

Attachment A

Project Scope of Work

PURPOSE

The City of Keller, Texas has been awarded \$600k in federal funds as part of TxDOT's FY 2023 Transportation Set-Aside Grant Program to fund the development of a Pedestrian Facilities Master Plan (PFMP). The plan will include a citywide ADA Transition Plan and eleven (11) Safe Routes to Schools (SRTS) plans to address pedestrian safety.

In addition to the ADA Transition Plan document and SRTS site plans, the resulting PFMP will provide a prioritized list of pedestrian improvement projects with estimated costs. The PFMP will integrate SRTS and ADA accessibility to provide a well-rounded and comprehensive approach of best practices for pedestrian mobility projects.

The results of project will be documented into a final report for adoption by City Council.

PROJECT AREA

City of Keller, Texas

TIMELINE AND DELIVERABLES

Task Name	2025			2026
	Q2	Q3	Q4	Q1
Task 1 Project Management	25%	25%	25%	25%
Task 2 Coordination	25%	25%	25%	25%
Task 3 Public Involvement	50%			50%
Task 4 Discovery	100%			
Task 5 ADA Transition Plan	50%	50%		
Task 6 Safe Routes to School Plan		50%	50%	
Task 7 Project Identification & Prioritization			100%	
Task 8 Implementation Plan				100%

Deliverables:

- Task 1 – Monthly Invoices and Progress Reports, Project Work Plan
 - Anticipated April 2025 through March 2026
- Task 2 – PFMP Kick-off Meeting, Virtual Coordination Meetings, ADA Liaison Committee Meetings, KISD Coordination Meetings
 - Anticipated April 2025 through March 2026
- Task 3 - Community Engagement Plan, Project Website, ADA & SRTS Surveys, Pop-Up Meetings, City Council Presentations
 - Anticipated April 2025 – July 2025 and November 2025 – March 2026
- Task 4 - Data Collection Needs List Memorandum, PFMP Vision & Goals Framework

- Anticipated April 2025 – June 2025
- Task 5 - Detailed evaluations of all items in the inventory, Field work data in GIS format, Individual barrier photos in JPG format, Facility reports in PDF format, Electronic copies of the draft and final ADA Transition Plan in Microsoft Word and Adobe PDF formats, Electronic copies of the final ADA Transition Plan Appendix in PDF format, Electronic copy of a training presentation in Adobe PDF format, Technical memorandum summarizing desired functional requirements of a web application, ESRI dashboard for viewing the self-evaluation facility geodatabase, including cost and priority.
 - Anticipated April 2025 – July 2025
- Task 6 - Existing Sidewalks and Trails maps for each of the eleven (11) study areas, Existing Deficiencies maps with notes and photos based on field audits for each of the eleven (11) study areas, Final Safe Routes to School Concept Plans for each of the eleven (11) study areas. All maps shall be in a format to integrate into the city's ESRI GIS system as a shapefile.
 - Anticipated June 2025 – November 2025
- Task 7 – Prioritized project List with Planning Level Cost Estimates and Prioritization Criteria.
 - Anticipated August 2025 – November 2025
- Task 8 - Action Matrix, Pedestrian Facilities Master Plan (Word & PDF), Pedestrian Facilities Master Plan (Word & PDF), Final Pedestrian Facilities Master Plan Document (Word & PDF).
 - Anticipated December 2025 – February 2026

EXISTING CONDITIONS ANALYSIS

Create a file sharing system to share data between the Consultant and the City Project Team. Utilizing online engagement and in-person activities with City Staff, the ADA Liaison (Keller HR), and Keller ISD Staff, a vision and goals framework for pedestrian mobility will be developed for the City. This framework will serve as a basis for the development of the Action Matrix and Prioritization phase of the PFMP. The goals may be based on typical mobility indicators or other items such as demographics, equity, access, proximity to pedestrian activity nodes, economic vibrancy, affordability, environmental, health, and safety.

The pedestrian paths of travel that will be evaluated based on GIS data City by the provided. Field teams will conduct field evaluations of the following facilities:

- Buildings and Parking Lots - Up to 18 public buildings and associated parking lots. Building evaluations will limited to public-use spaces and employee common-use spaces. Employee work areas will not be evaluated. All on-site sidewalks (not in the street right of way) shall be evaluated and all associated curb ramps, ramps, stairs, and other pedestrian paths of travel required to be ADA compliant within the building site.
- Parks and Parking Lots - Up to 12 parks and associated parking lots will be evaluated. Park amenities will be evaluated along with all sidewalks, curb ramps, ramps, stairs, pedestrian bridges, and other pedestrian paths of travel required to be ADA compliant.

This evaluation may be reduced based on the current Sports Park renovation project currently underway.

- Signalized Intersections – Up to 13 signalized intersections will be evaluated including the evaluation of up to 95 curb ramps.
- Sidewalk Corridors – Approximately 60 total linear miles of sidewalk corridors along the City's arterial and collector roadway network will be evaluated. Sidewalk corridors consist of the sidewalk, pedestrian street crossings, and pedestrian driveway crossings. The sidewalk corridor length should be calculated using the centerline of pedestrian path of travel.
- Unsignalized Intersections and Driveways – Unsignalized intersections and driveways along the sidewalk corridors will be evaluated. It is anticipated that this will consist of the evaluation of up to 465 intersections and up to 1,435 curb ramps.
- Railroad Crossings – The existing pedestrian railroad crossings along the sidewalk corridors will be evaluated. Railroad crossings along the pedestrian path of travel that do not currently have a sidewalk leading up to the railroad tracks will be included. The city currently has a design in hand for the Bear Creek Parkway crossing that will be included in the summary evaluation of the railroad crossings.
- School Site Assessment – A need assessment for each of the eleven (11) Keller ISD school sites will be conducted. The study area boundaries for each school will include all roads and trails within a 15-minute walkshed (or ½ mile of walk distance) of the school's primary entrance. Existing pedestrian facilities will be confirmed via a walking audit to document existing facilities and deficiencies.

STAKEHOLDER ENGAGEMENT

A Project Work Plan will be prepared. This will provide an understanding of the project, highlight the project team members involved, and include a milestone schedule that assigns target dates to each deliverable. Project contacts, data exchange protocols, and invoicing procedures will also be discussed in this document. This up-front documentation will facilitate smooth communication between the project team, the public, community stakeholders, and the City of Keller.

Stakeholders to be involved are City Staff, ADA Liaison, the Community and Keller ISD.

A plan for community outreach and a strategy for communication with the public is required. The Community Engagement Plan (CEP) will incorporate outreach and engagement methods that foster meaningful participation for input into the development and implementation of the PFMP. The CEP will also identify a list of key stakeholders outside of the City Staff to target for engagement throughout the plan. Innovative communication and outreach strategies are encouraged.

RECOMMENDATIONS

The recommended improvements identified in Tasks 5 and 6 will be combined into a prioritized project list with estimated construction costs. Prioritization criteria will be developed using the PFMP's Vision & Goals Framework and input gathered from the public outreach. The draft criteria will be presented and approved by the City project team before being used to score the project list. The final scored projects will then be sorted into three tiers of priority (low, medium, and high) for the City to implement when funding becomes available. The final prioritized project list will be provided in an Excel file, a GIS shapefile and a pdf map.

The recommended goals and objectives of the plan will be compiled into a single matrix and identify actions for the City to complete during the implementation phase of the project. These actions may include but are not limited to:

- Policy revisions
- Safety & ADA best practices
- Project implementation timelines
- Program management recommendations
- Funding application guidance
- Agency coordination tasks