

## **Work Plan No. A.13-02 Bicycle Preferred Path of Travel Phase 2**

### **Scope:**

#### *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 24 bi-weekly check-ins.

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

#### *Task 1 Deliverables*

- Meeting agendas and notes in a shared file location for up to 26 bi-weekly meetings
- Project schedule, maintained for the life of the project
- Monthly project invoicing and administration

#### ▲ *Task 2: Existing Conditions, Gaps, and Opportunities*

The existing conditions task will review and summarize previous work and existing station access and site conditions in support of Task 4 and Task 6. We will document key components of the existing conditions work throughout all task deliverables, including Task 3 presentations, handouts, and preliminary site plan markups in support of Task 6 recommendations.

#### **2A: Review Existing Documents and Data**

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

##### *Before Task 4 Site Visits: BART Plans and Station-Specific Materials*

- 2016 BART Station Access Policy
- 2024 Station Profile 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 5: Recommendations and Design*

- 2017 BART Multimodal Access Design Guidelines

- BART Facilities Standards
- BART Station Experience Guidelines
- NACTO Urban Bikeway Guide
- Caltrans DIB-94

## **2B: Document Existing Bicycle Access Infrastructure, Barriers, and Needs**

Fehr & Peers will identify current access issues, opportunities, and barriers at each station based on review of aerial maps, field observations and stakeholder input at the site visits, and Task 3 outreach. This review will be informed by past work, as documented in Task 2a. This will include consideration of circulation patterns, station access, and existing infrastructure. Findings will be summarized on aerial maps and become the basis for future recommendations.

### *Task 2 Deliverables*

- Draft and Final Excel workbook identifying key findings for each of the eight stations related to bicycle access from the document review (incorporating one round of consolidated comments from BART)
- Draft and Final Site plan markup for each of 8 stations showing bicycle networks, gaps, and deficiencies identified through the existing conditions analysis (incorporating one round of consolidated comments from BART)

### *Task 3: BART Public Outreach*

Fehr & Peers will attend and present at up to three virtual or in-person BART Bicycle Access Task Force (BBATF) Meetings. Fehr & Peers will assemble meeting materials for discussion, present to members of BBATF, and compile agendas and notes for each of the three meetings.

Fehr & Peers will coordinate with BART staff to identify the purpose of each of the BBATF meetings, and preliminary agenda topics could include:

- Meeting #1: Project overview, existing conditions, gaps, and opportunities
- Meeting #2: Review preliminary recommendations and drawings
- Meeting #3: Review draft plan

### *Task 3 Deliverables*

- Agendas, presentations, facilitation, and notes for three (3) virtual BBATF meetings. Fehr & Peers will respond to one round of consolidated BART comments on BBATF presentation materials.

### *Task 4: Station Site Visits*

Fehr & Peers will lead two-hour site visits with a small group of technical and community stakeholders for each of the eight stations. At each site visit, we will also conduct fieldwork to support Task 2. We will finalizing the attendee list in coordination with BART staff and anticipate participants including 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. BART will 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 the [desire](#) lines, connections to local bikeway networks, bicycle interactions with other access modes, infrastructure conditions, and overall site layout considerations.

#### *Task 4 Deliverables*

- Agendas, site map handouts, scheduling support, facilitation, and notes for eight (8) station site visits
- [Stakeholders invitee](#) list for all eight stations

#### *Task 5: Preliminary Recommendations and Concepts*

Fehr & Peers will build off the work done in Task 2 to Task 4 to assemble a set of preliminary recommendations for all 8 stations. For each site, a map of improvements and corresponding table will be developed. These are anticipated to be [similar to the PPO](#) Phase 1 deliverables.

The maps will be in BART's map style showing 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, such as projects on or near another agency's right-of-way, 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 on the recommendations table.

The preliminary recommendations task includes one round of consolidated BART comments. External input and comment resolution will be incorporated under Task 6.

#### *Task 5 Deliverables*

- Eight draft and draft final preliminary recommendations site plan figures (incorporating one round of consolidated comments from BART)
- Draft and draft final preliminary recommendations list in Microsoft excel for the eight stations (incorporating one round of consolidated comments from BART)

#### *Task 6: Concept Drawings*

After presentation to the BBATF under Task 2 (second meetings), Fehr & Peers will finalize the site plan figure and recommendation list for each station for inclusion in the Bicycle Preferred Path of Travel Capital Phase 2 Plan (Task 7).

We will then use those figures and [table](#) to develop eight concept plan view drawings for improvements on BART property. We assume the concepts will be at 1:50 scale and include plan lines on a scaled aerial. Each one will fit on an 11x17 spread. These concept drawings and estimates are intended for BART to use in grant funding applications as it secures further funding for preliminary engineer, final design, and/or further engineering studies. The scaled concept designs will be included as an appendix or incorporated into the body of the [PPO](#) plan.

#### *Task 6 Deliverables*

- Eight final site plan figures and one final recommendation excel list in response to a second round of consolidated BART comments and input from the BBATF

- Eight draft and final bikeway concept plans (incorporating one round of consolidated comments from BART)

### *Task 7: Cost Estimates*

M Lee will develop corresponding planning-level cost estimates for the eight (8) station concepts. BART will provide cost estimates for related improvements such as 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. M Lee will respond to one round of comments from BART on the cost estimates to finalize the estimates.

### *Task 7 Deliverables*

- Eight draft and final bikeway planning-level cost estimates (incorporating one round of consolidated comments from BART)

### *Task 8: PPoT Plan Preparation*

Fehr & Peers will consolidate and assemble all deliverables and recommendations into the Bicycle Preferred Path of Travel Phase 2 Capital Plan, which will be developed as a standalone document to accompany Phase 1. The BART team can expect a structure consistent with Phase I of the PPoT Plan report, although the look and feel of the Phase II report will vary because the report will be produced by Fehr & Peers instead of Eisen Letaunic who prepared the Phase I report.

#### **8A: Plan Outline**

Fehr & Peers will develop a plan outline. The outline will show the contents and organization of chapter contents and appendices, indicating where and how technical deliverables and outcomes from previous tasks will be woven into the Plan document.

BART staff will provide one round of consolidated comments for incorporation before the formatted draft Plan.

#### **8B: Draft Plan**

Fehr and Peers will develop a draft of the Plan text in Word for review by the BBATF (see Task 3). The draft Plan will incorporate feedback from all three BBATF meetings.

BART staff will provide one round of consolidated comments for incorporation before the formatted draft Plan.

#### **8C: Final Plan**

After one round of consolidated BART comments and review of the draft Plan from the BBATF, Fehr and Peers will format the Plan text into the report layout in Word for one final round of review by BART staff. Following this final round of BART review, Fehr and Peers will finalize the report for adoption.

### *Task 8 Deliverables*

- Plan outline incorporating one round of consolidated BART comments.

- Draft Plan (unformatted in Microsoft Word) for BBATF review incorporating one round of consolidated BART comments.
- Final Plan Review Draft (formatted in Microsoft Word and as a PDF) in response to comments from the BBATF and BART

Final Plan (formatted in Microsoft Word and as a PDF) incorporating one final round of consolidated BART comments

**Prime: Fehr and Peers**

Subconsultant	Amount
M Lee	\$ 25,407

**Total Work Plan Value: \$ 25,407**