

# I. Scope of Work

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## Problem Statement

In 2010, Clark County updated its Clark County, WA Bicycle and Pedestrian Master Plan (Plan). Now, the plan is seven (7) years old. It contains recommended prioritized network improvements for walkways, on-street bikeways, and regional pathway improvements. In 2015, Clark County and the City of Vancouver updated the cycling map. And in 2015, Clark County adopted a Parks, Recreation & Open Space Plan. Clark County's Transportation Improvement Program is annually updated. Many of the recommended prioritized network improvements have not been built. This update proposes to update the recommended prioritized network improvements with the documents mentioned above.

## Task 1: Project Initiation

Review goals and strategies, refine the scope and working objectives, identify available data, establish communication channels with other departments and agencies, review and list required elements and standards, discuss and refine the project goals and objectives, and approve the public outreach scope and schedule.



### Task 1 Products

- Final detailed scope, schedule, and budget
- **Working Paper #1: Project Goals, Objectives, & Standards**
- On-going quality control, in-house and client reviews

## Task 2: Public Involvement Plan

Clark County; cities (including Battle Ground, Camas, La Center, Ridgefield, Vancouver, and Washougal); agencies (including public safety officials, school districts, transit, and urban renewal districts); other transportation entities (including WashDOT); stakeholder committees; and the bicycling and walking public all have separate, yet interdependent goals for Clark County's bicycle and pedestrian system.

Many of the agencies, committees, and districts have specific goals and desires related to the performance of the bicycle and pedestrian network. Good facilitation and outreach will foster a spirit of cooperation among stakeholders and create a shared vision of bicycle corridor needs, standards, and goals for the non-motorized system in Clark County.

Community endorsement of the master plan is critical to the long-term success of the bicycle and pedestrian system and to the ability of governing agencies to implement the plan. We

have found that community leaders and local residents respond best to an outreach process that focuses on personal and consistent communications. We will do this in several ways:

### ***Task 2.1 Working Paper #2: Public Outreach Plan***

Develop a detailed plan for public involvement. The document will identify participants, dates, times, formats, and the purpose for each meeting. The document will be submitted for review and quality control.

### ***Task 2.2 Add Project to Website***

The web page will provide the public and interested stakeholders updated project information and contact information.

### ***Task 2.3 Agency Interviews***

Provide an interview instrument for the County staff to conduct interviews with the appropriate agencies/stakeholder groups regarding their needs, goals, and desires for the bicycle and pedestrian network and related facilities. The County will write the introductory, cover letter for the survey. The list of interviewees will be finalized at the kick-off meeting.

Possible interviews include:

- Clark County staff
- Battle Ground staff
- La Center staff
- Camas staff
- Ridgefield staff
- Vancouver staff
- Washougal staff
- Washougal School District
- Camas School District
- Evergreen School District
- Hockinson School District
- Vancouver School District
- Ridgefield School District
- La Center School District
- Green Mountain School District
- Battle Ground School District
- Clark County Transit (C-TRAN)
- Washington Department of Transportation (WSDOT)
- Bicycle advocates (Bicycle Transportation Alliance or Bike Alliance of Washington)
- Community Choices
- Volksmarch
- Vancouver-Clark Parks and Recreation

### ***Task 2.4 Public Workshops / Open Houses***

Create an initial press release/newspaper ad, website page launch/kickoff announcing the beginning of the update master plan process and inviting public participation. Hold a workshop to share the draft Plan prioritized network recommendations for local review and comment before they are finalized.

Clark County staff will prepare a meeting notice, display ad for placement in newspapers, and agenda for the meeting. Staff will prepare a meeting packet for distribution the workshop. Staff will prepare all visual presentations that could include storyboards and graphics, and PowerPoint presentations. Staff will facilitate the workshop meeting and record the discussions on flip charts. Staff will prepare summary notes of public meetings for the BPAC. In order to attempt to capture everyone's comments, participants will have the opportunity to fill out comment cards at each station.

Clark County will prepare the final display ad and pay for the placement of the ad in selected newspapers. Design and provide fact sheets.

### ***Task 2.5 Public Hearings***

Clark County staff will develop a professional PowerPoint presentation to be given in Public Hearings, during the draft and final draft stages of the process.

### ***Task 2.6 Stakeholder Database***

Utilize the existing bicycle and pedestrian email distribution list to send updates and provide new information. The entire facilitation and outreach process will be documented and presented in a summary report. The summary report will provide a highlight of each public information meeting, including the relevant points of discussion, as well as separate sections for each meeting that includes: (a) Intro: What/When/Where/Who, (b) Purpose of the Meeting, (c) Meeting Materials/Displays, (d) Meeting Outcomes: Number of Attendees, Summary of Public Comments, and (e) Appendix: Submitted comment forms.

This documentation will provide Clark County with a written record of coordination and outreach.



## Task 2 Products

- **Working Paper #2: Public Outreach Plan**
- Establish project website
- Stakeholder interview instrument
- Up to 2 advisory committee meetings with written summaries
- Public meeting notices, distribution and agendas; presentation materials
- Two public workshops with materials and documentation
- Stakeholder database

## **Task 3: Existing Document Review & Analysis**

### ***Task 3.1 Existing Document Collection***

Clark County will collect the relevant existing documents produced by the County, cities, parks & recreation agencies, and other public agencies for a review of existing facilities related to bicycling and walking. The purpose of this data collection is to facilitate the:

- Documentation of the prioritization methods and prioritized project lists of non-motorized facilities within Clark County
- Identification of the gaps within the planned and existing facilities for further exploration in Task 4

Documents to be reviewed include Comprehensive Plans, Transportation Plans, Parks & Trails Plans, and other documents from the various jurisdictions identified in the kick-off meeting.

### ***Task 3.2 Existing, Planned and Recommended Facilities Mapping***

Using the data collected in Task 3.1, Clark County will map (using GIS) the location of existing and planned non-motorized facilities throughout Clark County as identified in the various existing documents. These facilities include (but are not limited to): facilities shown on the existing bike map, all existing, planned, and recommended bicycle and pedestrian facilities identified in the documents collected in Task 3.1.

### ***Task 3.3 Revisit project Prioritization Documentation & Matrix***

Using the data collected in Task 3.1, document through text and a summary matrix that identifies the variety of project prioritization methods used in the different documents and jurisdictions. This will allow Clark County to identify the projects that consistently rate as high priority projects through a variety of prioritization methods.

### ***Task 3.4 Working Paper #3: Existing Document Review & Analysis***

Alta will provide the information gathered in Tasks 3.1-3.4 in one easy-to-read document that summarizes the existing, planned, and recommended facilities; and the project prioritization methods used by the various jurisdictions.

#### Task 3 Products



- Base maps of existing, proposed, and recommended bicycle and pedestrian facilities
- Material/maps/deliverables for project website in manageable file size
- **Working Paper#3: Existing Document Review & Analysis**

### **Task 4: Opportunities & Constraints / Existing Conditions & Deficiencies Analysis**

#### ***Task 4.1 Field Inventory***

Create a comprehensive field inventory of proposed trails and bikeways and potential linkages. We understand a key product of the background data collection is to identify deficiencies and barriers within the existing bicycle and pedestrian network based upon existing and planned roadway conditions.

Conduct field inventory at key locations, and provide additional identified locations to conduct a field inventory of existing and proposed bike and pedestrian facilities, utilizing GPS and photographing and recording conditions observed in the field. Compare field notes, photographs, and drawings with maps, aerial photos, and other documents to ensure that the base map accurately reflects existing conditions. Information to be potentially field surveyed and mapped:

- Existing and planned facilities, pathway segments, gaps, barriers; roadway traffic volume, collision data
- Proposed land uses & major developments; environmentally sensitive areas; ESA species
- Major destinations, access points, schools, parks, commercial centers, historic sites, museums, waterways
- Property ownership and easements; demographic data; bicycle support facilities

## ***Task 4.2 User Needs Survey***

Develop a survey (County reviews) to determine the community's general needs and concerns surrounding the bicycle and pedestrian needs within the community. Determine an agreed method for distribution of survey. Finally, surveys will be available to be placed in civic locations and in local bicycle shops and public spaces by County staff. This survey will ask specific questions such as how often do you/would you bike or walk, what are your chief concerns, and what types of improvements would you like to see. Clark County will summarize the results in Working Paper #4.

## ***Task 4.3 Opportunities & Constraints / Existing Conditions & Deficiencies Mapping***

Clark County will use input from the public process, the online website survey, field review, staff input, stakeholders and other sources to identify issues and opportunities and deficiencies to the existing recommended prioritized network in Clark County. Clark County will create a comprehensive, annotated map that documents the identified opportunities, constraints, and deficiencies. The existing County bike map will be used as the starting point for all mapping.

## ***Task 4.4 Working Paper #4: Opportunities & Constraints / Existing Conditions & Deficiencies Analysis***

Following the inventory task and the mapping exercises, Alta will prepare Working Paper #4 that summarizes and analyzes the information collected in Tasks 4.1-4.3. The report will include maps of pedestrian and bicyclist use areas, showing bikeways, sidewalks, walkways, and multipurpose pathways; patterns of land use and locations and types of attractors to pedestrian and bicycle travel; barriers to pedestrian and bicycle travel including barriers to disabled persons, present and future transit routes and stops.

### Task 4 Products



- Photo and GIS database of field inventory with annotated maps
- User Needs Survey for public distribution
- Opportunities & Constraints / Existing Conditions & Deficiencies Mapping with annotated maps
- **Working Paper#4: Opportunities & Constraints / Existing Conditions & Deficiencies Analysis**

## **Task 5: Project Criteria / Recommended Bicycle & Pedestrian Network**

### ***Task 5.1 Develop Project Evaluation Criteria***

The recommended programs and improvements will be ranked according to general planning criteria and submitted to the Advisory Committee for review and comment. A Decision Matrix will be used to attach weights to each criterion and determine which recommendations meet the highest number of criteria listed. These criteria will consist of those listed below and others developed with Clark County staff, the Bicycle and Pedestrian Advisory Committee and local agency representatives.

- Closure of critical gap or correction of a bottleneck in regional system
- Improvement or program that serves an immediate safety need
- Segment which will attract high usage
- Current availability and/or suitability of right-of-way
- Cost effectiveness
- Projected reduction in vehicle trips and vehicle miles traveled
- Integration into the existing regional bikeway system
- Interface with other modes
- Local political and community support

### ***Task 5.2 Review Identified Top 50 barriers to biking & walking in Clark County***

Based on public input, Advisory Committee input, and Clark County staff input, Alta will develop a list of the Top 50 barriers to biking and walking in Clark County. This list will be used as a basis for a prioritized list of intersection improvements.

### ***Task 5.3 Develop bicycle and pedestrian network for Clark County***

The existing conditions evaluation, agency interviews, and stakeholder meetings will lead to a comprehensive database of proposed bicycle and pedestrian improvements in Clark County. This list will include a variety of bikeways, sidewalk improvement projects, and other pedestrian capital improvement projects (e.g. streetscape or traffic calming). Particular emphasis will be given to bike routes and bike boulevards as a short-term implementation goal until bike lanes and pathways can be funded and developed. The bicycle and pedestrian network will be shown on maps and with a related project database (in Excel) with the appropriate project descriptions.

## ***Task 5.4 Working Paper #7: Project Criteria / Recommended Bicycle & Pedestrian Network***

Alta will use the information collected in previous tasks to develop Working Paper #7.



### Task 5 Products

- **Working Paper #5: Project Criteria / Recommended Bicycle & Pedestrian Network**

## **Task 6: Recommended Bicycle & Pedestrian Design Guidelines**

### ***Task 6.1 Working Paper #6: Clark County Bicycle & Pedestrian Design Guidelines***

Alta will develop a matrix outlining best practices related to bicycle and pedestrian facility standards and related facilities (signage, striping, etc) and design guidelines for development into actual standards and guidelines by Clark County staff.



### Task 6 Products

- **Working Paper #6: Clark County Bicycle & Pedestrian Design Guidelines**

## **Task 7: Education & Outreach Strategies**

### ***Task 7.1 Education & Outreach Strategies***

Alta will develop education and outreach strategies for bicyclists and drivers. These strategies include (but are not limited to): mailings, display brochures, a website focused on road safety, a bicycle-related blog, a District Share the Road campaign, and additional methods that will be developed in consultation with Clark County.



### Task 7 Products

- **Working Paper#9: Education and Outreach Strategies**

Task 7: Draft Clark *recommended prioritized network and design guidelines*.

***Task 7.1 Draft Clark County recommended prioritized network and design guidelines.***

Based on the tasks above, Alta will prepare a Bikeway and Pedestrian Master Plan Update for Clark County. Alta will submit three copies of the Administrative Draft Plan No. 1 for review by Clark County. The bicycle sections of the plan will be focused on the on-road segments throughout the entire county, while the pedestrian sections of the plan will be focused on those areas around elementary and middle schools and major pedestrian generators, to maximize the impact of an improved pedestrian system in Clark County. The organization of the Draft Plan will be decided upon through discussions between Clark County staff and Alta, however a general outline to start the discussion is provided here.

1. Existing Conditions / Opportunities & Constraints
  - a. Pedestrians
  - b. Bicyclists
2. Needs Analysis
  - a. Pedestrians
  - b. Bicyclists
3. Recommended Prioritized Network
  - a. Pedestrians
  - b. Bicyclists
4. Safety, Security, and Maintenance
5. Design Guidelines

Each major section (numbered above) will have a sub-section devoted to pedestrians and a sub-section devoted to bicyclists (where the delineation is necessary). It will read as one document organized by Section, but it would also be possible to separate the sub-sections at a future date and organize by mode if desired.

	<p><b><u>Task 7 Deliverables:</u></b></p> <ul style="list-style-type: none"><li>• Three draft Plans printed for Clark County staff review</li><li>• Five draft Plans printed for Clark County, stakeholders, advisory committee review</li><li>• One electronic copy</li><li>• Present draft Plan before a group of community organizations and Technical Advisory Committee</li></ul>
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Task 8: Final ***Recommended prioritized network and design guidelines.***

We assume that all staff, committee, and other reviewer comments will be compiled by Clark County staff and provided to Alta after each of the draft stages. Alta will address the Draft comments and incorporate them into the Final Clark County Bikeway and Pedestrian Master Plan. We will submit one electronic version of the Administrative Draft Final Plan to Clark County staff for review to ensure that all comments have been addressed. Upon approval, Alta will produce ten (10) bound copies, one reproducible unbound copy, and one electronic (MS Word) version of the Final Clark County Bikeway and Pedestrian Master Plan.

	<p><u>Task 8 Deliverables:</u></p> <ul style="list-style-type: none"><li>• One electronic version of Final Administrative Draft</li><li>• Ten (10) bound copies, one reproducible unbound copy, and one electronic (MS Word) version of the Final Clark County Bikeway and Pedestrian Master Plan</li><li>• All files (Word, Illustrator, Photoshop, GIS, etc) electronically</li></ul>
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