



PROFESSIONAL SERVICES AGREEMENT

Project Name: City of Dunwoody Trail Master Plan

Location: Dunwoody, GA

Client: City of Dunwoody
4800 Ashford Dunwoody Road
Dunwoody, Georgia 30338
Contact: Richard McLeod, MPA, Director of Community Development

Consultant: PATH Foundation, Inc.
1601 W. Peachtree Street
Atlanta, Georgia 30309
Contact: Greta deMayo, Executive Director

Date: August 31, 2022

PATH Foundation, Inc. (PATH) will provide the City of Dunwoody services for the development of the *Dunwoody Trail Master Plan* which will verify the feasibility of all proposed trails and identify additional trail opportunities within the city limits. During the master planning process, the following scope of work will be completed by PATH within six to eight months.

SCOPE OF BASIC SERVICES:

Task I - Data Collection and Analysis:

Coordination with City Project Manager will occur in order to obtain all information related to the proposed trail master plan. PATH will coordinate with the City PM to collect and review all work to-date for the trail connectivity in addition to proposed alternate bicycle/pedestrian transportation and recreational plans.

Tasks will include:

- Collection of City GIS map files (including property ownership), aerial photography and planning documents;
- Collection of current City relevant planning documents including alternative transportation modes such as greenway trails, urban trails, and high-quality bicycle roadway facilities;
- Collection of planned residential, commercial and mixed-use development site plans, and if available as well as areas determined as potential redevelopment/development sites by the City;
- Collection of planned roadway changes within the city and adjoining areas;
- Review of all materials and organization of base information for analysis and fieldwork.

Deliverables will include:

- One (1) 24x36 fieldwork base map of the study area with existing and proposed greenway trail routes, roadways, and planned developments.
- Digital files of all deliverables and relevant back-up files (.pdf/.tiff/.jpeg)

Task II - Kick-off and Initial Field Work:

Project Kick-off and Steering Committee Formation:

Upon completion of data collection and analysis, PATH will conduct a kick-off meeting with City PM to review project scope and schedule and make recommendations for the city's creation of a steering committee. PATH recommends the steering committee size to be 12 to 15 people, including City Staff from Departments of Parks and Recreation, Transportation, Public Works, along with representatives from advocacy groups, neighborhoods, non-profit organizations focused on moving forward trails, and leadership from the City Council. The steering committee will guide PATH in better understanding existing conditions, opportunities, and provide input and feedback through the project.

PATH will go over all previous proposed trail data with City PM and conduct tours of critical destinations and corridors. Initial field work will occur to verify greenway trail opportunities. Connectivity to every neighborhood and apartment complex will be assessed to make sure each has an identified route for walking and or biking to the proposed trail system.

Tasks will include:

- Attend one (1) kick-off meeting/tour and conduct initial field work;
- Assessment of planned/proposed routes to identify origins, destinations, opportunities, and challenges;
- Photograph documentation of potential trail route opportunities;
- Preparation of a conceptual greenway trail base map showing all trail route options identified during field work;
- Development of up to four (4) visioning graphics to illustrate existing and potential conditions of proposed greenway trail opportunities.
- PATH/City PM Team meeting – unlimited number of electronic messaging (i.e. web conference/ conference call)

Deliverables will include:

- One (1) digital (.pdf) 24x36 conceptual greenway trail master plan.
- Four (4) digital visioning graphics (.pdf) to be used for presentation to garner public support and assist in fundraising.
- Summary report of site assessment and greenway trail connectivity in digital format (.pdf)
- Digital files of all deliverables and relevant back-up files (.pdf/.tiff/.jpeg)

Task III - Trail Planning Preliminary Findings

PATH will create an online input tool for use in collecting community feedback throughout the master planning process. The online input tool will be in place prior to the first Community Engagement Meeting and will have

Steering Committee Meeting #1: Upon completion of the initial field work and the first phase of community engagement, the preliminary findings will be presented to a steering committee to review and obtain feedback. Following the meeting, PATH will conduct additional field work, attend any stakeholder meetings during the same timeframe, and review all steering committee feedback to determine the best opportunities for trail connections between key destinations. All information collected during this additional field work will be incorporated towards PATH's creation of a draft greenway trail plan.

Tasks will include:

- Attend one (1) steering committee meeting;
- Attend two (2) community engagement meetings;
- Conduct additional field work and stakeholder meetings (to be scheduled/coordinated during same timeframe);
- Present preliminary findings and trail visions;
- Review City Park amenity standards;
- Collect steering committee input for additional field verification and creating the draft greenway trail plan;
- PATH/City PM Team meeting – unlimited number of electronic messaging (i.e. web conference/ conference call).

Deliverables will include:

- Public outreach materials, two public meeting presentation, boards, and meeting summary (.pdf)
- Digital PowerPoint presentation of existing conditions, planned conditions, and preliminary greenway trail connectivity mapping.
- Two (2) additional digital visioning graphics (.pdf) to convey the vision for trail segments.
- Meeting summary email with 'next steps' listed for steering committee feedback and comment.
- Digital files of all deliverables and relevant back-up files (.pdf/.tiff/.jpeg).

Task IV – Trail System Design Standards and Guidelines:

Prior to Steering Committee Meeting #2, PATH will develop context sensitive trail standards and guidelines for a variety of elements including trail naming, logo, amenities, signage/wayfinding, and construction standards. Specific tasks include:

Trail Naming Development:

Options for the naming of the Dunwoody Trail System will be collected during steering committee meeting #1. Upon request, all naming options will be circulated to the steering committee by PATH through a web-based survey for everyone to vote for their top naming preferences. The top two (2) naming options will be outlined use during the initial logo development.

Trail Logo Development:

PATH will develop up to four (4) draft logo options for the selected top two naming options. The draft logo options will be presented during a Steering Committee Meeting #2 in black/white

format discussing and direction towards selecting the final naming of the trail system. Feedback on the logo of the selected trail name will be collected during the meeting for continued logo development.

The draft trail logo will be revised per steering committee feedback and final versions of the logo will be presented during Steering Committee Meeting #3 for a final logo selection. Minor modification in size, text and color may occur following the steering committee meeting to achieve a final logo design. The final logo will be designed to print both multi-color and black/white for ease of use. Final deliverables will be the original graphic file containing the chosen trail logo along with image files for ease in reproducing the logo for marketing (.pdf/.tiff/.jpeg)

Trail Amenities:

Existing city amenity standards will be reviewed. Two (2) separate amenity style/theme families will be produced for the *Dunwoody Trail Master Plan* and presented during Steering Committee Meeting #2. The featured amenities will include benches, trash receptacles, bollards, bike racks and pet waste stations. The style families will be presented during the steering committee meeting for discussion and final selection. Amenity manufacturer information will be included. The final deliverable will be an amenities package in digital format (.pdf).

Trail Signage Package:

Two (2) style/theme concepts for the *Dunwoody Trail System* signage will be produced. Sign types to include:

- Informational Trailhead Kiosk Signage
- Secondary Identification Signage
- Wayfinding Signage
- Regulatory Signage
- Mile Marker Signage

The signage concepts will be presented during Steering Committee Meeting #2 for review and feedback. The final sign selection will be revised based on input and presented during Steering Committee Meeting #3. The final deliverables will be a conceptual image of all trail signage in digital form (.pdf).

Trail Construction Standards:

The *Dunwoody Trail System* construction standards will be presented during Steering Committee Meeting #2 for review/comment. The final construction standards will be presented during Steering Committee Meeting #2 for approval and adoption. Included in the presentation will be the following:

- Trail width
- Trail surface material
- Trail details for construction
- Bridge options
- Boardwalk
- Railings/Fencing
- Tree Root Bridging and Protection

- Trail logo
- Trail signage
- Trail amenities
- Trail lighting
- At-grade crossing details
- Transit / trail connectivity

The design standards and recommended guidelines will be incorporated into the final *Dunwoody Trail Master Plan*.

Steering Committee Meeting #2: Upon incorporation of steering committee meeting #1 input and findings collected during the additional field work, PATH will create mapping to show all proposed trail segments for the *Dunwoody Trail Master Plan* and present the trail mapping and vision graphics to the steering committee for review and feedback. In addition, the presentation will include all trail design standards for the steering committee to give feedback and guide the overall “look” for the *Dunwoody Trail System*.

Tasks will include:

- Attend one (1) steering committee meeting;
- Presentation of trail mapping and vision graphics;
- Presentation of trail design standards;
- Collection of steering committee input for final revision to greenway trail plan.

Deliverables will include:

- Digital PowerPoint presentation of draft greenway trail master plan.
- Meeting summary email with ‘next steps’ listed for steering committee feedback and comment.
- Digital files of all deliverables and relevant back-up files (.pdf/.tiff/.jpeg).

Task V – Trail Master Plan Development:

Community Engagement Meeting#1: PATH team will provide support for total of two (2) community engagement meetings during our preliminary findings. The first engagement meeting will be conducted during the same timeframe as Steering Committee Meeting #2. The city shall schedule the meeting, circulate notices/advertisement, provide support for an online streaming option of the meeting as needed, and provide a facility to accommodate the meeting. PATH team will assist the City in:

- Providing outreach materials including meeting flyers, postcards, signs as needed.
- Providing meeting materials including PowerPoint presentation, 30x40 display boards for in-person meetings or workshops as needed.
- Providing meeting summaries for public input and feedback.
- Providing an online input survey throughout the master planning process.

The meeting will include a PATH introduction presentation, goals of the master plan, overview of trail types, and collect input from the community on preliminary trail opportunities.

Steering Committee Meeting #3: Upon incorporating all feedback from Steering Committee Meeting #2, PATH will conduct any additional field work necessary to outline the draft *Dunwoody Trail Master Plan*. The draft plan will be presented to the steering committee for review and comment. The draft plan will include an implementation strategy suggesting a model project along with outlining all initial trail segments to be built within the first 5-7 years following adoption of the *City Greenway Trail Master Plan*.

Tasks will include:

- Conduct one (1) public meetings
- Attend one (1) steering committee meeting
- Presentation of proposed phasing, cost estimates, timeline and property ownership data
- Collection of steering committee input for revisions to be included within the *Dunwoody Trail Master Plan*

Deliverables will include:

- Parcel level concept plan document outlining proposed trail opportunities and property ownership data.
- Public outreach materials, one public meeting presentation, boards, and meeting summary (.pdf)
- Digital PowerPoint presentation of *Dunwoody Trail Master Plan Implementation Strategy*.
- Meeting summary email with 'next steps' listed for steering committee feedback and comment.
- Digital files of all deliverables and relevant back-up files (.pdf/.tiff/.jpeg)

Task VI - Draft Master Plan:

Community Engagement Meeting#2: The second engagement meeting will be conducted after the Steering Committee Meeting #3. The meeting will include a presentation of the summary of public input from previous meetings, an introduction of types of trail, the proposed draft trail master plan, and proposed branding of the trail system.

The presentation will be followed with a general questions and answers section before it breaks out to open discussion with three separate stations. Each station will be prepared with (1) 30"x40" trail map board and (1) 30"x40" vision graphic board. Each station will be facilitated by one PATH team member and one or more steering committee members.

Public comments and feedback will be collected during the meeting's Q&A and the open discussion session. Comment cards will be distributed to the attendees at the beginning of the meeting and will be collected at the end.

PATH will coordinate with City PM the presentation for posting on the City's website for public access and comments for (2) weeks after the meeting. A summary of all received public feedback will be circulated to the steering committee prior to finalize the draft *Dunwoody Trail Master Plan*.

All information collected through field verification, from the steering committee and during the public's review/comment will be used to finalize the draft *Dunwoody Trail Master Plan*. Within the Draft Master Plan, PATH will identify all potential permits and regulatory requirements for each trail segment along with anticipated timeline for obtaining these permits.

Deliverables will include:

- One (1) 24x36 presentation board of the draft trail master plan
- Public outreach materials, one public meeting presentation, boards, and meeting summary (.pdf)
- Digital PowerPoint presentation of *Dunwoody Trail Master Plan Implementation Strategy*.
- Development of up to two (2) additional visioning graphics to illustrate existing and potential conditions of proposed greenway trail opportunities.

Steering Committee Meeting #4: Following Steering Committee Meeting #3 and the Community Engagement Meeting#2, final revisions will be incorporated into the master plan and the *Dunwoody Trail Master Plan* will be presented to a steering committee for their final review, comment and acceptance.

Tasks will include:

- Attend one (1) steering committee meeting;
- Presentation of *Final Draft Dunwoody Trail Master Plan*.

Deliverables will include:

- Digital PowerPoint presentation of final *Dunwoody Trail Master Plan*.
- Twelve (12) copies of the 8.5x11 bound draft master plan document and digital copies (.pdf) as both high resolution for printing and low resolution for ease of email distribution.
- Meeting summary email with 'next steps' listed for steering committee feedback and comment.
- Digital files of all deliverables and relevant back-up files (.pdf/.tiff/.jpeg).

Task VII - Implementation Strategy, Cost Estimates and Timeline:

Within the final *Dunwoody Trail Master Plan*, an implementation strategy will be outlined along with trail segment cost estimates and a timeline for implementation.

The implementation strategy will include:

- Implementation Phasing – A phasing priority of trail segments to allow ease for permitting/ fundraising/ and construction.
- Cost Estimate - A complete estimation of costs for acquisition/ design/ construction for each trail segment.
- Cost Summary - An overview of the entire trail system's total cost for implementation.
- Timeline - A timeline to provide the necessary information to monitor the implementation process and to ensure implementation in scheduled for completion.

Task VIII - City Adoption and Final Master Plan:

All additional review comments will be incorporated into a final *Dunwoody Trail Master Plan*. PATH will present the final draft *Dunwoody Trail Master Plan* to city council during a work session to allow for questions and answers prior to adoption. The city shall coordinate scheduling the presentation on the work session agenda.

Deliverables will include:

- Ten (10) copies of the 8.5x11 bound draft master plan document and digital copies (.pdf) as both high resolution for printing and low resolution for ease of email distribution.
- Digital versions of master plan graphic as both high resolution for printing and low resolution for ease of email distribution (.pdf/.tiff/.jpeg).
- ArcGIS files of the final trail routes.

PROJECT FEE:

Task I – Data Collection and Analysis	\$4,100.00
Task II – Kick-off and Initial Field Work	\$12,500.00
Task III – Trail Planning Preliminary Findings	\$13,300.00
Task IV – Trail System Design Standards and Guidelines	\$17,400.00
Task V – Trail Master Plan Development	\$19,430.00
Task VI – Draft Master Plan	\$14,700.00
Task VII – Implementation Strategy, Cost Estimate, Timeline	\$11,000.00
Task VIII – City Adoption and Final Master Plan	\$7,050.00
Grand Total	\$99,480.00

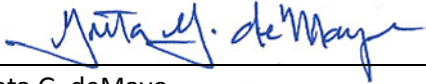
PATH Foundation shall receive the above project fee as compensation for the described responsibilities within this professional services agreement. Reimbursable expenses (mileage, printing, shipping) will be billed in addition to the project fee as incurred.

ACCEPTED:

The Client accepts the terms and conditions of this Professional Services Agreement.

PATH Foundation, Inc.:

City of Dunwoody:



Greta G. deMayo

Name

Executive Director

Title

Title

August 31, 2022

Date

Date