

January 28, 2020

Eli Cooper, AICP  
Transportation Program Manager  
City of Ann Arbor

**RE: Transportation Plan Update Additional Work**

Dear Mr. Cooper:

Per our conversations, Sam Schwartz is submitting the enclosed revised proposal for additional work to be amended to the existing contract for the transportation master plan update.

This proposal includes tasks to assess the operations and maintenance of the city's pedestrian and bicycle infrastructure. Our estimated fee to complete Tasks 1 through 4 below is \$12,700 and the work can be completed within six (6) weeks from Notice to Proceed. Revisions from the previous version include eliminating best practices research of peer cities and a focus on a review of existing infrastructure as opposed to a review of existing practices and policies. One presentation to the transportation commission is included, however, meetings with staff have been removed from the scope.

This proposal also includes tasks to add four (4) committee meetings and two (2) transportation commission meetings to the original scope of the transportation plan update. Our estimated fee to complete Task 5 is \$9,000 and will be completed within the overall timeframe of the transportation master plan update.

Total estimated fee for Tasks 1 through 5 is \$21,700 in labor, to be billed on an hourly basis. This estimate includes expenses to cover one trip for one staff member to conduct the infrastructure review.

We look forward to the opportunity to continue to support Ann Arbor through this work. Please feel free to reach out to discuss this proposal in more detail.

Sincerely,



Stacey Meekins  
Principal + Director of Transportation Planning

# Transportation Plan Update Additional Work

## Project Understanding

Sam Schwartz understands that the City of Ann Arbor desires to gain a better understanding of the procedures and resources necessary to operate and maintain safe transportation facilities, with an emphasis on the pedestrian and bicycle infrastructure throughout the city. We have outlined below an approach that will allow us to explore best practices and lessons learned and apply those to Ann Arbor. We anticipate this work, as outlined in Tasks 1 through 4 below, to take approximately 6 weeks to complete from the Notice to Proceed.

This proposal also includes a task to add additional advisory committee meetings and transportation commission presentations to the original scope. That work is detailed in Task 5 and will be completed within the overall timeframe of the transportation plan update.

## Scope of Work

### Task 1: Inventory of Current Facilities

In order to understand the scale of the operations and maintenance of these facilities, it is important to establish the foundation of the existing infrastructure. This task will use data available from the city and will not include field data collection. Sam Schwartz will prepare a technical memorandum summarizing the existing infrastructure and work with the city to make sure that everything of interest is being captured.

*Deliverable:*

- Technical memorandum summarizing existing infrastructure

*Estimated hours: 14*

### Task 2: Documentation of Existing Resources

Sam Schwartz will spend one day collecting data in the field to assess the adequacy of existing infrastructure in meeting the safety intent of that infrastructure. Prior to conducting the field visit, we will draft a set of data collection forms and review the forms with City staff to ensure we are collecting relevant and comprehensive data. Items will include, but may not be limited to:

- Midblock crossings
  - Condition of markings
  - Presence and relative placement of lighting at midblock crosswalks
  - Presence of advanced warning signs
  - Visibility of signs (due to vegetation)
  - Additional treatments (RRFB, Pedestrian Hybrid Beacon, pedestrian refuge island)
  - Traffic conditions
  - Roadway geometry

- School crossings
  - Condition of markings
  - School zone signs
  - School crossing signs
- Bike routes
  - Condition of markings
  - Pavement condition
  - Separation from traffic
  - Traffic conditions

Data on the above items will be collected during a one-day field visit by one staff member. While we will work to get a representative sample of crossings and bike routes, we cannot guarantee that a one-day survey will allow us to cover all examples within the city. Additionally, the survey will include notations of relative distance and/or placement of elements such as advanced warning signs and lighting, but it will not include field-measured dimensions.

*Deliverables:*

- Draft data collection forms
- Final data collection forms
- Summary memorandum

*Estimated hours: 42*

### **Task 3: Develop Report**

A summary report will be drafted documenting the results of the data collection and how the conditions in Ann Arbor compare to relevant standards and guidance per the Manual of Uniform Traffic Control Devices (MUTCD) and, where appropriate, guidance from the American Association of State Highway Transportation Officials (AASHTO) and the National Association of City Transportation Officials (NACTO).

*Deliverables:*

- Draft Pedestrian and Bicycle Infrastructure Report
- Final Pedestrian and Bicycle Infrastructure Report

*Estimated hours: 38*

### **Task 4: Commission Presentation**

Sam Schwartz will present the findings to the transportation commission. It is anticipated that this meeting will be scheduled to align with a trip already scheduled for the transportation plan update and thus, will not require additional expenses.

*Deliverables:*

- *Transportation commission presentation*

*Estimated hours: 8*

## **Task 5: Committee Meetings and Commission Presentations**

The original scope of the transportation plan update included four meetings with one advisory committee, however, the scope has been amended to include a second advisory committee. Presentations to the transportation commission were not included in the original scope.

This task adds two (2) meetings each for the technical and community advisory committees and two (2) presentations to the transportation commission as well as labor to prepare for those meetings.

### *Deliverables:*

- Meeting materials
- Meeting summary notes
- Transportation commission presentations

### *Estimated hours:*

- Two (2) TAC meetings: 18
- Two (2) CAC meetings: 18
- Two (2) Transportation Commission presentations: 8