

Statement of Work Active Transportation Plan for the Region

ABBREVIATIONS

Agency/ODOT	Oregon Department of Transportation
ATP	Active Transportation Plan for the Region
BTA	Bicycle Transportation Alliance
EMCP	East Metro Connections Plan
ECAT	Executive Council for Active Transportation
JPACT	Joint Policy Advisory Committee on Transportation
MMLOS	Multi Modal Level of Service
MPAC	Metro Policy Advisory Committee
OAR	Oregon Administrative Rule
OTP	Oregon Transportation Plan
PM	Metro Project Manager
PMT	Project Management Team
RTFP	Regional Transportation Functional Plan
RTP	Regional Transportation Plan
UGMFP	Urban Growth Management Functional Plan
SAC	Stakeholder Advisory Committee
ST	Staff Team (Metro)
SCS	Stakeholder Communications Strategy
SOW	Statement of Work
TGM	Transportation Growth Management
TPAC	Transportation Policy Alternatives Committee
TPR	Transportation Planning Rule
TSP	Transportation System Plan
WOC	Work Order Contract
WOCPM	Work Order Contract Project Manager

PROJECT COOPERATION

This statement of work describes the responsibilities of all entities involved in this cooperative project.

The work order contract (for the purposes of the quoted language below the “WOC”) with the work order consultant (“Consultant”) shall contain the following provisions in substantially the form set forth below:

This statement of work (SOW) describes the responsibilities of the entities involved in this cooperative Project. In this Work Order Contract (WOC), the Consultant shall only be responsible for those deliverables assigned to the Consultant. All work assigned to other entities are not Consultant’s obligations under this WOC, but shall be obtained by Agency through separate intergovernmental agreements which contain a SOW that is the same as or similar to this SOW. The obligations of entities in this SOW other than the Consultant are merely stated for informational purposes and are in no way binding, nor are the named entities parties to this

WOC. Any tasks or deliverables assigned to a subcontractor shall be construed as being the responsibility of the Consultant.

Any Consultant tasks or deliverables which are contingent upon receiving information, resources, assistance, or cooperation in any way from another entity as described in this SOW shall be subject to the following guidelines:

1. At the first sign of non-cooperation, the Consultant shall provide written notice (email acceptable) to Oregon Department of Transportation (Agency) Work Order Contract Project Manager (WOCPM) of any deliverables that may be delayed due to lack of cooperation by other entities referenced in this SOW.
2. WOCPM shall contact the non-cooperative entity or entities to discuss the matter and attempt to correct the problem and expedite items determined to be delaying the Consultant.

If Consultant has followed the notification process described in item 1, and Agency finds that delinquency of any deliverable is a result of the failure of other referenced entities to provide information, resources, assistance, or cooperation, as described in this SOW, the Consultant will not be found in breach of contract; nor shall Consultant be assessed or liable for any damages arising as a result of such delinquencies. Neither shall ODOT be responsible or liable for any damages to Consultant as the result of such non-cooperation by other entities. WOCPM will negotiate with Consultant in the best interest of the State, and may amend the delivery schedule to allow for delinquencies beyond the control of the Consultant.

BACKGROUND

Project Area

The Active Transportation Plan for the Region (ATP) project area covers the Portland metropolitan region, including the urban portions of Multnomah, Washington and Clackamas Counties and twenty-five cities. Bicycle and pedestrian connections to neighboring cities outside Metro's jurisdictional boundary and to the City of Vancouver are included in the project area.

Project Overview

Active transportation is transportation powered by human energy, and the regional active transportation network is the set of bicycle and pedestrian facilities, well connected to the public transportation system, that allows people to get around the region without a car. Public transportation is active travel because it usually involves walking and it provides an essential connection to regional bicycling and walking facilities thus allowing for longer trips without a car. A national emphasis on active transportation has emerged in recent years, focusing on the fiscal, environmental and public health benefits of non-motorized travel.

This project will produce the region's first adopted stand-alone ATP. The ATP will be adopted as an element of the 2035 Regional Transportation Plan (RTP). The ATP will result in amendments to the current RTP, the Regional Transportation Functional Plan (RTFP), and potentially the Urban Growth Management Functional Plan (UGMFP). The ATP will also serve as the implementation strategy for the active transportation elements of the region's preferred

Climate Change Scenario. This project will identify the principal regional active transportation network to enable regional active transportation travel, while benefiting local active transportation trips. The principal regional active transportation network will be comprised of Regional Pedestrian and Bicycle Parkways and Pedestrian Districts. It will be the highest level classification for bicycling and walking facilities in the RTP, and will include both on and off-street bicycling and walking facilities. The principal regional active transportation network will encourage walking, bicycling and taking transit by providing safe, green and efficient ways to get around the region without a car.

Active transportation can drive economic development by supporting local businesses and ensuring that residents have multiple options for access to work, health care, educational opportunities, shopping and other destinations. When even one member of a household can make some trips on foot, by bike, or public transit for assistance with longer trips, that household's transportation costs can be lowered. Active transportation leads to healthier communities when people incorporate more physical activity into their daily lives through biking and walking. And, active transportation has important equity impacts by providing free to low cost transportation choices.

The Portland metropolitan region is recognized as a national leader in active transportation and is committed to improving the ease and safety with which people can bicycle, walk and use public transportation. However, much remains to be done to improve the safety and convenience of biking and walking. Primarily, there are key missing links in the sidewalk, on-street bike networks and regional trail system. In addition, there are important programmatic needs yet to be met such as improved bicycle parking and way finding.

The region lacks an agreed upon implementation strategy and framework for prioritizing projects in the RTP. Investment in bicycling and walking facilities has been piecemeal and opportunistic, resulting in a less-than-seamless network and preventing safe and efficient active travel for all. In many areas of the region people do not have the option to safely walk or bike, thereby limiting the benefits associated with active travel.

The current 2035 RTP includes several adopted modal plans: the Regional High Capacity Transit System Plan, Regional Transportation System Management and Operations Plan, and Regional Freight Plan. However, there is no regional modal plan for active transportation. Whereas the Regional Bicycle and Pedestrian Network Visions and Concepts were amended as part of the current RTP to incorporate regional parkways, trails, and bike-transit facilities, there has been no comprehensive review of the regional bicycle and pedestrian network maps, no framework for prioritizing project development, and no guiding principles for developing the active transportation network. The ATP is identified as an implementation activity in the 2035 RTP and will complete the development of regional modal plans.

Identifying the principal regional active transportation network, establishing regional project priorities, and agreeing on an implementation strategy will help the region effectively secure federal, state, regional and local funding and achieve the active transportation vision called for in the 2035 RTP.

As a precursor to the ATP, Metro has been engaged in a project called the Active Transportation Program. Through the Active Transportation Program, Metro has shaped a regional discussion on active transportation, worked with local jurisdictions to identify active transportation demonstration projects, developed a set of initial criteria to help prioritize regional projects, and established a leadership and business group, the Executive Council for Active Transportation (ECAT), to promote development of the region's active transportation network.

Transportation Relationship and Benefits

Metro is using this Transportation and Growth Management (TGM) grant to conduct a planning process to develop the region's first ATP. The ATP will result in amendments to the RTP, the RTFP and the UGMFP as needed.

Adoption and Implementation

At the conclusion of the project in June, 2013, the ATP Stakeholder Advisory Committee (SAC) and ECAT will provide a recommendation to Metro's land use and transportation advisory committees (the Metro Policy Advisory Committee (MPAC) and the Joint Policy Advisory Committee on Transportation (JPACT), and their corresponding technical advisory committees), for adoption of the ATP as a stand-alone element of the RTP and adoption of policy and project amendments to the RTP, RTFP and UGMFP as needed. Metro's advisory committees will consider the recommendation and make their own recommendation to the Metro Council. The Metro Council will then consider adoption of the ATP, as recommended by MPAC and JPACT. The Metro Council is anticipated to consider adoption of the ATP in June 2013, directing staff to incorporate the ATP into the RTP as part of a regularly scheduled RTP update. The RTP is scheduled to be updated by the end of 2014.

Federal, State and Regional Context

The importance of active transportation to a complete transportation system has been recognized in federal, state, regional and local policies. Numerous policies, plans, codes and regulations support increased focus on active transportation to provide healthy, low-cost, and equitable transportation choices.

Bicycle and Pedestrian Legislation in Title 23 – Highways, of the Code of Laws of the United States (the codification of the general and permanent federal laws of the United States), describes the federal funding and planning policies for walking and biking. For planning, Title 23 states "bicyclists and pedestrians shall be given due consideration in the comprehensive transportation plans developed by each metropolitan planning organization and State in accordance with sections 134 and 135, respectively" and "Transportation plans and projects shall provide due consideration for safety and contiguous routes for bicyclists and pedestrians. Safety considerations shall include the installation, where appropriate, and maintenance of audible traffic signals and audible signs at street crossings".

The Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and the rulemaking includes additional provisions and programs not codified in Title 23 that support walking and biking.

The US Department of Transportation policy statement on “Bicycle and Pedestrian Accommodations Regulations and Recommendations” (March 2010) provides policy guidance for biking and walking and a set of recommendations. The policy statement recommends that “because of the numerous individual and community benefits that walking and bicycling provide – including health, safety, environmental, transportation, and quality of life – transportation agencies are encouraged to go beyond minimum standards to provide safe and convenient facilities for these modes” and “transportation agencies should give the same priority to walking and bicycling as is given to other transportation modes”.

The state of Oregon’s Statewide Planning Goal 12 Transportation, and the implementing administrative rule, Oregon Administrative Rule (OAR) 660, Division 12, known as the Transportation Planning Rule (TPR), provide transportation policy guidance under Oregon’s state land use planning program. The TPR specifically requires that transportation system plans (TSPs) for urban areas include a bicycle and pedestrian plan for a network of bicycle and pedestrian routes throughout the planning area (OAR 660-012-020(2)(d)). The TPR also requires the adoption of street design and connectivity standards and land use regulations that provide for safe, convenient, and reasonably direct pedestrian and bicycle circulation, access to transit, and reduced reliance on the automobile (OAR 660-0012-0045(3-6)). The TPR is the road map for the preparation of TSPs by all jurisdictions responsible for transportation planning.

The Oregon Transportation Plan (OTP) is the long-range policy plan for the state’s transportation system. The OTP Policy 1.1 calls for the development of an integrated multimodal transportation system and that bicycle and pedestrian networks should be developed and promoted in all urban areas to provide safe, direct and convenient access to all major employment, shopping, educational and recreational destinations in a manner that would double person trips by bicycle and walking. The Oregon Highway Plan, adopted in 1999 and amended, and the Oregon Bicycle and Pedestrian Plan, adopted in 1995 and currently under revision, are modal elements of the OTP, addressing the state highway system and bicycle and pedestrian systems respectively. The Oregon Bicycle and Pedestrian Plan’s states that ODOT will provide appropriate pedestrian and bicycle facilities to meet the following policy goal: To provide safe, accessible and convenient bicycling and walking facilities and to support and encourage increased levels of bicycling and walking.

At the regional level, the 2040 Growth Concept represents the vision for the metropolitan area for the year 2040. The 2040 Growth Concept, initiated in 1990 and adopted in 1995, is intended to be a 50-year plan for managing growth and development in the region. The RTP refines the transportation element of this vision. The RTP identifies transportation Goals and Objectives, performance targets, system concepts, and investment priorities (projects) that will help the region achieve the vision put forward by the 2040 Growth Concept. RTP Goal 3 calls for expanding transportation choices. Objective 7.1 calls for providing safe, comfortable, and convenient transportation options that support active living and physical activity to meet daily needs and access services. The ATP supports development of the region’s land use and transportation strategy, the 2040 Growth Concept, to meet state climate goals.

Metro has adopted six regional desired outcomes and a performance-based decision-making approach intended to improve and align local, regional, state and federal policy and investment

decision-making. To support the evaluation of progress in achieving the six desired outcomes, in December 2010 the Council adopted Framework Plan policies to evaluate the effectiveness of proposed policies, strategies and actions, guide decision-making and inform the people of the region about progress toward achieving the outcomes. The ATP will utilize the Framework Plan policies to evaluate active transportation policies and will link guiding principles and criteria to the six desired outcomes for the region: Vibrant Communities, Economic Prosperity, Safe and Reliable Transportation, Leadership on Climate Change, Clean Air and Water, and Equity.

In sum, developing the ATP will enable Metro to implement and advance federal, state, and regional policies on active transportation.

PROJECT OBJECTIVES

1. Identify the Principal Regional Active Transportation Network, integrating walking, bicycling and public transportation and creating a seamless, green network of on and off-street Regional Bicycle and Pedestrian Parkways connecting the region.
2. Develop Guiding Principles and Criteria for evaluating network alternatives and for prioritizing funding and projects in the RTP and local TSPs that include equity, health, safety, economic development and access and are consistent with the region's six desired outcomes.
3. Develop Active Transportation Policies, Performance Targets, and Concepts that will update existing regional pedestrian, bicycle, trail and transit policies, performance targets and design concepts, and synthesize policies and priorities from other pedestrian, bicycle and transit plans.
4. Prioritize projects and develop a phased Implementation Plan and Funding Strategy that clearly articulates state, regional and local roles and responsibilities.

PROJECT REQUIREMENTS

Project Groups and Management Expectations

1. Project Manager - Metro shall establish a Project Manager (PM). Metro's PM shall provide the day-to-day and overall project administration and management.
 - The PM shall convene all meetings, prepare agendas, assemble meeting materials, take and distribute minutes. The PM shall coordinate and arrange presentations to stakeholder groups and Metro's advisory committees and Council.
 - The PM shall coordinate with ODOT, for reviewing Consultant work products and signing off on invoices.
 - The PM shall coordinate Metro and Consultant work products.
2. Project Management Team (PMT) – Metro and ODOT shall establish a PMT consisting of the Metro PM and WOCPM. The PMT will meet monthly for the duration of the project. The purpose of the PMT meetings is to ensure project progress consistent with the scope, schedule, and budget.

3. Staff Team (ST) - Metro has, outside the scope of this project, established a ST of Metro staff. The ST will meet weekly for the duration of the project and will produce deliverables identified in the Tasks section.
4. SAC and Sub-groups - Metro has established, outside the scope of this project, a (SAC) that will guide the technical development of the ATP. The purpose of the SAC is to provide policy and technical guidance; review and comment on materials; and, provide input on recommendations. Metro PM shall coordinate the SAC, including meeting schedules, agenda, materials preparation, meeting summaries and correspondence. Metro shall convene up to 10 SAC meetings during the project. The SAC will include planning and engineering staff from transportation and parks departments of local governments and park providers, TriMet, ODOT, health, transportation equity and advocacy groups.
 - The SAC will be geographically balanced and will represent biking, walking and access to transit perspectives.
 - The SAC will meet at least every three months and as needed at the discretion of the SAC.
 - Sub-groups will be created from the SAC and possibly additional stakeholders to address specific policy and technical issues. Sub-groups identified include Bicycle Parkway Concept, Pedestrian Policies, Health, and Finance.
5. ECAT – Metro shall work with ECAT, an existing group that was formed to support the development of a regional active transportation network, to provide policy guidance and recommendations to Metro’s technical and advisory committees and provide assistance in developing business and health organization support of the ATP. ECAT will meet approximately four times over the course of the project.

Expectations Regarding Coordination with Other Projects

This project will coordinate with other recent and concurrent planning efforts at Metro.

These efforts include:

- Climate Smart Communities Scenarios
- Southwest Corridor Plan
- East Metro Connections Plan (EMCP)
- Regional Trails Signage Plan
- Community Investment Strategy
- Metro Parking Management Study
- Metro guidance on TSP updates
- Regional Travel Options Strategic Plan update and work plan
- Transit Oriented Development Strategic Plan and work plan
- Transportation System and Management Operations Plan implementation
- Regional Parks, Greenways and Trails funding opportunities
- Metropolitan Transportation Improvement Program and Regional Flexible Funds

The PM shall convene Metro managers to identify areas of overlap, opportunities for coordination. Staff assigned to the ATP will sit on internal workgroups for the efforts

above, and the project managers of the above projects will meet periodically for coordination purposes. Opportunities will be sought to collaborate and share resources when possible, e.g. public outreach events. This project will coordinate with the update of local TSPs and inform the active transportation elements of the TSP updates, including the development fact sheets for active transportation and what local TSPs should address, including inventory of existing conditions and timelines.

Additionally, the project will track ongoing regional planning efforts that will identify priorities and investments in active transportation. These efforts include, but are not limited to, the following:

- Local TSP updates (2011-2013)
- Tualatin Valley Highway Corridor Refinement Plan (2012)
- Aloha-Reedville Study and Community Livability Plan/Bicycle and Pedestrian Plan (2013)
- Washington County Bicycle and Pedestrian System of Countywide Interest (part of TSP update) (2012)
- Hwy 43 bike lane study (Oct 2011)
- Gresham TSP Active Transportation committee
- Lake Oswego to Portland Trail Study Central Section (2012)
- Sellwood Bridge Project
- Oregon Transportation Research and Education Consortium study: Improving the Representation of the Pedestrian Environment in Travel Demand Models (2013)
- Bicycle Transportation Alliance (BTA) Blueprint for Bicycling update (early 2012)
- East Portland Action Plan
- And others

Finally, because the area of active transportation has been gaining momentum at all levels, there is already a significant body of work to draw from. Early tasks in this project will take advantage of rather, than duplicate, those efforts. These resources include but are not limited to:

- Plans by agencies and organizations, such as:
 - ODOT Region 1
 - City of Portland
 - TriMet
 - Cities and Counties
 - Agencies in southwest Washington
 - Other regions
 - Countries such as Copenhagen and Holland
- Research and plans by organizations such as:
 - Oregon Transportation Research and Education Consortium
 - Transportation Research Board
 - ODOT
 - Metro
 - BTA
 - Willamette Pedestrian Coalition

- Congress for New Urbanism and Institute Transportation Engineers
- Coalition for a Livable Future
- The Intertwine
- National Transportation Operations Coalition
- Texas Transportation Institute
- Others to be identified

TASKS

Task 1 Project Management, Stakeholder Involvement and Meeting Coordination

Objectives:

- Efficiently and effectively manage the completion of tasks needed to produce a quality process and project. Ensure that the project progresses on time and on budget. Also, ensure that the products submitted by Consultant are complete and at a quality level that meet the desired specifications and purposes of the task.
- Implement a stakeholder involvement process that is inclusive and generates input from a cross-section of stakeholders involved with and impacted by active transportation. Provide jurisdictional partners with frequent opportunities for coordination and input into the planning process.
- Create an organizational, meeting and decision making structure that has clearly defined roles and responsibilities and enables efficient, clear communication

Subtasks:

- 1.1 PMT Meetings - Metro shall coordinate and facilitate monthly PMT Meetings or as requested by any member of the PMT, including Metro staff and ODOT. PMT meetings must be a forum for evaluating progress on work tasks, addressing issues, and providing overall direction for project completion that meets the stated planning objectives. Metro shall schedule, prepare agendas, and complete meeting summaries of PMT meetings.
- 1.2 Metro ST Meetings – Metro staff shall meet weekly to coordinate work products and coordination with other regional and local plans. Metro PM shall schedule, prepare agendas, and follow up tasks of ST meetings.
- 1.3 SAC Meetings– Metro PM shall coordinate the SAC, including meeting schedules, agenda and materials preparation, meeting summaries and correspondence. Metro shall convene the SAC approximately every three months during the project. The SAC will review Metro and Consultant products, provide feedback and information, and make recommendations to Metro’s advisory committees.
- 1.4 SAC Sub-Groups – Metro shall convene Sub-Groups of the SAC to address specific technical and policy issues. Sub-Groups may include members of the SAC as well as other representatives. Identified sub-groups include Bicycle Parkway Network Concept, Pedestrian Policies, Health, and Finance. The need for additional Sub-groups may be identified. The Sub-Groups will report back to the SAC with findings and recommendations.
- 1.5 Coordination Meetings – Metro PM shall attend internal Metro work group meetings to coordinate with other regional and local planning efforts, including update of local TSPs. Metro’s Making the Greatest Place Meetings occur two to four times a

- month and include project managers for all major planning efforts at Metro, and provide one place for coordination. Additionally, the PM shall schedule regular meetings with staff on projects requiring coordination.
- 1.6 Metro Advisory Committees Communications - PM shall brief and engage existing Metro policy and technical committees and the Metro Council through the duration of the project, culminating in adoption of the ATP.
 - 1.7 ECAT Meetings- Metro shall convene ECAT approximately four times to provide assistance in developing business and health organization support of the plan and funding strategy. ECAT is an existing group that formed to support the development of a regional active transportation network. ECAT will review goals, policies and strategies identified during the planning process and provide feedback and recommendations for moving forward.
 - 1.8 Stakeholder Communications Strategy (SCS) – Metro shall develop an SCS for the ATP that identifies a strategy for informing and engaging stakeholders including the public, the SAC, ECAT, Metro Advisory Committees and the Metro Council. Tools and methods for stakeholder and public engagement will include SAC and other meetings, SAC members and Metro staff presenting to various groups, Public Open Houses of Forums, public comment periods, fact sheets, Opt-In on-line surveys, Build a Network tool, project webpage, involvement in forums such as the Oregon Active Transportation Summit, information for stakeholder publications, etc. Metro shall utilize Metro’s Stakeholder Engagement Strategy Assessment and work with members of the SAC and other stakeholders to ensure a process that is inclusive, useful and meets the objectives of the project. Metro shall coordinate the SCS with outreach for other concurrent regional and local planning efforts.
 - 1.9 Public Open Houses – Metro shall hold three public open houses in the region to provide information on the project and to gather feedback from interested parties.
 - 1.10 Organizational Chart - Metro shall further develop an existing organizational chart that identifies the relationships of the various project groups, other committees such as JPACT, and stakeholders. The Organizational Chart must include roles and responsibilities.
 - 1.11 Review, Comment, and Data Provision – PM shall review, comment on and provide data as needed to Consultant for Consultant tasks.

Metro Deliverables:

- 1.A. PMT Meetings, monthly (Subtask 1.1)
- 1.B. Metro ST Meetings, weekly (Subtask 1.2)
- 1.C. SAC Meetings, every three months(Subtask 1.3)
- 1.D. SAC Sub-Group(s) Meetings, approximately two per group, (Subtask 1.4)
- 1.E. Coordination Meetings, 2-4 meetings per month (Subtask 1.5)
- 1.F. Metro Advisory Committees Communications, monthly or as needed (Subtask 1.6)
- 1.G. ECAT Meetings, approximately four (Subtask 1.7)
- 1.H. SCS (Subtask 1.8)
- 1.I. Public Open Houses, three (Subtask 1.9)
- 1.J. Organizational Chart (Subtask 1.10)
- 1.K. Review, Comment, and Data Provision (1.11)

Consultant Deliverables:
None

Task 2: Document Format and Outline

Objectives:

- Develop a format that all memos and reports will follow that is suitable for becoming a chapter of the ATP.
- Develop framework and table of contents for ATP final document

Subtasks:

- 2.1. Chapter Templates – Metro shall develop template(s) for memos and reports in a format suitable for becoming a chapter of the final ATP.
- 2.2. Framework and Table of Contents - Metro shall develop framework and Table of Contents for final ATP

Metro Deliverables:

- 2.A. Chapter Templates (Subtask 2.1)
- 2.B. Framework and Table of Contents for final ATP (subtask 2.2)

Consultant Deliverables:
None

Task 3: Existing Conditions, Data Collection and Analysis

Objectives:

- Provide a thorough and accurate set of baseline information, analysis and data to inform development and evaluation of guiding principles, criteria, network concepts, decisions and recommendations.
- Provide robust bicycle and pedestrian data sets for this project and future planning and project development.
- Paint an accurate picture of the current status of bicycling, walking and public transportation use in the region and of the infrastructure to serve those modes of transportation.

Subtasks:

- 3.1. Existing Plans and Review Report – Metro shall inventory and review existing plans, policies, analysis, performance standards, design standards, project prioritization criteria, funding mechanisms, and project lists of Metro area Cities and Counties, including each jurisdiction’s most current bike, pedestrian and trail plans, active transportation plans, and bike and pedestrian elements of each jurisdiction’s TSP. Metro shall conduct short interviews with relevant staff and stakeholders if necessary. Metro shall also review existing policies, analysis and plans with identified priorities from non-municipal sources, including TriMet’s Pedestrian Network Analysis, ODOT bike-pedestrian inventory, BTA priority projects, Community Cycling Center’s Barriers to Bicycling report and Willamette Pedestrian Coalition’s Getting Around on Foot Action Plan.

- 3.2. Demographics of Walking and Biking Report – Metro shall review existing surveys and research data to identify the demographics of people walking and biking in the region.
- 3.3. 2011 Regional Trail Count Data Report – Consultant shall analyze 2011 Regional Trail Count data building on the 2008-2010 Intertwine Trail Use Snapshot Report and illustrate current use and importance of trails in the active transportation network.
- 3.4. Pedestrian Network Inventory Update – Metro shall update the current 2000 sidewalk inventory in RLIS, which is a centerline street file indicating the presence of sidewalks. Pedestrian Network Inventory Update must include presence of sidewalks, crosswalks, intersection controls, trails and bridges.
- 3.5. Bicycle Network Inventory Update - Metro shall update the inventory of the existing regional bicycle and trail network.
- 3.6. Pedestrian and Bicycle Crash Data - Metro shall compile and analyze state and local bicycle and pedestrian crash data. Metro shall determine high crash locations for bicycles and pedestrians.
- 3.7. Health and Active Transportation Snapshot– Metro shall gather background information on the connection between health and bicycling, walking and using public transportation, covering the areas of physical activity/obesity, air pollution/asthma, climate change, mental health/stress, and safety/crashes. Metro shall prepare a summary overview of obesity levels, asthma, and bicycling and walking crashes in the region as determinants of health in the region and the potential for increasing biking and walking to address these and other health issues.
- 3.8. Regional Travel Patterns Report – Metro shall prepare a report that describes the current travel patterns in the region. Metro shall conduct an analysis of auto trips less than three miles in the region to identify areas where short auto trips could potentially be replaced by riding a bike or walking. Metro shall review travel demand data and 2012 Oregon Household Activity Survey and Metro’s High Capacity Transit corridors analysis to understand the travel patterns in the region. Metro shall review TriMet passenger census data as one proxy for high pedestrian activity areas.
- 3.9. Regional Bicycle and Pedestrian Zone Analysis and Map- Metro shall utilize methodologies developed by the City of Portland, Alta Planning and Metro to identify zones with varying levels of bicycle and pedestrian utility and produce a map graphically displaying those areas. The zones must be ranked using a set of criteria, including traffic speed, connectivity, quality of bicycle and pedestrian facilities, destinations accessible by walking or biking etc. The ranking of the zones will help identify the unique contexts of the zones requiring different solutions, to be explored in the Network Concepts in Task 5.0.
- 3.10. Benefits of Active Transportation – Metro shall compile existing information and research on the health, economic, social and environmental benefits of bicycling, walking and taking public transportation.
- 3.11. Available Funding Report –Metro shall identify existing funding sources and project future funding likely to be available throughout the planning horizon based on a refinement of historical data. Metro shall identify potential new

funding sources and estimate funding that could be available from the sources throughout the planning horizon.

Metro deliverables:

- 3.A. Existing Plans and Review Report (Subtask 3.1)
- 3.B. Demographics of Walking and Biking Report (Subtask 3.2)
- 3.C. Pedestrian Network Inventory Update (Subtask 3.4)
- 3.D. Bicycle Network Inventory Update (Subtask 3.5)
- 3.E. Pedestrian and Bicycle Crash Data (Subtask 3.6)
- 3.F. Health and Active Transportation Snapshot (Subtask 3.7)
- 3.G. Regional Travel Patterns Report (Subtask 3.8)
- 3.H. Regional Bicycle and Pedestrian Zone Analysis and Map (Subtask 3.9)
- 3.I. Benefits of Active Transportation Report (Subtask 3.10)
- 3.J. Available Funding Report (Subtask 3.11)

Consultant deliverables:

- 3.a. 2011 Regional Trail Count Data Report (Subtask 3.3)

Task 4: Guiding Principles, Criteria and Evaluation Framework

Objective:

- Develop a set of regionally agreed upon guiding principles and criteria that will be used to: 1) develop a set of network concepts, 2) evaluate those concepts, 3) identify the desired concept, 4) identify alternative networks, 5) evaluate the networks, 6) identify the preferred network, and 7) provide a framework to prioritize regional active transportation projects and funding.
- Develop policy direction.
- Identify preliminary recommendations for regional and local roles and responsibilities, recommendations for local TSPs.

Subtasks:

- 4.1. Active Transportation Guiding Principles and Criteria – Metro shall draft Active Transportation Guiding Principles and Criteria for identifying, evaluating and prioritizing projects and funding, Metro shall prepare a summary of SAC and other stakeholder input to create a final report outlining the guiding principles and criteria. The Guiding Principles and Criteria shall link to Metro’s six desired outcomes for the region: Vibrant Communities, Economic Prosperity, Safe and Reliable Transportation, Leadership on Climate Change, Clean Air and Water, and Equity.
- 4.2. Equity Considerations, Methodology and Definition – Metro shall propose a definition of equity for the ATP and develop a methodology to include equity considerations in identifying, evaluating and prioritizing projects. Metro shall incorporate findings from the East Metro Health Equity Investment Strategy (in the EMCP), Metro Opportunity Maps (finalized in early 2012), Regional Flexible Funds equity maps and data, Metro Regional Equity Inventory, The Transportation Prescription, T4 America, and other relevant projects and reports.

- 4.3. Regional Mode Share Targets – Metro shall develop a table comparing existing and target mode shares of bicycling and walking in similar regions in the US and internationally, and shall recommend revised regional mode share targets if appropriate.
- 4.4. Multi Modal Level of Service (MMLOS) Case Studies and Recommendations – Metro shall develop a case study of two areas in the region (e.g. downtown Lake Oswego and EMCP) to illustrate different scenarios where MMLOS could be applied. Metro shall develop a set of recommendations on the use of MMLOS.
- 4.5. Glossary of Active Transportation Definitions – Metro shall compile a glossary of definitions of words and terms associated with active transportation. This glossary will serve as the basis for determining regionally agreed upon terms and definitions of facilities, active transportation, classifications, etc.
- 4.6. Policy Recommendations on Use of Language – Metro shall compile suggestions on the use of language for transportation projects that equalize how modes are described (e.g. removing a travel lane reduces *auto* capacity and increases *bicycle and pedestrian quality and capacity*).
- 4.7. TSP Policy Guidance – Metro shall prepare preliminary policy direction for TSPs based on the information developed in Tasks 1.1-1.6. Metro shall prepare active transportation fact sheets and checklists for active transportation, and clarification of local and regional roles and responsibilities for local TSPs.

Metro deliverables:

- 4.A. Active Transportation Guiding Principles and Criteria (Subtask 4.1)
- 4.B. Equity Considerations, Methodology and Definition (Subtask 4.2)
- 4.C. Regional Mode Share Targets (Subtask 4.3)
- 4.D. MMLOS Case Studies and Recommendations (Subtask 4.4)
- 4.E. Glossary of Active Transportation Definitions (Subtask 4.5)
- 4.F. Policy Recommendations on Use of Language (Subtask 4.6)
- 4.G. TSP Policy Guidance (Subtask 4.7)

Consultant deliverables:

None

Task 5: Network Concepts

Objectives: Develop a set of network concepts that explore both a variety of network structures (e.g. hub and spoke, spider web, grid) and approaches (e.g. serve all centers equally, access to transit, Safe Routes To Schools, filling gaps, etc.). Understand the benefits, challenges and trade-offs of the different concepts associated with each of the concepts.

Subtasks:

- 5.1. Network Concepts Report – Metro shall develop a set of network concepts for consideration. The network concepts must include information such as the spacing of facilities, types and hierarchies of facilities, how similar concepts have been implemented elsewhere, potential benefits, drawbacks and challenges, etc. Metro shall prepare a report that illustrates the benefits, challenges and trade-offs of the different concepts.

- 5.2. Cost Estimates of Concepts – Consultant shall develop planning level cost estimates for building out the Network Concepts, based on a generic unit cost approach.
- 5.3. Benefits and Tradeoffs of Concepts – Consultant shall provide estimates for reduced VMT, reduced GHG emissions, increased health benefits and savings, etc. for use in the on-line planning tool and in the Network Concepts Report.
- 5.4. Network Tool – Consultant shall develop an online planning tool (similar to the tool used for the High Capacity Transit planning) for public input on the tradeoffs of the Network Concepts. Network Tool must enable potential users and stakeholders to build a principal regional active transportation network utilizing the different concepts. Network Tool must calculate the differing costs, reduced VMT, health care cost savings, etc. of the network that users create. Network Tool must provide a learning experience for users as well provide public input through a series of questions associated with Network Tool.

Metro deliverables:

- 5.A. Network Concepts Report (Subtask 5.1)

Consultant deliverables:

- 5.a. Cost Estimates of Concepts (Subtask 5.2)
- 5.b. Benefits and Tradeoffs Concepts (Subtask 5.3)
- 5.c. Network Tool (Subtask 5.4)

Task 6: Alternative Networks, Modeling and Evaluation

Objectives: From Network Concepts Report, identify alternative networks for evaluation and modeling. Evaluate the alternative networks using the Active Transportation Guiding Principles and Criteria, the regional bicycle model and pedestrian network analysis. Identify the recommended Principal Regional Active Transportation Network.

Subtasks:

- 6.1. Bicycle Modeling of Networks - Metro shall conduct bicycle modeling of three alternative networks to demonstrate the change in travel behavior with different planned networks. The modeling includes coding the alternative networks (virtually building out the network), running the new model, and analyzing the results.
- 6.2. Pedestrian Network Flow Analysis- Consultant shall conduct pedestrian network flow analysis of key pedestrian zones to demonstrate how applying guiding principles and criteria (e.g. high level of street connectivity) would impact pedestrian zones in the region.
- 6.3. Network Maps – Metro shall develop maps of the alternative networks applied to the region’s geography.
- 6.4. Cost of Alternative Networks - Consultant shall refine the Cost of Concepts developed in Task 5.2 and provide planning level cost estimates for each alternative.
- 6.5. Evaluation Report –Metro shall conduct an evaluation of the principal regional network alternatives using the identified guiding principles and criteria. Metro shall prepare a report summarizing the evaluation and outcomes.

Metro deliverables:

- 6.A. Bicycle Modeling of Networks (Subtask 6.1)
- 6.B. Network Maps (Subtask 6.3)
- 6.C. Evaluation Report (Subtask 6.5)

Consultant deliverables:

- 6.a. Pedestrian Network Flow Analysis (Subtask 6.2)
- 6.b. Cost of Alternative Networks (Subtask 6.4)

Task 7: Select Principal Regional Active Transportation Network and Focus Areas

Objectives: Based on the evaluation and modeling of the alternative networks and stakeholder input, select the preferred Principal Regional Active Transportation Network. Identify focus areas for project prioritization and implementation of the ATP.

Subtasks:

- 7.1. Preferred Principal Regional Active Transportation Network – Metro shall identify the preferred principal regional network based upon the evaluation, SAC guidance and stakeholder input process identified in the SCS. Metro shall produce a map and description of the preferred alternative.
- 7.2. Geographic Focus Areas for Preferred Alternative – Metro shall utilize Metro’s Context Tool, the Bicycle and Pedestrian Zones Analysis, existing conditions information and the guiding principles and criteria to identify geographic focus areas for project prioritization and implementation of the ATP preferred alternative principal regional active transportation network. Metro shall produce a map of the geographic focus areas and report summarizing the results.

Metro Deliverables:

- 7.A. Preferred Principal Regional Active Transportation Network (Subtask 7.1)
- 7.B. Geographic Focus Areas for Preferred Alternative Report (Subtask 7.2)

Consultant deliverables:

None

Task 8: RTP Regional Bicycle and Pedestrian Network Visions and Maps Amendments, Policy Framework and Design Guidelines

Objectives:

- Make amendments to the RTP for inclusion in the 2014 update and develop a revised RTP policy framework including performance measures and targets, revised RTP Regional Bicycle and Pedestrian Network maps, and clarification of the distinction between the *regional* Active Transportation Network, the regional pedestrian and bicycle systems in the 2035 RTP, and *local* pedestrian and bicycle systems.
- Provide design guidelines for implementation of recommended principal regional active transportation network and implementation of this network in local TSPs.

This work must be coordinated with the development of Metro's Best Design Practices in Transportation guidebook

Subtasks:

- 8.1. Refined RTP Regional Bicycle Vision and Network Concept - Metro shall convene a sub-work group of the SAC to further develop the Regional Bike Parkway Concept articulated in the 2035 RTP (Figure 2.23), and identify amendments to the Regional Bicycle Network Vision and Concept.
- 8.2. Refined RTP Regional Pedestrian Vision and Network Concept - Metro shall establish a Pedestrian Policy sub-work group to develop a Regional Pedestrian Network policy framework, including an equivalent to the Bike Parkway concept for pedestrians, and identify amendments to the Regional Pedestrian Network Vision and Concept.
- 8.3. Regional and Local Networks and Systems Defined- Metro shall work with the SAC to establish a policy framework that clarifies the distinction between the principal regional active transportation network, the regional pedestrian and bicycle systems in the 2035 RTP, and local pedestrian, bicycle, and trail systems in local TSPs and Park and Trail Master Plans. While local and regional (and state and national) networks and systems overlap, the distinction will help clarify funding priorities and help shape roles of jurisdictions for implementation, addressed in Tasks 10.1 and 10.2.
- 8.4. Policy Changes to RTP, RFTP and UGMFP - Metro shall identify policy changes to the RTP, RFTP, and UGMFP as needed to implement the ATP at the regional and local level. Metro shall document these recommended changes in track changes in the plans and rules listed above.
- 8.5. Design Principles and Planning Checklist - Metro shall work with the SAC and pedestrian and bicycle sub-groups to identify a set of design principles and a planning checklist based on current best practices and guidelines (e.g. National Association of City Transportation Officials design guidelines for bicycles and Center for New Urbanism/Institute of Transportation Engineers Designing Walkable Urban Thoroughfares). The best practices and design guidelines will be included in the scheduled update to the Best Design Practices in Transportation (formerly the Livable Streets handbook) (the update is a separate project). The Best Design Practices in Transportation handbook will include actual designs - the ATP must provide guidance on what the designs should include. The update of the Best Design Practices in Transportation is an implementation activity of the 2035 RTP. Metro shall also include signage guidelines for the principal regional network from the Regional Sign Plan (July 2011) and from the Metro Regional Trail Sign Guidelines to be completed in April 2012. The design guidelines will provide guidance for the development of the principal regional active transportation network and implementation of the RTP bicycle and pedestrian concepts.
- 8.6. Case Studies Report - Metro shall identify and document local, national and international case studies demonstrating innovative design of bicycle and pedestrian facilities (including designs necessary to achieve a bicycle parkway quality facility in different contexts, including off-street trails, low-traffic bike boulevards, and cycle tracks along busy streets).

- 8.7. Revised Regional Trails Map and Trails Database- Metro shall propose criteria and evaluate the Greenspaces Master Plan Trails Map to determine if any trails should be reclassified, removed from or added to the existing map. Metro shall reconcile local, regional and state trail alignments in GIS on the map. Metro shall resolve discrepancies, ensuring that the Greenspaces Master Plan Trails Map, and the RTP Bicycle and the Pedestrian System Maps identify the same regional trails serving transportation purposes The Greenspaces Master Plan Trails Map is the adopted regional trails plan and identifies trails of regional significance.
- 8.8. RTP Bicycle and Pedestrian Network Maps Updates – Metro shall update the RTP Bicycle and Pedestrian Network Maps (RTP, Figures 2.22 and 2.25) using the preferred principal regional active transportation network, updated inventory information and applying the revised Bicycle and Pedestrian Policy, Visions and Concepts. Metro shall update classifications based on recommendations of the ATP.

Metro deliverables:

- 8.A. Refined RTP Regional Bicycle Vision and Network Concept (Subtask 8.1)
- 8.B. Refined RTP Regional Pedestrian Vision and Network Concept (Subtask 8.2)
- 8.C. Regional and Local Networks and Systems Defined (Subtask 8.3)
- 8.D. Policy Changes to RTP, RFTP and UGMFP (Subtask 8.4)
- 8.E. Design Principles and Planning Checklist (Subtask 8.5)
- 8.F. Case Studies Report (Subtask 8.6)
- 8.G. Revised Regional Trails Map and Trails Database (Subtask 8.7)
- 8.H. RTP Bicycle and Pedestrian Network Maps Updates (Subtask 8.8)

Consultant deliverables:

None

Task 9: Data Protocols

Objective: Respond to deficiencies in regional pedestrian and bicycle data and develop work plans and recommendations for creating and managing robust future regional datasets for bicycling and walking use and facilities to implement and evaluate the ATP and local projects. This task responds to Metro’s Multi-Modal Inventory (March 2011) that identifies deficiencies in regional pedestrian and bicycling data collection and maintenance

Subtasks:

- 9.1. Data Needs and Protocols for Regional Active Transportation – Metro shall prepare protocols for bicycle and pedestrian data acquisition and data maintenance to support planning and project implementation and evaluation, to support MMLoS, to support development of a pedestrian model for integration into Metro’s Traffic Model, and support maintenance of Metro’s Bike Model. Metro shall work with the Pedestrian and Bicycle Sub-groups and SAC to determine the most effective level of regional bicycle and pedestrian data, including the attributes to be included in the development of a new pedestrian network inventory dataset, such as : width and type of sidewalk, driveways, mid-block crossings, bridges, stairs, informal paths, topography, etc. For this task, Metro shall refer to Metro’s Multi-Modal Transportation Inventory report. ODOT’s Bicycle and Pedestrian Travel

Assessment Report, TriMet's Pedestrian Network Analysis, TGM Bicycle and Pedestrian Travel Assessment Report and other documents that identify data needs.

- 9.2. Regional Bicycle and Pedestrian Counting Plan - Metro shall develop a plan and method for collecting regional bicycle and pedestrian counts to calibrate bicycle and pedestrian models on an ongoing basis. Metro shall include pedestrian counting plan if Pedestrian Sub-group deems necessary.

Metro deliverables:

- 9.A. Data Needs and Protocols for Regional Active Transportation (Subtask 9.1)
- 9.B. Regional Bicycle and Pedestrian Counting Plan (Subtask 9.2)

Consultant deliverables:

None

Task 10: Prioritize Projects, Phased Implementation Plan and Funding Strategy

Objectives: Prioritize projects, develop an implementable plan, develop a funding strategy for completing the regional network and describe regional and local roles and responsibilities for implementation.

Subtasks 10:

- 10.1. Funding Assumptions and Finance Plan - Metro shall refine historical funding assumptions and develop a finance plan and timeline for building the principal regional active transportation network, and provide guidelines for seeking state and federal funded programs and grants.
- 10.2. Priority Project List, Pipeline and Implementation Strategy- Metro shall identify regional priority projects within the recommended principal regional active transportation network for immediate construction funding and project development, and a proposed pipeline of phased and tiered projects for future development, allowing for flexibility. The priority project list will be vetted through the project advisory structure, including the SAC, ECAT and Metro's advisory committees. Metro and SAC shall articulate the roles and responsibilities of regional and local partners for implementing the ATP.

Metro deliverables:

- 10.A. Funding Assumptions and Finance Plan (Subtask 10.1)
- 10.B. Priority Project List, Pipeline and Implementation Strategy (Subtask 10.2)

Consultant deliverables:

None

Task 11: Finalize ATP and Amendments

Objectives: Develop the final plan document and prepare final proposed policy recommendations and amendments to RTP, RFTP, and UGMFP.

Subtasks:

- 11.1. Executive Summary of ATP – Metro shall prepare an Executive Summary that describes the vision, process and recommendations of the ATP.
- 11.2. Graphics and Tables for Final ATP– Consultant shall prepare graphics and tables visually displaying information and outcomes in ATP.
- 11.3. Final Draft ATP – Metro shall compile all chapters, maps, tables, images, into a final formatted ATP that will be considered by the SAC for recommendation to Metro’s policy advisory committees and the public.

Metro deliverables:

- 11.A. Executive Summary of ATP (Subtask 11.1)
- 11.B. Final Draft ATP (Subtask 11.3)

Consultant deliverables:

- 11.a. Graphics and Tables for final ATP (Subtask 11.2)

Task 12: ATP and Amendments Prepared for Adoption

Objectives: Finalize for adoption the ATP with financing and implementation strategies, and policy recommendations and amendments to the RTP, RTFP, and UGMFP.

Subtasks:

- 12.1. Resolution, Attachments, Proposed Amendments and Supporting Documents – Metro shall prepare the resolution and supporting documents for adoption of the ATP. Amendments to the RTP, RTFP, and UGMFP must be included in the update of each of the plans.

Metro deliverables:

- 12.A. Resolution, Attachments, Proposed Amendments and Supporting Documents (Subtask 12.1)

Consultant deliverables:

None

Metro Budget

Deliverable Number	Deliverable	Hours	Budgeted Amount	Task Total
Task 1	Project Management, Stakeholder Involvement and Meeting Coordination			
1.A	PMT Meetings, monthly (18)	36	\$2,736	
1.B	Staff Team Meetings, weekly (72)	125	\$9,500	
1.C	SAC Meetings (6)	120	\$9,120	
1.D	SAC Sub-Group Meeting (8)	90	\$7,830	
1.E	Coordinating Meeting (2-4 per	25	\$2,275	

	month)			
1.F	Metro Advisory Committee Communications	50	\$4,550	
1.G	ECAT Meetings	35	\$4,660	
1.H	Stakeholder Communications Strategy	250	\$21,750	
1.I	Public Open Houses (3)	139	\$12,918	
1.J	Organizational Chart	5	\$380	
1.K	Review, Comment, and Data Provision	125	\$9,323	
	Task 1 Subtotal			\$85,042
Task 2	Document Format and Outline			
2.A	Chapter Templates	20	\$1,520	
2.B	Framework and Table of Contents	20	\$1,520	
	Task 2 Subtotal			\$3,040
Task 3	Existing Conditions, Data Collection and Analysis			
3.A	Existing Plans Review Report	42	\$3,192	
3.B	Demographics of Walking and Biking Report	35	\$2,660	
3.C	Pedestrian Network Inventory Update	220	\$20,020	
3.D	Bicycle Network Inventory Update	40	\$3,480	
3.E	Pedestrian and Bicycle Crash Data	60	\$5,460	
3.F	Health and Active Transportation Snapshot	20	\$1,520	
3.G	Regional Travel Patterns Report	60	\$4,860	
3.H	Regional Bicycle and Pedestrian Zone Analysis and Map		\$14,560	
3.I	Benefits of Active Transportation	5	\$1,380	
3.J	Available Funding Report	5	\$1,380	
	Task 3 Subtotal			\$58,512
Task 4	Guiding Principles, Criteria and Evaluation Framework			
4.A	Active Transportation Guiding Principles and Criteria	50	\$3,800	
4.B	Equity Considerations, Methodology and Definition	25	\$1,900	
4.C	Regional Mode Share Targets	20	\$1,520	
4.D	MMLOS Case Studies and Recommendations	50	\$4,550	
4.E	Glossary of Active Transportation Definitions	10	\$760	
4.F	Policy Recommendations on Use	20	\$1,520	

	of Language			
4.G	TSP Policy Guidance	20	\$1,520	
	Task 4 Subtotal			\$15,570
Task 5	Network Concepts			
5.A	Network Concepts Report	40	\$3,640	
	Task 5 Subtotal			\$3,640
Task 6	Alternative Networks, Modeling and Evaluation			
6.A	Bicycle Modeling of Networks	596	\$48,276	
6.B	Network Maps	10	\$910	
6.C	Evaluation Report	10	\$910	
	Task 6 Subtotal			\$50,096
Task 7	Select Principal Regional Active Transportation Network and Focus Areas			
7.A	Preferred Principal Regional Active Transportation Network	35	\$2,660	
7.B	Geographic Focus Areas for Preferred Alternative Report	90	\$7,830	
	Task 7 Subtotal			\$10,490
Task 8	RTP Regional Bicycle and Pedestrian Network Visions and Maps Amendments, Policy Framework and Design Guidelines			
8.A	Refined RTP Regional Bicycle Vision and Network Concept	20	\$1,520	
8.B	Refined Regional Pedestrian Vision and Network Concept	20	\$1,520	
8.C	Regional and Local Networks and Systems Defined	30	\$2,280	
8.D	Policy Changes to RTP, RFTP and UGMFP	70	\$5,320	
8.E	Design Principles and Checklist	20	\$1,520	
8.F	Case Studies Report	40	\$3,640	
8.G	Revised Regional Trails Map and Trails Database	40	\$3,040	
8.H	RTP Bicycle and Pedestrian Network Maps Updates	50	\$4,350	
	Task 8 Subtotal			\$23,190
Task 9	Data Protocols			
9.A	Data Needs and Protocols for Regional Active Transportation	25	\$1,900	
9.B	Regional Bicycle and Pedestrian Counting Plan	99	\$7,524	

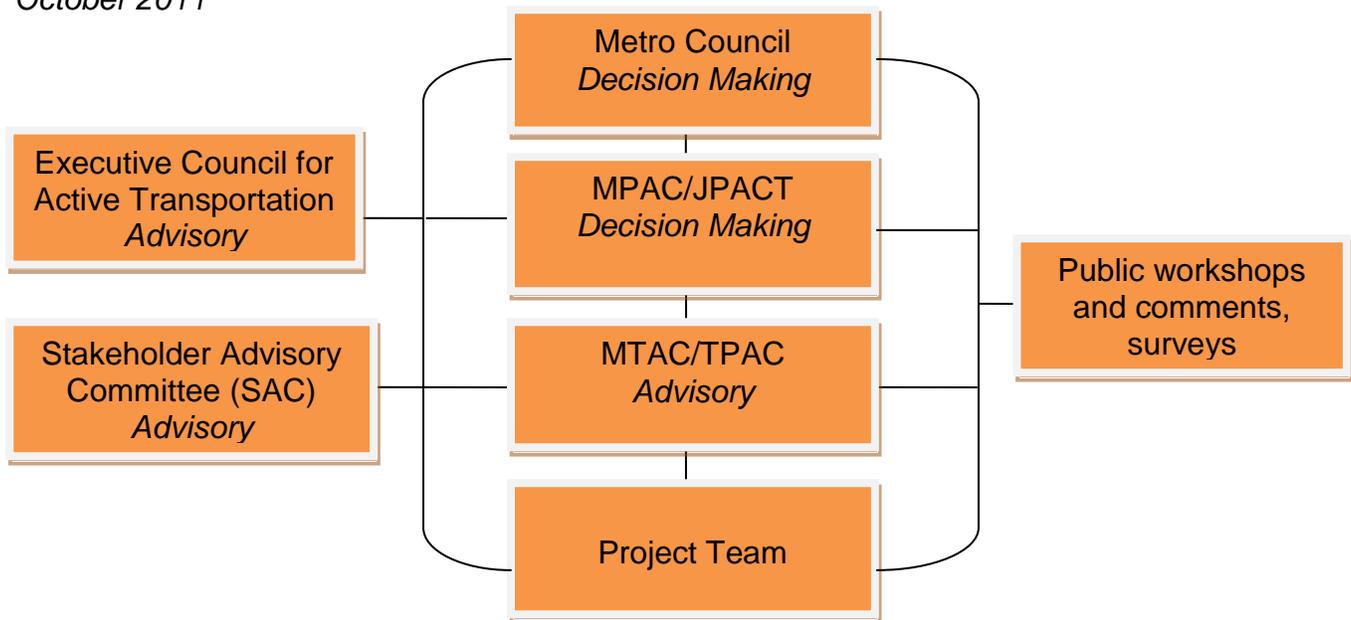
	Task 9 Subtotal			\$9,424
Task 10	Prioritize Projects, Phased Implementation Plan and Funding Strategy			
10.A	Funding Assumptions and Finance Plan	58	\$4,408	
10.B	Priority Project List, Pipeline and Implementation Strategy	86	\$6,536	
	Task 10 Subtotal			\$10,944
Task 11	Finalize ATP and Amendments			
11.A	Executive Summary of ATP	18	\$1,383	
11.B	Final Draft ATP	15	\$4,149	
	Task 11 Subtotal			\$5,532
Task 12	ATP and Amendments Prepared for Adoption			
12.A	Resolution, Attachments, Proposed Amendments and Supporting Documents	20	\$1,520	
	Task 12 Subtotal			\$1,520
	Total	2,989		\$277,000

Consultant Amount Per Deliverable Table

Deliverable Number	Deliverable	Amount Per Deliverable Amount	Task Total
Task 1	Project Management, Stakeholder Involvement and Meeting Coordination		
	None		
Task 2	Document Format and Outline		
	None		
Task 3	Existing Conditions, Data Collection and Analysis		
3.a	2011 Regional Trail Count Data Report	\$8,000	
	Task 3 Subtotal		\$8,000
Task 4	Guiding Principles, Criteria and Evaluation Framework		
	None		
Task 5	Network Concepts		
5.a	Cost Estimates of Concepts	\$10,000	
5.b	Benefits and Tradeoffs Report	\$8,000	
5.c	Build a Network Tool	\$10,000	

	Task 5 Subtotal		\$28,000
Task 6	Alternative Networks, Modeling and Evaluation		
6.a	Pedestrian Network Flow Analysis	\$10,000	
6.b	Cost of Alternatives	\$8,000	
	Task 6 Subtotal		\$18,000
Task 7	Select Principal Regional Active Transportation Network and Focus Areas		
	None		
Task 8	RTP Regional bicycle and Pedestrian Network Visions and Maps Amendments, Policy Framework and Design Guidelines		
	None		
Task 9	Data Protocols		
	None		
Task 10	Prioritize Projects, Phased Implementation Plan and Funding Strategy		
	None		
Task 11	Finalize ATP and Amendments		
11.a	Graphics and Tables	\$5,000	
	Task 11 Subtotal		\$5,000
Task 12	ATP and Amendments Prepared for Adoption		
	None		
	Total		\$59,000

Active Transportation Plan for the Region (ATP) - Organizational Chart
October 2011



Metro Council is the region’s directly elected governing body, consisting of a Council President and six district representatives. The Metro Council will adopt the ATP and amend it to the 2035 Regional Transportation Plan.

Joint Policy Advisory Committee on Transportation (JPACT) is a committee of elected officials and representatives of agencies involved in transportation related needs for the region. JPACT makes recommendations to the Metro Council related to transportation policy. JPACT will make the final recommendation to the Metro Council regarding adoption of the ATP.

Metro Policy Advisory Committee (MPAC) is a charter mandated committee of local government representatives and citizens. MPAC makes recommendations to the Metro Council on policy issues.

Transportation Policy Alternatives Committee (TPAC) provides technical input to JPACT and transportation planning and funding priorities for the region.

Metro Technical Advisory Committee (MTAC) is composed of planners, citizens and business representatives and provides detailed technical support to MPAC.

Project Stakeholder Advisory Committee (SAC) will provide technical and policy guidance for the project. The SAC membership includes bicycle, pedestrian, trail and transit planners and advocates, and representatives of elders, youth, and health. The SAC will provide periodic recommendations to Metro’s policy and technical advisory committees.

Executive Council for Active Transportation (ECAT) is prior existing group that was formed to support the development of a regional active transportation network. ECAT will serve as a leadership council for the project and provide policy guidance and recommendations to the Metro Council and to Metro’s policy and technical and advisory committees. ECAT will also lead development of business and health organization support of the project. ECAT shall approximately four times over the course of the project.

Project Schedule

Task Number	Task	Schedule
1	Project Management, Stakeholder Involvement and Meeting Coordination	December 2011 through June 2013
2	Document Format and Outline	December 2011 through January 2012
3	Existing Conditions, Data Collection and Analysis	December 2011 through May 2012
4	Guiding Principles, Criteria and Evaluation Framework	March 2012 through May 2012
5	Network Concepts	May 2012 through September 2012
6	Alternative Networks, Modeling and Evaluation	August 2012 through December 2012
7	Select Principal Regional Active Transportation Network and Focus Areas	December 2012 through March 2013
8	RTP Regional Bicycle and Pedestrian Network Visions and Maps Amendments, Policy Framework and Design Guidelines	August 2012 through April 2013
9	Data Protocols	March 2012 through April 2013
10	Prioritize Projects, Phased Implementation Plan and Funding Strategy	August 2012 through May 2013
11	Finalize ATP and Amendments	February 2013 through May 2013
12	ATP and Amendments Prepared for Adoption	April 2013 through June 2013