



HISTORIC
FRANKLIN
TENNESSEE

ITEM #13
WRKS
03/25/14

MEMORANDUM

March 4, 2014

TO: Board of Mayor and Alderman

FROM: Eric Stuckey, City Administrator *ES*
David Parker, City Engineer
Paul Holzen, Engineering Director
Jonathan Marston, Engineer III
Carl Baughman, Traffic Engineer III

SUBJECT: Consideration of A Professional Services Agreement with Clough Harbour & Associates (CHA) for the Major Thoroughfare Plan – A Comprehensive Transportation Network Approach (Contract #2013-0135)

Purpose

The purpose of Professional Services Agreement is to authorize staff to enter into contract negotiations with Clough Harbour & Associates (CHA) for the Major Thoroughfare Plan – A Comprehensive Transportation Network Approach (Contract #2013-0135).

Background

The City of Franklin is one of the fastest growing communities in the state and has experienced continual growth and development over the past 25 years. This growth pattern is expected to continue over the next several years placing increasing demands on the City's transportation network. The 2014 Major Thoroughfare Plan will serve as a guide for future multimodal transportation in the City of Franklin. As part of this plan City staff is proposing to develop recommendations through year 2034. Our transportation goals and objectives will include the following:

- Identify key transportation and multi-modal improvements through year 2034 and provide a plan to manage growth to maintain and enhance the City of Franklin's high quality of life.
- Evaluate, prioritize and provide recommendations for future projects to include roadway networks, greenway networks, pedestrian networks, bicycle networks, transit routes and public parking.
- Creating a safe, convenient and efficient multimodal transportation system for the City of Franklin.
- Coordinate transportation and land use planning.
- Enhance transportation's contribution to the economic vitality within the City of Franklin.

Financial Impact

The cost as negotiated with City Staff is in an amount not to exceed \$328,544. The Major Thoroughfare Plan was included in the approved FY 2013-2014 TOC Operations Budget (82560 Consultant Services) in the amount of \$200,000. The additional funding required for the project will be budgeted as part of the TOC Operations Budget in year FY 2014-2015.

Recommendation

Staff recommends approval of COF Contract #2013-0135.

**CITY OF FRANKLIN, TENNESSEE
PROFESSIONAL SERVICES AGREEMENT
COF Contract No 2014-0003**

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is by and between the City of Franklin, Tennessee, hereinafter referenced as City, and **CLOUGH HARBOR & ASSOCIATES** hereinafter referenced as Consultant, who mutually agrees as follows:

DECLARATIONS. City desires to retain Consultant to provide engineering, related technical, and other services in connection with City’s project hereinafter referenced as Project. The Project is described as follows:

Major Thoroughfare Plan – A Comprehensive Transportation Network Approach

1. **SCOPE OF SERVICES.** Consultant shall provide engineering, planning and related technical services for the Project in accordance with the SCOPE OF SERVICES. The SCOPE OF SERVICES as found in Attachment A shall be considered as an integral part hereof.

2. Consultant shall be paid on an hourly basis for work performed based on the FEE SCHEDULE as contained in Attachment A in the Amount Not To Exceed **THREE HUNDRED TWENTY EIGHT THOUSAND FIVE HUNDRED FORTY FOUR AND 00/100 DOLLARS (\$328,544.00)**. The FEE SCHEDULE shall be considered as an integral part hereof.

3. In event of a conflict between this Agreement and the attached document(s), this Agreement shall supersede conflicting terms and conditions.

The Board of Mayor and Aldermen Approved this Agreement on the _____ Day of _____ 2014.

BY: _____
Consultant’s Signature
TITLE: _____
Date: _____

BY: _____
Dr. Ken Moore
Mayor
Date: _____

TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

ARTICLE 1. SERVICES. Consultant will:

- 1.1 Act for City in a professional manner, using that degree of care and skill ordinarily exercised by and consistent with standards of competent consultants using the standards in the industry:
- 1.2 Consider all reports to be confidential and distribute copies of the same only to those persons specifically designated by the City.
- 1.3 Perform all services under the general direction of a senior professional employee, licensed and/or registered in the State of Tennessee, when appropriate.
- 1.4 Retain pertinent records relating to the services performed for a period of seven (7) years following the completion of the work; during this period the records shall be available for review by City at all reasonable times.

ARTICLE 2. CITY'S RESPONSIBILITIES. City, or its authorized representative, will:

- 2.1 Provide Consultant with all information regarding the Project, which is available to, or reasonably obtainable by, the City.
- 2.2 Furnish right-of-entry onto the Project site for Consultant's necessary field studies and surveys. Consultant will endeavor to restore the site to its original condition and shall remain solely liable for all damages, costs and expenses, including reasonable attorneys' fees, for failure to make such restoration.
- 2.3 Designate, in writing, the sole Project representative to coordinate with and direct the Consultant, including all contact information.
- 2.4 Guarantee to Consultant that it has the legal capacity to enter into this contract and that sufficient monies are available to fund Consultant's compensation.

ARTICLE 3. GENERAL CONDITIONS.

- 3.1 Consultant, by the performance of services covered hereunder, does not in any way assume, abridge or abrogate any of those duties, responsibilities or authorities customarily vested in other professionals or agencies participating in the Project.
- 3.2 Consultant shall be responsible for the acts or omissions of any party involved in concurrent or subsequent phases of the PROJECT acting upon written instruction issued by the Consultant.
- 3.3 Neither City nor Consultant may assign or transfer its duties or interest in this Agreement without written consent of the other party. However, nothing in this Article shall prevent Consultant from

engaging independent consultants, associates, and subcontractors to assist in the performance of the Services at Consultant's cost.

3.4 ALLOCATION OF RISK AND LIABILITY; GENERAL. Considering the potential liabilities that may exist during the performance of the services of this Agreement, the relative benefits and risks of the Project, and the Consultant's fee for the services rendered, and in consideration of the promises contained in this Agreement, the City and the Consultant agree to allocate and limit such liabilities in accordance with this paragraph.

3.5 INDEMNIFICATION. Consultant agrees to indemnify and hold City harmless from and against legal liability for all judgments, losses, damages, and expenses to the extent such judgments, losses, damages, or expenses are caused by Consultant's negligent act, error or omission in the performance of the services of this Agreement. In the event judgments, losses, damages, or expenses are caused by the joint or concurrent negligence of Consultant and City, they shall be borne by each party in proportion to its own negligence.

3.5.1 SURVIVAL. The terms and conditions of this paragraph shall survive completion of this services agreement.

3.6 LIMITATIONS OF RESPONSIBILITY. Consultant shall not be responsible for (a) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Project unless specifically undertaken in Attachment A, SCOPE OF SERVICES; (b) the failure of any contractor, subcontractor, Consultant, or other Project participant, not under contract to Consultant, to fulfill contractual responsibilities to City or to comply with federal, state, or local laws, regulations, and codes; or (c) procuring permits, certificates, and licenses required for any construction unless such procurement responsibilities are specifically assigned to Consultant in Attachment A, SCOPE OF SERVICES.

ARTICLE 4. TERMINATION BY THE CITY. The City may terminate this Agreement in accordance with the following terms and conditions:

4.1 Termination for Convenience. The City may, when in the interests of the City, terminate performance under this Agreement with the Consultant, in whole or in part, for the convenience of the City. The City shall give written notice of such termination to the Consultant specifying when termination becomes effective. The Consultant shall incur no further obligations in connection with the work so terminated, other than warranties and guarantees for completed work and installed equipment, and the Consultant shall stop work when such termination becomes effective. The Consultant shall also terminate

outstanding orders and subcontracts for the affected work. The Consultant shall settle the liabilities and claims arising out of the termination of subcontracts and orders. The City may direct the Consultant to assign the Consultant's right, title and interest under termination orders or subcontracts to the City or its designee. The Consultant shall transfer title and deliver to the City such completed or partially completed work and materials, equipment, parts, fixtures, information and Contract rights as the Consultant has in its possession or control. When terminated for convenience, the Consultant shall be compensated as follows:

- (1) The Consultant shall submit a termination claim to the City specifying the amounts due because of the termination for convenience together with costs, pricing or other data required by the City. If the Consultant fails to file a termination claim within one (1) year from the effective date of termination, the City shall pay the Consultant the amount the City deems the Consultant is due.
- (2) The City and the Consultant may agree to the compensation, if any, due to the Consultant hereunder.
- (3) Absent agreement to the amount due to the Consultant, the City shall pay the Consultant the following amounts:
 - (a) Contract costs for labor, materials, equipment and other services accepted under this Agreement;
 - (b) Reasonable costs incurred in preparing to perform and in performing the terminated portion of the work, and in terminating the Consultant's performance, plus a fair and reasonable allowance for direct job site overhead and earned profit thereon (such profit shall not include anticipated profit or consequential damages); provided however, that if it reasonably appears that the Consultant would have not profited or would have sustained a loss if the entire Agreement would have been completed, no profit shall be allowed or included and the amount of compensation shall be reduced to reflect the anticipated rate of loss, if any;

The total sum to be paid the Consultant under this Section shall not exceed the total Agreement Price, as properly adjusted, reduced by the amount of payments otherwise made, and shall in no event include duplication of payment.

- 4.2 Termination for Cause. If the Consultant does not perform the work, or any part thereof, in a timely manner, supply adequate labor, supervisory personnel or proper equipment or materials, or if it fails to timely discharge its obligations for labor, equipment and materials, or proceeds to disobey applicable law, or otherwise commits a violation of a material provision of this Agreement, then the City, in addition to any other rights it may have against the Consultant or others, may terminate the performance of the Consultant, in whole or in part at the City's sole option, and assume possession of the Project Plans and materials and may complete the work.

In such case, the Consultant shall not be paid further until the work is complete. After Completion has been achieved, if any portion of the Contract Price, as it may be modified hereunder, remains after the cost to the City of completing the work, including all costs and expenses of every nature incurred, has been deducted by the City, such remainder shall belong to the Consultant. Otherwise, the Consultant shall pay and make whole the City for such cost. This obligation for payment shall survive the termination of the Agreement.

In the event the employment of the Consultant is terminated by the City for cause pursuant to this Section and it is subsequently determined by a Court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a Termination for Convenience under this Section and the provisions of Section 4.1 shall apply.

- 4.3 Termination for Non-Appropriation. The City may also terminate this Agreement, in whole or in part, for non-appropriation of sufficient funds to complete or partially complete the Project, regardless of the source of such funds, and such termination shall be on the terms of Section 4.1.
- 4.4 The City's rights under this Section shall be in addition to those contained elsewhere herein or provided by law.

ARTICLE 5. SCOPE OF SERVICES. Consultant shall provide the Services as described in Attachment A, SCOPE OF SERVICES.

5.1 By mutual agreement, this contract and scope can be amended by the parties. The scope and fee for any additional tasks or services under such amendment shall be mutually negotiated and agreed to in writing prior to beginning such additional tasks or services.

5.2 **ENVIRONMENTAL RESPONSIBILITY.**

Where drilling/sampling services are involved, the samples obtained from the Project site are the property of the City. Should any of these samples be recognized by the Consultant to be contaminated, the City shall remove them from the Consultant's custody and transport them to a disposal site, all in accordance with applicable government statutes, ordinances, and regulations. For all other samples, the Consultant shall retain them for a sixty (60)-day period following the submission of the drilling/sampling report unless the City directs otherwise; thereafter, the Consultant shall discard the samples in accordance with all federal, state and local laws.

ARTICLE 6. SCHEDULE.

6.1 **TIME OF THE ESSENCE.** The parties agree that TIME IS OF THE ESSENCE with respect to the parties' performance of all provisions of the Agreement.

6.2 **FORCE MAJEURE.** Neither party will be liable to the other for any delay or failure to perform any of the services or obligations set forth in this Agreement due to causes beyond its reasonable control, and performance times will be considered extended for a period of time equivalent to the time lost because of such delay plus a reasonable period of time to allow the parties to recommence performance of their respective obligations hereunder. Should a circumstance of force majeure last more than ninety (90) days, either party may by written notice to the other terminate this Agreement. The term "force majeure" as used herein shall mean the following: acts of God; strikes, lockouts or other industrial disturbances; acts of public enemies; orders or restraints of any kind of the government of the United States or of the State or any of their departments, agencies or officials, or any civil or military authority; insurrections, riots, landslides, earthquakes, fires, storms, tornadoes, droughts, floods, explosions, breakage or accident to machinery, transmission pipes or canals; or any other cause or event not reasonably within the control of either party.

6.3 Should City request changes in the scope, extent, or character of the Project, the time of performance of Consultant's services as indicated in Attachment A shall be adjusted equitably.

ARTICLE 7. USE OF DOCUMENTS, DATA.

- 7.1 All Documents, including, but not limited to, reports, drawings, specifications, and computer software prepared by Consultant pursuant to this Agreement are instruments of service in respect to the Project. Consultant shall retain an ownership and property interest therein (including the right of reuse at the discretion of the Consultant) whether or not the Project is completed.
- 7.1.1 USE OF DATA SYSTEMS: Ownership, property interests and proprietary rights in data systems used by Consultant do not extend to the data created by or supplied to Consultant by the City; all rights to that data (including derivative or hidden data such as metadata) shall vest solely in City at the moment of creation.
- 7.1.2 DISCLOSURE OF DOCUMENTS/DATA. City may be required to disclose documents or data under state or federal law. City shall notify Consultant if a request for data or documents has been made and shall give Consultant a reasonable opportunity under the circumstances to respond to the request by redacting proprietary or other confidential information. Consultant waives any right to confidentiality of any document, e-mail or file it fails to clearly mark on each page as confidential or proprietary. In exchange, Consultant agrees to indemnify, defend, and hold harmless City for any claims by third parties relating thereto or arising out of (i) the City's failure to disclose such documents or information required to be disclosed by law, or (ii) the City's release of documents as a result of City's reliance upon Consultant representation that materials supplied by Consultant (in full or redacted form) do not contain trade secrets or proprietary information, provided that the City impleads Consultant and Consultant assumes control over that claim.
- 7.2 City-furnished data that may be relied upon by Consultant is limited to the printed copies that are delivered to the Consultant pursuant to Article 2 of this Agreement. Any copyrighted electronic files furnished by City shall be used by Consultant only for the Project as described herein. City's posting or publication of such documents created by Consultant for City shall constitute fair use and shall not constitute an infringement of Consultant's copyright, if any.
- 7.3 Documents that may be relied upon by City are limited to the printed copies (also known as hard copies) that are signed or sealed by the Consultant. Files in electronic media format of text, data, graphics, or

of other types that are furnished by Consultant to City are only for convenience of City, unless the delivery of the Project in electronic media format has been dictated in Attachment A, SCOPE OF SERVICES. Any conclusion or information obtained or derived from electronic files provided for convenience will be at the user's sole risk.

- 7.4 Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files. Unless stated otherwise herein, Consultant shall not be responsible to maintain documents stored in electronic media format after acceptance by City.
- 7.5 When transferring documents in electronic media format, Consultant makes no representations as to long term compatibility, usability, or readability, of documents resulting from the use of software application packages, operating systems, or computer hardware differing from that as required of, and used by, Consultant at the beginning of this Project.
- 7.6 City may make and retain copies of Documents for information and reference in connection with use on the Project by the City, or his authorized representative. Such Documents are not intended or represented to be suitable for reuse by City or others on extensions of the Project or on any other project. Any such reuse or modifications without written verification or adaptation by Consultant, as appropriate for the specific purpose intended, will be at City's sole risk and without liability or legal exposure to the Consultant or to Consultant's Consultants.
- 7.7 If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- 7.8 Any verification or adaptation of the Documents for extensions of the Project or for any other project will entitle Consultant to further compensation at rates to be agreed upon by City and Consultant.

ARTICLE 8. INSURANCE.

- 8.1 During the performance of the Services under this Agreement, Consultant shall maintain the following minimum insurance:
- a) General Liability Insurance with a combined single limit of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
 - b) Automobile Liability Insurance with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.

- c) Workers' Compensation Insurance Coverage A in accordance with statutory requirements and Coverage B, Employer's Liability Insurance, with a limit of \$500,000 for each occurrence.
 - d) Professional Liability Insurance with a limit of \$1,000,000 annual aggregate.
- 8.2 Consultant shall add the City an additional insured on all policies unless otherwise prohibited.
- 8.3 Consultant shall, upon execution of this Agreement, furnish City certificates of insurance, which shall include a provision that such insurance shall not be canceled without at least thirty days' written notice to City.
- 8.4 No insurance, of whatever kind or type is to be considered as in any way limiting other parties' responsibility for damages resulting from their activities in the execution of the Project. City agrees to include, or cause to be included, in the Project's construction contract, such requirements for insurance coverage and performance bonds by the Project's construction contractor as City deems adequate to indemnify City, Consultant, and other concerned parties against claims for damages and to insure compliance of work performance and materials with Project requirements.

ARTICLE 9. PAYMENT.

- 9.1 City will pay Consultant for services and expenses in accordance with the Fee Schedule proposal submitted for the Project as part of the Scope Of Services. Consultant's invoices will be presented at the completion of the work or monthly and will be payable upon receipt. Payment is due upon presentation of invoice and is past due thirty (30) days from invoice date. City shall give prompt written notice of any disputed amount and shall pay the remaining amount.
- 9.2 Consultant shall be paid in full for all services under this Agreement, including City-authorized overruns of the Project budget or unforeseen need for Consultant's services exceeding the original Scope Of Services.
- 9.3 TRAVEL; EXPENSES
The City shall reimburse reasonable expenses, including travel and meals, when specified in the Scope Of Services, but only in accordance with the City's Travel and Expense Policy and Procedures Manual. The maximum amount will be applied as of the date of travel and as listed in the per diem reimbursement rates on the "CONUS" website developed by the United States General Services Administration, located at www.gsa.gov [click on 'per diem rates' under the 'etools' category].

ARTICLE 10. MISCELLANEOUS PROVISIONS

10.1 EQUAL EMPLOYMENT OPPORTUNITY. In connection with this Agreement and the Project, the City and the Consultant shall not discriminate against any employee or applicant for employment because of race, color, sex, national origin, disability or marital status. The City and Consultant will take affirmative action to ensure that contractor used for the Project does not discriminate against any employee and employees are treated during employment without regard to their race, age, religion, color, gender, national origin, disability or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship.

10.1.1 The Consultant shall insert the foregoing provision in all contracts relating to this Project.

10.2 TITLE VI – CIVIL RIGHTS ACT OF 1964. The City and the Consultant shall comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), 49 C.F.R., Part 21, and related statutes and regulations.

10.2.1 The Consultant shall insert the foregoing provision in all contracts relating to this Project.

10.3 NO THIRD PARTY RIGHTS CREATED. City and Consultant each binds itself and its successors, executors, administrators, permitted assigns, legal representatives and, in the case of a partnership, its partners, to the other party to this Agreement and to their successors, executors, administrators, permitted assigns, legal representatives and partners of such other party in respect to all provisions of this Agreement. The Services provided for in this Agreement are for the sole use and benefit of City and Consultant. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

10.4 WARRANTIES/LIMITATION OF LIABILITY/WAIVER. The City reserves all rights afforded to local governments under law for all general and implied warranties. The City does not waive any rights it may have to all remedies provided by law and therefore any attempt by Consultant to limit its liability shall be void and unenforceable.

ARTICLE 11. EXTENT OF AGREEMENT:

11.1 APPLICABLE LAW/CHOICE OF FORUM AND VENUE. This Agreement is made under and will be construed in accordance with the

laws of the State of Tennessee without giving effect to that state's choice of law rules. The parties' choice of forum and venue shall be exclusively in the courts of Williamson County, Tennessee. Any provision of this Agreement held to violate a law or regulation shall be deemed void, and all remaining provisions shall continue in force.

- 11.2 ENTIRE AGREEMENT. This Agreement, including these terms and conditions, represent the entire Agreement between City and Consultant for this Project and supersedes all prior negotiations, representations or agreements, written or oral. This Agreement may be amended only by written instrument signed by City and Consultant.

ARTICLE 12. DISPUTE RESOLUTION, BREACH.

- 12.1 If a dispute should arise relating to the performance of or payment for the services under this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder. No arbitration or mediation shall be required as a condition precedent to filing any legal claim arising out of or relating to the Contract. No arbitration or mediation shall be binding.

- 12.2 BREACH. Upon deliberate breach of the Contract by either party, the non-breaching party shall be entitled to terminate the Contract with notice, with all of the remedies it would have in the event of termination, and may also have such other remedies as it may be entitled to in law or in equity.

ARTICLE 13. SURVIVAL.

The provisions contained in this Professional Services Agreement shall survive the completion of or any termination of the Contract, agreement or other document to which it may accompany or incorporate by reference or which subsequently may be modified, unless expressly excepted from this Article upon consent of both parties.

City of Franklin, TN
Major Thoroughfare Plan - A Comprehensive Transportation Network Approach

COF 2013-0135 – Attachment A

The City of Franklin’s Comprehensive Transportation Network Plan (CTNP) will develop transportation recommendations for the City of Franklin and its Urban Growth Boundary (UGB) through 2040. The study will analyze and address multi-modal access and availability within those boundaries and will link transportation and land use in an area wide multi-modal planning effort that includes bicycle and pedestrian facilities. The transportation goals in the CTNP shall include:

- Identify key transportation and multi-modal improvements through year 2040.
- Provide a plan to manage growth to maintain and enhance the City of Franklin’s high quality of life.
- Provide, evaluate, and prioritize recommendations of future projects to include roadway networks, greenway networks, pedestrian networks, bicycle networks, transit routes, public parking.
- Creation of a safe, convenient and efficient multimodal transportation system for the City of Franklin.
- Coordinate transportation and land use planning.
- Create a transportation system that contributes to the economic vitality within the City of Franklin.

The City of Franklin recognizes the importance of strengthening our community through improved traffic flow, transportation network connections, transit, and pedestrian and bicycle facilities. Increased function and efficiency within an improved and sustainable environment encourages the use of non-motorized trips, promotes economic development and reduces the need for costly roadway expansion.

Working closely with the City of Franklin (COF) Steering Committee (TBD), stakeholder groups will be established. Preliminary lists of members to be included are noted below:

Stakeholders

COF Engineering Department
COF Planning Department
COF Parks Department
COF Board of Mayor and Alderman
COF Planning Commission
COF Administration
Williamson Co. Chamber of Commerce
Friends of Franklin Parks
Cumberland Region Tomorrow
Bicycle / Pedestrian Organization TBD

Franklin Transit Authority
Williamson County
City of Brentwood
Nashville Area MPO
TDOT
Regional Transportation Authority
Franklin Tomorrow
TMA
Heritage Foundation

City of Franklin, TN
Major Thoroughfare Plan - A Comprehensive Transportation Network Approach

Transportation Master Plan

- *Inventory Existing Conditions*
 - Existing Functionally Classified Roads (obtain and use GIS centerline shape files from COF; and the modified GIS shape files to be delivered to COF).
 - Existing Typical Cross Sections including transit, bicycle, and pedestrian facility locations.
 - Identify relevant existing plans and data (i.e. current CNTP, Annual Development Plans, Land Use Plan, Central Franklin Plan, ITS efforts; Transit plans; adjacent community planning; Greenway plan; etc.).
- *Update City of Franklin Travel Demand Model* and review Nashville Area MPO Travel Demand Model. The COF travel demand model will be updated in a way that allows for compatibility between the City's model and the regional travel demand model maintained by the Nashville Area MPO.
 - Assumptions:
 - Model validation will be in accordance with the latest TDOT "Minimum Travel Demand Model Calibrations and Validation Guidelines";
 - Development of model interim year networks (as needed) will match years already established by the Nashville Area MPO travel demand model;
 - If splitting traffic analysis zones (TAZs) is necessary, new TAZ areas will be bound by TAZ boundaries established by the Nashville MPO model.
 - 2015 Population:
 - Map showing proposed populations and units per acres. These shall be set by reviewing results from TAZ and Sanitary Sewer Basin Studies;
 - Per Land Use section; update past, current and future projections;
 - Prepare up to four different scenarios based upon different factors, such as:
 - Predicted population growth in selected areas;
 - New Special generator and/or employment growth;
 - Maximum build out.
- Update AADT Counts based on TDOT Count Stations and COF Traffic Counts.
- Update LOS Map 2015 and 2040 E+C (Existing + Committed) based on most recent TDOT Annual counts and COF Traffic Counts.
 - Review travel demand model volumes;
 - Cross reference 2015 volumes with existing roadway network aerial footprint to determine 2015 LOS input data. Determine 2015 LOS;
 - Cross reference 2040 volumes with proposed roadway network footprint to determine 2040 LOS input data. Determine 2040 E+C LOS.
- Recommended Improvements:
 - Proposed Project Map (with GIS shape files to be delivered to COF);
 - Table of Proposed Projects including planning level cost estimates, typical cross sections and possible funding sources;
 - Investigate Possible Interchanges on I-65 within COF. Compare the impacts of an interchange vs. no interchange;
 - Local street plan for the following location:
 - Carters Creek Pike and Old Carters Creek Pike.
 - Identify potential local streets with connectivity issues, such as:
 - Polk Place connection to Heath Place;
 - Royal Oaks Subdivision and Liberty Hills;
 - Jordan Road access issues.

City of Franklin, TN
Major Thoroughfare Plan - A Comprehensive Transportation Network Approach

- Central Franklin.
- *Land Use*
 - Existing Land Use Map for Travel Demand Model.
 - 2040 Anticipated Population within TAZ based on current land use:
 - Map showing proposed populations and units per acre.
 - 2015 Employment:
 - Map showing employment populations and Floor-Area Ratios.
 - 2040 Anticipated Employment based on current land use:
 - Map showing employment populations and Floor-Area Ratios.
 - CNTP to connect Comprehensive, Integrated Development Plan, Land Use and Transportation Plans.
 - Evaluate transportation network in the context of existing land use.
 - Create future land use map based on Development Plan, Land Use Plan, and Zoning Ordinance for Travel Demand Model.
 - Land Use (including density) and TAZ will be evaluated in the following “character” locations:
 - West Harpeth;
 - Seward Hall;
 - McLemore;
 - South Hall.
 - Development Impacts Analysis using the Nashville MPO CommunityViz model.
 - Prepare character cross sections based on roadway type.
 - Existing streets access management guidance plan.
 - Matrix cross referencing road standards and characteristics of land use

Bicycle and Pedestrian Master Plan (On and Off Road Facilities)

- Existing bicycle and pedestrian facilities maps (Obtain shape files from COF).
- Proposed bicycle and pedestrian facilities map (with GIS shape files to be delivered to COF):
 - Evaluate proposed City of Brentwood and Williamson County Connections;
 - Trail Heads and Parking;
 - Link Park Systems;
 - Funding Sources;
 - Incorporate facilities for all new routes such as US Bicycle Route 23 – Resolution 2013-52.
- Develop a matrix noting integrated bicycle and pedestrian cross sections.
- Project cost Sheets (planning level) and prioritization to be included as part of the CTNP 2040 project prioritization.

Transit

- Provide a high level analysis of the Franklin Transit system for each area noted below:
 - 2015 - Existing Fixed Route Service - Franklin Transit
 - 2040 - Proposed Fixed Route Service - Franklin Transit (from study by others):
 - Cool Springs Circulator;
 - Parking Study in Cool Springs and Possible Public Parking/RTA Connections
 - 2015 - Existing RTA Franklin/Brentwood Express
 - 2040 - Proposed RTA Connections (from study by others):

City of Franklin, TN
Major Thoroughfare Plan - A Comprehensive Transportation Network Approach

- Reverse Commute to Franklin analysis.

Public Participation

- Community Engagement Plan.
- Project Website – Hosted and maintained by consultant:
 - Web Map to post issues;
 - Web Map showing proposed projects;
 - Project Meeting materials and information.
- Stakeholder Engagement - Transportation, Transit and Bicycle and Pedestrian:
 - One on one interviews with selected stakeholders;
 - Three Stakeholder Meetings (coordinated with other community engagement meetings as possible):
 - Problem / Issue Input and Comments;
 - Draft Findings;
 - Final Report.
 - Cool Springs business owners meeting to discuss parking issues and transit solutions.
 - Handouts, displays and other materials for meetings.
- Community Engagement - Transportation, Transit, Bicycle and Pedestrian:
 - Three Public Meetings Transportation, Transit , Bicycle and Pedestrian.
 - Problem / Issue Input and Comments;
 - Draft Findings;
 - Final Report.
 - Handouts, displays and other materials for meetings.
- Joint BOMA and Planning Commission Work Sessions:
 - Joint Work Session – Present Draft Scope of Services and Schedule.
 - BOMA Presentation
 - Overall Presentation on Transportation, Transit and Greenway
 - Discussion of Specific Transportation Issues and Options
 - Discussion and options for Bicycle and Pedestrian and Transit Plans.
 - BOMA Planning Commission Meeting – Final Overall Presentation and Discussion.
 - BOMA Work Session – Final Overall Presentation.
 - BOMA Regular meeting – Approval.

CNTP 2040 Action Plan

- Guidance Memo for each Work Scope Area
- Realistic funding options and timing for each proposed project
- Realistic cost estimates
- Phased implementation
- Tied to existing development agreements and community plans; as well as those planning efforts (ITS, Cool Springs Transit and others as identified)

City of Franklin, TN
Major Thoroughfare Plan - A Comprehensive Transportation Network Approach

Project Management

- Scope Review and Update
 - Meeting with the City Manager and other City Staff to review and finalize the draft work scope.
 - Present draft work scope to BOMA for review and comment
 - Update final work scope based on the above review and comment.
- Project Management Plan
 - Cost controls
 - Monthly progress reports
 - Quality assurance and quality control metrics for both the cost and schedule
- Project Schedule

Project Deliverables

- Final Work Scope, Fee and Schedule:
 - Includes each staff person by title, billing rates; and projected work scope hours; estimated direct expenses and sub consultants.
- Project Management Plan.
- Community Engagement Plan.
- Transportation Master Plan:
 - Updated Franklin Transportation Model and documentation:
 - Will include validations results, TAZ population/employment tables and revised model scripts.
 - Community Engagement Report.
 - Character Area Evaluations.
 - Proposed Projects Map (with GIS shape files).
 - Table of Proposed Projects, planning level cost estimates, typical cross sections, possible funding sources.
 - Possible New I-65 Interchanges - Build/No Build Analysis.
 - Carters Creek Pike and Old Carters Creek Pike - Local Street Plan.
 - Local Streets with Connectivity Analysis.
 - Transit Review Memo:
 - Cool Springs needs and parking;
 - Existing RTA Services and Potential Reverse Commute;
 - RTA Parking.
 - Bicycle and Pedestrian Plan
 - Proposed bicycle and pedestrian facilities map (with GIS shape files);
 - Project cost sheets (planning level) and prioritization;
 - Matrix noting integrated Bicycle and Pedestrian cross sections.
 - Recordable Map noting land use and transportation plans.
 - Action Plan.