NON-MOTORIZED MOBILITY STUDY FOR DOWNTOWN MOBILE

Scope of Work

Revised 27FEB15

Toole Design Group (TDG) has developed the following scope of work for the Non-Motorized Mobility Study for Downtown Mobile based on our understanding of the project.

TASK 1 PROJECT COORDINATION

The TDG Team will prepare for and participate in a kickoff conference call with the South Alabama Regional Planning Commission (SARPC) project manager and others as appropriate to review the scope and schedule for the project, as well as clearly identify project expectations.

TDG recommends the appointment of an Advisory Group to help steer the project that may include representatives from the Bicycle and Pedestrian Advisory Committee (BPAC), City staff, Alabama Department of Transportation (ALDOT), SARPC, Downtown Alliance, Mobile United, and potentially others. This task would include ongoing coordination with this committee. We would anticipate meeting with this group up to four (4) times over the course of this project.

This task also includes ongoing coordination for the duration of the project with the SARPC project manager, team coordination, progress reports, invoices, and Quality Assurance/Quality Control (QA/QC) review of all deliverables.

Task 1 Deliverables:

- Kickoff conference call preparation, attendance, and meeting notes.
- Bi-weekly coordination with client via teleconference
- Up to four (4) meetings with the Advisory Group.
- Monthly invoices and progress reports.

TASK 2 EXISTING CONDITIONS

TDG will establish a baseline for analysis and discussion through a review of existing conditions. Existing information provided or obtained by SARPC will be utilized as much as possible to make the most efficient use of in-field data collection efforts. This scope and fee assumes that SARPC will compile all relevant GIS data from different sources (SARPC, City, ALDOT, etc.) and transmit to TDG. Areas will include:

Transportation Systems and Facilities

It is anticipated that the following specific transportation components will be documented:

- Roadway characteristics (i.e., functional class, speed limit, typical cross section);
- Signalized and unsignalized intersections;
- AADT from existing sources;
- Available crash data (i.e., bicycle, pedestrian, vehicular);
- Safety observations;
- Pedestrian facilities (i.e., sidewalks, crosswalks, pedestrian signals, pedestrian bridges);
- Bicycle facilities (i.e., parking, lanes, or lack of);
- Transit service (i.e., routes and stops); and
- Planned transportation improvement projects (e.g., I-10 Interchange Project, I-10 Bridge, etc.).

Land Use and Regulatory Context

Land use conditions throughout downtown will be assessed and documented, including:

- Generalized existing land use;
- Urban design characteristics;
- Open space, parks, and conservation areas;
- Historic and environmental resources;
- Planned/approved development and associated infrastructure improvements; and
- Key destinations (i.e. convention center, Wave transit center, history museum, hotels, etc.).

Additionally, TDG will compile information to set an appropriate regulatory context, including:

- Summary of relevant portions of the City's comprehensive plan;
- Summary of portions of *A New Plan for Mobile* with specific attention to the recommendations made for the 'Downtown Core and Riverfront' zone;
- Existing zoning; and
- Summary of applicable City land development requirements/standards (e.g. permitted uses, special permit uses, improvement requirements, curb cut regulations, parking requirements, etc.).

Task 2 Deliverables:

- Technical memorandum in PDF format summarizing existing conditions (Comments received on technical memoranda will be addressed in the final documentation for the study; individual technical memoranda will not be revised).

- Project basemap for ADA assessment, pedestrian & bicycle improvements, intersection improvements

TASK 3 PUBLIC AND STAKEHOLDER INVOLVEMENT

TDG understands that effective public and stakeholder involvement is critical for understanding specific community needs, identifying concrete recommendations, and building support for implementation. We anticipate a significant amount of the public outreach will occur during the week of the Downtown Design workshop. Realizing that one size does not fit all when it comes to public participation, our approach includes a number of outreach strategies and techniques.

The following public participation strategies and techniques will be utilized:

- Pop-up events – taking the meeting to the people – to reach nontraditional audiences and people who typically wouldn't attend a conventional public meeting. TDG will work with SARPC staff to determine up to two (2) opportunities for TDG staff to lead pop-up events. For purposes of cost estimation, it is assumed that pop-up events will occur concurrently with Advisory Group meetings or during the week of the Downtown Design workshop. In addition, TDG will supply SARPC with a 'meeting in a box' that will allow SARPC staff to conduct additional pop-up events.
- Targeted meetings with key stakeholders who will advance the Plan, including City engineering staff, Port Authority, downtown businesses, advocacy groups, Wave Transit, and ALDOT. For purposes of cost estimation, it is assumed that stakeholder meetings will occur concurrently with Advisory Group meetings or during the week of the Downtown Design workshop.
- Online dissemination of project information hosted on SARPC and City of Mobile websites. (a project website will not be developed for this project).
- Public open house during the Downtown Design workshop (task 5.2).
- One Technical presentation to SARPC Policy Committee and City Council (Task 8 or 9).

Task 3 Deliverables:

- Preparation for and facilitation of up to two (2) pop-up events.
- Development of a 'meeting in a box' for SARPC use.
- Preparation for and facilitation of up to five (5) stakeholder meetings.
- Preparation and facilitation of one (1) public open house.
- Delivery of project information for hosting on SARPC website.

TASK 4 SYSTEM APPRAISAL AND EVALUATION

Based on the findings of the existing conditions analysis performed in Task 2 and local understanding provided by SARPC, the Advisory Group, and the public, TDG will assess the existing transportation network in Downtown Mobile within and including the Henry Aaron Loop. TDG staff will bike, walk and drive the study area to document the quality of existing facilities.

Task 4.1 ADA Assessment

As part of the in-field system appraisal, TDG will document areas where pedestrian facilities are inadequate, in need of repair, or missing. As this is not intended to be a comprehensive, labor-intensive ADA compliance audit, we will efficiently document non-compliant facilities through visual inspection utilizing a pre-approved check list. The visual inspection will review curb ramp design, signal push button locations, pedestrian signal locations, curb ramp landing areas, crosswalk design, and sidewalk condition. The data collection will provide sufficient information for City staff to understand the level of effort and cost of improvements needed. The needed improvements will be documented in ArcView GIS format. TDG will deliver a map, project list, unit cost estimates, and brief written summary of the ADA review. TDG will work with the advisory group to prioritize the list. TDG will consider areas with high concentrations of ADA issues for inclusion in broader recommendations for the downtown.

Task 4.2 Downtown Pedestrian and Bicycle Facility Recommendations

TDG will identify opportunities for retrofitting or enhancing bicycle and pedestrian accommodations throughout the project area. We will assess roads and intersections within the study network, identifying specific bicycle and pedestrian facility recommendations (e.g., buffered bicycle lane, widened sidewalk, bike parking) and actions necessary to implement each improvement (e.g., striping, lane diet, road diet). While the entire downtown area will be examined, particular attention will be paid to the following:

- Potential for adding bicycle lanes around the perimeter of the Henry Aaron Loop (i.e., Beauregard Street, Broad Street, Canal Street, Water Street).
- Evaluation of St. Louis Street as a focus corridor for increased walkability, bikeability, and streetscape improvements to promote economic development.
- Identification of up to ten (10) intersections where multimodal improvements will provide better traffic flow, improved bicycling environment, and enhanced pedestrian experience. Improvement concepts for each location will be developed during the Downtown Design Workshop (see Task 5.2) for review by the public.

This task will result in an updated GIS database documenting existing conditions (including noncompliant facilities). It will also identify opportunities for improving bicycle and pedestrian accommodations.

<u>Task 4 Deliverables:</u>

- GIS shapefile(s).
- ADA Assessment Memorandum with costs and phasing approach (appendix to Task 7 and 8 report).
- Existing bicycle and pedestrian conditions, and preliminary recommendations maps and tables (final documentation to be within Task 7 and 8).

TASK 5 BROAD STREET CORRIDOR STUDY

TDG understands that the City of Mobile has retained a consultant to evaluate alternatives for reconfiguring Water Street to improve safety and strengthen connectivity to waterfront destinations. As a complement to the Water Street evaluation, TDG will perform an analysis of Broad Street. The following subtasks outline the approach to the Broad Street Corridor Study.

Task 5.1 Truck Traffic Evaluation

It is understood that truck traffic on Water Street is perceived to be high and poses a hindrance to improving the walkability and bikeability of the corridor and its cross streets. While TDG is not evaluating Water Street, through our analysis of Broad Street we will consider the potential for truck traffic to be relocated from Water Street throughout the Henry Aaron Loop, including Broad Street, once the reconfiguration of Water Street is realized. Design solutions for Broad Street will be cognizant of the need to maintain truck access and mobility, while reducing vehicular speeds.

Task 5.2 Downtown Design Workshop

TDG proposes reimagining Broad Street through an intensive three to four (3-4) day workshop process involving stakeholders such as elected officials, the Port Authority, marine terminals and trucking companies, downtown businesses and organizations, and the community. The workshop will be utilized to craft both a bold long-term vision for Broad Street as well as short-term practical fixes to pressing issues (e.g., intersection improvements, bike lane retrofits, gateway treatments, etc.).

The workshop will occur in a temporary design studio preferably housed in a venue that is located conveniently for the community to visit and attend meetings. The venue should also allow TDG staff to easily visit the site as needed and to conduct work with all resources in one place. Ideally, the space should be easy for people to find and adequately large to host the meetings and open houses and for the consultant team to perform its work. SARPC will be responsible for workshop logistics, including securing the location, inviting participants, ensuring sufficient tables and chairs are available, and refreshments as desired/appropriate.

The workshop will also be utilized to discuss pedestrian and bicycle improvements on the entirety of the Henry Aaron Loop and throughout the project area. Initial concept designs for priority intersections and corridors will be developed during the workshop for public review.

Assuming that TDG arrives on a Monday, a tentative schedule of the main activities would be as follows:

Day 1 (Monday): Set-Up and Initial Public Meeting

TDG will arrive in Mobile, set up the studio at the venue, meet with SARPC, tour downtown and, during the evening, conduct the initial public meeting. If the audience is anticipated to be larger than the capacity of the design studio, then the public meeting would need to be in a larger space and SARPC would secure such. The public meeting will introduce participants to the project; discuss the goals,

objectives, opportunities, and issues; and solicit feedback, input, and ideas. We will also review the overall workshop schedule and invite people to participate in the various public events.

Days 2 and 3 (Tuesday & Wednesday): Stakeholder Interviews, Design Development, and Open House

During Days 2 and 3 (if two days are necessary), TDG will conduct a series of stakeholder interviews at the venue. Typically, we review the overall project with the stakeholders and then zero in on their ideas and concerns for the majority of the meeting. It will be beneficial to have representation from SARPC to assist with introductions and coordination.

Simultaneously, two other activities occur during Days 2 and 3. Any TDG team members who are not directly involved with stakeholder interviews will be working at nearby tables within hearing-range of the interviews so that they know what is being discussed/discovered. Draft ideas and options will be sketched out. The second activity is an open house/office hours. In specified hours, people can drop in and TDG team members will be available to speak to anyone who was not scheduled but wishes to come in and share ideas, ask questions, or just see what is being accomplished. Other TDG team members may be doing field visits, making measurements, or conducting walking audits.

Day 3 (late Wednesday afternoon): Pin-up

On the afternoon of Day 3 there will be a 'pin-up' session for the Advisory Group. The input obtained to date will be presented in an informal draft summary fashion for discussion. The intent is to make sure that the design team heard correctly and obtain any information that may be missing. If there are gaps in information that need filling, we will discuss how to fill those. The early structuring regarding how the street design will be accomplished will be covered and discussed. The intent is to provide the Advisory Group with a level of comfort that the consultant team has what it needs to move design development forward.

Day 4 (Thursday): Production Day, Finalize Discovery, and Public Presentation

Day 4 is a production day during which the discovery is refined and organized into a presentation. There are no meetings during the day on Day 4. However, as always, Advisory Group members are welcome to visit as their schedules allow. In the evening of Day 4 there will be a final public meeting where TDG will present what we heard and our approach for the design tasks. Initial ideas and concepts that have been developed will be shared. There will be time for questions, answers, and public discussion and feedback.

Task 5.3 Downtown Design Workshop Vetting

The design workshop is not an end to itself, but rather a piece of the planning process. While many quality ideas and concepts will be developed during this event, and a strong understanding of community values and guiding principles will be obtained, all information garnered and designs generated during the workshop will be taken back to the Advisory Group for further vetting and consideration prior to their inclusion in the final documentation. It will be essential to ensure that individual design solutions will work on their own and in combination with one another. The costs and benefits of the parts and the

sum need to be considered in an objective manner. Once this vetting and any refinement to the concepts and solutions presented at the workshop is complete, recommendations for Broad Street, the Henry Aaron Loop, and the remainder of the downtown network will be incorporated into the final SARPC presentation and Draft and Final Study Reports (Tasks 7 and 8).

Task 5 Deliverables:

- Preparation for and facilitation of a three to four (3-4) day design workshop.
- Technical memorandum summarizing the workshop, including applicable sketches, renderings, and other graphics generated (Comments received on technical memoranda will be addressed in the final documentation for the study; individual technical memoranda will not be revised).

TASK 6 TRAFFIC DATA COLLECTION AND ANALYSIS

The purpose of this task is to complete traffic data collection and analysis to support other tasks within this project.

Task 6.1 Data Collection

TDG will provide oversight and guidance for data collection of intersection traffic counts, which will primarily support the development of recommendations in Task 4. TDG will collect intersection turning movement counts at up to ten (10) intersections during the weekday morning peak period, midday, and weekday afternoon peak period (2-hours each, for a total of 6 hours counted). The counts will include motor vehicles, heavy vehicles, bicycles, and pedestrians. It is anticipated that the City of Mobile will be able to supplement our traffic data collection efforts – average daily traffic counts for study area roadways will be provided by the City. Coordination with the City is anticipated prior to the start of the data collection efforts.

Task 6.2 Henry Aaron Loop Existing Conditions Analysis

TDG will evaluate the turning movement counts to determine the peak hour during each of the data collection periods (AM, Midday, and PM). TDG assumes that the City of Mobile will provide existing signal timing, phasing, and coordination information for the study intersections. TDG will complete a desktop review to establish lane configurations and storage bay lengthsand field verify this infromation in combination with another scheduled trip. TDG will develop a Synchro model for the AM, midday, and PM peak hours to include up to ten (10) intersections. These intersections will likely include:

- Beauregard Street/Lawrence Street
- Beauregard Street/Martin Luther King Avenue
- Broad Street/St. Anthony Street
- Broad Street/Springhill Avenue
- Broad Street/St. Francis Street

- Broad Street/Dauphin Street
- Broad Street/Government Street
- Broad Street/Canal Street
- Government Street/Claiborne Street
- Government Street/Jackson Street

Task 6.3 Henry Aaron Loop Future Conditions Analysis

TDG will review historic traffic volumes provided by ALDOT and the City of Mobile and travel trends within the study area to determine a recommended background growth rate, which will serve as the basis for the future conditions traffic analysis. TDG will develop future traffic volumes for a 10-year horizon (unless an alternate horizon year is identified) at the study intersections for each peak hour, Based on these future traffic volumes, "No Build" Synchro models will be developed. This model will serve as the baseline for comparison of operations during the horizon year.

TDG will develop a "Build" Synchro model to evaulate changes at intersections for the short-term recommendations in Task 4 (up to two options at each intersection). A TDG staff member will be available at the Downtown Design Workshop to evaluate and test options using the Synchro model. For each of the peak hours studied, TDG will summarize volume to capacity (v/c), delay, Level of Service (LOS), and queue by movement at each intersection from the "No Build" and "Build" Synchro model using the Highway Capacity Manual (HCM) reports from the Synchro analysis.

Task 6.4 Downtown Traffic Evaluation

TDG will perform a high-level evaluation of the signal timings and progression plan on Royal Street and St. Joseph Street, two roadways recently converted from one-way to two-way. TDG will provide recommended signal timing offsets for signalized intersections on these roadways. TDG will also perform signal warrant analyses based on the MUTCD signal warrants at up to five (5) intersections in the downtown core. This analysis will be based on ADT volumes provided by the City of Mobile.

Task 6.5 Summary Memorandum

A memorandum will be prepared that summarizes analysis methodology and analysis results and includes figures showing volumes and tables summarizing v/c, delay, LOS and queue by movement for the existing, No Build, and Build conditions. It is anticipated that this memorandum will be submitted to the City of Mobile for review. This memorandum will be included as an appendix in the Final Report (Task 8). TDG will attend a meeting with SARPC and City staff via conference call to review comments.

<u>Task 6 Deliverables:</u>

- Memo summarizing traffic data collection and analysis.

TASK 7 DRAFT REPORT

TDG will synthesize the products from the previous tasks into a focused, accessible draft report. It will be designed to be visually compelling, and provide clear guidance on moving recommendations forward. The Report will contain maps and narrative with the following:

- A feasible network of connected bicycle facilities.
- A proposed method of accomplishing the recommended design treatment with proposed cross-section.
- Potential locations for bicycle parking.
- Identification of spot locations where specific improvements are needed to address barriers.
- Conceptual designs for practical, near term improvements at up to 10 intersections.
- Concept plan for Broad Street.
- Identification of locations where pedestrian safety treatments are needed for safety, access and ADA compliance.
- Cost estimates for all proposed recommendations.
- Discussion of potential funding sources and phasing plan to implement recommendations.
- Policy recommendations.
- Program recommendations.

An implementation section in the report will include project phasing, and will also identify funding sources, and agencies, departments or organizations responsible for advancing the recommendations.

Task 7 Deliverables:

- Draft Report in PDF format.

TASK 8 FINAL REPORT

After review by SARPC and the advisory group, TDG will revise the draft report into a final report. We will also develop a brief PowerPoint presentation. SARPC and City staff and others can use this presentation for meeting with decision makers, stakeholders and other interested parties.

Task 8 Deliverables:

- Final Report in PDF format.
- Final Report in hardcopy format – six (6) copies.
- PowerPoint presentation.