

To: Kenzie Gleason, Principal Planner
Lexington Area Metropolitan Planning Organization

From: Ernie Boughman

Date: April 4, 2024

Project Number: 00SPA.00203.00

Subject: Lexington Complete Streets Design Manual

Dear Ms. Gleason,

This document outlines the scope, schedule, and compensation for the services Toole Design Group, LLC will provide the Lexington-Fayette Urban County Government (LFUCG) for completion of the Lexington Complete Streets Design Manual. Thank you for this opportunity.

SCOPE

Toole Design has crafted this scope of work based on information provided by and conversations with LFUCG staff, our understanding of the project, and experience on similar efforts. We look forward to refining the scope to best meet the needs of LFUCG.

Task 1: Project Management

Toole Design will prepare for and participate in a virtual kickoff meeting with LFUCG staff to review the project scope, schedule, deliverables, budget, and key project assumptions as well as clearly identify project expectations and responsibilities.

A Project Management Plan will be developed for the project, complete with a Quality Control approach and associated procedures. Toole Design will also conduct ongoing coordination with LFUCG staff through monthly virtual check-ins and regular email correspondence. Monthly invoices and progress reports will be prepared.

Task 1 Deliverables

- Virtual kickoff meeting.
- Project Management Plan with Quality Control approach and procedures.
- Monthly virtual check-ins.
- Monthly invoices and progress reports.

Task 2: Existing Policies and Standards Review

Toole Design will perform a brief review of a targeted number of existing local policies and standards pertaining to the planning, design, operation, and maintenance of the public realm. This review is not intended to be exhaustive nor determine gaps in the existing documents; rather, it is intended to provide Toole Design with an understanding of the context in which the Complete Streets Design Manual will be developed. The exact items to be reviewed will be determined in collaboration with LFUCG staff, but it is anticipated they may include the following:

- Complete Streets Resolution
- Complete Streets Action Plan
- Regional Bike and Pedestrian Plan
- Safety Action Plan
- Comprehensive Plan
- Lexington Urban Growth Management Plan
- LFUCG Roadway Manual
- Subdivision Regulations
- Neighborhood Traffic Management Program Guide

Task 2 Deliverables

- None.

Task 3: Stakeholder Engagement

Preparation of the Complete Streets Design Manual should involve a wide variety of potential users of the Manual, particularly where the Manual recommends alternatives that differ from current practices. This will be accomplished through several avenues.

Task 3.1: Working Group

It is anticipated that key leadership from various LFUCG divisions will serve as a Working Group to shepherd the process. Toole Design's work includes a series of meetings that will allow us 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 Working Group members on national best practices for multimodal facility design, while also allowing us to vet potential content. For budgeting purposes, four (4) virtual meetings with the Working Group are reflected in the schedule.

Task 3.2: Stakeholder Meetings

As a complement to the Working Group, meetings will be held with various stakeholder groups that may include but not be limited to the following:

- Developers
- KYTC
- Advocates
- Utility providers
- Freight operators
- Emergency services
- Fayette County Public Schools Transportation

Stakeholder meetings will be a combination of project background, education on best practices, and understanding and addressing individual issues and concerns related to the Manual. For budgeting purposes, 10 stakeholder meetings have been included in the scope. These meetings will be limited to one (1) hour each and will be held virtually.

Task 3 Deliverables

- Four (4) virtual Working Group meetings.
- Up to 10 virtual stakeholder meetings.

Task 4: Outline and Style Template

Following initial stakeholder engagement, 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.

LFUCG will provide a single round of comments on the outline and style template; a minimum of a one-week comment period will be provided. An online, shared comment matrix will be distributed to the Working Group where all members will compile their comments. LFUCG's project manager will be responsible for reviewing these comments prior to the comment deadline and offering reconciliation of any conflicting comments.

Task 4 Deliverables

- Draft and final outline and style template.

Task 5: Complete Streets Design Manual

Toole Design 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.

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 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.

Task 5.1: Update/Incorporate Existing Documents

As part of crafting the Manual, two existing documents will be reviewed, updated, and/or incorporated.

Roadway Manual

Toole Design will recommend revisions to the Roadway Manual. This will not be a rewrite but rather an update to align the Roadway Manual with the Complete Streets Design Manual. It is anticipated that many of the topics currently covered in the Roadway Manual will be included in the Complete Streets Design Manual; these will be cross-referenced back to the revised Roadway Manual, which will serve as an appendix to the Complete Streets Design Manual.

Additional concept graphics will be provided to assist in communicating design intent; for budgeting purpose, up to 20 new graphics will be developed. Street classifications included in the Roadway Manual will be cross-referenced with street typologies depicted in the Complete Streets Design Manual.

LFUCG will provide the current Roadway Manual to Toole Design as an editable MS Word document and any graphics in their original, editable file formats (e.g., DWG, DGN, etc.). All revisions to the narrative and graphics will be completed in MS Word.

A draft of the revised Roadway Manual will be provided to the Working Group for review; a minimum of a two-week comment period will be provided and may run concurrently with reviews for the Complete Streets Design Manual. An online, shared comment matrix will be distributed to the Working Group where all members will compile their comments. LFUCG's project manager will be responsible for reviewing these comments prior to the comment deadline and offering reconciliation of any conflicting comments.

A final version of the revised Roadway Manual will be provided in both MS Word and PDF formats.

Neighborhood Traffic Management Program Guide

Toole Design will incorporate the intent of the Guide into the Complete Streets Design Manual. While some appendix information may be required, once the Complete Streets Design Manual is complete, the Neighborhood Traffic Management Program Guide will no longer exist as a standalone document. The content and procedures of the Guide will be updated and integrated into the Manual, allowing the Neighborhood Traffic Management Program to work seamlessly as part of LFUCG's Complete Streets initiative.

LFUCG will provide the current Neighborhood Traffic Management Program Guide to Toole Design as an editable MS Word document and any graphics in their original, editable file formats (e.g., DWG, DGN, etc.). The Working Group's review and comment on traffic calming elements will occur as part of the review of sections of the Complete Streets Design Manual.

Task 5.2: Develop Complete Streets Design Manual

Anticipated sections of the Manual 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 general 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). Street typologies depicted in the Complete Streets Design Manual will be cross-referenced with street classifications included in the Roadway Manual and reconciled with cross sections included in the Subdivision Regulations.

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, and traffic calming.

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, placement of street trees, stormwater and green infrastructure, street lighting, street furniture, and coordination with utilities.

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 as appropriate.

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. For private development, a clear understanding of preferred versus allowed standards and methods for developers to streamline approvals will be provided.

To provide an effective review process of the Manual and ensure that foundational elements are set prior to moving forward with various design guidance elements, it is anticipated that the Manual will be reviewed by LFUCG in sections. These reviews will be of raw narrative and graphics, not final layout. Three (3) rounds of reviews are shown in the project schedule. For each review, a minimum of a two-week comment period will be provided. For each round, an online, shared comment matrix will be distributed to the Working Group where all members will compile their comments. LFUCG's project manager will be responsible for reviewing these comments prior to the comment deadline for each review round and offering reconciliation of any conflicting comments.

Following the above rounds of reviews, all narrative and graphic content will be incorporated into the layout of the document in InDesign. A draft of the final document will be provided to the Working Group for review; a minimum of a three-week comment period will be provided. An online, shared comment matrix will be distributed to the Working Group where all members will compile their comments. LFUCG's project manager will be responsible for reviewing these comments prior to the comment deadline and offering reconciliation of any conflicting comments.

Toole Design will address comments from the Working Group and prepare a draft final version of the Manual. The draft final Manual will be provided to stakeholders that were previously engaged in Task 3 for their review. Comments from the stakeholders will be taken on advisement with LFUCG and Toole Design collaboratively determining which comments should result in revisions to the Manual.

A final version of the Complete Streets Design Manual will be provided in both InDesign and PDF formats.

Task 5 Deliverables

- Revised Roadway Manual as an appendix to the Complete Streets Design Manual (i.e., PDF).
- Draft sections of the Manual for review in raw narrative and graphic format (i.e., PDF).
- Draft of the Manual in layout format for Working Group review (i.e., PDF).
- Draft final Manual in layout format for stakeholder review (i.e., PDF).
- Final Manual in layout format (i.e., InDesign and PDF).

Task 6: Subdivision Regulations Update

Toole Design will update the Subdivision Regulations. This update will not be wholesale; it will rather focus on elements of the regulations that pertain to or influence the implementation of Complete Streets design principles. It is anticipated that updates will primarily address the public realm and specifically streets and adjacent environments. However, some updates may be recommended to land use components as they apply to walkability (e.g., block lengths, mix of uses, etc.).

Regulations will be refined to promote walkability, provisions for bicycles, improved safety, and traffic calming. Additional concept graphics will be provided to assist in communicating design intent; for budgeting purpose, up to 15 new graphics will be developed. Street cross sections included in the regulations will be reconciled with street typologies depicted in the Complete Streets Design Manual.

The update to the Subdivision Regulations will be a standalone document to allow for its independent adoption by the Planning Commission. It will be referenced by the Complete Streets Design Manual. LFUCG will provide the current Subdivision Regulations to Toole Design as an editable MS Word document and any graphics in their original, editable file formats (e.g., DWG, DGN, etc.). All updates to the narrative and graphics will be completed in MS Word.

A draft of the update will be provided to the Working Group for review; a minimum of a two-week comment period will be provided and may run concurrently with reviews for the Complete Streets Design Manual. An online, shared comment matrix will be distributed to the Working Group where all members will compile their comments. LFUCG's project manager will be responsible for reviewing these comments prior to the comment deadline and offering reconciliation of any conflicting comments.

A final version of the Subdivision Regulations update will be provided in both MS Word and PDF formats.

Task 6 Deliverables

- Draft of the Subdivision Regulations update (i.e., PDF).
- Final Subdivision Regulations update (i.e., MS Word and PDF).

Task 7: Adoption

Following the receipt of and response to comments on a draft of the Complete Streets Design Manual and Subdivision Regulations, we will deliver the final documents for LFUCG approval. As appropriate, 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.

Task 7 Deliverables

- Up to two (2) presentations to Planning Commission.
- Up to two (2) presentations to Urban County Council.

SCHEDULE

As shown in the attached schedule, Toole Design will deliver the Complete Streets Design Manual within a 14-month timeframe.

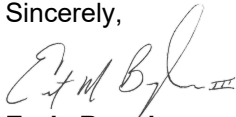
COMPENSATION

TASK	LUMP SUM FEE
1. Project Management	\$25,900
2. Existing Policies and Standards Review	\$11,000
3. Stakeholder Engagement	\$44,100
4. Outline and Style Template	\$27,000
5. Complete Streets Design Manual	\$273,500
6. Subdivision Regulations Update	\$49,500
7. Adoption	\$19,000
TOTAL LUMP SUM FEE	\$450,000

**Lump sum fee is inclusive of labor, overhead, profit, and expenses.*

Thank you for the opportunity to partner with LFUCG on this important project. If you have any questions or would like to discuss further, please contact me by phone at 864.336.2276 x140 or via email at eboughman@tooledesign.com.

Sincerely,



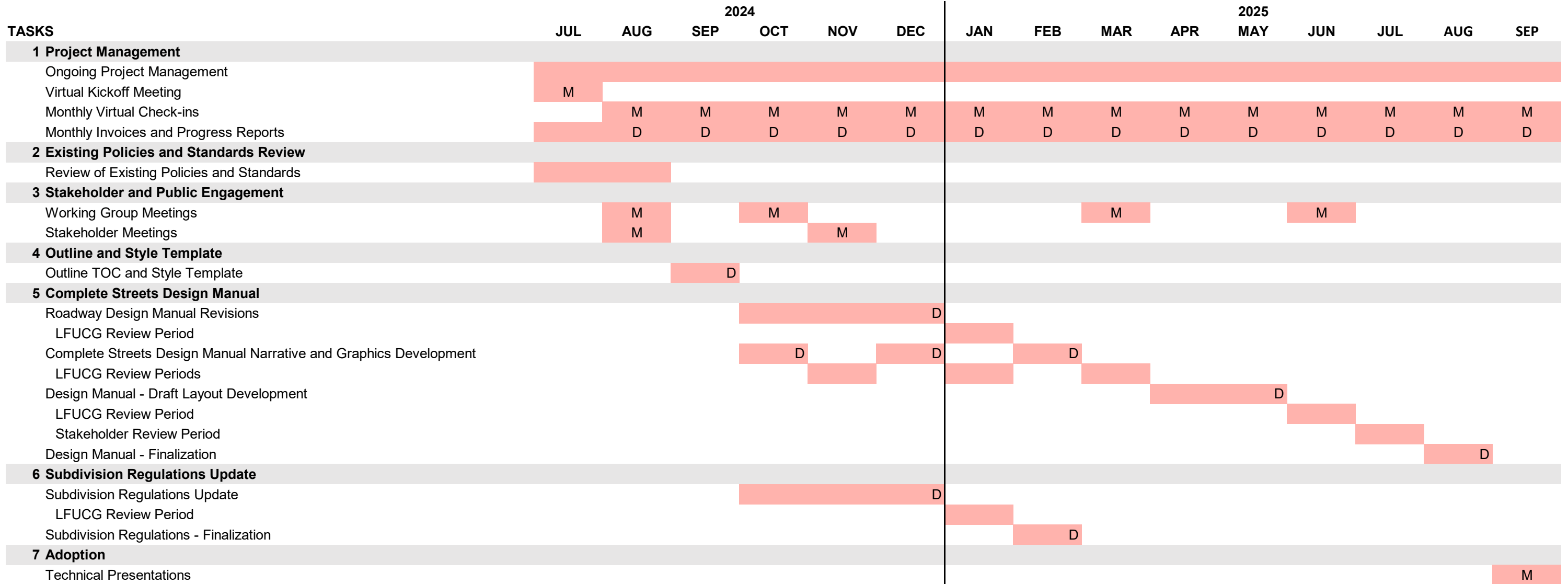
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TOOLE DESIGN

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LEXINGTON COMPLETE STREETS DESIGN MANUAL
PROJECT SCHEDULE | REVISED APRIL 4, 2024

The schedule below provides a breakdown of tasks, milestones, and deliverables. Toole Design will deliver the Complete Streets Design Manual within a fourteen-month timeframe.



M = Meeting
D = Deliverable