

CALOOSAHATCHEE D'TOWN ALTERNATIVE MULTIMODAL FEASIBILITY STUDY

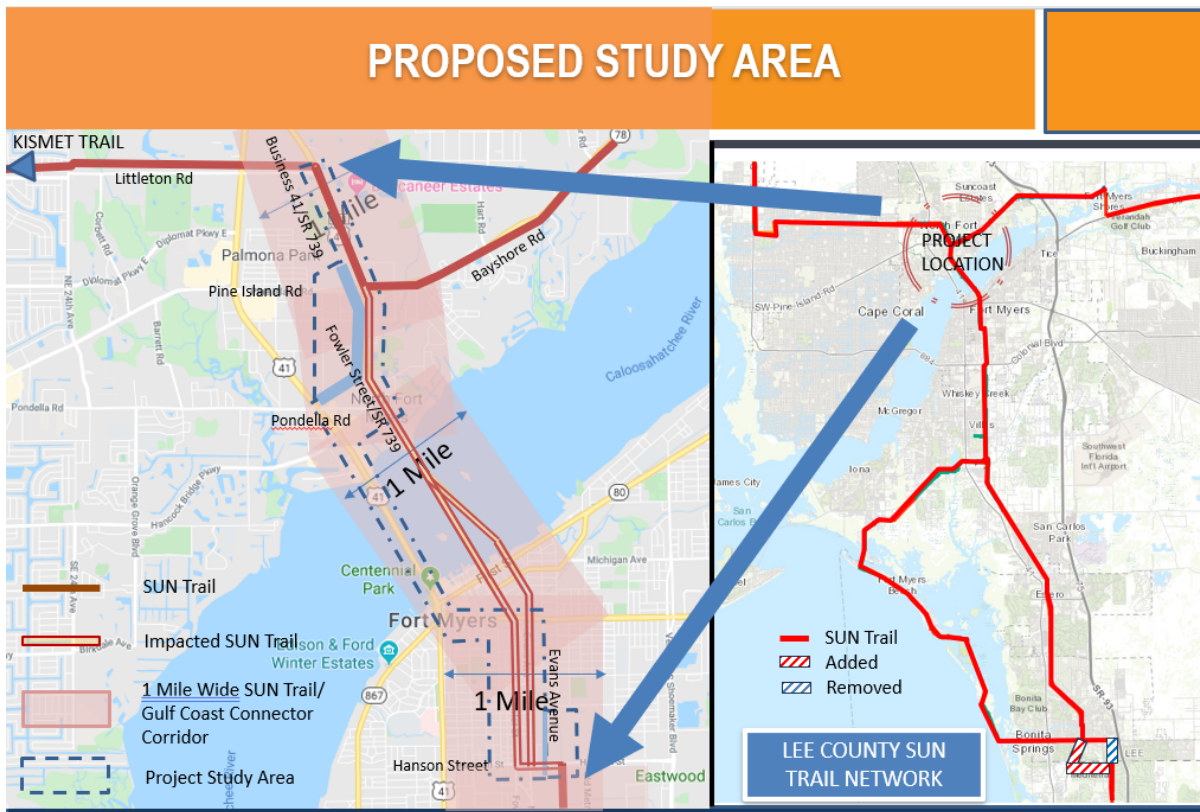
Scope of Services

I. INTRODUCTION

The Lee County SUN Trail Network connecting the City of Fort Myers and North Fort Myers in unincorporated Lee County includes an alignment along Fowler Street and Evans Avenue, north of Hanson Street, which bypasses most of the City's Downtown River District attractions. Additionally, Fowler Street from Edison Bridge to Pine Island Road, is a constrained high volume facility with only 5' wide sidewalks.

II. PURPOSE

The purpose of this scope of services is to identify an alternate SUN Trail route to North Fort Myers via the Caloosahatchee Bridge which will provide safer mobility and accessibility for pedestrians, cyclists, and Micromobility users. The proposed study area (intended to be approximate) is from Cleveland Avenue in the west to Fowler Street/Evans Avenue in the east, and Hanson Street in the south to Littleton Road in the north as shown below in **Figure 1**.



The anticipated route will traverse through Central Fort Myers, Midtown, and the Downtown River District before crossing the River to North Fort Myers, all of which constitute the four (4) sections of the study area. This proposed alternate Route is anticipated to meet up with the rest of the SUN Trail Network to the south at the JYLP Trail Extension beginning at Hanson Street and Palm Avenue, and to the north at the existing Shared Use Path on North Tamiami Trail, north of Bayshore Road (SR 78).

The study will result in the recommendation of a preferred alignment, which can be carried forward for further development. The preferred route should be safe, feasible, cost effective, and consistent with stakeholder and community input and preferences. The study should include a strong implementation strategy, aligning near and mid-term actions with available financial resources.

Main considerations for Study: In order to identify potential alignments, evaluate feasibility, and make a recommendation for a preferred trail alignment, the Study will need to consider a number of factors, including but not limited to the following:

- Existing bicycle and pedestrian system
- Programmed or near-term improvements
- Feasibility and desirability of both off-street and on-street options among the various potential alternatives
- Major barriers such as waterways and rail lines
- Roadway and intersection classification and characteristics
- Environmental issues, such as wetlands, drainage, ROW, and utilities
- Adjacent land uses and destinations that may affect route choice

III. BACKGROUND REFERENCES

- Federal Laws
 - BIL Act Fact Sheet
 - [Bipartisan Infrastructure Law - Metropolitan Planning Program \(MPP\) Fact Sheet | Federal Highway Administration \(dot.gov\)](#)
- State Laws
 - Florida SunTrail Program
 - Section 339.81, Florida Statutes (F.S.)
<https://m.flsenate.gov/Statutes/339.81>

IV. SCOPE OF SERVICE

TASK 1: Kickoff Meeting

The CONSULTANT will schedule and conduct a project kick off meeting of the project team consisting of the consulting team and staff from Lee MPO, the City of Fort Myers, and Lee County BOCC within two weeks of the issuance of a Notice to Proceed. At this meeting, the CONSULTANT will present and discuss a work plan and schedule for completing the Study. The CONSULTANT will also develop a preliminary map defining the study area for review and discussion at this meeting, and will use the input to finalize the study area. Other topics include, but not limited to, data collection, formation of a Project Stakeholder Committee (PSC), an outline for engaging stakeholders in public outreach activities, tools to be used for collecting public input, tools for trail demand and usage analysis, development of a project fact sheet, etc.

Task 1 Deliverables: The deliverables include a work plan and schedule for completing the study and a map of the proposed study area.

TASK 2: Data Collection

CONSULTANT will gather existing data from the MPO, local jurisdictions, state databases, web based interactive systems, etc., for review and analysis, and for mapping functions. It will be the consultant's responsibility to coordinate and collect all available data for the project. Information sought may be in the form of as-built drawings, right-of-way drawings, parcel maps, GIS data, usage data (traffic counts, Strava Metro, StreetLight, Replica, or the like), reports, etc.

2.1 - Mapping

CONSULTANT will identify and summarize mapping work in support of the study. Mapping services will result in development of a series of maps that will include, but not limited to:

1. Study Area Map and Aerials
2. Existing and Future Land Use
3. Transportation Network, Intersections and Access Points
4. Flow and Intensity Maps by Mode - Vehicles, Pedestrian, Bicycle, Transit
5. Safety Maps (crash data, traffic volumes, speed, etc.)
6. Job Accessibility Maps
7. Utilities and Infrastructure
8. Cultural and Public Facilities
9. Environmental Inventory Information
10. Erosion and Drainage
11. Historical Sites and Structures
12. Right-of-way, Easements and Property Ownership

13. MPO Federally Mandated Performance Measures Data
14. Socioeconomic (Income, Poverty, Race/Ethnicity, Car Ownership, Age)
15. Alternatives Concept Plans with:
 - a. Proposed Trail, Trailheads, and Facilities
 - b. Cross Sections at Key Locations

Deliverables: Map package in GIS and PDF. Maps will be used in Existing Conditions Report and in Final Study Report.

2.2 - Existing Conditions Analysis

CONSULTANT will perform field visits and site investigations, review existing plans, and studies pertinent to this project, and analyze data for the study area. Assessment will likely include, but not limited to, land use and ownership records, roadway characteristics, traffic and safety data, infrastructure conditions, design standards, location of trail and transit, economic development and tourism opportunities, crime, environmental information, and flood map data. In conjunction with stakeholder engagement, this task should also include utility and agency coordination to identify potential conflicts, agency concerns, cost, and time impacts, and impacts on/from other projects. Also, analyze physical constraints that may affect trail alignment including (1) Flood and Erosion Hazard Areas (2) Geologically Hazardous Areas (rockfill, unstable soils, etc.) and (3) Steep topography

Observations and data collection, photo and video documentation, field measurements and geo-referencing will be taken as needed during the site visits. One of the site visits could be a tour with Project Steering Committee to share ideas and institutional knowledge about the area and specific roadways under construction.

Deliverables: Existing Conditions Analysis. Findings will be used in Existing Conditions Report and in Draft and Final Trail Study.

2.3 – Policy Analysis

CONSULTANT will conduct a policy analysis to determine whether any policies, regulations, or established procedures of relevant public and private agencies and organizations may support (or, conversely, hinder) the feasibility and success of potential alternative routes—and, if applicable, non-motorized transportation within the study area. This task shall result in a deliverable that identifies and discusses relevant policy, procedural, and/or programmatic issues that could affect feasibility of an alternate trail alignment within the study area, as well as how these issues may be addressed.

Deliverables: Plan Policy Procedural and Programmatic Review Report. Findings will be used in Existing Conditions Report

2.4 - Approved and Planned Development Analysis

North Fort Myers

CONSULTANT will coordinate with the County to get an update on the development of Town Centers and Neighborhood Centers recommended in the 2008 North Fort Myers Community Vision Plan, and compile latest information on approved and planned developments supporting their growth within the study limits. Goal 30 of the Lee Plan seeks to improve the community's livability and economic vitality of North Fort Myers. The proposed Town and Neighborhood Centers in North Fort Myers are shown in **Appendix A**.

CONSULTANT will also compile information on all approved and planned developments within the study area in North Fort Myers that will help determine the Trail alternatives and types of facilities. At the end of this task the CONSULTANT will prepare a report documenting the approved and planned developments within the project limits, and identify opportunities for developing corridors with off road multi use trails and on street shared use paths parallel to Cleveland Avenue between the River and Pine Island Road.

Central Fort Myers

CONSULTANT will coordinate with the City of Fort Myers Community Development and Engineering Department to get information on approved and planned developments along the Jackson Street corridor (outside the southern limits (Edison Avenue)), and the Canal Street and Hanson Street corridors from Jackson Street to the Ten Mile Canal.

Deliverables: Report of approved and planned developments along Cleveland Avenue in North Fort Myers and along the Jackson/Canal/Hanson Street Corridors and would be part of Appendix. Findings will be summarized in Draft and Final Study Report.

2.5 – StreetLight and Replica Data Analysis

CONSULTANT will analyze StreetLight or Replica location based probe data to report pedestrian, bicycle, and vehicular activity throughout the study area. This resource will be also used to provide origin-destination data, demographic and trip statistics, and to guide the alternatives definition process.

Deliverables: *Findings and graphics will be used in Existing Conditions Report and in Draft and Final Study Report*

2.6 - Latent Demand and Potential Usage

CONSULTANT shall determine the demand for and potential use of an alternate SUN Trail Route Alignment. CONSULTANT will conduct the following activities under this task:

- 1) Provide general demographics of potential trail users
 - a) Describe the community character (urban centers, suburbs, industrial zones, etc.).
 - b) Project both current and future service area population information and demographic patterns.
 - c) Develop a profile of potential trail users (bikers, walkers, micromobility users, etc.).
 - d) Conduct an equity analysis that detail the vulnerable populations based on linguistics, race, income, age, and education and how the trail can be designed and positioned to benefit underserved populations

- 2) Analyze potential demand and usage of the trail. For this analysis CONSULTANT will develop a survey and use the survey input and other available applications, such as Trail Demand Calculators and Models, if necessary, to:
 - a. Estimate initial usage levels.
 - b. Project future usage levels.

This survey will be designed to also help capture demographics and any other pertinent data that may be necessary to guide the development of study objectives and measures for alternatives identification.

- 3) Identify and evaluate potential trail linkages/connectors, including possible connections to:
 - a. adjacent neighborhoods and neighboring developments for both recreational and commuter use by residents/employees;
 - b. historic sites, cultural and natural resources, business districts and municipal and county facilities (i.e. parks, municipal buildings, etc.); and
 - c. other existing or planned multi-use trail networks along the trail corridor and on either end of the trail corridor (e.g. Gulf Coast Trail, Caloosahatchee Sugar Trail, and JYLP Trail)

- 4) Determine compatibility of trail development with adjacent land uses
 - a. Identify and address potential impacts on adjacent land uses (agricultural lands, industrial properties, school facilities, businesses, residences, etc.).

Deliverables: Latent and Potential Usage Report. Findings will be used in Existing Conditions Report.

TASK 3: Existing Conditions Report

CONSULTANT will draft an Existing Conditions Report including the history of the study area, maps, and findings from Task 2.2 through Task 2.5. The report will also include preliminary findings that may affect the identification and evaluation of alternatives, and summary of any stakeholder input.

TASK 4: Alternative Analysis

4.1 - Trail Corridor Study Area Guide for Alternative Analysis

The trail study area is divided into 4 sections. A description of each section is provided below to highlight characteristics and to serve as a road map to the CONSULTANT during alternative alignments analysis.

NORTH FORT MYERS

Alignment options within this section of the study area may include a mix of north-south off road multi use trails and shared use paths on local roads parallel to Cleveland Avenue from the north side of the Caloosahatchee River to Pine Island Road (SR 78). This will facilitate the connection of the new 8' wide Caloosahatchee Bridge Sidewalk from North Shore Park to the existing multi use paths on North Tamiami Trail (SR 739) north of Bayshore Road (SR 78). This new sidewalk is under construction and anticipated to be completed by the end of 2025.

Signalized mid-block crossings and shared use paths on two east-west roadways including Pondella Road and Pine Island Road may have to be considered so that pedestrians and cyclists can safely cross and connect to off-road trails and/or on-street multiuse paths proposed as part of the alignment options discussed in the preceding paragraph.

DOWNTOWN RIVER DISTRICT

A mix of Downtown River District streets including West 1st Street, Heitman Street, Monroe Street, Bay Street, and Edwards Drive shall be evaluated by CONSULTANT to identify the best route connecting the Caloosahatchee Bridge sidewalk (at West First Street) to the City's proposed Pedestrian Mall. CONSULTANT will also recommend improvements to these streets as needed for accessibility and bike ped safety as part of this trail alignment in Downtown Fort Myers.

CONSULTANT will coordinate with the City of Fort Myers on the progress and development of its Carbon Reduction Study that will evaluate the feasibility of converting Hendry Street, or a parallel street, to a Pedestrian Mall. The CONSULTANT will coordinate with the City about including the entire length of the City's proposed Pedestrian Mall as part of the alternative alignment in Downtown Fort Myers.

MIDTOWN

CONSULTANT will coordinate with the City of Fort Myers on the progress of the Midtown master planning efforts which will develop recommendations for streetscape typical improvements as well as design and construction phasing approaches. The City's preliminary streetscape concept for Jackson Street includes a 10' wide multi-use path connecting Midtown with the proposed pedestrian mall. To the south the City anticipates the Jackson Street could serve as the primary bicycle pedestrian corridor connecting Midtown with the proposed JYLP Trail extension that will terminate at the intersection of Hanson Street and Palm Avenue. CONSULTANT will coordinate with the City about including this corridor as part of a Preferred Trail Alignment.

CENTRAL FORT MYERS

Since the southern project limits of Midtown project terminates at Edison Avenue, the CONSULTANT will evaluate Jackson Street from Edison Avenue to Hanson Street, and Hanson Street from Jackson Street to Palm Avenue, and recommend bike ped and micromobility use improvements. For Hanson Street, CONSULTANT shall evaluate the existing infrastructure and recommend retrofits to the road within the existing right of way that will improve accessibility and enhance bike ped safety. The CONSULTANT shall also review the City's 2010 design plans for 4-laning Hanson Street and recommend long term improvements to the design that could meet SUN Trail standards for shared use paths from Jackson Street to Palm Avenue.

CONSULTANT will also evaluate east west Canal Street from Jackson Street to the Ten Mile Canal and south along the Ten Mile Canal Right of Way (across the Manual Branch Creek) as an alternative to using Hanson Street and tie with the proposed JYLP extension at the intersection of Hanson Street and Palm Avenue.

4.2 - Evaluation Criteria and Analysis Methodology

CONSULTANT will define criteria and analysis methodology to guide the evaluation of the alternatives. The methodology should be clearly described and documented before the evaluation of alternatives occurs. The criteria will be refined as needed as the potential alternatives passes from screening to top three (3) alternatives selection and to preferred alignment selection.

4.2.3 - Objectives and Measures - Based on the input received from Stakeholder Interviews, Existing Conditions Analysis, and the Demand and Usage Survey, CONSULTANT will prepare study objectives and measures of effectiveness. These measures of effectiveness will serve as criteria for evaluating the alternatives. A two tier screening system, or an alternative system may be developed to shortlist the number of alternatives. The input from the survey will also help guide alternatives identification.

4.3 - Alternatives Identification and Review

CONSULTANT will develop a series of data sets to guide the alternative definition process. Data set series may include StreetLight or Replica data, available public Right of Way, Disadvantaged Community data, potential destinations, vehicle ownership data, transit routes, traffic volumes, data generated from the Demand and Usage Survey, etc.

CONSULTANT will identify and review up to (6) potential trail alignments. While there could be as many as 6 potential trail alignments in the North Fort Myers section of the study area, potential alignments may be only (2) or (3) each in the River District, Midtown, and Central Fort Myers sections. For each alignment, CONSULTANT will determine the type of facility that can be accommodated which may include a mix of off-road trail, side path/shared use path, and shared lanes on local streets. The alternatives will be determined to a planning level of detail, focused on the trail route without detailed design.

4.4 - Alternatives Evaluation and Selection

CONSULTANT will evaluate alternative alignments based on weighted objectives and Measures developed under Task 4.2.3.

The committee will review each alignment presented by the CONSULTANT and select three (3) alternatives that will be used in a Community Survey.

4.5 - Preferred Alignment Selection

A preferred trail alignment will be selected by the Project Stakeholder Committee based on a final analysis of the alternatives, results from the Community Survey, and input from public workshop #2. Order of Magnitude Costs for the Three Alternatives will be developed if it facilitates selection of the preferred alignment.

- 4.5.1** CONSULTANT will prepare content and questions for developing an online Community Survey to gauge support for the three (3) alternatives.
- 4.5.2** CONSULTANT may develop Order of Magnitude Costs for all three alternatives if they facilitate the selection of preferred alignment. Costs will be then included in Survey and presented at public workshop.

4.6 - Opinions of Probable Cost

The CONSULTANT will prepare a planning level of opinion of probable cost for the recommended Preferred Trail Alignment. Costs may include:

1. Land acquisition or easement purchase
2. Trail development and proposed facilities/amenities
3. Utility relocation needs, driveway reconstruction needs, etc.
4. Typical management and maintenance budgets based on those of similar trails

5. All anticipated costs necessary to advance trail through to construction

TASK 4: Deliverables:

- **Task 4.2.3 Survey 1 and Analysis**
- **Task 4.5.1 Survey 2 and Analysis**
- **Alternatives Analysis Memo**
- **Opinion of Probable Cost**

TASK 5: Conceptual Development Plan

CONSULTANT shall develop conceptual plans of all three alternatives selected for the Community Survey unless compelling argument is provided by consultant to develop conceptual plans for only the preferred alignment. (A design charette could be held at the #3 PST meeting to obtain input for developing high level conceptual plans for the three alternatives). These plans will reflect engineering design standards and basic right of way constraints, but will not represent detailed design. CONSULTANT will explore the possibility of incorporating the alternative designs into a 3D view or a kmz file for importing to google earth. The following will be developed as part of the conceptual plans

1. A plan map(s) that identifies:
 - a) All three alternatives
 - b) The location of trailheads and associated facilities/amenities (lighting, parking, signage, restrooms, water, emergency telephone, maintenance facilities, etc.);
 - c) Proposed areas for limited access (bollards, gates etc.) and provisions for emergency vehicle access;
 - d) Areas requiring natural or man-made buffers and/or screening;
 - e) Areas with possible linkages to parks, schools, historic sites, neighborhoods, etc.;
 - f) The map should be delivered in editable format as well as PDF and/or interactive format for public consumption.
2. Conceptual plan in 'plan' view featuring cross sections at key locations (trail and roadway crossing, etc.).
3. Conceptual plans of pedestrian bridges and boardwalks across creeks and canals
4. Conceptual plans for mitigating potential conflicts between pedestrians and other users (Cyclists, Micromobility users, golf carts, etc.)
5. Conceptual plans of auxiliary facilities and amenities necessary to operate the trail such as trailheads, fencing or buffer systems, trail identification and way-finding signage, drainage systems, emergency vehicle access, restricted access measures, facilities to meet the needs of persons with disabilities. 1b,1c,1d, 2,3,4 apply only to off road trail alternatives proposed in the North Fort Myers section and the Ten Mile Canal Right of Way in the Central Fort Myers section.

6. Summary of impacted property owners and their willingness to provide necessary easements

Downtown River District Section Only

7. Conceptual designs indicating trail users using shared roadways, and existing sidewalks
8. Conceptual plans of proposed safety enhancements in Downtown streets including on-street bike facilities (bike lanes, sharrows, advisory bike lanes), crosswalks, protected intersections, traffic control devices (RRFBs, etc.).

Midtown and Central Fort Myers Only

9. Conceptual plans of proposed facilities such as shared use paths, protected and conventional bike lanes, wide sidewalks, etc., and proposed bike ped safety devices including crosswalks, traffic control devices, protected intersections, landscaping, etc.
10. For Hanson Street, conceptual plans of proposed interim and long term bike ped improvement.

Task 5 Deliverables: Conceptual Plan Package. This will be included in Appendix while selected graphics will be shown in Draft and Final Study Report.

Task 6: Determine Options for Off-Road Trail Operation, Maintenance, and Security

This may only apply to the North Fort Myers section and the Ten Mile Canal Right of Way in the Central Fort Myers section of the study area. For these sections CONSULTANT will do the following:

1. Determine trail ownership, operation, maintenance, and security options for involved entities.
2. Identify potential roles of public and non-public agencies as well as non-profit groups.
3. Identify potential opportunities for in-kind contributions from involved entities.
4. Propose an appropriate organizational structure to provide trail operation, maintenance, and security functions.
5. Identify typical routine and periodic trail maintenance tasks

Task 6 Deliverables: A report summarizing findings and recommendations. This will be included in Draft and Final Study Report.

TASK 7: Economic Impact

Based on the findings from Task 2.6 and review of peer trail literature review in Florida on economic spending from trail use, CONSULTANT will determine potential economic impact of the Trail on the local economy.

Task 7 Deliverables:

- Economic Impact Report. Findings will be included in Draft and Final Study Report.

TASK 8 - Preliminary Environmental Assessment

CONSULTANT will perform a preliminary environmental assessment of the Preferred Trail Alternative to identify potential areas of focus under the National Environmental Policy Act (“NEPA”). This preliminary assessment will consider the appropriate environmental documents (i.e., Categorical Exclusions) and the necessary environmental analyses for the next phase of the project.

Task 8 Deliverables:

- Preliminary Assessment Summary. Findings will be included in Final Study Report.

Task 9: Shared Micromobility Expansion Analysis

Identify issues and concerns impacting the ability to operate micromobility sharing system in North Fort Myers along the selected Preferred Trail Alignment and the existing SUN Trail Network along North Tamiami Trail (north of Bayshore Road) and Bayshore Boulevard (east of North Tamiami Trail).

An ordinance permitting and regulating micromobility systems and use of micromobility devices on City rights of way was adopted last year by the City of Fort Myers. The City is currently reviewing proposals from three (3) operators to launch shared micromobility services in Fort Myers.

As part of this task, the CONSULTANT will explore expansion of shared mobility already permitted in the City of Fort Myers to North Fort Myers via the Caloosahatchee Bridge and the selected Preferred Trail Alignment in North Fort Myers. CONSULTANT will also explore expansion along the existing SUN Trail Network along North Tamiami Trail (north of Bayshore Road) and Bayshore Boulevard (east of North Tamiami Trail).

Specifically analyze the following:

- i. Potential E-bike/E- Scooter share station locations.
- ii. Coordination with the City of Fort Myers selected shared Micromobility Operator to launch shared micromobility services to gauge interest in expanding the service to North Fort Myers.
- iii. Costs.

Task 9 Deliverables:

- Micromobility Expansion Report. This will be included in the Final Study Report

TASK 10 – Community Outreach

10.1 Community Outreach Plan

CONSULTANT will develop Community Outreach Plan that will guide the development of this study. The Community Outreach Plan will be a collaborative effort among the partner agencies working with the CONSULTANT to undertake the following outreach elements:

10.2 – Project Fact Sheet

CONSULTANT will prepare a “Project Fact Sheet” that articulates the project goals, objectives, schedule, and study area. The fact sheet will include a map showing the study area with major landmarks, and existing SUN Trail Network. The fact sheet will be available to stakeholders and the public.

10.3 Contact List

CONSULTANT will create and maintain a list of all contact information gathered at public meetings and provided in surveys.

10.4 Create Project Website

CONSULTANT will create and host a dedicated project website containing information on the planning process and key deliverables. Materials posted on the website may include project announcements, upcoming meeting dates, meeting materials, and draft documents for review.

10.5 Surveys

CONSULTANT will develop following surveys

- *Demand and Usage Survey (Task 2.6)*
- *Community Survey (Task 4.5.1)*

10.6 Community Outreach Meeting Materials

CONSULTANT will assist in the creation of meeting materials

10.7 Planning and Facilitation of In Person Public Workshop (2)

CONSULTANT will coordinate with MPO staff to plan and schedule two public meetings scheduled separately from regularly scheduled MPO Committee and Board meetings. The first meeting is anticipated to occur at the beginning of the project and the second one after the three alternative alignments have been selected by the PSC. CONSULTANT will facilitate the workshops and be responsible for the following:

- Venue selection
- Presentation, equipment and graphics for presentation, meeting equipment set-up and tear-down

- Roll plots, display boards and other boards such as a Welcome Board, Title VI Board, and other needed displays
- Meeting notifications: This includes, but is not limited to, letters/emails to elected and appointed officials, press releases, and social media advertisements to be shared through the Project Advisory Group.
- A summary report no later than 10 business days following each meeting
- Provide MPO with responses to comments no later than 5 business days following the comment period ending dates.

10.8-Project Specific Public Meetings (6)

- CONSULTANT will facilitate up to six (6) additional public meetings to determine the level of public interest and concerns and build support for the alternate alignment. Some of these meetings may be held as public work sessions to modify the plan as needed to accommodate the public needs. CONSULTANT is also expected to use public participation techniques like interviews with adjacent property owners, local business leaders, neighborhood, and community groups, etc., as needed.

10.9– Summary Report

CONSULTANT will prepare a summary report of all activities conducted in this section. This summary will be included in the Final Study Report.

TASK 10 Deliverables:

- Community Outreach Plan
- Project Fact Sheet
- Community Outreach Summary Report

Task 11: Project Steering Committee

In coordination with the project team the CONSULTANT shall establish a well-rounded and representative Project Steering Committee (PSC) to help guide the development of the project and completion of the study. The PSC will be formed at the initiation of the project and should include members of the project team, local bike ped advocacy groups, Fort Myers CRA, health organizations, local business and landowners, local park agencies, and law enforcement agencies. Consultants should expect the PSC to meet at least 3 times over the duration of the project. Stakeholders will be expected to participate in the public outreach activities and to that end the CONSULTANT will develop an outline for engaging the stakeholders in the public involvement process.

11.1-Stakeholder Engagement Outline

CONSULTANT will develop an outline for engaging stakeholders in the public outreach activities

11.2 – Interviews

CONSULTANT will prepare questions and conduct up to sixteen (16) one-on-one interviews with stakeholders and local governments to gauge interest and involvement within the study area. The findings will be reported to MPO Staff (will be part of 11.5). These interviews will be conducted through TEAM meeting platform.

11.3 – Project Kick-Off with PSC (1)

CONSULTANT will conduct and facilitate one project kickoff meeting with PSC at the beginning of the project, and after the interviews. The meeting will be conducted by online video conferencing.

11.4 – Meeting Materials

CONSULTANT will create a PowerPoint presentation template that will be edited and updated for each meeting. In addition, graphics, photos, and content for advertisement and social media will be created by CONSULTANT. If meetings are held in person, printed materials will be provided by CONSULTANT.

11.5 – Meetings (4)

In addition to the Kickoff meeting, CONSULTANT will conduct and facilitate two in-person meetings throughout the project. Two (2) extra meetings shall be reserved to be used when needed. CONSULTANT will assist in the creation of meeting materials and will be responsible for the cost of said materials (see task 11.4).

Meeting 1 - Preliminary Alternatives Review

Meeting 2 - Alternative Selection and Wrap-up

Meetings 3 & 4 – Reserved for use when needed

11.6 –Summary Report

CONSULTANT will prepare a summary report of all activities conducted in this section. This summary will be included in the final document.

Task 11 Deliverables:

- Stakeholder Engagement Outline
- PSC Kickoff
- PSC Meeting 1
- PSC Meeting 2
- PSC Meetings 3 & 4
- PSC Summary Report

Task 12: MPO Committee and Board Meetings

12.1 Committee Meetings (7)

CONSULTANT will prepare a presentation and present at the following meetings:

- TAC (2)
- CAC (2)
- BPCC (2)
- TMOC (1)

CONSULTANT will also prepare and provide content for MPO staff to present at the mid-point of the study.

12.2 - MPO Board Meeting (2)

CONSULTANT will prepare a presentation and present at the MPO Board Meeting twice, once at the beginning of the project and again at the end. CONSULTANT will also prepare and provide content for MPO Staff to present at the mid-point of the study.

12.3-Project Partner Board Meetings (2)

CONSULTANT will prepare a presentation and present at the Fort Myers City Council and the Lee County Board of Commissioners meeting once each, at the completion of the Draft Study Report. CONSULTANT will also prepare and provide content for staff to present at the mid-point of the study.

12.4 – Project Status Meetings (10 or more)

CONSULTANT will meet virtually with MPO Staff as necessary to ensure timeliness and quality of work. These meetings will be no less than one for each task.

12.5 - Draft and Final Report

CONSULTANT will a prepare a draft and a final report that summarize the above work efforts and include the following:

1. Executive Summary
2. Study Objectives
3. Public and Stakeholder Engagement
4. Existing Conditions Analysis
5. Plan Policy and Development Findings
6. Alternatives Identification
7. Alternatives Evaluation
8. Preferred Route Alternative
9. Conceptual Plans
10. Costs Estimates
11. Trail Operation, Maintenance, Safety and Security

12. Economic Impact
13. Shared Micromobility Expansion Analysis
14. Preliminary Environmental Assessment
15. Appendices

The CONSULTANT will prepare various reports/chapters related to the Study and final MPO Board presentation. These reports will be presented to the MPO Board and committees by MPO staff for review and comment. Comments received will be considered, as appropriate, for inclusion in the Final Study Report.

TASK 6 Deliverables:

- **TAC & CAC Meeting 1**
- **BPCC Meeting 1**
- **TAC & CAC Meeting 2**
- **BPCC Meeting 2**
- **Board Presentation Meeting 1**
- **Board Presentation Meeting 2**
- **Fort Myers City Council (Meeting 1)**
- **LC Board of County Commissioners (Meeting 1)**
- **Draft Report**
- **Final Report**

V. PROJECT ADMINISTRATION

Quality Assurance/Quality Control: CONSULTANT shall be responsible for ensuring that all work products conform to FDOT standard and criteria. This shall be accomplished through an internal quality control process performed by the CONSULTANT. The CONSULTANT will continuously monitor project tasks/work and budget for quality purposes.

Project schedule: The project will be completed in twelve (12) to eighteen (18) months after the issuance of a Notice to Proceed, or as agreed to after the project kick-off meeting. The CONSULTANT will prepare and submit a detailed project schedule identifying major tasks, their durations, and tasks relationships. The CONSULTANT is responsible for keeping the schedule up to date. The beginning date of the services shall be the date of authorization for the work order. Any changes to the schedule necessitated by circumstances outside the CONSULTANT's control will be coordinated with MPO staff.

Progress Reporting and Invoicing: The CONSULTANT shall meet with the MPO, at a minimum, on a monthly basis and provide written progress reports describing

the work performed on each task. The CONSULTANT shall submit one copy of a draft invoice package to the MPO's Project Manager for approval prior to submittal of a final version of each invoice package. Determination on whether work of sufficient quality and quantity has been accomplished will be made by the MPO's Project Manager using comparison of reported percent work completed against actual work accomplished.

Draft Report: A draft report shall be circulated for review and approval by all study participants, and comments shall be compiled and incorporated into the final report by the CONSULTANT. The final report shall contain an executive summary outlining how the study was conducted, the methodologies used, how the final alternative was chosen, the conclusions reached, and the public involvement process used throughout the study.

Budget

The budget for this project is \$600,000.

VI. POTENTIAL ADDITIONS TO SCOPE OF WORK

The MPO is open to expanding the scope of work. CONSULTANTS may consider adding any of the following services and/or others they may like to propose if they feel they can be accomplished within the budget.

OPTIONAL TASK 1 – SMART TECHNOLOGY APPLICATION ASSESSMENT

Innovative technology will be introduced along the alternate sun trail route to improve the “trail experience”. Accordingly the CONSULTANT will assess existing smart trail innovative technologies that will benefit and fit appropriately within the context of a trail setting and can be adapted to the scope and needs of the community. These may include but not limited to:

- Daylight fluorescent aggregate (glow-in-the-dark hardscape materials for bike and pedestrian safety)
- Greenway surface with % of recycled materials that will improve permeability (reduce stormwater runoff)
- Automatic pedestrian and bicycle counters
- Smart benches – solar powered USB-charging ports
- Smart Waste Bins (e.g. Big Belly)
- Interactive Digital Kiosks (e.g. Rove IQ)
- Interpretative panels with bilingual voice commands
- Solar power user safety warning system
- EV Charging Station (at Trail Heads)

Deliverables: Deliverables will include an assessment of smart technology and a recommendation of technologies that could be used in Lee County trails as demonstration

projects. Equipment and general installation cost of each piece of technology will be provided. The findings will be included in the Final Report.

Optional Task 2: Preliminary Environmental Clearance

Provide background data and preliminary analysis of the trail alternatives impact on threatened and endangered species, riparian and wetlands areas, cultural and historical resources, and other similar environmental resources as required by NEPA.

Optional Task 3: Preliminary Engineering Analysis

- a. Conduct survey and develop 30% design drawings for the preferred trail alignment in the North Fort Myers section.
- b. Develop typical cross sections
- c. Develop preliminary engineering solutions to problematic areas (e.g. canal crossings, wash crossings, topographic challenges that will require significant earthwork, areas of problematic soils, etc.).