

To: The Honorable Mayor and Council Members

From: Alberto Destrade, Purchasing Director 

Date: October 25, 2016

RE: **A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AUTHORIZING THE CITY MANAGER AND CITY ATTORNEY TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT, BETWEEN THE CITY OF NORTH MIAMI AND THE CORRADINO GROUP, INC., TO PROVIDE URBAN PLANNING & DESIGN SERVICES TO IMPROVE AND OPTIMIZE THE CITY'S NOMI EXPRESS SHUTTLE ROUTES AND CONNECTIONS TO INCREASE THE PUBLIC TRANSPORTATION SYSTEM'S EFFICIENCIES AT A COST NOT TO EXCEED EIGHTY THOUSAND DOLLARS (\$80,000), IN ACCORDANCE WITH THE TERMS, CONDITIONS AND SPECIFICATIONS CONTAINED IN THE REQUEST FOR QUALIFICATIONS # 12-14-15, CONTINUING ARCHITECTURAL AND ENGINEERING SERVICES; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.**

RECOMMENDATION

Staff is requesting that the Mayor and City Council authorize the City Manager and City Attorney to finalize and execute an agreement with the firm The Corradino Group, Inc. (Corradino) to provide the City with professional consulting services in order to improve and optimize the City's NoMi Express shuttle routes and connections at a not-to-exceed cost of \$80,000.

BACKGROUND

On March 24, 2015, the City issued Request for Qualifications (RFQ) 12-14-15 "Continuing Architectural and Engineering Services" (Solicitation) in accordance with the Consultants Competitive Negotiation Act (CCNA) for the purpose of retaining experienced, licensed, and insured architectural and engineering firms to provide on a continuing, as needed when-needed basis, the following specific professional services: Landscape Architecture/Interior Design, Roadway, Traffic & Transportation Engineering and Consulting, Water/Waste Water Engineering, Water Resources/Stormwater Design, Urban Planning & Design, and Environmental Engineering.

In response to this Solicitation, Corradino submitted its qualifications to provide "Urban Planning & Design Services" and was selected and included on the list of pre-qualified CCNA firms by the City Council on June 9, 2015 through Resolution No. 2015-R-52.

In order to make improvements to and optimize the City's existing NoMi Express shuttle system, the City requested a proposal from Corradino to provide a comprehensive analysis of existing NoMi Express operations and to recommend alternatives to increase system efficiencies and connect to future North Miami developments.

SCOPE OF WORK

The scope of services to be performed by Corradino includes, but is not limited to, the following:

1. Public Engagement
 - a. Establish a steering committee.
 - b. Hold a public workshop to provide information for the general public and hold interviews/meeting with stakeholders.
 - c. Conduct boarding and passenger surveys to examine route productivity issues, key trip generators, and vehicle requirements among other similar items.
2. Identify Existing Conditions and Route Performance
 - a. Review basic scheduling, funding and performance data for all adjacent circulators and MDT routes.
 - b. Review existing City conditions including planned development areas of the City.
 - c. Review of NoMi Express operational data including data on ridership, operation and maintenance cost.
 - d. Review of high load peak factors related to schools.
3. Route Optimization Analysis
 - a. Analysis of transfer points to reconfigure routes based on connectivity to regional routes and local areas of activity, as well as alternative routes.
4. Technological Review
 - a. Review of existing and potential new technology which can be implemented on the buses such as data collection technology including GPS.
5. Operations and Funding Review
 - a. Utilize cost data from the City to examine operational alternatives such as use of City owned or rented rolling stock.
 - b. Review of alternative sources of funding such as advertising.
6. Final Report
 - a. Final report shall include service concepts, survey results, fleet requirements/equipment and operating costs.

It should be noted that Miami-Dade County's Metropolitan Planning Organization (MPO) has awarded a grant to the City which shall reimburse the City for approximately 80% of the total cost of this contract.

Staff recommends award of this contract to Corradino and has negotiated a no-to-exceed fee of \$80,000 to perform the scope of work and submit its final report by no later than six (6) months from the City's issuance of a notice to proceed.

FUNDING SOURCE

Funding for this work will be allocated from the City's Transportation funds.

ATTACHMENTS

Resolution

Resolution No. 2015-R-52

Proposal from Corradino

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AUTHORIZING THE CITY MANAGER AND CITY ATTORNEY TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT, BETWEEN THE CITY OF NORTH MIAMI AND THE CORRADINO GROUP, INC., TO PROVIDE URBAN PLANNING & DESIGN SERVICES TO IMPROVE AND OPTIMIZE THE CITY'S NOMI EXPRESS SHUTTLE ROUTES AND CONNECTIONS TO INCREASE THE PUBLIC TRANSPORTATION SYSTEM'S EFFICIENCIES AT A COST NOT TO EXCEED EIGHTY THOUSAND DOLLARS (\$80,000.00), IN ACCORDANCE WITH THE TERMS, CONDITIONS AND SPECIFICATIONS CONTAINED IN REQUEST FOR QUALIFICATIONS # 12-14-15, CONTINUING ARCHITECTURAL AND ENGINEERING SERVICES; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.

WHEREAS, on March 24, 2015, the City of North Miami ("City") issued *Request for Qualifications # 12-14-15, Continuing Architectural and Engineering Services* ("RFQ"), for the purpose of retaining experienced, licensed, and insured architectural and engineering firms to provide on a continuing, as-needed when-needed contract basis, the following specific professional services: Landscape Architecture/Interior Design, Roadway, Traffic & Transportation Engineering and Consulting, Water/Waste Water Engineering, Water Resources/Stormwater Design, Urban Planning & Design, and Environmental Engineering; and

WHEREAS, the RFQ was undertaken in accordance with Florida's Consultants' Competitive Negotiation Act, under Section 287.055, Florida Statutes (2015); and

WHEREAS, in response to the RFQ, The Corradino Group, Inc. ("Consultant") submitted its sealed qualifications for the provision of Urban Planning & Design Services, and was subsequently selected by City administration as having those qualifications and references most advantageous to the City; and

WHEREAS, on June 9, 2015, the Mayor and City Council passed and adopted Resolution No. 2015-R-52, approving the selection of Consultant for the rendition of Urban Planning & Design Services on a continuing, as-needed, when-needed contract basis; and

WHEREAS, City administration has identified the need for Urban Planning & Design Services to improve and optimize the City’s NOMI Express shuttle routes and connections to increase the public transportation system’s efficiencies, in accordance with Consultant’s proposal entitled “Optimizing NOMI Express Routes, Connections, and Technology” dated September 13, 2016 (“Services”); and

WHEREAS, Services will include, but shall not be limited to, the following tasks and deliverables: 1) meetings and public engagement, 2) identify existing conditions and route performance, 3) route optimization analysis, 4) technological review, 5) operations and funding review, and 6) a final report presenting an evaluation of the Services, alternative routes and their interface with surrounding operators; and

WHEREAS, Services will be completed by Consultant within six (6) months from the City’s issuance of a Notice to Proceed; and

WHEREAS, the City administration respectfully requests that the Mayor and City Council authorize the City Manager and City Attorney to negotiate and execute a Professional Services Agreement for the provision of the aforementioned Services, to better serve the public health, safety and welfare.

NOW THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA:

Section 1. Authority of City Manager and City Attorney. The Mayor and City Council of the City of North Miami, Florida, hereby authorize the City Manager and City Attorney to negotiate and execute a Professional Services Agreement, between the City of North Miami and The Corradino Group, Inc., to provide Urban Planning & Design Services to improve and optimize the City’s NOMI Express shuttle routes and connections to increase the public transportation system’s efficiencies at a cost not to exceed Eighty Thousand Dollars (\$80,000.00), in accordance with the terms, conditions and specifications contained in the *Request for Qualifications # 12-14-15, Continuing Architectural and Engineering Services*.

Section 2. Effective Date. This Resolution shall be effective upon adoption.

PASSED AND ADOPTED by a _____ vote of the Mayor and City Council of the City of North Miami, Florida, this ____ day of _____, 2016.

DR. SMITH JOSEPH
MAYOR

ATTEST:

MICHAEL A. ETIENNE, ESQ.
CITY CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

JEFF P. H. CAZEAU, ESQ.
CITY ATTORNEY

SPONSORED BY: CITY ADMINISTRATION

Moved by: _____

Seconded by: _____

Vote:

Mayor Smith Joseph, D.O., Pharm. D.
Vice Mayor Alix Desulme
Councilman Scott Galvin
Councilwoman Carol Keys, Esq.
Councilman Philippe Bien-Aime

_____ (Yes) _____ (No)
_____ (Yes) _____ (No)
_____ (Yes) _____ (No)
_____ (Yes) _____ (No)
_____ (Yes) _____ (No)

RESOLUTION NO. 2015-R-52

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, APPROVING THE SELECTION OF PROFESSIONAL CONTRACTORS FOR THE PROVISION OF ARCHITECTURAL AND ENGINEERING SERVICES ON A CONTINUING CONTRACT BASIS WITH THE CITY OF NORTH MIAMI, PURSUANT TO REQUEST FOR QUALIFICATIONS NO. 12-14-15 CONTINUING ARCHITECTURAL AND ENGINEERING SERVICES; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.

WHEREAS, the City of North Miami (“City”) desires to have a pool of professional firms ready to serve as contractors to provide the City with Architectural and Engineering related services on a continuing contract basis; and

WHEREAS, on March 24, 2015, the City issued *Request for Qualifications # 12-14-15, Continuing Architectural and Engineering Services* (“RFQ”), for the purpose of retaining experienced, licensed, and insured architectural and engineering firms to provide on a continuing, as-needed when-needed contract basis, the following specific professional services: Landscape Architecture/Interior Design, Roadway, Traffic & Transportation Engineering and Consulting, Water/Waste Water Engineering, Water Resources/Stormwater Design, Urban Planning & Design, and Environmental Engineering (collectively referred to herein as “Services”); and

WHEREAS, the RFQ was undertaken in accordance with Florida’s Consultants’ Competitive Negotiation Act, under Section 287.055, Florida Statutes (2014); and

WHEREAS, in response to the RFQ, the City administration received many qualifications which were evaluated for the most qualified firms to provide the Services; and

WHEREAS, the City administration has prepared a list (attached hereto as “Exhibit A”) representing those firms whose qualifications and references demonstrated to be the most advantageous to the City; and

WHEREAS, the City administration respectfully requests that the Mayor and City Council approve the selection of firms for the provision of Services, pursuant to the terms, conditions and specifications contained in the RFQ.

NOW THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA:

Section 1. Selection Approval. The Mayor and City Council of the City of North Miami, Florida, hereby approve the selection of professional contractors (attached hereto as "Exhibit A") for the provision of Architectural and Engineering Services on a continuing contract basis with the City of North Miami, pursuant to *Request for Qualifications No. 12-14-15 Continuing Architectural and Engineering Services.*

Section 2. Effective Date. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by a 5 - 0 vote of the Mayor and City Council of the City of North Miami, Florida, this 9th day of June, 2015.



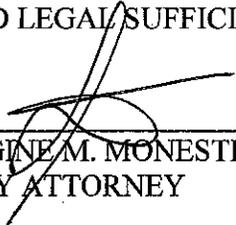
DR. SMITH JOSEPH
MAYOR

ATTEST:



MICHAEL A. ETIENNE, ESQ.
CITY CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:



REGINE M. MONESTIME, ESQ.
CITY ATTORNEY

SPONSORED BY: CITY ADMINISTRATION

Moved by: Galvin

Seconded by: Bien-Aime

Vote:

Mayor Smith Joseph, D.O., Pharm. D.
Vice Mayor Carol Keys, Esq.
Councilman Scott Galvin
Councilman Philippe Bien-Aime
Councilman Alix Desulme

<u> X </u>	(Yes)	<u> </u>	(No)
<u> X </u>	(Yes)	<u> </u>	(No)
<u> X </u>	(Yes)	<u> </u>	(No)
<u> X </u>	(Yes)	<u> </u>	(No)
<u> X </u>	(Yes)	<u> </u>	(No)



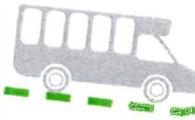
Optimizing NOMI Express Routes, Connections, and Technology

SEPTEMBER 13, 2016



THE
CORRADINO
GROUP





September 13, 2016

Alberto Destrade
Purchasing Director
Purchasing Department
776 NE 125 Street, Room 303
North Miami, FL 33161

Dear Mr. Destrade:

The Corradino Group, Inc. (Corradino) is pleased to propose for the provision of services identified with this proposal for the project entitled "Optimizing Nomi Express Routes, Connections, and Technology," pursuant to its Professional Services Agreement with the City of North Miami for Planning and Engineering Services.

The Corradino Group's recent experience with transit projects include Comprehensive Operational Analyses for the local circulators for North Miami Beach and Palmetto Bay, and through analyses and recommendation in its Transit Mobility Plans for the City of Doral and the Village of Key Biscayne. Our firm has also worked extensively, through these projects, with Miami-Dade Transit and the Miami-Dade MPO, among other transit agencies. Our experienced staff will ensure that the resulting plan for the NoMi Express will be financially and technically sound, positioning the City as it advances towards the future.

As detailed in the enclosed proposal, the project can be completed within 6 months from the Notice to Proceed for a lump sum fee of \$80,000.

We look forward to working with the City of North Miami on this important project.

Sincerely,

A handwritten signature in blue ink, appearing to read "Edward Ng", written over a blue line that extends to the right.

Edward Ng, AICP

Urban Planner

The Corradino Group, Inc.



Background and Understanding

The City of North Miami is a diverse community of approximately 61,000 (2013) in Miami-Dade County. One of the most populated cities in the region, North Miami is undergoing changes with the adoption of various district master plans, and implementation has begun to develop the downtown core and will contribute to the future growth of corridors such as State Route 7.



Major changes to the regional transportation network will affect North Miami, ranging from short term items such as optimizing bus routes and stop location to longer term projects such as the Tri-Rail Coastal Link system. Major developments, such as Sole Mia, and any expansion of the local FIU facilities, will drive future growth and result in increased transportation needs in the future.

The City of North Miami currently operates a local shuttle, the Nomi Express, which serves to move people around locally and could operate as a “first and last mile” component of regional travel. Funded by CITT funds, monthly ridership is close to 40,000 among its existing 4 routes, with ridership heaviest in the western portion of the City. However, the circulator system was originally designed as a closed system, operating with a 1-hour headway. To better service the City’s future needs, the goals of the shuttle should be realigned to establish time schedule and locational links to better service the local population while accounting for areas where new development is encouraged or expected to take place.

This scope of services will examine opportunities to link intra- and intercity transportation through a comprehensive service and operations analysis of existing routes. As part of this analysis, the local circulator’s coverage and usage will be realigned to help the City move forward with new development, connect to neighboring circulator systems and Miami-Dade Transit, and provide improved service to local residents and businesses.

The following scope of services consists of 6 tasks and is designed to provide a comprehensive analysis of existing NoMi Express operations and will result in recommended alternatives to increase system efficiency and connect to future North Miami developments.



I. Scope of Services

Task I: Public Engagement

A kickoff meeting will be arranged with City staff within one week of the Notice to Proceed.

A steering committee will be formed consisting of Public Works Transit Operations, Planning and Zoning, Miami-Dade Transit, and other willing operators of surrounding systems. Meetings with the steering committee will be held at the outset of the study and when the draft conclusions are available.

1.1 Public Workshops and Stakeholder Meetings

One public workshop will be held to inform the general public about the study and to solicit their input, and will be publicized to encourage current and potential riders to attend. Stakeholder meetings are critical to a good transit plan. Interviews with major stakeholders, such as staff – including bus drivers, concerned citizens and businesses, as well as elected officials will be conducted. For the schools component of the analysis, local parent-teacher associations as well as school administration will be contacted, to gauge interest as well as potential challenges for transit routing. During these meetings, it will be important to document the needs of the groups that the stakeholders represent, the vision of what they would like services to look like in the future (types of services and service area), and any upcoming developments within their organization or the group that they represent that would generate changes in the need for transportation. Minutes/summaries of all meetings and interviews shall be provided.

1.2 Boarding and Alighting Survey

The boarding and alighting survey is a major undertaking and an extremely important data item. The boarding and alighting data will be used to examine route productivity issues, key trip generators, vehicle requirements and the like. Corradino has conducted numerous boarding and alighting surveys. They are typically done with using hand-held or tablet computers with all stops, routes and trips preprogrammed. Boardings and alightings will be time-stamped as they are collected to allow for the calculation of run time per trip and segment, schedule adherence and average speed.

Data will be downloaded from the handheld or tablet devices and compiled into a ridership database that can then be queried to determine key performance factors such as total and average ridership by trip and route, boarding by stop, segment and trip and time of day, maximum load point, etc. The database can also be linked to a GIS-based map to graphically depict data such as boardings and alightings by stop, load factors and route productivity by segment. All this is critical in professionally assessing the performance of a transit route. It is



what major transit agencies do to assess their systems. Where data is available, historical data will be compared to current data to determine trends.

1.3 Onboard Passenger Interview Survey

The purpose of the onboard passenger survey will be to generate a profile of current NoMi Express Passengers, determine origins and destinations, trip frequency, customer satisfaction, and to document the need for additional services and service coverage. The surveys will be conducted as passengers board the buses, by handing them a survey to fill out as they ride or by asking questions one on one. The survey will be a brief, check the box instrument which will quickly assess pertinent information.

Task II: Identify Existing Conditions, and Route Performance

The purpose of this task is to collect all data necessary to assess the existing conditions and route performance. This will be used as the basis for any alternative route development. This set of existing conditions will be the basis upon which to develop all recommendations and system improvements. The necessary data collection activities that will take place during Tasks 1 and 2 include:

- Complete boarding and alighting study of fixed-route bus trips;
- An onboard passenger interview survey;
- Review of adjacent circulators;
- Review of roadway conditions and location of major trip generators, as well as potential interface locations with other transit services; and
- Review of NoMi Express operational data.

2.1 Review of Adjacent Circulators and Buses

Corradino will review the basic scheduling, funding and performance data for all adjacent circulators and MDT routes. Currently, North Miami Beach is in the process of adding additional routes, which may link up to North Miami. This information will include number of routes, headways, hours and days of operations, stop locations, cost per mile, and cost per passenger. This data will be used to compare the NoMi Express route with those services and assess the efficiency or effectiveness.

2.2 Review of Existing City Conditions

Corradino will examine roadway LOS across the city, then geocode potential transit trip generators, as well as areas of potential interface with other transit systems. As part of this review, existing planned development areas of the City (i.e. Downtown, Chinatown, Music City developments, FIU, etc.) will be reviewed.



2.3 Review of NoMi Express Operational Data

Corradino will review all existing NoMi Express data on ridership, operation and maintenance cost, etc. On-time performance, as well as a review of the headways and resulting route connectivity will be evaluated. A cross-analysis with the local transportation trips generator and route timing will be conducted to determine if there is a need to optimize the synchronization of the current 4 local routes. This will be used to supplement the analysis in Task III.

2.4 Review of High Load Peak Factors Related to Schools

In the past, the City had run a special shuttle to address the school population. Corradino will review prior available transit ridership and operational data related to this route, and evaluate the options available to service the school ridership population.

Task III: Route Optimization Analysis

3.1 Transfer Point Analysis

As part of the evaluation, the routes will be reconfigured on the basis of connectivity to regional routes and local areas of activity. A hub analysis will be undertaken to determine appropriate convergence points for the routes and transfer points, and will include, but not be limited to, an analysis of:

1. Potential Tri-Rail Stations locations
2. Connections to Existing Tri-Rail Facilities
3. Downtown North Miami
4. US-1 and W. Dixie Highway Connections to North Miami Systems
5. Commercial and Civic Facilities

3.2 Alternatives Analysis

Based on the review of roadways conditions, demographics and transit generators identified during Tasks 1 and 2, alternative routes will be developed.

Evaluation of Alternative Routes will at a minimum, consider:

- Benefits and detriments of linking routes;
- Viability and Structure of Potential Weekend Routes;
- Viability and Structure of a School Service Route;
- Analysis of transfer locations/times to determine the efficiency of route connectivity; and
- Assessment of the feasibility of express and limited stop services.



Corradino will utilize the results to conduct an analysis of expansion opportunities to areas not currently served by the shuttle. The expansion analysis will include consideration of how expansion will impact the existing system. These will be detailed in terms of cost. Capital needs will also be included such as the cost of additional vehicles and facilities, if needed. Each potential route will be mapped, and displayed graphically. Schedule data will be developed.

Task IV: Technological Review

Future coordination with other circulators for timing, and the ability of the City to track its own buses will depend on the ability of the City to gather information on a real-time basis. Corradino will review existing and potential new technology which can be implemented on the buses. This will include both operational data collection technology, including GPS and how connections the existing MDT app and other local initiatives with adjacent city circulators; signal priority technology; and passenger information and route planning options, among others.

Task V: Operations and Funding Review

Corradino will utilize the cost data from the City with different operational alternatives. Cost estimates will be provided for necessary infrastructural improvements. Included with this estimate will be operation and maintenance costs.

Different options exist for the operations of a shuttle system, resulting in a need to review whether the rolling stock should be rented or City owned, and to what degree operations will need to be privatized. A comparative analysis utilizing cost data from local municipalities in Miami-Dade will be conducted to provide North Miami with a reasonable estimate of cost for utilizing a fully owner-run system versus outsourcing to a private operator or to MDT.

The city currently funds its shuttle system through CITT funding, and this and other alternative sources, such as advertising, will be reviewed in comparison to necessary monies needed to operate the system.

Task VI: Final Report

Corradino will provide a final report to the City which will combine information from previous tasks and provide an overall plan which presents the service evaluation of the existing route, as well as alternative routes and their interface with other surrounding operators and trip generators. Corradino will provide an executive summary detailing fleet requirements, and proposed capital and operating costs. A conceptual design for the recommended route, map, and schedule improvements will be prepared along with promotional materials for route enhancements. All study products will be provided in electronic format.



The final report shall also include the following information:

- Service Concepts
- Survey Results
- Fleet requirements/Equipment
(types of buses that might meet the transportation need)
- Operating Costs

II. Schedule of Work-Time of Performance

Corradino shall perform the Work in the timeframe as depicted in the tables below.

Proposed Project Timeline																								
	October				November				December				January				February				March			
Task I																								
Task II																								
Task III																								
Task IV																								
Task V																								
Task VI																								

Timeframe: 6 months from NTP

III. Compensation

Corradino shall perform the Work detailed in this Proposal for a Lump Sum fee of \$80,000 as described below:

Proposed Budget:	
Task I:	\$ 12,000
Task II:	\$ 15,000
Task III:	\$ 24,000
Task IV:	\$ 14,000
Task V:	\$ 12,500
Task VI:	\$ 2,500
Total	\$ 80,000

IV. Additional Services

Corradino shall present a supplemental proposal for additional services not specifically described in their proposal as requested by the City.

V. Project Manager

Corradino’s Project Manager for this Project will be Edward Ng, AICP.



**THE
CORRADINO
GROUP**

4055 NW 97th Avenue | Miami | FL | 33178