Scope of Work

The following approach is based upon our understanding of the Ada County Highway District's (The District) needs and our experience with successfully completing other bicycle master plans similar to the Ada County Bicycle Master Plan. We are flexible in our approach and look forward to refining this based upon your feedback.

Ongoing Task: Project Management

Project Management Procedures

We understand that producing a high-quality project that meets the District's financial and schedule requirements requires an understanding of the District's and community's needs, the improvement program elements, construction costs and methods, as well as the specific site conditions. To manage a project effectively requires communication skills so that each team member has a common expectation of the project outcome. The following outlines Alta's procedures for effectively managing a project.

Communicate Effectively

Throughout the planning process, Alta's project manager will be in regular contact with the District staff to keep them apprised of the project effort and to seek their input at key decision points. This will include face-to-face meetings, e-mails, telephone, fax, and written documents. We will produce monthly progress reports that summarize tasks completed, and outline tasks to be completed over the next 30 days. In addition, Alta will produce detailed meeting minutes that summarize the discussion items and will include a list of follow-up tasks and the responsible party for each task. At the completion of each major work task, Alta will produce a technical memorandum with accompanying maps and graphics. These memorandums will assure all participants involved with the planning process are "on the same page" and will serve as the basis of the final master plan elements.

ACHD Transportation Land Use Implementation Plan (TLIP) Study Coordination

The Alta Team will contact Andy Mortenson of the Transpo Group (AndyM@thetranspogroup.com) every two months during the ACHD Bicycle Master Plan process to share and exchange information about ACHD TLIP and Bicycle Master Plan processes.

Quality Control

With each project, we structure a series of reviews of all key submittals/interim work products defined in our project approach. For the Ada County Bicycle Master Plan, we will produce a series of working papers as each major work task is complete. These working papers are circulated for review and revised based on comments received. The content of these working papers form the basis for the final bicycle master plan document. As the master plan is assembled, we produce a series of drafts along with power point presentations describing the master plan content for staff, the Bicycle Advisory Committee, and Commission review.

Task 1: Project Initiation

1.1 Kick-Off Meeting

The Alta team will meet with the District's Project Manager and team (tentatively scheduled for April 5, 2007) to review District goals and strategies, refine the scope and working objectives, identify available data, establish communication channels with other departments and agencies, review and list required elements and standards, discuss and refine the project goals and objectives, and approve the public outreach scope and schedule. Identify bicycle count locations here if local knowledge of streets allows recommended/suggested

locations to be incorporated with ACHD's suggested locations. Conduct a training session for those people who will be collecting the bicycle user count data for Task 4.2. Identify and narrow the list of the relevant agencies and stakeholders to be interviewed for Task 3.2. Up to 4 Alta/Parametrix Team members and will attend the project kick-off meeting.

1.2 Develop Project Goals, Objectives, & Standards

The Alta Team will work with ACHD to develop the project goals, strategies, and objectives. Available data required to complete the project tasks will be identified and requested.

Task 1 Products

- Final detailed scope, schedule, and outreach program
- Monthly status report to accompany invoice
- Detailed project goals and objectives
- On-going quality control, in-house and client reviews

Task 2: Information Gathering

To ensure the project can be completed efficiently, Alta will rely on the District for relevant background information, coupled with a comprehensive field inventory of proposed trails and bikeways and potential linkages. We understand a key product of the background data collection is to identify bicycle deficiencies based upon existing and planned ACHD roadway conditions, including assessing lane configurations as they relate to roadway type. Reviewing District roadway standards and future roadway plans, combined with fieldwork, will be an extensive component of this phase of the master planning effort.

Our three-tier process for information gathering is as follows:

Task 2.1 Data Collection

Collect available data, including relevant local, regional, and State planning documents as noted in RFP, including:

- Pedestrian and Bicycle Transition Plan, Transportation Land Use Integration Plan
- County planning maps; easements and ROW Maps, County and neighboring jurisdictions' trails plans
- State Street Corridor Study, Ridge to Rivers and Boise Greenbelt Plan, Downtown Boise Mobility Plan
- Boise State University Master Plan; AASHTO trail design guidelines; corridor and sub-area studies
- Work with District to develop one comprehensive base map of existing and proposed bikeways and trail connections. Develop map and database of existing, proposed, and potential trails and bikeways for field inventory.

Task 2.2 Field Inventory

Conduct field inventory of existing and proposed bike facilities, utilizing GPS and photographing and recording conditions observed in the field. Compare field notes, photographs, and drawings with maps, aerial photos, and other documents to ensure that the base map accurately reflects existing conditions. Information to be field surveyed and mapped:

- Existing and planned bikeways, pathway segments, gaps, barriers; roadway traffic volume, collision data
- Proposed land uses & major developments; environmentally sensitive areas; ESA species
- Major destinations, access points, schools, parks, commercial centers, historic sites, museums, waterways
- Property ownership and easements; demographic data; bicycle support facilities

Task 2.3 Data Synthesis & Presentation

Synthesize field data and printed data into a user-friendly map. Opportunities and constraints will be clearly identified as will the overlap and conflicts between various plans. We will present all information on large-scale color maps using (a) ArcMap, (b) aerial photographs, (c) U.S.G.S. topographic maps supplemented by local GIS mapping, and/or (d) City, Highway District, ITD supplied mapping. We will supplement maps with our field notes and GPS data so that they offer an accurate portrayal of existing and proposed conditions. Maps will also be designed for ease in posting to project website for distribution to the public.

Task 2 Products

- Comprehensive base maps of existing and proposed bicycle facilities
- Map and database of existing, proposed and potential bikeways for field inventory
- Field inventory of key destinations, gaps, and proposed and potential bicycle corridors
- Updated Ridge to Rivers Map suitable for distribution
- Documentation of projects that have been completed contained in the PBTP and update of the PBTP GIS mapping database
- Documentation of new projects worthy of inclusion in the updated Bicycle Master Plan
- Material/maps/deliverables for project website in manageable file size
- **Working Paper#1: Existing Conditions and Opportunities & Constraints Report**

Task 3: Meetings & Public Involvement

Alta and Parametrix recognize that the Ada County Highway District (ACHD); Ada County; cities (including Boise, Meridian, Eagle, Garden City, Kuna, and Star); agencies (including public safety officials, school districts, Valley Regional Transit, and urban renewal districts); other transportation entities (including the Idaho Transportation Department and COMPASS); stakeholder committees (including the Bicycle Advisory

Committee, Neighborhood Advisory Committee, and Traffic Safety Committees); and the bicycling public all have separate, yet interdependent goals for Ada County's bicycle system.

ACHD has jurisdiction over the on-street bicycle network, while other agencies have responsibility for the off-street networks that connect to ACHD's system. Many of the agencies, committees, and districts have specific goals and desires related to the performance of the bicycle network. Our facilitation and outreach approach will foster a spirit of cooperation among stakeholders and create a shared vision of bicycle corridor needs, standards, and goals for the bicycle system in Ada County.

Community endorsement of the master plan is critical to the long-term success of the bicycle system and to the ability of governing agencies to implement the plan. We have found that community leaders and local residents respond best to an outreach process that focuses on personal and consistent communications. We will do this in several ways:

Task 3.1 Develop Public Outreach Plan

Parametrix will develop a detailed plan for public involvement. The document will identify participants, dates, times, formats, and the purpose for each meeting. The document will be submitted to Alta and ACHD for review and quality control. The public open house (Task 3.4) dates under consideration are as follows:

Public Open House #1 – 06/28/07 or 07/12/07

Public Open House #2 – 10/25/07 or 11/08/07

Task 3.2 Agency Interviews

The Alta team will coordinate interviews with up to sixteen agencies/stakeholder groups regarding their needs, goals, and desires for the bicycle network and related facilities. One Alta staff member, one Parametrix staff member, and ACHD's Pedestrian/Bike Coordinator will conduct the interviews. The list of interviewees will be finalized at the kick-off meeting.

Possible interviews include:

- Ada County
- Boise
- Meridian
- Eagle
- Kuna
- Garden City
- Star
- Meridian School District
- Boise School District
- Kuna School District
- Boise State University
- Nampa/Canyon County
- Law Enforcement
- Urban Renewal Agency(ies) (CCDC, Meridian Development Corp.)

- Valley Regional Transit (VRT)
- Idaho Transportation Department (ITD)
- Community Planning Association of Southwest Idaho (COMPASS)
- ACHD (Staff outside the project team)
- City Transportation Task Forces (where appropriate)

The above list will be refined with input from ACHD.

Task 3.3 Advisory Committee Meetings

The Alta team will participate in up to eight committee meetings. Parametrix will prepare meeting materials using maps, graphics, and other material supplied by Alta. The Alta team will send up to two staff people to present at each committee meeting. Parametrix will prepare one written summary of the committee meetings.

Possible committee meetings include:

- Bicycle Advisory Committee (multiple meetings)
- Neighborhood Advisory Committee
- Regional Technical Advisory Committee (RTAC)
- City Traffic Safety

Task 3.4 Public Open Houses

The Alta team will collaborate with ACHD on an initial press release/newspaper ad, ACHD website page launch/kickoff announcing the beginning of the master plan process and inviting public participation. Additionally, the Alta team will prepare and facilitate two public open houses. The first open house will held be mid-project (tentative dates are 6/28/07 or 7/12/07) to allow the public to review the results of the data collection efforts and provide input on the gaps in the existing system and help identify other opportunities and constraints identified in Working Papers #1 and #2. The second public open house will be held near the end of the project (tentative dates are 10/25/07 or 11/08/07) to present Working Papers #3,4, and 5. Up to two Parametrix staff and up to three Alta staff will attend each open house. Parametrix will provide one written summary of the open houses.

This scope assumes that ACHD will provide a high level of support for meeting logistics and prepare specific elements, as follows. Alta and Parametrix will provide content and support for the preparation of a mailer/postcard for the open houses. ACHD will prepare the layout, copy, and mail the postcard. Parametrix will provide content for display ads for the newspaper; ACHD will prepare the final display ad and distribute it. Parametrix will provide information for fact sheets; ACHD will design the fact sheet; ACHD will prepare the Sandwich Boards and place them on location. Parametrix will assist with preparation of media kits to local television, radio, and newspaper outlets, using materials to be provided by Alta and to be finalized and distributed by ACHD.

Near the end of the project, Parametrix will help prepare a newsletter to be sent to all of the open house participants, committee members, and agencies interviewed. The newsletter will summarize the results of the study and describe next steps for implementation of the Bicycle Master Plan. Parametrix will provide content for the newsletter; ACHD will prepare the photo-ready layout, print, and mail the newsletter.

[Note: It is assumed that ACHD will want to fill the roles described above. However, the Alta team stands ready to add these items to our own scope and budget if desired by ACHD.]

Task 3.5 Stakeholder Workshops

Key stakeholders from the cities, county, and other agencies/committees will be invited to participate in two workshops. The first workshop will be used to review a working draft, and facilitate edits and additions to the plan. The second workshop will review the changes made and secure staff-level approval of the final draft.

Parametrix will invite attendees by phone and/or mail. Up to two Parametrix staff and up to three Alta staff will attend the workshops. Workshop displays (maps, etc.) will be prepared by Alta, with input and review by Parametrix. Parametrix will prepare other workshop materials, including sign-in sheets and flip-chart notepads/easels. Parametrix will provide one written summary of the stakeholder workshops. (Proposed dates for the first stakeholder workshop is 11/8/07 or 11/15/07 to review all material including open house #2 comments and to get input and feedback. The second date would be 12/6/07 or 12/13/07 to get final approval for the plan)

Task 3.6 Commission Presentation

The Alta team, with up to 2 Alta staff and up to 2 Parametrix staff, will attend one worksession with the Commission either 1/3 or 2/3 of the way through the planning process, based on discussions with ACHD staff. The Alta team will provide an overview presentation of the project and update the Commissioners on the current progress of the project.

Task 3.7 Additional Public Outreach

ACHD may require material for distribution at additional venues & events, such as Eagle and Boise's 8th Street Market and ACHD Commuteride's May in Motion Bike to Work Day. Alta and Parametrix will provide the appropriate level of support (to be negotiated with ACHD) and products on a time and materials basis. This will include (but is not limited to) staff time for preparation and production of necessary materials, travel costs, and reproduction costs of materials. The costs are too difficult to estimate at this point in the planning process.

Task 3.8 Presentation Materials, Agendas, Summaries

Alta will prepare the meeting display boards; Parametrix and ACHD will review and provide input. Parametrix will prepare other meeting materials such as agendas, handouts, questionnaires, and sign-in sheets. Parametrix will print and mount display boards provided electronically by Alta for the public meetings.

Parametrix will prepare a written summary of the agency interviews, each of the public open houses, and the stakeholder workshops.

A stakeholder database will be developed and maintained throughout the project for efficient communication. After each Public Information Meeting (PIM) it will be updated and provided to ACHD. We understand the importance of documenting the concerns and recommendations provided by communities and agencies during the study. The entire facilitation and outreach process will be documented and presented in a detailed summary report. The summary report will provide a highlight of each public information meeting, including the relevant points of discussion, as well as separate sections for each meeting that includes: (a) Intro:What/When/Where/Who, (b) Purpose of the Meeting, (c) Meeting Materials/Displays, (d) Notification (advertising, letters, website, sandwich boards, etc.), (e) Meeting Outcomes: Number of Attendees, Summary of Public Comments, and (f) Appendix:: Submitted comment forms.

This documentation will provide ACHD with a written record of coordination and outreach.

Task 3 Products

- Public meeting notices, distribution and agendas; presentation materials
- ACHD Bicycle Advisory Committee meetings and summary
- Up to eight small group stakeholder interviews, with written summaries
- Public Workshops with materials and documentation

Task 4: User Needs Assessment

This task will include both a written survey of existing and potential users of the bicycle network and peak hour bicycle counts at selected sites by ACHD and the Alta/Parametrix team.

Task 4.1 Develop written user survey

The Alta Team will develop a survey (ACHD reviews) to determine the community's general needs and concerns surrounding the bicycle needs within the community. Alta will provide the District with a copy of the survey so that it may be sent out to residents via electric bills or other citywide mailings. Alta will make copies of the survey available for posting on their web site or the District's, whichever is determined to be the most effective. Finally, surveys will be available to be placed in civic locations and in local bicycle shops and public spaces by ACHD staff. This survey will ask specific questions such as how often do you/would you bike or walk, what are your chief concerns, and what types of improvements would you like to see.

Task 4.2 Bicycle User Counts

The survey data will be supplemented with data gathered through the user counts. Alta typically conducts manual counts via local staff or local student support networks. The Alta team will conduct a training session for the counters and provide the data collection forms. ACHD staff will coordinate stationing counters at key locations and times to be determined by the Alta team and the ACHD Pedestrian/Bike Coordinator.

Bicycle user counts will be conducted at one peak hour period at up to 10 locations during the weeks of April 16th and April 23rd as follows: Weekday AM or PM peak hour (7AM to 9AM or 4PM to 6PM), and either a Weekend midday (12noon to 2PM) or an additional Weekday peak, depending on the location. Weekday counts will be done on a Tuesday, Wednesday or Thursday.

This will provide a good gauge of the existing level of use of the system and supplemented with the user survey, will help us gauge future need and priorities within the bicycle network. Suggested locations include: Hill Road, Federal Way, Hewlett Packard area. Other locations will be identified and finalized in the kickoff meeting. It is assumed that ACHD staff will want to fill the role of coordinating the bicycle counts. However, the Alta Team stands ready to add this item to our own scope and budget if desired by ACHD.

Task 4.3 Working Paper #2

- User Needs Assessment Questionnaire
- Working Paper#2: User Counts and User Needs Assessment Summary of Findings

Task 5: Corridor Evaluation

Task 5.1 Preliminary Alignment Recommendations

The needs analysis will lead to a set of recommendations for bikeway network improvements. The key objective of this effort will be to evaluate the gaps in the current system, potential bikeways, trade-offs (e.g., on-street parking), alternative route alignments, and other key issues.

Task 5.2 Evaluation Criteria and Matrix

The Alta Team proposes using three techniques for evaluating all streets with proposed bikeways in addition to the User Needs Survey described above.

Suitability: Alta and Parametrix will collect available traffic volume, speed data, curb-to-curb widths, and roadway striping from aerial photos and other District sources for all proposed bikeway corridors. We will run the FHWA **Level of Suitability Model** or **Bicycle Level of Service (BLOS) Model** for each corridor where sufficient data is available. The BLOS model is a spreadsheet application that considers geometric and roadside data, traffic operations data, and parking data in calculating a level of service score. This information can be incorporated into a GIS system for display and analysis. The necessary data includes: # of lanes, curb lane width, bicycle lane width, paved shoulder width, residential development, speed limit, 85% percentile speed, Average Annual Daily Traffic, large truck %, right turn %, parking lane present, parking lane occupancy, parking time limit. These tools will help identify routes where physical conditions require bike lanes, wide curb lanes, or alternate routes.

StreetPlan: Alta and Parametrix will also use Alta's GIS-based street evaluation model, **StreetPlan**, that graphically shows where bike lanes or wide curb lanes can be provided based on future traffic and turning movement volumes, parking occupancy, and available curb-to-curb width. StreetPlan also evaluates intersections based on the provision of bike lane pockets, turning movement volumes, and amount of cross traffic. By combining the Suitability and StreetPlan Models, a map can be produced that shows where bikeway improvements are needed AND where they can be provided. This will allow planners to quickly determine if a proposed corridor (a) addresses demand, (b) provides an acceptable level of service for bicyclists, and (c) can accommodate needed improvements.

Engineering: Where short segments or specific intersections on a corridor are shown to either have a poor suitability or not be able to accommodate bikeway improvements, Parametrix will have a traffic/civil engineer conduct a field review of the location to determine if other options are possible. This scope of work assumes up to 20 locations (1-2 blocks in length) will be examined. Parametrix may conduct level of service (LOS) traffic analysis at an intersection or segment, and may also develop simple concept sketches of proposed improvements based on this field review.

We will overlay this with a land-use analysis of potential bikeway demand, gap analysis, and other considerations such as need, level of use, available right of way, connectivity and directness, grades, barriers, multi-modal linkages, planned roadway projects, aesthetics, convenience, compliance with existing plans, safety and conflicts, and security. Analyzing all of this information allows us to "marry" the technical information with public input to create the best possible set of recommendations.

Task 5.3 Preferred Bicycle Network

The Alta team will prepare a series of maps identifying the preferred bicycle network for Ada County.

Task 5.4 Working Paper #3

- Working Paper#3: Ada County Existing and Recommended Bikeways

Task 6: Standards and Design Guidelines

The Alta Team will develop a Bicycle Facility Development and Design Guide for ACHD. This guide will include: Bicycle Level of Service standards and functional classifications, policies on striping and signage of bicycle facilities, an analysis of providing bicycle lanes on various corridor classifications, and recommended bikeway and facility development guidelines based on national standards, existing ACHD policy, and Alta's experience in other jurisdictions across the country.

Task 6.1 Develop BLOS standards and functional classification

The Alta team will develop BLOS standards and functional classification for the ACHD Bicycle Facility Development and Design Guide.

Task 6.2 Develop bicycle related policies

The Alta team will develop bicycle related policies for the ACHD Bicycle Facility Development and Design Guide.

Task 6.3 Develop bicycle facility standards

The Alta team will develop bicycle facility standards for the ACHD Bicycle Facility Development and Design Guide.

Task 6.4 Develop bicycle facility design guidelines

The Alta team will develop bicycle facility design guidelines for the ACHD Bicycle Facility Development and Design Guide.

Task 6.5 Working Paper #4

- Working Paper#4: Bicycle Facility Development and Design Guide

Task 7: Education and Outreach

Task 7.1 Develop bicyclist education and outreach strategies (Existing PSAs may be used depending on availability)

The Alta Team will develop education and outreach strategies for bicyclists. These strategies include (but are not limited to): mailings, display brochures, a website focused on road safety, a bicycle-related blog, a District Share the Road campaign, and additional methods that will be developed in consultation with ACHD.

Task 7.2 Develop driver education and outreach strategies (Street Smarts publication may fulfill this task and or be a starting point.)

The Alta Team will develop education and outreach strategies for drivers. These strategies include (but are not limited to): mailings, display brochures, a website focused on road safety, a bicycle-related blog, a District Share the Road campaign, and additional methods that will be developed in consultation with ACHD.

Task 7.3 Develop Safer Routes to School (SR2S) policies and recommendations

The Alta Team will develop policies and recommendations for a countywide SR2S model.

Task 7.4 Working Paper #5

- Working Paper#5: Education and Outreach Strategies

Task 8: Findings and Recommendations

Alta will recommend a network of bicycle facilities including bicycle lanes, neighborhood bicycle routes (a.k.a. bicycle boulevards), and shared use pathways with supporting amenities. Alta will describe the proposed bicycle facilities using the AASHTO Guide to Bikeway Facilities' classification system, and using the latest research on bikeway planning and design.

Alta will work with the District to prepare a high quality, easily modifiable map with supporting text, graphics, and diagrams as necessary to convey the complete bikeway network to the public. Alta will also rank recommended improvements according to a Decision Matrix that will attach weights to specific ranking criteria; this can be used for establishing priority for implementation phasing. Additionally, we will include the following tasks:

Task 8.1 Final Goals and Policies

Develop clear goals and policies for bikeways and bicycle support facilities in Ada County.

Task 8.2 Coordination Plan

Develop a Coordination Plan identifying responsible entities for bicycle facility (both on and off-street) improvements by type and design standard.

Task 8.3 End-of-Trip facility evaluation

Evaluate bicycle support facilities such as racks and lockers and identify locations and standards for these facilities.

Task 8.4 Final education and outreach strategies

Assess existing bicycle outreach and encouragement measures and recommend enhancements to these measures.

Task 8.5 Bicycle boulevard identification and evaluation

Identify potential bicycle boulevards and evaluate these corridors for potential inclusion in the bicycle network

Task 8.6 Code language

Provide sample code language for bikeway requirements in developments, and suggest needed changes.

Task 8.7 Identification of essential links for system completion
Identify essential links to complete the system.

Task 8.8 Comprehensive wayfinding system
Develop a comprehensive bicycle network wayfinding signage system with prototype signage that is consistent with existing signage standards and practices throughout the country.

Task 8.9 Project priorities and implementation costs
Develop implementation costs based on project priorities. Identify proposed funding sources (including alternative funding sources) and implementation strategies

Task 8.10 Implementation timeline
Develop a recommended timeline for project and program implementation

Task 8.11 Final bikeway design guidelines
Provide specific development bikeway design sections and standards for every aspect of the bikeway system, including typical trail sections, treatments in environmentally sensitive areas, amenities (benches, lighting, etc.), and intersection crossings. We will review existing District standards for bicycle facilities and recommend alternatives to enhance the current standards.

Task 8.12 Maintenance and management strategies
Provide maintenance and management strategies.

Task 8.13 Glossary of terms
Develop a glossary of terms applicable to future bicycle network planning and implementation.

Task 8.14 Updated GIS database
Update the PBTP Geographic Information Service (GIS) database to reflect the recommended bicycle enhancements derived through this study effort.

Task 8.15 Draft Bicycle Master Plan
Alta will produce up to two versions of the Draft Bicycle Master Plan. We will meet with staff and stakeholders to review all comments received and discuss with the District how to incorporate changes to the draft.

Task 8.16 Final Bicycle Master Plan
The Final Master Plan will include information generated from all previous tasks and incorporate revisions based on comments and project team input. As part of the Final Master Plan, Alta will index the proposed pathway system and develop a map to facilitate implementation.

Task 8 Products

- Up to Two (2) Draft Ada County Bicycle Master Plan
- Updated PBTP Geographic Information Service (GIS) bicycle network mapping
- Ada County Bicycle Master Plan final report, including:
  - One (1) electronic; (ACHD can make copies from electronic version)
  - CD with final report, GIS & AutoCAD files, supporting photos and illustrations
  - Full-scale copies of all drawings and supporting materials.
  - One (1) color presentation board of master plan and supporting materials
  - Highway District Commissioners/Master Plan Adoption presentation materials