



December 16, 2024

Edna Sibila
Transportation Manager
City of Doral
8401 NW 53 Terrace
Doral, Florida 33166

Re: City of Doral Comprehensive Safety Action Plan Grant Application

Dear Ms. Sibila,

We are pleased to present the following scope of services to develop a Comprehensive Safety Action Plan for the City of Doral. Our consultant team will assist the City of Doral in applying for the Safe Streets and Roads for All (SS4A) discretionary grant. This grant aims to reduce fatalities and severe injuries while enhancing transportation safety conditions in the City.

Our scope of work details the necessary steps, deliverables, and fee schedule for preparing a grant narrative, adhering to the guidelines outlined in the SS4A Checklist and requirements for the FY 2025 Notice of Funding Opportunity (NOFO).

We look forward to the opportunity to collaborate with the City of Doral and continue contributing to the safety and improvement of your beautiful city. Please feel free to contact us if you have any questions or need further information.

Sincerely,

A handwritten signature in black ink, appearing to read "Jesús Fuentes", is written over the word "Sincerely,".

Jesús Fuentes, PE
Senior Project Manager
Bike/Ped, Transit, and Multimodal

EXP U.S. Services, Inc.

cc: José Clavell, PE, EXP
José Santiago, PE, EXP
Darlin Pérez, City of Doral

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CITY OF DORAL COMPREHENSIVE SAFETY ACTION PLAN AND DEMONSTRATION GRANT APPLICATION

The City of Doral aims to secure the FY 2025 Safe Streets and Roads for All (SS4A) grant, which will fund the development of a Comprehensive Safety Action Plan (CSAP). This plan focuses on enhancing transportation safety and reducing traffic-related fatalities and injuries. The scope of work includes preparing a grant narrative and executing demonstration activities, adhering to the guidelines outlined in the Safe Streets and Roads for All Planning and Demonstration Grant Application. Notably, the SS4A program necessitates a 20% federal grant match from the municipality.

Project Objectives:

- Draft no more than two (2) resolutions for the City Council to establish a strong municipal framework as the first step toward securing federal funding for a CSAP. These resolutions will emphasize the City’s commitment to safety and include a pledge for a 20% municipal funding match, demonstrating the community's readiness to invest in transformative solutions.
- Prepare a SS4A Discretionary Grant Application for the City of Doral, aiming to secure funding for the development of a CSAP under the FY 2025 Notice of Funding Opportunity (NOFO).
- Create a demonstration project list featuring potential quick-build initiatives designed to serve as early implementations and guide the development of the CSAP. These projects will highlight practical, high-impact solutions that can swiftly improve safety while aligning with the plan’s long-term goals.

SCOPE OF WORK

Task 1: Drafting of Resolutions

This task will focus on steps necessary to draft necessary resolutions to emphasize Doral’s commitment to safety.

- Identify Funding Opportunities:
 - Research requirements and criteria for federal funding programs such as the SS4A grant.
 - Understand the application timeline, eligibility, and specific documentation needed for a CSAP.
- Define Key Elements of the Resolutions:
 - Highlight the city’s commitment to enhancing safety for all road users, particularly vulnerable populations.
 - Specify the intention to create a Comprehensive Safety Action Plan.
 - Include a formal pledge for a 20% municipal funding match to meet federal funding requirements.
- Draft Resolution Language:
 - Work with legal counsel to draft clear and legally sound resolutions.
 - Ensure the language reflects both the technical requirements for funding and the



city's broader vision for safety.

- Present Resolutions to City Council:
 - Schedule the resolutions for inclusion on the City Council meeting agenda.
 - Prepare supporting materials, including a presentation and data, to articulate the importance of the initiative.

Task 2: Preliminary Analysis

This task will involve a review of the latest citywide plans, including data collection for a preliminary safety analysis. The following summary outlines what this task entails:

- Analyzing crash data and Mobility Plan projects:
 - Reviewing the adopted City of Doral Master Plan, Transit Mobility Plan, Bikeway Network Plan, Segment Counts, Freight Improvement Plan, among other pertinent studies.
 - Gathering the total 2020 Census population for the City of Doral
 - Reviewing Justice40 Data and Other Sources. This includes examining data from USDOT's Equitable Transportation Community (ETC) Explorer, or any other relevant sources such as the Climate and Economic Justice Screening (CEJST) Tool.
 - Conducting a detailed review of the recently adopted Transportation Master Plan section related to Vision Zero to evaluate the completeness and utility of data on motor vehicle-involved roadway fatalities in the City of Doral. If the information provided in the plan is found to be inconclusive or incomplete, independently gather and analyze the total count of roadway fatalities during this period using alternative reliable data sources.
 - Utilizing Signal4 Analytics to conduct a detailed review of crash data, focusing on identifying high-risk locations and key contributing factors if the data on motor vehicle-involved roadway fatalities is determined to be incomplete or lacks utility.
 - Developing a Preliminary High Injury Network (HIN) Map, highlighting areas with the highest concentration of severe crashes to assess the crashworthiness of corridors citywide, regardless of road jurisdiction.
 - Calculating the Safe Streets and Roads for All Average Annual Fatality Rate for the City of Doral, following the guidelines set forth in the SS4A FY25.
- Performing an Equity Analysis, including:
 - Assessing impacts on vulnerable populations, evaluating how proposed safety improvements affect vulnerable populations, and calculating the total percent of population in Underserved Communities in the City of Doral, following the guidelines set forth in the SS4A FY25.
 - Ensuring an equitable distribution of safety benefits, making sure these are distributed equitably across all community segments.

Task 3: Grant Narrative

The Consultant will draft a grant narrative that clearly outlines the City of Doral's project goals and expected outcomes. This includes addressing all merit criteria for safety and calculating greenhouse gas reductions. It will highlight the critical need for safety improvements, supported by data from the existing citywide transportation efforts and preliminary analyses.

Additionally, the narrative will detail the planned stakeholder engagement processes, community involvement, and collaboration with local and state agencies.

The Consultant will create a project timeline that aligns each task with the SS4A Discretionary Grant Application deadlines. This timeline will include key milestones, deadlines for stakeholder meetings, dates for draft and final deliverables, and implementation phases for the demonstration projects.

In summary, the grant narrative will include the following:

- Crash locations mapped across the entire city to identify high-risk areas.
- Detailed engineer's estimates for potential demonstration projects, including cost assessments and feasibility studies.
- A compelling grant narrative that aligns with the specific requirements outlined in the FY 2025 Notice of Funding Opportunity (NOFO), ensuring clarity and adherence to guidelines.
- SF Forms along with all necessary supplemental documents for submission, ensuring all paperwork is complete, accurate, and submitted in a timely manner.

Task 4: Grant Application Support

The Consultant will ensure close collaboration with various stakeholders to obtain support letters. The city project Manager will support the Consultant in collaboration with the city Council and other stakeholders. Also, the Consultant will help the City of Doral with necessary forms, such as the series SF Forms.

In summary, the grant application task will include:

- Coordinating with stakeholders, including community members, local government agencies, and other relevant parties, to ensure their input and support for the project.
- Creating a comprehensive submittal checklist to track all required documents and ensure that each item is completed and included in the final submission.
- Gathering and organizing letters of support from key stakeholders, demonstrating broad-based backing for the project.
- Overseeing project management activities and organizing regular meetings to ensure that all team members are aligned, deadlines are met, and any issues are promptly addressed.

Fee Schedule

Task	Fee
Task 1: Drafting of Resolutions	\$3,286.52
Task 2: Preliminary Analysis	\$7,457.00
Task 3: Grant Narrative	\$14,612.32
Task 4: Grant Application Support	\$4,501.90
Total Fee	\$29,857.14

Schedule

Project duration is from Contract Execution until the end of May 2025.

