Pedestrian and Bicycle Design and Pedestrian Accessibility Workshops
New Orleans Regional Bike/Pedestrian Safety
and Community Education Program, Phase V (2015-2016)
Purchase Order No. 2000053176/RPC Project NBP5-Design
Amended Scope of Work

Project Description

This workshop is intended to provide participants with an understanding of pedestrian and bicycle planning and design and an understanding of how to apply the requirements of the Americans with Disabilities Act to pedestrian facilities. The target audience can include engineers, planners, public officials, and advocates. It is anticipated that the curriculum for this workshop will be the 3-day “Designing Streets for Pedestrians & Bicyclists” course developed by the Federal Highway Administration and the 1½-day “Designing Pedestrian Facilities for Accessibility” course developed by the Association of Pedestrian and Bicycle Professionals, the Federal Highway Administration and the US Access Board. Other courses with similar curricula which cover the same topic areas will also be considered.

Qualifications

- The Consultant should have previous experience instructing “Designing Streets for Pedestrians & Bicyclists,” “Designing Pedestrian Facilities for Accessibility,” or similar workshops as identified in the Consultant’s proposal.
- The Consultant should demonstrate experience and expertise in pedestrian and bicycle planning and design, pedestrian accessible planning and design, transportation planning, and engineering and urban design.

Tasks

1. The Consultant will prepare, and customize as needed, training materials for pedestrian and bicycle design workshops for New Orleans and another Louisiana host city and for pedestrian accessibility workshops for New Orleans and Louisiana. 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 (manuals) for the training workshop, including binders and text. The Consultant will work with the RPC staff to determine the appropriate number of training manuals for each workshop. In addition, the Consultant will provide RPC with two (2) complete sets of all training manuals and any other course materials in digital format. The Consultant shall be responsible for delivering the training manuals to RPC at least one (1) week prior to each workshop.
3. The Consultant will instruct two (2) pedestrian and bicycle design workshops; one (1) in the New Orleans region and one (1) in another Louisiana city to be determined by RPC staff and instruct two (2) pedestrian accessibility 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 $42,800.