



Office of the Town Manager

Rafael G. Casals
Town Manager

March 9, 2018

Aileen Bouclé
Executive Director
Miami-Dade Transportation Planning Organization
111 NW 1 Street, Suite #920
Miami, FL 33128

RE: TPO SMART Moves Program Application

Dear Ms. Bouclé:

Please find attached the Town of Cutler Bay's FY2019 SMART Moves Program application. The Town is requesting \$50,000 from the Transportation Planning Organization (TPO) to conduct the *Cutler Bay Mobility Hubs Plan* (total project cost \$70,000). This plan will complement the Town's adopted Transportation, Bicycle/Pedestrian, Complete Streets Master Plans, all which were funded through the TPO.

Our goal is to identify first mile/last mile strategies to increase the number of residents that utilize the Town's existing municipal circulator system and ultimately Miami-Dade County's transit system. The proposed *Cutler Bay Mobility Hubs Plan* will support the implementation of complete streets and enhance connectivity, accessibility, and integration for all form of transportation.

Please feel free to contact our Grants Coordinator, LaKeesha Morris if you need any additional information. We hope to have the opportunity to work once again with the TPO in the near future.

If you have any questions, please contact me at your earliest convenience.

Sincerely,

Rafael G. Casals, ICMA-CM, CFM
Town Manager

cc: Lisa Colmenares, AICP Program Manager, TPO
Lakeesha Morris, Grants Coordinator, Town of Cutler Bay





Condition of Award Form

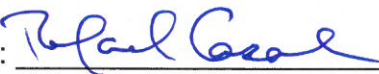
FY 2019 SMART Moves Program Municipalities

Municipality Name:	Town of Cutler Bay
Name of Transportation Planning Study:	Town of Cutler Bay Mobility Hubs Plan

As a condition to the awarding of funds, the above recipient city will abide by the following schedule in addition to the Interlocal Agreement language:

1. Prepare and forward to assigned TPO project manager Exhibits A, B and C, Scope of Services, Tentative Project Schedule and Project Cost respectively, within one month after receipt of Award Notification letter.
2. Execute Interlocal Agreement within 3 months of Award Notification letter.

I, Rafael G. Casals, Town Manager (City representative's name) will hereby abide by the above stated rules and timelines as stipulated. Failure to make any deadline, may result in the forfeiture of funds.

Signed: 

Date: 3/8/2018



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Fiscal Year: 2019
APPLICATION GUIDANCE FOR MUNICIPALITIES



The Miami-Dade Transportation Planning Organization (TPO) is seeking your SMART ideas to improve transportation in your municipality. The TPO SMART Moves Program is a municipally administered program that will be used by the TPO to prioritize and program projects that will support the implementation of complete streets, first/last mile connections, connected and autonomous vehicles, transit supportive projects, and other priority projects that enhance connectivity, accessibility, and integration of the entire network.

Please complete these simple questions regarding your SMART idea and respond by March 2, 2018, at 5:00 pm. Follow-up calls may be conducted by the Miami-Dade TPO. Thank you for your responses!

1. Please provide the following contact information in case we need to follow-up

- | | |
|---|---|
| • Name: LaKeesha Morris, Grants Coordinator | Agency/Organization: Town of Cutler Bay |
| • Address: 10720 Caribbean Blvd. #105 | City/Town/Village: Cutler Bay |
| • State: FL | Zip Code: 33189 |
| • E-mail Address: lmorris@cutlerbay-fl.gov | Phone Number: 305-234-4262 |

2. Name your Project: Town of Cutler Bay Mobility Hubs Plan

3. Project Need: Please select one of the following

- Improve Mobility
- Improve Safety
- Improve Accessibility
- Other: Please write-in

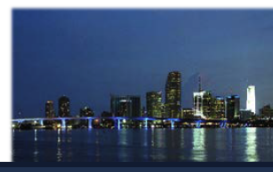
4. Project Type: Check up to three categories

- a. New Traffic Technology
- b. Automated Driving System/ Self-Driving Vehicles
- c. SMART Transit Improvement (Service improvement, extension of service, new technology)
- d. Connection to SMART Corridor
- e. Connection to BERT Corridor
- f. Connection to improve personal commute
- g. Bicycle Implementation
- h. Pedestrian Implementation
- i. Freight Implementation
- j. Other Project (Please describe)



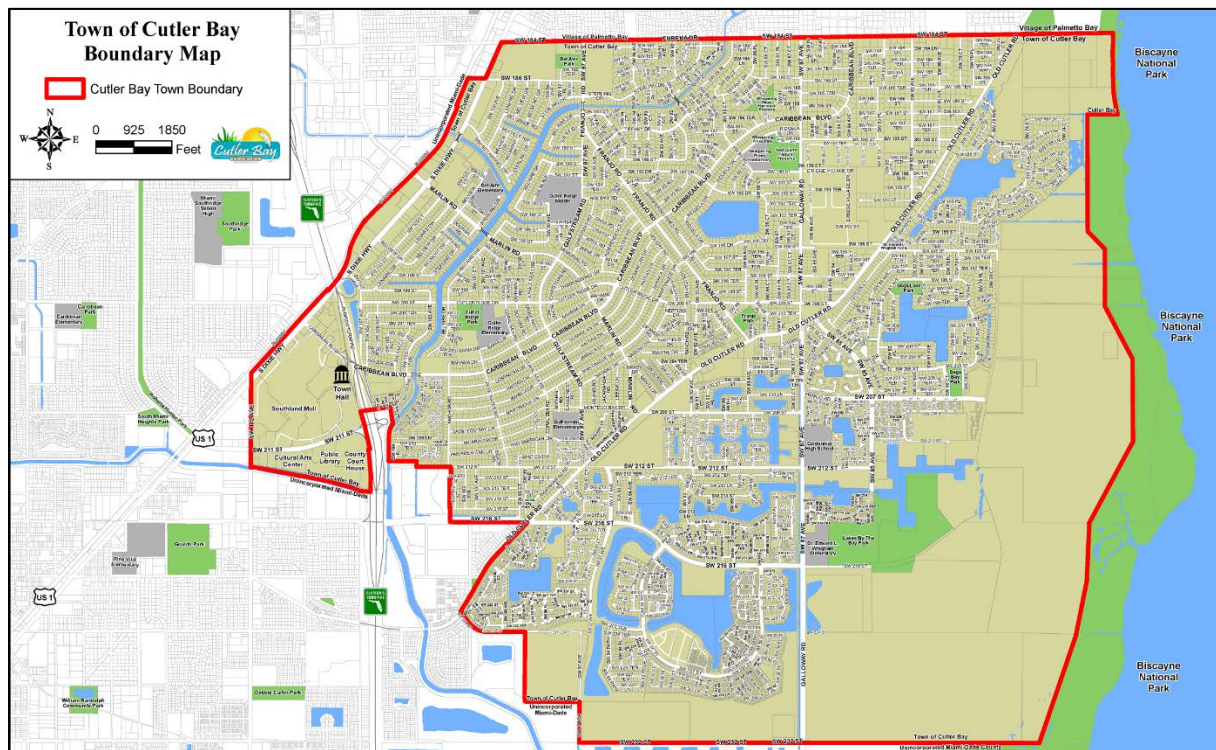


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5. Project Location:

Town of Cutler Bay: located South of Palmetto Bay, north of Unincorporated Miami-Dade, east of US-1 and west of Biscayne Bay. This project will assess mobility Town-Wide along main corridors.



6. Project Goals and Objectives:

The *Cutler Bay Mobility Hubs Plan* will provide the community with a comprehensive system of mobility hubs connecting to the South Dade Transitway and Cutler Bay Town Center. While the existing South Dade SMART Plan is focusing on transit and land use within the $\frac{1}{4}$ - $\frac{1}{2}$ mile buffer of the transitway, this plan will focus on populations and jobs within the entire Town. The plan will improve connectivity, mobility and safety for pedestrians, bicyclists, and transit users by identifying locations for community level mobility hubs along the Town's roadway network. Once locations have been identified, the appropriate scale of transportation infrastructure and amenities to facilitate usage of the hubs will be recommended through conceptual design and visualizations. The plan will include an assessment of the Town's existing circulator and bus system and propose recommendations to improve the Town's overall transit performance. Finally, the plan will assess land use surrounding the proposed hubs and recommendations will be made as to transit oriented development.



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7. Project Justification:

The *Cutler Bay Mobility Hubs Plan* seeks innovative ways to enhance the Town's recently constructed complete streets projects along Caribbean Boulevard and Old Cutler Road. In addition, the *Cutler Bay Mobility Hubs Plan* will build upon recommendations provided in the Town's Transportation, Bicycle/Pedestrian, and Complete Streets Master Plans and most recent Adopted Land Use Regulations. Finally, the Plan will also take into account best practices provided in the TPO's recently completed First Mile- Last Mile Options for High-Trip Generator Employers Study and Protected Bike Lanes Demonstration Plan.

For this Plan, Mobility Hubs are understood as the precise locations in which commuters will regularly intersect with or congregate to fulfill their transportation needs. Depending on the character of the neighborhood, the scale of infrastructure should be consistent with the land use, density, and intensity of the surrounding environment. Conceptual design recommendations will consider the scale of each hub by developing guidelines regarding: size of transit stop, way-finding to and from the hub, informational signage, Wi-Fi capability, bike parking, bike repair station, bike-share station, vehicle parking, ride-hailing zone, public art, etc.

Primarily, the Town wants to provide its community with a network of Mobility Hubs to ensure hubs are safe and accessible for people of all ages and abilities. The *Cutler Bay Mobility Hub Plan* coordination and outreach efforts with the community will facilitate a robust and comprehensive plan that the community supports. Providing conceptual level design of these Mobility Hubs will permit the community to visualize the transportation infrastructure and make comments that cater towards the desired character of their neighborhood. The Plan will also analyze and make recommendations regarding the existing Miami-Dade Transit routes that traverse the community and the limited service circulator routes run by the Town.

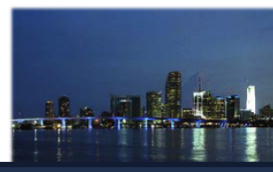
8. Project Schedule:

From project kickoff to the final report, the duration of the Town of *Cutler Bay Mobility Hubs Plan* development is one (1) year.

Task	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Background												
2. Public Involvement												
3. Data Collection												
4. Conceptual Design												
5a. Recommendations												
5b. Final Report												



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9. Project Budget and Cost: Total project cost: \$70,000

Task	Activity	TPO Request	Town Match	Total Expense
1	Background Info/Existing Conditions	\$ 2,500	\$ 2,500	\$ 5,000
2	Public Involvement Plan/Meetings	\$ 7,000	\$ 3,500	\$ 10,500
3	Data Collection	\$ 8,000	\$ 2,000	\$ 10,000
4	Conceptual Design	\$ 20,000	\$ 10,500	\$ 30,500
5	Recommendations/Final Report	\$ 12,500	\$ 1,500	\$ 14,000
Totals:		\$ 50,000	\$ 20,000	\$ 70,000

10. Additional Details

Proposed Scope of Services

This scope of services has been developed as a tentative scope for the study being requested by the Town.

APPROACH

The *Cutler Bay Mobility Hubs Plan* will provide the community with a comprehensive system of mobility hubs connecting to the South Dade Transitway and Cutler Bay Town Center. The Town of Cutler Bay desires that this study advances its 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 Mobility Hub 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 Mobility Hubs addressed here are 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 based on solid planning and engineering analysis of each identified location, 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



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project to assure consensus. For this Plan, Mobility Hubs are understood as the precise locations in which commuters will regularly intersect with or congregate to fulfill their transportation needs. Depending on the character of the neighborhood, the scale of infrastructure should be consistent with the land use, density, and intensity of the surrounding environment. Conceptual design recommendations will consider the scale of each hub by developing guidelines regarding: size of transit stop, way-finding to and from the hub, informational signage, Wi-Fi capability, bike parking, bike repair station, bike-share station, vehicle parking, ride-hailing zone, public art, etc.

Through the Town's implementation of similar projects such as the redesign of Caribbean Boulevard and Old Cutler Road, the Town has received several awards for its attention to detail. More importantly, the Town has received overwhelming satisfaction of the community 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.

The Town of Cutler Bay consists 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, pedestrian, and transit standpoint. Yet, the section line and half section line grid that exists in the remainder of the county, spaced on .5-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. The Mobility Hubs Plan will build upon recommendations provided in the Town's Transportation, Bicycle/Pedestrian, and Complete Streets Master Plans and most recent Adopted Land Use Regulations.

Mobility Hubs will primarily be identified along the following Study Corridors:

- | | | |
|----------------------|----------------|-------------------|
| • SW 184 Street | • SW 87 Avenue | • Gulfstream Road |
| • Cutler Ridge Drive | • SW 97 Avenue | • Marlin Road |
| • SW 211 Street | • Franjo Road | |
| • SW 216 Street | | |

Previous adopted Master Plans (Transportation, Bicycle/Pedestrian, and Complete Streets) which were partially funded by the Metropolitan Planning Organization, have identified that these corridors are to contain integrated bicycle, pedestrian and transit facilities. This plan will focus on identifying specific locations along these corridors to be developed into Mobility Hubs. 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 multi-modal transportation needs at these hubs, 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 to evaluate and refine through the process. Out-of-the-box ideas will be considered, such as identifying public parks as locations that may also serve as mobility hubs. The plan will include an assessment of the Town's existing circulator



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and bus system and propose recommendations to improve the Town's overall transit performance. New, cutting-edge transit services and technologies such as micro-transit, ride-hailing, and automated vehicles will also be considered in the plan.

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 local meetings and opportunities to meet with individual elected officials for updates. Additionally, highly graphic, easily read project material will be developed to explain the project and the process with clarity that all citizens can understand.

A detailed understanding of what is desired, and a review of 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: **Background Information / Existing Conditions** **Cost: \$5,000**

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 30 +/- acre mixed use site, which is envisioned as a mid-sized commercial center in the future. It also connects Cutler Bay's Urban Center District, where Southland Mall is located. This area has been re-zoned by the Town to a higher intensity of land use similar to the Dadeland mixed use district. The South Dade Transitway is immediately adjacent to this District. 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.

Task 2: **Public Involvement Plan/Meetings** **Cost: \$10,500**

Cutler Bay will develop a Public Involvement Plan that will be used to solicit input on the vision, goals, objectives and needs for the "Cutler Bay Mobility Hubs Plan".

The Town of Cutler Bay firmly believes that it is imperative to understand what the community wants and what it needs. The Town will work with the community to determine what is desired and how that can be incorporated into the design. Consensus is built when "wants" and "needs" coincide, and truly effective solutions are developed. Many 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 incorporation. The success is evident in 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, individual meetings in the community, and meetings in large groups.



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Other partnering agencies will be notified of the project and updated as necessary during the process.

These agencies include:

- Miami-Dade County Department of Transportation and Public Works
- Florida Department of Transportation
- Florida Turnpike Authority
- Miami-Dade Transportation Planning Organization
- Village of Palmetto Bay
- Village of Pinecrest

Task 3: **Data Collection**

Cost: \$10,000

Data Collection will include an assessment of the Town's existing circulator system. Technicians will perform an on-board speed and delay study to understand dwell times and determine where bottle necks occur, particularly during peak-hours in the morning and afternoon. Miovision cameras will also be utilized to determine which direction pedestrians and bicyclists are traveling to access the transit stops. Surveys will be distributed to on-site transit users that will ask questions regarding what amenities will be most useful to them to improve their commute. All data collected will assist in developing recommendations on how to improve the transit system's overall performance.

Task 4: **Conceptual Design**

Cost: \$30,500

Using the data collected in the previous tasks, including right-of-ways 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 for each identified Mobility Hub. This will consist of visual renderings to show how each Mobility Hub will look depending on scale of infrastructure. 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 5: **Recommendations/Final Report**

Cost: \$14,000

Once the individual Mobility Hubs have reached the conceptual design phase, each will be evaluated and prioritized. A review of available funds will be undertaken; this will include a study of 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 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.