Bike & Pedestrian Project Scoping
Exhibit A
Scope of Work

Contractor will review projects and capture the pre-scope of work items for future bicycle and pedestrian enhancements. This contractor will provide non-motorized scoping assistance and recommendations on projects throughout the state with the exception of the MnDOT Metro District. This consists of reviewing and prioritizing project lists, conducting background research, arranging transportation logistics for the site visit, conducting a field walk of the project, identifying potential non-motorized transportation facilities, and preparing a report documenting recommended non-motorized facilities for consideration within project scoping. The project is primarily a field work assignment, to meet with State District staff and project managers on site to determine best practices for integrating bicycle and pedestrian planning, design, safety enhancements, and engineering into future projects. This project will be for 2 years.

This scope of services addresses the tasks required to complete a year of activities related to the project reviews.

1. **Project Management**
   1.1 Occurs throughout each task, covering the 12-month repeating schedule
   1.2 Weekly check-in meetings related to Minnesota construction and maintenance projects
   1.3 Coordination of State field walk meetings between Central Office (CO) and District offices for the purpose of addressing scope and funding for bicycle and pedestrian projects. Coordinate with Americans with Disability Act (ADA) staff at State CO for joining ADA field walks.
   1.4 Project schedule for bicycle and pedestrian contract activities
   1.5 Document templates for meeting minutes and agendas
   1.6 Quality Assurance/ Quality Control (QA/QC)

**Deliverables:**
- Monthly invoices and progress report

2. **Pre-Field Work:**
The purpose of this task is to plan pre-scoping field walks. Project selection will be done jointly with District staff, State project manager, and applicable statewide scoping tools. State Project Manager will provide overall guidance and help plan for field work assignments and locations. Contractor will:
   2.1 Coordinate with State staff and begin communication with ADA, District staff, and various CO functions.
   2.2 Identify field walk locations, priority issues, detours, origins and destinations, and context. Identify issues related to existing planning documents (i.e. Safety plan, Comp plans, Bike plans, ITS, Safe Routes to School, etc.)
   2.3 Work with district planners, traffic engineers, and project managers to understand any community involvement that has occurred or been scheduled.
   2.4 Create a document template for post field-review reports
   2.5 Create materials and notes for use during field reviews.

**Deliverables:**
- Standard template for recording field work for each District project, to provide content in the Project Review Memorandums
- Electronic version of schedule, updates as needed
• Travel plan
• Field review notes and materials

3. Field Work:
The purpose of this task is to provide communication between State staff and District managers and engineers about project-specific recommendations to incorporate bicycle and pedestrian needs into project pre-scoping phase. State will provide contact information of project staff at each District office or community outside of the Metro District area. The State Project Manager will approve the overall field work plan.

Plan reviews will consist of reviewing project documents and conceptual plans and drawings. Plan reviews can occur as over the shoulder reviews with State or District staff. The intent of the plan review is to provide recommendations and advise on best practices as related to incorporating bicycle and pedestrian planning and engineering into future design and construction projects.

3.1 Meet with District project staff, related to bicycle and pedestrian projects to prioritize solutions
3.2 Meet with Project Management staff, related to bicycle and pedestrian projects
3.3 Conduct field visits during the April to September timeframe to determine traffic conditions, best practices, concept level design recommendations. 30 field walks per year are planned.
3.4 Review intersection crossing locations, intersection improvements, turn lanes, reduction in conflicts between vehicles and pedestrians, etc.
3.5 Propose low-cost, high-impact improvements to improve the safety of people walking and biking both along and across trunk highways.
3.6 Propose non-motorized facilities consistent with a complete network while highlighting facilities within corridor. This may include documenting improvements to facilitate the network off the trunk highway system.
3.7 Plan review memorandums for all field walks should be completed and delivered to District project staff prior to November 1.

Deliverables:
• Field walks
• Plan Review Memorandums

4. Post-Field Work:
Contractor will:
4.1 Continue coordination with State staff and District and project management staff
4.2 Complete additional meetings at District offices and communities outside Metro District as requested
4.3 Create project tracking spreadsheet
4.4 Work with project managers/district staff remotely on project scope to align with comprehensive planning
4.5 Create a framework for public engagement on these proposals to be conducted by district and project management staff. Create education and engagement tools to help district staff facilitate conversation with local partners regarding the benefits of non-motorized networks and transportation and positive benefits recognized by including high quality
non-motorized facilities.

4.6 Provide draft completion of the MnDOT Complete Streets Scoping documents. Documents to be provided by MnDOT and completed by contractor for each project included in contract.

4.7 Provide scoping recommendations and project review on projects that don’t receive a field walk. An additional 10 projects in addition to field walks are anticipated per year.

**Deliverables:**
- Draft Post-Field Work Memorandum (Recommendation/Implementation Tracking)
- Non-Motorized Scoping Recommendations Project Memorandum
- Continued Plan Review Memorandums (Desk Reviews)

5. **Establish Bicycle and Pedestrian Scoping Assistance Program:**

Contractor will:

5.1 Debrief State staff at Central Office or Waters Edge on Bicycle and Pedestrian Scoping Assistance Program

5.2 Provide a framework to repeat or expand the Bicycle and Pedestrian Scoping Assistance Program in future years

5.3 Create process documents for a future program, analyzing staff needs for following years

5.4 Create guidance document that discusses how these field walks are conducted, and lessons learned. Provide onsite review of these guidance documents to district staff’s at up to 6 locations.

5.5 Complete updates to the Post-Field Work Memorandum

**Deliverable:**
- Process/Guidance Document
- Final Bicycle and Pedestrian Coordination Memorandum (Annual Summary)

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