

Hillsborough Metropolitan Planning Organization (MPO) School Safety Study

I. Introduction

The Hillsborough MPO School Transportation Working Group (STWG) is committed to improving safety for students in Hillsborough County School District. The Hillsborough Metropolitan Planning Organization (MPO) is seeking to prioritize school areas in order to conduct multimodal safety and bicycle/pedestrian access reviews aimed at identifying opportunities to enhance the safety and comfort of getting to and from school. Input from the STWG will assist in formulating a solid (data driven) methodology to prioritize future safety projects around schools beyond the current complaint driven system. The list will be supported by data such as the number of student walking and biking that will directly benefit from the improvement, the potential to resolve hazardous walking conditions, and an overall cost/benefit analysis. Another factor of this effort will consider schools impacted by the removal of Non-Funded (a.k.a courtesy busing) Transportation services, as this is anticipated to increase the number of students walking or biking to school, and number of vehicles in the drop of/pick up areas but will primarily consider the school system as a whole.

II. Scope of Services

Task 1 – Project Administration and Stakeholder Coordination

- i. Project Schedule – the Consultant shall prepare a detailed project schedule that includes timeframes for key deliverables and meetings within two (2) weeks after receiving Notice to Proceed (NTP).
- ii. Project Management – Project management efforts including necessary updates to the project schedule, development and maintenance of project files, project accounting (including monthly progress reports), and development and maintenance of the QA/QC plan for all work specified in this Scope of Services.
- iii. Project Kick-Off Meeting – The Consultant shall schedule, facilitate and summarize a kick-off meeting to review the project scope, identify any data needs, review the project schedule, and define plan expectations.
- iv. Project Update Meetings and Coordination – The Consultant shall facilitate either in-person or conference call MPO staff review meetings as necessary to discuss project issues, review comments related to project deliverables, and discuss overall study progress.

- v. Stakeholder Coordination – The Consultant will attend, provide updates to, and solicit feedback from the School Transportation Working Group (STWG) throughout the study period.
- vi. Hillsborough MPO Board and Committee/Stakeholder Meetings – In addition to the attending the STWG/STWG subcommittee (Principals and/or Map-Data team) meetings (6), the Consultant will prepare materials for and attend/present at up to three (3) MPO Committee Meetings (or substitute stakeholder meetings) and one (1) MPO Board Meeting and one(1) School Board Meeting.

Task 2 – Screening of Schools for Need and Prioritization for Detailed Review

- i. Methodology- The prioritization of school areas for safety improvements may include factors such as student age, school hours/days pedestrian and bicycle crash histories, proximity to bus stops, socioeconomic and demographic data (e.g., equity (communities of concern), percent of free or reduced lunch, income, percent minority, automobile ownership, etc.), presence of a crossing guard, amount of lighting, condition of existing multimodal facilities, potential for use of public transit to access schools, the general concentration of non-based students in the immediate area, location and size of school speed zone, the number of students impacted by the elimination of non-funded busing and any other pertinent data.

In addition to this data, the following resources will be applied to develop the school safety prioritization methodology:

- Recent Florida Department of Transportation (FDOT) District 7 School Road Safety Audits (RSA) prioritization information will be utilized for the identification and prioritization of school areas.
- Results from the recently completed *Getting to School Survey* will be used to prioritize the school areas that may be most in need of safety improvements.
- Results of the HC SD’s F.S. 1006.23 Hazardous walking conditions Checklist and Audits
- Lists of projects/issues identified by HCSD principals
- Results of the Hillsborough County Public Work’s systematic pedestrian facility improvement program and/or sidewalk and shared use path improvement program prioritization methodology (JMT)

Additionally, the Consultant will conduct a review of existing transportation/capital improvement plans, recently completed studies, including RSAs, and resurfacing plans to identify potential “piggyback” opportunities.

The results of the plans review and prioritization methodology will be presented to MPO staff and the STWG for review and comment. The prioritization methodology will be modified based on the input received from MPO staff and the STWG.

- ii. Application of Prioritization Methodology – The Consultant, in coordination with MPO staff and STWG will use the school walk/bike prioritization methodology to develop a list of ten (10) school areas for further review as follows:

- The Consultant will generate an initial prioritized list of school areas for detailed review.
- The priority list will be provided and presented to MPO staff and the STWG for review and discussion.
- Based on comments from the MPO staff and STWG, the Consultant shall make necessary adjustments to the priority ranking criteria and generate an updated list of safety improvements school area priorities.

Task 3– Assessment and Recommendations

- School Access Multimodal Safety Assessments – The Consultant will conduct multimodal safety assessments for the ten (10) impacted school areas identified as top priorities in Task 2. This effort will be shared between the prime consultant, Tindale Oliver and sub consultant, Element Engineering Group. The multimodal safety assessments will principally focus on potential infrastructure improvements to increase mobility options and safety for students within the reviewed school areas but will also incorporate non-infrastructure recommendations where appropriate. The recommendations from these assessments will focus on arterial and collector streets in terms of potential routes and barriers to safe access but will also include consideration of the local street network and off-street facilities (e.g. trails, parks, utility rights-of-way) to provide access to schools.

Improvement types to be considered include, but are not limited to:

- Lighting/lighting enhancements
- Crossing guards
- School speed zones
- Crosswalk/intersection improvements
- Sidewalk gaps
- Advancing unfunded projects previously identified by the Cities, County, or FDOT
- Bicycle facilities
- Off-road trails and side paths

While the focus of these reviews will be related to walking and biking access to the school, if automobile traffic/safety site circulation issues are observed these will also be noted and addressed to the extent possible within the project scope, especially when pick-up/drop-off queues create walk/bike access conflicts and/or when unsanctioned pick-up/drop-off activities create risks for school children.

To the extent possible, the recommendations will work within school property or apparent public right-of-way limits and will seek to limit impact to curb/drainage systems, canopy trees, public infrastructure and utilities. As a cost savings measure the multimodal safety assessments will be conducted by reviewing available aerial imagery and supplemented by field reviews as necessary to ground-truth features that are unclear in the imagery and using MPO provided GIS mapped data of crossing guard, 2-mile travel radius, school attendance

boundaries, student data points, school bus stop, lighting and other previously mapped information such as communities of concern (equity).

- ii. Feasibility Review – The Consultant shall perform a preliminary feasibility review and provide planning-level cost estimates for the identified improvement concepts.
- iii. Identify Implementation/Funding Programs – The Consultant shall document potential implementation and/or funding programs, such as Safe Routes to School, Transportation Alternatives Program, FDOT Highway Safety Improvement Program, Hillsborough County’s systematic pedestrian facility improvement program and/or sidewalk and shared use path improvement program prioritization methodology, and/or city/county maintenance programs.

Task 4 – Draft and Final Technical Report and Presentation

The Consultant shall prepare a Draft Technical Report that summarizes the study process and results for review by the MPO Project Manager. The Draft Technical Report will include all support information used in developing the identification and prioritization process, documentation of the site assessments, and details the identified recommendations that includes a summary of the anticipated costs of implementing the improvements.

The Consultant will then develop an executive summary presentation with presenter notes for use by MPO staff and will coordinate with the MPO Project Manager to solicit feedback from the MPO Board and its committees (discussed in Task 2), and incorporate pertinent comments prior to finalizing the Draft Report. Upon review and approval of the Final Report by the MPO, a printed copy of the final report will be provided along with a digital copy of the report in MS Word and PDF formats.

III. Deliverables

- Project Schedule
- Kick-Off Meeting and Meeting Minutes
- Progress Update Meetings and Meeting Minutes (5)
- Attendance and status updates at the School Transportation Working Group meetings (6)
- Draft Methodology for Prioritizing School Areas (White Paper)
- Draft and Final List of Walk/Bike Improvement School Area Priorities (Technical Appendix)
- Draft Technical Report of High-Priority School Area Walk/Bike Improvement Recommendations (10)
- Summary PowerPoint Presentation of Recommendations for Each School Area (10) for Use by Staff
- MPO Board/Committee/Stakeholder Agency Executive Summary PowerPoint Presentation
- Conduct Presentations to the MPO Board (1) and Committees/other Stakeholder Groups (4)
- Final Technical Report and Supporting Appendices
- Data Archive

IV. Fee for Services

The tasks outlined in this scope of services shall be completed for a lump sum fee of: **\$99,923**. A copy of the proposed cost estimate by staff category is attached.

V. Schedule

We anticipate the work being completed within six (6) months from receipt of notice to proceed. A more detailed project schedule will be established as part of the Project Administration as discussed in Task 1 of the Scope of Services.

VI. Project Management Team

The following key staff from Tindale Oliver and ELEMENT Engineering Group will be responsible for project management for this task work order:

Staff Person	Title	Firm	Role
Demian Miller, AICP	Principal	Tindale Oliver	Principal in Charge
Chris Keller, AICP	Project Manager	Tindale Oliver	Task Project Manager
Matt Weaver, PE, CPM	Project Manager	ELEMENT	School Assessment Task Leader
Derek Gil, PE	Principal	ELEMENT	School Assessment QA/QC

**Hillsborough County MPO
Safe Access to Schools Study
Staff Hour Effort Estimate - April 28, 2017**

Tindale Oliver Activity	Project Mgr	Dep. Project Manager	Planner	Engineer	Admin/ Clerical	Total Hours	Total \$
Hourly Rate	\$ 65.24	\$ 34.32	\$ 25.83	\$ 38.40	\$ 22.17		
Task 1 – Project Administration and Stakeholder Coordination	14	60	16	0	10	100	\$ 3,607.54
Task 2 – Screening of Schools for Need and Prioritization for Detailed Review	12	48	88	0	0	148	\$ 4,703.28
Task 3 – Assessment and Recommendations (QA/QC & T3.iii - Implementation Plan)	20	24	40	26	0	110	\$ 4,160.08
Task 4 – Draft and Final Technical Report and Presentation	14	40	64	8	20	146	\$ 4,689.88
Total Hours	60	172	208	34	30	504	
Total \$	\$3,914.40	\$5,903.04	\$5,372.64	\$1,305.60	\$665.10		\$ 17,160.78

Labor	100.000%	\$ 17,160.78
Overhead Rate	170.380%	\$ 29,238.54
FCCM	0.281%	\$ 48.22
Operating Margin	30.000%	\$ 5,148.23
Burdened Salary	300.661%	\$ 51,595.77
Subconsultant Cost		\$ 48,327.91
Total Project Costs		\$ 99,923.69

Labor Costs

Element Engineering Group Activity	Senior Engineer	Sr. Project Engineer	Sr. Engineer Tech.	Total Hours	Total \$
Hourly Rate	\$ 60.68	\$ 50.23	\$ 29.70		
Task 1 – Project Administration and Stakeholder Coordination	20	20	0	20	\$ 1,004.60
Task 3 – Assessment and Recommendations (QA/QC & T3.iii - Implementation Plan)	30	192	160	382	\$ 16,216.56
3.i - School Area Multimodal Safety Assessments	20	160	80	260	\$ 11,626.40
3.ii - Feasibility Review and Planning Cost Estimates	10	32	80	122	\$ 4,590.16
Total Hours	30	212	160	402	
Total \$	\$1,820.40	\$10,648.76	\$4,752.00		\$ 17,221.16

Labor	100.000%	\$ 17,221.16
Overhead Rate	143.150%	\$ 24,652.09
FCCM	0.481%	\$ 82.83
Operating Margin	37.000%	\$ 6,371.83
Burdened Salary	280.631%	\$ 48,327.91
Total Subconsultant Costs		\$ 48,327.91