

## Exhibit A – Scope of Services

# City of Ft. Pierce Comprehensive Safety Action Plan Scope

## Project Understanding

The City of Ft. Pierce is studying how to improve transportation safety by reducing the number, type, and severity of crashes in the city. The City's Comprehensive Safety Action Plan (CSAP) is funded by the U.S. Department of Transportation Safe Streets and Roads for All (SS4A) grant program. The focus of the CSAP is to implement the goals of the SS4A program and align them with local needs and priorities.

## Task 1 Project Management/Initiation

The CONSULTANT project manager will be responsible for confirming that the CSAP is developed to meet and exceed all requirements for SS4A Action Plans outlined in the Self-Certifying Worksheet included in the NOFO. Meeting these requirements will ensure the City of Ft. Pierce will be able to apply for SS4A grant funding in future years.

### Task 1.1 Establish Kick-Off Meeting

To lay the foundation for a successful project, the CONSULTANT will conduct a kick-off meeting. Key members of the CONSULTANT team will meet with key members of the City to promote a mutual understanding of the project purpose, scope, and timeline. The CONSULTANT will establish communication frequency and protocols between the CONSULTANT and the City.

### Task 1.2 Conduct Progress Meetings

The CONSULTANT will also schedule regular project management meetings. At intervals determined during the project kick-off meeting, the CONSULTANT project manager, will meet monthly with the City project manager to review progress and any issues requiring resolution. In the case of the latter, the CONSULTANT will prepare possible resolution options for the CITY in advance of each relevant discussion. The goal of these regular meetings is to keep the project on schedule and on-budget.

### Task 1.3 Project Coordination and Invoicing

The CONSULTANT will submit monthly invoices for work completed. At the kick-off meeting, the CITY will confirm invoice requirements to ensure timely payment and meeting SS4A grant requirements.

## Task 1 Deliverables

- One Kick-off Meeting
- Six progress meetings
- Monthly invoices

## Task 2 Leadership Commitment and Goal Setting

The goal for this task is to establish key performance measures and goals for the CSAP. The performance measures will be used to track progress towards achieving the goals for the CSAP. The goals and performance measures will be developed in collaboration with City leaders and stakeholders.

### Task 2.1 Develop Goals, Objectives, and Performance Measures

The goals, objectives, and performance measures will be developed based on the needs assessment and input from stakeholders. The goals and measures will serve as the City's "north star" to guide decision-making and work related to transportation safety in the City. The CONSULTANT will lead the development and refinement of the goals, objectives, and performance measures.

### Task 2.2 Develop Commitment Document

For this task, the CONSULTANT will work with project leadership to create formal documentation that outlines the City's commitments to achieve the CSAP goals.

### Task 2.3 Assist Staff with Presentations to Leadership

The CONSULTANT will work with staff to present and request City Commission actions to achieve the CSAP goals.

#### Task 2 Deliverables

- One memorandum summarizing the goals, objectives, performance measures and leadership commitments by City leadership.
- One presentation to City Commission for recommendations to achieve the goals of the CSAP

## Task 3 Planning Structure

The purpose of this task is to solicit feedback from key community partners. These partners may include, but are not limited to, FDOT, St. Lucie County, FHWA, and other local partners.

### Task 3.1 Develop Project Steering Committee (PSC)

The CONSULTANT will work with City staff to identify and finalize stakeholders to invite to be a part of the PSC.

### Task 3.2 Prepare and Conduct PSC Committee Meetings

The PSC will meet three times during the CSAP. The focus will be on regional coordination and priority setting. Because of the broad reach of the work for CSAP, the PSC will meet at the beginning, middle, and end of the project. The meetings will ensure the CONSULTANT is capturing input and projects stakeholders are already working on and that recommendations are aligned with SS4A and local priorities.

### Task 3.3 Committee Documentation

After each PSC meeting, the CONSULTANT will document the input and discussion at each meeting. The summaries will be submitted to the City as part of the project record and files.

#### Task 3 Deliverables

- One PSC stakeholder list

- Three PSC meetings
- Three PSC committee meeting summaries

## Task 4 Safety Analysis

The purpose of this task is to identify where crashes are occurring in the City, what types of crashes are occurring, the severity of crashes, and other relevant crash trends. The findings will be used to develop policy, program, and project recommendations for the CSAP.

### Task 4.1 Existing 6-Year Crash Analysis

The CONSULTANT will perform an analysis of existing safety conditions and historical trends in Ft. Pierce. The findings will establish baseline safety metrics to track progress towards achieving the CSAP goals. The benchmark crash analysis will cover all roads in the City using the most recent six years of reportable crash data available. The analysis will document locations where crashes are occurring, their severity, as well as contributing factors and crash types by mode.

Based on the benchmark crash analysis, a High-Injury Network will be established for the City. The High-Injury Network will be used to identify policy, program, and project resources can be focused to achieve the CSAP goals.

### Task 4.2 Documentation

The CONSULTANT will create a summary safety analysis report for Task 4. The summary will be provided as a PowerPoint slide deck.

#### Task 4 Deliverables

- One safety analysis PowerPoint slide deck

## Task 5 Engagement and Collaboration

The purpose of this task is to build broad consensus around transportation safety needs and priorities in Ft. Pierce. Key elements of the task are:

- **Education.** Each meeting will be an opportunity to educate about the need for safer streets in the City. What are the trends? Who are crashes impacting and why are they occurring? The CONSULTANT's approach will engage with these questions during every phase of the CSAP. The engagement for this project is an opportunity to empower and expedite transportation safety improvements in Ft. Pierce.
- **Capacity Building.** Some stakeholders are already working together. Others may not work together now but will have to in the future. The engagement strategy is structured to bring people together in meaningful ways to talk about how transportation safety investments can be coordinated.
- **Understanding Priorities and Needs.** What are people experiencing as they travel around the City? Where do people feel unsafe and where are their priorities for safer streets? Engagement will focus on establishing community safety priorities and identifying needs based on community experiences.

### Task 5.1 Community Engagement Plan

The community engagement plan will document the framework for engagement, including meeting schedules, formats, tools to be used for engagement, and different groups or community members to be targeted for engagement during the planning process.

### Task 5.2 Round 1 Public Kickoff Meeting

One public kickoff meeting will be facilitated by the CONSULTANT. The purpose of the meeting will be to share information about the CSAP scope and schedule as well as collect initial input about community priorities. It will also be an opportunity to launch the project website, online survey, and schedule for neighborhood meetings.

### Task 5.3 Round 2 Neighborhood Meetings

Three neighborhood meetings will be held in different areas of the City. The purpose of these meetings is to collect information about specific neighborhoods and areas of the City, and to ensure equitable access to meetings. Findings from the safety analysis will be shared at these meetings to give context and guide discussion about needs and priorities related to transportation safety in Ft. Pierce.

### Task 5.4 Round 3 CSAP Open House

One CSAP open house will be held to share the draft CSAP recommendations. The purpose of the meeting is to collect feedback about draft recommendations before they are finalized and presented to the City Commission for adoption.

### Task 5.5 Stakeholder Meetings

The CONSULTANT will conduct one day of stakeholder interviews. The CONSULTANT will work with city staff to confirm the meeting format and schedule for stakeholder meetings. Meetings may include focus groups or one-on-one meetings with individual stakeholders.

### Task 5.6 Project Website

The CONSULTANT will create one project website. The purpose of the project website will be to serve as a central location for project information. The website will be updated regularly with information about the CSAP schedule, meetings, and project reports and presentations as they are developed.

### Task 5.7 Online Survey

The CONSULTANT will create an online survey to collect community input about transportation safety priorities and needs in Ft. Pierce. The survey will include questions as well as an interactive map. The interactive map will allow respondents to provide geographic-specific information about safety needs in the City.

### Task 5.8 Documentation

The CONSULTANT will summarize the activities and findings from engagement in one summary report.

### Task 5 Deliverables

- One Community Engagement Plan
- One Public Kickoff Meeting
- Three neighborhood meeting
- One CSAP open house meeting

- One stakeholder meeting day
- One project website
- One online survey
- One engagement summary report

## Task 6 Equity Considerations

The goal of this task is to assess the distribution of high-risk location as they related to historically underserved communities and identify crash trends unique to these location.

### Task 6.1 Equity Analysis

Using crash data from the Task 2 Safety Analysis, the CONSULTANT will review the geographical distribution of crashes and the High Injury Network locations as they compare to areas within the City identified as underserved communities. These areas will be identified using a combination of USDOT Justice40 census tracts and the American Community Survey (ACS) census data that can highlight demographic data unique to Ft. Pierce. This analysis will help guide the identification of equitable and appropriate projects in Tasks 7, 8, 9, and 10.

As part of this task, the CONSULTANT will undertake the following:

- Collect the most recent ACS data to identify census tracts representing underserved neighborhoods within Ft. Pierce.
- Collect the Historically Disadvantaged Communities information provided by USDOT through the Justice40 initiative to identify underserved neighborhoods within Ft. Pierce.
- Assess the distribution of high-crash locations as they relate to the underserved census tracts and prioritize strategies to improve safety outcomes in these areas.

### Task 6.2 Documentation

The CONSULTANT will summarize the activities and findings for this task in a PowerPoint slide deck.

#### Task 6 Deliverables

- One PowerPoint slide deck summarizing the equity analysis findings

## Task 7 Policy and Process Changes

To qualify as a SS4A Action Plan, this process will include an assessment of current policies, plans, programs, guidelines, and standards to identify opportunities to improve decision-making for safety programs, projects, and other supporting activities. This task will focus on how the City of Ft. Pierce can incorporate policy and process changes into daily decision-making by the City officials and partner agencies.

### Task 7.1 Review Current Policies and Processes to Address Safety

The CONSULTANT will undertake the following:

- Review current policies, plans, programs, guidelines and manuals related to transportation
- Identify new programs and initiatives the City can implement to promote education and behavior changes related to desired safety outcomes.

- Compile current policies, plans, guidelines, and manuals into a matrix to summarize existing efforts to address safety with current procedures and projects
- Review best practices and guidance from the Federal Highway Administration and USDOT for policy recommendations to promote safety in local policies, plans, guidelines, and manuals.
- Recommend broad systemic improvements through a safety matrix to be integrated into existing policies, plans, programs, guidelines, and manuals that will prioritize transportation safety.

### Task 7.2 Develop Recommended Changes

The CONSULTANT will document the findings and recommendations in a technical memorandum. The memorandum will include a final matrix showing all plans reviewed, recommended policies and programs, and how these recommendations relate to the CSAP goals.

#### Task 7 Deliverables

- One summary report of recommended policy and process changes to address transportation safety decision-making and progress towards achieving CSAP goals

## Task 8 Strategy and Project Selection

The CONSULTANT will develop a comprehensive list of projects and strategies that address high-risk emphasis areas identified through the safety analysis, by stakeholder input, and the equity analysis. The list of projects will be a compilation of existing planned projects and new projects identified during the CSAP planning process. The projects will be prioritized accordingly based on their relationship to high-risk areas, disadvantaged areas, and other considerations. The list will also include projects where a specific safety concern was not identified, but safety conditions can be improved based on design changes to the street. Once identified, planning level project cost estimates and timeline for implementation for each project will be identified (e.g. short-, medium-, and long-term timeframes).

### Task 8.1 Project Prioritization Criteria

The CONSULTANT will develop a prioritization criterion based on community safety goals and industry best practices. The criteria will be used to score and rank projects.

### Task 8.2 Develop Projects to Improve Safety on the Top 20 High Crash Locations

The CONSULTANT will develop specific projects and interventions to address safety needs and the top 20 highest crash locations in the City.

### Task 8.3 Develop Areawide Strategies to Address Identified Safety Issues

The CONSULTANT will develop a comprehensive list of strategies to address systemic safety needs in Ft. Pierce.

### Task 8.4 Documentation with Phased Improvement Plan

The CONSULTANT will develop a phasing plan for identified projects as well as planning-level cost estimates for each project.

#### Task 8 Deliverables

- One strategy and project report that will include a prioritization criteria matrix, prioritized project list, map of projects, and summary of strategies to achieve the CSAP goals

## Task 9 Progress and Transparency

The goal for this task is to transparently communicate CSAP goals and performance measures and track progress towards achieving the CSAP goals.

### Task 9.1 Develop a Scorecard to Track Status

The CONSULTANT will develop a performance measures tracking system to monitor and report the progress of the project achieving the CSAP goals. The scorecard will be used as the basis for information dashboard on the project website.

### Task 9.2 Develop Website Content to Display Actual vs Targets

The CONSULTANT will develop an online dashboard to report and track progress towards achieving the CSAP goals. The dashboard will be integrated into the project website or can be integrated into the City's website. The online dashboard will be developed using Esri supported software that is compatible with the City's existing Esri ArcGIS licensing and account. The CONSULTANT will coordinate with the City to setup a Collaboration or similar shared access approach through ArcGIS online at the start of the project to manage file transfers and content sharing. No custom website development or software coding is included in the task. Dashboard indicators and components will utilize information and data developed from previous task efforts in support of the CSAP goals.

### Task 9 Deliverables

- One safety scorecard
- One online safety dashboard

## Task 10 Comprehensive Safety Action Plan (CSAP)

The CSAP components outlined in Tasks 1 through 9 will be compiled into a comprehensive safety action plan for the City of Ft. Pierce. By ensuring the inclusion of all components, the CSAP will make the City of Ft. Pierce eligible in subsequent rounds of SS4A Implementation Grants. The grants can be directed toward design and construction costs or other programs that support the implementation of the CSAP.

### Task 10.1 Draft Report

The CONSULTANT will prepare a draft CSAP for review by the City of Ft. Pierce. The draft will include findings and recommendations developed in Tasks 1 through 9. The draft will also be made available to PSC and the public to review. The CONSULTANT will submit the draft CSAP in a digital format to the City of Ft. Pierce.

### Task 10.2 Final Report

The CONSULTANT will address one set of consolidated comments on the draft CSAP. The CONSULTANT will coordinate with the City of Ft. Pierce staff regarding clarification in the comments before revising the CSAP to address comments. The CONSULTANT will submit the final CSAP in a digital format to the City of Ft. Pierce.

### Task 10 Deliverables

- One draft CSAP
- One final CSAP