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 throughfare 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 Throughfare 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.