

Space Coast Transportation Planning Organization
Vision Zero Action Plan
Work Order 20-10K
Scope of Services
05/31/2019

A. INTRODUCTION

The purpose of this task is to develop the TPO's Vision Zero Action Plan and Toolkits for each municipality to catalyze the development of their own local Vision Zero Action Plans. Actionable strategies that consider engineering, enforcement, education, and emergency response will be identified for the TPO using a data-driven approach grounded in 5 years of fatal and serious injury crash data, roadway and traffic data, land use characteristics, and demographics. The Action Plan will serve as a roadmap leading the TPO towards its ultimate vision of zero fatalities and serious injuries on the transportation system.

B. DESCRIPTION OF SERVICES

Kittelson & Associates, Inc. (CONSULTANT) will assist the TPO in conducting the Vision Zero Action Plan. The goals of the analysis are as follows:

- Conduct a fatal and serious injury crash assessment.
- Assemble and engage with the Vision Zero Task Force to develop a Vision Zero Action Plan for the TPO and Action Plan Toolkits for each municipality (up to 14).
- Conduct outreach and education throughout the process to gain public support and buy-in.

C. MAJOR TASKS

The CONSULTANT will assist the TPO with the following major tasks:

- Task 1: Data Collection & Analysis
- Task 2: Vision Zero Action Plan Development
- Task 3: Outreach & Education

As documented in **Part E** of this scope, the CONSULTANT will develop a schedule during the project's first month and keep the schedule current throughout the project's duration. The following subsections describe each task to be performed.

TASK 1: DATA COLLECTION & ANALYSIS

The CONSULTANT will collect and evaluate data as the foundation of the Vision Zero Action Plan development.

1.1 Fatal & Serious Injury Crash Assessment

The CONSULTANT will conduct an assessment of fatal and serious injury crashes in Brevard County from 2014-2018. The CONSULTANT will obtain 2014-2018 crash data for Brevard County from the Signal Four Analytics database and will reduce the crash data to only fatal and serious injury crashes. Included in this task is the mapping of the crash data set in ArcGIS. After collecting and mapping the fatal and serious injury crash data, the CONSULTANT will summarize and report statistics and/or trends for the following:

- 5-year trends for fatal and serious injury crashes on separate corridor types (i.e., non-SIS corridors, non-interstate SIS corridors, and interstate corridors)
- Total fatal and serious injury crashes for vehicles and for vulnerable road users (i.e., motorcycle, pedestrians, bicycles)
- Traffic violations leading to crashes (e.g., speeding, distracted driving, impairment) as identified in the crash reports
- Demographics of crash victims (e.g., age, zip code, etc.) as identified in the crash reports
- Crash type summaries countywide and for each municipality
- Identification of the County's High Injury Network – a collection of roadways and intersections where a high percentage of fatalities and severe injuries occur
- 5-year trends of the High Injury Network
- Identification of the top fatal and serious injury crash corridor in each municipality (up to 14)
- Review of individual crash report and assigning pedestrian and bicycle crash typing (e.g., Left Turn, Right Turn, Dart Out) to fatal and serious injury crashes for the top four high crash corridors in the County.

1.2 Traffic & Roadway Data

The CONSULTANT will obtain available roadway data, annual average daily traffic volumes, and transit routes, stop locations, and ridership data (as available) to add a layer of context to the fatal and serious injury crash assessment. The CONSULTANT will utilize the data (where available) to evaluate:

- Posted speeds on high crash corridors
- Lighting condition for night-time crashes on high crash corridors
- Typical roadway section on high crash corridors and at high crash intersections
- Crash rates on the high crash corridors and at high crash intersections
- Correlation of pedestrian and bicycle crashes along high ridership transit routes
- Correlation of bicycle crashes with available bicycle facilities (to be obtained from the BPMP data).
- Correlation of pedestrian crashes with available pedestrian facilities (to be obtained from the BPMP data).

1.3 Land Use & Demographics

The CONSULTANT will obtain existing land use data, FDOT context classification information, and demographic data (such as environmental justice (EJ) areas, areas with low vehicle ownership, etc.) from the 2018 SOS. The CONSULTANT will obtain and review local policies (e.g., comprehensive plans) to assess correlation with the fatal and serious injury crash trends.

1.4 Public Input

The CONSULTANT will develop an interactive map-based platform for obtaining relevant safety information from the public. The map-based platform will be made available to the TPO for website integration and distribution to the public. The CONSULTANT will review comments and identify trends resulting from the map-based public input.

Task 1 Deliverables

- *Draft Technical Memorandum summarizing the statistics and trends of the fatal and serious injury crash assessment.*
- *Final Technical Memorandum addressing SCTPO and Vision Zero Task Force comments.*

TASK 2: VISION ZERO ACTION PLAN DEVELOPMENT

The CONSULTANT will develop a Vision Zero Action Plan for the TPO and a series of toolkits for the municipalities to develop, adopt, and implement their own Vision Zero Action Plans.

2.1 TPO Action Plan

The CONSULTANT will utilize the data collection and analysis conducted in Task 1 to develop actionable strategies that the TPO can implement over a short time period (e.g., 5 years) to reduce fatal and serious injury crashes in Brevard County. The Action Plan will include a proposed performance measure and timeframe for each action item.

2.2 Municipality Toolkits

The CONSULTANT will utilize the data collection and analysis conducted in Task 1 to develop an Action Plan Toolkit for each municipality. The purpose of the toolkit is to catalyze or provide a starting point for each municipality to develop their own Vision Zero Action Plan. The toolkits are expected to include:

- proposed Vision Zero ordinance language,
- direction for comprehensive plan updates,
- identification of the high crash corridors and high crash intersections, and
- an overarching communications plan for each municipality.

Task 2 Deliverables

- *Draft Vision Zero Action Plan table(s) summarizing the TPO action items and their respective performance measures and timeframes.*
- *Final Vision Zero Action Plan addressing SCTPO and Vision Zero Task Force comments.*

- Draft Vision Zero Action Plan Toolkit for each municipality (up to 14).
- Final Vision Zero Action Plan Toolkits addressing SCTPO and Vision Zero Task Force comments.

TASK 3: OUTREACH & EDUCATION

The CONSULTANT will assist TPO staff and BowStern (SUBCONSULTANT) in coordinating workshops with the Vision Zero Task Force and public outreach through events and educational campaigns. The SUBCONSULTANT's scope and fee estimate are provided in Attachment A.

3.1 Vision Zero Task Force Workshops

TPO staff will coordinate and assemble the Vision Zero Task Force. The CONSULTANT will engage the Task Force through four (4) workshops as part of this task:

- **Workshop #1 – Kick-Off – Education event on what we are doing and areas of focus**
 - Scope: TPO staff will organize the time and location for the workshop. The CONSULTANT will assist TPO staff in material preparation including meeting invite and agenda, PowerPoint Presentation and meeting summary for this workshop and will participate in the workshop with up to two staff members.
 - Duration: 8 hours
 - Agenda:
 - Morning Session:
 - Keynote Speakers, What is Vision Zero?
 - Task Force purpose and expectations
 - Morning Session open to all elected officials and city and county personnel
 - End morning session with announcement of Vision Zero Task Force
 - Afternoon Sessions:
 - Afternoon session for Vision Zero Task Force members
 - Assign Task Force members to sub-committees
 - Breakouts on focus areas: education, engineering, enforcement, equity
 - Create a list of outreach partners
- **Workshop #2 – Data Review**
 - Scope: TPO staff will organize the time and location for the workshop. The CONSULTANT will assist TPO staff in material preparation including meeting agenda, PowerPoint Presentation, and meeting summary for this workshop and will participate in the workshop with up to two staff members.
 - Duration: 4 hours
 - Content:
 - Review of data statistics – what is it telling us?
 - Identify corridor(s) to conduct a focused initiative
 - Develop Draft action items
- **Workshop #3 – Corridor Event (signage; sidewalk chalk; pop-up educational)**

- Scope: TPO staff will organize the time and location for the workshop. The CONSULTANT will identify a corridor for a walking field review, prepare materials including meeting agenda, PowerPoint Presentation and meeting summary for this workshop, and participate in the workshop with up to two staff members.
- Duration: 4 hours
- Content:
 - Draft action item from each sub-group top priorities
- **Workshop #4 – Action Plan**
 - Scope: TPO staff will organize the time and location for the workshop. The CONSULTANT will assist TPO staff in material preparation including meeting agenda, PowerPoint Presentation and meeting summary for this workshop and will participate in the workshop with up to two staff members.
 - Duration: 4 hours
 - Content:
 - Presentations from each sub-group on toolkits

3.2 Vision Zero Marketing & Branding

BowStern (SUBCONSULTANT) will lead the marketing and branding for the Vision Zero Action Plan. The CONSULTANT will coordinate and provide support to the project team if needed. No in-person meetings are anticipated as part of this task.

D. PROJECT MEETINGS AND PRESENTATIONS

Kick-Off Meeting

The CONSULTANT will attend a kick-off meeting with TPO staff to discuss the goals and anticipated outcomes of the project.

Project Status Meetings

Up to two (2) members of the CONSULTANT team will attend up to 9 additional monthly status meetings with TPO staff to discuss project progress and receive input on tasks completed. The purpose of these meetings is to maintain clear communication between the TPO and the CONSULTANT team. It is anticipated these meetings will be held via conference call.

Project Presentations

It is anticipated the CONSULTANT will make three (3) presentations at the end of the project:

1. Presentation to the TPO Bicycle/Pedestrian/Trails Advisory Committee (BPTAC)
2. Presentation to the TPO Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC)
3. Presentation to the TPO Board

The CONSULTANT will be responsible for preparing the PowerPoint presentation but will coordinate with the TPO on what will be included in the presentation.

Project Meetings and Presentations Deliverables

- *Meeting agendas and notes.*
- *Draft and final presentation materials.*

E. PROJECT ADMINISTRATION

Quality Control: The CONSULTANT team will designate appropriate senior staff to conduct Quality Control (QC) reviews of work products.

Project Schedule: The CONSULTANT will prepare and submit a detailed project schedule identifying major tasks, their durations, and tasks relationships. The CONSULTANT is responsible for keeping the schedule up to date. The beginning date of the services will be the date of authorization for this work order. Any changes to the schedule necessitated by circumstances outside the CONSULTANT's control will be coordinated with TPO staff. It is anticipated the project will be complete by December 31, 2020.

Deliverable Coordination: The CONSULTANT will prepare, package, and coordinate deliverables for Tasks 1-3 with the TPO.

Invoices: Invoices will be prepared in the format prescribed by the TPO. A detailed invoice including a narrative description of the work performed by the CONSULTANT during the period covered by the invoice for each item in the scope will be submitted. The final invoice will be labeled "Final" and project close out procedures will be followed.

Budget: This work will be completed as a lump sum task order. A detailed summary budget table for Kittelson & Associates, Inc. is attached.

Project Administration Deliverables

- *Project Schedule (initial and updates when necessary)*
- *Monthly Progress Reports*
- *Project Administration*

ATTACHMENT A - STANDARD FEE SUMMARY SHEET
Name of Firm: Kittelson & Associates, Inc.

Prime Consultant Information
 Kittelson & Associates, Inc.
 Karl Passetti, P.E.
 P: 407-540-0555
 F: 407-540-0550

Task Work Order Consultant Information
 Kittelson & Associates, Inc.
 Ryan Cunningham, P.E.
 P: 407-540-0555
 F: 407-540-0550

Task: Vision Zero Action Plan

Name of Firm: Kittelson & Associates, Inc.

ACTIVITY	Senior Principal RATE: \$ 280.00	Associate Engineer/Planner RATE: \$ 205.00	Senior Engineer/Planner RATE: \$ 160.00	Engineer/Planner RATE: \$ 145.00	El/Analyst RATE: \$ 128.00	Technician II RATE: \$ 133.00	Office Support/Clerical RATE: \$ 68.00	TOTAL HOURS	COST BY ACTIVITY
Task 1: Data Collection & Analysis	0 \$ -	53 \$ 10,865.00	0 \$ -	68 \$ 9,860.00	88 \$ 11,264.00	0 \$ -	0 \$ -	209	\$ 31,989.00
1.1 Fatal & Serious Injury Crash Assessment	0 \$ -	25 \$ 5,125.00	0 \$ -	34 \$ 4,930.00	34 \$ 4,352.00	0 \$ -	0 \$ -	93	\$ 14,407.00
1.2 Traffic & Roadway Data	0 \$ -	12 \$ 2,460.00	0 \$ -	14 \$ 2,030.00	14 \$ 1,792.00	0 \$ -	0 \$ -	40	\$ 6,282.00
1.3 Land Use & Demographics	0 \$ -	8 \$ 1,640.00	0 \$ -	12 \$ 1,740.00	24 \$ 3,072.00	0 \$ -	0 \$ -	44	\$ 6,452.00
1.4 Public Input	0 \$ -	8 \$ 1,640.00	0 \$ -	8 \$ 1,160.00	16 \$ 2,048.00	0 \$ -	0 \$ -	32	\$ 4,848.00
Task 2: Vision Zero Action Plan Development	0 \$ -	60 \$ 12,300.00	0 \$ -	96 \$ 13,920.00	96 \$ 12,288.00	0 \$ -	0 \$ -	252	\$ 38,508.00
2.1 TPO Action Plan	0 \$ -	32 \$ 6,560.00	0 \$ -	40 \$ 5,800.00	40 \$ 5,120.00	0 \$ -	0 \$ -	112	\$ 17,480.00
2.2 Municipality Toolkits	0 \$ -	28 \$ 5,740.00	0 \$ -	56 \$ 8,120.00	56 \$ 7,168.00	0 \$ -	0 \$ -	140	\$ 21,028.00
Task 3: Outreach & Education	0 \$ -	56 \$ 11,480.00	0 \$ -	0 \$ -	58 \$ 7,424.00	0 \$ -	0 \$ -	114	\$ 18,904.00
3.1 Vision Zero Task Force Workshops	0 \$ -	50 \$ 10,250.00	0 \$ -	0 \$ -	58 \$ 7,424.00	0 \$ -	0 \$ -	108	\$ 17,674.00
3.2 Vision Zero Marketing & Branding	0 \$ -	6 \$ 1,230.00	0 \$ -	0 \$ -	0 \$ -	0 \$ -	0 \$ -	6	\$ 1,230.00
Project Meetings/Presentations	0 \$ -	53 \$ 10,865.00	0 \$ -	0 \$ -	36 \$ 4,608.00	0 \$ -	0 \$ -	89	\$ 15,473.00
Kick Off Meeting (prep, notes, and attendance)	0 \$ -	9 \$ 1,845.00	0 \$ -	0 \$ -	10 \$ 1,280.00	0 \$ -	0 \$ -	19	\$ 3,125.00
Project Status Meetings (9 - prep, notes, and attendance)	0 \$ -	18 \$ 3,690.00	0 \$ -	0 \$ -	18 \$ 2,304.00	0 \$ -	0 \$ -	36	\$ 5,994.00
TPO Board/TAC/CAC/BPTAC Presentations (3 presentations)	0 \$ -	26 \$ 5,330.00	0 \$ -	0 \$ -	8 \$ 1,024.00	0 \$ -	0 \$ -	34	\$ 6,354.00
Project Admin	19 \$ 5,320.00	44 \$ 9,020.00	0 \$ -	8 \$ 1,160.00	14 \$ 1,792.00	0 \$ -	0 \$ -	85	\$ 17,292.00
Quality Control	17 \$ 4,760.00	0 \$ -	0 \$ -	0 \$ -	0 \$ -	0 \$ -	0 \$ -	17	\$ 4,760.00
Project Schedule	2 \$ 560.00	4 \$ 820.00	0 \$ -	0 \$ -	0 \$ -	0 \$ -	0 \$ -	6	\$ 1,380.00
Administration	0 \$ -	27 \$ 5,535.00	0 \$ -	0 \$ -	0 \$ -	0 \$ -	0 \$ -	27	\$ 5,535.00
Deliverable Coordination	0 \$ -	13 \$ 2,665.00	0 \$ -	8 \$ 1,160.00	14 \$ 1,792.00	0 \$ -	0 \$ -	35	\$ 5,617.00
SUM	19 \$ 5,320.00	266 \$ 54,530.00	0 \$ -	172 \$ 24,940.00	292 \$ 37,376.00	0 \$ -	0 \$ -	749	\$ 122,166.00
TOTAL PROJECT									\$ 122,166.00