

### **Request for Qualifications**

The Jackson County Board of Supervisors will accept sealed proposals from qualified firms to provide professional services for the development of a County-Wide Bicycle and Pedestrian Master Plan. The proposed planning area includes the incorporated cities of Moss Point, Pascagoula, Gautier, and Ocean Springs as well as the urbanized unincorporated areas within Jackson County. The county received Surface Transportation Program funding from the Gulf Coast Metropolitan Planning Organization. The plan shall be delivered within an estimated budget of \$100,000.

The goal of the plan is to develop an action oriented planning document for a network of bicycle, pedestrian, and trails facilities that will provide clear priorities, tools, programs, and policies for city/county professionals to use when transforming the county into a safe bicycle and pedestrian friendly community. The proposal should include the following key elements:

- Identify Project Goals and Objectives
- Identify Existing Deficiencies and Future Needs
- Evaluate and Prioritize Capital Improvement Needs
- Develop Bicycle and Pedestrian Design Guide
- Develop Funding Strategies
- Public Input and Public Outreach
- Prepare Final Master Plan Report and Presentation

A Tentative Scope of Services is available for review on the county's website.

The proposal must include: 1.) Qualifications-List of qualifications of each staff person to be assigned to the plan; 2.) Experience-information regarding the experience of the firm. This should include types of bicycle, pedestrian, & trails plans and any undertaken in similar type of regional environments and at least 3 references; 3.) Capacity for Performance-Identify the staff by title who are available to provide services within a timely manner. All proposals will be rated based on the following description and maximum points: Qualifications-40 points; Experience-40 points; and Capacity to Perform-20 points. The Jackson County Board of Supervisors reserves the right to reject any or all proposals and to waive any irregularities in the proposal process.

Questions regarding the Plan proposal should be submitted to Brian Fulton, County Administrator, at [brian\\_fulton@co.jackson.ms.us](mailto:brian_fulton@co.jackson.ms.us). Proposals, an original, six hard copies and an electronic copy, should be submitted, sealed and deposited to the Jackson County Board of Supervisors Attn: Brian Fulton at the Jackson County General Services Building, 2915 Canty Street Suite H or P.O. Box 998, Pascagoula, MS 39568, on or before January 17, 2017, at 1:00 P.M. Proposals received after 1:00 P.M. will not be considered. All proposals will be taken under advisement and an appointed Consultant Selection Committee will evaluate and rate the proposals.

# **Jackson County Bicycle, Pedestrian, and Trails Master Plan**

## **TENTATIVE SCOPE OF SERVICES**

### **PHASE 1 – Identify Project Goals and Community Goals and Objectives**

#### **Task 1A Project Goals**

The purpose of the Jackson County Pathways Master Plan is to develop the first county-wide plan for a network of bicycle, pedestrian, and trails facilities that will provide clear priorities, tools and programs to transform the county into a safe bicycle and pedestrian friendly community.

The actionable Plan will provide guidance for all jurisdictions including the county and cities of Ocean Springs, Pascagoula, Moss Point, and Gautier regarding improvement to the pathway environments, facilities and policy recommendations aimed at improved accommodations for bicycle and pedestrian modes of transportation.

The ultimate goal is to provide a holistic master plan for a multiple-year time horizon, that can be used by transportation, public works and community development professionals when decisions are being made regarding funding various transportation projects. Specifically, the plan should include the following key elements:

- Identify the types of bicycle and pedestrian environment and travel patterns the county area presently has in place.
- Determine specific levels of interests for facility improvements and identify the greatest needs and primary routes for physical improvements over the short, medium, and long-term, and how these needs can be funded.
- Provide details of the specific challenges, constraints, needs and opportunities in the Jackson County area.
- Detail the most effective short-term strategies for increasing walking and biking within the community and improving the pedestrian and bicycling environment.
- Incorporate visualization tools during public involvement process and in the final drafts to help the public and local officials to picture the improvement concepts.
- Identify and incorporate potential linkages, as appropriate, such as existing and future roadways, pathways, trails, linear parks, open spaces, utility easements, drainage easements and drainage ditches
- Develop a Pathways (bike, pedestrian, trail, blueways) Suitability Map
- Identify a good pathway (bicycle, pedestrian, trails, blueways) system, how it's designed and maintained (with flexibility based on opportunities).
- Establish priorities for facility improvements, focusing on a regional primary network to serve as the backbone and secondary network that represents all other collectors and arterials.
- Identify 5 signature demonstration projects one in each local government that could be implemented in the short term.
- Address bicycle and pedestrian safety

- Address economic and health benefits
- Provide numerous policy recommendations and best practices to improve bicycle and pedestrian conditions throughout the county relative to safety, promotion of events to complete street principles, regulatory and design standard consistency, performance measures, and coordination of jurisdictions and department responsibilities.

### **Task 1B Identify Community Goals and Objectives**

Define the needs of pathway modes of transportation, with special emphasis to include the public/private school systems, public facilities such as the library and City parks, other important destination points in our community. The consultant will be expected to solicit input on objectives, needs and opportunities, improvement options, and recommendations from key stakeholders and from the general public.

## **PHASE II – Identify Existing Deficiencies and Future Needs**

Identify the area's current and future pathways transportation needs including regional connections or linkages to neighboring counties and to the Alabama state line based on roadway configuration (design) and future socioeconomic data, land use and travel patterns and identify primary routes for improvements.

**Task 2A Incorporate Existing Plans:** The consultant shall incorporate recommendations from existing plans as policy guidance for pathway improvements.

**Task 2B Future Needs:** The consultant shall assess existing and future bike and pedestrian demand based upon existing data such as: population and employment; planned developments; location of major transit stops and transfer locations; and location of pedestrian generators, such as low to mod income neighborhoods/multifamily complexes, schools, community colleges, universities, libraries, parks and open spaces, community centers, sporting venues, tourist destinations, hospitals, recreational trails and other pedestrian activity centers.

## **PHASE III – Evaluate and Prioritize Capital Improvement Needs**

### **Task 3A Evaluate and Prioritize Needs and Develop Capital Improvement Projects**

The consultant shall evaluate, prioritize, and document pathways facility needs, and develop a prioritized plan of short, medium, and long-range capital improvement projects (on a per-jurisdiction basis).

## **PHASE IV: Develop Bike and Pedestrian Design Guide**

The Pathway Design Guide inclusive of sidewalk and intersection design guidelines is expected to clearly communicate how a good pathway environment is designed. It will be used to guide pathway improvements as opportunities arise through street reconstruction, property development, and other maintenance and improvement activities. The guide will incorporate

Federal, State, and Local (municipally-desired) design criteria. The consultant will incorporate Americans with Disabilities Act (ADA) Accessibility Guidelines (ADAAG) into the design guide.

**Task 4A Identify Design Elements:** The consultant shall recommend the elements to be included in the Pathway Design Guide. The elements to be included should reflect the range of conditions and needs in Jackson County area while keeping in mind a design consistency regards to design elements, signage, etc. across jurisdictional lines.

**Task 4B Develop Typical Cross Sections**

Keeping in mind a context sensitive approach, the consultant shall develop typical cross sections for various roadway right-of-way widths for those roadways identified through the master planning effort containing pedestrian or bicycle accommodations.

**Task 4C Review of Development Regulations**

The consultant will describe ideal methodologies, implementation strategies, and suggested potential improvements to development regulations and applicable ordinances as they apply to new pathway infrastructure. The consultant will review ordinances and development regulations of all county jurisdictions. The consultant will provide recommended guidelines for improvement to existing ordinance(s) and successful implementation strategies. The consultant will provide Complete Streets guidance/template to be used by the local jurisdictions to consider within their own development and adoption process.

**Phase V: - Develop Funding Strategies**

Prepare an implementation plan based on the project alternatives selected during the study.

**Task 5A Evaluate Existing Funding Strategies**

The consultant shall evaluate existing funding strategies for maintaining, operating and improving the pathway system and recommend improvements to existing implementation and funding strategies by comparing to peer cities to determine best-practices.

**Task 5B Identify New Funding Opportunities**

In addition to the existing funding strategies identified in Task 5A, the consultant shall identify potential new funding opportunities for pathway improvements, maintenance and operation.

**Task 5C Develop Retrofit Implementation Strategies and Concept Designs**

It is anticipated that in order to make needed improvements to the pathway environment, the local jurisdictions will need to implement more pathway improvements by retrofitting existing streets and sidewalks. The consultant shall prepare best practice examples on design and implementation strategies for retrofitting and/or phasing improvements, such as curb extensions, sidewalks, and widening. Inclusion of best practices which incorporate storm water management improvements with pathway improvements is desirable. In addition, the consultant shall develop conceptual designs and implementation strategies for retrofitting pathway improvements for various typical sections, including cost estimates in present-year dollars. This

task includes the creation of guidelines for maintaining and improving the connectivity of the pathway system, including when gaps should be filled.

#### **Task 5D Develop Non-Infrastructure Strategies for Increasing Walking and Biking**

The consultant should identify best practices nationally and internationally on changing travel behavior to increase the number of people walking and biking and increase the frequency of such trips through outreach, education, and special events. Examples could include biking and walking tours, health-based programs, or programmed events to create bike and pedestrian oriented street activity or public spaces. A special focus on opportunities for public education and sharing the roadway with bicycle traffic is emphasized. Other options to be investigated include a review of roadway speed limits as it relates to bicycling based on best management practices.

#### **Task 5E Develop Draft Recommended Implementation and Funding Strategies**

The consultant shall refine and assemble the work developed in Tasks 5A-5D based upon stakeholder and public input.

### **Phase VI: - Public Input and Public Outreach**

The local governments should help organize meetings between the consultant and local stakeholders and the public to obtain input, define goals, objectives and plan details, identify and share data and information, discuss plan progress, findings and updates. Consultant should provide regular updates, findings, and or progress reports that can be posted on the county and city websites.

#### **Task 6A Three Stakeholder/Advisory Committee Meetings**

At least three stakeholder committee meetings inclusive of local advocates, government staff, CTA, GRPC and the consultant should be held to gather information, establish goals, and discuss needs, updates and findings. There should be an option to host meetings in person or via video or phone conferencing.

1. Visioning goal setting Meeting including defining alternative measures to obtain input and identify needs from advocacy groups or users via social media, surveys, etc.
2. Progress Meeting to Review findings and or needs
3. Review final recommendations prior to final draft

#### **Task 6B Six Public Meetings (Workshops)**

1. Public Input Meetings should be held in each jurisdiction after background information has been collected and initial vision and goals have been established and visualization concepts have been developed. The local governments will have an option to combine meetings with other jurisdictions.
2. Final Public Meeting should be held to present final draft and obtain public comments.

## **Phase VII: - Prepare Final Bicycle, Pedestrian, Trail Master Plan Report and Presentation**

The consultant shall assemble the completed technical work and integrate into a final Master Plan in a consolidated report format to include the following:

- Bicycle, Pedestrian, Trail Master Plan with chapters dedicated to each local unit of government
- Bicycle and Pedestrian Design Guide
- Complete Streets Guidance and/or Template
- Bicycle Suitability Map

Prior to adoption of the plan by the county, the MPO should be notified so the required 21 day public review and comment period in compliance with the MPO's Public Participation Plan will be conducted and properly advertised in the local papers.

### **Final Presentation**

In addition to a written Executive Summary, the consultant will be expected to make a public presentation to the stakeholders and local officials. The consultant must provide:

Various printed materials including visualization tools to be presented and distributed at workshops, advisory meetings, council meetings, MPO meetings, etc. as the consultants proposed plan may necessitate.

- **Deliverables**
  - 10 Copies of the Final Pathways Master Plan
  - Development of ongoing updates and progress reports to post on the jurisdiction's websites during the planning process.
- **Copies of all digital files including:**
  - The finished Plan in an agreeable editable format
  - Any and all graphics
  - Technical drawings, photographs, maps and GIS files, including metadata
  - Items used to promote the Plan
  - Any of the above items used for public meetings