

Alexandria Pedestrian and Bicycle Master Plan Update And Complete Streets Design Guidelines Manual

Summary Scope of Work

05/03/2014

BACKGROUND

The City's 2008 Transportation Master Plan envisions a transportation system that encourages the use of alternative modes of transportation, reduces dependence on the automobile and promotes a balance between travel efficiency and quality of life, providing Alexandrians with transportation choice, continued economic growth and a healthy environment. This system will lead to the establishment of transit-oriented, pedestrian friendly village centers, focused on neighborhood preservation and increased community cohesion, forming a more urban, vibrant and sustainable Alexandria.

In 2008, the City also completed a Pedestrian and Bicycle Mobility Plan (see definitions in Appendix B), and the Pedestrian and Bicycle chapters of the Transportation Master Plan. Since then, staff has completed many important projects to improve walking and bicycling in Alexandria, and many more are currently underway. In addition, in 2011 the City adopted a Complete Streets policy, expanded staff to include a full time Complete Streets coordinator, and initiated a Capital Bikeshare program, which continues to expand citywide.

INTENT

Given the many pedestrian and bicycle improvements over the past five years as well as the addition of the Complete Streets policy and Capital Bikeshare program, the City will undertake an effort to incorporate the improvements, Complete Streets policy and bikeshare program into an updated Pedestrian and Bicycle Master Plan and development of a Complete Streets Design Guidelines Manual. The purpose of the Alexandria Pedestrian and Bicycle Master Plan Update, and Complete Streets Design Guidelines Manual is to:

- Develop a non-motorized system that addresses the needs of all users (pedestrians, bicyclists, vehicles, and transit riders) and is consistent with the Transportation Master Plan that encourages the use of alternative modes of transportation, reducing dependence on the private automobile;
- Develop both a bicycle and pedestrian network and hierarchy, based on identification of major activity centers or destinations (including existing permitted and projected development and metrorail stations); and

- Develop a framework for implementing non-motorized policies and projects citywide;

In developing the bicycle and pedestrian networks, hierarchy and framework, the following objectives should be met:

- Minimize street width (curb to curb) dimensions, and evaluate removal/revision of traffic/parking lanes rather than increasing street width, consistent with the City’s existing planning, design, transportation and environmental goals and strategies;
- Take into account the character of existing neighborhoods and existing approvals
- Create criteria to process and prioritize public pedestrian and bicycle improvements
- Raise the City’s designation as a “Bicycle Friendly Community” and a “Walk Friendly Community” to higher award levels (The City of Alexandria was recently named a Silver level Bicycle Friendly Community BFC by the League of American Bicyclists, recognizing Alexandria’s commitment to improving conditions for bicycling through investment in education and safety programs, bicycling promotion, and infrastructure);
- Plan for Capital Bikeshare expansion;
- Identify and resolve key gaps in the walking and bicycling network; and
- Identify existing and future bicycle parking areas, pedestrian and bicycle way-finding opportunities, and innovative on-street bicycle facilities (such as cycle tracks, sharrows, bicycle boulevards, etc.)

TASKS

Task 1: Project Management

This task includes managing contractor firms and staff, providing technical direction to the project city staff, coordinating project management team meetings, coordinating Technical Advisory Committee (Interdepartmental staff) meetings, preparing of monthly progress reports, and preparing project invoicing.

Deliverables

- Refined Project Scope of Work as needed
- Monthly Progress Reports on the status of work completed
- Meeting minutes for PMT and TAC meetings
- Project Schedule, to be updated as needed

Task 2: Geographic Information Systems (GIS) Data

It is expected that a significant amount of GIS based data will be produced during this process. The City will provide all currently available data on bike and pedestrian networks and other relevant available base data. All information collected and recommendations developed as part of the project, if location based, will be delivered in an agreed upon GIS format. The City will work with the Contractor to define the GIS data model(s) including; data schema, accuracy and topology. In particular, it is expected that spatial data will play a significant role in the execution of the following tasks.

Deliverables

- GIS data / mapping as required through the course of the project

Task 3: Data Collection and Review

This task includes a review of all pertinent background data / information relevant to the Project. This includes a review of previous completed plans and studies, and collection of data. The Contractor shall review all pertinent previous plans and studies, and other pertinent information including, but not limited to land use and zoning information, the 2008 Pedestrian and Bicycle Mobility Plan, existing Small Area Plans and design guidelines, the Capital Improvement Program, the Transportation Long Range Plan, existing transit plans and facilities, planning efforts of adjacent jurisdictions. The Contractor will also collect and review existing pedestrian and bicycle counts, and collision data.

Deliverables

- GIS mapping / data summarizing data collection, including collision locations by type, pedestrian/bicycle concentration areas, key origins/destinations, and planned pedestrian and bicycle facilities within the City and adjacent jurisdictions (This data and mapping may be updated through the duration of the project as additional information is obtained).

Task 4: Existing Conditions

This task includes an identification of the existing pedestrian and bicycle conditions within the City and identify the existing mode share. The Contractor shall work with staff to update the inventory of existing pedestrian and bicycle facilities within the City. The inventory shall include maps displaying facilities by type (i.e., sidewalks, trails, bicycle parking, bike share stations, bike lanes, sharrows, shared use paths, signed routes and signed trails, etc.). The inventory shall also include facilities in adjacent jurisdictions within proximity (one mile) to the City boundary, in order to understand issues of regional connectivity. The inventory should also include a

computation of the “miles of completed facilities”, as compared to the City’s total mileage of road facilities. Based on a review of previous plans, including the existing Transportation Master Plan, and consultation with staff, the Contractor shall prepare a “Pedestrian and Bicycle Facility Progress Report” that indicates the progress that has been completed since the 2008 Transportation Master Plan.

Deliverables

- Existing Pedestrian and Bicycle Facility Technical Memorandum, to include supporting graphics and maps displaying existing facilities (Draft/Final)
- Pedestrian and Bicycle Facility Progress Report

Task 5: Civic Engagement

The project shall be conducted in a collaborative atmosphere, with public participation integrated into the process of technical evaluation. Timely and clear communication with citizens, businesses, developers, and state, federal, and local elected officials are critical to the success of the project. The Contractor shall be responsible for developing a Civic Engagement Plan (CEP). The CEP shall be consistent with the principles, framework and recommended outreach strategies identified in the City’s “*What’s Next, Alexandria*” program as outlined in the Civic Engagement Handbook.

Stakeholder Meetings - The Contractor shall attend and/or provide a briefing at up to eight (8) meetings with stakeholders, including the City Council, Transportation Commission, Planning Commission and Parks and Recreation Commission, and Bicycle and Pedestrian Advisory Committee (BPAC).

Ad Hoc Advisory Committee - An Ad hoc Advisory Committee will be appointed by the City Manager to help provide guidance on the project, and will be responsible for reviewing and providing comment on key deliverables, development of goals/objectives, and providing input on project recommendations. It is anticipated that the Committee will have a minimum of six (6) meetings. The Committee may include representation of stakeholder groups such as various Alexandria commissions, citizens, City Council, transportation planning and design professionals, and other groups as determined.

Public Meetings – The Contractor shall facilitate and attend up to three (3) public meetings which may be in the form of open houses and/or charrettes during the course of the project. The Contractor shall be responsible for providing presentation graphics or slides, handout materials, and meeting summary notes.

Targeted Outreach - The Contractor shall use other methods of targeting stakeholders, such as the use of surveys, focus groups, social media outreach, neighborhood pop up events, video behavioral analysis, and the use of crowdsourcing maps (to allow respondents to post photos and

comments of issues/needs at specific locations). The outreach methodologies will be included in the CEP.

Project Website and Social Media - Contractor shall assist in the development of a project website (to be maintained by the City), including development of graphics, project schedule, frequently asked questions and answers, and assistance with responses to comments/questions. In addition, social media outreach may be used for the project, including Facebook and Twitter. The Contractor shall assist with content to be included for social media applications.

Deliverables

- Civic Engagement Plan (Draft / Final)
- Public meeting materials and summary notes
- Graphics needed to support public outreach methods
- Content for webpage / social media / surveys / other outreach methodologies
- Civic Engagement Summary Report (Draft / Final)

Task 6: Identify Needs and Issues

This task uses the information obtained through the existing conditions analysis and public outreach effort to identify the key pedestrian and bicycle issues and needs. The analysis will focus on issues such as gaps/barriers, origins/destinations, connectivity, and safety. This analysis should also include potential demand areas for bike share stations. The result of the identification of needs and issues will be used toward the development of policies and objectives, pedestrian and bicycle networks, and other recommendations.

Deliverables

- Demand analysis for bike share station areas
- Summary of Issues and Needs (Draft / Final)

Task 7: Policy Review and Development

The Contractor shall review existing goals and objectives and policies within the Pedestrian and Bicycle chapters of the Transportation Master Plan. Based on input from the public outreach process, and working with the Ad hoc Committee and staff, as well as based upon updated local and federal regulations, the Contractor shall identify any necessary changes to the goals and objectives, and confirm the recommended changes through meetings with other stakeholders such as the Council.

Deliverables

- Summary Report of recommended Goals / Objectives (Draft / Final)

Task 8: Level of Service Methodology

The Contractor shall review existing bicycle level of service methodology included in the Pedestrian and Bicycle Mobility Plan (2008). The Contractor shall examine other methodologies, such as the Multi-modal level of service methodology, and recommend any changes to the bicycle level of service.

Deliverables

- Summary Report Level of Service Methodology and Recommendations (Draft / Final)

Task 9: Pedestrian and Bicycle Network Development

This task includes the development of both a pedestrian and bicycle network for the City. The network should address origins and destinations, connectivity, addressing the gaps/barriers within the existing system, and develop a hierarchy of facilities, such as Primary, secondary and tertiary facilities. The network hierarchy will be tied to facility types, identified in the Complete Streets Design Manual (Task 12). The network will focus on connectivity to land uses, density, major activity centers, existing and future bike share stations, existing and future transit corridors and facilities, recreational facilities, schools, and employment centers, as well as to existing and planned facilities in adjacent jurisdictions, and regional facilities. The development of the network will be based on the following:

- Facilities identified through other studies/plans (Task 3)
- Evaluation of Existing and planned facilities (Task 4)
- Input from the civic engagement process (Task 5)
- Needs and issues identified in Task 6
- Policy development (Goals/objectives in Task 7)

Deliverables

- Pedestrian and Bicycle Network Technical Memorandum, including maps displaying the networks (Draft/Final)

Task 10: Implementation

This task includes the identification of projects, priorities, actions, strategies and funding sources to implement the Pedestrian and Bicycle Master Plan update. The implementation should include methodologies for carrying out the plan recommendations, including:

- Identification of specific project recommendations (Short and Long Term). The project recommendations should include the types of facilities that are most applicable for the

pedestrian and bicycle network segments (i.e, specific roads or road segments, and trails). Projects should be broken into Short Term 0-10 years, and Long Term, beyond 10 years), based on an evaluation of the segments using criteria to be developed by the consultant

- Identification of future bike share stations
- Operations plan, including funding structure, for bike share program
- Identification of Actions and Strategies to implement the plan
- Recommendations on adjustments to existing programs
- Funding potential/funding sources for prioritized projects
- Short term maintenance and projected funding
- Summary on local, state and federal legislation and impacts to project implementation
- Identification of funding sources
- Process for future updates to Pedestrian and Bicycle Master Plan

Deliverables

- Implementation Technical Memorandum (Draft / Final)

Task 11: Transportation Master Plan Chapter Update / Appendices

The various technical memorandums will be used to prepare updated chapters (Bicycle, Pedestrian) in the City's Transportation Master Plan. These chapters will focus on goals, objective, actions, strategies, and funding. Each chapter will also include a map showing the respective pedestrian and bicycle network. A separate technical appendices report will also be prepared to include other information within the prior technical memorandums including existing conditions, public outreach summaries, needs and issues, network development and analysis, and implementation.

Draft versions will be provided to the City, and upon review and edits, final versions will be prepared. For the final version, the consultant shall provide 10 hard copies for each chapter update and appendices report, as well as electronic files, including graphics, tables, maps, GIS, etc.).

Deliverables

- Transportation Master Plan chapters (Draft / Final)
- Technical appendices report (Draft / Final)

Task 12: Complete Streets Design Guidelines Manual

A separate Complete Streets Design Guidelines Manual (Design Manual) will be prepared by the consultant to provide guidance to staff and citizens on design tools and methodologies for ensuring City roads address all users. The Design Manual shall be consistent with the goal of the

Transportation Master Plan to encourage the use of alternative modes of transportation, reducing dependence on the private automobile. The Design Manual will establish standards or guidelines to implement the City's April 2011 Complete Streets policy that roadway projects will safely accommodate all users including pedestrians, bicyclists, transit riders, persons with disabilities and motor vehicles. The Design Manual will take into account existing city design guidelines and standards.

The Design Manual will include progressive design guidelines and technical guidance on construction, rebuilding, repair and rehabilitation of City streets with the intent of prioritizing users consistent with the Transportation Master Plan. The Design Manual will also provide citizens the tools and information needed to engage in constructive conversations about solving local traffic problems with City staff. It should provide multi-modal street design options for various types of roadways. The design manual should include a research of Best Practices, design standards for pedestrian and bicycle facilities, and development of green infrastructure guidelines.

Deliverables

- Best Practices Research Technical Memorandum
- Complete Streets Design Guidelines Manual (Draft / Final), including all applicable graphics, plans, maps, cross-sections and precedent images

APPENDIX A

KEY CITY OF ALEXANDRIA PEDESTRIAN AND BICYCLE ACCOMPLISHMENTS

The City of Alexandria completed a Pedestrian and Bicycle Mobility Plan, and the Pedestrian and Bicycle chapters of the Transportation Master Plan in 2008. Since the 2008 Transportation Master Plan and the 2008 Bicycle and Pedestrian Mobility Plan were completed, staff has made progress on important projects to improve walking and bicycling in Alexandria. In 2011, the City adopted a Complete Streets policy, and expanded staff to include a full time Complete Streets coordinator. Some key accomplishments include:

- Over 7 lane miles of bicycle lanes and shared-lane markings
- Over 5 miles of shared-use paths
- Over 150 bicycle parking spaces
- Eisenhower Trail Underpass
- Woodrow Wilson Bridge Trail
- Jones Point Park Trails and Mount Vernon Trail
- Potomac Avenue Trail - Phase I
- Potomac Avenue Trail Connection to Arlington County
- Telegraph Road Trail Connection to Fairfax County
- Woodrow Wilson Bridge Trail and Mount Vernon Trail Connection to Fairfax County
- First bicycle signal in the State of Virginia on Mount Vernon Trail
- First HAWK signal in City with second planned for 2013-2014
- City's first pervious trail in Dora Kelly Park made of recycled rubber passenger tires
- Launch of Capital Bikeshare in Alexandria with eight stations in Old Town
- Charles Barrett Safe Routes to School Project
- Mount Vernon and East Reed pedestrian safety improvements
- Russell Road and Cedar Street pedestrian safety improvements
- Grew Bike to Work Day registrants by adding two new Alexandria pit stops
- Installed hundreds of lights on bikes in the Arlandria neighborhood each year
- Bicycle education and safety classes offered by City has doubled since 2010
- For annual Street Smart Campaign, over 100 DASH bus drivers received pedestrian and bicycle safety trainings
- Revisions of the Bicycle section of the City Code

Projects currently underway in the implementation of the 2008 Transportation Master Plan and the 2008 Bicycle and Pedestrian Mobility Plan include:

- Capital Bikeshare expansion
- Complete Streets Paving Program
- Complete Streets On-street Bicycle Facilities, over 30 lane miles planned
- Complete Streets Safety Upgrades and Neighborhood Enhancements

- Cameron and Prince Street On-Street Bicycle Facilities Design
- Holmes Run Trail Improvements, I-395 to Ripley Street
- Chambliss Crossing - under construction
- Installation of four sidewalks near major transit stops
- Edsall and South Pickett Pedestrian Improvements
- Wilkes Street Bikeway
- Mount Vernon Trail at East Abingdon
- Duke Street Pedestrian Improvements
- Bicycle Parking Improvements at Metrorail Stations
- Safe Routes to School Intersection Improvements
- Old Cameron Run Study
- Street Smart Campaign