FY 2017
MAG DESIGN ASSISTANCE PROGRAM GUIDEBOOK

MARICOPA ASSOCIATION of GOVERNMENTS

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
- Bike share

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 2017 Design Assistance Program.

Schedule for MAG FY 2017 Design Assistance Program

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

May 26, 2016	Request for Design Asst project applications are sent to member agencies.
June 23, 2016 **at 10:00 a.m. AZ time**	**Please submit ONE (1) electronic copy of your application following the submittal instructions included with the application. No late applications will be accepted.**
June 27, 2016	Notification of project applications will be sent out to voting members of the MAG Bike/Ped Committee
July 19, 2016 **at 1:00 p.m. AZ time.**	Project applications are presented, reviewed and recommended for approval by MAG Technical Committee (Bicycle and Pedestrian Committee) to TRC, Management and Regional Council
July 20, 2016	Email agenda item for project applications for July 28, 2016 Transportation Review Committee (TRC) meeting
July 28, 2016 **at 10:00 a.m. AZ time**	Transportation Review Committee recommendation of Project Selection.
August 10, 2016 **at 12:00 p.m. AZ time**	MAG Management Committee potentially makes recommendation to the Regional Council for Project Selection.
August 31, 2016 **at 11:30 a.m. AZ time**	MAG Regional Council approves project selection.
September/October 2016	Jurisdictions choose consultants and send to Contract Specialist - Fiscal Services.
October/November 2016	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
Need/Benefits: 45%	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	
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 staff and data resources available to complete the project design.	0 - 10	
Cost & Funding: 20%	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	
TOTAL SCORE		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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