SCOPE OF SERVICES
St. Charles Parish Comprehensive Pedestrian and Bicycle Master Plan (CPBP)
St. Charles Parish, Louisiana
State Project No. H. 012462
RPC Project No. SCPBMP1

PROJECT BACKGROUND/DESCRIPTION
The proposed project consists of the preparation of the St. Charles Parish Comprehensive Pedestrian and Bicycle Plan (CPBP) to address existing deficiencies and to assess further expansion of walking and bicycling infrastructure making the Parish a safer place for these activities. According to the Louisiana Crash Data Reports (http://dataports.lsu.edu/ Crash Report Index.aspx), there have been 4 bicyclist and 16 pedestrian fatalities in St. Charles Parish since 2005. Of all traffic fatalities over the past ten years in St. Charles Parish, approximately one in five were pedestrians or bicyclists.

Walking and bicycling infrastructure in St. Charles Parish is largely limited to the Mississippi River Trail. The existing network has little to no connectivity to provide safe and practical means of travel other than motor vehicular transportation. Currently, there are few standards for or any incentives to promote safe and connected walking and bicycling facilities. The Parish’s Subdivision Regulations contain requirements for sidewalks but do not necessitate that these sidewalks link to a broader network, creating a hazardous situation for individuals leaving these subdivisions on foot or bike. With the development of each new subdivision, the safety and connectivity issues are compounded. Additionally, following local and national trends, walking and bicycling is expected to continue increasing in St. Charles Parish, necessitating a plan for continued investment to safely meet the increased demand.

The 2005 New Orleans Metropolitan Bicycle and Pedestrian Plan discussed a range of issues confronting cyclists and pedestrians. Over the past several years the New Orleans region has worked steadfastly to improve cycling conditions through policy changes as well as driver, cyclist, law enforcement, and professional road design education. This work has significantly propelled our community forward. Nonetheless, additional work is needed. The development of a detailed bicycle plan for St. Charles Parish will be the second to be completed for a suburban parish in our region, and as such it will be a template for smaller suburban parishes in Louisiana. Outreach and safety education will be key elements of the plan’s development throughout the planning process.

Task 1 – PROJECT STEERING COMMITTEE
Working in coordination with St. Charles Parish, RPC will establish a Project Steering Committee to guide the study and evaluation process. Membership will include St. Charles Parish Planning and Public Works Departments, Louisiana Department of Transportation and Development, Regional Planning Commission, South Central Planning and Development Commission, New Orleans and South Central Transportation Safety Coalitions, St. Charles Parish Sheriff’s Office, and key stakeholders from the residential community, businesses, and major industries to provide input, work status reviews, and feedback on plan development and recommendations.

Four (4) Steering Committee meetings will be held with the following agendas:
   a. Review project scope and identify gaps in the current walking and bicycling infrastructure, identify suggested local policies and programming of resources to encourage and foster pedestrian and bicycle safety in St. Charles Parish.
b. Review results of consultant data collection, analysis, and provide input into development of potential countermeasures, and policy recommendations to raise awareness and increase pedestrian and bicycle safety.

c. Review proposed recommendations stemming from the data analysis and public engagement activities to reach a consensus for prioritizing and incorporating proposed infrastructure, suggested policies and programming based on a 5E approach of engineering, education, enforcement, encouragement, and evaluation.

d. The Draft CPBP Plan will be presented to the Steering Committee for review and comment. Any necessary revisions will be made here prior to finalization by the consultant team and submission to the St. Charles Parish Planning Commission and St. Charles Parish Council for final consideration and Plan approval. The committee will identify a system of walking and bicycling routes, including potential recreational trails and bicycle boulevards, with the inclusion of linkages that will provide for connectivity throughout St. Charles Parish. This committee will also inform prioritization or a hierarchical approach to project and program implementation.

**Task 2 – PROCUREMENT OF TECHNICAL SERVICES**
The RPC will advertise for and select a consultant team to develop the CPBP under the supervision and guidance of the RPC and St. Charles Parish. RPC will adhere to its federally approved process for this professional services procurement, including advertising, quantitative evaluation of submissions, and securing RPC and DOTD approval of the selected firm(s).

**Task 3  CITIZEN ENGAGEMENT/TECHNICAL ENGAGEMENT**
The consultant will coordinate with RPC, St. Charles Parish staff, and the New Orleans and South Central Transportation Safety Coalitions in the preparation and implementation of the public engagement plan. The engagement process will provide information regarding the community’s preferred locations for pedestrian and bicycle facilities, routes, and connectors, and other innovative ideas for walking and bicycling facilities, policies, and programming.

Various activities under the public engagement plan include creating a schedule of public meetings or workshops and meeting strategies, establishing a comprehensive contact list, management of all meeting logistics, and creation of all agendas, materials and minutes for public forums, key stakeholder interviews and coordination of the four (4) Steering Committee meetings. Content and preparation of public information materials including web and paper based surveys and other informational handouts, PowerPoint presentations or graphics will be primarily the responsibility of the consultant. They are responsible for informational and visual strategies that best enhance two-way communication in St. Charles Parish and educational and safety outreach.

The consultant will also create a plan of engagement among technical partners by making a schedule of meetings and tasks that work seamlessly with the community engagement process. The consultant is responsible for all meeting logistics and minutes. Technical partners will include the RPC staff, the St. Charles Parish Planning and Zoning Department, the St. Charles Parish Public Works Department, DOTD District 02, and the RPC Complete Streets Advisory Committee. The technical partners will provide technical review on walking and bicycling routes, trail and boulevard designations, as well as inform local and regional connectivity. They will also help the consultant to generate a robust contact list, assist with access to individuals and agencies, review and advise on the prioritization or a hierarchical approach to project and program implementation and in general help to inform the public engagement plan process. Technical partners will inform and review all standards and suggested specifications developed by the consultant.
Task 4 - DATA COLLECTION AND ANALYSIS
RPC has developed an extensive library of various datasets for analysis and mapping purposes. Datasets on hand include: boundary based aerial imagery, existing and proposed regional bike/ped facilities, transportation road networks, DOTD crash data, and land based datasets, among others. RPC will utilize these datasets to inform the technical analysis including the assembly, organization, and GIS mapping of available land use and crash data.

The consultant team will make use of these datasets to further analyze problem areas ("hot spots") and appropriate countermeasures to address safety for walking and bicycling, trip generation, feasibility linkages for connectivity, and the need and desirability for bicycle parking for new businesses and multi-family developments.

The consultant will work with RPC staff and its Geographic Information System (GIS) manager as well as the St. Charles Parish Planning and Zoning Department to determine what data sets are needed and the appropriate data collection structure. The consultant will assemble data, respect all RPC GIS protocols and restrictions to create maps and data tables as needed. All maps will use GIS techniques and will be produced in ARC GIS Format.

Task 5 – DEVELOP PARISH-WIDE NETWORK
Based on input received from the Steering Committee, public workshops and technical partners, the consultant team will develop a parish-wide interconnected network of on-street and off-street walking and bicycling facilities based on the data analysis, public engagement, and best practices. The consultant will research and document best practices related to development of a Comprehensive Pedestrian and Bicycle Plan, particularly for a growth-oriented suburban community.

The consultant will review any existing RPC or St. Charles Parish bicycle and trail plans and the most recent Land Use and Transportation Plan(s) to acquire a base of knowledge, gain insight into existing conditions and inform the final document. A best practices vision and strategies will be shared during the public and technical engagement process and with the Steering Committee and participating government agencies and organizations. The consultant will research and document best planning practices and guidance from the following, but not limited to, Louisiana DOTD Complete Streets Policy, DOTD guidelines and manuals, AASHTO publications, the MUTCD, NACTO and other national guidelines relevant to pedestrian and bicycle planning and safe design. The consultant will also review, recommend and document within the plan successful programs from other areas of the U.S. or program elements that are relevant for local implementation that fulfill or incrementally support Engineering, Education, Enforcement, Evaluation, and Encouragement leading to state of the art facilities, policies, and programs which foster safety for pedestrians and cyclists.

Task 6 – DEVELOP DESIGN GUIDELINES AND SPECIFICATIONS
The consultant team will develop engineering standards and specifications for walking and bicycling infrastructure, both on-street and off-street, based on MUTCD, AASHTO, NACTO and other national guidelines and best practices for St. Charles Parish review and consideration.

Working in close consultation with the Steering Committee, the consultant will develop on-street route map(s) indicating existing, future, and priority corridors. The plan will provide for internal linkages between St. Charles Parish walking and bicycling routes as well as planned future connections to networks in adjacent parishes.

The consultant will also develop in consultation with the Steering Committee off-street route map(s)
indicating existing and priority corridors. The plan will consider the use of available parks, open spaces and utility easements within St. Charles Parish for potential off-street routes, including potential connections to existing or planned networks in adjacent parishes.

The consultant will work with the St. Charles Parish Public Works Department and other participating partners in the review, update, or development of nationally recognized and approved design and engineering standards and suggested specifications for on-street facilities including bicycle lanes, bicycle routes and shared use roadways including guidance in recommending facilities for various types of roadway. This will also include best practices information by roadway type for width, pavement, striping, lighting, on-street parking, grade and railroad crossings.

The consultant will also assist St. Charles Parish in the development and refinement of design and engineering standards and suggested specifications for St. Charles Parish intersection design, bicycle parking, directional and way-finding signage, markings and end of trip facilities.

Develop conceptual design and suggested engineering standards for St. Charles Parish off-street facilities including trailheads, trailside facilities and recreational nodes, width, pavement, grade, lighting, crossings, motor vehicle barriers and vegetation.

Identify, describe and document specific programs to be pursued or specific actions that would be taken in the short, intermediate and long range to achieve the goals of the Comprehensive Pedestrian and Bicycle Plan over the next 10 years. These may include recommendations for far ranging policies and programs. For example Parish Complete Streets policy, dedicated parish funding, motor vehicle education, involvement of law enforcement agencies, organized rides, commuter education programs, etc.

**TASK 7 – REVIEW AND DEVELOP PARISH ZONING ORDINANCES**

The consultant will assist St. Charles Parish Planning and Zoning Department in the review and propose modifications to parish zoning ordinances that reflect best practices and advance the goals of the CPBP, including a safe interconnected network of walking and bicycling facilities and developments that promote transportation choice.

**TASK 8 – DEVELOP DRAFT PLAN**

The consultant will serve as the lead in coordinating the text, maps and graphics for the plan in consultation with RPC staff. A lead writer for the plan will need to be identified who has experience in writing plans appropriate for this project. The final plan will include an Executive Summary. The consultant will present the draft CPBP to the Steering Committee at a project meeting. At this meeting, the consultant will advise the Steering Committee members on the study findings and draft recommendations, including short, intermediate, and long-term projects, policies, and program implementation. Steering Committee members will be given two weeks, if necessary, to finalize and submit their review comments based on the consultant presentation and technical findings.

**TASK 9 – REVIEW AND REVISE DRAFT CPBP**

The consultant will include and address Steering Committee comments in the preparation of the final draft report. The consultant will provide RPC with a sufficient number of copies of the draft final report for distribution to the full Steering Committee membership and call a final review meeting, with consultant making final revisions as appropriate.

**TASK 10 – PRESENT, APPROVE, AND ADOPT CPBP**

Once the final document is revised, the consultant will work with the St. Charles Parish Planning Department to schedule the document for a Planning Advisory Board public hearing as an amendment
to the Transportation Element of St. Charles Parish’s Comprehensive Plan. As part of the public hearing process, the consultant will present the final document to the Planning Advisory Board for a recommendation and then to the St. Charles Parish Council for approval and adoption. Once the document is approved by the St. Charles Parish Council it will be presented to the Regional Planning Commission for review and adoption as part of the Metropolitan Transportation Plan safety and non-motorized transportation element.

**TASK 11 – PERFORMANCE MEASURES**

The main goal of the proposed St. Charles Parish Comprehensive Pedestrian and Bicycle Plan will be to improve safety for walking and bicycling in St. Charles Parish for residents and visitors. The plan will become the foundation for establishing a network of infrastructure that produces a safe solution for walking and bicycling within the Parish, identifying prioritized implementation strategies for funding and constructing the improvements. Strategies for enforcement, public outreach campaigns, and safety education will be included so that people walking, bicycling, and driving are educated on safely sharing the roadways.

The effectiveness of the proposed project will be measured by the successful completion and adoption of the CPBP. The consultant will assist RPC and St. Charles Parish in the development of performance measures to document the development of the CPBP and track its follow-on implementation.

As a planning project, there are some performance measures applied to the development of the plan:

1) Number of members of the public engaged; 2) percentage of Parish residents within ¼ mile of a proposed bicycling facility/route; 3) percentage of Parish residents within ¼ mile of proposed walking facility/route; 4) number of locations identified for short-term countermeasures; 5) number of CPBP Implementation Performance Measures developed.

The following are a sample of implementation performance measures which will be considered by the consultant team in consultation with the Parish and RPC for future monitoring of project implementation:

1) Number of pedestrian crashes; 2) number of pedestrian fatalities and severe injuries; 3) number of bicycle crashes; 4) number of bicycle fatalities and severe injuries; 5) number of people walking (American Community Survey and local counts); 6) number of people bicycling (American Community Survey and local counts); 7) percentage of Parish residents within ¼ mile of bicycle facility/route; 8) percentage of Parish residents within ¼ mile of walking facility/route.

**TASK 12 – TRANSFERABILITY**

The consultant will keep in mind that the St. Charles Parish Comprehensive Pedestrian and Bicycle Plan process and documentation is also to be a model for the RPC Pedestrian and Bicycle Safety Program, under the auspices of the New Orleans Region Transportation Safety Coalition. RPC’s program develops programs and materials that are transferable across the region and within all of Louisiana DOTD districts.

Once the CPBP is approved by the St. Charles Parish Council, it will be presented to the RPC Complete Streets Advisory Council, the New Orleans Region Transportation Safety Coalition, and the multi-parish Technical Advisory Committee as a way to support and inform transferability to the eight member parishes within the Regional Planning Commission’s service area. The technical consultant will assist RPC staff in making these presentations on the study methodology and safety goals,
performance measures, project findings, recommendations, and results.

PROJECT DELIVERABLES:
1. Detailed outlines for review and discussion with the RPC of 1) data collection activities, 2) citizen engagement framework, 3) technical engagement framework, 4) initial key stakeholder agenda all of which leads to 5) a comprehensive outline for a Comprehensive Pedestrian and Bicycle Plan for St. Charles Parish.
2. Meeting minutes and interim technical findings formulated from citizen engagement and technical meetings.
3. A St. Charles Parish Complete Streets Policy including safety attainment goals for Parish review and adoption consideration.
4. Description of supplemental needs specific to St. Charles Parish based on citizen and technical input and recommended expansion or participation in programs to assist in attaining goals.
5. On-street and off street route maps of existing and planned walking and bicycle networks including connecting routes to adjacent parishes, identification of key bridges and internal linkages.
6. In collaboration with St. Charles Parish and the Regional Planning Commission information on best practices design and suggested engineering standards and specifications for Parish consideration for walking and bicycle facilities (on-street, off-street, and trails) and as appropriate associated infrastructure including width, pavement type, striping, lighting, directional and way-finding signage, bicycle parking, railroad crossing treatments, intersection designs, vegetation, and lighting.
7. In collaboration with St. Charles Parish, Regional Planning Commission, and the Transportation Safety Coalitions, the development of suggested standards for recommending facilities for each type of roadway for parish review and adoption consideration.
8. Benchmarks or performance measures to be used in tracking and monitor progress including responsible agency, frequency, and dissemination information plan.
9. A draft final plan for review by St. Charles Parish, RPC, DOTD, New Orleans and South Central Transportation Safety Coalitions, and other Steering Committee members.
10. Five digital copies of the final plan provided in Word and as a PDF, five hard copies including all maps, figures, tables, minutes, technical reports and final report documentation.

RULES OF CONTACT (Title 48 Engineering and Related Services):
These rules are designed to promote a fair, unbiased, legally defensible selection process. The RPC is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the RPC, may result in the rejection of the submittal (SF 24-102). Questions, if any, should be directed to Ms. Maggie Woodruff of RPC staff at 504-483-8502, or mwoodruff@norpc.org

A. The Consultant shall correspond with the RPC regarding this advertisement
only through Ms. Woodruff as described above.
B. The Consultant, and any other party on behalf of the Consultant, shall not contact any RPC employees, including but not limited to, department heads and members of the evaluation team except through the process identified above.
C. Any communication determined to be improper, at the sole discretion of the RPC, may result in the rejection of submittal, at the sole discretion of the RPC;
D. Any official information regarding the project will be disseminated from the RPC designated representative on the RPC website. Any official correspondence will be in writing;
E. The RPC will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.
By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

TIMELINE:
The RPC and technical subconsultant(s) selected by the RPC must complete all work within sixteen (16) months from the issuance of the Notice to Proceed by RPC.

PROJECT BUDGET: $220,000