Project Description

This workshop is intended to provide participants with an understanding to effectively balance the needs of all roadway users by designing, constructing, operating and maintaining rights-of-ways as Complete Streets for all users. The target audience can include engineers, planners, public officials and advocates. It is anticipated that the curriculum for this workshop will be the two (2) 1-day courses “Laying the Foundation for Complete Streets” and “Complete Streets Policy Development” courses developed by the National Complete Streets Coalition. Other courses with similar curricula which cover the same topic areas will also be considered.

Qualifications

- The Consultant should have previous experience instructing “Laying the Foundation for Complete Streets” and “Complete Streets Policy Development” or comparable workshop experience, as described in the Consultant’s proposal.
- The Consultant should demonstrate experience and expertise in complete streets policy development and implementation, transportation planning, and engineering and urban design.

Tasks

1. The Consultant will prepare, and customize as needed, training materials for complete streets workshops in the New Orleans region. Materials must be preapproved by RPC staff. The use of examples from Louisiana to demonstrate course topics is encouraged.
2. The Consultant shall be responsible for the reproduction of all course materials and shall provide RPC with two (2) complete digital copies. The Consultant will determine with RPC staff the appropriate number of training manuals or other handouts required for the training workshops. The Consultant shall provide RPC staff with the necessary training materials in bound format (binders, etc.) at least one (1) week prior to the workshop.
3. The Consultant will instruct four (4) complete streets workshops; two (2) “Laying the Foundation” workshops and two (2) “Policy Development” workshops in the New Orleans region. Exact workshop dates will be determined by RPC staff and the Consultant at a future date.
4. The Consultant is responsible for providing documentation of each task in RPC approved format.
5. While it is anticipated that this will be a lump sum contract, the Consultant will comply with DOTD requirements governing consultant travel and lodging expenses. This information is found at http://www.doa.louisiana.gov/osp/travel/travelpolicy/2014-2015travelguide.pdf

Timeline

The Consultant must complete all work by February 29, 2016.

Project Budget

The project budget is $34,000.