Town of Ithaca and Fisher Associates, P.E., L.S., L.A., D.P.C. Services Agreement

THIS AGREEMENT is made this 15th day of April, 2026 between the **TOWN OF ITHACA**, with offices at 215 N. Tioga St., Ithaca, NY 14850 (hereinafter referred to as the "Town"), and **FISHER ASSOCIATES, P.E., L.S., L.A., D.P.C.** with an office at 1001 West Seneca Street Suite 201 Ithaca, NY 14850 hereinafter referred to as the "Consultant").

The Town and Consultant agree as follows:

1. Services to be Performed.
   Consultant agrees to perform all of the "**Forest Home Traffic Calming Plan Update"** services for the Town as set forth in the Project Charter and Scope of Work, dated 4/2/2026. Consultant response to the Town's Request for Qualifications titled "Forest Home Traffic Calming Plan Update" and dated October 27, 2025 is attached as Exhibit A. The Project Charter is attached as Exhibit B. The Scope of Work is attached as Exhibit C.

   Consultant shall complete all services within eighteen (18) months of the Town's issuance of the notice to proceed to the Consultant.

2. Fees.
   The Consultant shall be compensated on a time and expense basis for a fee not to exceed $150,000 (one hundred and fifty thousand dollars) for all services provided, including all travel, time, and pre-approved expenses associated with providing these services to the Town. Hourly rates in 2026 and 2027 shall be as shown in Exhibit A "Hourly Rates", which is attached hereto and incorporated herein. The Consultant will not bill beyond the not-to-exceed amount stated above without prior written approval from the Town. Payments will be made in accordance with the procedures in Section 5 below.

3. Term of Agreement.
   The term of this Agreement shall be from April 14, 2026, until December 31, 2027, unless earlier terminated by either party. Notwithstanding the term set forth above, this Agreement may be terminated by either party at any time without cause upon seven (7) days prior written notice to the other party, in which case the Consultant shall be paid pro rata for the satisfactory work performed to the date of termination. This Agreement may be terminated immediately by either party upon the breach of any of its terms by the other party. Termination shall be effected by the breaching party's receipt of a written notice of termination setting forth the manner in which the party is in default. In the event of the Town's termination for Consultant's default, the Consultant will be paid only for services performed in accordance with this Agreement. If it is later determined by the Town that the Consultant had an excusable reason for not performing, such as a strike, fire, flood, or other events which are not the fault of or are beyond the control of Consultant, the Town may allow the Consultant to continue work, or treat the termination as a termination without cause.

4. Quality of Work.
The work to be performed hereunder shall be of good workmanship and quality. If this Agreement is for the performance of services, the Consultant shall perform its services using that degree of skill and care ordinarily exercised under similar conditions by experienced, qualified, competent, and reputable professionals practicing in the same field in the same or similar locality at the time of performance.

5. Payment for Services.
Requests for payments for services shall be submitted with a list of the tasks, activities or products, expenses, the dates on which performed, supplied, or incurred, and, if applicable, the time spent on each indicated date for which the Town is being billed. Payments will be made on a monthly basis, based on a schedule set by the Consultant and Town. All requests for payment will be submitted 5 days prior to the Town Board Voucher Deadline (typically the 1st and 3rd. Wednesday of every month) for review by Town.

Payments will be made based on the proportion of the not-to-exceed amount attributed to each task satisfactorily completed as described in Exhibit C, which is attached hereto and incorporated herein.

The Town Board will review the vouchers and, if acceptable, pay for the services and/or products after approval of the vouchers by the Town Board in compliance with the Town Board's statutory duties to audit claims for payment. In no event will the total payments to Consultant exceed the fee amounts stated in Section 2 above.

6. Relationship.
The Consultant is, for all purposes (including, without limitation, withholding of income tax, payment of workman's compensation, and payment of FICA taxes) an independent contractor and no employer-employee relationship is intended, implied, or created by this Agreement. Consultant shall determine the times and manner of performance of any services for the Town hereunder consistent with the overall obligations to complete the work contemplated by this Agreement.

7. Ownership of Products of Service.
All work products of any services to be performed hereunder shall be the property of the Town, and the Town is vested with all rights therein, including the right to use, duplicate, distribute, share, or sell such materials, without any further compensation of any nature to Consultant. If patents or copyrights may be obtained with respect to such work, the Town shall own same and have all rights to same without further compensation to the Consultant. The Consultant also retains the right to use the work products.

8. Regulatory Compliance.
All work under the Agreement shall be performed in accordance with applicable statutes, rules and regulations of the Federal, State, and local governments and agencies.

9. Insurance Requirements.

A. The Consultant shall purchase and maintain insurance of the following types of coverage and limits of liability with insurance carriers licensed in New York State that have a rating no lower than "A- VII" by the most recent A.M. Best's Key Rating Guide, unless otherwise agreed to by the Town of Ithaca:

1) Commercial General Liability (CGL) with limits of Insurance of not less than $1,000,000 each occurrence and $2,000,000 Annual Aggregate.
   a. If the CGL coverage contains a General Aggregate Limit, such General Aggregate shall apply separately to each project.
   b. CGL coverage shall be written on ISO Occurrence form CG 00 01 1093 or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contractors, products-completed operations, and personal and advertising injury.
   c. Consultant, the Town of Ithaca, and all other parties required of the Consultant, shall be included as Additional Insureds on the CGL, using ISO Additional Insured Endorsement CG2010 (11/85) or CG2010 (04/13) **AND** CG2037 (04/13) or CG2037 (04/13) **AND** CG2038 (04/13) or an endorsement providing equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Consultant. It shall apply as Primary and non-contributing Insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured.
   d. Consultant shall maintain CGL coverage for itself and all additional insureds for the duration of the project and maintain Completed Operations coverage for itself and each additional insured for at least 3 years after completion of the Work.
   e. The policy may not contain any exclusions relating to NY Labor Law or municipal work.

2) Automobile Liability
   a. Business Auto Liability with limits of at least $1,000,000 each accident.
   b. Business Auto coverage must include coverage for liability arising out of all owned, leased, hired and non-owned automobiles.
   c. Consultant, Town of Ithaca and all other parties required of the Consultant, shall be included as Additional Insureds on the auto policy.

3) Commercial Umbrella
   a. Umbrella limits must be at least $5,000,000.
   b. Umbrella coverage must include as insureds all entities that are additional insureds on the CGL.
   c. Umbrella coverage for such additional insureds shall apply as primary before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional

insured other than the CGL, Automobile Liability and Employer's Liability coverages maintained by the Consultant.

d. The policy may not contain any exclusions relating to NY Labor Law or municipal work.

4) Professional Liability with limits of Insurance of not less than $1,000,000 each occurrence and $2,000,000 Annual Aggregate for the professional acts of the Consultant performed.

5) Workers' Compensation and Employer's Liability - Statutory coverage complying with the New York Workers' Compensation Law - Consultant must submit one of the following:

CE-200 - Certificate of Attestation of Exemption from NYS Workers' Compensation, OR
C-105.2 - Certification of NYS Workers' Compensation Insurance, OR
U-26.3 - State Insurance Fund version), OR
SI-12 - Certificate of NYS Workers' Compensation Self Insurance, OR
GSI-105.2 - Certificate of NYS Workers' Compensation Group Self-Insurance

6) Disability Benefits Coverage - Statutory coverage complying with NYS Workers' Compensation Law - Consultant must submit one of the following:

CE-200 - Certificate of Attestation of Exemption from NYS Disability Benefits Coverage, OR
DB120.1 - Certification of Disability Benefits Insurance, OR
DB155 - Certificate of Disability Self-Insurance

B. Waiver of Subrogation

1) Consultant waives all rights against the Town of Ithaca and its elected officials, public officers, Boards, employees and agents for recovery of damages to the extent these damages are covered by Commercial General Liability, Commercial Umbrella liability, Automobile Liability, Workers' Compensation, and/or Employer's Liability insurance maintained per the requirements stated above.

C. Attached to each certificate of insurance shall be a copy of the Additional Insured Endorsement that is part of the Consultant's policies. These certificates and the insurance policies shall contain a provision that coverage afforded under the policies will not be canceled or allowed to expire until at least 30 days prior written notice has been given to the Town of Ithaca. Nor should they be amended or coverages altered or changed without notice.

D. Consultant acknowledges that failure to obtain such insurance on behalf of the Town of Ithaca constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Town of Ithaca. The Consultant is to provide the Town of Ithaca with a certificate of insurance, evidencing the above

requirements have been met, prior to the commencement of work or use of facilities. The failure of the Town of Ithaca to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the Town of Ithaca.

E. Consultant shall not subcontract any portion of the Services under this Agreement.

10. Indemnity.
To the fullest extent permitted by law, the Consultant agrees to fully defend, indemnify and hold harmless the Town, its elected officials, public officers, employees, and agents from and against all claims, actions, suits, demands, complaints, damages, liabilities, obligations, losses, settlements, judgments, governmental investigations, costs and expenses (including without limitation reasonable attorney's fees and costs), whether or not involving a third party claim, which any or all of them may incur, resulting from bodily injuries (or death) to any person, damage (including loss of use) to any property, other damages, or contamination of or adverse effects on the environment, to the extent caused by, resulting from or arising out of the negligent acts or omissions of Consultant or Consultant's employees or agents in connection with this Agreement. To the extent the Town is negligent, Consultant's duty to indemnify the Town shall not extend to the proportion of loss attributable to the Town's negligence.

11. Consultant May Not Assign.
This Agreement may not be assigned by the Consultant without the previous written consent to such assignment from the Town, which consent may be withheld entirely at the discretion of the Town, it being understood that the Town is making this Agreement personally with the Consultant and is not intending that it be performed by any other person or entity.

12. Binding Nature of Agreement.
This Agreement is binding upon the parties, their respective representatives, and successors and, when assignment is permitted, assigns.

13. Governing Law, Jurisdiction, and Enforcement.
This Agreement is made in New York and shall be construed under the laws of the State of New York without regard to, or the application of, New York State's choice of law provisions. Both parties consent that if any action is brought to enforce this Agreement, it shall be brought only in an appropriate Court in Tompkins County, New York, and both parties consent to the jurisdiction of such court.

14. Notices.
Any notices or other communications given under or in relation to this Agreement shall be deemed duly given if served personally or by commercial courier service upon the other party at the address set forth above, or, if the mails are operating, mailed by certified mail to the other party at the address set forth above, return receipt requested. All notices shall be effective upon the date of receipt. Either party may change the address to which notices are sent by giving notice of such change in the manner set forth above to the other party.

15. Entire Agreement.
This Agreement constitutes the entire agreement between the parties and supersedes any and all prior written or oral agreements, negotiations, or understandings, existing between the parties. This Agreement may be amended only by written instrument signed by each party.

16. Survival.
The rights and obligations of the respective parties under Section 10 (Indemnity), Section 12 (Binding Nature of Agreement), Section 13 (Governing Law, Jurisdiction, and Enforcement), and Section 17 (Claims and Disputes Arbitration) shall survive the expiration or termination (for any reason) of this Agreement and remain in full force and effect.

17. Claims and Disputes Arbitration. The Town may elect to subject disputes arising out of this Agreement to resolution by mediation, arbitration, or litigation. This election can be made at any time up until sixty (60) days after the claim or dispute arises in writing. If the Town does not make an election, the dispute shall be subject only to litigation. Unless otherwise agreed by the parties at the time of such election, the rules governing mediation or arbitration invoked by the Town shall be the Commercial Arbitration Rules and Mediation Procedures of the American Arbitration Association. Consultant hereby waives the right to elect the method of dispute resolution and agrees that this waiver is supported by sufficient and appropriate consideration.

18. Severability.
If any provision of this Agreement is deemed to be invalid or inoperative for any reason, that part may be modified by the parties to the extent necessary to make it valid and operative, or if it cannot be so modified, then it shall be deemed severed, and the remainder of this Agreement shall continue in full force and effect as if this Agreement had been signed with the invalid portion so modified or eliminated.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day(s) and year written below.

TOWN OF ITHACA

By: _____
Rod Howe,
Town Supervisor

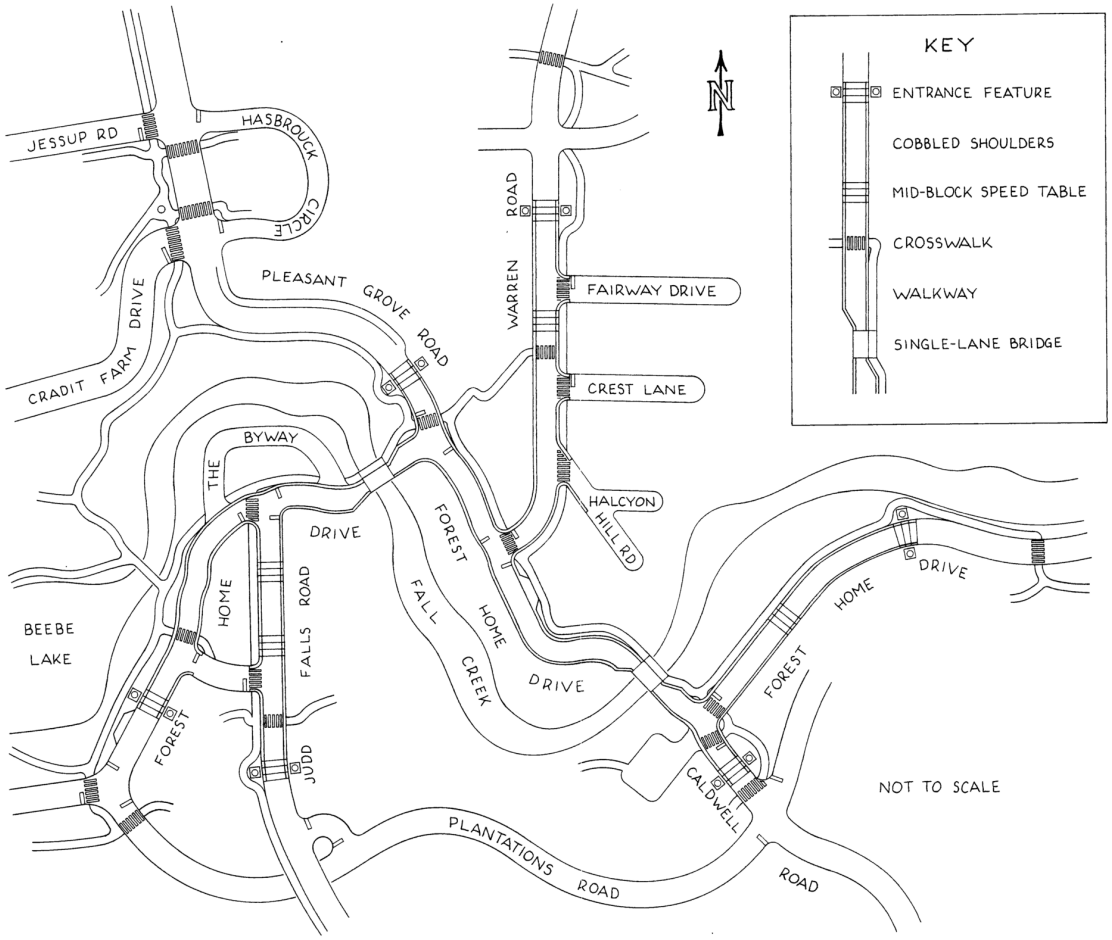
Date: 4/15/26

FISHER ASSOCIATES, P.E., L.S., L.A., D.P.C, P.C.

By: _____
Emily M. Smith, P.E.
Chief Operating Officer

Date: 4/15/2026

Exhibit A: Consultant response to the Town's Request for Qualifications titled "Forest Home Traffic Calming Plan Update," dated 10/27/2025



Forest Home Traffic Calming Plan Update

Town of Ithaca Planning Department

Submitted by:
Emily Smith, P.E.
Fisher Associates, P.E., L.S., L.A., D.P.C.
1001 W. Seneca Street, Suite 201
Ithaca, NY 14850
(607) 277-1400 x255
esmith@fisherassoc.com

Submitted to:
C.J. Randall, LEED AP ND
Director of Planning
Town of Ithaca
Planning Department
215 N. Tioga Street
Ithaca, NY 14850
(607) 273-1721 x120

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CORE PURPOSE

CULTIVATING OUR GIFTS

to create A LEGACY OF INFRASTRUCTURE *that improves quality of life*

January 9, 2026

C.J. Randall, LEED AP ND
Director of Planning
Town of Ithaca
Planning Department
215 N. Tioga Street
Ithaca, NY 14850

RE: Forest Home Traffic Calming Plan Update

Dear C.J.:

On behalf of **Fisher Associates, P.E., L.S., L.A., D.P.C. (Fisher)** we are pleased to submit our Statement of Qualifications in response to the Town of Ithaca Planning Department's Request for Qualifications for the **Forest Home Traffic Calming Plan Update.**

As a firm with an Ithaca office, Fisher appreciates the opportunity to support the Town of Ithaca in advancing a thoughtful, implementable update to the Forest Home Traffic Calming Plan; one that responds to the neighborhood's unique historic context, constrained infrastructure, and critical role within the Town's multimodal transportation network. Forest Home presents a complex planning and engineering challenge, balancing its designation as a State and National Historic District with its function as one of only three Fall Creek crossings and a key connection to Cornell University. Our Ithaca office staff live and work in the Town. We have a vested interested in improving this community. We understand that the Plan must prioritize safety, accessibility, and neighborhood livability while remaining sensitive to historic preservation requirements and multi-jurisdictional coordination.

Our team brings extensive experience in **transportation planning, traffic calming, Complete Streets, Vision Zero implementation, and public engagement,** supported by in-house engineering and landscape architecture expertise. We are particularly well-suited to this assignment given our experience developing **concept-level, fundable plans** that integrate traffic operations, pedestrian and bicycle safety, grading and drainage considerations, utility constraints, and historic context. We also have a strong track record of working collaboratively with municipalities, neighborhood organizations, universities, emergency services, counties, State agencies, and MPOs; an approach that aligns closely with the collaborative framework outlined in the RFQ. Fisher demonstrates a clear understanding of the scope and objectives of the Forest Home Traffic Calming Plan Update. Our proposed approach is structured, collaborative, and grounded in technical rigor, with an emphasis on:

- Building on prior studies and implemented recommendations, including the 2007 Traffic Calming Plan and more recent traffic and safety initiatives;
- Conducting a comprehensive existing conditions inventory and multimodal analysis that emphasizes vulnerable road users;
- Coordinating early and consistently with the Town-led steering committee and agency stakeholders to identify constraints and opportunities;
- Designing context-sensitive traffic calming, pedestrian, and bicycle improvements that respect Forest Home's historic character;
- Delivering realistic cost estimates, implementation priorities, and funding strategies to position the Town for successful project advancement.

We are committed to meaningful and inclusive public engagement and recognize the importance of collaboration with the Forest Home Improvement Association, Cornell University, and other stakeholders to ensure recommendations are feasible, broadly supported, and implementable. Our team has the availability, internal capacity, and redundancy necessary to manage this project efficiently, remain responsive throughout the process, and deliver high-quality work on schedule.

Thank you for considering Fisher for this important planning effort. We look forward to the opportunity to discuss our qualifications further and to work with the Town of Ithaca to advance a safer, more connected, and context-sensitive transportation future for the Forest Home neighborhood.

Fisher certifies that we are not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of new York and that it is not an agent of a person or entity that is currently debarred from submitting bids or contracts issued by any political subdivision or agency of the State of New York.

No conflict of interest issues exist with the Statements of qualifications.

Sincerely,
FISHER ASSOCIATES, P.E., L.S., L.A., D.P.C.

Emily M. Smith, P.E.
Vice President | Director of Transportation
esmith@fisherassoc.com

1.0 FIRM QUALIFICATIONS

(1) FIRM IDENTIFICATION AND QUALIFICATIONS
Fisher Associates has the staff of experienced professionals who are ready to meet your needs and exceed your expectations. This team has worked collaboratively on the successful completion of numerous projects over the last several years.

Fisher Associates, P.E., L.S., L.A., D.P.C.
Fisher is a multidisciplinary design firm headquartered in Rochester, NY, with nine offices nationwide. The firm provides a comprehensive range of engineering, architecture, planning, and environmental services to public and private clients across diverse markets. Guided by its signature "Clientship" philosophy, Fisher delivers innovative, high-quality solutions while prioritizing clear communication, technical expertise, and proactive client advocacy to ensure an exceptional client experience.

In August 2021, Ithaca founded Trowbridge Wolf Michaels Landscape Architects, LLP joined Fisher Associates. Prior to this, TWM and Fisher Associates worked collaboratively for the past two decades on award-winning projects

"By living our clientship principles and core values, we create powerful client experiences." This is our mission and it serves as the foundation of our approach to every project we undertake. We ensure we understand your goals, maintain clear communication, and remain responsive throughout the project. As your advocate, we collaborate closely, listen to your needs, and apply our expertise to exceed your expectations.

Lead Consultant Information
Fisher Associates, P.E., L.S., L.A., D.P.C.
1001 W. Seneca Street, Suite 201 Ithaca, NY 14850
180 Charlotte Street, Rochester, NY 14607 (corporate headquarters)

607.277.1400 (p) | www.fisherassoc.com (website)

Contact: Emily M. Smith, P.E. | 607.277.1400 x255 | esmith@fisherassoc.com

Fisher is a Corporation, Organized in the State of New York

Principals, Officers, Directors: Christopher R. Smith, PE; Roseann B. Schmid, PE; Emily M. Smith, PE; Kimberly Van Leeuwen, RLA; John S. Boddecker, L.S.

(2) LEVEL OF EXPERIENCE IN TOMPKINS COUNTY
As a locally based professional services firm, we take great pride in contributing to the enhancement of our own community. Our expertise is matched by a genuine passion for advancing progressive, context-sensitive design solutions in the place we call home. Our work on transformative local projects including Schwartz Plaza, the Breazzano Center, Catherine Commons, and our recent consultation with the City on the College Avenue streetscape for the 100, 200, 300, and 400 blocks reflects our long-standing commitment to design excellence in the public realm.

For nearly 50 years, Fisher has supported the Town and City of Ithaca with comprehensive urban planning and design, landscape architecture, civil and transportation engineering, facility planning, environmental services, and entitlement review. Fisher has completed hundreds of projects in and around Ithaca, including more than 45 for Cornell University alone, spanning master planning, mixed-use and housing development, commercial projects, higher education and health-care facilities, environmental services, and transportation infrastructure such as sidewalks, roadways, bridges, culverts, and trails.

CELEBRATING

42
years

205
employees

local offices

Ithaca
Rochester
Syracuse
Binghamton
Buffalo
Albany

local disciplines

transportation
municipal services
land development
planning
landscape architecture
energy
geomatics

spanning
6
decades
of dedicated service to Tompkins County

2.0 TECHNICAL QUALIFICATIONS

(1) UNDERSTANDING AND APPROACH FOR PROFESSIONAL SERVICES

Project Understanding

The Forest Home neighborhood represents one of the Town's most complex and sensitive transportation environments. Located in the northeastern portion of the Town and designated largely as a State and National Historic District, Forest Home is defined by 19th-century roadway geometry, constrained bridges over Fall Creek, and a residential character that was never intended to accommodate contemporary traffic volumes or travel behavior. At the same time, Forest Home functions as a critical east–west and north–south connection due to its proximity to Cornell University and its location at one of only three Fall Creek crossings, resulting in over 6,000 vehicle trips per day on Judd Falls Road.

These competing roles—historic residential district, regional traffic conduit, and popular active transportation corridor—create significant challenges for safety, accessibility, and quality of life. Narrow roadways, single-lane bridges, sharp curves, and weight- and length-restricted segments must safely accommodate automobiles, service and emergency vehicles, pedestrians, runners, and cyclists. Limited sidewalks, discontinuous pedestrian facilities, and constrained rights-of-way further exacerbate conflicts among users. Despite these constraints, Forest Home remains a vital and attractive route for walking and biking, particularly for trips to and from Cornell University and surrounding destinations.

The Town of Ithaca's Complete Streets and Vision Zero policies establish a clear framework for addressing these challenges by prioritizing safety for all users and reducing the risk of serious injuries and fatalities. Building on the 2007 Traffic Calming Plan and more recent infrastructure priorities, the Forest Home Traffic Calming Plan Update seeks to identify realistic, implementable strategies that respond to current conditions, reflect historic preservation requirements, and acknowledge the multi-agency ownership and regulatory environment that governs the study area.

This plan is intended to go beyond isolated traffic-calming measures and instead provide a coordinated, concept-level blueprint that improves pedestrian and bicycle connectivity, enhances safety, manages vehicular access and speeds, and supports neighborhood livability. Equally important, the Plan must be grounded in meaningful collaboration with residents, Cornell University, local and regional agencies, and infrastructure providers to ensure recommendations are feasible, broadly supported, and positioned for future funding and implementation.

Project Approach

Our approach to the Forest Home Traffic Calming Plan Update is structured around four integrated phases: understanding existing conditions, engaging stakeholders, developing context-sensitive concepts, and delivering an actionable implementation framework. Throughout the process, we will apply a Complete Streets and Vision Zero lens, ensuring that safety, equity, and multimodal access guide all recommendations while respecting the neighborhood's historic character.

1. Data Collection and Existing Conditions Analysis: We will begin with a comprehensive review of existing conditions, drawing on prior studies, including the 2007 Traffic Calming Plan, crash data, traffic volumes, speed data, pedestrian and bicycle activity, and roadway geometry. Field reconnaissance will document constraints such as bridge widths, sight distance limitations, drainage issues, utilities, and historic features. Special attention will be given to locations with documented or observed conflicts among vehicles, pedestrians, and cyclists, as well as gaps in connectivity between streets, trails, sidewalks, and key destinations. This phase will establish a shared factual basis for decision-making among stakeholders.

2. Stakeholder and Agency Coordination: Meaningful collaboration is essential given the number of jurisdictions and interests involved. We will work closely with the Town of Ithaca steering committee through regular meetings, technical check-ins, and milestone reviews. Engagement will extend to the Forest Home Improvement Association, Cornell University, emergency services, utility providers, Tompkins County, NYSDOT, SHPO, and the ITCTC. Early and ongoing coordination will help identify regulatory constraints, emergency access needs, utility considerations, and historic preservation requirements, reducing the risk of infeasible recommendations later in the process.

3. Concept Development and Evaluation: Using the existing conditions analysis and stakeholder input, we will develop a range of concept-level strategies tailored to Forest Home's unique context. These may include pedestrian and bicycle facility enhancements, traffic calming and speed management measures, access management strategies, intersection and bridge treatments, and improved connections to trails and adjacent networks. Concepts will be evaluated based on safety benefits, multimodal accessibility, historic compatibility, constructability, and alignment with Town policies. Where appropriate, grading, drainage, and utility considerations will be incorporated at a conceptual level to ensure realistic solutions.

4. Prioritization, Implementation, and Funding Strategy: The final phase will translate preferred concepts into a clear, actionable Plan. Recommendations will be organized into short-, medium-, and long-term priorities, with guidance on potential funding sources, agency roles, and next steps for design and implementation. Concept-level drawings and narrative descriptions will provide the Town with a persuasive tool for engaging State and Federal partners and pursuing grants. The resulting Plan will balance safety, mobility, and quality of life, while positioning Forest Home for thoughtful, incremental improvements that respect its historic significance and support ongoing community and economic development.

Through this structured, collaborative, and context-sensitive approach, the Forest Home Traffic Calming Plan Update will provide the Town of Ithaca with a practical roadmap for improving safety and multimodal access in one of its most distinctive and challenging neighborhoods.

Project Understanding

Identifying active transportation and traffic calming components involves a comprehensive approach to enhancing the infrastructure that supports walking, cycling, and other forms of human-powered mobility. The primary goal is to create a safe, accessible, and efficient network that encourages people to choose active modes of transportation over driving while promoting healthier lifestyles, reducing traffic congestion and lowering environmental impacts. The Forest Home neighborhood presents a uniquely complex transportation planning challenge that requires a careful balance between safety, mobility, historic preservation, and residential quality of life. Located at a critical crossing of Fall Creek and adjacent to Cornell University, Forest Home functions simultaneously as a historic residential district, a key multimodal corridor, and a regional traffic conduit. Daily traffic volumes far exceed what the 19th-century roadway network was designed to accommodate, resulting in persistent safety concerns for pedestrians, cyclists, motorists, and emergency responders.

The transportation system within Forest Home is characterized by constrained rights-of-way, single-lane bridges, sharp horizontal and vertical roadway curves, narrow pavements widths with vehicle restrictions, and limited pedestrian infrastructure. These physical constraints are further complicated by multi-jurisdictional ownership, extensive underground utilities, environmental considerations associated with Fall Creek, and regulatory requirements tied to the neighborhood's designation on the State and National Registers of Historic Places. At the same time, Forest Home's proximity to Cornell University makes it a highly traveled route for students, faculty, staff, and visitors walking, biking, and driving between campus and surrounding neighborhoods.

The Town of Ithaca's adoption of Complete Streets and Vision Zero policies establishes a clear policy framework for addressing these challenges, emphasizing safety for all users—particularly vulnerable road users—while promoting active transportation and reducing traffic-related injuries and fatalities. As development has occurred and mobility needs have evolved over the past 20 years, there is a need to improve and expand pedestrian and bicycle access and safety in Forest Home. The Forest Home Traffic Calming Plan Update is intended to build on prior efforts, including the 2007 Traffic Calming Plan and more recent traffic and safety studies, to reflect current travel patterns, development pressures, and community priorities. In May 2025, the FHIA identified their priorities for road infrastructure improvements that included the following:

- Re-design major intersections to calm traffic and improve safety for all users
- Re-design roadways for traffic calming and aesthetics and to create and adequate buffer between pedestrians and moving traffic.
- Add new and upgrade existing sidepaths to improve connections and pedestrian safety and comfort.
- Provide for safer bicycle access

A number of improvements recommended in the May 2025 document were recommendations that were part of the 2007 Traffic Calming Plan and some are new.

Community engagement and collaboration are vital for a successful plan. Engaging with municipal officials, local residents, Cornell University, and other interested groups helps to identify specific needs and concerns, ensuring that the plan is tailored to the community it serves. Public workshops, surveys, and open forums can provide valuable feedback and foster a sense of ownership and support for a plan that reflects the needs and priorities of the people who will use it. Collaboration with local government agencies, transportation authorities, and other stakeholders is also essential for coordinating efforts and securing funding for projects. Once recommendations have been identified, education and outreach play a vital role in successful adoption of the plan.

Once the plan is developed, implementation requires coordination between multiple stakeholders, including local government departments, transportation agencies, public officials, and community organizations. Funding must be secured, which can come from municipal budgets, state or federal grants, and public-private partnerships. Phasing the implementation allows for short-term wins, while working toward long-term infrastructure investments like new side paths, reconfigured intersections, re-designed roadways or complete streets.

The purpose of this Plan is not only to identify traffic calming measures, but to develop a coordinated, implementable strategy that improves multimodal connectivity, manages traffic impacts, and aligns infrastructure investments with the Town's long-term goals. The resulting concept-level designs and recommendations will serve as a blueprint for future projects, support funding applications, and guide collaboration among the Town, FHIA, Cornell University, County, State, and regional partners. Fisher Associates, along with its landscape architecture studio, has the knowledge and capability to deliver to you all the services you desire.

Project Approach

Our approach to the Forest Home Traffic Calming Plan Update is grounded in technical rigor, meaningful public engagement, and close coordination with agency partners as well as the Forest Home Improvement Association. We propose a phased, collaborative process that integrates planning, engineering, and community relations to produce practical, context-sensitive recommendations that can be advanced toward implementation. The process for the Forest Home Traffic Calming Plan Update will include a thorough assessment of the physical conditions that influence pedestrian and bicycle transportation within the Forest Home area. Particular emphasis will be placed on studies and work that has already been completed so that efforts are not duplicated. Our team will first review past studies then gather and incorporate information on existing roadway conditions, future infrastructure projects, plans and initiatives to serve as the foundation for plan development. Our approach will be based on comprehensive and focused community outreach to leverage resources and develop a set of recommendations to promote public and private investment. Our overall project approach will include the following phases and tasks:

1. Project Initiation and Steering Committee Coordination

At the onset of the project, the Fisher Team will help establish a clear and open line of communication between team members and those coordinating and overseeing the project. Through a project kick-off meeting, the Fisher Team will meet with the Town of Ithaca Project Manager and the Steering Committee to develop a final scope of work (if necessary), project goals, and project schedule. The meeting will also be used to discuss the opportunities for community engagement, how the community can have an active, participatory role, and discuss a communication strategy for providing timely information. Keeping the public continually informed during the study is an important part of the public participation process. Other non-traditional means of seeking out public opinions may include online surveys and use of social media. The active roles of both the Steering Committee and the community will be crucial to ensure a complete range of issues affecting quality of life and opportunities for improvements are identified and addressed in the study.

The Steering Committee will provide input and feedback throughout the duration of the study. The Town of Ithaca will be tasked with establishing this committee which may include representatives from the Forest Home Improvement Association, Cornell University, other municipal representatives that may include Ithaca Fire Department, SHPO, Tompkins County Highway Department, NYSDOT and ITCTC as well as local businesses, community groups and education. Regular coordination meetings will ensure alignment among Town departments, FHIA representatives, Cornell University, and key agency stakeholders, and will allow emerging issues to be addressed early in the process. We will work closely with the Steering Committee and document the meeting proceedings. Fisher will be available for project management meetings, as necessary. Our team will be responsible for Steering Committee engagement and distribution of information throughout the duration of the study. We will establish and maintain an online system (e.g., Fileshare Site or other means) to allow for efficient distribution of large electronic project materials to committee members. To support the overall project effort, the Fisher Team will be responsible for preparing meeting agendas, presentation materials, meeting minutes and coordinating project activities throughout the duration of the project. In addition to the project kick-off meeting, four (3) additional Steering Committee meetings to be held throughout the project at the milestones noted below:

- Mtg. #2.In Task 3: To review existing conditions and analysis
- Mtg. #3.In Task 5: To review draft concepts and recommendations
- Mtg. #4.In Task 7: To review the draft report

Meetings

- Kick-off Meeting / Steering Committee Meeting #1

We will begin by confirming the project framework, schedule, and communication protocols in coordination with the Town of Ithaca. We will support the Town-led steering committee by preparing meeting materials, facilitating discussions, and documenting decisions.

2. Review of Existing Plans, Data, and Regulatory Context

Our approach will begin with a comprehensive review of existing local and regional plans, studies, and policies to establish a clear understanding of the transportation, land use, and regulatory context in the Forest Home project area. Key documents—including the 2007 Traffic Calming Plan, the 2024 Traffic Pattern Study, the May 2025 Top Level Priorities for Infrastructure Improvements by the FHIA and the 2025 Safe Streets Tompkins Plan—will be evaluated to identify previously documented issues, implemented recommendations, and remaining gaps. This review will be supplemented by the collection and analysis of land use, economic development, and demographic data to understand travel demand, population characteristics, and the needs of vulnerable users. Existing and planned transportation facilities will be inventoried, including roadways, bridges, sidewalks, trails, crossings, traffic calming infrastructure and traffic control features, with attention to multimodal connectivity, safety performance, and operational constraints.

Building on this foundation, we will assess the physical, operational, design, policy, and regulatory environment that shapes transportation and land use decisions in Forest Home. This will include evaluating roadway geometry, traffic volumes and patterns, speed management, access conditions, and multimodal level of service, as well as reviewing applicable Town, County, and State policies that influence implementation. Given that much of Forest Home is designated as a Historic District on the State and National Registers of Historic Places, we will closely examine historic preservation requirements and coordination needs with agencies such as SHPO to identify opportunities and constraints early in the process to make certain that any future recommendations will fit within the historical context of the area. This integrated assessment will allow us to clearly define issues and opportunities, align potential strategies with adopted policies and community values, and establish a realistic framework for developing context-sensitive, implementable recommendations.

3. Existing Conditions Inventory and Analysis

Building on the document review, an inventory of existing transportation infrastructure will combine existing available mapping, field review, and data analysis to document current vehicular, pedestrian, and bicycle facilities throughout the project area. We will document roadway classifications, lane configurations, sidewalks, pedestrian crossings, bridges, trails within the project area, curbside conditions, and bicycle accommodations, along with posted regulations such as speed limits, parking, and truck and turn restrictions. Infrastructure condition, continuity, and compliance with ADA and Complete Streets principles will be documented, with particular attention to connectivity gaps, constrained segments, and known or perceived safety concerns raised by residents, FHIA representatives, emergency services, and other key stakeholders. Access management challenges—including driveway spacing, sight distance limitations, and conflicts between through traffic and local access—will also be identified to support a comprehensive understanding of existing conditions.

In parallel, we will begin evaluating the physical, operational, and regulatory environment to assess multimodal level of service, emphasizing the experience of vulnerable road users such as pedestrians, bicyclists, children, older adults, and people with disabilities. Traffic flow, turning movements, and directional patterns will be reviewed using available count data and supplemented as needed, while roadway and adjacent geometry, bridge constraints, and utility locations will be assessed to understand feasibility and reconstruction implications. Where appropriate, alternatives analysis, including microsimulation or scenario planning, will be used to test concept-level strategies—such as a potential one-way traffic pilot—and identify operational benefits and tradeoffs using clear performance metrics to evaluate success and challenges. The inventory and needs analysis will inform development of concept plans and implementable recommendations, including realistic cost estimates, potential funding sources, implementation priorities, responsible parties and potential construction impacts.

Meetings

- Steering Committee Meeting #2

4. Public and Stakeholder Engagement

Meaningful public involvement is central to the success of this Plan. The Fisher Team will lead a comprehensive engagement effort to introduce the study to the public and relevant stakeholders. We will prepare a Public and Stakeholder Engagement Plan that outlines engagement goals, methods, and timelines and we will gather input during the needs assessment findings and build momentum for future engagement. Our approach combines digital and in-person tools and focuses on building strategic partnerships within the community.

Stakeholder Mapping and Engagement Plan

We will begin by developing a comprehensive stakeholder list of community-based organizations, civic leaders, agencies, and advocacy groups throughout the Forest Home area. This list will guide outreach, ground engagement efforts in community partnerships, and elevate underrepresented voices. This information gathering will inform the Public and Stakeholder Engagement Plan.

Project Website and Email

The Fisher Team will create a project email account and launch a public-facing website. The website will include project information, fact sheets and brochures, a project timeline, the survey, FAQs, and engagement activities. The website will be mobile-friendly, ADA-accessible, and regularly updated to reflect project milestones.

Community Survey

We will develop and distribute an electronic survey, designed in plain language. The survey will gather input on how people that travel through and live in the Forest Home area walk, bike, and drive, and on infrastructure needs and equity gaps. The Fisher Team will promote the survey through public meetings, community organizations, and ITCTC's online channels. We will monitor responses to ensure representation across geographic areas and demographic groups. We have successfully used this approach on other active transportation studies.

Public Informational Meeting

Round 1 public outreach will focus on introducing the project, validating inventory findings, and gathering community input on issues and opportunities. This meeting will give residents the opportunity to learn about study and share experiences, needs, and priorities. The Fisher Team will coordinate outreach, setup, and follow-up for the meeting Throughout the process, we will coordinate closely with FHIA and the Town to ensure transparent and inclusive communication.

5. Development of Draft Concepts and Recommendations

Using the findings from the existing conditions analysis and public input, we will develop a range of draft strategies and concept-level designs. We will also review the FHIA Top-Level Priorities for Infrastructure Improvements document to determine how well this document addresses the needs identified in Task 3 or if additional improvements are needed. These may include traffic calming measures, pedestrian and bicycle facility improvements, access management strategies, intersection and bridge treatments, and enhanced connections between streets, trails, and key destinations. Each recommendation will be evaluated for safety benefits, feasibility, historic compatibility, and consistency with Complete Streets and Vision Zero principles. These recommendations will seek to resolve issues identified in the previous tasks and capitalize on identified key opportunities. Study area recommendations will be implementation-focused and will identify key opportunities and specific projects for bicycle and pedestrian network improvement/expansion, traffic calming and improving safety.

The recommendations will be divided into short, medium and long terms relative to the anticipated time and cost it will take to implement recommendations. During the development of the recommendations, the Fisher Team will work in close coordination with the Town of Ithaca and FHIA to reach a consensus on the recommendations. The Fisher Team will develop an initial list of recommendations for the study area and share this information with the town and FHIA as a starting point to facilitate reaching consensus. Once a final list of recommendations have been developed, the Fisher Team will develop a preliminary cost estimate for the recommendations.

Meetings

- Steering Committee Meeting #3

6. Review, Refinement and Preferred Recommendations

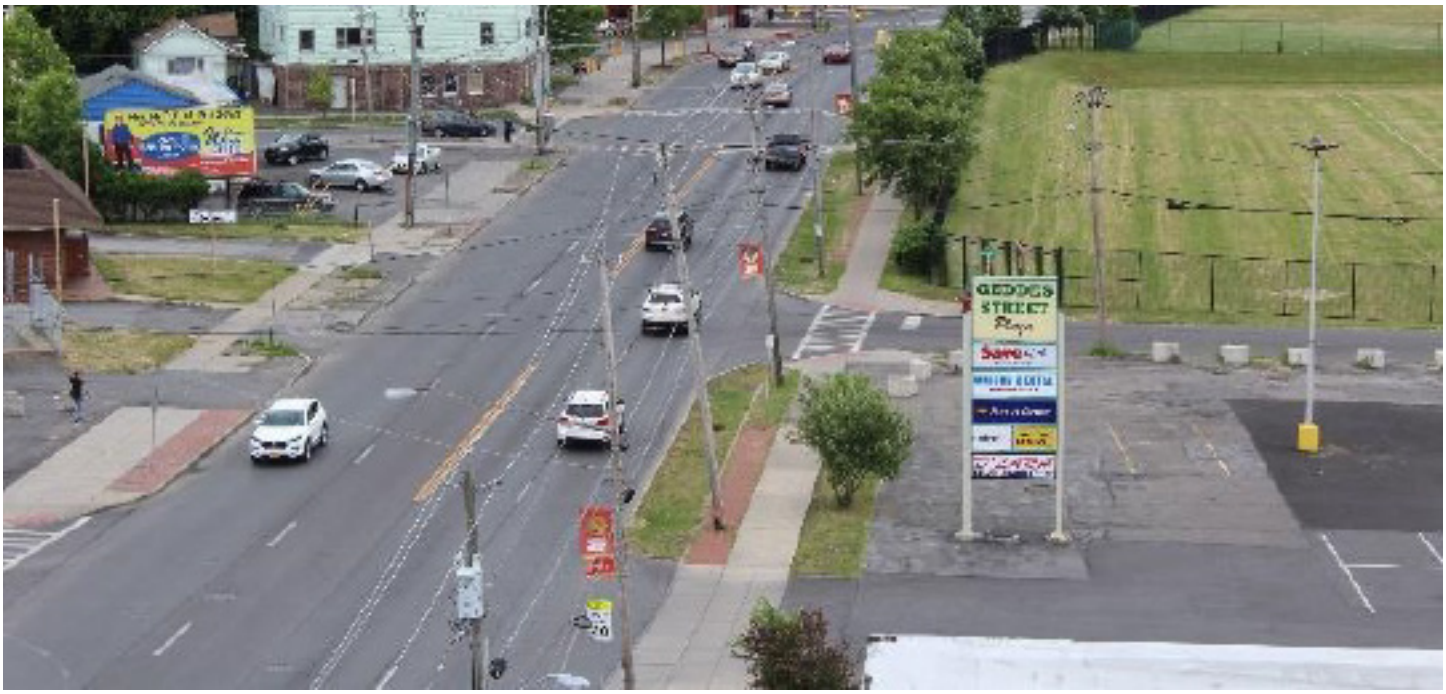
Draft recommendations will be presented to the steering committee for review and refinement. The second public information meeting will solicit community feedback on the proposed concepts and tradeoffs. Based on this input, we will identify a set of preferred recommendations and prepare preliminary cost estimates, implementation priorities, and realistic timeframes. Where appropriate, we will identify potential funding sources and responsible agencies to support implementation.

7. Documentation and Final Deliverables

The project will conclude with preparation of a Draft Report documenting the planning process, public engagement, analysis, and recommendations. Following review and comment, we will prepare a Final Report with an Executive Summary and supporting technical documentation. The final Plan will provide the Town of Ithaca with a clear, actionable roadmap for improving safety, connectivity, and mobility in Forest Home, while respecting its historic character and supporting long-term community and economic vitality.

Meetings

- Steering Committee Meeting #4



TRAFFIC AND TRANSPORTATION ENGINEERING SERVICES
SYRACUSE, NY

Client
City of Syracuse | Mr. Neil Milcarek-Burke | NMilcarek-Burke@SyrGov.net | 315-448-8576

Project Details
Project Duration: 2020- Current

The City needed consultants to provide professional Traffic & Transportation Engineering services as needed to assist with certain duties normally associated with a City Traffic Engineer. Fisher has been involved in eight assignments:

- #1, 6 & 7: Designed speed humps at five locations, speed cushions at 33 locations, and a raised crosswalk in Armory Square. Work included field review of each location to determine optimal placement, and development of plans. Deliverables include signage and pavement marking plans, development of standard details for the construction of the speed humps and speed cushions so that the City forces can install them and so they can be used in other locations. In addition, Fisher recommended bike lanes and lane narrowing to further slow down speeds.
- #2 & 8: Designed and provided contract documents for a sidepath (two-way pathway for bicycles and pedestrians along one side of a roadway) for the section of South Geddes Street between Erie Boulevard West and West Fayette Street. The design included survey of the existing roadway, a raised 10' wide side path along the west side of the South Geddes Street between Erie Boulevard West and West Fayette Street along with drainage improvements, new curb ramps, new pedestrian signals and modification to existing traffic signals.
- #3: Designed pedestrian signals at the intersection of Park Street and Hiawatha Boulevard. The design was limited to one crossing of Hiawatha Boulevard and also included new curb ramps.
- #4: Designed the extension of bicycle lanes on North Geddes Street to connect with the Empire State Trail. The design included new roadway pavement markings, including bicycle lanes and new signing and the design of two crosswalks.
- #5: Completed a preliminary design of a shared use path along Park Street from Washington Park to NBT Bank Parkway, and a concept plan for a shared use path along NBT Bank Parkway that included a road diet. The preliminary design included survey, ROW determination, and a preliminary layout of the sidewalk.

RTC / REGIONAL MARKET AREA MOBILITY IMPROVEMENTS
SYRACUSE, NY

Client
City of Syracuse Department of Engineering | Mr. Mirza Malkoc
mmalkoc@syrgov.net |
315-448-8210

Project Details
Project Duration: 2024-2028 (est'd)

This project will improve mobility at the Regional Transportation Center (RTC)/ Market Area to increase safety for pedestrians and bicyclists who travel to the Regional Market, RTC and Destiny USA from local neighborhoods. The design alternative selected will upgrade and provide new pedestrian and bicycle facilities along, Park Street, NBT Bank Parkway, Tex Simone Drive & Hiawatha Boulevard. Improvements along Park Street include an asphalt shared-use path ranging in width from 8' to 10'. Some sections include a concrete shared-use path with a width of 8'. New and upgraded ADA pedestrian curb ramps will be installed at intersections and driveway crossings. Additionally pedestrian traffic infrastructure will be upgraded and added at various locations.

Improvements along NBT Bank Parkway include the construction of 5' concrete sidewalks along the east side as well as two mid-block crossings. NBT Bank Parkway will also be re-stripped, reducing the existing roadway to two lanes in each direction, a center two-way left turn lane and bike lanes with buffers. New and upgraded ADA pedestrian curb ramps will be installed at intersections and driveway crossings. Pedestrian traffic infrastructure will be upgraded and added at various locations. Improvements along Tex Simone Drive include an asphalt shared-use path with a width of 10' as well as a 5' concrete sidewalk in various locations. New and upgraded ADA pedestrian curb ramps will be installed at intersections and driveway crossings. Additionally pedestrian traffic infrastructure will be upgraded and added at various locations.

Improvements along NBT Bank Parkway include the construction of 5' concrete sidewalks along the west side. New and upgraded ADA pedestrian curb ramps will be installed at intersections and driveway crossings. Additionally pedestrian traffic infrastructure will be upgraded and added at various locations. Additional improvements to the project area include pavement removal and turf installation as well as new signing. A new driveway will be installed along Hiawatha Boulevard to the Regional Market for future use.

ACTIVE TRANSPORTATION IMPLEMENTATION PLAN
MONROE COUNTY, NY

Client
Genesee Transportation Council |
Chris Snyder |
csnyder@gtcmpo.org |
585-232-6240 x212

Project Details
Project Duration: 2025 - Current

Fisher Associates is leading the development of the Monroe County Active Transportation Implementation Plan, a countywide initiative designed to translate the recommendations of the 2023 Countywide Active Transportation Plan into actionable projects and policies.

Working closely with the Genesee Transportation Council and the Monroe County Department of Transportation, our team is evaluating internal policies, conducting needs assessments, and identifying feasible, cost-effective active transportation improvements for county-owned roads. The project emphasizes multimodal safety, equity, and accessibility, providing a framework of short-, mid-, and long-term strategies to advance Complete Streets principles, road diets, bicycle and pedestrian infrastructure, and traffic calming treatments. Robust public engagement—including workshops, surveys, and innovative outreach techniques—ensures the plan reflected community priorities.

The final Implementation Plan will serve as both a design guide and a strategic tool for securing state and federal funding to expand Monroe County's connected, safe, and equitable transportation network.

LOCAL PRESENCE
TOWN AND CITY OF ITHACA, NY

Fisher has been providing professional services to the Town and City of Ithaca, as well as Tompkins County since the 1970s, Below are a small sample of projects that we are or have worked on:

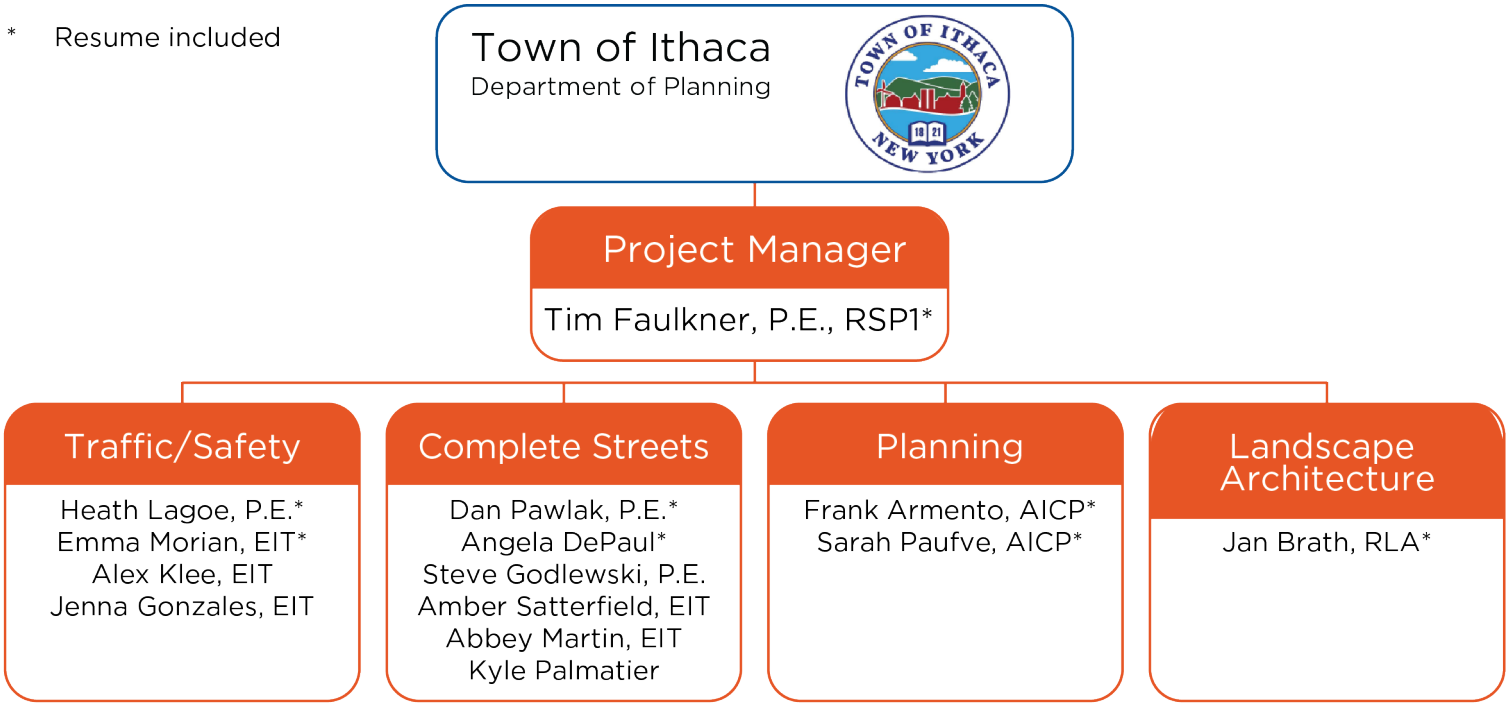
- Ithaca Gateway Trail
- Catherine Commons
- Collegetown Innovation District
- Cornell University - over 50 projects
- Ithaca College - over 25 projects
- Village Grove, Ithaca Neighborhood Housing Services, inc.
- Cayuga Waterfront Revitalization Project
- Cayuga Waterfront Trail
- Dey Street Traffic Calming
- East Hill Fire Station
- Elmira Road Overlay
  Green Street Parking Garage
- NYSDOT Facility
- Water's Edge
- Route 13 Crossing
- South Meadow Street Traffic Study
- W. MLK Jr. Corridor Streetscape
- Taughannock Boulevard Extension Streetscape
- Brindley Street Streetscape
- Ithaca Bicycle Master Plan
- Ithaca Circulation Study
- Ithaca Commons

3.0 TEAM QUALIFICATIONS

(1) TEAM ORGANIZATION

Fisher Associates, P.E. L.S., L.A., D.P.C. is committed to improving the infrastructure of the Town that we call home.

* Resume included



STAFF PROFILES

PROJECT MANAGER

Timothy R. Faulkner, P.E. RSP1, Project Manager, has 40 years of transportation experience, focused on traffic engineering and transportation planning. He has managed traffic studies, corridor studies, arterial improvements, pedestrian and bicycle safety studies, parking and circulation studies, transportation/land use studies infrastructure evaluations, long range transportation plans, trails and pedestrian studies. His expertise is in the evaluation and design of safe pedestrian crossings at controlled and uncontrolled intersections. Tim is also a certified Road Safety Professional.

TRANSPORTATION

Heath Lagoe, P.E., Senior Traffic Engineer, has 26 years of specialized experience in traffic and transportation engineering. Heath's resume of traffic engineering projects reflects his expertise in traffic signal coordination, traffic microsimulation modeling, safety studies, network capacity analysis, traffic calming, transportation planning, traffic signal design and data collection. Heath has extensive experience with safety analysis and developing recommendations.

Dan Pawlak, P.E., Project Engineer, has 11 years of experience in Civil Engineering Design. Dan has expertise in the areas of roadway design, work zone traffic control and ADA design and compliance. As a Project Engineer, Dan's responsibilities include the preparation of highway plans, development of horizontal and vertical alignments, superelevation design and analysis, drainage design and construction cost estimate development.

Angela DePaul, Design Engineer, Angela has eight years of experience delivering transportation and infrastructure projects for NYSDOT, local municipalities, and private clients. She specializes in multimodal design, including pedestrian and bicycle facilities, ADA-compliant accessibility, complete streets, and traffic safety improvements. Angela has contributed to all project phases—from feasibility and preliminary studies to final design and construction support—ensuring compliance with regulatory requirements while balancing technical, environmental, and community needs.

PLANNING

Emma Morian, EIT, Emma Morian is a transportation engineer with experience in traffic analysis, roadway and active transportation design, and safety evaluation. Her work includes traffic calming design, bike lanes, shared-use paths, pedestrian signals, and data-driven safety analyses for municipal clients across New York State. Emma supports projects through data collection, modeling, and concept development to identify practical improvements that enhance safety and multimodal access in constrained environments.

Frank Armento, AICP, Frank Armento is a transportation planning professional with extensive experience leading multimodal planning and traffic calming initiatives in complex community contexts. He has supported data-driven safety analysis, concept-level design, and policy development to improve pedestrian, bicycle, and vehicle operations in historic and constrained roadway environments. Frank brings a collaborative, community-focused approach that aligns with Complete Streets and Vision Zero goals, helping municipalities advance practical, implementable safety solutions.

Sarah Paufve, AICP, is an AICP-certified urban planner with expertise in land use planning, environmental analysis, and historic preservation. She has supported transportation and comprehensive planning efforts through data analysis, zoning review, public engagement, and SEQRA/NEPA coordination for municipal and regional clients. Sarah brings a strong understanding of regulatory context and historic districts, supporting context-sensitive, implementable transportation recommendations.

LANDSCAPE ARCHITECTURE

Jan Brath, RLA, is a senior landscape architect in the Ithaca, NY office with over 20 years of experience leading site and infrastructure design for complex campus and public realm projects. He has extensive experience working in Ithaca and on the Cornell University campus, managing projects that integrate landscape architecture, civil engineering, accessibility, and environmental considerations. Jan's background in concept through implementation design ensures that traffic calming and multimodal improvements are sensitive to historic character, constructability, and long-term functionality.

All Team Members proposed for this project have the availability to undertake this project.

AWARDS

South Lyon Street Bridge
2024 ABCD WNY Bridge of the Year

2023 APWA Genesee Valley Project of the Year

2023 APWA NYS Chapter Award

Innovative Speed Hump/Speed Cushion Pilot Program
2023 ITE NY Upstate Section Project of the Year

Solar Street Improvements
2022 APWA CNY Project of the Year

Canisteo Street Bridge
2022 ABCD Bridge Design Award

North Main Street Cultural Connector
2020 APWA CNY Transportation Project of the Year

2020 APWA NY Transportation Project of the Year

Whitney Road Improvements
2019 APWA Genesee Valley Chapter Project of the Year

Center City Two-Way Conversion
2016 APWA Genesee Valley Chapter Project of the Year

Centerway Arch Bridge
2014 ICRI Award of Merit
Historic Preservation

2014 IBC Lichtenstein Medal
Historic Preservation

2014 APWA National Project of the Year Award
Historical Preservation/Restoration

2013 ABCD Bridge Design Award

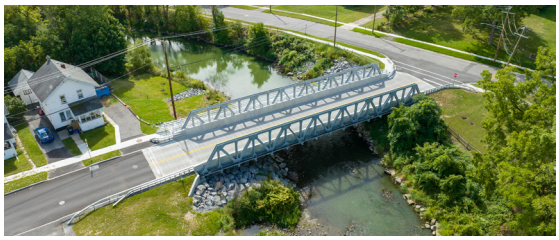
Seneca Street Bridge
2013 ABCD Bridge Design Honorable Mention

Dorwin Avenue Bridge
2010 ASHE CNY Innovative Process of the Year Award

County Route 73 Bridge
2009 ABCD Bridge Design Award

Diverging Diamond Interchange
2009 ACEC NY Gold Award
(Studies, Research and Consulting Engineering Services category)

2008 ITE Project Award



(2) TEAM SUMMARY

The Town of Ithaca and Tompkins County is our community; many of our staff members are County residents with deep ties to their neighborhoods. Our Engineers, Planners, Landscape Architects, Environmental Scientists and Surveyors have an extensive portfolio of projects with a variety of tasks, summarized below.

Roadway and Sidewalks: Understanding that your roadways are more than just pavement, we include design services for intersections/roundabouts, sidewalks, municipal utilities, lighting, accessibility requirements, roadside design, guiderail design and work zone traffic control. We incorporate full drainage design into our projects, as necessary, including open and closed drainage systems, retrofits to extend service life, replacement and reconstruction designs. We also perform pavement evaluations and pavement designs for both flexible and rigid pavements. Our experience includes detailed non-destructive testing to establish structural capacity for existing pavements, refined pavement designs for all rehabilitation treatments and new pavement design to obtain the desired service life.

Traffic and Safety Studies and Planning: Reliable traffic and safety analysis is the backbone of all projects for it drives the design layout, how traffic will travel through the project area, and how it fits with the regional master plan. Examining the link between land use, traffic forecasting and operational traffic analysis is necessary in the planning process to understand the impact of a project on the transportation system. We use the latest traffic analysis software such as HCS, SYNCHRO, and VISSIM to analyze and evaluate existing conditions, to identify problems and impacts, and to provide recommendations for appropriate countermeasures to mitigate identified network deficiencies. Once the analysis is completed, our traffic engineering services include safety assessments, crash analysis, reviews for MUTCD compliance, and traffic signal design, .

Trail Design: A balance must be achieved between safety, meeting acceptable design standards, property owner impacts, and providing a trail that is consistent with the existing environment. The aesthetics of a trail must be considered from both the perspective of the neighboring property owners as well as that of the trail users. Ensuring that the views of the trail from adjacent properties are adequately screened while still maintaining an open and safe environment for trail users is paramount. With our aesthetic design, we evaluate such features as benches, shelters, trail signage, and interpretive features, to determine if they should be included.

Landscape Architecture:

- **Multimodal and Active Transportation Planning and Design** - Our team is passionate about promoting urban transportation solutions that leverage a Complete Streets approach to planning and designing streets. Our team members are well-versed in the MUTCD, AASHTO, and PROWAG guidelines, as well as, emergent best practices promoted by NACTO.

Planning Studies: Fisher Associates' Planning Group provides a range of planning services for municipalities, counties, public benefit corporations and other public and quasi-public agencies. Our extensive experience includes preparation of comprehensive and area-wide plans including Brownfield Opportunity Area (BOA) Nomination Studies and Implementation Strategies, transportation corridor plans, transportation demand management policies and plans, parking and mobility studies, urban design, conceptual development and master plans, zoning code rewrites and analyses, local waterfront revitalization plans, build-out analyses, community participation plans and programs, and land use plans and studies.

Hourly Rates

Title	Hourly Rate
Senior Project Manager (T. Faulkner)	$225
Project Engineer - Traffic (H. Lagoe)	$185
Project Engineer (D. Pawlak)	$150
Design Engineer (A. DePaul)	$150
Engineer (E. Morian)	$125
Senior Planner (F. Armento)	$225
Planner (S. Paufve)	$135
Senior Landscape Architect (J. Brath)	$145

TIMOTHY R. FAULKNER PE, RSP1

Project Manager

Years of Experience
40

Years with Fisher
10

Registration
Professional Engineer:
- New York #077088
- Pennsylvania #PE071000

Certified Roadside Safety Professional, Level 1

Education
- B.S., Civil Engineering, 1986, Clarkson University

Areas of Specialization
- Transportation engineering and planning
- Multi-disciplined project oversight & coordination
- Agency coordination
- Public participation
- SYNCHRO
- HCS
- Transcad
- TModel2

Timothy Faulkner, P.E., has 40 years of transportation experience, including pedestrian and bicycle safety studies, trails and pedestrian studies, traffic impact studies, corridor studies, arterial improvements, parking and circulation studies, transportation/land use studies infrastructure evaluations, traffic signal design projects and long-range transportation plans. Tim is a certified Roadside Safety Professional, one of approximately 300 in the country.

RELEVANT EXPERIENCE

Water's Edge Ithaca | Arnot Realty Corporation | Ithaca, NY (2022): Tim Faulkner, P.E. served as the Transportation Engineering Lead for the Water's Edge (683 Third Street) project in Ithaca, NY, overseeing the transportation planning and traffic analysis components of a feasibility and due diligence study. Tim evaluated existing transportation conditions, roadway capacity, and multimodal access to support the redevelopment of the former NYSDOT maintenance facility into a mixed-use, waterfront residential community. His responsibilities included preparing a preliminary trip generation and traffic impact analysis using ITE methodologies, assessing corridor operations along Route 13 and 3rd Street, and identifying opportunities to enhance pedestrian, bicycle, and transit connectivity with the Cayuga Waterfront Trail and adjacent commercial areas. Tim also provided input on site access, internal circulation, and intersection design concepts to inform the project's utility and site layout planning, ensuring alignment with City of Ithaca standards and Complete Streets principles.

Elmira Road Overlay and Signal Replacement, City of Ithaca, NY: Tim was the Project Manager for this project which resurfaced the City of Ithaca's portion of Route 13, also known as Elmira Road and fully replaced two traffic signals in the corridor. This 1-mile segment of the state touring route, owned by the City of Ithaca, is a principal arterial on the National Highway System and traverses a highly commercialized corridor. The corridor also accommodates significant pedestrian and bicycle traffic. The two traffic signals scheduled for replacement are at the intersections of Commercial Avenue and at Spencer Road. Both signals were upgraded to meet current MUTCD requirements and to provide accessible pedestrian facilities.

RTC / Regional Market Area Mobility Improvements, Syracuse, NY: Tim is the Project Manager of a multidisciplinary team delivering multimodal transportation improvements to enhance pedestrian and bicycle safety and access between surrounding neighborhoods, the Regional Transportation Center, Regional Market, and Destiny USA. The project includes shared-use paths, buffered bike lanes, ADA-compliant curb ramps, mid-block crossings, and roadway reconfiguration to support Complete Streets objectives and improve overall corridor safety and connectivity.

Bull's Head Brownfield Opportunity Area, Step 2 Revitalization Plan, Rochester, NY: Tim is leading the traffic impact study for the Bull's Head Sub-area Urban area and the BOA Study area in the City of Rochester. Fisher's responsibilities include preparation of an Urban Renewal Plan for a portion of the BOA, inventory and analyses, land use planning including developing transportation and zoning recommendations and design concepts, neighborhood revitalization programming and outreach, site marketing and SEQRA compliance.

Main Street Two-Way Conversion Study, City of Cortland, NY: Tim was the Project Manager for this study to determine the feasibility of converting Main Street between Clinton Avenue and Port Watson to two-way traffic to improve accessibility, commercial activity and walkability. Main Street and Central Avenue were converted to one-way traffic in the 1960s in order to reduce traffic congestion in the down town core. The intent is to slow speeds, improve walkability and bike-ability, revitalize downtown commerce and generally enhance local quality of life. Key considerations include impacts to traffic congestion, safety, parking, bicyclists, pedestrians, transit and service provision.

Heath Lagoe PE

Senior Traffic Engineer

Years of Experience
26

Years with Fisher
24

Registration
Professional Engineer:
- New York # 085000

Education
- B.S., Civil and Environmental Engineering, 1997, Clarkson University

Affiliations
- B.S., Civil and Environmental Engineering, 1997, Clarkson University

Areas of Specialization
- Intersection analysis
- Signal coordination/ systematic capacity analysis.
- Warrant analysis
- Traffic micro simulation modeling
- Circulation analysis
- Transportation planning
- Safety investigation & accident analysis
- Data collection

Heath Lagoe, P.E., has 26 years of specialized experience in traffic and transportation engineering. His extensive resume of high-profile, complex traffic engineering projects reflects his expertise in transportation planning, traffic engineering, and design, traffic signal coordination/system-wide capacity analysis, microsimulation modeling, circulation analyses, roundabout assessment/design, safety studies, and data collection. Heath has extensive experience with all types of traffic engineering software. He is an expert in the concepts/ calculations of the software operation and the proper interpretation of the results.

RELEVANT EXPERIENCE

Monroe County Active Transportation Improvement Plan, Monroe County, NY: Heath is the Senior Traffic Engineer for this project. Fisher is evaluating internal policies, conducting needs assessments, and identifying feasible, cost-effective active transportation improvements for county-owned roads. The project emphasizes multimodal safety, equity, and accessibility, providing a framework of short-, mid-, and long-term strategies to advance Complete Streets principles, road diets, bicycle and pedestrian infrastructure, and traffic calming treatments. Robust public engagement, including workshops, surveys, and innovative outreach techniques, ensures the plan reflected community priorities. The final Implementation Plan will serve as both a design guide and a strategic tool for securing state and federal funding to expand Monroe County's connected, safe, and equitable transportation network.

MCC Safety Improvements, Rochester, NY: Heath was the lead engineer to complete a traffic and safety anaylsis and pedstrian signal design for the MCC's campus in downtown Rochester, NY.

Buffalo Traffic Engineering Assistance, City of Buffalo, NY: Heath was the Senior Traffic Engineer and developed and implemented cost-effective traffic signal timing and coordination plans for 3 major corridors (57 signals) to reduce travel time and emissions. Traffic volume counts and geometric data was inventoried to develop coordination timings for each of the systems using the latest Synchro software. The resulting Synchro traffic models can be used to manage and maintain the Owner's traffic network and provide a database for volumes, lane geometry, signal timing and phasing, and system coordination and offsets.

Bullshead BOA, City of Rochester, NY: Heath was responsible for completing the traffic study as part of the Bullshead Revitalization Strategy. The study was conducted to understand existing and future traffic volumes and circulation patterns, focusing on residential and commercial vehicles. This involved reviewing and testing transportation network alternatives, including right-of-way alignments, intersections, geometries, widths, and opportunities for incorporating multi-modal infrastructure. The goal was to determine optimal road configurations and alignments.

Connective Corridor Project, City of Syracuse, NY: Heath was the Sr. Traffic Engineer for the 1.5 mile, signature strip of cutting-edge cultural development connecting University Hill with downtown Syracuse. He was responsible for traffic data collection for 15 intersections, safety analysis of 250 accidents, and traffic analysis for 30 intersections and five corridors for this urban project. The traffic analysis determined an optimal route for the Corridor to connect downtown and Syracuse University. A detailed traffic assessment was provided for multiple scenarios that convert existing one-way to two-way street operations.

DAN PAWLAK P.E.

Project Engineer

Years of Experience
11

Years with Fisher
1

Registration
Professional Engineer:
- NY #104102-01
- CT #PEN.0037893
- MS: #59401
- RI: #15508

Education
- B.S.C.E., Civil Engineering, University at Buffalo

Certifications & Training
- OSHA 10-Hour Construction

Areas of Specialization
- Highway Safety
- Pedestrian Facilities
- Accident Analyses
- Roadway design

** = work performed with previous employers*

Dan Pawlak, P.E. has 11 years of experience in Civil Engineering Design. Dan has expertise in the areas of roadway design, work zone traffic control and ADA design and compliance. As a Project Engineer, Dan's responsibilities include the preparation of highway plans, development of horizontal and vertical alignments, superelevation design and analysis, drainage design and construction cost estimate development.

RELEVANT EXPERIENCE

Red Oaks Mills Road, Poughkeepsie, New York*: Dan served as Design Manager for this project to address traffic and safety inadequacies at two intersections on Red Oaks Mills Road. Project responsibilities included development of design report alternatives for a roundabout as well as intersection modifications for two intersections and attending meetings with the County to discuss and recommend alternatives.

Purdys Train Station Pedestrian Access, North Salem, New York*: Served as Design Engineer for this project to provide a link within the Hamlet of Purdys from the Lions Club to beyond the I-684 exit ramp. Project responsibilities included the design of sidewalks and curb ramps in compliance with PROWAG and ADA requirements.

Highway Safety Investigations, Multiple Locations, New York*: Served as Design Engineer for this project to investigate 65 high incident locations throughout the region and recommend accident mitigation measures. Project responsibilities included preparing accident analyses, reviewing existing site conditions to identify contributing factors to the high level of accidents and preparing recommendations to improve safety.

East Willow Tree Road Sidewalk Improvements, Wesley Hills, New York*: Served as Staff Engineer for this project to install 4,500 linear feet of sidewalk. Project responsibilities included highway, sidewalk and drainage design.

NYS Route 211 Pedestrian and Landscape Improvements, Middletown, New York*: Served as Staff Engineer for this sidewalk design and construction project to provide a continuous, safe pedestrian network along Route 211. Project responsibilities included the design of ADA and PROWAG compliant sidewalks, pedestrian crossings, signing, lighting enhancements, culvert extension and retaining wall design.

Main Street Accessibility Improvements, Beacon, New York*: Served as Design Engineer for this project to construct sidewalks and curbing along Main Street from Route 9D to Teller Avenue in the City of Beacon. Improvements included concrete sidewalk design, ADA curb ramps, brick pavers, concrete and granite curbing, bump-outs, traffic calming measures and the replacement of two traffic signals. Project responsibilities included sidewalk and curb ramp design, signing and striping, and the coordination of signal design.

Jackson Avenue Rehabilitation, New Windsor, New York*: Served as Design Engineer for this 2.8-mile roadway rehabilitation project, which included the replacement of two culverts. Project responsibilities included an accident analysis, roadway realignment of horizontal and vertical curves, improved pavement marking and signing, superelevation design, modification of an intersection, guiderail design and drainage design.

Orange County Rail Trail, Middletown, New York*: Served as Design Manager for this project to convert an existing abandoned railroad corridor to an extension of an existing rail trail. Project responsibilities included oversight of highway design, the development of a design report, and coordination with the City and County.

Kingston Uptown Transportation Improvements, Kingston, New York*: Served as Design Manager for this project to upgrade sidewalks throughout the City of Kingston to meet ADA standards. Additional work included lighting, landscaping and drainage. Project responsibilities included overseeing highway design, corresponding with the city regarding project schedule, bidding and public meetings.

ANGELA DEPAUL

Design Engineer

Years of Experience
8

Years with Fisher
2

Education
- B.S. Civil Engineering, 2018, Clarkson University

Affiliations
- New York State Association of Transportation Engineers (NYSATE – Local Director)
- American Society of Civil Engineers (ASCE)

Areas of Specialization
- Pedestrian Improvements
- Multi-Use Projects
- Highway Design
- Work Zone Traffic Control
- Complete Streets
- Culvert Design
- Multi-Modal

** = work performed with previous employers*

Angela DePaul is a Design Engineer with eight years of experience delivering transportation and infrastructure projects for NYSDOT, local municipalities, and private clients. She specializes in multimodal design, including pedestrian and bicycle facilities, ADA-compliant accessibility, complete streets, and traffic safety improvements. Angela has contributed to all project phases—from feasibility and preliminary studies to final design and construction support—ensuring compliance with regulatory requirements while balancing technical, environmental, and community needs. Her background in lighting design, traffic control, and public engagement makes her well-suited to support the Village of Moravia's streetscape and park improvement initiatives

RELEVANT EXPERIENCE

400 Block College Ave Streetscape, City of Ithaca, NY: Angela is the Design Engineer for this project for this streetscape project in Ithaca's Collegetown neighborhood focused on redesigning one of the city's busiest pedestrian corridors, a gateway to Cornell University. The initiative addressed deteriorating sidewalks and amenities, balancing the needs of pedestrians, bicycles, transit, loading, and limited parking within a constrained right-of-way. The design incorporated public engagement and coordination with multiple stakeholders to develop creative solutions featuring green infrastructure, improved lighting, street trees, and flexible public spaces. Final construction documents prepared for the City of Ithaca reflect NYSDOT standards and support a safe, vibrant, and welcoming streetscape in this dense mixed-use urban district

New Scotland / Whitehall / Buckingham Hospital Area Traffic Study, City of Albany, NY*: Assistant Project Engineer for an area-wide Complete Streets study to evaluate existing and future transportation conditions and identify potential improvements within the approximate one and one-half square mile study area in the City of Albany. The plan included alternatives analysis, public engagement, traffic simulations, interchange assessments, and development of concept plans and cost estimates. The final recommendation included various pedestrian safety improvements, traffic calming measures, and a road diet with alternate side parking for the key new corridor.

Columbia Street Pedestrian Accessibility and SRTS Enhancements, PIN 1762.32, City of Cohoes, Albany County, NY*: This $5.7 million federal aid project involves the rehabilitation of 7000 LF of Columbia Street using a Complete Streets approach to improve pedestrian and bicycle accommodations. The design includes asphalt milling and overlay, a closed drainage system, green infrastructure practices, and five traffic signals with pedestrian accommodations.

Freemans Bridge Road Sidewalks and Path, PIN 1762.49, Town of Glenville, Schenectady County, NY*: This $3.3 million federal aid project involves the design and construction of 3700 linear feet of sidewalks and 3700 linear feet of a multi-use path along the east side of Freemans Bridge Road in the Town of Glenville. Pedestrian signals will be added to all signalized intersections along the corridor to provide safe crossings for all users. The design also includes milling and resurfacing Freemans Bridge Road from Freemans Bridge to NY Route 50 with video detection to be added to each of the existing traffic signals within the project limits. . Assistant Project Engineer.

NY Route 146 over Normanskill Bridge Replacement, PIN 1085.46, Town of Guilderland, Albany County, NY.* Angela was an Engineer for preliminary design services for the replacement of the NY Route 146 Bridge over Normanskill. The project involved replacing the existing 3-span bridge with a new single span bridge on the existing alignment. The team obtained traffic count data, evaluated off-site vs on-site detour options, delineated wetlands, established design criteria, developed the corridor and bridge layouts, and evaluated social, environmental, and economic impacts of the project. Project Engineer responsible for the design of the multi-use path component of the bridge reconstruction.

EMMA MORIAN EIT

Transportation Engineer

Years of Experience
4

Years with Fisher
2

Registration
Engineer in Training
- Pennsylvania #ET032098

Education
- B.S., Civil Engineering, University of Pittsburgh

Areas of Specialization
- Signal Coordination/ Systematic Capacity Analysis
- Traffic Micro Simulation Modeling
- Safety Investigation & Accident Analysis
- Warrant Analysis
- Data Collection

Emma has 4 years of experience with various civil engineering projects, including traffic signal and roadway design, data collection, and safety analyses. She is adept at conducting various inventory analysis tasks relevant to identifying existing deficiencies in the transportation infrastructure network and developing solutions.

RELEVANT EXPERIENCE

Waters Edge Ithaca, LLC, Ithaca, NY: This waterfront multi-family development project will transform the former Department of Transportation site into a vibrant residential and commercial hub. The project features 500 residential units—400 market-rate and 100 affordable—across two phases with a mix of Studio, 1BR, and 2BR layouts. Additionally, 12,000 sq. ft. of commercial space will enhance community engagement. Emma is completing data collection, and trip generation analysis to support the traffic analysis for the project.

Monroe County Active Transportation Improvement Plan, Monroe County, NY: Heath is the Senior Traffic Engineer for this project. Fisher is evaluating internal policies, conducting needs assessments, and identifying feasible, cost-effective active transportation improvements for county-owned roads. The project emphasizes multimodal safety, equity, and accessibility, providing a framework of short-, mid-, and long-term strategies to advance Complete Streets principles, road diets, bicycle and pedestrian infrastructure, and traffic calming treatments. Robust public engagement, including workshops, surveys, and innovative outreach techniques, ensures the plan reflected community priorities. The final Implementation Plan will serve as both a design guide and a strategic tool for securing state and federal funding to expand Monroe County's connected, safe, and equitable transportation network.

Traffic and Transportation Term Agreement, City of Syracuse, NY: Emma is a traffic engineer supporting our ongoing Term Agreement providing as-needed transportation and traffic engineering services to the City of Syracuse. To date, work orders have included the design of speed humps/cushions at over 50 locations around the city, the design of bike lanes on a city street, design of new pedestrian signals at a high-traffic intersection, design of a sidepath (two-way bike/pedestrian on-street pathway) along a city street and design of a shared use path. Fisher is starting the design of two new greenways (one along Lemoyne Avenue that will traverse Washington Square Park and one through the Eastwood area) and on-street bike lanes along Court Street. Emma is a Traffic Engineer on this project.

St. Elizabeth's Medical Campus Reuse Master Plan, City of Utica, NY: Emma is a Traffic Engineer for the St. Elizabeth's Hospital Campus Master Plan Reuse Study. This initiative is aimed at repurposing the historic hospital site to meet contemporary community needs while also preserving its architectural heritage. A focus of the study is to identify viable uses for the campus while taking into consideration the existing infrastructure, market demand, and ensuring any proposed development aligns with the community's goals for sustainable growth and economic revitalization. Emma's responsibilities will include the completion of a traffic study that will capacity and warrant analyses at four intersections as well as future intersection improvements.

FRANK ARMENTO AICP CEP

Senior Planner

Years of Experience
32

Years with Fisher
15

Education
- M.U.P., Urban Planning, 1997
- SUNY at Buffalo
- B.A., Geography, 1989
- SUNY College at Buffalo

Affiliations
- American Planning Association, New York Upstate Chapter and Western New York Section
- American Institute of Certified Planners
- Buffalo Environmental Management Commission, Commissioner 2005 to present

Certifications & Training
- FERC Training

Areas of Specialization
- Land Use Planning/Zoning Compliance
- Transportation Planning
- Brownfields Redevelopment
- SEQRA/NEPA Compliance Environmental Permitting and Due Diligence

Frank Armento has been helping municipalities, public sector agencies, nonprofits, and private entities across Upstate New York shape their futures for more than 32 years. He has devoted much of his career to urban planning projects that establish sensible frameworks for sustainable development, improve public health and the quality of life, and contribute to the resurgence of underserved communities. Frank facilitates community engagement on projects and is an expert at communicating community and regional plan concepts and alternatives to the public, community groups, businesses, and municipal agencies.

One of his specializations is the development and implementation of transportation planning and mobility studies, including downtown parking studies and transportation demand management policies. Frank was a contributor to *The Future of Mobility: Remaking Buffalo for the 21st Century*, an influential workshop and report co-led by the Congress for New Urbanism, and he is now leading the first project to emerge from that report's recommendations.

RELEVANT EXPERIENCE

Herkimer-Oneida Counties Transportation Council, Utica I-90 Interchange at North Genesee Street Transportation Corridor PEL Study, Utica, NY: Frank is the Project Manager for the PEL (Planning and Environmental Linkages) Study, responsible for addressing transportation, safety, and economic development needs along this critical gateway corridor. Key responsibilities include leading a multi-disciplinary team, coordinating with Cambridge Systematics and AKRF, conducting data-driven mobility analysis, and facilitating community engagement. The project focuses on infrastructure redesign, multi-modal transportation, and placemaking, with an emphasis on reconnecting neighborhoods, enhancing the public realm, and supporting mixed-use development and active transportation alternatives.

City of Buffalo Office of Strategic Planning, Smart Streets Design Plan, Buffalo, NY: With Frank as Project Manager, Fisher is embarking on this groundbreaking new project for the City of Buffalo to develop a draft curb management plan and a preliminary design for a flexible smart street. The curb management plan will develop standards to address how curbs and public right-of-way spaces can be allocated to balance the needs of multiple modes of transportation and other uses. The flexible smart street corridor component involves developing a framework to quickly adapt a street based on time of day, season, special event, and changing conditions. Combined as a Smart Streets Design Plan, this is the first project to emerge from the recommendations of the Congress for New Urbanism-supported workshop and report titled *The Future of Mobility: Remaking Buffalo for the 21st Century*, to which Frank contributed as an expert panelist.

River Rock Connections Project, Buffalo, NY: Frank is the Project Manager for the River Rock Connections Study which aims to improve connections from residential and commercial neighborhoods of Black Rock and Riverside in the City of Buffalo to the Niagara River. Responsibilities include public outreach and engagement, inventory and analysis of existing conditions, identification of improved waterfront projects and connections through complete streets principles and off-road trail connectivity along former rail right-of-way, and an Implementation Strategy to position the community for state and federal funding.

Buffalo Niagara's Region Central, Buffalo, NY: Fisher Associates' Project Manager for this study with the Greater Buffalo Niagara Regional Transportation Council (GBNRTC). The purpose of the study is to build consensus around a shared vision for the Scajaquada Corridor and a future-oriented mobility plan that strengths their communities and creates a safer and more equitable and prosperous city and region. Responsibilities include supporting efforts for land use planning/scenario building, mobility assessment and recommendations, and identification of parallel initiatives including community development, Scajaquada Creek access and cleanup and Delaware Park improvements/projects.

SARAH PAUFVE AICP

Project Planner

Years of Experience
5

Years with Fisher
4

Education
- MUP/Urban Planning, 2022, University at Buffalo
- B.S., Environmental Science, 2019, SUNY Binghamton

Areas of Specialization
- Land Use Planning
- Environmental Planning
- Historic Preservation Planning
- Brownfield Redevelopment
- Permitting
- ArcGIS
- Project Presentations and Marketing

Sarah Paufve is an urban planner with a strong background in environmental science, land use planning, and historic preservation planning. Just prior to joining Fisher, she spent the previous year analyzing brownfield properties across three New York State counties for the Southern Tier Central Regional Planning and Development Board. Her well-rounded capabilities include analyzing zoning and land use regulations to facilitate site redevelopment projects; mapping site layouts and environmental features; assembling permit applications; historic preservation planning and research; and leading public presentations to community stakeholders and developers. Sarah also has experience conducting environmental due diligence research and analysis for public and private sector projects and SEQRA and NEPA reviews.

RELEVANT EXPERIENCE

Hamburg Woodlawn Gateway BOA, Town of Hamburg, NY: Sarah is working as Planner assisting in the preparation of a Step 2 Nomination Study in the Town of Hamburg to begin reimagining and reinventing the Route 5 corridor, reclaim former industrial and commercial properties that have acted as barriers to redevelopment and revitalization, and transform the corridor into a safer and more inclusive place to live, work, and play.

River Rock Connections Project, Buffalo, NY: Sarah is working with the inter-agency, collaborative group of organizations envisioning the future of the Black Rock and Riverside neighborhoods' transit and waterfront connectivity. The project involves three parts: waterfront access, neighborhood connectivity, and rails-with-trails. Sarah is identifying current zoning and land use in the project area and analyzing the existing conditions to identify suitable locations for connectivity improvements.

Town of Evans Parks and Recreation Master Plan, Evans, NY: Sarah is the Planner for the Town of Evans Parks and Recreation Master Plan. Located near Lake Erie, south of Buffalo, the town possesses various waterfront assets such as parks, beaches, and recreational attractions that are currently under study for the master plan. Sarah's responsibilities include assisting with community outreach, providing support for inventory and analysis, coordinating with sub-consultants on environmental, utility, branding, and marketing aspects, preparing draft narratives, ensuring SEQRA compliance, and offering project management assistance.

Greater Buffalo-Niagara Regional Transportation Council's Region Central, Buffalo, NY: As part of a project spearheaded by GBNRTC, Sarah analyzed land use revitalization opportunities around the Scajaquada Expressway. The project area, called Region Central, included the Scajaquada Expressway, Scajaquada Creek, Delaware Park, and several environmental and historic assets. Her responsibilities included land use documentation, historic map analysis, and investigation of relevant planning projects in the Region Central corridor to develop a framework for revitalization within the study area.

Chemung County Comprehensive Plan, Long Range Transportation Plan, and Agricultural and Farmland Protection Plan, Chemung County, NY: Sarah is working as a project planner to assist the Chemung County Planning Department and the Elmira Chemung Transportation Council to update three plans: the County's first Comprehensive Plan, the five-year update to the 2019 Long Range Transportation Plan, and the Agricultural and Farmland Protection Plan, last updated in 2012. Sarah is assisting with data collection and analysis, public engagement, goal setting, prioritization exercises, and recommendations and implementation frameworks.

Chemung County On-Call Planning Term Agreement, Chemung County, NY: As a Planner with Fisher, Sarah has assisted Chemung County in preparing four applications for federal grant funds, including funding opportunities through the United States Environmental Protection Agency (USEPA) SWIFR grant program and United States Department of Transportation (USDOT) RAISE grant program.

JAN BRATH, RLA, ASLA

Senior Landscape Architect

Years of Experience
23

Years with Fisher
18

Registration
Registered Landscape Architect
- Connecticut #1626
- Maine #5470
- Maryland #4281
- New York #002536-1
- Pennsylvania #003150
- Texas #3823
- Vermont #125.0133766

CLARB
- Certified Landscape Architect #7745

OSHA
- 10-Hour Construction Safety and Health Certified #34-006330899

Education
- MLA, Landscape Architecture, College of Environmental Science and Forestry, Syracuse University, 2002 with Honors
- BS, Environmental Planning and Geography, State University of New York at Oneonta, 1998
- A.S., Natural Resource Conservation, State University of New York College at Morrisville, 1995

Affiliations
- American Council of Engineering Companies - SUCF Committee Member Fisher Associates
- American Society of Landscape Architects #1094229

Jan leads the large campus infrastructure design projects of the firm's higher education projects. He is responsible for the project management of many of our higher education projects that involve landscape architecture, site/civil engineering, environmental, permitting, and land surveying. His experience ensures the success of our projects that include conceptual and detailed design for new facilities, rehabilitations, renovations, infrastructure, and planning work on large campuses throughout New York State.

Jan has **over a decade of experience working on projects on the Cornell University campus** and has managed the design of multiple site projects at numerous SUNY Colleges and Universities.

RELEVANT EXPERIENCE

Cornell University North Campus Residential Expansion, Ithaca, NY: Senior Project Manager providing detailed site design, construction documentation and administration on the project to add 2,000 new beds and a 58,000-sf dining facility as well as an artificial turf intermural sports field to Cornell's North Campus. The project site is 26 acres stretching across 4 municipalities. Worked closely with the University and architect to provide a site design that reflects the importance of open space on campus. The design is rooted in a hierarchy of memorable open spaces that are flexible, accessible, and interconnected with first-floor community spaces to be an extension of the buildings. The spaces include large, open lawns, groves of shade trees, understory plantings as well as terraced stormwater planters.

University at Buffalo School of Management – Paula Agrusa Plaza, Buffalo, NY: Senior Project Manager to provide detailed site design, construction documentation and administration. The new ADA-accessible space provides outdoor learning environments and socialization spaces for students, faculty, and staff. Included in the site program is an event space with an overhead canopy, WiFi, charging stations, a fire pit, catenary lighting an amphitheater space, and both communal and individual seating options.

Binghamton University Central Campus Quad, NYSUCF, Binghamton, NY: Senior Project Manager and lead consultant providing detailed site design, construction documentation and administration for the redesign of the 4-acre Central Campus Quad. The project included the redesign of walkways and gathering spaces, and the selection and placement of amenities such as lighting, furnishings, and sculptures. The project also included the replacement of an existing water feature with a new granite infinity fountain on the main walk and bio-retention areas for stormwater management.

SUNY College of Environmental Science and Forestry, Marshall Hall Renovations, Syracuse, NY: Senior Project Manager providing detailed site design and construction administration for all Marshall Hall site work. The proposed site plan replaces stairs and landings between Moon Library and Marshall Hall along with a universally accessible walkway (5% gradient or less) to provide a compliant walk from the Gateway Center and the lower campus to the Quadrangle. Several new ADA-compliant routes in addition to expanded ADA parking were added bringing the building into compliance. In keeping with the campus sustainability goals, he worked closely with ESF faculty to identify plants that will be climatically appropriate for both the micro-climate of the site, including solar orientation, as well as being appropriate for the macro-climate of the Onondaga Lake Basin.

Exhibit B: Project Charter (version 1.3, dated 4/2/2026)

Project Charter

Project: STREETS ’27: Forest Home Traffic Calming Plan Update
Project Sponsor: Town Supervisor, Town of Ithaca (Rod Howe)
Project Owner: Director of Planning, Town of Ithaca (C.J. Randall)
Consultant: Fisher Associates, , P.E., L.S., L.A., D.P.C.
Period of Performance: Notice To Proceed 4/14/2026; Project Initiation April 2026

1) Background & Problem Statement

STREETS ‘27 will build on prior efforts (e.g., 2007 Traffic Calming Plan, 2024 Traffic Pattern Study, 2025 Safe Streets Tompkins); Town Complete Streets policy (2015); and Vision Zero policy (2025) and provide concept-level designs that serve as a blueprint for implementation projects and help the Town prioritize and secure state and federal funding.

1.1 Project Purpose

The purpose of the Forest Home Traffic Calming Plan Update (STREETS ‘27) is to produce a concept-level, fundable plan that improves quality of life in Forest Home by:

- Reducing the impacts of traffic
- Improving safety for vulnerable road users
- Maintaining or enhancing the streetscape, in keeping with the community’s historic character

The Plan will balance the above goals with enhancing vulnerable road user safety and multimodal access in Forest Home, historic preservation requirements, and coordination across jurisdictions (Town, County, Cornell, ITCTC, and state partners).

1.2 Objectives

1. By Month 8, complete an inventory and analysis of existing conditions, including safety, connectivity gaps, and accessibility constraints, with a public Round 1 engagement summary.
2. By Month 12, present at least two concept alternatives – to be identified through the course of the project – for each priority location, with clear visualizations and pros/cons matrices for community review in Round 2 engagement.
3. By Month 16, deliver a Final Plan with prioritized recommendations, planning level costs, phasing, responsible parties, and a funding alignment matrix to position the Town for grant pursuits.

2) Scope Description

2.1 In Scope

- Project management; steering committee support (monthly meeting cadence, with Consultant expected to attend every other month).
- Review of prior plans/policies and synthesis into issues/opportunities. Anaylsis and presentation of best practices in road, trail, sidewalk, bike lane standards and specs (NYS DOT fundable).
- Public & stakeholder engagement (two rounds) with emphasis on education (to include requirements established by funding agencies) and meaningful involvement.
- Inventory of vehicular, pedestrian, and bicycle facilities; utilities inventory; operations and safety review; gap analysis; consideration of scenario planning/microsimulation as useful.
- Development and evaluation of draft concepts; preferred recommendations with costs, phasing, and responsibilities; concept level drawings, sections, and renderings for priority locations, defined as a limited number of key road sections.
- Optional concept and evaluation framework for pilot if authorized by the Town.
- Draft Report and Final Report with Executive Summary and technical appendices.
- Survey of property lines, easements, and existing highway boundaries.

2.2 Out of Scope

Final design/contract drawings, right-of-way taking lines survey, right-of-way acquisition, environmental permitting beyond planning coordination, construction, and construction inspection. (If later required, these services would be separately authorized.)

3) Key Deliverables & Acceptance Criteria

- Project Management Plan (schedule, QA/QC, data standards, and Risk Management Appendix).
- Public Engagement Plan;
- Public Round 1 & Round 2 summaries (with “you said / we did”).
- Existing Conditions & Safety Technical Memo and map atlas (PDF & GIS).
- Concept Toolbox and concept plan set (plans/sections; 3–5 renderings for key sites).
- Alternatives evaluation matrix (safety benefits, historic compatibility, emergency access, cost, maintenance).
- Cost estimates (planning-level), phasing, responsible parties, and funding alignment.
- Preferred Recommendations Report and Monitoring & Performance Plan.

- Draft Plan (searchable PDF) and Final Plan with Executive Summary; GIS package.

A deliverable is accepted when it:

1. Meets content/format specified herein (PDF/GIS standards, plain language).
2. Addresses Town and Steering Committee comments from prior iterations via a comment resolution log.
3. Demonstrates traceability from issues → options → preferred recommendations (with cost and funding pathway where applicable).
4. For engagement deliverables, includes participation metrics and a documented feedback loop showing how public input shaped revisions, consistent with USDOT Promising Practices.

4) Stakeholders & Governance

4.1 Stakeholders

The Town of Ithaca (Supervisor, Director of Planning, Director of Public Works) has formed a Steering Committee that meets approximately monthly with representatives from the Forest Home Improvement Association (~5 individuals) as well as Cornell University (Community Relations and Campus Planning). Stakeholders also include, but are not limited to Ithaca Fire Department, Cayuga Heights Fire Department, Town of Ithaca Director of Code Enforcement & Zoning, New York State Electric & Gas (NYSEG), Southern Cayuga Lake Intermunicipal Water Commission (Bolton Point), the New York State Historic Preservation Office (SHPO), Tompkins County Highway Department, Tompkins County Sheriff's Office (TCSO), New York State Department of Transportation (NYSDOT), and the Ithaca-Tompkins County Transportation Council (ITCTC), which is the Metropolitan Planning Organization (MPO) for Tompkins County, Tompkins Consolidated Transit (TCAT), and Historic Ithaca.

4.2 Steering Committee & Meeting Cadence

A Town-led Steering Committee, already meeting approximately monthly, will guide the process and participate at milestones (Existing Conditions; Draft Concepts; Preferred Plan; Draft Report review).

4.3 Roles & Responsibilities (RACI)

Responsible (R): The person who performs the work to complete the task.
Accountable (A): The person ultimately answerable for the acceptable completion of the task; only one "A" should be assigned per task.

Consulted (C): Subject matter experts whose opinions are sought through two-way communication.
Informed (I): Those kept updated on progress, usually via one-way communication.

- Project Sponsor (Town Supervisor, Town of Ithaca): Accountable for approvals in change of scope, deliverable acceptance (A/R).
- Project Owner (Director of Planning, Town of Ithaca): Main point of contact for the project, day-to-day direction, interagency coordination, and deliverable acceptance (A/R).
- Project Manager (Consultant): Manages work plan, QA/QC, reporting, and delivery (R).
- Steering Committee Community Liaison (FHIA President): Recruit participants; validate outreach materials for clarity; help close the “you said / we did” loop; convene neighborhood briefings; synthesize resident comments into the Town’s comment matrix (C).
- Steering Committee: Guidance, review, and issue resolution (C).
- Engagement Lead (Consultant): Designs and implements Public Engagement Plan (R).
- Technical Leads (traffic/safety, multimodal, landscape/historic Consultants): Concepts, costs, funding (R).
- Emergency Services / Utilities / County / State Partners: Review and constraints input (C/I).

5) High-Level Schedule & Milestones

- Notice to Proceed: April 14, 2026;
- Project Initiation Meeting: April 2026.
- Months 1–2: Kickoff, PMP, background and existing conditions review, field inventory; PEP finalized.
- Months 3–4: Analysis & Public Round 1 (issues/opportunities).
- Months 5–6: Concepts & costs/funding screens.
- Month 7: Public Round 2 (concepts/tradeoffs) and preference refinement.

- Months 8–12: Draft Plan and review.
- Month 16: Final Plan & Executive Summary; Town Board briefing.
- Project closeout Q4 2027

(*A detailed Gantt will be developed for the Project Management Plan.*)

6) Communications & Public Involvement

- Based on Public Engagement Plan as approved by the Steering Committee.
- Two structured public outreach rounds (Issues/Opportunities; Concepts/Tradeoffs).
- Engagement built around plain language materials, inclusive venues/times, and transparent feedback loops.
- Project website and survey/interactive map to expand access and participation.

7) Quality Management

- Two-tier QA/QC: (1) internal technical peer review by Town of Ithaca Engineering, Planning, and Public Works Departments; (2) editorial/graphics and accessibility review by Town Planning Department.
- Deliverables provided as searchable PDFs adhering to Town of Ithaca Planning Department document production checklist; GIS as ESRI file geodatabase; comment resolution log maintained.

8) Assumptions & Constraints

- Town provides available data, convenes all of the Steering Committee where Consultants are expected to attend, and facilitates agency coordination.
- Multijurisdictional approvals (County/NYSDOT/SHPO) and historic district constraints will shape design feasibility and materials selection.
- Plan is concept-level-level; further engineering and permitting will be needed for construction.

9) Key Risks & Mitigations

- Historic Compatibility / SHPO – Early compatibility screening; materials palettes sensitive to the National Register district; pre-consultation for high-visibility sites.
- Emergency Access / Winter Ops – Co-develop speed table profiles/clear widths and plow paths with emergency services, Town Director of Public Works / Highway Superintendent, Town Director of Code Enforcement and Zoning,

County Highway, Cornell Facilities and Campus Services consulted during concept design.

- Conflicting Stakeholder Priorities – Use transparent evaluation criteria and “you said / we did” feedback to build consensus; escalate unresolved tradeoffs at Steering milestones.
- Data Gaps / Quality – Define a supplemental data plan early in conjunction with the Steering Committee; authorize optional counts if needed (via Optional Services).
- Funding Readiness – Ensure each near-term project is “grant-ready” (concepts, costs, roles, eligibility notes) to reduce time-to-funding risk.

10) Change Control

- Changes to scope of work, schedule, or deliverables require a written change request, impact assessment (cost/time/quality), and Town approval before implementation.
- Project Sponsor determines the conditions that close or cancel the project.

11) Performance Metrics

Process & Engagement (during plan development):

- On-time milestone completion ≥90%;
- Round 2 participation ≥20% increase over Round 1;
- Representation from underrepresented groups within ±10% of community demographics and;
- “You Said/We Did” posted within ten (10) business days after each round.

Plan Quality & Readiness (at completion):

- ≥80% of near-term projects are grant-ready (concepts, itemized costs, roles, funding notes);
- 100% of priority concepts include SHPO/compatibility notes and emergency access considerations; Monitoring & Performance Plan completed.

12) Budget Framework

- Lumpsum, to be negotiated with the selected consultant during contract finalization; any optional services (e.g., demonstrations, supplemental counts, etc.) will require prior written authorization.

- Preapproved financial resources
    - Budget not to exceed $150,000
    - Must include marketing materials to promote the project

13) Approvals

Town Board Resolution 2026 - 023 : Authorization to Award Contract for the Forest Home Traffic Calming Plan Update (STREETS ’27), approved 4/13/2026

14) Version Control

1.0 -- Project Owner (2/10/2026)
1.1 -- Project Owner + Project Sponsor (2/18/2026)
1.2 -- Steering Committee (2/26/2026)
1.3 – Project Owner + Project Sponsor (4/2/2026)

# # #

Exhibit C: Scope of Work (2/10/2026; revised 4/2/2026)

STREETS ‘27
Forest Home Traffic Calming Plan Update
Scope of Work

2/10/2026; revised 4/2/2026

Contents

BACKGROUND AND PURPOSE

Located in the northeastern part of the Town of Ithaca, in Tompkins County, New York, the Forest Home neighborhood is served by a network of local and county roads, bridges, and trails. Most roads within Forest Home are owned and maintained by the Town of Ithaca, while Warren Road and Pleasant Grove Road are under the jurisdiction of Tompkins County. Most of the community is a designated Historic District on the State and National Registers of Historic Places.

Because of its location at one of only three crossings of Fall Creek, and because of its proximity to the neighboring Cornell campus, Forest Home roads serve as major conduits for automobile traffic. Thousands of cars pass through Forest Home every day on infrastructure originally built in the 19th Century for horses and buggies. Forest Home features single-lane bridges, sharp bends, weight- and length-restricted narrow roadways, and limited pedestrian infrastructure not designed for high traffic volumes. These characteristics, along with the area's historic significance and proximity to Cornell University, make it a popular route for pedestrians, runners, and cyclists, but also present challenges for traffic safety and multimodal access.

As development and mobility needs evolve, the Town is seeking to expand and improve pedestrian and bicycle access and safety in Forest Home. This includes identifying future infrastructure improvements and policy changes that reflect existing conditions and the multi-agency coordination required for successful implementation.

The Town of Ithaca, with the participation of the Forest Home Improvement Association (FHIA) and other interested stakeholders, intends to engage active transportation consultants with the capacity to provide planning and engineering services – as well as community relations support services and agency strategic guidance – for the Forest Home neighborhood in accordance with the Town's Complete Streets policy (April 15, 2015) and Vision Zero policy (June 9, 2025).

The purpose of this STREETS '27: Forest Home Traffic Calming Plan Update (hereafter referred to as the "Plan") is to produce a concept-level, fundable plan that improves quality of life in Forest Home by:

- Reducing the impacts of traffic;
- Improving safety for vulnerable road users;
- Maintaining or enhancing the streetscape, in keeping with the community's historic character.

The Plan will balance the above goals with enhancing vulnerable road user safety and multimodal access in Forest Home, historic preservation requirements, and coordination across jurisdictions (Town, County, Cornell, ITCTC, and state partners). The goals of the Plan are to adapt the transportation network to provide safe access for all users; prioritize pedestrian and bicycle links between key transportation assets and destinations; promote active transportation and a multi-modal system integrated with neighboring anchor institution Cornell University. The Plan will build on previous efforts by identifying connectivity gaps in the town's transportation network, recommending improvements to existing streets and intersections, considering access management strategies, and providing concept-level designs to better connect streets, trails, and sidewalks. The Plan will provide the town with a strategy for balancing safety, accessibility, residential quality of life, and mobility concerns with the need to support ongoing economic and community development initiatives.

Background on past transportation planning initiatives in the Forest Home neighborhood, including links to the 2007 Traffic Calming Plan and 2025 Top-Level Priorities for Infrastructure Improvements, is located at https://www.fhia.org/forest-home-infrastructure.

COLLABORATORS

The Town of Ithaca (Supervisor, Planning, Public Works) has formed a Steering Committee that meets approximately monthly with representatives from the Forest Home Improvement Association (~5 individuals) as well as Cornell University (Community Relations and Campus Planning). Stakeholders also include, but are not limited to Ithaca Fire Department, Town of Ithaca Director of Code Enforcement & Zoning, New York State Electric & Gas (NYSEG), Southern Cayuga Lake Intermunicipal Water Commission (Bolton Point), the New York State Historic Preservation Office (SHPO), Tompkins County Highway Department, New York State Department of Transportation (NYSDOT), Historic Ithaca, Tompkins County Sheriff's Office (TCSO), Tompkins Consolidated Transit (TCAT), and the Ithaca-Tompkins County Transportation Council (ITCTC), which is the Metropolitan Planning Organization (MPO) for Tompkins County.

PROCESS OVERVIEW

The outcome of the Plan will be concept-level designs, providing the town with a blueprint for future infrastructure improvement projects and helping the town prioritize and secure funding for projects. This Plan will provide a tool for the Town of Ithaca and other partners to engage State and Federal officials and request funding to implement the Plan's recommendations. See also Project Charter (revision date **April 9, 2026**) approved by the Town Board of the Town of Ithaca on **April 13, 2026.**

SCOPE OF WORK

Project Management, Governance, and Standards

Task 0.1 – Project Initiation & Management Plan

- Conduct a kickoff to confirm scope, roles, schedule, decision checkpoints, data needs, and QA/QC.
- Prepare a **Project Management Plan (PMP)**: schedule (Gantt), risk register, communications protocol, document control, versioning, and a quality review workflow.

  Deliverables: PMP; master schedule; risk register; contact list.

Task 0.2 – Steering Committee Support

- Prepare agendas, materials, and minutes for **Kickoff + 4-5 milestone meetings** (Existing Conditions; Draft Concepts; Preferred Plan; Draft Report review). Maintain a decision/action log.

  Deliverables: Agendas, slide decks, minutes, action/decision log.

  Note: Committee composition and cadence reflect the Town's established steering committee process.

Task 0.3 – Data & File Standards

- Establish a **Data Management Plan** with GIS schema (roads, facilities, crashes/speeds, ADA ramps, utilities, jurisdiction, historic resources). Deliverables must be searchable PDFs with bookmarks; GIS in ESRI file geodatabase (projection per Town standards).

- **Deliverables:** Project-specific Data Management Plan establishing GIS data standards, data model, and naming conventions. GIS schema and data dictionary for transportation datasets, including roads, traffic calming features, sidewalks/crossings, trails, bus stops, crashes, speed and volume data, ADA/PROWAG curb ramps, drainage/utilities, jurisdictional boundaries, parcels/ROW where available, and historic resources.
- **Assumptions:** Project GIS data will be maintained in an ESRI file geodatabase. Fisher Associates will be granted access to client's ArcGIS Online with appropriate privileges to publish GIS content (if web deliverables are requested).

Prior Work, Regulatory & Historic Context

Identify issues and opportunities in the project area by reviewing existing local and regional plans and studies and collecting land use, economic development, and demographic data to support the project development process. Includes: inventorying existing and planned conditions; reviewing existing planning documents, including the 2007 Traffic Calming Plan; 2024 Traffic Pattern Study; 2025 Safe Streets Tompkins Plan; assessing the physical, operational, design, policy, and regulatory environment related to the transportation system and land use, as most of Forest Home is a Historic District listed on the State and National Registers of Historic Places.

Task 1.1 – Synthesis of Prior Plans & Policies

- Review: 2007 Forest Home Traffic Calming Plan, particularly Appendix VIII (Detailed Traffic Calming Measures, By Specific Location); 2024 Traffic Pattern Study; 2025 Safe Streets Tompkins; Town Complete Streets (2015**)** and Vision Zero (June 9, 2025) policies. Identify implemented items, remaining needs, and any gaps relative to the study area.
  Deliverables: Annotated review memo; "gap matrix."

Task 1.2 – Regulatory & Historic District Pathway

- Map ownership/jurisdiction; outline approvals (Town/County/NYSDOT), SHPO coordination steps, and materials/treatments compatible with a State & National Register Historic District.
  Deliverables: Regulatory & Historic Context memo; compatibility checklist.

Existing Conditions, Safety & Multimodal Analysis

Inventory existing transportation infrastructure in the project area by mapping the current street network, including vehicular, pedestrian, and bicycle facilities; describing infrastructure conditions, connectivity gaps, safety concerns of residents, road users, and other major stakeholders, and access management challenges; and identifying other pertinent inventory elements to support the project development process. Begin study of the physical, operational, and regulatory environment to identify the level of service for all travel modes, emphasizing vulnerable road users. Develop a concept plan and recommendations that improve multimodal level of service and prepare realistic cost estimates, funding sources, priority, and parties responsible for implementation of recommendations. This may include an experiment or pilot program (described in Task 4.4) and associated metrics for measuring successes and challenges. Evaluate existing road and adjacent geometry, review and evaluate traffic flow, counts, and directions of travel, review utility locations, alternatives analysis (microsimulations / scenario planning) and potential impacts if reconstructed.

Task 2.1 – Field Inventory & Constraints

- Field verify: geometry (narrow pavements, single-lane bridges, curves), signs/markings, speed controls, sidewalks/crossings, trails/bus stops, ADA/PROWAG curb ramps, drainage/utilities, sight distance, winter maintenance, and emergency access routes.

  Deliverables: Photo log; constraints map set (PDF + GIS).

Task 2.2 – Safety & Operations Baseline - Transportation

- Analyze crashes, limited to determining the number and types of crashes that have occurred within the study area within the last five (5) years, available speeds/volumes, pedestrian & bicycle exposure (where available), and operations at key intersections/bridge approaches. It is assumed that weekday AM (7-9am) and PM (4-6pm) peak period traffic counts will be obtained at up to six (6) locations and traffic analyses will be performed for each of these intersections.
- Conduct targeted **scenario planning and/or light microsimulation** where helpful to screen alternatives (e.g., approaches to volume/speed management or lane reconfiguration). It is assumed that up to three (3) alternatives will be evaluated.

  Deliverables: Existing Conditions & Safety Technical Memo; map atlas; (as applicable) scenario note.
- **Assumptions:** Crash, speed, volume, and related safety datasets will be supplied by the Client or obtained from publicly available sources.

Task 2.3 – Connectivity & Accessibility Gaps

- Multimodal network/stress assessment and ADA compliance review; identify gaps and barriers between streets, trails/sidepaths, sidewalks, the Forest Home Walkway, and the Cornell network.

  Deliverables: Gap analysis memo; prioritized problem locations.

Public Engagement

Engagement framing: Follow USDOT's *Promising Practices for Meaningful Public Involvement* for inclusive methods, barrier reduction (e.g., timing/venue, childcare, food), transparency, and evaluation of engagement effectiveness. Based on the community's goal of improving the quality of life through reducing the impacts of traffic, improving safety for vulnerable road users, and beautifying its streetscape while preserving its historic character.

Task 3.1 – Public & Stakeholder Engagement Plan (PSEP) – Prepare Public and Stakeholder Engagement Plan with emphasis on meaningful public involvement.

- Prepare a plan emphasizing meaningful public involvement (equity, accessibility, barrier reduction, "you said / we did" feedback loops). Include stakeholder map, outreach calendar, and success metrics for engagement.
- Establish an accessible project website/email and an interactive survey/map to capture location-specific comments.

  Deliverables: PSEP; website content; survey & interactive map; communications templates.

Task 3.2 – Engagement Round 1: Issues & Opportunities

- Public meeting/workshop to introduce the study, validate inventory findings, and gather lived-experience input.

  Deliverables: Materials; attendance/participation metrics; Round 1 summary.

Task 3.3 – Engagement Round 2: Concepts & Tradeoffs

- Public meeting/workshop to present draft concepts using clear visualizations (plans/sections/renderings), pros/cons matrices (safety, historic compatibility, emergency access, cost, maintenance), and gather preferences.

  Deliverables: Materials; renderings/visuals; Round 2 summary; comment matrix with "you said / we did" responses.

Concept Development & Evaluation

Task 4.1 – Forest Home Traffic Calming & Multimodal Toolbox

- Develop a context-sensitive toolbox of safety countermeasures (e.g., raised crosswalks/tables, curb extensions, chicanes, gateways, refuge islands, visual narrowing, sidepaths/bikeway types, pedestrian-scale lighting) with notes on historic sensitivity, emergency response, drainage, and winter maintenance.

  Deliverables: Toolbox guide sheets (typicals + conditions of use).

Task 4.2 – Concept-Level Designs for Priority Locations

- Prepare concept plans/sections for priority corridors, intersections, and bridge approaches; include preliminary grading/drainage implications, signing/marking concepts, and compatible materials palettes. Provide five (5) photo-realistic renderings for key sites to support decisions and grant packaging.

  Deliverables: Concept plan set (PDF + GIS); renderings; design narratives.

Task 4.3 – Costs, Phasing & Funding Strategy

- For each concept: expected safety benefit (order-of-magnitude), constructability (to include potential right-of-way acquisitions), utility conflicts, jurisdictional roles, maintenance notes, and risk management.
- Provide planning-level cost estimates (unit price basis), a phasing plan (quick-build/ short / mid / long term), and a funding alignment matrix (e.g., HSIP, SS4A Implementation, TAP) with eligibility notes and immediate next steps.

  Deliverables: Alternatives evaluation matrix; cost estimates; phasing and funding strategy including risk management. Risk management should be a brief narrative identifying the risks to on-time, on-budget delivery and completion of the concept project. It also covers the likelihood of the risk causing an impact, the costs that could be incurred, the strategies evaluated to mitigate the risk, the costs of the mitigation measures, and the actions being taken. This does not include independent constructability and cost estimate review(s), which will be performed during final design.

Task 4.4 – Optional: Traffic Pilot (If Authorized)

- Develop a limited-duration pilot (Temporary Traffic Control plan, signage/marking kit, outreach materials), with an evaluation plan (e.g., speeds, volumes, compliance, emergency response times, resident feedback).
  Deliverables (optional): Pilot plan, field kit list, data collection forms, Pilot Evaluation Summary.

Preferred Recommendations & Implementation Roadmap

Task 5.1 – Preferred Plan

- Incorporate feedback to finalize preferred recommendations with costs, phasing, responsible parties, coordination/permit steps (including SHPO where applicable), and maintenance considerations.
  Deliverables: Preferred Recommendations Report (maps + matrix).

Task 5.2 – Monitoring & Performance Plan

- Define a performance monitoring program (speed/crash tracking cadence, pedestrian/bike counts, ADA upgrades, engagement follow-up) aligned with Vision Zero and Complete Streets goals.
  Deliverable: Monitoring & Performance Plan.

Documentation & Final Deliverables

Task 6.1 – Draft Plan

- A comprehensive, plain-language document that integrates analysis, engagement, toolbox, concepts, costs/funding, and the implementation roadmap; append technical memos and GIS inventory.
  Deliverables: Draft Plan (searchable PDF with bookmarks); map atlas; GIS package (file geodatabase).

Task 6.2 – Final Plan & Executive Summary

- Address consolidated comments from the Town and Steering Committee; finalize graphics suitable for grant submittals; prepare a 2–4 page Executive Summary; present to Town Board.
  Deliverables: Final Plan, Executive Summary, presentation slide deck.

Meetings & Touchpoints (Minimum)

- **Steering Committee:** Kickoff + Five (5) milestone meetings.
- **Public Engagement:** Two public meetings (Issues & Opportunities; Concepts & Tradeoffs).
- **Town Board:** Final presentation.

Project Schedule

- **Notice To Proceed:** April 14, 2026 → **Initiation:** Late April 2026.
- **Months 1–2:** Kickoff, PMP, PSEP, background review, field inventory.
- **Months 3–4:** Analysis; Engagement Round 1.
- **Months 5–6:** Toolbox + Draft Concepts; cost & funding screens.
- **Month 7:** Engagement Round 2; refine preferences.

- **Months 8–12:** Draft Plan; review draft report with the Steering Committee and post for public comments.
- **Month 16:** Final Plan & Executive Summary; Town Board briefing.
  (Adjustable by mutual agreement.)

Acceptance Criteria

A deliverable is accepted when it:

1. Meets content/format specified herein (PDF/GIS standards, plain language).
2. Addresses Town and Steering Committee comments from prior iterations via a comment resolution log.
3. Demonstrates traceability from issues → options → preferred recommendations (with cost and funding pathway where applicable).
4. For engagement deliverables, include participation metrics and a documented feedback loop showing how input shaped revisions, consistent with USDOT's *Promising Practices.*

Optional Services

- Supplemental data collection (counts; intercept surveys, ROW or other survey).
- Grant application support (HSIP/SS4A/TAP).
- SHPO applications.
- Additional simulation/visualization beyond the base scope.

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