



August 23, 2024

Indian River County MPO
Brian Freeman
1801 27th Street
Vero Beach, FL 32960
bfreeman@indianriver.gov

Reference: Proposal for Safe Streets for All (SS4A) Action Plan

Dear Mr. Freeman:

Inspire Placemaking Collective, Inc. (Inspire) appreciates the opportunity to submit this proposal for planning services for the above referenced project. This proposal was prepared according to the U.S. Department of Transportation's Safe Streets and Roads for All Action Plan Components. For this effort, Inspire is proposing to team with Patel, Greene, and Associates for the required technical analysis. Our understanding of the project, our proposed scope of work, and associated fees to complete the work outlined in the scope of services was derived from the grant documentation.

This proposal is intended solely for the services described below. Use of this proposal and resulting documents, including the final deliverables, is limited to the above referenced project and client. No other use is authorized by Inspire Placemaking Collective, Inc.

Scope of Services

In accordance with the U.S. Department of Transportation's Safe Streets and Roads for All Action Plan Components guidance, Inspire / PGA proposes the following scope of work.

TASK 1. Project Management

Inspire / PGA will attend regular project progress team meetings as needed and provide support for presentations. We will coordinate with the MPO throughout the project to ensure that deadlines are met and that high quality deliverables are provided. Inspire / PGA will be responsible for providing meeting agendas and preparing meeting notes.

Task 1: Deliverables

- Attend project kick-off meeting with MPO staff (virtual).
- Attend project kick-off meeting including stakeholders (virtual)
- Attend progress meetings (virtual) on a monthly basis (assumes 12 meetings based on a 12-month project schedule)

TASK 2. Leadership Commitment and Goal Setting

The Action Plan requires an official public commitment (e.g. resolution, policy, ordinance, etc.) by a high-ranking official and/or governing body (e.g. Mayor, City Council, Tribal Council, MPO Policy Board, etc.) to an eventual goal of zero roadway fatalities and serious injuries. The commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one, or both, of the following:

- 1) The target date for achieving zero roadway fatalities or serious injuries, OR
- 2) An ambitious percentage reduction in roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries.

Inspire / PGA will provide technical support for this task. Inspire / PGA will draft a goal setting / document resolution for this task and attend up to two virtual meetings with the selected governing body. **This task has been developed to address Components 1 and 2 of the SS4A Self-Certification Eligibility Worksheet.**

Task 2: Deliverables

- Attend up to two virtual meetings to provide input
- Draft and provide one round of edits for one goal setting / resolution document

TASK 3. Safety Analysis

PGA will lead the safety analysis task. **This task has been developed to address Component 3 of the SS4A Self-Certification Eligibility Worksheet.**

Task 3.1. Data Collection

Inspire / PGA will obtain the most recent five (5) years of crash data from Signal Four Analytics database. Data obtained will include information pertaining to road users (including motor vehicles, motorcycles, pedestrians, and bicyclists) and to crash severity. Additional GIS data will be obtained pertaining to contextual factors such as AADT, posted speeds, number of travel lanes, traffic signals, presence of sidewalks or bike lanes, and other elements as available. Data will be qualitatively reviewed to understand any discrepancies that could impact crash analysis.

Deliverables

- GIS database with crash and contextual data

Task 3.2. Perform Benchmark Crash Analysis

Inspire / PGA will perform an analysis of the crash data to establish a baseline for the state of safety within the county. The safety analysis will review fatal and serious injury crashes, crash locations, crash types, road users, and other factors as appropriate.

Deliverables

- Excel file with summary charts and tables

Task 3.3. Develop High Injury Network

Based on the crash and contextual data gathered as part of Task 3.1, Inspire / PGA will develop a countywide High Injury Network (HIN). The HIN will identify corridors and intersections with the highest frequency of crashes resulting in fatalities and serious injuries.

Deliverables

- One (1) High Injury Network map and associated tables.

Task 3.4. Systemic Safety Analysis

Inspire / PGA will identify up to ten (10) crash profiles that address systemic safety issues based on the Safe System Approach framework. Each profile will be determined based on both crash and contextual factors. Attributes could include driver behaviors, roadway characteristics, temporal elements (time of day), types of traffic control, etc. Analysis will be based on available data collected under Task 2, information collected as part of the Bicycle and Pedestrian Master Plan, community feedback, and any additional information provided by the MPO. The goal of developing the crash profiles is to inform the development of targeted countermeasures, strategies, and action items.

Deliverables

- Up to ten (10) crash profiles

Task 3.5. Technical Memorandum

Inspire / PGA will summarize the efforts and results of the analysis tasks performed under Task 3 in a technical memo. The memo will outline the approach to each analysis task as well as the findings. Maps, tables, and charts will be incorporated as appropriate. A draft memo will be submitted for review. Inspire / PGA will address one round of comments and provide a final, revised version of the memo.

Deliverables

- Technical memo summarizing the safety analysis and the development of the HIN.

TASK 4. Engagement and Collaboration

As part of this effort, Inspire / PGA proposes robust community engagement with a variety of public and private stakeholders. **This task has been developed to address Components 4 and 5 of the SS4A Self-Certification Eligibility Worksheet.**

Task 4.1. Project Brand / Logo

Inspire / PGA will create a project-specific logo for this effort. Draft logos will be sent to MPO staff for review and up to two (2) rounds of edits will be provided.

Deliverables

- Project Logo

Task 4.2. Project Website

Inspire / PGA will create a project website to serve as a one-stop shop for project information. The website will be updated to include the project schedule, draft deliverables, a survey, an idea wall, and an interactive map for the public to identify desirable or undesirable transportation areas.

Deliverables

- Project website with survey, idea wall, and interactive map

Task 4.3. Stakeholder Engagement

Inspire / PGA will identify relevant stakeholders to include in engagement and will attend up to two (2) in-person stakeholder meetings to facilitate discussions with stakeholders. These stakeholder meetings will be held on the same day.

Deliverables

- Summary memo for stakeholder engagement

Task 4.4. Public Engagement

Inspire / PGA will host a series of four (4) public workshops over two days to engage the general public for this project. MPO staff will be responsible for reserving the required venues and noticing the meetings to the public. It is anticipated that each workshop day will have both a daytime and evening session to engage all cross sections of the population. Additionally, Inspire / PGA recommends holding these workshops in different locations throughout the County, consistent with the SS4A requirements to promote equity and inclusivity.

Deliverables

- Summary memo for public engagement

Task 4.5. MPO Presentations

The Consultant shall present the results of Task 3 to the MPO's BPAC, CAC, TAC, and the Governing Board. The presentation to the Governing Board will be in person. The presentations to the BPAC, CAC, and TAC will be held virtually. The consultant shall revise the draft documents based on input received from the MPO committees.

The Consultant shall present the final Action Plan to the MPO's BPAC, CAC, TAC, and the Governing Board. The presentation to the Governing Board will be in person. The presentations to the BPAC, CAC, and TAC will be held virtually. The consultant shall revise the draft documents based on input received from the MPO committees.

Deliverables

- Edits to draft documents based on input received from MPO committees

TASK 5. Policy and Process Changes

As part of this task, Inspire / PGA will evaluate current policies, plans, guidelines and / or standards to identify opportunities to improve how processes prioritize transportation safety. **This task has been developed to address Component 6 of the SS4A Self-Certification Eligibility Worksheet.**

Deliverables

- Assessment memorandum summarizing existing policies with recommendations on process improvements.

TASK 6. Strategy and Project Selection

This task has been developed to address Component 7 of the SS4A Self-Certification Eligibility Worksheet. Component 5 is also addressed as part of this task.

Task 6.1. Identify Projects and Strategies

Based on the safety analysis performed under Task 3, and public and stakeholder input obtained through Task 4, PGA will identify categorical and spot improvements to address safety concerns within Indian River County. This analysis will focus on fatal and serious injury crashes but will take lower severity crashes into consideration as appropriate. A set of countermeasures to address the crash profiles developed under Task 3 will be developed.

A desktop screening will be performed to identify a short-list of locations with correctable crash patterns and to develop appropriate safety countermeasures including short-term/lower cost approaches, longer-term capital improvements, and non-infrastructure strategies.

Priority locations will be screened based on local agency 5-year CIPs to determine if there are any projects already planned at a candidate location. Locations that coincide with planned CIP projects will be evaluated to determine if safety improvements could be incorporated into planned improvements. Any locations identified through this screening will be documented and a brief recommendation for addressing the safety concerns in the CIP project will be provided.

Deliverables

- Matrix/list of crash profile countermeasures
- List of proposed projects
- Technical memo summarizing desktop review
- List of CIP projects that overlap HIN locations

Task 6.2. Implementation Plan

Inspire / PGA will create a plan for implementing proposed projects identified in Task 6.1. The implementation plan will include prioritized projects. As part of the prioritization process, PGA will perform an equity analysis which will overlay the HIN with disadvantaged communities. The analysis process will employ tools including, but not limited to, the US Census Bureau American Community Survey (ACS) data and the Justice40 Climate and

Economic Justice Screening Tool (CEJST). **This analysis will satisfy Component 5 of the Self-Certification worksheet.**

Deliverables

- Up to two (2) maps identifying priority corridors and intersections and associated tables
- Technical memo outlining the prioritization process

Task 6.3. Implementation Grant and Concept Development

Based on the data analysis and location screenings, PGA will work with the MPO to identify up to one (1) candidate project for pursuing SS4A Implementation funding. PGA will develop technical components for the grant application while the MPO will be responsible for collecting endorsements from stakeholder agencies and elected officials, as well as coordinating required commitments of non-federal matching funds.

PGA will conduct field reviews to confirm existing conditions and observe traffic conditions. PGA will prepare conceptual plan drawings and typical sections illustrating the proposed improvements for one (1) candidate projects. The conceptual drawings will demonstrate the feasibility of the projects and will document potential constraints. These will be used in the development of cost estimates for the improvements.

PGA will coordinate with the MPO to gather additional information, such as traffic count data or other relevant data. PGA will coordinate the collection of traffic counts as needed. Survey data is not to be collected but can be incorporated into the concept development if the MPO has readily available data. The additional information will be used to complete the following:

- Perform additional analysis of each location's five-year crash history to develop crash reduction estimates for benefit/cost analysis
- Obtain and review available right-of-way data, roadway plans/as-builts, and any recent/relevant traffic studies
- Develop planning level cost estimates using FDOT unit costs
- Complete benefit/cost analysis using the estimates
- Document assumptions and identify obvious design variances or exceptions

Deliverables

- Concept drawings for one (1) candidate project
- Traffic data and analysis memo
- Cost estimates
- SS4A Implementation Grant Application Materials

TASK 7. Progress and Transparency

Inspire / PGA will develop a strategy for tracking the Action Plan's progress in an effort to provide transparency to residents and stakeholders. This task includes a framework for annual public and accessible reporting on progress toward reducing roadway fatalities and serious injuries. **This task has been developed to address Component 8 of the SS4A Self-Certification Eligibility Worksheet.**

Deliverables

- Reporting framework to be used by MPO staff for annual reporting

TASK 8. Draft Plan Document

Inspire / PGA will draft the Action Plan consistent with the U.S. Department of Transportation's Safe Streets and Roads for All Action Plan components, and the work proposed under Tasks 1-7 of this scope. Responses to up to two (2) rounds of staff comments on the draft are included in this task.

Deliverables

- Draft SS4A Action Plan and up to two (2) rounds of revisions based on staff comments
- Final SS4A Action Plan

Fee

Our professional fee for the above-described services shall be a lump sum of **\$200,000.00** to be invoiced on a percent complete basis per the following fee schedule.

Task	Fee
Task 1. Project Management	\$19,285
Task 2. Leadership Commitment and Goal Setting	\$5,720
Task 3. Safety Analysis	\$32,407
Task 4: Engagement and Collaboration	\$65,438
Task 5: Policy and Process Changes	\$8,440
Task 6: Strategy and Project Selections	\$36,408
Task 7: Progress and Transparency	\$9,447
Taks 8. Draft Plan Document	\$22,855
TOTAL	\$200,000

Included in the above fees are reimbursable expenses incurred on the Project's behalf, including mileage, printing, plotting, photocopies, reproduction, postage, express mail and/or courier services.

Inspire will bill monthly for all work performed and expenses incurred on the Project's behalf.

Should conditions be encountered such that additional services appear to be in the best interest of the project, we will contact you with our recommendations prior to proceeding with any services beyond the scope of this proposal. We will not exceed this proposal amount without written authorization from you.

Schedule

The proposed services will be completed within one (1) year of authorization to proceed.

Exclusions

Without intending to provide an exhaustive list or description of all services or potential services that may be required and that Inspire can provide, the following services are specifically excluded from this proposal:

- Ordinance preparation with the exception of the draft resolution for goal setting
- Creating/Updating the capital improvements schedule
- Illustrative renderings, 3D graphic imagery and perspective renderings
- Attendance at meetings beyond those identified.

Authorization

Work performed by Inspire will be in accordance with our continuing services contract between Indian River County and Inspire.

If you elect to accept our proposal by issuing a purchase order, then please specifically reference this proposal date. Your purchase order will be an acceptance of our Agreement for Services and an authorization to proceed with the performance of our services.

If you choose to accept this proposal by e-mail, your reply e-mail acceptance will serve as your representation to Inspire that you have reviewed the proposal and hereby accept it as written.

Closure

We appreciate the opportunity to be of service to you. If you have any questions regarding the outlined scope of services, or if we may be of further assistance, please do not hesitate to contact us.

Sincerely,

Inspire Placemaking Collective, Inc.



Eric P. Raasch, Jr., AICP
Principal

AGREED BY:

Name

Date

Title

Jurisdiction