

PEDESTRIAN AND BICYCLE DESIGN ASSISTANCE PROGRAM GUIDEBOOK



What is the Design Assistance Program?

The MAG Pedestrian Design Assistance Program was initiated in 1996 to encourage the development of designs for pedestrian facilities according to the MAG *Pedestrian Policies and Design Guidelines*. The intent of the program is to stimulate integration of pedestrian facilities into the planning and design of all types of infrastructure and development. Through the program, the design of pedestrian facilities that are compatible with existing land use and transportation practices is promoted. MAG anticipates that, through this program, MAG members and private sector professionals involved in transportation and land use design become familiar with the MAG *Pedestrian Policies and Design Guidelines* and opportunities for integrating facilities that support walking into land use and transportation planning. Creating areas where people choose to walk instead of using a private vehicle assists in managing congestion and improving air quality.

The MAG Bicycle Design Assistance Program is new for 2006. The Bicycle/Shared-Use Design program assists jurisdictions by providing design assistance for bicycle and shared-use projects.

Planning and Project Development Activities

All projects submitted are required to satisfy the most recent eligibility requirements outlined under official Congestion Mitigation and Air Quality Improvement (CMAQ) Program Guidance. The most recent Program Guidance, to date, was released on April 28, 1999, as amended as recently as December 13, 2004.

Project development activities that lead to the construction of facilities or new services and programs with air quality benefits are eligible. General planning activities such as economic or demographic studies are too far removed from project development and are not eligible for funding.

Eligible Design Projects:

- Facility Design up to 95% design
- Design Concept Report
- Preliminary engineering and project planning studies

How Much Funding is Available?

For FY 2007 Design Assistance Program, \$200,000 is available to MAG member agencies to fund pedestrian area designs and \$300,000 is available for bicycle/shared-use facilities.

What is the Schedule for This Round of Design Assistance?

A schedule of major activities for this round of design assistance funding is presented in the table below. Each of these activities is described in further detail in this guidebook.

DATE	EVENT
July 10, 2006	Applications are requested from member agencies – MAG Management Committee, MAG Pedestrian Working Group, MAG Regional Bicycle Task Force, MAG Street Committee, MAG Transportation Review Committee, and member agency planning directors.
Tuesday August 15, 2006 10:00am	Applications (20 total copies) are due to MAG. <i>No late applications are accepted, and no fax or electronic copies will be accepted.</i>
August 16 - September 18, 2006	Committee review period of applications.
September 18, 2006 1:30 p.m. Cholla Room	Pedestrian Working Group and Bike Task Force evaluates and recommends applications.
September 28, 2006 10:00 am	Transportation Review Committee recommendation.
October 4, 2006	Management Committee recommendation.
October 12, 2006	Executive Committee action. The final selection of projects to receive Design Assistance is made by the Executive Committee, and the decision of the Executive Committee is final.
October to November, 2006	Applicants select consultants from on-call list.
November, 2006	Develop contract scopes and sign contracts.
December, 2006	Initiate contracts.

What are the Eligibility Requirements?

Projects using design assistance funds shall focus on developing plans and/or schematic designs and specifications for areas typically found throughout the MAG region. The pedestrian plans and/or schematic designs and specifications shall be based on the recommendations contained in the *MAG Pedestrian Policies and Design Guidelines*.

The *Pedestrian Policies and Design Guidelines* are a source of information and design assistance to support walking as an alternative transportation mode. Through application of the policies and design guidance in the document, jurisdictions, neighborhoods, land planners, and other entities will be able to better recognize opportunities to enhance the built environment for pedestrians and better create and redevelop pedestrian areas throughout the region. They accomplish this by providing guidelines to make all facilities safe and comfortable:

- Walkway Width
- Walkway Separation from Traffic
- Intersections
- Adjacent Roadway Width
- Traffic Calming Techniques
- Walkway Character
- Walkway Furnishings
- Walkway Shade
- Parking
- Lighting
- Signs
- Bicycle and Transit Access

This comprehensive manual of pedestrian policies and facility design creates a regional standard that can be used by community groups, planners and design professionals. A copy of the *Guidelines* can be found on the MAG web site.

Any MAG member can submit a project for the design assistance program. No match, other than staff time and data necessary to complete the project, is required. However, because the funding source for this program is Congestion Mitigation and Air Quality (CMAQ) Funds, projects awarded must be in the non-attainment area. The non-attainment area generally coincides with the urbanized portion of Maricopa County.

Because staff time and data is required from local jurisdictions who receive funding, a letter of support from the town or city manager, or signatory designee, is required. In addition, if the applicant is not the owner(s) of the project area, a letter of support and cooperation from the property owner(s) is required. This letter shall state that the property owner(s) agree to participate in the development of plans, designs, and specifications and to permit improvements that may be identified as a result of this program.

How are Projects Evaluated and Selected?

Once an application is submitted to MAG, **the Pedestrian Working Group and the Bicycle Task Force evaluate, rank and recommend applications for funding.** The recommended projects are then considered by the Management Committee and Executive Committee. The Pedestrian Working Group and the Bicycle Task Force are comprised of appointed staff from member jurisdictions and representatives from the development and planning community. The Management Committee generally consists of city and town managers, while the Executive Committee consists of mayors from the cities and towns in the Region who are also members of the Regional Council, the chief policy making body of MAG.

When the MAG Pedestrian Working Group and the Bicycle Task Force meet to evaluate and recommend applications for funding, applicants are expected to provide a brief (five to seven minute) presentation. The order of the presentations is listed on the meeting agenda, which is also distributed to the Design Assistance Program applicants.

Preference is given to projects that demonstrate impact and result in “best practice” solutions that can be replicated in other areas of the region. Since federal transportation funding is used for the Program, projects must have a reasonable likelihood of being constructed and be accessible to the public.

How Are Projects Ranked?

Project Name (include city): _____

FACTOR	DESCRIPTION	POINTS	SCORE
Need: 30%	This project addresses benefits such as health, increased transit use and safety.	0 - 10	
	This project serves those who choose to walk or bike and those with limited access to other modes of transportation.	0 - 10	
	This project serves minority, elderly and/or low-income populations.	0 - 10	
Replication: 15%	This project provides a solution to a common problem throughout the region; refers to MAG <i>Pedestrian Area Policies and Design Guidelines</i> and/or MUTCD.	0 - 10	
	This project provides a public amenity that can be used by anybody.	0 - 5	
Linkages: 10%	This project completes or adds a critical link to the overall multi-modal transportation system.	0 - 10	
Existing Plans: 5%	This project helps to achieve existing plans and has been included in adopted regional or local plans.	0 - 5	
Support & Resources: 20%	Community partners provide support to the development and promotion of this project.	0 - 10	
	Jurisdiction has the data resources available to complete the project design.	0 - 10	
Cost & Funding: 20%	This project is cost effective (social, environmental, and fiscal).	0 - 5	
	Construction funds are identified or secured.	0 - 15	
TOTAL SCORE			

Developing a Cost Estimate for the Design Project

Developing a cost estimate for the project is an important consideration since no additional funding will be provided to the project by MAG once it has been approved by the MAG Executive Committee. If desired, project applicants may provide additional funding to design projects by entering into separate contract agreements with on-call consultants. For additional information, please contact the MAG office. In developing a cost estimate, keep in mind the overall goal of the project. Consider the following elements:

- What types of professionals are needed for the project – landscape architects, traffic engineers, and/or experts in safety? Note that hourly rates vary depending on the type of professional needed.
- What type of data will need to be collected about the study area? Does the city already have site plans, utility plans, base maps, and aerial photos of the area? Has an ALTA survey been done of the area? Note that the consultant relies heavily on existing data provided by the City, and the preparation of construction drawings typically requires the detail of an ALTA survey.
- What is the need for public meetings with the project? Has extensive outreach already occurred? Is there a special stakeholder group that needs to be involved in the design? Note that increased public outreach has an increased cost.
- What level of planning has already occurred in the project area? Is there already a pedestrian plan? Has the community already determined what type of improvements are needed, and they simply need to be designed? Different projects are at different phases, and those at later phases of planning typically require less funding for design, since the project has been more clearly defined.
- How many alternatives are needed for the project concept?
- What is the estimated construction budget for the project? As a “rule of thumb,” design typically costs 12 to 20 percent of the construction budget.

If you have any questions regarding developing a cost estimate for the project, please contact MAG staff. Keep in mind that MAG staff reserves the right to increase your cost estimate for design, based on our judgement in implementing prior Design Assistance Program projects, prior to presentation of the project to the Pedestrian Working Group and the Bicycle Task Force.

What are the Responsibilities of the Project Sponsor?

Once a project is selected for funding, project sponsors will need to designate a “local contact” for the project. The local contact serves as the primary point of contact with the jurisdiction, and interacts with the consultant to manage and implement the project. The local contact is responsible for providing necessary information to the consultant as specified in the contractual scope of work, and informing MAG staff of the status of the project, along with any work scope, budget or other contract administrative issues that might arise.

The Process After Selection.

Successful applicants begin by selecting a consultant to develop the designs, plans and specifications from an on-call list of consultants identified by the MAG Executive Committee. The applicants may base their selection on the consultant response to a Request for Qualifications used to develop the list, and, if mutually agreeable to the applicant and consultant, informal discussions about the nature and scope of the particular project. Copies of Request for Qualifications will be available from MAG staff.

Applicants work directly with the consultant in the development of the **area** for design. The contract for consulting services is between MAG and the consultant selected by the applicant. MAG monitors the work of the consultant to the extent necessary to manage the consultant contract. Any contract management or billing issues will be handled by MAG. The completed designs will become the property of both the applicant and MAG.

When selecting a consultant from the list, applicants should keep in mind the expertise needed for their project. For example, does the project involve landscape architecture and walkway design? Is a civil engineer needed for a traffic study? Is lighting an element of the project? All of these factors, and the unique aspects of each projects, help determine which type of professional is most appropriate for any specific project.

What is the On-Call Consultant List?

In order to streamline the consultant selection process, MAG has pre-selected an on-call list of qualified consultants to participate in the Design Assistance Program. Upon action of the Executive Committee to approve projects receiving design assistance, applicants will identify a consultant from this list. Consultant proposals will be submitted to MAG, and are available for review by calling Maureen DeCindis.

What is the Pre-Contract Meeting?

After selecting a consultant from the on-call list, the applicant should inform MAG staff of their decision. The next step is to schedule a pre-contract meeting to be attended by MAG staff, the consultant, and all city staff who will have a role in the project. The purpose of the meeting is to:

- Identify goals and expectations for the project.
- Clarify roles and responsibilities of MAG, the consultant, and the jurisdiction.
- Generate support for the project among all city/town departments.
- Identify meetings (citizens groups, stakeholders, council meetings, etc.) that will be needed during the course of the project.
- Identify types of data needed to be provided by the city (topographic survey for base information, aerials, easement information, utility survey, ALTA survey, stakeholder information, public participation efforts, zoning and codes, staff contracts, budget limits and project phasing, identify decision-makers).

Determine the overall schedule and scope for the project, including both the design funded through the MAG Design Assistance Program and future construction phases.

- Budget for both design (funded either entirely or partially by the MAG Design Assistance Program) and construction (funded by federal, state or local funds).

Who Can I Contact for More Information?

If you have any questions about the MAG Design Assistance Program, please contact MAG staff:

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