

## **REGIONAL PLANNING COMMISSION**

### **Covington Bicycle Plan Feasibility Study (Task MC-2.18 Cov; FY-18 UPWP)**

#### **Purpose**

The Regional Planning Commission in coordination with the City of Covington is conducting a feasibility study for a bicycle master plan for the purpose of linking neighborhoods with downtown Covington, schools, parks, commercial centers, and other public facilities. The study will also inventory sidewalk conditions on selected federal-aid eligible routes to identify new or missing sections necessary to comply with the American Disabilities Act (ADA) standards. The geographic boundaries of this scope is the City of Covington with emphasis placed on potential bicycle routes which can be incorporated into a regional or locally significant travel network.

The technical Consultant will assist Covington/RPC in the development and comparative analysis of alternative bicycle routing concepts and in determining priority routes by facility type within the City. In addition, data on sidewalk types and condition, ADA ramps and deficiencies, and opportunities for landscaping at key node points will be identified. This data will be used by the City of Covington in preparing an application for capital project assistance under DOTD's Transportation Alternatives Program and similar programs for bicycle, pedestrian, and related facilities.

In addition, the Consultant will assist Covington/RPC in drafting a Complete Streets Policy for review by the Mayor's Office and City Council. The Consultant will work with the City's Planning and Zoning Department on how to best incorporate the proposed Policy into the City's Code.

#### **Task 1 – Project Management Committee (PMC)**

RPC will establish a Project Management Committee (PMC) to guide the study and evaluation process. PMC members will include the Mayor's Office, City Departments of Planning and Public Works, Louisiana Department of Transportation and Development (District 62), Regional Planning Commission, and other stakeholders identified during the course of the study. The PMC will oversee the work in progress, review inventory findings, and assist in the development of recommended bicycle plan improvements, and drafting of the Complete Streets Policy document.

#### **Task 2 – Existing and Proposed Land Use**

Working in coordination with Covington/RPC, the Consultant will prepare a generalized land use map of the study area showing major existing and proposed land uses. Any previous planning studies, reports, etc. provided by the PMC will be used as the basis for identifying proposed land use changes within the study area. The land use information (existing and future) will be used in part to analyze connectivity issues, needs, and opportunities for improved bicycle and pedestrian access between neighborhoods, downtown, and public places.

### **Task 3 – Conduct Deficiency Analysis**

The Consultant will conduct a complete field visual inspection of all candidate roadways (based on discussion with the City of Covington) in the study area. This examination will include an assessment of roadway and sidewalk width and condition as well as a review of handicap ramps for compliance with current Americans with Disabilities Act (ADA) design standards. This evaluation will include coordination with RPC and LADOTD District 62 on the results of the field survey and evaluation. Both the land use and field data will be used to identify target areas that have an interest in or experience issues regarding bicycle and pedestrian accessibility and connectivity.

### **Task 4 – Conceptual Planning and Design**

The conceptual design analysis will consist of the following work activities:

1. Prepare overall bicycle master plan using site design elements such as new or upgraded sidewalks, signage, striping, landscaping, bike racks, and other measures to enhance downtown Covington as a bike friendly town center destination. The Consultant will coordinate with the PMC on the development and evaluation of these improvement measures.
2. Prepare overall visualizations of the proposed improvements and conceptual design alternatives, helping the community understand the design intent by using before and after graphic perspectives for important nodes and before and after graphics in plan view for selected study corridors. Specific site elements and alternatives with associated costs of the Bicycle Master Plan will be detailed for review, including such items as striping, signage, paving materials, bike racks, trash receptacles, trees and landscaping materials, etc. A public informational meeting will be held to provide information and receive comments on the alternatives.

### **Task 5 – Complete Streets Policy (Draft)**

1. The Consultant will collect, review, and summarize various examples of Complete Streets Policies (a minimum of five) to illustrate best practices for review with the PMC membership.
2. The Consultant will inform and educate the PMC regarding various best practices in preparing Complete Streets Policy documents, as recommended by the National Complete Streets Coalition.
3. The Consultant will assist the City of Covington by preparing a draft Complete Streets Policy document for review by the Mayor and PMC membership. Based on comments received, the Consultant will make revisions to the document and resubmit to the PMC for final review and further consideration by the Mayor and Council.

### **Task 6 – Prepare Preliminary Plans**

1. The Consultant will prepare the initial draft of the Bicycle Master Plan and related improvements for review by the PMC. The Consultant will advise the PMC members on the

study findings and draft recommendations, including project priorities, which are appropriate and feasible for implementation.

2. PMC members will be given two weeks, if necessary, to finalize their review comments based on the Consultant presentation and technical findings. The Consultant will include and address PMC comments in the preparation of the revised draft report, including any comments received from the Council.

#### **Task 7 – Prepare Draft Report**

1. RPC will distribute the revised draft Bicycle Master Plan/Feasibility Study (ten copies) to the PMC membership and call a final review meeting, if necessary, for the PMC to select the preferred package of bicycle and pedestrian improvement measures for the City.
2. The draft Plan will include unit cost estimates and quantities for all bicycle and pedestrian improvements and related site elements, i.e., landscaping, streetscaping, sidewalks, signage, and ADA improvements, as needed. The Study will identify a priority set of potential projects for short-term implementation action.

#### **Task 8 – Submit Stage 0 Feasibility Study**

1. Consultant shall finalize recommendations and prepare the Stage 0 Feasibility Study, documenting the information and analysis described above. All studied alternative(s) will be described in the Stage 0 Report, including the preferred Bicycle Master Plan as selected by the Project Management Committee. The Stage 0 Report will include completed Stage 0 checklists (ref. LA DOTD Program Development and Project Delivery System Manual, Chapter 4: Stage 0 Standard Operating Procedure, Checklist for Stage 0-Preliminary Scope and Budget Worksheet, and Stage 0 Environmental Checklist). Ten printed copies of the report and 5 disks in electronic format (pdf including all maps and visualizations) will be submitted by the Consultant to the RPC for distribution. All survey and engineering work will be submitted to the RPC in CAD and/or GIS format.
2. Ten copies of the Complete Streets Policy document and 5 disks in electronic format will be submitted to the RPC as a separate bound document for distribution by the City of Covington.
3. RPC will work with City of Covington and LADOTD District 62 to advance recommended improvements towards project level design and implementation using various funding sources including STP<200K and Transportation Alternatives Program (TAP), among others.

**Budget:** \$50,000

**Timeline:** 8 months