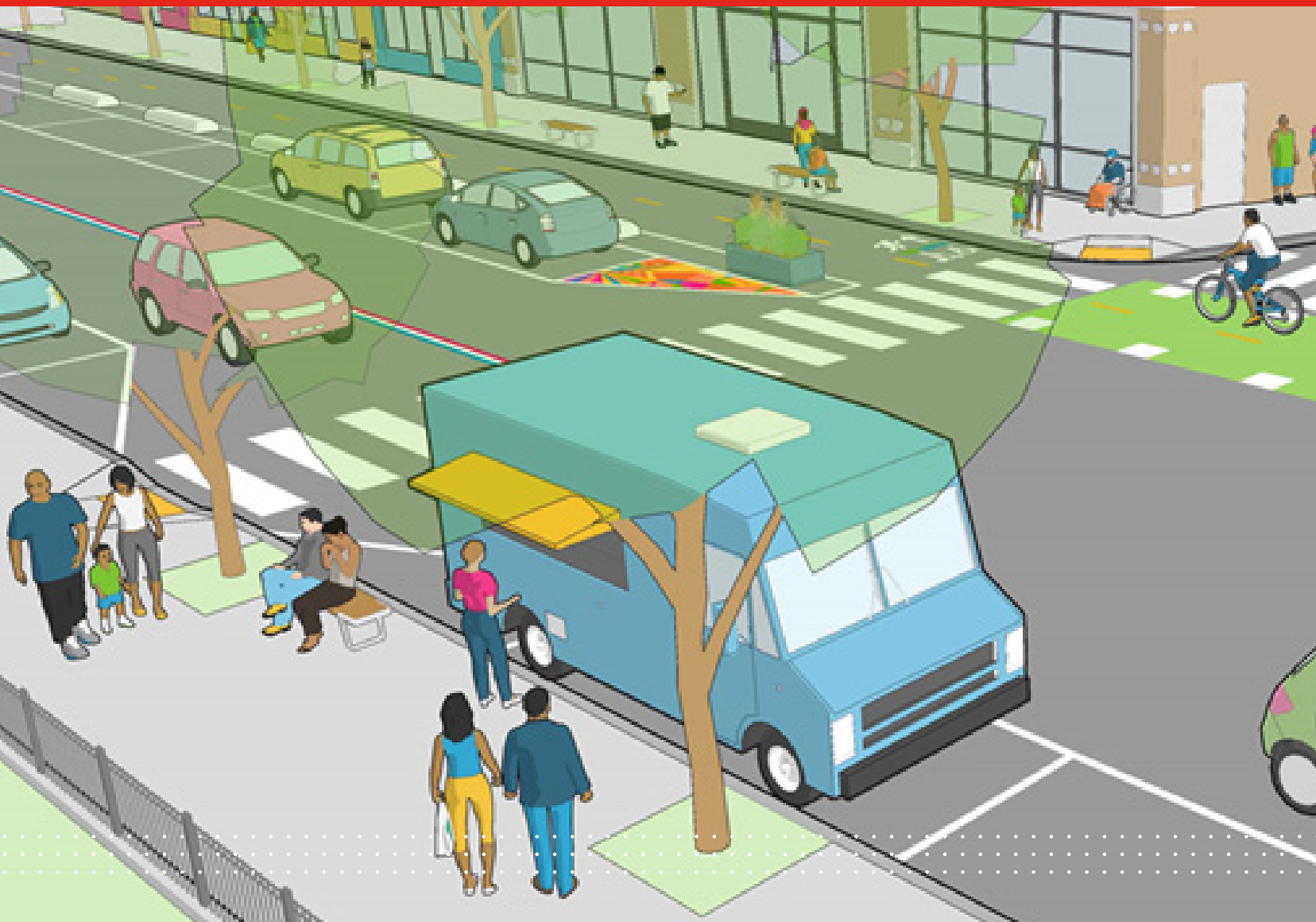


LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT
RFP #9-2024

COMPLETE STREETS DESIGN MANUAL

February 12, 2024



February 12, 2024

Lexington-Fayette Urban County Government
200 East Main Street, 3rd Floor, Room 338
Lexington, KY 40507

RE: RFP #9-2024—Complete Streets Design Manual

Dear Members of the Evaluation Committee:

Toole Design Group is pleased to submit our proposal for Lexington-Fayette Urban County Government's (LFUCG) Request for Proposals (RFP) to develop a Complete Streets Design Manual. LFUCG's commitment to people-focused transportation is impressive; your swift movement from Complete Streets Policy to Action Plan to Design Manual should be a model for other communities to follow. We are excited to partner with you to develop this important document that will further advance the implementation of Complete Streets in Lexington.

Toole Design is North America's leading planning, design, engineering, and landscape architecture firm specializing in Complete Streets. Our multidisciplinary team works to transform the public realm by focusing on people first. We place ethics, equity, and empathy at the core of all our work, and we are committed to delivering projects that enhance the dignity and quality of life for people by providing safe, accessible, and comfortable transportation choices for all.

At Toole Design, our planners and designers work at all scales, including corridors, neighborhoods, cities, counties, regions, and states. LFUCG will have access to our subject matter experts and industry leaders across the firm. We are ready to provide unparalleled responsiveness, quality, and professionalism. We have assembled a team of trusted professionals who will act as an extension of LFUCG staff to deliver the highest quality Complete Streets Design Manual.


Ernie Boughman, AICP, Toole Design's Director of Operations for the Southern U.S., will lead our team as Project Manager. His work has enabled local communities and state departments of transportation to expand their perspective of what streets should and can be—multimodal public spaces that embrace community values and enhance the quality of place. **Addie Weber, AICP** will serve as Principal-in-Charge and will be responsible for monitoring Toole Design's performance on the project, working in close coordination with Ernie to ensure that the project remains on schedule and within budget. As Quality Assurance/Quality Control (QA/QC) Lead, **Jeremy Chrzan, PE, PTOE, LEED AP®** will coordinate all quality control activities on the project. Jeremy combines years of design and permitting experience with technical knowledge of design standards to identify key project issues and practical solutions for multiple modes of transportation, including motor vehicles, transit, pedestrians, and people on bicycles.

Our team understands the local context of the region while offering national expertise. Toole Design will be joined by our subconsultants, **TSW** and **The Traffic Group**, to provide a comprehensive and targeted Complete Streets vision, public engagement, urban design, and communication strategy. Having these firms on our team deepens our capacity to examine best practices in similar environments and target stakeholder engagement efforts to most effectively reach, receive input from, and build implementation support with the practitioners who are the primary audience for this planning effort.

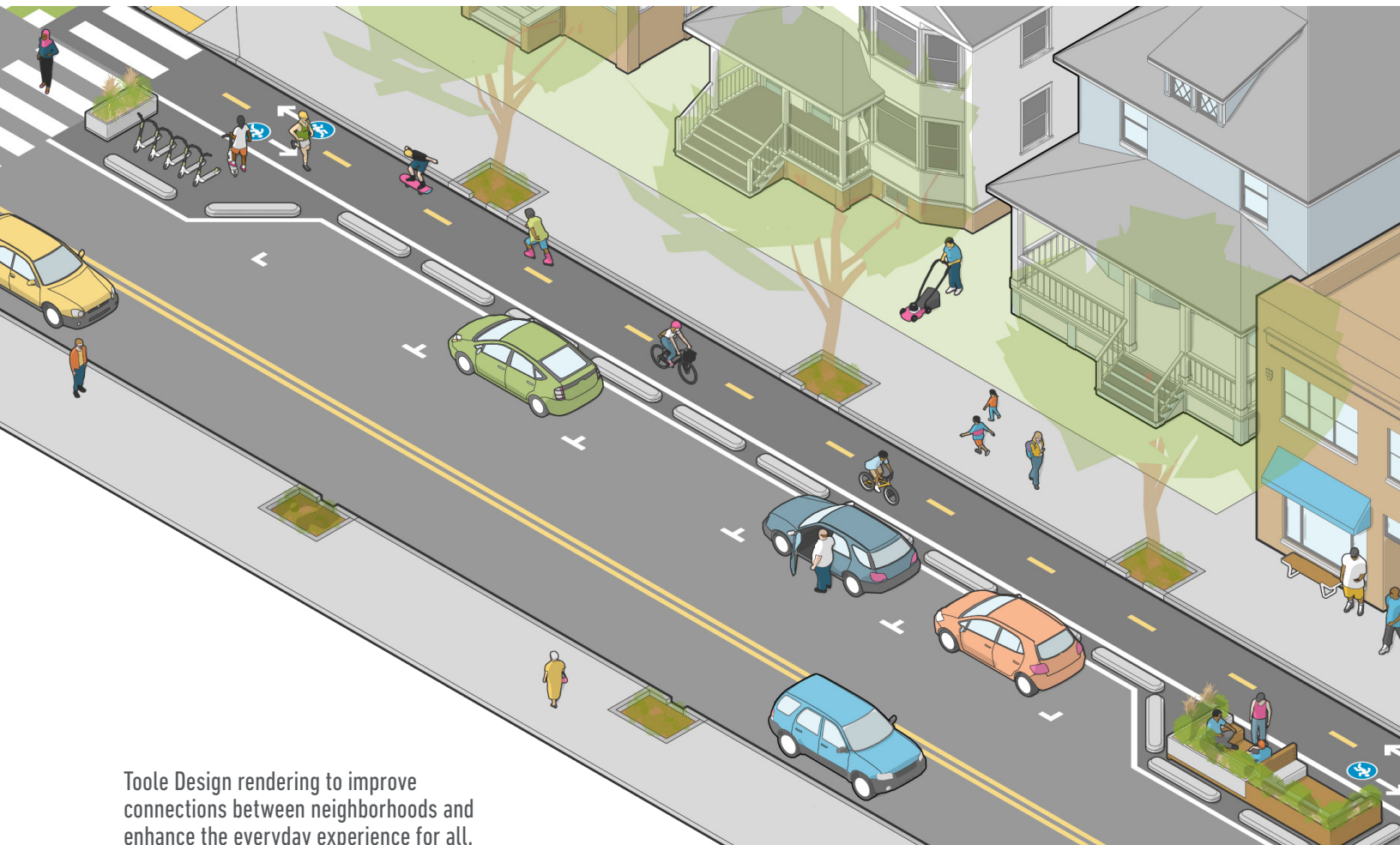
As a woman-owned business, Toole Design understands the importance of meaningfully engaging diverse business partners. We take pride in working with veteran, small, disadvantaged, and local firms who can complement our skills and contribute meaningfully to our projects. The Traffic Group, a firm we have a longstanding relationship with, is a certified Veteran-owned Business Enterprise (VBE), and we are recognized by LFUCG as a Woman-owned Business Enterprise (WBE). Toole Design pledges to meet or exceed all MWDBE and VBE goals for this project.

For any questions, please contact Project Manger Ernie Boughman at eboughman@tooledesign.com or 864.336.2276 x140. Thank you for considering our team.

Sincerely,



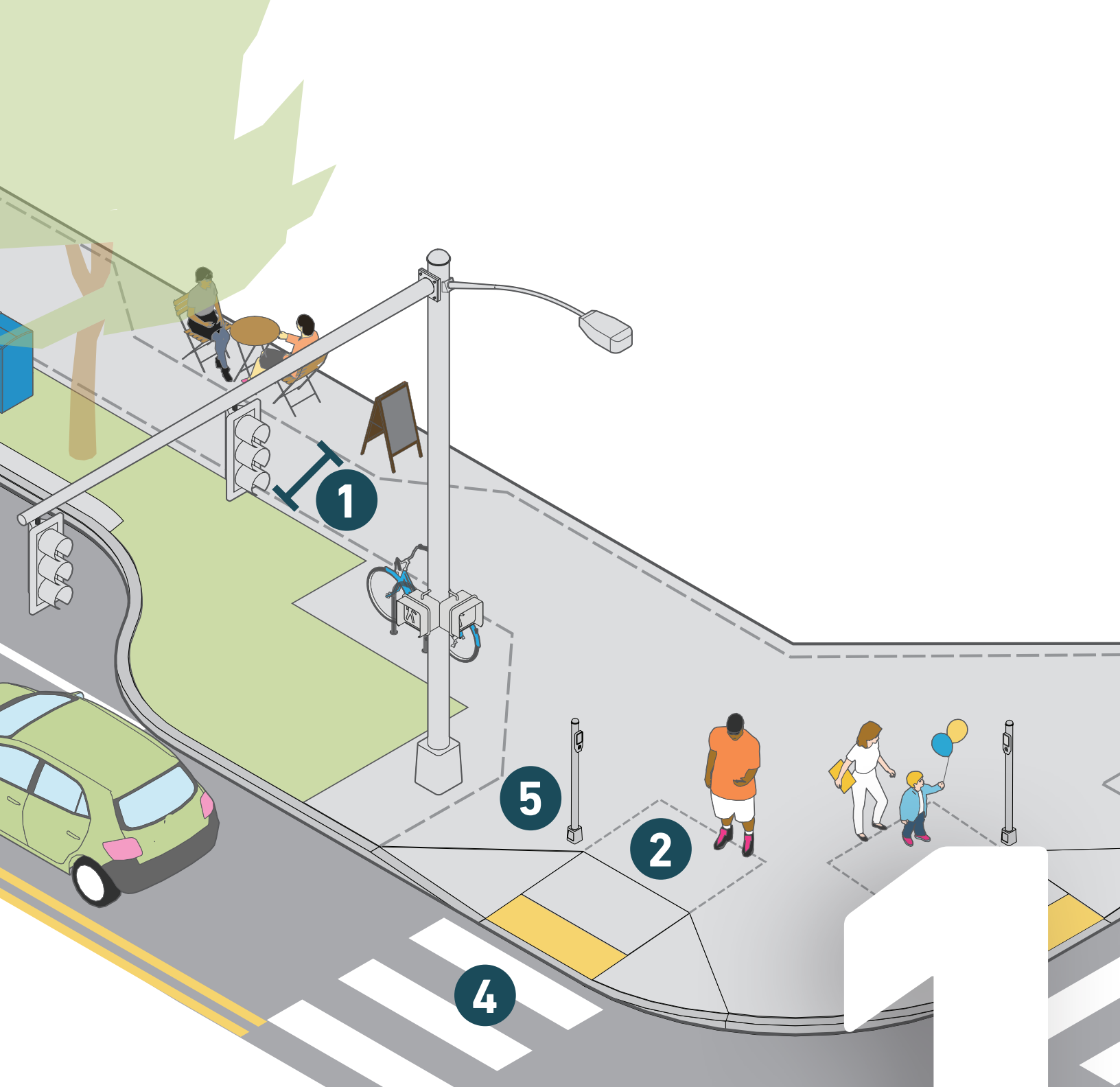
Ernie Boughman, AICP
Director of Operations, Southern U.S.



Toole Design rendering to improve connections between neighborhoods and enhance the everyday experience for all.

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**QUALIFICATIONS,
EXPERIENCE, AND
TECHNICAL COMPETENCE**

FIRM PROFILES

TOOLE DESIGN

Toole Design has been a leader in the Complete Streets movement since its beginning—we were among the first supporters of the Complete Streets Coalition in the early 2000s. We are nationally recognized for our work on Complete Streets design guidelines, and we have conducted data-driven analyses, developed concept plans, and prepared construction documents for hundreds of reimagined streets across North America.

Toole Design is the leading planning, engineering, and landscape architecture firm specializing in street design guidance. As a firm, our mission is to create livable communities where walking, bicycling, and taking transit are safe, convenient, and enjoyable for everyone. We focus on developing cost-effective and implementable solutions that move people efficiently while also improving health, quality of life, and economic vitality. Toole Design has developed guidance for numerous federal, state, and city agencies across North America, addressing multimodal level of service, street typologies, Green Streets elements,

OUR VALUES

At Toole Design, we center our work on values that create a more equitable society where everyone has safe and efficient access to jobs, services, shops, schools, and family and friends. The values that inspire and guide us are **ethics**, **equity**, and **empathy**, and we have woven these throughout our approach to this project. We use these values as a daily guide for how we perform our projects and how we engage with colleagues and clients. We are not content to follow warrants, models, and outdated formulas to unquestioningly perpetuate the status quo. Instead, we work with clients to articulate their end goals and then map out equitable pathways to align infrastructure spending, engagement strategies, and analysis methods to those goals.

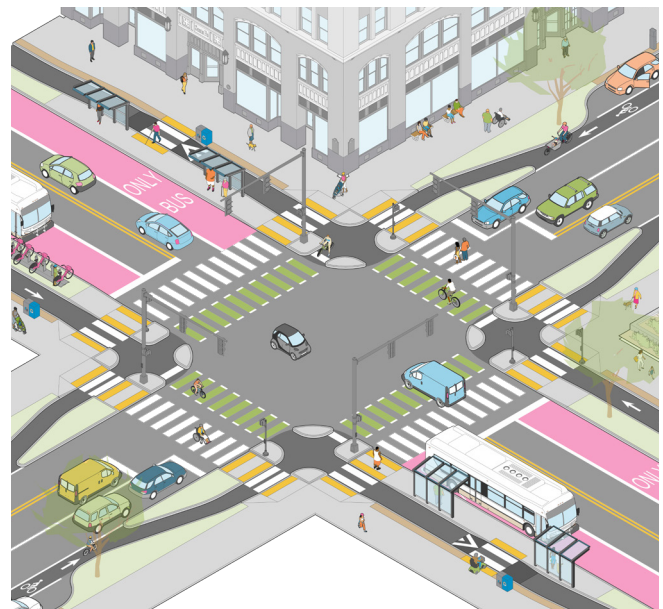
We believe the need to tackle environmental challenges of climate change, energy supply, and pollution is an ethical imperative.

the sidewalk realm, intersection design, street design to facilitate access to transit, bicycle facility design, smart street elements, emerging mobility, curbside management, utility location, implementation strategies, and many other topics. We are adept at developing illustrations, cross-sections, and detailed drawings that communicate technical requirements while also conveying the overall context and relationship of various street elements.

Toole Design ensures that our guidelines convey essential information in a uniform voice while remaining easy to understand. Our staff can develop a range of policies, guidelines, and standards. We will leverage our unique experience developing street and bikeway design guidance in places throughout North America.

Toole Design is at the forefront of transportation safety best practices. Our focus is to build human-centered spaces and streets. This means that the development of standards will be based in sound transportation planning and design principles.

The Toole Design Team and the staff we have proposed are local and national experts in developing design standards. We know what must be in design standards to ensure that planning concepts transform into infrastructure that considers accessibility, drainage, and sustainability.



Toole Design created renderings for the Providence Complete Streets and Urban Trail Plan. This project won the Outstanding Smart Growth Policy/Plan award for 2020 from GrowSmartRI.



At Toole Design, technical staff and project managers report to Office Directors, who report to Regional Operations Directors. These regional directors report to the Executive Vice President and Chief Operating Officer, who in turn reports to the President of Toole Design.

TSW

TSW is an award-winning planning, architecture, and landscape architecture firm founded in 1990 with offices throughout the South, including Lexington. TSW strives to improve lives and strengthen communities through livability and sustainability. TSW is a leader in the New Urbanist movement and employs a planning and design process that links traditional human-focused design principles with today's cultural and environmental needs. Sustainable design is an integral part of all TSW work, from the plan level to the individual building components, aiming to balance environmental, economic, and social benefits. TSW's staff members are LEED Accredited Professionals and their designs incorporate a range of ideas for progressive energy and resource saving solutions.



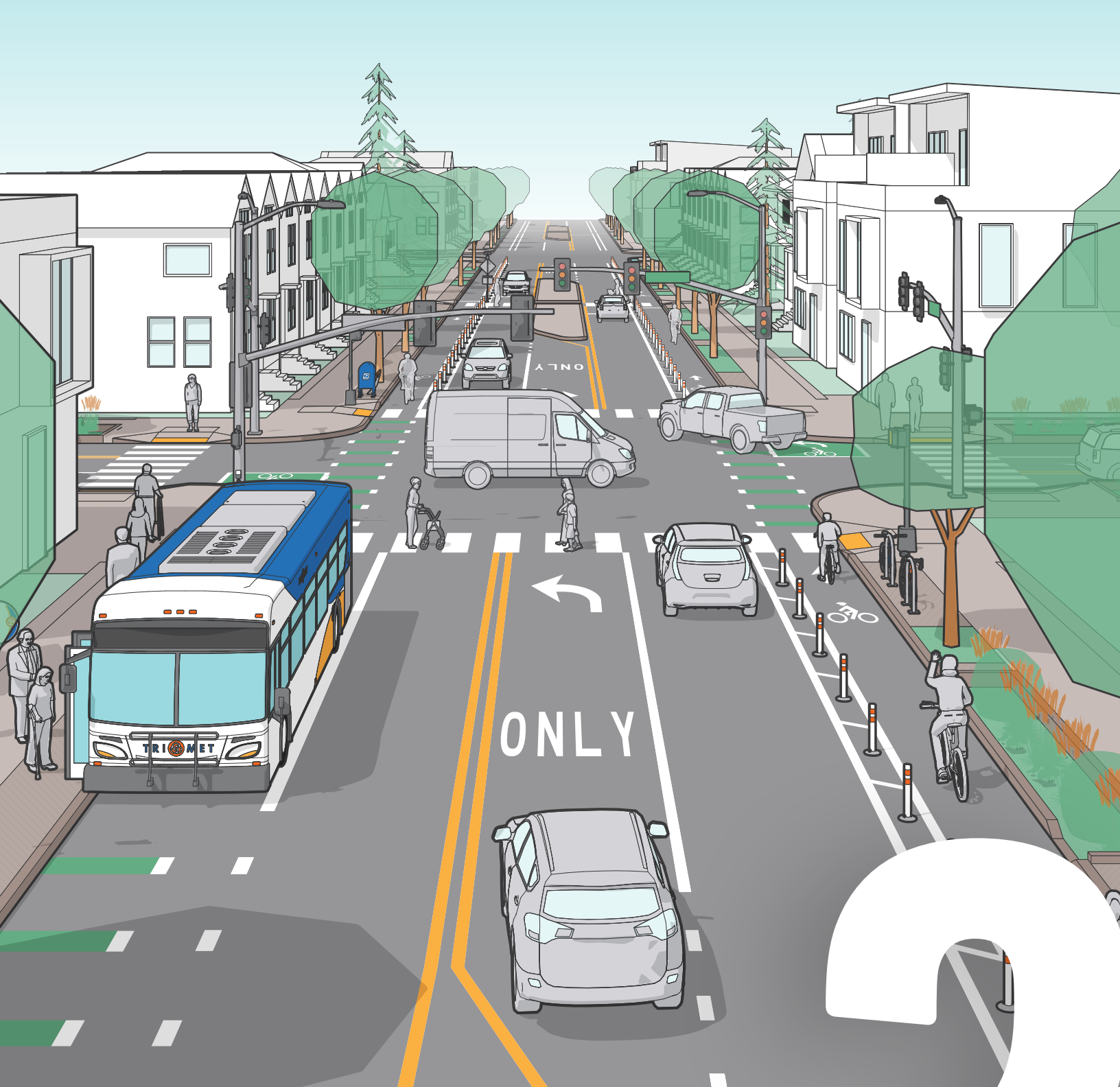
THE TRAFFIC GROUP

Established in 1985, The Traffic Group, Inc.—a CVE verified Service-Disabled Veteran-Owned Small Business (SDVOSB)—is one of the leading traffic engineering and transportation planning firms. Their professionals have spent decades analyzing traffic impacts, identifying system deficiencies, on- and off-site circulation issues, parking demands, multimodal transportation system conditions, safety assessments including Vision Zero, and more—delivering efficient and effective solutions with the best overall value. They are intimately familiar with the demands clients face and have adopted a proactive approach to developing real solutions to the problems clients encounter daily.

WHAT MAKES THE TOOLE DESIGN TEAM UNIQUE?

The process of developing Street Design Standards is nuanced, complex, and must satisfy many stakeholders. **Our team's abilities are rooted in great street, landscape, and urban design; these represent the core of our expertise rather than being an ancillary service area.**

Toole Design rendering created for the Denver Regional Council of Governments (DRCOG) egional Complete Streets Toolkit.



PROJECT TEAM

ORGANIZATIONAL CHART

The organizational chart below illustrates our proposed approach to staffing the various elements of the LFUCG Complete Streets Design Manual. Resumes for key staff are on the following pages.

LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT		
PRINCIPAL-IN-CHARGE	PROJECT MANAGER	QA/QC LEAD
Addie Weber, AICP TD	Ernie Boughman, AICP TD	Jeremy Chrzan, PE, PTOE, LEED AP® TD
PROJECT STAFF		
COMPLETE STREETS Ernie Boughman, AICP TD Nathan Boone, PE, LEED AP® TD Andrea Ostrodka, AICP, LEED AP® TD Bert Kuyrkendall, PE, AICP TSW	UNIVERSAL DESIGN AND ACCESSIBILITY Brendetta Walker, PE TD Todd Edwards, PE TD Ashley Gunderson TD	SAFE SYSTEMS Jared Draper, AICP TD Byron Rushing TD
LAND USE AND CONTEXT SENSITIVITY Kevin Bacon, AIA, AICP, LEED AP® TD Samantha Castro, AICP, LEED ND TSW	TRAFFIC AND SIGNALIZATION Chris Puglisi, PE, RSP, TD Lucy Gibson, PE TD John Dirndorfer TTG Joseph Caloggero, PE, PTOE, PTP TTG	CURBSIDE MANAGEMENT AND MICROMOBILITY Adrian Witte, PE TD Hector Chang TD
GREEN INFRASTRUCTURE Sarah Johnson, PLA, AICP TD David Lintott, PLA, LEED AP® TSW	ENGAGEMENT Ernie Boughman, AICP TD Addie Weber, AICP TD Samantha Castro, AICP, LEED ND TSW Lakesha Dunbar TD	GRAPHIC DESIGN MANUAL Bonnie Moser TD Sarah Johnson, PLA, AICP TD Gabe Jenkins, ASLA TD Spencer Boomhower TD

TD Toole Design **TSW** TSW **TTG** The Traffic Group



It's more important than ever that people have safe streets to enjoy. Photos taken in Lexington, KY by Toole Design staff.



ERNIE BOUGHMAN, AICP

PROJECT MANAGER

TOOLE DESIGN

PROFESSIONAL HIGHLIGHTS

Years of Experience: 29
Toole Design: 2013-Present
URS Corporation: 2007-2013
Parsons Brinckerhoff: 1998-2007

EDUCATION / CERTIFICATION

Master of City and Regional Planning,
Clemson University: 1998

Bachelor of Science, Architectural Design,
Clemson University: 1995

American Institute of Certified Planners

APPOINTMENTS / AFFILIATIONS

American Planning Association

Ernie is Toole Design's Director of Operations for the Southern U.S. His work has enabled local communities and state departments of transportation to expand their perspective of what streets should and can be—multimodal public spaces that embrace community values and enhance quality of place. Ernie has provided leadership for the planning and design of transportation facilities that increase safety, comfort, and convenience for people driving cars, riding bikes, walking, and using transit, enabling people of all ages and abilities to harmoniously travel together. Ernie often provides instruction on the intersection between context-sensitive solutions and Complete Streets.

SELECTED PROJECT EXPERIENCE

Metroplan Multimodal Infrastructure Guidelines, Little Rock, AR

Ernie was the Project Manager for the creation of multimodal infrastructure guidelines that provide a uniform template for the design of transportation corridors throughout Central Arkansas. Metroplan, the region's MPO, desired to provide consistent guidelines that will assist Rock Region METRO, the regional transit agency, and local governments throughout the region in positioning primary corridors for transit service now and in the future. The final product is a graphically rich document filled with best practices for multimodal design in a variety of land use contexts.

GDOT Pedestrian and Streetscape Guide Update

As part of a multidisciplinary team, Ernie served as Project Manager for Toole Design's components of this design guide update. Originally published in 2003, the Georgia Department of Transportation (GDOT)'s Pedestrian and Streetscape Guide was in need of an update to provide the most relevant guidance. Ernie worked with the project's management team to direct literature review, best practice evaluation, style direction, graphics development, and content creation.

Northwest Arkansas Bike Infrastructure Plan,

Bentonville, Rogers, Springdale, and Fayetteville, AR

Ernie served as Project Manager for the creation of a bike infrastructure network in Northwest Arkansas. In 2015, the region completed a bicycle and pedestrian plan that included nearly 1,800 miles of bicycle facilities, but the communities within the region struggled to know where to start on implementation. The Bike Infrastructure Plan identifies 11 core projects and includes conceptual designs for each, as well as design guidelines for the region. The plan tees up world-class projects for implementation; in fact, Ernie is already overseeing the final design of several of these projects.



ADDIE WEBER, AICP

PRINCIPAL-IN-CHARGE

TOOLE DESIGN

PROFESSIONAL HIGHLIGHTS

- Years of Experience: 24
- Toole Design: 2017-Present
- Jacobs Engineering: 2014-2017
- Glattig Jackson/AECOM: 2004-2014
- Urban Collage: 2003-2004
- Cooper Carry: 2000-2003

EDUCATION / CERTIFICATION

- Master of City and Regional Planning, Georgia Institute of Technology: 2004
- Bachelor of Arts, Design (Architecture), Clemson University: 1999
- American Institute of Certified Planners

APPOINTMENTS / AFFILIATIONS

- American Planning Association
- Urban Land Institute

AWARDS

- Award of Honor Planning and Analysis, FLASLA, Miami-Dade County Ludlam Trail Design Guidelines and Benefits Study: 2011
- Planning with a Vision, Denver Regional Council of Government Award (3rd Place): 2010
- ITE Best Project Award, Route 31 Land Use and Transportation Plan: 2009

Addie is an urban designer and planner with extensive experience leading and collaborating with multidisciplinary teams on numerous livable transportation projects. She has worked with a wide range of clients to develop community-supported, context-sensitive design solutions for suburban and urban environments. Her design perspective responds to the interconnected relationship between land use and transportation in transit station area planning, corridor redevelopment, strategic land planning, and small area plans.

SELECTED PROJECT EXPERIENCE

Montgomery County Curbless and Shared Streets Guide, Montgomery County, MD
Addie served as the Senior Urban Design providing expertise on developing shared and curbless street guidelines for Montgomery County. The goal of the guide is to provide planning, policy and design guidance for curbless and shared streets, and to be a supplement to their *Complete Streets Design Guide*.

GDOT Pedestrian and Streetscape Guide Update

Addie served as a Senior Transportation Planner, providing bicycle and pedestrian expertise on the update to GDOT’s Pedestrian and Streetscape Guide. The goal of the guide is to incorporate changes in design and precedents since its creation in 2003. Addie worked with the team to determine content and identify the local and national precedents. She worked with stakeholders to understand their issues from implementation to design.

ARC Bicycle and Pedestrian Safety Action Plan and Complete Streets Workbook, Atlanta, GA

Addie worked with the Atlanta Regional Commission (ARC) on the development of its Bicycle and Pedestrian Safety Action Plan. This process included outreach to communities along three metro Atlanta corridors with a high volume of pedestrian and bicycle crashes. Addie worked with various community groups and neighborhood organizations to understand the barriers on these corridors. After the Plan was complete, Addie worked closely with ARC to develop a Complete Streets Workbook that answered questions to role of our streets and how decisions should be made to enhance our communities and make our streets safer and more walkable.

Peachtree Street Shared Space Study, Atlanta, GA

Addie was the Project Manager for the City of Atlanta’s first shared space effort. This transformative project redesigned a portion of Peachtree Street Downtown as a shared space, one that will function for the next generation of mobility and public life—and put people first. Addie orchestrated a multidisciplinary team of planners, engineers, architects, and landscape architects to develop an illustrative concept plan, demonstration plan, and draft GDOT concept report. A robust public engagement and outreach effort was included to understand the needs of a diverse public.



JEREMY CHRZAN, PE, PTOE, LEED AP®

QA/QC LEAD

TOOLE DESIGN

PROFESSIONAL HIGHLIGHTS

Years of Experience: 25

Toole Design: 2014-Present

Pennoni Associates: 1999-2014

EDUCATION / CERTIFICATION

Bachelor and Master of Science, Civil Engineering, Drexel University: 2002

Professional Engineer: CA, CO, CT, DC, DE, FL, GA, IN, MD, MN, NJ, PA, TX, VA

Professional Traffic Operations Engineer

LEED® Accredited Professional

NACTO Certified Trainer

AWARDS

ASCE Philadelphia Section Young Civil Engineer of the Year: 2012

Greater Valley Forge Transportation Management Association Top Travel Demand Management Professionals Under 40: 2014

APPOINTMENTS / AFFILIATIONS

American Society of Civil Engineer - Committee on Sustainability - Policy Chair

Association of Pedestrian and Bicycle Professionals - Board of Directors

Bicycle Coalition of Greater Philadelphia

Washington Area Bicyclist Association

Jeremy is a Professional Engineer with over 25 years of experience in transportation, municipal, and site engineering projects. His engineering background is varied, encompassing bicycle, pedestrian, highway, and roundabout design; green street projects; project management and permitting; traffic mitigation; stormwater management; erosion control; maintenance and protection of traffic; utility coordination; and construction oversight. Jeremy uses his technical knowledge of design standards, construction best practices, and quality control review to identify key project issues and identify viable engineering solutions. Jeremy combines years of design and permitting experience with technical knowledge of design standards to identify key project issues and practical solutions for multiple modes of transportation, including motor vehicles, mass transit, pedestrians, and people on bicycles.

SELECTED PROJECT EXPERIENCE

Charlottesville Streets That Work Street Design Guidelines, Charlottesville, VA
Jeremy served as a Senior Engineer for the revision of the Charlottesville Design Manual to address multimodal design issues. He authored specific sections of the manual related to design speed, design vehicles, lane widths, intersection design, driveways, pedestrian accessibility, and bicycle facility design. He led various discussions with the City to build consensus on the design details, and provided quality control support for the development of the manual.

Los Angeles Supplemental Street Design Guide, Los Angeles, CA
Jeremy served as a Senior Engineer for the development of the Los Angeles Bureau of Engineering's *Supplemental Street Design Guide* and Los Angeles Department of Transportation design details to address safety issues and accommodations for active transportation and traffic calming. Jeremy worked with both agencies to discuss best practices for design, and refined the guide's content to address specific concerns for Los Angeles streets. He was particularly involved in the consideration of ADA accommodations, grading, and drainage to demonstrate how to construct curb extensions, truck aprons, floating bus stops, and other street treatments.

Horizon Foundation Complete Streets Policy Initiative, Howard County, MD
Jeremy served as the engineer responsible for developing a maintenance of traffic plan and coordinating permits and police permission for a one-day community demonstration project to show the benefits and functionality of converting travel lanes on Little Patuxent Parkway to protected bicycle lanes. The project was in support of the Horizon Foundation's healthy lifestyles program aimed at formulating and passing a Complete Streets policy for Howard County.



NATHAN BOONE, PE, LEED AP®
ENGINEER
TOOLE DESIGN

Years of Experience: 18
Bachelor of Science, Civil Engineering
Professional Engineer: AL, AR, CO, IA, KS, NE, OH, SD, TX, WY
LEED Accredited Professional

Nathan is an engineer with extensive experience in recreation and city infrastructure improvement projects. He primarily focuses on street corridor studies and design, downtown revitalizations, trail planning and design, streetscapes, and asset management planning. His blended background in engineering and planning affords him the skillset to oversee all technical, administrative, and management aspects of projects from planning to construction management. Nathan understands the importance of community involvement and the value it brings to have the right people, at the right time, to the table to cultivate collaboration and progress for the communities in which we live, work, and play.

Citywide Street Condition Assessment and Improvement Plan Development, Crete, NE
Downtown Revitalization Improvements, Schuyler, NE

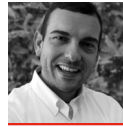


ANDREA OSTRODKA, AICP, LEED AP®
PLANNER
TOOLE DESIGN

Years of Experience: 23
Master of Urban and Regional Planning,
Bachelor of Arts, History and Environmental Studies
American Institute of Certified Planners
LEED Accredited Professional

Andrea is a collaborative and solutions-oriented transportation planner who serves as Toole Design's Transit Practice Lead. She has a unique collection of experience with transit and land use planning in both the public and private sectors, having served as the Director of Planning and Engineering for a regional transportation authority and a local government liaison for transportation issues. Andrea has seen a broad range of transportation initiatives through to implementation, proving her value on both project- and enterprise-level planning efforts.

Metropolitan Multimodal Infrastructure Guidelines, Little Rock, AR
Major Transit Station Area Design Guidelines, Brampton, ON



KEVIN BACON, AIA, AICP, LEED AP®
URBAN DESIGNER
TOOLE DESIGN

Years of Experience: 21
Master of Architecture
Master of City and Regional Planning
Bachelor of Science, Architecture
Licensed Architect: GA
American Institute of Certified Planners
LEED Accredited Professional

Kevin is an experienced urban designer in both the private and public sectors. A registered architect and certified planner, he previously led the strategic alignment of all initiatives, programs, and special projects as Deputy Commissioner of the City of Atlanta Department of City Planning. This included a special focus on establishing processes by which work initiated in planning progresses to the design and construction of actual investments by the City. His true passion lies with the creation of exceptional public spaces for all people and the impact of those spaces on affordability, sustainability, and user experience.

Complete Streets for the Suburbs Workshop, Dunwoody, GA
Spartanburg County's Gateway Corridors Plan, Spartanburg, SC



SARAH JOHNSON, PLA, AICP
LANDSCAPE ARCHITECT
TOOLE DESIGN

Years of Experience: 9
Master of Landscape Architecture
Master of City and Regional Planning, Transportation Planning
Bachelor of Arts, Geography
Professional Landscape Architect: NC
American Institute of Certified Planners

Sarah draws on a broad range of experiences in landscape design and transportation planning, approaching her work through systems-thinking and a focus on serving all members of a community. She is adept at site analysis and community engagement, which makes her particularly skilled at identifying opportunities to accomplish multiple goals through place-based design. Her work includes streetscape concepts, pedestrian and bicycle facility design, small area plans, and construction documents.

Jamestown Comprehensive Bicycle and Pedestrian Plan, Jamestown, NC



BRENDETTA WALKER, PE
ENGINEER
TOOLE DESIGN

Years of Experience: 29
Master of Business Administration
Bachelor of Science, Civil Engineering
Professional Engineer: GA, FL, SC
Erosion Control Level II Certification

Brendetta is an engineer with experience in the planning, design, and construction of public and private infrastructure projects. She specializes in roadway design, with experience in geometric alignments, stormwater design and management, erosion control, signing and marking, maintenance of traffic, storm sewer design, utility relocation, bridge replacements, permitting, and construction support. Brendetta pairs project experience with technical knowledge of design standards and procedures to apply engineering principles in a manner that presents thoughtful solutions that address the needs of multiple modes of transportation facility users, ranging from vehicles, to pedestrians, to people riding bicycles.

Louis Stephens Drive Design, Cary, NC
West Main Street/Campbellton Road Streetscape Enhancements, Fairburn, GA



TODD EDWARDS, PE
SENIOR ENGINEER
TOOLE DESIGN

Years of Experience: 26
Bachelor of Science, Civil Engineering
Professional Engineer: NC

Todd has both private and public engineering and project management experience. Todd led the bidding process for the annual construction efforts to implement concrete ramp and pedestrian refuge flatwork projects within the City. Within the private sector, Todd managed a team of engineers in the development of full construction plans for roadway projects driven by private development projects.

Bentonville Bond Project Review, Bentonville, AR
Cedar Creek Road Project, Youngsville, NC



ASHLEY GUNDERSON
ENGINEER
TOOLE DESIGN

Years of Experience: 9
Bachelor of Science, Civil Engineering

Ashley is an engineer with experience bringing projects from concept to final design. She has worked on projects that include rapid implementation plans, corridor balancing for multimodal use, and intersection redesign with a focus on vulnerable users. With a background in project management for roadway construction, site layout, evaluation of pedestrian transportation facilities, and roadside safety, she brings a focused perspective to the design process. She has experience with roadway construction practices, erosion control, site analysis, layout and evaluation of roadway facilities, and production of cost estimates. Ashley has researched roadside safety conditions and campus accessibility for a variety of users. She has worked on the management and inspection of a variety of transportation construction projects.

Bentonville Bikeway Designs, Bentonville, AR
Denison Phase One Design, Denison, TX



CHRIS PUGLISI, PE, RSP₁
SENIOR ENGINEER
TOOLE DESIGN

Years of Experience: 16
Master of Science, Civil and Environmental Engineering
Bachelor of Science, Civil and Environmental Engineering
Professional Engineer: FL, GA
Road Safety Professional

Chris is a talented and experienced transportation engineer focused on innovative solutions to solve the needs, goals, and objectives of clients and stakeholders. His experience actively managing and maintaining traffic signals gives him insight into limitations and constraints of the innovative technology he recommends in design. Chris works in multidisciplinary teams and applies his experience to help influence design decisions to ensure safe pedestrian, bicycle, and transit operations at signalized intersections. He is effective in his communication regarding traffic signal design and operations to the design team, the client, and the public.

Berkeley Southside Complete Streets, Berkeley, CA
4th Street Bike Signal Design, San Jose, CA



LUCY GIBSON, PE
PRINCIPAL ENGINEER
TOOLE DESIGN

Years of Experience: 39
Master of Science, Engineering Sciences
Bachelor of Science, Civil Engineering
Professional Engineer: ME, NH, VT

Lucy is a transportation engineer who has worked on projects across the country that focus planning and design of streets, corridors, and networks to make them safe and vibrant places. Her clients include cities, towns, government agencies, and non-profit organizations that share goals of safer, more efficient, and more enjoyable transportation networks. Her design work includes traffic and multimodal analysis of complex intersections and development of safe and intuitive designs for people walking and biking. She enjoys working both on bigger picture, regional planning efforts and smaller scale design projects that can make a difference to a community or neighborhood.

Complete Streets Prioritization Plan, Natick, MA
Naugatuck Transit-Oriented Development Traffic Analysis, Naugatuck, CT



LAKESHA DUNBAR
SENIOR PLANNER
TOOLE DESIGN

Years of Experience: 25
Masters in Public Administration
Bachelors of Science, Civil Engineering

Lakesha is a Senior Planner. Her work has been primarily with local governments and extends to regional, state, and private collaborations with a focus on the implementation of multimodal transportation. Lakesha brings a unique perspective to the field with her civil engineering education along with her transportation planning background. Her experience includes the implementation of bike and pedestrian plans; bike lane and traffic signal design; project budget and management; travel demand modeling; and long range transportation plan development and implementation, with an emphasis on congestion management and Title VI.

Northwest Arkansas Regional Commission Comprehensive Safety Action Plan, Bentonville, AR
Spartanburg County Safety Action Plan, Spartanburg, SC



JARED DRAPER, AICP
SENIOR PLANNER
TOOLE DESIGN

Years of Experience: 14
Master of City and Regional Planning
Bachelor of Arts, Spanish Language and Sociology
American Institute of Certified Planners

Jared is a transportation planner with experience in bicycle and pedestrian planning and design research projects at the local, state, and international levels. His experience includes researching innovative methods and strategies to move from planning to design to construction. His work on the World Resource Institute's (WRI) Low Speed Zone Guide identified specific case studies around the world and developed graphics that clearly communicate countermeasures that may be applied to streets to reduce speed and improve safety.

ARC Bicycle and Pedestrian Safety Action Plan, Atlanta, GA
Northwest Arkansas Regional Commission Comprehensive Safety Action Plan, Bentonville, AR



BYRON RUSHING
SENIOR PLANNER
TOOLE DESIGN

Years of Experience: 18
Master of City and Regional Planning
Bachelor of Science, Political Science

Byron is a Senior Planner with both public and private sector experience in developing and implementing multimodal transportation plans, programs, and policies. He specializes in walking, bicycling, trails, and livable communities, especially around jurisdiction policies, public engagement, and facilitation. He has focused on regional issues around walking and bicycling plans, corridor studies, Safe Systems and Vision Zero implementation, and long-range transportation planning.

Atlanta Vision Zero Action Plan, Atlanta, GA
Northwest Arkansas Regional Commission Comprehensive Safety Action Plan, Bentonville, AR



ADRIAN WITTE, PE
SENIOR ENGINEER
TOOLE DESIGN

Years of Experience: 24
Master of Science, Civil Engineering
Bachelor of Engineering
Professional Engineer: WA

Adrian is an engineer and Toole Design's New Mobility Practice Lead. He has extensive experience planning, designing, and implementing multimodal planning and design projects and has assisted over 75 communities to evaluate, design, and implement bikeshare, dockless micromobility, and emerging mobility programs. His work implementing shared micromobility systems has included roles in public and stakeholder education, working with potential sponsors, and garnering support from decision makers. With the emergence of dockless technologies and new mobility services, Adrian's role is to work with agency staff to assess the community's readiness and assist them in updating policies and on-the-ground infrastructure to support these programs.

Arvada Micromobility Pilot Program Evaluation, Arvada, CO
Hayward Micromobility Feasibility Study, Hayward, CA



HECTOR CHANG
PROJECT PLANNER
TOOLE DESIGN

Years of Experience: 9
Bachelor of Science, Urban and Regional Studies

Hector is a planner with public and non-profit sector experience in active transportation and shared mobility projects. He has worked with communities in upstate New York to develop and evaluate bicycle and multi-use trail plans, equity-focused community outreach initiatives, and bikeshare and transportation demand management programs. Hector is equally comfortable working with numbers, words, and GIS, and especially enjoys working with stakeholders and the public to help realize their vision for a more just and sustainable transportation system in their communities.

Cleveland-Cuyahoga County Shared Micromobility Analysis, Cleveland, OH
George Mason Drive Multimodal Corridor Study, Arlington, VA



BONNIE MOSER
LANDSCAPE DESIGNER
TOOLE DESIGN

Years of Experience: 13
Master of Landscape Architecture
Bachelor of Science, Agriculture Education

Bonnie is a landscape designer who is passionate about creating strong, sustainable urban places. She has a wide variety of experience both in the Southeastern U.S. and internationally. Bonnie is extremely talented in developing visualization products to assist the public and key decision-makers in understanding the design intent of recommendations. She is adept at perspectives, SketchUp renderings, photo simulations, branding and marketing, and gateway and wayfinding signage.

GDOT Pedestrian and Streetscape Guide Update
AASHTO Guide for the Development of Bicycle Facilities



GABE JENKINS, ASLA
DESIGNER
TOOLE DESIGN

Years of Experience: 4
Bachelor of Landscape Architecture
American Society of Landscape Architects

Gabe is a landscape designer with private sector experience working on community-building, way-finding, and memorial projects that seek to recognize and celebrate underrepresented groups. He combines art with storytelling in his approach to design, bringing his vision for change to life. Gabe believes in making design accessible to everyone and uses his work to make a positive difference..

Bryant Road Park Plan, Spartanburg County, SC
Huntersville Mobility Plan, Huntersville, NC



SPENCER BOOMHOWER
SENIOR VISUALIZATION SPECIALIST
TOOLE DESIGN

Years of Experience: 24
Bachelor of Fine Arts, Painting

Spencer is a visualization expert who helps planners and designers communicate their ideas for better transportation options. With a background that includes fine art, video game development, and virtual reality, he puts 3D graphics, animations, and interactive experiences to work in a way that is fun to look at and as easily grasped by members of the general public as it is by experts. Spencer has created animated videos to garner support for development projects, communicate how upcoming street designs changes will impact travel choices, and show how to bike safely around streetcar tracks. He has created interactive flythroughs to help engage the public in the street design process in an intuitive and enjoyable way.

FHWA Designing Intersections for Walking and Biking
MBTA Design Guide for Access, Boston, MA



BERT KUYRKENDALL, PE, AICP
SENIOR ASSOCIATE
TSW

Years of Experience: 28
Bachelor of Science, Civil Engineering
Bachelor of Arts, Mathematics
Professional Engineer: AL, GA, MS, TN
American Institute of Certified Planners

Bert has more than 28 years of experience as a Transportation Planner and Engineer. Bert’s planning work focuses on helping cities and towns become more sustainable, just, and livable places. He has led and collaborated on numerous comprehensive plans, corridor studies, multimodal network plans, and Complete Streets design projects. Bert is able to bring a balanced approach to transportation planning and implementation. He has extensive experience in street and multimodal facility design, with a firm grasp on state and city/county design standards, including the ability to modify and draft new transportation standards. He has shepherded many projects from concept design and public input, to estimating and budgeting, grant application, schematic and engineering design, bidding, construction oversight, and maintenance.

Complete Streets Implementation Plan, Chattanooga, TN
Atlanta Complete Streets Projects, Atlanta, GA



SAMANTHA CASTRO, AICP, LEED ND®
SENIOR ASSOCIATE
TSW

Years of Experience: 19
Master of Landscape Architecture and Regional Planning
Bachelor of Arts, Art History and French
American Institute of Certified Planners
LEED Accredited Professional Neighborhood Development

Samantha, a Senior Associate and Lexington Office Lead, brings more than 19 years of experience as a planner and urban designer in the public and private sectors. She enjoys working with the community, soliciting input on large-scale planning efforts to small area plans. Samantha has served as an Adjunct Professor for the Community Design and Engagement Studio at the University of Kentucky since 2018.

Urban Growth Management Plan, Lexington, KY
Imagine Lexington Comprehensive Plan, Lexington, KY



DAVID LINTOTT, PLA, LEED AP®
ASSOCIATE PRINCIPAL
TSW

Years of Experience: 24
Bachelor of Landscape Architecture
Professional Landscape Architect
LEED Accredited Professional

David, an Associate Principal and designer in the Landscape Architecture Studio of TSW, has more than 24 years of experience as a landscape designer focusing on streetscape design and recreational facilities in civic and campus settings. David is proficient in 3D modeling software packages and AutoCAD. David has worked on numerous construction document packages and is experienced in conducting construction administration.

5th Street Complete Streets Project, Atlanta, GA
Clarksville Downtown Parking and Street Network Study, Clarksville, TN



JOHN DIRNDORFER
TRAFFIC ENGINEER
THE TRAFFIC GROUP

Years of Experience: 41
 Bachelor of Science, Business Administration/Finance
 Associate Degree, Engineering

John is a seasoned traffic engineer with 41 years of experience. As an expert in traffic signal design, telemetry systems, and highway signing, John brings a wealth of knowledge in creating marking and traffic control plans. He is proficient in both AutoCAD and MicroStation, ensuring precision in every project.

East Campus Building 2 (ECB2) Traffic Signalization,
 Fort Meade, MD
Baltimore County Areawide Traffic Signal
Construction Contract # B-1223, Baltimore County, MD



JOSEPH CALOGERO, PE, PTOE, PTP
TRAFFIC ENGINEER
THE TRAFFIC GROUP

Years of Experience: 30
 Bachelor of Science, Civil Engineering
 Professional Engineer
 Professional Traffic Operations Engineer
 Professional Transportation Planner

Joseph is a Professional Traffic Engineer who brings 30 years of traffic engineering and transportation planning experience to The Traffic Group. He has testified as an expert witness for various projects in many different jurisdictions.

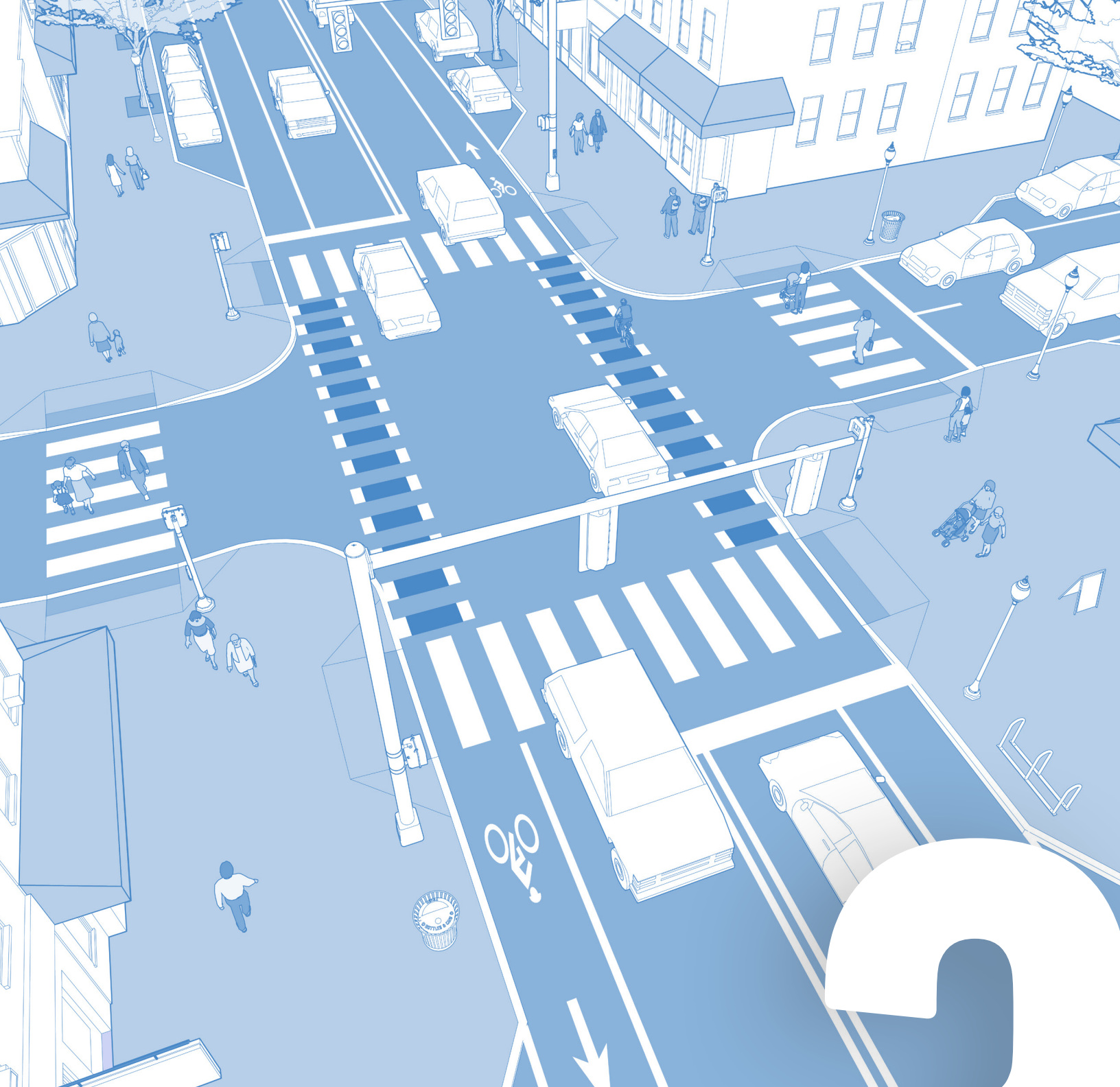
The Shops at Sharpsburg Pike, Washington County, MD
Landsdale Elementary School, Frederick County, MD

AVAILABILITY

With depth, experience, and regional knowledge, the Toole Design Team is ready and available for the Complete Streets Design Manual. The chart below indicates our key team members' availability and dedication to this project.

STAFF	ROLE	% DEDICATED TO THIS PROJECT
Addie Weber, AICP TD	Principal-in-Charge; Engagement	20%
Ernie Boughman, AICP TD	Project Manager; Complete Streets; Engagement	30%
Jeremy Chrzan, PE, PTOE, LEED AP® TD	QA/QC Lead	15%
Nathan Boone, PE TD	Complete Streets	20%
Andrea Ostrodka, AICP, LEED AP® TD	Complete Streets	25%
Burt Kuyrkendall, PE, AICP TSW	Complete Streets	30%
Brendetta Walker, PE TD	Universal Design and Accessibility	20%
Todd Edwards, PE TD	Universal Design and Accessibility	20%
Ashley Gunderson TD	Universal Design and Accessibility	25%
Jared Draper, AICP TD	Safe Systems	20%
Byron Rushing TD	Safe Systems	20%
Kevin Bacon, AIA, AICP, LEED AP® TD	Land Use and Context Sensitivity	20%
Samantha Castro, AICP, LEED ND TSW	Land Use and Context Sensitivity	35%
Chris Puglisi, PE, RSP TD	Traffic and Signalization	15%
Lucy Gibson, PE TD	Traffic and Signalization	15%
John Dirndorfer TTG	Traffic and Signalization	10%
Joseph Caloggero, PE, PTOE, PTP TTG	Traffic and Signalization	10%
Adrian Witte, PE TD	Curbside Management and Micromobility	15%
Hector Chang TD	Curbside Management and Micromobility	20%
Sarah Johnson, PLA, AICP TD	Green Infrastructure and Graphic Design Manual	25%
David Lintott, PLA, LEED AP® TSW	Green Infrastructure	15%
Lakesha Dunbar TD	Engagement	25%
Bonnie Moser TD	Graphic Design Manual	30%
Gabe Jenkins, ASLA TD	Graphic Design Manual	30%
Spencer Boomhower TD	Graphic Design Manual	20%

TD Toole Design TSW TSW TTG The Traffic Group



**UNDERSTANDING AND
KEYS TO SUCCESS**

3

PROJECT UNDERSTANDING

The LFUCG has already made great strides towards advancing Complete Streets within its jurisdiction. While LFUCG's adoption of a Complete Streets Policy in December 2022 was a critical milestone, unlike many other communities, LFUCG did not view that as a moment of "arrival" but rather a starting point. Toole Design applauds you for acknowledging that it takes real work to turn a policy into reality. The publishing of the Lexington Complete Streets Action Plan just one year following policy adoption is a testament to the commitment LFUCG and its citizenry have for the implementation of Complete Streets. That commitment is already being recognized and rewarded, as was demonstrated just a few weeks ago by the \$21.7M award of Safe Streets and Roads for All (SS4A) grant that will not only fund implementation for New Circle Road but also a public safety education campaign and a Vision Zero Coordinator.

A CONNECTING DOCUMENT

The Complete Streets Policy, Complete Streets Action Plan, Regional Bicycle and Pedestrian Plan, Safety Action Plan, and a myriad of other initiatives have all played a role in setting the stage for the development of the Complete Streets Design Manual. With the Complete Streets Design Manual being directly tied to eight of the Action Plan tasks (and indirectly tied to many others), Toole Design realizes that the Manual will be the connective tissue through which the body of Complete Streets in Lexington will be realized. Further, the desired completion date for the Manual in June 2025 is at the midway point of the overall Action Plan timeline, with many tasks building toward the Manual and others launching from it. Additionally, it is clear that the Complete Streets Design Manual will be a fulcrum for measuring performance, as its creation is central to the very first performance measure included in the Complete Streets Policy: 1. Number of policies, procedures, rules, regulations, design guidelines or manuals updated to comply with the Complete Streets Policy.

A COMPREHENSIVE DOCUMENT

Toole Design understands that LFUCG desires to hire a consultant team to review, update, and better integrate existing LFUCG street design standards, including the LFUCG Roadway Manual, Subdivision Regulations, and

“ The Complete Streets Action Plan is not just a piece of paper; it's a promise to make our city more open, easier to get around, and better for everyone. By prioritizing safety, sustainable transportation, and community connectivity, we aim to shape Lexington into a place where everyone can thrive. We are committed to making sure this plan is successfully implemented, listening to our community's voices and harnessing their insights as we build a better future for all our residents. ”

*Mayor Linda Gorton and
the Lexington Urban County Council*

Neighborhood Traffic Management Program Guide, the culmination of which will be a comprehensive Complete Streets Design Manual. It is desired that Complete Streets best practices be integrated with and complemented by best practices for Safe System (i.e., Vision Zero), Universal Design, and green infrastructure. Not only have we authored numerous design guidance documents that incorporate all those elements, we have developed a catalog of guidance graphics that can quickly, efficiently, and economically be customized to provide tailored design guidance that will meet the budgetary needs of LFUCG. Our work on groundbreaking documents like the *AASHTO Guide for the Development of Bicycle Facilities*, *AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities*, *FHWA's Achieving Multimodal Networks: Applying Design Flexibility and Reducing Conflicts*, *Metroplan Multimodal Infrastructure Guidelines*, and *Boston Complete Streets Guidelines* has allowed us to produce the nation's leading design guidance while honing our abilities to deliver outstanding products at an affordable price.

A CONTEXT-SENSITIVE, LEXINGTON-SPECIFIC DOCUMENT

While many consultants will say they have design guidance experience, in most cases the guides produced are merely research and reference documents, reproducing graphics from existing national guidance and/or pointing the reader to those national guides. Toole Design takes a different approach that will result in a custom document for LFUCG that is specific to your needs and local context.

We will develop an easy to use, visually rich Complete Streets Design Manual. The Manual will build on street design policies and guidelines previously developed by relevant agencies (i.e., FHWA, NACTO, AASHTO, MUTCD, ADA, KYTC, etc.), but it will go one step further to ensure all guidance is applicable to Lexington. There will not be the need to flip back and forth between guidance documents, as the Manual will consolidate all information in one location, focusing on providing clear illustrations and design details and offering a menu of design options that allow for decision-making by a wide range of users. The Manual will be designed and formatted to function well in both hardcopy and electronic formats; the latter will include links to allow for easy navigation and cross-referencing.

To further ensure the Manual is a Lexington-specific document, we have intentionally teamed with the Lexington office of TSW. Toole Design and TSW have a long partnership history, and we will leverage TSW's existing knowledge of and relationships with LFUCG and the local development community, including the consensus-building work they have already done with stakeholders and the public. TSW will ensure that our team maintains a local perspective and an ability to be responsive to any boots-on-the-ground work that might be required.

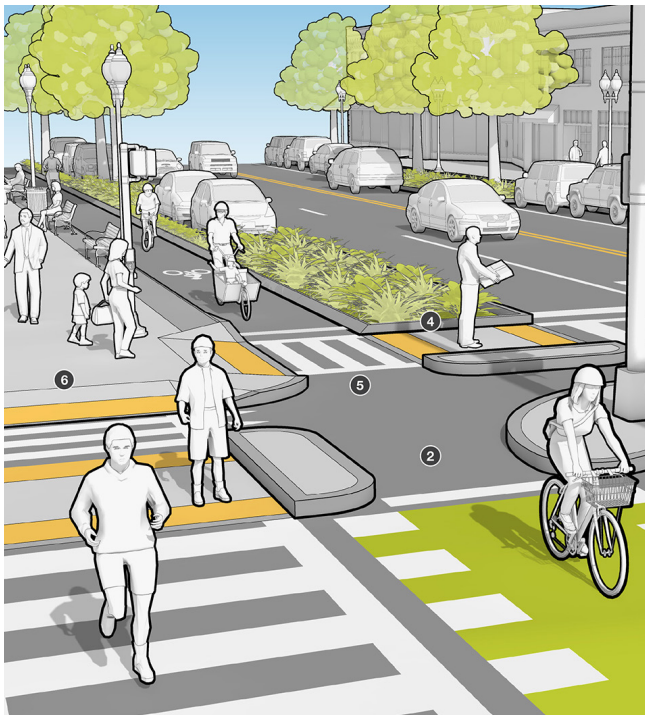


Illustration showing the elements of protected intersections for the MassDOT Separated Bike Lane Planning and Design Guide.

KEYS TO SUCCESS

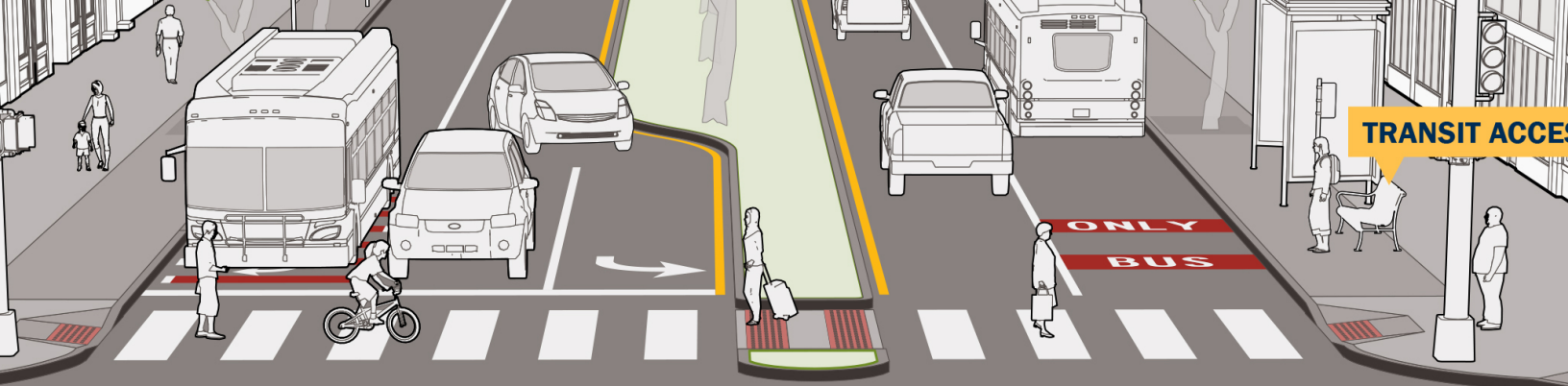
Through Toole Design's extensive experience delivering similar guidance documents, the following are the three most critical areas to developing a successful Complete Streets Design Manual.

1 The Right, Engaged Team – While it is essential for the Toole Design Team to have the right credentials to perform the work, it is equally important for involved stakeholders to be those who will use and endorse the Manual. Beyond having the right LFUCG divisions represented, it is critical that they be actively engaged in the design and review of the Manual. This will create a level of ownership of and pride in the document that cannot be achieved without their involvement, which will lead to active use of the Manual moving forward.

2 Early Content/Style Consensus – Arriving at consensus on the table of contents and the general style of the Manual early in the process will be essential to staying within budget and delivering on-time. Once these elements are established, we should move efficiently through content development. Refinement and changes to individual design standards and graphics as we proceed are to be expected, but larger, more overarching changes will have a ripple effect throughout the document that can be detrimental to project success.

3 Timely, Coordinated Reviews – Toole Design will work very hard to provide our deliverables according to the timeline laid out in the project schedule. Timely review of these deliverables by LFUCG will be necessary to keep the project on track. Additionally, we will request that LFUCG staff work internally to negotiate a single set of review comments, rather than delivering individual reviews that may be contradictory to one another. We have designed the project schedule to allow for these reviews and are open to refining the schedule with you to ensure we are allowing reasonable turnaround times.

Toole Design has every confidence that the above items will be achieved, and the project will be a great success. We look forward to working with LFUCG on the Complete Streets Design Manual.



TRANSIT ACCESS

SAFETY AND COMFORTABLE CROSSINGS

PEDESTRIAN MOBILITY

MOTOR VEHICLE, FREIGHT, AND EMERGENCY RESPONSE MOBILITY

RELEVANT EXPERIENCE



RELEVANT EXPERIENCE

Below we have included examples of our most relevant projects.

ODOT MULTIMODAL DESIGN GUIDE

Building on previous efforts to identify best practices in multimodal design, **Toole Design** led the development of the Ohio Department of Transportation's (ODOT) first statewide *Multimodal Design Guide*. ODOT's goal for the guide was to standardize best practices for walking and bicycling facilities to address Ohio's mission of providing a safe transportation system for all modes. To do so, it was essential to evaluate the safety of a roadway as a whole. Toole Design worked with multiple ODOT departments to coordinate and revise existing design guidance to align with the Multimodal Design Guide so that all aspects of transportation design support ODOT's vision of a safe multimodal transportation system.

Toole Design led discussions with ODOT staff from around the state to understand local design context and existing challenges to ensure that the final guide would support rural and urban communities' active transportation planning and design. Stakeholders represented local, county, and state agencies as well as transit authorities and the Ohio Railroad Development Commission.

During the guide development, stakeholders raised concerns regarding the roadway operations defined by the Ohio Revised Code related to bicycle and pedestrian interactions with motorists. Toole Design reviewed state law and worked with ODOT legal to provide guidance aligned with state law and reinforce safe, legal operations through design. The Ohio Attorney General reviewed and approved the final design guidance developed to address stakeholders' concerns.

The final guide covers pedestrian and bicycle facility design, intersection and midblock crossings, signal operations, railroad crossings, transit station design, complex intersections, and facility maintenance. To communicate the new design standards, Toole Design developed graphics and standard drawings to illustrate how the treatments can be implemented in various street contexts. Additionally, for communities where active transportation plans have not yet been developed, the guide provides planning level guidance to evaluate pedestrian and bicycle accommodations in all upcoming projects, ensuring network gaps are addressed at each opportunity. Together the planning and design guidance of ODOT's new statewide *Multimodal Design Guide* further its goal of increasing walking and biking and improving the safety of all transportation modes.

MONTGOMERY COUNTY COMPLETE STREETS DESIGN GUIDELINES

MONTGOMERY COUNTY, MD

Toole Design led the development of Montgomery County's *Complete Streets Design Guide*, which supplements the existing County design standards and incorporates leading national research on safe, multimodal street design. The Guide was designed to help achieve the County's recent adoption of Vision Zero, so safety and equity are paramount in the design philosophy and engineering guidance presented in the Guide. Toole Design served as the lead author of the Guide and oversaw all aspects of the project, including a robust agency and stakeholder engagement process. The Guide includes detailed design guidance on over 60 street design and engineering topics, ranging from intersection design to bicycle facility selection, green street design, curbside management, maintenance practices, and more.

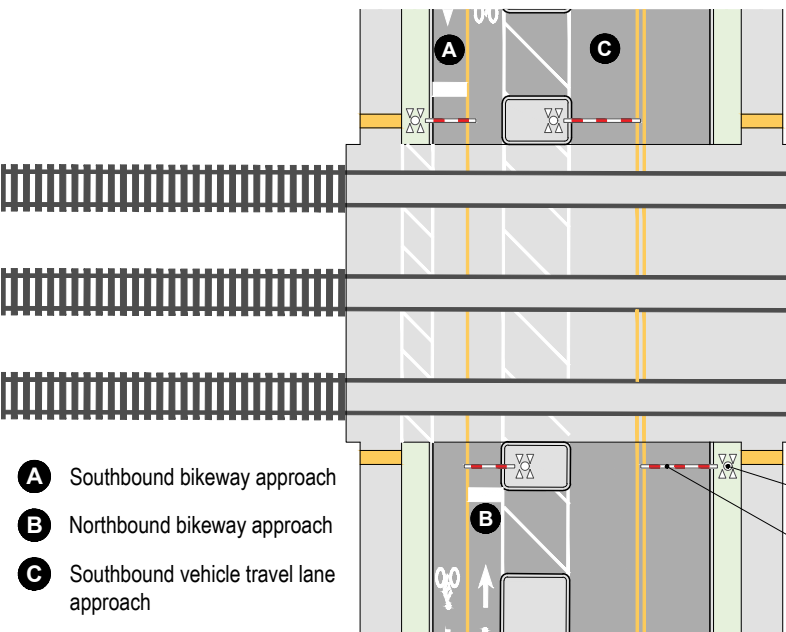


Figure created by Toole Design of a two-way separated bike plan and rail crossing for the ODOT *Multimodal Design Guide*.

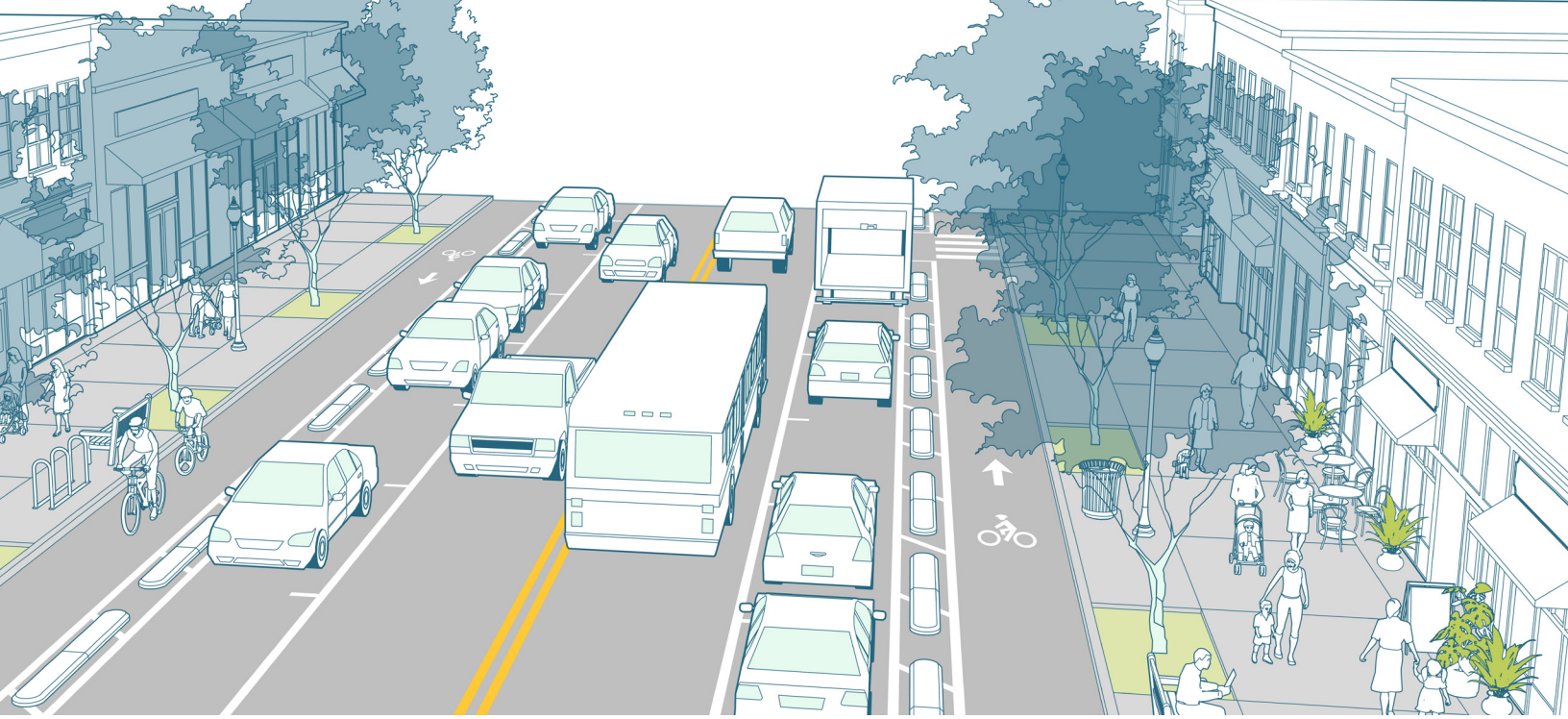


Figure created by Toole Design showing street typology for the Montgomery County Complete Streets Design Guidelines.

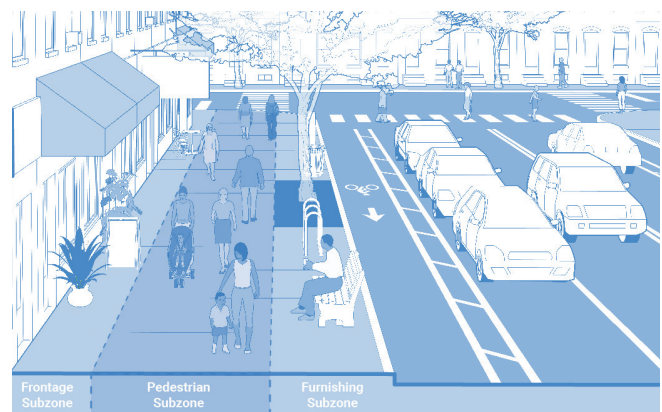
To develop the guidance, Toole Design conducted a thorough scan of existing policies and guidance and interviewed staff from the Planning, Engineering, Public Works, and Transit divisions. We then facilitated a series of inter-agency workshops focused on critical design topics (lane widths, corner radii, fire/emergency access, etc.). We drafted a guide that brought together County staff's input, existing guidance/code from numerous disparate sources, and national/international best practices. Toole Design developed eye-catching graphics to present each design topic. We facilitated a thorough agency review process with the goal of building buy-in amongst all the agencies that are ultimately responsible for implementing the Guide, including working with the State Highway Administration to ensure alignment with state guidance. We supported public and external stakeholder engagement via a workshop with private sector developers and a series of public Open Houses.

BALTIMORE COMPLETE STREETS MANUAL BALTIMORE, MD

The City of Baltimore passed a Complete Streets Ordinance, mandating the City create a comprehensive multimodal transportation system. **Toole Design** co-authored the *Complete Streets Manual* which contains design standards for promoting safer streets, slower speeds, and increased walkability.

The Manual elevates transportation justice by establishing an equity gap analysis process to prioritize projects in historically disinvested areas.

Additionally, Toole Design led the Manual's public engagement, leading equity-focused outreach that met community members where they were, including multiple pop-up events around the City at various public markets. As a result of the COVID-19 pandemic, the project team shifted to virtual engagement. We partnered with community groups to lead a series of virtual meetings, speaking with nearly 300 residents over a period of six months. We found that the diversity of participants and perspectives in virtual sessions was greater than in in-person events. Following the conclusion of in-person and virtual engagement,



Toole Design developed renderings for the Baltimore Complete Streets Manual.

Toole Design created a [brief video preview](#) of the Manual to both explain its purpose to residents and to generate excitement for implementation.

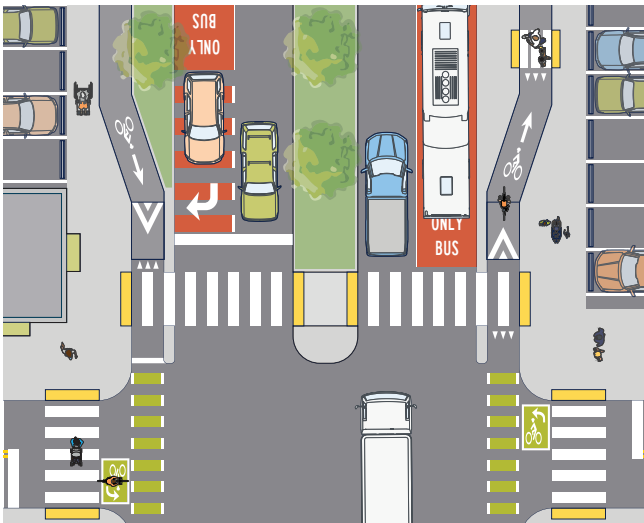
Toole Design led the development of the Manual's brand identity. Toole Design developed a cohesive suite of infographics, photo simulations, and illustrative renderings. The eye-catching design makes technical content easy to digest. Our parallel work developing the Manual's technical content allowed us to work efficiently on the graphic elements and ensure that visual materials elevate and simplify technical takeaways.

DRCOG REGIONAL COMPLETE STREETS TOOLKIT

DENVER REGION, CO

Toole Design helped the Denver Regional Council of Governments (DRCOG) in developing a Regional Complete Streets Toolkit. The Regional Complete Streets Toolkit serves as a resource for local governments in the Denver region and their partners to plan, design, build, and maintain Complete Streets. The Toolkit encourages cross-jurisdictional collaboration and incentivizes Complete Streets elements in transportation projects requesting state and federal funding.

Toole Design worked with DRCOG and its member governments to create a regional street typology that is context-sensitive and elevates multimodal priorities.



Toole Design helped DRCOG reimagine many of the region's major arterials as Regional Connector Streets that prioritize mobility and capacity for people.

The street types include recommended design parameters and treatments to yield consistent and cohesive street design. DRCOG has integrated the street typology into its Metro Vision Regional Transportation Plan and will ultimately include it in its project prioritization process. This project won a 2022 General Planning award from APA Colorado.

BOSTON COMPLETE STREETS DESIGN GUIDELINES

BOSTON, MA

Toole Design was the prime contractor for the City of Boston's *Complete Streets Design Guidelines*. The guidelines represent a fundamental change in Boston's approach to street design and operations, in concert with Boston's vision for a more walkable, bikeable, transit-friendly, and livable city.

The Guidelines are structured around three major street design themes: multimodal, green, and smart (use of technology in the public right-of-way). They establish a new set of context-sensitive street types for Boston and include recommendations for minimum lane widths as well as dimensions for the different zones that make up sidewalks. The guidelines featured detailed intersection design guidance on topics ranging from pedestrian signal timing to separated bike lane design at intersections.



Toole Design developed the *Complete Streets Design Guidelines* for the City of Boston.

Toole Design was responsible for all aspects of the project, including development of the guidelines, coordination between numerous City agencies and an advisory panel that included a wide array of stakeholders, and final publication and production of the guidelines. Toole Design is now serving as a consultant to the City to facilitate implementation of the Guidelines.

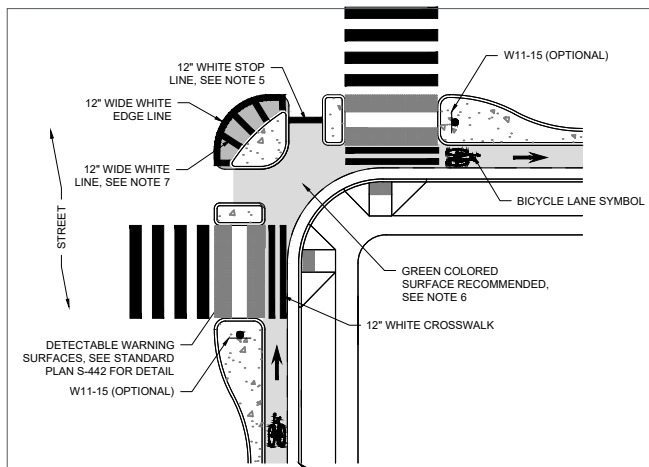
The City of Boston's *Complete Streets Design Guidelines* won the Congress for New Urbanism's New England Grand Award; the Institute of Transportation Engineers' Pedestrian and Bicycle Council Best Project Award; and the National Planning Excellence Award for a Communications Initiative.

LOS ANGELES SUPPLEMENTAL STREET DESIGN GUIDE

LOS ANGELES, CA

Toole Design created new design guidance for seven critical topics that were included in the Los Angeles *Supplemental Street Design Guide*: corner radii, curb extensions, truck aprons, bus bulbs, raised crosswalks, crossing islands, and traffic circles. In some cases this guidance serves as an update to existing guidance and standard plans, but in most instances it provides new comprehensive information for street enhancement elements that were missing in existing Los Angeles Department of Transportation (LADOT) and Bureau of Engineering (BOE) documents.

The design guidance consists of standalone text documents that provide the basis for design of each



Design detail in the Los Angeles *Supplemental Street Design Guide* developed by Toole Design.

of the topics and demonstrate various applications of those treatments. The text documents reference brand new standard plans, added to the existing DOT Manual of Policies and Procedures and BOE Standard Plans.

METROPLAN MULTIMODAL INFRASTRUCTURE GUIDELINES

LITTLE ROCK, AR

Toole Design developed a Multimodal Infrastructure Guide for the Central Arkansas region to assist local governments and agencies in making consistent decisions regarding the design of streets to provide equitable access to pedestrians, bicyclists, and transit riders. Metroplan, the regional planning agency acting in its role as the Central Arkansas Regional Transportation Study (CARTS) metropolitan planning organization (MPO), envisions the Guide to be a first step in creating transit-ready corridors throughout its study area. While the Guide was originally intended to focus on transit with other modes being addressed from an integration or peripheral perspective, the final Guide evolved into a truly multimodal best practice document.

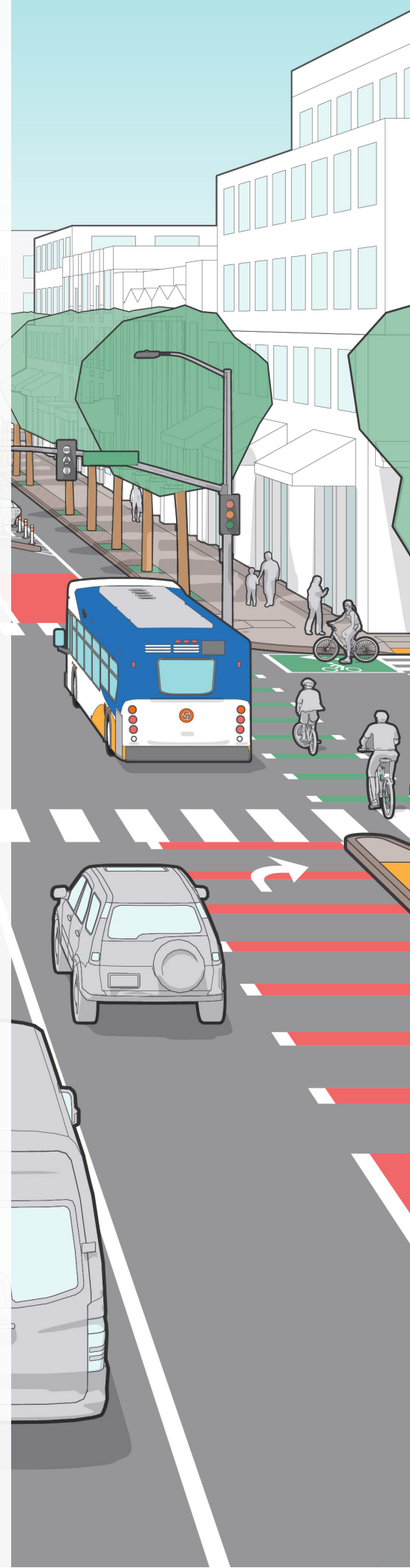
A steering committee composed of representatives from jurisdictions and agencies throughout the region was assembled to provide direction for the content of the Guide, as well as offer input on how best to format the Guide for its most effective use. Steering Committee members included Rock Region METRO (i.e., the regional transit provider), City of Little Rock, City of North Little Rock, City of Conway, Arkansas Department of Transportation (ARDOT), and Metroplan. Stakeholder meetings were held with a broader set of both large and small communities from throughout the region. The steering committee members determined graphic styles, table of contents, corridor types, and individual details. Once the draft Guide was complete, committee members reviewed and provided comments that refined the final product.

The final Guide provides a seamless transition between transportation facilities and modes, addresses urban, suburban, transitioning, and rural contexts, allows for reasonable flexibility, and ensures consistency within the metropolitan region. The Guide is highly graphical, providing illustrative guidance to assist communities in making a myriad of multimodal transportation design decisions.

DESIGN GUIDELINES AND STANDARDS

The list below includes Toole Design's project experience developing street design guidance and standards. We have included active weblinks for documents that are completed and available online.

- [AASHTO Guide for the Development of Bicycle Facilities \(2012 and forthcoming editions\)](#)
- [AASHTO Guide for the Planning, Design and Operation of Pedestrian Facilities](#)
- [AC Transit Multimodal Corridor Design Guidelines](#)
- [Alexandria Complete Streets Design Guidelines](#)
- [Atlanta Regional Commission Regional Workbook for Complete Streets](#)
- [Baltimore Complete Streets Manual](#)
- [Bellevue Complete Streets Transportation Design Manual](#)
- [Bellevue Low Impact Development Standard Details for the Right-of-Way](#)
- [Boston Complete Streets Design Guidelines](#)
- [Boulder Design and Construction Standards](#)
- [Capital City Bikeway Network Study and Design Guide](#)
- [Charlottesville Streets That Work Street Design Guidelines](#)
- [Dallas Complete Streets Vision Plan and Design Guidelines](#)
- [Denver Bicycle Facility Design Manual](#)
- [Denver Complete Streets Design Guidelines](#)
- [Detroit Street Design Guide](#)
- [Eugene Complete Street Design Standards](#)
- [FHWA Accessible Shared Streets](#)
- [FHWA Bikeway Selection Tool](#)
- [FHWA Guidebook for Building On-Road Bike Networks Through Routine Resurfacing Programs](#)
- [FHWA Guide for Achieving Multimodal Networks: Applying Design Flexibility and Reducing Conflicts](#)
- [FHWA Guide for Maintaining Pedestrian Facilities for Enhanced Safety](#)
- [FHWA Pedestrian Safety Guide for Transit Agencies](#)
- [FHWA Resident's Guide for Creating Safe and Walkable Communities](#)
- [ITE/Easter Seals Pathways to Transit \(ADA Accessibility of Transit Stops\)](#)
- [Long Beach Complete Streets Guidelines](#)
- [Los Angeles Supplemental Street Design Guide](#)
- [MassDOT Separated Bike Lane Planning and Design Guide](#)
- [MBTA Design Guide to Access \(forthcoming\)](#)
- [Metroplan Multimodal Infrastructure Guidelines](#)
- [Minneapolis Street Design Guide](#)
- [Montgomery County Complete Streets Guidelines](#)
- [NCHRP Guidebook on Pedestrian and Bicyclist Safety at Intersections](#)
- [Newton Street Design Guide](#)
- [ODOT Multimodal Design Guide](#)
- [Omaha Complete Streets Design Guidelines](#)
- [Phoenix Street Planning Design Guide](#)
- [Portland Streets 2035 \(forthcoming\)](#)
- [Prince George's County Urban Street Design Standards](#)
- [RIPTA Bus Stop Design Guide](#)
- [Seattle Streets Illustrated](#)
- [Saint Paul Street Design Manual](#)
- [Washington, DC Bicycle and Pedestrian Facility Design Guidelines](#)



5TH STREET COMPLETE STREETS

ATLANTA, GA

TSW is working with Midtown Alliance (CID) on a planning effort, which includes community engagement, design, and construction documents, to improve 5th Street from the Downtown Connector and Georgia Tech campus to its intersection with Myrtle Street. 5th Street is a much-used east-west corridor through Midtown, serving and connecting residences, businesses, churches, retail, restaurants, and the eastern campus of Georgia Tech. The project, which is being implemented by Midtown Alliance, addresses and improves multimodal transportation and makes the road safer for cars, buses, cyclists, ride-shares, and pedestrians. The project addresses public safety, stormwater runoff, lighting, beautification/greening, curb management (loading and parking), sidewalks, outdoor restaurant seating and more.

TSW and Midtown Alliance solicited feedback from passers-by at 5th Street and West Peachtree. Participants were invited to review a number of photos depicting various designs for bicycle lanes, greenspaces, pedestrian crosswalks, street parking, etc. and rank their preferences. They left positive and negative comments about 5th Street, along with ideas for improvement. Following that event, Midtown Alliance hosted two open houses to share concept designs and revised design with the public.

The project was designed following GDOT standards and adhered to a budget set by Midtown Alliance based on available grants. The project began construction in January 2024.

URBAN GROWTH MANAGEMENT PLAN

LEXINGTON, KY

TSW was retained by the LFUCG to lead a multidisciplinary planning process to develop a framework for future development for the upcoming expansion (approximately 2,833 acres) of Lexington's Urban Service Area. The Urban Service Area limits the spread of sprawl, designating what parcels of land can be developed and receive city services like water and sewer, leaving the remainder of the county as rural, natural, or agricultural lands.

The key tasks of the project include:

- Developing Lexington-specific strategies and methods to guide sustainable and equitable development including the identification and recommendation of practices tailored to the unique characteristics and needs of Lexington.
- Developing a sustainable and equitable transportation and land use spatial framework that supports transit and creates walkable and bike-friendly urban centers and residential districts close to goods, services, and employment opportunities.
- Identifying innovative funding mechanisms for public infrastructure and facilities and provide a comprehensive analysis of the costs associated with construction and maintenance.
- Facilitating public engagement and stakeholder outreach to incorporate community input into the plan development process, ensuring that stakeholder perspectives and priorities are considered.

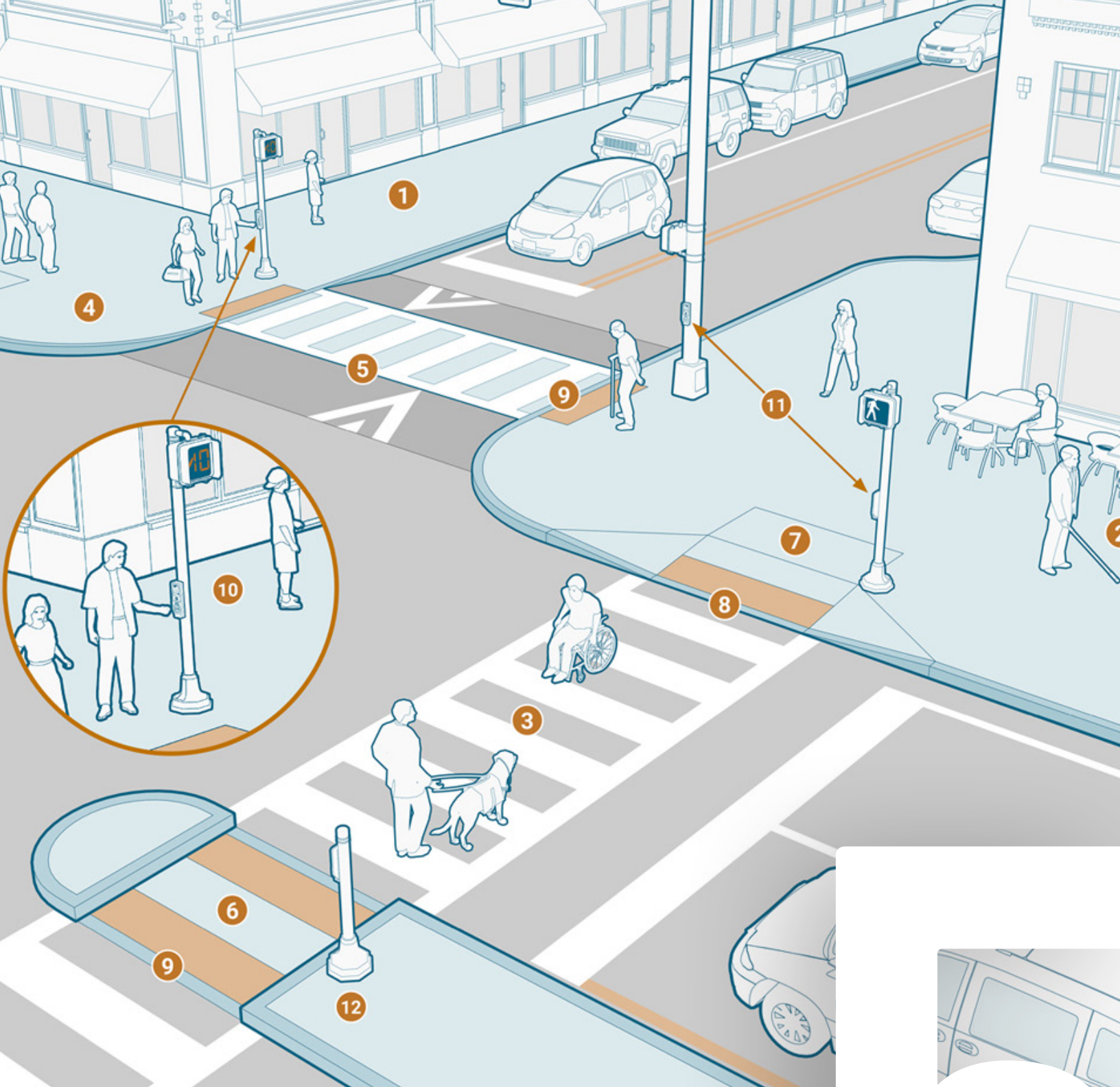
WESTPHALIA TOWN CENTER

PRINCE GEORGE'S COUNTY, MD

The Westphalia Town Center located in Prince George's County, Maryland consists of nearly 500 acres and combines high-density residential mixed-use development, at its core, with lower density residential outside the core. The two areas will be combined and linked by a series of green spaces and parks.

As the lead traffic engineering firm, **The Traffic Group**'s scope of work included traffic counts, transportation modeling, implementation of Vision Zero Street Design, development of concepts for interchanges, development of concepts and cost estimates for off-site road improvements, walkability and bike ability assessments, consultation on IAPA issues for NEPA for new interchanges, a major role in stakeholder's meetings with Maryland National Capital Park and Planning Commission, as well as the local community, in detailed Traffic Impact Analyses.

The project moved from concept to zoning, to full development approval for millions of square feet of commercial space and over 10,000 housing units within the Westphalia Plan area, stretching from the Capital Beltway on the west to Woodward Road on the east, north of MD 4 (Pennsylvania Avenue).



APPROACH AND SCHEDULE



PROJECT APPROACH

Based on our understanding, Toole Design has developed the following approach, identifying major work areas to be accomplished in crafting the Complete Streets Design Manual. We look forward to working with LFUCG to refine this approach into a scope of work that best meets the needs of the project.

THOUGHTFUL REVIEW OF EXISTING POLICIES AND STANDARDS

Toole Design will review a broad variety of existing local and state policies and standards pertaining to the planning, design, operation, and maintenance of the public realm. The exact items to be reviewed will be determined in collaboration with LFUCG staff, but it is anticipated they will include but not be limited to, the Complete Streets Resolution, Complete Streets Action Plan, Regional Bike and Pedestrian Plan, Safety Action Plan, Comprehensive Plan, LFUCG Roadway Manual, Subdivision Regulations, *Neighborhood Traffic Management Program Guide*, *KYTC Complete Streets, Roads, and Highways Manual*, *KYTC Highway Design Guidance Manual*, and other associated manuals, guides, and policies. Reviewed materials will be evaluated against national best practices in Complete Streets, Safe System, green infrastructure, and universal design. A matrix will be developed to communicate this analysis, including gaps, overlaps, redundancies, and contradictions.

INTENTIONAL AND PRODUCTIVE COLLABORATION

Toole Design recommends that the preparation of the Complete Streets Design Manual involve a wide variety of potential users of the Manual, particularly where the Manual recommends alternatives that differ from current practices. We compliment you on the work you have already done to assemble your Complete Streets Advisory Committee. It is anticipated that the Advisory Committee, and possibly smaller working groups within the Committee, will continue to be the shepherds of this process. Our work will begin with a series of information gathering meetings. These meetings will allow Toole Design to gain a clear understanding of the need for the Manual and how best to develop it to result in the greatest benefit for its users. Further, these meetings will be used to educate Committee members

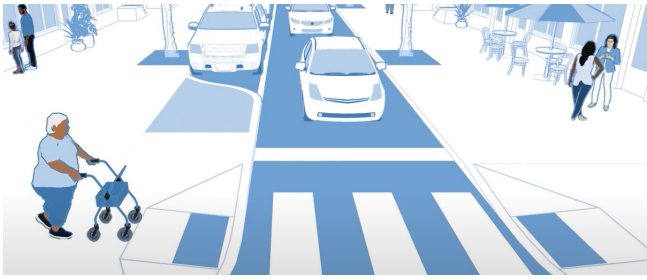
on national best practices for multimodal facility design, while also allowing us to vet potential content. As a complement to the Advisory Committee, we propose organizing a Developer Roundtable comprised of developers and homebuilders from throughout the Lexington area. This will be a consulting group, not a decision-making one, convening twice during the planning process. Early in the process, they will inform the development of the Manual by lending credible insight into what is working or challenging with the current standards and policies. They will meet a second time to provide input on key elements of the draft Manual prior to its finalization.

We recommend two touch points with the public, one early in the process and one when major topics and concepts are ready for review and comment. We can hold these workshops in person or virtually, depending on which LFUCG determines will be most effective, reaching the broadest cross-section of the public. We will leverage the extensive community input that has already been accomplished through LFUCG's receipt of over 1,200 survey responses.

While formal adoption by the Planning Commission and Urban County Council are the end goals of the project, it will be equally important to bring those two groups in at key milestones during the process. By presenting to the Planning Commission during their Work Sessions and attending the General Government and Planning Committee meetings of Council, more focused discussions can be had and both Planning Commission members and Councilmembers can ask questions and provide feedback at critical points in the timeline. This will build momentum and create ownership that will help streamline the adoption process.

CLEAR AND BALANCED CONTENT

Following initial stakeholder outreach, the content and overall style of the Manual will be established. Toole Design will provide a table of contents and template document layout to LFUCG for review, comment, and approval. Based on our extensive experience developing design guidance, it is essential that each topic covered in the Manual strike a careful balance between narrative and rich graphic illustrations that provide clear, definitive direction while also allowing for an appropriate degree of interpretation.



A collection of Toole Design's animated visualizations can be viewed on [our YouTube Channel](#).

VISIONARY YET PRACTICAL DESIGN SOLUTIONS

Toole Design has produced street design guidance for hundreds of municipal, state, and federal agencies across North America. Many of our publications have won awards from professional planning and engineering organizations, including the Boston *Complete Streets Design Guidelines* and MassDOT's *Separated Bike Lane Planning and Design Guide*. Our team knows that successful roadway design standards should include treatments that are realistic yet transformative, context-sensitive, and ready to be implemented, and we will apply our national expertise to accomplish this in the Complete Streets Design Manual.

We will develop multimodal design solutions that look beyond the *Highway Design Guidance Manual* and MUTCD, reflecting design sensitivity for local streets that are active and vibrant. We will develop the draft document and host a peer exchange to review and provide feedback. We will work with LFUCG staff to develop content that will be useful to each division, complete with options to address various land use contexts ranging from urban to rural. Subject to further discussions with LFUCG, anticipated topics may include the following:

- **Introduction and Policy** – Basic principles of multimodal design in Lexington will be articulated, including referencing KYTC standards, constraints, and opportunities, incorporation of LFUCG standards and policies, explanation of any variation to those standards, and guidance on universal accessibility (i.e., as specified in the PROWAG) and the Safe System Approach (i.e., to reduce and ultimately eliminate fatal and serious injury crashes). Universal design, accessibility, and safety are not anticipated to be standalone chapters of the Manual but will be interwoven throughout the Manual as a given of all proper Complete Streets design.

- **Street Typologies** – Understanding that context matters and that street design is not as simple as functional classification, we will define the prevailing street typologies throughout Lexington. It is anticipated these will include but not be limited to urban, urban residential, suburban commercial, suburban residential, industrial, and rural. Each typology will be defined through narrative and illustrative graphics as well as anticipated volumes, operating speeds, and design vehicles. Street typologies will be cross-referenced to specific countermeasures included throughout the Manual (with clickable links in the electronic version for ease of navigation).
- **Roadway Design** – Geometric design considerations as they apply to pedestrians, wheelchair users, bicyclists, transit riders, scooterists, motorists, and large vehicles will be covered. A wide range of design topics and countermeasures will be addressed, including the process to determine if such are feasible and appropriate solutions for each context. Specific issues will be included like bridges, temporary street uses, traffic calming, and game-day/event considerations.
- **Intersection Design** – The Manual will address the geometry of intersections in urban, suburban, transitioning, and rural environments, including transit stops, traffic signal accommodations (e.g., pedestrian protected phases, leading pedestrian intervals, bike signals, and turning restrictions), and pedestrian crossings, complete with a tool to determine appropriate enhancements at uncontrolled crossings. Specific attention will be given to design treatments that either separate vulnerable users in physical space and/or in time.
- **Pedestrian Realm** – Zones of the sidewalk and shoulders will be defined based on context, including appropriate widths and materials, incorporation of street trees, stormwater and green infrastructure, street lighting, street furniture, coordination with utilities, and a host of other related topics.
- **Curbside Management and Shared Mobility** – Consideration will be given to the use and organization of areas adjacent to the street, including transit stops, shelters, and street furniture. Routine and occasional uses like rolling trash carts, signage, parking meters, bike racks, public art, and vendors will be addressed. Additionally, shared mobility like rideshare,

carshare, bikeshare, and scooters will be outlined.

- **Implementation and Maintenance** – The ultimate success of this project will be the degree to which the Complete Streets Design Manual is used for projects that impact the public right-of-way. The last chapter of the Manual will use flow charts and graphics to illustrate the Manual’s role in project development and will clearly identify responsibilities for implementation, including establishing policies and procedures for decision-making, design review, and approval of public and private projects. For public projects this will include procedures for project scoping and visioning, public input, multidisciplinary stakeholder input and coordination, evaluating trade-offs, and design decision-making.

EFFECTIVE SUPPORT FOR ADOPTION

Following the receipt of and response to comments on a draft of the Complete Streets Design Manual, we will deliver the final Manual for LFUCG approval. Toole Design will facilitate presentations to Lexington’s Planning Commission and Urban County Council for approval, working with LFUCG staff to ensure such comply with established public and stakeholder input and public hearing procedures.

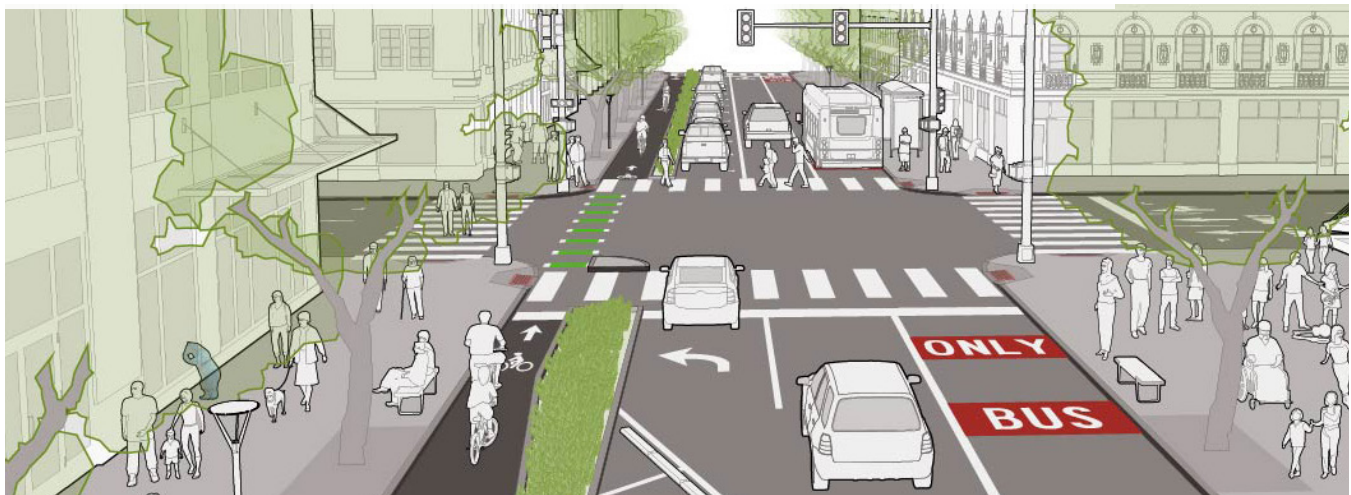
EQUIPPING STAFF, STAKEHOLDERS, AND THE PUBLIC TO UNDERSTAND AND USE THE MANUAL

While developing the Complete Streets Design Manual is the “output” of the project, helping staff, stakeholders,

and the public to understand the need for and how to use the Manual is the intended “outcome.” It is not enough to have a new set of design standards, policies, and procedures; it is imperative that everyone knows and understands why the Manual is important, how it will transform the public realm for the better, and the positive impact it will have on their lives.

Complete Streets concepts and infrastructure can be difficult for the public to grasp, especially when the entire right-of-way may be redesigned, since roadway users often have a challenging time putting themselves in the shoes of people traveling by other modes. Toole Design is adept at communicating technical ideas in a concise and digestible way. To bring the community along with the process, we propose using photosimulations and video to communicate design concepts and inspire community members, roundtable members, and LFUCG leadership. Our team will communicate via renderings that visually simplify technically complex concepts, explain how to navigate a design element, or tell the story of a design choice.

Bookending the engagement performed early in the project, we will provide outreach and dissemination of the Manual to potential users. We highly recommend that Toole Design provide a training course in coordination with LFUCG staff; LFUCG will own the Manual and these trainings. The content of the training course will be designed so that individual “modules” can be easily delivered as separate presentations by Toole Design now and LFUCG staff in the future.



A street typology layout created by Toole Design for the Denver Complete Streets Design Guidelines. Each layout includes illustrative images of aspirational streets, right-of-way allocation thresholds, design parameters, and modal hierarchy.

SCHEDULE

The schedule below provides a breakdown of tasks, milestones, deliverables, and critical elements. Toole Design will deliver the Complete Streets Design Manual within the 13-month timeframe laid out in the RFP. The proposed education and training will occur following the adoption of the Manual.

*Chapter content will be delivered in bundles for small dose reviews rather than reviewing all content at once.

TASK	2024								2025							
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
1: PROJECT MANAGEMENT	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
2: EXISTING POLICIES AND STANDARDS REVIEW		■														
3: STAKEHOLDER AND PUBLIC ENGAGEMENT																
Advisory Committee Meetings		●		●					●			●				
Developer Roundtable		●							●							
Public Workshops		●							●							
4: OUTLINE AND STYLE TEMPLATE			■													
5: COMPLETE STREETS DESIGN MANUAL																
Narrative and Graphics Development*				■		■		■								
LFUCG Review Periods																
Design Manual - Draft Layout Development												■				
LFUCG Review Period																
Design Manual - Finalization													■			
6: ADOPTION																
Technical Presentations															●	
7: EDUCATION AND TRAINING																
Photosimulation Development																■
Video Development																■
Training Development and Facilitation																■

- Meetings
- Deliverables



REQUIRED FORMS



REQUESTED REVISIONS

Toole Design has thoroughly reviewed the Request for Proposals and supporting documents and requests the following revisions. However, we are flexible, and can waive our exceptions if necessary. We look forward to negotiation with LFUCG during the contracting period.

INDEMNIFICATION AND HOLD HARMLESS PROVISION

(2) CONTRACTOR shall indemnify, save, hold harmless **and defend** the Lexington-Fayette Urban County Government and its elected and appointed officials, employees, agents, volunteers, and successors in interest (hereinafter "LFUCG") from and against all liability, damages, and losses, including but not limited to, demands, claims, obligations, causes of action, judgments, penalties, fines, liens, costs, expenses, interest, defense costs and reasonable attorney's fees **that are in any way incidental to or connected with, or to the extent that arise or are alleged to have arisen, directly or indirectly,** from or by CONTRACTOR's performance or breach of the agreement and/or the provision of goods or services provided that: (a) it is attributable to personal injury, bodily injury, sickness, or death, or to injury to or destruction of property (including the loss of use resulting therefrom), or to or from the negligent acts, errors or omissions or willful misconduct of the CONTRACTOR; and (b) not caused solely by the active negligence or willful misconduct of LFUCG.

~~(3) In the event LFUCG is alleged to be liable based upon the above, CONTRACTOR shall defend such allegations and shall bear all costs, fees and expenses of such defense, including but not limited to, all reasonable attorneys' fees and expenses, court costs, and expert witness fees and expenses, using attorneys approved in writing by LFUCG, which approval shall not be unreasonably withheld.~~

(6) Notwithstanding, the foregoing with respect to any professional services performed by CONTRACTOR hereunder (and to the fullest extent permitted by law), CONTRACTOR shall indemnify, save, hold harmless **and defend** LFUCG from and against **any and all** liability, damages and losses, including but not limited to, demands, claims, obligations, causes of action, judgments, penalties, fines, liens, costs, expenses, interest, defense costs and reasonable attorney's fees, for any damage due to death or injury to any person or injury to any property (including the loss of use resulting therefrom) to the extent arising out of, **pertaining to or relating to** the negligence, recklessness or willful misconduct of CONTRACTOR in the performance of this agreement.

c. LFUCG shall be provided at least 30 days advance written notice via certified mail, return receipt requested, in the event any of the required policies are canceled or **non-renewed. Contractor shall provide 30 days advance written notice of nonrenewal.**



AFFIRMATIVE ACTION PLAN



2. Discrimination and Harassment

2.1 Equal Employment Opportunity

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Toole Design, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity, marital status, pregnancy, age, hair styles or hair texture, veteran status, disability, genetic information, or any other protected characteristic as established by law. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment. Employees' questions or concerns should be referred to the Human Resources Department, which has overall responsibility for this policy and maintains reporting and monitoring procedures. Appropriate disciplinary action may be taken against any employee willfully violating this policy.

2.2 Affirmative Action Policy

As part of the company's equal employment opportunity policy, Toole Design will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation, or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state, or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state, or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and staff and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

The Affirmative Action Officer has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program throughout the Company. If you have questions or need further guidance, please contact the Human Resources Department.

**DIRECTOR, DIVISION OF PROCUREMENT
LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT
200 EAST MAIN STREET
LEXINGTON, KENTUCKY 40507**

NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT OPPORTUNITIES AND DBE CONTRACT PARTICIPATION

Notice of requirement for Affirmative Action to ensure Equal Employment Opportunities and Disadvantaged Business Enterprises (DBE) Contract participation. Disadvantaged Business Enterprises (DBE) consists of Minority-Owned Business Enterprises (MBE) and Woman-Owned Business Enterprises (WBE).

The Lexington-Fayette Urban County Government has set a goal that not less than ten percent (10%) of the total value of this Contract be subcontracted to Disadvantaged Business Enterprises, which is made up of MBEs and WBEs. The Lexington Fayette Urban County Government also has set a goal that not less than three percent (3%) of the total value of this Contract be subcontracted to Veteran-owned Small Businesses. The goal for the utilization of Disadvantaged Business Enterprises as well Veteran –owned Small Businesses as subcontractors is a recommended goal. Contractor(s) who fail to meet such goal will be expected to provide written explanations to the Director of the Division of Purchasing of efforts they have made to accomplish the recommended goal, and the extent to which they are successful in accomplishing the recommended goal will be a consideration in the procurement process. Depending on the funding source, other DBE goals may apply.

For assistance in locating Disadvantaged Business Enterprises Subcontractors contact:

Sherita Miller, MPA, Division of Procurement
Lexington-Fayette Urban County Government
200 East Main Street, 3rd Floor, Room 338
Lexington, Kentucky 40507
smiller@lexingtonky.gov

Firm Submitting Proposal: Toole Design Group, LLC

Complete Address: 172 E. Main Street, Suite 300, Spartanburg, SC 29306
Street City Zip

Contact Name:  Title: Director of Operations, Southern U.S.

Telephone Number: 864.336.2276 Fax Number: 301.927.2800

Email address: eboughman@tooledesign.com

AMERICAN RESCUE PLAN ACT

AMENDMENT 1 — CERTIFICATION OF COMPLIANCE FOR EXPENDITURES USING FEDERAL FUNDS, INCLUDING THE AMERICAN RESCUE PLAN ACT

The Lexington-Fayette Urban County Government (“LFUCG”) may use Federal funding to pay for the goods and/or services that are the subject matter of this bid. That Federal funding may include funds received by LFUCG under the American Rescue Plan Act of 2021. Expenditures using Federal funds require evidence of the contractor’s compliance with Federal law. Therefore, by the signature below of an authorized company representative, you certify that the information below is understood, agreed, and correct. Any misrepresentations may result in the termination of the contract and/or prosecution under applicable Federal and State laws concerning false statements and false claims.

The bidder (hereafter “bidder,” or “contractor”) agrees and understands that in addition to all conditions stated within the attached bid documents, the following conditions will also apply to any Agreement entered between bidder and LFUCG, if LFUCG uses Federal funds, including but not limited to funding received by LFUCG under the American Rescue Plan Act (“ARPA”), toward payment of goods and/or services referenced in this bid. The bidder also agrees and understands that if there is a conflict between the terms included elsewhere in this Request for Proposal and the terms of this Amendment 1, then the terms of Amendment 1 shall control. The bidder further certifies that it can and will comply with these conditions, if this bid is accepted and an Agreement is executed:

1. Any Agreement executed as a result of acceptance of this bid may be governed in accordance with 2 CFR Part 200 and all other applicable Federal law and regulations and guidance issued by the U.S. Department of the Treasury.

2. Pursuant to 24 CFR § 85.43, any Agreement executed as a result of acceptance of this bid can be terminated if the contractor fails to comply with any term of the award. This Agreement may be terminated for convenience in accordance with 24 CFR § 85.44 upon written notice by LFUCG. Either party may terminate this Agreement with thirty (30) days written notice to the other party, in which case the Agreement shall terminate on the thirtieth day. In the event of termination, the contractor shall be entitled to that portion of total compensation due under this Agreement as the services rendered bears to the services required. However, if LFUCG suspects a breach of the terms of the Agreement and/or that the contractor is violating the terms of any applicable law governing the use of Federal funds, LFUCG may suspend the contractor’s ability to receive payment by giving thirty (30) days’ advance written notice. Further, either party may terminate this Agreement for cause shown with thirty (30) days written notice, which shall explain the party’s cause for the termination. If the parties do not reach a settlement before the end of the 30 days, then the Agreement shall terminate on the thirtieth day. In the event of a breach, LFUCG reserves the right to pursue any and all applicable legal, equitable, and/or administrative remedies against the contractor.

3. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

- (1) Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and

applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- (4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part, and the contractor may be declared ineligible for further government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance.

Provided, however, that in the event a contractor becomes involved in or is threatened with litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

4. If fulfillment of the contract requires the contractor to employ mechanic's or laborers, the contractor further agrees that it can and will comply with the following:

- (1) *Overtime requirements: No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such a workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such a workweek.*

- (2) *Violation: liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory) for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.*
- (3) *Withholding for unpaid wages and liquidated damages. LFUCG shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.*
- (4) *Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower-tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower-tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.*

5. The contractor shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

6. The contractor shall report each violation to LFUCG and understands and agrees that LFUCG will, in turn, report each violation as required to assure notification to the Treasury Department and the appropriate Environmental Protection Agency Regional Office.

7. The contractor shall include these requirements in numerical paragraphs 5 and 6 in each subcontract exceeding \$100,000 financed in whole or in part with Federal funding.

8. The contractor shall comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 et seq.

9. The contractor shall report each violation to LFUCG and understands and agrees that LFUCG will, in turn, report each violation as required to assure notification to the Treasury Department and the appropriate Environmental Protection Agency Regional Office.

10. The contractor shall include these requirements in numerical paragraphs 8 and 9 in each subcontract exceeding \$100,000 financed in whole or in part with Federal funds.

11. The contractor shall comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 et seq.

12. The contractor shall report each violation to LFUCG and understands and agrees that LFUCG will, in turn, report each violation as required to assure notification to the Treasury Department and the appropriate Environmental Protection Agency regional office.

13. The contractor shall include these requirements in numerical paragraphs 11 and 12 in each subcontract exceeding \$100,000 financed in whole or in part with American Rescue Plan Act funds.

14. The contractor shall include this language in any subcontract it executes to fulfill the terms of this bid: “the sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury’s Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with ‘Limited English Proficiency’ in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury’s Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.”

15. *Contractors who apply or bid for an award of \$100,000 or more shall file the required certification that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier, up to the recipient. The required certification is included here:*

- a. The undersigned certifies, to the best of his or her knowledge and belief, that:
 - (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
 - (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- b. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

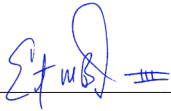
16. The contractor acknowledges and certifies that it has not been debarred or suspended and further acknowledges and agrees that it must comply with regulations regarding debarred or suspended entities in accordance with 24 CFR § 570.489(l). Funds may not be provided to excluded or disqualified persons.

17. The contractor agrees and certifies that to the greatest extent practicable, it will prefer the purchase, acquisition, and use of all applicable goods, products or materials produced in the United States, in

conformity with 2 CFR 200.322 and/or section 70914 of Public Law No. 117-58, §§ 70901-52, also known as the Infrastructure Investment and Jobs Act, whichever is applicable.

18. The contractor agrees and certifies that all activities performed pursuant to any Agreement entered as a result of the contractor’s bid, and all goods and services procured under that Agreement, shall comply with 2 C.F.R. § 200.216 (Prohibition on certain telecommunications and video surveillance services and equipment) and 2 C.F.R. 200 § 200..323 (Procurement of recovered materials), to the extent either section is applicable.

19. If this bid involves construction work for a project totaling \$10 million or more, then the contractor further agrees that all laborers and mechanics, etc., employed in the construction of the public facility project assisted with funds provided under this Agreement, whether employed by contractor, or contractor’s contractors, or subcontractors, shall be paid wages complying with the Davis-Bacon Act (40 U.S.C. 3141-3144). Contractor agrees that all of contractor’s contractors and subcontractors will pay laborers and mechanics the prevailing wage as determined by the Secretary of Labor and that said laborers and mechanics will be paid not less than once a week. The contractor agrees to comply with the Copeland Anti- Kick Back Act (18 U.S.C. § 874) and its implementing regulations of the U.S. Department of Labor at 29 CFR part 3 and part 5. The contractor further agrees to comply with the applicable provisions of the Contract Work Hours and Safety Standards Act (40 U.S.C. Section 327-333), and the applicable provisions of the Fair Labor Standards Act of 1938, as amended (29 U.S.C. et seq.). Contractor further agrees that it will report all suspected or reported violations of any of the laws identified in this paragraph to LFUCG.



Signature

2/5/2024

Date

AFFIDAVIT

Comes the Affiant, Roswell Eldridge, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is Roswell Eldridge and he/she is the individual submitting the proposal or is the authorized representative of Tool Design Group, LLC, the entity submitting the proposal (hereinafter referred to as "Proposer").

2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.

3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.

4. Proposer has authorized the Division of Procurement to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.

5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.

6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

Continued on next page

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.



STATE OF Maryland

COUNTY OF Montgomery

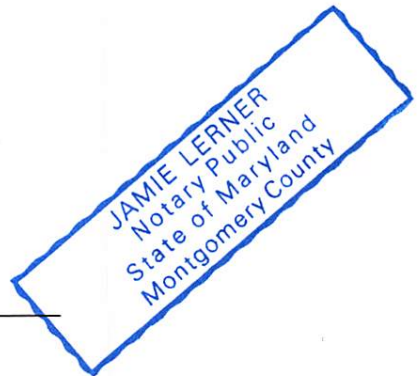
The foregoing instrument was subscribed, sworn to and acknowledged before me

by Jamie Lerner on this the 6th day

of February, 2024.

My Commission expires: 1/21/2025

Jamie Lerner
NOTARY PUBLIC, STATE AT LARGE



EQUAL OPPORTUNITY AGREEMENT

Standard Title VI Assurance

The Lexington Fayette-Urban County Government, (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78Stat.252, 42 U.S.C. 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, (49 CFR, Part 21) Nondiscrimination in Federally Assisted Program of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Highway Administration, and hereby gives assurance that will promptly take any necessary measures to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.



Signature

Toole Design Group, LLC
Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization: Toole Design Group, LLC

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African- American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators	71	29	29	1			5			2	3				2	32	39
Professionals	174	65	59	3	6	6	7			8	10			3	7	85	89
Superintendents																	
Supervisors																	
Foremen																	
Technicians																	
Protective																	
Para-																	
Office/Clerical	26		14		3	1	4						1		3	1	25
Skilled Craft																	
Service/Maintena	1					1										1	
Total:	272	94	102	4	9	8	16			10	13		1	3	12	119	153

Prepared by: Jamie Lerner, HR Manager Date: 2 / 5 / 2024

(Name and Title)

Revised 2015-Dec-15

WORKFORCE ANALYSIS FORM

Name of Organization: TSW

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African-American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators	2		2														2
Professionals	32	12	12		2	1				2	3					15	17
Superintendents																	
Supervisors	8	5	2										1			5	3
Foremen																	
Technicians																	
Protective																	
Para-																	
Office/Clerical																	
Skilled Craft																	
Service/Maintena																	
Total:	42	17	16		2	1				2	3		1			20	22

Prepared by: Rebekah Calvert, Marketing Manager Date: 1 / 25 / 24

(Name and Title)

Revised 2015-Dec-15

WORKFORCE ANALYSIS FORM

Name of Organization: The Traffic Group

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African-American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators	4	3	1													3	1
Professionals	10	5	1							4						9	1
Superintendents																	
Supervisors	13	8	4			1										9	4
Foremen																	
Technicians	14	12		1						1						14	
Protective																	
Para-																	
Office/Clerical	5		4		1												5
Skilled Craft	40	30	2	2		5		1								38	2
Service/Maintena																	
Total:	86	58	12	3	1	6		1		5						73	13

Prepared by: Todd Anderson / Senior Project Manager Date: 02 / 06 / 24

(Name and Title)

Revised 2015-Dec-15



LFUCG MWDBE PARTICIPATION FORM

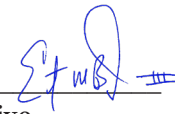
Bid/RFP/Quote Reference # 9-2024

The MWDBE and/or veteran subcontractors listed have agreed to participate on this Bid/RFP/Quote. If any substitution is made or the total value of the work is changed prior to or after the job is in progress, it is understood that those substitutions must be submitted to Procurement for approval immediately. **Failure to submit a completed form may cause rejection of the bid.**

MWDBE Company, Name, Address, Phone, Email	MBE WBE or DBE	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1. Toole Design Group, LLC 172 E. Main Street, Suite 300, Spartanburg, SC 29306, 864.336.2276 x140, eboughman@tooledesign.com	DBE	Prime consultant	\$231,000	73%
2.				
3.				
4.				

The undersigned company representative submits the above list of MWDBE firms to be used in accomplishing the work contained in this Bid/RFP/Quote. Any misrepresentation may result in the termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

Toole Design Group, LLC
Company
2/5/2024
Date

Ernie Boughman, AICP 
Company Representative
Director of Operations, Southern U.S.
Title



MWDBE QUOTE SUMMARY FORM
 Bid/RFP/Quote Reference # 9-2024

The undersigned acknowledges that the minority and/or veteran subcontractors listed on this form did submit a quote to participate on this project. Failure to submit this form may cause rejection of the bid.

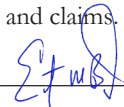
Company Name Toole Design Group, LLC	Contact Person Ernie Boughman, AICP
Address/Phone/Email 172 E. Main Street, Suite 300, Spartanburg, SC 29306, 864.336.2276 x140, eboughman@tooledesign.com	Bid Package / Bid Date RFP #24039, Thursday, February 12, 2024

MWDBE Company Address	Contact Person	Contact Information (work phone, Email, cell)	Date Contacted	Services to be performed	Method of Communication (email, phone meeting, ad, event etc)	Total dollars \$\$ Do Not Leave Blank (Attach Documentation)	MBE * AA HA AS NA Female	Veteran
Remote office in Columbia, SC	Todd Anderson	803.422.9965 tanderson@trafficgroup.com	1/23/2024	Traffic engineering	Email	\$9,000		X

(MBE designation / AA=African American / HA= Hispanic American/AS = Asian American/Pacific Islander/ NA= Native American)

The undersigned acknowledges that all information is accurate. Any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

Toole Design Group, LLC
 Company
2/5/2024
 Date

Ernie Boughman, AICP 
 Company Representative
Director of Operations, Southern U.S.
 Title

WBENC

WOMEN'S BUSINESS ENTERPRISE
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

hereby grants

National Women's Business Enterprise Certification

to

Toole Design Group, LLC

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).

This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Council Greater DMV, a WBENC Regional Partner Organization.

Certification Granted: June 11, 2019

Expiration Date: June 11, 2024

WBENC National Certification Number: WBE1901281



Sandra Eberhard, President & CEO Women's
Business Enterprise Council Greater DMV

WBENC GREATER DMV
WOMEN'S BUSINESS ENTERPRISE CENTER
JOIN FORCES. SUCCEED TOGETHER.

NAICS: 541330, 541990
UNSPSC: 81101517, 81101523



The Traffic Group, Inc.

SAM UEI: GLMULJ5F5Z98

Email: rhaberkam@trafficgroup.com | Web: <http://www.trafficgroup.com> | Phone: (410) 931-6600



Business Information

DUNS: 144995370
DBA:
Last Verified: 3/31/2022
Expiration Date: 3/31/2026
Year Established: 1985

Business Address 1: 9900 Franklin Square Drive, Suite H
Business Address 2:
City: Baltimore
State/Territory: Maryland
Phone: (410) 931-6600
Fax: (410) 931-6601

Business Type

Business Type: Corporation
CAGE: 3GRY8
NAICS Codes: 541330
FSC:
PSC:

Service Disabled Veteran Owned Small Business: Yes
Woman Owned Small Business: No
Minority Owned Small Business: No
Joint Venture: No
Mentor Protege: No
Hub Zone: No
8(a): No
Purchase Card: No

GENERAL PROVISIONS

1. Each Respondent shall comply with all Federal, State & Local regulations concerning this type of service or good.

The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, *29 U.S.C. 650 et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.
3. Addenda: All addenda and IonWave Q&A, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.
4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.
6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of proposal".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.
8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted to bribe an officer or employee of the LFUCG.

9. Additional Information: While not necessary, the Respondent may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the Respondent's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal,
10. Ambiguity, Conflict or other Errors in RFP: If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.
11. Agreement to Bid Terms: In submitting this proposal, the Respondent agrees that it has carefully examined the specifications and all provisions relating to the work to be done attached hereto and made part of this proposal. By acceptance of a Contract under this RFP, proposer states that it understands the meaning, intent and requirements of the RFP and agrees to the same. The successful Respondent shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Respondent shall be authorized for services or expenses reasonably covered under these provisions that the proposer omits from its Proposal.
12. Cancellation: If the services to be performed hereunder by the Respondent are not performed in an acceptable manner to the LFUCG, the LFUCG may cancel this contract for cause by providing written notice to the proposer, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the proposer may seek to bring the performance of services hereunder to a level that is acceptable to the LFUCG, and the LFUCG may rescind the cancellation if such action is in its best interest.

A. Termination for Cause

- (1) LFUCG may terminate a contract because of the contractor's failure to perform its contractual duties
- (2) If a contractor is determined to be in default, LFUCG shall notify the contractor of the determination in writing, and may include a specified date by which the contractor shall cure the identified deficiencies. LFUCG may proceed with termination if the contractor fails to cure the deficiencies within the specified time.
- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
 - (a) Failure to perform the contract according to its terms, conditions and specifications;
 - (b) Failure to make delivery within the time specified or according

- to a delivery schedule fixed by the contract;
- (c) Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;
- (d) Failure to diligently advance the work under a contract for construction services;
- (e) The filing of a bankruptcy petition by or against the contractor; or
- (f) Actions that endanger the health, safety or welfare of the LFUCG or its citizens.

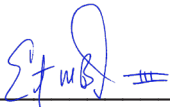
B. At Will Termination

Notwithstanding the above provisions, the LFUCG may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent, Payment for services or goods received prior to termination shall be made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.

13. **Assignment of Contract:** The contractor shall not assign or subcontract any portion of the Contract without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.
14. **No Waiver:** No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.
15. **Authority to do Business:** The Respondent must be a duly organized and authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must

be signed by a duly authorized officer, agent or employee of the Respondent.

16. **Governing Law:** This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.
17. **Ability to Meet Obligations:** Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.
18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.
19. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.
20. Contractor [or Vendor or Vendor's Employees] will not appropriate or make use of the Lexington-Fayette Urban County Government (LFUCG) name or any of its trade or service marks or property (including but not limited to any logo or seal), in any promotion, endorsement, advertisement, testimonial or similar use without the prior written consent of the government. If such consent is granted LFUCG reserves the unilateral right, in its sole discretion, to immediately terminate and revoke such use for any reason whatsoever. Contractor agrees that it shall cease and desist from any unauthorized use immediately upon being notified by LFUCG.



Signature

2/5/2024

Date

TOOLE DESIGN

172 E. Main Street, Suite 300

Spartanburg, SC 29306

864.336.2276

www.tooledesign.com

