

Morgantown Monongalia MPO Bike and Pedestrian Transportation Plan

Request for Proposals

BACKGROUND

Morgantown West Virginia is home to a diverse population focused on West Virginia University, two major hospitals, and several large commercial and governmental employers. According to the American Community Survey, the urban area has the highest percentage of pedestrian commuters in the State with 6% of commuting trips being made by pedestrians with another 10% of commute trips being made by something other than the single occupant automobile.

Both the City of Morgantown and Greater Morgantown have recently adopted area-wide pedestrian (2010) and bicycle (2012) plans. However, implementation of these plans has been spotty because of a lack of resources dedicated to and tangible processes their implementation. The Morgantown Monongalia Metropolitan Planning Organization (MPO) had begun the process of updating the pedestrian plan when recent incidents caused the community to focus on pedestrian needs. This community emphasis has convinced the area's agencies that greater resources are needed to create an implementable plan that will maintain the momentum for creating a safe non-motorized network to serve the entire community.

PROJECT DESCRIPTION

The Morgantown Monongalia MPO is to develop a master plan to improve cycling and walking in the greater Morgantown urban area. The study area includes the City of Morgantown, the WVU Campuses, the Star City, the Town of Granville, the City of Westover, and urbanized areas within Monongalia County proper.

The plan is a joint effort with West Virginia University, the City of Morgantown, and the WV Division of Highways. It will serve as an important implementation document for programming and designing pedestrian and bicycle facilities and for improving the overall walking and cycling environment in the area.

The plan will be developed through the following key elements:

- Conduct a thorough and effective community engagement process, including both West Virginia University and the neighborhoods in the area.
- Innovative and data-driven approaches, which are adapted to the built and natural environment, as well as demography, of the Morgantown area.
- Identify a network of cycling and walking facilities in the areas. The network should be safe, efficient, and comfortable, and be usable by all people of all ages and capabilities.
- Identify safety issues, including hazardous pedestrian behaviors, and develop strategies for safety education and countermeasures for crash prevention.
- Make feasible operation recommendations on support facilities, programs, and policies to enhance overall walking and cycling environment in the area.
- Provide operational guidance to the City of Morgantown and WVU on capital improvement projects and on major land use decisions.
- Provide practical and effective information for programming and designing Transportation Improvement Program projects.
- Incorporate transportation equity, public health, and economic impact into the planning process.

- Work closely with the Morgantown Pedestrian Safety Board on pedestrian related issues, and the Morgantown Bicycle Board on bicycle related issues.

SCOPE OF SERVICE

1. Understand the Current and Future Conditions

The consultant should conduct a thorough evaluation of the current condition of non-motorized transportation in the area and project future conditions based on known factors relating to the built environment in the area.

Required tasks:

- Document the need for walking and biking infrastructure by creating a GIS based demand and supply model for non-motorized transportation in the area. The model should reflect both existing and future conditions.
- Document the current connectivity of non-motorized facilities in the area, including gap analysis and level-of-comfortability analysis for bicycling and walking.
- Evaluate the condition of the existing sidewalks and complete the MPO's GIS-based pedestrian infrastructure inventory.
- Conduct a safety analysis based on observed crashes and known risk factors.
- Assess the relationship between existing and future land use patterns and non-motorized transportation improvements in the area.
- Review adopted plans and documents related to pedestrians and bicycling in the area, and from that create an inventory of past recommendations.
- Analyze and document the accessibility of pedestrians and cyclists to transit service.
- Identify, collect, and analyze demographic, health, and social equity data related to bicycling and walking.

2. Engage the Community

The purpose of this work is to introduce the community and stakeholders to the planning process as well as to gather input on challenges and opportunities for bike and pedestrian network improvements. Through the outreach process, the consultant should be able to identify community priority and major public concerns as well as setting the vision, goals, and objectives for the plan.

Public engagement should include both key agencies and user groups.

- Key agencies: The City of Morgantown (including the Municipal Bicycle Board and the Municipal Pedestrian Safety Board), West Virginia University (including the WVU Student Government Association), Monongalia County, the WV Division of Highways, the Board of Education, the Mountain Line Transit Authority, Mon River Trails Conservancy and neighborhood associations.
- User group: Recreational and commuting walkers, cyclists, seniors, persons with disabilities, minorities/low income population, and transit users.

Required tasks:

- Seek creative ways to reach the population most affected.
- Steering Committee meetings (minimum 3): decision making meetings to provide guidance on the development of the plan.
- Community workshops (minimum 2): working sessions on network and design related issues.
- Public open house (minimum 3): general information sessions for reviewing key documents and collect public inputs.
- Focus Group Meetings (various): key stakeholder meetings and interviews with pertinent agencies and user group representatives.

- Workshop on walking and cycling best practices to build consensus in the community.
- Additional Outreach: These include, but are not limited to, a project website, surveys, and online/mobile mapping tools.

3. Recommendations

Based on the input from the community engagement and the analysis of existing and future conditions, the consultant is required to make recommendations including the following components:

Vision, Goals, and Objectives

- Identify a vision for walking and bicycling in the Morgantown area.
- Develop a set of coherent goals and objectives for the area. The Plan should specify how other recommendations relate to goals and objectives identified.

Network Projects

Network projects should consider closing gaps, transit access, and neighborhood service access. Each recommendation should include proposed infrastructure elements, starting locations, ending locations, distance, cost estimates, estimated potential impact on traffic, health, economy, and other pertinent aspects. The facility types should consider at least the following:

- Sidewalks
- Middle block crossings
- Alternative sidewalks
- Multi-use paths
- On-street bikeways
- Intersection/spot improvements
- Repaving and walking/bicycling project coordination (overlay)
- Projects requiring future studies

Safety Projects

Projects that address immediate safety needs that should be addressed separately from network projects. Safety project recommendations should include all the elements that network project recommendations have and, in addition, should include:

- a description of identified safety concerns
- the expected effectiveness of suggested countermeasures

Support Facility Projects

Support facilities are practical and necessary elements to enhance the overall walking and biking experience. They are needed to create a network that is convenient and comfortable to use from the beginning and to the end of a trip. They include but are not limited to:

- Seating
- Lighting
- Drinking fountains
- Public art
- Storefront awnings
- Bus stops
- Bike racks on buses
- Bike parking/storage
- Bike oriented wayfinding
- Ped-oriented wayfinding
- Changing rooms/locker facilities/showers

Programs and Policies

The Plan should provide an evaluation of current policies and make recommendations on maintaining existing programs/policies, enhancing existing programs/policies, creating new programs/policies, and updating existing programs/policies.

Potential programs include:

- Public safety education
- Law enforcement
- Walking and cycling events
- Bicycle user map
- Pedestrian map

Potential policies include:

- Policies to increase and/or secure funding for non-motorized transportation infrastructure improvements.
- Land use regulations supporting non-motorized transportation infrastructure improvements.
- Policies to encourage the participation both non-motorized transportation advocates and cycling and walking experts in the decision-making for transportation planning and design.
- Updating the City of Morgantown's sidewalk maintenance and construction policy.

4. Implementation

The Plan should prioritize recommended projects based on objective criteria such as need, expected benefit, cost, and subjective criteria such as community comments and stakeholder input. The Plan shall provide an Implementation and Capital Improvement Plan including the following components:

- Capital improvement programs for the City of Morgantown. The programs shall outline capital improvements for next 5 years including priorities, cost estimations, right-of-way information, phases, and maintenance.
- Area-wide infrastructure improvement plan including estimated cost, expected outcomes, implementation time frame, and clearly identifiable implementation steps that are actionable and can be operationalized.
- A comprehensive list of matching and major funding sources for implementation of the plan at local, regional, state, and federal level, as well as strategies for applying those funds.
- Identification of capital projects for Star City, Westover, and Granville.
- A comprehensive list of key action steps for recommended policies.
- A comprehensive list of key action steps for recommended programs.
- Documentation of the criteria development process and the project prioritization process.
- Documentation of the estimated project impact on the MPO's performance measures, land use, transportation equities, and/or community health.
- Create a database management tool to track project progress over time.

DELIVERABLES

Below is a list of the minimum deliverables required for the Plan. If additional deliverables are to be created, please list them in your proposal. All deliverables must be included in the budget.

- Bicycle + Pedestrian Master Plan, including executive summary, introduction, recommendations, and implementation steps.
- Documentation of existing condition and needs assessment.
- Documentation of all meetings including key findings and stakeholder comments.
- Documentation of the project identification and priority process.
- One MMMPO Policy Board presentation.
- Up to two additional presentations to WVU and the City of Morgantown respectively.

- A database of bicycle and pedestrian counts that can be maintained and updated by the MPO on annual or biannual basis.

ANTICIPATED PROJECT SCHEDULE

June 25, 2018	RFP distributed
July 24, 2018	Proposals due
August 14, 2018	Three finalists informed
August 31, 2018	Consultant interviews
September 21, 2018	Contract award
February/March 2019	Preliminary safety recommendations
July/August 2019	Draft Plan Submittal

SUBMITTAL FORMAT AND REQUIREMENTS

Proposers shall submit five (5) bound sets and one electronic PDF format copy. Bound proposal sets shall not exceed 11" x 17" in size. Proposals should be limited to a maximum of 20 pages not including resumes). Proposers should provide the following:

- The project team
- Statement of understanding
- Scope of work
- Relevant examples of previous work
- Cost proposal including individual task costs
- Proposed schedule

EVALUATION

RFP Evaluation Criteria (110 maximum points):

1. The demonstrated understanding of the project and the study's intended outcome. (20)
2. The proposed overall project approach, methodology, and the degree of creativity displayed. (20)
3. The qualifications of the project team and their experience with similar projects (20)
4. Anticipated fit and effective communication between the consultant and the MPO (20)
5. The proposer's effective allocation of time and resources (20)
6. Proposed cost of the project (10)

NOTICE TO PROPOSERS

This Request for Proposals does not constitute a contract or offer of employment. All proposals, whether accepted or rejected, shall become the property of the MMMPO. The MMMPO reserves the right to reject any and all proposals. Elements and/or tasks may be added or deleted at the discretion of the MMMPO pending negotiation of the scope of work and compensation. Questions about the proposal may arise as proposers are preparing their responses. Inquiries are to be made in writing prior to July 10, 2018 and answers thereto will be emailed to all firms who have received or requested copies of the RFP.

Interested firms or teams are invited to submit their proposals and statements of qualifications as described above in sealed envelopes to:

Bill Austin
Executive Director
Morgantown Monongalia MPO, 243 High St. Room 110
Morgantown, WV 26505
Office 304-291-9571

Proposals must be submitted no later than 5:00 PM on Tuesday, July 24, 2018