



## Build Kansas Fund | Fiscal Year 2024 Application Package | Memo

To: Representative Troy Waymaster, Chair, Build Kansas Advisory Committee  
Chardae Caine, Kansas Legislative Research Department  
Shauna Wake, Office of the Kansas State Treasurer

From: Matthew A. Volz, PE, Executive Director, Kansas Infrastructure Hub

RE: Build Kansas Fund Application #2024-060-SEKRPC

Date: August 21, 2024

---

This Build Kansas Fund application package was amended to reflect a change in the local contribution amounts. Please use these amounts going forward.

Attached, please find an application made to the Build Kansas Fund by the City of Coffeyville. The application packet includes the following items:

- Coversheet – provides a high-level overview of the application including a unique identification number, page 1 of 44 of the Build Kansas Fund Application Package.
- Build Kansas Fund Application – includes information submitted with the Build Kansas Fund Application, pages 2-7. Page 7 provides the table of funding sources.
- Attachments – federal application, pages 8-44.

### **Project Overview**

The City of Coffeyville seeks funding from the U.S. Department of Transportation for funding available through the Active Transportation Infrastructure Investment (ATIIP) program to enhance accessibility and promoting healthy activities such as walking and biking throughout the town.

This opportunity is a discretionary BIL program with a local match requirement of 20% of the total project cost. The entity is requesting \$446,500.00 from the Build Kansas Fund and contributing \$23,500.00 in local match. This request has the potential to unlock \$1,880,000.00 in federal funds.

The deadline was July 17, 2024, and this Build Kansas Fund application was received on June 17, 2024.

### **Build Kansas Fund Steering Committee Recommendation**

The Build Kansas Fund Steering Committee reviewed this application on July 10, 2024, following a successful completeness check. The Steering Committee recommended approval of Build Kansas Funding to the Build Kansas Advisory Committee. On July 16, 2024, the Build Kansas Fund Advisory Committee contingently approved this application, pending a local contribution by the City towards the total project cost. The City resubmitted their application on July 18, 2024, with a local match included. The Hub shared this update with the committee on August 21, 2024, to confirm acceptance.

# Amended 8/21/2024

## Build Kansas Fund | Fiscal Year 2024 Application Package | Coversheet



Build Kansas Fund Application Number	2024-060-SEKRPC
Applicant Name	City of Coffeyville
Project Name	Coffeyville Active Pathways Initiative
Entity Type	Local Government
Economic Development District (EDD) Planning Commission	SEKRPC- Southeast Kansas Regional Planning Commission
Infrastructure Sector(s)	Transportation
BIL Program	Active Transportation Infrastructure Investment Program (ATIIP)
BIL Program Type	Discretionary
BIL Application Deadline	7/17/2024
Build Kansas Fund Request	\$446,500.00
Technical Assistance Received	General Yes
	BIL Application No
	Build Kansas Fund Application Yes
	Other (Brief Description): Provided support on BKF application and budget.
Application Notes	Build Kansas Fund contribution of \$446,500.00 will unlock \$1,880,000.00 in federal BIL funding, with a local contribution of \$23,500.00.

**Steering Committee  
Funding Recommendation**

**7/10/2024 | Recommend**

**Advisory Committee  
Funding Recommendation**

**7/16/2024 | Contingently Approved**

**Advisory Committee  
Funding Recommendation**

**8/21/2024 | Approved**

### Completeness Review Data

Date Build Kansas Application Received:	7/18/24 (Amended), 6/17/2024 (Original)
Date Of Completeness Check:	7/22/24 (Amended), 6/18/2024 (Original)
Date Forwarded to Steering Committee:	6/24/2024

Title **City of Coffeyville** 06/17/2024  
 by **Amber Dean** in **Build Kansas Fund Application** id. 46791282  
 102 West 7th Street  
 Coffeyville, Kansas  
 67337  
 United States  
 6202526119  
 adean@coffeyville.com

**Original Submission** 07/18/2024

Score n/a

Part 1: Applicant Information

The name of the entity applying for the Build Kansas Fund: City of Coffeyville

Project Name: Coffeyville Active Pathways Initiative.

Entity type: Local Government

Applicant Contact Name: Amber Dean

Applicant Contact Position/Title: Director of Bonds and Grants

Applicant Contact Telephone Number: +16202526119

Applicant Contact Email Address: adean@coffeyville.com

Applicant Contact Address: 102 West 7th, Coffeyville, KS 67337

Applicant Contact Address Line 2 (optional):

Applicant Contact City: Coffeyville

Applicant Contact State: Kansas

# Amended 8/21/2024

Applicant Contact Zip 67337  
Code:

---

Is the Project Contact the same as the Applicant Contact? Yes

---

## Part 2: Build Kansas Fund - Eligibility Criteria

---

Certify that you are pursuing a viable Bipartisan Infrastructure Law (BIL) funding opportunity for which your entity is eligible: Yes

---

Certify that the Bipartisan Infrastructure Law (BIL) funding opportunity you are pursuing has a required non-federal match component: Yes

---

What is the primary county that the project will occur in? Montgomery County

---

The Build Kansas Fund is intended to support Kansas-based infrastructure projects. Please provide a list of all the zip codes this project will be located in, along with an estimated percent [%] of the project located in that zip code. For example, if seeking funding for road infrastructure, provide a rough percent of the roads expected in each zip code:

[Zip Code Percentage.xlsx](#)

---

Part 3: Bipartisan Infrastructure Law (BIL) - Grant Application Information  
Please Note: This information is related to the federal Bipartisan Infrastructure Law (BIL) funding opportunity to which you will apply. This is NOT information for the Build Kansas Match Fund.

---

Please enter the Bipartisan Infrastructure Law (BIL) funding opportunity title that the entity is applying for: Active Transportation Infrastructure Investment Program (ATIIP)

---



# Amended 8/21/2024

What is the funding agency for this Bipartisan Infrastructure Law (BIL) funding opportunity? U.S. Department of Transportation

---

What is the Assistance Listing Number (ALN) for this Bipartisan Infrastructure Law (BIL) funding opportunity? 20.205

---

What is the application due date for this Bipartisan Infrastructure Law (BIL) funding opportunity? 7/17/2024

---

What is the federal fiscal year for this Bipartisan Infrastructure Law (BIL) funding opportunity? 2024

---

Enter the amount of funding being applied for, from the Bipartisan Infrastructure Law (BIL) funding opportunity: \$1,880,000.00

---

Enter the total project cost: \$2,350,000.00

---

Enter the required non-federal match percentage: 19%

---

Part 4: Build Kansas Fund - Match Application Information Beginning in July 2024 and moving forward, eligible applicants are expected to contribute a portion of the non-Federal match requirement. This contribution can be in the form of cash and/or in-kind contributions. The goal is to demonstrate the applicant's commitment to the project. The contribution should be significant enough relative to the Build Kansas Fund request. For a local public entity, 5% of the non-federal match is a good guideline, but not a requirement

---

# Amended 8/21/2024

Enter the non-federal cash match amount being requested from the Build Kansas Fund: \$446,500.00

Expected breakdown of funding sources to support the project: Enter the funding source and projected amount from each source to support this project:

[Kansas+DOT+table\\_V2.xlsx](#)

## Part 5: Build Kansas Fund - Means Test and Eligible Applicant Match

Describe your efforts to find other available funding sources for this project: I have searched for other grant opportunities to partner with this grant opportunity. We have looked at our budget to see if we could afford the match, we are not able to.

## Part 6: Additional Information

Please upload a copy of the Bipartisan Infrastructure Law (BIL) program application associated with this request OR a 2-page executive summary providing an overview of the project:

[Coffeyville\\_Active\\_Pathways\\_Initiative-ATIIP\\_Narrative-\\_with\\_attachments.pdf](#)

Provide any additional information about this project (optional):

## Part 7: Terms and Conditions

Understanding of Fund Release Requirements: checked

Understanding of Use of Funds: checked

Understanding of Reporting Requirements: checked

Authority to Make Grant Application: checked

Persons and Titles: The following persons are responsible for making this Build Kansas Fund application. Amber Dean

Position/Title: Director of Bonds and Grants

# Amended 8/21/2024

Additional: Ben  
Brubaker

---

Position/Title: City Manager

---

Additional:

---

Position/Title:

---

Additional:

---

Position/Title:

---

## Internal Form

---

Score n/a

---

Pre-Award Information:

---

Post-Award Information:

---

Deviation Report:

---

# Amended 8/21/2024

Source	Amount
BIL Federal Funds (applied for)	\$ 1,880,000.00
Build Kansas Funds (non-federal match)	\$ 446,500.00
Eligible Applicant Cash Match	\$ 23,500.00
Eligible Applicant In-Kind Match (estimated value)	
Additional Project Contribution (if applicable)	
<b>TOTAL PROJECT COST</b>	<b>\$ 2,350,000.00</b>

Zip Code	% of project in zip code	State
67337	100	Kansas

**Amended 8/21/2024**

U.S. DEPARTMENT OF  
TRANSPORTATION  
FEDERAL HIGHWAY  
ADMINISTRATION

Active Transportation Infrastructure Investment  
Program

*Abstract*

Coffeyville Active Pathways Initiative.

Written by: Amber Dean, Director of Bonds and Grant  
adean@coffeyville.com

# Amended 8/21/2024

## 1) Project Narrative

### a) Basic Project Information – Project Description, Location, and Parties:

#### i) Project Description

The City of Coffeyville is committed to enhancing accessibility and promoting healthy activities such as walking and biking throughout the town. As part of this commitment, Coffeyville has developed a comprehensive master plan to connect all schools, the downtown district, and other key areas of the city through improved infrastructure. This application outlines the history, current status, and plans for projects designed to achieve these goals.

#### **Project History**

In 2015, the city utilized two Community Development Block Grants (CDBG) to reconstruct the roadway and sidewalks on 9th Street, one of the oldest parts of town. This initial project, a testament to our city's commitment and capability, established critical connections within the community, directly linking to the Coffeyville Community Project sidewalks and providing improved access to Roosevelt Middle School and Field Kindley High School, which are just one block away. Building on the resounding success of the 2015 initiative, Coffeyville has initiated another CDBG project in 2023. This project aims to extend the infrastructure improvements from the west end of the 2015 projects, further connecting to parks and the local hospital, with the same level of dedication and excellence.

#### **Community Impact and Benefits**

The improvements proposed in this project, once realized, will significantly enhance the active transportation network, providing several key benefits that we can all look forward to:

- **Emission Reduction:** By facilitating low or zero-emission transportation options such as walking and biking, the project will contribute to reducing greenhouse gas emissions in the area.
- **Economic Opportunity:** Improved infrastructure will enhance access to economic opportunities for residents, connecting them more efficiently to schools, workplaces, and commercial areas.
- **Community Benefits:** The project will foster a healthier community by promoting physical activities and providing safer routes for pedestrians and cyclists.
- **Safety Enhancements:** The addition of ADA ramps and improved sidewalks will increase safety for all users, particularly those with disabilities, children, and the elderly.

#### **Broader Context**

The city is actively investing in various infrastructure projects to enhance the quality of life of our residents and improve the overall functionality of our rural community.

# Amended 8/21/2024

Among these initiatives is the Mill and Overlay Project on 8th Street, which aims to resurface the roadway for smoother travel and increased longevity. We're also upgrading street lighting across the city to boost visibility and safety for both pedestrians and drivers while incorporating energy-efficient solutions to support our sustainability goals. In 2025, we will commence a Major Street Project to address critical improvements and expansions of major thoroughfares. This effort will alleviate traffic congestion, improve traffic flow, and support economic growth by providing better access to commercial areas. Additionally, we are installing new traffic lights at key intersections to enhance traffic management and safety. Our commitment to strengthening local parks is also evident as we work on upgrading playground equipment, improving landscaping, and adding new amenities to encourage outdoor activities and community gatherings. We strive to create a more connected, safe, and vibrant city for all residents by placing this project within the broader context of these ongoing and planned infrastructure investments.

## ii) **Project Location**

The proposed project encompasses key streets within Coffeyville, as detailed below:

### 1. **Buckeye Street:**

- **Location:** Extends from the north right-of-way (ROW) of 1st Street to the north ROW of 11th Street (US 166).
- **Length:** 6,500 linear feet (LF)
- **Improvements:** Installation of ADA-compliant ramps and upgrading sidewalks.

### 2. **8th Street:**

- **Location:** 8<sup>th</sup> Street from the West ROW of Cline to the East ROW of ELM
- **Length:** 8,300 linear feet (LF)
- **Improvements:** Installation of ADA-compliant ramps and upgrading sidewalks.

### 3. **8th Street:**

- **Location:** 8th street from West ROW of Patterson Blvd east to the ROW of Hargis Dr, then North to some point along Walter Johnson Park
- **Length:** 6,130 linear feet (LF)
- **Improvements:** Installation of ADA-compliant ramps and upgrading sidewalks.

### 4. **11th Street:**

- **Location:** Extends from the Walking Trail 400 feet east of Lewark Street to the west ROW of Walnut (US 169).
- **Length:** 11,500 linear feet (LF)
- **Improvements:** Installation of ADA-compliant ramps and upgrading sidewalks.

### 5. **1<sup>st</sup> Street**

# Amended 8/21/2024

- **Location:** 1<sup>st</sup> Street From East ROW of Walnut to the West ROW of Buckeye
  - **Length:** 6,600 linear feet (LF)
  - **Improvements:** Installation of ADA-compliant ramps and upgrading sidewalks.
6. **Walnut Street**
- **Location:** Walnut street from ROW of 1<sup>st</sup> to the South ROW of 8<sup>th</sup>
  - **Length:** 2,700 linear feet (LF)
  - **Improvements:** Installation of ADA-compliant ramps and upgrading sidewalks.
7. **Cline Road:**
- **Location:** Cline Rd North ROW of 1<sup>st</sup> to the ROW of Stark Street, then would tie into the route from LeClere to Pfister Park/Aquatic Center
  - **Length:** 4,100 LF
  - **Improvements:** Installation of ADA-compliant ramps and upgrading sidewalks.
8. **LeClere Park Route to Pfister Park**
- **Location:** This route does not follow a street- Please see map for locations
  - **Length:** 6,000 linear feet (LF)
  - **Improvements:** Installation of ADA-compliant ramps and upgrading sidewalks.

These streets are strategically chosen to create continuous, safe, and accessible pathways connecting the city's crucial parts.

## Current Barriers to Community Connectivity

The community currently faces several connectivity barriers:

- **Infrastructure Gaps:** Many sidewalks and pathways are incomplete or in poor condition, creating obstacles for safe and continuous travel.
- **Safety Issues:** Lack of pedestrian crossings, ADA ramps, and well-maintained sidewalks poses safety risks, particularly for schoolchildren, the elderly, and individuals with disabilities.
- **Limited Accessibility:** Key locations, including schools, parks, hospitals, and commercial areas, are not easily accessible by foot or bicycle, restricting mobility options.
- **Economic Impact:** Poor connectivity limits access to local businesses and services, which stifles economic growth and opportunities within the community.

## Description of the Surrounding Community Impacted by the Project



# Amended 8/21/2024

The project will significantly impact various parts of the Coffeyville community:

- **Educational Institutions:** Roosevelt Middle School and Field Kindley High School will benefit from safer, more accessible pedestrian routes for students.
- **Parks and Recreational Areas:** Enhanced pathways will improve access to parks, encouraging more recreational activities and promoting healthier lifestyles.
- **Healthcare Facilities:** Better connectivity to the local hospital will ensure that all community members, including those with mobility challenges, can access essential healthcare services.
- **Commercial Districts:** Improved pathways will boost foot traffic to the downtown area and other commercial zones, fostering a more vibrant local economy.
- **Residential Neighborhoods:** Residents, particularly in older parts of town, will experience improved access to city amenities and services, enhancing their overall quality of life.

## Project Benefits

The proposed improvements will yield numerous benefits:

- **Safety Enhancements:** Adding ADA-compliant ramps and upgraded sidewalks will create a safer environment for all users, particularly vulnerable populations.
- **Emission Reductions:** Encouraging walking and biking will reduce the community's carbon footprint by promoting low or zero-emission transportation options.
- **Improved Accessibility:** Enhanced infrastructure will facilitate better access to essential services and amenities, supporting economic and social inclusion.
- **Economic Development:** Improved connectivity will attract more visitors and investors to the area, stimulating local businesses and contributing to economic growth.

This project is crucial to Coffeyville's broader efforts to create a connected, accessible, and sustainable community. It aligns with other ongoing infrastructure investments to foster long-term community development.

## iii) Lead Applicant

The City of Coffeyville has previously received and efficiently utilized Federal Highway Administration (FHWA) funds for several infrastructure projects. This history of successful fund management highlights Coffeyville's capability to handle and execute federally funded projects.

Amber Dean, the new Director of Bonds and Grants for the City of Coffeyville, brings a wealth of experience to the project. With eight years of expertise in grant administration, Amber Dean has a robust background in managing and overseeing the allocation and expenditure of grant funds. Her experience ensures that the City of

# Amended 8/21/2024

Coffeyville will continue to adhere to all federal requirements and effectively utilize the funds to achieve the project's goals.

## **Amber Dean's Experience**

- **Years of Experience:** 8 years in grant administration.
- **Expertise:** Extensive knowledge in managing, administrating, and reporting grant funds.
- **Track Record:** Proven ability to ensure compliance with federal regulations and to efficiently oversee the expenditure of grant monies to achieve project objectives.

Amber Dean's Bonds and Grants Department leadership underscores the City of Coffeyville's commitment to fiscal responsibility and effective project management. Her skills will be instrumental in ensuring the current project is completed on time, within budget, and fully compliant with federal standards.

With a solid history of receiving and effectively using Federal-aid highway program funds and Amber Dean's expertise, the City of Coffeyville is well-equipped to manage and implement the proposed infrastructure project. This project will further enhance community connectivity, safety, and accessibility, contributing to Coffeyville's residents' overall development and well-being.

## **iv) Other Public and Private Parties**

The City of Coffeyville is the sole entity involved in the delivery of this project, with the exception of Professional Engineering Consultants (PEC), who will serve as our lead engineers. PEC will assist in developing and designing the project. No other public or private parties are participating in the planning, execution, or management of the proposed infrastructure improvements..

No private or non-private entity will receive a direct and predictable financial benefit if this project is selected for award. The project is designed to benefit the public by improving community connectivity, safety, and accessibility, without providing direct financial gains to any specific private corporation, non-public entity, or other public entities.

While the project will not provide direct financial benefits to any entities, it will broadly benefit the following segments of the Coffeyville community:

- **Educational Institutions:** Roosevelt Middle School and Field Kindley High School will gain safer, more accessible routes for students.
- **Residents:** Improved sidewalks and pathways will enhance safety and accessibility for all residents, including those with disabilities.

# Amended 8/21/2024

- **Local Businesses:** Increased foot traffic and improved connectivity may indirectly boost local commerce and economic activity.
- **Healthcare Facilities:** Easier access to the local hospital will benefit all community members, especially those with mobility challenges.

The project's primary goal is to enhance public infrastructure for the collective benefit of the Coffeyville community, ensuring safer and more efficient mobility and access to essential services.

## b) Budget Narrative

### i) *Attachment D: Budget Narrative/Justification*

## c) Merit Criteria

### i) Mobility and Community Connectivity

The project will enhance sidewalks, pathways, and biking infrastructure along Buckeye Street, 8th Street, and 11th Street. These improvements will create safer and more accessible routes for pedestrians and cyclists and connect key destinations within the community.

#### **Opportunities for Walking and Bicycling:**

- **Sidewalk Enhancements:** Widening sidewalks and installing ADA-compliant ramps will create safer and more comfortable walking environments for pedestrians of all abilities.
- **Biking Infrastructure:** Adding sidewalks will encourage and support bicycling as a mode of transportation.
- **Connectivity:** The project will provide seamless connectivity for pedestrians and cyclists throughout the community by linking existing pathways, parks, schools, and commercial areas.

#### **Key Destinations and Economic Benefits:**

- **Schools:** Roosevelt Middle School and Field Kindley High School will have improved pedestrian access, enhancing safety for students walking or biking to school.
- **Workplaces:** The project will provide better access to downtown businesses and local employers, promoting active commuting and supporting the local economy.
- **Residences:** Improved connectivity will benefit residents in surrounding neighborhoods, making it easier and safer to access essential services and amenities.
- **Businesses:** Enhanced pedestrian access will increase foot traffic to local businesses, boosting economic activity in the downtown area and other commercial districts.
- **Recreation Areas:** Parks and recreational facilities will be more accessible, encouraging residents to engage in physical activities and contributing to the community's health and wellness.

# Amended 8/21/2024

Approximately 70% of Coffeyville's population resides within walking or biking distance of the project area. This includes residents in nearby neighborhoods, as well as students attending schools and individuals working or conducting business in the downtown district.

## **Environmental and Climate Resilience Benefits:\***

- **Reduction in GHG Emissions:** By providing safe and convenient infrastructure for walking and bicycling, the project will reduce the reliance on single-occupancy vehicles, thereby lowering greenhouse gas (GHG) emissions. Promoting active transportation helps to avoid emissions associated with high-emission forms of transportation.
- **Lifecycle GHG Emissions\*** The project will utilize sustainable materials with lower lifecycle GHG emissions, contributing to overall emission reductions from construction and maintenance activities.
- **Climate Resilience Measures:** The project will incorporate evidence-based climate resilience measures, such green infrastructure, to manage stormwater and enhance the durability of infrastructure against extreme weather events.
- **Environmental Impact Mitigation:** The project will be designed to avoid adverse environmental impacts on air or water quality, wetlands, and endangered species. It will follow best practices to minimize any negative effects on natural habitats.
- **Disadvantaged Communities:** The project aims to address the disproportionate negative impacts of climate change and pollution on disadvantaged communities. By improving access to safe and sustainable transportation options, the project will enhance community resilience to natural disasters, focusing on prevention, response, and recovery.

Attached is a map outlining the proposed project area and its connections to key destinations, including schools, parks, businesses, and residential areas.

*[Map Attachment A]*

The proposed project in Coffeyville will significantly improve opportunities for walking and bicycling, providing safe and convenient access to key destinations within the community. By enhancing connectivity and promoting active transportation options, the project will contribute to economic vitality, community well-being, and overall quality of life for residents.

## ii) **Community Support**

# Amended 8/21/2024

The community of Coffeyville stands united in full support of the proposed sidewalk improvement project, as evidenced by the multitude of endorsements from various stakeholders. Mike Ewy, a local business owner, emphasizes the project's potential to enhance safety and accessibility for all residents, particularly the elderly and disabled. As lifelong residents, Amanda Gates and Julie Voelker echo this sentiment, underscoring the urgent need for upgraded sidewalks to create a healthier and more connected community. Additionally, Dr. Craig A. Correll, Superintendent of Coffeyville Public Schools, highlights the project's benefits for students and families, including improved safety and increased mobility. The Coffeyville Regional Medical Center (CRMC), represented by President and CEO Brian Lawrence, underscores the healthcare perspective, emphasizing the importance of accessible infrastructure for community well-being. Collectively, these endorsements reflect a shared commitment to the project's success and its transformative potential in enhancing the quality of life for Coffeyville residents.

## *(Letters of Support Attachment B)*

### iii) **Commitment to Increasing Walking, Biking, and other types of Active Transportation**

The City of Coffeyville is deeply committed to enhancing pedestrian safety through significant upgrades to sidewalks and crossings along key routes, including Buckeye Street, 8th Street, 1<sup>st</sup> Street, Cline Road 11<sup>th</sup> Street, and several side roads. These improvements encompass the installation of well-marked crosswalks, pedestrian signals, and safety signage. We are also implementing ramps to ensure accessibility for all pedestrians, including those with disabilities.

Coffeyville has updated its development and land use policy to support active transportation. These regulations require new developments, including pedestrian and bicycle infrastructure, ensuring connectivity and accessibility. Our zoning policies encourage mixed-use development, promoting walkable neighborhoods and reducing vehicle reliance. Moreover, the city has adopted the Streets policy, which ensures that transportation projects are planned, designed, and operated to enable safe access for all users, including pedestrians, bicyclists, motorists, and transit riders.

We have also implemented various Transportation Demand Management (TDM) strategies to encourage walking and biking. These strategies include offering a bike-sharing program.

Our project integrates principles from the DOT's National Roadway Safety Strategy (NRSS) and the Safe Streets and Roads for All (SSA) initiative. We focus on reducing traffic fatalities and serious injuries through safer infrastructure and traffic calming measures. Safety improvements are prioritized in high-risk areas, particularly around schools and densely populated neighborhoods. By promoting equity in transportation safety, we ensure that improvements benefit all community members,

# Amended 8/21/2024

especially those in disadvantaged areas. Engaging community stakeholders in the planning process allows us to incorporate local knowledge and address specific safety concerns.

By detailing these steps, our application effectively demonstrates Coffeyville's commitment to traffic safety and active transportation, highlighting how these efforts align with DOT's NRSS and SSA initiatives and have successfully facilitated increases in walking and bicycling.

## iv) **Equitable Development**

The City of Coffeyville is committed to addressing existing disparities and promoting equity through our sidewalk improvement project. To measure change in existing disparities, we utilized the FHWA Screening Tool for Equity Analysis of Projects to identify the groups most impacted by the project, focusing particularly on income level. This tool will help us understand the baseline conditions and target our efforts to reduce disparities in pedestrian and bicyclist fatality rates.

We will begin by conducting an equity analysis to identify groups within Coffeyville that experience higher rates of pedestrian and bicyclist fatalities compared to the general population. This analysis will specifically look at:

- Income levels
- Geographical areas with high concentrations of low-income households and communities of color

The project aims to decrease these disparities through several targeted measures:

1. **Infrastructure Improvements:** Enhancing pedestrian and bicycle infrastructure in high-risk areas, particularly those with higher concentrations of disadvantaged groups.
2. **Community Engagement:** Involving community stakeholders in the planning process to ensure that the improvements address the specific needs and concerns of disadvantaged groups.

Throughout the lifecycle of the project, we will use the following metrics to measure progress and impact:

- **Fatality and Injury Rates:** Tracking changes in pedestrian and bicyclist fatality and injury rates, disaggregated income level.
- **Usage Rates:** Monitoring increases in the number of pedestrians and bicyclists in the project areas.
- **Accessibility:** Measuring improvements in access to key destinations (e.g., schools, parks, healthcare facilities) within walking and biking distance.
- **Community Satisfaction:** Conducting surveys to assess community satisfaction with the new infrastructure and perceived safety improvements.

# Amended 8/21/2024

Our project is designed to improve access to jobs and services for low-income and disadvantaged communities by:

- **Connecting Key Destinations:** Enhancing routes that link residential areas with employment areas, Schools, and essential services.
- **Promoting Economic Opportunities:** We aim to support economic competitiveness and wealth creation by improving mobility and connectivity. Enhanced infrastructure will make it easier for residents to access job opportunities, local businesses, and services.
- **Supporting Vulnerable Populations:** Prioritizing improvements in areas with high populations of children, seniors, and individuals with disabilities to ensure they benefit from safer and more accessible transportation options.
- **Reducing Transportation Costs:** By creating a more walkable and bike-friendly environment, we aim to reduce the high percentage of household income that low-income families currently spend on transportation. This will provide significant economic relief to those who are most burdened by transportation costs.

## d) Project Readiness

### i) Technical Feasibility

Statements of work for the planning and engineering phases are attached. The Planning scope of work is based on the Safe Streets for All, and Vision Zero planning framework, and the associated cost estimate includes the base level Safe Streets for All citywide plan, a street condition assessment, select traffic counts, and a demonstration project. The Engineering scope of work includes concept thru construction plans. Associated cost estimate for engineering is 20% of the assumed scale of construction work coming out of the top priority projects from the Planning work. This percentage is based on the level of knowledge regarding known projects to be done, as well as historical data on the cost of engineering vs the cost of construction. The City plans to include KDOT's Title VI/Civil Rights statement of assurance on all RFPs and Contracts with professional service providers.

### ii) Environmental Risk

#### 1. Detailed Project Schedule

Planning and engineering phases will be carried out following the project development process put in place by the Kansas Department of Transportation Bureau of Local Projects (KDOT BLP) for federal aid projects. It ensures compliance with all U.S. DOT requirements including, the Uniform Act, Davis Bacon, Equal Employment Opportunity, Title VI/Civil Rights, and all others, for procurement of planning, engineering design services, and contractor services as well as the individual design process elements including right of way acquisition. A summary of the KDOT BLP project development process can be found at, (<https://www.ksdot.gov/Assets/wwwksdotorg/bureaus/burLocalProj/Consultant-Selection/PE%20selection%20process%20packet.pdf>)



# Amended 8/21/2024

The Schedule Below can be altered base on grant award date

Milestones	Time Period
Grant award announcement	Jan-25
Procure professional services for Citywide Active Transportation Plan	January - April 2025
Planning process - Citywide Active Transportation Plan	April 2025 - April 2026
STIP amendment ( <a href="https://www.ksdot.gov/burProgProjMgmt/stip/stip.asp">https://www.ksdot.gov/burProgProjMgmt/stip/stip.asp</a> )	May-26
Procure professional engineering design services	June - July 2026
Conceptual Design (10% Design)	July - Sept 2026
Field Check Plans (50% Design) - includes KDOT BLP review	Sept 2026 - Mar 2027
Right of Way Acquistion (as per KDOT Bureau of Local Projects process - <a href="https://www.ksdot.gov/Assets/wwwksdotorg/bureaus/burRow/PDF_Files/Acquisiti onWCover.pdf">https://www.ksdot.gov/Assets/wwwksdotorg/bureaus/burRow/PDF_Files/Acquisiti onWCover.pdf</a> )	Mar 2027 - Dec 2027
KDOT Environmental Review	Mar 2027 - Dec 2027
Utility Relocation Coordination (as per KDOT Bureau of Local Projects process and requirments - <a href="https://www.ksdot.gov/Assets/wwwksdotorg/bureaus/burLocalProj/Forms/1304.pdf">https://www.ksdot.gov/Assets/wwwksdotorg/bureaus/burLocalProj/Forms/1304.pdf</a> )	Mar 2027 - Dec 2027
Permitting (KDOT ROW, KDHE NOI, KDA - Water, others)	Mar 2027 - Dec 2027
Office Check Plans (95% Design) - includes KDOT BLP review	Mar 2027 - Dec 2027
Final Check Plans (99% Design) - includes KDOT BLP review	Jan 2028 - Mar 2028
Plans, Specifications, and Estimates (100% Design)	Apr-28
Advertisement	May-28
Letting	Jun-28
Construction	July 2028 - December 2028

*Please Attachment E for the Scope of Work with project deliverables.*

## 2. Required Approvals

- **Environmental Permits and Reviews**

Based on the preliminary environmental screening, the proposed project in Coffeyville has been determined to have minimal environmental impact. Consequently, it qualifies for a Categorical Exclusion (CE) under NEPA, streamlining the review process. The project focuses on several key areas to ensure minimal environmental impact. First, it is expected to improve air quality by reducing vehicle emissions as more residents opt for walking and biking. Second, measures will be taken to ensure that construction and increased pedestrian traffic do not negatively impact local water bodies. Third, the project will avoid any significant disruptions to local wildlife and habitats. Fourth, identified historical or cultural resources in the project area will be preserved. Lastly, the construction and operation phases will be managed to minimize noise impacts.

Although the project qualifies for a CE, Coffeyville is committed to transparency and community involvement. Public meetings, informational sessions, and open comment periods will be held to ensure community



# Amended 8/21/2024

concerns are addressed and incorporated into the project planning and implementation. Based on the findings of the preliminary environmental assessment, Coffeyville will develop and implement mitigation strategies to minimize any identified adverse environmental impacts. These strategies will be integrated into the project design and construction plans. Continuous monitoring will be conducted to ensure the effectiveness of the mitigation measures. Regular reports will be submitted to relevant federal and state agencies to demonstrate compliance and address any ongoing environmental concerns.

The NEPA evaluation process has confirmed that the proposed active transportation project in Coffeyville will have minimal environmental impact and qualifies for a Categorical Exclusion. This streamlined process ensures that the project can proceed efficiently while maintaining a commitment to environmental stewardship and community involvement. The project will enhance safety, connectivity, and quality of life for Coffeyville residents, aligning with broader sustainability goals.

- **State and Local Approvals**

We want to confirm that the City Manager of Coffeyville has provided a statement affirming that the Coffeyville Active Pathways Initiative will be added to the city's infrastructure plan. This inclusion demonstrates our commitment to advancing the project and aligning it with our city's strategic infrastructure goals.

*(Attachment C: City Manager Letter)*

- **Federal Transportation Requirements affecting State and Local Planning**

We want to confirm that the City Manager of Coffeyville has provided a statement affirming that the Coffeyville Active Pathways Initiative will be added to the city's infrastructure plan. This inclusion demonstrates our commitment to advancing the project and aligning it with our city's strategic infrastructure goals.

- **Assessment of Project risk and Mitigation Strategies**

The Coffeyville Active Pathways Initiative acknowledges the importance of addressing potential risks like procurement delays and environmental uncertainties for successful project implementation. Procurement delays, which could arise from challenges in acquiring materials or services, pose a significant threat to progress. To mitigate this risk, our team is committed to proactive procurement planning, early resource identification, and building strong relationships with suppliers. We'll also develop contingency plans to address unforeseen challenges.

Additionally, while our project's environmental impact is minimal, we recognize the possibility of unexpected environmental issues. To mitigate this risk, we'll conduct thorough assessments, adhere to regulations, and monitor

# **Amended 8/21/2024**

environmental factors continuously. Prioritizing compliance and minimizing disruptions will ensure smooth and environmentally responsible execution of our initiative.

**Amended 8/21/2024**

# **Attachment A**

## **Sidewalk Planning Grant Map**





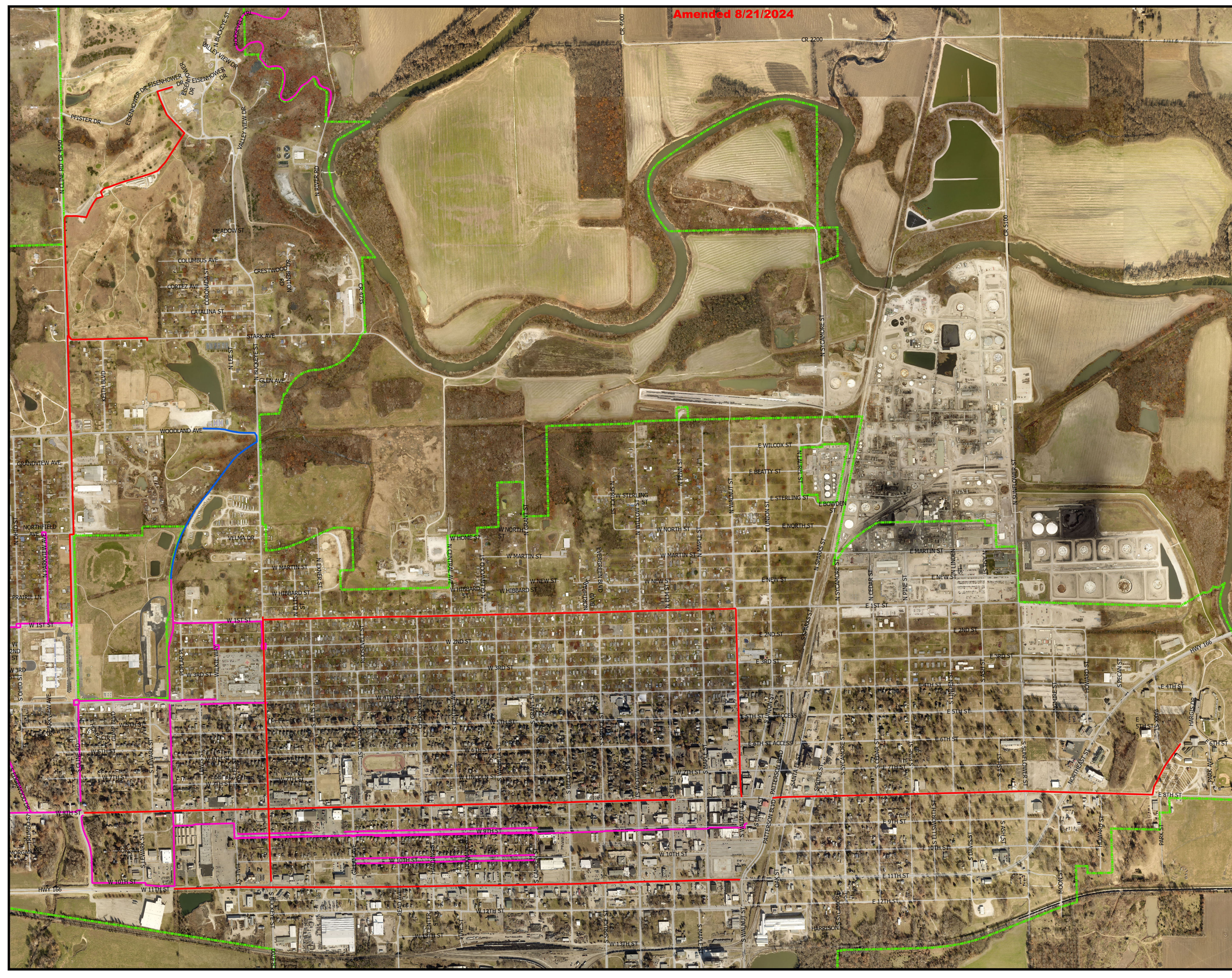
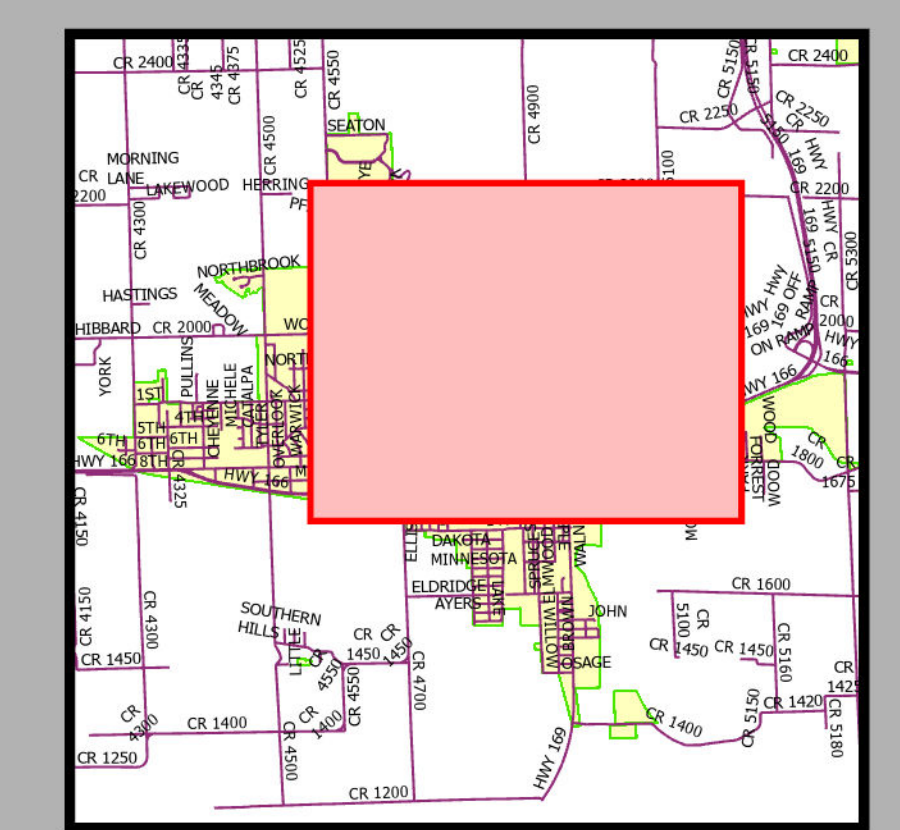
Engineering Department  
102 W 7th  
COFFEYVILLE, KS 67337  
VOICE: 620-252-6100  
FAX: 620-252-6175  
www.coffeyville.com

GIS System By: Midland GIS

1"=570'

# Sidewalk and trail planning

- Complete
- Future Sidewalk/Trail
- Trail In Design
- Centerline
- Corporate Limit Line





# **Attachment B**

# **Letters of Support**



May 24, 2024

To Whom It May Concern:

The Coffeyville Area Chamber of Commerce is fully supportive of the Active Transportation Infrastructure Investment Program application from the City of Coffeyville to support their efforts in providing safe and foundational infrastructure and improvements to our streets and sidewalks. This initiative is a crucial step towards making Coffeyville a more accessible, inclusive, and vibrant community for all its residents, visitors, and businesses.

Accessibility is fundamental to the health and vitality of any community. Our current sidewalks, though serviceable, do not fully meet the needs of all our citizens. Upgrading these sidewalks and adding ADA-compliant ramps will ensure that everyone, including those with disabilities, can navigate our city safely and comfortably. This project addresses long-standing concerns from our community members about the need for better accessibility and aligns with our shared vision of a more inclusive Coffeyville.

For our citizens, these improvements will enhance daily life by providing safer and more navigable pathways. Parents with strollers, seniors, and individuals with mobility challenges will find it easier to move around, increasing their independence and quality of life. For our visitors, these upgrades will make Coffeyville a more welcoming destination, encouraging tourism and repeat visits, which are vital for our local economy.

Businesses in Coffeyville will also see significant benefits from this project. Improved sidewalks and accessible routes mean increased foot traffic and better customer access. This, in turn, can lead to higher sales and a more vibrant business environment. Moreover, the aesthetic improvements will contribute to a more appealing and cohesive urban landscape, which is attractive to both new businesses and investors considering Coffeyville as their next venture location.

The Chamber has always been a strong partner with the City of Coffeyville on projects that improve our community. Our collaboration on various initiatives has shown that when we work together, we can achieve remarkable results that foster growth and development. This sidewalk and ramp upgrade project is no different. We stand ready to support the City in any way we can, from advocacy and outreach to facilitating discussions with local businesses and community members.

# Amended 8/21/2024

On a personal note, I have seen firsthand how transformative such projects can be. Growing up in a small town, I remember the positive changes that occurred when our main street was renovated and made more accessible. It brought a sense of pride and progress that permeated the entire community. I am confident that this project will have a similar impact on Coffeyville, enhancing our collective spirit and setting the stage for future growth.

In conclusion, the Planning and Development project to upgrade our sidewalks and install ADA-compliant ramps is not just a necessary improvement; it is a vital investment in the future of Coffeyville. It will bring tangible benefits to our citizens, attract more visitors, and stimulate economic development. The Coffeyville Chamber of Commerce fully supports this initiative and looks forward to continuing our strong partnership with the City to create a better, more accessible community for all.

Sincerely,

Candi Westbrook

Candi Westbrook

President/CEO

Coffeyville Area Chamber of Commerce



**BOARD OF EDUCATION OFFICE**

DR. CRAIG A. CORRELL  
615 Ellis  
Coffeyville, Kansas 67337  
[www.cvilleschools.com](http://www.cvilleschools.com)

Tuesday, June 4, 24

To Whom It May Concern,

I am writing to express my support for the City of Coffeyville's Planning and Development Project for sidewalks. As the Superintendent of Coffeyville Public Schools, I believe this project will be a significant asset to our community and its students.

**Project Benefits for Students and Families**

Improved sidewalks with ADA-compliant ramps will provide students and families with a safe and accessible way to walk or bike to school. This not only promotes physical activity and well-being, but also alleviates the burden on carpool traffic and parking congestion. Additionally, better pedestrian infrastructure encourages exploration and connection within the community, fostering a stronger sense of belonging for our students.

**Enhanced Safety and Accessibility**

The project addresses critical safety concerns for pedestrians of all ages and abilities. Upgraded sidewalks and ramps will allow everyone to navigate our streets with greater confidence, reducing the risk of accidents. This is particularly important for students walking to and from school, as well as residents with mobility limitations.

**Community Investment**

The Coffeyville Public School District recognizes the importance of a vibrant and connected community. This sidewalk project aligns with our commitment to fostering a healthy and accessible environment for all residents. The increased mobility and community cohesion it promotes will benefit everyone in Coffeyville.

**Unwavering Support**

I wholeheartedly endorse the City's efforts to secure funding for this impactful project. The Coffeyville Public School District is committed to collaborating and offering any assistance necessary to ensure its successful implementation. We believe in the transformative potential of this project and look forward to its positive impact on our students and entire community.

Sincerely,

Dr. Craig A. Correll  
Superintendent  
Coffeyville Public Schools



**Amended 8/21/2024**



June 3, 2024

City of Coffeyville

Re: City of Coffeyville Sidewalk Project

To Whom It May Concern,

Coffeyville Regional Medical Center (CRMC) is pleased to support the City of Coffeyville in upgrading the sidewalks throughout town to include ADA-compliant ramps. CRMC is in support of the community development initiatives that enhance safety and contribute to the overall well-being of Coffeyville residents.

We believe this project will greatly benefit our community. Improving sidewalks on Buckeye Street, 8th Street, and 11th Street by installing ADA-compliant ramps and upgrading the sidewalks will enhance safety and accessibility for everyone. This is especially important for our elderly and disabled residents. Better sidewalks will also encourage walking, helping to create a healthier and more connected community.

As a healthcare facility, we care deeply about our community and see the need for better sidewalks every day and know how much this project will improve our town. CRMC supports the efforts of The City of Coffeyville and appreciate your consideration of this worthy project.

Sincerely,



Brian Lawrence  
President & Chief Executive Officer  
Coffeyville Regional Medical Center

# Amended 8/21/2024



To whom it may concern;

I am writing to inform you that I support the proposed sidewalk improvement project in Coffeyville. As a citizen, I believe this project will greatly benefit our community. Improving sidewalks on Buckeye Street, 8th Street, and 11th Street by installing ADA-compliant ramps and upgrading the sidewalks will enhance safety and accessibility for everyone. This is especially important for our elderly and disabled residents. Better sidewalks will also encourage walking, helping to create a healthier and more connected community.

Our community strongly supports this project. Many residents have voiced their concerns about the current state of our sidewalks through surveys and meetings. The existing sidewalks are often unsafe and difficult to use. This project will address these issues, making our streets safer and more accessible.

This project is a joint effort between the city, local organizations, and community members. Together, we are committed to creating a more walkable and bike-friendly Coffeyville. I am dedicated to supporting this project and will help in any way I can to ensure its success. Whether through financial support, volunteering, or advocacy, I am ready to assist.

As a life-long resident of Coffeyville, I care deeply about our community. I see the need for better sidewalks every day and know how much this project will improve our town. In conclusion, I fully support the proposed sidewalk improvements and am committed to helping this project succeed.

Thank you for your consideration.

A handwritten signature in black ink, appearing to be "John", written in a cursive style.

**Amended 8/21/2024**



May 24, 2024

To whom it may concern;

I am writing to inform you that I support the proposed sidewalk improvement project in Coffeyville. This project will greatly benefit our community. Improving sidewalks on Buckeye Street, 8th Street, and 11th Street by installing ADA-compliant ramps and upgrading the sidewalks will enhance safety and accessibility for everyone. This is especially important for our elderly and disabled residents. Better sidewalks will also encourage walking, helping to create a healthier and more connected community.

Many residents in our community have voiced their concerns about the current state of our sidewalks through surveys and meetings. The existing sidewalks are often unsafe and difficult to use. This project will address these issues, making our streets safer and more accessible.

This project is a joint effort between the city, local organizations, and community members. Together, we are committed to creating a more walkable and bike-friendly Coffeyville. I am dedicated to supporting this project and will help in any way I can to ensure its success. Whether through financial support, volunteering, or advocacy, I am ready to assist.

In addition to being a bank officer, I also am a member of Live Healthy Montgomery County, Inc. and the Local Health Equity Action Team. Our community has a large low-income population whose only means of transportation may be walking to work or appointments. This project will improve the current situation.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Julie L. Voelker", is written over a light blue horizontal line. The signature is fluid and cursive.

Julie L. Voelker  
Executive Vice President

**Amended 8/21/2024**



To whom it may concern;

I am writing to inform you that I support the proposed sidewalk improvement project in Coffeyville. As a business owner, I believe this project will greatly benefit our community. Improving sidewalks on Buckeye Street, 8th Street, and 11th Street by installing ADA-compliant ramps and upgrading the sidewalks will enhance safety and accessibility for everyone. This is especially important for our elderly and disabled residents. Better sidewalks will also encourage walking, helping to create a healthier and more connected community.

Our community strongly supports this project. Many residents have voiced their concerns about the current state of our sidewalks through surveys and meetings. The existing sidewalks are often unsafe and difficult to use. This project will address these issues, making our streets safer and more accessible.

This project is a joint effort between the city, local organizations, and community members. Together, we are committed to creating a more walkable and bike-friendly Coffeyville. I am dedicated to supporting this project and will help in any way I can to ensure its success. Whether through financial support, volunteering, or advocacy, I am ready to assist.

As a 24 year resident of Coffeyville, I care deeply about our community. I see the need for better sidewalks every day and know how much this project will improve our town. In conclusion, I fully support the proposed sidewalk improvements and am committed to helping this project succeed.

Thank you for your consideration.

A handwritten signature in blue ink, appearing to read "M. Ewy".

Michael V. Ewy  
CEO

# **Attachment C**

## **Statement of Intent Regarding Inclusion of the Sidewalk Plan in Planning Documents from Coffeyville City Manager**



**Amended 8/21/2024**



102 W. 7<sup>th</sup> St. • P.O. Box 1629 • (620) 252-6100  
Coffeyville, Kansas 67337-0949  
www.coffeyville.com

Reference: Statement of Intent Regarding Inclusion of the Sidewalk Plan in Planning Documents

May 28<sup>th</sup>, 2024

To Whom It May Concern,

This letter serves to confirm that actions are currently underway to include the Sidewalk Plan within the planning documents of the City of Coffeyville. While the plan may not be currently included in the existing planning documents, we are actively working towards its incorporation to ensure alignment with our city's infrastructure goals and initiatives.

The Sidewalk Plan, which aims to enhance pedestrian accessibility and safety within our community, is a priority project for the City of Coffeyville. Recognizing its significance in fostering sustainable transportation and improving the overall quality of life for our residents, we are committed to integrating it into our planning framework.

Our planning department is diligently collaborating with relevant stakeholders, including city officials, urban planners, and community members, to finalize the incorporation of the Sidewalk Plan into our comprehensive planning documents. We anticipate that this process will be completed within the foreseeable future, ensuring that the Sidewalk Plan receives the necessary recognition and endorsement within our city's planning framework.

We understand the importance of demonstrating compliance with the planning requirements of the Federal-aid highway program and ATIIIP projects. Therefore, we are committed to providing any additional documentation or information required to support the inclusion of the Sidewalk Plan in our planning documents.

Please feel free to contact our planning department for any further inquiries or clarifications regarding the status of the Sidewalk Plan's inclusion in our planning documents.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Wilson", written over a horizontal line.

Tim Wilson  
Interim City Manager  
City of Coffeyville

# **Attachment D**

## **Budget Narrative and Justification**

# Amended 8/21/2024

## Budget Narrative

The budget for the proposed project is detailed below, outlining the allocation of funds from different sources and the plans for covering the full cost of the project:

1. **Non-Federal Contribution:**
    - **Requested Build Kansas Funds Amount:** \$470,000 (20%)
  2. **ATIIP Funds:**
    - **Requested ATIIP Grant Amount:** \$1,880,000.00 (80%)
- Total Project Budget:** \$2,350,000.00

This budget narrative outlines the allocation of the requested funding of \$2.35 million across Engineering and Planning activities. Additionally, it includes plans to apply for the Safe Streets for All grant, aligning with our commitment to comprehensive and inclusive urban infrastructure development.

### Engineering: \$2,000,000

The majority of the budget, amounting to \$2 million, is dedicated to comprehensive engineering services, from preliminary studies to detailed construction documentation. These funds will be instrumental in ensuring the successful execution of priority projects identified in our comprehensive plan. Our approach is grounded in meticulous planning, adherence to regulatory standards, and community-centric design principles. The breakdown of engineering activities includes:

- **Preliminary Design:** Conducting feasibility studies, site investigations, and initial design work to refine project scopes and budgets.
- **Detailed Design:** Developing comprehensive construction documents encompassing technical drawings, specifications, and schedules to facilitate contractor bidding and construction execution.
- **Regulatory Compliance:** Ensuring full compliance with regulatory requirements and obtaining necessary permits and approvals from relevant authorities.
- **Cost Estimation and Value Engineering:** Conducting accurate cost estimations and value engineering assessments to optimize project designs and budgets.

### Planning: \$350,000

A budget of \$350,000 is allocated for activities to refine project plans, incorporate stakeholder feedback, and ensure alignment with community priorities. These activities are crucial for the successful implementation of our projects and include:

- **Community Engagement:** Engaging stakeholders through various channels to gather input and feedback on project priorities and design elements.
- **Environmental Assessments:** Conduct comprehensive environmental assessments to identify potential impacts and develop mitigation strategies.
- **Economic Analysis:** Performing economic evaluations to assess project impacts and benefits and develop sustainable funding strategies.



# Amended 8/21/2024

- **Project Management and Coordination:** Facilitating stakeholder coordination, managing project timelines, and implementing risk management strategies.

## **Safe Streets for All Grant Applications**

In addition to this funding request, we intend to apply for the Safe Streets for All grant. Our proposal will align with the program's objectives, including developing streets compliant with safety standards, citywide street condition assessments, temporary demonstration projects, and comprehensive traffic counts. This initiative underscores our commitment to creating accessible, safe, and equitable transportation infrastructure for all residents.

The requested funding of \$2.35 million, coupled with our intention to apply for the Safe Streets for All grant, will enable us to advance our priority projects while fostering community engagement, sustainability, and safety. Together, these efforts will lay a robust foundation for enhancing our urban infrastructure, contributing to the well-being and prosperity of our community.

## **Availability and Funding Commitments**

The City of Coffeyville has committed to providing the required non-federal match, as outlined above, by applying for the Build Kansas Fund; the requested ATIP grant amount will supplement these funds to cover the total project cost. Additionally, the budget includes contingency amounts to cover unanticipated cost increases during project implementation.

**Amended 8/21/2024**

# **Attachment E**

## **Scope of Work for Planning and Design**

## Citywide Active Transportation Plan



### Task 1. Project Coordination & Management Plan

The Consultant will maintain consistent communication with CLIENT. The Consultant will develop a clear and concise Project Management Plan (PMP). The PMP will include an overall schedule of task deliverables and team/check-in meetings, coordination and communication procedures, responsibilities, and other important operational information pertaining to the Consultant project coordination.

*Deliverables: » Project Management Plan*

### Task 2. Community Engagement

The Citywide Active Transportation Plan will be developed in close partnership with stakeholders and grounded in authentic public input. The Consultant will develop a clear and detailed Stakeholder & Public Engagement Plan (SPEP) for authentic and meaningful input and identify engagement activities that inform, involve, and empower stakeholders and the public. The SPEP will include a schedule, list and description for all engagement activities. Through implementation of the SPEP the Consultant will:

- 1) Identify communities, and engagement activities for, disproportionately impacted by traffic risks and traditionally underserved by safety efforts
  - a. The Consultant will utilize creative methods, opportunities, and activities when collaborating, engaging, and informing stakeholders and the public, especially for communities disproportionately impacted and traditionally underserved.
- 2) Identify the perceived safety culture and concern in the area of study thru meaningful public and stakeholder engagement.
- 3) Prepare a memo outlining a comprehensive understanding of all stakeholder and public input. The summary memo shall at least include the activity, the feedback received, and participants engaged.
- 4) Partner with the CLIENT to staff and provide materials to support the Plan Steering Committee.

*Deliverables:*

- *Stakeholder & Public Engagement Plan (draft and final)*
- *Summary memo outlining a comprehensive understanding of all stakeholder and public input (final)*

### Task 3. State of Practice

The Consultant will collect and review existing, programs, policies, and activities, and provide a summary of current efforts to address transportation safety – including strategies local governments and regions are using to address safety, identifying programs that have evidence of measurable success, and assessments of the most effective and efficient methods used to achieve outcomes.

The Consultant will:

- 1) Review existing local, regional, and state plans, studies, and initiatives related to land use and roadway safety improvements to identify opportunities to improve processes for prioritizing transportation safety and collaboration that could lead to improved effectiveness of safety analysis, project development, and implementation. Consultant will pay particular attention to the Kansas Department of Transportation (KDOT) State Highway Safety Plan (SHSP).
- 2) Carry out traffic counts (vehicle, bike, ped) at select locations.

# Amended 8/21/2024

- 3) Carry out a street condition assessment to evaluate condition and pedestrian oriented safety of each street.
- 4) Conduct a peer review and comparison of the crash analyses of similar-sized communities/regions. This review will include, but is not limited to, a comparison based on crashes per VMT and crashes per capita, and exposure to risk/crash risk.
- 5) Assess the quality and completeness of existing available data – including crash, transportation, land use, and demographic data. If analysis methods require more information the Consultant may recommend additional data collection.
- 6) Make recommendations, based on the literature, policy, and data review on best analysis strategies and data requirements. The activities and outputs of Task 3 should be organized around the 4-E's of traffic safety: Engineering, Equity, Enforcement, and Education.

## *Deliverables:*

- *Technical Memo on Literature and Policy Review (draft and final)*
- *Technical Memo on Data Assessment (draft and final)*

## Task 4. Crash Data Analysis

The Consultant will collect and review crash, traffic, and roadway data for the most recent 5-year period to understand critical safety issues and provide insight into trends, causes, and patterns of transportation safety throughout the region. The data analysis and final recommendations will prioritize the 4-E's of traffic safety: Engineering, Equity, Enforcement, and Education. The Consultant will:

- 1) Analyze existing conditions and historical trends that provides a baseline level of crashes. Includes an analysis of locations where there are crashes and the severity of crashes, as well as contributing factors and crash types by relevant road users (vehicle, motorcycle, pedestrian, bicycle rider).
- 2) Summarize crash characteristics and determine the most likely contributing factors, matching crash activity with roadway characteristics such as speed limits, intersection controls, streetlights, pedestrian crossings, railroad crossings, etc. for each road user (vehicles, motorcycles, bicycle riders, and pedestrians).
- 3) Use best practices, methods, and datasets identified in Task 3 to inform the Plan including:
  - a. Regional trends over time
  - b. The prevalence of crash types, especially those resulting in fatalities and serious injuries
  - c. The regional distribution of crashes, including geographic locations of crashes as well as road typologies or system characteristics
  - d. Data that connects prevalent risk and crash characteristics to agency policy and processes, including implementing proven safety countermeasures, identifying projects or locations for priority funding, and supporting local project development.
- 4) Compare crash data and high-risk intersections to Environmental Justice areas (EJAs) and incorporated them into the summarization. Supplemental data to the EJAs should also be considered and included where appropriate.

# Amended 8/21/2024

Through the analysis the Consultant will identify:

- 1) Emphasis Areas (high-risk areas with the highest fatal and severe injuries crashes)
- 2) Prioritized high-risk corridors (with the highest fatal and severe injuries crashes)
- 3) Prioritized high-risk intersections (with the highest fatal and severe injuries crashes)

*Deliverables: »*

- *Technical memo on data analysis and findings (including equity considerations) for Emphasis Areas and high-risk corridors and intersections (draft and final) »*
- *Tool or methodology to recreate regional crash distribution with available data on an annual basis (draft and final)*

## Task 5. Countermeasure Toolboxes

The Consultant will identify countermeasures to address the Emphasis Areas and high-risk corridors and intersections. The countermeasures must at least include the 4-E's of traffic safety: Engineering, Equity, Enforcement, and Education. The Consultant will include strategies and performance measures to measure progress over time and be tracked at the local and regional levels. For each Emphasis Area identified in Task 4, the Consultant will develop a toolbox for proactively and systematically addressing safety for the emphasis areas. Elements of the Emphasis Area toolbox could include goals, evaluation metrics, lead agency, partners, cost estimates, etc.

*Deliverables: »*

- Systemic Countermeasure Toolbox (draft and final)
- Emphasis Areas Toolbox (draft and final)

## Task 6. Implementation Plan & Programs

The Consultant will develop a strategy for implementing safety measures included in Task 5 (Countermeasure Toolboxes) and a means to monitor safety outcomes to evaluate which measures are most effective. The Consultant will identify a demonstration project, potential projects for future grant applications, measures that can be included in regular maintenance cycles, and potential updates to design standards to better align safety best practices. The Consultant will work with CLIENT to establish a process and create a publicly accessible tracking mechanism in the form of a document, dashboard, or any other appropriate form. The Consultant will identify potential projects based on the results of Task 4 and develop an Implementation Plan and recommendations for Education and Enforcement Programs. Strategies, potential projects, and programs will be focused around the 4-E's of traffic safety: Engineering, Equity, Enforcement, and Education. The Implementation Plan and Education and Enforcement Programs will:

- Recognize the needs of all users of the multimodal transportation system
- Include potential projects that are feasible and applicable for grant funding
- Include conceptual infrastructure improvements with quantifiable costs
- Include a schedule for implementation
- Propose a process for consideration into the CLIENT's Capital Improvement Plan

## Task 7. Safe Streets Visualizations & Vision Zero Toolkit

The Consultant will develop graphic visualizations, including renderings and presentations, that communicate and illustrate proven safety countermeasures, context-sensitive design solutions, and multimodal roadway and community typologies. The Consultant will identify best practices for collecting and sharing graphics and data with key stakeholders and the public and could include story maps and routine public progress reports.

# Amended 8/21/2024

The Vision Zero Toolkit will be for ongoing use by the CLIENT. It includes sample outreach materials (infographics, fact sheets, presentation slides, talking points, and a glossary of key terms) and an outline for an ideal public education process including a timeline and remote/virtual engagement opportunities to inform the public about Vision Zero.

The Vision Zero Toolkit will assist the CLIENT with implementing Vision Zero. It will detail what Vision Zero means for the jurisdiction and identifies specific steps for implementation

Deliverables:

» Safe Streets Visualization (draft and CSAP final)

» Vision Zero Toolkit (draft and CSAP final)

## Task 8. Citywide Active Transportation Plan

The Consultant will develop a final Citywide Active Transportation Plan (which includes all required components for the Safe Streets and Roads for All – SS4A – grant application) documenting the outcomes from stakeholder and public engagement and information and findings gathered in the previous tasks. The CATP will guide CLIENT’s partnering agencies’ efforts for improving transportation safety and reducing roadway fatalities and severe injuries each year on the transportation system.

The CATP will include strategies for implementation as well as the methodology to measure progress over and review and update the plan every five years (after Board approval). The CATP will discuss implementation through the adoption of revised or new policies, guidelines, and/or standards, as appropriate.

The final deliverables for previous tasks will be incorporated as part of the final CATP. The final plan shall be organized and constructed around the 4-Es of traffic safety: Engineering, Equity, Enforcement, and Education.

Deliverables:

» Citywide Active Transportation Plan (draft and final)

# Amended 8/21/2024

## Statement of Work – Engineering Design Services

### A. Project Description:

1. The Project shall consist of field survey, geotechnical, engineering design, bidding and construction administration services to support roadway and multi-modal transportation improvements within the City of Coffeyville, Kansas.
2. The Project delivery method is design-bid-build.

### B. Project Deliverables:

1. This Project Deliverables shall consist of the following sealed by an Engineer licensed in the State of Kansas where applicable:
  - a) Field Check Plans and supporting documents to the CLIENT and associated engineer's opinion of probable cost in PDF format.
  - b) Office Check Plans and supporting documents to the CLIENT and associated engineer's opinion of probable cost in PDF format.
  - c) Final Check Plans and supporting documents to the CLIENT and associated engineer's opinion of probable cost in PDF format.
  - d) Plans, Specifications and Estimate (PS&E) Plans and supporting documents to the CLIENT and associated engineer's opinion of probable cost in PDF format.
  - e) Final Letting Plans and supporting documents to the CLIENT and associated engineer's opinion of probable cost in PDF format.

### C. Scope of Services:

1. Field Survey Services as necessary to complete the design of the Project.
2. Geotechnical Services as necessary to complete the design of the Project.
3. Project Management Services:
  - a) Provide project correspondence and consultation with CLIENT.
  - b) Provide quality control review prior to submission of project deliverables.
  - c) Attend and assist in facilitating a pre-design kickoff meeting with CLIENT to formalize the design criteria and PROJECT boundaries, lines of communication and overall project procedures.
  - d) Attend and assist in facilitating a design review meeting with the CLIENT to review the plans.
4. Civil Engineering Design Services:
  - a) Participate in pre-design meeting with CLIENT to formalize the design criteria and PROJECT boundaries.
  - b) Prepare plans (and supplemental specifications if necessary) in accordance with the current design criteria of the CLIENT and KDOT (as required). Below are the anticipated items to be provided in the plans:
    - i. Demolition plans identifying pre-construction items to be removed for

# Amended 8/21/2024

- ii. construction of the proposed improvements.
  - ii. Geometry plans for the proposed layout identifying the proposed improvements and project stake-out coordinates.
  - iii. Paving plans identifying the limits of the proposed pavement, along with a typical section that includes subgrade preparation and pavement thickness, including paving details.
  - iv. Intersection detail plans, including jointing plans for proposed concrete pavement.
  - v. Grading plans establishing proposed spot elevation and/or contours in the areas to be disturbed by construction.
  - vi. Storm sewer plans for proposed storm sewer within the PROJECT area, including storm sewer details.
  - vii. Erosion control plans and details.
  - viii. Signing and pavement marking plans and details.
  - ix. Sidewalk plans where requested by CLIENT at the pre-design meeting.
  - x. Summary of quantities plans.
  - xi. Temporary and permanent seeding plans and details.
  - xii. Traffic control plans and details, including construction sequencing plans.
  - xiii. Roadway cross section plans depicting the pre-construction and design surfaces.
- c) Attend the Field Check design review meeting with the CLIENT to review the plans and be available to answer questions regarding the engineering design and plans.
  - d) Notify CLIENT of any easements and right-of-way that may be needed in order to construct the improvements, if determined necessary during design.
  - e) Prepare legal descriptions for easement and right-of-way tracts determined necessary to acquire by the CLIENT in order to construct the PROJECT.
  - f) Advise CLIENT of utility conflicts and construction permits, as identified during design.
  - g) Propose a construction sequence for orderly construction of the PROJECT, if determined necessary during design.
  - h) Prepare a Storm Water Pollution Prevention Plan (SWPPP) in accordance with the Kansas Department of Health and Environment (KDHE) requirements. This plan will assist in the completion of the Notice of Intent (NOI) Form.



# Amended 8/21/2024

5. Bidding Services (if requested by the CLIENT):
  - a) Advertise PROJECT and distribute bid documents to prospective bidders.
  - b) Respond to bidder's requests for information during the bidding process.
  - c) Maintain bid document holders list.
  - d) Attend and assist in facilitating the pre-bid conference, if applicable.
  - e) Attend bid opening and prepare bid tabulation.
  - f) Provide bid tabulation and notice of award to CLIENT.

6. Construction Administration Services (if requested by the CLIENT):

During the construction phase PEC shall provide construction administration services for the PROJECT, when requested by the CLIENT. The scope of services will be as follows:

- a) Attend and assist in facilitating the preconstruction conference.
- b) Issue contract documents and review bonds and insurance submitted by the PROJECT awarded contractor.
- c) Review Contractor's shop drawings and material test certifications for compliance with plans and specifications.
- d) Make a maximum of two (2) visits to the PROJECT site to determine Contractor's progress and general character of the work, upon written request of CLIENT.
- e) Consult with the inspector regarding interpretations or clarifications of the plans and specifications.
- f) Provide decisions in accordance with the contract documents on questions regarding the PROJECT.
- g) Review materials test reports as submitted by the City Inspector.
- h) Prepare Change Orders covering modifications or revisions necessitated by field conditions.
- i) Conduct a final on-site PROJECT review.
- j) Issue Certificate of Substantial Completion when each separate part of the PROJECT has been completed.
- k) Issue Notice of Acceptability when the PROJECT is recommended for final payment by the ENGINEER.

The following shall be specifically excluded from the Scope of Services to be provided by PEC.

7. Additional services not included in the above scope of services.
8. Franchise Utility Design.
9. Railroad/Railway Design.
10. Environmental site assessments.
11. Appraisal and acquisition of easements and right-of-way.
12. Permit and review fees.
13. Code mandated special structural inspections. The CLIENT shall establish and pay for a testing and inspection plan that includes all code mandated special structural inspections to be performed, if required.