

Initial District Vision.

The Consultant Team believes that the best method of delivering these documents is to first develop a draft “Complete Streets” Master Plan for the District. This guiding document will advance a more refined Vision of the District and provide the framework for subsequent implementation tasks. The draft document will be finalized after Tasks 2-4 are completed.

The Advisory Council of the Downtown South Neighborhood Improvement District [DSNID] is interested in developing conceptual plans for all of the key streets within the District. This will be done using the information, insights and experiences of the Core Team: the District, City and County staff, the Consulting Team of GAI and S&ME plus Kittelson Associates, Toole Design Group and Le-Huu Partners, the SoDo Main Street leadership and Orlando Health senior planners. The expected outcome is one consolidated “Complete Streets” Master Plan [the Master Plan] for the streets in the District that governs future street sections, streetscape materials standards, multi-modal mobility needs, technological enhancements and the relative position of buildings adjacent to the street.

The plan will also explore or incorporate several guiding topics:

- **“Complete Streets”** – The plan will use the “complete streets” approach as the foundation for the work to facilitate all modes of transportation, parking, low impact design (urban stormwater gardens), tree canopy, infrastructure and provisions for outdoor retailing and other commercial activities (where appropriate). Recommendations for additional easements and right-of-way acquisitions may be included where appropriate to achieve the vision.
- **Multi-modal System Planning** – Beyond each street being “complete”, the plan will identify a system for all modes to circulate appropriately through the District. This will include a hierarchy of streets for bikes/peds, cars, transit and regional shipping trucks. The multi-modal system will be designed to connect to and through the adjacent/surrounding urban circulation patterns.
- **Beauty and Visual Cohesion** – the Master Plan will recommend streetscape materials (softscape, hardscape, site furnishings), lighting and opportunities for art and graphics which can unify and enhance the experience and comfort of being in the DSNID.
- **Utility Systems Overview.**
 - **Basic Infrastructure** - the Master Plan will review the ‘mainline’ routes for all major utility systems within the study area streets (including internet service lines, lighting and electrical). This will be completed using existing available data (no survey at this time). The Orlando Utilities Commission will be included in this assessment. The Consultant Team will work with the Core Team to identify reasonable assumptions regarding where modifications (if any) are deemed appropriate.
 - **Technological Innovations** – The District expects to serve as a “lab”, “testing ground” or “proving ground” used by the City, OUC and others for exploring new approaches to community design, infrastructure, vegetation and human interaction. Ideas, examples and prototypes of “smart”, “green”, technology-driven innovations in infrastructure, physical design, safety and human interactions are expected.

Scope of Work
Plans, Guidelines and Standards

- **Consistency with City & County Vision & Planning Documents** – The Consultant will review City of Orlando “Green Works Orlando” plan, the South Downtown Vision Plan, the Downtown South Safe Neighborhood Plan, Orange Michigan Special Plan, GMP, LDC and other planning documents that apply to this area. The Consultant Team will also review Orange County’s emergent land development code for applicable issues.
- **Coordination with Agencies** – The Consultant will meet with FDOT, the MPO and LYNX and other relevant agencies to understand strategic drivers, projects in process and program goals.
- **Coordination with Stakeholders** – The Consultant will meet with SoDo Main Street, Orlando Health and key property owners to discuss the future of the primary corridors – particularly Orange, Division and Michigan.
- **Project Organization** – The Master Plan has many constituents. The **Core Team** will be senior representation of GAI, S&ME, the DSNID, SoDo Main Street, Orlando Health, the City and the County as appropriate to the discussion of the District Vision, street design and adjacent land use. The **Consultant Team** will include GAI, S&ME and support advisors from Kittelson Associates, Toole Design Group and Le-Huu Partners. A larger **Steering Committee** comprised of DSNID Advisory Council members and other key representatives including key **property and business stakeholders** will be engaged one on one or in small groups during the project. The Client shall lead the creation of these groups, with input from the Consultant Team members.
- **Living Document** – When the work is complete, the document will include a Vision for each street that is physically actionable and generally supported. The “Complete Streets” Master Plan document is envisioned as the ‘roadmap’ for street design and mobility for the DSNID – from building face to building face. The Goal of the Master Plan is to create a document that can become the reference guide for future investments and enhancements over many years.

Task 1 – Kickoff, Refreshed District Vision and “Complete Streets” Master Plan [GAI lead w/S&ME].

FEE:

GAI \$74,895 (Including Kittelson Associates-\$10,000, and Toole Design Group-\$13,395)

S&ME \$40,000.00 [including Le-Huu for \$10,000.00]

A kick-off meeting will be held to discuss the scope, schedule, fees and roles of each Consultant. The Tasks are:

Task 1.1 - Baseline Information.

GAI will review the City’s Major Thoroughfare Plan, the County’s Transportation Plan, the MPO Plans and FDOT plans to collect baseline information regarding the existing circulation network and enhancement plans for all modes of travel in the Improvement District. This shall include the existing system sections, typical lane configurations, signalization, sidewalks, bicycle, pedestrian and transit facilities, visual character, stormwater systems, underground infrastructure as provided by the Client and parking for:

- Orange, Michigan, Division, Kaley and Gore,
- Interior and secondary streets,

Scope of Work Plans, Guidelines and Standards

- Future linkages for all modes.

Additionally, the Consultant will review the City's existing and proposed Green Works Orlando Plan to identify policies and programs for use in the Improvement District and enhancements for the proposed Plan that will improve District conditions. "Eco-district," "urban village," "food hub," night-sky, "Ready for 100" and tree canopy coverage concepts will be explored for application within the Improvement District.

Deliverable: Planning Level Base Maps and Typical Existing Sections. The Consultant will organize a 'Summary Complete Street Character Sheet' for each street in the district that shows the typical section and street materials, infrastructure issues, and building characteristics (generally) for each street.

Task 1.2 - Comparable Research.

S&ME will lead the Task to identify and document streets that provide lessons for the design of the streets within the district. The other Consultants will contribute to the effort. The Core Team understands the desire to develop DSNID as an innovative and sustainable district. S&ME will research and document innovative approaches to sustainable planning and design that have been successfully implemented in other parts of the country and worldwide prior to the Core Team Design Sessions. Particular focus will be paid toward Low Impact Storm Water Development and other green design practices. With regard to Transportation, the research will include innovative strategies for Transit Oriented Development (TOD), accommodation of ridesharing services (such as Uber and Lyft) and programs to improve safety and comfort for pedestrians and bicyclists through context sensitive complete streets.

The Consultant will also examine relevant examples of flexible, "green", complete and "high tech" streets with "smart light poles", sensor technology, LID drainage, cameras and other innovations. The use of flush/curbless streets, often called "festival streets" will be explored as a way to overcome the anticipated shortage of open spaces. Festival streets are beneficial for special events and can also enhance the utility and effective size of the area's open spaces. Festival streets are barrier-free and provide a more inclusive pedestrian environment for people with mobility impairments, which is advantageous around a hospital.

Deliverable: A Working Paper presenting Comparable Projects will be prepared.

Task 1.3 - Core Team Design Sessions (2-3 days).

GAI will organize a 2 to 3 day workshop/charrette with the Core Team and other invited representatives to develop Design Objectives (goals) associated with each key street in the district. The sessions are envisioned to include the baseline information for the overall district circulation network (all modes), the results of the Comparables Research and the existing typical sections for each street. The Core Team will tour the area with stops on each major street to discuss objectives. The Core Team will explore a range of desired goals and alternatives for each street. This can include exercises to build alternative preferred sections. Identified goals will form the baseline of conceptual design.

Deliverables:

It is anticipated that these sessions will happen in March/April 2017. The deliverables are:

- Goals and Objectives for each street, workshop style drawings.

Scope of Work
Plans, Guidelines and Standards

- A Sketch Plan integrating land use and transportation for DSNID.

Task 1.4 – draft “Complete Streets” Master Plan.

GAI will use the results of the Core Team Design Sessions, the Base Data and the research on Comparables Project to develop three tiers of conceptual design:

- **Transportation Frameworks** - diagramming a recommended hierarchy of streets and the overall flow for each mode of transportation.
- **Conceptual Typical Street Sections** - developing one or more conceptually recommended street sections for each street. There may be 2-3 alternatives for certain streets based upon different existing conditions or land use patterns. (These conceptual sections shall be ‘sketch’ level – meant to establish direction and inform the subsequent more detailed study in the other Tasks associated with this Scope of Service).
- **Materials Standards** - this will include conceptual landscape, hardscape, lighting and site furnishings including ideas for art and green infrastructure.

Deliverables:

- A draft, **“Complete Streets” Master Plan**. 11x17 color document, available in PDF form that outlines transportation frameworks, conceptual street sections and materials standards for use and reference in subsequent phases of work. Digital and color hard copies of the report [ten] will be provided. The draft will become The Preliminary “Complete Streets” Master Plan after completion of the District Stakeholder Workshop described below.

Task 1.5 - District Stakeholder Workshop and final “Complete Streets” Master Plan.

Approximately six (6) weeks after the conclusion of the **Core Team Design Objectives Session [May 2017]**, GAI will facilitate a workshop with the DSNID Advisory Council, the SoDo Main Street Board and other appropriate representatives. The purpose of this workshop is to review and refine the current and potential future street cross sections that accommodate all modes of travel, alignments, approaches to utilities and other features. The workshop will also provide an opportunity to review and comment on the preliminary “Complete Streets” Master Plan of GAI and the preliminary work of S&ME on guidelines, standards and code requirements of the GMP and LDC.

Deliverable: The final “Complete Streets” Master Plan including:

- Goals and Objectives for each street, workshop style drawings.
- A Summary of the Working Paper Reporting Base Data,
- A Summary of the Working Paper presenting Comparable Projects.
- A Workshop-produced Sketch Plan integrating land use and transportation for the District.

Task 2 – Orange Avenue: Review FDOT Plans, Develop a “Complete Street” Corridor Plan [GAI].

FEE:

GAI \$73,795.00 (Includes Toole Design Group-\$6,545 and Kittelson Associates-\$8,000)

Scope of Work
Plans, Guidelines and Standards

S&ME -0-

Task 2.1 - Kickoff Discussion.

GAI will meet with the Core Team and other appropriate representatives arranged by the Client to confirm Goals and Objectives. This shall include setting objectives related to overhead utilities, transit, bike/ped, street lighting and low impact design stormwater facilities. The Consultant shall work with traffic analysis data supplied by the City of Orlando and/or FDOT and provide limited technical 'alternatives analysis' via our transportation engineering subconsultant. Innovative technology will be included in the assessment.

Deliverable: Meeting Notes presenting the results of the Kickoff Discussion.

Task 2.2 - Plans Review.

GAI will review FDOT plans, participate in discussion of the design of Orange Avenue improvements with the FDOT design engineer and tour / photo document the site in order to make design recommendations based on DSNID approved plans and sections for walk – scaled ROW features and dimensions that enhance the functional and aesthetic quality of the roadway, including accommodations for street trees, street furniture, sidewalk and center median landscape planters, transit service and stops, utilities, lighting, wayfinding, bike/pedway facilities and opportunities for public art. GAI will also discuss the stated Goals and Objectives identified in the prior step to establish the desires for the street and flexibility for customized solutions (referencing the FDOT Context Sensitive Design Manual).

Deliverable: A Working Paper presenting the results of the Plans Review.

Task 2.3 - Review and Evaluate Parking.

GAI will review existing parking both on street and off street to determine adequacy and location to serve Orange Avenue businesses. This evaluation shall also consider removal of parking in appropriate locations to provide opportunities for streetscape, pedestrian and transit enhancements. The Consultant will review the existing City Planning and Regulatory Documents regarding redevelopment of private property and expansion of the commercial sites in order to accommodate off street parking to confirm a recommended balance between functional commercial sites, limited neighborhood intrusion and activated / convenient on-street parking.

Deliverable: A Working Paper presenting the results of the Parking Review.

Task 2.4 – “Complete Streets” Corridor Plan for Orange Avenue.

GAI will develop an Orange Avenue Corridor Plan that makes recommendations for the Orange Avenue Streetscape Right of Way, as the configuration of parking / properties fronting the street. The plan will show recommended horizontal layout of curbs, crosswalks, sidewalks, planting areas, street trees, street furniture, center median landscape planters, lighting, wayfinding, site on-street parking, bike/pedway facilities, transit stops and opportunities for public art. Underground utility plans for electric, internet fiber, stormwater and other infrastructure will be addressed in a typical section(s) for the corridor based upon readily available utility information.

Scope of Work
Plans, Guidelines and Standards

Standard cross sections and related features will be prepared for City adoption as the official plan for this roadway corridor. The Consultant will work in AutoCAD to 'hardline' curblin recommendations based upon FDOT base materials. The Consultant will also develop a suggested palette of site streetscape materials for review by the Core Team. These elements shall be incorporated into the **"Complete Streets" Corridor Plan for Orange Avenue.**

Deliverables:

- Meeting documentation and notes as appropriate.
- **"Complete Streets" Corridor Plan for Orange Avenue** will be provided in a digital PDF form, suitable for large scale printing and ten [10] hard copy 11x17 reports for inclusion in the Master Plan.
- Sub-area policies and revisions to City plans, such as the Major Thoroughfare Plan, will be proposed as appropriate.

Detailed Design and Engineering of specific implementation items or 'components' of the Orange Avenue Corridor Plan / Design Intent can be provided as an additional service. This level of more detailed work will be identified, scoped and assigned schedule and fee at the conclusion of the corridor plan effort. The Core Team will present the Orange Avenue Corridor Plan to the FDOT for their use in designing the entire Orange Avenue Project.

Task 2.5 - Meetings and Presentations.

GAI will conduct or participate in up to 3 review sessions with the Client and Core Team + (1) public workshop coordinated with the SoDo Main Street (Orange Avenue Members) and other local stakeholders identified by the Client. The Consultant will conduct a DRAFT and FINAL presentation of the Corridor Design Intent recommendations. The Client shall make all arrangements regarding securing a location and invitations to all meetings.

Deliverable: Revisions, if any to the **"Complete Streets" Corridor Plan for Orange Avenue.**

Task 3 – Division Avenue Corridor within the District: Develop "Complete Streets" Corridor Plan [S&ME].

FEE:

GAI -0-
S&ME \$43,000.00

Task 3.1 - Kickoff Discussion.

S&ME will meet with the Core Team and other appropriate representatives arranged by the Client to confirm Goals and Objectives. This will in part come as a result of the product from Task 1. This shall include setting objectives related to overhead utilities, transit, bike/ped, street lighting and low impact design stormwater facilities. The Consultant shall work with traffic analysis data supplied by the City of Orlando and/or FDOT and provide limited technical 'alternatives analysis' via our transportation engineering subconsultant. Innovative technology will be included in the assessment.

Deliverable: Notes presenting the results of the Kickoff Discussion.

Scope of Work Plans, Guidelines and Standards

Task 3.2 - Plans Review.

S&ME will review FDOT plans, participate in discussion of the design of Division Avenue improvements with the FDOT design engineer and tour / photo document the site in order to make design recommendations based on DSNID approved plans and sections for walk – scaled ROW features and dimensions that enhance the functional and aesthetic quality of the roadway, including accommodations for street trees, street furniture, sidewalk and center median landscape planters, transit service and stops, utilities, lighting, wayfinding, bike/pedway facilities and opportunities for public art. The Consultant will also discuss the stated Goals and Objectives identified in the prior step to establish the desires for the street and flexibility for customized solutions (referencing the FDOT Context Sensitive Design Manual).

Deliverable: A Working Paper presenting the results of the Plans Review.

Task 3.3 – “Complete Streets” Corridor Plan for Division Avenue.

S&ME will develop a Division Avenue Corridor Plan that makes recommendations for the Division Avenue Streetscape Right of Way, as configuration of parking / properties fronting the street. The plan will show recommended horizontal layout of curbs, crosswalks, sidewalks, planting areas, street trees, street furniture, center median landscape planters, lighting, wayfinding, site on-street parking, bike/pedway facilities, transit stops and opportunities for public art. Underground utility plans for electric, internet fiber, stormwater and other infrastructure will be addressed in a typical section(s) for the corridor based upon readily available utility information.

Standard cross sections and related features will be prepared for City adoption as the official plan for this roadway corridor. The length of Division Avenue may have one or several different cross-sections and alignments. The Consultant will work in AutoCAD to ‘hardline’ curblane recommendations based upon FDOT base materials. The Consultant will also develop a suggested palette of site streetscape materials for review by the Core Team. These elements shall be incorporated into the **“Complete Streets” Corridor Plan chapter for Division Avenue.**

Deliverables:

- Meeting documentation and notes as appropriate.
- **“Complete Streets” Corridor Plan for Division Avenue** will be provided in a digital PDF form, as suitable for large scale printing and ten [10] hard copy 11x17 reports for the Master Plan.
- Material for Division Avenue will be provided for inclusion in the Visual Guidebook.
- Sub-area policies and revisions to City plans, such as the Major Thoroughfare Plan, will be proposed as appropriate.

Detailed Design and Engineering of specific implementation items or ‘components’ of the Division Avenue Corridor Plan / Design Intent can be provided as an additional service. This level of more detailed work will be identified, scoped and assigned schedule and fee at the conclusion of the corridor plan effort.

Task 3.4 - Meetings and Presentations.

Scope of Work
Plans, Guidelines and Standards

S&ME will conduct or participate in up to 3 review sessions with the Client and Core Team + (1) public workshop coordinated with the Division Avenue Main Street and other local stakeholders identified by the Client. The Consultant will conduct a DRAFT and FINAL presentation of the Corridor Design Intent recommendations. The Client shall make all arrangements regarding securing a location and invitations to all meetings.

Deliverable: Revisions, if necessary to the “**Complete Streets**” Corridor Plan for Division Avenue.

Task 4: Design Guidelines and Standards for the District with Proposed GMP and LDC Amendments [S&ME]

FEE:

GAI \$10,000

S&ME \$65,000.00

Task 4.1. Educational Public Workshops.

S&ME will hold up to two (2) evening public workshops with the public to educate them on form-based code principles, and to explore the unique qualities of the District as to explore community preferences regarding urban design. S&ME will provide handouts and presentation materials. City staff will be responsible for sending meeting invitations, posting/advertising meetings when necessary, and reserving meeting venues.

Deliverable: Notes presenting the results of the Workshops.

Task 4.2. draft Recommended Guidelines and Standards for the District.

S&ME will draft site and building design guidelines and standards for the Downtown South Neighborhood Improvement District based upon stakeholder/public input, form-based code design parameters, land development code integration and staff input.

Deliverable: A Working Paper with the following sections:

- Overview, including definitions and intent.
- Regulating Plan illustrating character districts/transect zones.
- Land Use Standards, using generic use types and exceptions rather than a long detailed list of uses.
- Block and Lot Subdivision Standards to ensure a network of streets and smaller blocks reinforcing connectivity and walkability.
- Building Form Standards in graphic form and easy to understand. The building form standards govern basic building form, placement, and fundamental urban elements to ensure that all buildings complement neighboring structures and the street. These standards will be developed based upon the study of building types appropriate for the area, climate, and neighborhood vitality. Specific building standards to be developed include:
 - Building and parking placement
 - Building height
 - Building frontage types

Scope of Work
Plans, Guidelines and Standards

- Other Site Development Standards. S&ME will develop landscaping, screening, signage and off-street parking standards to complement the vision of the District.
- Public Space Standards will provide the defining design attributes and geometries that balance the needs of motorists, pedestrians, bicyclists, and transit riders while promoting a vital public realm. These standards will include design specifications for sidewalks, travel lane widths, parking, curb geometry, trees, and lighting based on the designs developed as part of The Preliminary “Complete Streets” Master Plan.
- Administration and Procedures that are clear and predictable, including a bonus system and modification of standards based on design rather than hardship.

Deliverable: S&ME will provide **The draft Report with Recommended District Guidelines and Standards.**

Task 4.3 – draft Proposed GMP and LDC Amendments to the City’s GMP and LDC Policies and Requirements.

S&ME will review the Growth Management Plan and the Land Development Code. Based on the vision for the District and input received from staff and stakeholders, the work completed in the previous tasks and Client comments, S&ME will develop a matrix identifying parts of the Growth Management Plan (GMP) and LDC that will need to be amended or removed to implement the Vision, the Guidelines and the Standards. Some of the specific areas of the LDC to be reviewed by the Consultant include an assessment of the zoning districts and special area plan requirements applicable to the DSNID.

Deliverable: S&ME will provide **The draft Report with Recommended Amendments to the City’s GMP and LDC Policies and Requirements.**

Task 4.4 – Workshop and Final Report of Recommended Changes to the Guidelines and Standards for the District and Proposed GMP and LDC Amendments.

S&ME will meet with the Stakeholders [?], the Client and the City Staff in a workshop setting to review and revise, as appropriate, the draft reports. The Consultant will make the appropriate revisions and prepare the final report.

Deliverable: S&ME will provide:

- **The Final Report with Recommended District Guidelines and Standards** to be implemented either through the current zoning districts in conjunction with an overlay, or through new character districts/transect zones. The document will be presented as described above, revised and finalized; designed for public consumption as an 11x17 color document, available in digital and color hard copies of the report [ten] will be provided.
- **The Final Report with Proposed Amendments to the City’s GMP and LDC Policies and Requirements** to be implemented either through the current zoning districts in conjunction with an overlay, or through new character districts/transect zones. The document will be presented as described above, revised and finalized; designed for public consumption as an 11x17 color document, available in digital and color hard copies of the report [ten] will be provided.
- The two reports may be combined into one report after discussion with the Client.

Task 5: Visual Guidebook for the Improvement District [S&ME]

FEE:

GAI \$13,500

S&ME \$50,000.00

Task 5.1 – draft Visual Guidebook.

S&ME will design the Visual Guidebook based on the work completed above to serve as an illustrative booklet for residents, businesses and investors to better understand the vision, plans and requirements of the District. A mock-up will be prepared for public review and comment. The preliminary Visual Guidebook will present summarized information from:

- *The “Complete Streets” Master Plan,*
- *The “Complete Streets” Corridor Plan for Orange Avenue,*
- *The “Complete Streets” Corridor Plan for Division Avenue,*
- *The Final Report on Recommended District Guidelines and Standards and*
- *The Final Report on Proposed Changes to the GMP and LDC Policies and Requirements.*

Deliverable: S&ME will prepare a draft **Visual Guidebook** as a public-review draft in the form of a written and graphic summary document that presents the Vision for the District with highlights of important public and private improvements.

Task 5.2 – Review, Adoption and Final Visual Guidebook.

S&ME will participate in the following adoption activities, make appropriate revisions and produce a Final Report:

- **Presentation to the Client and City Staff.** S&ME will attend a meeting to present the draft standards to the stakeholders and staff.
- **Revisions (#1).** S&ME will make one (1) set of revisions to the draft based on comments received from the Client and City staff.
- **Presentation at Planning Board Hearing.** S&ME will present the draft standards to the Planning Board at a public hearing. Any changes proposed by the Board will be outlined in a memo to take to the City Council.
- **Presentation at City Council Public Hearing.** S&ME will present the draft standards to the City Council for public hearing and ordinance adoption (two readings).
- **Revisions (#2).** S&ME will make a second set of revisions to the draft based on comments received during the Hearings.
- **Final Visual Guidebook.** S&ME will finalize the guidelines and standards, make any revisions necessary in the Visual Guidebook and submit one electronic copy of each to the Client in Microsoft Word and pdf formats.

Deliverables:

- **Final Visual Guidebook** – S&ME will prepare the preliminary document to be presented as described above, revised and finalized; designed for public consumption as an 11x17 color document, available in digital and color hard copies of the report [ten] will be provided.

Scope of Work
Plans, Guidelines and Standards

FEE SUMMARY

Fiscal

<u>TASK</u>	<u>GAI</u>	<u>S&ME</u>	<u>Total</u>	<u>Fiscal Year</u>
Task 1, Master Plan	\$74,895.00	\$40,000.00	\$114,895.00	2016-2017
Task 2, Orange Ave. Corridor Plan	\$73,795.00	-0-	\$73,795.00	2016-2017
Task 3, Division Ave. Corridor Plan	-0-	\$43,000.00	\$43,000.00	2016-2017
Task 4, Guidelines and Standards	\$10,000.00	\$65,000.00	\$85,000.00	2017-2018
Task 5, Visual Guidebook	\$13,500.00	\$50,000.00	\$50,000.00	2017-2018
TOTAL	\$172,190.00	\$198,000.00	\$370,190.00	

Note: All fees for GAI and S&ME include the fees they each share with Kittelson Associates, Toole Design Group and Le-Huu Partners. The only stipulation is that Le-Huu participate in Task 1 to the extent of a fee of \$10,000.00.

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