

RESOLUTION NO. 2024-

A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT WITH STANTEC CONSULTING SERVICES FOR THE VILLAGE OF PINECREST SAFE STREETS AND ROADS FOR ALL (SS4A); PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Resolution 2024-67 authorized negotiation of a proposal with Stantec Consulting Services for the Village of Pinecrest Safe Streets and Roads for All (SS4A); and

WHEREAS, the Village Manager has negotiated such agreement; and

WHEREAS, the Village Manager wishes to enter into an agreement with Stantec Consulting Services for the Village of Pinecrest Safe Streets and Roads for All (SS4A);

BE IT RESOLVED BY THE VILLAGE COUNCIL OF PINECREST, FLORIDA, AS FOLLOWS:

Section 1. That the Village Council hereby authorizes the Village Manager to enter into the attached agreement with Stantec Consulting Services for the Village of Pinecrest Safe Streets and Roads for All (SS4A), in amount not to exceed \$280,000.

Section 2. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 10th day of December, 2024.

Joseph M. Corradino, Mayor

Attest:

Priscilla Torres, MMC
Village Clerk

Approved as to Form and Legal Sufficiency:

Mitchell Bierman
Village Attorney

Consent Agenda



Stantec Consulting Services Inc.
901 Ponce de Leon Boulevard, Suite 900
Coral Gables FL 33134-3070

November 19, 2024

Yocelyn Galiano, ICMA CM
Village Manager
Village of Pinecrest
12645 Pinecrest Parkway
Pinecrest, Florida 33156
ygaliano@pinecrest-fl.gov

Dear Ms. Galiano,

Reference: Proposal for Village of Pinecrest Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan

We are pleased to submit our detailed proposal to support the Village of Pinecrest (Village) with the Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan. This proposal includes a brief project overview, scope of services, schedule, compensation, and the overall project plan.

We understand that approval and notice to proceed will be contingent upon conclusion of a mutually satisfactory contract with you.

1 Project Description

On November 15, 2024, the Village of Pinecrest was awarded a U.S. Department of Transportation (USDOT) Fiscal Year (FY) 2024 Safe Streets and Roads for All (SS4A) Planning & Demonstration grant awards totaling \$280,000. The project description of the award consists of the development of a Comprehensive Safety Action Plan (CSAP).

The purpose of this project is to develop a CSAP that is consistent with the requirements of the USDOT. CSAP's are the basic building blocks to significantly improve roadway safety. The primary objective is to reduce and eliminate serious-injury and fatal crashes affecting all roadway users. These plans use data analysis to characterize roadway safety problems and strengthen a community's approach through projects and strategies that address the most significant safety risks.

The SS4A grant program is guided by the Safe System Approach, which involves a paradigm shift to improve safety culture, increase collaboration across all safety stakeholders, and refocus transportation system design and operation on anticipating human mistakes and lessening impact forces to reduce crash severity and save lives.

The goal of the CSAP is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in a locality, Tribal area, or region. A successful CSAP includes eight (8) key components: 1) Leadership commitment and goal setting; 2) Planning structure; 3) Safety analysis; 4) Engagement and Collaboration; 5) Equity; 6) Policy and process changes; 7) Strategy and project selections; and 8) Progress and transparency.

2 Scope of Work

The scope of work will consist of the following tasks and a concise list of activities.

Task 1 Project Management

- Create a detailed project schedule
- Prepare Project Management Plan (PMP) that outlines the scope, detailed schedule, budget, key team roles and contacts, and quality control plan
- Establish Kick-off Meeting with Village team to discuss scope of work to be performed and schedule, outline of SS4A goals and commitments from Village leadership, stakeholders identification, and confirmation of team contacts (Consultant and Village)
- Create Village kick-off meeting agenda and meeting notes
- Conduct virtual bi-weekly progress meetings and prepare meeting notes
- Prepare monthly progress report and invoicing
- Support quarterly reporting for USDOT
- Conduct ongoing communication with Village team

Task 2 Safety & Education Campaign

- Coordinate with KiDZ Neuroscience Center to understand their proposed educational campaign approach for children which may consist of messaging, responsibility assignments, list of outreach events, and outreach resources (i.e., tents, chairs, tablecloths, giveaways, easels, foam cores)
- Prepare a technical memorandum outline the educational campaign approach
- Update the Community and Stakeholder Engagement Plan (CSEP) to incorporate the educational campaign approach

Task 3 Public & Stakeholder Outreach

- Prepare CSEP which consists of stakeholder identification, public and stakeholder communication preferences, public engagement strategies (where and what outreach events), and outreach implementation approach (capturing feedback and documenting engagement)
- Prepare for and participate in the following major engagement activities:
 - Three (3) in-person public meetings with the following preliminary objectives
 - Meeting 1 of 3: Education focus on informing participants on their role in the process, level of commitment for meaningful engagement, expected outcomes, and gathering community feedback
 - Meeting 2 of 3: Technical focus where crash and equity data, statistical information, maps, identify safety areas and themes, a platform for community members to

Reference: Proposal for Village of Pinecrest Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan

- discuss how crashes have impacted their lives, an initial list of crash countermeasure and policy improvements, and gathering community feedback
- Meeting 3 of 3: Action plan focus to obtain feedback on the proposed safety strategies and prioritizations and a final opportunity for public review and comment on the work
 - Three (3) community pop-up meetings with one (1) pop-up meeting prior to each in-person public meeting with the objective of increasing the community awareness of the upcoming public meeting and the project
 - Three (3) virtual stakeholder meetings which will share similar meeting objectives as the in-person public meetings with an expected audience that may consist of representatives of Village departments, FDOT, Miami-Dade County, nearby municipalities, public school representatives, and local police and fire safety.
 - Create a cohesive message about the project to support a consistent message with the community and stakeholders
 - Identify public meeting approach and materials with Village team input at least two (2) weeks prior to the meeting
 - Prepare for in-person public meetings which may consist of agendas, powerpoint slide decks, online and in-person surveys, fact sheets, comment forms, other collaterals, sign-in sheets, Title VI boards, maps/charts/graphs, and boards/plots
 - Translate meeting materials to Spanish, as necessary
 - Conduct courtesy calls to Council members and/or support the Village team for consistent briefings
 - Coordinate with County's Vision Zero Program Manager Mark Brown
 - Coordinate with FDOT (Florida Department of Transportation) District 6
 - Present project at Miami-Dade Transportation Planning Organization (TPO) Bicycle and Pedestrian Advisory Committee (BPAC) and Transportation Planning Council (TPC) (or similar)
 - Coordinate with Village team so the Village may lead the following activities:
 - Schedule the in-person meetings which will be held at a Village property
 - Host the in-person meetings at Village property (or similar with no reservation costs)
 - Provide meeting notifications/communication to the Village community such email blasts, social media, and the Pinecrest Tribune
 - Conduct social media blasts for project updates, meetings, and surveys
 - Host a project website to disseminate project updates and surveys
 - Participate in in-person and virtual public meetings

Reference: Proposal for Village of Pinecrest Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan

Task 4 Safety Analysis

- Identify the High Injury Network (HIN) by considering planned transportation network improvements, existing geometric transportation conditions, historical crashes, and equity factors
- Review relevant planning studies such as the Village-Wide Transportation Master Plan and Miami-Dade TPO Long Range Transportation Plan (LRTP)
- Summarize future transportation network improvements from previous planning studies
- Conduct desktop review of existing geometric transportation conditions to identify system and specific safety needs which may not be captured by the crash data (such as identifying high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographics, and structural issues)
- Conduct a historical crash analysis with the following activities:
 - Establish crash data study area and download five (5) years of historical crash data from Signal Four Analytics application
 - Assess historical crash patterns such as crash severities, crash types, vulnerable road user crashes, time of day crashes, locational characteristics, and environmental factors
 - Prepare baseline measures of crash data with readily available data such as vehicle volume and vehicle miles traveled
 - Establish broad benchmark of safety performance and compare to statewide averages
- Identify underserved communities and equity considerations
- Prepare HIN technical report detailing the findings in the analysis for this task

Task 5 Infrastructure & Policy Recommendation & Prioritization

- Apply a Safe Systems Approach to identify safety improvements
- Review the following Village policies and processes: 2024 Pinecrest Strategic Master Plan, Comprehensive Master Plan, Capital Improvement Projects process, and Code of Ordinances
- Address safety enhancements in these plans such as identifying potential gaps or areas that require improvement and updating and revising as appropriate
- Identify potential safety strategies such as launching a complete streets initiative; lower posted speed limits; ongoing educational and public outreach campaigns; education of local planners, designers, engineers, and law enforcement; establish safety performance targets and tracking; strengthen land development regulations to incorporate safe public bicycle and pedestrian connections; enhance Village transportation investment policies to prioritize safety and bicycle and pedestrian improvements; encourage Village police to conduct high visibility enforcement to deter speeding and aggressive driving; enhance emergency response to crashes by improving medical response protocols specific to key injuries sustained by pedestrians and bicyclists; implement a Safe Routes to School (SRTS) program; enhance partnerships with FDOT, Miami-Dade County, and relevant agencies; establish a community online feedback tool; create a Fatal and Serious Injury Crash Review program, ADA

Reference: Proposal for Village of Pinecrest Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan

accessibility and pedestrian signal upgrade program, a post-hurricane emergency repair push button program; and a sidewalk gap program

- Identify applicable site-specific engineering countermeasures and relative benefit/cost based on the HIN
- Assess initial equity impact assessments from projects and strategies
- Prepare preliminary list/matrix of projects and areawide strategies for the Villages input which will consist of the following features:
 - Policy and process changes
 - Safety Strategies and programs
 - List of possible systemic projects (proactive) and site-specific projects (reactive)
 - Safe System Approach topic
 - FDOT Florida Strategic Highway Safety Plan (FSHSP) element
 - Responsibilities
- Update to a proposed list of projects and areawide strategies based on Village feedback
- Present proposed list of projects and areawide strategies to stakeholders for feedback and prioritization strategies
- Prepare project prioritization criteria memorandum to support identification of short-, mid-, and long-term improvements
- Finalize safety implementation matrix for incorporation into the CSAP and presentation to the final public meeting and final stakeholder meeting

Task 6 Demonstration Project

- Coordinate with Village team for the selection of three (3) projects for further development into potential demonstration projects
- Prepare conceptual/30% design plans of 3 intersection improvements using aerial imagery and right of way boundaries
- Identify cost estimates, needs, and reviewing agency coordination, as necessary
- Coordinate with Village team to select one (1) location for a demonstration project, identify time period, and tactical means
- Conduct demonstration project for one (1) location using tactical materials such as paint, chalk, cones, flexible delineators, and other approved materials – in the event that the Village decides to not conduct the demonstration project, our team will enhance the conceptual designs for renderings and incorporation into the CSAP

Task 7 CSAP

- Prepare a digital version of the draft report with the implementation matrix from Task 5
- Submit the draft report to the Village, Village Council, and stakeholders for review
- Update the report based on comments received

Reference: Proposal for Village of Pinecrest Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan

- Prepare a digital version of the final report

3 Deliverables

The project will consist of the following deliverables:

- Project Management Plan (Task 1)
- KiDZ Neuroscience Technical Memorandum (Task 2)
- Community and Stakeholder Engagement Plan (Task 3)
- Public meeting materials for three (3) in-person public meetings, three (3) pop-up community meetings, three (3) virtual stakeholder meetings, and Miami-Dade TPO BPAC and TPC meetings
- HIN technical report (Task 4)
- Preliminary list/matrix of projects and areawide strategies (Task 5)
- Project prioritization criteria memorandum (Task 5)
- Final implementation matrix of projects and areawide strategies (Task 5)
- Conceptual design of three (3) intersection locations (Task 6)
- Digital Draft and Final CSAP (Task 7)

4 Schedule

We propose a 12-month schedule where the final CSAP is completed by the 11-month with an opportunity for a final Village Council meeting by month 12. The proposed schedule is provided as follows:

Task #	Task Name	Month											
		1	2	3	4	5	6	7	8	9	10	11	12
1	Project Management	◇ ◇	◇ ◇	◇ ◇	◇ ◇	◇ ◇	◇ ◇	◇ ◇	◇ ◇	◇ ◇	◇ ◇	◇ ◇	◇ ◇
2	Safety & Educational Campaigns												
3	Public & Stakeholder Outreach	SM1	PM1		SM2	PM2				PM3	SM3		
4	Safety Analysis		ICDD	NMDC									
5	Infra. & Policy Recomm. & Priorities												
6	Demonstration Projects												
7	Comprehensive Safety Action Plan									Review Period	FINAL		
8	SS4A Implementation Grant						Tentative Grant Timeline						

Legend

- ◇ Bi-weekly project status meetings
- SM Stakeholder Meetings
- PM Public Meetings

Added Value Items

- ICDD Interactive Crash Database C
- NMDC Near-Miss Data Collection
- Task 8 SS4A Implementation Grant Application

5 Compensation

Our team will perform the work detailed in this proposal for a lump sum fee of two hundred and eighty thousand dollars (\$280,000). Said fee consists of minor expenses such as mileage and printing of public engagement collaterals. The details of the compensation are provided in the following table:

Reference: Proposal for Village of Pinecrest Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan

Task #	Task Name	Amount
1	Project Management	\$ 27,000.00
2	Safety & Educational Campaigns	\$ 5,000.00
3	Public & Stakeholder Outreach	\$ 70,000.00
4	Safety Analysis	\$ 70,000.00
5	Infrastructure & Policy Recommendations	\$ 60,000.00
6	Demonstration Project	\$ 15,000.00
7	Comprehensive Safety Action Plan	\$ 33,000.00
Grand Total		\$ 280,000.00

6 Subconsultants

The project team will be supported by Media Relations Group, LLC (MRG). Educational Campaign (Task 2) and Public engagement (Task 2) activities will be led by MRG. Stakeholder engagement (Task 2) will be supported by MRG.

7 Exclusions

The proposal does not include the following items:

- Printing expenses of deliverables except public meeting collaterals (i.e., sign-in sheet, agenda, fact sheet)
- Extraordinary expenses (i.e., reserving public meeting space; purchase and rental of equipment)
- Passive data purchase
- Location-specific field reviews
- Demonstration project tactical materials that are not readily available through the Village or other agencies

8 Provided by Village

- Public Meeting notifications
- Public Meeting space
- Social media notifications
- Project webpage
- Village planning documents
- Village policy and procedures

9 Added-Value Services

The list below are relevant additional services for consideration. A change order/supplemental agreement would be required to advance these efforts.

- Video analytics for crash hotspots: In coordination with the Village, Stantec will select a total of three (3) intersections to install a camera to track near-miss (and crash) incidents through Quality Count's proprietary DataLens software.
- Interactive Crash Database Dashboard (ICDD) for engagement: Our team will develop a GIS-based outreach tool that will help to educate the public and stakeholders not only on fatal and serious injury crashes, but also serve as a means to gather feedback. The ICDD will be built with ESRI's ArcGIS Experience Builder online mapping platform with the ability to toggle layers, have different datasets facing different participants, and perform analyses of prevailing contributing circumstances to recommend potential policies and countermeasures. Furthermore, public and stakeholders alike will have the ability to provide virtual comments on identified traffic safety concerns, by mode, and ideas for potential traffic safety improvements.
- FY 2025 SS4A Implementation Grant Application support: Our team will support submission of SS4A implementation grants. The SS4A implementation grants are a potential funding source for CSAP implementation projects such as low-cost safety treatments, complete streets projects, pedestrian safety enhancements, bike network development, and speed management techniques. USDOT Pre-application submissions deadlines are expected around April 2025 and final deadline for grant submission is August 2025

10 Closing

Thank you for the opportunity to improve the safety for the community. Looking forward to working together on this important project.

If you have any questions or require clarification on this proposal and our approach, feel free to reach out to me using the contact information provided below.

Sincerely,

Stantec Consulting Services Inc.



Chris Benitez PE, PTOE, RSP1
Project Manager, Transportation
Phone: 786-459-4907
chris.benitez@stantec.com

stantec.com