



City of Gahanna

200 South Hamilton
Road
Gahanna, Ohio 43230

Signature

Ordinance: ORD-0028-2024

File Number: ORD-0028-2024

AN ORDINANCE AUTHORIZING THE MAYOR TO AWARD AND ENTER INTO CONTRACT WITH BURGESS & NIPLE, INC. FOR PROFESSIONAL SERVICES RELATED TO THE 2025 THOROUGHFARE PLAN

WHEREAS, Gahanna Codified Ordinance Section 145.02 requires the Thoroughfare Plan to be formally evaluated every ten years and a general review to be conducted every five years; and

WHEREAS, the last in-depth Thoroughfare Plan assessment was adopted by ORD-0004-2007, with general updates performed in 2019; and

WHEREAS, the Thoroughfare Plan is due for a comprehensive evaluation and update; and

WHEREAS, the comprehensive update will provide vision and guidance for staff, developers, and residents with respect to the future of transportation within the City; to wit: 1) evaluating the community's long-range growth, density, and land use type nexus to the transportation and mobility networks, 2) identifying Gahanna's role and collaboration in relation to regional transportation and transit, congestion, job and housing variables, and commuter trends, 3) enhancing community livability, including improving health and safety, infrastructure upgrades, and neighborhood traffic safety, 4) developing a framework for community mobility through safe and accessible multi-modal options, while addressing congestion and creating a balanced transportation system, 5) encouraging transportation choices and access across modes and demographics in all transportation decisions, 6) identifying and planning for emerging technologies or potential social changes, such as autonomous vehicles, smart grids, intelligent transportation technologies, increasing automation, and envisioning how technology can enable better connectivity and interaction with local government, 7) cultivating new and existing partnerships, locally and regionally, for better communication, efficiencies, and support, and 8) developing prioritization criteria and decision support metrics across all areas of the City's multi-modal transportation system, addressing short-term, mid-term, and long-term needs with phasing, funding, and Capital Improvement Plan integration; and

WHEREAS, the Department of Engineering issued a request for qualifications (RFQ) for professional planning and engineering services for the 2025 Thoroughfare Plan; and

WHEREAS, a total of four responses from firms were received, scored, shortlisted, and interviewed, with Burgess & Niple, Inc. selected as the best qualified; and

WHEREAS, the technical proposal, scope, and fee negotiations resulted in \$283,888 for professional services for the 2025 Thoroughfare Plan, and the 10 percent contingency to cover unforeseen items brings the total to \$312,277.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GAHANNA, COUNTY OF FRANKLIN, STATE OF OHIO:

Section 1. That the Mayor is hereby authorized to award and enter into contract with BURGESS & NIPLE, INC., primary offices located at 330 RUSH ALLEY, SUITE 700, COLUMBUS, OH 43215, for professional services for the 2025 Thoroughfare Plan comprehensive update; said contract attached hereto as EXHIBIT A and made a part herein.

Section 2. That funding in the amount of \$312,277 has already been appropriated from the following accounts for

2024 appropriations:

243.13.000.5210 - Engineering Prof. Services: \$250,000
325.06.550.5505 - Capital Improv. Fund: \$62,277

Section 3. That this Ordinance shall be in full force and effect after passage by this Council and 30 days after the date of signature of approval by the Mayor.

At a regular meeting of the City Council on May 20, 2024, a motion was made by Schnetzler, seconded by Renner, that this Ordinance be Adopted. The vote was as follows:

Ms. Bowers, yes; Ms. Jones, yes; Ms. McGregor, yes; Ms. Padova, yes;
Mr. Renner, yes; Mr. Schnetzler, yes; Mr. Weaver, yes.

President Merisa K Bowers
Merisa K. Bowers

Date 5/20/24

Attest by Jeremy A. VanMeter
Jeremy A. VanMeter
Clerk of Council

Date 5/20/2024

Approved by the Mayor Laurie A. Jadwin
Laurie A. Jadwin

Date 5.20.24

Approved as to Form PDT
Priya D. Tamilarasan
City Attorney

Date 5/20/24

CITY OF GAHANNA PROFESSIONAL SERVICES CONTRACT

This CONTRACT for Professional Services (“CONTRACT”) is entered into by and between, the City of Gahanna, Franklin County, State of Ohio (“City”), with its principal address as 200 South Hamilton Road, Gahanna, Ohio 43230, and Burgess & Niple, Inc. (CONTRACTOR).

§ 1.0 RESPONSIBILITIES OF EACH PARTY

The CONTRACTOR will provide the following services as described herein, including but not limited to the following:

Professional services for the development of the 2025 Thoroughfare Plan. These services are more fully described in Exhibit A (Request for Qualifications) and Exhibit B (CONTRACTOR’s Proposal).

No additional services are anticipated to be required to complete the project unless some unforeseen circumstances arise during the course of the CONTRACT. CONTRACTOR shall not be entitled to any compensation for any services performed beyond the scope of this agreement unless prior to performing the services the CONTRACTOR has submitted a written proposal for such additional services which shall specify the services to be performed, the compensation for the services, and the reason for performing said services. No services shall be rendered until they have been approved in writing by the City.

The City shall provide all criteria and full information as to the City’s requirements for the Project; designate a person to act with authority on the City’s behalf in respect to all aspects of the Project; examine and respond to CONTRACTOR’s submissions; and give prompt written notice to CONTRACTOR whenever the City observes or otherwise becomes aware of any defect in the work.

§ 2.0 DURATION OF THE CONTRACT

Services performed under this CONTRACT shall be performed from the effective date of this CONTRACT and in general accordance with the CONTRACTOR’s project schedule of Exhibit B or until all work is satisfactorily completed or the CONTRACT is terminated pursuant to the terms contained herein.

§ 3.0 COMPENSATION FOR SERVICES PROVIDED

As compensation to the CONTRACTOR for the satisfactory performance of the consulting services, the City agrees to pay the CONTRACTOR an amount not to exceed **\$283,888**. CONTRACTOR shall invoice the CITY monthly for actual work completed.

Payment shall be made at the completion of services with the submission of a monthly itemized invoice approved by the City employee coordinating this service. City shall pay CONTRACTOR’s monthly itemized invoice within 30 days receipt of such proper invoice, as is consistent with Ohio Prompt Payment laws.

In the performance of its professional services, CONTRACTOR will use the degree of care and skill

ordinarily exercised performing the same or similar services under similar conditions in a similar location. No other warranties, express or implied, are made or intended. CONTRACTOR shall perform all work required under this CONTRACT in a timely manner. Any unreasonable delay by CONTRACTOR in the performance of such work shall be a breach of this CONTRACT.

In the event that this CONTRACT is terminated as provided herein, the City shall not be obligated to compensate the CONTRACTOR for any service rendered after the effective date of any termination under this CONTRACT. A final invoice for services rendered shall be submitted within thirty (30) days after the effective date of termination under this CONTRACT.

§ 4.0 TERMINATION

This CONTRACT may be terminated by the City without cause upon a fourteen (14) day written notice to the CONTRACTOR. Additionally, this CONTRACT may be terminated at any time by mutual written consent of all parties.

The City may immediately terminate this CONTRACT if the CONTRACTOR has breached any provisions of this CONTRACT. The following events shall be deemed to be a breach by the CONTRACTOR of his/its obligations hereunder provided, however, said list shall not be deemed all inclusive:

- 4.1 Failure by the CONTRACTOR to timely perform its obligations hereunder.
- 4.2 The CONTRACTOR shall cease doing business.
- 4.3 The CONTRACTOR shall file for protection under any state or federal bankruptcy or similar laws. In accordance with the term limitations set forth in the section of the CONTRACT entitled "DURATION OF THE CONTRACT."

If the City Council fails at any time to continue funding for the payments and other obligations set forth herein for the City, then all obligations under this CONTRACT are terminated as of the date the funding expires. At that point the City shall not have any further obligations hereunder. Any party that discovers or is notified of the discontinuation of its funding for this CONTRACT, agrees to notify the other parties of said discontinuation as soon as is practicable.

In the event the Contract is terminated prior to its completion, the CONTRACTOR upon payment, as specified, shall deliver to the City all access materials (badges, keys, etc.), reports, documents, lists, or other materials which have been prepared in the course of the work done under this Contract. All such material shall become and remains the property of the City, to be used in such manner and for such purpose as the City may choose.

§ 5.0 NON-DISCRIMINATION

The City does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or in the providing of services. The CONTRACTOR agrees to abide by the state and applicable Federal nondiscriminatory policies while performing services under this CONTRACT.

§ 6.0 DRUG, TOBACCO, AND ALCOHOL USE

CONTRACTOR shall comply with all applicable federal, state and local laws regarding smoke

free and drug free workplaces and shall make a good faith effort to ensure that any of his employees or permitted subcontractors engaged in the work being performed hereunder do not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

§ 7.0 INDEPENDENT CONTRACTOR STATUS

It is understood and agreed by the parties that CONTRACTOR shall perform all duties hereunder as an independent contractor and not as the agent of the City and, therefore, no agency or partnership relationship exists between the City and CONTRACTOR. CONTRACTOR has full opportunity to find other business and has made an investment in its business. CONTRACTOR will retain sole and absolute discretion in the judgment of the manner and means of carrying out its activities and responsibilities under the contract. It is further understood and agreed the CONTRACTOR shall not be considered an employee of the City and shall not be eligible for city employee benefits, including worker's compensation coverage.

§ 8.0 INDEMNIFICATION

CONTRACTOR agrees to fully indemnify and hold harmless the City from any all liability, losses, claims, damages, and expenses arising out of CONTRACTOR's performance (or non-performance) of his/its obligations hereunder.

Notwithstanding any language to the contrary, the CONTRACTOR shall be liable for any personal injury or damage to real property or tangible personal property, caused by his/its fault or negligence.

CONTRACTOR shall, at CONTRACTOR's expense, secure and maintain in effect throughout the duration of the contract, insurance of the following kinds and limits set forth in this Section. The CONTRACTOR shall furnish a certificate of insurance and endorsements in a form acceptable to the City before starting work or within ten (10) days after the notice of award of the contract, which ever date is reached first. All insurance policies, except professional liability insurance, shall be written with insurance companies licensed to do business in the State of Ohio and having a rating of at least A-VII, according to the latest edition of the Best's Key Rating Guide; and shall include a provision preventing cancellation of the insurance policy unless fifteen (15) days prior written notice is given to the City.

The following provision shall also be stated on each applicable certificate of insurance: "Should any of the above described policies be canceled before the expiration date, the issuing company shall mail fifteen (15) days' written notice to the certificate holder named to the left."

CONTRACTOR shall require any of its subcontractors to secure and maintain insurance as set forth in this Section.

The limits of liability for the insurance required shall provide coverage for the following amounts, or greater where required by law:

A. Commercial General Liability:

i. Coverage to include, Broad Form Property Damage, Contractual and Personal Injury.

ii. Limits:

- | | |
|----------------------|----------------|
| a. General Aggregate | \$1,000,000.00 |
| b. Each Occurrence | \$1,000,000.00 |

- c. Personal Injury \$1,000,000.00
- iii. Coverage for all claims arising out of the Consultant's operations or premises, anyone directly or indirectly employed by the Consultant.

B. Professional Liability:

- i. Per Claim/Aggregate \$1,000,000.00
- ii. Coverage for all claims caused by the CONTRACTOR's negligence, anyone directly or indirectly employed by the CONTRACTOR, and the CONTRACTOR's obligations under the indemnification provisions of the contract to the extent same are covered.

C. Workers' Compensation:

- i. Workers' compensation insurance shall be in accordance with the provisions of the laws of the State of Ohio, including occupational disease provisions, for all employees who perform work pursuant to the contract, and in case work is subcontracted, the CONTRACTOR shall require each subcontractor similarly to provide Workers' Compensation Insurance. All such policies of workers' compensation insurance shall include a waiver of subrogation in favor of the City. In case employees engaged in hazardous work under the contract are not protected under said worker's compensation insurance, the CONTRACTOR shall provide, and shall cause each subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

D. Comprehensive Automobile Liability:

- i. Coverage to include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury, and property damage.
- ii. Limits:
 - a. Combined Single Limit \$1,000,000.00

E. Umbrella:

- i. Limits:
 - a. Each Occurrence/Aggregate \$1,000,000.00

F. The City, its officials, officers, employees, and agents shall be included as an additional insured on all insurance policies identified herein except Workers' Compensation and Professional Liability. All such insurance shall be primary and non-contributory coverage as respects a covered loss. The CONTRACTOR shall be responsible for the payment of all premiums and deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, agents, and employees.

§ 9.0 CONFIDENTIALITY

Contractor shall maintain any and all records associated with the subject of this contract in accordance with any applicable state and federal laws, including but not limited to Ohio Revised Code, and the Health Care Portability Act.

§ 10.0 ASSIGNMENT OR SUBCONTRACT

This CONTRACT shall not be assigned or subcontracted without prior written consent of the City.

§ 11.0 BINDING EFFECT, AMENDMENTS OR MODIFICATION

This CONTRACT shall bind the parties hereto, their respective assigns, successors, receivers, and legal representatives of any type whatsoever, and shall not be modified unless done so in writing signed by any party sought to be bound by any such modification.

§ 12.0 ENTIRE CONTRACT

The CONTRACT constitutes the entire understanding between the parties hereto with reference to the matters contained herein, there being no conditions, warranties or representations other than those contained herein.

§ 13.0 WAIVER

The failure of any party to exercise or enforce in any respect any right or provision provided for in this CONTRACT shall not be deemed a waiver of any such right or provision.

§ 14.0 GOVERNING LAW

Contractor, any subcontractor or person acting on behalf of Contractor, in the execution of duties and obligations hereunder, agrees to comply with all applicable federal, state and local laws, rules, regulations and ordinances.

This CONTRACT shall be construed under and in accordance with the laws of the State of Ohio and venue for any dispute will be in the appropriate court in Franklin County.

§ 15.0 NOTICE

Any notice required hereunder shall be made in writing and shall be accomplished by personal delivery, facsimile, or by United States mail, certified, return receipt requested, addressed to the following parties:

Shannon Fergus, AICP, Project Manager
Burgess & Niple, Inc.
330 Rush Alley, Suite 700
Columbus, OH 43215

Mayor
City of Gahanna
200 S. Hamilton Road
Gahanna, Ohio 43230

§ 16.0 SEVERABILITY

If any provision of this CONTRACT shall be invalid, illegal, or unenforceable, in any respect, said provision shall be severed. The validity, legality, and enforceability of all other provisions of this CONTRACT shall not in any way be affected or impaired unless such severance would cause this CONTRACT to fail of its essential purpose.

§ 17.0 HEADINGS

The headings herein are for reference only. They are not intended and shall not be construed to be a substantive part of this CONTRACT or in any other way to affect the validity, interpretation, or effect of any of the provisions of this CONTRACT.

There are no further paragraphs to this document.

EXHIBIT A

CITY OF GAHANNA, OHIO

REQUEST FOR QUALIFICATIONS

FOR

2025 THOROUGHFARE PLAN UPDATE

**URBAN PLANNING & DESIGN,
TRANSPORTATION & MOBILITY SERVICES**

**City of Gahanna, Ohio
Department of Engineering
Tom Komlanc, P.E.
Director of Engineering**

**Submittals Due:
January 24, 2024 at 2:00 PM**

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ATTACHMENTS/RESOURCE LINKS

- Attachment A – Existing Thoroughfare Plan of Record (2006)
- Attachment B – Traffic Impact Study Requirements from 2006 Thoroughfare Plan
- Attachment C – Existing Thoroughfare Plan Update (2019) and Appendices
- Attachment D – ADA Transition Plan
- Attachment E – Parks Comprehensive Master Plan
- Attachment F – Gahanna Bikeway Plan
- Attachment G – 2019 Land Use Plan
- Attachment H – [Zoning Map](#)
- Attachment I – Gahanna CIP
- Attachment J – FCEO – Morse Road (US 62 – RNA) Study & Recommendations
- Attachment K – Carpenter Marty – US 62-Stygler-Agler Feasibility Study
- Attachment L – Existing Complete Streets Policy
- Attachment M – [Gahanna Basemap](#)
- Attachment N – RFQ/SOQ Submittal Format – Standard Form F110-330

INTRODUCTION AND BACKGROUND

The City of Gahanna (City) is requesting Statements of Qualifications from Professional Service Providers, particularly focusing on Urban Planning & Design and Transportation & Mobility, to provide holistic study, evaluation, and recommendations of the City's roadway network in order to produce a 2025 Thoroughfare Plan (Project).

DETAILED SCOPE OF SERVICES

The following are items that will be included in the scope of services:

1. Update Thoroughfare Plan of record, including the following:
 - a. Update Access Management requirements
 - b. Update Traffic Impact Study (TIS) requirements and format for private development sites
 - c. Interchange Modification evaluations
 - d. Existing Conditions, Data Collection and Growth Projections
 - i. Growth projections shall be coordinated with MORPC's regional modelling and associated traffic analysis zones (TAZ)
 - e. Coordination with MORPC select link analysis for east-west connectivity
 - f. Intersection Safety, Crash Statistics, and Mitigation Strategies
 - g. Update Complete Streets policy
2. Identify and provide recommendations for Capital and Operational improvements, including but not limited to the following:
 - a. Network evaluation for classifying existing streets and roads that may otherwise be considered Stroads within our City limits (if any) and provide mitigation strategies
 - b. Cross section development with conceptual layouts
 - c. Public-Private Partnership opportunities within areas including but not limited to: transportation as a service and transit to be built/owned/operated and maintained under a right-of-way franchise
 - d. Identify existing land use mix and density profiles that exhibit strong attributes affiliated with "15-minute Cities or districts," then evaluate the adjacent transportation network for deficiencies that inhibit furthering the organic growth of such a district or districts within the City
 - e. How the City can better institute sustainable practices, both environmental and financial, as part of its improvements
 - f. Concept Design Charrettes
 - g. Generate detailed scope of services and probable costs for design, acquisitions, construction, and inspections for each of the recommended projects
3. As the City looks to the future and technological changes to transportation and mobility, provide an Alternatives Analysis for:
 - a. Status quo passenger vehicle centric transportation network
 - b. Transit oriented paradigm shift
 - c. Autonomous era/robo-taxi

4. Public outreach and engagement as well as City Council and Planning Commission presentations and discussions
5. Development of KPIs and measures of level of effectiveness

The following are questions that the City would like researched and addressed as part of the scope of services:

1. Would converting existing traffic signals along US 62/East Johnstown Road, as well as other locations throughout the city, to modern day compact single lane roundabouts be a viable alternative? Some locations along US 62 under consideration are: Cherry Bottom, Clotts, Beecher, YMCA Place, Riva Ridge.
 - a. How would these roundabouts affect existing pedestrians and cyclists? What changes can be made to allow for increased pedestrian and cyclist accommodations if these conversions occur?
 - b. Would approach leg(s) have a high directional volume that would limit gap acceptance for other approach leg(s) attempting to enter and thus limit operational efficiencies? If so, what are some countermeasures to mitigate this occurrence? Would the conversion(s) otherwise be recommended?
 - c. If US 62 were to become a high-capacity transit corridor, how would the transit route interface and operate with the roundabouts?
 - i. Are there working case examples that your firm has experience with? If so, what worked well, what hasn't, lessons learned and how otherwise remedied?
2. Within the City's right-of-way and, by extension, to neighboring communities, where are possible high-capacity transit corridors that link logical activity centers and major origin-destination points within the City and region?
 - a. What, if any, barriers to entry exist?
 - b. What types of development or density would help make transit corridors more viable? The 2019 Land Use Plan identifies areas for more dense infill or redevelopment. If we could align those with high-capacity transit, that would help make those corridors a reality.
 - c. Additional considerations include connectivity to John Glenn International Airport, downtown Columbus, Intel, and other prominent regional attractions
 - d. If applicable, provide working case examples that the team and team members have actively been involved with the planning, design, construction, financing, operations, and maintenance of such a project.
3. Are existing rail corridors within our corporation limits available for co-location of passenger rail? What are barriers to entry for this operation?

4. With advancements in Autonomous/Semi-Autonomous Transport and vehicle to infrastructure (V2I) technologies, are there opportunities for right-of-way reallocations, road diets, and overall right-of-way space assignment? A resource of note on this is the NCHRP Research Report 1036, *Roadway Cross-Section Reallocation: A Guide*.
 - a. Drop off/pickup queueing considerations?
 - b. Public safety emergency response considerations?

A possible team that the City would consider likely to succeed would include the following:

Lead: Urban Planning & Design Professional
Secondary: Transportation and Mobility Planner
Traffic Engineer
Transit Specialist
Urban Design or Urban Planner (non-lead)
Electrical Engineer
Landscape Architect
Information Technology specialist
Financial
Legal
Estimating
Sketchup Modeling

The currently identified parties requiring coordination for the Project are as follows:

- City of Gahanna staff and City advisory committees
- Active Transportation Plan team
- Creekside District Master Plan team
- COTA
- MORPC
- ODOT
- FHWA
- FAA and John Glenn International airport.
- City of Columbus
- Village of New Albany
- Franklin County Engineers' Office
- Railroad owner(s) and regulatory authorities having jurisdiction

While the above scope represents a large portion of the items to be addressed under this Project, it is not exhaustive and may be subject to changes as the Project progresses. If the Team has additional suggestions or improvements, provide details as part of Section H-34a of standard form F110-330.

STATEMENT OF QUALIFICATIONS SUBMITTAL

Consultants shall email their RFQ in pdf format (no hard-copies will be accepted), no later than 2:00 p.m. EDT, Wednesday, **January 24, 2024** to Paige Wright at Paige.Wright@gahanna.gov.

Submittals are **not** returnable and will become the property of the City. Please be advised that once submitted, the RFQ/SOQs will become “public record” and are available to all for inspection and copying, upon request. Consultants are solely responsible for examining the complete RFQ including all documents, instructions, reports, and any addenda to these documents and for responding in full compliance with these instructions. All clarifying questions pertaining to information within or related to this RFP shall be submitted via email to Paige Wright by no later than **January 10, 2024**. The City may, in its sole discretion, extend the RFQ/SOQ due date if such action is deemed necessary by the City, to satisfy the requirements of the process.

RFQ/SOQ CONTENT AND FORMAT

RFQ/SOQ’s shall adhere to standard form F110-330-Statement of Qualifications. Section H – 34a RFQ/SOQ’s shall be limited to no more than 10 pages.

EVALUATION CRITERIA

Each Proposal will be evaluated based on the Team’s responses to the RFQ criteria, as presented below:

Section	Maximum Points
Location	5
Project Management Lead	25
Project Team	30
Similar Scope Project Portfolio	30
DBE/EDGE/SBE Participation (Target 5%)	10
Total	100

SHORTLIST SELECTION

Upon reviewing and scoring the RFQs, the City reserves the right to shortlist qualified Teams for advancement. Shortlisted Teams will be asked to submit a Technical Proposal and Approach with the Teams’ Proposed Schedule by a specified date. Presentation/Interviews may be required. Final Selection criteria will be included in the notification of shortlist selection.

**2025 Thoroughfare Plan Update
Scope of Services**

Burgess and Niple, Inc. (B&N), along with teaming partners MKSK and Burton Planning Services (BPS), will provide professional services for the development of the City of Gahanna’s 2025 Thoroughfare Plan Update.

PHASE 1: PROJECT KICKOFF & MANAGEMENT

1.1 Kick-off Meeting

Host an in-person kick-off meeting with key staff members from both the consultant team and the City. Topics of discussion will include expectations; communication channels, the overall planning process, schedule, and deliverables; and roles and responsibilities.

1.2 Project Management Plan:

Develop and submit a detailed work plan and schedule to organize the project team and guide the planning process. The work plan will summarize major tasks and milestones, roles and responsibilities, communications protocols, and the quality assurance/quality control process.

1.3 Steering Committee Meeting 1:

Meet with the steering committee to give an overview of the project and allow for members to share concerns, opportunities, visions, and goals for the process. A key portion of this meeting will be dedicated to identifying priority corridors and intersections that will receive more detailed analysis. This will include connectivity gaps, problem safety intersections and corridors, stroads, potential road diets, etc.

1.4 Project Website & Branding:

Develop a project website, hosted via ESRI ArcGIS Online (AGOL), that will provide the public an overview of the planning process, meeting invites and reminders, and opportunities for digital engagement. The team will also create a project logo and associated branding package to be used throughout the planning process.

Meetings:

- Kick-off Meeting
- Steering Committee Meeting 1
- Biweekly Check-in Calls

Deliverables:

- Project Management Plan
- Project Website
- Project Logo & Branding

PHASE 2: EXISTING CONDITIONS ANALYSIS

2.1 Review of Existing Land Use and Transportation Plans

Review all available local and regional transportation plans that have been completed or are underway in order to establish the baseline for growth and to understand planned land use and transportation improvements in Gahanna, adjacent communities, and the region. Create maps and graphics that communicate existing land use mixes/densities and all known future land use and transportation goals within the existing plans. Identify where the 15-minute city concept, or something similar, could be deployed throughout the City through targeted transportation system improvements.

2.2 Stakeholder Interviews

Conduct up to 10 interviews, individually or in groups, with partner agency planning and engineering staff; elected officials; outside agency stakeholders (i.e. ODOT, COTA, MORPC, etc.); local economic development stakeholders; and those that represent emergency services, Gahanna-Jefferson Public Schools, local social services, active transportation, and other stakeholders who would have a vested interest in the local transportation system, such as business owners. Develop introductory information to provide to each stakeholder and develop a list of key questions to ask to get to the heart of their biggest needs and goals.

2.3 High Crash Location and Trend Analysis

Perform a crash location and trend analysis utilizing data on all crashes, crashes involving vulnerable road users such as pedestrians and bicyclists, and serious injury or fatality crashes. Develop a heat map to visually illustrate high crash corridors and hot spots. Create a high crash location list based on selected criteria aligned with safety best practices and with the plan's goals.

2.4 Equity Analysis

Map key demographic indicators and environmental justice areas within and adjacent to the City of Gahanna. Analyze the data to understand where under-served populations could benefit from increased connections and mobility options.

2.5 Corridor & Intersection Improvement Analysis

Develop and map existing and future Volume/ Capacity (V/C) data to identify current and future network pinch points utilizing MORPC's 2050 Travel Demand Model to highlight needs and opportunities for corridor and intersection improvements related to safety, multimodal, operational, and character enhancements.

2.6 Level of Service (LOS) Analysis

Perform an LOS analysis for up to five priority intersections and/or corridors to support the development of projects such as roundabout conversions.

2.7 Existing Conditions Summary Memo and AGOL Database

Develop a memo to summarize key findings from all tasks in Phase 2. The memo will be graphically engaging and developed in a way that is easily consumable by the general public. Develop an AGOL map of existing conditions for online review and analysis.

2.8 Steering Committee Meeting 2:

Host a steering committee meeting to review existing conditions, discuss initial goals and objectives to be included in the plan, and plan ahead for the public engagement event in Phase 3.

Meetings:

- Stakeholder Interviews (10)
- Steering Committee Meeting 2
- Biweekly Check-in Calls

Deliverables:

- Existing Conditions Summary
- AGOL Existing Conditions Database

PHASE 3: VISION FOR THE FUTURE

3.1 Community Open House

Plan and host an in-person community open house with up to six stations dedicated to topics such as transportation planning and existing conditions, confirm community consensus around existing growth plans, and gathering feedback on initial goals and objectives. Work with Gahanna’s communications team to develop advertising materials that can be posted on social media, mailed to residents, and included in daily new sources.

3.2 Online Engagement

Develop online engagement activities that mimic the materials from the Community Open House. Activities will be posted on the project website and be available to all community members. Work with Gahanna’s communications team to advertise the activities.

3.3 Public Engagement Memo

Develop a memo to summarize key findings from the Community Open House and online activities. The memo will be graphically engaging and developed in a way that is easily consumable by the general public.

3.4 Alternatives Analysis Charrettes

Conduct an alternatives analysis between the status-quo passenger vehicle centric transportation network and a shift to a modal network that prioritizes transit, active transportation, and emerging technologies. This analysis will include facilitation of a two-part stakeholder workshop. At the first meeting, we will provide background information on scenario planning and work with stakeholders to craft alternative scenarios that consider tradeoffs between different land use development patterns and transportation investments. The second workshop meeting will focus on qualitatively analyzing each of the scenarios to determine how each of the alternatives could influence future transportation needs related to access, mobility, safety, equity, the environment, and other key considerations identified by the stakeholder group. We will ensure each alternative scenario’s assumptions and implications are sufficiently described and will place a focus on visualizing the findings. Items to visualize include how each scenario affects transportation demand, choice of travel modes, congestion and commute times, and land use and development forms—which directly influence tax receipts, capital outlays, air quality, and equity populations. This will be conducted using references including NACTO’s Transit Street Design Guide, Urban Street Design Guide, and Blueprint for Autonomous Urbanism.

3.5 Planning Commission Presentation

Present to the Planning Commission. The presentation will be interactive, with the goals of providing a project update and gaining feedback on existing conditions and the Alternatives Analysis.

3.6 City Council Presentation

Present to City Council. The presentation will be interactive, with the goals of providing a project update and gaining feedback on existing conditions and the Alternatives Analysis.

Meetings:

- Community Open House
- Alternatives Analysis Charrettes (2)
- Planning Commission Presentation
- City Council Presentation
- Biweekly Check-in Calls

Deliverables:

- Open House Activities
- Online Activities
- Alternatives Analysis Charrette Materials
- Engagement Marketing Materials
- Public Engagement Analysis

PHASE 4: DRAFT RECOMMENDATIONS

4.1 Draft Thoroughfare Plan

4.1.1 Functional Class and Modal Priority Network

Develop a functional classification system and modal priority network that takes into account all transportation modes (including walking, biking, transit and micromobility) and emerging technologies. The modal priority network will integrate recommendations from the City of Gahanna Active Transportation Plan that is currently under development. This will be developed in AGOL to allow online comments and review by the steering committee and other agencies such as ODOT, MORPC, COTA, etc.

4.1.2 Development Context Classifications

Develop land use context classifications that take into account existing land use, zoning, and future development/redevelopment sites. This will be developed in AGOL to allow online comments and review by the steering committee and other agencies such as ODOT, MORPC, COTA, etc.

4.1.3 Cross Sections

Develop recommended typical sections based on the functional class, development context class, and complete street policies. Cross sections will include conceptual layouts and call out recommended urban design features.

4.2 Draft Policy Documents

4.2.1 Complete Streets Policy

Update the 2018 Complete Streets Policy to be aligned with community vision and goals for the future mobility network and growth patterns. The updated policy will include preferred design criteria beyond the existing guidance but will still be brief in nature as it will refer to the thoroughfare plan for typical cross sections.

4.2.2 Access Management Requirements

Develop a first draft of access management requirements that will respond to community goals for safety, accessibility, and mobility.

4.2.3 Traffic Impact Study (TIS) Requirements

Develop a first draft of TIS requirements that will be tailored to access management requirements and development contexts.

4.3 Draft Implementation Recommendations

4.3.1 Project Recommendations

Develop recommendations for projects including gateways, corridor enhancements, new connections, multimodal improvements, and intersection improvements. Project recommendations will include corridor design standards.

4.3.2 Preliminary Engineering

For up to five recommended projects, develop high level alternatives for analysis and discussion with the steering committee and other agencies. Locations could include improvements along Agler Road, intersections along US 62 between Hamilton Road and Morse Road, corridor and circulation improvements around the City Hall construction and

in the Creekside area, or at other locations identified during the plan update or by the City. Alternatives could include alternative intersection designs (such as roundabouts), turn lanes, roadway repurposing, incorporation or improvements to active transportation facilities, or traffic calming efforts. Roadway typical sections will be based on the cross sections identified in Task 4.1.3. If roundabouts are studied, fastest paths will be assessed to confirm the size of the roundabout. The projects will be reviewed for feasibility. Design criteria will be documented for the City's records and / or inclusion in the Thoroughfare Plan Update. Elements to be reviewed include: major right-of-way needs /impacts, utility impacts, potential design exceptions, etc. Alternatives will be shown on roll plot exhibits utilizing available GIS and auditors mapping and aerial backgrounds of the area. This task does not include any vertical layouts, cross sections, or detailed layouts. Alternatives such as roundabouts will be developed at a preliminary level with basic performance checks to confirm potential footprint so impacts can be identified, detailed analysis of the roundabout will not be performed. It is anticipated the ODOT L&D Vol 1, ODOT Multimodal Design Guide, NACTO guides, and City of Gahanna requirements will be used to establish design criteria. Other improvements such as drainage and lighting will be accounted for in the cost estimate but not shown in the preliminary layout or exhibit.

4.3.3 Prioritization Matrix

Develop a prioritization matrix to be used to evaluate project recommendations. Metrics will include factors such as safety, mobility, walkability, transit, equity, feasibility, cost, and community impact.

4.3.4 Key Performance Indicators

Develop KPIs that measure how well the City is implementing recommendations, as well as how well implemented recommendations perform. Initial KPIs will be developed based on Federal Transportation Performance Measures and ODOT's Critical Success Measures and then customized based on the community visioning process and steering committee feedback.

4.3.5 Implementation Toolkit

Develop a draft toolkit of implementation strategies to support 15-minute cities and environmental and financial sustainability. This includes topics such as supporting mode shift, increasing roadway safety, green infrastructure and greenhouse gas reduction, preserving dark sky conditions, and active transportation demonstration projects. Topics included will be determined throughout the planning process and confirmed with the steering committee.

4.4 Steering Committee Meeting 3

Host a steering committee meeting to review public engagement results, draft thoroughfare plan elements, draft policy documents, and project recommendations/ prioritization. The team will conduct a charrette with the steering committee to confirm and enhance corridor design recommendations.

Meetings:

- Steering Committee Meeting 3
- Biweekly Check-in Calls

Deliverables:

- Draft Thoroughfare Plan
- AGOL Modal Network
- Draft Policy Documents
- Draft Implementation Recommendations

PHASE 5: FINAL RECOMMENDATIONS AND PRIORITIZATION

5.1 Final Thoroughfare Plan

Incorporating steering committee comments, draft the Thoroughfare Plan in its entirety and include chapters and appendices reflecting all work to date. All graphics and concepts will be supported with explanatory text and images. The final plan will be distributed to the steering committee for a final review before being shared with the public.

5.2 Final Policy Documents

Incorporating steering committee comments, update and finalize the Complete Streets Policy, Access Management Requirements, and TIS Requirements. These documents will be distributed to the steering committee for a final review before being shared with the public.

5.3 Final Implementation Recommendations

Incorporating Steering Committee comments, develop final project recommendations, prioritizations, strategies, and KPIs. These will be distributed to the steering committee for a final review before being shared with the public.

5.4 Project Scopes and Cost Estimation

Preliminary cost estimates will be established for the five alternatives studied in this project. It is anticipated the cost estimate will capture major cost drivers, such as pavement, earthwork, structures, and signalization. Other items such as lighting, drainage, and MOT will be incorporated as lump sums. A preliminary contingency will be applied to the estimate. Inflation will be calculated using ODOT's Inflation Calculator tool and applied to the construction year identified by the City. The cost estimate will be provided in spreadsheet format using ODOT's current bid tabulations to identify unit prices. Project scope narratives will be developed for each of the five alternatives. Narrative will be an abbreviated paragraph format with a summary of major improvements.

5.5 Funding Recommendations

Develop funding recommendations for priority projects, which will include state/federal grants, public-private partnerships, and economic development tools. This will include funding recommendations for various transit as a service structures.

5.6 Implementation Table

Develop a detailed implementation table of projects and associated action items, timelines, partners, and funding strategies.

5.7 Community Review

Post all documents from Tasks 5.1 – 5.3 to the project website and develop an online tool for the community to provide feedback. Once the public review period is complete, we will summarize all public comments and share them with the Steering Committee. Updates will be made to the documents at the Steering Committee's discretion.

5.8 Steering Committee Meeting 4

Host a steering committee meeting to review final documents before adoption. This meeting will also include a discussion around implementation and next steps to begin immediate progress on KPIs.

5.9 Planning Commission Adoption Presentation

Present the final documents to Planning Commission.

5.10 City Council Adoption Presentation

Present the final documents to City Council.

Meetings:

- Steering Committee Meeting 4
- Planning Commission Presentation
- City Council Presentation
- Biweekly Check-in Calls

Deliverables:

- Final Throughfare Plan
- Final Policy Documents
- Final Implementation Recommendations
- Implementation Table
- Project Scopes and Probably Costs (5)
- Community Feedback Online Tool

PHASE 6: IF AUTHORIZED SERVICES

6.1 Alternatives Analysis Modeling

Coordinate with MORPC to use the MORPC travel demand model (TDM) to evaluate up to five transportation improvement alternatives. B&N will coordinate with the City of Gahanna to determine which combination of proposed improvements (new roadway links or intersection improvements) should be included in each alternative. MORPC will code the improvements into the 2050 model and provide output files for each alternative. Once the model run outputs have been received, B&N will determine V/C ratios from the model assignments to show how traffic volumes are redistributed on the network with each proposed alternative. B&N will develop a summary of the alternatives screening results.

City of Gahanna 2025 Thoroughfare Plan Update
 Burgess & Niple Proposed Fee
 Updated 4/16/24

Description	Burgess & Niple										MKS								Burton Planning Services						Project Totals					
	Principal	Project Manager	Senior Planner	Planner	GIS	Engineer	BN Hours	B&N Labor Cost	B&N Direct	B&N Fee	Principal	Associate Principal	Planner	Intern	MKS Hours	MKS Labor Cost	MKS Direct	MKS Fee	Director/Manager	Sr. Planner/Engineer	Planner	BPS Hours	BPS Labor Cost	BPS Direct	BPS Fee	Total Hours	Total Labor Cost	Total Direct Cost	Total Fee	
Phase 1: Project Kick-off & Management																														
1.1 Kick-off Meeting	1	4	4	16			25	\$ 4,140.00	\$ 25.00	\$ 4,165.00		4			4	\$ 900.00	\$ 900.00		3			3	\$ 510.00	\$ 25.00	\$ 535.00	32	\$ 5,550.00	\$ 50.00	\$ 5,600.00	
1.2 Project Management Plan		12	2				14	\$ 3,180.00		\$ 3,180.00	4	8	8		20	\$ 4,180.00	\$ 4,180.00		13	7		20	\$ 3,050.00		\$ 3,050.00	54	\$ 10,410.00	\$ -	\$ 10,410.00	
1.3 Steering Committee Meeting 1	1	4	4	8			17	\$ 3,100.00	\$ 25.00	\$ 3,125.00															17	\$ 3,100.00	\$ 25.00	\$ 3,125.00		
1.4 Project Website & Branding		2	8	24	8		42	\$ 6,300.00		\$ 6,300.00															42	\$ 6,300.00	\$ -	\$ 6,300.00		
Phase 1 Totals	2	22	18	48	8	0	98	\$ 16,720.00	\$ 50.00	\$ 16,770.00	4	12	8	0	24	\$ 5,080.00	\$ -	\$ 5,080.00	\$ 16.00	\$ 7.00	\$ -	\$ 23.00	\$ 3,560.00	\$ 25.00	\$ 3,585.00	\$ 145.00	\$ 25,360.00	\$ 75.00	\$ 25,435.00	
Phase 2: Existing Conditions Analysis																														
2.1 Review Existing Plans		4	8	8	8		28	\$ 4,680.00		\$ 4,680.00	1				1	\$ 275.00	\$ 275.00		4	4	4	12	\$ 1,600.00		\$ 1,600.00	41	\$ 6,555.00	\$ -	\$ 6,555.00	
2.2 Stakeholder Interviews		20	8	24			52	\$ 9,400.00		\$ 9,400.00	1				1	\$ 275.00	\$ 275.00									53	\$ 9,675.00	\$ -	\$ 9,675.00	
2.3 High Crash Location & Trend Analysis		4	2	20	8		34	\$ 4,980.00		\$ 4,980.00																34	\$ 4,980.00	\$ -	\$ 4,980.00	
2.4 Equity Analysis		4	2	20	8		34	\$ 4,980.00		\$ 4,980.00																34	\$ 4,980.00	\$ -	\$ 4,980.00	
2.5 Corridor & Intersection Improvement Analysis		4	2	20	8		34	\$ 4,980.00		\$ 4,980.00																34	\$ 4,980.00	\$ -	\$ 4,980.00	
2.6 Level of Service (LOS) Analysis		4	2	20	8	8	42	\$ 6,580.00		\$ 6,580.00																42	\$ 6,580.00	\$ -	\$ 6,580.00	
2.7 Existing Conditions Summary & AGOL Database		4	4	32	8		48	\$ 6,960.00		\$ 6,960.00		2	2		4	\$ 770.00			4	4	4	12	\$ 1,600.00		\$ 1,600.00	64	\$ 9,330.00	\$ -	\$ 8,560.00	
2.8 Steering Committee Meeting 2	1	4	4	8			17	\$ 3,100.00	\$ 25.00	\$ 3,125.00															17	\$ 3,100.00	\$ 25.00	\$ 3,125.00		
Phase 2 Totals	1	48	32	152	48	8	289	\$ 45,660.00	\$ 25.00	\$ 45,685.00	2	2	2	0	6	\$ 1,320.00	\$ -	\$ 550.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 24.00	\$ 3,200.00	\$ -	\$ 3,200.00	\$ 319.00	\$ 50,180.00	\$ 25.00	\$ 49,435.00	
Phase 3: Vision for the Future																														
3.1 Public Open House		8	8	24	4		44	\$ 7,160.00	\$ 250.00	\$ 7,410.00									9	9	14	32	\$ 4,150.00	\$ 50.00	\$ 4,200.00	76	\$ 11,310.00	\$ 300.00	\$ 11,610.00	
3.2 Online Engagement		2	2	8	8		20	\$ 2,960.00		\$ 2,960.00																20	\$ 2,960.00	\$ -	\$ 2,960.00	
3.3 Public Engagement Memo		4	2	16			22	\$ 3,420.00		\$ 3,420.00																22	\$ 3,420.00	\$ -	\$ 3,420.00	
3.4 Alternatives Analysis Charrettes	2	16	8	24	4		54	\$ 9,600.00	\$ 150.00	\$ 9,750.00	2	2			4	\$ 1,000.00	\$ 1,000.00		7			7	\$ 1,190.00	\$ 25.00	\$ 1,215.00	65	\$ 11,790.00	\$ 175.00	\$ 11,965.00	
3.5 Planning Commission Presentation		2	2	2			6	\$ 1,140.00	\$ 25.00	\$ 1,165.00																6	\$ 1,140.00	\$ 25.00	\$ 1,165.00	
3.6 City Council Presentation		2	2	2			6	\$ 1,140.00	\$ 25.00	\$ 1,165.00																6	\$ 1,140.00	\$ 25.00	\$ 1,165.00	
Phase 3 Totals	2	34	24	76	16	0	152	\$ 25,420.00	\$ 450.00	\$ 25,870.00	2	2	0	0	4	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 16.00	\$ 9.00	\$ 14.00	\$ 39.00	\$ 5,340.00	\$ 75.00	\$ 5,415.00	\$ 195.00	\$ 31,760.00	\$ 525.00	\$ 32,285.00	
Phase 4: Draft Recommendations																														
4.1 Draft Thoroughfare Plan																														
4.1.1 Functional Class & Modal Priority Network		4	8	16	4		32	\$ 5,200.00		\$ 5,200.00									3	6		9	\$ 1,230.00		\$ 1,230.00	41	\$ 6,430.00	\$ -	\$ 6,430.00	
4.1.2 Development Context Classifications		4	8	16	4		32	\$ 5,200.00		\$ 5,200.00	1	2			3	\$ 725.00	\$ 725.00									35	\$ 5,925.00	\$ -	\$ 5,925.00	
4.1.3 Cross Sections		2	8	20		2	32	\$ 5,140.00		\$ 5,140.00																32	\$ 5,140.00	\$ -	\$ 5,140.00	
4.2 Draft Policy Documents																														
4.2.1 Complete Streets Policy		4	8	24			36	\$ 5,720.00		\$ 5,720.00																36	\$ 5,720.00	\$ -	\$ 5,720.00	
4.2.2 Access Management Requirements		2	8	24		2	36	\$ 5,660.00		\$ 5,660.00																36	\$ 5,660.00	\$ -	\$ 5,660.00	
4.2.3 Traffic Impact Study Requirements		2	8	24			36	\$ 5,660.00		\$ 5,660.00																36	\$ 5,660.00	\$ -	\$ 5,660.00	
4.3 Draft Implementation Recommendations																														
4.3.1 Project Recommendations		8	8	24			40	\$ 6,640.00		\$ 6,640.00	4	4	32	28	68	\$ 9,500.00	\$ 9,500.00		2	4		6	\$ 820.00		\$ 820.00	114	\$ 16,960.00	\$ -	\$ 16,960.00	
4.3.2 Preliminary Engineering		8				150	158	\$ 31,840.00		\$ 31,840.00																158	\$ 31,840.00	\$ -	\$ 31,840.00	
4.3.3 Prioritization Matrix		4	8	24			36	\$ 5,720.00		\$ 5,720.00																36	\$ 5,720.00	\$ -	\$ 5,720.00	
4.3.4 Key Performance Indicators		4	8	24			36	\$ 5,720.00		\$ 5,720.00																36	\$ 5,720.00	\$ -	\$ 5,720.00	
4.3.5 Implementation Toolkit		4	8	24			36	\$ 5,720.00		\$ 5,720.00		2	6		8	\$ 1,410.00	\$ 1,410.00									44	\$ 7,130.00	\$ -	\$ 7,130.00	
4.4 Steering Committee Meeting 3	1	4	4	8			17	\$ 3,100.00	\$ 25.00	\$ 3,125.00															17	\$ 3,100.00	\$ 25.00	\$ 3,125.00		
Phase 4 Totals	1	50	84	228	8	156	527	\$ 91,320.00	\$ 25.00	\$ 91,345.00	5	8	38	28	79	\$ 11,635.00	\$ 11,635.00	\$ 5.00	\$ 10.00	\$ -	\$ 15.00	\$ 2,050.00	\$ -	\$ 2,050.00	\$ 621.00	\$ 105,005.00	\$ 25.00	\$ 105,030.00		
Phase 5: Final Recommendations & Prioritization																														
5.1 Final Thoroughfare Plan		4	8	16	8		36	\$ 5,720.00		\$ 5,720.00									2	4		6	\$ 820.00		\$ 820.00	42	\$ 6,540.00	\$ -	\$ 6,540.00	
5.2 Final Policy Documents		4	8	16			28	\$ 4,680.00		\$ 4,680.00																28	\$ 4,680.00	\$ -	\$ 4,680.00	
5.3 Final Implementation Recommendations		4	8	16		66	94	\$ 17,880.00		\$ 17,880.00			6		6	\$ 960.00	\$ 960.00									100	\$ 18,840.00	\$ -	\$ 18,840.00	
5.4 Project Scopes & Cost Estimation		4				46	50	\$ 10,120.00		\$ 10,120.00																50	\$ 10,120.00	\$ -	\$ 10,120.00	
5.5 Funding Recommendations		4	4	8			16	\$ 2,800.00		\$ 2,800.00																16	\$ 2,800.00	\$ -	\$ 2,800.00	
5.6 Implementation Table		4	4	16			24	\$ 3,840.00		\$ 3,840.00																24	\$ 3,840.00	\$ -	\$ 3,840.00	
5.7 Community Review		4	4	16			24	\$ 3,840.00		\$ 3,840.00																24	\$ 3,840.00	\$ -	\$ 3,840.00	
5.8 Steering Committee Meeting 4	1	4	4	8			17	\$ 3,100.00	\$ 25.00	\$ 3,125.00									5			5	\$ 850.00	\$ 25.00	\$ 875.00	22	\$ 3,950.00	\$ 50.00	\$ 4,000.00	
5.9 Planning Commission Adoption Presentation		2	2	2			6	\$ 1,140.00	\$ 25.00	\$ 1,165.00																6	\$ 1,140.00	\$ 25.00	\$ 1,165.00	
5.10 City Council Adoption Presentation		2	2	2			6	\$ 1,140.00	\$ 25.00	\$ 1,165.00																6	\$ 1,140.00	\$ 25.00	\$ 1,16	