

**BART Agreement Number: 6M6137**

**Approval Date: 08/16/23**

**Work Plan No. A.13-01 Bicycle Preferred Path of Travel Capital Plan Phase 1**

**Scope:**

The following scope of services includes tasks and work products to support BART's goal of developing clear, dedicated routes for people arriving at and leaving from BART stations by bicycle. The final report and station recommendations will provide grant-ready concept plans, cost estimates, and recommendation lists to support clear, predictable bicycle access between the edge of BART property to station platforms and bicycle parking.

**Task 1: Project Management**

Fehr & Peers will manage the project scope, schedule, and budget for the Plan. We assume bi-weekly project manager check-ins over the course of a 12-month project schedule. Fehr & Peers

will lead up to 26 bi-weekly check-ins and Eisen|Letunic will attend up to 9 bi-weekly check-ins at key junctures and during report development.

Typical agendas will include updates on work in progress, key questions for clarifying direction and approach, schedule updates, and coordination on external communication.

In addition to bi-weekly check-ins, Task 1 includes a 2-hour station selection workshop with Fehr & Peers and key BART staff. Our team will discuss the BART-led station prioritization station selection effort for the Plan. BART staff will then identify eight (8) stations for site visits, site recommendations, and bikeway concepts under Tasks 2-6 along with two (2) additional stations that will include recommendations only.

#### *Task 1 Deliverables*

- Meeting agendas and notes in a shared file location for up to 26 bi-weekly meetings
- Meeting agenda and notes for a 2-hour station selection workshop

### **Task 2: BART In-Reach and Stakeholder Outreach**

Under Task 3, Fehr & Peers, with support from Eisen|Letunic, will lead internal and external outreach on behalf of the project.

#### **2A: BART Internal Technical Advisory Committee**

Fehr & Peers will facilitate three (3) virtual meetings of an internal BART Technical Advisory Committee (BART TAC). We assume that BART staff will form the committee, identifying and reaching out to departments and individuals for participation. Fehr & Peers will assemble material for discussion and focus each agenda on aligning needs and input from a variety of departments including staff working on station access, station planning, maintenance, operations, and civil rights.

We expect to meet with the BART TAC first to vet the proposed station list, second to review the draft recommendations, and finally to review the revised recommendations and concepts.

Eisen|Letunic will attend up to two of the BART TAC meetings.

#### **2B: BART Bicycle Access Task Force Meetings**

Because the PPoT Plan stations will cover the full geography of the BART system, we propose to consolidate external presentations with the BART Bicycle Access Task Force (BBATF) and use Task 3C for station-specific outreach. Fehr & Peers will adapt the BART TAC presentations for an external audience and present them to the BBATF at similar junctures but after the BART TAC meetings. Eisen|Letunic will attend up to two of the BBATF meetings.

#### **2C: Station Site Visits**

Our team proposes to consolidate field review and station-specific outreach as a single site visit for each of eight (8) stations. Fehr & Peers will lead site visits with a small group of technical and community stakeholders for each station. The team will coordinate with BART staff to identify appropriate attendees. We expect they will include 1-3 BART staff, local jurisdiction staff, 1-2 representatives from a local bicycle advocacy group (regional coalition staff and/or volunteer-led local advocacy group), and a bus transit agency representative. We propose for BART to lead outreach for invitations with support on scheduling and follow-up from Fehr & Peers.

Each 2-hour site visit will overlap peak ridership hours as much as possible to observe desired lines, connections to local bikeway networks, bicycle interactions with other access modes, infrastructure conditions, and overall site layout considerations.

Fehr & Peers will arrive at the site visits early or depart later as needed to take field measurements and photographs to support Task 4B.

#### *Task 2 Deliverables*

- Agendas, presentations, facilitation, and notes for three (3) virtual BART TAC meetings
- Agendas, presentations, facilitation, and notes for three (3) virtual BBATF meetings
- Agendas, site map handouts, scheduling support, facilitation, and notes for eight (8) station site visits

### **Task 3: Existing Conditions**

The project team has extensive experience with the BART system, station access conditions, and have both supported multiple previous planning efforts. We plan for the existing conditions task to efficiently review and summarize previous work and existing conditions in support of Tasks 3 and 5. We will document key components of the existing conditions work throughout all task deliverables, including Task 2 presentations, handouts, and preliminary site plan markups in support of Task 5 recommendations.

#### **Task 3A: Review Existing Documents and Data**

Fehr & Peers will review existing documents and data to support both station outreach and recommendations.

#### *Before Tasks 2 Site Visits: BART Plans and Station-Specific Materials*

- 2016 BART Station Access Policy
- 2015 Station Access Survey and more recent access mode data provided by BART (bicycle mode share)
- Recent, ongoing and upcoming station access, station modernization, and TOD projects

- 2012 BART Bicycle Plan
- 2020 BART Walk and Bicycle Network Gap Study
- 2017 Bicycle Program Capital Plan
- City/local jurisdiction bicycle master plans/ATP bicycle networks

#### *During Task 4: Recommendations and Design*

- 2017 BART Multimodal Access Design Guidelines
- BART Facilities Standards
- BART Station Experience Guidelines
- All relevant bikeway design guides from NACTO, FHWA, and MassDOT as needed.

### **3B: Document Existing Bicycle Access Infrastructure, Barriers, and Shortcomings**

Fehr & Peers will conduct an initial round of existing conditions documentation virtually in tandem with document review. We will do this initial work using existing maps, aerials, and street view on Google Maps. This initial work, along with our team's experience in the BART system, will form the basis of initial site plan maps and documentation to support Task 3 site visits.

Additional measurements, observations, and stakeholder input will be taken and documented at the Task 3 site visits.

#### *Task 3 Deliverables*

- Notes and review of documents and data for incorporation into Task 2 and 3 deliverables
- Site plan markup for each of eight stations showing bicycle networks, gaps, and deficiencies

### **Task 4: Preliminary Recommendations**

Fehr & Peers, with review from Eisen|Letunic, will build off the work done in Task 3 and Task 4 to assemble a set of preliminary recommendations for all ten stations. Leveraging existing base mapping from the BART access team, we will develop a site plan figure and corresponding excel table of recommendations for each station.

The site plan figures will each include existing bicycle networks on BART property and surrounding streets, bicycle parking, fare gates, and platforms in a simple, color-coded legend. Recommendations needing coordination with City projects will be noted on the figure and in the report. Enhancements and recommendations will be shown in simple, legible lines and icons with corresponding descriptions in the recommendations table.

Any recommendations that need bikeway concept design will be developed under Task 6. The preliminary recommendations task includes one round of BART comments. External input and comment resolution will be incorporated under Task 5 along with bikeway concept plans.

#### *Task 4 Deliverables*

- Draft and final preliminary recommendations site plan figures (10)
- Draft and final preliminary recommendations excel table (10)

### **Task 5: Final Recommendations**

After presentation to the BART TAC and BBATF under Task 2 (second meetings), Fehr & Peers, with review and input from Eisen|Letunic, will finalize the site plan figure and recommendation list for each station for inclusion in the PPoT Plan (Task 6). As part of Task 5, Fehr & Peers will develop eight (8) concept designs and planning-level cost estimates for bikeways in the preliminary recommendation list. Using the path of travel and facility type identified in the site plan figure and recommendation list, we will develop a simple scaled concept drawing and accompanying cost estimate for bike lanes, cycle tracks, or paths on BART property. We assume the concepts will be at 1:50 scale, with potential for exceptions based on specifics needs. Each one will fit on an 11x17 2-page spread.

The concept drawings and cost estimates will include assumptions and be suitable for BART to take forward for grant funding or inclusion in larger projects, with the understanding that preliminary engineering and final design and costing will occur with further engineering studies. The scaled concept designs will be included as an appendix or incorporated into the body of the PPoT plan.

The final excel recommendation list will include planning-level cost estimates for the eight (8) stations with bikeway concepts, with the understanding that BART will furnish cost estimates for other recommendations related to bike parking, architecture, elevators, and any other elements outside of the surface streets, driveways, and parking lots that are the focus of our concept work.

The site plan and bikeway concepts will be presented at the third BART TAC and BBATF. They will be revised in response to inputs from both groups and one round of consolidated BART comments.

#### *Task 5 Deliverables*

- Ten (10) final site plan figures and recommendations lists in response to a second round of BART comments and inputs from the BART TAC and BBATF
- Eight (8) draft and final bikeway concept plans and planning-level cost estimates

### Task 6: PPoT Plan Preparation

Eisen|Letunic will consolidate and assemble all deliverables and recommendations into the Bicycle Preferred Path of Travel Capital Plan.

#### Prime: Fehr and Peers

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Eisen Letunic	\$ 35,503	Y	Y

**Total Work Plan Value:** \$ 182,646