

Active Transportation Division

Active Transportation Plan Update – Technical Services

***Draft* Scope of Work**

Introduction and Objectives

The purpose of the project is to prepare an update to the Washington State Bicycle Facilities and Pedestrian Walkways Plan henceforth known as the Active Transportation Plan. This plan will fulfill federal and state requirements to have a long-range state bikeways/pedestrian walkways plan per RCW 47.06.100 and RCW 47.04.280. The Plan will provide vision, policy direction, and actionable prioritized tactics for WSDOT and our partners. The last update to the plan was completed in 2008. Since that time, many of the recommended strategies and tactics from that plan have been pursued; however, the plan's goals for improved safety and mobility have not been achieved. WSDOT's commitment to Practical Solutions further increases the importance of developing institutional and systematic approaches for full inclusion of walking and bicycling in the transportation system.

Vision and Goals for the Plan

Vision: Serve as the policy touchstone with clear, actionable guidance for WSDOT and partners to identify and prioritize decisions and investments resulting in complete, comfortable connections in every part of the state. Progress toward this vision will increase access, safety and mobility and enable Washingtonians of all ages and abilities to bike, walk, and connect with other modes.

Goals for plan:

- Update the vision, goals, and objectives for walking and bicycling as essential forms of transportation for all.
- Provide a clear, practical methodology for network planning, analysis and prioritization to guide where, how and when to develop the facilities needed now and in the future.
- Identify clearly how the state Active Transportation Plan aligns with and links regional and local plans.
- Identify performance measures appropriate to statutory requirements, agency strategic goals, and any emerging national standards to evaluate progress, directly addressing transportation and health equity for all ages and abilities.
- Emphasize thoughtful and creative communication and engagement practices that bring in voices of those traditionally underrepresented and disproportionately affected by transportation decisions and projects and communicate technical information in lay-friendly formats, language and graphics.
- Follow a process that provides utilization and exchange of recommendations to and from the work of the Pedestrian and Bicyclist Safety Advisory Councils and other WSDOT modal plans, as appropriate.
- Identify relevant trends that will affect the nature of and demand for bicycling and walking in the future and address them in the recommended actions.

This update to the Washington State Active Transportation Plan will be for 2019 to 2030 and will include the following tasks, supported by activities of WSDOT staff.

Primary Tasks and Key Deliverables

Task 1: (Key deliverable) Develop a public involvement plan and produce materials for stakeholder involvement in development of a vision, goals/objectives, and priorities for active transportation statewide, following the standards of WSDOT's [Community Engagement Plan](#) and designed to engage fresh voices in the process. Public involvement should focus on fresh and innovative techniques for engagement in vision and goals development, in particular utilizing approaches that engage people who normally do not participate in transportation planning and those underserved and/or disproportionately affected by transportation projects and systems. Development of the plan will occur in collaboration with WSDOT staff in ATD and in each region to work with and extend existing relationships and processes. Outreach and materials must follow the standards of WSDOT's Community Engagement Plan (<http://www.wsdot.wa.gov/sites/default/files/2017/02/28/FinalCEP2016.pdf>). Materials and engagement tools must be suitable for posting on the WSDOT AT Plan site.

- **Objectives**
 - Inform
 - Obtain public input
 - Document engagement
- **Products**
 - Outreach plan
 - List/calendar of community events/collaboration opportunities with local/regional/state agency partners
 - Surveys or other opinion measurement and feedback techniques as appropriate to gather input from Washington's residents on visions, goals, needs, priorities and investments, including information-gathering in partnership with other agencies and jurisdictions
 - Website interactive tools/maps for WSDOT to post
 - Informational multimedia materials
 - Community outreach findings report
- **Resources**
 - Stakeholder Steering Committee convened by WSDOT ATD in place
 - MPO/RTPO/WSDOT Coordinating Committee and Statewide/Regional Planning Alignment Work Group

Subtask 1.1 Develop an outreach plan to answer the following:

- How will we reach all segments of the population, regardless of race, national origin, income, age, sex, or disability (protected groups)?
- How and where will information be disseminated?
- What information will be disseminated?
- How will limited English proficiency communities be identified and included?
- Where and when will public meetings be held?
- Are those locations and times accessible by representatives of all transportation system users?
- What is the process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as people

with disabilities, low-income or specific racial/ethnic populations, who may face challenges accessing transportation, employment and other services?

- What other avenues will be used to reach these populations—for example, community leaders/organizations, faith communities, focus groups, targeted media, etc.?
- How will the plan be tailored to each region’s unique characteristics and existing relationships, resources and processes?
- How will information from community engagement be incorporated into decision-making?
- Resource Contacts:
 - WSDOT’s ADA Coordinator
 - WSDOT’s Office of Equal Opportunity
 - WSDOT’s Communication Office
 - WSDOT Region Office Bicycle/Pedestrian Coordinators

Subtask 1.2 Create web-based materials for community engagement for WSDOT to post including but not limited to:

- Meeting announcements
- Maps
- Multimedia materials, including items suitable for social media use
- Media releases
- Fact sheets
- Graphics
- “DIY Engagement Toolkits” for local leaders/groups to lead their own discussion and provide results
- Meeting summaries
- Draft documents
- Public input e-forms

Subtask 1.3 Determine and develop visualization techniques - Use visualization techniques as appropriate to describe the work and supporting studies as part of the public outreach. The Project Team will:

- Determine accessibility considerations with WSDOT’s ADA Coordinator and Title VI Coordinator;
- Develop visualizations; and
- Document techniques used and results obtained.

Products: Depending on budget and the type of information the Project Team needs to share, products could include sketches, drawings, artist renderings/approaches, maps, videos, simulated photos, or computer simulations

Task 2: (Key deliverable) Develop, test and refine a network analysis framework to evaluate and prioritize existing and planned pedestrian and bicycle infrastructure adjacent to and across the state system and routes of state interest or significance. This should include consideration of key local/regional routes that connect with or serve as lower-stress and higher-comfort alternatives to state right-of-way; state system crossings and connections, including those that are part of regional and local agency pedestrian and bicycle plans; the US Bicycle Route System conceptual plan; recommended approach to designation of State Scenic Bikeways; regional trail plans; and transit/intermodal service. Framework should address mobility, systematic safety, access to goods, services, and opportunity, and

stress level; physical gaps, safety, and perceived sense of safety; connections to other modes supportive of active transportation use (transit, ferries, rail, aviation); infrastructure needs identified in the state ADA plan; bike tourism opportunities; land use/context predictive of increased demand; potential for mode shift; health and transportation equity; differences in bicyclist and pedestrian needs; and a means of quantifying benefits of connecting the network.

- **Objective**
 - Inform
 - Document
 - Recommend
- **Products**
 - Process plan to complete task
 - Draft network tracking tools - spreadsheets/maps/other
 - Interactive maps
 - Informational materials/presentations
 - Short term actionable items list
 - Tech Memo – Methodology for prioritizing opportunities for improvement in the network
 - Tech Memo – Guidelines for use of the methodology in local/regional jurisdictions that do not have complete or current information or plans available .
 - Tech Memo – Framework to evaluate existing and planned pedestrian and bicycle infrastructure

Subtask 2.1 Develop plan to complete this task – Summarize how Project Team will identify existing sources of pedestrian and bicycle infrastructure data, gaps in the data and methodology for identifying missing data.

Subtask 2.2 Draft framework test bed – With ATD staff, lead a workshop for agency participants to apply framework in its draft form, test and refine assumptions and approaches before finalizing

Subtask 2.3 Methodology to prioritize improvements best practice report – Review existing WSDOT methodology and techniques used in other parts of the county to identify project and program prioritization best practices based on criteria outlined above.

Task 3: (Key deliverable) Conduct a network analysis based on the proposed framework to evaluate existing and planned pedestrian and bicycle infrastructure adjacent to and across the state system, routes of state interest or significance, and connections, resulting in a prioritized list of gaps and opportunities. This should include key local/regional routes that connect with or serve as alternatives to state right-of-way. This will include review of regional and local agency pedestrian and bicycle plans, the US Bicycle Route System conceptual plan, regional trail plans, and transit service. Quantify the benefits of connecting the network.

- **Objective**
 - Inform
 - Document
 - Recommend
- **Products**
 - Populated network tracking tools - spreadsheets/maps/other
 - Interactive maps
 - Summary of local/regional/trail/transit plan review findings
 - Network need community engagement findings

- Informational materials/presentations
- Short term actionable items list
- Network Gaps Identification in the form of Tier 1/2/3 prioritized groups of investments

Subtask 3.1 Complete the network analysis – Combine existing data into maps and spreadsheets. Recommend process to collect missing data.

Subtask 3.2 Identify gaps – Use analysis to identify network gaps, barriers, and opportunities for improvement in the network. Provide this analysis with an overlay of walk/bike mode choice priority consideration based on location (road conditions, land use, distance between origin and destination, other relevant factors) and illustrate potential walkshed/bikeshed connectivity.

Task 4: (Key deliverable) Prepare a summary of funding sources/constraints/and potential future funding scenarios based on analysis by WSDOT staff of investment policies and practices and information about other state and federal funding. This will include scenarios and graphic illustrations demonstrating potential outcomes of strategies proposed in the network analysis methodology. The plan should include a summary of funding sources and constraints that includes other agencies in addition to WSDOT; policy recommendations that would clarify and align program and project funding sources for the most cost-effective outcomes; an estimate of the unmet need and the rate at which the system can be developed given current funding levels; economic return on investment in active transportation; and lifecycle cost. The Project Team will consider how active transportation investments support economic growth while addressing other transportation and community priorities such as health and environment and goals identified in performance metrics developed under Task 5.

- **Objective**
 - Inform
 - Document
 - Recommend
- **Products**
 - Funding source/constraints/scenarios plan to achieve this task
 - Informational materials/presentations, including clear graphic representation of alternatives and outcomes
 - Short term actionable items list
 - Summary of funding report

Task 5: (Key deliverable) Draft a final plan including reports, Tech Memos and support documents, incorporating material prepared by WSDOT staff and relevant information from parallel planning processes such as the Pedestrian and Bicyclist Safety Advisory Councils and information from other modal plans identified by WSDOT staff.

- **Objective**
 - Tasks, Tech Memos, and reports listed under other sections will be used to create draft final plan
- **Products**
 - Draft final plan in a form suitable for public comment

Subtask 5.1 Determine requirements and formats for draft plan distribution/review

Subtask 5.2 Using tasks and products outlined above, write and edit draft AT Plan for review (include graphics, appendices and tables)

The following information could be in the appendices

- Steering Committee members

- Advisory Group members
- Summary of outreach efforts
- References and links to plans and studies referenced

The following information could be on a map or maps in the Appendices:

- Bike network existing and proposed (bikeshed)
- Pedestrian network existing and proposed (walkshed)
- Economic corridors
- Intermodal connection service areas (transit, rail, ferry, and airports)

The following information could be on a table:

- Legal requirement crosswalk demonstrating plan's fulfillment of state and federal requirements

Subtask 5.3 Use comments from review by internal and external stakeholders and other input received on the early draft AT Plan to create a draft final plan; to be taken to final official version by WSDOT staff following public comment period.

Additional Tasks to be performed in support of key deliverables.

Task 6: (Preferred but not required.) Identify and compile data sources to understand bike/walk usage and demand in Washington state to inform decision-making, review and summarize data sources and emerging data opportunities – may include recommendations for use of crowdsourced data. The data structure will include consideration for number of trips, length of trips, purpose of trips, demographics measures, and other information needed to evaluate progress under performance measures proposed under Task 8. This will incorporate and supplement existing data sources from WSDOT manual count and permanent counter programs and data from local and state agencies and MPOs/RTPOs. It will require technical skills to assimilate data from multiple formats into one usable data file. Data collection and compilation will include collaboration with WSDOT staff.

- **Objective**
 - Inform
 - Document
 - Recommend best practice
- **Products**
 - Data collection/analysis plan to complete this task
 - Summary of data collection tools and resources
 - Maps and spreadsheets
 - Informational materials
 - Short term actionable items list
 - Tech Memo – Best practice methodologies to collect missing data
 - Pedestrian and bicyclist trip data findings report
- **Resources**
 - Collecting Network-wide Bicycle and Pedestrian Data: A Guidebook for When and Where to Count
 - Methods for Estimating Bicycling and Walking in Washington State
 - Highway Capacity Manual data format standards
 - WSDOT Bicycle/Pedestrian Data Portal
 - WSDOT Crash Data

Task 7: (Preferred but not required.) Create a framework to define and track pedestrian and bicycle infrastructure for purposes of asset management and lifecycle cost (adjacent to and across the state system and routes of state interest or statewide significance), identifying gaps or when existing conditions are defined as insufficient based on asset criteria to inform WSDOT State Transportation Asset Management Plan.

- **Objective**
 - Inform
 - Create Input for Asset Management
 - Recommend
- **Products**
 - Plan to create the framework for assessment of conditions
 - Short term actionable items list
 - Pedestrian and Bicycle Infrastructure Conditions Framework
- **Resources**
 - WSDOT Asset Management process update currently under way
 - PSRC Active Transportation asset management definitions work for Transportation 2040 update

Subtask 7.1 Develop plan to complete task

Subtask 7.2 Recommend life cycle cost and functional condition methodologies in consultation with WSDOT staff, incorporating any existing appropriate standards from other agencies.

Subtask 7.3 Pilot active transportation asset framework with WSDOT pavement and bridges data. Review results with WSDOT staff to identify any adjustments or elements that need to be addressed for full implementation.

Subtask 7.4 Based on findings recommend framework for future assessment/monitoring of pedestrian and bicycle conditions - This may include a recommendation of how to add assessment of active transportation facilities conditions as well as definitions into asset management methodology for pavement, bridges, and other asset classes tracked by the agency.

Task 8: (Preferred but not required.) Develop key performance metrics that document active transportation progress towards meeting the vision and goals (health, equity, lifecycle return on investment, etc.). Use a review of local/regional/national past and current performance measures to generate and prioritize a list for the plan. Meet federal and state requirements and address any emerging national standards. Include summary of return on investments to achieve federal and state requirements. The Project Team will also address how active transportation can serve the transportation system to accommodate increased population and economic growth that may be generated by proposed developments.

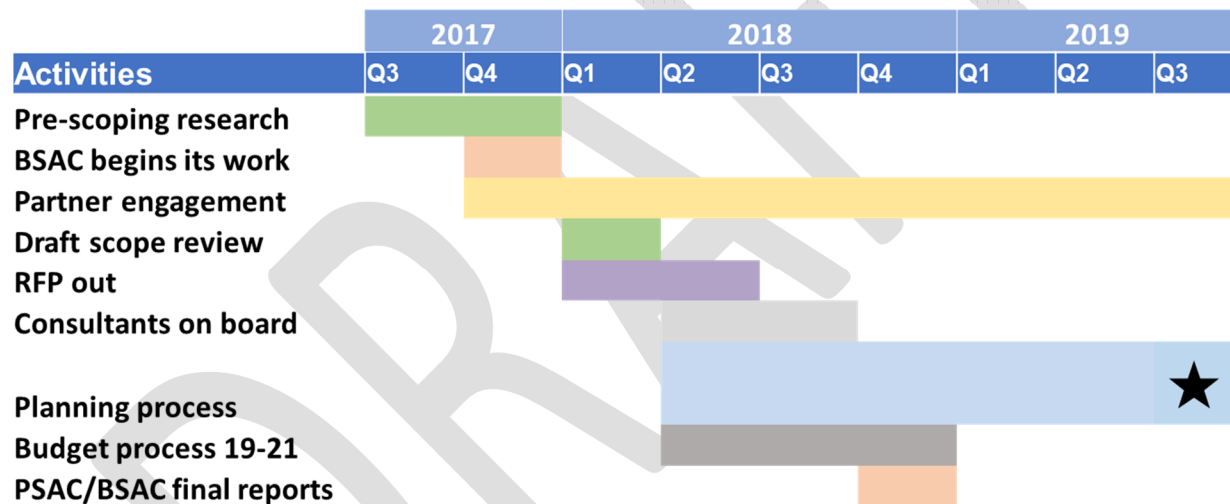
- **Objective**
 - Inform
 - Document
- **Products**
 - Informational materials/presentations
 - Performance metrics flow chart
 - Recommend ways to integrate into other WSDOT performance measures
 - Active transportation performance measures report

Task 9: (Preferred but not required.) WSDOT policy review and recommendations - Develop a crosswalk of WSDOT and other state policies that affect active transportation; show relationships with other state policies, overlaps with national policy, and how each requirement furthers or hinders a comprehensive walk and bike network. WSDOT staff will direct Project Team to pertinent policies.

- **Objective**
 - Inform
 - Document
 - Recommend
- **Products**
 - Informational materials/presentations
 - Short term actionable items list
 - Policy review and recommendations report

Project Schedule

The following schedule provides a very high-level outline of the major elements of the project schedule with the bulk of the work being completed in the 2019 timeframe.



General Assumptions

The following are general project assumptions for the Scope of Work; other assumptions are found within the project tasks.

1. This Scope of Work is premised on an approximately 18-month project duration for deliverables preparation. The CONSULTANT’s ability to meet this schedule is contingent upon timely receipt of information and/or comments from the STATE and/or third parties.
2. Work performed will be in accordance with STATE standards.
3. Deliverables will be provided electronically by email in PDF, PPT, MDB, or MS Office compatible format.
4. Tasks presented in this scope of work are not intended to imply a specific order of completion. The CONSULTANT will work with the WSDOT Active Transportation Division when developing the project

schedule to identify the timing of individual tasks to meet the needs of the project and reporting requirements to the legislature.

5. Pedestrian and bicycle infrastructure includes - wayfinding, relevant traffic signalization, crossing opportunities, traffic control, linear facilities, illumination, pavement markings, and all other treatments that serve the walking and biking public.

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