

SCOPE OF SERVICES
Dania Beach Blvd. (SR A1A)
From Federal Highway (US1) to West of Intracoastal Bridge
Lane Elimination Study (the "Project")

1.0 PROJECT DESCRIPTION

The goal of the Project is to accomplish the three stage FDOT District four lane elimination review and approval process (see Attachment A) for Dania Beach Blvd and provide amenities to promote other modes of transportation: bikes, pedestrians and transit.

The purpose of the three FDOT stage process is to obtain approval on eliminating a through lane in each direction of travel (between NE 1 Ave and Gulfstream Rd) to accommodate a bike lane and wider sidewalks. The initial meeting with FDOT was completed, approved and no fatal flaws was discovered regarding feasibility of lane elimination. However, FDOT comments need to be addressed as it relates to updating the study. CPC will address these comments to complete Stage 1, and move forward to expedite Stages 2 and 3. We will continue to work with the City of Dania Beach, Broward MPO and FDOT to provide the required deliverables to expedite the project.

2.0 BASIS OF SCOPE

- a. Includes wrap up of the first stage (initial meeting) based on FDOT comments. Scope also includes second stage (Interim Meeting and Concept Report), and third stage (Formal Application) of the three stage FDOT District four lane elimination review and approval process (see Attachment A).
- b. Latest traffic data required to wrap up first stage, will be provided by Ronnie Navarro at the City, specifically turning movement counts for Dania Beach Blvd (A1A) and S Federal Hwy (US1), East Dania Beach Boulevard (SR A1A) and Fronton Boulevard intersection, and the East Dania Beach Boulevard (SRA1A) and SE 5th Avenue intersection. However, if data is unavailable, it can be added as additional services.
- c. Does not include traffic data collection. However, this can be provided as an additional service.

3.0 SCOPE OF BASIC SERVICES AND FEE

The scope of basic services to be provided by Consultant shall be as follows:

Stage 1 – Initial Meeting Scoping (Update Study and Report per FDOT Comments)

Task 1 Research (Obtain supporting data for study). Includes coordination with MPO and City.

Task 2 Traffic Study (update) includes the following:

- a. Use latest TMC traffic data to compute existing traffic (2015) and estimate future projection (2035).
- b. Update crash analysis in Section 3.1.E (refer to Miller Legg study dated March 2015), to include application of crash modification factors or other techniques to assess the expected safety benefits of the lane elimination project.
- c. Capacity analysis and capacity evaluation results.
- d. Incorporation of existing Signal timings and re-computation of signal timings.
- e. Recommended mitigation measures, lane elimination evaluation, design criteria used.
- f. Narrative on capacity evaluation and improvements related to: bike, pedestrians, sidewalks, multi use paths, and transit stops (new bus bay).
- g. Peak hour (local traffic, Jai Alai, etc.), impacts on adjacent neighborhood and evacuation route impact.

Task 3 Report includes updated Evaluation (from Task 2) and Appendices.

Stage 2: Interim Meeting and Concept Report

Detailed Evaluation of Proposed Lane Elimination Project includes:

Task 4: Complete concept report

- a. Alternatives to lane elimination
- b. Near- and long-term traffic forecasts with and without the proposed project (with changes in travel patterns clearly shown)
- c. Near- and long-term level of service (LOS) and queuing analyses for intersections and segments in the impact area, with and without the proposed project
- d. Mitigation to address any significant and adverse LOS impacts on State roads and the regional transportation system resulting from the lane elimination
- e. Crash analysis
 1. Crash data and summary

2. Identification of high-crash locations (by crash type) and locations on FDOT's 5% lists (i.e., the list of the 5% of segments and locations with the highest number of crashes)
 3. Estimate of the potential increase or decrease in crashes using Crash Modification Factors (CMFs) from the *Highway Safety Manual*, CMFs from the Federal Highway Administration CMF website, or other appropriate methodologies
- f. Case-specific special considerations

Deliverables:

- Complete concept report

Task 5: A) Conceptual design plans

- a. Conceptual design plans (including proposed typical sections) that meet FDOT design standards for applicable transportation modes
- b. Need for any design variations or exceptions
- c. Impact on pedestrian and bicycle infrastructure (e.g., sidewalks, bicycle lanes, and multi-use paths), connectivity, and accessibility
- d. Impact on transit routes and/or transit stop locations (including appropriateness of turn radii and lane widths)
- e. Impact on trucks and designated truck routes (including appropriateness of turn radii and lane widths and possible relocation of designated truck routes)
- f. Impact on delivery zones
- g. Impact on active construction projects
- h. Impact on utilities, wetlands, and habitats
- i. Impact on bridges and traffic signal and sign structures
- j. Conceptual access management plan
- k. Conceptual funding plan (including cost estimates and funding sources)
- l. Conceptual implementation plan (including an implementation schedule and a list of the commitments that the applicant will make in support of the lane elimination proposal)
- m. Existing posted speed and desired posted speed after the lane elimination
- n. Evacuation Route impacts (including coordination with the appropriate emergency management office)
- o. The need to add, remove, or modify traffic signals
- p. Impacts on school crossing locations and/or midblock pedestrian crossing locations
- q. Impact on parking supply

Deliverables:

- Conceptual design plans

Task 5: B) Meetings:

- FDOT
- City of Dania Beach
- City Commission

- Broward MPO
- Public Meeting

Stage 3: Formal Application

This task only includes the preparation of formal application. Hence, any subsequent comments or design revisions shall be provided as an additional service.

Task 6: A) Submit Application to the FDOT District Coordinator for Approval. This effort includes:

- a. Formal letter requesting the lane elimination
- b. Documentation of project approval by the appropriate city or county body (e.g., a commission resolution or formal letter)
- c. Documentation that public involvement activities were noticed and occurred
- d. Summary of concerns and supportive comments that were voiced at the public meeting(s) or provided through written communication to the applicant, along with discussion of how any concerns were addressed
- e. Final concept report (as applicable)
- f. Final funding plan (as applicable)
- g. Final implementation plan (as applicable)

Deliverables:

Formal Application Documentation

Task 6: B) Meetings:

- FDOT
- City of Dania Beach
- City Commission
- Broward MPO

Fees:

The Scope of Services described in **Tasks 1 through 6** above, shall be provided by the Consultant at a lump sum fee as required and as outlined below, plus reimbursable expenses.

FEE SUMMARY		
TASK NUMBER	TASK	LUMP SUM FEE
<i>Stage 1 - Initial Meeting Scoping - Wrap Up</i>		
Task 1	Research	\$1,200.00
Task 2	Traffic Study Update	\$4,800.00
Task 3	Report Update w/Appendices	\$3,120.00
	Sub Total (Lump sum)	\$9,120.00
<i>Stage 2 - Interim Meeting and Concept Report</i>		
Task 4	Complete concept report	\$9,540.00
Task 5	A) Conceptual design plans	\$9,900.00
	B) Meetings (6 @ 4 hr/ea)	\$4,320.00
	Sub Total (Lump sum)	\$23,760.00
<i>Stage 3 - Formal Application</i>		
Task 6	A) Submit Application to the FDOT District Coordinator	\$3,480.00
	B) Meetings (5 @ 4 hr/ea)	\$3,600.00
	Sub Total (Lump sum)	\$7,080.00
	TOTAL FEE (LUMP SUM)	\$39,960.00

The terms and conditions shall be in accordance with the General Engineering Consulting Agreement as approved by Dania Beach City Commission, on October 13, 2015 (Resolution 2015 -119)

ATTACHMENT A

FDOT DISTRICT FOUR LANE ELIMINATION REVIEW AND APPROVAL PROCESS (DRAFT)

Local governments (including cities and counties), agencies such as metropolitan planning organizations (MPOs) and transportation planning organizations (TPOs), and developers typically request the elimination of through lanes on State roads so that the recovered right-of-way can be converted to bicycle lanes, wider sidewalks, landscaping, on-street parking, or other purposes in order to promote use of non-automobile modes, contribute to more livable environments (e.g., by reducing pedestrian crossing distances and traffic speeds), and/or contribute to economic development and vitality. The following review and approval process was developed to assure consistency in FDOT District Four's handling of these requests.

The FDOT District Four Lane Elimination Review and Approval Process is a three-stage process:

1. Initial Meeting
2. Interim Meeting and Concept Report
3. Formal Application

The stages of the process are outlined below. Coordination of the Lane Elimination Review and Approval Process is the responsibility of the District Lane Elimination Review Coordinator. The process engages a multi-disciplined review team with representatives from the Planning & Environmental Management, Design, Traffic Operations, Modal Development, Maintenance, Permitting, and Legal offices.

Stage 1: Initial Meeting

Goal	District Deliverable(s)	Notice Requirement
Obtain preliminary information about the proposed lane elimination project from the applicant and provide preliminary feedback on the process requirements and feasibility of the concept.	<ul style="list-style-type: none">• List of items to be discussed at the Initial Meeting• List of items to be evaluated in more detail by the applicant in Stage 2• Initial Meeting summary	Send notice to Central Office (Public Involvement Office) that the District has been contacted about a lane elimination proposal.

The Lane Elimination Review and Approval Process is initiated when the applicant meets with the District for the first time to discuss a potential or proposed lane elimination project. The Initial Meeting will be arranged by the District Coordinator, who will be responsible for inviting the District's multi-disciplined reviewers to the Initial Meeting and providing them with any materials transmitted by the applicant in advance of the meeting. The purpose of the Initial Meeting is the sharing of preliminary information about the proposed project, discussion of key issues, and a discussion of FDOT concerns. Typically, this meeting is an opportunity for the applicant to gain an understanding of the Lane Elimination Review and Approval Process. District reviewers are not required to prepare consolidated comments in advance of the Initial Meeting.

A copy of this process document will be provided to the applicant when the date, time, and location for the Initial Meeting have been established.

The applicant should be prepared to discuss the following items at a **preliminary, conceptual level** at the Initial Meeting:

- Basic information about the proposed project
 - Project location
 - Project limits
 - Project length
 - Proposed change in lane configuration
 - Project schedule
 - Conceptual plan (if available)
- Existing Average Annual Daily Traffic
- Status of the roadway as an Evacuation Route and/or part of the Strategic Intermodal System
- Consistency of the proposed project with the applicable Long-Range Transportation Plan, Transit Development Plan, Transportation Improvement Plan, and Comprehensive Plan and with any applicable subarea master plans and visions
- Proposed use(s) for the right-of-way after the lane is eliminated (e.g., widened sidewalks, bicycle lanes, landscaping, on-street parking, and transit lanes)
- Existing right-of-way width and any proposed changes to the right-of-way width
- Anticipated change (if any) in jurisdictional responsibility for ownership or maintenance of the roadway
- Anticipated changes (if any) in functional classification and access management classification
- Plan for obtaining input and review from businesses, residents, and other stakeholders
- Plan for receiving endorsement from elected officials
- Initial (qualitative) assessment of impacts to the regional transportation system and community impacts:
 - Traffic pattern and circulation changes
 - Neighborhood impacts
 - Changes in peak period levels of congestion
 - Consistency with redevelopment plans
 - Site access impacts
 - Impacts on transit service (e.g., re-routing and relocation of bus stops)
 - Impacts on trucks and designated truck routes
- Ideas for funding sources
- Potential implementation strategy

At the Initial Meeting, District reviewers will identify any challenges that may make it infeasible for the applicant to proceed with the proposed lane elimination project. If no such challenges are identified, District reviewers at the Initial Meeting will prepare a list of elements for the applicant to analyze in detail and provide to the District in the form of a concept report. The concept report will be discussed at the Interim Meeting in Stage 2. The District Coordinator will also send notice to Central Office (Public Involvement Office) that the District has been contacted about a lane elimination proposal. The District Coordinator will provide a summary of the Initial Meeting as well as the list of elements to be addressed in Stage 2 to the applicant and to the District reviewers.

If the affected roadway segment is part of a corridor for which premium transit service is planned or if the eliminated lane is intended to be dedicated to transit, additional requirements may apply. If a jurisdictional transfer of the roadway is part of the project, additional requirements will apply. These additional requirements will be discussed at the Initial Meeting.

Stage 2: Interim Meeting and Concept Report

Goal	District Deliverable(s)	Notice Requirement
Obtain a detailed evaluation of the proposed lane elimination project from the applicant and provide review comments.	<ul style="list-style-type: none"> • Consolidated review comments • Interim Meeting summary • List of conditions to be met for approval of lane elimination application 	Send notice to Central Office (Public Involvement Office) that the District has received and reviewed a concept report supporting a proposed lane elimination project. The notice shall indicate whether or not the concept report proves the project’s viability from a capacity, operations and safety perspective.

The purpose of the Interim Meeting is to discuss the results of the detailed analysis conducted by the applicant following the Initial Meeting. The applicant will provide a **complete concept report** that summarizes this analysis to the District Coordinator no less than 30 days in advance of the Interim Meeting so that District reviewers have adequate opportunity to review the report. District reviewers’ comments on the concept report will be consolidated by the District Coordinator in advance of the Interim Meeting and shared at the meeting for the purposes of discussion.

The concept report requirements and the items to be discussed at the Interim Meeting will be identified at the Initial Meeting. The following elements, along with the supporting documents for the items discussed at the initial meeting, **may be required** for a given concept report:

- Alternatives to lane elimination
- Conceptual design plans (including proposed typical sections) that meet FDOT design standards for all transportation modes
- Need for any design variations or exceptions
- Near- and long-term traffic forecasts with and without the proposed project (with changes in travel patterns clearly shown)
- Near- and long-term level of service (LOS) and queuing analyses for intersections and segments in the impact area, with and without the proposed project
- Mitigation to address any significant and adverse LOS impacts on State roads and the regional transportation system resulting from the lane elimination
- Impact on pedestrian and bicycle infrastructure (e.g., sidewalks, bicycle lanes, and multi-use paths), connectivity, and accessibility
- Impact on transit routes and/or transit stop locations (including appropriateness of turn radii and lane widths)
- Impact on trucks and designated truck routes (including appropriateness of turn radii and lane widths and possible relocation of designated truck routes)

- Impact on delivery zones
- Impact on active construction projects
- Impact on utilities, wetlands, and habitats
- Impact on bridges and traffic signal and sign structures
- Crash analysis
 - Crash data and summary
 - Identification of high-crash locations (by crash type) and locations on FDOT's 5% lists (i.e., the list of the 5% of segments and locations with the highest number of crashes)
 - Estimate of the potential increase or decrease in crashes using Crash Modification Factors (CMFs) from the *Highway Safety Manual*, CMFs from the Federal Highway Administration CMF website, or other appropriate methodologies
- Conceptual access management plan
- Conceptual funding plan (including cost estimates and funding sources)
- Conceptual implementation plan (including an implementation schedule and a list of the commitments that the applicant will make in support of the lane elimination proposal)
- Existing posted speed and desired posted speed after the lane elimination
- Evacuation Route impacts (including coordination with the appropriate emergency management office)
- The need to add, remove, or modify traffic signals
- Impacts on school crossing locations and/or midblock pedestrian crossing locations
- Impact on parking supply
- Case-specific special considerations (e.g., railroad crossing improvements)

Following discussion of District reviewers' comments on the concept report, District staff and the applicant will jointly determine if further analysis is needed. A follow-up meeting may be scheduled by the District Coordinator to resolve outstanding comments and concerns.

The District may opt to provide informal conceptual approval at this stage. Conceptual approval is **not** formal approval of the proposed lane elimination. It is simply a statement that the District is receptive to moving forward to Stage 3 and does not object to the applicant's project as a concept. Further analysis to address District reviewers' comments and concerns may be required in support of a formal application for lane elimination.

At the conclusion of the Interim Meeting, the District Coordinator will send notice to Central Office (Public Involvement Office) that a concept report for a proposed lane elimination project has been received and reviewed by the District. The notice shall indicate whether or not the concept report proves the project's viability from a capacity, operations and safety perspective. The District Coordinator will also provide a summary of the Interim Meeting to the applicant and to the District reviewers. The summary will include a list of items to be addressed before the District will approve a formal application for lane elimination in Stage 3.

Stage 3: Formal Application

Goal	District Deliverable(s)	Notice Requirement
Approve (or deny) the application for lane	<ul style="list-style-type: none"> • Approval (or denial) letter 	Send notice to Central Office (Secretary) that the District has reviewed a formal application for lane

elimination.		elimination (including documentation of local support) and is recommending approval (or denial) of the application.
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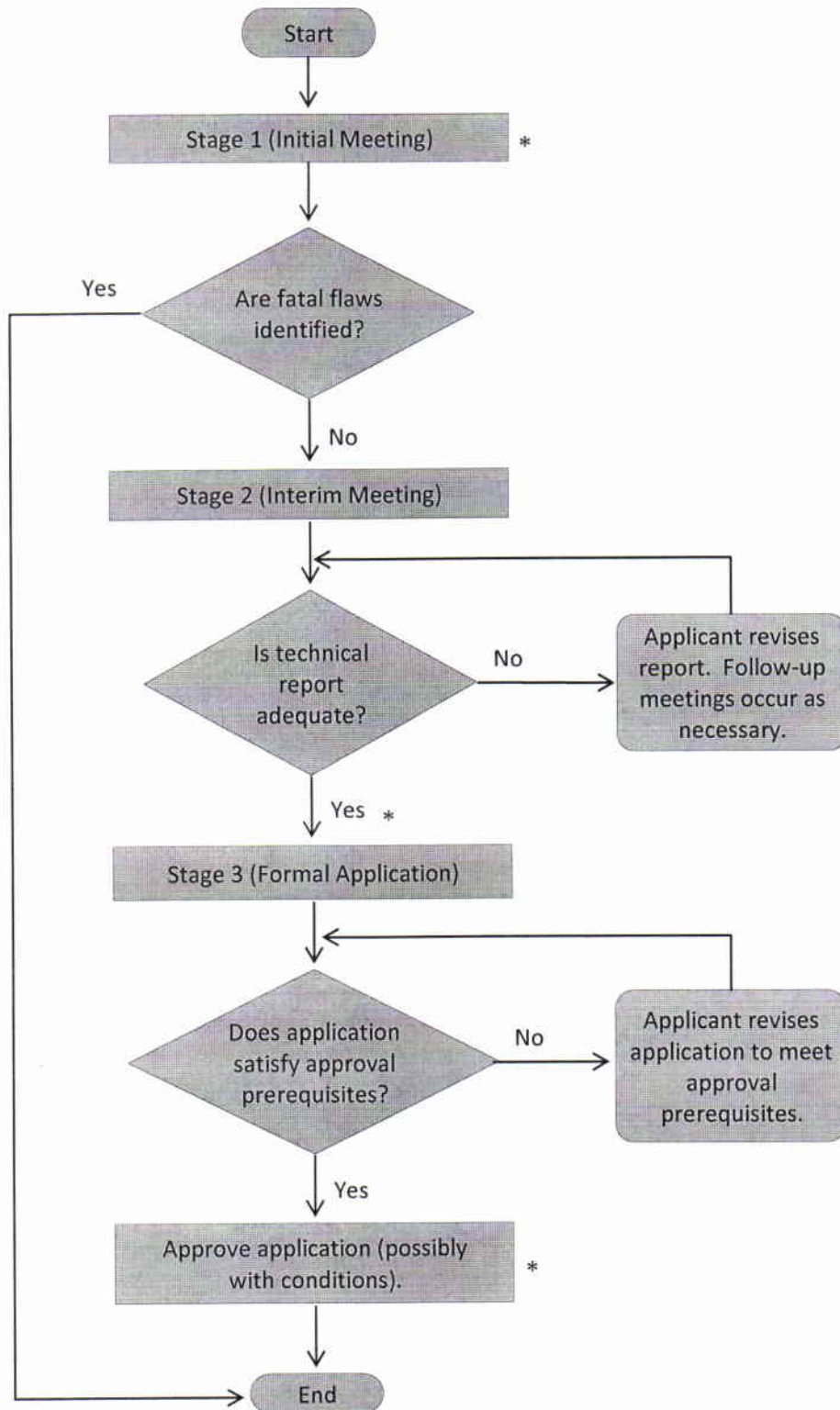
In Stage 3, the applicant submits the following documents to the District Coordinator:

- Formal letter requesting the lane elimination
- Documentation of project approval by the appropriate city or county body (e.g., a commission resolution or formal letter)
- Documentation that public involvement activities were noticed and occurred
- Summary of concerns and supportive comments that were voiced at the public meeting(s) or provided through written communication to the applicant, along with discussion of how any concerns were addressed
- Final concept report (as applicable)
- Final funding plan (as applicable)
- Final implementation plan (as applicable)

The District Coordinator will review the formal letter and supporting documents, with input from District staff as needed. The District will send notice to Central Office (Secretary) that the applicant has submitted an application for lane elimination, it has been reviewed by the District, and the District has made a recommendation for approval (or denial). After receiving approval from the Secretary, the District Coordinator will inform the applicant that the application for lane elimination has been approved (or denied). A before-and-after study or a pilot implementation of the concept may be a condition of approval of the application.

Process Summary

The flowchart below summarizes the three-stage Lane Elimination Review and Approval Process.



* = Central Office notification