

**CITY OF JOPLIN
COUNCIL AGENDA ITEM**

ITEM

Council Bill 2021-401 - Agreement between the City of Joplin and Olsson Associates

ORIGINATING DEPT

Planning, Development & Neighborhood Services

MEETING DATE

January 19, 2021

REVIEWED BY

Director of Planning, Development and Neighborhood Services- Troy Bolander, Director of Finance-Leslie Haase, City Attorney- Peter Edwards, City Manager-Nicholas Edwards.

SUMMARY

This Council Bill authorizes the execution of a contract for services between the City of Joplin and Olsson Associates to complete an Active Transportation Assessment for the City of Joplin. This work task was approved in the Joplin Area Transportation Study Organization's (JATSO) Fiscal Year 2021 Unified Planning Work Program (UPWP).

BACKGROUND

This Council Bill authorizes the City of Joplin to enter into an Agreement with Olsson Engineering for Transportation Planning Services to conduct an Active Transportation Assessment for the City of Joplin. City staff has seen a marked increase in bicycle and pedestrian projects and system connectivity in the last decade. As part of JATSO's Metropolitan Transportation Plan update, staff identified a need for a targeted plan that addressed the City of Joplin's needs specifically.

The Active Transportation Assessment will:

- Educate and train staff and community stakeholders in contemporary best practices for active transportation
- Assess the current on- and off-road active transportation network
- Provide an implementation plan for connectivity and new active transportation projects
- Recommend programmatic and policy changes to improve the transportation planning and project implementation process

FUNDING SOURCE

80% of funding comes from the federal Consolidated Planning Grant. The remaining 20% comes from the City of Joplin Transportation Sales Tax.

RECOMMENDATION

Staff recommends approval of this Council Bill.

ATTACHMENTS

Bid Tabulation, Work Authorization, Scope of Services.

City of Joplin Active Transportation Assessment
Consultant Selection Committee Scoring

Name of Firm _____

Criteria	Points Possible	Points Awarded
Cost of Proposal – the response must contain a cost for each project/process recommended as well as a not to exceed amount.	25	
Methodology – the vendor describes the methodology that will be used to complete the work and demonstrates an ability to perform the work described in the RFP.	20	
Staff – the vendor has capable and available staff to serve the City of Joplin in a competent and timely manner.	20	
Experience – the vendor has previous experience performing related projects of a complex nature including, but not limited to, similar size and type of organization.	20	
References – the vendor provides positive references for previous work of a similar nature.	15	
Total	100	

Please complete the scoring sheet for each RFP response received and return to Taylor Cunningham by 5:00 pm on Friday, December 18, 2020. Thank you!

January 11, 2021

Active Transportation Assessment Bid Tabulation

Summary: The City of Joplin received four responses to the Request for Proposals for the Active Transportation Assessment. A selection committee was formed with representatives from appropriate departments to score the proposals and conduct interviews of the top two scoring firms. These departments included Planning, Public Works, Health, Parks and Recreation, and the Convention and Visitors Bureau. The committee's representative from the Health Department was unable to attend one of the interviews, so their scores were omitted from the interview tabulation. Scores were calculated using the average score from the response to the RFP plus the average score from the interview. See attached tables and example scoring sheets.

Response to RFP				
Department	Olsson	Transystems	McClure	Horner Shifrin
Planning	99	97	89	98
Public Works	95	91	79	83
Health	95	97	87	91
Parks	98	86	59	75
JATSO	100	95	75	98
CVB	86	96	74	85
Average	95.5	93.7	77.2	88.3

Interview		
Department	Olsson	Transystems
Planning	20	18
Public Works	16	13
Parks	19	18
JATSO	20	17
CVB	19	18
Average	18.8	16.8
Total Points	114.3	110.5

**City of Joplin Active Transportation Assessment
Consultant Interview**

Consultant: _____

The consultant’s presentation was clear and professional.

1	2	3	4	5
Disagree		Somewhat		Agree

The consultant’s presentation demonstrated how it would work with the City of Joplin using specific timelines, milestones, and work products.

1	2	3	4	5
Disagree		Somewhat		Agree

The consultant responded to questions clearly and professionally.

1	2	3	4	5
Disagree		Somewhat		Agree

The consultant’s presentation demonstrated the firm’s ability to complete the Active Transportation Assessment update as outlined in the RFP.

1	2	3	4	5
Disagree		Somewhat		Agree

Additional comments:

Total Score _____/20

CITY		ENGINEER	
CITY OF JOPLIN 602 S. MAIN STREET JOPLIN, MO 64801		Name: Olsson	
		Address: 702 S. Main Joplin, MO 64801	
Attention: David Hertzberg		Attention: Clayton Cristy Jack Schaller	
Department: Public Works		Phone: 417-781-0643	Fax: 417-781-4714
Phone: 417-624-0820	Fax:	Joplin Active Transportation Assessment	

WORK AUTHORIZATION NUMBER OLS-OC21-01
TO AGREEMENT FOR PROFESSIONAL ENGINEERING CONSULTING SERVICES

City and Engineer agree to amend their Agreement for Professional Engineering Consulting Services to include a scope of work and fees for engineering services, by adding the following terms to their Agreement.

1. **Services.** The City agrees to engage the services of the Engineer and the Engineer agrees to perform the services hereinafter set forth in connection with projects described in **Exhibit A**.

2. **Addition to Services.** The City may add to the Engineer services or delete therefrom activities of a similar nature to those set forth in **Exhibit A**, provided that the total cost of such work does not exceed the total cost allowance as specified in Paragraph 5 hereof. The Engineer shall undertake such changed activities only upon the direction of the City. All such directives and changes shall be in written form and prepared and approved by the City and shall be accepted and countersigned by the Engineer.

3. **Term.** The services of the Engineer shall commence as soon as practicable after the execution of this contract, unless otherwise directed in writing, and shall be undertaken and completed in such sequence as to assure their expeditious completion in the light of the purposes of the contract, but in any event, all of the services required hereunder shall be completed as set forth in the schedule for the project which is attached hereto as **Exhibit A**.

4. **Costs not to Exceed.** The City of Joplin is limited by law with respect to the amount of money it can pay. Therefore, the City has established a fixed sum for this contract, which cannot be exceeded unless this contract is amended. The Engineer providing services hereunder shall be required to keep track of the amount of hours billable under this contract at all times; and any work in excess of the fixed sum shall not be eligible for payment. The Engineer shall notify the City if Engineer anticipates that the contract amount may be exceeded, in order to determine whether or not the City is prepared to increase the total compensation. The Engineer shall establish a billing system showing the amount of money remaining on the contract, which shall be shown in each monthly billing.

5. **Payment.**

a. **Conditioned upon acceptable performance.** The City agrees to pay the Engineer in accordance with the terms set forth in **Exhibit A**, which shall constitute complete compensation for all services to be rendered under this contract; provided, that where payments are to be made periodically to Engineer for services rendered under this contract, the City expressly reserves the right to disapprove in whole or in part a request for payment where the services rendered during the period for which payment is claimed are not performed in a timely and satisfactory manner in accordance with the schedule and description of services set forth in **Exhibit A**.

b. **Total compensation not to exceed.** It is expressly understood that in no event will the total compensation and reimbursement to be paid to the Engineer under the terms of this work Authorization Number OLS-OC21-01 exceed the sum of One Hundred Thousand Dollars Dollars (\$ 100,000.00).

6. **Insurance.** Without limiting any of the other obligations or liabilities of the Engineer, the Engineer shall secure and maintain at its own cost and expense, throughout the duration of this Contract and until the work is completed and accepted by the City of Joplin, insurance of such types and in such amounts as may be necessary to protect it and the interests of the City of Joplin against all hazards or risks of loss as hereunder specified or which may arise out of the performance of the Contract Documents. The form and

limits of such insurance, together with the underwriter thereof in each case, are subject to approval by the City of Joplin. Regardless of such approval, it shall be the responsibility of the Engineer to maintain adequate insurance coverage at all times during the term of the Contract. Failure of the Engineer to maintain coverage shall not relieve it of any contractual responsibility or obligation or liability under the Contract Documents.

The certificates of insurance, including evidence of the required endorsements hereunder or the policies, shall be filed with the City at the time that this contract is signed by the Engineer. All insurance policies shall provide thirty (30) days written notice to be given by the insurance company in question prior to modification or cancellation of such insurance. Such notices shall be mailed, certified mail, return receipt requested, to:

City of Joplin - Public Works, 602 S. Main, Joplin, MO 64801; and

Such policies shall name the City as an additional insured with limits of liability not less than the sovereign immunity limits for Missouri public entities calculated by the Missouri Department of Insurance as of January 1 each calendar year and published annually in the Missouri Register pursuant to Section 537.610, RSMo.

(See, <http://insurance.mo.gov/industry/sovimmunity.php>).

As of January 1, 2020, the minimum coverage for the insurance referred to herein shall be as set out below:

- a. Workers' Compensation....Statutory coverage per RSMo 287.010 et seq.
Employer's Liability..... \$1,000,000.00

- b. Commercial General Liability Insurance, including coverage for Contractual Liability and Independent Contractors Liability. Such coverage shall apply to bodily injury and property damage on an "Occurrence Form Basis" with limits of Two Million Nine Hundred Forty Thousand Eight Hundred Sixty-eight and no/100 Dollars (\$2,940,868.00) for all claims arising out of a single accident or occurrence and at least Four Hundred Forty-one Thousand One Hundred Thirty and no/100 Dollars (\$441,130.00) with respect to injuries and/or death of any one person in a single occurrence and an amount not less than at least \$1,000,000 for all claims to property arising out of a single occurrence and at least \$100,000 to any one owner with respect to damages to property. Engineer agrees that the proceeds of such insurance policy shall first be used to pay any award, damages, costs, and/or attorneys' fees incurred by or assessed against City, its employees, officers and agents, before payment of any award, damages, costs or attorneys fees of Engineer, its employees, officers or agents. Engineer agrees to cause its insurer to name City as an additional insured on such insurance policy, including the City as an additional insured for coverage under its products-completed operations hazard, and said policy shall be primary and noncontributory.

- c. Automobile Liability Insurance covering bodily injury and property damage for owned, non-owned and hired vehicles, with limits of at least Two Million Nine Hundred Forty Thousand Eight Hundred Sixty-eight and no/100 Dollars (\$2,940,868.00) for all claims arising out of a single accident or occurrence and at least Four Hundred Forty-one Thousand One Hundred Thirty and no/100 Dollars (\$441,130.00) with respect to injuries and/or death of any one person in a single accident or occurrence.

- d. Errors and Omissions Insurance. The Engineer shall maintain a professional liability insurance policy in the amount of \$1,000,000.00. This policy shall remain in full force and effect for a period of one year after completion and acceptance by the City of the construction of the project.

- e. Subcontracts. In case any or all of this work is sublet, the Engineer shall require the subcontractor to procure and maintain all insurance required in subparagraphs (A), (B) and (C) hereof and in like amounts. Engineer shall require any and all subcontractors with whom it enters into a contract to perform work on this project to protect the City of Joplin through insurance against applicable hazards or risks and shall, upon request of the City, provide evidence of such insurance.

- f. Notice. The Engineer and/or subcontractor shall furnish the City prior to beginning the work satisfactory proof of carriage of all the insurance required by this contract, with the provision that policies shall not be canceled, modified or non-renewed without thirty (30) days written notice to the City of Joplin.

- g. Legislative or Judicial Changes. In the event the scope or extent of the City's tort liability as a governmental entity as described in Section 537.600 through 537.650 RSMo is broadened or increased during the term of this agreement by legislative or judicial action, the City may require Engineer, upon 10 days written notice, to execute a contract addendum whereby the Engineer agrees to provide, at a price not exceeding Engineer's actual increased premium cost, additional liability insurance coverage as the City may require to protect the City from increased tort liability exposure as the result of such legislative or judicial action. Any such

additional insurance coverage shall be evidenced by an appropriate certificate of insurance and shall take effect within the time set forth in the addendum.

7. All other terms and conditions of the original Agreement shall remain in effect.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year herein stated.

REVIEWED FOR APPROVAL

Name & Title of Staff Project Manager

CERTIFICATE OF DIRECTOR OF FINANCE


I certify that the expenditure contemplated by this document is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance of appropriated and available funds to pay therefore.

Leslie Haase, Director of Finance

APPROVED AS TO FORM

Peter Edwards, City Attorney

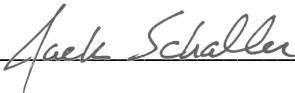
Engineer: Olsson

By: 

Printed Name: Clayton Cristy, P.E.

Title: Vice President

Date: 1/7/21

By: 

Printed Name: Jack Schaller, P.E.

Title: Vice President

Date: 1/7/21

CITY OF JOPLIN, MISSOURI

By: _____
David Hertzberg, P.E.
Public Works Director

Date: _____

ATTACHMENT A

Scope of Services

Phase 100 – Project Management

Task 101: Project Management

Throughout the planning process, Olsson’s project manager will be in regular contact with the City of Joplin Planning Department’s staff to keep them apprised of project efforts and to seek input at key decision points. This will include virtual meetings, in-person meetings (when COVID restrictions are lifted), e-mails, telephone, and written documents. Olsson will provide accurate project invoicing with monthly progress reports summarizing tasks completed. In addition, meeting summaries including a list of follow-up tasks and responsible parties will be provided by Olsson. At the completion of each major work task, Olsson will produce a technical memorandum with accompanying maps and graphics.

Project Management Deliverables

- Project management and QA/QC process
- Final refined detailed scope, schedule, and outreach program
- Monthly progress reports to accompany invoices

Lump Sum Fee \$4,500

Phase 200: Review of Existing Plans and Bicycle and Pedestrian Facilities and Mapping of Existing Bicycle and Pedestrian Facilities

Task 201 – Review Background Documents and Plans

The Olsson/Laneshift Team will review background planning documents relevant to the City of Joplin’s Active Transportation Assessment, to become more fully familiarized with the city’s and region’s transportation network and its inclusion of multimodal and active transportation facilities (existing and proposed).

This will include reviewing existing planning documents, studies, analyses, and other recent and ongoing planning efforts, including:

- JATSO’s Bicycle and Pedestrian Transportation Plan
- JATSO’s Metropolitan Transportation Plan (February 2021 anticipated adoption)
- JATSO’s Transportation Improvement Program
- Joplin’s Transportation Improvement Program and Capital Improvements Plan
- Joplin Parks and Recreation Master Plan (January 2021 anticipated adoption)
- Joplin Sidewalk Inventory and Assessment Study

Task 202 – Review Existing and Proposed Bicycle and Pedestrian Facilities

The Olsson/Laneshift Team will collect existing data and recent updates from the City of Joplin’s GIS data to prepare base maps. Relevant mapping data includes aerial photography and ESRI shapefiles, as well as files from existing, relevant plans. Other critical information includes area bicycle and pedestrian projects, transit projects, and sidewalk projects that are planned, proposed, currently underway, or recently completed, along with ongoing infrastructure projects that may include opportunities for integrating Complete Streets solutions. Additionally, our Team will field inspect existing bicycle and pedestrian facilities and perform a “SWOT” analysis to identify Strengths, Weaknesses, Opportunities, and Threats

for each facility. Likewise, we will review proposed bicycle and pedestrian facilities and provide the same level of SWOT analysis. Based on field investigations and data provided by the City, Olsson will prepare GIS base maps depicting the city's existing bikeway and walkway systems. The maps will be developed at an appropriate graphic scale to communicate existing conditions and for incorporation into the existing conditions report.

Based on data availability from the City of Joplin, Olsson shall run Bicycle-Level-of-Traffic-Stress (BLOTS) and Pedestrian-Level-of-Stress (PLOS) analysis on existing roadways. The statistically-calibrated analysis uses roadway information—such as lane widths, presence of shoulder, speed limit, sidewalk width and location, traffic counts, and crash data - to define appropriate bicycle and pedestrian conditions for each roadway environment. For consistency, Olsson shall use the street classifications defined in the MTP.

Task 203 – Municipal Code Review and Model Ordinance Development and Policy

Olsson will review Joplin's development standards (such as ordinances for subdivisions, sidewalks, and parking, policies for plan development review, or roadway and streetscape standards) to identify general issues impacting the bicycle and pedestrian environments. Olsson will then develop model Municipal Code and policy language for elements including, but not limited to, Complete Streets, bicycle parking, and greenways, enabling the City of Joplin and JATSO to maximize bicycle and pedestrian improvements in conjunction with new development, redevelopment, transit routes, and corridor improvement projects.

Task 204 – Review Existing Legislation, Policy and Documentation

Olsson will collect and summarize information on local, regional, state, and federal legislation relevant to bicycle and pedestrian funding, regulation and enforcement, and implementation. This review will also include the City's and JATSO's comprehensive plan policies (including relevant elements, such as traffic, transportation, parks, open space, recreation, and land use) to determine if existing policies adequately provide for the development of bicycle and pedestrian facilities within the City.

Task 205 – City Walk and Bike Friendly Community Audit

Olsson will conduct a Bicycle and Walk Friendly Community audit at the beginning of the planning process to efficiently identify opportunities for improvement that addresses a balanced approach to the "5E's" (engineering, education, enforcement, encouragement, and evaluation). The results from the audit will be integrated into the Action Plan in Task 4.

Task 206 –Best Practices, "5E's" Report

Olsson will develop a Best Practices, "5E's" report identifying potential changes to improve bicycle and pedestrian equity, engineering, education, encouragement, and evaluation efforts. These recommendations will be based both on results of the previous tasks that identified problem areas plus experience gained in communities nationally. The report will present the programmatic recommendations as short-, medium-, and long-term priorities.

Task 207 – Existing Conditions, Opportunities, and Constraints Technical Memorandum

Based on information and data collected under the tasks listed above, Olsson will prepare a technical memorandum describing the city's existing bikeway and walkway network and summarizing opportunities and challenges that may impact system improvements.

Phase 200 Deliverables

- Field investigation of existing and potential bicycle and pedestrian corridors
- Base maps of existing and planned bicycle and pedestrian facilities

- Technical memorandum describing existing conditions, opportunities, and challenges
- Technical memorandum on Best Practices, “5E’s” Report
- Citywide Bicycle and Walk Friendly Community Designation Action Plan
- Technical memorandum summarizing background documents, plans, and interviews
- Technical memorandum summarizing suggested updates to codes, legislation and policies
- Draft Model Code and Policy for adoption by Joplin

Lump Sum Fee \$15,000

Phase 300 – Public Involvement and Steering Committee

(Depending on local, state, and national health policies and guidelines, Olsson can accommodate virtual meetings as well as in-person meetings. We have facilitated scores of virtual meetings in 2020 with tremendous results and input from the participants.)

Task 301 – Public Involvement Plan

Upon notice to proceed, Olsson shall schedule a virtual meeting with the City’s Planning Department staff to develop a Public Involvement Plan (PIP) to set a course for the study. The PIP will be flexible so that ideas gleaned from conversations with stakeholders during the planning process can be integrated into the approach moving forward. Olsson’s approach to public involvement is proposed to include:

Social Media

Olsson will provide content for a project webpage that will be hosted by the City of Joplin’s existing website. In addition to providing content for a webpage, content for social media posts shall be provided during key outreach moments throughout the lifetime of the project (i.e. survey launch, public event, etc.).

Media Releases and Electronic Communications

At key milestones, Olsson will notify Joplin’s PIO so they can prepare media releases and news articles for release to local media and established interest groups.

Online Survey

Olsson will develop an online survey to determine general needs and concerns surrounding bicycling, walking, connectivity issues, and transit in the city. The project team will make the survey available in both an online format for the webpage and social media accounts, as well as a hard copy format available in civic locations, local bicycle shops, and public spaces.

Focus Groups and Stakeholder Interviews

To assist the City and the project team in identifying specific active transportation and multimodal needs throughout the City, Olsson will conduct targeted focus group meetings during the needs assessment phase of the study. The focus groups will be jointly identified by City staff, Steering Committee members and Olsson/Laneshift and could include, for example: healthcare; bicycling and pedestrian advocates; transit; key merchant/retail associations; people living with mobility challenges, underserved populations, and others. We recommend four targeted focus groups based on our recent experience and data from the MTP, specifically the comments received regarding bicycling, walking, and transit. Stakeholders identified in the City’s RFP include: Joplin Trails Coalition, Trails and Connectivity Working Group,, Joplin Area Chamber of Commerce as well as the Smart Growth America Complete Streets Consortium

participants and the Missouri Department of Health and Senior Services active transportation planning grant participants.

Community Information Sessions

Olsson will hold two rounds of community information sessions during the planning process. These sessions shall be conducted virtually. The first round will be held during the needs assessment phase and the second round will be held during the recommendations phase. These sessions are an important part of the study to see that the Plan is meeting the needs of the city at large and providing citizens and stakeholders with an opportunity to identify priorities for implementation.

Task 302 – Establishment of Project’s Steering Committee

Based on membership recommendations from the City of Joplin, a project steering committee shall be established. Membership could include individuals that served on recent planning studies and their involvement would provide continuity to the process. The steering committee shall be an integral member of the planning team and will be used as a “sounding board” for ideas and concepts presented by Olsson throughout the planning process. The steering committee shall meet with Olsson team members at key times during the planning process and their input will assist Olsson with the preparation of the Active Transportation Assessment Plan. The City will assist in identifying the names and contact information of the people to participate in this group.

Task 303 – Kick-Off Meeting

Prior to the scheduling of the Kick-off Meeting, Olsson/Laneshift will have completed the two (2) Study Tours described in Task 3 – Education and Training, Subtask 3.1. Olsson project team members will meet with the City of Joplin’s project coordinator(s) and the steering committee to:

- Review the “lessons learned” from the two Peer Community Study Tours, and
- Define the Community Vision, Project Purpose and Guiding Principles (Task 3.4)

Task 304 – Steering Committee Meetings

Olsson will provide facilitation for steering committee meetings. The committee will review and comment on materials to be presented to the public, help advertise the plan process, and distribute information to the larger community. Due to the in-depth Education and Training in Task 3, which will include the Steering Committee members, it is recommended that the steering committee meet twice (virtually) during the planning process. The first meeting will occur early in the planning process to establish goals, identify needs and opportunities. The second meeting will occur later in the planning process to review preliminary improvement alternatives and preferred improvement alternatives.

Task 305 – Steering Committee Walking and Bicycling Tour

The first steering committee meetings could include a bicycling, walking, or transit tour. This tour will achieve the following goals:

- Allow the steering committee to share close-up, first-hand knowledge of the study area or representative issues, enabling the group to provide valuable input to the project team
- Provide an on-site forum for identifying opportunities and challenges, and to discuss potential system improvement options

Phase 300 Deliverables

- Public Involvement Plan (PIP) – one meeting to discuss and finalize

- Project social media content
- Online survey and analysis
- Community Information Session (two) – facilitation and accompanying materials
- Focus group and stakeholder interviews - facilitation and summaries (maximum of 4)
- Technical memorandum of community information sessions summaries and public outreach efforts shall be included in the Final plan
- Attendance at project kick-off meeting
- Kick-off meeting agenda and summary
- Attendance and facilitation of two steering committee meetings
- Attendance and facilitation of steering committee bicycling and walking tour

Lump Sum Fee \$20,000

Phase 400 – Education and Training

Task 401 – Peer Community Study Tour

The consultant team will facilitate two (2) separate peer community benchmarking tours in Northwest Arkansas (NWA) at the beginning of the project. The purpose of the tour will be to benchmark the NWA region with a particular emphasis on highlighting the active transportation network in NWA. Tour will include ground transportation while in NWA, meals, snacks, drinks as well as bike and helmet rentals for up to 7 individuals per session (Smaller group size due to COVID protocol). The session will include an educational workshop as well as a tour of several key projects in NWA both on bike and on foot. Participants will hear from several key NWA stakeholders responsible for managing projects that will be toured. Attendees of the Study Tour would include key staff members and Steering Committee members. The Study Tour would be conducted as a daytrip and both tours could be scheduled for the same week. The “lessons learned” from the Study Tour will be an integral piece of the Kick-Off Meeting, presented in Task 2.

Task 402 - Active Transportation Workshops

The consultant team will facilitate two (2) active transportation training workshops in the early stages of the project. These workshops will be designed to be approximately 2 hours in length and can be conducted virtually or in-person, depending on covid protocols. Both sessions will be conducted in a lunch and learn format. Attendance is open to city staff, planning commission members, steering committee members, etc. The purpose of these training sessions is to educate and train key city staff members and community leaders and help develop a common lexicon of verbiage, best practices and case studies to lay the foundation for the balance of the planning process.

Task 403 - Online Webinar

The Consultant team will conduct a minimum of 2 online webinars that will be available for the community and the general public. These webinars will be approximately 2 hours in length. The purpose of the webinars is to educate the public and help develop a common lexicon of verbiage, best practices and case studies to enable the public to offer strategic and impactful feedback throughout the planning process.

Task 404 – Community Vision, Project Purpose and Guiding Principles

The consultant team will conduct a Community Visioning session during the Steering Committee’s Kick-Off Meeting. The purpose of this part of the Kick-Off meeting is to define the project’s Purpose and Guiding Principles. In other words, “why are we doing this assessment and what are the outcomes of a

successful assessment?” Due to the depth of discussion need to fully define the vision, purpose and guiding principle, we recommend the Kick-Off meeting be at a minimum ½ day long. The results of the Kick-Off meeting will set the tone for the balance of the planning process.

Phase 400 Deliverables

- Project Purpose
- Project Guiding Principles

Lump Sum Fee \$23,000

Phase 500 – Develop Active Transportation Network and Active Transportation Assessment Plan

Task 501 – Bicycle and Pedestrian Demand and Benefits Analysis

Olsson will also estimate economic and health benefits of bicycling and walking in Joplin based on models and resources provided by the Pedestrian and Bicycle Information Center and others.

Task 502 – Safety Needs Analysis

Olsson will evaluate bicycle and pedestrian safety in two ways. First by reviewing representative existing pedestrian and bicycle safety education programs offered in Joplin, if any, and comparing these with other programs throughout the state and country. Secondly by reviewing available bicycle and pedestrian crash data. Bicycle and pedestrian-related crash data (injuries and fatalities) will be collected for the past three years (if available) and plotted graphically to identify locations with high numbers of crashes. Information derived from this analysis will be used to identify specific locations needing improvements, plus possible enhancements in motorist, bicyclist, and pedestrian awareness and educational programs.

Task 503 – Bicyclist and Pedestrian Counts

Annual counts conducted in a systematic manner will provide strong benchmarking information on bicycling, walking, and related benefits. Olsson will develop a data collection methodology memorandum. The data collection methodology will be based on the City of Joplin’s unique needs and will include recommended locations and times for counts at up to 12 locations. The methodology will be based on the National Bicycle and Pedestrian Documentation (NBPD) project methods.

Task 504 – Network Development - Connectivity

The existing conditions evaluation, steering committee meetings, public outreach events, and user needs assessment will inform development of the proposed bicycle and pedestrian network. The recommended network will also be based on a review and analysis of available infrastructure data provided by City staff (e.g., traffic volumes and speeds, and curb-to-curb widths). Network development will consider issues such as safety, grades, directness of route, barriers, and system connectivity. The network will also incorporate previously proposed and planned facilities.

Emphasis will be placed on developing a citywide system that connects multiple destinations, land uses, and neighborhoods. The network will include a variety of bicycle and pedestrian capital improvements including linear routes and area-wide projects (traffic calming, bicycle parking, sidewalks, and safe crossings) as well as considerations for both transportation and recreation linkages and facilities for special user groups such as equestrians, hikers, and mountain bikers.

Task 505 – Draft of Joplin’s Active Transportation Assessment

Olsson will prepare a Draft Active Transportation Assessment Plan composed of tasks and deliverables completed up to this point, including review of existing plans and legislation, existing conditions inventory and assessment, user needs assessment, recommended walkway and bikeway network, project development and prioritization, cost opinions, and an implementation plan. Olsson will submit digital copies of the document to the City of Joplin staff, and members of the steering committee for review. City staff will coordinate review of the draft plan and will provide Olsson with a single set of consolidated comments for revisions on the Draft Plan. Olsson will also present the Draft Active Transportation Assessment Plan to the Joplin City Council, the City of Joplin Parks & Recreation Board, and the Joplin Planning & Zoning Commission.

Task 506 – Final Joplin Active Transportation Assessment

Olsson will integrate the draft plan comments into the final master plan document. Following staff review and approval of the Active Transportation Assessment, Olsson will make one final round of revisions and prepare the final version of the plan to be presented to elected officials and to be made available to the public. Olsson will provide an electronic copy (PDF) for duplicating and electronic distribution. Work products shall be provided in a digital format in the original software that the products were created and shall become the property of the City of Joplin.

Phase 500 Deliverables

- Technical Memorandum summarizing user needs assessment:
 - Economic and health benefits of an expanded walking and bicycling network, and bicycle and pedestrian safety evaluation
 - Safety analysis process and findings
 - Bicycle and pedestrian data collection process and findings
 - Map illustrating reported bicycle and pedestrian crash locations and bicycle and pedestrian counts
- Draft Active Transportation Assessment
- Final Active Transportation Assessment
- Presentations of the Draft and Final Active Transportation Assessment to Joplin City Council, JATSO Board, Parks Board, and Joplin Planning and Zoning Commission.

Lump Sum Fee \$20,000

Phase 600 – Plan Implementation

Task 601 – Bikeway and Walkway and Trail System Maps

Olsson will develop high-quality, easily readable maps depicting the city’s existing and recommended bicycle and pedestrian network. The network will be classified by facility types (shared use paths, bike lanes, paved shoulders, sidewalks, and bicycle boulevards) adopted by NACTO, AASHTO, the State of Missouri, and by the latest research conducted by FHWA on bikeway and pedestrian planning and design.

Task 602 – Project List and Cost Opinions

Supplementing the bikeway and walkway network maps, Olsson will develop a project list with planning-level cost opinions for the top 20 project (10 for each mode – bicycle and pedestrian). The list will include detailed information on each proposed bikeway and walkway segment length (or quantities for area wide projects), corridor condition, and other information. The cost opinions will include estimated construction costs, planning, design, engineering, and contingency costs, and the project list will note areas where

right-of-way acquisition is necessary. Each project segment will be evaluated according to an estimated cost-per-mile and estimated ongoing maintenance and operation costs by implementation phase based on comparable experiences.

Task 603 – Project Evaluation and Prioritization Criteria

The recommended bicycle and pedestrian improvements will be ranked according to general planning criteria and submitted to the steering committee for review and comment. A prioritization matrix will be used to attach weights to each criterion and determine which recommendations meet the highest number of criteria listed.

Task 604 – Design Guidelines

Olsson will prepare a set of design guidelines and recommended standards for bicycle and pedestrian facilities building upon the street typologies developed as part of the MTP. The bicycle portion of design guidelines and standards will include recommendations for shared use paths, bike lanes, shoulder bikeways, bicycle boulevards, and bicycle treatments at intersections and interchanges, as well as innovative bikeway facilities, such as buffered bike lanes and cycle tracks. Bicycle design guidelines also address bicycle signage and bike parking.

The pedestrian portion of the guidelines will include discussion of sidewalk design, curb ramps, crosswalks, signal timing, lighting, streetscape features, transit stop infrastructure, and traffic calming elements. For all streetscape elements, Olsson will outline current ADA and PROWAG requirements for curb ramps, minimum passage width, and other features.

Task 605 – Top Priority Project Description Sheets

The project evaluation and prioritization matrix in Task 5.3 will provide Joplin with clear direction on where to allocate resources. To better assist Joplin in securing grants or other funding, Olsson will develop one-page project description sheets for the top 10 priority projects (five for bicycles and 5 for pedestrian). These project description sheets will be tailored to fit nicely into a capital improvements list or grant application.

Task 606 – Potential Funding Sources and Opportunities

Olsson will explore funding options from public and private sources, contacting funding specialists to determine the availability and requirements for grants. The project team will identify potential matching and major funding sources, associated criteria, and requirements. Joplin staff will aid with regional funding options.

Task 607 – Implementation Plan

Olsson will work with City staff throughout the selection and ranking process. We will develop an Implementation Plan based on the ranking outcome combined with (1) funding availability and requirements, (2) other programmed transportation improvements, (3) eliminating an immediate gap or safety hazard, and (4) ensuring that the system grows rationally rather than as a series of disconnected pieces over time. Based on the recommended phasing schedule, cost information, and funding opportunities, we will produce a final priority list and five-year financial plan clearly identifying funding requirements by year for the life of the master plan, along with estimates of local matching funds. This will include estimates of operating and maintenance costs that are usually borne by local governments. An implementation plan for fundable, high-priority projects over the next five years will be developed, along with an unconstrained implementation plan for the next 20 years.

Task 600 Deliverables

- Recommended bikeway and walkway system maps
- Project list with planning-level cost opinions
- Project evaluation criteria and prioritization matrix – presented to steering committee
- Up to 10 Project Description Sheets
- Memorandum describing potential funding opportunities
- Implementation Plan

Lump Sum Fee \$16,000

Subtotal	\$ 98,500
Direct Exp.	<u>\$ 1,500</u>
Total	\$100,000

Schedule for Olsson’s Services

Unless otherwise agreed, Olsson expects to perform its services under the Agreement as follows:

Anticipated Start Date: February 23, 2021

Anticipated Completion Date: October 31, 2021

COUNCIL BILL NO. 2021-401

ORDINANCE NO.

AN ORDINANCE authorizing the City of Joplin to enter into an Agreement with Olsson Associates for Transportation Planning Services relating to an Active Transportation Assessment for the City of Joplin.

BE IT ORDAINED BY THE CITY OF JOPLIN, MISSOURI, AS FOLLOWS:

Section 1. That the City enter into an Agreement by and between the City of Joplin and Olsson Associates dealing generally with the completion of an Active Transportation Assessment amount not to exceed One Hundred Thousand Dollars (\$100,000.00); and attached hereto as Exhibit A.

Section 2. That the City Manager, or his designee, is hereby authorized to execute said Agreement, or in substantially similar form, by and on behalf of the City of Joplin with Olsson Associates.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this _____ day of _____, 2021, by a vote of _____.

Ryan D. Stanley, Mayor

ATTEST:

Barbara J. Gollhofer, City Clerk

APPROVED AS TO FORM:

Peter C. Edwards, City Attorney