

**Oxford Mayor and Council
Special Called Work Session
Wednesday, September 17, 2025 – 11:00 A. M.
City Hall
110 W. Clark St – Oxford GA 30054
A G E N D A**

1. Mayor's Announcements

2. ***Review and Discussion of a Complete Streets Plan:** The city has \$100,000 budgeted in the FY 2026 Capital Improvement Plan for "City-Wide Complete Streets Plan and Development." Additionally, there is \$400,000 contemplated for FY 2027. This meeting will be to review the task order from AtkinsRéalis to put boundaries around this project and better define our expectations.

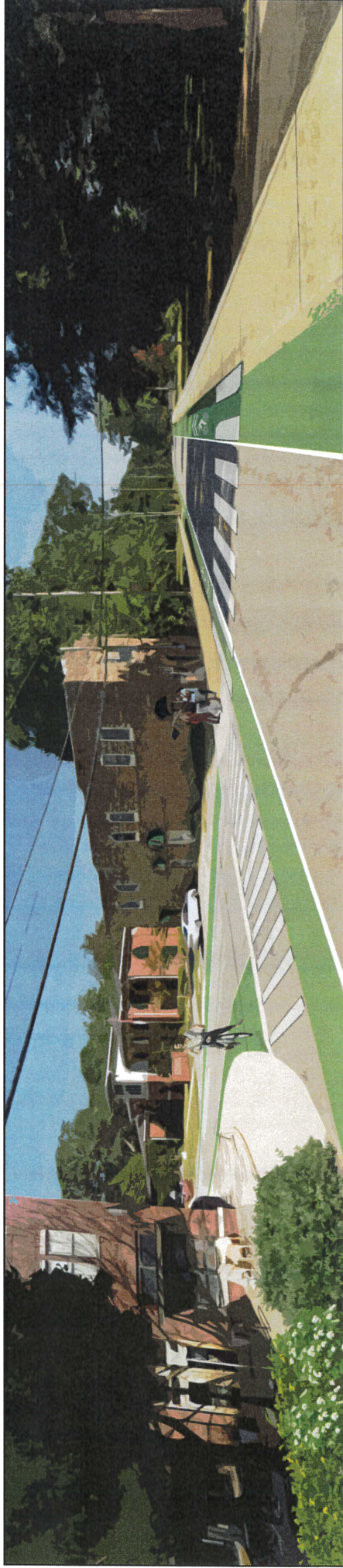
See attached documents for the most recent Complete Streets and Trail Plan (2022) from the Northeast Georgia Regional Commission. While this plan is an overview of our goals, the new effort is meant to create construction-ready drawings on some project(s) and a good sense of what we want to plan out for construction in the next five years.

Additionally, I have attached the draft task order from AtkinsRéalis.

3. Other Business

4. **Work Session Meeting Review** – Mayor Eady will review all the items discussed during the meeting.
5. **Executive Session** - An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.

*Attachments



Complete Streets & Trails Plan

City of Oxford, Georgia

Adopted October 3, 2022

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Acknowledgements

Mayor and City Council

David Eady, Mayor
Lynn Bohanan, Post 1
George Holt, Post 2
Laura McCanless, Post 3
Mike Ready, Mayor Pro-Tem, Post 4
Jim Windham, Post 5
Jeff Wearing, Post 6

Steering Committee

Bill Andrew, City Manager
Laura McCanless, Councilmember
Melissa Hage, Sustainability Committee Chair
Daniel Parson, City Resident
Michael McQuaide, City Resident

NEGRC Staff

Mark Beatty, PCS Division Director
Jon McBrayer, GIS Planner
Carol Flaute, Community Planner

University Of Georgia

Dr. John Calabria, Associate Professor
Emily Dolatowski, Student
Joel Evan Scherr, Student

PREPARED BY THE NORTHEAST GEORGIA REGIONAL COMMISSION



INTRODUCTION

This plan provides a blueprint to local decision-makers and advocates for investing in transportation choices and conservation corridors. It is presented as a combination complete streets and trails plan because these two areas are closely linked.

Funding for this planning effort is derived from a contract between the Northeast Georgia Regional Commission, who prepared the plan and facilitated the process, and the Georgia Department of Transportation.

The City of Oxford is home to more than 2,100 people, at a density of approximately 1,000 people per square mile. The city is projected to undergo a modest annual growth rate of 0.52% from 2021–2026, which is lower than the annual growth rates projected for Newton County (1.38%) and the State of Georgia (1.05%) for the same period (Esri BAO).

At present, the city has limited pedestrian and bicycle facilities. Sidewalks are primarily located on the Oxford College of Emory University campus and along portions of the city's major north-south connector, Emory Street (State Route 81). There is an existing 1.2-mile multi-use trail on the west side of the city, with connections to the college. Beyond these areas, there are few facilities supporting travel by bicycle or on-foot within the city. Connections to destinations outside the city also present challenges; most notably, Oxford is adjacent to Covington, but these two cities are separated by Interstate 20. This plan identifies corridors that will provide the greatest benefit to intra-city connectivity and also addresses connectivity with outside destinations, such as Covington and Newton County.

PURPOSE AND PLANNING PROCESS

This document serves as a guide to facilitate local decision-making and investment toward non-automobile transportation and outdoor recreation. The planning process that informed this document was designed to include on- and off-road facilities for walking, jogging, and/or bicycling. As a result, the City of Oxford will have one comprehensive framework to reference when considering these closely-related facilities and will be better equipped to strategically connect the community.

The availability of alternative transportation options provides many benefits to the overall health of a community. Having access to a diversity of active mobility options has been shown to reduce air pollution, lower obesity levels, stimulate economic productivity, lower transportation costs per household, and generate job creation (Speck, 2012). Specifically, multi-use trail construction in the region has been estimated to generate a total economic impact of \$1.33 for every dollar spent (CDOT, 2021). These are benefits that the City of Oxford would like to see in its community moving forward.

The contents of this document were guided by the City of Oxford Sustainability Committee, elected officials, and City staff. This committee was established to provide oversight, input, and information to the planning team. NECRC staff worked closely with these elected officials, staff, and advocates to obtain the most current data available, seek direction on project priorities, and develop goals and objectives. Opportunities for public input were also advertised by the City of Oxford to elicit feedback on the final draft of the proposed alignments before local adoption.

GOALS

Implementation of this plan will be accomplished using several tools, including, but not limited to, public investment, private investment, local zoning ordinances, public-private partnerships (PPP), and non-profit advocacy. The location and type of facility are designated and prioritized in this plan; however, site-specific designs are not provided due to the variety of options available per facility type. This allows Oxford to adapt to contextual situations when implementing each project. Cost estimates provided in this plan are general and would require a site-specific determination of cost per project, which should be taken into account when budgeting for projects.

The goals listed below should be referenced by the City of Oxford and private developers when making design decisions. The goals of the City of Oxford are multi-faceted, and each facility should accomplish some, if not all, of them.

- *Bicycle and pedestrian facilities will be safe and comfortable to use for all age groups.*
- *City staff and elected officials will strive to improve civic pride and public health.*
- *A local outdoors-based culture and economic niche will be developed.*
- *Where practical, all bicycle and pedestrian facilities will be ADA-accessible.*
- *Miscellaneous components of a bicycle or pedestrian route (such as benches, bicycle racks, repair stands, signage, safety refuge areas, and mid-block crossings) will be incorporated where applicable.*
- *Local road repaving projects will require an evaluation to determine where pedestrian and bicycle facilities can be incorporated according to proposed routes.*
- *New developments will cater to the pedestrian and cyclist experience and provide safe access on the street-level.*
- *Level of accessibility for all user types will be used as a metric to determine the success of new projects.*
- *All off-street facilities will be integrated in an environmentally sensitive manner as to protect, maintain, and expand the city's tree canopy.*

PRIORITIZATION MODEL

The planning process identified many routes that would provide connective benefits to the community along corridors that are considered most appropriate to retrofit for the proposed facilities. This is critical to the implementation of the greater network and to more quickly advance the City of Oxford as a community where walking and biking can be modes of choice. The specific form of each proposed route will be determined during the design phases of individual corridors.

This plan segregates bicycle and pedestrian networks into priority categories. Priorities were determined based on several factors, outlined below. As the routes were developed, the bicycle lane and trail routes were categorized into two tiers for implementation purposes. Priority one is the highest priority in regards to implementation while priority two is the lowest. Priority levels are in place to assist the City with planning and development, but they should not prevent the City from pursuing and implementing trails in lower priorities, should the right opportunity for partnership, funding, and implementation arise. Sidewalks are included as one tier. The method of implementation and maintenance of sidewalks varies, such that the City should, instead of prioritizing, employ public and private resources when and where opportunities arise, regardless of location.

In total, there are 5.8 miles of proposed on-street bicycle facilities, 7.9 miles of proposed trails, and 4.7 miles of proposed sidewalks.

FACILITY COST ESTIMATE OVERVIEW

NOTE: Cost estimates do not include property acquisition, permitting and inspection, project management or administration, special site remediation, or the cost of ongoing maintenance. All designs should reference Section 40-430 of the local ordinance for street design and public space standards.

On-Street Bicycle Lane ≈ \$96/Linear Foot (LF)

- Includes green bicycle lane markings
- Each lane requires 3'-5' of existing paved roads
- New signage (assume 1 sign per 500')
- Lanes are assumed to be at-grade with street



Bicycle Lane Example - Athens, GA

Paved Trail At-Grade ≈ \$170/LF

- Includes medium grading, soil erosion and sediment control, site clearing, concrete pavement, signage, and landscaping
- Cost estimates are based on a trail width of 12'



Paved Trail Example - Athens, GA

Unpaved Trail At-Grade ≈ \$55/LF

- Includes medium grading, soil erosion and sediment control, site clearing, concrete pavement, signage, and landscaping



Natural Surface Trail Example, Jekyll Island, GA

Minor Trailhead ≈ \$165,000/site

- Includes site preparation, drainage improvements, concrete paving, kiosks, signage, electric utilities, and landscaping



Minor Trailhead Example, Arabia Mountain, GA

Sidewalk ≈ Varies by Sidewalk Width

- For example, approximately \$110/LF if 5' wide or \$134/LF if 8' wide
- Includes site preparation, concrete paving, landscaping, and utility adjustment



Sidewalk Example, Oxford, GA

Priority One Bicycle Lanes and Trail Routes (BR1 and T1)

- Priority one routes include on-street bicycle lanes and off-street paths, such as the East Oxford Trail along Dried Indian Creek and main connectors to that path from the central portions of the city. Also, this priority tier includes a main connector trail from the Oxford campus to the existing Oxford Greenway
- Priority one trails are suggested to be paved, 12-foot-wide, multi-use paths.
- Priority one facilities include 3.1 miles of on-street bicycle lanes and 3.1 miles of trail.
- Refer to page 6 for a map of priority one bicycle lanes and trails

Priority Two Bicycle Lanes and Trail Routes (BR2 and T2)

- Priority two routes include off-street paths and on-street bicycle lanes that are intended to bolster intra-city connectivity and connections into the Newton County planned trail system.
- Priority two trails are suggested to be 8'-12' in width, as deemed necessary per project. (Note: cost estimates are based on a trail width of 12')
- Priority two facilities include 2.6 miles of on-street bicycle lanes and 4.2 miles of trail.
- Not all trails categorized as priority two are required to be paved. Natural surface trails can offer a more affordable option in certain settings (e.g., conservation areas, wooded areas, riparian zones).
- Refer to page 8 for a map of priority two bicycle lanes and trails.

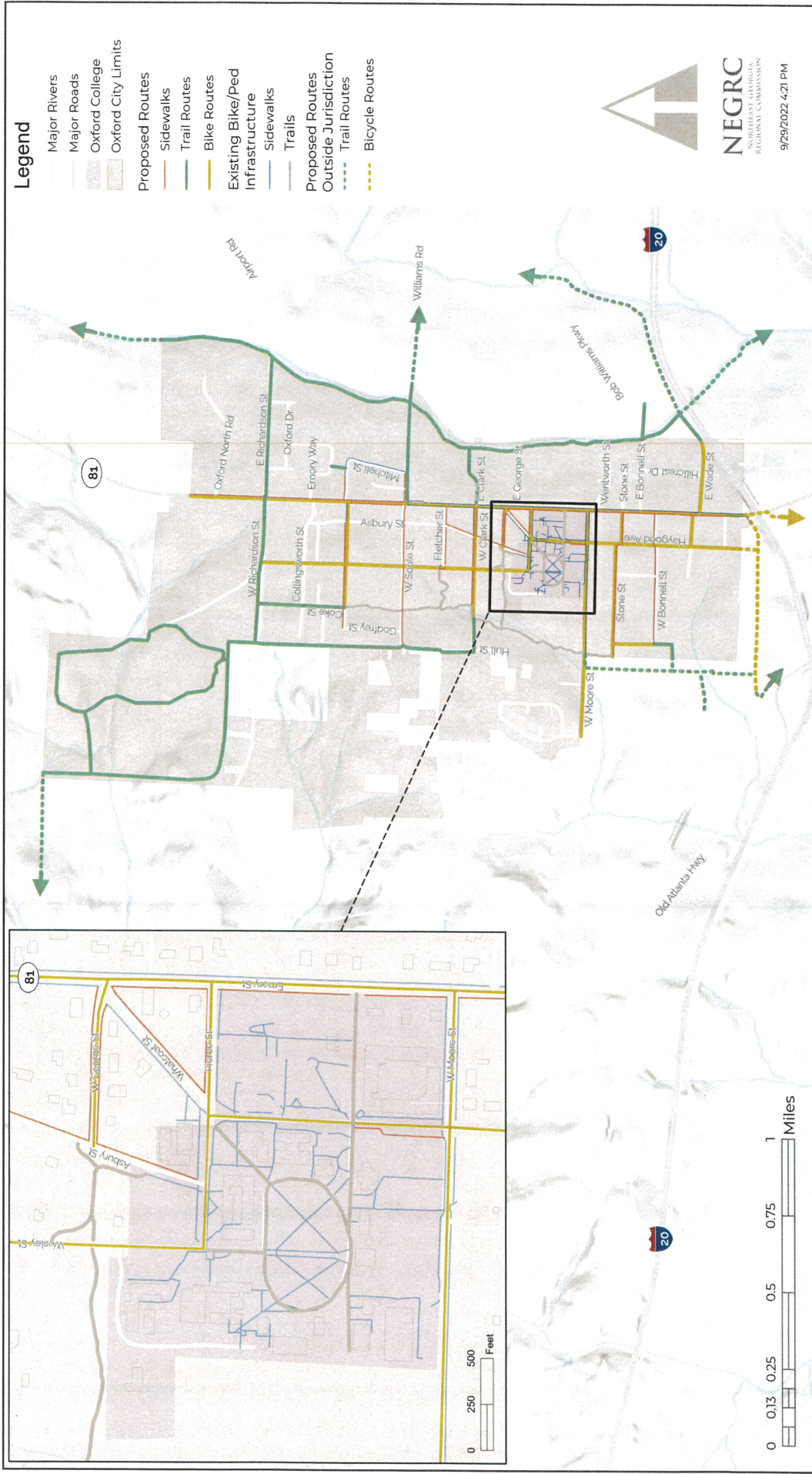
Sidewalks (SW1)

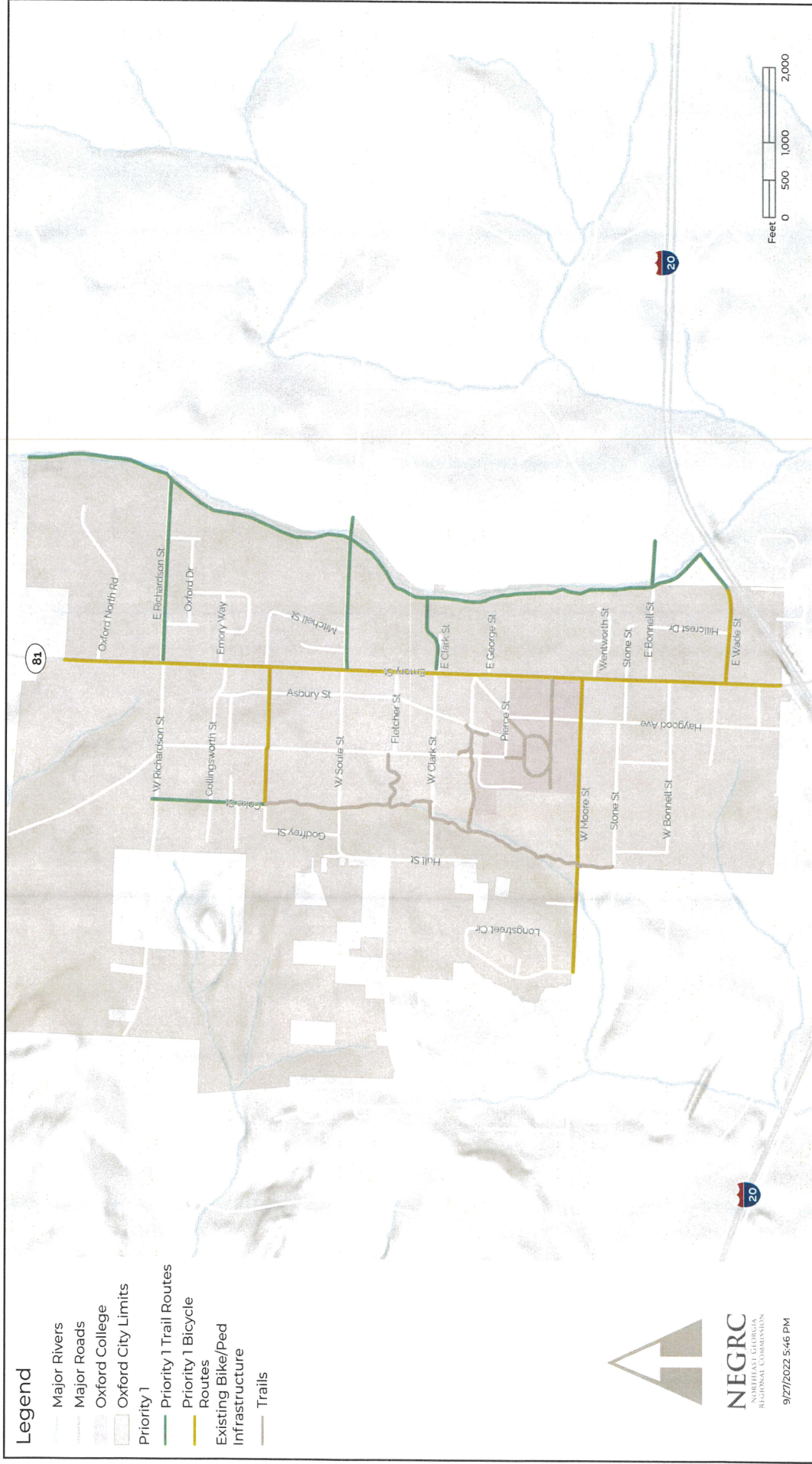
- Included are 4.7 miles of new sidewalks connecting existing and proposed sidewalks and trails.
- Width requirements for sidewalks vary depending on their location within the city:
 - By local ordinance, a minimum width of 6' is required within the Town Center District (TCD), with 8' width recommended along the west side of Emory Street.
 - For the rest of the city, a width of at least 5' is recommended.
- Refer to page 10 for a map of proposed sidewalks.



Rendering of the East Oxford Trail along Dried Indian Creek, Oxford, GA

MASTER MAP





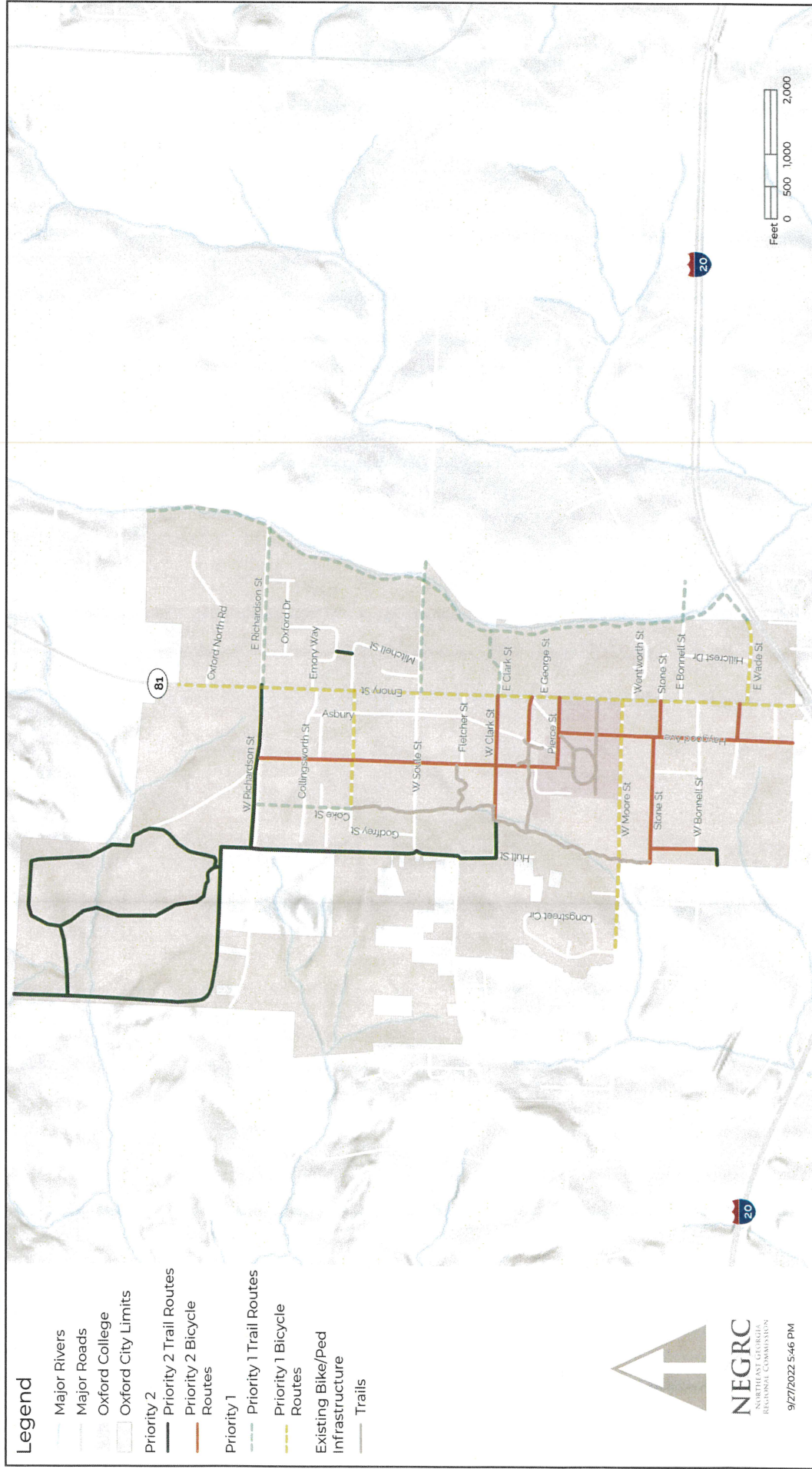
PROJECT TIER OVERVIEW

Priority Name	Description	Distance (linear feet)	Distance (miles)	Cost Estimate
Priority 1 Bicycle Lanes and Trails	Off-street paths and on-street bicycle lanes, which include a new greenway, connections to it from central portions of the city, and connection between Emory campus and the existing greenway	33,432	6.33	\$4,444,481.77
Priority 2 Bicycle Lanes and Trails	Off-street paths and on-street bicycle lanes intended to bolster intra-city connectivity and connections into the Newton County planned trail system	36,286	6.87	\$4,216,775.07
Sidewalks	Sidewalks to improve pedestrian connectivity within the city	24,828	4.70	\$2,778,693.05
		94,546	17.91	\$11,439,949.89

PRIORITY 1 BICYCLE ROUTES AND TRAILS PROJECT TABLE

Project #	Tier	Project Name	Description	Distance (linear feet)	Distance (miles)	Cost Estimate
1	T1	East Oxford Trail along Dried Indian Creek	Greenway trail system along Dried Indian Creek, mainly within city limits, with portions continuing on Oxford-owned property outside the city, and including a spur connecting East Bonnell Street with Keegan Court; creek crossings may be necessary in some locations	11,043	2.09	\$1,877,362.26
2	BRI	Highway-81 Bicycle Lanes	On-street bicycle lanes on Highway-81 for the entire portion within city limits	9,685	1.83	\$929,763.81
3	BRI	East Wade Street Bicycle Lanes	On-street bicycle lanes from Hwy-81 to the East Oxford Trail along Dried Indian Creek	1,283	0.24	\$123,149.61
4	BRI	West Watson Street Bicycle Lanes	On-street bicycle lanes from Highway-81 to existing Oxford Trail	1,854	0.35	\$177,952.76
5	BRI	West Moore Street Bicycle Lanes	On-street bicycle lanes from Highway-81 to Longstreet Circle	3,921	0.74	\$376,377.96
6	T1	East Richardson Connector	Trail segment that connects Hwy-81 to the East Oxford Trail along Dried Indian Creek and the Covington Municipal Airport	2,411	0.46	\$409,940.96
7	T1	East Soule Street Connector	Trail segment that connects Hwy-81 to the East Oxford Trail along Dried Indian Creek	705	0.13	\$119,914.70
8	T1	East Clark Connector	Trail segment that connects East Clark Street to East Oxford Trail	1,001	0.19	\$170,111.55
9	T1	Coke Street Trail	Trail segment extending the existing northern end of the Oxford Greenway trail from West Watson Street to West Richardson Street	1,529	0.29	\$259,908.14
				33,432	6.33	\$4,444,481.77

PRIORITY 2 BICYCLE LANES AND TRAIL ROUTES MAP



PRIORITY 2 BICYCLE ROUTES AND TRAILS PROJECT TABLE

Project #	Tier	Project Name	Description	Distance (linear feet)	Distance (miles)	Cost Estimate
1	BR2	Wesley Street Bicycle Lanes	On-street bicycle lanes from Richardson Street to Pierce Street	4,659	0.88	\$447,244.11
2	BR2	Haygood Avenue Bicycle Lanes	On-street bicycle lanes from Pierce Street to city limits	3,684	0.70	\$353,700.80
3	BR2	Pierce Street Bicycle Lanes	On-street bicycle lanes from Highway-81 to Wesley Street	1,089	0.21	\$104,566.93
4	BR2	West George Street Bicycle Lanes	On-street bicycle lanes from Highway-81 to Asbury Street	673	0.13	\$64,566.93
5	BR2	Stone Street Bicycle Lanes	On-street bicycle lanes from Highway-81 to Haygood Avenue, and Haygood Avenue to the western city limits	2,313	0.44	\$222,047.25
6	BR2	Queen Ann Street Bicycle Lanes	On-street bicycle lanes from West Bonnell Street to Stone Street	932	0.18	\$89,448.82
7	BR2	West Wade Street Bicycle Lanes	On-street bicycle lanes from Highway-81 to Haygood Avenue	571	0.11	\$54,803.15
8	T2	Northwest Oxford Trail Loop	Natural surface trail loop that connects to Hull Street and the Northwest Newton Trail System	8,015	1.52	\$440,830.07
9	T2	Northwest Oxford Trail Connector	Trail segment connecting the Northwest Oxford natural surface trail to the Northwest Newton Trail System	6,152	1.17	\$1,045,767.75
10	T2	Hull Street Trail	Trail segment that connects the Northwest Oxford Trail Connector to the existing trail on West Clark Street	4,928	0.93	\$837,729.69
11	T2	West Richardson Street Trail	Trail segment connecting Hwy-81 to the Hull Street Trail and Northwest Newton Trail System	2,464	0.47	\$418,864.84
12	T2	East Watson Street and Oxford Way Connector	Paved trail segment that connects East Watson Street to Oxford Way	249	0.05	\$42,388.45
13	T2	Queen Ann Street Connector	Paved trail segment that connects Queen Ann Street to Carlton Trail Northwest	558	0.11	\$94,816.28
				36,286	6.87	\$4,216,775.07



SIDEWALKS PROJECT TABLE

Project #	Tier	Project Name	Description	Distance (linear feet)	Distance (miles)	Cost Estimate
1	SW1	North Hwy-81 East Side (Emory Street)	Sidewalk on the East side of Hwy-81 from E/W Richardson St to northern city limits	3,527	0.67	\$387,959.33
2	SW1	North Hwy-81 West Side (Emory Street)	Sidewalk on the West side of Hwy-81 from E/W Richardson St to E/W Soule St	902	0.17	\$99,245.41
3	SW1	West Waston Street	Godfrey Street to Hwy-81 intersection	2,021	0.38	\$222,309.72
4	SW1	East Watson Street	Sidewalk on East Watson St	423	0.08	\$46,555.12
5	SW1	East Soule Street	From Hwy-81 to Mitchell St	453	0.09	\$49,875.33
6	SW1	West Soule Street	From Hull Street to Wesley St	2,352	0.45	\$258,759.85
7	SW1	Wesley Street	From the sidewalk next to Old Emory Church to Fletcher Street	108	0.02	\$11,898.99
8	SW1	Fletcher Street	From Wesley St to Hwy-81	948	0.18	\$104,297.90
9	SW1	Stone Street	From College Walk (trail) to Hwy-81	2,447	0.46	\$269,117.46
10	SW1	West Bonnell Street	From Queen Anne St to Hwy-81	2,192	0.42	\$241,076.12
11	SW1	Haygood Ave	From Oxford College (end of the existing sidewalk) to Hwy-81	653	0.12	\$71,853.68
12	SW1	South Hwy-81 (Emory St)	From George St to West Marchall Street	3,103	0.59	\$341,332.03
13	SW1	Asbury Street	From Fletcher St to Pierce St	1,438	0.27	\$158,179.14
14	SW1	West Clark Street	From College Walk (trail) to Ashbury St	1,068	0.20	\$117,434.39
15	SW1	George Street	From Asbury St to Hwy-81	1,209	0.23	\$132,952.76
16	SW1	South Hwy-81 (Emory St) in TCD	TCD, From George St to Pierce St	399	0.08	\$53,503.28
17	SW1	West Clark Street in TCD	TCD, From Asbury St to Hwy-81	580	0.11	\$77,727.04
18	SW1	Whatcoat Street	TCD, From Pierce St to Hwy-81	581	0.11	\$77,858.93
19	SW1	Pierce Street	TCD, From Haygood Ave/Whatcoat St to Hwy-81	424	0.08	\$56,756.56
				24,828	4.70	\$2,778,693.05

APPENDIX

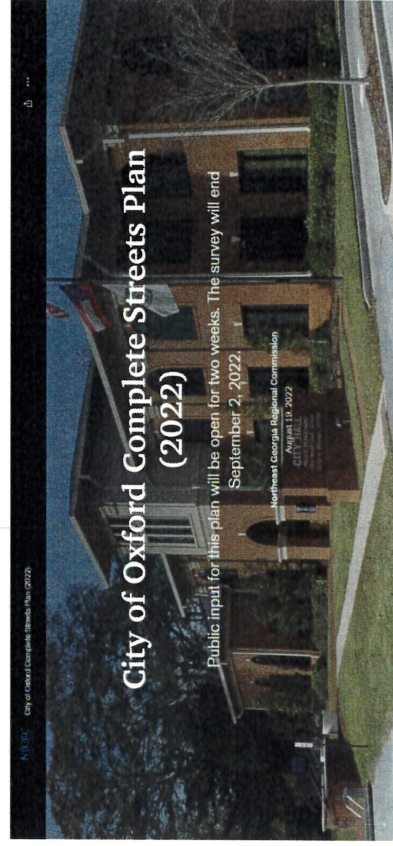
PUBLIC INPUT SUMMARY

An online comment form was available from August 19, 2022, to September 2, 2022, to allow the public an opportunity to provide input on the final draft of the plan. The survey link was shared on the City of Oxford's website and Facebook page.

A total of five public comments were received, two via the online comment form, and three via comments on the City's Facebook post. One comment was very supportive of the plan, outlining benefits of having a Complete Streets and Trails plan and of promoting walking and bicycling. Three comments expressed concerns about the location of and acquisition of land for the proposed greenway along Dried Indian Creek. One comment contained general complaints about the City but no specific details related to this plan.

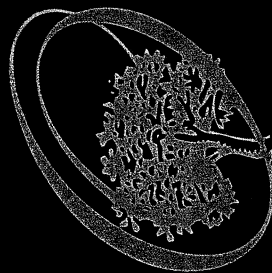
City officials considered all comments received prior to adoption of this plan.

PUBLIC INVOLVEMENT DOCUMENTATION

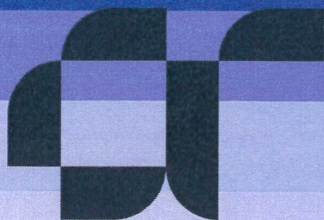


REFERENCES

- Esri (Esri BAO). ArcGIS Business Analyst Online. Retrieved January 2022. <https://baa.arcgis.com/esriBAO/>
- Georgia Department of Transportation (CDOT). Economic Impact of Bicycling in Georgia, by Shatakshree Dhongde and Sarah Tinsley, 2021.
- Speck, Jeff. Walkable City: How Downtown Can Save America, One Step at a Time. New York: Farrar, Straus and Giroux, 2012.



EMORY UNIVERSITY



Mr. Bill Andrew
City Manager
City of Oxford
110 W. Clark Street
Oxford, Georgia 30054

RE: Attachment A
City of Oxford, On Call Services – Task Order TBD
Scope of Services: Proposal for Planning and Landscape Architecture Design Services

Dear Mr. Andrew,

September 10, 2025

AtkinsRéalis
1500 & 1600 RiverEdge
Parkway, NW
7th & 8th floor
Atlanta, GA 30328

atkinsrealis.com

AtkinsRéalis understands that the City of Oxford is seeking planning and design assistance to prepare a community-based Complete Streets Plan that looks at improving safety and mobility for all pedestrians, bicyclists, and vehicles. The Complete Street Plan will seek to align with pedestrians, bicycles and non-motorized travel. The planning and design improvements will focus on public right-of-way areas that are within the city limits. The planning and design services also include the preparation of zoning ordinance for the personnel transportation vehicles use within the city.

The planning and design effort will include updating the public streetscape to include potential sidewalks, bicycle improvements, lighting, signage (community and MUTCD) landscape, pedestrian facilities upgrades, parking, intersection redesigns for traffic calming, enhanced pedestrian safety, and hardscapes that are complimentary to the currently in-progress downtown improvement projects. Work will be designed to AASHTO specifications and GDOT Standard. Planning and Design will include but not be limited to preparation of the Design Approval Document (identifying, assessing, and selecting a feasible design alternative and its associated impacts), evaluation of cost and environmental factors, and preparation for attendance and participation at public informational meetings and/or hearings.

PROJECT DESCRIPTION

The project will focus on creating a Complete Street network, a comprehensive gateway design at the base of enabling safe access for all people who need to use them, including pedestrians, bicyclists, motorists. Although no singular formula exists for a complete street, an effective one includes at least some of the following features:

- Sidewalks
- Bike lanes

- Trails
- Pedestrian scale lighting
- Crosswalks
- Parking (Park and other key locations)
- Sidewalk bump-outs (bulb-outs)
- Signage
- Traffic Calming Measures

The practice of complete streets is not only about allocation of street space, but also about selecting a design speed that is appropriate to the street typology and location, and that allows for safe movements by all road users.

PROPOSAL

Task 1. Document Existing Conditions

During this phase the project team will initiate documentation of existing conditions in advance of public events. The selected consultant will work closely with the city, and the community advisory group to gather physical planning data related to the study area and learn more about the needs, practices and experiences of different user groups.

Task 1.1 Collect and Review Existing Plans and Data

The consultant team will work with the city, and other sources to collect and organize available information for the study area, including traffic volumes, crash data, local and regional transportation plans and construction plans, aerial and base maps, plans and other policy documents, development standards and regulations, and other relevant studies and information. The project team will also identify any other opportunities and constraints that may impact the project. This information will be organized into an existing conditions report.

Task 1.2 Conduct Site Visit

The city and the consultant team will conduct a site visit to coincide with the first community advisory group meeting to meet with project partners and key stakeholders, gather input and tour and photograph the area to assess and document existing conditions.

1.3 Prepare Report and Area Base Maps

The consultant team will organize the input and planning data collected into an existing condition report and work with the City to prepare base maps for consultant team design and analysis work and for use at meetings and public events. The team will ensure that the public can easily understand the maps.

Task 1.4 Traffic and Safety Commission Briefing

The consultant team will brief the City and Engineer on initial findings regarding existing conditions for discussion and feedback.

Task Deliverables

- Agenda, Participant Lists, Photos
- Existing Conditions Report, Digital and Printed Large Base Maps
- Presentation, Meeting

Task 2. Implementation Plan Development

The final delivery will be a plan for transforming Oxford Complete Streets that support the needs of people walking, bicycling, or driving a car. The Implementation Plan will include detailed recommendations for the street and will be graphically illustrated with drawings including sections, plan views, and detailed recommendations for public infrastructure improvements, including small and immediately feasible enhancements, and larger, more complex, longer term and capital-intensive projects. The Implementation Plan will also lend itself to revitalization efforts and investment programming with a section of the report devoted to future funding options for Proposed Action Items that can be completed over time.

Increased access and strategic creation of gathering places will help support the local economy by maintaining residents and attracting businesses within Oxford. Safety and security will be enhanced by redesigning sections of the corridor to help bicyclists ride along the street and to help pedestrians walk along or cross the street, especially for individuals that may have disabilities or mobility challenges. More activity and eyes on the street will help improve personal security as well.

During the study process, AtkinsRéalis shall make a reasonable effort to involve all stakeholders in the study area, including property owners, residents, business owners and employers/employees. A minimum of three (3) General Public Meetings shall be conducted:

- Kick-off meeting to announce the beginning of the study process, the goals of the study, key dates, and opportunities for public input and data gathering to collect information and opinions from the public on pertinent topics. These meetings can also be used to review preliminary findings and general directions.
- Present draft plan. A draft plan shall be presented to the public for review and comment prior to finalizing the study. This meeting should focus on a review of the study recommendations and action plan.
- Final plan review. The final draft plan should be made available for public comment (in a meeting, open house, or posting) prior to final sponsor approval and submitting deliverables to ARC.

Task 2.1 Develop/Refine Design Alternatives

The Consultant Team will refine and further develop recommendations and illustrative graphics. The Consultant Team will review the recommendations with City staff, will guide development of detailed design concepts.

Task 2.2: Develop Improvement Projects Funding Plan

The consultant team, working closely with the city, will prepare a matrix that includes a list of priority improvement projects, phasing/timing, cost estimates, and available funding sources. The plan will also identify a strategy for securing additional funds necessary for implementation.

- A **5-year schedule of actions** (using the “5 Year Implementation Plan” template) that are planned in the study area to implement the study goals, programs, and projects. Schedules shall include the start date, completion date, cost estimate and responsible party. This short-term implementation plan should include specific actions that implement the plan, including but not limited to the following:

- A prioritized description of transportation improvement projects (local, state and federal) that will support the study area goals.
- A description of the changes necessary within the comprehensive plan, zoning ordinance, development regulations or other locally adopted plans to support the Implementation plan, including a committed schedule for adopting such changes.

Task 2.3 Prepare and Distribute Full Draft Implementation Plan

The consultant Team will prepare and circulate an administrative draft Implementation plan for review by the city. City staff will collect and review all comments and provide a comprehensive set of consistent comments to the consultant team. The Consultant Team will revise the draft Implementation plan and the City will make the revised draft plan available for public review and comment.

Task 2.4 Present Draft Implementation Plan to City Commission

The consultant team will incorporate public comments received into the draft plan and will finalize the document. The consultant team will meet with the Engineer and the Planning and Zoning Commission to finalize and approve the document for City Council for City Council review and adoption.

Task 2.5 Present Final Implementation Plan to City Council

The consultant team will present the Final Implementation plan at a City Council Meeting for adoption by reference or amendment to other policy documents, or transportation regulations, and for incorporation into work programs.

Task 2.6 Final Implementation Plan Submission

The consultant team will deliver the final Implementation plan to the City. The City will submit a hard copy and an electronic copy of the final document to the city.

Task Deliverables

- Outline of Recommendations, Conceptual Designs
- Improvement Projects Funding Plan Document
- Administrative and Public Review Draft Plan Documents
- Digital Presentation to City Commissions, Staff Report
- Digital Presentation, City Council Staff Report
- Final Plan (Digital and Bound Copies)

Task 3. The preparation of the Personal Transportation Vehicle Ordinance

This task will include AtkinsRéalis preparing an ordinance for the use of personnel transportation vehicles within the city limits of Oxford. The ordinance shall include the following language:

- Standards for operation
- Equipment requirements
- Operation and non-operation areas within the city (map)
- Rules
- Hazardous Activities
- Registration and Owner Affidavit
- Penalty
- Liability Disclaimer
- Permit Application
- New Street petition

AtkinsRéalis will attend two client review meetings and two city council meetings for the adoption of the Ordinance. These two meetings are proposed to be coordinated with the Complete Street workshops and public meetings.

PROJECT ADVISORY COMMITTEE

Preparation of the Complete Street Implementation Plan and the Personnel Transportation Vehicle Ordinance will be overseen by a Project Advisory Committee. At a minimum, the Project Advisory Committee will include the City of Oxford City Manager, City Engineer, City DPW staff, the City Mayor, and community members representing diverse interests. Public input will be sought and considered during the development of the City of Oxford priorities.

Schedule/ Fee:

This task is expected to take approximately six (6) months to complete both the Complete Streets Implementation Plan and Preparation of the Personnel Transportation Vehicle Ordinance.

AtkinsRéalis will invoice for these services monthly and proposes to provide these services as a task order under our current City of Oxford Master Service Agreement. With your written approval and notice to proceed, proposed scope of work. The proposed fee for these services is Not to Exceed \$100,000.00.

Assumptions/Exclusions:

AtkinsRéalis has identified the following Assumptions and Exclusions for this project. Should the City request services that have been excluded from the proposed scope of services, for the City review and approval AtkinsRéalis will prepare an Additional Service Addendum. The Additional Service Addendum will be based on our standard hourly rates. The following Assumptions and Exclusions to the proposed scope of work include:

- Any professional services that are not specified in the scope of services are subject to a written addendum to this contract. Additions, deletions, and changes in the scope of proposed services will be agreed upon in writing between both parties. This proposal is based on AtkinsRéalis providing preliminary Complete Street and Traffic Calming measures for the Oxford community.
- Detailed survey, utility locates (SUE survey), geotechnical services, construction material testing services, right of way services including property owner negotiations, roadway reconstruction, utility design or relocation of water, electric, sanitary or storm sewer, local, state, GDOT or environmental permitting, traffic signal design services, lighting design, bid assistance and construction administration services are NOT included in the current proposed scope of services. Should these additional services be requested, Atkins will provide for the Client's an additional service addendum for their review and approval.
- Final construction documents and/or revisions are not included in the proposed scope of services. Should these services be requested, additional fee will be required.
- Due to the City's limited budget, AtkinsRéalis will utilize readily available data and has included very limited survey data collection of the proposed improvement areas to complete the proposed design services.

The AtkinsRéalis Team is committed to delivering professional services in a timely and cost-effective manner to the City of Oxford. Should you have any questions or if you should require any additional information regarding this proposal, you can contact me by email at John.Boudreau@atkinsglobal.com or by phone at 678.247.2565.

Thank you for this opportunity to provide this proposal to the City of Oxford.

Sincerely,

John D. Boudreau
National Director of
Landscape Architecture and Urban Design