

Mr. Rafael G. Casals
Town Manager
Town of Cutler Bay
10720 Caribbean Boulevard
Cutler Bay, FL 33189

RE: Complete Streets Corridor Analysis.

Dear Mr. Casals,

Congratulations on being awarded the MPO's Municipal Grant for the *Complete Streets Corridor Analysis*. This letter contains the critical components for the MPO interlocal agreement, including:

- "Scope of Services"
- "Tentative Project Schedule and Budget"
- "Project Cost"

If you would like to authorize The Corradino Group to perform these services, please sign below.

I look forward to working with you on this project.

SCOPE OF SERVICES

Cutler Bay Complete Streets Corridor Conceptual Design

APPROACH

The Town of Cutler Bay desires that this study advances its already well planned vision to provide a balanced multimodal transportation network within the Town; to further implement the vision through the consolidation of existing project policies on specific corridors; and to develop conceptual designs that will be used as a precursor to attaining funding and near-future construction. Additionally, the report developed as a result of this effort will advance and supplement the Non-Motorized component of the Town's Transportation Element to the Growth Management Plan (Comprehensive Plan). The corridors addressed here will be prioritized and financially feasible and will become a component of the Town's 5-Year Capital Improvement Element of the Comprehensive Plan, a State requirement.

To achieve these objectives, a detailed scope of services has been developed. Cutler Bay's methodology is one that is based on solid planning and engineering analysis of each corridor, the impacts to all the levels of service for all modes, discussion of state of the art methods of providing mobility, and above all, frequent and consistent public involvement at various levels in the community and various times in the project to assure consensus. Through the Town's implementation of similar projects such as the redesign of Old Cutler Road and Caribbean Drive, the Town has won awards for its attention to detail. More important than awards is the overwhelming satisfaction of the community on the entire process from planning to construction.

From an administrative standpoint, the internal Cutler Bay Project Management Team will meet regularly to review the status of previous assignments, make new assignments for the next working period and discuss technical and administrative issues. From a technical perspective, each task will be interrelated, progressing from a public involvement plan, which will be carried through the entire project, to the collection of data, development of needs, examination of financing, and coordination with other projects of other agencies.

Cutler Bay is made up of a diverse array of parks, schools, and residential and commercial areas that are well connected for cars, but not connected to one another from a bicycle and pedestrian standpoint. Yet, the section line and half section line grid that exists in the remainder of the county, spaced on ½ mile intervals, twists and converges in the center of Cutler Bay, creating almost a hub and spoke configuration. These corridors connect major generators, and travel through the community. Study Corridors include:

- SW 87th Avenue
- SW 97th Avenue
- Franjo Drive
- Gulfstream Drive
- Marlin Drive

Previous master plans have identified that these corridors are to contain integrated bicycle, pedestrian and transit facilities. While these are planned, they must also be similarly incorporated in implementation through design concepts. To develop a successful plan that has consensus from the community, it will be crucial to clearly identify what specifically citizens are looking for in the future to service their non-motorized transportation needs on these corridors, and to integrate them into the rights-of-way in a manner that exceeds minimum standards. The Town of Cutler Bay plans to take its knowledge of the individual aspects of our community to develop a needs plan from which to evaluate and refine through the process.

To do this, a detailed and creative Public Involvement Plan will be developed, which will use traditional and non-traditional methods to solicit public input. Aside from public workshops, it will specify very local meetings and opportunities to meet with individual elected officials so that they may be briefed and updated. Additionally, highly graphic, easily read project material will be developed to explain the project and the process with clarity that all citizens can easily understand.

A detailed understanding of what is wanted, and a review of state of the art examples of how to provide such facilities in balance with county and state standards, will assist in the development concepts on each corridor.

Task 1	<u>Background Information / Existing Conditions / Currently Planned Projects</u>		
Cost:	\$10,500	Time to Complete:	Second Month

The Town of Cutler Bay will review existing plans, for all roadways, bicycle, pedestrian, transit facilities, and land use developments on these corridors and with roads connecting to these corridors, in an effort to advance regional connectivity by prioritizing projects that provide the greatest linkages overall. This local area is in close proximity to the Old Cutler Road commercial area, containing a large site known as "The Potato Field" which is envisioned as a mid-sized commercial center in the future. It also connects Cutler Bay's Urban Center District, where the Southland Mall is located. This area has been re-zoned by the Town to a higher, Dadeland-like intensity of land use. The US-1 Transitway is immediately adjacent to this District. Palmetto Bay's soon to be rezoned Franjo Triangle is planned to be their urban center, containing Village Hall and a potential park and ride location on the Busway. Each of these areas are the implementation of the long held land use vision of intensifying nodes along the US-1 Corridor to accommodate population and commercial growth, instead of spreading it westward in South Dade. Cutler Bay has always focused on implementing these "Charrette" areas.

Task 2: Public Involvement Plan

Cost: \$10,500 Time to Complete: Sixth Month

Cutler Bay will develop a Public Involvement Plan that will be used to solicit input on the vision, goals, objectives and needs for the Complete Streets Corridor Concept Plan.

The Town of Cutler Bay firmly believes that it is important to understand what the community wants and what it needs. The Town will work hand in hand with the community to figure out what is wanted and how that can be accommodated into the design. Consensus is built when “wants” and “needs” coincide, and truly effective solutions are developed. Many solid technical projects have completely collapsed due to lack of consensus, but not in Cutler Bay, which has employed a diligent approach to public involvement since its inception. The results are the myriad of capital projects that have been completed to date, all stemming from similar master planning efforts.

The public participation plan for this effort will be extensive and will include a detailed menu of activities and meetings. It will involve several levels of involvement including meetings with industry professionals in a steering committee, individual meetings in the community, and meetings in large groups.

Other concerned agencies will be notified of the project and updated as necessary in its development several times during the process. These agencies include:

- Miami-Dade County Department of Public Works and Waste Management (PWWM)
- Florida Department of Transportation (FDOT)
- Miami-Dade County Transit Agency (MDT)
- Miami-Dade Metropolitan Planning Organization (MPO)

Task 3: Conceptual Design

Cost: \$30,000 Time to Complete: Fourth Month

Using the data collected in the first task, including ROW and any existing survey data, as well as examples of the specification of significant pedestrian, bicycle and transit amenities, a conceptual design will be developed. This will consist of typical sections to show how each mode will be accommodated. Additionally, graphic examples and renderings of the concepts, and potential landscape and hardscape will be provided. Conceptual quantities and costs will be developed as an evaluation tool. Any permitting requirements will also be identified for each corridor so that the eventual designer is aware of the permitting requirements for the implementation of each project.

Task 4: Recommendations**Cost: \$19,000****Time to Complete:****Sixth Month**

Once the individual corridors have reached the conceptual design phase, each will be evaluated and prioritized. A review of available funds will be undertaken; this will include a look at local, state and federal sources, as well as funds from private sources or impact fees. An ultimate funding level will be identified based on traditional funding levels and percentages, which will then be allocated over the corridors. The highest ranked projects that fit within the available funding limit will represent the financially feasible list of projects. This will be portrayed in textual, tabular and GIS map form. These will be able to be easily included in the Town's Capital Improvement Element which requires financial feasibility. All other projects will be listed in the master plan for future development.

PROJECT SCHEDULE AND BUDGET

This project can be completed within six (6) months of the notice to proceed.

Complete Streets Corridor Analysis									
Task	MPO Contribution	Town Contribution	Total Project Cost	Month					
				1	2	3	4	5	6
Task 1 - Background Information	\$ 7,455	\$ 3,045	\$ 10,500						
Task 2 - Public Involvement	\$ 7,455	\$ 3,045	\$ 10,500						
Task 3 - Conceptual Design	\$ 21,600	\$ 8,400	\$ 30,000						
Task 4 - Recommendations	\$ 13,490	\$ 5,510	\$ 19,000						
TOTAL	\$ 50,000	\$ 20,000	\$ 70,000						

PROJECT COST

The Complete Streets Corridor Analysis is proposed to cost \$70,000.