



City of Fort Myers, Florida

Engineering Division
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COMPREHENSIVE DOWNTOWN/MIDTOWN PARKING STUDY & MICROMOBILITY FEASIBILITY STUDY

SCOPE OF SERVICES

This Scope of Services defines the City of Fort Myers' CONSULTANT responsibilities associated with the following three studies:

- I. **Parking Study to address Council Person Liston Bochette's motion at the May 17, 2021 City Council Meeting to investigate issues associated with vehicle (motorized) and bicycle parking becoming a major problem for safety, rental spaces in the City Garages, and for the development of Midtown, which collectively could affect the City's readiness for developers.**
- II. **Feasibility Study of Bicycle and Pedestrian Only Street Corridors.**
- III. **Feasibility Study of Micromobility relating to Shared Use Bicycle Lanes, Golf Cart Access/Parking, E-bike Access and Parking, Electric Scooter Access and Parking, Electric Skateboard Access and Parking, and Electric Pedal Assisted (Pedelec) Bicycles and Parking.**

Oversite responsibilities include collaborating with stakeholders to facilitate the needs of all impacted public and governmental jurisdictions as may be required, including but not limited to the following:

1. Community Involvement – Public and Private Sectors
2. Community Redevelopment Agency (CRA)
3. Community Development Department
4. Parks & Recreation Department
5. Public Works Department
6. CFM Fire Department
7. CFM Police Department
8. CFM Boards and Committees:
 - Bicycle & Pedestrian Advisory Board (BPAB)
 - Planning Board
 - Economic Development Board
 - Beautification Advisory Board
 - Building & Zoning Oversight Committee
 - Special Events Advisory Board
 - Beautification Advisory Board
 - Historic Preservation Committee
9. Denison Parking
10. LeeTran Bus Transit
11. Lee County/State Governments

Consideration shall be given to the City's June 1, 2018 Parking Study Update, prepared by Walker Consultants, which evaluated future parking needs in consideration of major, future developments.

An emphasis shall be placed on economic and safety impacts to businesses and other impacted entities, especially relating to outdoor dining services.

TASKS

I. Parking Study to address Council Person Liston Bochette's motion at the May 17, 2021 City Council Meeting to investigate issues associated with vehicle (motorized) and bicycle parking becoming a major problem for safety, rental spaces in the City Garages, and for the development of Midtown, which collectively could affect the City's readiness for developers:

A. Data Collection:

1. Inventory existing public on-street and off-street parking (12 municipal vehicle parking garages/surface parking lots within study areas – see Downtown Public Parking Map.
2. Inventory of any existing public on-street and off-street bicycle parking facilities within the study areas.
3. Measure the existing parking utilizations/demands of the inventoried facilities. The utilizations/demands shall be measured on an hourly basis utilizing typical 10-hour weekday and Saturday time periods (see *Task B.1* for specific analysis times), subject to tweaking based in Kickoff meeting discussions.
4. Independently collect and measure special event parking utilizations/demands based on discussions with CRA.
5. Compile information, with the assistance of City staff, from parking studies (Walker Parking Study), land development plans, transportation studies, mapping, zoning information, proposed parking programs and management practices, and other relevant materials applicable to future parking demands.

B. Existing Parking Analysis:

1. Evaluate and summarize the existing vehicle and bicycle parking/utilizations on an hourly basis within the study areas. The existing utilization shall be summarized for the following weekday/weekend periods:
 - a. Morning Period – 8:00 AM to 10:00 AM
 - b. Midday Period – 11:00 AM to 1:00 PM
 - c. Afternoon Period – 2:00 PM to 4:00 PM
 - d. Evening Period – 5:00 PM to 7:00 PM
 - e. Night Period – 8:00 PM to 10:00 PM
2. Provide GIS-based mapping that identifies the existing traffic utilizations/demands, and other appropriate details of existing conditions.

C. Future Development Impacts:

1. With assistance from City staff and recent planning efforts/studies, identify major future development plans or areas of potential development, as well as transportation

improvements, which may impact the transportation needs in the study areas over the next ten years.

2. Estimate future parking demands/needs within the study areas for vehicles and bicycles, including the need for additional on-street and off-street parking, either surface or structure facilities, with consideration of major anticipated new development.

D. *Parking Management Plan:* Prepare a parking management plan for vehicles and bicycles to improve the future parking conditions within the study areas:

1. Parking regulatory strategies, including appropriate parking restrictions, time limits, shared parking, etc.
2. Pricing strategies, including appropriate on-street and off-street pricing, evening/weekend pricing, leasing of private spaces, etc.
3. Parking permit programs, including residential and employee permits stickers/permits, if applicable.
4. Other parking strategies, including improved signage, information distribution, bike and pedestrian access, enforcement practices, etc.

E. *Parking Plan Report:*

1. Prepare draft report that documents the findings, conclusions, and recommendations of the parking study analyses. The draft report shall also include a summary of the public outreach process and results.
2. The draft report shall be provided to the City staff for review prior to finalization. Once City staff has provided initial comments, the draft study shall be revised and presented (only providing a brief overview) to City Council at a regulatory meeting.
3. Prepare final report, summarizing the proposed bicycle and vehicle parking plan based on feedback provided by City staff. Five (5) color copies of the report shall be provided along with an electronic pdf version.

II. Feasibility Study of Bicycle and Pedestrian Only Street Corridors:

A. *Data Collection:*

1. Inventory traffic volumes and 85th percentile speeds involving critical local, collector, and arterial roadways within the study areas.
2. Inventory multimodal transportation volumes, including transit, bicycle, pedestrian, and other appropriate transportation venues, associated with the critical roadways, etc.
3. Measure the existing traffic utilizations/demands of the inventoried facilities. The utilizations/demands shall be measured on an hourly basis utilizing typical 10-hour weekday and Saturday time periods (see *Task B.1* for specific analysis times), subject to tweaking based in Kickoff meeting discussions.
4. Independently collect and measure special event traffic venues and utilizations/demands based on discussions with CRA.
5. Compile information, with the assistance of City staff, from parking studies (Walker

Parking Study), land development plans, transportation studies, mapping, zoning information, proposed transportation and management practices, and other relevant materials applicable to future transportation demands.

B. Existing Traffic Analysis:

1. For each of the inventoried venues, evaluate and summarize the existing transportation utilizations/demands on an hourly basis within the study areas. The existing utilization shall be summarized for the following weekday/weekend periods:
 - a. Morning Period – 8:00 AM to 10:00 AM
 - b. Midday Period – 11:00 AM to 1:00 PM
 - c. Afternoon Period – 2:00 PM to 4:00 PM
 - d. Evening Period – 5:00 PM to 7:00 PM
 - e. Night Period – 8:00 PM to 10:00 PM
2. Provide GIS-based mapping that identifies the existing transportation demands, and other appropriate details of existing conditions. Provide GIS-based mapping that identifies the existing vehicle, transit, bicycle, and pedestrian supply demands, and other appropriate details of existing conditions.

C. Future Development Impacts:

1. With assistance from City staff and recent planning efforts/studies, identify major future development plans or areas of potential development, as well as transportation improvements, which may impact the transportation needs in the study areas over the next ten years.
2. Estimate future transportation demands/needs for the various transportation modes within the study areas, including the need for additional streets, sidewalks, or other facilities, with consideration of major anticipated new development.

D. Interviews with Representative Commercial, Residential, and other Zoning Designations Owners:

1. Develop a questionnaire that accesses potential interest in providing Bicycle and Pedestrian Only Street Corridors within the study areas.
2. Compile the results of the questionnaire.

E. Transportation Management Plan: Prepare a transportation management plan for the various transportation modes within the study areas to improve the future transportation conditions within the study areas:

1. Identify potential bicycle and pedestrian street only venues, including appropriate vehicle restrictions, time limits, shared use opportunities, etc.
2. Prepare an evaluation matrix of impacts including transportation, financial, and business economic impacts.
3. Recommend if and where potential locations exist for bicycle and pedestrian street only venues.

F. Conceptual Designs: Based on the Transportation Management Plan findings, provide the

following:

1. Prepare up to three (3) conceptual design options, which may only be minor design variations on one logical concept or may be differing concepts. Prepare exhibits (in GIS format for use in subsequent phases, depicting existing and proposed site conditions critical to assessing the technical feasibility of each alignment options in consideration of the various project tasks defined below (Task G through Task O).
2. Prepare critical cross-sections and/or graphics for each alignment option.
3. Establish setbacks, roadway treatments, and security/safety requirements for each option in accordance with applicable design standards.
4. Identify street/pathway features including lighting, landscaping, accessibility, shelter locations, if warranted, and other standard street/pathway elements as may be required.
5. Identify critical impacts associated with each alignment option; identify potential mitigation measures and corresponding mitigation costs associated with public facilities, residential units, businesses, as well as other infrastructure impacts such as drainage, water, sanitary sewer, electrical and gas lines, telephone, etc.

G. Right-of-Way:

1. Establish property lines, ownership information and acquisition availability associated with each alignment option.
2. Obtain available title search information where clear property title is not evident.
3. Evaluate right-of-way (ROW) acquisition and/or easement options (i.e. type of agreements required, modifications to existing easements, preferred arrangement from property owners, etc.).

H. Traffic and Intersection/Roadway Impacts:

1. Evaluate impacts associated with intersection and roadway crossings.
2. Review and identify required types of roadway crossing treatments and/or intersection improvements.
3. Analyze traffic and mobility safety impacts.

I. Cost Estimates: Prepare a separate Engineer's Opinion of Probable Costs for the conceptual design options. Each of these cost estimates shall be developed as follows:

1. Costs shall be developed for design, right-of-way acquisition, construction, and construction engineering inspection (CEI) as may be applicable.
2. Construction costs shall be analyzed and developed based on an assumed design option/typical section associated with the conceptual design options.
3. Utilize the conceptual design, concept level quantity estimates as the basis for computing construction costs and incorporate appropriate contingency costs as deemed appropriate.
4. Unit costs shall be consistent with recent and nearby bids received for similar

improvements.

5. Construction cost estimate shall not include the cost of right-of-way acquisition or cure plans for adjacent parcels.
 6. All cost estimates shall be broken out separately between improvements for the Downtown River District segment and the current/proposed Midtown District.
- J. *Environmental Scoping:*** Identify environmental issues impacting the various design options and prepare an environmental assessment of these issues.
- K. *Safety and Security:*** Evaluate roadway/path user safety, general public safety, and adjacent property security issues. Make recommendations regarding safety and security requirements associated with emergency access and public access.
- L. *Funding Opportunities:*** Based on the Preferred Design Option (PDO), develop a grant application packet for potential funds, or any other available grant funds for undertaking during the project development phases.
- M. *Maintenance:*** Establish maintenance requirements for involved entities and identify typical maintenance tasks, both routine and periodic.
- N. *Feasibility Report:*** A Feasibility Report shall be prepared summarizing the needs of the project, which shall include, but not be limited to, the following:
1. Project Limits
 2. Data Collection
 3. Existing Conditions and Conceptual Design Alignment Options
 4. Typical Sections of Design Alignment Options
 5. Permitting Strategy
 6. Potential Project Challenges
 7. Potential Recommended Solutions/Remediation Measures
 8. Constructability Review Comments
 9. Engineer's Opinion of Probable Costs
 10. Preferred Design Alignment Option

A draft Project Feasibility Report shall be prepared and presented to the City Council for comments following which a final report will be developed for dissemination to the public.

- O. *Community Involvement/Public Outreach and Meetings:*** The study shall include public participation of stakeholders involving the local community, local governments, emergency services, and advisory committees to ensure that local issues and critical needs are identified and addressed. The following stakeholder and public participation meetings are anticipated:
1. ***Steering Committee Kickoff Meeting – City of Fort Myers Public Works – Engineering and other appropriated department:*** Conduct kickoff meeting to introduce key project members, confirm project approach, and establish target dates/project goals. Prepare a written summary of the meeting highlights, which shall be included in the final

Feasibility Report.

2. **Steering Committee's First and Second Progress Meetings:** Conduct progress meetings to present conceptual design alignment options, typical sections, potential project challenges, and cost estimates. This may take up to 2 steering committee meetings. Prepare a written summary of meeting highlights, which shall be included in the final Feasibility Report.
3. **City of Fort Myers Bicycle Pedestrian Advisory Board (BPAB) Meeting and Lee County Bicycle and Pedestrian Coordinating Committee (BPCC):** Schedule a joint BPAB and BPCC meeting and present design alignment options, potential impacts, and cost estimates. Gather committee input and design recommendations. Prepare display boards, power point presentation, and other information as deemed appropriate for this joint committee meeting. Prepare a written summary of the meetings highlights, which shall be included in the final Feasibility Study of Bicycle and Pedestrian Only Street Corridors report.
4. **Steering Committee's Third Progress Meeting:** Schedule a third progress meeting with Steering Committee to evaluate BPAB/BPCC comments and design recommendations, and recommend a Preferred Design Option (PDO) for City Council approval. The conceptual design options and the PDO from the feasibility study will be used during the Project Development and Environmental Phase Study. Invitations may be extended to law enforcement and emergency services agencies at this meeting to get input on roadway/path safety and security for the PDO. Prepare a written summary of the meeting highlights, which shall be included in the final Feasibility Study of Bicycle and Pedestrian Only Street Corridors report (Feasibility Report).
5. **Public Outreach Meeting:** Schedule a public outreach meeting with local stakeholders (location of meeting to be determined) to gather input on the recommended PDO. Prepare display boards, power point presentation, and other information as deemed appropriate for this meeting. Information relating to the process and selection of the PDO shall also be provided. Prepare a written summary of the public participation process, which shall be included in the final Feasibility Report.
6. **City Council Meeting:** – Attend City Council Meeting (date to be determined) and present a final draft Feasibility Report and the recommended PDO.
7. **Steering Committee's Fourth Progress Meeting:** Conduct fourth progress meeting with Steering Committee, if necessary, to evaluate, adjust and incorporate City Council comments, and any action that differs from the PDO recommendation in the Draft Feasibility Report. Prepare a written summary of the meeting highlights, which shall be included in the final Feasibility Report.

III. Feasibility Study of Micromobility relating to Shared Use Bicycle Lanes, Golf Cart Access/Parking, E-bike Access and Parking, Electric Scooter Access and Parking, Electric Skateboard Access and Parking, and Electric Pedal Assisted (Pedelec) Bicycles and Parking (Micromobility Options):

A. Survey:

1. Prepare a general survey questionnaire to gather resident views regarding the use of Micromobility Options within a pilot program area. The survey shall have a limited

number of multiple choice questions. It will be used to estimate the likelihood that residents would use Mobility Options within the City and identify the types of trips that might be made if Mobility Options are permitted, including potential usage areas, trip generators, and potential trip destinations. The survey will be of City residents and businesses conducted through various City databases. The actual survey will be prepared by the City staff and implemented by the City. Prepare a draft survey questionnaire and submit it to the City staff. Review revised drafts and the final survey questionnaire. Inventory traffic volumes and 85th percentile speeds involving critical local, collector, and arterial roadways within the study areas.

2. Assemble and review the survey responses, summarize the survey results, and develop conclusions regarding potential demand, parameters, and geographic areas. Review the data, summaries, and conclusions. If necessary, requests for clarifications and/or additional analyses will be provided to the City staff.

B. Research:

1. Review Florida Statutes in regards to golf cart usage of public roadways, sidewalks and crossing of public roadways and summarize results.
2. Conduct a literature review of golf cart usage of public roadways in other communities and summarize results.
3. Based on the above, summarize golf cart usage requirements and conditions as specified in the Florida Statutes and typical conditions of other communities

C. Mobility Option Usage Criteria and Conditions:

1. Based on literature research, formulate a preliminary list of Mobility Option usage criteria including: roadway jurisdiction, functional classification, volumes, speeds, widths/number of lanes, and composition; sidewalk characteristics including width, pedestrian usage; and roadway crossing characteristics.
2. Conduct a literature review of Mobility Option usage of public roadways in other communities and summarize results.
3. Based on the above, summarize Mobility Option usage requirements and conditions as specified in the Florida Statutes and typical conditions of other communities.

D. Area Evaluation:

1. For the geographic usage areas within the pilot program project area as identified from the survey from Task 1, summarize known roadway and neighborhood characteristics. Review connectivity issues and constraints. The characteristics will be based on readily available information. If that information is not readily available, the characteristics will be estimated based on knowledge of the area.
2. Conduct a field review of the specific geographic areas identified above. Summarize the roadway characteristics, neighborhood characteristics, and connectivity opportunities and constraints.

E. *Mobility Options Usage Conditions:*

1. Based on Florida Statutes, the literature review conducted above, and knowledge of the area, formulate conditions for the use of golf carts on roadways and sidewalks within the City.
2. Formulate signage requirements.

F. *Mobility Options Usage Plan:*

1. Based on the above, recommend those areas within the pilot program area and the specific roadways within those areas that are suitable for Mobility Option usage.
2. Identify connectivity constraints and alternatives to overcome those constraints, if any.
3. Recommend the conditions and criteria for Mobility Option usage within the designated areas.
4. Recommend the type and general location of signs to be installed within those areas. (A signage plan shall be developed, if and when the plan is implemented for that specific area.)
5. Recommend the conditions for possible Mobility Option usage beyond the pilot program project area.

G. *Mobility Options Usage Plan:*

1. Working with the City staff and using general unit costs provided by the City staff and general quantity estimates, estimate the order of magnitude capital costs of the program. Capital costs to include: signs, crossings, sidewalk widening, and signal modifications.
2. Working with the City staff and using general unit costs provided by the City staff and general quantity estimates; estimate the order of magnitude operating costs of the program. Operating costs to include: administration, registration, inspection, and notifications.
3. All cost estimates shall be order of magnitude costs based on information provided by the City staff and per unit cost and not per specific area or improvement.

H. *Implementation/Administration Plan:*

1. Summarize alternatives and recommend a program for administering the plan which will include inspecting and registering Mobility Options.
2. Working with the City staff and using general unit costs provided by the City staff and general quantity estimates; estimate the order of magnitude operating costs of the program. Operating costs to include: administration, registration, inspection, and notifications.
3. Recommend criteria for expanding the Mobility Option usage beyond the pilot program project area.

I. Final Plan:

1. Prepare for and attend up to two (2) meetings with the City staff.
2. Summarize implementation issues to be addressed by City Council.

J. Project Representation:

1. Summarize the results of the pilot program in a written report.
2. Prepare for and present the draft and final study to City Council for up to a total of two (2) meetings

SCHEDULE

The CONSULTANT shall perform and complete all of the scope of work tasks identified within 12 months after issuance of a Notice to Proceed. The CONSULTANT shall prepare a project schedule defining critical milestones and submission dates associated with the feasibility study process and product delivery.

DELIVERABLES:

1. One (1) electronic copy and one (1) hard bound copy of the Draft Reports, describing the methodology, findings, and recommendations.
2. One (1) electronic copy and one (1) hard bound copy of the Final Reports, incorporation review comments from the various draft review processes.
3. One (1) electronic copy and one (1) hard bound copy of the Opinion of Probable Design, Construction, and CEI Costs for each alignment/study.
4. One (1) electronic copy and one (1) hard bound copy of each applicable grant funding program, as may be applicable.