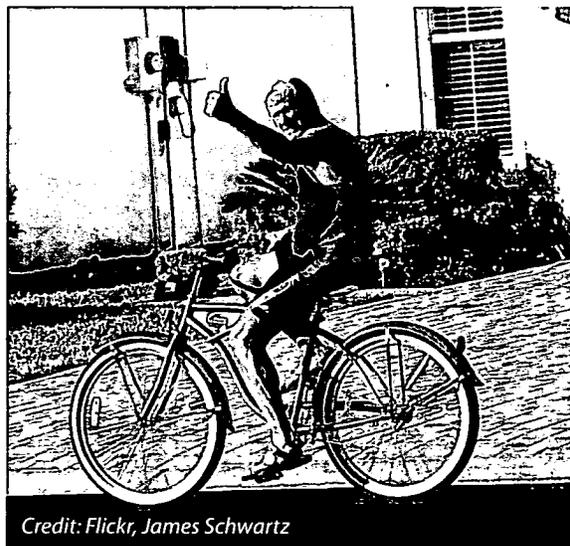
As this is the first plan of its kind, we feel that early development of project goals will provide necessary direction and motivation for the project. To set the stage for goal development we propose several key themes that will be fundamental to the success of the plan:

The plan should be bold, but also realistic. Plans must be imaginative and provide a clear and coherent vision. We have found that the most successful plans are those that identify and prioritize specific project and programs for immediate implementation, and that build consensus among stakeholders to begin the implementation process upon completion. As a result, we will work with the City to identify and prepare several high-value projects for funding from FDOT.

The plan must be integrated and balanced. From the perspective of someone walking or biking, whether in or between Key West and Stock Island, continuous routes are essential. Similarly, the bicycle and pedestrian network is not independent and must be designed in the context of a multimodal transportation system and the built environment. The system should accommodate users of all skill levels, from children to daily bike commuters and recreational runners to seniors and wheelchair users.

The plan should address both the mutual and exclusive needs of pedestrians and bicyclists. While facilities, such as paths and trails, benefit both pedestrians and bicyclists, these modes have different concerns, particularly when it comes to roadway crossings and accessibility. Plan recommendations should consider the different needs and factors affecting pedestrian and bicycle demand, safety and convenience. Further, this plan must accommodate the needs of local residents that use the bicycle as a way of life and visiting tourists that use one as a way of discovery.

The plan should maximize contribution from stakeholders and residents. The City of Key West and the Florida Keys in general are fortunate to have growing institutional and citizen support for pedestrian and bicycle improvements. The TDG Team has extensive experience coordinating among diverse stakeholders, providing multiple avenues for input (e.g., from traditional public meetings to interactive



Credit: Flickr, James Schwartz

websites to Open Streets events), and reaching out to individuals and groups not traditionally included in bicycle and pedestrian planning efforts.

The plan must be detailed. Many bicycle and pedestrian plans identify lines on a map but do not identify solutions that can be implemented in specific locations. This plan will consider and provide a level of detail that will allow quick and effective implementation. To ensure network connectivity and program coordination, the plan development process and recommendations will speak to all of the agencies and stakeholders responsible for building, promoting and maintaining the system. In developing recommendations, this plan will draw upon solutions that have been used successfully by other towns and cities that are bicycle and pedestrian-friendly, particularly those with vast waterfront property and high tourist visitation.

With each of these themes represented, the plan will be a significant step forward in continuing Key West's and Stock Island's transformation towards more transportation and recreation opportunities for its residents and visitors. Key West is known to be funky, but its network of bicycling, walking and driving facilities needs to be complete, safe, efficient and support the economy as well as the overall community's wellbeing.

SCOPE OF SERVICES (TASKS AND DELIVERABLES)

The TDG Team envisions a collaborative effort among all sectors of Key West and Stock Island to develop a Bicycle and Pedestrian Master Transportation Plan. Public engagement, local knowledge, best practices and just plain hard and thoughtful work will be used to develop the plan.

We have developed the following response to the tasks included in the RFP.

TASK 1. PROJECT ADMINISTRATION – REFINING THE SCOPE, AND ONGOING PROJECT MANAGEMENT

B.1.A. Pre-Qualifications

The TDG Team is pre-qualified by FDOT in all four areas: 13.3 Policy Planning, 13.4 Systems Planning, 13.5 Subarea/Corridor Planning and 13.6 Land Planning/Engineering. Our team’s breadth and depth of experience in these four areas will provide a strong basis for developing the Key West Bicycle and Pedestrian Transportation Master Plan.

B.2.B. Finalize Scope and Timeline

We propose to complete the Bicycle and Pedestrian Transportation Master Plan within one year of receiving the notice to proceed from the City of Key West. The timeline to complete the plan is based on information available as we developed the proposal. We expect to review the timeline and associated tasks with the City Project Manager (CPM), the City’s Bicycle/Pedestrian Coordinator to make any minor adjustments and non-substantive revisions. We believe that 12 months is a reasonable timeframe for completing the plan; should an anticipated opportunity or challenge arise that would significantly affect this timeframe, we will come to agreement with the CPM about the best way to proceed.

B.2.C. Documentation through Video

The TDG Team understands the value of video as a method of documenting conditions, travel behavior and public engagement. We regularly use photo and video documentation in our work and would continue

this practice for the Key West plan. As time, budget and opportunities allow.

We propose to document existing conditions through GPS-enabled hand-held video cameras, cameras mounted on bicycles or helmets, and through stationary web or video cameras to capture travel patterns over longer periods of time.

The popularity of “Street Films” makes using this technique beneficial for Key West—if done properly. To ensure any street films produced from this project are of high quality, we think this can be accomplished through a partnership with the business community and Key West’s award-winning high school videography program (*see below image*). We will work with the CPM to determine the best course of action.



Screenshot taken from the FL Keys News website on August 25, 2016: <http://www.flkeysnews.com/news/local/education/article79623522.html>

More details of how we propose developing “Street Films” are included in Task 2.

Regardless of its final use and form, all video recording completed in developing the plan will be delivered to the City Project Manager.

B.1.D. Ongoing Project Management

The TDG Team expects to have 8-10 project planning meetings either by conference call or face-to-face. When possible, face-to-face project coordination meetings will be conducted in conjunction with TDG Team visits for field work, steering committee meetings, and public meetings. Local TDG Team members will be available to the CPM as needed. Written reports outlining the progress of the project will be submitted monthly in conjunction with routine invoices.

We propose establishing a Project Advisory Team to help guide important tasks and decisions in the plan development process. We are very familiar with this type of oversight and believe it helps ensure the plan developed will meet the community's needs, especially if team members represent a cross-section of interests, such as residents, the business community and tourists. Additionally, given the importance of public engagement, Advisory Team members could play a pivotal role in reaching out to those sectors of Key West and Stock Island they represent to encourage participation.

Task 1 Deliverables:

- Updated Scope of Work and Timeline
- Regular communication with the CPM regarding the project
- Monthly progress reports and invoices
- Meeting agenda materials and notes
- Project website
- Database of stakeholders and participants
- Videos
- Up to four Advisory Team meetings



TDG Staff leading public meeting

TASK 2 – PUBLIC ENGAGEMENT AND NEEDS ASSESSMENT PLAN AND IMPLEMENTATION

The TDG Team understands that the Bicycle and Pedestrian Transportation Master Plan must respond to existing conditions as well as the needs of those that live, work, attend school and recreate in Key West. To accomplish this, the TDG Team will use a robust, innovative and accessible public engagement plan with the goal of building consensus around two broad areas: what the plan should achieve (its vision and goals) and how to achieve the vision and goals (built around the 5 Es approach).

The public engagement and needs assessment plan and implementation will be developed within the first 30 days after receiving the notice to proceed; however, we have developed an approach to this plan that is built around a set of tactics and a four-step approach that is both linear and iterative.

The tactics we expect to use for public engagement are multi-purpose, i.e., we expect to use each tactic throughout the plan development process for different reasons. For example, we would use video to capture existing conditions of the built environment and to capture plan visioning sessions during public meetings. Anticipated tactics include:

- Plan Branding – We will coordinate branding (logo and tagline) with efforts underway related to the Bike Florida marketing grant. The branding will be used on the website and in all public engagement materials.
- Vision Zero principles
- Complete Streets approach
- Website and social media
- Multi-lingual team members
- Video recording
- Key figures/spokespeople—both locally and nationally-known
- Database of stakeholders and participants
- Prize incentives
- Existing Key West events, such as the Cow Key Bridge Run: <http://cowkeybridgerun.com/>
- Tactical urbanism and Open Streets events: use this strategy for proof of concept and to raise awareness
- Community walking and bicycling events

moveDC 2-Year Action Plan

458 'likes' on Facebook
1,584 Twitter followers

728 photos submitted to Flickr
2,768 total research survey respondents

1,000+ workshop attendees
13,890 unique website visitors

Your input has helped shape **moveDC**, the District of Columbia's Multimodal Long-Range Transportation Plan, a bold and implementation-focused for our city's transportation future. For more information about how the final **moveDC** plan evolved and public outreach, [visit the full moveDC site](#). Also see the [moveDC letter from Mayor Gray](#).

Screen capture of the moveDC site.

- Free-form public input, such as boards for capturing ideas.

The following four-step approach to our public participation plan uses items in the tactics toolbox as appropriate. This approach is both linear and iterative.

Create the buzz: Using a series of visible events, advertising, social media and community meetings, we will let people know about the plan and ways to be involved. Creating the buzz activities will include:

- Tabling at school and community events.
- Social media, such as Twitter, Facebook and Flickr. We expect to work closely with the business community to expand awareness and excitement about the plan—and to provide a mechanism for this community to invest in it by funding a speakers' bureau.
- One-on-one contact during everyday events, such as talking to people at bus stops, while bicycling, at City Hall and libraries, the grocery store, etc.
- Outreach at community meetings and to religious

institution meetings; safety meetings at the workplace (e.g., construction).

For example, Washington, DC's moveDC master planning process successfully created buzz about the plan through a number of tactics, including social media. Public engagement did not end when the moveDC was completed; interest and involvement in the plan continues today, as shown by a recent screen capture of its website (see above). We expect the buzz created around the Key West and Stock Island plan to be the same.

Inspire the vision: Now that people are aware of the plan, create opportunities to contribute, regardless of their age, ability, income or where they sit relative to the digital divide, especially to envision the future of bicycling and walking in Key West and Stock Island.

- Community walkabouts
- WikiMap (interactive online map)
- Flyers, mailers, post cards at coffee shops, grocery stores, hotels, etc.

- Posters to write on
- Discussions at PTA/PTOs; with employees, etc.
- Coordinate with marketing firm on public engagement strategies

For example, the public dry erase boards were used at the Cincinnati Airport to learn where people are going and where they are from, could be used to learn where people bike and where they wish they could bike if only...*(see image below)*



Focus on task: Work through what is needed to reach the vision, starting with goals and strategies, then moving on to specific programs, design guidelines and measures. This includes public events such as open streets events and pop-ups, topical discussions such as bike share and bike parking, and pedestrian hot spot locations identified through public input.

Capture the plan: Write the plan as the first step in its implementation. We expect use a transparent process of developing a plan in ensure it has the greatest public support. The Advisory Team would review the draft plan and perhaps hold listening sessions with those they represent to help refine the draft plan.

Task 2 Deliverables:

- Public Engagement Plan
- Vision, Goals and Strategies for the Plan

TASK 3 – INVENTORY: EXISTING CONDITIONS REPORT

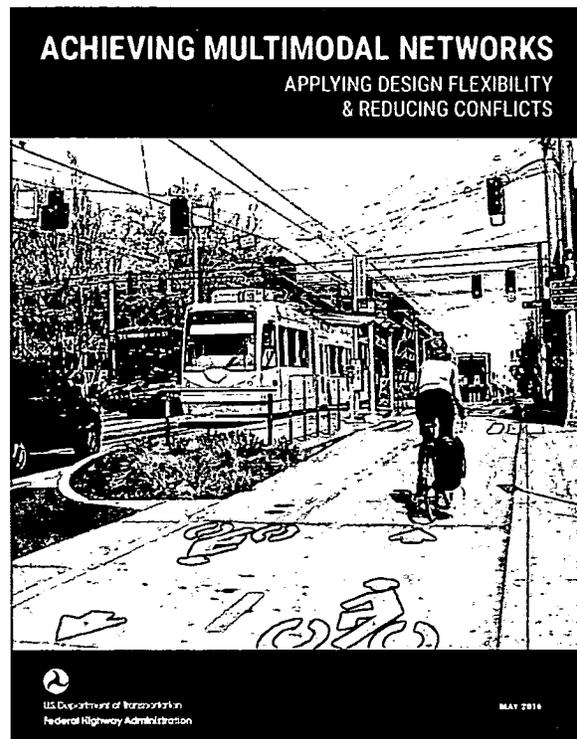
This task provides a baseline of existing conditions of the bicycle and pedestrian networks, and their relationship with other elements of the overall transportation network. The TDG Team will provide a

written summary of existing conditions, supplemented with video documentation and public input.

Plans Review (Task 3 Scope Item 1)

The TDG Team will conduct a brief review of relevant plans to better understand the current and future context for the bicycle and pedestrian transportation networks. These plans include the City's Comprehensive Plan (2013) and the Monroe County Comprehensive Plan (2010), Strategic Plan (2011), Climate Action Plan (2009), Open Space and Recreation Master Plan and the Transit Development Plan (2014) as well as earlier plans that have good ideas, like the 1996 Key West Bicycle and Pedestrian Strategic Plan and the 2010 Bicycle Master Plan (un-adopted).

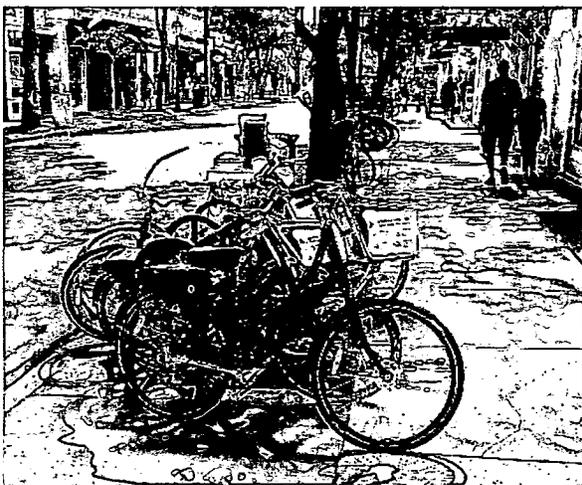
For example, our initial review shows that the 2013 Key West Comprehensive Plan expects bicycle and pedestrian travel to be part of a multimodal transportation system, with level of service (LOS) standard B for both. The plan establishes a series of policies to support these LOS objectives, including those related to multimodal planning, transportation-land use planning and transportation planning performance criteria.



Best Practices and Peer Review (Task 3 Scope Item 2)
We will also review communities with high-quality bicycle and pedestrian networks and plans. Our review of these resources will focus on identifying a solid approach to network development and implementation, and best practices in facility design and operation. TDG recently completed for the Federal Highway Administration (FHWA) a series of guides for multimodal networks that focused on design flexibility and conflict reduction based on a significant amount of best practices research. We will use this document as the beginning place for the best practices exercise and reflect how these practices are used in communities similar to Key West. We will work with the CPM to identify peer communities.

Technology, Trends and Policies (Task 3 Scope Items 5, 6 and 7)

Because the transportation network affects all sectors in Key West—land development, employment and journey to work patterns, and urban design—the TDG Team will spend time conducting a review of the plans, socioeconomic trends and technology on efforts to get more people bicycling and walking. The review will include policies and plans from Key West as well as other communities.



For example, Key West's Comprehensive Plan includes developer options such as fee in lieu, which could create a fund for bicycle and pedestrian improvements. The evolution of societal trends for a shared economy may suggest that fee in lieu funds be used for technology-based bicycle and pedestrian improvements, such as those included in the *Boston*

Complete Streets Guidelines developed by TDG. TDG will draw on its extensive experience in developing bike share plans for communities with high tourism rates, such as for Charleston, SC. Included in the literature review will be the effect of tourists and seasonal visitors on bicycling and walking rates. TDG Team members familiar with Key West have observed an overall increase in bicycling and motor scooter use, although at different rates. This observation will be tested through our literature review with findings included in the existing conditions report.

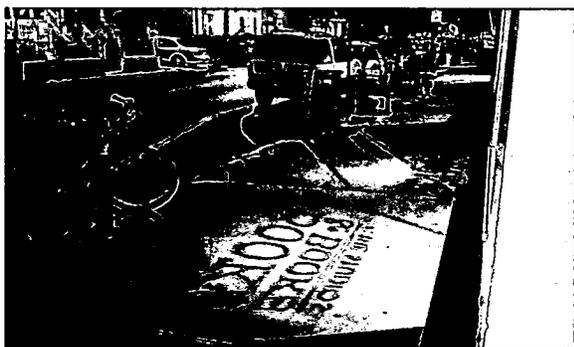
Field Assessment (Task 3 Scope Items 8 and 9)
Cataloguing existing conditions through field work and video recording is a critical path task for the plan. The TDG Team has developed efficient methods for conducting a field assessment that capture information suitable for GIS. We envision a four-step process for the assessment aimed at identifying the most common needs and an effective network of bicycle and pedestrian facilities.

Step 1: Initial Review. Based on past work and our local knowledge of Key West and Stock Island, we will complete a higher-level review of up to 75% of streets. We propose focusing on key corridors and transition points on Stock Island that will support existing residents and businesses. Based on this review, we will identify a preliminary bicycle network and key pedestrian pathways and connections for a more detailed assessment.

Step 2: Identify Study Network. We will complete a more thorough assessment of a smaller set of streets, based on the initial review, an analysis of bicycle and pedestrian crash data for the last five years, bus stop ridership and key destinations. To aid in this analysis we will produce a heat map that highlights areas of high activity and areas of need. We anticipate the study network will recognize the diversity of transportation and land use on Key West and Stock Island, including its primary retail tourist corridor, beach corridors, year-round residential neighborhoods and transition points. The map on the following page suggests how we may consider different sectors on the island, understanding that the sectors overlap.

We will review the resulting study network with the Key West CPM before completing Step 3.

Step 3: Assess Study Network. Using teams of two, the TDG Team will complete a field review of the study network. Data collected will include photos and videos, geo-coded so they can easily be jointed with the GIS inventories created through this task. Because of the intensive nature of this work, we anticipate the pace of the work to be about one mile of bicycle and pedestrian facilities each hour. The majority of the assessment will occur during daylight hours; however, some of the assessment will occur during low light and evening hours (the location and times to be determined later).



Optional task: The nature of field work typically involves a relatively short period of time to take photos, observe behaviors and capture existing conditions. We proposed adding to this type of field assessment using video cameras posted at up to seven locations for longer periods of time (such as 24 hours). These videos would capture more complete information about travel modes, behaviors, near misses, what is working and what is not working.

Step 4: Map and review assessment. Findings from the field assessment will be mapped. The TDG Team will work with the CPM to create a map that is easily understood (for the public review) and serves as the first step of identify project recommendations. For example, in the Norfolk study corridors map (top right), the project team mapped key routes as a result of significant public input and data assessment.



Norfolk study corridors map

Level of Service Assessment (Items 10 and 11)
The TDG Team understands that the Key West Comprehensive Plan (2013) sets a target of at least LOS B for bicycle and pedestrian facilities. With this target in mind, we will determine the LOS of existing major bicycle and pedestrian corridors based on the field assessment and relevant improvement projects that are active. Those that are budgeted or planned for the next 10 years will be noted for their effect on bicycle and pedestrian level of service. In addition, the team will identify streets whose LOS can increase by at least one level with a small investment.

Optional task: Bicycle Level of Traffic Stress Analysis.
While TDG understands that Key West uses Level of Service as the metric for its bicycle network facilities, we propose adding selectively Bicycle Level of Traffic Stress (BLOTS) Analysis to determine rider comfort/stress in some locations. BLOTS may surface specific locations where improvements are needed that

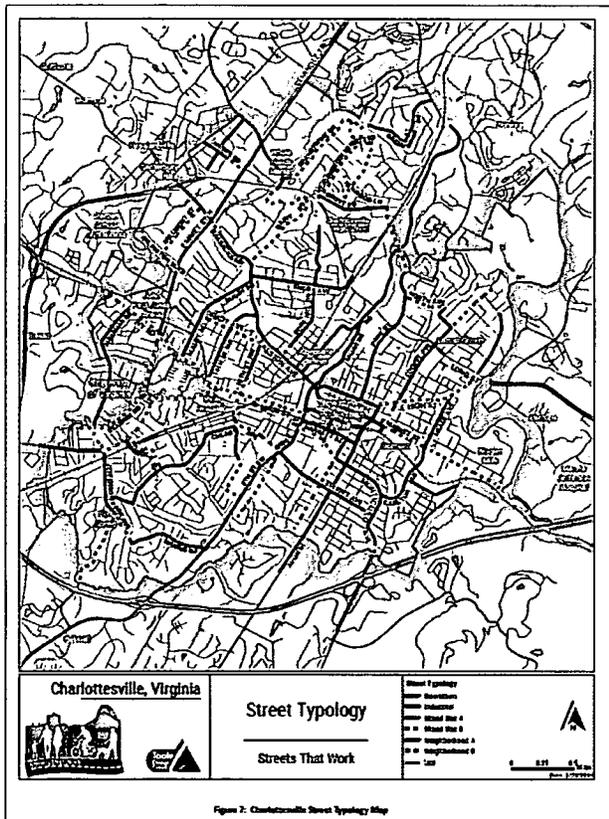


Figure 7. Charlottesville Street Typology Map

may not be captured through BLOS. For example, uncomfortable bicycling conditions over the Cow Key Bridge caused one member of the TDG Team to choose a different route. Improvements to this bridge that reduce the level of stress experienced by some bicyclists is an example of how the BLOTS can drive improvements at key locations.

NOTE: Maps and data will be available using open source tools and open data, including Open Street Map and transit, and GTFS bike share and bike formats. The public will be encouraged to use the data gathered by this project.

Task 3 Deliverables:

- Written summary of Existing Conditions Assessment and associated maps
- GIS files
- Photo and video documentation

TASK 4 – COMPLETE STREETS DESIGN GUIDE

This task provides the City of Key West with resources to plan and design public streets going forward. Key West has included Complete Streets in its overhaul of existing Land Development regulations. In July 2015, the City hosted a workshop focused on parking, transportation demand management and Complete Streets.

TDG Team’s will continue this work by developing draft Complete Streets guidelines that incorporate what we have learned from developing guidelines for similarly sized communities. The guidelines will include a set of street types that reflect existing roadway classifications with adjacent land use and accompanying cross-sections.

In addition, a glossary of facility types will be assembled from current and best practices documented in resources such as the National Association of City Transportation Officials (NACTO) Urban Street Design Guide, the Urban Bikeway Design Guide and Transit Street Design Guide, along with the Achieving Multimodal Networks guidebook referenced in Task 3. The glossary will include facilities and treatment for various on-street bicycle facilities, pedestrian crossing facilities, multimodal intersections, off-road paths for bicycling and walking.

We will coordinate our work with FDOT as it completes its Complete Streets Manual.

Optional task: Gaining hands-on experience in applying design guidelines to real world examples is important for implementing Complete Streets Guidelines. To help local planners and engineers gain this experience, we propose offering two one-day design workshops focused around two or three ‘hot spots’ locations identified during the field assessment. One of the TDG Team’s engineers will facilitate the day’s work so that participants will come away with a workable and feasible engineering plan for each hot spot.

Task 4 Deliverables:

- Draft Complete Streets Design Guide
- Map of streets for complete streets elements during next three years (more details in Task 5)

TASK 5 – BICYCLE AND PEDESTRIAN NETWORK PLAN(S)

The TDG Team, in consultation with the Key West CPM, will determine how to structure plans for the bicycle and pedestrian network recommendations. Preliminarily, the TDG Team recommends including both plans in a single document. The document should include a focus element on key intersections and bridges to show how all modes should travel through intersections and bridges with high traffic volumes (all modes) and safety concerns.

In order to provide plan maps with sufficient scale, maps for Key West and Stock Island will be separate with joint lines that allow the maps to be printed and assembled as a single document. The maps will be high quality, showing the existing and proposed facilities within the network.

The network plans will reflect active transportation goals of a high LOS (B or above) and provide multi-directional travel for bicyclists and pedestrians within Key West and Stock Island, and between the two. The network plans will advance active transportation goals of a high LOS (B or above) and provide multi-directional travel for bicyclists and pedestrians within Key West and Stock Island, and between the two. Facility recommendations will be tailored to the transportation and land use context—striving to make walking and bicycling a viable travel option for all, including more vulnerable and risk-adverse populations.

We anticipate focusing the network plan for Stock Island on key corridors where bicycling and pedestrian conditions may be lower than an LOS B. The public engagement plan will include tactics especially intended to gain input from these populations and their caregivers. Using the Complete Streets design guide as a resource for the street type and associated cross-section, the TDG Team will recommend facility types along the study network that factor elements, such as street width, traffic volumes, needs at intersections, transit connections, streetscaping and signage.

Recommendations in the plans will be phased based on their priority that reflects benefit, ease of implementation and cost. Where appropriate, implementation challenges and opportunities will be identified.

NOTE: Maps and data will be available using open source tools and open data, including Open Street Map and transit, and GTFS bike share and bike formats. The public will be encouraged to use the data gathered by this project.

Task 5 Deliverables:

- Draft Bicycle and Pedestrian Network Plan(s)

TASK 6 – ENGINEERING (INFRASTRUCTURE) PLAN

The TDG Team will prepare an engineering plan for the bicycle and pedestrian network plans as a first step towards implementation. The Engineering Plan will include an infrastructure work plan and preliminary design of selected network recommendations with a section on bicycle parking and end of trip facilities. We will also provide wayfinding and signage design guidelines resource.

Infrastructure Work Plan

The infrastructure work plan will consolidate phasing developed in Task 5 into a single plan consisting of one, five and 10-year increments. Projects recommended for implementation during the first 12 months will be detailed more fully, especially when they are low-cost items that can be leveraged through other planned work, such as resurfacing. Items included in the next five years will also have a high benefit-to-cost ratio, especially if they address safety, mobility and network connectivity needs. Projects included in the 10-year increment will be those that require more time and money, and are more complex, such as a network recommendation included as part of a major roadway design project.

Preliminary Design on Selected Bicycle and Pedestrian Network Routes and Facilities

The TDG Team will work with the CPM to identify up to four locations to develop preliminary design concept documents. These initial designs would include before and after typical sections and plan views to show recommended changes, such as bulb out, etc. Where appropriate, the designs would include references to elements aimed at reducing bicycle and motor vehicle conflicts, such as back-in angle parking and buffered bicycle lanes. The preliminary design concepts would be suitable for Key West to provide to FDOT for federal

For example, library-anchored book-a-bike programs are a low- and low-tech alternative to a bike share system that may be the right fit for some.



3. Working with the Private Sector. The private sector is an important partner in many ways. This section will include examples of local and other private sector organizations that provide on-site bicycle parking, end of trip facilities for employees, facilitate bike share, and manage temporary parking for events.



TDG's company locker room

In addition to the infrastructure work plan, the Engineering Plan will include a resource for Wayfinding and Signage Design Guidelines that includes sign placement, markings, maps, etc., to provide network coherence and safety, especially at intersections for all modes—bicyclists, pedestrians, motorists and transit riders. The Wayfinding and Signage Design

Guidelines will be a companion to the intersections map described in Task 5, The TDG Team can provide these guidelines efficiently, adapting a set of guidelines it has prepared for another community for Key West and Stock Island.

Optional task: The success of plan implementation can often hinge on showing progress early. To help move things along, we propose completing 30% design for recommendations at three high priority locations. This work may precede completion of the Bicycle and Pedestrian Master Transportation Plan in order to take advantage of funding application due dates.

Task 6 Deliverables:

- Draft Engineering (Infrastructure) Plan

TASK 7 – EDUCATION, ENCOURAGEMENT, ENFORCEMENT AND EVALUATION PLAN

The five Es approach to supporting active transportation may begin with the first E— Engineering—but the programmatic Es of Education, Encouragement, Enforcement and Evaluation are equally important, complementing the infrastructure. We propose framing the programmatic Es around the plan vision, which we expect to reflect Vision Zero principles.

The TDG Team routinely includes recommendations for encouragement, education and enforcement in active transportation master plans and safe routes to school plans and will develop a plan for Key West that targets residents, employees and tourists. The plan will combine and enhance existing programs, drawing from information received during the public engagement and current best practices, including the FDOT Commuter Services program and social marketing programs aimed at permanent changes in behavior (think Bike Walk Key West Be a PAL program). Branding for the Bicycle and Pedestrian Master Transportation Plan will be considered to unify the various existing and new Education, Encouragement, and Enforcement programs.

TDG recommends establishing a separate evaluation program build around targets for the Bicycle and Pedestrian Master Transportation Plan. The program will include outcome measures, such as mode shift and

crash reduction targets, as well as workload and other supporting measures, such as bicycle and pedestrian counts, transit ridership counts (including key bus stops), average daily traffic and speed on key roads and implementation targets for the plan itself such as miles of bicycle facilities constructed number of employers participating in an active commute program.

The evaluation plan will include opportunities for public involvement in data collection such as using new applications for counting facility use recently launched through the Trail Modeling and Assessment Platform (T-MAP). This new tool allows people to regularly count bicyclists at locations near where they live or work.

Task 7 Deliverables:

- Draft Education, Encouragement and Enforcement Plan
- Draft Evaluation Plan

TASK 8 – MULTIMODAL CONNECTIVITY PLAN

The TDG Team will develop a structure for a community-wide discussion of how multimodal connectivity can be achieved in Key West and Stock Island. The breadth of issues included in this topic—from parking policies to bike share to transit routes—call for an approach that encourages participation by all sectors on all topics. The mechanism for the discussion is included as part of Task 2, Community Engagement Plan, with an objective of organizing around a handful of key questions such as “What would make it attractive for people to vacation here without the need for a car?” and “How can shared transportation economies (bike share, Uber, car- and van-pools) serve the transportation needs of residents and employees?”.

We envision the community-wide conversation to run the course of the Master Plan development, consolidating comments into a recommended course of action for inclusion in the final Master Plan.

Task 8 Deliverables:

- Draft recommendations for encouraging multimodalism

TASK 9 – FUNDING, MAINTENANCE AND IMPLEMENTATION PLAN

Much of the work for the funding, maintenance and implementation plan will come from the Infrastructure Plan developed in Task 6.

Planning-Level Cost Estimates

We will begin with developing planning level cost estimates for Year 1 and 5 projects, which are most likely to be funded in a timeframe for which to costs are relevant. These cost estimates, along with opportunities for quick implementation and leveraging other projects identified in the Infrastructure Plan, will be captured for Task 9.

Maintenance Proposal

The TDG Team will conduct a brief survey of life-cycle costing for bicycle and pedestrian facilities to recommend a maintenance schedule, along with recommendations for maintenance equipment. We expect to learn about maintenance needs through the public engagement process and will incorporate this input into the recommendations. Much as cold, snowy communities have particular infrastructure maintenance needs, we understand that heat and humidity, sea air and sand affects infrastructure differently and will reflect this in our recommendations.

Implementation Plan

The implementation plan will formalize the phased recommendations and planning level cost estimates developed in Task 9 into a matrix for review by the CPM. We will ask the CPM to review this matrix with appropriate City and County staff to determine the lead agency and partner for advancing each project and programmatic recommendation. We will recommend that the GIS files generated through the field assessment can be used as the system for tracking progress. These files can evolve to include priority ranking, implementation year, estimated cost and funding source options, among other fields. Key to implementation is a way to track progress, so we will work with the CPM to determine who best fits this role.

Task 9 Deliverables:

- Draft Funding, Maintenance and Implementation Plan

TASK 10 – AD HOC TASKS

The TDG Team understands that the following work is to be included in plan development. We propose to include each of the items as follows in the table below:

AD HOC TASK		INCLUDE IN TASK...
1. Recommendations on using Bicycle and Pedestrian Level of Service (BLOS) as outlined in the Transportation Element of the City's Comprehensive Plan		Task 2 and Task 3
2. Analysis with recommendations to bring the "Triangle" high hazard zone (where U.S. 1, North Roosevelt Boulevard, South Roosevelt Boulevard) to at least Bicycle LOS B		Recommend this as an optional task under Task 5
3. Analysis and recommendations for adopting "Stop-as-Yield" Idaho-style stop laws as passed in Aspen (2013), Dillon (2011) and Breckenridge (2011)		Task 2 and Task 3
4. Analysis and recommendations for a bike share program for Key West and Stock Island		Task 2, Task 5, Task 6— or just Task 8
5. Analysis and recommendations for "automated bike rental" and "automated scooter rental" and the use of public bike racks and/or public parking spaces rather than or in addition to existing retail and delivery models		Task 5, Task 7— or just Task 8
6. Discussion of how to work regionally and to better engage FDOT		Recommend this as an optional task under Task 2
7. Discussion of e-bikes and how they fit into the plan		Task 5— or just Task 8
8. Discussion of scooters, including electric and hybrid scooter bikes, and how they fit into the plan		Task 2, Task 5, Task 7— or just Task 8

TASK 11 – FINAL BICYCLE AND PEDESTRIAN MASTER TRANSPORTATION PLAN

The TDG Team will deliver the plan to City staff for review within 11 months of notice to proceed and will present it in its final form for approval by the City Council within 12 months. Below is a summary of final plan elements from the RFP that will be included in the plan, unless changes are agreed upon during Task 1.

1. Introduction
2. State of the Bicycling and Pedestrian Environment in Key West and Stock Island
3. Policy Framework
4. Complete Streets Design Guide
5. Bicycle and Pedestrian Network (s)
6. Engineering (Infrastructure) Plan
7. Education, Encouragement, Enforcement and Evaluation Plan
8. Multimodal Connectivity Plan
9. Funding, Maintenance and Implementation Plan
10. Appendix
- 11.1. Incorporate Revisions to Draft Plan and Develop Final Plan

11.1 Incorporate Revisions to Draft Plan and Develop Final Plan

After a Draft Plan is released for comment by the City Council (Task 4), TDG will present the Plan to the appropriate advisory body or other identified decision makers and respond to their comments. The comments from the Advisory Board and City Staff on the Draft Plan will be incorporated into a Second Draft, which TDG will present at a City Council Public Hearing, if requested. Comments from the Public and the City Council and

Public Hearing will be incorporated in the Final Plan and submitted to the City Council for adoption.

Handouts, electronic presentations and display boards will be provided to the Project Manager 7 days preceding scheduled steering committee meetings and 14 days preceding any meeting of the City Council at which the plan will be presented.

11.2. Submit Final Plan

The Key West Bicycle and Pedestrian Plan will be a bound, letter (8.5x11 in.) sized, and vertically oriented document with reduced and tabloid (11x17in.) fold-out maps contained within the document and an Acrobat file with an executable table of contents suitable for digital distribution. All original electronic files used to generate the Acrobat file will be provided to the City in editable condition with full access rights. Ten Bicycle and Pedestrian Master Plan documents will be printed, bound and mailed to the Project Manager upon adoption and approval of the Final Plan by the City.

11.3. City of Key West Adoption Support

TDG will provide support to the City as the plan moves forward to adoption by the City Council. This effort will include participation and a possible presentation at a City Council Hearing.

Task 11 Deliverables:

- Final report and maps in PDF and original source files (per referenced file types above).

Meetings:

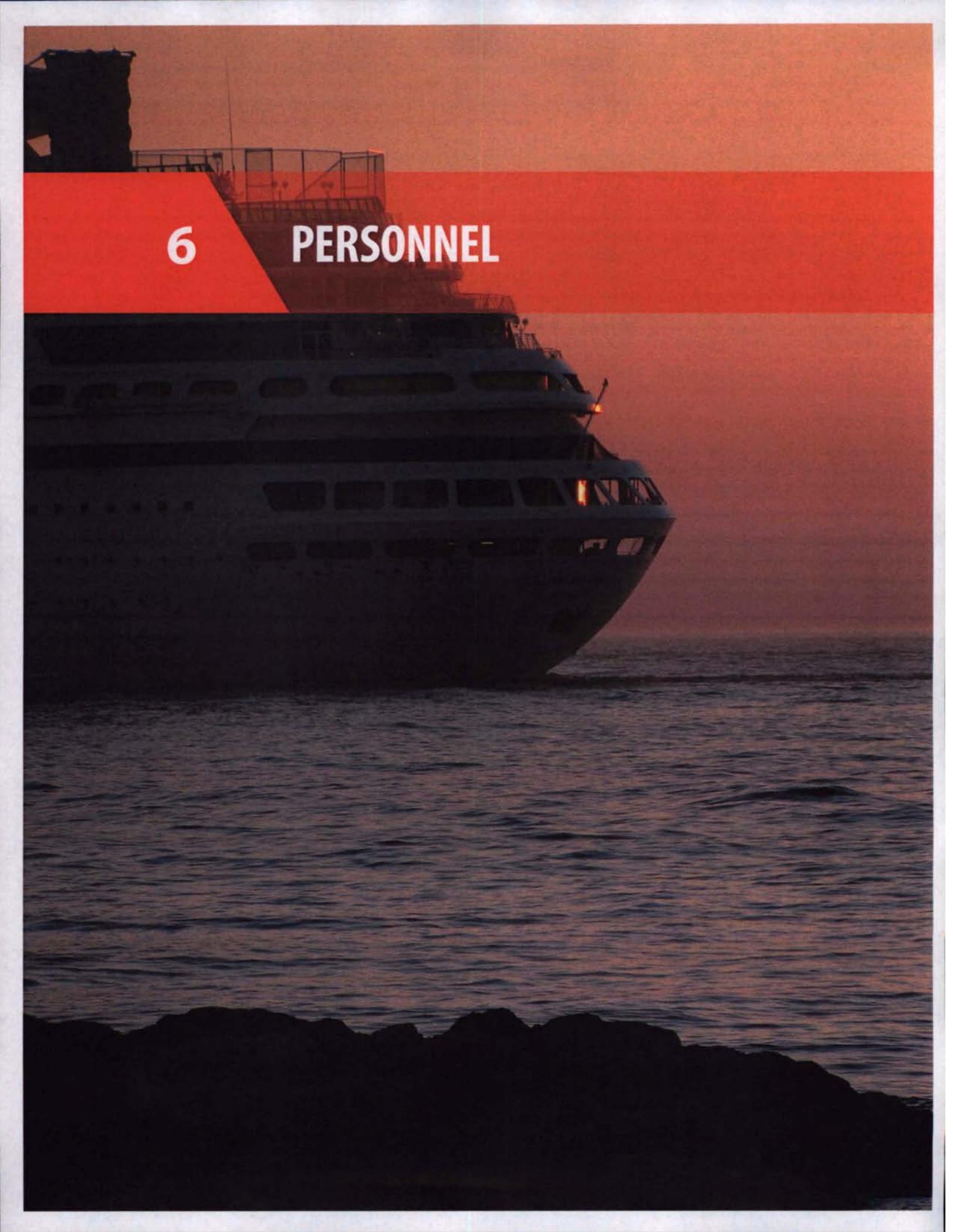
- City Council adoption



PROJECT SCHEDULE

It is anticipated that the project schedule will be discussed and agreed upon as one of the first start-up tasks.

	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
Project Start-up and Ongoing Management												
Public Engagement and Needs Assessment												
Existing Conditions Inventory												
Complete Streets Design Guide												
Bicycle and Pedestrian Network Plans												
Engineering Plan												
Education, Encouragement, Enforcement Plan												
Evaluation Plan												
Multimodal Connectivity Plan												
Funding, Maintenance and Implementation Plan												
Final Bicycle and Pedestrian Master Plan												

A large cruise ship is shown from a side profile, moving across the water. The ship is dark, with some lights visible on its upper decks. The sky is a warm, orange-red color, suggesting a sunset or sunrise. A prominent red graphic overlay is present in the upper left and middle sections of the image. The number '6' is displayed in white on a red triangular background, and the word 'PERSONNEL' is written in white capital letters on a red rectangular background to its right. The foreground shows the dark silhouette of a rocky shore.

6

PERSONNEL

PERSONNEL

Resumes for the Toole Design Group (TDG) Team personnel available to support the Key West Bicycle and Pedestrian Master Transportation Plan are included on the following pages.



Bill Schultheiss, P.E.

Principal-in-Charge

Toole Design Group, LLC

Bill Schultheiss has a broad civil engineering background relating to many facets of engineering planning, design and construction administration. For over a decade, Bill has served as lead engineer for most of TDG's major bicycle master plans. Bill has evaluated more than 10,000 miles of roadways for the purpose of recommending multimodal safety improvements. He has also overseen the design of more than 250 miles of bicycle lanes throughout the U.S., including 40 miles of cycle tracks and bicycle boulevards. Bill is a nationally recognized expert in bicycle and pedestrian facility design, and he effectively communicates multimodal engineering concepts and solutions that gain support from communities. As an active member of the Bicycle Technical Committee of the National Committee on Uniform Traffic Control Devices (NCUTCD) since 2005, he is involved in updating the Manual of Uniform Traffic Control Devices (MUTCD). He is also a certified trainer on the National Association of City Transportation Officials (NACTO) Urban Street Design Guide.

Selected Project Experience

- **Fort Collins Bicycle Master Plan**, Fort Collins, CO
Bill served as principal-in-charge for the plan. He developed the stress assessment approach to incorporate a hybrid of the U.S. multimodal Level of Service (LOS) with the Mineta Level of Traffic Stress approach to identify opportunities for low stress bikeways, such as bike boulevards, separated bike lanes (cycle tracks), buffered bike lanes, trails and improved crossings. Bill met with key City staff to educate them on engineering approaches to low stress cycling improvements to build plan support. Bill also led the development of final recommendations and provided high-level design guidance for new facilities.
- **2017 AASHTO Guide for the Development of Bicycle Facilities**
Under contract with the National Cooperative Highway Research Program (NCHRP), Bill is serving as the principal investigator for the 2017 edition of the Guide. He is responsible for coordination with the panel and stakeholders, team management, content development and quality control. The project includes extensive literature review and best practice research. Anticipated updates to the Guide will include guidance for choosing bicycle facilities to accommodate all ages and abilities, separated bike lane design, bicycle signal operation, bicycle boulevards, intersection operations, bicycle share station placement as well as an overhaul of the Guide's organization and graphics.
- **MassDOT Separated Bike Lane Planning and Design Guide**
Bill served as a technical author for the 2015 *Separated Bike Lane Planning and Design Guide*. Bill performed a comprehensive review of guidance, research and best practices from international and North American resources to identify strategies for retrofitting existing streets to include separated bike lanes (cycle tracks). Bill developed language and graphics to support planning, geometric, operations, maintenance and safety content in the Guide for street level, sidewalk level and intermediate level separated bike lanes. Design criteria was proposed for separation strategies, sight line requirements, driveway crossings, pedestrian crossings, ramp design, intersection design, drainage, surface materials and signal phasing approaches.

Professional Highlights

- Toole Design Group: 2003-Present
- Earth Tech, Inc.: 1999-2002
- SEA Consultants: 1998-1999
- Anderson Nichols & Co. Inc.: 1996-1998

Education/Certification

- Bachelor of Science, Civil Engineering, Northeastern University: 1998
- Professional Engineer: VA

Specialized Training

- National Center for Safe Routes to School Instructor Training Course, Burlington, VT: 2008
- MD Traffic Engineering Short Course: July 2004
- Designing Facilities for Accessibility Training: February 2003

Appointments/Affiliations

- National Committee on Uniform Traffic Control Devices – Bicycle Subcommittee and Pedestrian Taskforce
- Institute for Traffic Engineers
- Association of Pedestrian and Bicycle Professionals



Jeff Ciabotti
Project Manager

Toole Design Group, LLC

Jeff Ciabotti is Deputy Director of Planning, Mid-Atlantic Region at TDG with more than 20 years of experience in active transportation, six working in Florida. Jeff is an accomplished project manager who has worked for a variety of cities, regional agencies and state-level clients around the U.S. Jeff's background as Vice President for Trail Development at Rails-to-Trails Conservancy gives him in-depth knowledge of the pathway between planning and implementing projects, and has made him a nationally-recognized expert on trail development. Jeff's breadth of expertise extends from large scale regional planning to detailed infrastructure design, allowing him to effectively lead from the initial visioning to the ultimate project prioritization and development. Jeff is currently leading TDG's work on a regional active transportation plan near Austin, TX as well as several trail design projects that include extensive public engagement and inter-agency coordination. Jeff's national perspective and on-the-ground project experience have led to a robust track record of successful, completed projects.

Selected Project Experience

- **Norfolk Bicycle and Pedestrian Strategic Plan, Norfolk, VA**
Jeff was project manager developing a strategic corridor network study for the City. The plan focused on providing priorities for improving bicycle and pedestrian mobility and safety throughout the city. The plan recommended 12 bicycle/pedestrian corridors that connect to key destinations and developed an implementable list of capital improvement projects for the priority facilities within the corridors.
- **Florida Keys Overseas Heritage Trail Master Plan, Monroe County, FL**
While at Rails-to-Trails Conservancy, Jeff was on the planning team that developed the master plan for this iconic Florida trail. This multi-use bicycle and pedestrian facility that parallels U.S. Highway 1 serves as a recreational and alternative transportation corridor for the Florida Keys. Jeff contributed to all aspects of the planning process, focusing on route identification, public outreach and management practices. Jeff's work helped ensure that this project became an established trail facility within the state's greenways and trails system.
- **Charlottesville Bicycle and Pedestrian Master Plan Update, Charlottesville, VA**
Jeff served as project manager for this study. Planning work included project, policy and program recommendations for the development of an interconnected system of bicycle and pedestrian facilities. Priorities for the study include on-road facility connections, network implementation, project phasing, stakeholder involvement and public outreach.
- **Port Covington Development, Baltimore, MD**
Jeff is leading trail planning, technical assistance and stakeholder coordination for Port Covington Development, located on the southern shore of the South Baltimore Peninsula. Jeff is helping to connect this newly developing urban center, headquarters for Under Armour, to an emerging regional trails system, including water trails. The key objective of this work is to leverage the Port Covington Development as a catalyst for trail building in the region.

Professional Highlights

- Toole Design Group: 2012-Present
- Save the Children – U.S. Programs: 2011-2012
- Rails-to-Trails Conservancy: 1995-2011

Education

- Bachelor of Arts, Psychology, Rollins College: 1987

Affiliations

- Jeffrey L. Doppelt Charitable Foundation, Trustee
- Transportation Research Board, Pedestrian Committee: 2008-2012
- Transportation for America, Equity Caucus: 2010-2011



Ian Lockwood, P.E.

Senior Advisor

Toole Design Group, LLC

Ian Lockwood has devoted his career to advancing inclusive public realms, multimodalism, community health and all aspects of livable transportation. Ian is based in Orlando and started his career in Florida 20 years ago as the City Transportation Planner for West Palm Beach. He is known nationally as a pioneer in station area planning, walkability, Complete Streets and traffic calming. With fluency in collaborative processes and urban design, Ian works with stakeholders to develop and advance community visions into real projects. Through practical policy and technical direction, Ian has helped private clients, transit agencies, campuses, towns, cities and states turn conventional processes and projects into ones that are healthier and more successful financially, environmentally and socially.

Selected Project Experience

- **Dillard Street Complete Streets Project**, Winter Garden, FL
Ian led a charrette process for the redesign of Dillard Street, a five-lane arterial street that is the main route to the city of Winter Garden's thriving downtown. The community's values were translated into a three-lane, tree-lined slower street, with separated bike facilities, ADA accessible intersections and sidewalks, rain gardens, art opportunities, roundabouts at busy intersections, buried power lines, many crossing locations and authentic materials. The bike facilities connect the street with the West Orange Trail.
- **East Coast Greenway**, Florida
Ian, formerly the City Transportation Planner for West Palm Beach, led the completion of two important parts of the Florida East Coast Greenway. While supporting the national objective, Ian worked with residents and other stakeholders to maximize the benefits of the trails to communities. The 3,500-foot trail on North Flagler Drive was completed through part of a road diet from four lanes to two lanes. Effectively, it became a linear park connecting several smaller parks together as well as the area's elementary school. Ian led the design and coordination efforts with the Florida Department of Transportation (FDOT) to have the waterfront trail route under the first arch of the bridge.
- **Ocoee Downtown Plan and Trail Plan**, Ocoee, FL
Ian, while at a previous firm, worked with developers and the City of Ocoee to help lay out the new downtown. One project challenge concerned the nearby arterial State Road 50, which was congested and sensitive to any increases in traffic. Every opportunity was exploited to provide network and connect to the broader community including an area-wide trail network that connect the downtown with its surroundings and other nearby regional trails. The plan gained great support. Even with all the proposed new development, the modelling indicated that the impact on State Road 50 would be a traffic reduction due to the robust new street network, trails and new connections.

Professional Highlights

- Toole Design Group: 2014-Present
- AECOM: 2001-2014
(Glattig Jackson legacy firm 2001-2009)
- City of West Palm Beach, FL, City Transportation Planner: 1996-2001
- J.P. Braaksma & Associates, Ltd.: 1987-1996
- Royal Canadian Engineers: 1978-1988

Education/Certification

- Loeb Fellow in Advanced Environmental Studies, Harvard University: 2012
- Master of Science, Civil Engineering, Carleton University: 1995
- Bachelor of Science, Civil Engineering, Carleton University: 1987
- Professional Engineer: ON

Awards

- Route 31/Flemington Smart Growth Project, ITE Project of the Year: 2009
- Journey through Hallowed Ground Corridor Plan, Pennsylvania Historic Preservation Award: 2009
- Charter Award, University of California, Santa Barbara, Master Plan, Congress for the New Urbanism: 2004



Mauricio Hernandez

Deputy Project Manager

Toole Design Group, LLC

Mauricio Hernandez is a transportation planner with a Master of Community Planning degree with a concentration on non-motorized transportation from the University of Maryland. He works on TDG's active transportation planning projects and is a daily bicycle commuter. As one of the leaders for TDG's bike share practice, Mauricio has been involved in all aspects of bike share feasibility, implementation and evaluation. Mauricio was also the lead researcher and author of an in-depth analysis, which was conducted for the Federal Highway Administration (FHWA), of the existing conditions of bike sharing implementation in the U.S. Mauricio has played a key role on several bicycle, pedestrian and trail master plans, providing leadership on public outreach, field work and network development elements. As a native Spanish speaker from Bogotá, Colombia, Mauricio has also contributed to TDG's efforts in incorporating public involvement strategies in both Spanish and English. He brings a strong program evaluation, data analysis and field observations skills to help bring holistic and practical approaches to bicycle, pedestrian and trail master plans.

Selected Project Experience

- **Jacksonville Pedestrian and Bicycle Master Plan**, Jacksonville, FL
Mauricio serves as the lead planner for one of the plan's tasks focusing on the identification of locations where Rectangular Rapid Flash Beacons (RRFB) could be installed. More specifically, Mauricio is leading the team that is developing a methodology based on existing data, analyzing the data and providing recommendations based on potential benefits of installing RRFBs throughout various corridors of the city.
- **CAMPO Regional Active Transportation Plan**, Austin, TX
The Capital Area Metropolitan Planning Organization (CAMPO) is developing the 2045 Regional Active Transportation Plan for the six-county CAMPO area. This plan will identify a clear strategy for near and long-term projects that are needed to build a safe, connected and equitable multimodal transportation system for the region emphasizing the needs of people walking and biking. Mauricio serves as lead planner on development and implementation of the Public Participation Plan and efforts.
- **Wheat Ridge Bicycle and Pedestrian Master Plan**, Wheat Ridge, CO
Mauricio serves as project planner for the development of the Bicycle and Pedestrian Master Plan update. The plan's intent is to help the City improve conditions for pedestrians and bicyclists and to promote walking and bicycling in the community. Mauricio has been working with the City to implement a public engagement plan that includes the development of materials both in Spanish and English, an online interactive crowdsourcing map, or WikiMap, and a project website. Furthermore, Mauricio will help develop infrastructure, policy and program recommendations.

Professional Highlights

- Toole Design Group: 2011-Present
- District Department of Transportation: 2010-2011
- NCLR: 2006-2010

Education/Certification

- Master of Community Planning, University of Maryland: 2012
- Bachelor of Art, Geography and International Relations, Florida International University: 2005
- Latin American Studies Certificate, Florida International University: 2005

Appointments/Affiliations

- Member, Baltimore Bike Share Technical Advisory Committee
- Member, American Planning Association
- Managing Planner, YIPPS-DC



Carol Kachadoorian

Senior Planner

Toole Design Group, LLC

Carol Kachadoorian is a senior planner with 35 years of experience in local government, policy development, government relations, multimodal transportation planning and project management. Carol is a seasoned project manager with experience in pedestrian master plans, ADA transition plans and transit access studies. During her 10 years with the Washington Metropolitan Area Transit Authority (WMATA), she worked on numerous pedestrian and bicycle initiatives.

Selected Project Experience

- **Philadelphia Pedestrian and Bicycle Plan (Phase I)**, Philadelphia, PA
Carol served as project manager for the initial phase of this important plan. Coordinating with the City's Project Manager and advisory committee working groups, the final plan included recommendations for infrastructure improvements to increase walking and bicycling in the city, a new street classification system with sidewalk design guidelines and a series of policy statements designed to create a sustainable commitment to walking and bicycling. The Phase I plan formed the basis for Phase II work, which completed the plan for the City.
- **Raleigh Pedestrian Master Plan**, Raleigh, NC
Carol was project manager for the development of Raleigh's Pedestrian Plan. The planning process included an assessment of existing conditions and needs, a review of the City's sidewalk program prioritization process, and identifying opportunities to increase the safety and comfort of pedestrians in the City through non-infrastructure programs. Public and stakeholder outreach tactics helped identify ways to increase the number of people walking, resulting in a series of design templates for discreet intersection elements and revisions to the City's process for installing or upgrading sidewalks.
- **Howard County Pedestrian Plan**, Howard County, MD
Carol is project manager for the County's update to its 2007 Pedestrian Plan. The updated plan will set the stage for an anticipated Complete Streets policy and guidebook that will further develop the County's multimodal transportation network. Key elements of the plan are an assessment of pedestrian conditions along transit routes and changes to current subdivision regulations and design guidelines. The plan development process includes a strong public outreach elements that includes interactive open houses, online outreach and input opportunities and a stakeholder advisory group.
- **Complete Streets Instructor Experience**
Carol is a Complete Streets instructor for the National Complete Streets Coalition and the Association of Pedestrian and Bicycle Professionals. She has taught courses for the Cities of Lynchburg, VA; Camden, SC; Rome, GA; Chattanooga, TN; Lawrence, KS; and Melbourne, FL. She has also taught a continuing education course for the Institute of Transportation Engineers (ITE) and a customized Complete Streets course for communities in Prince George's County, MD.

Professional Highlights

- Toole Design Group: 2008-Present
- WMATA: 1997-2007
- Georgetown University: 1990-1997
- City of Rockville, MD: 1986-1987
- City of Alexandria, VA: 1981-1985

Education/Certification

- Master of Urban Management and Planning, Northern Illinois University: 1980
- Master of East Asian Studies, Indiana University: 1975
- Bachelor of Arts, Political Science, Miami University: 1974

Appointments/Affiliations

- Instructor, Complete Streets Workshops, National Complete Streets Coalition
- Association of Pedestrian and Bicycle Professionals
- Women's Transportation Seminar
- Washington Area Bicyclists Association



Ken Ray, RLA
Urban Designer

Toole Design Group, LLC

Ken Ray is an urban designer at TDG with experience ranging from small design projects to large statewide and national research and planning initiatives focused on multimodal transportation planning and design. He has 15 years of experience and spent a decade working in Florida. Trained in both landscape architecture and planning, Ken is adept at working toward successful project solutions with both design and policy implications. Ken co-leads the firm's Urban Design Group and is one of our thought leaders in a place-making approach to the design of streets, parkways, and other open spaces. Ken is recognized for his passion for and design approach to making great places for all users.

Selected Project Experience

- **Fort Collins Bike Plan**, Fort Collins, CO
Ken played a role in developing a bike plan for this Platinum Bicycle Friendly Community (BFC). He worked with other TDG staff to develop a prioritized short-term bicycle network and long-term vision. Ken created public involvement materials and graphic materials for the final Fort Collins plan document.
- **Dillard Street Complete Streets Project**, Winter Garden, FL
The goal of this project is to redesign this mile-long arterial to serve as a catalyst for redevelopment along the corridor. As an urban designer, Ken is developing an overall conceptual master plan. The intent of the design is to convert Dillard Street into a Complete Street, inclusive of a beautiful and comfortable pedestrian realm, a protected bikeway, and reduced motor vehicle space. Ken is particularly focused on finding opportunities to integrate green infrastructure and placemaking opportunities along the corridor.
- **Bonita Beach Road Visioning**, Bonita Springs, FL
The Bonita Beach Road Visioning project is focused on creating a new vision for a major arterial in Bonita Springs, FL. Ken is an urban designer and planner on this project, tasked with creating a legible, cohesive conceptual streetscape design for the six-mile corridor. He is particularly focused on improving the walking and bicycling experience and maximizing the potential for green infrastructure. He is also working with the subconsultant to review and develop land use policies that encourage appropriately scaled development.
- **West Livingston Barriers to Access Study**, Orlando, FL
Ken acted as project manager and developed recommendations to improve bicycle access to two SunRail commuter rail stations in downtown Orlando, FL, by enhancing the permeability of the elevated Interstate 4 highway. In addition to recommendations for new bicycle infrastructure and improvements to existing infrastructure, Ken assisted in developing cost estimates for all recommendations. The City of Orlando will be able to use these estimates to prioritize projects and allocate funding. The effort included the creation of descriptive graphics/illustrations of existing barriers and proposed facilities, as well as narrative text for the final plan document.

Professional Highlights

- Toole Design Group: 2013-Present
- AECOM: 2009-2013
- Glatting Jackson Kercher Anglin, Inc.: 2005-2009
- Rolling Hills Nursery: 2001-2004

Education/Certification

- Master of Landscape Architecture, University of Florida: 2007
- Bachelor of Arts, Agriculture Area of Horticulture, Murray State University: 2000
- Registered Landscape Architect: FL



Wendy Phelps

Transportation Planner

Toole Design Group, LLC

Wendy Phelps is a transportation planner with a variety of project experience, including bicycle and pedestrian master plans, bike share feasibility studies, Complete Streets guidelines and multiple Safe Routes to School (SRTS) programs. While most of her work is concentrated in the Mid-Atlantic, she provides technical assistance and helps manage Walk and Bike to School Day event registrations for the National Center for Safe Routes to School. Prior to joining TDG, she worked for the City of Charlottesville, VA, on a variety of active transportation initiatives including preliminary concepts for Complete Streets projects and gathering data to evaluate accessibility and the quality of the pedestrian environment, as well as education and outreach campaigns.

Selected Project Experience

- **City of Charlottesville Bicycle and Pedestrian Master Plan Update**, Charlottesville, VA

Wendy was a transportation planner for this project, which focused on on-road facility connections, network implementation, project phasing, and stakeholder involvement and public outreach. She was involved in multiple aspects of the plan update, from early fieldwork and background research to draft plan writing and final document layout. Wendy researched and wrote the recommendations for bicycle and pedestrian policies and programs.

- **Alexandria Bicycle and Pedestrian Master Plan**, Alexandria, VA

The update of the City's plan featured an evaluation of existing conditions, issues, constraints and needs, as well as a review of existing policies, goals and objectives. Short and long-term projects were identified, along with programs and strategies to implement the plan. Wendy reviewed the recommendations made in the 2008 plan and determined which should stay, be revised or removed from the plan update. She wrote new program and policy recommendations based on practices in other bike and walk-friendly cities and matched the recommended strategies with the plan's goals.

- **Wilson Site Multimodal Transportation Study**, Arlington, VA

Wendy was a planner studying the multimodal transportation network around a future school site. To learn more about existing conditions, Wendy observed behaviors at intersections, assessed the surrounding bicycle and pedestrian networks and recorded on-street parking occupancy. With data collected in the field and from Arlington County, Wendy used GIS to map the on-street parking occupancy and the extent of the existing pedestrian network. Wendy also helped prepare materials and present the team's findings at planning committee meetings.

- **Bicycle Parking Guidelines**, Montgomery County, MD

As a planner tasked with reviewing the county's existing bicycle parking ordinance and creating a set of illustrated guidelines, Wendy researched best practices in bicycle parking from around the country and collaborated with designers on custom graphics. She created a bicycle parking matrix to summarize information and made recommendations to expand the county's ordinance in the written text of the guidelines.

Professional Highlights

- Toole Design Group: 2014-Present
- City of Charlottesville: 2012-2014
- University of Virginia: 2012-2013

Education/Certification

- Master of Urban and Environmental Planning, University of Virginia: 2013
- Bachelor of Arts, Environmental Studies, Pitzer College: 2007



Megan McCarty

Wayfinding/Engineer

Toole Design Group, LLC

Megan McCarty has a Bachelor of Science in Civil Engineering from the University of Central Florida. Prior to joining TDG, she worked for the Washington Area Bicyclist Association (WABA) on various advocacy, education and outreach campaigns. Megan developed and managed the DC Bike Ambassador program, which is the District Department of Transportation's (DDOT) bicycle safety outreach program. Megan has various experience with initiatives including bike share, public outreach, SRTS, multimodal integration and equity concerns.

Selected Project Experience

- **Arlington Wayfinding, Phase 2**, Arlington, VA
As project manager, Megan is responsible for the development of the second phase of bicycle and pedestrian wayfinding sign design in Arlington County. The second phase continues the development of a system protocol, creating the base for planning, design and implementation of the signage system. Phase I consisted of planning and designing directional signs for the Custis Trail, as well as the Rosslyn-Ballston Corridor. Phase II focuses on signing the remaining miles of Arlington's multi-use trails, including the Custis, Four Mile Run, W&OD, Bluemont Junction and several others. Megan is leading the preparation of sign plans, design of the sign panels, as well as overseeing field analysis and fabrication of the sign panels.
- **DDOT Signed Bicycle Route and Facility Design**, Washington, DC
Megan's responsibilities as project manager include leading the TDG design team in developing bicycle route wayfinding signing plans for 50 miles of the District's streets. Megan will lead the project team from planning level routing and map creation to final construction. Megan and her team collected existing sign inventory of bike routes already in place in the District to determine the gaps and to devise routes that will close links in connecting important infrastructure and destinations. These signed routes will be critical to efficiently navigate cyclists through on-road and off-road connections within the District of Columbia.
- **Greater Cheverly Sector Plan Analysis**, Cheverly, MD
Megan is leading the wayfinding task of the Greater Cheverly Sector Plan Analysis. Megan is responsible for identifying key routes in the network, analyzing suitability for bike route signage and recommending locations for signage. Megan is working on designing a standard protocol document for the region for future implementation of signage.
- **Rock Creek Trail Signage Manual**, Montgomery County, MD
Megan is serving as project manager during the construction management phase of 12 miles of trail signage installations along the Rock Creek Trail. She coordinates with the client and construction crews, compiles punchlists and completes field checking and marking to ensure accuracy in each sign placement.

Professional Highlights

- Toole Design Group: 2015-Present
- goDCgo/Capital Bikeshare: 2014
- Washington Area Bicyclist Association: 2012-2014
- STV: 2011

Education/Certification

- Bachelor of Science, Civil Engineering, University of Central Florida: 2010
- Engineer-in-Training: FL
- League of American Bicyclists – League Certified Instructor (LCI #4094)

Affiliations

- Association of Pedestrian and Bicycle Professionals
- Women's Transportation Seminar
- Young Professionals in Transportation



Galen Omeroso

GIS Analyst

Toole Design Group, LLC

Galen Omeroso is a GIS Analyst with seven years of experience using ESRI's ArcGIS in analysis and cartography, as well as analyzing aerial imagery on a variety of software packages. Galen has a passion for producing high-quality map products, which is enhanced by his acute attention to detail and eye for general aesthetics. Galen spent four years working for the City of Rockville, Maryland's Department of Public Works, learning best practices in the maintenance and creation of infrastructure datasets. Over the past two years, he has been performing complex analyses for TDG in support of bicycle and pedestrian master plans in Maryland, Oklahoma, and Virginia. His additional experience working on multimodal transportation, bike share, and pedestrian safety studies spans the entire U.S. Galen is skilled at using cartographic visualization to pull trends from datasets and bring the big picture into focus for our clients.

Selected Project Experience

- **Norfolk Bicycle and Pedestrian Strategic Plan**, Norfolk, VA
Galen was the prime GIS Analyst. To support the planning team on this corridor-focused project, he performed analyses of crash data, user-input WikiMap data, and traffic stress. The complex mapbooks he created helped identify needed connections across the city and communicate recommendations to the project team and the general public.
- **Charlottesville Bicycle and Pedestrian Master Plan Update**, Charlottesville, VA
Galen worked with planners and the client to perform complex bicycle demand analyses as a preliminary phase in a greater study of bicycle and pedestrian facilities within the city of Charlottesville, VA. He later analyzed level of traffic stress on the recommended network and used a series of factors and weights to prioritize projects. He created high quality maps for use in public and private meetings throughout.
- **Arkansas State Bicycle and Pedestrian Plan**, Little Rock, AR
Galen created maps and data layers to help in a state-wide assessment of current bicycle infrastructure and to make recommendations for policy and facility improvements. His role included working with planners and the client to develop high quality cartographic products for both field-use and public outreach. He also spearheaded a preliminary study of GPS bicycle route tracking apps and the potential for the use of their datasets in bicycle facility planning and design. His role expanded to include quantifying and summarizing citizen input from the project WikiMap.
- **Alexandria Pedestrian and Bicycle Master Plan Update**, Alexandria, VA
Galen is the prime GIS Analyst on this project. He developed maps and performed safety analyses for the City of Alexandria to assist in identifying areas in need of infrastructure improvements. For this Maser Plan Update, he determined progress, since the 2008 plan was developed for the City of Alexandria by TDG. He also worked closely with the Alexandria GIS staff to ensure the final product would integrate seamlessly into the City's database. Galen prioritized bicycle pedestrian projects using the TDG produced prioritization spreadsheet tool. Additionally, Galen assisted TDG's design team by producing maps for their Complete Streets Task.

Professional Highlights

- Toole Design Group: 2014-Present
- The Mitre Corporation: 2013
- MapStory Foundation: 2013
- City of Rockville: 2009-2013

Education/Certification

- Bachelors of Science, Geography, Specialization in GIS and Computer Cartography, University of Maryland: 2012
- Associates in Science, Applied Geography, Montgomery College: 2009



William Roll, AICP, CNU-A

Transportation Planner

Kimley-Horn and Associates

William Roll has more than 23 year of experience with the planning and design of bicycle and pedestrian facilities. Much of his bicycle and pedestrian project experience focuses on both safety/crash mitigation and placemaking to promote quality of life and economic development. He was the principal author of the *Hillsborough Countywide Bicycle Safety Action Plan*, which won the FHWA/FTA Planning Excellence Award. He has been responsible for similar bicycle and pedestrian studies throughout the state. William was one of the key team leaders for the Southernmost Transportation Study developed for Key West in the mid-1990s. William started his career as an MPO bicycle/pedestrian coordinator and has continued to serve MPOs and local agencies, which gives him key insight into the options for programing and funding bicycle and pedestrian projects. Currently, William is working on Complete Streets studies for 12 corridors.

Selected Project Experience

- **Polk Transportation Planning Organization (TPO) Complete Streets Program**, Polk County, FL

William served as assistant project manager and task leader. Kimley-Horn and Associates (KHA) served as the prime consultant to identify and select eight key complete street corridors to produce specific design recommendations for implementation. The project included extensive community outreach and the development of feasible improvements and cost estimates for 28 roadway sections. The effort included the identification of action items and responsibilities. This project has established the framework within which future complete street corridors will be selected and evaluated.

- **Bicycle Safety Action Plan**, Hillsborough County, FL

William served as Principal-In-Charge. The county was experiencing an exceptionally high number of bicycle fatality crashes, prompting a call for action to reduce severe bicycle crashes. The resulting plan was widely supported and included active participation in plan implementation (more than 15 action items) including the involvement of local law enforcement agencies and grass-roots organizers. The plan was recognized as recipient of the FHWA/FTA Planning Excellence Award in 2012.

- **JTA MobilityWorks**, Jacksonville, FL

William served as the subconsultant project manager for the evaluation and recommendation of Complete Streets improvements on four corridors. He served as the lead consultant for the design charrette and identification complete street improvements on University Boulevard.

- **Truman Annex Traffic Diversion Study**, Key West, FL

William served as technical advisor and GIS manager for multiple elements of the Diversion Study. Special emphasis areas included an inventory of all bicycle and pedestrian facilities in Key West to support the Southernmost Transportation Study undertaken in the mid-1990s. His responsibilities also included completing an inventory of all vehicle parking locations for the entire island and the development of a residential parking permit program.

Professional Highlights

- Kimley-Horn and Associates: 2013-Present
- Tindale-Oliver & Associates, Inc: 2000-2013
- Volusia County MPO: 1993-1995

Education/Certification

- Master, Public Administration, University of Central Florida: 1996
- Bachelor of Arts, Geography, Stetson University: 1994
- American Institute of Certified Planners (AICP), CNU-A



Stewart Robertson, P.E.

Engineer

Kimley-Horn and Associates

Stewart Robertson has 17 years of experience specializing in transportation engineering and planning, with an emphasis in multimodal planning and design. Stewart's extensive experience includes municipal and countywide multimodal planning, travel demand analysis, corridor studies and GIS. Stewart has worked on the Miami-Dade MPO Bicycle Project Feasibility Evaluation, which analyzed several corridors for prioritizing bicycle improvements, and developed a detailed plan for enhancing Commodore Trail along Main Highway and South Bayshore Drive. Stewart has served as project analyst on several municipal transportation master plans in Miami-Dade County that have included strong multimodal components. Examples include the South Miami Hometown Intermodal Study and the Miami Lakes Transportation Master Plan, which recommended a program of bicycle lanes and shared-use paths. Stewart has worked on several neighborhood traffic studies throughout Miami-Dade and Broward Counties in which public involvement with local residents was crucial to the study process. In addition, Stewart developed bicycle recommendations as part of the Hollywood/Pines Boulevard Multimodal Corridor Study for the Broward County MPO that network of bicycle and pedestrian facilities.

Selected Project Experience

- **Broward Complete Streets Guidelines**, Broward County, FL
Stewart served as project manager for the KHA team that prepared the Broward Complete Streets Guidelines for a partnership, including the Broward Regional Health Planning Council (BRHPC) and the Broward MPO. The guidelines were customized for local Broward jurisdictions and to reflect local conditions, Florida State Statutes and Florida design criteria. Particular themes incorporated into the Guidelines include public health, smart growth, transportation equity, sustainability, placemaking, safety and age-in-place. The resulting Guidelines present standards and design guidance for planners, engineers and maintenance officials to achieve a vision of implementing Complete Streets principles, which aim to design streets for people of all ages and physical abilities and accommodate all travel modes. His duties included development of technical content, stakeholder coordination, and giving monthly presentations to the Complete Streets Technical Advisory Committee (TAC).
- **Bicycle/Pedestrian Mobility Plan for the Miami Downtown Development Authority Area**, Miami, FL
Stewart was project manager for a joint effort of the MPO and the Miami Downtown Development Authority (DDA). Significant aspects of the plan included the transportation mobility analysis, setting of goals and objectives, developing recommendations and coordinating a 15-member steering committee. Recommendations were organized into 37 distinct projects, for which project-specific implementation tasks, lead agencies, support agencies and cost ranges were identified. Projects focused on improving mobility and safety for pedestrians and bicyclists in the downtown area. At its conclusion, the plan was endorsed by both the MPO Governing Board and the DDA Governing Board.

Professional Highlights

- Kimley-Horn and Associates:
2001-Present

Education/Certification

- Master of Science, Civil Engineering, University of Kentucky: 2001
- Bachelor of Science, Civil Engineering, University of Kentucky: 2000
- Professional Engineer: FL



Jon Sewell, AICP

Senior Planner

Kimley-Horn and Associates

Jon Sewell has 27 years of transportation planning experience, with special expertise on transit, bicycle and pedestrian planning projects. He also has extensive policy analysis experience and served as project manager on the 2025 Transportation Plan Update for the Florida Department of Transportation's (FDOT) Central Office. Jon has provided development of trail concepts, determining strategies for improvement. He has also facilitated numerous public involvement and community visioning programs and workshops related to trail development issues. Jon is also an avid bicyclist who has worked tirelessly to improve bicycling safety for dozens of communities.

Selected Project Experience

- **City of Inverness Bicycle Master Plan, Inverness, FL**
Jon served as project manager on the KHA Team that assisted the City of Inverness with transportation planning and engineering services to develop a bicycle master plan. The plan identified a network of streets that offer bicycle and pedestrian facilities in the planning process. The proposed plan provides a project priority methodology to identify alternative access to the following: existing or planned schools; existing parks or multiuse trails; existing or planned activity centers, such as major shopping centers, the downtown Central Business District, medical office parks/hospitals and community/neighborhood centers; and connections to future transit hubs or stops. The master plan contains a list of recommended goals, objectives and standards for the bicycle and pedestrian plan; a prioritized list of projects based on bicycle and pedestrian needs; planning level cost estimates for projects; and strategies for plan implementation. In addition, KHA helped the City to apply for designation as a Bicycle Friendly Community—only four such communities exist in Florida. This prestigious designation through the League of American Bicyclists will help the City score higher when seeking grant funding and will also help to enhance tourism and economic development.
- **Multimodal Plan, Largo, FL**
Jon served as project planner. The City of Largo's Multimodal Plan addressed implementation initiatives outlined in the City's Strategic Plan. KHA created the plan that developed recommendations that encourage pedestrians, bicyclists and recreational uses, in addition to supporting automobile and transit use within specific multimodal corridors. The plan outlines a 25-year work program designed to guide funding and scheduling of multimodal improvements along the designated multimodal network of streets and trails. The plan identifies both near and long-term planning horizons for projects and funding, requiring collaboration and partnerships with multiple stakeholders and agencies, including the Pinellas County MPO, Pinellas County Public Works, Pinellas County Department of Health and FDOT.

Professional Highlights

- Kimley-Horn and Associates:
1998-Present

Education/Certification

- Master of Science, Urban and Regional Planning, Florida State University: 1999
- Bachelor of Arts, History, Florida State University: 1997



Heather Roberts, P.E.

Transportation Engineer

Kimley-Horn and Associates

Heather Roberts has eight years of transportation engineering and planning experience and is based out of KHA's Orlando office. Heather has planning experience completing traffic forecasts and analyses, cost estimates, multimodal transportation evaluations, infrastructure evaluations, master plan preparation, GIS support, level-of-service studies, work program mapping, review of planning products, corridor studies, access management, functional classification, intelligent transportation systems, data collection, development of regional impact reviews, trip distribution and monitoring analysis, cost analysis, agency coordination and public involvement services. Heather also has traffic operations experience, including the design of signal modifications, signal upgrades, new signals, signing and pavement marking layouts, school zone signing and pavement marking, signal retiming evaluations and implementations, signal warrant analyses, four-way stop sign evaluations and evaluating intersection improvements.

Selected Project Experience

- **City of Longwood Bicycle and Pedestrian Master Plan,** Longwood, FL

Heather served as project analyst and assisted with the feasibility study, final report and map. KHA was involved with the development of the City's bicycle and pedestrian master plan. The master plan includes elements to promote an efficient, safe, and interconnected system of bicycling and walking opportunities within the City; provide recommendations for both physical projects and policies; provide three sidewalk/bicycle facility feasibility studies; address safe routes to schools; provide recommendations for wayfinding signage; provide connections to the regional Sunrail station; leverage existing resources; expand upon the existing network of sidewalks, bike routes, and trails; and promote the use of alternative transportation modes and opportunities within the City. Additional services included public involvement (meetings, workshops, and newsletters), safety analysis, and preparation of preliminary and final reports and maps.

- **MetroPlan Orlando 2040 Long-Range Transportation Plan (LRTP) Update, Bicycle and Pedestrian Plan Update,** Orlando, FL
As a subconsultant to another firm, KHA performed an update of the 2040 MetroPlan Orlando LRTP's bicycle/pedestrian component. Heather served as project engineer. MetroPlan Orlando encompasses the tri-county area of Seminole, Osceola and Orange Counties. The update included data analysis of bicycle and pedestrian facilities, identifying improvement opportunities, improvements prioritization and cost estimating. The end product is the Bicycle/Pedestrian Plan of the 2040 LRTP and the prioritization list for bike lanes, sidewalks and trails. This update focused on new connections that can increase mode split by facilitating shorter travel times for bicyclists and pedestrians.

Professional Highlights

- Kimley-Horn and Associates:
2007-Present

Education/Certification

- Bachelor of Science, Civil Engineering,
University of Florida: 2008
- Professional Engineer: FL



Lynn Kiefer
Environmental Scientist

Kimley-Horn and Associates

Lynn Kiefer is a senior environmental scientist with 26 years of experience conducting natural resource and ecological evaluations for both public and private-sector projects in freshwater ecosystems, marine ecosystems and terrestrial habitats. She specializes in endangered and threatened species survey, coordination and habitat management, wetland permitting and National Environmental Policy Act (NEPA) compliance (environmental impact statements, environmental assessments, categorical exclusions (CATEX) and finding of no significant impact). Lynn has a strong working knowledge of all Florida ecosystems and the related issues associated with effects to these resources. She routinely works with USACE, the Florida Department of Environmental Protection (FDEP), FDOT and various Florida water management districts.

Selected Project Experience

- **C-12 Linear Park, Type I CATEX**, Plantation, FL
Lynn served as project manager. KHA completed the Type I CATEX and NEPA checklist reviews for this Local Agency Program (LAP)-funded linear park along the C-12 Canal. The services involved evaluating the site for wetlands, listed species and contamination involvement and completing the documentation to demonstrate that project impacts were minor and could meet the requirements to categorically exclude the project from NEPA. Documentation was submitted to FDOT on behalf of the City for review.
- **FHWA EFLHD, National Key Deer Refuge Transportation Study**, Big Pine Key and No Name Key, FL
Lynn is serving as environmental scientist. National Key Deer Refuge in the Florida Keys is located on Big Pine Key and No Name Key, as well on many other small islands, and occupies 84,000 acres. KHA worked closely with local refuge and regional FWS staff as well as EFLHD to collect data, seek stakeholder input and develop a transportation study report that evaluated and recommended short and long-range transportation plans to provide a safer environment for the Key deer and other endangered species, as well as provide safer and more efficient mobility for the motorists, bicyclists and pedestrians visiting the refuge and the surrounding areas.
- **St. James Drive Pedestrian Walkway**, Port St. Lucie, FL
Lynn served as the environmental scientist. KHA completed the Programmatic CATEX checklist and documentation for this LAP-funded project, which included a proposed sidewalk along the limits of the Oxbow Ecocenter preserve to the Rivers Edge Elementary School in St. Lucie County. The project involved delineation of wetlands in order to locate the sidewalk and avoid impacts to wetlands directly connected to the North Fork of the St. Lucie River. The St. James Drive Pedestrian Walkway project also required gopher tortoise surveys to gain impacts to the extent practical. Services included evaluating the potential contamination concerns and completing the documentation to demonstrate that project impacts were minor and could meet the requirements to categorically exclude the project from NEPA.

Professional Highlights

- Kimley-Horn and Associates:
1992-Present

Education/Certification

- Master of Science, Coastal Zone Management/Oceanography, Florida Institute of Technology: 1992
- Bachelor of Science, Marine Biology, Auburn University: 1989
- Gopher Tortoise Agent



Anthony Garcia

Project Manager

Street Plans Collaborative

Tony Garcia is principal of Street Plans Collaborative (SPC). Tony is a licensed architect in the State of Florida and leads many of SPC's projects in Florida and throughout the South East Region. He is a leader in the field of pedestrian and bicycle infrastructure. He has experience in hosting large scale public meetings and has completed a number of bicycle and pedestrian plans at the scale of city, neighborhood and campus as well as contributed to the codes and policies that help shape the resulting spaces. Tony has 11 years of experience managing city-wide multimodal transportation planning projects across the U.S. Tony will coordinate and manage the SPC Team, operating from the Miami office. Tony's past management experience has included the Miami Bicycle Master Plan, the Miami Bicycle Action Plan, The Coral Gables Bicycle Master Plan and the Plan BTV for Burlington, VT, among many more bicycle planning projects.

Selected Project Experience

Tony served as Principal-in-Charge and Project Manager on the following projects:

- **Urban Environment League Orchid Award for Transit Commentary, 2011**
- **Village of Pinecrest U.S. 1 Mobility Plan**, Pinecrest, FL
- **Miami Beach Bicycle Master Plan**, Miami Beach, FL
- **University of Miami Pedestrian Safety Study**, Miami, FL
- **Northwest Community Master Plan, SmartCode Application**, El Paso, TX
- **Bayfront Parkway, Tactical Urbanism Pop-up Park**, Miami, FL
- **Citywide Bicycle Atlas, Handlebar Survey**, El Paso, TX
- **Brighton Boulevard, Context-Sensitive Street Design Plan and Technical Assistance**, Denver, CO
- **Mission Valley Infill Master Plan, SmartCode Application**, El Paso, TX
- **2030 Bicycle Master Plan Project Website**, Westminster, CO
- **El Paso Comprehensive Plan, Charrette and Website**, El Paso, TX
- **Health District Pedestrian and Bicycle Study, Handlebar Survey**, City of Miami, FL
- **SmartCode Bicycle Module Calibration and Handlebar Survey**, Fitchburg, WI
- **Connect El Paso: BRT/Transit Oriented Development Master Plan**, El Paso, TX
- **Connect El Paso: Website, Public Outreach Tool**, El Paso, TX
- **MiMo – Biscayne Boulevard Streetscape Analysis**, Miami, FL
- **Somerville Transportation Management Association Study**, Cambridge, MA
- **Greenville, SC Stone Avenue Corridor Project Website**
- **Urban Environment League Website**, Miami, FL
- **LEED GOLD Chael-Dover Cottage**, South Miami, FL
- **Calle Ocho Mixed-Use Development**, Miami, FL
- **Biscayne Shores Mixed-Use Development**, Miami, FL
- **Hali'i'maile Architectural Standards**, Hali'i'maile, HI

Professional Highlights

- Street Plans Collaborative: 2009-Present
- University of Miami: 2012-Present
- TransitMiami.com: 2008-2012

Education/Certification

- Masters in Architecture, University of Miami: 2005
- Bachelor of Arts, Architecture and Urban Design, New York University: 2002



Mike Lydon, CNU-A
 Planning and Design Support

Street Plans Collaborative

Mike Lydon is a principal of SPC, and he will primarily provide planning and design support for the project. Before launching the firm in 2009, Mike worked for Smart Growth Vermont, the Massachusetts Bicycle Coalition and Ann Arbor’s GetDowntown Program. While living in Miami, Mike served as a member of the City’s Bicycle Action Committee, where he helped spearhead the creation of the City’s first Bicycle Action Plan, and the formulation of a monthly open streets initiative, entitled Bike Miami Days. He currently serves on an Executive Committee for Transportation Alternatives—one of the country’s leading active transportation advocacy organizations (based in New York City) and is an advisor to the Bicycle Coalition of Maine.

Selected Project Experience

Mike served as Principal-in-Charge and Project Manager on the following projects:

- **Trailnet Bicycle Commuting Awareness and Encouragement Media Campaign**, St. Louis, MO
- **Streets for Everyone Guide, Trailnet**, St. Louis, MO
- **Bicycle City Master Plan**, Gaston, SC
- **2030 Bicycle Master Plan**, Miami, FL
- **Miami, FL Bicycle Action Plan**, Miami, FL
- **Brighton Boulevard Context-Sensitive Plan and Technical Assistance**, Denver, CO
- **The Open Streets Project**, North America
- **2030 Bicycle Master Plan**, Westminster, CO
- **El Paso Comprehensive Plan**, El Paso, TX
- **Active Living Plan**, Freeport, ME
- **PACTs – Bicycle and Pedestrian Implementation Plan**, North of Portland, ME
- **Tech Town Master Plan**, Detroit, MI
- **Albemarle Regional Bicycle Master Plan**, Albemarle 10-County Region, NC
- **Rio Grande Boulevard Corridor Plan**, Albuquerque, NM
- **5401 North Bikeway Plan**, Raleigh, NC
- **Town Resiliency Master Plan**, Jean Lafitte, LA
- **Bicycle and Pedestrian Improvement Plan**, Allentown, PA
- **GrowSmart Rhode Island Bicycle and Pedestrian Circulation Trainings**, Rhode Island
- **Health District Pedestrian and Bicycle Study**, Miami, FL
- **SmartCode Bicycle Module Calibration and Handlebar Survey**, Fitchburg, WI
- **Bicycle-Friendly Community Designation Application**, Miami, FL

Mike provided planning and design support on the following recent projects:

- **Village of Pinecrest U.S. 1 Mobility Plan**, Pinecrest, FL
- **Bicycle Master Plan**, Miami Beach, FL

Professional Highlights

- **Street Plans Collaborative:**
2009-Present
- **Duany Plater-Zyberk and Company:**
2006-2009
- **Get Downtown Program:** 2005-2006
- **Massachusetts Bicycle Coalition:**
2004-2005

Education/Certification

- **Masters in Urban Planning, Physical Planning/Urban Design Concentration, University of Michigan:** 2007
- **Bachelor of Arts, American Cultural Studies, Bates College:** 2004



Julie Flynn
Planning and Design Support

Street Plans Collaborative

Julie Flynn will assist the team in planning, research, public outreach, urban and graphic design and project management. Julie has a strong background in community outreach, as well as extensive experience with research and graphics production for urban planning projects. She is fluent in Spanish and can lead bilingual public involvement efforts. Prior to joining SPC, Julie worked as a Transportation Planner and Public Involvement Specialist at Howard/Stein-Hudson Associates (HSH) in New York, NY. Before joining HSH, Julie worked as the Communications and Program Associate at La Cocina, a non-profit organization in San Francisco, CA. While at La Cocina, Julie helped coordinate the 2nd Annual San Francisco Street Food Festival, and assisted in publicizing and planning the 1st National Street Food Conference, engaging food vendors and city planners alike in a dynamic two-day discussion on the impact of mobile food vending in urban settings across the country.

Selected Project Experience

Julie served as Project Manager on the following projects:

- **Berkeley Undergraduate Initiative Public Involvement Program, University of California, Berkeley, CA**
- **Guide to Public Space Management and Stewardship, San Francisco, CA**
- **West Haven Station TOD Plan Public Involvement, West Haven, CT**
- **Market Street Prototyping Festival Public Involvement, San Francisco, CA**

Julie provided planning and design support on the following recent projects:

- **Village of Pinecrest U.S. 1 Mobility Plan, Pinecrest, FL**
- **Miami Beach Atlantic Greenways Network Master Plan Update, Miami Beach, FL**
- **Fairmount Station Placemaking Plan, Hyde Park, MA**
- **Atlanta Regional Commission "Living Beyond Expectations" Demonstration Project, Atlanta, GA**
- **Trailnet Streets For Everyone Guide, St. Louis, MO**
- **Washington Gateway Main Street I-93 "Tactical Urbanism" Underpass Placemaking Project, Boston, MA**
- **Area Bicycle and Pedestrian Plan, North of Portland, ME**
- **Active Living Master Plan, Freeport, ME**
- **Re-imagine Jay Street Community Safety Planning Workshop, Brooklyn, NY**

Professional Highlights

- Street Plans Collaborative: 2013-Present
- Howard-Stein-Hudson Associates: 2010-2012
- PARK(ing) Day 2012: 2012

Education/Certification

- Bachelor of Arts, Urban Studies, Brown University: 2008



Sherryl Muriente
 Planning Design and Support

Street Plans Collaborative

Sherryl Muriente will assist the SPC Team with in public outreach, design and project management. She has a strong background in urban acupuncture, design and architecture, as well as six years of experience teaching urban design courses and workshops, and has a strong background in policy research, graphic communication and community outreach for urban planning and design work. She is currently working with the *Tactical Urbanist's Guide to Materials and Design*, a resource produced to advance street safety and placemaking projects, such as pedestrian plazas, bike lanes, shared streets and more. She is assisting in facilitating demonstration projects, with a focus on bike pop-up lanes and crosswalk repairs that improve safety for both cyclists and pedestrians. Sherryl has worked on an array of community engagement projects that use tactical urbanism demonstration techniques and processes for community-led interventions, alleyway restorations and parklet studies.

Selected Project Experience

Sherryl has worked on the following projects:

- **Poughkeepsie City Center Connectivity**, Poughkeepsie, NY
- **Tactical Urbanist's Guide to Materials & Design**, West Palm Beach, FL
- **Green Biscayne Demonstration Project**, Miami Beach, FL

While at Lejobart, Sherryl worked on the following projects:

- **Office of Public Life with Gehl Studio sponsored by Knight Foundation and the DDA**, West Palm Beach, FL
- **The Megaphone Community Engagement Favorite Places Survey**, West Palm Beach, FL
- **Street Balcony Pilot Parklet Project 6-month Study**, West Palm Beach, FL
- **C'est la Via: Rethinking the Alleyways, Demonstration Project**, West Palm Beach, FL
- **ArtPARK & ArtCUBES for Continuum Modular Movable Art Mural Wall**, West Palm Beach, FL
- **(Park)ing Day Demonstration**, West Palm Beach, FL
- **CAAP Art: LaLa Urban Acupuncture at the Garden Community Art Project**, Lauderdale Lakes, FL
- **Auguraculum Colletivo: Urban Storytelling Outdoor Theater Design and Play**, Segni, Rome, Italy
- **La Maastra: The Bread Story Performance and Documentary**, Artena, Rome, Italy

Professional Highlights

- Street Plans Collaborative: 2016-Present
- Lejobart: 2012-2016
- Florida Atlantic University: 2010-2016

Education/Certification

- Masters in Urban and Regional Planning, Florida Atlantic University: 2009
- Bachelors in Architecture, Florida Atlantic University: 2007



Dana Wall
Planning Design and Support

Street Plans Collaborative

Dana Wall will assist the team with research, graphics and design. She is an SPC project manager with a background in public and open space planning, and graphic design, for urban planning and design projects. Dana has contributed urban design and planning skills to a variety of projects. To the *Lewiston-Auburn Complete Streets Design and Best Practices Design Guide*, she created graphics and contributed written content. She has identified placemaking opportunities to catalyze a future innovation district in the Allapattah neighborhood of Miami, and has compiled a report for Miami-Dade's MPO in which she proposed a regional bicycle network and made other recommendations to increase the feasibility of biking in South Miami-Dade County. Dana has also assisted with graphic production for *The Tactical Urbanist's Guide to Materials + Design*.

Selected Project Experience

Dana has worked on the following projects:

- **Wexford Miami Activation and Community Program Plan, 2016**
- **Lewiston-Auburn Complete Streets Design and Best Practices Design Guide, 2016**
- **South Dade Mobility Study Bicycle Recommendations, 2016**
- ***The Tactical Urbanist's Guide to Materials + Design, 2016***

While at Design Trust for Public Space, Dana:

- Managed the completion of the Farming Concrete Data Collection Toolkit; coordinated the video, text, and website components in collaboration with Design Trust Program Associates.
- Conducted in-depth site research of NYCHA housing developments for the Opening the Edge project, and prioritized sites for activity for future project development.

Professional Highlights

- Street Plans Collaborative: 2016-Present
- Design Trust for Public Space: 2015
- New York City Department of Parks and Recreation: 2014
- Global Green USA: 2011

Education/Certification

- Master of Urban Planning, Master of Science Environmental Planning, University of Michigan: 2016
- Bachelor of Arts, Communication Studies, University of California – Los Angeles: 2011

7 QUALIFICATIONS



QUALIFICATIONS

TOOLE DESIGN GROUP TEAM

Community Engagement

Toole Design Group (TDG) has a thorough understanding of how to navigate competing interests and opinions as well as a proven track record of working collaboratively with various stakeholders. Our outreach approach is built on listening, presenting options for community review and integrating public input with technical evaluation. We recognize that meaningful engagement means more than just hosting open meetings—it means creating ways to bring diverse groups together to have an informed dialogue about key issues and strategic choices the City faces.

For example, TDG recently led an outdoor public meeting in Georgetown Waterfront Park in Washington, DC that allowed regular users of the Waterfront, as well as area visitors, the opportunity to engage with staff, comment on design concepts and take a walking tour of the project site, where they saw firsthand how existing deficiencies would be addressed. The gathering was the culmination of a planning process that has incorporated community input while driving immediate change.

We are excited that the City is emphasizing open source tools and open data that will add value beyond the life of the project and allow anyone interested the opportunity to add to the project. This fits in well with our plan to use innovative strategies, like our online interactive map to encourage direct participation in the planning process.

To illustrate our innovative engagement approach, on the Minnesota Statewide Pedestrian Plan, TDG provided local partners and non-profit organizations with a suite of tools to use with local stakeholders and community members at a variety of meetings and events throughout the state. TDG's "meeting in a box" materials and the online crowdsourcing map for the project helped reach more stakeholders than



would have otherwise been involved in the planning process, making this a successful and replicable best practice for community engagement.

Focus on Active Tourism

TDG has extensive experience working in communities that are either cultivating or capitalizing on active tourism. Successful active tourism stems from a healthy active transportation network. Well-planned active tourism ensures that communities and businesses are able to maximize the economic benefits of their recreational, natural, cultural and historic resources. Our team understands the local economy will continue to thrive so long as Key West remains a desirable tourist destination. Our approach is centered around promoting active tourism with particular emphasis on bicycling and walking as two of the best ways to experience the Conch Republic.

Our team has worked on several projects where active transportation and its benefits have been at the forefront. For example, our work with the City of Brownsville and South Padre on the Lower Rio Grande Valley Active Transportation and Tourism Plan included calculating the economic benefits of active transportation for local businesses and residents, as well as making program recommendations to increase the number of visitors to the area.



In Nathan Benderston Park in Sarasota, FL, our team developed a 2,000-meter rowing course and event island designed to accommodate world class triathlons and dragon boat races and a multi-use trail—providing more healthy outdoor recreation opportunities.

For Adirondack Park in upstate New York, TDG developed an asset-based regional economic development structure designed to link visitors seeking a broad range of outdoor experiences to local communities. The resulting Adirondack Trail Towns program is now being implemented.

Waterfront Planning

As a city surrounded by water, Key West is vulnerable to the effects of climate change. We understand that the City Commission has committed to take action to prepare for climate change and the uncertain future it presents. We also recognize the importance of continuing to redevelop the city's waterfront to serve as an amenity for residents and visitors alike. Our team has worked on a number of projects that focus on ameliorating the effects of climate change while reimagining waterfronts as more vibrant, walkable and bicycle-friendly places.

For example, TDG helped the City of South Bend, IN reconceive its downtown streets and develop an open

space plan. The plan reconfigured the City's industrial waterfront through a series of connected open spaces and redesigned streets. The plan includes a trail along the riverfront and a second bicycling facility within the new contiguous park system.

On the Riverwalk at Kennedy Boulevard Plaza in Tampa, the TDG Team designed the final link of the Tampa Riverwalk, connecting almost 2.5 miles of continuous waterfront amenity, linking to the new Tampa Museum of Art and the Glazer Children's Museum.

TDG's work on Kiawah Island, SC focused on completing the island's leisure trail network, evaluating traffic conditions at two critical intersections and assessing overall multimodal transportation mobility and access. As the project was within a sensitive coastal zone beach resort community, TDG was cognizant to determine and minimize wetlands and floodplain impacts.

Focus On Actionable Plans

Most world-class cities promote walking and biking as comfortable and safe modes of transportation. A world-class livable city typically has a high rate of bicycling and walking, a low rate of serious injuries and fatalities from bike and walk-related crashes, and residents report a high level of satisfaction

regarding bicycling and walking conditions. Bicycle and Pedestrian Master Plans serve as reference and touchstones for walking and bicycling during any planning process and can help answer the question of whether a given planning or design decision will help move the community toward the plan's vision. World-class plans can advance ideas that will transform a community over time as support for that transformation grows. Focused, realistic recommendations that are easy to implement in the short term and well-received pave the way for the larger vision to be realized.

TDG Team members led the Hillsborough County Bicycle Safety Action Plan challenged with reducing exceptionally high rates of bicycle fatality crashes in the county. The widely supported resulting plan focused on 15 action items, including the involvement of local law enforcement agencies and grass-roots organizers. The plan was recognized as recipient of the FHWA/FTA Planning Excellence Award in 2012.

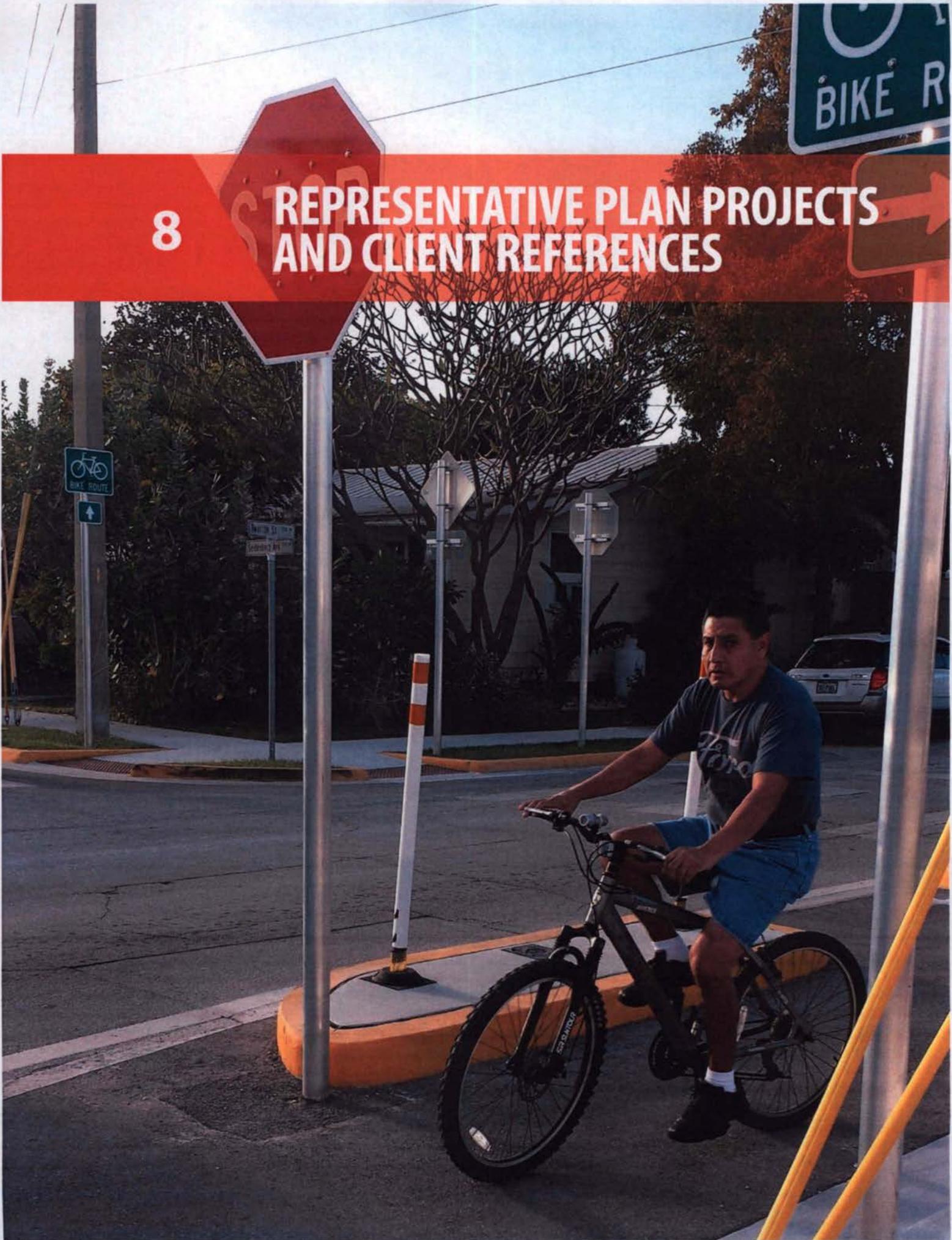
We have completed bicycle and pedestrian master plans for Alexandria, VA and Fort Collins, CO that have increased the quantity and quality of the bicycle and pedestrian friendly infrastructure in both cities. In these two projects, our team used a context-sensitive, data-driven approach, and our knowledge of international best practices, to revise and enhance the cities' bicycle and pedestrian networks, design guidelines and wayfinding strategies. We also provided policy and programmatic recommendations to institutionalize biking and walking in multiple areas of city operations.



Credit: Flickr, Nadya Peek

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REPRESENTATIVE PLAN PROJECTS AND CLIENT REFERENCES



REPRESENTATIVE BICYCLE AND PEDESTRIAN MASTER TRANSPORTATION PLAN PROJECTS

Toole Design Group (TDG) has had the privilege to be part of many projects that have direct, relevant application to the City of Key West Bicycle and Pedestrian Master Transportation Plan. We have provided strategic bicycle and pedestrian planning, corridor analysis, Complete Streets design guidelines, policy recommendations, multimodal connectivity planning and more to a host of clients throughout the country. Of specific relevance is our experience with mid-sized, waterfront communities and experience in Florida.

The below list is a partial representation of relevant bicycle or bicycle and pedestrian master plans on which we have worked. The following pages include an overview of some of our most relevant projects.

LOCATION	PROJECT
Alexandria, VA	Bicycle and Pedestrian Master Plan
Annapolis, MD	Bicycle Master Plan
Anne Arundel County, MD	Pedestrian and Bicycle Master Plan
Arlington, VA	Master Transportation Plan
Asheville, NC	Bicycle Master Plan
Aurora, CO	Bicycle and Pedestrian Master Plan
Baltimore, MD	Bicycle Master Plan
Bedford, MA	Bicycle and Pedestrian Master Plan
Birmingham, AL	Regional Bicycle, Pedestrian and Greenway Plan
Bonita Beach, FL	Road Visioning Study
Boston, MA	Bicycle Network Plan and On-Call Bicycle Facility Design Services
Cambridge, MA	Bicycle Master Plan
Chapel Hill, NC	Bicycle Master Plan
Charleston, SC	Pedestrian and Bicycle Action Plan
Charlotte, NC	Bicycle Master Plan
Charlottesville, VA	Bicycle/Pedestrian Master Plan
Cincinnati, OH	Bicycle Plan
Columbia, SC	Bicycle and Pedestrian Master Plan
Coral Gables, FL	Bicycling Infrastructure Design Services
Dallas, TX	Bike Plan
Damascus, VA	Bicycle and Pedestrian Plan

Denver, CO	Multimodal Access Plan (Denver Moves)
Edmond, OK	Bicycle Master Plan
Fauquier County, VA	Bicycle Master Plan
Flint Hills MPO, KS	Transportation Master Plan
Fort Collins, CO	Bicycle Master Plan
Greensboro, NC	Bicycle and Pedestrian Master Plan
Howard County, MD	Bicycle Master Plan
Jacksonville, FL	Pedestrian and Bicycle Master Plan
Knoxville, TN	Bicycle Facilities Plan
Loudoun County, VA	Pedestrian and Bicycle Mobility Master Plan
Louisiana	Bicycle and Pedestrian Statewide Policy Plan
Norfolk, VA	Bicycle and Pedestrian Master Plan
Philadelphia, PA	Pedestrian and Bicycle Mobility Plan
Portsmouth, NH	Bicycle and Pedestrian Master Plan
Rockville, MD	Bicycle Master Plan
San Antonio, TX	Bicycle Master Plan
Sarasota County, FL	Parks and Trails Master Plan
Seattle, WA	Bicycle Master Plan
St. Louis, MO	Bicycle Master Plan
Tulsa, OK	Regional Bicycle and Pedestrian Master Plan
Tysons Corner, VA	Bicycle Master Plan
Washington, DC	Bicycle Master Plan
Wauwatosa, WI	Bicycle and Pedestrian Plan
Wichita, KS	Bicycle Master Plan
Winston-Salem, NC	Bicycle Master Plan
Wilmington, NC	Pedestrian Master Plan
Raleigh, NC	Bike Share Strategic Plan

NATIONAL BEST PRACTICES

AASHTO <i>Guide for the Development of Bicycle Facilities</i>
AASHTO <i>Guide to the Planning, Design and Operation of Pedestrian Facilities</i>
FHWA Data Collection Case Studies for Pedestrian and Bicycle Projects
FHWA University Coursebook on Bicycle and Pedestrian Transportation
FHWA Bicycle Safety Action Plan
NCHRP 803: Pedestrian and Bicycle Transportation Along Existing Roads
NCHRP 797: Methods and Technologies for Collecting Pedestrian and Bicycle Volume Data

Jacksonville Pedestrian and Bicycle Master Plan

Jacksonville, FL

Toole Design Group, LLC



Toole Design Group (TDG) is leading the effort to develop a pedestrian and bicycle master plan for the City of Jacksonville, FL that addresses the serious traffic safety issues within the City and promotes active transportation. The Jacksonville Pedestrian and Bicycle Master Plan is focused on the City's central core—**Mobility Zones 7-10**—and identifies policies, strategies and programs that are applicable throughout the City. The plan has a number of key elements, including:

- Establishing a pedestrian and bicycle counting program that can be continued by the City
- Assessing 150 miles of roadway for Bicycle Level of Service
- Developing a Pedestrian Safety Action Plan
- Using the ActiveTrans Priority Tool to recommend priority projects for the City to implement

The TDG Team is focusing its analysis of the crash problem on 10 hotspots throughout the City and using the the Federal Highway Administration's (FHWA) Pedestrian Safety Action Plan tool to recommend systemic changes in the planning, design, operation and maintenance of city roads to improve safety and increase use. The TDG Team is also establishing processes for the City to inventory bicycling and walking infrastructure, collect more use and safety data and prioritize projects for implementation through their Mobility Fee and Capital Improvement Program. More detailed action plans will be developed for engaging the Florida Department of Transportation (FLDOT), developers and other key targets.

Client

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Kiawah Island Multimodal Feasibility Services

Kiawah Island, SC

Toole Design Group, LLC



As a follow-up to transportation planning services previously provided by **Toole Design Group (TDG)**, the Kiawah Island Community Association (KICA) retained TDG to investigate the feasibility of implementing several key multimodal improvements in this beach resort community.

The primary focus of the project was to complete the island's leisure trail network. Currently, a gap exists in the network across the Rhett's Bluff Road causeway, a critical connection for both neighborhood and beach access. The causeway posed numerous challenges, having a constrained right-of-way due to water features on both sides. TDG provided preliminary engineering and rendering of the design concept to assist decision makers in determining the most advantageous course of action. In addition to developing a design for completing the leisure trail network, TDG considered parking concerns and modal conflicts surrounding a popular fishing pier along the causeway. Also included in the causeway redesign was the creation of an overlook area with seating and landscape features.

In addition to the trail feasibility, TDG provided a conceptual redesign of a major pedestrian and bicycle crossing on Governor's Drive. Currently, the crossing is in

close proximity to an intersection that experiences high volumes and speeds as vehicles turn a somewhat blind corner. A roundabout was investigated to not only slow traffic and increase sightlines for the crossing but also to address other functional issues with the intersection. The pedestrian/bicycle crossing was also elevated in the form of a speed table with additional advanced warning signing and pavement markings. These combined improvements would result in a much safer and comfortable environment for all modes.

As the project is within a sensitive coastal zone beach resort community, TDG was cognizant to determine and minimize wetlands and floodplain impacts. At the completion of the feasibility services, it was determined that the overall footprint of the recommended changes would actually result in a reduction of impervious surfaces over existing conditions. TDG also provided additional environmental advisement, traffic control recommendations and cost estimates for the project.

Client

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Norfolk Bicycle and Pedestrian Strategic Plan

Norfolk, VA

Toole Design Group, LLC



Toole Design Group (TDG) developed a strategic multimodal corridor study for the City of Norfolk, VA. The Plan focused on recommending priorities for improving bicycle and pedestrian mobility and safety throughout the city. The Plan identified and assessed 12 bicycle/pedestrian corridors connecting to key destination throughout the City. In coordination with the project technical committee and stakeholder groups, the TDG Team conducted extensive data analysis, public outreach and field assessment. The team produced a final plan of capital improvement projects for each priority corridor with distinct strategies for near-term implementation.

In fall 2015, even before the draft Plan was adopted, the City approved more than \$1 million to implement one of the projects identified in the Plan—a bicycle loop that will also serve as a pilot for both separated bike lanes and bicycle boulevards.

Client

City of Norfolk, VA

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Annapolis Bicycle Master Plan

Annapolis, MD

Toole Design Group, LLC



Toole Design Group (TDG) prepared a Bicycle Master Plan for the City of Annapolis. Based on public workshops, an online interactive map, focus group interviews and extensive field work covering the entire city, the Master Plan established a network of proposed bicycle facilities and education, encouragement and

law enforcement programs. The Plan recommendations were accompanied by an implementation strategy that included prioritization and potential funding methods for a five-year implementation time frame in coordination with ongoing maintenance and new capital projects.

Client

City of Annapolis Department of Planning and Zoning
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Fort Collins Bicycle Master Plan

Fort Collins, CO

Toole Design Group, LLC



Toole Design Group (TDG) was the prime consultant for development of the 2014 Fort Collins Bicycle Master Plan. The Plan builds upon Fort Collins' recent designation as a Platinum Bicycle Friendly Community and establishes a blueprint for realizing a world-class city for bicycling, where people of all ages and abilities can safely and comfortably ride a bicycle. The Plan includes a proposed bicycle network, wayfinding strategies, bicycle facility design guidelines and policy and programmatic recommendations.

The Plan's success and support was achieved through an inclusive outreach process. Continuous multi-agency coordination and feedback was obtained via a technical advisory committee, a stakeholder visioning workshop and a series of small-group stakeholder meetings. Community support was obtained through a robust engagement process including two public open houses, an online interactive WikiMap and a series of community events. The outreach process informed the team's understanding of the existing network, existing and future facility needs and needed changes to the City's robust enforcement, education and encouragement programs.

As a part of the planning process, TDG performed a refined level of traffic stress (LTS) analysis to develop bicycle network recommendations tailored to the Fort Collins context. Existing streets were rated low-to high-stress on a five-point scale. This technique

allowed the team to identify a near-term, low-cost and low-stress network as an alternative to existing high-stress arterials. A longer-term vision includes a network of arterial protected bicycle lanes to complement lower volume streets, neighborhood greenways and trails.

The Plan is action-oriented and identifies locations for bicycle improvements, recommended improvement types, and specific actions and timelines to implement improvements. Projects were prioritized by anticipated bicycle demand and their ability to improve safety and close network gaps; they were then scored using the City's Triple Bottom Line analysis framework.

During the project, TDG designed retrofits to the existing roadway system including two miles of buffered bike lanes on Shields Street and two-stage turn queue boxes for a trail transition at Mason Street – both successfully installed in 2014. TDG also designed wayfinding and crossing improvements along Pitkin Street and Swallow Avenue to aid in a successful CDOT TAP grant application.

Another major component of the project was a Bike Share Business Plan. Building on the success of the Fort Collins Bike Library, TDG led the planning for an automated, self-checkout bike share system for Fort Collins. The Business Plan included a vision for the future system as well as an assessment of demand, costs and steps towards implementation.

Client

City of Fort Collins

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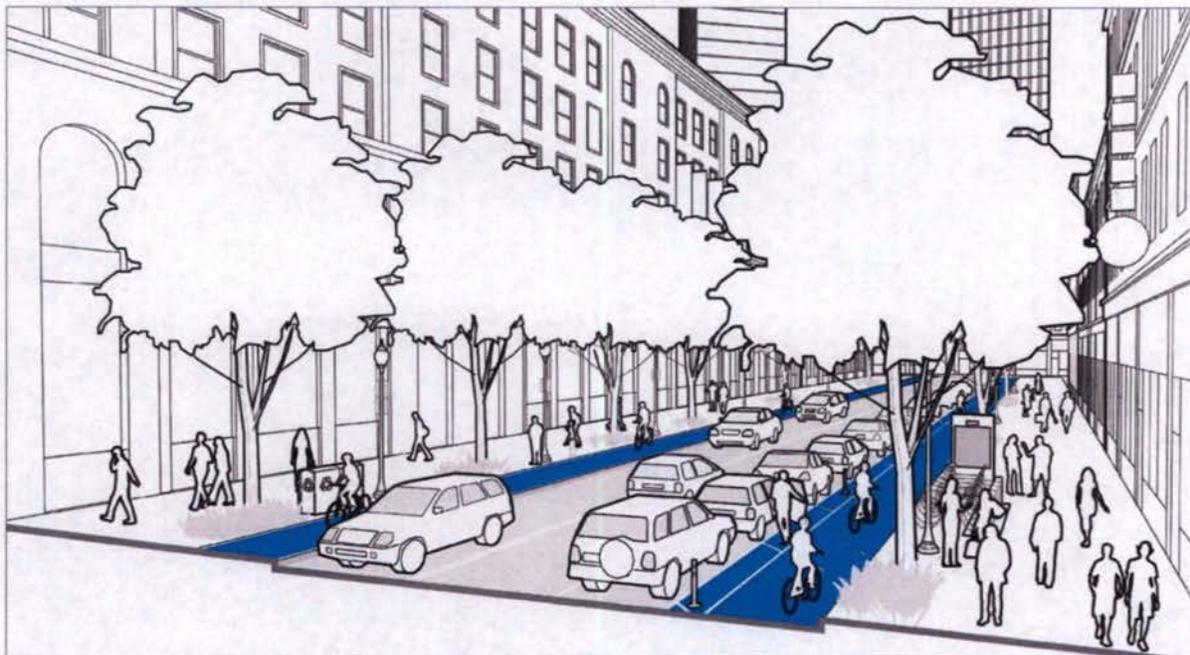
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Boston Complete Streets Design Guidelines

Boston, MA

Toole Design Group, LLC



Toole Design Group (TDG) was the prime consultant for the City of Boston's award-winning Complete Streets Design Guidelines. The Guidelines represent a fundamental change in Boston's approach to street design and operations in order to create a more walkable, bikeable, transit-friendly, and livable city. TDG was responsible for all aspects of the project, including development of the guidelines, coordination between numerous city agencies, an advisory panel that included a wide array of stakeholders, and final publication and production of the guidelines.

As a part of a new Complete Streets On-Call services contract, TDG is currently serving as the prime consultant to facilitate implementation of the Guidelines. Working closely with the Boston Transportation Department and an interagency group composed of the Boston Public Works Department, Boston Fire Department, Boston Emergency Services, and other key agencies, TDG is developing recommendations for new traffic calming policies and

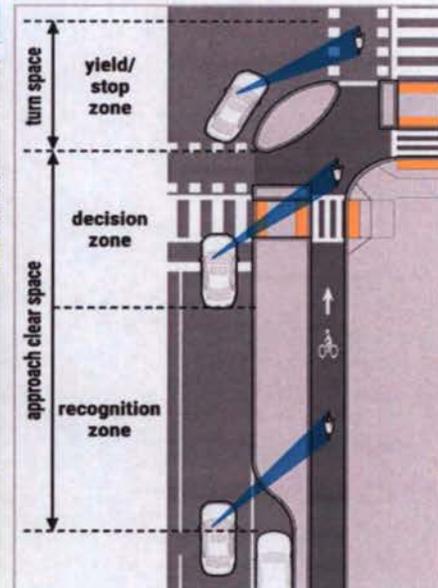
programs. In support of the City's commitment to Vision Zero, TDG is working to institute the Neighborhood Slow Streets program, a zone-based traffic calming initiative that focuses on neighborhood streets designed for 20 mph. TDG is providing streamlined process recommendations for responding to traffic calming requests on neighborhood streets based on our robust experience with traffic calming and peer-to-peer exchanges with other cities. TDG is also developing a tool box of physical engineering measures, educational campaigns, and enforcement strategies to assist the City in achieving Vision Zero and improving the quality of life for all of Boston's neighborhoods.

Client

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MassDOT Separated Bike Lane Design Guide

Toole Design Group, LLC



Toole Design Group (TDG) prepared the MassDOT *Separated Bike Lane Planning & Design Guide*. Separated bike lanes are a key component of safe, comfortable and connected low-stress bike networks that will attract more people of all ages and ability to bicycling. The 130-page document:

- Provides comprehensive guidance for one and two-way separated bike lanes.
- Introduces street, sidewalk and intermediate-level separated bike lane design options for both retrofit and reconstruction projects.
- Addresses complex issues, such as buffer treatments and widths, landscaping, drainage and stormwater management, universally accessible designs, utility placement, signs and marking.

- Has extensive guidance on the geometry and operation of intersections, transit stops, driveways and on-street parking.

The extensively illustrated Guide breaks new ground with innovative design solutions for safety features, such as protected intersections to minimize motor vehicle/bike conflicts as well as detailed guidance on traffic signals covering signal placement, timing, phasing and operations. The Guide concludes with an extensive discussion of maintenance issues.

Client

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Hawaii Bike Share Planning Honolulu, HI

Toole Design Group, LLC



Toole Design Group (TDG) was selected through an Environmental Protection Agency (EPA) grant to assist Bikeshare Hawaii, a locally formed non-profit, in planning a 200 station bike share system in Honolulu that could provide a model for system planning, public engagement and site permitting that could be replicated in other parts of the state.

Phase 1 of the project included working with a multi-stakeholder team—including the US EPA, the City and County of Honolulu and Bikeshare Hawaii—to finalize system planning. This included making decisions on the final size, extents and preliminary station locations for the system's first phase. Following an extensive round of stakeholder meetings and on-the-ground field work, more than 400 potential bike share station locations were identified in a Preliminary System Plan. TDG developed a stakeholder and public consultation plan that incorporated a variety of media, including an online crowdsourcing map where users could support and comment on potential station locations, neighborhood board meetings, stakeholder workshops and public open houses. Based on this input, final decisions will be made on the station locations to take forward for detailed survey, design and approval.

Phase 2 of the project included understanding the site approval process and taking a sub-set of the

proposed station locations through this process. The system will include stations on both public right-of-way and on privately owned property. For sites in the public right-of-way, TDG met with several City and County, State and Federal departments that would be responsible for approving stations and developed a set of design guidelines and several test submittals to document the permitting process. This process will be repeated for other station locations throughout the remainder of the project. For private sites, TDG conducted extensive outreach with local property owners, including large land owners such as the University of Hawaii – Manoa, Howard Hughes, Kamehameha Schools, the Hawaii Convention Center and smaller land owners, to identify potential station locations and understand their approval processes.

The planning process will be documented in a final report that can be used as a template for future expansion of the Honolulu system or expansion into other parts of the state.

Client

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Polk TPO Complete Streets Program: Corridor Feasibility Study

Polk County, FL

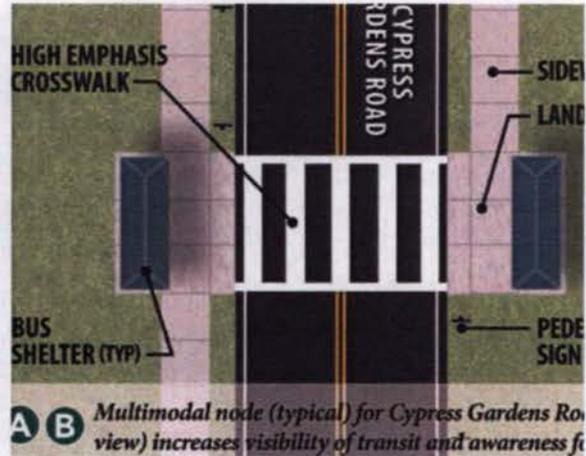
Kimley-Horn and Associates



The Polk Transportation Planning Organization (TPO) is focused on providing streets that are safer and more humane for Polk County residents and visitors alike. The Complete Streets Corridor Feasibility Study was a major step in the process of creating better streets for people in Polk County.

The project's goal was to identify the corridors with the highest need of improvements to create a safe and efficient transportation network that accommodates those who choose to ride public transit, drive a car, ride a bicycle or walk to their destination. The study builds on previous efforts in the county led by **Kimley-Horn and Associates (KHA)**, including the Complete Street Policy adopted by the municipalities throughout the county in 2012 as well as the Complete Streets Policies in 2012. This study was the start to a continuing Complete Street and safety program.

The study developed the eight initial Complete Street Action Plans for roadways throughout Polk County. These action plans identify context-sensitive Complete Street improvements and strategies to improve safety, mobility and access. Improvements on several corridors have already been submitted for funding by FDOT.



The improvement recommendations include appropriate short-term and long-term improvements for 28 corridor sections that range from minor multimodal improvements, such as sidewalks, trails, street lighting and intersection improvements, to complete reconstruction of some corridors. Attention was focused on balancing the needs of all users, including trucks and auto commuters. The key outcome for each corridor was the identification of context-sensitive solutions that were reviewed for feasibility, probable cost estimates and implementation recommendations.

Client

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Nathan Benderson Park

Sarasota, FL

Kimley-Horn and Associates



Kimley-Horn and Associates (KHA) is currently providing landscape architectural and park planning services for the \$40-million Nathan Benderson Park in Sarasota, FL. Key program elements include:

- FISA-certified 2,000-meter sprint rowing course.
- 32-acre, multiuse island designed to accommodate world class competition sports, including rowing, dragon boat races, triathlons, stand up paddleboard, canoe/kayak, beach volleyball and other events such as equestrian activities and soccer.
- 5,000-meter, 15-foot wide shared path and five-foot shell jogging paths.
- Themed playground.
- Outdoor fitness areas.
- Fishing docks and boat ramp.
- Floating ware attenuator/TV truck lane

Construction phases 1 and 2 were completed in 2013. In September 2013, Nathan Benderson Park was awarded the 2017 World Rowing Championships. This event is expected to bring approximately 45,000 athletes and visitors to the area. In preparation for this event, the KHA Team is now focused on the final design and construction of Park Phases 3 and 4.

Client

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Bradenton Riverwalk

Bradenton, FL

Kimley-Horn and Associates



Kimley-Horn and Associates (KHA) prepared both a master plan and construction documents for the 1.25-mile long Bradenton Riverwalk along the Manatee River in downtown Bradenton. Services included architecture, civil engineering, permitting, public art coordination and construction phase services. KHA facilitated an extensive public involvement program to identify opportunities for enhancement to the existing Riverwalk, as well as features that would attract users to the waterfront.

KHA also collaborated with USF architectural graduate students as part of a summer design studio. The design team coordinated closely with the City of Bradenton, Southwest Florida Water Management District (SWFWMD) and Florida Fish and Wildlife Conservation Commission (FWC) to obtain more than \$1 million in grant funds. The grand opening of this \$6.9-million project occurred in October 2012.

Key design features and park destinations include:

- Splash pad/interactive water feature
- Playground areas for 2 through 5 and 5 through 12-year-old children
- Restroom, pumphouse and concession area
- Day dock

- Fishing pier
- Three event lawns
- Botanical walk
- Beach volleyball
- Canoe/kayak launch
- Custom skatepark
- Enhanced lighting
- Shade throughout utilizing fabric canopies, pavilions and shade trees
- Seating
- Enhanced environmental graphics/signage
- Public art and sculpture
- Dog-friendly amenities

Client

Bradenton Downtown Development Authority
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Perry Harvey Park Tampa, FL

Kimley-Horn and Associates



Themed around Tampa's Central Avenue neighborhood and business district's rich and vibrant history, this project offers an exciting opportunity to celebrate Tampa's past while enriching the user experience through implementation of enhanced park features. Key program elements include a Central Avenue History Walk, transformation of the historic "skate bowl" into a state-of-the-art park as a neighborhood destination.

Kimley-Horn and Associate's (KHA) landscape architecture and engineering services include:

- Public involvement
- Permit coordination
- Program refinement

- Construction cost estimation
- Schematic design and design development
- Preparation of construction documents for bidding
- ADA and City of Tampa code compliance
- Shop drawing review and construction phase services

Client

City of Tampa

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Plan BTV Walk/Bike Plan – Demonstration Projects and Tactical Urbanism Policy Burlington, VT

Street Plans Collaborative



Together with Vermont-based engineering firm DuBois & King, **Street Plans Collaborative (SPC)** is leading Plan BTV Walk Bike—Burlington’s first citywide planning effort focused on active transportation.

As part of the second round of public outreach for PlanBTV Walk/Bike in September 2015, SPC worked with local advocacy groups and the Department of Public Works (DPW) to create two Tactical Urbanism “demonstration projects” to illustrate possibilities for better bike and pedestrian infrastructure using temporary and low-cost materials. For maximum impact, these demonstration projects occurred in partnership with the Art Hop and Open Streets BTV events already taking place throughout the course of one weekend. The demonstrations also provided an opportunity for SPC to test the draft policy framework the firm was developing for Community-led Demonstration Projects.

Demonstrations at the first project site illustrated possibilities for improving walking conditions in Burlington’s South End. The project involved repurposing a small amount of excess asphalt space for a “parklet”—a street-side pedestrian space for sitting and socializing—and creating a colorfully painted curb extension. During the two days it was in place, the demonstration project was used by thousands of people

and proved that balancing space between people walking and driving need not be a zero sum game.

Demonstrations at the second project site allowed people to experience three new types of bike lanes, intersecting Burlington’s open streets event—Open Streets BTV. The demonstration project designs included Burlington’s first parking-protected bike lane, a Neighborhood Greenway and a planter-protected bike lane. Thousands of people were exposed to a number of options that could make cycling and walking safer while not conflicting with the flow of automobile traffic.

As a follow up to these demonstration projects, **Street Plans** finalized the new permit process the firm developed to enable DPW to support more citizen-led demonstration projects in public rights-of-way. Project types included in the policy include pop-up bike lanes, plazas, parklet, curb extensions, and more.

Client

City of Burlington

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Bike-Walk Miami Beach Bicycle Master Plan

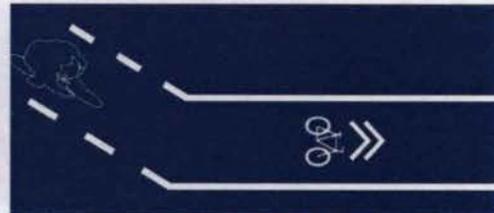
Miami Beach, FL

Street Plans Collaborative



The Handlebar Survey - Miami Beach -

An Assessment of Bicycling Conditions for:
The Atlantic Greenway Network Plan Update
Miami Beach, Florida
6/5/12 - 6/9/12



Street Plans Collaborative (SPC) was hired by the City of Miami Beach to re-imagine its transportation network. Working with Atkins North America, SPC launched Bike-Walk Miami Beach, a multi-phase project that envisions a holistic and comprehensive redesign of the Miami Beach street network to re-balance transportation priorities and take into account the concerns of pedestrians, cyclists, tree canopy advocates and neighborhood associations alike. The project builds on previous mobility, bicycle, pedestrian and traffic safety studies to inform the best methods for integrating active transportation modes into the network.

The project started in June 2012 with two kickoff bicycle summits, where community residents were introduced to the planning team, and heard a lecture on the latest best practices in transportation planning from SPC. In addition to the Bicycle Summits, SPC designed and built a project website that further augmented the public participation process.

Following the initial meetings, the project team documented existing conditions, leveraging SPC's innovative handlebar survey process, and meeting with community residents.

The project website served an important role in the public involvement program for this project. Rather than a static website with basic project information, SPC included interactive web-based map applications to get real time data from residents, as well as a full best practice guide to bicycle/pedestrian planning. This interactive website supported in-person public involvement efforts, including numerous community workshops.

SPC developed the final plan for this project. The plan includes a robust existing conditions analysis, and detailed section and plan-view drawings to illustrate project recommendations. The plan makes recommendations for policies and programs, and provides detailed guidance on implementation. A Street Design Guideline insert supports the implementation section of the final plan.

Client

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Village of Pinecrest, U.S. 1 Mobility Plan

Miami, FL

Street Plans Collaborative



Street Plans Collaborative (SPC) worked with the Village of Pinecrest to develop a multimodal mobility plan for the U.S. 1 Corridor. This project took into account the needs of drivers, but specifically focused on increasing safety and mobility for cyclists and pedestrians in the study area.

SPC conducted a thorough existing conditions analysis, documenting transit networks and crash-data, as well as user-level information collected through our Handlebar Survey and Walkability Audits.

The final U.S. 1 Corridor Mobility Plan provided Pinecrest leaders, decision-makers, transportation officials and community members with a clear, concise and attractive master plan report summarizing all recommendations and analysis. The plan included:

- Short and long-term, site-specific pedestrian safety improvements
- Project recommendations to improve connections in support of the existing Village Bicycling Plan and area bicycle trails
- Design standards for new bicycle and pedestrian facilities
- A detailed Implementation Plan

This planning effort required an excellent understanding of design and engineering practices in the latest multimodal transportation practices, in addition to understanding the circumstances unique to Pinecrest. For example, SPC's team explored small improvements to sidewalks and commercial alleyways in order to increase connectivity between the U.S. 1 commercial corridor and adjacent residential neighborhoods.

SPC's approach to this project was informed by their analysis of Pinecrest's land use and transportation context to ensure appropriate calibration of low-stress bicycle and pedestrian connections within the village.

SPC Principal Tony Garcia led this project as both **Principal-in-Charge and Project Manager**. SPC staff member Julie Flynn provided research, writing and graphic design support.

Client

Village of Pinecrest
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9

REFERENCES



REFERENCES

Norfolk Bicycle and Pedestrian Strategic Plan, Norfolk, VA

City of Norfolk, VA
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Toole Design Group (TDG) developed a strategic multimodal corridor study for the City of Norfolk, VA. The plan focused on recommending priorities for improving bicycle and pedestrian mobility and safety throughout the City. The plan identified and assessed 12 bicycle/pedestrian corridors connecting to key destination throughout the City. In coordination with the project technical committee and stakeholder groups, the TDG Team conducted extensive data analysis, public outreach and field assessment. The team produced a final plan of capital improvement projects for each priority corridor with distinct strategies for near-term implementation.

In fall 2015, even before the draft Plan was adopted, the City approved more than \$1 million to implement one of the projects identified in the Plan—a bicycle loop that will also serve as a pilot for both separated bike lanes and bicycle boulevards. The project was completed in 2015.

Fort Collins Bicycle Master Plan, Fort Collins, CO

City of Fort Collins
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Fort Collins, CO 80522

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Toole Design Group (TDG) was the prime consultant for development of the 2014 Fort Collins Bicycle Master Plan. The plan builds upon Fort Collins' recent designation as a Platinum Bicycle Friendly Community and establishes a blueprint for realizing a world-class city for bicycling, where people of all ages and abilities can safely and comfortably ride a bicycle. The plan includes a proposed bicycle network, wayfinding strategies, bicycle facility design guidelines and policy and programmatic recommendations. The project was completed in 2014.

Polk Transportation Planning Organization Complete Streets Corridor Feasibility Study(Bicycle/Pedestrian Master Plan), Polk County, FL

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Kimley-Horn and Associates (KHA) served as the prime consultant. The Polk County TPO's approach to planning for on-roadway bicycle and pedestrian facilities is accomplished through their Complete Streets program. This is in response to the previous development of a Complete Streets design guide and adoption of the Complete Streets policy by the 18 local governments, including Polk County. This Complete Streets plan reviewed all 446 roadway corridors in the major roadway network, developed initial priorities for 80 roadway corridors and then developed action plans for eight of the 28 high-priority corridors. The key outcome for each of the eight corridors was the identification of context-sensitive solutions that were reviewed for feasibility, probable cost estimates and implementation recommendations. The study included required purpose and needs statements. Improvements to portions of four of the corridors are expected to be initiated in the next three years. The project was completed in 2016.

City of Miami Bike Plan and Ongoing Consultation, Miami, FL

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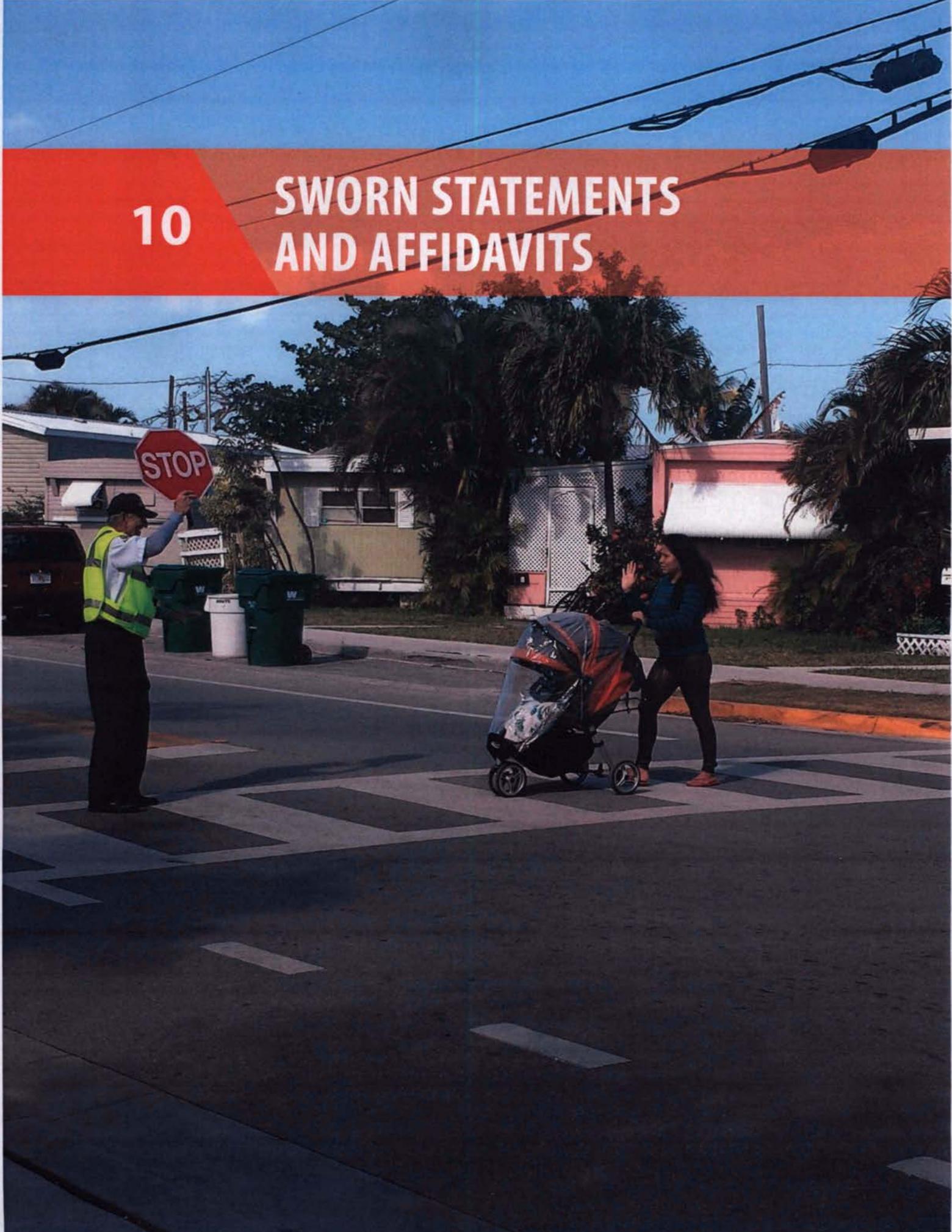
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305.562.1124, cworth@miamigov.com

Building from previous advocacy and planning efforts with the City of Miami, **Street Plans Collaborative (SPC)** was hired in 2009 to complete the City's first comprehensive bicycle master plan. With a goal of putting a bikeway within a 1/4 mile of every Miami resident, the ambitious 20-year master plan expands a baseline of 15 disconnected miles of existing bicycle facilities to a network of more than 280 miles. To make this happen, the plan introduced five new bikeway types, includes a full network of bicycle boulevards. The plan also recommended 3,000 new parking spaces along with parking type and placement guidance. Structured on the League of American Bicyclists' six Es, the 2030 Plan also includes extensive education, evaluation and encouragement program recommendations. Today, the Miami Bicycle Master Plan continues to guide infrastructure investments in the city of Miami. Early success includes the implementation of miles of new bicycle lanes, the application of the City's first Shared Use Lane Markings (sharrows), the adoption of a Complete Streets policy, the continuation of Bike Miami Days, a new mountain bike course and a safety awareness campaign demonstrating the benefits of bicycling. The project was completed in 2012.

In 2008, the City of Miami was ranked by Bicycling Magazine as one of the top three worst cities for bicycling in the nation, but by 2010, Miami was removed from Bicycling Magazine's top three worst list and added to the top 50 list (#44). It also received a Bicycle-Friendly Community Honorable Mention in 2011. In 2012, the City climbed in the rankings to #34 and was awarded with a BFC Bronze designation. Implementation of the SPC-authored plan has been a primary cause of this improvement.

10

SWORN STATEMENTS AND AFFIDAVITS



SWORN STATEMENTS AND AFFIDAVITS

ANTI-KICKBACK AFFIDAVIT

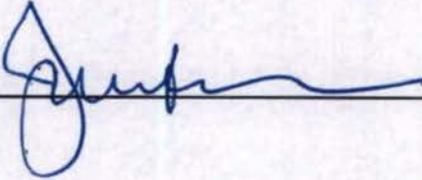
STATE OF Maryland

SS:

COUNTY OF Montgomery

I the undersigned hereby duly sworn, depose and say that no portion of the sum herein response will be paid to any employee of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

BY: _____



sworn and prescribed before me this 29 day of August, 2016

NOTARY PUBLIC, State of MARYLAND

My commission expires: 10/12/2016

JULIE E. ALBRIGHT
NOTARY PUBLIC
ANNE ARUNDEL COUNTY
MARYLAND
MY COMMISSION EXPIRES OCTOBER 12, 2016



ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA

SS:

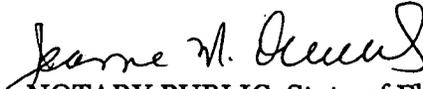
COUNTY OF MONROE

I the undersigned hereby duly sworn, depose and say that no portion of the sum herein response will be paid to any employee of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

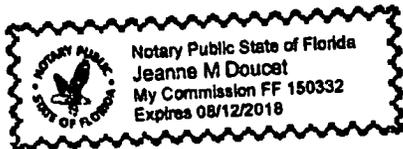
BY: _____



sworn and prescribed before me this 22nd day of August 2016


NOTARY PUBLIC, State of Florida

My commission expires: 08/12/2018



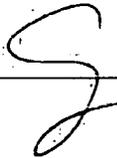
ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA

SS:

COUNTY OF MONROE

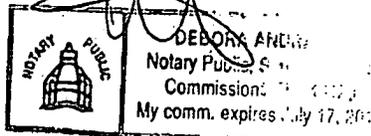
I the undersigned hereby duly sworn, depose and say that no portion of the sum herein response will be paid to any employee of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

BY: Anthony Lewis 

sworn and prescribed before me this 25 day of AUG, 2016

NOTARY PUBLIC, State of Florida

My commission expires:



SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS,

1. This sworn statement is submitted to Jennifer L. Toole, AICP, ASLA

by

Jennifer L. Toole, AICP, ASLA

for

(print individual's name and title) Toole Design Group, LLC
(print name of entity submitting sworn statement)

whose business address is 8484 Georgia Avenue, Suite 800, Silver Spring, MD 20910

and (if applicable) its Federal Employer Identification Number (FEIN) is

05-0545429

(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement):

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "conviction" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 01, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- a. A predecessor or successor of a person convicted of a public entity crime: or
- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agent who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment of income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statute means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement (indicate which statement applies).

Neither the entity submitting this sworn statement, or any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by

the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR THE CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.



(SIGNATURE)

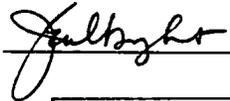
8/29/2016

(DATE)

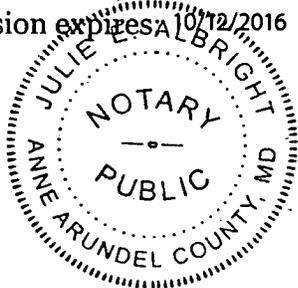
STATE OF Maryland

COUNTY OF Montgomery

PERSONALLY APPEARED BEFORE ME, the undersigned authority
Jennifer L. Toole, AICP, ASLA who, after first being sworn by me,
(name of individual)
affixed his/her signature in the space provided above on this
29 day of August, 2016

 NOTARY PUBLIC

My commission expires 10/12/2016



JULIE E. ALBRIGHT
NOTARY PUBLIC
ANNE ARUNDEL COUNTY
MARYLAND
MY COMMISSION EXPIRES OCTOBER 12, 2016

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS,

1. This sworn statement is submitted to City of Key West

by Jonathan Thigpen, P.E., Senior Vice President/Senior Associate

(print individual's name and title) Kimley-Horn and Associates, Inc.

(print name of entity submitting sworn statement)

for

whose business address is 116 South Kentucky Avenue, Lakeland, FL 33801

and (if applicable) its Federal Employer Identification Number (FEIN) is

56-0885615

(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement):

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "conviction" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a finding of guilt or a conviction of a public entity crime; with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 01, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- a. A predecessor or successor of a person convicted of a public entity crime: or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agent who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment of income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statute means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement (indicate which statement applies).
- X Neither the entity submitting this sworn statement, or any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by

the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR THE CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[Handwritten Signature]
(SIGNATURE)

August 22, 2016
(DATE)

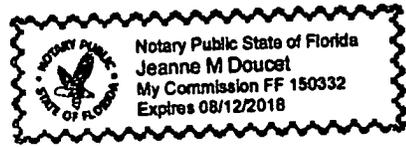
STATE OF Florida

COUNTY OF Orange

PERSONALLY APPEARED BEFORE ME, the undersigned authority
Jonathan Thigpen who, after first being sworn by me,
(name of individual)
affixed his/her signature in the space provided above on this
22nd day of August, 2016

[Handwritten Signature] NOTARY PUBLIC

My commission expires: 08/12/2018



SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS,

1. This sworn statement is submitted to the City of Key West

by ANTHONY GARCIA

(print individual's name and title) Street Plans Collaborative for
(print name of entity submitting sworn statement)

whose business address is 221 Aragon Ave

and (if applicable) its Federal Employer Identification Number (FEIN) is

27-2163948

(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement):

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "conviction" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 01, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- a. A predecessor or successor of a person convicted of a public entity crime: or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agent who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment of income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statute means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement (indicate which statement applies).
- X Neither the entity submitting this sworn statement, or any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by

the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR THE CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

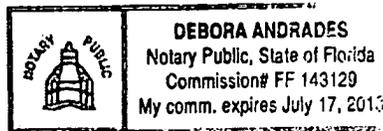
[Signature]
(SIGNATURE)
8/25/2016
(DATE)

STATE OF Florida
COUNTY OF Miami-Dade

PERSONALLY APPEARED BEFORE ME, the undersigned authority
_____ who, after first being sworn by me, Anthony Garcia
(name of individual)
affixed his/her signature in the space provided above on this
25 day of August 2016

[Signature] NOTARY PUBLIC

My commission expires:



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
TRUTH IN NEGOTIATION CERTIFICATION

Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee professional services contract over the threshold amount provided in Section 287.017, Florida Statutes for

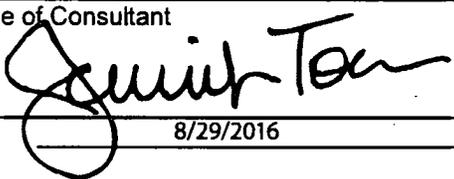
CATEGORY FOUR, the Department of Transportation (Department) requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal, or as prescribed in the contract advertisement.

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Department determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Department, whichever is later.

Toole Design Group, LLC

Name of Consultant

By: 

8/29/2016

Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
TRUTH IN NEGOTIATION CERTIFICATION

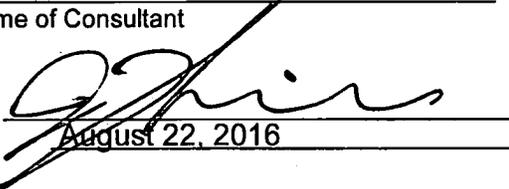
Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee professional services contract over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the Department of Transportation (Department) requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal, or as prescribed in the contract advertisement.

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Department determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Department, whichever is later.

Kimley-Horn and Associates, Inc.

Name of Consultant

By: 

August 22, 2016

Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
TRUTH IN NEGOTIATION CERTIFICATION

Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee professional services contract over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the Department of Transportation (Department) requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal, or as prescribed in the contract advertisement.

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Department determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Department, whichever is later.

Street Plans Collaborative
Name of Consultant

By: [Signature] Date 8/25/2016

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DRUG-FREE WORKPLACE PROGRAM CERTIFICATION**

287.087 Preference to businesses with drug-free workplace programs. --Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

(5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?

YES

NO

NAME OF BUSINESS: Toole Design Group, LLC

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DRUG-FREE WORKPLACE PROGRAM CERTIFICATION**

287.087 Preference to businesses with drug-free workplace programs. --Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

(5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?

YES

NO

NAME OF BUSINESS: Kimley-Horn and Associates, Inc.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

287.087 Preference to businesses with drug-free workplace programs. --Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

(5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?

YES

NO

NAME OF BUSINESS: STREET PLANS COLLABORATIVE



Florida Department of Transportation

RICK SCOTT,
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JIM BOXOLD
SECRETARY

August 19, 2016

Jennifer Toole, President
TOOLE DESIGN GROUP, LLC
8484 Georgia Avenue, Suite 800
Silver Spring, Maryland 20782

Dear Ms. Toole:

The Florida Department of Transportation has reviewed your application for qualification package and determined that the data submitted is adequate to technically qualify your firm for the following types of work:

- Group 13 - Planning
 - 13.3 - Policy Planning
 - 13.4 - Systems Planning
 - 13.5 - Subarea/Corridor Planning
 - 13.6 - Land Planning/Engineering

Your overhead audit has been accepted, enabling your firm to compete for Professional Services projects advertised at the unlimited level, with estimated fees of any dollar amount. This status shall be valid until June 30, 2017 for contracting purposes.

	Home/Branch Office	Facilities Capital Cost of Money	Overtime Premium Reimbursed	Direct Expense
Indirect Cost	158.14%	0.265%	Reimbursed	9.80% (Home)

Should you have any questions, please feel free to contact me by email at carliayn.kell@dot.state.fl.us or by phone at 850-414-4597.

Sincerely,

Carliayn Kell
Professional Services
Qualification Administrator

CBHK/kw



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JIM BOXOLD
SECRETARY

June 6, 2016

Amy McGregor, Marketing Department Manager
KIMLEY-HORN AND ASSOCIATES, INC.
1920 Wekiva Way, Suite 200
West Palm Beach, Florida 33411

Dear Ms. McGregor:

The Florida Department of Transportation has reviewed your application for qualification package and determined that the data submitted is adequate to technically qualify your firm for the following types of work:

Group 2 - Project Development and Environmental (PD&E) Studies

Group 3 - Highway Design - Roadway

- 3.1 - Minor Highway Design
- 3.2 - Major Highway Design
- 3.3 - Controlled Access Highway Design

Group 4 - Highway Design - Bridges

- 4.1.1 - Miscellaneous Structures
- 4.1.2 - Minor Bridge Design
- 4.2.1 - Major Bridge Design - Concrete
- 4.2.2 - Major Bridge Design - Steel

Group 5 - Bridge Inspection

- 5.1 - Conventional Bridge Inspection
- 5.3 - Complex Bridge Inspection
- 5.4 - Bridge Load Rating

Group 6 - Traffic Engineering and Operations Studies

- 6.1 - Traffic Engineering Studies
- 6.2 - Traffic Signal Timing
- 6.3.1 - Intelligent Transportation Systems Analysis and Design
- 6.3.2 - Intelligent Transportation Systems Implementation
- 6.3.3 - Intelligent Transportation Traffic Engineering Systems Communications
- 6.3.4 - Intelligent Transportation Systems Software Development

- Group 7 - Traffic Operations Design
 - 7.1 - Signing, Pavement Marking and Channelization
 - 7.2 - Lighting
 - 7.3 - Signalization
- Group 10 - Construction Engineering Inspection
 - 10.1 - Roadway Construction Engineering Inspection
 - 10.3 - Construction Materials Inspection
- Group 11 - Engineering Contract Administration and Management
- Group 13 - Planning
 - 13.3 - Policy Planning
 - 13.4 - Systems Planning
 - 13.5 - Subarea/Corridor Planning
 - 13.6 - Land Planning/Engineering
 - 13.7 - Transportation Statistics
- Group 15 - Landscape Architect

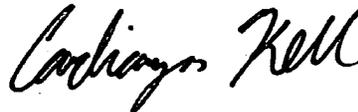
Your overhead audit has been accepted, enabling your firm to compete for Professional Services projects advertised at the unlimited level, with estimated fees of any dollar amount. This status shall be valid until June 30, 2017 for contracting purposes.

	Home/Branch <u>Office</u>	Field <u>Office</u>	Facilities Capital Cost <u>of Money</u>	Overtime <u>Premium</u>	<u>Direct Expense</u>
Overhead Rate	194.83%	174.84%	0.559%	Reimbursed	5.57% (Home) 8.28% (Field)*

*Rent and utilities excluded from field office rate. These costs will be directly reimbursed on contracts that require the consultant to provide field office.

Should you have any questions, please feel free to contact me by email at carliayn.kell@dot.state.fl.us or by phone at 850-414-4597.

Sincerely,



Carliayn Kell
Professional Services
Qualification Administrator



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JIM BOXOLD
SECRETARY

July 20, 2016

Anthony Garcia, President
THE STREET PLANS COLLABORATIVE, INC.
221 Aragon Avenue, Suite 204
Coral Gables, Florida 33134

Dear Mr. Garcia:

The Florida Department of Transportation has reviewed your application for qualification package and determined that the data submitted is adequate to technically qualify your firm for the following types of work:

Group 14 - Architect

Your firm is now technically qualified to pursue work for the Department for minor projects only, enabling your firm to compete for Professional Services projects with fees estimated at below \$500,000.00. This status shall be valid until July 20, 2017 for contracting purposes.

Should you have any questions, please feel free to contact me by email at carliayn.kell@dot.state.fl.us or by phone at 850-414-4597.

Sincerely,

Carliayn Kell
Professional Services
Qualification Administrator

CBHK/kw

File Name 16-006 Toole Design Group, LLC

Open Save Print Form Reset Form

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
FOR CONSULTANT/CONTRACTOR/TECHNICAL ADVISORS

375-030-50
PROCUREMENT
OGC - 02/16

I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation on any contract if I have a conflict of interest or a potential conflict of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the Department, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the Department should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I will maintain the confidentiality of all information not made public by the Florida Department of Transportation ("Department") related to the procurement of the above-referenced ("Project") that I gain access to as a result of my involvement with the Project ("Procurement Information"). I understand that Procurement Information includes, but is not limited to, documents prepared by or for the Department related to procurement of the Project. I also understand that Procurement Information includes, but is not limited to, documents submitted to the Department by entities seeking an award of the Project ("Proposers"). I understand that Procurement Information may include documents submitted by Proposers related to letters of response/letters of interest, technical proposals, price proposals, financial proposals, and information shared during exempt meetings. I also understand that Procurement Information may also include documents that evaluate or review documents submitted by Proposers, and information regarding Project cost estimates. I also agree not to discuss the Project with anyone who is a member of or acting on behalf of a Proposer.

Unless so ordered by a court of competent jurisdiction or an opinion of the Office of the Florida Attorney General, I will not divulge any Procurement Information except to individuals who have executed a Conflict of Interest/Confidentiality Certification which has been approved by the Department ("Project Personnel"). I understand that a list of Project Personnel will be maintained by Department. If I am contacted by any member of the public or the media with a request for Procurement Information, I will promptly forward such request to the Department's Procurement Office. I will also maintain security and control over all documents containing Procurement Information which are in my custody.

I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project, and I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Department or may otherwise be a violation of the law.

I realize that violation of the above mentioned standards could result in the termination of my work for the Department.

Table with 3 columns: Advertisement No./ Solicitation No., Description, Financial Project Number(s). Row 1: 16-006, Key West Bicycle and Pedestrian Master Transportation Plan, n/a.

Click here for additional page for typing Names, Project Description and Financial Project Numbers

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.

Table with 3 columns: Printed Names, Signatures, Date. Rows for Jennifer L. Toole, Bill Schultheiss, Ian Lockwood, Jeff Ciabotti, and Mauricio Hernandez, all dated 8/23/2016.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
 FOR CONSULTANT/CONTRACTOR/TECHNICAL ADVISORS**

375-030-50
 PROCUREMENT
 OGC - 02/16

I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation on any contract if I have a conflict of interest or a potential conflict of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the Department, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the Department should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I will maintain the confidentiality of all information not made public by the Florida Department of Transportation ("Department") related to the procurement of the above-referenced ("Project") that I gain access to as a result of my involvement with the Project ("Procurement Information"). I understand that Procurement Information includes, but is not limited to, documents prepared by or for the Department related to procurement of the Project. I also understand that Procurement Information includes, but is not limited to, documents submitted to the Department by entities seeking an award of the Project ("Proposers"). I understand that Procurement Information may include documents submitted by Proposers related to letters of response/letters of interest, technical proposals, price proposals, financial proposals, and information shared during exempt meetings. I also understand that Procurement Information may also include documents that evaluate or review documents submitted by Proposers, and information regarding Project cost estimates. I also agree not to discuss the Project with anyone who is a member of or acting on behalf of a Proposer.

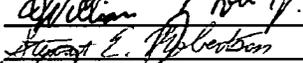
Unless so ordered by a court of competent jurisdiction or an opinion of the Office of the Florida Attorney General, I will not divulge any Procurement Information except to individuals who have executed a Conflict of Interest/Confidentiality Certification which has been approved by the Department ("Project Personnel"). I understand that a list of Project Personnel will be maintained by Department. If I am contacted by any member of the public or the media with a request for Procurement Information, I will promptly forward such request to the Department's Procurement Office. I will also maintain security and control over all documents containing Procurement Information which are in my custody.

I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project, and I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Department or may otherwise be a violation of the law.

I realize that violation of the above mentioned standards could result in the termination of my work for the Department.

Advertisement No./ Solicitation No.	Description	Financial Project Number(s)
16-006	Key West Bicycle and Pedestrian Master Transportation Plan	N/A

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.

Printed Names	Signatures	Date
Jonathan Thigpen, P.E.		8/22/2016
William Roll, AICP, CNU-A		8/22/2016
Stewart Robertson, P.E.		8/22/2016
Jon Sewell, AICP		8/22/2016
John McWilliams, P.E.		8/22/2016

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
 FOR CONSULTANT/CONTRACTOR/TECHNICAL ADVISORS**

375-030-50
 PROCUREMENT
 OGC - 02/16

I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation on any contract if I have a conflict of interest or a potential conflict of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the Department, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the Department should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I will maintain the confidentiality of all information not made public by the Florida Department of Transportation ("Department") related to the procurement of the above-referenced ("Project") that I gain access to as a result of my involvement with the Project ("Procurement Information"). I understand that Procurement Information includes, but is not limited to, documents prepared by or for the Department related to procurement of the Project. I also understand that Procurement Information includes, but is not limited to, documents submitted to the Department by entities seeking an award of the Project ("Proposers"). I understand that Procurement Information may include documents submitted by Proposers related to letters of response/letters of interest, technical proposals, price proposals, financial proposals, and information shared during exempt meetings. I also understand that Procurement Information may also include documents that evaluate or review documents submitted by Proposers, and information regarding Project cost estimates. I also agree not to discuss the Project with anyone who is a member of or acting on behalf of a Proposer.

Unless so ordered by a court of competent jurisdiction or an opinion of the Office of the Florida Attorney General, I will not divulge any Procurement Information except to individuals who have executed a Conflict of Interest/Confidentiality Certification which has been approved by the Department ("Project Personnel"). I understand that a list of Project Personnel will be maintained by Department. If I am contacted by any member of the public or the media with a request for Procurement Information, I will promptly forward such request to the Department's Procurement Office. I will also maintain security and control over all documents containing Procurement Information which are in my custody.

I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project, and I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Department or may otherwise be a violation of the law.

I realize that violation of the above mentioned standards could result in the termination of my work for the Department.

Advertisement No./ Solicitation No.	Description	Financial Project Number(s)
16-006	Key West Planning Dept. Bicycle & Pedestrian Master Trans. Plan	n/a

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.

Printed Names	Signatures	Date
Anthony T. Garcia	<i>Anthony T. Garcia</i>	8/25/2016

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION-
LOWER TIER COVERED TRANSACTIONS FOR FEDERAL AID CONTRACTS**
(Compliance with 2 CFR Parts 180 and 1200)

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Consultant/Contractor: Toole Design Group, LLC

By: 

Date: 8/29/2016

Title: Jennifer L. Toole, AICP, ASLA, President

Instructions for Certification

Instructions for Certification - Lower Tier Participants:

(Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost \$25,000 or more - 2 CFR Parts 180 and 1200)

a. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.

b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.

d. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered

Appendix #3 continued (2 of 2)

Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.

g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.

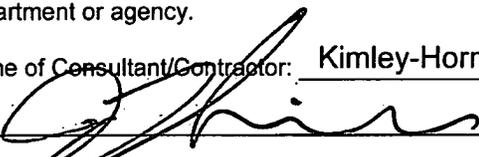
h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION-
LOWER TIER COVERED TRANSACTIONS FOR FEDERAL AID CONTRACTS**
(Compliance with 2 CFR Parts 180 and 1200)

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Consultant/Contractor: Kimley-Horn and Associates, Inc.

By: 

Date: August 22, 2016

Title: Senior Vice President/Senior Associate

Instructions for Certification

Instructions for Certification - Lower Tier Participants:

(Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost \$25,000 or more - 2 CFR Parts 180 and 1200)

- a. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.
- b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.
- d. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).
- e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered

Appendix #3 continued (2 of 2)

Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.

g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.

h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION-
LOWER TIER COVERED TRANSACTIONS FOR FEDERAL AID CONTRACTS**
(Compliance with 2 CFR Parts 180 and 1200)

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Consultant/Contractor: Street Plans Collaborative
By: Anthony Garcia
Date: 8/25/2016
Title: President

Instructions for Certification

Instructions for Certification - Lower Tier Participants:
(Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost \$25,000 or more - 2 CFR Parts 180 and 1200)

- a. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.
- b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.
- d. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).
- e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered

Appendix #3 continued (2 of 2)

Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.

g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.

h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES
ON FEDERAL-AID CONTRACTS
(Compliance with 49CFR, Section 20.100 (b))**

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

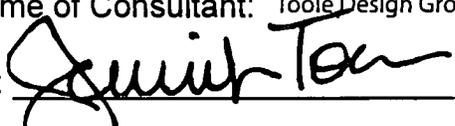
(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such a failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant: Toole Design Group, LLC

By:  Date: 8/29/2016 Authorized Signature

Title: Jennife L. Toole, AICP, ASLA, President

**CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES
ON FEDERAL-AID CONTRACTS
(Compliance with 49CFR, Section 20.100 (b))**

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such a failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant: Kimley-Horn and Associates, Inc.

By:  Date: August 22, 2016 Authorized Signature

Title: Senior Vice President/Senior Associate

Appendix #4

375-030-33
PROCUREMENT
10/01

**CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES
ON FEDERAL-AID CONTRACTS
(Compliance with 49CFR, Section 20.100 (b))**

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

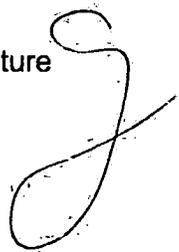
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such a failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant: STREET PLANS COLLABORATIVE

By: ANTHONY GARLID Date: 8/25/2016 Authorized Signature

Title: PRESIDENT



Appendix #5 FDOT Form #375-030-34 (1 of 2)

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DISCLOSURE OF LOBBYING ACTIVITIES

375-030-34
PROCUREMENT
02/16

Is this form applicable to your firm?
YES NO
If no, then please complete section 4
below for "Prime"

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. a. bid/offer/application b. initial award c. post-award	3. Report Type: a. a. initial filing b. material change For Material Change Only: Year: _____ Quarter: _____ Date of last report: _____ (mm/dd/yyyy)
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Toole Design Group, LLC 8484 Georgia Avenue, Suite 800 Silver Spring, MD 20910 Congressional District, if known: 4c	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: _____ _____ _____ Congressional District, if known: _____	
6. Federal Department/Agency: Florida Department of Transportation	7. Federal Program Name/Description: Transportation Alternatives Program CFDA Number, if applicable: _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ 250K	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): n/a - no lobbying	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): n/a - no lobbying	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: Jennifer L. Toole, AICP, ASLA Title: President Telephone No.: 301.927.1900 Date (mm/dd/yyyy): 08/29/2016	
Federal Use Only:	Authorized for Local Reproduction Standard Form 111 (Rev. 7-97)	

Appendix #5 FDOT Form #375-030-34 (1 of 2)

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DISCLOSURE OF LOBBYING ACTIVITIES

375-030-34
PROCUREMENT
02/16

Is this form applicable to your firm?

YES NO

If no, then please complete section 4 below for "Prime"

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application b. initial award c. post-award	3. Report Type: a. initial filing b. material change For Material Change Only: Year: _____ Quarter: _____ Date of last report: _____ (mm/dd/yyyy)
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input checked="" type="checkbox"/> Subawardee Tier _____, if known: Kimley-Horn and Associates, Inc. 116 South Kentucky Avenue Lakeland, FL 33801		5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Toole Design Group, LLC 8484 Georgia Avenue, Suite 800 Silver Spring, MD 20910
Congressional District, if known: 4c		Congressional District, if known:
6. Federal Department/Agency: _____ _____	7. Federal Program Name/Description: _____ _____ CFDA Number, if applicable: _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): _____ _____ _____	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): _____ _____ _____	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: Jonathan Thigpen, P.E. Title: Senior Vice President/Senior Associate Telephone No.: 407-898-1511 Date (mm/dd/yyyy): 08/22/2016	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Appendix #5 FDOT Form #375-030-34 (1 of 2)

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DISCLOSURE OF LOBBYING ACTIVITIES

375-030-34
PROCUREMENT
02/16

Is this form applicable to your firm?

YES NO

If no, then please complete section 4 below for "Prime"

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application b. initial award c. post-award	3. Report Type: a. initial filing b. material change For Material Change Only: Year: _____ Quarter: _____ Date of last report: _____ (mm/dd/yyyy)
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input checked="" type="checkbox"/> Subawardee Tier _____ if known: <u>STREET PLANS COLLABORATIVE</u> <u>222 ATLANTIC AVE SUITE 204</u> <u>CORAL GABLES, FL 33134</u> Congressional District, if known: 4c		5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: <u>TOOLE DESIGN GROUP</u> <u>8484 GEORGIA AVE, SUITE 800</u> <u>SILVER SPRING, MD 20910</u> Congressional District, if known:
6. Federal Department/Agency: _____ _____	7. Federal Program Name/Description: _____ _____ CFDA Number, if applicable: _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): _____ _____ _____	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): _____ _____ _____	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: <u>ANTHONY H. GARCIA</u> Title: <u>PRINCIPAL</u> Telephone No.: <u>305-978-6426</u> Date (mm/dd/yyyy): <u>8/25/2016</u>	

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Standard Form LLL (Rev. 7-97)

**LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
For PROFESSIONAL SERVICES CONTRACTS**

TERMS FOR FEDERAL AID CONTRACTS (APPENDIX II):

The following terms apply to all contracts in which it is indicated that the services involve the expenditure of federal funds:

- A. It is understood and agreed that all rights of the Local Agency relating to inspection, review, approval, patents, copyrights, and audit of the work, tracing, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.
- B. It is understood and agreed that, in order to permit federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of the U.S. Department of Transportation, anything to the contrary in this Agreement notwithstanding.
- C. **Compliance with Regulations:** The Consultant shall comply with the Regulations: relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- D. **Nondiscrimination:** The Consultant, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of material and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- E. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations made by the Consultant, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- F. **Information and Reports:** The Consultant will provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- G. **Sanctions for Noncompliance:** In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the Local Agency shall impose such contract sanctions as it or the Florida Department of Transportation, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to,
 - 1. withholding of payments to the Consultant under the contract until the Consultant complies and/or
 - 2. cancellation, termination or suspension of the contract, in whole or in part.
- H. **Incorporation of Provisions:** The Consultant will include the provisions of Paragraph C through I in every subcontract, including procurements of materials and leases of equipment unless exempt by the Regulations, order, or instructions issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance. In the event a Consultant becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the Consultant may request the Local Agency to enter into such litigation to protect the interests of the Local Agency, and, in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.
- I. **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment

**LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
For PROFESSIONAL SERVICES CONTRACTS**

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of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27: The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

- J. **Interest of Members of Congress:** No member of or delegate to the Congress of the United States will be admitted to any share or part of this contract or to any benefit arising therefrom.
- K. **Interest of Public Officials:** No member, officer, or employee of the public body or of a local public body during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. For purposes of this provision, public body shall include municipalities and other political subdivisions of States; and public corporations, boards, and commissions established under the laws of any State.
- L. **Participation by Disadvantaged Business Enterprises:** The Consultant shall agree to abide by the following statement from 49 CFR 26.13(b). This statements shall be included in all subsequent agreements between the Consultant and any subconsultant or contractor.

The Consultant, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in termination of this contract or other such remedy as the recipient deems appropriate.

- M. It is mutually understood and agreed that the willful falsification, distortion or misrepresentation with respect to any facts related to the project(s) described in this Agreement is a violation of the Federal Law. Accordingly, United States Code, Title 18, Section 1020, is hereby incorporated by reference and made a part of this Agreement.
- N. It is understood and agreed that if the Consultant at any time learns that the certification it provided the Local Agency in compliance with 49 CFR, Section 26.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Consultant shall provide immediate written notice to the Local Agency. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the Consultant in all lower tier covered transactions and in all aforementioned federal regulation.
- O. The Local Agency hereby certifies that neither the consultant nor the consultant's representative has been required by the Local Agency, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract, to
 1. employ or retain, or agree to employ or retain, any firm or person, or
 2. pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind;

The Local Agency further acknowledges that this agreement will be furnished to a federal agency, in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws.

**LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
For PROFESSIONAL SERVICES CONTRACTS**

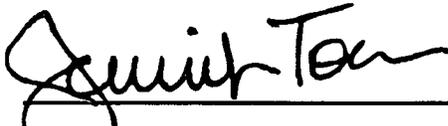
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Page 3 of 3

both criminal and civil.

P. The Consultant hereby certifies that it has not

1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for the above contractor) to solicit or secure this contract;
2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this contract; or
3. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for the above contractor) any fee contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract.

The consultant further acknowledges that this agreement will be furnished to the Local Agency, the State of Florida Department of Transportation and a federal agency in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.



8/29/2016

Jennifer L. Toole, AICP, ASLA, President
Toole Design Group, LLC

**LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
For PROFESSIONAL SERVICES CONTRACTS**

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both criminal and civil.

P. The Consultant hereby certifies that it has not

1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for the above contractor) to solicit or secure this contract;
2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this contract; or
3. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for the above contractor) any fee contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract.

The consultant further acknowledges that this agreement will be furnished to the Local Agency, the State of Florida Department of Transportation and a federal agency in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.



Authorized Signature

August 22, 2016
Date

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
For PROFESSIONAL SERVICES CONTRACTS

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both criminal and civil.

P. The Consultant hereby certifies that it has not

1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for the above contractor) to solicit or secure this contract;
2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this contract; or
3. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for the above contractor) any fee contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract.

The consultant further acknowledges that this agreement will be furnished to the Local Agency, the State of Florida Department of Transportation and a federal agency in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.


Signature
ANTHONY T. GARCIA
DATE: Aug. 25, 2016

ADDENDUM NO. 1
RFP # 16-006

To All Proposers:

The following change is hereby made a part of RFP #16-006 as fully as completely as if the same were fully set forth therein:

The following is a list of addenda that shall govern all other contract documents to the extent specified.

Addendum No. 1

The following revision is hereby made a part of the Contract Documents as fully as completely as if the same were fully set forth therein:

1. Section A.4 Requirement; 1. Pre-qualification: Is the Prime Respondent required to be pre-qualified in the delineated categories or can this requirement be met by a member of the Prime Respondent's team?

Answer: As long as the proposed team meets all certification requirements it is considered covered.

2. Pre-qualification: Are all areas of FDOT pre-qualification identified in the RFP required to be covered by the primary firm or can they be covered by other firms on the team?

Answer: As long as the proposed team meets all certification requirements it is considered covered.

3. C.9 Insurance, page 25: Is it required to submit a certificate of insurance with the proposal or once a firm has been selected?

Answer: Once a firm has been selected.

4. A.4. Requirements, page 5-10; and C.13 Response Content, 10 Sworn Statements and Affidavits, page 29: Can the City please identify which forms are required from sub-consultants as well as the prime consultant?

Answer: All members of the identified team shall submit ALL Sworn Statements and Affidavits.

5. C.3. Number of Copies, page 24: Will the City accept electronic PDFs of the responses on CDs instead of flash drives?

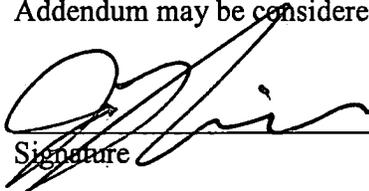
Answer: No

All Proposers shall acknowledge receipt and acceptance of this Addendum No.1 by acknowledging Addendum in their proposal or by submitting the addendum with the proposal package. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.


Signature

Toole Design Group, LLC
Name of Business

All Proposers shall acknowledge receipt and acceptance of this Addendum No.1 by acknowledging Addendum in their proposal or by submitting the addendum with the proposal package. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.


Signature

Kimley-Horn and Associates, Inc.
Name of Business

All Proposers shall acknowledge receipt and acceptance of this Addendum No.1 by acknowledging Addendum in their proposal or by submitting the addendum with the proposal package. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.


Signature

STREET PLANS COLLABORATIVE
Name of Business

Appendix #13 – Worker’s Comp Waiver of Rights to Recover from Others
Endorsement

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CONSTRUCTION CONTRACTORS
BID OPPORTUNITY LIST

275-033-10
EQUAL OPPORTUNITY OFFICE
02/08

Please complete and mail or fax to:
Equal Opportunity Office
605 Suwannee St., MS 65
Tallahassee, FL 32399-0450
TELEPHONE: (850) 414-4747
FAX: (850) 414-4879

This information may also be included in your bid or proposal package.

Prime Contractor/Consultant: Toole Design Group, LLC
Address/Telephone Number: 8484 Georgia Avenue, Suite 800, Silver Spring, MD 20910
Bid/Proposal Number: RFP No. 16-006
Quote Submitted MM/YR: 08/16

49 CFR Part 26.11 requires the Florida Department of Transportation to develop and maintain a "bid opportunity list." The list is intended to be a listing of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and materials supplies on DOT-assisted projects, including both DBEs and non-DBEs. For consulting companies this list must include all subconsultants contacting you and expressing an interest in teaming with you on a specific DOT assisted project. Prime contractors and consultants must provide information for Nos. 1, 2, 3 and 4 and should provide any information they have available on Numbers 5, 6, 7, and 8 for themselves, and their subcontractors and subconsultants.

1. Federal Tax ID Number: 05-0545429
2. Firm Name: Toole Design Group, LLC
3. Phone: 301.927.1900
4. Address: 8484 Georgia Avenue
Suite 800
Silver Spring, MD 20910
5. Year Firm Established: 2003
6. DBE
 Non-DBE
7. Subcontractor
 Subconsultant
 Prime Consultant
8. Annual Gross Receipts
 Less than \$1 million
 Between \$1 - \$5 million
 Between \$5 - \$10 million
 Between \$10 - \$15 million
 More than \$15 million

1. Federal Tax ID Number: 56-0885615
2. Firm Name: Kimley-Horn and Associates
3. Phone: 863.7001.8702
4. Address: 116 South Kentucky Avenue
Lakeland, FL 33801
5. Year Firm Established: 1967
6. DBE
 Non-DBE
7. Subcontractor
 Subconsultant
8. Annual Gross Receipts
 Less than \$1 million
 Between \$1 - \$5 million
 Between \$5 - \$10 million
 Between \$10 - \$15 million
 More than \$15 million

1. Federal Tax ID Number: 27-2163948
2. Firm Name: Street Plans Collaborative
3. Phone: 305.978.6426
4. Address: 221 Aragon Avenue
Suite 204
Coral Gables, FL 33134
5. Year Firm Established: 2009
6. DBE
 Non-DBE
7. Subcontractor
 Subconsultant
8. Annual Gross Receipts
 Less than \$1 million
 Between \$1 - \$5 million
 Between \$5 - \$10 million
 Between \$10 - \$15 million
 More than \$15 million

State of Florida

Department of State

I certify from the records of this office that TOOLE DESIGN GROUP, LLC is a Maryland limited liability company authorized to transact business in the State of Florida, qualified on June 12, 2014.

The document number of this limited liability company is M14000004109.

I further certify that said limited liability company has paid all fees due this office through December 31, 2016, that its most recent annual report was filed on January 19, 2016, and that its status is active.

I further certify that said limited liability company has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Eighth day of June, 2016*



Ken DeJoy
Secretary of State

Tracking Number: CU9726140689

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

State of Florida

Department of State

I certify from the records of this office that KIMLEY-HORN AND ASSOCIATES, INC. is a North Carolina corporation authorized to transact business in the State of Florida, qualified on April 24, 1968.

The document number of this corporation is 821359.

I further certify that said corporation has paid all fees due this office through December 31, 2016, that its most recent annual report/uniform business report was filed on January 28, 2016, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Eighteenth day of May, 2016*



Ken Detjmer
Secretary of State

Tracking Number: CU4949004970

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

State of Florida

Department of State

I certify from the records of this office that THE STREET PLANS COLLABORATIVE, INC. is a corporation organized under the laws of the State of Florida, filed on March 22, 2010, effective March 19, 2010.

The document number of this corporation is P10000025044.

I further certify that said corporation has paid all fees due this office through December 31, 2016, that its most recent annual report/uniform business report was filed on January 27, 2016, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Second day of June, 2016*



Ken Detzner
Secretary of State

Tracking Number: CU9598721522

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

From: Jacksonville Transportation Authority [mailto:jtafla@dbesystem.com]
Sent: Tuesday, August 04, 2015 11:29 AM
To: Compliance <compliance@tooledesign.com>
Subject: JTA: DBE Certification Letter

Toole Design Group, LLC
8484 Georgia Ave Suite 800
Silver Spring, MD 20910

In Re: DBE Firm Certification

Dear Ms. Jennifer Toole,

The Jacksonville Transportation Authority (JTA) is pleased to announce that your firm has been certified as a Disadvantaged Business Enterprise [DBE] in Florida, under a Unified Certification Program [UCP] in accordance with 49 CFR, PART 26.

DBE Certification is continuing from the date of this letter and will conclude on the anniversary date of your firm's certification. Continued certification and participation in the DBE program is contingent upon your firm renewing its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. Failure of your firm's recertification will result in immediate action to decertify the firm.

Your firm's listing in the Florida Department of Transportation's Florida Unified Certification Program is affirmation of your firm's continued certification. This listing can be accessed via the internet at:

<https://www3.dot.state.fl.us/EqualOpportunityOffice/biznet/mainmenu.asp>.

Please be advised that DBE Certification is subject to actions by governmental agencies that can impact the disadvantaged status of DBE firms. Be further advised that your DBE Certification with the Florida Department of Transportation dually certifies your firm with all Florida UCP Members. DBE Certification is NOT a guarantee of work, but enables the firm to compete for and perform contract work on all USDOT Federal Aid (FAA, FTA & FHWA) projects in Florida as a DBE contractor, sub-contractor, and consultant / sub-consultant or material supplier.

Certification Date
October 20, 2010

Certification Renewal Date
October 20, 2016

If at any time there is a material change in your firm, including, but not limited to name change, principal ownership, officer, Directors, scope of work performed, daily operations, affiliations with other businesses, individuals or physical locations of the firm, you must immediately notify this office in writing. Notification of the aforementioned circumstances should include therewith all applicable supporting documentation. Upon this Authority's receipt of your amendment(s) you will receive necessary instructions.

Accordingly, your firm may compete for and perform work on all USDOT Federal Aid projects throughout Florida that receive credit for works performed in the following areas:

NAICS
NAICS-541310: ARCHITECTS' (EXCEPT LANDSCAPE) OFFICES
NAICS-541320: LANDSCAPE ARCHITECTURAL SERVICES
NAICS-541330: ENGINEERING CONSULTING SERVICES
NAICS-541990: ALL OTHER PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES

FDOT SPECIALTY CODE(S) & DESCRIPTIONS
541310-Architectural Services;
541320-Landscape Architectural Services; 541330-Engineering Services; and 541990-All Other Professional, Scientific and Technical Services

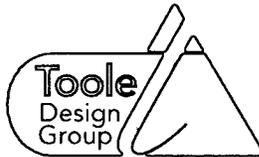
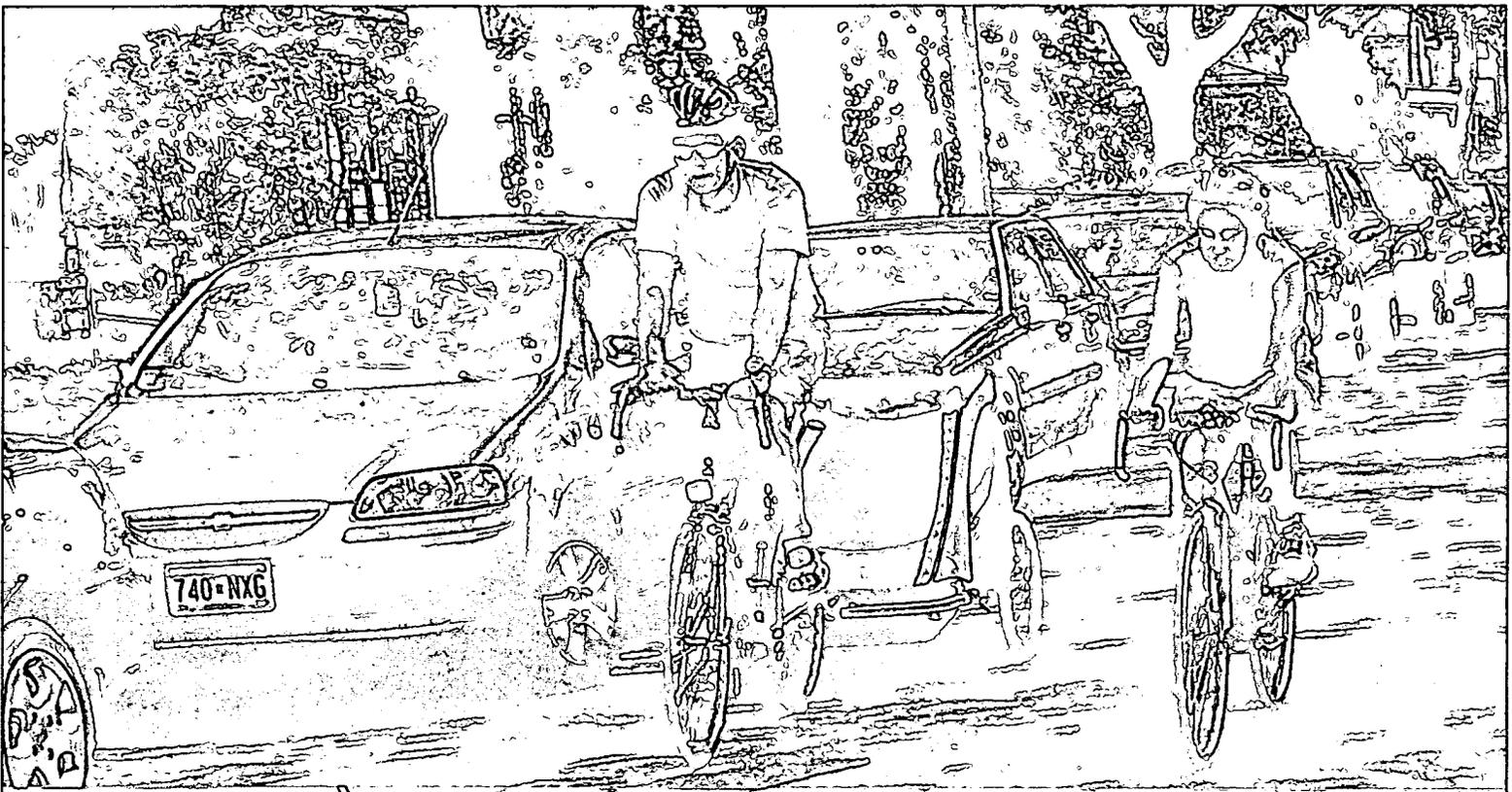
Questions or concerns should be directed to this office by mail or telephone. Our telephone number is (904) 630-3157 / Fax (904) 630-3166.

Sincerely,

Ken Middleton
Diversity & Equity Program Manager

If you have any questions please email us at jtafla@dbesystem.com.

Jacksonville Transportation Authority
Diversity & Equity Program Office
<http://www.jtafla.com/>
(904) 630-3157



8484 Georgia Avenue
Suite 800
Silver Spring, MD 20910
301.927.1900 f 301.927.2800
www.tooledesign.com



City of Key West Bicycle and Pedestrian Transportation Plan
Fee Proposal

Project Tasks	Trade Design Group									Street Plans				Utility Plans and Assemblies				Task Hourly Subtotal	TOTAL	CONSULTANT (TOTAL)	SUBCONSULTANT (SUBTOTAL)	
	Principal Charge	Project Manager	Deputy Project Manager	Senior Advisor	Senior Planner	Urban Designer	Project Planner	Project Engineer	GIS Coordinator	Principal	Project Manager	Project Admin	Designer	Task Order Engineer	Senior Advisor	Project Engineer	Project Planner					Planner
	Maria Stubbins	Neil Campbell	Michelle Heyward	Tom Lockwood	Carol Pritchard	Ken Ray	Wendy Doherty	Megan McCreary	Colin Omerick													
	\$107.25	\$111.80	\$115.50	\$110.44	\$165.74	\$128.91	\$42.08	\$47.13	\$78.04	\$23.00	\$145.00	\$110.00	\$90.00	\$178.33	\$272.82	\$151.50	\$150.69	\$149.48				
1 Project Administration																						
L1 Finalize Scope and Timeline	1	4	4																			
L2 Ongoing Project Management	3	34	34	0	0	0	20	0	0	0	18	0	0	0	0	18	0					
Subtotal Hours							20				18					18						
Subtotal Cost	\$621.15	\$5,161.20	\$1,125.28	\$0.00	\$0.00	\$0.00	\$1,641.60	\$0.00	\$0.00	\$0.00	\$3,610.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,712.42	\$0.00					
2 Public Engagement and Needs Assessment Plan and Implementation																						
2.1 Public Participation Plan		2	8		2		4				2	4	8									
2.2 Stakeholder and Community meetings		13	16		8		8				40	40	124									
2.3 Public meetings, open streets popups, walk-a-bouts		8	20	30	8	20	30			10	40	40	10									
2.4 Social media, website content, wikimap		8	14	12			12				2	8	34									
Subtotal Hours		34	66	30	0	54	0	0	0	12	86	96	208	0	0	0	0	0				
Subtotal Cost	\$1,056.40	\$5,101.20	\$6,066.72	\$1,046.72	\$4,212.30	\$0.00	\$4,412.31	\$0.00	\$0.00	\$2,700.00	\$12,470.00	\$10,560.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
3 Inventory - Existing Conditions Report																						
3.1 Plans Review			4				16										8					
3.2 Best Practices and peer review			8				16					4					28					
3.3 Technology, trends and policies			4				8					4					16					
3.4 Field assessment, existing conditions, study network, assessment, mapping		18	36		24		36		24		20				16	32	24					
3.5 Level of Service Assessment		0	4		0		8		8		24				44		44					
Subtotal Hours		18	56	0	24	0	84	8	24	0	0	28	0	0	16	32	32	346				
Subtotal Cost	\$0.00	\$2,732.40	\$5,147.52	\$0.00	\$3,277.76	\$0.00	\$6,894.72	\$648.00	\$3,745.92	\$0.00	\$0.00	\$3,080.00	\$0.00	\$0.00	\$2,424.00	\$4,822.08	\$4,783.36	\$1,080.00				
4 Complete Streets Design Guide																						
4.1 Best Practices review					8		32		8								8					
4.2 Draft Complete Streets Design Guide					4		16										40					
4.3 Final Complete Streets Design Guide					12		48		0		0					20						
Subtotal Hours		0	0	0	12	48	8	0	0	0	0	0	0	0	0	0	68					
Subtotal Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$1,088.88	\$5,804.16	\$656.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
5 Bicycle and Pedestrian Network Plan(s)																						
5.1 Phased prioritization		4	8		12		8								8	8						
5.2 Quality Plan		4	16		4		16		24						12	12						
5.3 Final Plan		2	6		6		6		12						4	4						
Subtotal Hours		10	30	4	34	0	30	0	36	0	0	0	0	4	20	24	0	192				
Subtotal Cost	\$0.00	\$1,518.00	\$2,757.60	\$843.16	\$4,785.16	\$0.00	\$2,462.40	\$0.00	\$2,809.44	\$0.00	\$0.00	\$0.00	\$0.00	\$910.48	\$1,030.00	\$3,616.56	\$0.00	\$7,557.04				
6 Engineering (Infrastructure) Plan																						
6.1 Infrastructure Work Plan	0	4	16	0	16	0	0	8							16	16						
6.2 Preliminary Concept Design (Selected routes)	0	4	0	8	0	16	0	4					24	24	48	48						
6.3 Bicycle Parking and End of Trip facilities	0	0	14	0	0	0	0	0	4	0	0	0	0	0	0	0	0					
6.4 Wayfinding and Signage Design Resource	0	0	4	0	0	0	0	20	0	0	0	0	0	0	0	0	0					
Subtotal Hours	0	8	34	8	16	16	0	32	4	0	0	0	24	24	64	68	0	294				
Subtotal Cost	\$0.00	\$1,214.40	\$1,125.28	\$1,046.72	\$2,251.84	\$1,974.72	\$0.00	\$2,792.00	\$112.16	\$0.00	\$0.00	\$0.00	\$4,278.00	\$5,442.88	\$9,896.00	\$9,644.16	\$0.00	\$19,081.04				
7 Programmatic recommendations																						
7.1 Programmatic recommendations and evaluation plan			4				8				2	16	16									
Subtotal Hours	0	0	4	0	0	0	8	0	0	2	16	16	0	0	0	0	0	46				
Subtotal Cost	\$0.00	\$0.00	\$167.68	\$0.00	\$0.00	\$0.00	\$656.64	\$0.00	\$0.00	\$450.00	\$2,370.00	\$1,760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,530.00				
8 Multimodal Connectivity Plan																						
8.1 Recommendations for encouraging Multimodalism			16		16	4		8			2	8	8									
Subtotal Hours	0	0	16	0	16	4	0	8	0	2	8	8	0	0	0	0	0	62				
Subtotal Cost	\$0.00	\$0.00	\$1,479.72	\$0.00	\$2,251.84	\$483.68	\$0.00	\$698.00	\$0.00	\$450.00	\$1,160.00	\$880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,904.24				
9 Funding, Maintenance and Implementation Plan																						
9.1 Planning-Level Cost Estimates	0	8	0	0	0	0	0	34	8	0	0	0	0	0	16	0	0					
9.2 Maintenance Proposal	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
9.3 Implementation Plan	0	2	16	0	0	0	16	0	8	0	0	0	0	0	0	0	0					
Subtotal Hours	0	8	24	0	0	0	24	16	8	0	0	0	0	0	16	0	0	112				
Subtotal Cost	\$0.00	\$1,214.40	\$2,206.08	\$0.00	\$0.00	\$0.00	\$1,909.92	\$2,094.00	\$1,248.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,424.00	\$0.00	\$0.00	\$8,793.04				
10 Final Bicycle and Pedestrian Transportation Plan																						
10.1 Final Bicycle and Pedestrian Transportation Plan	4	34	40	0	18	0	40	0	20	4	20	16	0	0	8	24	0					
Subtotal Hours	4	34	40	0	18	0	40	0	20	4	20	16	0	0	8	24	0	218				
Subtotal Cost	\$828.20	\$3,643.20	\$3,676.80	\$0.00	\$2,251.84	\$0.00	\$3,283.20	\$0.00	\$1,560.80	\$900.00	\$2,900.00	\$1,760.00	\$0.00	\$0.00	\$1,212.00	\$3,616.56	\$0.00	\$15,244.04				
Optional Tasks																						
Subtotal Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Subtotal Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Total Hours	15	136	304	20	148	68	768	71	124	20	148	164	10	24	28	124	162	32				
Total Dollars	\$3,108	\$20,643	\$27,944	\$4,217	\$70,830	\$8,723	\$11,997	\$6,282	\$9,877	\$4,500	\$21,460	\$18,040	\$900	\$4,278	\$6,373	\$18,786	\$24,417	\$4,783				

TDOTOTALLABOR	TOTAL	\$ 122,920
TDODIRECTS	TOTAL	\$ 15,508
SPDOTOTALLABOR	TOTAL	\$ 44,800
SPDODIRECTS	TOTAL	\$ 3,980
KHADTOTALLABOR	TOTAL	\$ 58,833
KHADIRECTS	TOTAL	\$ 2,230
TOTAL		\$ 248,150

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
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TERMS FOR FEDERAL AID CONTRACTS (APPENDIX I):

The following terms apply to all contracts in which it is indicated that the services involve the expenditure of federal funds:

- A. It is understood and agreed that all rights of the Local Agency relating to inspection, review, approval, patents, copyrights, and audit of the work, tracing, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.
- B. It is understood and agreed that, in order to permit federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of the U.S. Department of Transportation, anything to the contrary in this Agreement notwithstanding.
- C. Compliance with Regulations: The Consultant shall comply with the Regulations: relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- D. Nondiscrimination: The Consultant, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of material and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- E. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations made by the Consultant, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- F. Information and Reports: The Consultant will provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- G. Sanctions for Noncompliance: In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the Local Agency shall impose such contract sanctions as it or the Florida Department of Transportation, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to,
 - 1. withholding of payments to the Consultant under the contract until the Consultant complies and/or
 - 2. cancellation, termination or suspension of the contract, in whole or in part.
- H. Incorporation or Provisions: The Consultant will include the provisions of Paragraph C through I in every subcontract, including procurements of materials and leases of equipment unless exempt by the Regulations, order, or instructions issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance. In the event a Consultant becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the Consultant may request the Local Agency to enter into such litigation to protect the interests of the Local Agency, and, in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.
- I. Compliance with Nondiscrimination Statutes and Authorities: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
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of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

- J. Interest of Members of Congress: No member or delegate to the Congress of the United States will be admitted to any share or part of this contract or to any benefit arising therefrom.
- K. Interest of Public Officials: No member, officer, or employee of the public body or of a local public body during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. For purposes of this provision, public body shall include municipalities and other political subdivisions of States; and public corporations, boards, and commissions established under the laws of any State.
- L. Participation by Disadvantaged Business Enterprises: The Consultant shall agree to abide by the following statement from 49 CFR 26.13(b). This statements shall be included in all subsequent agreements between the Consultant and any subconsultant or contractor.
- The Consultant, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in termination of this contract or other such remedy as the recipient deems appropriate.
- M. It is mutually understood and agreed that the willful falsification, distortion or misrepresentation with respect to any facts related to the project(s) described in this Agreement is a violation of the Federal Law. Accordingly, United States Code, Title 18, Section 1020, is hereby incorporated by reference and made a part of this Agreement.
- N. It is understood and agreed that if the Consultant at any time learns that the certification it provided the Local Agency in compliance with 49 CFR, Section 26.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Consultant shall provide immediate written notice to the Local Agency. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the Consultant in all lower tier covered transactions and in all aforementioned federal regulation.
- O. The Local Agency hereby certifies that neither the consultant nor the consultant's representative has been required by the Local Agency, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract, to
1. employ or retain, or agree to employ or retain, any firm or person, or
 2. pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind;

The Local Agency further acknowledges that this agreement will be furnished to a federal agency, in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws,

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
For PROFESSIONAL SERVICES CONTRACTS

both criminal and civil.

P. The Consultant hereby certifies that it has not:

1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for the above contractor) to solicit or secure this contract;
2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this contract; or
3. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for the above contractor) any fee contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract.

The consultant further acknowledges that this agreement will be furnished to the Local Agency, the State of Florida Department of Transportation and a federal agency in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

FINAL CONTRACTED BUDGET FOR RFP #16-006

Bicycle and Pedestrian Master Transportation Plan
Toole Design Group; December 14, 2016

Tasks	<u>Cost Per Task</u>
1 Refine Scope of Work	\$ 15,871.65
1.1 Finalize Scope and Timeline	
1.2 On-going Project Management	
2 Public Engagement Plan Needs Assessment Plan and Implementation	\$ 49,855.56
2.1 Public Participation Plan	
2.2 Stakeholder and Community meeting	
2.3 Public meetings, open streets popups, wall	
2.4 Social media, website conten, wikimap	
3 Inventory - Existing Conditions Report	\$ 37,705.76
3.1 Plans Review	
3.2 Best Practices and peer review	
3.3 Technology, trends and pollices	
3.4 Field assessment, existing conditions study network and assessment	
3.5 Level of Services Assessment	
4 Complete Streets Design Guide	\$ 8,149.68
4.1 Best Practices review	
4.2 Draft Complete Streets Design Guide	
4.3 Final Complete Streets Design Guide	
5 Bicycle and Pedestrian Network Plan(s)	\$ 22,733.00
5.1 Phased prioritization	
5.2 Draft Plan	
5.3 Final Plan	
6 Engineering (Infrastructure) Plan	\$ 42,398.16
6.1 Infrastructure Work Plan	
6.2 Preliminary Convept Design (Selected routes)	
6.3 Bicycle Parking and End of trip facilities	
6.4 Wayfinding and Signage Design Resource	
7 Programatic Recommendatins	\$ 5,554.32
7.1 Programatic recommendations and evaluation plan	
8 Multi-Modal Connectivity Plan	\$ 7,394.24
8.1 Recommendations for Encouraging Multimodalism	
9 Funding, Maintenance and Implementation Plan	\$ 11,157.04
9.1 Planning-Level Cost Estimates	
9.2 Maintenance Proposal	
9.3 Implementation Plan	
10 Final Bicycle and Pedestrian Transportation Plan	\$ 25,632.60
10.1 Final Bicycle and Pedestrian Transportation Plan	
Total Hourly Costs	\$ 226,452.01
Total Fixed Cosed	\$ 21,698
TOTAL PLAN COST	\$ 248,150

RESOLUTION NO. 16-310

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, RANKING THE RESPONDENTS TO CITY OF KEY WEST REQUEST FOR PROPOSALS (RFP) NO. 16-006 FOR BICYCLE AND PEDESTRIAN MASTER TRANSPORTATION PLAN; DIRECTING THE CITY MANAGER TO NEGOTIATE A CONTRACT WITH THE HIGHEST RANKED FIRM FOR CITY COMMISSION APPROVAL; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS the City issued RFP 16-006 requesting proposals for a Bicycle and Pedestrian Master Transportation Plan; and

WHEREAS, the City opened four responses to the RFP on August 31, 2016; and

WHEREAS, an evaluation committee, consisting of City staff and local experts, evaluated the proposals at a public session on September 23, 2016; and

WHEREAS, the evaluation committee ranked the firms, and recommended that the City Commission approve the ranking of the top three firms, and authorize the negotiation of a contract for subsequent City Commission consideration; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That based upon the criteria set forth in RFP 16-006, the top-ranked firms as determined in order by the Commission are:

1. Toole Design Group
2. Alta Planning and Design
3. Calvin, Giordano

Section 2: That the City Manager is authorized to negotiate a contract starting with the topped-ranked firm, and then the second and third-ranked firms thereafter in order, if necessary, until an acceptable agreement is reached.

Section 3: The City Manager is directed to bring the contract before the City Commission for final consideration.

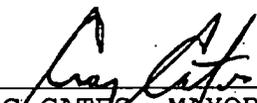
Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 18 day of October, 2016.

Authenticated by the Presiding Officer and Clerk of the Commission on 19 day of October, 2016.

Filed with the Clerk on October 19, 2016.

Mayor Craig Cates	<u>Yes</u>
Vice Mayor Clayton Lopez	<u>Absent</u>
Commissioner Sam Kaufman	<u>Yes</u>
Commissioner Richard Payne	<u>Yes</u>
Commissioner Margaret Romero	<u>Yes</u>
Commissioner Billy Wardlow	<u>Absent</u>
Commissioner Jimmy Weekley	<u>Yes</u>


CRAIG CATES, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK

RESOLUTION NO. 16-101

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AUTHORIZING A LOCAL AGENCY PROGRAM (LAP) AGREEMENT BETWEEN THE CITY OF KEY WEST AND THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) IN THE AMOUNT OF \$250,000.00 FOR A BICYCLE AND PEDESTRIAN MASTER PLAN (FM# 438687-1); AUTHORIZING THE CITY MANAGER TO EXECUTE NECESSARY DOCUMENTS; AUTHORIZING A BUDGET AMENDMENT; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, for over a decade, Key West has ranked 1st out of 97 Florida cities in bicycle injuries and fatalities, and in the top 10% of Florida cities for pedestrian injuries and fatalities; and

WHEREAS, in 2015 the City applied for and has been awarded funding through FDOT's Transportation Alternatives Program (TAP) for the development of a bicycle and pedestrian master plan to develop infrastructure-related projects and systems to provide safe routes for non-drivers; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the City Manager is authorized to execute the attached Local Agency Program (LAP) grant agreement with the State of Florida Department of Transportation (FDOT) for a Bicycle and Pedestrian Master Plan (FM 438687-1) in the amount of \$250,000.00.

Section 2: That the City Manager is authorized to execute necessary documents upon consent of the City Attorney.

Section 3: That amendments to the budget reflecting FDOT LAP revenue, in the amount of \$250,000.00 for the bicycle and pedestrian master plan to account 001-0000-331-9000, and to project expense account 001-1501-515-3100 in the amount of \$250,000.00 are hereby authorized (100% reimbursement to City).

Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission. Passed and adopted by the City Commission at a meeting held this 16th day of March, 2016.

Authenticated by the Presiding Officer and Clerk of the Commission on 17th day of March, 2016.

Filed with the Clerk on March 17, 2016.

Mayor Craig Cates	<u>Yes</u>
Vice Mayor Clayton Lopez	<u>Yes</u>
Commissioner Sam Kaufman	<u>Yes</u>
Commissioner Richard Payne	<u>Yes</u>
Commissioner Margaret Romero	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>



CRAIG CATES, MAYOR

ATTEST:



CHERYL SMITH, CITY CLERK