

RESOLUTION NO. 18-02

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF APACHE JUNCTION, ARIZONA, AUTHORIZING THE CITY OF APACHE JUNCTION TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH MARICOPA ASSOCIATION OF GOVERNMENTS ("MAG") FOR BICYCLE AND PEDESTRIAN MASTER PLANS AND FIRST TIME UPDATES ON-CALL PROGRAM GRANT FUNDS.

WHEREAS, pursuant to A.R.S. § 11-952(A), public entities may enter into intergovernmental agreements with other municipalities and governmental entities (the "Parties") for joint or cooperative activities; and

WHEREAS, the purpose of this joint effort is to allow MAG to acquire federal funds for the formation of a bicycle and pedestrian master plan (the "Project") for the City of Apache Junction (the "City"); and

WHEREAS, MAG shall be the designated agent for the City; and

WHEREAS, the estimated total cost of the Project is \$197,800.00; and

WHEREAS, federal-aid funds will contribute 80% of this amount (\$158,240.00) for the cost of the Project; and

WHEREAS, the City is responsible for 20% of the cost of the Project (\$39,560.00); and

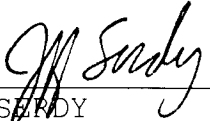
WHEREAS, the Parties have crafted the attached written intergovernmental agreement which formalizes the arrangement.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF APACHE JUNCTION ARIZONA, AS FOLLOWS:

- 1) The mayor and city council approve the form of the intergovernmental agreement between the City of Apache Junction and the Maricopa Association of Governments ("No. 887") and the mayor is hereby authorized to sign the agreement on behalf of the City.
- 2) The city manager and/or his designee is authorized and directed to take all steps necessary to carry out the purpose and intent of this resolution and to fulfill all the duties required under the agreement.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF APACHE JUNCTION, ARIZONA, THIS 20th DAY OF FEBRUARY, 2018.

SIGNED AND ATTESTED TO THIS 20th DAY OF FEBRUARY, 2018.




JEFF SEDY
Mayor

ATTEST:



KATHLEEN CONNELLY
City Clerk

APPROVED AS TO FORM:

 2.15.18

RICHARD J. STERN
City Attorney

AGREEMENT BETWEEN
MARICOPA ASSOCIATION OF GOVERNMENTS
AND THE CITY OF APACHE JUNCTION
FOR APACHE JUNCTION ACTIVE TRANSPORTATION PLAN

This agreement (the "Agreement") is between the Maricopa Association of Governments ("MAG"), an Arizona non-profit corporation and the City of Apache Junction, an Arizona municipal corporation ("CITY"), collectively referred to as the "Parties," or individually as a "Party."

This Agreement shall become effective as of the date it is duly executed by the last Party and shall continue in full force and effect until June 30, 2019. MAG and CITY view this Agreement as a mutually beneficial relationship.

A) Statutory Authorization Agreement

MAG

MAG is empowered by Arizona Revised Statutes §§ 28-6308 and 28-6353 to enter into this Agreement. MAG is the recipient of Regional Area Road Funds, Federal Highway Administration ("FHWA") Funds, and Federal Transit Administration Funds as described in the FY 2018 MAG Unified Planning Work Program and Budget ("FY 2018 UPWP"), and as described in the agreement between MAG and the Arizona Department of Transportation ("ADOT").

THE CITY OF APACHE JUNCTION

CITY is authorized by Arizona Revised Statutes § 11-952 to enter into this Agreement.

B) Purpose of the Agreement

The purpose of this Agreement is to identify and define the level of financial participation by CITY and MAG to prepare an Active Transportation Plan (the "PROJECT").

The PROJECT will be completed through MAG Contract No. 828B-0C using a consultant(s) from the approved FY 2018 Pedestrian and Bicycle Facilities Design Assistance Program and Bicycle and Pedestrian Master Plans and First Time Updates On-Call Consultant list. The cost of this PROJECT will not exceed ONE HUNDRED NINETY SEVEN THOUSAND EIGHT HUNDRED DOLLARS AND NO/100 (\$197,800.00). The scope of work is set forth in Exhibit "A."

C) Mission/Goal Statement

The goal of the PROJECT is to promote active transportation such as walking, biking, and equine use within the City of Apache Junction through encouraging the deployment and integration of active transportation within the greater transportation network.

D) Study Funding

1. MAG is the recipient of FY 2018 FHWA Planning Funds as described in the FY 2018 UPWP and in the agreement between MAG and the ADOT.
2. The FY 2018 UPWP includes the PROJECT as part of the approved FY 2018 Bicycle and Pedestrian Master Plans and First Time Updates On-Call.

3. The consultant contract for the PROJECT will be for an amount not to exceed \$197,800. Subject to the availability of funding and approval of their respective governing bodies, funding for the PROJECT will be shared among the Parties as follows:

Maricopa Association of Governments	\$ 158,240	80%
The City of Apache Junction	\$ 39,560	20%
Total	\$ 197,800	100%

4. Cost adjustments: The MAG/CITY proportional share is to be split 80/20 for any amount less than or equal to \$197,800. If the cost for the consultant is more than \$197,800 it will be CITY'S responsibility to cover excess costs.
5. CITY'S financial participation is limited to paying CITY'S proportional share as provided in paragraphs 3 and 4 above. It shall be MAG's responsibility to enter into the consultant contract.
6. MAG will invoice CITY for CITY'S proportional share within thirty (30) calendar days of execution of this Agreement. CITY shall make payment to MAG thirty (30) calendar days after receipt of invoice. The financial contribution of both Parties shall be deposited into the specified account no later than sixty (60) calendar days after payment of invoice. MAG shall maintain billing accounts and financial records during and for three (3) years after the completion of this Agreement and will produce the same to CITY upon CITY's written request.
7. All notices or demands required to be given pursuant to the terms of this Agreement shall be given to the other Party in writing, delivered in person, sent by confirmed email, deposited in the United States mail, postage prepaid, registered or certified mail, return receipt requested, or deposited with any commercial air courier or express service at the addresses set forth below, or to such address as the Parties may substitute by written notice given in the manner described in this paragraph.

For MAG:

Dennis Smith
Executive Director
Maricopa Association of Governments
302 North First Avenue, Suite 300
Phoenix, Arizona 85003
602-254-6300

For CITY:

Larry Kirch
Director of Development Services
City of Apache Junction
300 E. Superstition Boulevard
Apache Junction, AZ 85119
480-474-5082

Notices shall be deemed received on date delivered, if delivered by hand; on the day it is sent by confirmed email; on the second day after its deposit with any commercial air courier or express service; or, if mailed, ten (10) calendar days after the notice is deposited in the United States mail as above provided; and on the delivery date indicated on receipt if delivered by certified or registered mail. Any time period stated in a notice shall be computed from the time the notice is deemed received. Notices sent by confirmed email shall also be sent by regular mail to the recipients at the above addresses. This requirement for duplication notice is not intended to change the effective date of the notice sent by confirmed email.

8. In the event that the MAG funds required for performance of this Agreement are withdrawn or are not

available for funding, this Agreement, without penalty to any of the Parties, may be immediately terminated; and any financial contribution paid by CITY will be returned to CITY.

E) General Terms and Conditions of the Agreement

1. Governing Law. This Agreement is entered into in Arizona and shall be construed and interpreted under the laws of the State of Arizona.
2. Severability. If any provision of this Agreement is declared invalid, illegal or unenforceable, that provision shall be severed from the Agreement, and the remaining provisions shall otherwise remain in full force.
3. Hold Harmless. Each Party to this Agreement, as Indemnitor, agrees to indemnify, defend and hold harmless the other Party, and such Party's departments, officers, employees, elected officials, agents and representatives (collectively, "INDEMNITEES"), for, from and against all liability, losses, expenses, damages or claims (collectively "CLAIMS") arising from or related to the Indemnitor's performance or non-performance of its obligations pursuant to the terms of this Agreement.
4. This Agreement shall not be construed to imply authority to perform tasks, or accept any responsibility, not expressly set forth herein.
5. This Agreement shall be strictly constructed against the creation of a duty or responsibility unless the intention to do so is clearly and unambiguously set forth herein.
6. This Agreement shall be subject to cancellation for conflict of interest without penalty or further obligations as provided by A.R.S. § 38-511.
7. This Agreement constitutes the entire understanding of the Parties and supersedes all previous representations, written or oral, with respect to the services specified herein. This Agreement may not be modified or amended except by a written document, signed by authorized representatives of each Party.
8. Each Party hereby warrants and represents that it has full power and authority to enter into and perform this Agreement, and that the person signing on behalf of each has been properly authorized and empowered to enter into this Agreement. Each Party further acknowledges that it has read this Agreement, understands it, and agrees to be bound by it.

(Signature page follows)

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement.

City of Apache Junction, an Arizona municipal corporation

By: _____
Jeff Serdy
Mayor

Date: _____

Attest:

By: _____
Kathleen Connelly
City of Apache Junction Clerk

Maricopa Association of Governments, an Arizona non-profit corporation

By: _____
Dennis Smith
Executive Director

Date: _____

Reviewed as to form by General Counsel for Maricopa Association of Governments, and Counsel for the City of Apache Junction

I hereby state that I have reviewed the proposed Agreement, between the City of Apache Junction and Maricopa Association of Governments, and declare the Agreement to be in proper form and within the powers and authority granted to their respective governing bodies under the laws of the State of Arizona.

By: Richard J. Stern
City Attorney

Mitesh V. Patel
Maricopa Association of Governments
General Counsel

APPENDIX A – SCOPE OF SERVICES

MARICOPA ASSOCIATION OF GOVERNMENTS (MAG)

APACHE JUNCTION ACTIVE TRANSPORTATION PLAN

I. WORK PLAN AND TASKS

The purpose of this Section is to outline the major tasks required to be performed by the CONSULTANT in order to produce the needed analyses and deliverables to MAG.

Project Overview:

The City of Apache Junction ("CITY") is embarking on developing its first Active Transportation Plan (ATP). The plan will serve as the primary tool for deployment and integration of safer modes of transportation for bicyclists, pedestrians, equestrians and other modes of non-vehicular transportation. The CITY desires a process and a resulting plan that is award winning. The plan will thoroughly incorporate public health and healthy planning principles to ensure that the CITY will be both a safe and healthy community. Mobility and safety will be stressed; increasing users and decreasing accidents are two major goals of the ATP.

This initial ATP, once implemented, will guide the CITY toward a future silver designation as a Bicycle Friendly Community from the League of American Bicyclists (LABA). The bicycle aspects of the plan will be built around the framework of the LABA as well as the 6 E's. The same is true for the pedestrian aspects of the plan. The plan, once implemented, will move the CITY toward initial designation of Bronze by the Walk Friendly Community program. The CITY is widely known as an equestrian community and the plan must fully consider the needs of the equestrian users of area facilities including rights-of-way ("ROW"). Finally, the demographic makeup of the CITY has led to the visible presence of golf carts and neighborhood electric vehicles being used within the CITY. Both horses and electric vehicles do serve as transportation for a segment of the population.

This project will map out a direction for the ATP and develop a phased approach to integrating transportation choice into existing and new infrastructure for safer access to destinations. The plan and process will coordinate with adjacent local jurisdictions to connect routes outside of the CITY limits as well as on a regional level. The plan will incorporate the most current active transportation practices and present a long-range vision for the CITY so that the CITY becomes recognized as a premier community for active transportation opportunities. The plan will guide future development but also guide and enhance existing sidewalks, trails and roadways in an effort to create a complete network of facilities for bicyclists, pedestrians, equestrians and other forms of non-motorized transportation.

Community Description:

The CITY was incorporated in 1978 and has some challenges with transportation that the CITY would like to develop into strengths. One of the major features of the community is Apache Trail, which is the community's main east-west thoroughfare that was the original U.S. Highway 60 route. This major six lane highway corridor served the community up to the 1990s as U.S. 60 until the freeway was opened south of Southern Avenue. Apache Trail remains a 300 foot right-of-way that primarily emphasizes vehicular transportation. This roadway now has bicycle lanes and serves as a portion of U.S. Bike Route 90 through the CITY. While there are bike lanes and scattered sidewalks, this major commercial corridor does not present an inviting or safe appearance for non-vehicular transportation. Apache Junction has a population of around 40,000 full-time residents which nearly doubles during the winter months. Many winter residents are from northern climates and wish to get out to bike, walk and ride horses in the mild winter climate of Apache Junction. The CITY does not have bus transportation making other modes of transportation a necessity. The

CITY boasts 12 square miles of state land that lies south of the U.S. 60 at the southern portion of the CITY. Apache Junction desires a forward-thinking plan to anticipate and envision connectivity.

Overview of Scope of Services:

This Scope of Services describes the tasks that the CONSULTANT will perform to develop the ATP. This plan will be developed with a strong focus on near-term and mid-term timeframe needs (1-5 years), but will also provide longer-term strategies. Project activities will be completed within a 12-14 month timeframe.

The ATP shall address linking economic uses, transportation, recreation, tourism, jobs, and neighborhoods. The plan will use the “8-80” facility user principles as well as a mindset that the CITY wants to encourage not only Safe Routes to Schools; but equally, connectivity to destinations, activity centers, businesses, etc. The plan will consider using the communities’ natural features and existing infrastructure to create a seamless network of bicycle facilities. Because the plan is intended as being a fully integrated network of paths, trails, sidewalks, bike lanes, cycle tracks, and shared use facilities that add to community health, the team will include community planners, transportation planners, landscape architects, public health planners, and traffic engineers. Other considerations include:

- a. The natural environment (flood plains and tributary washes as possible multi-use trail corridors), flood retardant structures and Central Arizona Project (“CAP”) canal as linear corridors
- b. Healthy community practices/Aging in Place considerations
- c. Safety/Security
- d. Enhancement of scenic corridors
- e. Existing horse trails
- f. Neighborhood needs and aesthetics
- g. Sidewalks and bicycle/pedestrian friendly amenities
- h. Traffic calming activities and green infrastructure
- i. Tourism needs

Partners/Audience: Apache Junction - City Council, Planning and Zoning Commission, Parks and Recreation Commission, City of Mesa, Maricopa County, Maricopa County Department of Transit (“MCDOT”), Arizona Department of Transit (“ADOT”), Town of Queen Creek, Pinal County, Apache Junction Unified School District, private and charter schools, AJ Boys and Girls Club, Apache Junction Police/Public Works/Parks and Recreation Departments, Chamber of Commerce, Friends of Apache Junction, equestrian groups, local businesses, local bike user groups, and the general public.

Task 1.0: Project Management and Communications

Purpose: The CONSULTANT will meet with the CITY to review the project scope, schedule, goal and objectives. The CONSULTANT will define stakeholders and interest groups.

Method:

- 1) Kick-off meeting with the CITY’s Project Manager, MAG Project Manager, the CITY Project Team, and the CONSULTANT Planning Team:
 - a. Map out project vision, goals and objectives (Wall Mapping Session)
 - b. Define meeting dates/key milestones
 - c. Review deliverables (“Products”)
 - d. Review community and stakeholder outreach and education materials
 - e. Define stakeholders The following list is an initial DRAFT of potential groups:

- i. Local Business Group (ex: Chamber, Banner, Horizon, Sunlife)
 - ii. Wellness Partnership
 - iii. State Lands, State Park, Tonto National Forest
 - iv. Schools, Boys & Girls Club
 - v. Senior Living/Winter Visitor Group
 - vi. Biking Group
 - vii. Walking Group
 - viii. Hiking Group (SALT)
 - ix. Equestrian Group (ex: Boarding, Associations, Riders, Trail Companies)
- f. Prioritize three (3) additional meetings with the CITY Project Team at key points in the project to review project status, outcomes, results and recommendations.
- g. Develop agendas for the CITY Project Team meetings and summarize the discussion points and action items.
- h. Review approach for incorporation of principles and submittal by the CITY, for designation of:
 - i. Bronze League of American Bicyclists
 - ii. Bronze Walk Friendly Communities
- 2) The CITY Project Team will provide input toward and review all Products.
- 3) The CONSULTANT will prepare:
 - a. Monthly invoices and progress reports sent to MAG that will outline key task activities and percentage complete, as well as identify next steps or project issues and action items.

Meetings:

- Kick-Off Meeting/CITY Project Team #1

Task 2.0 - Stakeholder Coordination/Public Education/Outreach and Needs Assessment

Purpose: The CONSULTANT will work with the CITY to define and coordinate outreach to the public and stakeholder groups for input and feedback on the plan. The CONSULTANT will define public needs and build support for the ATP with the public, stakeholders and elected officials.

Method:

- 1) There will be a CITY Project Manager, a CITY Project Team, an Agency Team, and a Citizen's Advisory Committee.
 - a. The CITY Project Manager will be Development Services Director Larry Kirch
 - b. The CITY Project Team will consist of representatives from Public Works, Development Services, Police Department, Economic Development, Parks and Recreation, Communication, and GIS.
 - c. The Citizen's Advisory Committee ("CAC") will be created from key agencies and advocacy groups for bicycle, pedestrian, and equestrian uses.
- 2) An Agency Team will be formed, there will be two Agency Team meetings and other agencies will be invited to meetings as needed to include:
 - a. ADOT, MCDOT, Pinal County Department of Health, Maricopa County Department of Health, CITY of Mesa, and MAG, State Land and Lost Dutchman State Park among others.

- 3) CONSULTANT Planning Team will design and provide documents and maps for meetings as well as marketing and PR information for social media, newspapers, CITY website, postcards, and fliers.
- 4) CONSULTANT Planning Team will create a public survey/questionnaire for the project. This survey/questionnaire will be distributed through the project website, emails blasts, at the initial public open house, at the Lost Dutchman Day's events booth and to each of the stakeholder groups, and through postcards given to CITY staff to distribute accordingly.
- 5) CONSULTANT Planning Team will provide project website content to the CITY for a webpage created and hosted by the CITY. The web page content will be geared toward community and stakeholder engagement with project description, information, schedule, public survey/questionnaire, interactive comment map, results of meetings, survey/questionnaires, preliminary, draft and final plan.
- 6) The CITY Project Manager and CITY Project Team will review and provide feedback on the summary of the ATP education/outreach program.
- 7) The CONSULTANT Planning Team will schedule and facilitate meetings with the CITY Project Manager, CITY Project Team, the Citizen's Advisory Committee as well as the general public as part of three community meetings. There will be three meetings each for the CITY Project Team, the CAC and the general public. There will also be two presentations each for the Planning and Zoning Commission and the Parks and Recreation Commission at a joint meeting, and to CITY Council.
 - a. The CONSULTANT Planning Team will develop meeting materials with review/input from the CITY Project Manager and Project Team.
 - b. The first meeting(s) will be scheduled early in the project and will include; project overview, plan general information and discussion about key needs and potential opportunities (see schedule).
 - c. Mid-project meeting(s) to assess various aspects of the plan. Potential scenarios will be created by the CONSULTANT Planning Team to walk through during the meeting (see schedule).
 - d. The third series of meetings will occur towards the end of the project and will include both internal and external stakeholders to focus on reviewing the draft strategies, recommendations, and final draft plan (see schedule).
 - e. The CONSULTANT Planning Team will provide summaries of the key outcomes of the meetings.
 - i. The first public involvement meeting will be an "open house" workshop format with interactive stations for information gathering via maps, comment cards, survey/questionnaire, etc.
 - ii. The second community meeting will present the draft plan in an "open-house" format.
 - iii. The third community meeting will present the recommended plan in an "open-house" format.
- 8) Additionally, the CONSULTANT Planning Team will schedule an Agency Team meeting early in the process to engage them in the planning process. The CONSULTANT Planning Team will schedule one Agency Team meeting towards the end of the project to show the recommended plan and methodology to encourage connectivity with surrounding jurisdictions. The CONSULTANT Project Manager and CITY Project Manager will facilitate the meetings.
 - a. The CONSULTANT Planning Team will prepare summaries of the individual meetings for incorporation into the plan.
- 9) One full day of scheduled one-on-one meetings with key stakeholders
 - Local Business Group (ex: Chamber, Banner, Horizon, Sunlife)
 - Land Developer/Property Owner Group Wellness Partnership

- State Lands, State Park, Tonto National Forest
 - Advocacy Groups Schools, Boys & Girls Club
 - Senior Living/Winter Visitor Group
 - Biking Group
 - Walking Group
 - Hiking Group (SALT)
 - Equestrian Group (Boarding, Associations, Riders, Trail Companies)
- 10) The CONSULTANT Planning Team will include ATP Vision, ATP Goals, and a summary of needs in a Technical Memorandum #1. An electronic draft will be provided to the CITY and MAG for review and comment. Information from Technical Memorandum #1 will be incorporated, as appropriate, into the final ATP.

Public Outreach:

- Lost Dutchman Marathon Outreach Booth (February 18th). Share booth with CITY staff.
- Lost Dutchman Days Event TBD Outreach Booth (February 24th). Share booth with CITY staff.
- Equestrian Trail Ride Event in conjunction with and organized by, one of the local equestrian groups such as Superstition Horseman's Association (SHA) and CITY. CONSULTANT Planning Team will have one staff member on hand for observation.
- Walking Event (final format and date TBD w/CITY staff)
- Biking Event (final format and date TBD w/CITY staff)
- Festival of the Superstitions Outreach Booth (Fall 2018). Share booth with CITY staff.
- First public involvement meeting: Public workshop.
- Second public involvement meeting: Present the draft plan in an "open-house."
- Third public involvement meeting: Present the "recommended" plan in an open-house format.

Meetings

- Events w/ Booths #1 - Day 1, Lost Dutchman Marathon Health/Fitness Expo (2 days share w/ CITY Staff)
- Events w/ Booths #1 - Day 2, Lost Dutchman Marathon Health/Fitness Expo (2 days share w/ CITY Staff)
- Events w/ Booths #2 - Day 1, Lost Dutchman Days CITY Booth at vendor area (3 days share w/CITY staff)
- Events w/ Booths #2 - Day 2, Lost Dutchman Days CITY Booth at vendor area (3 days share w/CITY staff)
- Events w/ Booths #2 - Day 3, Lost Dutchman Days CITY Booth at vendor area (3 days share w/CITY staff)
- Equestrian Trail Ride Event
- Walking Event
- Biking Event

- Citizen's Advisory Committee #1
- Agency Team #1
- Key stakeholders one-on-one meetings (One full day)
- Community Meeting #1

Task 3.0 - Inventory and Analysis

Purpose: CONSULTANT will establish a thorough understanding and background of existing conditions of the project and a familiarity with previous studies, manuals and reports.

Method:

- 1) Information Collection Phase: Portions of this task may be conducted in parallel with Task 2. The CONSULTANT Planning Team will work with the CITY PM and CITY Project Team to assemble, analyze and synthesize existing plans, inventories of facilities and maps.
 - a. Review and incorporation of existing plans including:
 - ITS Strategic Plan (2016)
 - Street Circulation and Access Study (2003)
 - Apache Junction General Plan Update (2010)
 - Park and Open Space Trails Map (2010)
 - Comprehensive Transportation Study (2012)
 - Downtown Redevelopment Implementation Strategy (2010)
 - MCFLOOD Aerial Photographs (most recent)
 - Apache Junction Zoning Map (most recent)
 - Arizona State University (ASU) Trail Connectivity, Downtown Visioning & State Land Visioning Capstone (2016)
 - Downtown Apache Junction Development Map (2016)
 - Internal Right-of-Way GIS Data (2016)
 - Internal Flood Plain GIS Data (2016)
 - Sidewalk/bicycle/equestrian GIS data
 - Street Circulation and Access Study GIS Data (2017)
 - FEMA Flood Risk Report (2016)
 - Bicycle and Pedestrian Crash and Fatality Data
 - b. Collect field data
 - Identified issue areas, intersections, crash concentrations, unauthorized crossings, pavement restrictions, etc.
 - Bike and pedestrian count at identified locations. CITY will provide staff to support this effort.
 - School routes, crossings, loading zones and bike racks. CITY will provide staff to support this effort.

- 2) The CONSULTANT Planning Team will receive applicable GIS files from the CITY in order to build additional layers and will work with the CITY to develop additional layers as necessary to incorporate into the CITY's GIS database.
 - a. Layers will include sidewalk, bicycle routes, paths and lanes, equestrian paths, multi-use trails, natural trails that are not designated, and activity centers.
 - b. An analysis will be done of current infrastructure to support active transportation and gaps that need to be filled.
- 3) Identifying key projects or programs from neighboring jurisdictions and regional agencies that would require coordination with the ATP.
 - a. Maps and plans from surrounding jurisdictions.
 - b. The CONSULTANT Planning Team will also address neighboring jurisdictions plans and infrastructure to analyze gaps that will improve/create connectivity between the CITY and neighboring counties/cities.
- 4) Review of the CITY's current infrastructure improvement projects that include sidewalks and bike lanes and any future slated projects.
 - a. CIP projects, Development Fee Infrastructure Improvement Plan, CAP/MCFLOOD projects, other Map Data available; STRAVA
- 5) The CONSULTANT Planning Team will summarize the inventory into Technical Memorandum #2. An electronic draft will be provided to the CITY and MAG for review and comment. The Final Technical Memorandum #2 will be incorporated, as appropriate, into the final ATP.

Meetings:

- CITY Project Team #2
- Citizen's Advisory Committee #2

Task 4.0 – Preliminary Active Transportation Plan

Purpose: CONSULTANT will define and outline plan approach and function. Create a path for implementation of the final ATP. Establish priorities and define funding sources. Compile into a preliminary ATP.

Method:

- 1) The CONSULTANT Planning Team will use the information and data collected in the previous tasks to develop draft chapters of the plan. The planning document will consist of a series of chapters that fully address the 6 E's.
- 2) A rating system will be created to rank and determine areas of the CITY that need active transportation infrastructure and prioritize gaps using the methodology from the MCDOT ATP.
- 3) Integration strategies will focus on sidewalks, bicycle paths, and equestrian path needs but will still develop the ATP as an integrated transportation system. Systems that will have integration recommendation will include:
 - a. SRTS facilities for sidewalks and bicycle routes
 - b. League of American Bicyclists ("LABA") and Walk Friendly Communities ("WFC") rating systems
 - c. Linking amenities together such as parks and activity centers
 - d. Recommendations for paths or trails that are not within CITY ROW with a ranking based on need
 - e. Projects that need funding to support their implementation

- f. No or low cost strategies such as collaborative agreements, advocate group donations, wayfinding, social media outlets
- g. Opportunities where coordinating a path with multiple agencies can be accomplished. Including opportunities of regional initiatives
- h. Healthy communities' emphasis

Community Health Profile

The CONSULTANT team will evaluate existing, readily available sources of health-related data (e.g., ACS, BRFSS, USDOT, County Health Rankings, and NHTSA Fatality Analysis Reporting System) related to the current health of the CITY's population and health trends. Where possible, population and health data will also be gathered on a more granular level from CITY and zip-code level sources in order to reveal health disparities beyond the county level. The CONSULTANT team (up to two staff) will hold a conference call with the Pinal County Department of Public Health and Maricopa County Department of Public Health to identify additional readily-available local health data to inform the analysis. The assessment may include statistics on physical activity, obesity, chronic disease, injury, food access, park prevalence, air quality, and other relevant population level data impacted by active transportation systems.

The findings will identify weak and strong health conditions present in the CITY, and use these to justify the importance of the ATP from a public health perspective. For example, a summary finding may read "X% of residents do not exercise regularly," but improved active transportation infrastructure has been shown to increase activity levels. The CONSULTANT team will also compare the findings with Pinal County and Maricopa County data to provide context for health trends.

Equity Analysis

The CONSULTANT team will conduct an equity analysis to help identify areas where active transportation investments may result in major positive impacts for communities of concern in the CITY. The CONSULTANT will use the most recent readily-available data from the U.S. Census Bureau's American Community Survey (5-year estimates) to identify and map population and demographic characteristics such as race, age, income, educational attainment, and limited English proficiency.

- 4) The CONSULTANT Planning Team will develop maps showing priority areas and preliminary facility recommendations.
 - a. Strategies will be identified in the near term (0-5 years), mid-term (5-10 years) and long-term (10 years and beyond) timeframes.
- 5) A maintenance plan will be developed including any types of complete streets/green complete streets initiatives such as landscaping, bio-swales, buffering, parking, and shading (LID features).
- 6) The CONSULTANT Planning Team will also develop a staffing plan for the CITY to identify key CITY staff needs (types of technical staff and number of staff) and staff coordination with other departments.
 - a. Provide the CITY with sufficient detail to be able to use the project descriptions to apply for MAG CMAQ and TA funding.
- 7) The CONSULTANT Planning Team will prepare an Implementation Plan that outlines the near-term action items for the CITY and summarizes the deployment priorities for the ATP, this will include:
 - a. A phasing plan with focus on the 0-5 year implementation projects with additional items noted for longer term.

- b. The phasing plan will consider timeframes for the TIP programming through MAG to provide the CITY with a priority list of projects that should be submitted for MAG TIP programming.
 - c. The yearly summary will also include potential opportunities to coordinate with other capital improvements, when additional staffing will be needed and considerations for the timing of key regional route improvements.
 - d. Lifecycle costs of infrastructure and paint, cost/benefit ratios for program projects, and potential agreements that will be needed to support operations.
- 8) Based on the needs and advancement recommendations, the CONSULTANT Planning Team will develop a list of potential agreements that will be needed to support operations.
 - 9) The Implementation Plan will also include a process that the CITY can use to evaluate, review and update the ATP on a periodic basis.
 - 10) Provide recommendations to become a rated CITY with League of American Bicyclists and a Walk Friendly Community
 - a. Must address the 6 E's
 - 11) The CONSULTANT Planning Team will summarize the outcomes from this task into draft chapters. An electronic draft will be provided to the CITY for review and comment.

Meetings:

- Community Meeting #2
- CITY Project Team #3
- Citizen's Advisory Committee #3
- Agency Team #2
- Park & Rec/P&Z Commission #1
- CITY Council #1 – Work Session

Task 5.0 - Final Active Transportation Plan

Purpose: CONSULTANT will document the plan and the process used to create the plan. The ATP will address linking economic uses, transportation, recreation, tourism, jobs, and neighborhoods. The plan will use the “8-80” facility user principles as well as a mindset that the CITY wants to encourage not only Safe Routes to Schools; but equally, connectivity to destinations, activity centers, businesses, etc. The plan will consider using the communities’ natural features and existing infrastructure to create a seamless network of bicycle facilities. The plan is intended to be a fully integrated network of paths, trails, sidewalks, bike lanes, cycle tracks, and shared use facilities that add to community health.

Method:

- 1) CONSULTANT Planning Team will incorporate comments received on the draft technical memorandums and prepare final versions as chapters for the final plan.
- 2) CONSULTANT Planning Team will develop an executive summary and note key outcomes, priority advancement recommendations, and the implementation plan phasing recommendations.
- 3) The final plan will be provided to the CITY and MAG in electronic format and the CONSULTANT will print 50 black and white copies and once approved by the council the CONSULTANT will print 25 color copies.
- 4) The Final Plan will be comprised of the following information

- a. Executive summary
 - b. Description of the methodology to meet the end result of the plan
 - c. Current state of active transportation in Apache Junction
 - d. Current trends in active transportation and current plans for neighboring jurisdictions
 - e. Master Plan with appropriate chapters
 - f. Timeframe for implementation and various strategies for short-term, mid-term and long term improvements
 - g. Strategy for evaluating the progress of the plan
 - h. Ranking system to determine areas of high priority
 - i. Recommendations and process for the formation of an advisory committee to advocate Active Transportation
 - j. Other information which adequately explain and justifies the resulting plan (Health)
- 5) The CONSULTANT Planning Team will develop an ATP summary presentation including the vision and goals and present one formal presentation to the CITY Project Team and CITY Council toward the end of the project.
- a. The CITY's Project Manager will review and provide input on the presentation in order to finalize.
- 6) CONSULTANT Planning Team will present the ATP to the Planning and Zoning Commission and the Parks and Recreation Commission at a joint meeting and CITY Council

Meetings:

- Events w/ Booths #3 - Festival of the Superstitions
- CITY Project Team #4
- Citizen Advisory Committee #4
- Community Meeting #3
- Park & Rec/P&Z Commission #2
- CITY Council #2

Task 6.0 – Application to LABA and WFC

Purpose: CONSULTANT will, conjunction with CITY, apply for and garner recognized pedestrian and bicycle friendly/quality community designation for the CITY.

Method:

- 1) Prepare a complete application for designation of Bronze by both the League of American Bicyclists and Walk Friendly Communities.

Meetings:

No separate meeting, will be covered in ongoing meetings throughout the process. Draft and Final submittal process meeting will be digital (GoTo Meeting) and/or phone conference

II. DELIVERABLES

The Products of this project may include the following or additional items as agreed to by CONSULTANT, MAG, and the CITY. Each Product should succinctly present information in an engaging format suitable for a diverse audience with extensive use of maps, photos, tables,

matrices, drawings, and charts. Each Product will be reviewed as follows: An administrative draft of each deliverable will be submitted in both electronic and hard copy format to the CITY for review. Comments from the MAG Project Manager, Local Contacts, Utility companies and meetings will be incorporated into the staff, CAC, agency and staff meeting documents; technical memos, maps, presentations drafts and final document prepared by CONSULTANT before distribution for additional review. Additional review of work products may be performed by others as determined by MAG and/or CITY. Comments received during the review process will be incorporated into the report by CONSULTANT.

Task 1.0: Project Management and Communications

Products:

- Agenda, plan vision and goals, talking points for kick-off meeting
- Project Schedule
- Meeting agendas for (3) CITY Project Team progress meetings
- Meeting minutes of Kick-Off meeting
- Monthly invoices and progress reports

Task 2.0 - Stakeholder Coordination/Public Education/Outreach and Needs Assessment

Products:

- ATP Education/Outreach Program and additional tools
- Stakeholder (Project Team, Agency Team, CAC, Community) meeting(s) facilitation, materials and summaries
- Public Survey/questionnaire, Postcards
- One-on-one stakeholder meetings and meeting summaries
- Booth with information.
- Draft Technical Memorandum #1 - AJATP Vision, Goals and Needs
- ATP Overview Presentation

Task 3.0 - Inventory and Analysis

Products:

- Mapping and GIS layers for ATP inventory
- Draft Technical Memorandum #2 – Inventory/Analysis

Task 4.0 – Preliminary Active Transportation Plan

Products:

- Preliminary ATP Plan
- Draft Applications to the League of American Bicyclists and Walk Friendly Community

Task 5.0 - Final Active Transportation Plan

Products:

- Final Executive Summary and ATP (50 B/W copies and 25 color copies)
- Final ATP PowerPoint presentation (flash drive and CD-ROM)

- Three Formal presentations to the CITY Council, Planning and Zoning Commission and Parks and Recreation Commission

Task 6.0 – Application to LABA and WFC

Products:

- A completed application for LABA
- A completed application for WFC

III. SCHEDULE

It is anticipated that the project will commence on or about March 1, 2018, and will be completed by March 30, 2019

<u>Task</u>	<u>Schedule for Completion</u>
Task 1.0: Project Management / Communications	3/31/2018
Task 2.0 - Stakeholder Coordination/Public Ed/Outreach - Needs Assessment	4/17/2018
Task 3.0 - Inventory and Analysis	5/23/2018
Task 4.0 - Preliminary Active Transportation Plan	10/15/2018
Task 5.0 - Final Active Transportation Plan	1/22/2019
Task 6.0 – Application to LABA and WFC	2/4/2019
Project Completion	3/30/2019

IV. CONSULTANT WORK TEAM

The CONSULTANT will form a work team of key personnel (as named below) to perform the project. Other labor requirements will be filled by other staff members of the CONSULTANT.

J2 Engineering and Environmental Design, LLC

- Principal in Charge – Jeffrey M. Engelmann, RLA, ASLA
- Project Manager – Dean Chambers, RLA, ASLA
- Urban Designer/Planner/Landscape Architect – Aaron Allan, RLA, ASLA
- Urban Designer/Planner/Landscape Architect – Kurt Montei, RLA, ASLA
- Traffic Engineer – Jamie Blakeman, PE, PTOE
- Civil/Drainage Engineer – Jeff Holzmeister, PE
- GIS/Graphic Specialist – Andy Fleetwood
- Traffic Engineering Support – Grant Treinen

Alta Planning + Design

- Active Transportation Planner – Rory Renfro, AICP
- Planner/Public Health – Erin David

- Graphic Designer – Cat Cheng

Coffman Studio

- Active Transportation Planner – Jim Coffman, RLA, ASLA
- Active Transportation Planner – Justin Azevedo, ASLA

T.Y. Lin International

- Transportation Planner/Traffic Engineer – Chris Milner, PE, PTOE

V. **BUDGET**

The budget for the project by task is as follows:

<u>Task</u>	<u>Budget</u>
A. Task 1.0: Project Management / Communications	\$ 3,022.00
B. Task 2.0 - Stakeholder Coordination/Public Ed/Outreach - Needs Assessment	\$ 42,036.87
C. Task 3.0 - Inventory and Analysis	\$ 32,777.39
D. Task 4.0 - Preliminary Active Transportation Plan	\$ 76,033.14
E. Task 5.0 - Final Active Transportation Plan	\$ 40,869.14
F. Task 6.0 – Application to LABA and WFC	\$ 2,987.01
Total	\$197,725.55