

City of Cocoa Task Order #1 – Golf Cart Study

Describing a specific agreement between Kimley-Horn and Associates, Inc. (“Kimley-Horn”), and the City of Cocoa (“City”), in accordance with the terms of the Continuing Services Agreement (Q-23-01-COC-C2) dated March 30, 2023

PROJECT UNDERSTANDING

The overall objective of the Cocoa Golf Cart Study (the “Project”) is to evaluate the roadways within the City of Cocoa to determine the feasibility of and limits of the paved roadways that are suitable for golf cart use. Our project understanding is outlined below:

1. The City is considering adoption of a golf cart ordinance that will identify which roads in the City are appropriate for golf cart use.
2. Florida Statute 316.212 addresses golf cart operation on public roadways.
3. The City has requested Kimley-Horn perform a planning study to determine the feasibility of, and limits of, the public roadways within the City of Cocoa that are suitable for golf cart use.
4. As this is a citywide study, it will include a focus on the city-maintained roadways within each City Council District. The study will make a reasonable effort to summarize relevant findings within each District, in addition to the citywide assessment.
5. The City has provided a map of roadways maintained by the City to be included in this study.
6. The study will evaluate the suitability for golf cart crossings at up to three intersections with state roads. The City is initially interested in the following locations, but are subject to change:
 1. S.R. 524 @ London Blvd or Westminster Drive
 2. S.R. 520 @ Brevard Ave or Delannoy Ave
 3. U.S. 1 @ Rosa L. Jones Dr or Peachtree Street or Dixon Blvd or Michigan Ave
7. The Florida Department of Transportation (FDOT) has specific criteria to evaluate golf cart crossings of state highways, which is outlined in the FDOT Traffic Engineering Manual.

SCOPE OF SERVICES

TASK 1 – Project Kickoff and Meetings

1.1 Project Kickoff Meeting and Staff Coordination

Kimley-Horn will establish an initial project kickoff meeting with City staff to review and discuss the study protocols, refinements to the project approach, schedule, and deliverables. Kimley-Horn will coordinate and attend the following two (2) meetings with the City as part of this task, in addition to regularly scheduled project team meetings:

- Initial staff kick-off meeting.
- Presentation of recommendations to City staff.

1.2 Florida Department of Transportation (FDOT) Coordination

This task includes preparation for, and virtual attendance at two (2) meetings with FDOT staff. The first will be to review initial recommendations and to discuss feasibility of golf cart crossings at intersections with state roads, and the second will be a follow-up meeting to review the final Study. City representatives will be in attendance at these meetings.

1.3 Brevard County Coordination

This task includes preparation for, and virtual attendance at one (1) meeting with staff from Brevard County to discuss the feasibility of golf cart crossings at intersections with County roads. City representatives will be in attendance at this meeting.

TASK 2 – Golf Cart Network Assessment**2.1 Data Review and Collection**

Kimley-Horn will review background information including Florida Statutes related to golf carts (F.S. 316.212), as well as FDOT guidelines (Traffic Engineering Manual, Chapter 5). Kimley-Horn will review available traffic count data from the FDOT Florida Traffic Online Web Application (2022), the Space Coast TPO Transportation Data Management System, and any additional data provided by the City.

Kimley-Horn will collect 24-hour tube counts at up to 6 locations within the City limits at locations determined in conjunction with the City.

Kimley-Horn will perform one (1) field visit to City maintained roadways within the City limits.

2.2 Proposed Golf Cart Network

Kimley-Horn will assess the suitability of the City maintained roadways within the City limits for golf cart use based on the criteria and best practices identified in Task 2.1., such as speed, volume, and character of motor vehicle traffic using the roadway.

2.3 State Crossing Locations Review

Kimley-Horn will review up to three (3) potential golf cart crossing locations of a state roadway and summarize the strengths/weaknesses for each location. This information will be reviewed at the meetings with FDOT identified in Task 1. Evaluation of these intersections may include the documentation of existing signal features, roadway features, speed limits, and lane geometry. Existing traffic patterns and operations will also be observed.

Kimley-Horn will evaluate each intersection for the criteria specified in the FDOT Traffic Engineering Manual and identify recommendations on the suitability of golf cart crossings.

2.4 Golf Cart Ordinance Peer Review

Kimley-Horn will conduct a review and develop a brief summary of up to three (3) golf cart ordinances enacted by comparable Florida municipalities.

TASK 3 – Project Documentation**3.1 Golf Cart Study Report**

Kimley-Horn will provide a draft report to the City summarizing the assessment, recommendations, and include a graphic that illustrates the roadways that are determined to be appropriate for golf cart use. The graphic will include any recommended regulatory and non-regulatory signage, speed limit posting modifications, pavement marking modifications, or other roadway or roadside improvements necessary to allow for golf cart access on the designated roadways.

Kimley-Horn will revise the draft report and graphic one time based on specific review comments from the City.

3.2 Presentation

Kimley-Horn will prepare for and attend one regularly scheduled City Council meeting to present the findings and recommendations associated with this study.

3.3 Final Project Deliverables

All documents will be submitted to the City in digital format in their native format, in high-resolution .pdf format (for printing and publishing) and in low-resolution .pdf format (for posting on the Web).

Information Provided by the City

Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the City, or the City's consultants or representatives. The City shall provide all information requested by Kimley-Horn during the project, including but not limited to the following: All information necessary to perform our services to support this effort.

Additional Services

Any services not specifically provided for in the above scope will be considered additional services and can be performed at Kimley-Horn's contracted hourly rates. Additional services we can provide include, but are not limited to, the following:

- Attendance at additional meetings and public hearings beyond those identified above.
- Preparation of a draft ordinance.
- Additional Data Collection such as traffic counts (tube counts), turning movement counts, operational analysis except where noted previously.
- FDOT Approvals, Design, Permitting, and Construction.
- GIS database.
- Opinion of planning costs.
- Additional mapping or graphics not identified above.
- Any services not specifically described in the above scope of services.

SCHEDULE

Kimley-Horn will initiate work on the Project within two weeks of an executed notice to proceed from the City. Kimley-Horn will provide the services as expeditiously as possible to meet a mutually agreed upon schedule.

METHOD OF COMPENSATION

Services under this Work Order will be provided for a lump sum fee of **\$34,900** in accordance with the terms and conditions of the Continuing Services Agreement between the City of Cocoa and Kimley-Horn, dated March 30, 2023.

Services provided under this Task Work Order will be invoiced on a monthly basis. All invoices will include a description of services provided.

In an effort to expedite invoices and reduce paper waste, Kimley-Horn submits invoices via email in an Adobe PDF format. We can also provide a paper copy via regular mail if requested. Include the invoice number and Kimley-Horn project number with all payments. Please provide the following information:

Please email all invoices to _____

ATTACHMENTS: Fee Table

ACCEPTED:

THE CITY OF COCOA, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY: _____

TITLE: _____

Senior Associate
TITLE: _____

DATE: _____

4/18/2024
DATE: _____