

## CENTRAL BIKEWAY FEASIBILITY STUDY AND ALTERNATIVES ANALYSIS DETAILED TASKS AND DELIVERABLES

The proposal should maintain the same numbering as that provided below. Reserved tasks represent tasks that VTA will lead with no consultant involvement.

### 1. Initiate Project

Task 1.1: Reserved

Task 1.2: Reserved

Task 1.3: Kick-Off Meeting with Project Team

- Attend a kick-off meeting with the Project Team (VTA, Consultant, Caltrans, cities of San Jose, Santa Clara, and Santa Clara County) to introduce the project, stakeholder expectations and responsibilities, and review the scope of work and schedule.

Task	Deliverable
1.3	Meeting notes

### 2. Assess Existing and Planned Conditions

*This task focuses on understanding existing and planned land use and transportation conditions for the study area. VTA will collect relevant data, maps, and plans from local agencies, and the consultant will review and summarize the information in a memorandum. The consultant will also develop a base map that will help guide the conceptual design process in Task 4. Findings from this task will be presented to members of the public in Task 3. This task will give the Project Team and members of the public a common understanding of the current and planned conditions in the study area*

Task 2.1: Reserved

Task 2.2: Planning and Policy Context

- Review relevant plans in the study area such as existing planning and transportation studies to establish a common understanding of the study area's policy context, including any city or county-designated goals/priorities/analysis affecting the study area. These documents may include City Bicycle Plans, Bicycle Design Guidelines, General Plans, Specific Plans, Corridor Studies, Community-Based Transportation Plans and Capital Improvement Programs (CIP). Summarize findings in a succinct, high-level memorandum, with maps, graphics, and photographs as appropriate.
- Assessment will be presented to members of the public through Task 3.
- **Responsible Party:** Consultant

Task 2.3: Assessment of Gaps, Barriers, and Opportunities for Bicycling

- VTA will provide the following data to the consultant: most recent land use data, future development plans for the study area, major trip generators, existing street geometry and striping plans, existing roadway typologies and general plan classifications of corridors

studied, near-term street improvements, signal information, parking utilization, ROW lines, aerial imagery, traffic counts (including bicycle, pedestrian and transit counts), collision data, complaints, motor vehicle traffic conditions (LOS data), and other information to assess bicycle Level of Traffic Stress.

- Consultant will review the data collected to ensure it meets needs, recommend additional data to collect.
- Consultant will assess the condition of existing bicycle facilities throughout the study area, including Bicycle Level of Traffic Stress. Identify gaps, deficiencies, known complaints, bicycle and pedestrian volume, collision/fatality data, and any previous assessments of the physical environment for walking and biking (e.g. Walk-Score, existing transportation studies). Consult VTA’s Countywide Bicycle Plan, Sunnyvale’s Bicycle, Pedestrian, and Safe Routes to School Plans, Santa Clara’s Bicycle Master Plan, City of San Jose’s Bicycle Master Plan. Leverage the analysis and outreach efforts undertaken by Sunnyvale, Santa Clara, and San Jose in their in-progress updates to their bicycle master plans. Present findings in a succinct, high-level memorandum, with maps, graphics, and photographs as appropriate.
- Assessment will be presented to members of the public through Task 3.
- **Responsible Party:** Consultant

Task 2.4: Develop Base Map

- Using data collected in prior tasks, develop a publicly accessible base map of the study area that can be used to guide conceptual design decisions (e.g. GIS map showing curb lines, striping, rights-of-way, jurisdictional boundaries overlaid on aerial imagery).
- **Responsible Party:** Consultant

Task	Deliverable
2.2	Summary memorandum
2.3	Summary memorandum
2.4	GIS base map of study area

**3. Collaborate with the Community**

*In this task, the consultant and VTA will co-create with the community through three stages of the project: 1) listening to the community, establishing vision and goals, and reviewing existing conditions, 2) initial conceptual corridor alignment and design alternatives, and 3) preferred corridor alignment and conceptual design. The input received from the community in this task will guide VTA and the consultants in developing initial and preferred corridor alignment and conceptual designs in Task 4. Products from Task 2 and Task 4 will be presented to the community through Task 3. The task begins with identifying Community Based Organizations to bring onto the team and working with them to develop an equitable outreach strategy – The outreach strategy should identify ways to best involve the community, with a focus on involving disadvantaged communities, including people with limited English proficiency, low-income households, racial and ethnic minorities, people with various immigration status, and people with limited time or resources to go to standard public meetings. Based on recent experience with similar planning efforts, VTA recommends evaluating our outreach strategy midway, and if necessary, revising outreach activities to address any shortcomings.*

### Task 3.1: Outreach Strategy

- Identify Community Based Organizations (CBOs) that have strong connections to the local community and are interested in joining the team to assist with engaging the community in the planning process. Consultant should set aside a portion of the budget to compensate CBOs for their outreach efforts. Potential CBOs will be identified by the Consultant in discussion with VTA and determined by VTA.
- Develop outreach strategy for project, including a plan for involving local bicycle advocacy groups; outreach to Santa Clara, San Jose, and VTA Bicycle and Pedestrian Advisory Committees; and integration with cities' ongoing bicycle plan and land use updates. Develop goals of outreach, as well as ways of evaluating goals, including effectiveness of outreach in working with CBOs. Work closely with VTA's Community Outreach and Public Engagement (COPE) Department to develop a plan that addresses community mobility needs. Include Project Team, CBOs, and others in developing the plan.
- Co-create a set of outreach principles with CBO's to guide the project outreach strategy. These principles must represent a community-led decision making process by identifying community needs, honoring community decisions and providing equitably strategies.
- **Responsible Party:** Consultant

### Task 3.2: Public Outreach Events

- Invite community members to provide input during each of the three phases: 1) introduction to the project/defining goals and vision for the corridor/existing conditions, establishing community needs; 2) responding to initial corridor options and design alternatives; and 3) confirming the conceptual design on the preferred corridor.
- Specific public outreach events listed below are based on VTA's past experience leading similar multi-jurisdictional corridor studies. The proposal and budget should reflect the fact that the number and type of activities may change after the public outreach strategy is developed with stakeholders and the CBOs in Task 3.1. Proposers are welcome to suggest different outreach strategies that they feel will be successful in engaging disadvantaged communities, including people with limited English proficiency, low-income households, racial and ethnic minorities, people with various immigration status, and people with limited time or resources to go to standard public meetings.
- Consultant will attend at least two public meetings/workshops for each public outreach phase—one or two in Santa Clara and one or two in San Jose—for a minimum of six public meetings. VTA COPE will oversee meeting logistics, including room reservations, room fees, public announcements, meeting summaries, translation of printed materials, and provide up to two staff per meeting. Consultant should budget for pre-meeting strategy meetings, development of meeting materials, meeting attendance and presentation, review and comments of post-meeting summaries, and any other tasks not covered by COPE. Consultant should budget for providing live interpretation services, food, and necessary childcare services at all public meetings.
- Develop/review presentation materials for VTA to present to Santa Clara Bicycle and Pedestrian Advisory Committee (BPAC), San Jose BPAC, and VTA BPAC at project initiation and during project development – for a minimum of 6 presentations. VTA will present at BPAC meetings – consultant does not need to attend.

- During first phase, host walk or bike audits in the study area to gather input and needs from residents, employees, businesses, and other stakeholders on the existing conditions and safety concerns for bicyclists. Schedule walk or bike audits during a time and at a place that is convenient for members of the public to attend. Seek opportunities to work with CBOs to advertise and lead the walk or bike audits.
- During all phases, host pop ups at local events and locations within the study area, present at already scheduled community meetings, and provide pop-up outreach at bus stops, grocery stores, schools and local areas with high foot traffic. Tables/presentations/pop-up events will be staffed by VTA COPE, consultant and/or CBOs, and depending on the neighborhood demographics, will include people fluent in common local language(s). Work with CBOs to identify good places for pop-up tables, opportunities for local residents to assist with tabling or collecting community information, and preferred methods of communication. Consultant can assume that COPE staff can table at five pop-up events. Consultants should budget for presentations to community groups, staffing pop-ups beyond COPE staffing, and live interpretation services.
- VTA will oversee translation of all written materials into appropriate languages for all public workshops and for pop-up and tabling events in linguistically isolated communities.
- Work with CBOs and VTA COPE to identify best ways to advertise events and collect input from local community members. VTA COPE typically develops and leads the following advertising strategies: mailers, VTA's email service, blog posts, social media posts, materials provide to neighborhood associations, local organizations and bicycle advocacy groups, city council and county supervisor communications, and local agency communication services.
- **Responsible Party:** VTA/Consultant/CBOs/Stakeholder Agencies

#### Task 3.3: Project Website and Online Map

- VTA will host and maintain a project website on [www.vta.org](http://www.vta.org).
- Consultant will develop multi-lingual online mapping survey to collect community input on problem areas and potential solutions during phase 1 baseline work. Map should be accessible and functional on mobile devices. VTA does not anticipate hosting the online mapping survey. Online survey should have a customizable URL.
- Consultant will summarize community input and data collected from online map to guide conceptual designs.
- **Responsible Party:** VTA/Consultant

#### Task 3.4: Evaluation and Outreach Summary

- After each phase of outreach, develop a short, non-technical summary of the findings to share with the community. The summary should reflect and relate to community priorities and be developed for an audience comprised of community members and elected officials. Consider using graphics to convey the messages.
- After each phase of outreach, evaluate the effectiveness of the public outreach effort in meeting the goals and principles established in Task 3.1 and in reaching participants that are demographically reflective of the study area. Debrief with CBOs to determine how effective our outreach was with their constituents, successes, and opportunities for

improvement. Modify subsequent outreach efforts, as needed and feasible, to better meet outreach goals.

- **Responsible Party:** Consultant

Task	Deliverable
3.1	<i>Outreach strategy and engagement principles</i>
3.2	<i>Organize and attend public meetings (6)<sup>1</sup> Tabling and pop-up events; presentations at already scheduled community meetings (10)* Walk or bike audits (3)*</i>
3.3	<i>Online map</i>
3.4	<i>Outreach summary and evaluation (after each phase of outreach)</i>
<p><i>* Numbers in task 3.2 are used for budgeting purposes. The number and type of activities may change after the public outreach strategy is developed with VTA, stakeholders and the CBOs. Proposers are welcome to suggest other outreach strategies that they feel will be successful in engaging disadvantaged communities, including people with limited English proficiency, low-income households, racial and ethnic minorities, people with various immigration status, and people with limited time or resources to go to standard public meetings.</i></p>	

#### 4. Identify and Analyze Conceptual Alternatives

*In this task, the Consultant will identify preferred alignment(s) and develop conceptual design alternatives and a preferred conceptual design. The designs will be planning level – 5% to 10% designs – and detailed enough to permit a general assessment of the feasibility of different design concepts and calculate planning-level cost estimates. No complex design, engineering, or environmental work will be conducted.*

*Conceptual alternatives will be developed based on observed existing transportation conditions as well as future year transportation and land use projections and community needs. The alternatives will be tailored to the unique and varied context along the corridor(s) and designed to address issues such as level of stress, safety, mobility, and travel time improvements.*

*Contractor should assume at a minimum two rounds of revisions for each deliverable prior to presenting to the public: 1. Internal VTA review; 2. Local agency stakeholder review. Estimate 15 business days for internal VTA review and 15 business days for local agency stakeholder review.*

##### Task 4.1: Conceptual Design Alternatives

- Develop up to (3) three initial recommendations to provide a continuous low-stress bikeway through the study area. These bikeway alternatives may include new or modified

bicycle paths, potential modifications to lane geometrics, curb modifications, bike and pedestrian enhancements, traffic calming measures, improved signal coordination, enhanced wayfinding or changes in signal timing/phasing at critical intersections. The recommendations will include a map of the proposed alignments, and be supported by plan view graphics, typical cross-sections, and conceptual examples of roadway/bike path geometrics. Recommendations should be sensitive to the local context while at the same time providing consistency for bicyclists through the corridor.

- Consultant will evaluate multimodal impacts on the corridor for the identified alternatives in both current and future conditions. Both a quantitative and qualitative assessment of impacts to bicyclists, pedestrians, transit, and drivers will be evaluated in order to communicate these potential impacts to local agency stakeholders and the public and make a determination of the key design priorities for each scenario. Level of Traffic Stress for bicyclists will be included as an evaluation metric. The analysis will identify potential impacts to right of way, and high-level impacts to parking, travel-time (transit and motorist) and cut-through traffic.
- Conceptual design alternatives will be presented to members of the public through Task 3. Input from the public and the Santa Clara, San Jose and VTA Bicycle and Pedestrian Advisory Committees will be used to revise the alternatives and guide the development of a preferred conceptual design.
- **Responsible Party:** Consultant

#### Task 4.2: Design Working Meetings

- Plan, facilitate, and present at multi-agency Design Charettes with the local agency stakeholders to refine the conceptual design concepts based on public feedback. Three Design Charettes are envisioned, scheduled after each round of public outreach.
- Assist VTA with up to six additional one-on-one design working meetings as needed with public agency stakeholders (San Jose, Santa Clara, County of Santa Clara, Caltrans, Water District, Caltrain, VTA Transit Operations Group, San Jose Airport) to work through specific design challenges that cannot be resolved during Design Charettes.
- Design Charettes or design working meetings may include a representative from local BPACs.
- VTA will handle meeting logistics and invitations to the Design Charette and one-on-one design working meetings. Consultant should budget for strategic planning for meeting, facilitation, preparation of meeting materials, presentation, and meeting summaries.
- **Responsible Party:** Consultant/VTA

#### Task 4.3: Preferred Conceptual Design Alternative

- Develop preferred conceptual design alternative based on feedback from community meetings, Design Charettes and one-on-one design working meetings. The recommendations will include a map of the proposed alignment(s), and be supported by updated plan view graphics, typical cross-sections, and conceptual examples of roadway/bike path geometrics.
- Preferred conceptual design will be presented to members of the public through Task 3.
- **Responsible Party:** Consultant

Task 4.4: Implementation Strategy

- Develop an implementation strategy that includes a near term and long term phasing plan, cost estimates, and potential funding sources/mechanisms for the preferred design. Implementation plan will also include next steps for continued engagement with the community and keeping them informed of the project process. Implementation plan will include a section with near term-tangible actions with clear steps for government partners.
- **Responsible Party:** Consultant/VTA

<b>Task</b>	<b>Deliverable</b>
4.1	<i>Conceptual design alternatives</i>
4.2	<i>Meeting presentation materials Meeting notes</i>
4.3	<i>Preferred conceptual design alternative</i>
4.4	<i>Implementation strategy</i>

**5. Finalize Plan**

Contractor should assume at a minimum two rounds of revisions for each deliverable prior to presenting to the public: 1. Internal VTA review; 2. Local agency stakeholder review. Estimate 20 business days for internal VTA review of final plan and 20 business days for local agency stakeholder review.

Task 5.1: Draft Conceptual Design Basis

- Develop a draft conceptual design basis for the preferred alternative. Designs will be planning level (5 to 10%) and permit one to generally evaluate the feasibility of the designs, understand right-of-way and multimodal impacts, and to develop planning level cost estimates.
- **Responsible Party:** Consultant

Task 5.2: Draft Report

- Prepare the draft Central Bikeway Feasibility and Alternatives Analysis outlining the different conceptual design concepts evaluated, public input, and the recommended preferred conceptual design alternative. The draft report will be succinct and include high-quality visual graphics illustrating the design concepts for the corridors including specific cross-sections.
- **Responsible Party:** Consultant

Task 5.3: Final Conceptual Design Basis

- Finalize the conceptual design basis for the preferred alternative. Designs will be planning level (5 to 10%) and permit one to generally evaluate the feasibility of the designs, understand right-of-way and multimodal impacts, and to develop planning level cost estimates.
- **Responsible Party:** Consultant

Task 5.4: Final Report/Guiding Plan

- Prepare a Final Report/Guiding Plan for the Central Bikeway that summarizes relevant information from previous deliverables (existing conditions report, public outreach results, alternatives considered, final conceptual design, and implementation and funding strategy. The report should include a non-technical Executive Summary to share with the community. The Executive Summary should reflect and relate to community priorities and be developed for an audience comprised of community members and elected officials.
- Proposers may suggest additional formats (e.g. interactive webmap/video/webinar/infographics) to support dissemination of the recommendations included in the Final Report/Guiding Plan.
- **Responsible Party:** Consultant

<b>Task</b>	<b>Deliverable</b>
5.1	<i>Draft Conceptual Design Basis</i>
5.2	<i>Draft Report</i>
5.3	<i>Final Conceptual Design Basis</i>
5.4	<i>Final Report and Executive Summary</i>

**6. Administration**

Task 6.1: Project Development Team Meetings and Project Management

- Attend and support monthly Project Development Team meetings to address status of major milestones, progress achieved, schedule, cost and budget status, and issues and areas of concern. Caltrans staff will be invited to project team meetings. In months where we are holding Design Charettes, project Development Team Meetings will typically be cancelled or replaced with a written update.
- Schedule and participate in regular check-in calls with VTA project manager to discuss progress and plan for upcoming milestones.
- **Responsible Party:** Consultant

Task 6.2: Reserved

Task 6.3: Reserved

<b>Task</b>	<b>Deliverable</b>
6.1	<i>Attendance at and support for Project Development Team meetings Scheduling, participation in, and notes from regular check in calls with VTA project manager</i>