

**Complete Streets Workshop Series
New Orleans Regional Bike/Pedestrian Safety
and Community Education Program, Phase VI (2016-2017)
Purchase Order No. 2-227325/RPC Project NBP6-CStreets**

Scope of Work

The purpose of the Complete Streets Workshop Series is to provide information and professional development concerning Complete Streets to member-parish jurisdictions to promote interconnected, multi-disciplinary policy and planning among multiple departments and stakeholders. Complete Streets is designing and operating for the entire right of way to enable safe access for all users regardless of age, ability or mode of transport.

This task will offer a 2-part workshop series addressing Complete Streets policies and implementation. The workshops include: Complete Streets Introduction and Complete Streets Policy Development. The target audience includes planners, engineers, transportation officials, elected officials, community members and other stakeholders. The 2-part workshop series will be offered in Hammond and Ponchatoula in Tangipahoa Parish.

The consultant will use the National Complete Streets Coalition training materials provided/purchased by the consultant or the consultant will develop similar materials that must be pre-approved by the RPC project manager. A copy of training materials and power point presentations created by the consultant will be provided to RPC as electronic files. The selected consultant will be responsible for sign-in sheets, agendas and all handouts.

Applicants must demonstrate knowledge and experience in National Complete Streets Coalition concepts and training as well as comparative knowledge to state DOTD Complete Streets policy. Experience with local implementation tools such as permitting, zoning, and policy analysis will be viewed as advantageous.

The selected consultant will work with the Project Manager and local jurisdiction to develop workshop dates, a local facility location, and an invitation list encompassing all relevant stakeholders. Publication and coordination of the workshop series will be the responsibility of the selected consultant in consultation with the Project Manager and local jurisdiction. Each series will consist of 2 one-day workshops approximately one-month apart in each jurisdiction.

Budget: \$36,000

Completion Deadline: October 31, 2017