

SCOPE OF SERVICES
Engineering Consulting Services
For
Safe Routes to School Study

TOWN OF BELLEAIR

Consultant: RS&H, Inc.

I. PURPOSE

The Town of Belleair requires the professional services of a Consultant for general transportation planning services. The scope of services for this work order shall include the professional services described below in Section II.

II. SERVICES TO BE PROVIDED

The services provided in this task will include a study to document the analysis performed and improvements identified for establishing “Safe Routes to School” (SRTS) for the Belleair Montessori Academy located at 905 Ponce de Leon Boulevard, Belleair, Florida 33756.

Proposed improvements must be within the eligible activities allowed in the SRTS guidelines and may include sidewalks, school zone signing, flashing signals, lighting, crosswalk striping, ADA compliance curb ramps, pedestrian signal and push buttons. Proposed improvements will be documented in a final report and through completion of Sections 5 and 6 of the Safe Routes to School Infrastructure Application Form. The final “Safe Routes” will be available as an ArcGIS shapefile and formatted as an electronic map for distribution to the school community.

Task 1.0 – Background Research

Task 1.1 – Develop base maps of relevant data including the roadway network (including number of travel lanes, available traffic volume data, traffic signals, sidewalks, clear areas suitable for walking, crosswalks), crossing guard locations, physical barriers, attendance boundaries and existing land use data. A review will be conducted of the existing routes for the schools as provided by Pinellas County. To the greatest extent feasible, data from existing sources will be used in lieu of new data collection.

Task 1.2 – Review of Safe Routes to School Program Guidance to identify any recent provisions applicable to the Town of Belleair and Belleair Montessori Academy specifically.

Task 1.3 – Determine unit costs from Pinellas County and/or FDOT for construction of necessary safe route improvements (e.g., school zone signing, flashers, crosswalk striping, ADA curb ramps,

pedestrian signal heads and push buttons, sidewalks). A review of innovative pedestrian treatments that may be applicable will also be conducted.

Task 2.0 – Establish Safe Routes for Belleair Montessori Academy

Task 2.1 – Determine safe routes for Belleair Montessori Academy in GIS based upon the Safe Routes to School guidelines and the background research collected in Task 1.

Task 2.2 – Perform field reviews to identify deficiencies and evaluate the final safe routes for necessary improvements to sidewalks, crosswalks, traffic signals, signage and removal of visual obstructions. Cost estimates of recommended improvements will be developed. Two field reviews will be conducted, once at the beginning of the study and one with the client during the development of recommendations.

Task 2.3 – Perform a crash analysis using historical crash data.

Task 3.0 – Develop “Safe Routes to School” Map and Final Report

Task 3.1 – Prepare a map layout for Belleair Montessori Academy in GIS showing the safe routes for paper and electronic distribution.

Task 3.2 – Summarize the findings including the methodology, results, analysis, identified improvements and costs in a report format.

Task 4.0 – Prepare “Safe Routes to School” Application

Task 4.1 – Prepare SRTS Application Form Sections 5 and 6, for Belleair Montessori Academy identifying all required information including improvements and cost for the Safe Routes to School program. The additional sections of the Safe Routes to School Application including the development of required supporting documentation will be completed by the Town of Belleair or through a separate contract with the Consultant.

Task 5.0 – Meetings and Coordination

Consultant shall, at the request of Town of Belleair staff, attend up to three (3) video/teleconferences and one in-person presentation to the Town Commission as deemed necessary to coordinate the work efforts associated with services provided under this task work order.

III. DELIVERABLES

The Consultant shall provide the following deliverables:

1. Safe Routes to School Map for Belleair Montessori Academy
2. Electronic files including GIS shapefiles of the identified safe route and other relevant data
3. Final Report
4. Safe Routes to School Application Infrastructure Application Form Sections 5 and 6

IV. SCHEDULE

The Consultant shall provide the support services outlined in this Scope of Services consistent with the schedule established by the Town for each individual task. The services for this Task will be completed by August 1, 2021 assuming NTP is received by March 15th and critical information required from the school is obtained prior to the end of the 2020-2021 school year.

V. ESTIMATE OF FEES FOR SERVICES

The fees for services for the TWO as outlined in this Scope of Services will be a Lump Sum amount not to exceed **\$38,648.26** billed monthly (see attached Fee Estimate).

