

May 15, 2015

TO: Members of the MAG Bicycle and Pedestrian Committee

FROM: Katherine Coles, Phoenix, Chair of the MAG Bicycle and Pedestrian Committee

SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA

Tuesday, May 26, 2015 at **1:00 p.m.**  
MAG Offices, Ironwood Room, Second Floor  
302 North First Avenue, Phoenix

A meeting of the MAG Bicycle and Pedestrian Committee will be held at the time and place noted above. If you are attending in person, please park in the garage under the building. Bring your ticket to the meeting as parking will be validated. For those using transit, the Regional Public Transportation Authority will provide transit tickets for your trip. For those using bicycles, please lock your bicycle in the bike rack in the parking garage.

Committee members may attend the meeting either in **person, by video conference or by telephone conference call**. Those attending by videoconference must notify the MAG site three business days before the meeting. Those attending by telephone conference call please contact MAG offices for conference call instructions.

Pursuant to Title II of the Americans with Disabilities Act (ADA), MAG does not discriminate on the basis of disability in admissions to or participation in its public meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Alex Oreschak at the MAG office. Requests should be made as early as possible to allow time to arrange the accommodation.

Please be advised that under procedures adopted by the MAG Regional Council on August 21, 2013, all MAG committees need to have a quorum to conduct business. A quorum is a simple majority of the membership based on the attendance of the three previous Bicycle and Pedestrian Committee meetings. If the Bicycle and Pedestrian Committee does not meet the quorum requirement, members who have arrived at the meeting will be instructed that a legal meeting cannot occur and will subsequently be dismissed. Your attendance at the meeting is strongly encouraged. If you are unable to attend the meeting, please make arrangements for a proxy from your jurisdiction to represent you. Please contact Alex Oreschak at (602) 254-6300 or [aoreschak@azmag.gov](mailto:aoreschak@azmag.gov) if you have any questions or need additional information.

## TENTATIVE AGENDA

1. Call to Order

For the May 26, 2015 meeting, the quorum requirement is 12 committee members.

2. Approval of the April 21, 2015 Meeting Minutes of the Bicycle and Pedestrian Committee

2. For information, discussion and action to approve the meeting minutes of the April 21, 2015 Bicycle and Pedestrian Committee meeting.

3. Call to the Audience

An opportunity will be provided to members of the public to address the committee on items not scheduled on the agenda that fall under the jurisdiction of MAG, or on items on the agenda for discussion but not for action. Members of the public will be requested not to exceed a three minute time period for their comments. A total of 15 minutes will be provided for the Call to the Audience agenda item, unless the Committee requests an exception to this limit. Please note that those wishing to comment on action agenda items will be given an opportunity at the time the item is heard. Please fill out blue cards for Call to the Audience and yellow cards for Action Items.

3. For information.

4. Staff and Member Agency Reports

Staff and committee members are invited to provide an update of pedestrian and bicycle-related activity in their agencies.

4. For information and discussion.

5. Valley Bike Month

Valley Metro will give an update on Valley Bike Month events.

5. For information and discussion.

6. Off-Street Wayfinding Network

MAG staff will present on the final draft of the Valley Path Brand & Wayfinding Signage Guidelines, including Valley Path brand standards, wayfinding tools, wayfinding guidelines, and an implementation approach.

7. Chair and Vice Chair Appointments

MAG staff will provide an update on the Chair and Vice Chair appointment process.

8. Air Quality overview of the evaluation process for Congestion Mitigation and Air Quality Improvement (CMAQ) Program, Bicycle and Pedestrian Applications

The Air Quality evaluation and scores play a vital part in the overall prioritization of CMAQ funded projects. MAG is beginning development of the schedule and application process prior to issuing a Call For Projects expected this August. At the meeting MAG environmental staff will provide an overview on how air quality evaluations are completed, and the relative meaning that the scores and ranking have on air quality so that members may consider these important factors during their project application development prior to submitting applications to MAG.

9. MAG Design Assistance Program

MAG staff will provide an update on the FY 2016 MAG Design Assistance program. Please see attached material.

6. For information, discussion, and possible recommendation of acceptance of the Valley Path Brand & Wayfinding Signage Guidelines.

7. For information and discussion.

8. For information and discussion.

9. For information and discussion.

10. Discussion of Lighting Systems on Shared-Use Paths

Brandon Forrey will lead a discussion on lighting systems on shared-use paths. The discussion will include types of lighting used or planned for on the existing path network (standard street light, bollard lighting, etc.), power sources for lighting systems (solar vs. traditional wired power), and benefits/drawbacks of different lighting systems. Members of the Committee are asked to bring information from their own agencies and experiences for this discussion.

11. MAG Bikeways Print Map

MAG staff will present the final draft of the MAG Bikeways print map to the Committee for final review.

MAG staff will also provide information on the process and schedule for printing the new edition of the map.

12. Request for Future Agenda Items

Members will have the opportunity to suggest future agenda topics.

13. Next Meetings

All meetings will be on the third Tuesday of the month in the Ironwood Room at **1:00 p.m.**, except where otherwise noted.

Tuesday, June 16, 2015

Tuesday, July 21, 2015

Tuesday, August 18, 2015

Tuesday, September 15, 2015

Tuesday, October 20, 2015

Tuesday, November 17, 2015

Tuesday, December 15, 2015 (possibly noon)

10. For information and discussion.

11. For information and discussion.

12. For information and discussion.

MINUTES OF THE  
MARICOPA ASSOCIATION OF GOVERNMENTS  
BICYCLE AND PEDESTRIAN COMMITTEE

Tuesday, April 21, 2015 at 1:00 p.m.  
MAG Office Building, Ironwood Room  
302 North First Avenue, Phoenix

MEMBERS ATTENDING

Katherine Coles, Phoenix, Chair of Bicycle and Pedestrian Committee	Patrick Sage for Purab Adabala, Glendale
Jim Hash, Mesa, Vice-Chair of Bicycle and Pedestrian Committee	Joe Schmitz, Goodyear
Michael Sanders, ADOT	Julius Diogenes, Litchfield Park
# Raquel Schatz, Apache Junction	* Ryan Wozniak, Maricopa
Christina Underhill, Avondale	* Denise Lacey, Maricopa County
# Phil Reimer, Buckeye	# Brandon Forrey, Peoria
# Stacy Bridge-Denzak, Carefree	# Sidney Urias, Queen Creek
Ian Cordwell, Cave Creek	Susan Conklu, Scottsdale
# Jason Crampton, Chandler	Stephen Chang, Surprise
Jose Macias, El Mirage	Eric Iwersen, Tempe
Kristin Myers, Gilbert	Amanda Leuker, Valley Metro
	* Robert Carmona, Wickenburg
	# Grant Anderson, Youngtown

\*Members neither present nor represented by proxy

#Attended via audio-conference

OTHERS PRESENT

Alice Chen, MAG	Tiffany Halperin, Arizona Society of Landscape Architects
Alex Oreschak, MAG	Jason Harrington, HP+D
Julie Walker, MAG	Doug McCants, Horrocks
Eileen Yazzie, MAG	Doug Gasser, Image Craft
Suzanne Day, Valley Metro	Radu Nan, Kittelson & Associates
Spencer Scharff, Coalition of Arizona Bicyclists	Mike Cynecki, Lee Engineering
Vincent Lopez, Maricopa County Department of Public Health	Jeff Casklake, TBAG
Karen Vitkay, Alta Planning + Design	Howard May
John Bosio, Merje	Joseph Perez, City of Phoenix

1. Call to Order

Chair Katherine Coles called the meeting to order at 1:04 p.m

2. Approval of the March 17, 2015 Meeting Minutes of the Bicycle and Pedestrian Committee

Susan Conklu requested that the minutes be modified to note that bike valet “was” offered by Scottsdale, not “would be” offered, as the event occurred in the past. Susan also requested the minutes note that volunteers from the Tempe Bicycle Action Group (TBAG) put on the bike valet event with the City of Scottsdale.

Jim Hash moved to approve the meeting minutes of the Bicycle and Pedestrian Committee for March 17, 2015. Julius Diogenes seconded the motion. The motion passed unanimously.

3. Call to the Audience

An opportunity was provided to members of the public to address the MAG Bicycle and Pedestrian Committee on items not scheduled on the agenda that fall under the jurisdiction of MAG, or on items on the agenda for discussion but not for action. Members of the public were requested not to exceed a three minute time period for their comments. A total of 15 minutes was provided for the Call to the Audience agenda item, unless the Bicycle and the Pedestrian Committee requests an exception to this limit. Those wishing to comment on action agenda items were given an opportunity at the time the item was heard.

Howard May requested to speak with the Committee. Howard noted that he was a resident of Glendale, though he was previously a resident of Phoenix. Howard stated that one of his goals as a low-vision person was to inform the Committee about issues related to low-vision people on the transit system, sidewalks, and streets. Howard expressed a desire to help guide the Committee regarding new standards and suggestions to make the region more blind-friendly. Howard specifically noted the addition of railings at the back of bus stops where landscaping drop-offs occur, and sidewalk cutaways for attaching bus stops to businesses.

4. Staff and Member Agency Reports

Jim Hash provided the Committee with the inaugural BikeLife Mesa magazine, which will be a twice-yearly publication. Jim stated that he believes the magazine was very well-produced and will help promote bicycling in Mesa. Jim also reported on CycloMesa, a three day event in the City of Mesa. Jim noted that CycloMesa hosted the Arizona State Criterion Championships, with over 300 riders each day, as well as the 25th Annual El Tour De Mesa with over 2000 riders. Susan Conklu noted that Scottsdale hosted a Cycle the Arts event, with 35 riders in attendance. Susan stated that a smaller ride was better for the participants because it was easier to communicate to everyone in the group, and the riders could understand speakers better and have more back and forth conversation. Susan informed the Committee that another Cycle the Arts event would take place in north Scottsdale, which would be a 33 mile long ride on April 26. Ian Cordwell noted that Cave Creek was grateful for grant to implement bike lanes in Cave Creek and Carefree, and that Cave Creek’s new town council was enthusiastic about the project. Hopefully, the project will be complete by the end of 2015. Ian encouraged Scottsdale to help complete the loop around Black Mountain. Eric Iwersen told the committee that Tempe was hosting a public meeting for the Alameda Drive design project, a three mile project including a bicycle and pedestrian bridge over the I-10, as well as railroad crossing improvements related to work the Committee had previously completed. The public meeting would

be held May 6 at 6pm in Tempe. Katherine Coles noted that Phoenix had previously been awarded a MAG Design Assistance Grant for bicycle and pedestrian improvements on Van Buren. Katherine explained that work was continuing on the Environmental Study of the Van Buren corridor in anticipation of applying for future funding opportunities for construction. Katherine thanked the community for its support on the project. Katherine also informed the Committee that the City Phoenix Bike to Work Day would be on April 23, in conjunction with Maricopa County. Eric Iwersen noted that Tempe's Bike to Work Day was on April 15, with seven breakfast sites and high attendance. Bike to Work Day in Tempe included a Mayor's ride with over 50 people attending, plus two other councilmembers. Five of Tempe's seven council members also participated in the Tour de Tempe ride on April 12.

5. Valley Bike Month

Suzanne Day from Valley Metro provided an update on Valley Bike Month and Commute Solutions. Susan noted that event attendance had been going well so far, with good weather for events this month. Suzanne told the Committee that about 250 people pre-registered for the Phoenix/Maricopa County Bike to Work Day, and that some Valley Bike Month t-shirts were still available if any Committee members would like one. Suzanne noted that the official Commute Challenge, which includes over 32,000 regular users tracking trips, registered 22 teams competing for Valley Bike Month, with victory parties for each team size category donated. Suzanne noted that she had provided photos to the Committee for two events. The GRID Bike Share lunchtime dash featured Phoenix Vice Mayor Valenzuela on a GRID bike competing against a Valley Metro employee in a silver Porsche, running errands in downtown Phoenix as an office worker might do, and that the GRID bike beat the car by 6 minutes. Phoenix Spokes People also put on a bike prom event that was very enjoyable and well attended.

6. Off-Street Wayfinding Network

Karen Vitkay from Alta Planning + Design presented on the Valley Path Brand & Wayfinding Signage Guidelines project.

Karen requested photos from the Committee of people using offstreet paths that could be used for a cover photo for the report. Karen noted that the report begins with an Executive Summary, including a vision statement that the purpose of the guidelines is to create a cohesive wayfinding network to promote the region, unify the network, and create an intuitive and appealing bicycling experience. Karen explained that the guidelines clarify that the focus of the report is on off-street bike facilities in the region. The guidelines detail brand standards, wayfinding tools, how to put the tools into practice, next steps, and implementation. Karen noted that the proposed signs are MUTCD-compliant, and that agencies should go forward and strive to implement without doubt that they will be meeting resistance. Karen explained that MAG is setting a precedent for communities around the country, as these guidelines are among the most, if not the most, comprehensive guidelines for off-street pathways in the United States.

Karen showed the Valley Path brand and tagline, with options for how cities and towns could highlight their names and individual path names. The specific colors utilized are provided, as well as approved typefaces, examples of appropriate companion imagery, and graphic standards to ensure the brand

mark is portrayed consistently. The range of signs is shown in the guide, as well as standard details for each specific sign, which show dimensions, materials, colors, symbols, and fonts.

Karen noted that previous Committee input had offered mixed guidance on how far out Level 1 destinations should be signed, and sought final input from the Committee on whether three miles would be sufficient, or if the Level 1 destinations should be signed at a greater distance. Susan Conklu noted that it would be best to sign the adjacent city on the destinations signs, but maybe to indicate additional cities primarily on kiosks, with a big picture map of what is farther away. At the same time, agencies do not want to overwhelm users with too much information. Karen clarified that on two-sided kiosks, one side generally would have a smaller-scale local area map while other side would have a larger-scale contextual map.

Karen provided information on next steps and implementation in the guidelines. Signs could be fabricated in house, or contracted to an independent sign maker. A sign schedule would need to be prepared, and field visits would be necessary to verify existing conditions and inventory existing signage. This helps to reduce sign clutter and ensure that only those signs which are necessary are in place. Coordination with other agencies, such as neighboring jurisdictions or Salt River Project, is important. There are also opportunities to implement pilot projects, perhaps using corrugated-plastic signs, zip ties, and minimal staff time to raise awareness of the signage and wayfinding in an economical way. Finally, the report includes a table of costs, funding opportunities, and an appendix section with best practices, survey results, and technical standards.

Jim Hash asked where the unit cost ranges in the report came from, as they seemed high. John Bosio explained that Merje acquired the cost ranges from a local fabricator, and they include installation as well as procurement and fabrication. This means that costs may be lower if the signs are created and installed in-house, or if they are ordered in larger quantities, taking advantage of economies of scale. Joe Schmitz asked how strictly each jurisdiction is intended to conform with guidelines, specifically related to individual community names and trails. Is the intent to be restricted to only the colors and designs presented in the guidelines (such as in Section 1.3 or 2.10). Joe asked if the signs could be modified to incorporate individuality, or if they should be strictly adhered to, as there may be a desire to emphasize community or facility names more prominently because local agencies are proud of it. Joe noted that Goodyear, Buckeye, and Avondale are working on a larger area known as El Rio, and that they wish to highlight the El Rio identity. Karen replied that, on the trail system itself, the preference would be to keep the specific elements of the Valley Path in place, but at kiosks or trailheads or identity markers, there would be great opportunities to highlight the local character of the path. This could also be a circumstance where there is a good opportunity to utilize the Valley Path standalone plaque, with one on top and the other on the bottom. Karen clarified that it is important to separate the logos, maybe with one on top and one on the bottom. John added that, in the end, these are guidelines that would ideally be kept to as much as possible, but that there are situations where individually, the hierarchy of identities may differ from the guidelines.

Joe asked, related to materials, if there is an opportunity to modify materials to match local character. Karen noted that it is important to strike a balance between the regional character of Valley Path and the unique local character and stories of the pathway, and that agencies can substitute other material types to emphasize local character. John noted the importance of keeping graphics consistent for user experience, while the supplemental materials may be changed with less impact to the user experience.

Eric Iwersen added that some facilities might already have their own brand or identity, such as Rio Salado in Tempe, and that Tempe looks at the Valley Path guidelines as a complement to existing

signage and systems. Tempe also might not sign facilities that are not regional paths with the Valley Path brand. But those paths that have regional significance, such as the Western Canal or Rio Salado, should be incorporating this brand. Susan also noted that parks departments might ask about signage flexibility, and a desire to more strongly incorporate local flavors and characters. Jose Macia added in that he took these guidelines to the engineers at the City of El Mirage, and their response was that the guidelines would most likely be used primarily if and when El Mirage paths connect to other cities in the region. Brandon Forrey added that the guidelines have come together beautifully, and that the end product gives the region so many tools to build a strong sense of identity along the interconnected path network. Grant Anderson asked whether the signage could be utilized for a local path even if it's not connected to the larger network. Karen clarified that this was correct.

7. City of Tempe Project Modification

Alice Chen from MAG presented an overview of the City of Tempe Project Modification agenda item, and invited Eric Iwersen from the City of Tempe to present on the project. Alice noted that the item was on the agenda for possible recommendation of approval to combine the two Highline Canal project segments. Eric noted that the overall corridor (covering both project areas) received Design Assistance funding two years ago to develop 15% plans, and received federal construction funding for the project in two segments, funded in sequential years. Tempe was seeking to combine the two segments into one, combining the construction documents, public outreach process, and all other aspects of project management. Tempe would like to make the combined project a FY 2017 project. This project combination would save time, money, and staff time on the project effort, including a single set of specs and one construction bid to administer and verify. The combined project will incorporate wayfinding signage and public art.

Ian Cordwell from Cave Creek moved to approve combining construction work segments on the Highline Canal projects and to modify the TIP listings. Susan Conklu seconded the motion. The motion passed unanimously.

8. City of Scottsdale Crosscut Canal Project Scope Change and Funding Administration Modification

Alice Chen from MAG presented an overview of the City of Scottsdale Crosscut Canal Project Scope Change and Funding Administration Modification, and invited Susan Conklu from City of Scottsdale to present on the project. Alice noted that the item was on the agenda for possible recommendation of approval to modify the scope and replace FHWA funds with FTA funds. Susan noted that Scottsdale wanted to change which alleyway was used to connect to the neighborhood, using a new alleyway that more directly connects to an existing bikeway. Alice noted that the project is currently funded under the TAP program. Changing the funding source from TAP to CMAQ-flex transit funds would allow for a quicker environmental review and would not change the federal funding amount or the local match. Katherine asked if this project change released additional funding for other projects. Alice noted that there would not be a change in overall funding amounts available, as a swap of funds would be completed to ensure that all funding is fully utilized. Funding available to the Committee for future funding would remain unchanged. Joe asked about whether the City of Phoenix would be administering the project, and not the City of Scottsdale. Alice noted that all FTA funding goes through the City of Phoenix, so technically, the City of Phoenix would administer the project.

Ian Cordwell moved to approve the project scope modification and the provision to replace FHWA funds with FTA funds. Jim Hash seconded the motion. The motion passed unanimously.

9. Bicycle Counter Rental Program

Alex Oreschak from MAG presented an update on the MAG Bicycle Counter Rental Program. Alex provided an overview of the annual MAG bike count data collection project. MAG currently collects data every year at 44 locations across the region. Data is collected in October-November and April-May, with pneumatic tube counters deployed for two weeks at each location. Alex explained that, starting in June, agencies can borrow counters when they are not in use by MAG.

Alex overviewed reasons that agencies might wish to collect bike count data. Data could be used in before-and-after studies for new project construction, to collect baseline counts for a city or town, or to further understand bike-to-transit patterns. Data can also be used for project applications, corridor or city-wide studies, and for master planning processes.

Alex explained that MAG was currently developing guidelines and loan agreements for the bike counter rental program. In order to borrow MAG equipment, agencies will need to read the loan program guidebook, fill out a request form, and return the form to MAG. After MAG makes sure the counters are available and approves the requests, the member agency will pick up the equipment from MAG offices. The member agency will be responsible for equipment installation and field checks, with an installation guide provided by the manufacturer, while MAG staff will be available by phone and email to provide assistance. MAG staff will monitor the data collection and determine if field checks are required. At the end of the loan period, the member agency will return the equipment to MAG offices, MAG will review and clean the data (if necessary), and MAG will provide the member agency with an Excel spreadsheet containing the data.

Once the member agency has acquired the data, they can use the information to display average daily and hourly bicycle volumes (for both weekdays and weekends), day-of-week volumes, and estimated numbers of sidewalk riders. Alex showed examples of how this data could be displayed, from the previous MAG Bike Count project. Alex provided the Committee with additional options for data collection. Agencies can collect manual peak hour counts (4pm-6pm), install permanent automated counters, purchase their own temporary counters, or use camera/video recording technology to collect additional data.

Alex noted that the next steps would be for MAG to finalize the guidebook and request form, begin the loan program in June 2015, and hold a workshop or webinar to educate member agencies on use of the counter equipment and data collection. Alex suggested to the Committee that this workshop could be held following the Committee meeting on May 26.

Katherine commented that this update is great news because counts can help prove to elected officials that people really are out there riding – sometimes they think no one is. Katherine thanked MAG for making this opportunity available. Alex noted that MAG would like to see these counters utilized as often as possible outside of MAG data collection times, and that hopefully agencies will take full advantage of the program. Eric commented that Tempe uses before and after counts with federally funded projects and that it is useful to see the difference in use rates before and after a project is completed. Katherine asked that MAG pass on thanks to management for making this program happen.

10. Request for Future Agenda Items

Acting Chair Jim Hash indicated that members of the Committee had the opportunity to request future agenda items to appear before the Committee. No requests for future agenda items were provided.

11. Next Meetings

All meetings will be on the third Tuesday of the month in the Ironwood Room at **1:00 p.m.**, except where otherwise noted.

Tuesday, May 26, 2015 (**Last Tuesday of the month**)

Tuesday, June 16, 2015

Tuesday, July 21, 2015

Tuesday, August 18, 2015

Tuesday, September 15, 2015

Tuesday, October 20, 2015

Tuesday, November 17, 2015

Tuesday, December 15, 2015 (**possibly noon**)

Chair Katherine Coles adjourned the meeting at 2:12 p.m.

# FY 2016 MAG DESIGN ASSISTANCE PROGRAM GUIDEBOOK



## **Design Assistance Program Background**

The MAG Design Assistance Program was initiated in 1996 to encourage the development of pedestrian facilities according to the MAG *Pedestrian Policies and Design Guidelines*. The intent of the program has been to stimulate integration of facilities into the planning and design of all types of infrastructure and development. In 2006, MAG initiated the Bicycle Facilities Design program encouraging MAG members and private sector professionals involved in transportation and land use design to utilize the *AASHTO Guide for the Development of Bicycle Facilities*. Both bicycle and pedestrian projects consider the needs of seniors according to the *Federal Highway Administration: Guidelines and Recommendations To Accommodate Older Drivers and Pedestrians*.

In 2011, the Design Assistance Program combined pedestrian and bicycle facilities into one program and included shared-use facilities. The program was also redefined to clarify that projects through this program can proceed only up to the Preliminary Engineering/Scoping Phase.

### **Project Eligibility**

According to the Federal Highway Administration, activities to develop the Scoping phase for a project through the Design Assistance program may include:

- Location
- Project area, length or size
- What is the need?
- Who will benefit?
- Design concepts or renderings
- Maps, graphics and photographs
- Coordination with nearby projects
- Coordination with other agencies and stakeholders
- Preliminary estimates of cost
- Preliminary review of environmental issues, impacts or constraints
- Preliminary review of anticipated utility impacts
- Preliminary review of drainage issues
- Preliminary look at right-of-way both existing and needed

### **Categories include:**

1. Completion of the Regional Shared-use Path and Canal Network, including:
  - Shared-use path crossings or designated school crossings
  - Mid-block crossings, including, but not limited to pedestrian refuge islands and HAWK beacons
  - Grade-separated crossings, such as underpasses and overpasses
  - Facilities to provide access to regional shared-use path network

2. Bicycle and Pedestrian Access to Transit, including:

- Assessment of a one-mile radius around existing transit corridor to identify gaps and propose solutions for pedestrian and bicycle access to the transit facilities
- Assess the feasibility of constructing a bicycle, pedestrian, or shared-use facility
- Assess opportunities for crossings, including, but not limited to pedestrian refuge islands and HAWK beacons

3. Bicycle and Pedestrian Facilities, including:

- Feasibility of constructing a bicycle, pedestrian, or shared-use facility including along the existing regional path and canal network
- Gap filling/creating links, such as cul-de-sac connections and sidewalk easements between isolated neighborhoods
- Sidewalk improvements
- Bike lanes and shoulders
- Safety improvements to existing pedestrian and bicycle facilities
- Improved signing, marking, and way-finding

Studies/Project Assessment/Preliminary Engineering will reference the *MAG Pedestrian Design Guidelines*, the *MAG Bikeway Masterplan*, the *MAG Complete Streets Guide*, *MAG Regional Bicycle and Pedestrian Pathway-Rail Recommendations*, *MAG Valley Path Brand & Wayfinding Signage Guidelines*, *American Association of State Highway and Transportation Officials (AASHTO) Standards*, and other sources as appropriate. Studies will also include pertinent information essential to apply for funding through federal sources.

### **Available Funding**

There is \$400,000 available for the FY 2016 Design Assistance Program.

### Schedule for MAG FY 2016 Design Assistance Program

A schedule of major activities for this round of design assistance funding is presented in the table below.

<b>May 28, 2015</b>	Request for Design Asst project applications are sent to member agencies.
<b>June 29, 2015 at 10:00 a.m. AZ time</b>	<b>Please submit ONE (1) electronic copy of your application following the submittal instructions included with the application. No late applications will be accepted.</b>
<b>June 30, 2015</b>	Notification of project applications will be sent out to voting members of the MAG Bike/Ped Committee
<b>July 21, 2015 at 1:00 p.m. AZ time.</b>	Project applications are presented, reviewed and recommended for approval by MAG Technical Committee (Bicycle and Pedestrian Committee) to TRC, Management and Regional Council
<b>July 22, 2015</b>	Email agenda item for project applications for July 30, 2015 Transportation Review Committee (TRC) meeting
<b>July 30, 2015 at 10:00 a.m. AZ time</b>	Transportation Review Committee recommendation of Project Selection.
<b>August 5, 2015 at 12:00 p.m. AZ time</b>	MAG Management Committee potentially makes recommendation to the Regional Council for Project Selection.
<b>August 26, 2015 at 11:30 a.m. AZ time</b>	MAG Regional Council approves project selection.
<b>September/October 2015</b>	Jurisdictions choose consultants and send to Contract Specialist - Fiscal Services.
<b>October/November 2015</b>	Legal counsel review.

## Program Focus

Projects using design assistance funds shall focus on developing preliminary scoping documents for a bicycle and/or pedestrian facility project.

The *MAG 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

The *AASHTO Guide for the Development of Bicycle Facilities* was prepared by the American Association of State Highway and Transportation Officials. Increasingly, transportation officials throughout the United States are recognizing the bicycle as a viable transportation mode. The number of people using bicycles for commuting and other travel purposes has been increasing since the early 1970s. Nationwide, people are recognizing the energy efficiency, cost effectiveness, health benefits and environmental advantages of bicycling. Local, state and federal agencies are responding to the increased use of bicycles by implementing a wide variety of bicycle-related projects and programs. The emphasis now being placed on bicycle transportation requires an understanding of bicycles, bicyclists and bicycle facilities. This manual addresses these issues and clarifies the elements needed to make bicycling a viable transportation alternative. All streets, except those where cyclists are legally prohibited, should be designed and constructed under the assumption that they will be used by cyclists. Therefore, bicycles should be considered in all phases of transportation planning, new roadway design, roadway reconstruction, and capacity improvement and transit projects.

Chapter 1 provides an overview of planning considerations for bicycles, a discussion of types of facility improvements and a description of factors to consider when locating a facility. Chapter 2, which is organized around the various types of bicycle facilities, provides guidelines to follow when constructing or improving highways and designing and constructing bicycle facilities. Chapter 3 provides recommendations for the operation and maintenance of bicycle facilities. The Appendix reviews the legal status of bicycles under the Uniform Vehicle Code (UVC 3).

Bicycle and pedestrian facilities in this program must also consider the needs of the elderly and refer to the *Federal Highway Administration: Guidelines and Recommendations To Accommodate Older Drivers and Pedestrians*.

## **Match Requirement**

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.

Because staff time and data is required from local jurisdictions who receive funding, the signature of member agency's manager or administrator 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 preliminary plans, and to permit improvements that may be identified as a result of this program.

There is no cap on the amount of funding each jurisdiction can request from the amount allocated to the program. However, each jurisdiction will have to justify the amount requested in the *Scope Estimate Budget sheet*.

## **Project Evaluation and Selection**

Once an application is submitted to MAG, the Bicycle and Pedestrian Committee evaluate, rank and recommend applications for funding. It is within the purview of the committee to work with the applicants to revise the scope and cost of the project submitted. Each jurisdiction can vote even if they have submitted a project. The applicant (member agency) will be given three minutes to present the highlights of their project from the information in the application. There will be no PowerPoint presentations. However, there will be time for question and answers on each project. 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 must be accessible to the public.

After the presentations, each member agency will finalize their scores on the *Evaluation Criteria* form, rank the projects on the *Project Ranking Sheet* and submit it to MAG staff for tabulation at the meeting. The scores will be presented to the committee for final recommendation. At the end of the meeting, all *Design Assistance Evaluation Criteria* forms will be submitted to MAG staff.

The recommended projects are then considered by the Transportation Review Committee, the Management Committee and the Executive Committee. The Bicycle and Pedestrian Committee are comprised of appointed staff from member jurisdictions and representatives from the development and planning community. The Transportation Review Committee consists of senior transportation staff from member jurisdictions, 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.

## Evaluation Criteria

Project Name (include city): \_\_\_\_\_

B/P Member Reviewer Name (include city) : \_\_\_\_\_

FACTOR	DESCRIPTION	POINTS	SCORE
<b>Need/Benefits: 45%</b>	This project benefits the community	0 - 15	
	This project benefits low income (< \$26K/yr)	0 - 3	
	This project benefits minorities	0 - 3	
	This project benefits elderly (> 60 yrs. old)	0 - 3	
	This project benefits persons with disabilities (ADA)	0 - 3	
	This project addresses access to transit	0 - 3	
	This project benefits schools	0 - 5	
	This project provides a solution to a common problem throughout the region	0 - 5	
	This project addresses bike/vehicle or ped/vehicle safety conflicts	0 - 5	
<b>Linkages: 10%</b>	This project completes or adds a critical link to the overall multi-modal transportation system.	0 - 10	
<b>Existing Plans: 5%</b>	This project helps to achieve existing plans and has been included in adopted regional or local plans.	0 - 5	
<b>Support &amp; Resources: 20%</b>	Community partners provide support to the development and promotion of this project.	0 - 10	
	Jurisdiction has the staff and data resources available to complete the project design.	0 - 10	
<b>Cost &amp; Funding: 20%</b>	This project's costs are deemed reasonable.	0 - 5	
	Construction funds are identified or secured.	0 - 10	
	Funds and staff are available for maintenance	0 - 5	
<b>TOTAL SCORE</b>		100	

## **Developing a Cost Estimate for the Preliminary 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. A *Scope Estimate Budget* sheet must be submitted with the application.

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 or bicycle plan? Has the community already determined what type of improvements are needed?

### **Responsibilities of the Project Sponsor**

Once a project is selected for funding, project sponsors will need to designate a “local jurisdiction contact” for the project. The local contact interacts with MAG staff and 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 from the on-call list of consultants approved by the MAG Executive Committee to develop the preliminary plans. 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 are available from MAG staff.

Applicants work directly with the consultant in the development of the contract for preliminary 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.

### **Pre-Contract Meeting**

After selecting a consultant from the on-call list, the applicant will inform MAG staff of their decision. The next step is to schedule a pre-contract scoping 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:

- Walk the site and identify goals and expectations for the project.
- Clarify roles and responsibilities of MAG, the consultant, and the jurisdiction and 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.
- The consultant will develop a scope and budget for the project, which will be approved by the city before sending to MAG to be incorporated into the consultant contract.

### **Contact for More Information**

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

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