

**ACTION ITEMS
ITEM NUMBER 5B**

Approval RE: Work Order 24-08K: Southern Brevard Trails Master Plan

Scope of Services

*For further information, please contact: debbie.flynn@sctpo.com
Strategic Plan Emphasis Area: Linking Transportation with Land Use*

DISCUSSION:

In 2019, the Town of Malabar submitted seven trail project application to the Space Coast Transportation Planning Organization (SCTPO). The applications provided a vision and plan to help Southern Brevard develop their trail system. To help advance the vision and trails in Southern Brevard the SCTPO will develop a Southern Brevard Trails Master Plan and advance feasibility study(s) where needed.

The Southern Brevard Trails Master Plan will build off the existing Showcase Trail Network and adopted Bicycle & Pedestrian Master Plan to develop a Southern Brevard trail network, prioritizing, and moving a trail forward via Feasibility Study(s). The Master Plan development will include coordination with key stakeholders and provide both an in-person and virtual public engagement activities.

REQUESTED ACTION:

Approve Work Order 24-08K, Southern Brevard Trails Master Plan Scope of Services

ATTACHMENTS:

- Work Order 24-08K, Southern Brevard Trails Master Plan Scope of Services, **Attachment A**

Space Coast Transportation Planning Organization
Southern Brevard Trails Master Plan
Work Order 24-08K
Scope of Services
8/18/2023

A. INTRODUCTION

Brevard County has an extensive existing and planned trails network that draws bicycle riders and walkers from all around the State. In order to provide a more cohesive vision for the trails network in southern Brevard County, the Space Coast Transportation Planning Organization (SCTPO) aims at developing the Southern Brevard Trails Master Plan (Master Plan) as a supplemental sub-area Master Plan to the 2019 Bicycle and Pedestrian Master Plan (BPMP). The Master Plan will recommend a network of well-connected trails building on the Showcase Trails Network. The Showcase Trails Network is Brevard County's signature trails network that was first developed in the SCTPO's 2001 Brevard Greenways and Trails Master Plan and subsequently updated in the 2013 Bicycle & Pedestrian Mobility Plan and in the 2019 BPMP. The study area for this Master Plan is bordered by Palm Bay Road to the north, the Brevard County-Indian River County line to the south, the St. Johns River to the west, and the Indian River to the east. This work order is proposed in two phases: (1) Develop the Southern Brevard Trails Master Plan; and (2) Perform trail feasibility studies on selected trail alignments from the Master Plan. Kittelson & Associates, Inc. will be leading this work order with support from ASHA Planning Consultancy, Inc. and Vortex Company, LLC (CONSULTANT Team).

B. SCOPE TASKS

The CONSULTANT Team will assist the SCTPO with the following tasks as part of the Master Plan development:

- Task 1 Existing Conditions Analysis
- Task 2 Trail System Hierarchy and Typology
- Task 3 Recommended Trails Network
- Task 4 Trails Network Prioritization
- Task 5 Public and Stakeholder Engagement
- Task 6 Master Plan Document
- Task 7 Internal Project Meetings
- Task 8 Project Administration

TASK 1 EXISTING CONDITIONS ANALYSIS

The objective of this task is to gather and assess information about current and planned trails, plans, and any regulations related to speed, use of e-bikes, scooters, and golf carts on trails, to frame future

pedestrian and bicycling mobility needs and opportunities related to the Master Plan. The results of this task are: (1) The identification and mapping of existing and planned trails; and (2) Identification of pedestrian/bicycling mobility need areas. The CONSULTANT Team will review and assess the planning context in terms of opportunities and constraints related to land use and active transportation. The CONSULTANT Team will draw from the SCTPO's existing GIS database and information developed as part of the 2019 BPMP and updated during the most recent editions of the State of the System (SOS) Report.

1.1 Review Previous and Ongoing Plans, Policies, and Projects

The CONSULTANT Team will review relevant previous and ongoing plans, policies, and projects to establish baseline conditions. This will include a high-level review to identify relevant trail projects that have been planned, designed, or funded. It is anticipated that as part of this task the following documents will be reviewed:

- 2001 Brevard Greenways and Trails Master Plan (SCTPO);
- 2013 Bicycle & Pedestrian Mobility Plan (SCTPO);
- 2019 Bicycle and Pedestrian Master Plan (SCTPO);
- 2019 Implementing Florida's Shared-Use Nonmotorized (SUN) Trails Program (Florida Department of Transportation (FDOT));
- 2019 Statewide Comprehensive Outdoor Recreation Plan (SCORP) by Florida Department of Environmental Protection (FDEP) – Office of Office of Greenways and Trails (OGT);
- 2024-2028 Florida Greenways and Trails System Plan and Maps by FDEP – OGT;
- Palm Bay 2040 Vision Comprehensive Plan (City of Palm Bay);
- Malabar Comprehensive Plan (Town of Malabar);
- Malabar Trails & Greenways Committee Proposed Trails;
- Grant-Valkaria Comprehensive Plan (Town of Grant-Valkaria);
- Brevard County Comprehensive Plan (Brevard County);
- Corridor and area studies conducted by FDOT/SCTPO/Local Jurisdictions where trails and/or shared use paths were recommended;
- Indian River Lagoon National Scenic Byway (IRL-NSB);
- Environmentally Endangered Lands (EEL) Program Land Management Plans; and
- Any other relevant plans, policies, or projects identified by SCTPO or the Project Working Group members.

1.2 Map Existing and Planned Trails

The CONSULTANT Team will collect, map, and analyze existing and planned trails and shared use paths. The following types of existing and planned trails will be mapped based on readily available information:

- SUN Trails;
- Office of Greenways and Trails (OGT) Trails;
- SCTPO Showcase Trails;
- Trails in Environmentally Endangered Lands (EEL) Program properties;
- Local paved, unpaved, and water trails;

- Shared use paths;
- State Parks (St. Sebastian River State Park) – Buffer Preserve;
- St. Johns River Water Management District (SJRWMD) – Canals; and
- Melbourne-Tillman Water Control District (MTWCD) – Canals.

1.3 Active Transportation Propensity Analysis

The CONSULTANT Team will collect, map, and analyze existing and planned data related to land use, demographics, and other transportation metrics as it relates to trails and walking/biking. The goal of this analysis is to identify areas with higher concentrations of pedestrian and bicycle trip generators, major destinations, and areas with population groups that are likely to ride bicycles, walk, and/or ride horses. The CONSULTANT Team will develop an active transportation propensity map by creating an index at the census block group level using the following datasets:

- Existing and planned mixed use activity centers, including areas where short trips between trip generators and attractors are anticipated;
- High density residential areas;
- Employment centers;
- Libraries, parks, schools, and community centers;
- Zero car households;
- Households in poverty;
- Senior and youth population;
- Transportation disadvantaged communities (from the SCTPO Vision Zero Action Plan);
- Transit routes and stops;
- Conservation lands;
- Proximity to existing or planned pedestrian, bicycle, and/or equestrian trail facilities, including trailheads; and
- Pedestrian and bicycle crash data from the most recent SCTPO Vision Zero Action Plan.

Task 1 Deliverables:

- *The existing conditions analysis will be summarized in the Master Plan document discussed in Task 6.*

TASK 2 TRAIL SYSTEM HIERARCHY AND TYPOLOGY

The CONSULTANT Team will develop a system to classify trails in the study area. This classification system will include two components. The first component will be a three-level trail system hierarchy spanning from county-wide, area-wide, to neighborhood level trails. The second component will include classification of the entire trails network based on trail surface types. The system of trails hierarchy and surface typology will be used to classify the existing, planned, and proposed trails network to clearly identify function, roles, and implementation responsibilities.

2.1 Establish Trail System Hierarchy

Building on the existing conditions analysis conducted in **Task 1**, the CONSULTANT Team will classify existing and planned trails in a three-level hierarchical system. This trail system hierarchy will communicate the function and role of trails. For example, the three-level trail system hierarchy may include county-wide ‘Showcase Trails’, area-wide ‘Connector Trails’, and neighborhood-level ‘Local Trails’.

Although Showcase Trails Network is well established, the CONSULTANT Team will develop specific parameters and criteria to define which trails could be classified as Connector Trails or Local Trails. For example, Connector Trails may be trails that connect different cities or neighborhoods while Local Trails may be shorter trails that connect to neighborhood destinations such as schools, parks, libraries, etc.

2.2 Classify Trails by Surface Types

Apart from a trail system hierarchy, the CONSULTANT Team will develop a typological system to classify trails by surface type. A trail system hierarchy communicates the function and role of trails, whereas the trails surface typology illustrates different surface types. The following list illustrates a potential trails surface typology:

- Off-road paved trails;
- Paved shared use paths along roadways;
- On-street bicycle facilities + sidewalks;
- Unpaved/natural surface trails; and
- Blueways/water trails.

Task 2 Deliverables:

- *The trail system hierarchy and surface typology will be summarized in the Master Plan document discussed in **Task 6**.*

TASK 3 RECOMMENDED TRAILS NETWORK

The CONSULTANT Team will develop a recommended trails network based on work conducted in **Task 1** and **Task 2**. The recommended trails network will include a combination of existing planned and new trails and trailhead location recommendations. The network will be classified based on trail hierarchy and trail surface typology identified in **Task 2**.

3.1 Draft Recommended Trails Network

Based on the vision, goals, and objectives identified in the 2019 BPMP and existing conditions analysis conducted in **Task 1**, the CONSULTANT Team will develop a draft recommended trails network. The recommended trails network will build on the existing Showcase Trails Network, SUN Trail network, and OGT trails network. The recommended network will combine existing, planned, and new trail segment recommendations to fill in gaps to connect major destinations. The draft trails network will consist of trail segments classified by trail hierarchy and surface typology, as defined in **Task 2**. The draft network will also include mapping of existing, planned, and potential locations of trailheads.

The CONSULTANT Team will create two draft recommended trails networks. The first trail network will maximize potential off-road trails, such as trails along drainage canals, utility corridors, parks, and conservation lands. Since implementing trails outside of the traditional roadway right-of-way can be challenging, the CONSULTANT Team will develop a second network consisting of trails or shared use paths along the vehicular roadway network. The goal of both networks will be to connect the same major origins and destinations identified through the active transportation propensity analysis as part of **Task 1.3**.

3.2 Revised Recommended Trails Network

The CONSULTANT Team will refine the draft recommended trails network based on feedback received from the SCTPO, Project Working Group, and the public. The revised trails network will consist of trails segments classified by trails hierarchy and typology. The revised network will also include mapping of existing, planned, and potential locations of trailheads. The CONSULTANT Team will refine both trails networks (off-road and on-road) as part of this task. The CONSULTANT Team will refine the map series developed as part of **Task 3.1**.

Task 3 Deliverables:

- *Draft and revised trails network will be summarized in the Master Plan document discussed in Task 6.*

TASK 4 TRAILS NETWORK PRIORITIZATION

The CONSULTANT Team will develop a prioritization methodology and implementation framework as part of **Task 4**. The methodology and framework will be used to prioritize planned and newly recommended trails based on the trails network identified in **Task 3**. The CONSULTANT Team will also identify potential funding sources to build the planned and recommended trails and trailheads.

4.1 Prioritization Methodology

Based on the measures of evaluation developed in the 2019 BPMP, existing conditions analysis conducted in **Task 1**, and the SCTPO Project Prioritization Process, the CONSULTANT Team will create a methodology to prioritize trail segments identified in the revised recommended trails network in **Task 3**. The prioritization methodology will be a combination of data-driven analysis as well as qualitative feedback received from the SCTPO and the Project Working Group. This analysis will incorporate datasets, analysis, and trail-related recommendations in other studies and master plans conducted by SCTPO such as the Transportation Resiliency Master Plan, BPMP, Safe Routes to School Studies, Vision Zero Action Plan, etc.

4.2 Implementation Framework

The CONSULTANT Team will create an implementation framework that categorizes proposed trails segments by lead implementing agency, planning-level per-mile cost, and implementation timeframe (near, mid, and long-term). The framework will also note, at a planning level, potential implementation feasibility issues such as potential environmental impacts, need for additional right-of-way, if any drainage and utility impacts are anticipated, and/or need for coordination with other property owners/stakeholders.

4.3 Prioritized Trails Network

Using the prioritization methodology and implementation framework developed under **Tasks 4.1 and 4.2**, the CONSULTANT Team will prioritize trail segments for implementation. The goal of developing a prioritized list of proposed trails is to assist the SCTPO and implementing agencies in their trails funding decisions.

4.4 Potential Funding Sources

As part of the Master Plan, the CONSULTANT Team will list the potential federal, state, local, and non-governmental funding sources to implement the prioritized list of proposed trails from **Task 4.3**. This list will include new federal funding sources established as part of Infrastructure Investment and Jobs Act (IIJA). The final Master Plan document will also include discussion on other avenues to implement trails such as through private land development projects or through partnering with institutional campuses such as colleges, schools, hospitals, etc. as part of their capital projects or campus expansion projects.

4.5 Identification of Preferred Trail(s) for Feasibility Study

Once the revised recommended trails network has been prioritized as part of **Task 4.3**, the CONSULTANT Team will coordinate with SCTPO and the Project Working Group to identify one (1) or more preferred trail(s) to be advanced into a feasibility study. Once the preferred trail(s) are identified, the CONSULTANT will work with the SCTPO to develop a supplemental scope for the feasibility study task. Potential scope elements for the feasibility study are discussed in **Task 9**.

Task 4 Deliverables:

- *Prioritization methodology, implementation framework, the prioritized trails network, and potential funding sources will be summarized in the Master Plan document discussed in **Task 6**.*

TASK 5 PUBLIC AND STAKEHOLDER ENGAGEMENT

Public and stakeholder engagement will be critical for Master Plan development. The CONSULTANT Team will prepare for and lead four (4) Project Working Group meetings, one (1) in-person Public Open House, and one (1) virtual public meeting/webinar. The following work activities are anticipated in preparation for these meetings. The public engagement activities will comply with the latest SCTPO Public Participation Plan.

5.1 Project Working Group Meetings

The SCTPO, in coordination with the CONSULTANT Team, will convene a Project Working Group for the development of this Master Plan. It is anticipated that the Project Working Group members will be representatives from local municipal jurisdictions, FDOT, FDEP-OGT, and other major stakeholders like the SJRWMD and MTWCD. The Project Working Group will be engaged in the review of deliverables and meetings will be held at key decision points during the Master Plan process. Up to four (4) total CONSULTANT Team staff (three (3) Kittelson and one (1) ASHA) will prepare for and attend up to four (4) Project Working Group Meetings throughout the course of the Master Plan. One (1) Vortex staff will attend up to one (1) Project Working Group Meeting during **Task 4**. It is anticipated that these meetings will be held in-person and will be two (2) hours in length.

5.2 Virtual Public Meeting

After the draft recommended trails network has been developed as part of **Task 3.1**, the SCTPO will organize an in-person Public Open House to engage the public and solicit input on the results of the analysis from **Task 1** through **Task 4**. The CONSULTANT Team will support SCTPO by developing a PowerPoint presentation summarizing the analysis and draft recommendations of the Master Plan. Up to three (3) total CONSULTANT Team staff (two (2) Kittelson and one (1) ASHA) will attend and participate in the virtual public meeting. It is anticipated that SCTPO will host and advertise the virtual public meeting. The SCTPO will be responsible for providing a demographic summary of participants. It is anticipated that the virtual public meeting will be two (2) hours in length.

5.3 In-Person Public Open House

After the draft recommended trails network has been developed as part of **Task 3.1**, an in-person Public Open House will be held to engage the public and solicit input on the results of the analysis from **Task 1** through **Task 4**. The following tasks are anticipated for the in-person Public Open House:

- The CONSULTANT Team will develop a Master Plan overview handout, boards, and displays for the public to view during the Open House.
- The CONSULTANT Team will work with SCTPO staff to generate a mailing list for Open House notifications. This includes letters to elected and appointed officials and e-mail notifications based on local jurisdiction e-mail lists.
- The CONSULTANT Team will respond to comments received at the Open House in Excel format. It is anticipated these comment responses will be included as an appendix in the Open House Summary.
- The CONSULTANT Team will prepare an Open House summary.
- The SCTPO will be responsible for publishing Open House information on their social media platforms but the CONSULTANT Team will provide the materials for publishing.
- The SCTPO will secure a site to host the Open House.

Up to five (5) total CONSULTANT Team staff (three (3) Kittelson and two (2) ASHA) will prepare for and attend the Public Open House. It is anticipated that the Open House will be held in-person and will be two (2) hours in length. The CONSULTANT Team will pay the cost of printing materials as applicable (up to \$1,500).

5.4 Presentations

The CONSULTANT Team will coordinate with the SCTPO to develop a presentation summarizing the Master Plan. It is anticipated one (1) CONSULTANT Team staff (one (1) Kittelson) will make four in-person presentations at the end of the project:

- Palm Bay City Council;
- Malabar Town Council;
- Grant-Valkaria Town Council; and
- Brevard County – South/Central Parks and Recreation Advisory Board.

It is anticipated that SCTPO staff will make four presentations at the end of the project:

- SCTPO Bicycle/Pedestrian/Trails Advisory Committee (BPTAC);
- SCTPO Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC);
- SCTPO Governing Board; and
- Indian River County Metropolitan Planning Organization (IRCMPO) BPTAC.

Task 5 Deliverables:

- Meeting materials such as presentations, notifications, and meeting boards will be made available to the SCTPO for review prior to the meetings.
- Meeting summaries from each of the meetings and Open House will be prepared and distributed amongst the Project Working Group members.
- A summary of Public and Stakeholder Engagement will be included in the Master Plan document discussed in Task 6.

TASK 6 MASTER PLAN DOCUMENT

6.1 Draft Master Plan

The CONSULTANT Team will summarize Task 1 through Task 5 in a draft Southern Brevard Trails Master Plan. It is anticipated this will be a Word document that follows the same branding from BPMP. The Master Plan document will also include a reference list of documents related to trail design guidelines and standards. This list will include standards developed by FDOT and FDEP-OGT as well as national best practices developed by agencies and organizations like the United States Department of Transportation (USDOT), National Association of City Transportation Officials (NACTO), Rails-to-Trails Conservancy (RTC), American Trails, etc. It is anticipated the SCTPO will provide one (1) round of review comments on the Master Plan.

6.2 Revised Master Plan

Based on the edits/comments received from the SCTPO, the CONSULTANT Team will revise the Master Plan and produce a final version for the SCTPO's records.

Task 6 Deliverables:

- Draft and Final Southern Brevard Trails Master Plan.
- Four (4) hard copies of the Master Plan will be prepared for the SCTPO once the document is finalized. An electronic version in PDF format will also be submitted to the SCTPO.

TASK 7 INTERNAL PROJECT MEETINGS

7.1 Kick-Off Meeting

Up to three (3) CONSULTANT Team staff (two (2) Kittelson and one (1) ASHA) will attend a two-hour hybrid Kick-Off Meeting with SCTPO staff to discuss the goals and anticipated outcomes of the project. The CONSULTANT Team will present a draft schedule to the SCTPO during this meeting.

7.2 Bi-Monthly Project Status Meetings

Up to three (3) CONSULTANT Team staff (two (2) Kittelson and one (1) ASHA) will attend up to eight (8) additional bi-monthly project status meetings with SCTPO staff to discuss project progress and receive input on tasks completed. One (1) Vortex staff will attend up to two (2) bi-monthly project status meetings during **Task 4**. The purpose of these meetings is to maintain clear communication between the SCTPO and the CONSULTANT Team. It is anticipated that four (4) of these meetings will be held in person and the other four (4) will be held virtually via conference call. The CONSULTANT Team will prepare a meeting agenda and prepare/distribute meeting notes following each of these meetings.

Task 7 Deliverables

- *Prep, attendance, and summaries from the Kick-Off Meeting and eight (8) bi-monthly project status meetings with the SCTPO.*

TASK 8 PROJECT ADMINISTRATION

Project Manager: Debbie Flynn (debbie.flynn@sctpo.com) will serve as the SCTPO project manager and Travis Hills (thills@kittelson.com) will serve as the CONSULTANT Team project manager for this project.

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

Project Schedule: The CONSULTANT Team will prepare and submit a detailed project schedule identifying major tasks, their durations, and task relationships. The CONSULTANT Team 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 Team's control will be coordinated with SCTPO staff. It is anticipated the project will be complete by December 31, 2024.

Invoices: Invoices will be prepared in the format prescribed by the SCTPO. A detailed invoice including a narrative description of the work performed by the CONSULTANT Team 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.

Deliverable Coordination: The CONSULTANT Team will prepare, package, and coordinate deliverables for **Task 1** through **Task 7** with the SCTPO.

Budget: This work will be completed as a lump sum task order. A detailed summary budget table for the CONSULTANT Team is attached.

Task 8 Deliverables:

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

C. NEXT STEPS

TASK 9 FEASIBILITY STUDY FOR PREFERRED TRAIL(S)

After the completion of **Task 4.5**, the CONSULTANT Team will assist the SCTPO in performing a feasibility study for one (or more) preferred trail alignments. Potential **Task 9** tasks could include the following:

- Typical Section Development
- Alternative Alignment Analysis
- Concept Development
- Drainage/Environmental/Utility Screening
- Structures Analysis
- Right-of-Way/Easement Determination
- Cost Estimate Development
- Prepare Grant Applications for Specific Projects (Reconnecting Communities, Federal Lands Access Program (FLAP), SUN Trail, other)

A scope/fee will be developed for **Task 9** as part of **Task 4.5**.

ATTACHMENT A - STANDARD FEE SUMMARY SHEET

Name of Firm: Kittelson & Associates, Inc.

Prime Consultant Information

Kittelson & Associates, Inc.
 Travis Hills, P.E., RSP,
 P: 407-540-0555
 F: 407-540-0550

Task Work Order Consultant Information

Kittelson & Associates, Inc.
 Travis Hills, P.E., RSP,
 P: 407-540-0555
 F: 407-540-0550

Task: Southern Brevard Trails Master Plan

ACTIVITY	Senior Principal Engineer/Planner RATE: \$ 270.00	Associate Engineer/Planner RATE: \$ 210.00	Senior Engineer/Planner RATE: \$ 175.00	Engineer/Planner RATE: \$ 140.00	Transportation Analyst RATE: \$ 115.00	Associate Technician RATE: \$ 160.00	TOTAL HOURS	COST BY ACTIVITY						
Task 1 Existing Conditions Analysis	2	\$ 540.00	6	\$ 1,260.00	24	\$ 4,200.00	48	\$ 6,720.00	96	\$ 11,040.00	0	\$ -	176	\$ 23,760.00
1.1 Review Previous and Ongoing Plans, Policies, and Projects	0	\$ -	2	\$ 420.00	4	\$ 700.00	16	\$ 2,240.00	24	\$ 2,760.00	0	\$ -	46	\$ 6,120.00
1.2 Map Existing and Planned Trails	0	\$ -	2	\$ 420.00	8	\$ 1,400.00	16	\$ 2,240.00	32	\$ 3,680.00	0	\$ -	58	\$ 7,740.00
1.3 Active Transportation Propensity Analysis	2	\$ 540.00	2	\$ 420.00	12	\$ 2,100.00	16	\$ 2,240.00	40	\$ 4,600.00	0	\$ -	72	\$ 9,900.00
Task 2 Trail System Hierarchy and Typology	0	\$ -	4	\$ 840.00	4	\$ 700.00	0	\$ -	8	\$ 920.00	0	\$ -	16	\$ 2,460.00
2.1 Establish Trail System Hierarchy	0	\$ -	2	\$ 420.00	2	\$ 350.00	0	\$ -	4	\$ 460.00	0	\$ -	8	\$ 1,230.00
2.2 Classify Trails by Surface Types	0	\$ -	2	\$ 420.00	2	\$ 350.00	0	\$ -	4	\$ 460.00	0	\$ -	8	\$ 1,230.00
Task 3 Recommended Trails Network	0	\$ -	16	\$ 3,360.00	40	\$ 7,000.00	20	\$ 2,800.00	84	\$ 9,660.00	36	\$ 5,760.00	196	\$ 28,580.00
3.1 Draft Recommended Trails Network	0	\$ -	12	\$ 2,520.00	24	\$ 4,200.00	16	\$ 2,240.00	60	\$ 6,900.00	24	\$ 3,840.00	136	\$ 19,700.00
3.2 Revised Recommended Trails Network	0	\$ -	4	\$ 840.00	16	\$ 2,800.00	4	\$ 560.00	24	\$ 2,760.00	12	\$ 1,920.00	60	\$ 8,880.00
Task 4 Trails Network Prioritization	8	\$ 2,160.00	18	\$ 3,780.00	36	\$ 6,300.00	36	\$ 5,040.00	120	\$ 13,800.00	24	\$ 3,840.00	242	\$ 34,920.00
4.1 Prioritization Methodology	2	\$ 540.00	2	\$ 420.00	8	\$ 1,400.00	0	\$ -	24	\$ 2,760.00	0	\$ -	36	\$ 5,120.00
4.2 Implementation Framework	4	\$ 1,080.00	8	\$ 1,680.00	8	\$ 1,400.00	24	\$ 3,360.00	40	\$ 4,600.00	0	\$ -	84	\$ 12,120.00
4.3 Prioritized Trails Network	0	\$ -	4	\$ 840.00	12	\$ 2,100.00	12	\$ 1,680.00	40	\$ 4,600.00	24	\$ 3,840.00	92	\$ 13,060.00
4.4 Potential Funding Sources	2	\$ 540.00	0	\$ -	4	\$ 700.00	0	\$ -	16	\$ 1,840.00	0	\$ -	22	\$ 3,080.00
4.5 Identification of Preferred Trail(s) for Feasibility Study	0	\$ -	4	\$ 840.00	4	\$ 700.00	0	\$ -	0	\$ -	0	\$ -	8	\$ 1,540.00
Task 5 Public and Stakeholder Engagement	4	\$ 1,080.00	94	\$ 19,740.00	102	\$ 17,850.00	0	\$ -	118	\$ 13,570.00	28	\$ 4,480.00	346	\$ 56,720.00
5.1 Project Working Group Meetings (prep, attendance, and summary)	0	\$ -	40	\$ 8,400.00	56	\$ 9,800.00	0	\$ -	56	\$ 6,440.00	0	\$ -	152	\$ 24,640.00
5.2 Virtual Public Meeting (prep, attendance, and summary)	0	\$ -	8	\$ 1,680.00	12	\$ 2,100.00	0	\$ -	12	\$ 1,380.00	0	\$ -	32	\$ 5,160.00
5.3 In-Person Public Open House (prep, attendance, and summary)	4	\$ 1,080.00	18	\$ 3,780.00	26	\$ 4,550.00	0	\$ -	38	\$ 4,370.00	24	\$ 3,840.00	110	\$ 17,620.00
5.4 Presentations (prep and attendance)	0	\$ -	28	\$ 5,880.00	8	\$ 1,400.00	0	\$ -	12	\$ 1,380.00	4	\$ 640.00	52	\$ 9,300.00
Task 6 Master Plan Document	0	\$ -	10	\$ 2,100.00	24	\$ 4,200.00	24	\$ 3,360.00	64	\$ 7,360.00	32	\$ 5,120.00	154	\$ 22,140.00
6.1 Draft Master Plan	0	\$ -	8	\$ 1,680.00	16	\$ 2,800.00	16	\$ 2,240.00	40	\$ 4,600.00	24	\$ 3,840.00	104	\$ 15,160.00
6.2 Revised Master Plan	0	\$ -	2	\$ 420.00	8	\$ 1,400.00	8	\$ 1,120.00	24	\$ 2,760.00	8	\$ 1,280.00	50	\$ 6,980.00
Task 7 Internal Project Meetings	0	\$ -	44	\$ 9,240.00	32	\$ 5,600.00	0	\$ -	0	\$ -	0	\$ -	76	\$ 14,840.00
7.1 Kick Off Meeting (prep, attendance, and summary)	0	\$ -	8	\$ 1,680.00	8	\$ 1,400.00	0	\$ -	0	\$ -	0	\$ -	16	\$ 3,080.00
7.2 Bi-Monthly Project Status Meetings (4 in person/4 virtual; prep, attendance, and summary)	0	\$ -	36	\$ 7,560.00	24	\$ 4,200.00	0	\$ -	0	\$ -	0	\$ -	60	\$ 11,760.00

ATTACHMENT A - STANDARD FEE SUMMARY SHEET

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Prime Consultant Information

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Task Work Order Consultant Information

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Task: Southern Brevard Trails Master Plan

ACTIVITY	Senior Principal Engineer/Planner RATE: \$ 270.00	Associate Engineer/Planner RATE: \$ 210.00	Senior Engineer/Planner RATE: \$ 175.00	Engineer/Planner RATE: \$ 140.00	Transportation Analyst RATE: \$ 115.00	Associate Technician RATE: \$ 160.00	TOTAL HOURS	COST BY ACTIVITY
Project Admin	40 : \$ 10,800.00	24 : \$ 5,040.00	32 : \$ 5,600.00	4 : \$ 560.00	24 : \$ 2,760.00	0 : \$ -	124	\$ 24,760.00
Quality Control	40 : \$ 10,800.00	0 : \$ -	0 : \$ -	0 : \$ -	0 : \$ -	0 : \$ -	40	\$ 10,800.00
Project Schedule	0 : \$ -	2 : \$ 420.00	8 : \$ 1,400.00	0 : \$ -	0 : \$ -	0 : \$ -	10	\$ 1,820.00
Administration	0 : \$ -	14 : \$ 2,940.00	14 : \$ 2,450.00	0 : \$ -	0 : \$ -	0 : \$ -	28	\$ 5,390.00
Deliverable Coordination	0 : \$ -	8 : \$ 1,680.00	10 : \$ 1,750.00	4 : \$ 560.00	24 : \$ 2,760.00	0 : \$ -	46	\$ 6,750.00
SUM	54 : \$ 14,580.00	216 : \$ 45,360.00	294 : \$ 51,450.00	132 : \$ 18,480.00	514 : \$ 59,110.00	120 : \$ 19,200.00	1330	\$ 208,180.00
							Public Meeting Expenses	\$ 1,500.00
							Total KAI Fee	\$ 209,680.00
							Total ASHA Fee	\$ 35,996.00
							Total Vortex Fee	\$ 22,710.00
							TOTAL PROJECT	\$ 269,886.00

8/18/2023

ATTACHMENT A - STANDARD FEE SUMMARY SHEET
 Name of Firm: ASHA Planning Consultancy, Inc.

Task: Southern Brevard Trails Master Plan												
ACTIVITY	Senior Engineer/Planner		Chief Designer		Engineer/Planner		HOURS	TOTAL				
	RATE:	\$	RATE:	\$	RATE:	\$		ACTIVITY				
Task 1 Existing Conditions Analysis	16	\$	2,704.00	0	\$	-	6	\$	504.00	22	\$	3,208.00
1.1 Review Previous and Ongoing Plans, Policies, and Projects	0	\$	-	0	\$	-	0	\$	-	0	\$	-
1.2 Map Existing and Planned Trails	0	\$	-	0	\$	-	0	\$	-	0	\$	-
1.3 Active Transportation Propensity Analysis	16	\$	2,704.00	0	\$	-	6	\$	504.00	22	\$	3,208.00
Task 2 Trail System Hierarchy and Typology	0	\$	-	0	\$	-	0	\$	-	0	\$	-
2.1 Establish Trail System Hierarchy	0	\$	-	0	\$	-	0	\$	-	0	\$	-
2.2 Classify Trails by Surface Types	0	\$	-	0	\$	-	0	\$	-	0	\$	-
Task 3 Recommended Trails Network	0	\$	-	0	\$	-	0	\$	-	0	\$	-
3.1 Draft Recommended Trails Network	0	\$	-	0	\$	-	0	\$	-	0	\$	-
3.2 Revised Recommended Trails Network	0	\$	-	0	\$	-	0	\$	-	0	\$	-
Task 4 Trails Network Prioritization	32	\$	5,408.00	0	\$	-	4	\$	336.00	36	\$	5,744.00
4.1 Prioritization Methodology	24	\$	4,056.00	0	\$	-	0	\$	-	24	\$	4,056.00
4.2 Implementation Framework	0	\$	-	0	\$	-	0	\$	-	0	\$	-
4.3 Prioritized Trails Network	8	\$	1,352.00	0	\$	-	4	\$	336.00	12	\$	1,688.00
4.4 Potential Funding Sources	0	\$	-	0	\$	-	0	\$	-	0	\$	-
4.5 Identification of Preferred Trail(s) for Feasibility Study	0	\$	-	0	\$	-	0	\$	-	0	\$	-
Task 5 Public and Stakeholder Engagement	48	\$	8,112.00	24	\$	2,952.00	0	\$	-	72	\$	11,064.00
5.1 Project Working Group Meetings (attendance)	20	\$	3,380.00	0	\$	-	0	\$	-	20	\$	3,380.00
5.2 Virtual Public Meeting (prep and attendance)	4	\$	676.00	0	\$	-	0	\$	-	4	\$	676.00
5.3 In-Person Public Open House (prep, attendance, and summary)	24	\$	4,056.00	24	\$	2,952.00	0	\$	-	48	\$	7,008.00
5.4 Presentations (prep and attendance)	0	\$	-	0	\$	-	0	\$	-	0	\$	-
Task 6 Master Plan Document	32	\$	5,408.00	20	\$	2,460.00	0	\$	-	52	\$	7,868.00
6.1 Draft Master Plan	24	\$	4,056.00	16	\$	1,968.00	0	\$	-	40	\$	6,024.00
6.2 Revised Master Plan	8	\$	1,352.00	4	\$	492.00	0	\$	-	12	\$	1,844.00
Task 7 Internal Project Meetings	34	\$	5,746.00	0	\$	-	0	\$	-	34	\$	5,746.00
7.1 Kick Off Meeting (prep, attendance, and summary)	6	\$	1,014.00	0	\$	-	0	\$	-	6	\$	1,014.00
7.2 Bi-Monthly Project Status Meetings (4 in person/4 virtual; prep, attendance, and summary)	28	\$	4,732.00	0	\$	-	0	\$	-	28	\$	4,732.00
Project Admin	14	\$	2,366.00	0	\$	-	0	\$	-	14	\$	2,366.00
Quality Control	0	\$	-	0	\$	-	0	\$	-	0	\$	-
Project Schedule	0	\$	-	0	\$	-	0	\$	-	0	\$	-
Administration	14	\$	2,366.00	0	\$	-	0	\$	-	14	\$	2,366.00
Deliverable Coordination	0	\$	-	0	\$	-	0	\$	-	0	\$	-
SUM	176	\$	29,744.00	44	\$	5,412.00	10	\$	840.00	230	\$	35,996.00

ATTACHMENT A - STANDARD FEE SUMMARY SHEET
 Name of Firm: Vortex Company, LLC

Task: Southern Brevard Trails Master Plan

ACTIVITY	Senior Principal Engineer/Planner RATE: \$ 356.00	Engineer 1 RATE: \$ 175.00	Engineer Intern Analyst RATE: \$ 129.00	TOTAL HOURS	COST BY ACTIVITY
Task 1 Existing Conditions Analysis	0 \$ -	0 \$ -	0 \$ -	0	\$ -
1.1 Review Previous and Ongoing Plans, Policies, and Projects	0 \$ -	0 \$ -	0 \$ -	0	\$ -
1.2 Map Existing and Planned Trails	0 \$ -	0 \$ -	0 \$ -	0	\$ -
1.3 Active Transportation Propensity Analysis	0 \$ -	0 \$ -	0 \$ -	0	\$ -
Task 2 Trail System Hierarchy and Typology	0 \$ -	0 \$ -	0 \$ -	0	\$ -
2.1 Establish Trail System Hierarchy	0 \$ -	0 \$ -	0 \$ -	0	\$ -
2.2 Classify Trails by Surface Types	0 \$ -	0 \$ -	0 \$ -	0	\$ -
Task 3 Recommended Trails Network	0 \$ -	0 \$ -	0 \$ -	0	\$ -
3.1 Draft Recommended Trails Network	0 \$ -	0 \$ -	0 \$ -	0	\$ -
3.2 Revised Recommended Trails Network	0 \$ -	0 \$ -	0 \$ -	0	\$ -
Task 4 Trails Network Prioritization	10 \$ 3,560.00	20 \$ 5,400.00	10 \$ 1,290.00	40	\$ 10,250.00
4.1 Prioritization Methodology	0 \$ -	0 \$ -	0 \$ -	0	\$ -
4.2 Implementation Framework	10 \$ 3,560.00	20 \$ 5,400.00	10 \$ 1,290.00	40	\$ 10,250.00
4.3 Prioritized Trails Network	0 \$ -	0 \$ -	0 \$ -	0	\$ -
4.4 Potential Funding Sources	0 \$ -	0 \$ -	0 \$ -	0	\$ -
4.5 Identification of Preferred Trail(s) for Feasibility Study	0 \$ -	0 \$ -	0 \$ -	0	\$ -
Task 5 Public and Stakeholder Engagement	5 \$ 1,780.00	0 \$ -	0 \$ -	5	\$ 1,780.00
5.1 Project Working Group Meetings (attendance)	5 \$ 1,780.00	0 \$ -	0 \$ -	5	\$ 1,780.00
5.2 Virtual Public Meeting (prep and attendance)	0 \$ -	0 \$ -	0 \$ -	0	\$ -
5.3 In-Person Public Open House (prep, attendance, and summary)	0 \$ -	0 \$ -	0 \$ -	0	\$ -
5.4 Presentations (prep and attendance)	0 \$ -	0 \$ -	0 \$ -	0	\$ -
Task 6 Master Plan Document	10 \$ 3,560.00	0 \$ -	0 \$ -	10	\$ 3,560.00
6.1 Draft Master Plan	8 \$ 2,848.00	0 \$ -	0 \$ -	8	\$ 2,848.00
6.2 Revised Master Plan	2 \$ 712.00	0 \$ -	0 \$ -	2	\$ 712.00
Task 7 Internal Project Meetings	6 \$ 2,136.00	0 \$ -	0 \$ -	6	\$ 2,136.00
7.1 Kick Off Meeting (prep, attendance, and summary)	0 \$ -	0 \$ -	0 \$ -	0	\$ -
7.2 Bi-Monthly Project Status Meetings (4 in person/4 virtual, prep, attendance, and summary)	6 \$ 2,136.00	0 \$ -	0 \$ -	6	\$ 2,136.00
Project Admin	14 \$ 4,984.00	0 \$ -	0 \$ -	14	\$ 4,984.00
Quality Control	0 \$ -	0 \$ -	0 \$ -	0	\$ -
Project Schedule Administration	14 \$ 4,984.00	0 \$ -	0 \$ -	14	\$ 4,984.00
Deliverable Coordination	0 \$ -	0 \$ -	0 \$ -	0	\$ -
SUM	45 \$ 16,020.00	20 \$ 5,400.00	10 \$ 1,290.00	75	\$ 22,710.00



SPACE COAST TRANSPORTATION PLANNING ORGANIZATION GLOSSARY OF TERMS

Acronyms and Abbreviations

<u>Acronym</u>	<u>Full Name</u>
ADA	Americans with Disabilities Act
AMPO	Association of Metropolitan Planning Organizations
ATMS	Advanced Traffic Management System
BMBA	Brevard Mountain Bike Association
BOCC	Board of County Commissioners
BPTAC	Bicycle/Pedestrian and Trails Advisory Committee
CAC	Citizens Advisory Committee
CFMPO	Central Florida Metropolitan Planning Organization
CIGP	County Incentive Grant Program
CMS	Congestion Management System
CRA	Community Redevelopment Agency
CTST	Community Traffic Safety Team
ECFRPC	East Central Florida Regional Planning Council
ECRRT	East Central Florida Regional Rail Trail
EPA	Environmental Protection Agency
ETDM	Efficient Transportation Decision Making
FAST ACT	Fixing America's Surface Transportation Act
FDOT	Florida Department of Transportation
FEC	Florida East Coast Railroad
FHWA	Federal Highway Administration
FM	Financial Management
FS	Florida Statute
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographical Information System
GMSC	Growth Management Subcommittee
GPC	General Planning Consultant
G/W	Goes With
ITS	Intelligent Transportation System
LAP	Local Agency Program
LOGT	Local Option Gas Tax
LRTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
PD&E	Project Development & Environment
PPP	Public Participation Plan
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SCAT	Space Coast Area Transit
SJHP	St. John's Heritage Parkway
SJRWMD	St. Johns River Water Management District
SR	State Road
SU	Surface Transportation Block Grant Program Urban
TAC	Technical Advisory Committee
TDP	Transit Development Plan
TDLCB	Transportation Disadvantaged Local Coordinating Board
TIP	Transportation Improvement Program
TPO	Transportation Planning Organization
TRIP	Transportation Regional Incentive Program
UPWP	Unified Planning Work Program



Space Coast Transportation Planning Organization
Governing Board Strategic Plan
 FY 2023 - FY 2025

MISSION: To plan a transportation system that enhances quality of life and economic development by engaging the community.

VISION: Provide a safe, multimodal, innovative, and resilient transportation system for all.

Leadership

Represent and promote the Space Coast TPO

Priority Actions:

- Report TPO actions and policies to Councils/Boards
- Share TPO social media posts and news
- Pursue leadership development opportunities



Performance Measure:

Implement Governing Board Strategic Plan

Safety

Implement a safe transportation system for all users

Priority Actions:

- Support implementation of Vision Zero Action Plan
- Support innovative safety counter measures



Performance Measure:

Prioritize a Safe System Approach Pilot Project on a High Injury Network Corridor

Linking Transportation & Land Use

Plan a network that provides transportation choices

Priority Actions:

- Participate in 2050 Long Range Transportation Plan development
- Explore opportunities to connect transportation hubs



Performance Measure:

Adopt Plans, Projects, and Programs that Increase Transportation Choices

Resiliency & Sustainability

Plan for a resilient and sustainable transportation system

Priority Actions:

- Participate and share Resiliency Public Engagement campaign and activities
- Keep utility departments and stakeholders informed



Performance Measure:

Adoption of Transportation Resiliency Master Plan

Technology & Data

Implement technology to enhance reliability of the transportation system

Priority Actions:

- Continue funding support of TSMO
- Encourage municipalities to develop transportation technology and data sharing policies



Performance Measure:

Launch Data Dashboard