

City of Clearwater

Citywide Complete Streets Implementation Plan



Project Description:

The City of Clearwater seeks to develop a Citywide Complete Streets Implementation Plan that will set the foundation for a street network that encourages mobility in the City. The Complete Streets Implementation Plan will be prepared concurrently with the Drew Street Complete Streets Concept Plan. The Drew Street Concept Plan will serve as a pilot project by identifying and evaluating a wide range of Complete Street strategies that can be used in future concept plans. The Drew Street Concept Plan will also lay the groundwork for data needed for the full Citywide Plan as well as performance measures. The Citywide Complete Streets Implementation Plan will further lead to a Bicycle/Pedestrian Master Plan, which is not included as part of this scope of services.

The Citywide Complete Streets Implementation Plan will include the following:

- Define complete street guiding principles that will inform a complete street policy,
- Build on the appropriate mapping and analysis collected as part of the Drew Street Complete Streets Concept Plan to develop a Complete Streets Citywide GIS Database/Facilities Inventory,
- Document a baseline of existing challenges and barriers,
- Conduct public outreach and engagement,
- Identify context classifications and street typologies with associated street design guidance, including a matrix of improvements/cross section elements by classification,
- Develop recommendations for how the City of Clearwater can develop complete street projects, including project prioritization guidance and project delivery framework which will include evaluation criteria/performance metrics developed as part of the Drew Street Complete Street Concept Plan,
- Summarize an Action Plan for Implementation (Policy considerations, project prioritization and project delivery, design guidance, physical list of improvements identified, funding options, and performance metrics and next steps).

Project Tasks:

Task 1 – Complete Street Guiding Principles

Kimley-Horn will develop a set of guiding principles to help the project team with citywide complete street project priorities. This task will include a meeting with the City project team and will also utilize discussions from the Drew Street Concept Plan to develop guiding principles. In Task 5, evaluation criteria will be developed along with performance metrics that relate to the guiding principles to guide decisions on complete street projects.

Deliverables:

- One (1) meeting with the City project team to discuss complete street guiding principles
- Review of existing goals provided by City staff.
- Summary of Complete Street Guiding Principles

Responsibilities of City Staff:

- One (1) meeting with Kimley-Horn staff and provide existing City goals.

Task 2 – Complete Streets GIS Database/Facilities Inventory and Baseline Assessment

The Drew Street Complete Streets Concept Plan will inform needed information for the Citywide Complete Street Implementation Plan. The following will be accomplishing:

- A GIS inventory listing (provided in the table below) will be submitted to staff for review. Kimley-Horn will update the inventory outline per comments provided. The inventory will document information that will be used in understanding baseline conditions as well as a subset of information needed for future tasks such as the Bicycle/Pedestrian Master Plan and Bicycle Friendly Community efforts.
- Kimley-Horn will hold a meeting or conference call with the City GIS staff to coordinate and establish planning level standards for data development, formatting, and data delivery of the project GIS datasets developed during the project.
- Kimley-Horn will provide sample map templates for review and comment by staff to discuss the project map template for use on all deliverables. Two (2) GIS map templates will be developed for this project, one (1) large scale (24x36) and one (1) small scale (11x17 or 8.5x11) map for use in reports and handouts. The map template will develop the complete streets network for this project to include arterials, collectors, and major local roadways
- Maintenance or continual updates of the shapefiles or geodatabases is not provided with this task and is considered additional services. This task will not include creation of new data sources (i.e. new sidewalk layer).

Datasets to be provided by the City and other sources (to be coordinated by City staff) include the following:

Source	Datasets
City of Clearwater	<ol style="list-style-type: none"> 1. Non-motorized (include 5 year CIP projects): <ol style="list-style-type: none"> a. Existing and planned sidewalks, b. Existing and planned on-street bikeways and facilities by type, c. Existing and planned trails, surface (paved/unpaved), and width d. Major crossings and mid-block crossings 2. Roadway characteristics: <ol style="list-style-type: none"> a. City roadways b. Traffic Signal locations c. Traffic Count locations d. Number of traffic lanes existing and proposed for major thoroughfares, e. Posted speeds limits f. Utility information (specifically Drew Street) 3. Boundaries: <ol style="list-style-type: none"> a. City limits b. Neighborhood Boundaries c. Council Districts d. Community Redevelopment Agencies 4. Land use: <ol style="list-style-type: none"> a. Existing and future land use b. Redevelopment areas c. Schools and school zones d. Parks e. Zoning including neighborhood and commercial centers, industrial and employment centers, historic designations
Pinellas Suncoast Transit Authority (PSTA)	<ol style="list-style-type: none"> 1. Transit routes, stops, and transfer locations. 2. Ridership
FDOT/Pinellas County/Forward Pinellas	<ol style="list-style-type: none"> 1. Roadway characteristics: <ol style="list-style-type: none"> a. Functional Classification b. Number of traffic lanes existing and proposed for major thoroughfares c. Posted speeds limits d. Freight routes/SIS e. Traffic Signal locations (signal types, ITS installations) f. Traffic counts g. City, County, FDOT roadways (roadway jurisdiction) 2. FDOT 5-year work program (GIS format) and resurfacing schedule 3. Crash Data (Last 5 years)

The information collected during this task will be used to perform an initial baseline assessment of opportunities related to complete streets. The initial baseline assessment of selected measures is listed below (Identified in the deliverables)

Deliverables:

- Develop GIS geodatabase including a summary of what is included for future evaluations
- Meeting with City GIS staff (1 meeting)
- Large and small scale GIS basemap template including definition of complete street roadway network
- Initial baseline assessment of selected measures:
 - Total bicycle network mileage to total road network mileage for the Bicycle Friendly Community (BFC) designation,
 - Arterial and Collector Streets with Bike lanes (for BFC),
 - Total pedestrian network mileage to total road network mileage (for BFC),
 - Bicycle access to public transportation (for BFC),
 - Socioeconomic information to identify areas with potential demand. Information will include population density, business density, young and older population, zero-car households, and income.

Responsibilities of City Staff:

- Meeting with Kimley-Horn (1 meeting)
- Provide GIS shapefile and data needs from sources (if needed data is not available for analysis, City staff will collect or Kimley-Horn will develop as part of additional services).

Task 3 – Public Outreach and Engagement

Public outreach for this project will work in conjunction with the efforts from the Drew Street Concept Plan. Kimley-Horn and Vrana Consulting will be jointly involved on this task. The purpose will be to gain consensus on the elements of Complete Streets and priorities. Stakeholder and public outreach and engagement will include several methods listed below to gain consensus.

Website and Social Media

- The City will develop and host an overall complete streets project page on its website and social media pages to keep the public informed.
- Kimley-Horn will provide material monthly from the other tasks in this scope of services at key milestones.

Project Survey

- A project survey will be created using MetroQuest. The survey will be developed by Kimley-Horn with City staff uploading and maintaining the survey utilizing their MetroQuest account. MetroQuest will also be utilized throughout the project for collecting feedback specifically after each community meeting. The purpose will be to identify good candidate areas for complete street improvements and to prioritize implementation. The survey will be distributed to the public through the City's email list, City's website, social media sites, as well as partnering agencies willing to provide the information to their email lists and/or online sites. City staff will provide the results to Kimley-Horn to review and summarize.

Community Workshops

- Kimley-Horn will prepare for and facilitate up to four (4) community workshops to gather public input on the project. The workshops will occur at two different periods, with two (2) meetings earlier in the project with two (2) meetings around the final stage. The meetings will be held in different geographic areas of the City.
- Kimley-Horn will work with staff to determine the best methods to share information, actively engage participants, capture feedback, and spark productive discussion regarding potential study outcomes. It is envisioned that the workshops will include a brief presentation followed by interactive exercises to hear as much as possible from the public on investment priorities and areas for complete street improvements. The first set of workshops will help validate priorities and initial recommendations. The second set of workshops will be to go into more detail on recommendations.
- City staff will provide logistical support for the effort, including scheduling, space reservation, arranging for equipment and refreshments, and preparing and distributing announcements.

Complete Street Advisory Committee

- Up to three (3) project update meetings will be conducted with a Complete Streets Advisory Committee (CSAC) or Project Team to be formed by City staff to gain feedback at various points of the project.
- CSAC participants should represent a cross-section of community interests including the transportation disadvantaged population (e.g., advocacy organizations for seniors, children, and low-income households), neighborhoods (e.g., Clearwater Neighborhoods Coalition), businesses (e.g., Clearwater Regional Chamber of Commerce), economic developers (e.g., Community Redevelopment Agency, realtors, and developers), special interest groups (e.g., bicycle and walking organizations/clubs), and City departmental staff. The meetings will also be open to members of the public if they would like to attend. The City will be responsible for scheduling and outreach for these meetings.
- CSAC Meeting #1 will provide information on the project objectives/approach and a primer on complete streets. CSAC input on issues and opportunities will be solicited to inform the development of preliminary complete street guiding principles as well as items that should be investigated for the Citywide Complete Street Implementation Plan.
- CSAC Meeting #2 will engage the CSAC in providing an update on public outreach activities, project prioritization, and potential complete street improvements.
- CSAC Meeting #3 will engage the CSAC in reviewing and building consensus on recommendations for the Citywide Complete Street Implementation Plan.

Group Meetings/Briefings

Once draft Plan recommendations have been reviewed by City staff, the recommendations will be presented to up to three (3) additional meetings that may arise during the project. These meetings would be in addition to the CSAC and could include one on one meetings and briefings for certain groups (i.e. business, community, or city groups) as agreed upon by the City of Clearwater and Kimley-Horn PM. The purpose would be to gain additional feedback.

City Council Meetings

- Kimley-Horn will prepare for and present at two (2) meetings with the City Council.
- The first meeting will be a workshop with the City Council as the project progresses to discuss the feedback received through the public involvement efforts as well as the draft recommendations. The draft recommendations will be provided to the City PM prior to the workshops to allow review time for detailed discussion at the workshop. The second meeting will be to present and adopt recommendations for the implementation plan.

Summary

- Kimley-Horn will develop an overall public involvement summary. This summary will be compiled based on the public involvement activities listed above. The summary will include key input that will be considered in the development of the project recommendations. It is anticipated that the summary will be included in the Plan as an appendix.

Deliverables:

- Content provided to staff once a month for the duration of the project for the project website or social media at key milestones
- Project survey and survey summary memorandum (City staff will send results for Kimley-Horn to review and summarize)
- Four (4) community workshops, PowerPoint presentation(s), agenda, and materials
- Up to three (3) separate meetings/briefings with business or community groups (i.e. neighborhood presidents, Chamber meeting, etc.)
- Up to three (3) meetings with Complete Streets Steering Committee meetings or with Project Team
- Up to two (2) City Council meetings
- Public Involvement Summary

Responsibilities of City Staff:

- Review of materials
- Update and maintain survey on MetroQuest, Provide results to Kimley-Horn
- Setup and attendance at meetings
- Provide and secure workshop/meeting locations and language translation services
- Update of website and social media platforms

Task 4 – Project Prioritization and Delivery Framework

Kimley-Horn will review and summarize information on how roadway, bicycle and pedestrian projects are currently prioritized, reviewed, and then constructed. The task will include developing recommendations based on the following:

- City staff will provide key materials on how roadway, bicycle, and pedestrian projects are currently prioritized, reviewed, and implemented.

- Kimley-Horn will review information provided to assess how complete street guiding principles can be integrated with the process. It is anticipated that the review will include the following:
 - Current engineering and signage/pavement marking standards for roadway, bicycle, and pedestrian projects
 - Summary of Development Review Process for site plans and associated urban design, roadway, bicycle, and pedestrian improvements
 - Information on how the departments provide comments on a project (schedule and review process summary for roadway, bicycle, and pedestrian projects).
 - Review of the Transportation Element and Housing Elements (text changes to the Comprehensive Plan and Land Development Code are not included with this scope of work and are considered additional services)
- Kimley-Horn will conduct up to eight (8) interviews with key City departments to go over recommendations and to better understand the barriers to implementing complete street projects.
- Kimley-Horn will update recommendations.
- Kimley-Horn will develop evaluation criteria (to be refined from the Drew Street Concept Plan).

Deliverables:

- Updated project prioritization criteria to be summarized in the Final Report which will include a summary of changes to existing project prioritization and project delivery procedures. Two (2) rounds of updates will be provided.
- Conduct up to eight (8) interviews with City departments.

Responsibilities of City Staff

- Provide prioritization and information on how projects are currently delivered.
- Two (2) sets of consolidated comments on recommended changes to project prioritization and delivery procedures.

Task 5 – Design Guidelines

The task will include providing planning level complete street design guidelines. Kimley-Horn will review existing roadway design guidelines. The following will be reviewed:

- Florida Design Manual (FDM)
- The American Association of State Highway and Transportation Officials (AASHTO) A Policy on Geometric Design of Highways and Streets (AASHTO Green Book)
- USDOT Achieving Multimodal Networks: Applying Design Flexibility & Reducing Conflicts
- Institute of Transportation Engineers (ITE) Designing Walkable Urban Thoroughfares: A Context Sensitive Approach
- National Association of City Transportation Officials (NACTO) Urban Street Design Guide
- NACTO Urban Bikeway Design Guide
- NACTO Transit Street Design Guide
- City of Clearwater Engineering standards

The first part of this task will be to provide typical and constrained street widths by street types for the arterials and collectors and major local roads (based on the Comprehensive Plan, Transportation Element – Existing Functional Classification Map). It is envisioned that there will be up to four (4) street types summarized for the following:

Pedestrian/Streetside Realm

- Sidewalks/Shared Use Pathway
- Furnishing
- Lighting
- Utilities
- Landscape Buffer

Roadway Realm

- Curbs
- Bicycle Facility
- Through lane
- Turn Lanes
- Landscaping
- Parking Lane
- Lane widths
- Target Speed

The design guidance will reference pertinent FDOT Context classifications as follows:

- Urban Center (C-5)
- Urban General (C-4)
- Suburban (C-3)
- Up to two or three other local context zones

Arterials, collectors and major local roads will be assigned to one of the context classifications mentioned as well as a street type (for roads shown in the Comprehensive Plan, Transportation Element – Existing Functional Classification Map. Local neighborhood streets are not included). A map series will be developed to show the context classification and street types. A complete street flexible design matrix will be developed that shows improvements/cross section elements by context classification (to include a minimum and desired target).

The design guidelines will also include general guidance with summary text and pictures for the following:

- Lane elimination on non-FDOT roadways
- Neighborhood greenways
- General strategies on neighborhood streets
- Pedestrian elements
- Bicycle elements
- Transit elements
- Intersection design guidance

The draft design guidance will be summarized and submitted to the City. Up to two (2) meetings will be held with key City staff and Kimley-Horn staff. The final design guidance will be updated as part of the Action Plan.

Deliverables:

- Planning Level Draft Design Guidelines

- Map series of context classification and street types
- Complete Street flexible design matrix
- Up to two (2) meetings will be held with City staff
- Planning Level Final Design Guidelines

Responsibilities of City Staff:

- Two (2) sets of consolidated comments

Task 6 - Action Plan for Implementation

A draft Final report will be developed to document implementation actions and responsible parties. Actions and recommendations will specifically focus on:

The action plan will identify strategies with timeframes, responsible parties and key considerations. The timeframes will consist of short-term (1-2 years), mid-term (3 to 5 years), and long-term actions (5 years and beyond). One (1) meeting will be held with key City staff and Kimley-Horn staff to review the draft document and actions. Up to two rounds of comments will be provided and Kimley-Horn will revise the document and re-submit a Final Report to the City PM. It is envisioned that the Plan will include the following:

- Guiding Principles
- Summary of stakeholder and public outreach and engagement
 - Consensus on Complete Street elements and priorities
- Actions Plan for Implementation
 - Policy Considerations: Overall policy recommendations (specific text changes to the comprehensive plan and land development code are not part of this scope),
 - Project Prioritization and Project Delivery: Recommendations and actions on how the City of Clearwater can deliver complete street projects
 - Design Guidelines: Recommendations and guidance on complete street elements
 - Physical Improvements: Listing of complete street improvements and projects (including high priority follow-up corridor studies, crossing improvements, additional trail as well as pedestrian and bicycle connectivity)
 - Funding options and strategies including partnerships/multi-disciplinary coordination (i.e. Schools, Public Health, law enforcement)
 - Initial Performance Metrics and Next Steps: How the City will define success into the future, including Bicycle Friendly Community levels

Deliverables:

- Draft Complete Streets Implementation Plan Report to be provided in electronic format (.pdf)
- One (1) meeting with City Staff
- Final Complete Streets Implementation Plan Report to be provided in electronic format (.pdf)

Responsibilities of City Staff:

- Two (2) sets of consolidated comments

Services Not Included

Services not specifically provided for in the above scope, will be considered additional services. Additional services that can be provided will include, but will not be limited to, the following:

- Transportation analysis such as traffic counts (tube counts), turning movement counts, operational analysis
- Design, Permitting, and Construction
- Survey or detailed utility assessment
- Changes to Comprehensive Plan and Land Development Code
- Additional public outreach not identified in this scope
- Opinion of Probable Costs
- Detailed parking demand and inventory study.

SCHEDULE

The anticipated schedule is twelve (12) months.

COMPENSATION

For work under Tasks 1 through 6, City of Clearwater will compensate Kimley-Horn monthly by % complete by task. The total amount is \$125,000 for services provided and expenses incurred.

Task Description	Kimley Horn Fee	Vrana Consulting Fee	Total Fee
Task 1 – Guiding Principles	\$4,000		\$4,000
Task 2 – Complete Streets GIS Database/Facilities Inventory, Baseline Assessment	\$16,000		\$16,000
Task 3 – Public Outreach and Engagement	\$33,000	\$5,300	\$38,300
Task 4 – Project Prioritization and Delivery Framework	\$21,000		\$21,000
Task 5 – Design Guidelines	\$23,300		\$23,300
Task 6 – Action Plan for Implementation	\$22,400		\$22,400
Total	\$119,700	\$5,300	\$125,000