



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

**Meeting Date:** 9/16/2022

From: Dan Doenges, Director of Planning

**RECOMMENDED ACTION**

Authorize a request for proposals for a consultant to develop the Active Transportation Plan.

**BACKGROUND AND DISCUSSION**

The Active Transportation Plan (ATP) will identify policies, programs and infrastructure options to support active modes as a viable transportation choice, especially for shorter trips. The Plan will serve as a resource for the region to incorporate bicycle and pedestrian elements into the roadway network; and provide an overview of best practices, recommended policies, key partnerships, and outreach and educational activities to promote walking, rolling, and biking in the region. This plan will inform the Regional Transportation Plan and leverage future funding opportunities.

A detailed scope of work and evaluation criteria scoring form are attached.

**FISCAL IMPACT**

Funding for this item is included in the FY 2022 – FY 2023 Unified Planning Work Program (UPWP).

**PREVIOUS BOARD ACTION**

February 18, 2022      Approved Amendment 1 to the FY 2022 – FY 2023 UPWP

April 16, 2021        Approved the FY 2022 – FY 2023 UPWP

**RTC Active Transportation Plan**

**Scope of Work**

**Introduction:**

The Reno/Sparks area is experiencing significant growth, and with this growth comes larger demand on the regional roadway network for all modes of transportation. Simultaneously, developments in technology and mobility sharing in the last decade have made micro-modes (bicycles, e-bikes, e-scooters) increasingly accessible and popular choices for active transportation. The RTC’s vision is to improve conditions and provide access along several key corridors to create a reinvigorated central and connected core. The Active Transportation Plan (ATP) will identify policies, programs and infrastructure options to support active modes as a viable transportation choice, especially for shorter trips. The Plan will serve as a resource for the region to incorporate bicycle and pedestrian elements into the roadway network; and provide an overview of best practices, recommended policies, key partnerships, and outreach and educational activities to promote walking, rolling, and biking in the region. This plan will inform the Regional Transportation Plan and leverage future funding opportunities.

Active transportation encompasses multi-modal alternatives to traditional vehicles which connect people of all ages and abilities to where they need to go via human-powered or electric-assisted modes, primarily walking (or rolling) and bicycling. The term “rolling” is used to capture the mobility needs of pedestrians using a walker, wheelchair, stroller, or similar wheeled assistive device. Active transportation highlights the connection between our transportation choices and healthy and active living. This active transportation plan will refer to pedestrians inclusively to those who walk and roll.

**Vision:**

Investments in active transportation help create healthier communities and a more equitable transportation system by providing reasonable and safe alternatives to driving. The goal of this Plan is to improve and expand the active transportation network on regional roads to facilitate better connectivity between selected areas and corridors. This includes prioritizing investment in higher density areas and historically disadvantaged communities where the demand and needs exist to support these types of improvements. Achieving this vision will enhance the quality of life in the region by providing opportunities to reduce vehicle emissions, encourage physical activity, activate street life, and create dynamic and connected communities.

**Objectives:**

- Reference existing agency and local government plans that address implementation of active transportation policies and projects.
- Identify progress made since 2017 Bicycle and Pedestrian Master Plan (BPMP) adoption.
- Engage with agency partners, stakeholders, and the community to solicit input.
- Provide recommendations on holistic network improvements to enhance safety, connectivity, and convenience of walking, rolling, and biking in high density and disadvantaged communities, particularly near major trip generators such as access to essential goods and services.
- Support the use of public transit by prioritizing active transportation connections to transit routes and stops.
- Identify best practices and a prioritization strategy for implementing the following:
  - Context Sensitive On-Street Bike Facilities
  - Off-Street Shared-Use Facilities
  - Accessible Pedestrian Facilities
  - Traffic Calming/Supportive Infrastructure/Curbside Management
- Establish data collection methodology to support incremental expansion of a systemic active transportation network.
- Develop a planned active transportation network to be incorporated into the RTC travel demand model for forecast analysis and scenario planning.

**Task 1: Project Management**

- 1.1 Invoicing and Progress Reports - Prepare the monthly progress reports, invoices, and billing.
- 1.2 Coordination - An initial meeting with RTC will be organized to establish study goals and objectives. Coordination with the RTC project manager and staff will be ongoing throughout the project. It is anticipated that the consultant will communicate with the project management team through brief bi-weekly online meetings, or as needed.
- 1.3 Management Plan - The consultant shall provide a management plan that identifies a team organizational structure and anticipated steps and processes required to complete the study. This will include a project schedule and budget for each task and corresponding deliverables, and progress reports.

**Task 2: Existing and Future Conditions Analysis**

- 2.1. Existing Studies - Reference existing agency and local government plans that address implementation of active transportation policies and projects and corridor studies that are relevant to the Active Transportation Plan and incorporate them into the analysis. Examples of plans include the following:
- 2050 Regional Transportation Plan
  - 2017 BPMP
  - RTC Complete Streets Master Plan
  - RTC ADA Transition Plan
  - RTC Transit Optimization Plans Strategies (TOPS) Plan
  - Vision Zero Truckee Meadows Action Plan
- 2.2 Existing Infrastructure and Project Completion – Reference/map existing active transportation infrastructure in the Truckee Meadows including, but not limited to, projects implemented since the 2017 BPMP adoption, protected bike lanes, green bike lanes, Rectangular Rapid-Flashing Beacons (RRFBs), speed radar signs, established pedestrian safety zones, shared use path and/or separated multimodal paths and similar safety improvements. Include transit stops, Primary Emergency Vehicle Routes (PEVR) and Truck Routes from the local jurisdictions. Assistance from RTC staff is anticipated.
- 2.3 Land Use and Traffic Analysis – Develop a bicycle level of traffic stress (LOTS) and pedestrian experience index (PEI) based on corridor land use and roadway characteristics and existing and forecasted traffic volumes on the regional road network within select areas. Identify potential roadway corridors for a connected active transportation network based on ideal conditions (traffic volumes/capacity, posted speed limits, available right-of-way, trip generators/attractors, underserved areas, etc.). Assistance from RTC staff is anticipated.
- 2.4 Safety Analysis – Collect available crash statistics, including bicycle and pedestrian related crashes for the past 5 years. Analyze potential safety issues and contributing factors on the study roadway segments and intersections, including (but not limited to) lighting, speed, railroad crossings, roadside hazards, and potential multimodal transportation generators. Assistance from RTC staff is anticipated.

- 2.5 Transit Analysis – Document existing transit service and ridership trends in the immediate study area. Coordinate with the RTC Public Transportation and Operations Department to identify future transit service needs, potential improvements, and park and ride options. Utilize the new Transit Optimization Plans Strategies (TOPS) Plan.

**Task 3: Public and Agency Involvement**

- 3.1 Project Technical Advisory Committee Meetings – Facilitate up to four (4) project TAC meetings that will be held during the planning study to review study issues, solicit input, and seek consensus and results.
- 3.2 Public Information Meetings/Planning Workshops – Facilitate up to two (2) public information meetings (format to be determined). Conduct outreach to area residents and business/property owners and community groups to solicit input.
- 3.3 Agency Meetings – Present the project at up to two (2) community and stakeholder meetings for select community partners/audiences.
- 3.4 Outreach plan – RTC Communications team will work with project team to identify an outreach plan for this project that is consistent with the RTC Public Participation Plan.

**Task 4: Develop and Evaluate Alternatives**

- 4.1 Develop a vision statement and associated goals for the Active Transportation Plan. This active transportation vision statement should incorporate community and stakeholder input and include the integration of micro-mobility transportation while maintaining vehicle capacity on the regional road network and considering community needs.
- 4.2 Active Transportation Improvements - Identify best practices and a prioritization strategy for implementing the following:
- Context Sensitive On-Street Bike Facilities
  - Off-Street Shared-Use Facilities
  - Accessible Pedestrian Facilities
  - Traffic Calming/Supportive Infrastructure/Curbside Management

Facility and infrastructure recommendations should be implemented in consideration and within the context of:

- Various mobility devices and micro-modes of transportation
- School zone operations
- Existing and forecasted traffic volumes and vehicle throughput
- On-street parking/commercial loading zones

- 4.3 Develop data collection methodology recommendations to support incremental expansion of a systemic active transportation network, and identify strategies to promote growth in active transportation mode share
- 4.4 Develop planning level cost estimates and an implementation schedule for network improvements. Identify potential funding strategies for implementation.

**Task 5: Report Preparation**

- 5.1. Draft Report - Prepare a concise and focused draft Active Transportation Plan report including graphics and illustrations of relevant information. The report will include typical cross-sections, conceptual design level exhibits for multimodal improvements, and planning level cost estimates.
- 5.2 Revised Report – Revise the draft report based on comments from the RTC and stakeholders. Present revised report to TAC, CMAC, and the public.
- 5.3 Final Report – Incorporate comments from TAC and CMAC members and the public and produce the Final Report. Provide five (5) printed copies of the report and include an In-Design and Word File of the report as well as any relevant GIS shapefiles.

**Project Milestones:**

- Project coordination meeting with RTC– Month 1
- Project TAC Kickoff Meeting – Month 2
- Public Information/Workshop Meeting #1 – Month 4

## **ATTCHMENT A**

- Public Information/Workshop Meeting #2 – Month 7
- Draft Report – Month 10
- Revised Report – Month 11
- Final Report – Month 12



## EVALUATION/SCORING SHEET

Project Name Active Transportation Plan

Proposer Name \_\_\_\_\_

**Numerical Values for Scoring: Excellent = 90-100, Very Good = 80-89, Good = 70-79, Unacceptable = 0-69.**

Evaluation Factor/Criteria	Weighting (%)	Max Points	Pre-Consensus Meeting Score	Consensus Meeting Revised Score (if applicable)	Final Post-Interview Revised Score (if applicable)	Consensus Meeting FINAL Points Awarded	Descriptions of Strengths/Weaknesses and Explanations of Revised Scores (if any)
<b>Factor 1 – Project Approach:</b> How will you implement the Project requirements identified in the Scope of Services? A) Provide a schedule with a narrative describing how you will meet the major milestones. B) Describe innovative approaches to presentation of data and concepts in a meaningful way that is easily understood by the public. C) Provide a plan regarding interaction with a broad spectrum of the public (i.e. not just bicycle or ADA advocates) and identify how you will specifically engage in an equitable manner. D) Identify a plan going forward to expand and build upon the region's active transportation network and encourage greater alternative mode share.	35%	100					<i>Strength(s):</i>  <i>Weakness(es):</i>  <i>Explanation of Revised Score(s) (if any):</i>
<b>Factor 1 Weighted Points Calculation(s)</b>	%		0.0	0.0	0.0	0.0	
<b>Factor 2 – Firm Experience:</b> Briefly describe relevant projects completed by the Project Team by providing the following information for each relevant project: A) Project owner and reference (include name, current phone number, and title/role during the project). B) Description of the services provided by the Project Team on each project. C) List the Project Team members that worked on each project and their role on the project. D) Dates the services were provided, if the services were provided on schedule and a brief description of any schedule issues. E) Original agreement cost for services and a brief description of any amendments. F) Describe notable successes as a result of services provided.	30%	100					<i>Strength(s):</i>  <i>Weakness(es):</i>  <i>Explanation of Revised Score(s) (if any):</i>
<b>Factor 2 Weighted Points Calculation(s)</b>			0.0	0.0	0.0	0.0	

Evaluation Factor/Criteria	Weighting (%)	Max Points	Pre-Consensus Meeting Score	Consensus Meeting Revised Score (if applicable)	Final Post-Interview Revised Score (if applicable)	Consensus Meeting FINAL Points Awarded	Descriptions of Strengths/Weaknesses and Explanations of Revised Scores (if any)
<p><b>Factor 3 - Past Performance:</b>  a. Briefly describe five (5) recently completed projects in which the firm provided services similar to those sought by the RTC. Provide the following information for each project:  i. Description of the project scope and the services provided by the firm;  ii. List amount of firm's successful completion of the project within budget;  iii. List original planned completion date and actual project completion date;  iv. Describe notable successes specific to the services provided;  v. Provide name and telephone number of a contact person, employed by the project owner, familiar with the consultant's work. (These persons may be contacted for further information and reference)</p>	25%	100					<p><i>Strength(s):</i></p> <p><i>Weakness(es):</i></p> <p><i>Explanation of Revised Score(s) (if any):</i></p>
<b>Factor 3 Weighted Points Calculation(s)</b>			0.0	0.0	0.0	0.0	
<p><b>Factor 4 – Availability and Capacity:</b>  a) Demonstrate the anticipated availability of the key personnel for the duration of the project. Specify if the availability of the key personnel will change during the project. List significant projects that the key personnel are working on or are committed to work on, the percentage of time allocated to each project and the anticipated completion date for each project.  b) Demonstrate the capacity of the Project Team to meet the needs of the project. Consider the prime consultant's and sub-consultant's depth of staffing and other resources.  c) Provide a commitment that the proposer will provide key personnel as needed to successfully complete the project.  d) Describe your firm's location(s) or presence in the geographical area and identify the location of the office which will provide primary project control for this project.</p>	10%	100					<p><i>Strength(s):</i></p> <p><i>Weakness(es):</i></p> <p><i>Explanation of Revised Score(s) (if any):</i></p>
<b>Factor 4 Weighted Points Calculation(s)</b>			0.0	0.0	0.0	0.0	
<b>Factor 5 - Description:</b>		100					<p><i>Strength(s):</i></p> <p><i>Weakness(es):</i></p> <p><i>Explanation of Revised Score(s) (if any):</i></p>
<b>Factor 5 Weighted Points Calculation(s)</b>			0.0	0.0	0.0	0.0	
<b>TOTAL:</b>	100%		0.0	0.0	0.0	0.0	

Evaluation Factor/Criteria	Weighting (%)	Max Points	Pre-Consensus Meeting Score	Consensus Meeting Revised Score (if applicable)	Final Post-Interview Revised Score (if applicable)	Consensus Meeting FINAL Points Awarded	Descriptions of Strengths/Weaknesses and Explanations of Revised Scores (if any)
----------------------------	---------------	------------	-----------------------------	---	--	--	--

Name of Evaluator (print): \_\_\_\_\_

Employer: \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_