

# Scope of Services

## Project Understanding

The City of Delray Beach received a grant from the United States Department of Transportation (USDOT) Safe Streets and Roads for All (SS4A) program for a planning grant to develop a Vision Zero Action Plan. The goal of the action plan is to identify strategies and investments the city can implement to achieve zero serious injury and fatal crashes on Delray Beach streets. This scope of services describes the work to develop the action plan for the city and meet the SS4A grant requirements.

## Scope of Services

The Consultant will provide the services set forth below.

### Task 1: Project Management

The Consultant will schedule regular project management meetings. At intervals determined at the first project management meeting, the Consultant project manager will meet monthly with the City project manager to review progress and any issues requiring resolution. The goal of these regular meetings is to keep the project on schedule and on-budget.

#### Task 1 Deliverables

- Ten project management meetings and meeting minutes

### Task 2: Safety Assessment

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 Action Plan.

The Consultant will perform an analysis of existing safety conditions and historical crash trends in Delray Beach. The findings will establish baseline safety metrics to track progress towards achieving the Action Plan goals. The benchmark crash analysis will cover all roads in the city using the most recent five 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 that when implemented can support the city in achieving the Action Plan goals. Results from this assessment will also be used to identify location specific projects as well as systemic infrastructure changes the city can invest in, such as improving crosswalks and addressing other infrastructure that is not compliant with new standards. The results from this assessment will be used to identify strategies to improve safety using a data-driven process.

## Task 2 Deliverables

- One Safety Assessment

## Task 3: Public Engagement

The purpose of this task is to build broad consensus around transportation safety needs and priorities in Delray Beach. Key Elements of this task are:

- **Project Steering Committee.** The project steering committee will meet three times during the project. The first meeting will be to review the results of the safety assessment. The second meeting will be to review public input and discuss initial ideas for recommendations. This meeting will take place during the week of the public charrette. The third meeting will focus on review of the draft plan. The steering committee will serve as the technical group to review and provide feedback on development of the plan. Members of the steering committee may include, but are not limited to, community representatives, FDOT, Palm Beach County, Palm Beach TPA, and City of Delray Beach staff.
- **Online Survey.** The consultant will create an online survey to collect community input about transportation safety priorities and needs in Delray Beach. The survey will include questions as well as an interactive map. The interactive map will allow respondents to provide geographic-specific information about transportation safety needs in the City. The consultant will be responsible for creating and hosting the online survey, as well as summarizing the results. The City will be responsible for the distribution of the survey on its website or other digital media such as the City's social media channels and email list.
- **Project Charrette.** The project charrette will be an intensive three-day event. The first day will focus on idea generation and include a public meeting and steering committee meeting. The second day will focus on developing concepts and testing ideas to improve safety on the High Injury Network. The third day will conclude with a public presentation summarizing the work and feedback received during the week. The results from the project charrette will be used to develop the Action Plan.
- **Open House.** The open house meeting will give the public an opportunity to review the draft Action Plan, ask questions of the project team, and provide feedback on how to refine and finalize the Action Plan.

The CONSULTANT will provide refreshments, advertising materials, and directional materials for the project charrette and open house. The CITY will be responsible for distribution of social media and other advertisements for the project.

## Task 3 Deliverables

- Three project steering committee meetings and meeting minutes
- One Project Charrette and meeting minutes
- One Open House and meeting minutes

## Task 4: Vision Zero Action Plan

The work conducted in Tasks 1 through 3 will be summarized into an Vision Zero Action Plan. The plan will address all the USDOT SS4A action plan requirements. It will identify projects, programs,

and policies that, when implemented, will help the city work towards achieving zero serious injury and fatality transportation crashes in the city. The work will also review, reconcile, and update policies and projects from other City plans.

The Consultant will prepare a draft Vision Zero Action Plan for review by the City of Delray Beach. The draft will include findings and recommendations developed in Tasks 1 through 3. The draft will also be made available to the Project Steering Committee and the public to review. The Consultant will submit the draft Action Plan in a digital format to the City of Delray Beach.

The Consultant will address one set of consolidated comments on the draft Vision Zero Action Plan. The Consultant will coordinate with the City of Delray Beach staff regarding clarification in the comments before revising the Action Plan to address comments. The Consultant will submit the final Vision Zero Action Plan in digital format to the City of Delray Beach for adoption and grant closeout.

#### **Task 4 Deliverables**

- One draft Vision Zero Action Plan
- One final Vision Zero Action Plan