

San Mateo Countywide Comprehensive Bicycle and Pedestrian Plan Update

Draft Scope

Task 1: Project Administration

C/CAG will manage and administer the project and Consultant. C/CAG and the Consultant will hold a kick-off meeting to discuss the project scope, schedule, and budget as well as roles and responsibilities.

Deliverables:

- Project kick-off meeting at the start of the grant
- Invoicing and quarterly reporting to Caltrans

Task 2: Consultant Procurement

C/CAG will develop a Request for Proposals (RFP) for the Consultant's scope of work. C/CAG will follow all necessary procedures and protocols for the RFP development and consultant selection.

The Consultant will manage the project according to the executed contract between C/CAG and the Consultant. C/CAG and the Consultant will hold regular status meetings.

Deliverables:

- Request for Proposal (RFP)
- Executed contract between Consultant and C/CAG
- Meeting agendas and notes for bi-weekly check-in calls

Task 3: Innovative Sidewalk Data Procurement

In evaluating existing conditions, data collection for sidewalk inventory will be gathered through innovative methods, such as drones and AI. C/CAG hopes to partner with a vendor to utilize large scale datasets such as Google Maps and AI technology to create a detailed map of sidewalk data and assets. This sidewalk condition data will be collected and used to address accessibility and gaps in the network. The data will then be summarized in a format compatible with GIS. The Consultant will utilize the findings in the following task.

Deliverables:

- Sidewalk data inventory

Task 4: Existing Conditions

In this task, the Consultant will conduct a literature review, and create a plan review matrix to provide an easily understandable map and analysis of issues and constraints.

Literature Review and Plan Review Matrix

The Consultant will review the current Plan as well as other County and regional plans. The

Consultant will also review existing plans of cities within the county and the current state of the industry regarding Active Transportation Plans (ATPs) from the Institute of Transportation Engineers (ITE), American Planning Association (APA), and other known sources. Examples of best practices may include safety and Vision Zero, economic development, network completeness, facilities for all ages and abilities, project delivery, maintenance practice and other themes.

The Consultant will integrate results and input collected from online engagement as well as an analysis of other existing planning documents, San Mateo County Transportation Plan 2040, Caltrans District 4 Bicycle Plan, 2021 Pedestrian and Bicycle Plan, and other corridor-scale efforts. The Consultant will summarize plans and policies by key themes identified.

The Consultant will develop creative ways to engage jurisdictions to provide relevant policies or other languages from their plan that relate to identified themes. Online engagement with the jurisdictions will be coordinated to help C/CAG's partners understand the purpose and goals of the Plan. This will also help maintain connections to ensure existing and proposed networks are captured and be integrated into a consolidated active transportation database for San Mateo County.

Level of Traffic Stress (LTS) methodology was developed in 2012 and evaluates the discomfort that people feel when riding a bicycle on roadway segments. LTS is calculated based on the existing bicycle facility type, traffic speed and volume, and street configuration. The Consultant will identify locations to enhance the bicycle network incorporating this methodology.

Existing Conditions

The Consultant will create an inventory of existing bicycle and pedestrian infrastructure. The sidewalk data received through the innovative collection methods will be documented and analyzed. It will lay the foundation for local partners to identify gaps or inadequacies in the pedestrian infrastructure. This will be used to generate maps identifying gaps and potential locations of new active transportation infrastructure.

Outreach activities will support identifying key locations where pedestrian, bicycle, and e-bikes access are most important to the community, potentially including transit stops, schools, first-/last mile, and physical barriers. These are also referred to as spot and linear barriers.

The existing conditions mapping will help define areas that lack bicycle and pedestrian infrastructure. The existing conditions maps will be used in conjunction with the equity-focused areas to ensure the needs of low-income communities are addressed.

Network inventory will be collected and provided in a GIS-compatible database.

Deliverables:

- Existing Conditions Analysis Memorandum
- Matrix summarizing member agencies' existing bicycle and pedestrian plans and policies
- Network gap analysis and Network inventory in GIS

Task 5: Outreach

The purpose of Task 5 is to provide broad, meaningful engagement opportunities for San Mateo County community members.

Bicycle and Pedestrian Advisory Committee and Technical Advisory Group

The C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) will be an important project partner both in soliciting input on the Plan's recommendations and spreading the word to other stakeholders. The Consultant's team will attend eleven virtual or in-person BPAC meetings throughout the duration of the project. The Consultant's team will develop an agenda, slide presentation (as needed), and meeting notes for each meeting.

C/CAG and the Consultant will form a Technical Advisory Group (TAG), comprised of a variety of technical active transportation specialists throughout San Mateo County and region at large. This group will provide technical critique and advice throughout the Plan update. It is anticipated that the Consultant's team will hold eleven TAG meetings throughout the duration of the project, as detailed below.

Meeting 1 – The purpose of Meeting 1 will be to discuss the equity-focused criteria. The Consultant's team will present preliminary equity criteria based on prior plans and discussions.

Meeting 2 – Meeting 2 will finalize the equity-focused criteria. The Consultant's team will present a map based on the metrics at the next meeting. The committee members and technical advisors will offer advice on whether the underserved areas identified using the evaluation factors provide an accurate representation of the community. This meeting will also be used to determine gap analysis criteria.

Meeting 3 – Meeting 3 will focus on the approach to outreach for all communities, but specifically the communities of concern. The Consultant's team will present draft outreach materials and discuss timing of outreach events.

Meeting 4 – Meeting 4 will discuss the draft matrix of Existing Bicycle and Pedestrian Plans and Policies. BPAC and TAG will advise the Consultant's team on any changes or improvements they would like to see to these plans.

Meeting 5 – Meeting 5 will review the draft Existing Conditions Memorandum to ensure it accurately represents the county.

Meeting 6 – Meeting 6 will be an interactive discussion to develop a vision for the Plan and reach consensus on goals and objectives. The Consultant's team will also engage the stakeholders to understand their overall needs for the Plan.

Meeting 7 – Meeting 7 will review the Draft Network Gap Identification Memorandum and Maps. The draft documents will be shared with the committee members and advisors in advance.

Meeting 8 – Meeting 8 will engage the stakeholders to determine the project prioritization

factors, which may include elements such as location of disadvantaged communities, safety criteria, and pedestrian/bicycle volumes.

Meeting 9 – Meeting 9 will be a follow up to the prioritization factors meeting, allowing time for the Consultant's team to revise the initial set and get more feedback.

Meeting 10 – Meeting 10 will review the Draft Prioritization Memorandum and Project List. This will be after the committee members and advisors have had a chance to review the initial draft.

Meeting 11 – The final meeting will be held to go over the Draft Plan document from Task 10. BPAC and TAG will be able to provide any final feedback before the Final Plan is completed and presented to C/CAG's Board and Committees.

Community Outreach

Providing a range of engagement opportunities helps to balance the goals of reaching large numbers of people and soliciting truly meaningful feedback on network and program recommendations. The Consultant will hold up to seven virtual outreach events, and recommends the events occur after the network development phase is completed to better understand the priorities of San Mateo County stakeholders. The public engagement will focus on reviewing the draft bicycle networks, pedestrian project lists, and equity focus areas along with providing input on project prioritization criteria. The Consultant will conduct four one-hour virtual stakeholder events with existing community-based organizations, advocacy groups, or other interested organizations and three virtual public workshop presentations. Both groups will have an opportunity to provide ideas for the Needs, Vision, Goals, and Objective Memorandum. The following meeting with each group will be to review the gap identification memorandum and discuss prioritization factors. The final stakeholder meeting will be to review the draft Plan and receive any last feedback.

The Consultant will present to the C/CAG Board of Directors up to two times to share a project update. The Consultant will also present up to two times to the C/CAG Technical Advisory Committee (TAC), Congestion Management and Environmental Quality Committee (CMEQ), and Bicycle and Pedestrian Advisory Committee (BPAC). For each meeting, the Consultant's team will develop a slide presentation with one round of revisions by C/CAG staff.

Online Engagement

Online engagements will be conducted using a variety of engaging tools through a project website, providing a convenient means for community members to participate in this planning effort. The project website can be used to promote outreach and education materials, share project documents, and announce events such as pop-up events and workshops. The online mapping tool can be adapted to be a public-facing utility if desired. The Consultant will develop a project fact sheet and a web map where members of the public may input comments on the identified gaps, prioritized projects, and potential e-bike connector routes.

Deliverables:

- Materials for up to eleven BPAC and TAG meetings
- Summaries for each BPAC/TAG meeting

- Attendance and materials for four virtual/in person stakeholder meetings and three virtual/in-person public workshop presentations
- Presentations and materials for up to five C/CAG Board and Committee meetings
- Summaries of each outreach event, project website, and summary of online engagement
- Prioritization voting web map
- Project fact sheet

Task 6: Needs, Vision, Goals, and Objectives

The Consultant's team will compose a memorandum that defines the vision, goals, and objectives for the Plan using input from the stakeholders, the existing conditions, and needs from the community and other regional plans. The team will meet with the TAG and BPAC to gain insight into what is most important to the community. It is suspected that one of these priorities will be to connect the coast and bay side of the community. After a draft Needs, Vision, Goals and Objectives Memo is developed, the TAG and BPAC will provide feedback and the Consultant will address one round of comments.

Deliverables:

- Draft and Final Needs, Vision, Goals, and Objectives memo

Task 7: Gap Analysis and Project Prioritization

The Consultant's team will use the results of previous tasks to identify gaps in active transportation infrastructure and determine criteria to prioritize projects. The gap analysis will determine where active transportation infrastructure can connect population centers and disadvantaged communities. It will also identify safety challenges that need to be addressed in the Plan. The Consultant will identify network gaps and produce maps for input and comments from public outreach. The maps and information collected from e-bike analysis and the sidewalk data will be incorporated into the draft network gap identification memorandum. Gaps in connectivity between the coastal and bay side will also be identified. Comments will be solicited from the TAG, BPAG, and the public to complete the final network gap identification memo.

Deliverables:

- Draft and Final Network Gap Identification Memorandum
- Draft and Final Network Gap Maps

Task 8: E-Bike Strategy

The Consultant will create an innovative e-bike strategy using public outreach described in previous tasks. The e-bike strategy will identify metrics for determining e-bike priority routes. The priority will be to eliminate congestion in the recreational coastal areas and addressing connectivity between the bay and the coast.

The team will also determine where charging stations should be implemented. The e-bike

strategy will determine if users need to pay for use of these charging stations. The Consultant will also investigate the use of solar power or locations for power source for the charging infrastructure.

The Consultant's team will identify metrics for identifying e-bike priority routes. These metrics will include feasibility, input from the community, locations for connecting the coast and bay side, and routes used for commuting. Using these metrics, the team will develop a prioritized project list specific to e-bikes based on the Countywide Bicycle Network. The metrics will be applied to existing and proposed bicycle routes to determine e-bike priority routes. This list will be included in the E-Bicycle Strategy and Projects Memorandum. The Consultant will identify where this can be done based on roadway width, grade, and other safety factors. The team will then create a list of possible e-bike routes for review by the TAG and BPAC.

This Plan will incorporate the information gathered in Task 5. The e-bike strategy will provide specific recommendations for charging locations, preliminary path locations, and assessment of feasibility of e-bike locations for grades, accessibility, and connectivity.

Deliverables:

- E-Bike Project List
- Draft and Final E-Bicycle Strategy and Projects Memorandum

Task 9: Final Plan Update - Pathways Forward: An Inclusive Bike and Pedestrian Plan Update

The Consultant will utilize the previous tasks to develop the ATP. The team will develop a prioritized project list based on the gap analysis. The Consultant's team will meet with BPAC and TAG to discuss any and all factors to prioritize projects. The community will also have an opportunity to workshop and provide feedback on these factors. The team will develop a prioritization memorandum that outlines prioritization process, reviews common local and regional grant funding criteria and recommends appropriate weightings. The Consultant will perform a cost-benefit analysis.

The memorandum and the prioritization project list will be revised once based on a consolidated set of comments from C/CAG staff and once based on consolidated set of comments from BPAC and Technical Advisory Group. These groups will provide technical critique and advice throughout ATP development.

Cost Estimate

The Consultant will provide updated unit cost estimates that reflect the current construction environment for active transportation facilities.

Design Toolkit

The Consultant will develop a design toolkit that recommends appropriate pedestrian and bicycle facility types and design elements based on the land use and operating characteristics while also maintaining the aesthetics of each jurisdiction with San Mateo County. A design toolkit will be a guide to all the countermeasures and improvements proposed as part of the plan. Each item presented in the toolkit will have base level cost estimates developed, which will then inform the cost estimate spreadsheet hosting each of the proposed projects.

Plan Document

The Consultant will use key findings from previous tasks to develop a comprehensive Draft Countywide Active Transportation Plan. The prioritization memorandum, prioritized project list and ranking, design toolkit, and cost estimates will then be incorporated into the draft plan document. C/CAG will solicit comments from the BPAG, TAG, and public. These comments will then be incorporated into the final plan document.

Deliverables:

- Updated Bike and Pedestrian Project List
- Prioritization Memorandum
- Prioritization Project List and Ranking
- Updated Online Map
- Updated Cost Estimate Spreadsheet
- Design Toolkit
- Draft and Final Plan Document

Draft Schedule

- January 2025: Project kick-off and consultant procurement
- January 2025: Begin outreach
- Spring 2025: Innovative sidewalk data procurement
- Fall 2025/Winter 2026:
 - o Existing conditions
 - o Needs, Vision, Goals, and Objectives
 - o Gap Analysis
 - o E-Bike Strategy
- 2026: Final Plan Update

Draft Cost Estimate

The estimated cost for this Plan update is \$720,000.