

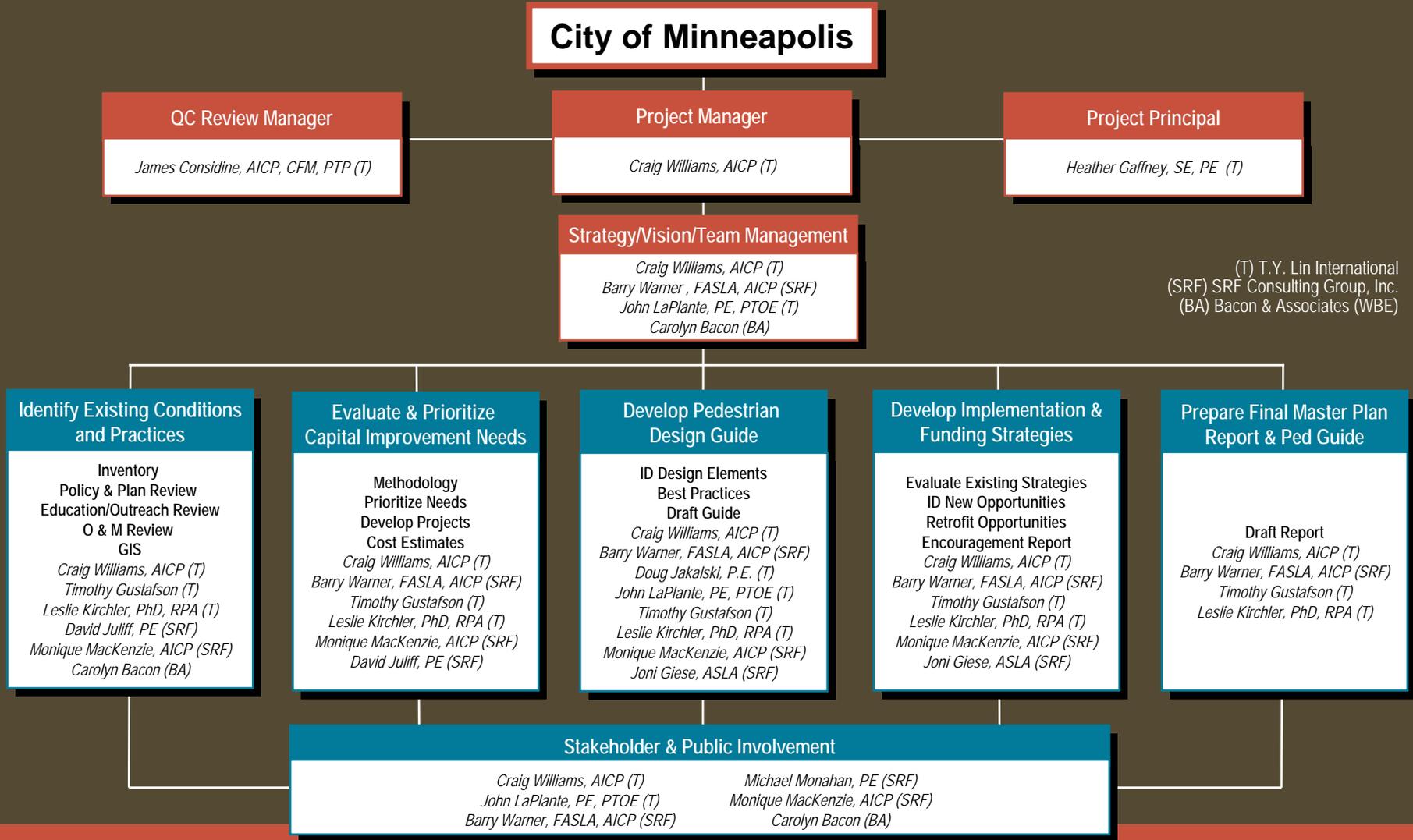
MPAC | December 6, 2007

# Minneapolis Citywide Pedestrian Master Plan

# The Team

- T.Y. Lin International (TYLI)
  - Craig Williams, AICP
  - John LaPlante, PE, PTOE
- SRF Consulting Group, Inc.
  - Barry Warner, FASLA, AICP
  - Monique MacKenzie, AICP
  - Joni Giese, ASLA
- Bacon & Associates, Inc.
  - Carolyn Bacon

# Organization Chart



(T) T.Y. Lin International  
(SRF) SRF Consulting Group, Inc.  
(BA) Bacon & Associates (WBE)

# Team Roles

- TYLI
  - Project Management
  - Guidelines Development
  - Policy Review and Recommendations
  - Decision-making/Prioritization Coordination
  - National Perspective – Best Practices & Guidance
- SRF
  - Local Knowledge – Facilities/Process
  - Local Perspective
  - Liaison – Immediate Response
- Bacon & Associates
  - Public Engagement Strategies, Coordination & Facilitation

# Experience Examples

- Chicago Regional Non-Motorized Plan
- Rockford Bicycle/Pedestrian Plan
- Chicago Regional Pedestrian Safety Initiative
- Chicago South Lakefront Non-motorized Access Study
- MnDOT Pedestrian/Bicycle Design Training
- FHWA & US Access Board Pedestrian Design Courses
- AASHTO Bicycle and Pedestrian Design Guides

# Experience at many scales

- Metropolitan (database creation)
- Sub-regional (Northwest Municipal Council Plan Update)
- Local (Village of Glenview Bicycle Plan)

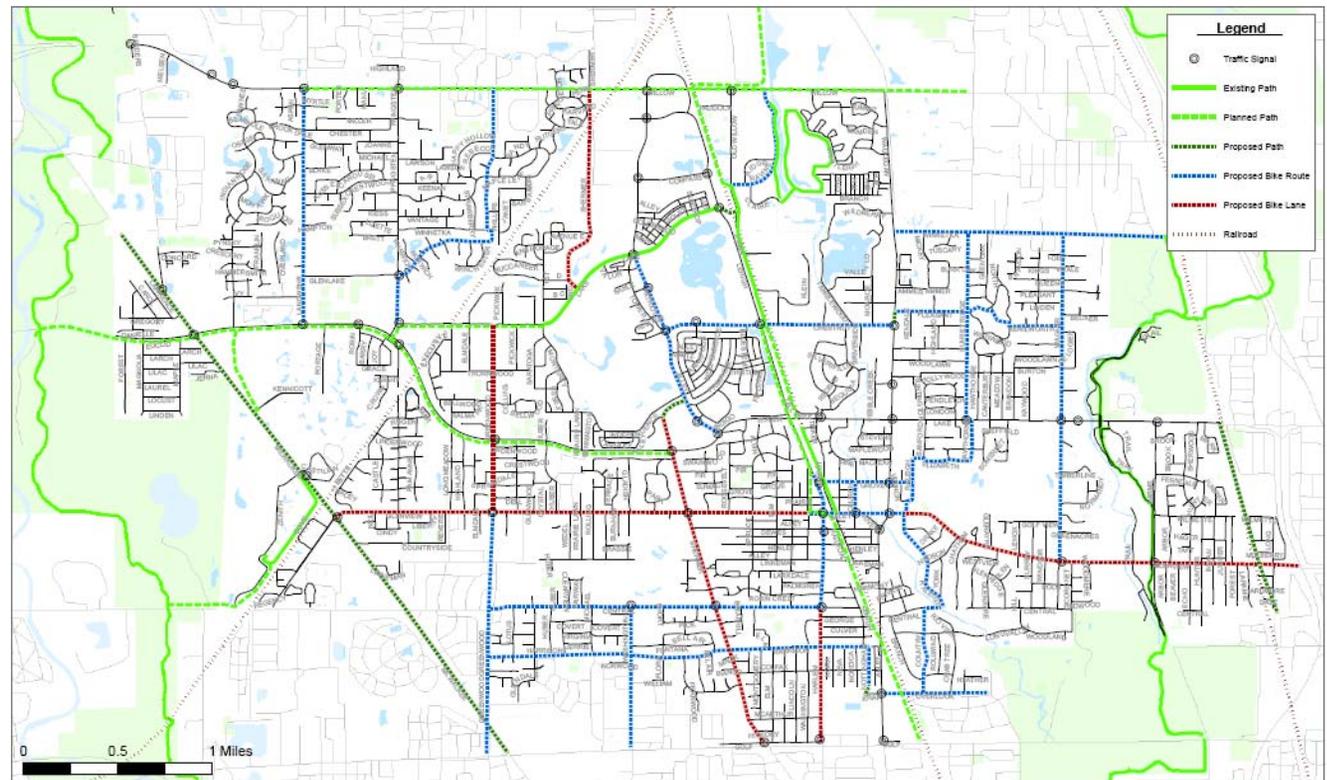


Figure 5.1 | Proposed Bikeway Facilities | Village of Glenview

# Experience Examples

## Local projects

- St. Louis Park Active Community Living: Sidewalks & Trails
- Minnesota Ballpark Streetscape and Pedestrian Plan
- Coordinated Street Furniture Program
- Mississippi Riverfront Revitalization Study
- The Minneapolis Public Library Strategic Plan
- Northside Community Leadership Team

# Where are We?

- Planning to date
  - Access Minneapolis – 10 year Transportation Action Plan
    - Street Design Guidelines
  - Comp Plan Update
  - Neighborhood Plans
  - Streetcar Feasibility Study
  - Street Furniture Guidelines
  - Regional Transit Initiatives

# Challenge: Demonstrate Mode Shift

- Minneapolis is Poster Child for the nation:
  - Non-motorized Transportation Pilot
    - “SAFETEA-LU establishes a new program, authorized at a total of \$100 million through 2009, to fund pilot projects to construct a network of non-motorized transportation infrastructure facilities in 4 designated communities\*. The purpose is *to demonstrate the extent to which walking and bicycling can represent a major portion of the transportation solution* in certain communities.” [Section1807]

\* Minneapolis, MN; Columbia, MO; Marin Co, CA & Sheboygan, WI

# Focus: Products

- Pedestrian Master Plan products:
  - Capital Improvement Priorities
    - Immediate (Spring '08)
    - Multi-Year
  - Pedestrian Design Guidelines
  - Funding and Implementation Strategies
- Incorporate & build on previous efforts

# Scope Tasks

Task 1: Refine the Objectives

Task 2: Identify and Document Existing Conditions, Plans & Practices

Task 3: Evaluate and Prioritize Capital Improvement Needs

Task 4: Develop Pedestrian Design Guide

Task 5: Develop Implementation and Funding Strategies

Task 6: Prepare Final Pedestrian Master Plan Report Design Guide

Task 7: Stakeholder and Public Involvement (*throughout*)

# Communication Plan

- Project Manager Craig Williams (TYLI), and Barry Warner (SRF) - lead contacts with the City of Minneapolis.
- SRF - available for immediate response.
- Majority of communication via email and Internet services
- Project collaboration website to ensure a central point of coordination
- Bi-weekly conference calls amongst the project team
- Monthly face-to-face technical staff meetings, and bi-monthly PAC meetings

# Public Outreach Plan

- Stakeholder Interviews
- Agency technical workshops
  - Present pedestrian design standards
  - Site visit of complex intersection
  - Small group implementation
- Community workshops
  - Brief pedestrian design presentation
  - Listing of pedestrian concerns
  - Identification of local pedestrian barriers
- Potential to devolve into self-leading neighborhood meetings
- Public Plan Presentation

# Schedule

## Section 8: TIMELINE

### Minneapolis Citywide Pedestrian Master Plan

Task	2007			2008								
	October	November	December	January	February	March	April	May	June	July	August	September
<b>1 Refine Objectives</b>			▲									
<b>2 Identify Existing Conditions and Practices</b>												
2A Identify Existing Conditions, Plans, and Outreach Efforts			▲									
2B Identify Existing Practices, Procedures, and Funding			▲									
<b>3 Evaluate and Prioritize Capital Improvement Needs</b>												
3A Develop Methodology				▲								
3B Evaluate and Prioritize Needs and Develop Capital Improvement Projects							▲					
3C Refine Improvement Projects and Develop High-Level Cost Estimates											▲	
<b>4 Develop Pedestrian Design Guide</b>												
4A Identify Design Elements			▲									
4B Recommend Best Practices for Design Elements							▲					
4C Develop Draft Pedestrian Design Guide											▲	
<b>5 Develop Implementation and Funding Strategies</b>												
5A Evaluate Existing Implementation and Funding Strategies					▲							
5B Identify New Funding and Implementation Opportunities							▲					
5C Develop Retrofit Implementation Strategies and Concept Designs							▲					
5D Develop Non-Infrastructure Strategies for Increasing Walking							▲					
5E Develop Draft Recommended Implementation and Funding Strategies											▲	
<b>6 Prepare Final Master Plan Report and Pedestrian Design Guide</b>												▲
<b>7 Stakeholder and Public Involvement</b>												
Stakeholder Discussions/Interviews												
Public Workshops			★				★				★	
PAC Workshops	★	★	★	★	★	★	★	★	★	★	★	★
Technical Staff Meetings	★	★	★	★	★	★	★	★	★	★	★	★



Work Task



Deliverable



Meeting

**Attachment A  
Schedule of Services**

**Task 1: Refine the objectives**

The contractor shall develop overall objectives for the Pedestrian Master Plan with the input of the Pedestrian Advisory Committee and Project Management Staff Team.

Deliverable	Deliverable Date
Revised Plan Objectives	December 2007
Solicit input from Pedestrian Advisory Committee and Project Management Staff Team	Nov-Dec 2007
Meetings and conference calls *	As needed

**Task 2: Identify and document existing conditions, plans and practices**

For the purpose of compiling and presenting a cohesive overview of pedestrian-related policies and procedures and the pedestrian environment, the contractor shall identify and document the following:

- recommendations and policy guidance for pedestrian improvements from existing city plans, including the Minneapolis Plan, Access Minneapolis Transportation Action Plan and relevant small area or neighborhood plans
- existing and future pedestrian demand, including population and employment, major employment centers and tourist destinations, transit stations and transfer locations, educational facilities, civic centers, libraries, hospitals, parks/open space and other demand
- existing pedestrian facilities and amenities, including sidewalks and sidewalk gaps, non-motorized paths/bridges/walkways, posted speed limits, average daily traffic, sidewalk widths on major streets, and other relevant pedestrian facilities
- existing promotion, outreach and education efforts for increasing walking
- pedestrian traffic crash history and patterns
- pedestrian public safety indicators

The contractor shall identify and document existing public policies, ordinances, standards, and practices related to the planning, design, maintenance, and funding of pedestrian facilities, including site plan review, capital improvement programming, street and intersection design and reconstruction, traffic laws and enforcement, accessibility guidelines, crosswalk and traffic signals, sidewalks, curb ramps, driveways, encroachment permitting, public utilities in sidewalks, snow removal, vegetation maintenance, street lighting, traffic crash reporting, construction on sidewalks, street vacations and intersection closures, skyways, wayfinding, traffic calming, school traffic safety, zoning code, and other relevant funding sources.

The City shall assist in providing the documents referenced above, including GIS base and reference files pertinent to this and other tasks as part of this contract..

Deliverable	Deliverable Date
Technical Memorandum of existing conditions, plans, and outreach efforts, opportunities for early implementation projects, and GIS maps to accompany technical memorandum	January 2008
Technical memorandum of existing practices, procedures, and funding	January 2008
Solicit input from key stakeholders and from the general public	As needed
Meetings and conference calls *	As needed

**Task 3: Evaluate and prioritize capital improvement needs**

The contractor shall develop and implement a methodology for evaluating and prioritizing pedestrian capital improvement needs for the next 20 years based upon an evaluation of facilities and amenities, pedestrian demand, safety, existing policies, community input, mode shift potential, cost-effectiveness, and ease of implementation.

Capital improvement priorities shall be developed for the immediate (2008-09), near term (years 1-5), mid term (years 6-10) and long term (years 11-20) phases. Cost estimates and prospective funding sources shall be developed for each project. Planning and operational steps required for construction of each type of facility will be summarized. Project logs containing a summary of project information shall be developed for major capital project priorities.

The contractor shall work with the Pedestrian Advisory Committee, Project Management Staff Team, agency stakeholders and the public in developing and refining the capital improvement priorities.

It is a priority that immediate capital improvement priorities be developed by February 2008 for potential submission in 2008 Non-Motorized Transportation Pilot Program funding applications.

Deliverable	Deliverable Date
Technical memorandum documenting the methodology for evaluating and prioritizing capital improvement needs	January 2008
Technical memorandum of immediate phase capital improvement projects	February 2008
Technical memorandum of capital project prioritization process, draft capital improvement project list with ranked values, and draft capital improvement project map	May 2008

Technical memorandum with revised capital improvement project list and map, high-level cost estimate and funding source summaries for capital improvement projects, planning and operations steps required for construction by project type, implementation plan with recommended project phasing priorities, and project logs for major capital improvement projects	August 2008
Solicit input from key stakeholders and from the general public	As needed
Meetings and conference calls *	As needed

**Task 4: Develop Pedestrian Design Guide**

The contractor shall develop a Pedestrian Design Guide which clearly communicates, through graphics and text, how a good pedestrian environment is designed. The Guide is intended to be used by a wide range of users involved in designing streets and sidewalks, developing properties, maintaining and upgrading pedestrian facilities, and improving pedestrian facilities citywide. The Guide will be a stand-alone document, containing design drawings, diagrams, and descriptions of appropriate applications for each design element. The Guide will recommend a sliding scale of improvements that can be implemented according to varying degrees of capital investment desired.

Design elements to be contained in the Guide will be based upon national standards and best practices, including, but not limited to:

- Policies for maintaining and improving pedestrian connectivity
- Visibility guidelines, street furniture placement, and landscaping
- Street corner design including curb cuts, bump-outs, and curb radii
- Crossing treatments including crosswalks, pedestrian countdown signals, push button signals, calculated walking speed, and available walk time
- Placement and design of pedestrian walkways, bridges, shared use paths, stairs, and ramps
- Site planning design guidelines that enhance pedestrian accessibility and comfort
- Guidelines for placement, scale, and frequency of wayfinding and regulatory signage
- Additional traffic control alterations including signal dwell phases, calculated walking speed, and signal offsets to provide uninterrupted pedestrian flow in high-traffic locations
- References, as appropriate, to key resource documents, such as AASHTO, Highway Capacity Manual, and the MUTCD.

The contractor shall work with the Pedestrian Advisory Committee, Project Management Staff Team, agency stakeholders and the public in developing and refining the Pedestrian Design Guide.

Deliverable	Deliverable Date
Technical memorandum of recommended design guide elements	January 2008
Technical memorandum documenting best practices for Pedestrian Design Guide elements and recommending policy changes with respect to pedestrian facility provision and maintenance	May 2008
Draft Pedestrian Design Guide	August 2008
Solicit input from key stakeholders and from the general public	As needed
Meetings and conference calls *	As needed

**Task 5: Develop Implementation and Funding Strategies**

The contractor shall evaluate and develop recommended implementation and funding strategies for pedestrian facilities and pedestrian activity. This task is intended to assist the City in developing practical and cost-effective strategies for achieving the desired pedestrian system and pedestrian activity as soon as possible. Specifically, the contractor shall:

- Evaluate existing funding and implementation strategies for maintaining, operating and improving the pedestrian system and recommend improvements to existing implementation and funding strategies.
- Identify new funding and implementation opportunities for pedestrian improvements, maintenance and operation.
- Develop strategies from national best practices for retrofitting the desired pedestrian facilities in the Pedestrian Design Guide into existing streets and sidewalks.
- Develop concept designs and high-level cost estimates for retrofitting streets and sidewalks at two (2) locations to be determined in coordination the Project Staff Team and Pedestrian Advisory Committee.
- Identify and recommend non-infrastructure strategies for increasing walking from national and international best practices, such as marketing, public outreach, special events, economic and work-based incentives, walking tours, street fairs and other events that promote walking in both warm and cold weather months.

The contractor shall work with the Pedestrian Advisory Committee, Project Management Staff Team, agency stakeholders and the public in developing and refining the implementation and funding strategies.

Deliverable	Deliverable Date
Technical memorandum documenting evaluation of existing funding and implementation strategies and recommended changes to those strategies	March 2008
Technical memorandum documenting potential new funding and implementation strategies	May 2008
Technical memorandum documenting best practices for retrofitting pedestrian improvements.	May 2008
Retrofit design strategies for 2 locations, including concept designs and high-level cost estimates	May 2008
Technical memorandum documenting best practices for non-infrastructure strategies for increasing walking	May 2008
Final technical memorandum recommending implementation and funding strategies based upon previous work and stakeholder and public input	August 2008
Solicit input from key stakeholders and from the general public	As needed
Meetings and conference calls *	As needed

**Task 6: Prepare Final Pedestrian Master Plan Report and Design Guide**

The contractor shall assemble the completed technical work and stakeholder and public input into a final Pedestrian Master Plan report which explicitly identifies needed capital improvements and policy changes to improve the walking environment and increase walking in the community.

The contractor shall revise the draft Pedestrian Design Guide based upon stakeholder and public input into a final Pedestrian Design Guide report which clearly communicates through graphics and text how a good pedestrian environment is designed.

Deliverable	Deliverable Date
Five (5) Printed copies and five (5) CDs of Pedestrian Master Plan final report	October 2008
Five (5) Printed copies and five (5) CDs of Final Pedestrian Design Guide	October 2008
Solicit input from key stakeholders and from the general public	As needed
Meetings and conference calls *	As needed

**Task 7: Stakeholder and public involvement**

The contractor shall engage the public and stakeholders within the City throughout each stage of the Pedestrian Master Plan process. The contractor shall organize, schedule, publicize, prepare presentation materials, and facilitate three (3) parallel public

workshops and technical workshops to review and seek input on technical memoranda and draft reports.

At the outset of the project, the contractor shall refine the public/stakeholder involvement strategy with the input of the Pedestrian Advisory Committee and Project Management Staff Team to include outreach strategies, communications tools, target audiences, public and technical workshop approaches, and timeline.

The contractor will also maintain a contact list of stakeholders and members of the public for email updates and provide deliverables in PDF format for posting on the city's website.

Deliverable	Deliverable Date
Technical memorandum outlining refined public/stakeholder involvement strategy	December 2007
Workshop presentation materials	January 2008
Public workshop	January 2008
Technical workshop	January 2008
Written summary of workshops	February 2008
Workshop presentation materials	May 2008
Public workshop	May 2008
Technical workshop	May 2008
Written summary of workshops	June 2008
Workshop presentation materials	September 2008
Public workshop	September 2008
Technical workshop	September 2008
Written summary of workshops	October 2008
Attend Pedestrian Advisory Committee meetings	Bi-monthly
Attend Project Management Staff Team meetings	monthly

- To provide the services outlined in this Attachment A, the Contractor agrees to meet with assigned City Staff and to participate in conference calls as needed.

SLT: PM07-25319/125041: Final – 11/28/07