

DRAFT SCOPE OF WORK: *Alachua County SS4A Action Plan*

PROJECT PURPOSE

The purpose of the Alachua County Safe Streets and Roads for All Action Plan ('Action Plan') is to better understand the underlying and systemic causes of severe and fatal crashes and address them through an equity-focused action plan – including prioritized projects, policies, and programs – and subsequent capital projects.

The scope of work envisioned to accomplish the project purpose includes the following tasks:

- Task 1. Project Administration
- Task 2. Vision Zero Goal
- Task 3. Task Force
- Task 4. Equity Framework
- Task 5. Community Engagement
- Task 6. Crash Analysis
- Task 7. Policies, Guidelines & Standards
- Task 8. Projects & Strategies
- Task 9. Evaluation & Reporting
- Task 10. Action Plan
- Task 11. Implementation Grant Assistance

Task 1. Project Administration

Task 1.1 Project Kickoff Meeting with Alachua County ('County') Staff

County staff will hold a kick-off meeting with the Consultant team to discuss communication, procedures, and Project expectations, including invoicing, quarterly reporting, and all other relevant Project information.

Task 1.2 General Project Administration

The Consultant will manage all aspects of the Project, including managing the consultant team and all work products, and ensuring adequate Project progress.

Task 1.3 Task 1.3 Project Management

The Consultant will be responsible for maintaining a joint-access, web-based repository of Project-related documents, including schedules, meeting minutes, contact lists, resources, photos, and other key documents. In addition, the Consultant will be responsible for preparing and maintaining access to meeting minutes. Responsibilities include monthly invoicing and quarterly reporting.

Task	Deliverables
1.1	<i>Agenda, meeting materials, and minutes</i>
1.3	<i>Project Management Document Repository Invoicing and Quarterly Reports</i>

Task 2. Vision Zero Goal

Task 2.1 Vision Zero Goal

The consultant will conduct research on best practices in Vision Zero goal setting, and work with County staff and the Alachua County Board of County Commissioners to develop and adopt a goal. The goal will either include a target date to achieve zero serious injuries and fatalities or a series of target dates to achieve significant declines.

Task	Deliverables
2.1	<i>Draft and Final Vision Zero Goal (Ordinance, Resolution, etc.) for adoption by Alachua County Board of County Commissioners.</i>

Task 3. Task Force

Task 3.1 Organize and Develop Task Force

The consultant will work with the County staff to organize and develop a Task Force charged with the plan's development, implementation, and monitoring. The Task Force will comprise relevant staff from member municipalities (e.g., planners, engineers, first responders, communications staff), as well as community members.

Task 3.2 Task Force Meetings

The consultant will share information on various phases of the Project and solicit feedback as appropriate. It is anticipated that the Task Force will provide specific input on Tasks 4-10, meeting approximately six (6) times during the course of Action Plan development. Specific subtasks for which Task Force participation is expected are called out with asterisks (*) in this scope of work. For each meeting, the consultant will prepare materials, and develop and circulate agendas and minutes.

Task	Deliverables
3.1	<i>Organize and Develop Task Force</i>
3.2	<i>Agendas, meeting materials, and minutes</i>

Task 4. Equity Framework

Task 4.1 Draft Equity Framework

The consultant – with support from the client – will identify appropriate partners to collaboratively develop an Equity Framework. This scope of work integrates equity throughout the planning process. Task 4 (Equity Framework) will begin by defining equity, setting an equity-related goal, and providing an outline for the remainder of the framework, which will be further developed within subsequent tasks (5-9) as follows:

- *Strategies for equitable engagement* in Task 5 ('Community Engagement')
- *Metrics to measure equity* in Task 6 ('Crash Analysis')
- *Addressing equity through policies and projects* in Tasks 7 and 8 ('Policies, Guidelines & Standards' and 'Projects & Strategies')
- *Measuring and reporting progress toward equity* in Task 9 ('Evaluation & Reporting')

Task 4.2 Equity Framework Technical Memorandum

Consultant will produce draft and final technical memoranda on the development of the equity framework, with the final version submitted at the conclusion of Task 9.

Task	Deliverable
4.1	<i>Draft Equity Framework, including equity definition, goal, and outline for future development</i>
4.2	<i>Draft and final versions of the Equity Framework Tech Memo</i>

Task 5. Community Engagement

*Task 5.1 Community Engagement Framework**

The consultant will develop a Community Engagement Framework outlining their proposed approach to equitable engagement throughout the Project. The engagement strategy for this project will not only center equity – identifying and meaningfully engaging with historically disadvantaged members of the community – but will also involve harder-to-reach rural communities. The report will detail key outreach events, timelines, social and traditional media engagement opportunities, and language/translation needs, among other elements. Consultant will review and adhere to Alachua County’s policy regarding translation requirements.

Task 5.2 Project Webpage, Online Survey, and Social Media

A Project webpage, online survey, and social media presence will be instrumental in ensuring a transparent and collaborative Action Plan. The consultant will support County staff in developing the Project webpage, online survey, and social media content. The County will host the Project page, and will develop, refine, and post content with assistance from the consultant.

Task 5.3 Public Workshops

The Project will feature a hybrid of in-person public workshops and online participation at three phases over the life of the Project. Workshops will be advertised using the multimedia approach outlined in the Community Engagement Framework, focusing on engaging historically disadvantaged and geographically diverse community members, and will feature bilingual materials, if required. Consultant shall propose their preferred methodology, including such traditional methods like exhibits, boards, large-format prints, and comment cards. Web-based input shall utilize the previously mentioned web-based survey and mapping tool.

- The first phase will focus on systemic and geographic trends identified by crash analysis and will solicit community input regarding safety issues and concerns.
- The second round of outreach will present a series of draft recommendations – for Policies, Guidelines and Standards (Task 7) and Project and Strategy Development (Task 8) – for input.
- The third round of outreach will present the draft Action Plan and accept minor revisions to ensure the adoption of the Plan by the Client.

Task 5.4 Ongoing Community Events

The consultant will support County-led outreach at two major community events to increase awareness of the Action Plan, identify issues, and solicit feedback. Events will be determined by the Client, with consultant input, and may not require consultant attendance.

Task 5.5 Community Engagement Technical Memorandum

Consultant will produce draft and final technical memoranda outlining the development and results (input received) of the community engagement process.

Task	Deliverable
5.1	<i>Draft and Final Community Engagement Framework</i>
5.2	<i>Project webpage (including memorial map and list), web-map, flyer and summary of comments received</i>
5.3	<i>Community workshop materials, including meeting notices and exhibits, and summary of comments received</i>
5.4	<i>Ongoing Community Events summary (from comment cards, map annotations, etc.)</i>
5.5	<i>Draft and final tech memo summarizing all community engagement tasks</i>

Task 6. Crash Analysis

Task 6.1 Data Collection and Development

The consultant will collect data for severe and fatal crashes occurring over the last 5 years in Alachua County, in incorporated and unincorporated areas. Specifically, they will retrieve GIS, tabular and crash report data from Signal4 Analytics. Fatality data will be verified by cross-referencing Florida Highway Patrol (FHP), Alachua County Sheriff's Office (ACSO) and Gainesville Police Department (GPD) data. Additionally, the consultant may edit other crash data as needed – to correct geolocation or other significant errors.

The consultant will use functionally classified road data, provided by the County, as well as transit, bicycle, and pedestrian facility datasets, for base mapping and analysis. Road data may be augmented with volume, speed and horizontal curvature data, pending availability. The consultant will acquire demographic data – specifically regarding disadvantaged communities – to support equity analysis (Task 6.2) and the Equity Framework (Task 4). This task may include additional data collection and development if required for chosen analysis methodologies (i.e., predictive crash analysis may require additional roadway characteristic and land use data).

*Task 6.2 Develop Crash Analysis Methodologies**

The Consultant will propose methods to identify both geographic and systemic crash trends. The consultant will begin this task by reviewing the County's 2019 Local Road Safety Plan for information on the County's historic crash trends (2014-2018) and crash analysis approach, incorporating both as appropriate. Methods will likely include, but not be limited to, the following: development of a High Injury Network (HIN), Hot Spot Analysis, and identification of primary crash types – framed as a

combination of transportation system and behavioral factors, and with a focus on potentially correctable crashes. This task will require detailed review of crash report narratives and diagrams, desktop analysis, and, in some instances, site visits. Crash analysis will also include a meta-analysis of crashes and inequity to better understand and mitigate the impact of traffic crashes on disadvantaged communities. Inequity analysis will either use a County-adopted equity metric (currently in draft) or similar, approved metric.

*Task 6.3 Crash Analysis**

The consultant will process data, as needed, to perform the crash analyses described in Task 6.2 (e.g., build networks, aggregate street segments, etc.). They will perform the analyses and will summarize results – using maps, statistics, and charts – for client input and refinement. Finalized deliverables for this task will be the foundation for Task 6.4.

Task 6.4 Technical Memorandum

The consultant will produce draft and final technical memoranda, outlining data collection and development, crash analysis methodologies and results.

Task	Deliverable
6.1	<i>GIS files of data collected</i>
6.2	<i>Documented methodologies</i>
6.3	<i>Draft and final maps, stats, charts</i>
6.4	<i>Draft and final tech memo regarding crash analysis process and results</i>

Task 7. Task 7. Policies, Guidelines & Standards

Task 7.1 Review Existing Policies, Guidelines, and Standards

The consultant will analyze existing transportation policies, guidelines, and standards to assess their support of the County's Vision Zero and equity goals. Plan review will be limited to pertinent sections of agency comprehensive plans and their mobility elements, as well as relevant MTPO plans.

*Task 7.2 Recommend New and/or Revised Policies, Guidelines, and Standards**

The consultant will recommend new or revised policies, guidelines, and standards to better support the County's Vision Zero and equity goals. Examples may address topics such as rural road edge treatments, speed setting practices, signal phasing, mid-block and marked, uncontrolled crossings, enforcement practices, prioritizing improvements in communities of concern, etc. For all recommendations, the consultant will propose specific implementation plans.

Task 7.3 Policies, Guidelines, and Standards Tech Memo

Draft and final technical memorandum, including an analysis of existing and recommended policies, guidelines, and standards.

Task	Deliverable
7.3	<i>Draft and final tech memo regarding policies, guidelines, and standards</i>

Task 8. Projects & Strategies

*Task 8.1 Identify Projects & Strategies**

The consultant will use insights gleaned from the crash analysis, and best practices in Safe Systems design, to identify geographic and systemic projects and strategies to advance the County's Vision Zero and equity goals. Specific methods for identifying projects and strategies will be shared with the client for review and revision.

Location based projects will likely track with the County's High Injury Network and/or intersection hot spots. Systemic improvements may include things like roadway geometric changes, signal phasing improvements, etc. For each project or strategy, the consultant will also develop (per mile and/or unit) cost estimates and identify any right-of-way acquisition requirements.

*Task 8.2 Prioritization Methodology**

Consultant will work with the Client to develop a methodology for prioritizing projects and strategies identified. Anticipated inputs include, but are not limited to, projected safety impact, equity impact, and feasibility – all of which will be defined by the consultant within this task.

Task 8.3 Prioritize Projects and Strategies

The consultant will prioritize all projects and strategies according to method defined in Task 8.2, and may iterate as needed to address the safety and equity issues identified by the Action Plan. For all projects and strategies identified, the consultant will provide timeframes for implementation and potential funding sources.

Task 8.4 Projects and Strategies Technical Memorandum

The consultant will produce a technical memorandum – including relevant maps, process diagrams, and charts – to describe the identification and prioritization of Action Plan projects and strategies.

Task	Deliverable
8.1	<i>Draft and final methodology for identifying projects and strategies Draft and final lists of projects and strategies, including feasibility factors</i>
8.2	<i>Draft and final methodology for prioritizing projects and strategies</i>
8.3	<i>Draft and final lists of prioritized projects and strategies</i>
8.4	<i>Draft and final tech memo regarding the processes for identifying and prioritizing projects and strategies</i>

Task 9. Evaluation & Reporting

*Task 9.1 Evaluation & Reporting Tech Memo**

The consultant will produce a technical memorandum providing a structure for the County's evaluation and reporting processes for its Action Plan. At a minimum, this memo will specify that safety and equity outcome data be made publicly available (online) at specified time intervals (e.g., annually). As described in Task 4 ('Community Engagement'), the Project webpage will ultimately serve as a

permanent Vision Zero dashboard – including a dynamic map of severe and fatal crashes, crash trend summaries, policy/project/strategy implementation summaries, and an evaluation of progress made toward the County’s Vision Zero and equity goals – to be updated annually by County staff.

Task	Deliverable
9.1	<i>Draft and final tech memo regarding the Action Plan’s evaluation and reporting program</i>

Task 10. Action Plan

Task 10.1 Presentations to relevant boards:

Consultant shall assist Staff in preparing a presentation of the Action Plan to Alachua County Board of County Commissioners, and Boards of ‘Joint Applicants’ and other municipalities. The presentation shall include information on the plan’s background, development and next steps. The presentation will be designed to be projected and include other materials, as needed.

Task 10.2 SS4A Action Plan Document*The consultant will produce an Action Plan document that serves as a compilation of all previously produced technical memoranda, as well as documentation regarding the Task Force and the adopted Vision Zero goal. In full, it will include the following sections:

- Executive Summary
- Vision Zero Goal
- Task Force
- Equity Framework
- Community Engagement
- Crash Analysis
- Policies, Guidelines, & Standards
- Projects & Strategies
- Evaluation & Reporting
- Documentation of Board Approvals/Adoptions

Task	Deliverable
10.1	<i>Presentations at relevant boards, including preparation, attendance, and documentation</i>
10.2	<i>Draft and final Action Plan Document</i>

Task 11. Implementation Grant Assistance

Task 11.1 Identify Implementation Grant Projects and Strategies

Per the FHWA’s grant guidance, “Implementation Grant applications in nearby jurisdictions, but for different projects, are permitted. An applicant may include multiple activities under a single Implementation grant application and should not submit separate applications.”

Once the priority projects and strategies are identified in Task 8, the consultant will help identify top candidate(s) for an implementation grant, those with strong potential to positively impact safety and

social equity, and which may be combined as a coordinated and coherent project. The deliverable for this task will be an Executive Summary of the proposed Implementation grant activities, including a project name, brief narrative, map(s) showing the location and extent of geographic and systemic improvements, planning level cost estimate, and project schedule.

Task 11.2 Implementation Grant Assistance

The consultant will help develop the following deliverables in support of an Implementation grant for 'the project:'

- Benefit/Cost Analysis (BCA) and Write-up
- Detailed Cost Estimate
- Detailed Project Schedule
- Performance Measure Narratives on:
 - o Racial Equity Impact
 - o Climate Change and Environmental Justice Impacts
 - o Labor and Work Force
 - o Critical Infrastructure Security and Resilience

Task	Deliverable
11.1	<i>Executive Summary of Implementation grant project, as outlined above</i>
11.2	<i>Draft and final versions of BCA and BCA narrative, cost estimate, schedule, and 'performance measure' narratives</i>