SCOPE OF SERVICES

Curry Ford Neighborhood Plan

Request for Quotes for Services to be Performed as Service Authorization No. 7 For RFP16-0128, City Planning Related Services

I. PROJECT DESCRIPTION

A. Overview

1. The City of Orlando (City) desires to retain a planning consulting firm (Consultant) to assist in the development of a Neighborhood Plan for the neighborhoods surrounding the Curry Ford corridor. In recent years, the City of Orlando has enjoyed a rapid increase in the number and demand for residential units located in its downtown and surrounding downtown neighborhoods. The Curry Ford area has seen residential, restaurant, and retail growth proposed and constructed on both its north and south sides. With this added growth has come the need for improved infrastructure that is sensitively designed to maintain the character of the neighborhood and sustain the lifestyle that brought residents to this area initially. Guidance for reasonable density and intensity growth that can function within that improved transportation multi-modal network is also needed for this study area.

2. The limits of the study area are bounded by and include Groveland Avenue to the west and Dixie Belle Drive to the east. The study area is approximately 1300 feet to the north and south of Curry Ford Road. A map of the study area is attached. The transportation analysis will also take into account existing and future transportation impacts from outside the study area.

3. The Consultant will evaluate the growth potential and probability by land use type for the immediate area and for areas expected to strongly impact the Curry Ford existing and proposed transportation facilities. The study period will be from the present to 2040.

4. The Consultant will assess the feasibility of annexation of those parcels not within the City of Orlando limits and make recommendations for land use and zoning categories based on existing infrastructure, as well as build-out condition with complete streets and wastewater service. The study area is within the City's wastewater area and OUC water and electric service areas.

5. The Consultant will determine the transitions between the commercial corridor and the surrounding neighborhood from an urban form perspective and make recommendations about buffers, parking orientation, cross-access, building heights, signage and architectural elements.

6. The Consultant will provide a build out scenario using the current zoning, building heights and uses.

7. The Consultant will assess the condition of existing transportation infrastructure and streetscape. The Consultant will also identify existing capacity utilization to serve various modes and user groups.

8. After input from the community and City staff, and based on findings related to existing and future demand, the Consultant will recommend infrastructure improvements that maintain the quality of life enjoyed by the current residents and businesses that comprise this area, balance

the various travel modes, and accommodate expected growth. The Consultant will also recommend zoning and land use changes needed to accommodate projected growth.

9. The Consultant role is described herein. The timeframe will be determined collaboratively with the Consultant and may be subject to change based upon the extent of research and public outreach required.

B. Concept

1. The Neighborhood Plan will embrace a community visioning and planning process to build upon existing area land use and transportation infrastructure. The Neighborhood Plan will serve as a roadmap to steer future policies, initiatives, and investments for land use policy and transportation decisions in the study area.

2. The planning process will include a walkabout or other hands-on planning activity to kick off the project, extensive community outreach and the identification and inclusion of multiple stakeholders that will represent the broad interests of the community (resident, business, education, health, faith, cultural, etc.). The Plan will embrace the spirit of other key City initiatives, like Strengthen Orlando, Main Streets, complete streets, Vision Zero, and the City's Growth Management Plan.

3. To that end, the City anticipates that community outreach and the final Neighborhood Plan will focus on making the case for specific action items with a balanced, feasible implementation plan in order to produce concrete improvements to the City's decision making and policy in this centrally located area of the City.

II. MINIMUM REQUIREMENTS

The consulting firm must demonstrate experience as follows:

1. The project team must include staff with experience in land use evaluation for near-urban mixed-use neighborhoods that have undergone redevelopment at increased density and intensity level. The project team must also include staff with multi-modal transportation planning experience. This experience should include work in areas with urban characteristics similar to those found in Orlando in general and to the Curry Ford neighborhood in particular.

2. Submit a list of all team members that will perform services if firm is the successful quoter. Identify the team member names, professional qualifications, role of each team member and the transportation and/or land use planning experience for each team member. Quoters will be evaluated on the basis of the professional experience and qualifications of the assembled team.

3. Quoters will be evaluated on the basis of MBE and WBE participation in subcontracts. Quoters are asked to complete the attached MBE/WBE Utilization Schedule listing the MBE and WBE firms to which work will be subcontracted, a description of the work being subcontracted, and the estimated percentage of the work being subcontracted to each MBE or WBE subcontractor.

III. SCOPE OF SERVICES

A. Project Coordination

In addition to the specific services detailed below, the Consultant will coordinate work with the City's representative and the City's project team, will monitor the project schedule as it relates to the scope contained herein, and provide timely invoicing and reporting of project progress. The project is anticipated to begin in October 2018 and be completed in June 2019.

B. **Land Use Plan**

1. The analysis should identify the existing land uses in the study area, including amount, type, and general location of each use, using the City's typical land use categories (retail/commercial, office, single family residential, multifamily residential, hotel, hospital, industrial, and civic).

2. Signage. Identify billboard locations, pole signs and monument signs.

3. Determine the likelihood for redevelopment from now through 2040 in the study area by land use category.

4. The analysis should consider ownership patterns, potential for consolidation of parcels into unified development sites, and appropriate transitions in land use and scale between residential and commercial areas.

5. Existing single family residential areas should not be considered as redevelopment opportunities except in locations facing an arterial. Orange County areas adjacent to Curry Ford Road may be considered for conversion to mixed use development.

6. The analysis should identify areas needing improvements to wastewater and/or stormwater facilities to support small scale single family redevelopment of vacant lots or abandoned housing. The analysis should also identify areas where such infrastructure is needed to support commercial or mixed use development.

7. The analysis should include a build out scenario using the current zoning, building heights and uses.

8. The analysis should consider the City's existing growth projections for areas adjacent to the study area to identify potential redevelopment that may significantly impact the transportation network within the study area.

9. The analysis should include a market study demonstrating the types of development that can reasonably be supported by market forces over the next 25 years.

10. The analysis should identify the approximate building heights needed to accommodate redevelopment.

C. **Development Scenarios**

1. The analysis should include two development scenarios:

   a. Scenario A: modest development proposal. Consider densities and intensities in areas currently zoned AC-1, MU-1 and the County's C-1, and redevelopment of unincorporated areas based on existing wastewater infrastructure only. This scenario should not rely on bonuses.

   b. Scenario B: substantial development proposal. Consider densities and intensities if property is rezoned from AC-1, MU-1 and the County's C-1 to other zoning districts that would be needed to accommodate maximum market demand, and redevelopment of unincorporated areas assuming availability of necessary wastewater infrastructure. This scenario may include bonuses.

2. Recommended redevelopment scenarios should optimize allowable land uses to promote economic vitality while preserving existing residential neighborhoods by providing appropriate transitions in density and intensity, building height and scale.

3. Recommended redevelopment scenarios should allow for the needed transportation

infrastructure identified in other areas of this study.

4. Graphics, virtual models, or other visualization methods should be used to demonstrate the visual impact of the two development scenarios.

D. Existing Conditions Assessment

Verify existing conditions for the following topics. The City collected data for a Smart Growth America Pilot Project, which may be used as the baseline for portions of the study area that were included. The data is on the City's website at:

http://www.cityoforlando.net/transportation-planning/orlando-safe-streets-initiative/

(Click on "Project Technical Report").

1. All facilities in the study area, including streets in unincorporated areas.

   Provide maps showing all rights-of-way and easements that currently serve transportation needs in the area delineated by mode(s) served.

2. Evaluate availability of all transportation and streetscape infrastructure in the study area to include useable widths and surface conditions. Identify gaps in sidewalks or bike facilities that would prevent full utilization of the facility by one or more modes or user groups.

   Identify all roads, sidewalks, designated on-street parking areas (including number of spaces), street trees, parkways, street lights, street furniture, bike lanes, bike paths, and multi-use trails in the study area in graphic and tabular formats. Identify areas that do not meet ADA accessibility requirements and obstructions in the sidewalk (poles, posts, etc).

3. Existing conditions safety data in the study area, including crash data and speed data.

E. Transportation Infrastructure Utilization Assessment
Determine existing travel characteristics for the major and local roadway network in the study area. Data collection will include:

1. Bluetooth data for anonymous travel-times, speeds, and origin-destinations for vehicles, pedestrian and bicyclists. Data to be collected for a 7 day period at the locations shown on Figure 1 or equivalent as recommended by the selected Consultant and approved by City staff.

2. Machine collected data (video or tube) for volumes, vehicle classifications, and vehicle speeds at locations shown on Figure 1 or equivalent as recommend by the selected Consultant and approved by City staff.

3. Two hour turning movement counts for one weekday AM peak period, one weekday PM peak period, and one weekend mid-day period at the intersections identified in Figure 2 or equivalent as recommended by the selected Consultant and approved by City staff.

F. Projected Travel Demand:

Determine travel demand for 2040 conditions projected in person trips above and beyond the existing traffic for two area growth scenarios created in tasks below. The resulting trips should then be assigned to facilities including pedestrian, cyclist, transit and vehicular modes for AM, PM, and daily volumes.

G. Transportation Multi-Modal Network Performance:

1. No Build.

2. Two street cross section options for Curry Ford Avenue.

3. Conway Road between Lake Underhill and Conway Road, or an alternative(s) north/south corridor such as Primrose Drive: Addition of protected bike lanes.

H. Alternative Configurations & Elements Development:

1. Develop two roadway and streetscape configurations for Curry Ford Road, S. Bumby Avenue, S. Primrose Avenue, S. Crystal Lake Drive, Conway Gardens Road, Conway Road, Gaston Foster Road and Dixie Belle Drive that support or enhance the multi-modal network performance and meet or exceed the City or Orlando's goals for livability and complete streets implementation.

2. Develop cost estimates for construction or implementation of all alternative configurations.

I. Community Outreach

1. As part of the Neighborhood Plan process, the City desires feedback from members of the community, in at least three public meetings:

   a. Kick-off meeting (Consultant to develop agenda and facilitate a "feedback/idea-generation" activity such as a walkabout)

   b. Public Input Forum (Consultant to prepare agenda and lead meeting)

   c. Wrap-up meeting (Consultant to prepare agenda and lead meeting)

   Deliverables:

   (1) Meet with staff to discuss meeting outlines and activities.
   (2) Prepare and facilitate "feedback /idea-generation" activity, including email or verbal discussion on "feedback activity" prior to event.
   (3) Prepare agenda for Introductory Public Input Forum, facilitate the meeting and report results
   (4) Prepare agenda for Wrap-up meeting, facilitate the meeting and report results (last scheduled public meeting)

J. Neighborhood Plan Document Development

1. The Consultant will draft the document and provide images or graphics to support findings and recommendations as requested. City staff will review and comment prior to the Consultant preparing the final plan. The City anticipates the plan to be no more than thirty (30) pages plus relevant appendices. The following items must be included in the document:

   a. A description of existing and future land use conditions consistent with the findings in section 3.2.
   b. A description of development scenarios, including graphics, consistent with the findings in section 3.3.
   c. A summary of existing transportation conditions consistent with the findings in sections 3.4 and 3.5, with relevant data provided in an appendix.
   d. A summary of projected transportation conditions consistent with the findings in sections 3.6 and 3.7, and the alternatives identified in section 3.8, with relevant data provided in an appendix.
   e. A set of recommendations for land use and redevelopment options based on previous findings and community input. At a minimum, the recommendations should address:

2. Target redevelopment opportunities
   a. Strategic improvements to local connectivity (curb cuts, cross access, etc)
   b. Building heights
   c. Signage
   d. Areas in need of wastewater and/or stormwater infrastructure

3. A set of recommendations for transportation and streetscape improvements based on previous findings and community input. At a minimum, the recommendations should include:
   a. Right of way widths
   b. Street cross sections
   c. On-street parking locations
   d. Bike lane locations
   e. Turn lane locations
   f. Street tree locations and species
   g. High priority quick turnaround items (ADA sidewalk fixes, broken curb, obstructions, etc.)

4. Deliverables:

   a. Provide a draft plan document and relevant appendices.