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Metropolitan Planning Organization**

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BICYCLE & PEDESTRIAN PLAN UPDATE, 2016

SCOPE OF SERVICES



I. INTRODUCTION

The Grand Forks-East Grand Forks Bicycle & Pedestrian Plan (2013) is a vital element of the 2040 Long Range Transportation Plan (LRTP). This report describes the scope of proposed activities to be advanced by Advisory Committee –and interested agencies- assisted by MPO’s staff to successfully update the Bicycle & Pedestrian Element of the 2040 Long Range Transportation Plan.

The Bicycle & Pedestrian Plan (2013) is supported by the goals and objectives of the 2040 Long Range Plan; and by the Planning Factors outlined by the Moving Ahead for Progress in the 21st Century Act (MAP-21) (2012). MAP-21 supports infrastructure-related and behavioral projects that will provide a safe environment for walking and biking. The Plan update is taking place under the tenets of the “Fixing America’s Surface Transportation Act” (2015) (FAST). The FAST Act encourages States, MPOs, and cities to continue promoting and adopting design criteria and standards that provide for the safe and adequate accommodation of pedestrians, bicyclists, and motorized users.

These provisions help ensure that newly designed and constructed National Highway System roadways offer better transportation options, improve public health, support retired Americans, advance economic development, reinvest in underserved communities, help kids get to and from school, and keep people safe while biking and walking¹. The plan abides by all local ordinances, state laws, federal guidance, and engineering standards regarding the safe movement of pedestrians and bicyclists.

II. A BICYCLE AND PEDESTRIAN PLAN UPDATE

The Bicycle & Pedestrian Plan sets the stage for the Planning Area’s long term vision of a safe, accessible and connected bicycle and pedestrian network. The purpose of the Plan is to:

- Increase bicycle and walking trips whether for recreational or economic development objectives
- Improve bicycle and pedestrian access to key local activity centers and destinations
- Promote bicycle and pedestrian activities as available, yet affordable transportation options
- Promote consistency between transportation improvements and State and local planned growth and economic development patterns
- Foster accessibility and mobility
- Improve quality of life
- Foster bicyclist and pedestrian safety
- Assess current conditions, initiatives and opportunities
- Emphasize the preservation of the existing bicycle and pedestrian transportation system.

The Plan update is supported by a number of near and long term objectives. One objective is to reflect the improvements to existing on-street and off-street bicycle and pedestrian facilities. All these are critical transportation access points that connect people to recreational and social opportunities, jobs and businesses. Accessibility is critical for older adults; thus, as our population ages, and the number of those unable to drive grows; residents still must have access to social services and recreational activities. Hence, the plan update will create transportation options that allow for increased mobility, while enhancing the integration and connectivity of the transportation system, across and between modes, particularly, public transit

¹ Smart Growth America. National Complete Streets Coalition.

The Plan update strives to support connectivity to schools, transit network, business and recreational centers. Hence, the plan will create transportation options that allow for increased mobility; while enhancing the integration and connectivity of the transportation system, across and between modes, particularly, public transit. This objective will be pursued by linking bicycle and pedestrian activities to livability, complete streets, and safe routes to school to community planning initiatives. The Plan's recommendations will have the potential to increase opportunities for physical activity for all residents by linking transportation to recreational venues.

To understand and meet the needs of all users, the plan update will, additionally, consider the following elements:²

- Bicycling and walking trip characteristics
 - Transportation priorities
 - Safety considerations
 - Barriers to bicycling and walking
 - Special populations needs; and
 - Develop long, medium and short range list of potential projects and program's priorities
- a) Integrate plan with other state, regional and local planning initiatives
b) Implement existing local, state and federal policies and guidelines
c) Identify high-priority TIP projects
d) Enhance interface with other transportation modes.
- Safe Routes to School
 - Financial constraints
 - Benefit/Cost Ratios
 - MUTCD, FHWA and other Standards
 - AASHTO, NACTO and other guidance resources
 - Impacts to existing neighborhoods

III. SCOPE OF WORK

It is anticipated that the successful completion of the plan update project will require the minimum following deliverables:

- 1) General policies, goals and objectives for the plan; including Performance Measures and Targets, including a review of existing City Ordinances, Policies and Codes.
- 2) Inventory and analysis of the existing off-road and on-road pathways, bikeways, trails and all other walking and biking facilities in MPO Planning Area.
- 3) Evaluation of the existing transportation infrastructure (including on- and off-road facilities) to determine current conditions and capacities; identify gaps or deficiencies in terms of accommodating potential and existing bicycle and pedestrian travel. The evaluation of existing conditions must include crash data, pedestrian and bicyclist counts, surveys, inventories, street audits, secondary data sources, safe routes to schools and active transportation elements. Consideration of the elderly and individuals with disabilities; and community expectations and needs such as on street parking.

² North Carolina Department of Transportation. Template for Bicycle and Pedestrian Plans North Carolina Department of Transportation.

- 4) A community supported comprehensive network of off-road/on-road pathways, trails and facilities to connect neighborhoods users to key destinations within the planning area as well as to existing and planned systems in adjacent cities and counties. The system should identify potential linkages, as appropriate, such as existing and future roadways, pathways, trails, parks, open spaces, and drainage ditches.
- 5) Identification of high-priority transportation corridors and development of pedestrian-bicycle project recommendations for these corridors for cost estimation
- 6) Guidelines for selecting pedestrian and bicycle facilities for each type of roadway.
- 7) A financially constrained funding plan that incorporates the MPO's Transportation Improvement Program; and identifies other potential sources such as grants, private funding and user fees. The financial plan must include recommendations of projects, estimated timeframes and cost projection that are consistent with the needs of Grand Forks and East Grand Forks.
- 8) Recommendations to amend, enhance, improve or alter the existing pathway and trail facilities within existing city policies.
- 9) A report documenting findings and aspirations by writing a draft document for initial review by members of the Advisory Committee; and submission of final report for adoption of respective appointed authorities.

As part of the public involvement activities, the Advisory Committee –assisted by MPO staff- will invite local stakeholders to actively participate in activities related to the update of this element, including:

- Visioning and Goals and Outreach; and Performance Measures and Targets
- Assessment of Existing Conditions & Trends
- Needs evaluation; and
- Identification of strategies programs and funding activities required to meet the vision and goals, performance measures and targets developed above.

Task 1. Identify Stakeholders / Establish a Bike & Pedestrian Advisory Committee

The purpose of the Advisory Committee is to make recommendations to the appointed members of the Technical Advisory Committee, Planning Commissions, and Executive Policy Board on the update to the Pedestrian and Bicycle Plan. The group will identify pedestrian and bicycle issues and needs; provide input on policy recommendations and proposed pedestrian and bicycle networks; and evaluate technical and financial constrained criteria for prioritizing project recommendations. The Advisory Committee –assisted by MPO staff – will:

- Research and develop the list of stakeholder members with input from the stakeholders
- Research and prepare a “membership focus document” summarizing member responsibilities, time commitments, attendance requirements, and etc.

- Seek a community-wide representation and participation of not-for-profit agencies, local governments, and related interest groups police services, public transport and planning authorities, schools, business representatives and health, tourism and education representatives.

Advisory Committee Meetings

Members of the Advisory Committee will be asked to attend six (6) structured and facilitated meetings during the preparation of the training session and planning update process. Advisory Committee will provide the necessary guidance during the proposed meetings:

- 1) A meeting will include an introduction to the project, establish communication protocol, clarify tasks and finalize project schedule. The format of the meeting will be a question and answer session. The stakeholders will participate in a facilitated exercise to identify issues, goals and objectives to support training program. This Plan update will be prepared by the Advisory Committee –assisted by MPO staff.
- 2) A meeting will be held in conjunction with the proposed Visioning and Assessment phases of the project. Stakeholders will be asked to assess existing goals and objectives. Stakeholders will be asked to assess existing conditions & trends.
- 3) A meeting will be held toward the end of the existing conditions analysis. Stakeholders will contribute to identify network assets; the objective of the third meeting is to identify strategies and evaluation criteria. Stakeholders will be asked to identify problems, prioritize draft strategies and determine data needs for evaluation criteria.
- 4) A meeting will be a facilitated workshop with the purpose of reviewing design standards and identifying and selecting projects to meet the goals and objectives of the plan. This meeting will be held during the development of the draft plan and alternatives analysis phase.

As part of Task 2. Building Public Support for Plan Development, the following meetings are proposed:

- 5) A meeting will take place early in the project to provide information to the public regarding the scope of the plan; to gather input on issues and perceived problems in the bicycle and pedestrian system, origins, and destinations; and to review draft goals and objectives; and performance measures and targets.
- 6) A meeting will be held during the identification and selection of project phase and will emphasize consensus building exercises to finalize goals and objectives and to prioritize projects for inclusion into the plan

Proposed Membership Roster for Advisory Committee

This roster is not exhaustive. Ideally, the proposed Plan Update shall be guided by a nine members working group representing local governments.

AGENCIES

- Grand Forks – East Grand Forks Greenway User’s Group
- Grand Forks-East Grand Forks Safe Kids
- Coalition of Healthy Greater Grand Forks
- Independent Living Options

LOCAL GOVERNMENTS

- City of East Grand forks Planning Dept. Staff
- City of East Grand forks Engineering Dept. Staff
- City of East Grand Forks Public Works Dept.
- City of East Grand Forks Senior Center Representative

- Ground Up Adventures
- Human Service Coordination Committee Representative
- UND Student Representative
- Northland Student Representative

STATE & FEDERAL AGENCIES

- North Dakota Department of Transportation
- Minnesota Department of Transportation
- Federal Transit Administration (FTA)
- Federal Highway Administration (FHWA)

- City of East Grand Forks Parks & Recreation Dept.
- City of Grand Forks Planning Dept. Staff
- City of Grand Forks Engineering Dept. Staff
- City of Grand Forks Public Works Dept.
- Community Resources Bureau, Grand Forks Police Dept.
- City of Grand Forks Senior Center Representative
- Grand Forks Public Health Staff
- Cities Area Transit (CAT) staff

COMMUNITY MEMBERS

- Ski & Bike Shop
- Mr. Bruce Keifenheim

Others to be determined

Some agencies have been informed about the advancement of this update. A few have indicated their desires to participate as active members of the proposed Advisory Committee.

Task 2. Building Public Support for Plan Development

Participation at Public Meetings shall be prepared under the guidance of Advisory Committee. Public Involvement activities will be advanced in accordance to the MPO Public Involvement Plan.

Two community meeting dates are planned at key points to solicit valuable public input. Those meetings are listed above under 5) & 6). The purpose of meeting #5 is to provide information to the public regarding the scope of the project. The purpose of meeting #6 is to gather input on issues and perceived community concerns, including problems in the bicycle and pedestrian system.

The Advisory Committee –assisted by MPO staff will seek information for community events during the course of this project, such as farmers markets, street fairs and similar neighborhood activities. At each event, the Advisory Committee will provide information on the project; and on the process for public involvement.

The Advisory Committee –assisted by MPO staff - will prepare presentation materials, conduct stakeholder interviews and/or facilitate stakeholder discussions as necessary to engage broad and representative segment of the population. MPO staff will assist the Advisory Committee in working with the Planning, Engineering and related agencies to develop face-to-face and/or on-line survey to collect additional public input, and incorporate public input in project.

Task 3. Project Kick Off, Training Preparation, Training Delivery

The initial meeting will include an introduction to the project and a question and answer session. The stakeholders will participate in a facilitated exercise to identify issues and opportunities they see within the region regarding bicycle and pedestrian planning. Media presence may be available.

Task 4. Visioning & Goal, Performance Measures and Targets

The Plan's comprehensive approach focuses on improving non-vehicular safety; it evaluates ways to enhance non-vehicular mobility and accessibility to improve economic and recreational activities and to help create a multimodal transportation system.

The Vision Statement will be prepared based on public input. In preparation of the Vision Statement, and Performance Measures and Targets, the Advisory Committee –assisted by MPO staff - will consider the following factors:

- Safety
- Creating bike/ped friendly environments
- Current walking and bicycling trends
- Developing a viable bicycle or pedestrian transportation system
- Enhancing the safety and health of users
- Promoting livability, equity, and recreational opportunities
- Promoting economic development and community vitality
- Accessibility and Connectivity
- Mobility and Efficiency
- Fiscally constrained
- Policy constraints

Overall Goals

- Long range objectives
- Medium objectives
- Short range objectives

Resulting vision, goals, objectives and performance criteria should be developed in accordance to local, state and federal policies and guidelines. Among others, the process should consider the Planning Factors outlined by the Fixing America's Surface Transportation Act (2015).

Task 5. Assessment of Existing Conditions & Needs

The objective is to collect and analyze baseline of information to support strategies and actions necessary to reach the vision and goal statements, performance measures and targets. The information collected in this step should determine the extent to which the existing transportation system meets the needs of bicyclists and pedestrians.

- Determination of current levels of use for bicycling and walking transportation trips; and current numbers of injuries and fatalities involving bicyclists and pedestrians.
- Evaluation of the existing transportation infrastructure (including on- and off-road facilities) to determine current conditions and capacities and to identify gaps or deficiencies in terms of accommodating potential and existing bicycle and pedestrian travel.
- Determination of the capacities and the type and security level of bicycle parking offered at intermodal connections such as transit facilities and destination points.

- Identification of desired travel corridors for bicycle and pedestrian trips and required land acquisition, if any, for potential facilities
- Examination of existing land use and zoning, and the patterns of land use in the community.
- Planning, design standards, and agency policies and the extent to which they affect the accessibility of the transportation system for bicyclists and pedestrians, e.g., do they meet policies and design guidance issued by the American Association of State Highway and Transportation Officials (AASHTO) for bicycle and pedestrian facilities? And NACTO guidelines? Complete Streets or Active Transportation Guidelines? Federal, State and Local standards/requirement Identify costs to maintain existing bicycle and pedestrian network.
- State and local laws and regulations affecting the vision and goals, e.g., growth management and trip reduction laws, or constitutional restraints on expending highway funds on bicycle and pedestrian facilities. Is the plan consistent with Federal laws, State statute and Local ordinances?
- Availability of bike-on-bus access; including hours service is available, routes where available, and incentives and barriers to using the service (i.e., training, permit, or additional charges required).
- Identification of activities required to meet the vision and goals, performance measures and targets developed above. These activities or strategies could include:
 - Basis of the need for modifications to the transportation system through surveys, origin destination studies, public input, or other data collection techniques.
 - Suggested modifications to the existing transportation system of on- and off-road facilities to meet the vision and goal statements, and performance measures and targets.
 - Development of criteria to identify specific facility-related improvements.
 - Research and list existing standards used to identify suggested changes to planning, design standards, and agency policies.
 - Specification of education, encouragement, and law enforcement components to support facility development.
 - Identification of non-construction activities such as mapping, parking facilities, etc., that are needed to reach the vision and goals, performance measures and targets developed above.

Task 6. Identifying Opportunities and Constraints

- Identify opportunities to improve the connectivity of bicycle and pedestrian networks
- Identify opportunities to improve access with respect to mobility constrained and disadvantaged populations
- Summarize key constraints or challenges to improving biking and walking in the planning area.
- Constraints should also include existing street structure, financial constraints, etc.

Task 7. Strategies & Recommendations

Provide a mechanism for evaluating the performance of the transportation system containing implemented projects against the performance of the original system.

- Develop evaluation criteria to systematically assess potential, projects in support of achieving Plan goals identified as part of Task 2.
- Provide recommendations and guidance for:
 - Facility improvements including on and off-road facilities, sidewalks, crosswalks, shared use paths and bicycle parking.
 - Development criteria and to identify specific facility-related improvements.
 - Research and list existing standards used and identify changes required to planning, design standards, and agency policies.
 - Identify education, encouragement, and law enforcement components to support facility development.
 - Identify costs to maintain the existing bicycle and pedestrian network,

Task 8. Documenting Findings & Aspirations

Using information gathered from the activities outlined above, stakeholder's meetings, public involvement activities, submit a draft report outlining the findings of the study.

The Advisory Committee –assisted by MPO staff - will review the draft report before completion of the final report. The report will include all of the elements listed in the outline.

Task 9. Review Draft Document

The Final Report's recommendations related to improving bikability and walkability of the Grand Forks-East Grand Forks Planning Area should acknowledge existing systems, services and awarded designations. As well, they should include completion of a bicycle and pedestrian plan update, and recommendation of a Complete Streets policy. These components provide recommendations for achieving higher level designations of Bicycle Friendly Community based on comments from previous applications and recommend pursuit of a Walk Friendly Community Designation. Throughout the development of the report, consideration must be given to policies that assist stakeholders and the MPO in:

- Creating awareness of plan recommendations, performance measures and targets
- Adopting policies
- Involving stakeholders
- Securing dedicated funding
- Developing program initiatives
- Coordinating infrastructure improvements

Task 10. Adoption by Technical Advisory & Executive Policy Board Committees

Tentative Schedule for proposed presentations:

Draft Report-Comments:

Grand Forks Planning and Zoning Commission Meeting November 2, 2016
Technical Advisory Committee Meeting November 9, 2016
East Grand Forks Planning and Zoning Committee Meeting November 10, 2016
East Grand Forks City Council Meeting November 15, 2016
MPO Executive Policy Board Meeting November 16, 2016
Grand Forks City Council Meeting November 21, 2016

Final Report -Adoption:

Grand Forks Planning and Zoning Commission Meeting December 7, 2016
East Grand Forks Planning and Zoning Commission Meeting December 8, 2016
Technical Advisory Committee Meeting December 14, 2016
Grand Forks City Council Meeting December 19, 2016
East Grand Forks City Council Meeting December 20, 2016
MPO Executive Policy Committee Meeting December 21, 2016

IV. PROPOSED SCHEDULE

bike pedestrian final version 070416

Task	Activity	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
		1	2	3	4	5	6	7	8	9	10	11
	Advisory Committee Meetings											
1	Identify Stakeholders, Establish Bike-Pedestrian Steering Committee											
2	Built Public Support for Plan Implementation											
3	Project kick off, Training Preparation/Training Delivery											
4	Vision and Goals, Performance Measures and Targets											
5	Assessment of Current Conditions and Needs: Gather baseline information to base strategies and actions necessary to reach the vision and goal statements.											
6	Identifying Opportunities & Constraints: Identification of activities required to meet the vision and goals developed above.											
7	Strategies & Recommendations:											
8	Documenting Findings & Aspirations, Next Steps, Plan Evaluation											
9	Draft Document Preparation & Review											
10	Adoption by TAC, EPB, Planning & Zoning Commissions & City Councils											

