



TOWNSHIP OF BETHLEHEM

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Bethlehem Township Active Transportation Plan Request of Proposal

Bethlehem Township, Pennsylvania is soliciting proposals from planning and design firms, including engineering and/or landscape architecture firms, related to the creation of a strategic active transportation plan. Firms will develop a planning document identifying goals, actions, and projects to enhance, strengthen, and advance the active transportation choices in the Township. This Request for Proposal (RFP) describes the scope of services, budget, submittal requirements, and review and selection criteria. Failure to submit information in accordance with the requirements of this RFP may cause for disqualification.

1. INTRODUCTION

a. Bethlehem Township Overview

Bethlehem Township is a first-class Township in Northampton County, Pennsylvania. At one point a rural community on the outskirts of the City of Bethlehem, the connection of Route 78 and the creation of Route 33 fueled massive suburban development from the 1980's through today. The Township's population almost doubled between 1980 and 2010, while the number of housing units more than doubled in the same time frame. This development followed the once rural roads without thought of congestion or impacts on resident's health. The majority of these corridors were built, and still exist today, without sidewalks, protected bike lanes, or even adequate bus stops.

Today Bethlehem Township is home to 25,868 residents (2020 Census). Bethlehem Township is home to many everyday destinations including the Bethlehem Township Community Center, St. Luke's Anderson Campus, industrial and manufacturing job centers and commercial centers. Some of these areas enjoy the beginnings of activity-friendly routes, such as the Madison Farms development on Freemansburg Avenue. However, there is little consistency or connectivity between these efforts. Bethlehem Township would like to perform an inventory and needs assessment and then prepare an active transportation plan to support people who live, work, shop and obtain medical care in the Township.

b. Project Background

Bethlehem Township proposes to advance the current Comprehensive Plan Update 2017 by creating and adopting an Active Transportation Plan as a standalone, supplemental document. The current Comprehensive Plan addresses transportation and traffic with a primary focus on single occupancy motor vehicles. Although the Plan references pedestrian safety, the Township requires a more focused plan for all varieties of active transportation to work toward achieving a goal of minimizing traffic congestion throughout the Township. Additionally, recognizing that portions of Easton Avenue, Emrick Boulevard and Freemansburg Avenue have been identified by LANTA as part of the recommended Enhanced Bus Service System in their Lehigh Valley Enhanced Bus/BRT Study from 2014, Bethlehem Township would like to have a plan to enhance connections for transit users to the bus system. This proposal is also consistent with a number of goals and policies as outlined in FutureLV: The Regional Plan as written by the Lehigh Valley Planning Commission and adopted by Northampton County in 2019.

c. Project Overview

Healthcare and the health of Township residents is of the utmost importance to Township officials and the community. The St. Luke's Anderson Campus is located within Bethlehem Township. The Community Health Needs Assessment (CHNA) 2019-2022 for the hospital lists access to care, chronic disease and mental & behavioral health as the top three priorities. All three of these priorities are directly impacted by the presence or absence of active transportation options. The Active Transportation Plan will speak directly to improving access to care, while the creation of activity friendly routes will introduce safe opportunities for people to move more which has positive impacts on chronic disease and mental & behavioral health. These activity friendly routes provide invisible treatment for these diagnoses. Of the hospital's service area, 34% of the residents live at or below 200% of the Federal Poverty Level and 43% of the children are eligible for free and reduced lunch. Additionally, 73% of the survey respondents were overweight or had obesity.

Of all Township residents, 4.7% live below the poverty level. Per the Pennsylvania DEP Environmental Justice Viewer (2015), the majority of the western municipal boundary is within a half mile of an environmental justice tract. This is the boundary with the City of Bethlehem and Freemansburg Borough. Pedestrians are regularly seen walking on streets with no sidewalk and a limited shoulder, specifically along William Penn Highway and Route 191. Oftentimes these are people who live in the City of Bethlehem who are on their way to a commercial establishment, work or a bus stop. These roads are equipped with bus stop signs for LANTA, but again with no sidewalk and limited shoulder space. The lack of viable options for people who are not in single occupancy motor vehicles is obvious. The Community Walk Score for the Township is twenty-two meaning almost all errands require a car. The Bike Score is thirty, indicating that minimal bike infrastructure exists. This reality does not stop people who need to from walking or biking, it only makes it more dangerous to do so. This danger exists for those who are least equipped to handle the physical and financial costs of a collision with a vehicle. The Active Transportation

Plan will address these inequities by identifying where they exist and both long-term and interim solutions.

The plan will identify and prioritize activity-friendly routes connecting everyday destinations in and around Bethlehem Township. Using data from a variety of sources, Bethlehem Township intends to address the day-to-day life needs of the community, i.e. access to work, shopping, day care, medical care, etc., as well as address the recreational activity needs of the community for walkers, bicycle riders and more. The Township proposes to utilize data from LANTA regarding bus ridership and origin/destination data, as well as Strava heat maps, to supplement information collected from community input during the development of the Active Transportation Plan. This data will be in addition to available Census data, PennDOT data and Township data.

Bethlehem Township envisions community input obtained in a variety of methods to allow for maximum opportunity for participation. Public meetings will be held in person with a Zoom option to allow participation from people who may not be able to make it to the Municipal Building at the scheduled time. Additionally, any polling or surveying that the consultant and Township feel is appropriate will be advertised in the Township newsletter, which is mailed to every home in the Township. Links to the poll will also be available on the Township website and Facebook page. In the past, the Township has established topic-specific email addresses for natural disaster reporting and may do the same to focus solicited community input on active transportation. Efforts will be made to connect with walking/biking/running groups for their input, as well as with LANTA users and pedestrians. This may be accomplished by approaching some of the local convenience stores along the pedestrian routes to setup input opportunities. The form of this will be worked out with the consultant and with the store owners.

2. SCOPE OF SERVICES

a. Scope of Work

The selected firm will be responsible for undertaking and providing the following services related to the development of an active transportation plan as described in more detail in Appendix A:

i. Community Engagement

- The successful firm will lead the community engagement efforts of this project. Township staff will provide administrative support services to the consultant.

ii. Existing Conditions, Plans, & Ordinances

- The selected firm will perform an inventory of existing non-motorized vehicle options and infrastructure in the Township, as well as identify priority corridors and suggested improvements. The firm will review the Comprehensive Plan 2017 and Subdivision and Land Development Ordinance to identify opportunities to incorporate active transportation in subdivision and land development applications.

iii. Visions & Goals

- The selected firm will articulate a refined, specific vision for active transportation in Bethlehem Township. The vision will be a culmination of the background information, community engagement, studies and analyses, and professional opinion. The firm shall also establish goals that coordinate how to achieve the new vision. Goals should be realistic and cover a variety of elements of the vision and different implementation aspects of the plan.

iv. Implementation Strategies, Actions, Projects

- The selected firm will produce implementation strategies, actions, and projects to accomplish goals and meet the vision established by the plan. Implementation mechanisms should include potential funding sources, implementing actors/bodies, and estimated timeframes. General information related to the mechanism should be provided detailing a general scope/framework and the different goals addressed, as well as an impact or priority ranking (or similar measure). Various catalyst actions should also be identified as implementation first steps that can build momentum and garner interest and buy-in toward future implementation aspects. Ways for measuring and/or assessing progress and performance towards the vision, goals, and the implementation aspects should be considered. The recommended funding source for a project, action, activity, etc., should be specified.

b. Deliverables

The selected firm will be responsible for providing the following deliverables related to the project:

- i. A professional style planning document, involving:
 1. Easy navigation, reading, and understanding for elected officials, residents, business owners, other stakeholders, and staff;
 2. Graphically rich with tables, charts, diagrams, examples, drawings, and other elements, to convey concepts, input, conditions, and implementation aspects;
 3. Documentation of all primary conditions, studies, analyses, and community and stakeholder input;
 4. Description of the vision and goals for the planning area, as well as the various implementation aspects of the plan;
 5. Inclusion of the focus items in the project description within the vision, goals, and implementation aspects; and,
 6. Coverage of all elements in the approved scope of work for the project.
- ii. Any original design work, charts, tables, diagrams, concepts, etc., utilized for the creation of the plan; draft plans, templates, etc.; any existing conditions data, market studies, land use analyses; public input or stakeholder survey data, comments, feedback, interviews, etc., GIS files, databases, or any and all other

project files related to the active transportation plan's creation. These could be included as appendices to the report/plan. Separate files with this information should still be provided to the Township at the culmination of the project.

3. BUDGET & TIMEFRAME

The expected budget for this project is \$27,500. Alternative scope of services with a corresponding budget that fits the primary intent and objectives for the project will be considered.

Staff expects to identify the successful consultant and enter into a contract with them by the end of November, 2022. After a kick-off meeting in the beginning of December, it is anticipated that preliminary data collection will occur in December and January. The details and schedule for public outreach will also be finalized during this time. Two public meetings are planned: one to present background information and gather input and the final meeting to present the draft plan. A steering committee will be assembled and meet at least three times. The consultants are expected to run these meetings, with at least two of these meetings happening in person. A first draft of the Active Transportation Plan will be presented for public comment at the June, 2023 meeting. The final draft of the Plan is anticipated by July 31, 2023, with adoption of the plan by the Board of Commissioners at their September 18, 2023 meeting.

4. PROPOSAL REQUIREMENTS & QUALIFICATIONS

a. Proposal Requirements

i. Format

All proposals shall be submitted electronically to the contact below in Subsection 6.b. Submissions must have "Bethlehem Township Active Transportation Plan RFP" with the firm's name as the subject line. Proposals should be submitted as a PDF and included as an attachment as practicable; an FTP or internet drive link may be used instead.

ii. Proposal Sections

All submissions must be submitted with the following sections:

- Cover letter and company overview: including the name, address, email, and phone number of the primary contact for the project as well as summary of the company
- Executive Summary
- Project Understanding and Proposed Approach to Scope: include the firm's approach to meeting the Scope of Services, encompassing all intermediate steps as well as the finished project. Provide your firm's process for project management, staff check-in's, etc.
- Firm Experience and Key Staff: include an overview of the history and work of the firm, describing areas of expertise, services offered, and range of personnel. Provide specific examples of the firm's work on similar planning projects, particularly those focused on active transportation. Links to the planning document, study, etc., must be

provided, not just summaries of the project including the firm's role on the project. Provide a staff organizational chart and include brief summaries of all key staff related to the project, including their role, background, expertise, and relevant experience. Sub-consultants, if utilized, should be detailed in like but limited fashion.

- References: include references for previous completed work of like nature including, the project, name(s) of contact person(s), email address, and phone number. Provide at least three references for previous professional planning services.
- Schedule & Timeline: include the firm's proposed schedule and timeline for the various components and elements of the Scope of Services, including engagement, data collection, analysis, plan drafting, and finalization. Aspects of the project management process, such as check-ins, steering committee meetings, staff meetings, etc., should be included.
- Cost: include the firm's cost proposal, along with any alternative scope of work and related fee proposal, as applicable.

b. Qualifications

Firms possessing demonstrable experience and experience in planning, urban design, and architecture with similar projects will be considered. Firms must demonstrate qualifications in transportation planning, related to data collection, public engagement facilitation, land use analysis, graphic design, policy development, and plan creation.

5. REVIEW & SELECTION CRITERIA

An award, if made, will be to the responsible responder whose proposal is most advantageous to the Township, considering cost and other factors set forth in this RFP. Proposals will be reviewed and evaluated by a committee of Township staff. Criteria for evaluation include, but are not limited to:

- a. Demonstrated understanding of project scope;
- b. Expertise and experience with planning projects of similar nature;
- c. Ability to complete the project within an acceptable timeframe;
- d. Suitable cost proposal related to required scope of services;
- e. Approach and consideration for project objectives and focus elements; and,
- f. Satisfactorily addressing the scope of services requested.

The Township may request that responders attend a virtual meeting/interview and/or answer questions or provide clarification regarding their proposal. Final acceptance of any proposal will be based upon all information from the communication with responders and their submissions.

6. SUBMISSION PROCESS

a. Deadlines

The below dates present a timeline related to the RFP process:

- RFP released | October 24, 2022
- Question Submission Deadline | October 31, 2022
- Clarifications and Answers Provided | November 2, 2022

- Proposal Submittal Deadline | November 14, 2022
- Finalist Selected, Board of Commissioners Approval | November 21, 2022
- Contract Executed | December 2022
- Project Kickoff | January 2023

Dates following the proposal submittal deadline may be subject to change.

b. Contact

The project contact for the RFP and the management of the project is Amanda Raudenbush, Community Development Director. Contact information is provided below:

- (610) 814-6441
- araudenbush@bethlehemtp.com

c. Proposal Conditions, Assumptions, and Agreements

Bethlehem Township reserves the right to reject any or all proposals received or to select the proposal which, in our opinion, serves the best interests of the Township. The Township reserves the right to waive informalities and technicalities in any offered proposal.

This RFP is not an offer, obligation, or agreement to award work to any proposer and no contractual relationship is created by responding to this RFP.

The Township reserves the right to negotiate with the successful firm and award the contract based on the Township's needs and requirements. The Township reserves the right to cancel the award of contract(s) at any time prior to the execution of the contract(s) by all parties.

Bethlehem Township shall not be liable for any costs incurred by the responder in preparation of a proposal submitted in response to this RFP or any other actions or activities related to responding to this RFP.

The Township shall have a reasonable opportunity to inspect all service performed and work produced by the proposer.

The firm will be retained solely for the purposes of, and to the extent set forth, in the proposal and executed via contract.

7. ATTACHMENTS

- a. Appendix A
- b. Appendix F

Appendix A – Expectations for Plans and Policies

Active Transportation Plans and Policies to Guide the Establishment of Activity-Friendly Routes that Connect to Everyday Destinations

The following guidance is provided for applicants seeking funding to implement Active Transportation Plans (ATP), Complete Streets Policies (CSP) and Vision Zero Policies (VZP). The expectations for use of the funding and information applications should address are described here.

Common Elements

The purpose of this funding program is to improve walking, bicycling, wheeling, and transit connections to everyday destinations and to increase safe and accessible opportunities for people of all ages, abilities, modes, and means to be physically active, through plans and policies. Creation or enhancement of the active transportation environment begins with a plan or policy that documents a community commitment to this goal. The plan or policy should create a framework for a safe walking and biking infrastructure network through identification of specific projects, including routes (multi-use paths, bike lanes, sidewalks, and public transit routes) and everyday destinations (e.g., home, work, childcare, grocery store, retail center) that will be enhanced or developed to connect to the network.

It is expected that the plans and policies resulting from this funding program will emphasize the relationship of public health and active transportation. Thus, applications should address and commit to developing plans and policies aimed at enhancing the built environment so that opportunities for physical activity are increased and the health of residents improved. All applications, plans, and policies will need to address the Community Health Needs Assessment (CHNA), for their area. All non-profit hospital organizations must conduct a CHNA every three years and adopt an implementation strategy to meet the community health needs identified through the CHNA. Both the Assessment and implementation strategy will be posted on the website of the hospital. Most of these documents, if not all, cite high rates of obesity and related chronic diseases as priorities and address physical activity as a means to address these issues. Pertinent data from the CHNA might include the rate of obesity or prevalence of related diseases and should be considered in the development of active transportation plans and policies as, in the end, the expectation is that the goals or strategies of the plans and policies will aim to reduce such conditions.

The plans and policies should also enhance adherence to the requirements of the Americans with Disabilities Act (ADA) and the Architectural Barriers Act (ABA). ADA and ABA guidelines are key to expanding equitable access to existing, older, non-compliant active transportation networks and shaping new infrastructure that will truly benefit the entire population. They should also recognize that cycling infrastructure can play an important role in accessibility for some people with disabilities; pedalcycles can be personal mobility devices.

Plans should refer to resources available from the state Department of Transportation, PennDOT. Plans should take into consideration the [2019 Statewide Active Transportation Plan](#). As described on the PennDOT website, “the Plan outlines a vision and framework for improving conditions for walking and bicycling across Pennsylvania, most notably for those Pennsylvanians who walk and bicycle out of necessity rather than for leisure and recreation... The document identifies and prioritizes strategies that will promote more bicyclists and pedestrians, while supporting safety and multimodal connectivity. It will simultaneously serve as a resource for metropolitan and rural planning organizations, as well as statewide municipalities throughout the Commonwealth as they develop and implement regional and local active transportation plans.” Plans should address the six themes defined by the Statewide Plan: Safety, Equity, Connected Networks, Partnerships, Public Health, and Economic Mobility.

Plans should also incorporate [PennDOT Connects](#) resources. Connects is a result of recent proactive steps taken by PennDOT to enhance communities and mobility through a more collaborative planning effort. It is not focused on non-motorized transportation like the Statewide Active Transportation Plan, but it ensures the inclusion of bicycle and pedestrian considerations in all planning and design processes. The relatively new program looks to work with planning partners and communities at the beginning of the construction planning process to learn what elements may be important to include in the specified project – such as bicycle/pedestrian issues, community health, and green infrastructure – to support a community’s vision. This commitment to bettering the transportation system and communities builds partnerships that invest in sustainable transportation, leverages resources to improve communities, and improves economic competitiveness, access to work and overall quality of life. It assumes and requires the existence of a local planning framework to inform participants in advance meetings for specific projects. Local/municipal Active Transportation Plans will provide that framework and should be situated to integrate with the regional Connects process.

The convening of a steering committee (categories of representation outlined in Section 9 of the FOA), outreach to stakeholders with key person interviews and/or focus groups, and public involvement of all sectors of the community at multiple points in the process (broad community notification through multiple modalities, presentations, public surveys, and meetings, whether in-person or virtual, and other input opportunities) are essential. Plans must make the effort to reach out to and collect public opinion and input from frequently overlooked, marginalized groups – including, but not limited to recent immigrants, low socioeconomic status neighborhoods, racial minorities, the elderly, youth, people with disabilities, and non-English-speakers.

Based on previous experience with funding active transportation plans, WalkWorks encourages applicants to utilize the funds to engage a qualified consultant to perform the work. WalkWorks does not provide recommendations for consultants, but can provide a list of those who have done past plans. WalkWorks staff can consult on the selection process, but is not required to be involved.

Transportation Plan

In accordance with the [Pennsylvania Municipal Planning Code](#), every community must have or be covered by a comprehensive plan, including an evaluation of transportation issues. For this funding opportunity, the ATP may be incorporated into a current or future comprehensive plan or it may be a stand-alone document. Either way, it is expected that the plan will identify current and future needs and solutions pertaining to active transportation issues.

Historically, such plans have focused on motor vehicle transportation. Given the source of this funding and the important relationship of population health and connectivity, funded plans will focus on active transportation – walking, ADA accessibility, and bicycling, at a minimum – rather than primarily roadway improvements. WalkWorks expects that, upon completion, the plan and/or policy will be presented to and formally adopted by the governing body of the covered community.

The active transportation plan should embrace walking, wheeling (bicycles, wheelchairs, and other micro-mobility options), and public transportation (where applicable). The resulting plan should consider how well the community’s transportation system connects people to jobs, services, and other everyday destinations and prioritize projects that will improve those connections. It will also propose locally appropriate ways to encourage more people to choose active transportation options more often as they are made available, through public outreach, educational programs, events, and collaborations with service agencies and nonprofits.

Completed plans should include identification and prioritization of proposed projects, preliminary cost estimates and timeline for implementation, and an implementation strategy, including potential funding sources. Within that overall framework, it is recommended that communities include three

primary focuses for action: a quick-implementation project that the municipality has control over and can put into effect right away; a program or campaign to enhance active transportation awareness and enthusiasm locally; and a primary infrastructure construction project to move towards engineering design right away.

Performance Measures

In accordance with performance measures set forth by the Centers for Disease Control and Prevention, the adopted active transportation plan or policy must include:

- a. The number of *potential* linear miles* of multi-use paths, sidewalks, bike lanes, and public transit routes connecting everyday destinations;
- b. The number of *potential* connections of destinations,* based on plans for the above; and
- c. The number of *potential* new or enhanced sites,* identified in the plan or policy, that will be connected by activity-friendly routes.

*All grant recipients will be asked in future to share *actual* numbers of miles, connected destinations, enhanced sites as a result of implementing their plans and policies.

See Appendix B for detailed explanations and examples of the above terms.

Additional Considerations

In addition to the above, it is suggested that the following data elements/public health-related metrics, though not intended to be all-inclusive, should be considered by grant awardees in the development of active transportation plans and policies:

- a. Additional data beyond the CHNA, where available, reporting on local population health related to physical inactivity and/or obesity and related chronic diseases;
- b. An assessment of existing pedestrian/bicycle facilities/an inventory of bicycle and pedestrian infrastructure, including – if already identified – extent of existing connectivity and/or needed additions and improvements to promote walking and biking by people of all abilities;
- c. Crash data and the areas of high risk (even if marked by avoidance) – especially for vulnerable users (pedestrians, cyclists, Black, Indigenous and People of Color, children, older adults, people with disabilities), and in the vicinity of schools;
- d. Everyday destinations (e.g., home, work, school, childcare, medical care, grocery store, park) connected by activity-friendly routes and the population reach for these destinations (e.g., the percent of population living within a 10 minute walk to a park);
- e. Population served by walking/biking/transit or the number of people who walk or bike to daily activities and/or for leisure time physical activity;
- f. Commuting habits – i.e., percentage of residents who walk/bike/take public transportation to work;
- g. An assessment of the percentage of the population that cannot drive whether due to age (too young or too old), disability, or lack of access to a vehicle; and
- h. An account of the level of transportation burden for households both in terms of commute time and percent of household income expended on transportation costs.

Plans should consider people of all ages and abilities. If appropriate for the community, grant recipients might include a Safe Routes to School (SRTS) or a Safe Routes to Parks component in their active transportation plans or even make those topics the focus. Safe Routes approaches, such as SRTS and Safe Routes to Parks, include infrastructure-related program and policy improvements like better traffic laws, safety education, equity considerations, and incentives as well as physical improvements to encourage walking and bicycling to community destinations. SRTS is a comprehensive approach that

encourages students and their families to walk, bike, or use other forms of active transportation to commute to and from school. The evidence demonstrates that SRTS is associated with increases in the number of students who walk and bike to and from school and simultaneously reduces the risk of injury from traffic collisions involving pedestrians and bicyclists.

Additionally, if applicable to their communities, grant recipients should consider incorporating the needs of older adults into their plans. Many older adults lead active lives and benefit from access to active transportation opportunities. Cyclists in particular, especially with the increased prevalence of e-bikes, are now skewing older and are therefore more vulnerable as a category than previously. Active Transportation Plans are important for all residents in a community.

See Appendix C for references to resources for topics mentioned above.

Complete Streets Policy (CSP)

Complete Streets is a transportation policy and design approach that calls for streets to be planned, designed, operated, and maintained to enable safe, convenient, and comfortable travel and access for users of all ages, assets, and abilities, regardless of their mode of transportation. A CSP identifies a community's commitment to providing future opportunities to implement walking and biking infrastructure on current and/or future streets. Because most streets are shared by vehicles, pedestrians, and bicyclists, many communities have adopted or are adopting policies that guide the evaluation and design of these shared transportation spaces. Typically, a CSP identifies general goals and principles to promote Complete Streets in a community and then determines specific actions or guidelines to evaluate and implement shared spaces for vehicles, pedestrians and bicycles.

In November 2017, the National Complete Streets Coalition released a new and improved policy framework for grading Complete Streets policies. Its revamped [Elements of a Complete Streets Policy](#) calls for strong commitments to both equity and implementation. The expectation is that the ten elements will be considered for inclusion in the final CSP. The Coalition highlighted 10 of the highest achieving communities around the country using the new rubric in its 2018 [Best Complete Streets Policies](#) report.

The application must identify the process by which the applicant will obtain input from the public and specific interest groups and the means by which the policy will be drafted and adopted. The expectation is that the policy will be adopted by locally elected officials through an ordinance, resolution, street design policy, or comprehensive transportation plan. The policy must specify how the community will plan, design, and maintain streets so they are safe for all users.

See Appendix C for related resources.

Vision Zero Policy (VZP)

Vision Zero is a strategy to eliminate all traffic fatalities and severe injuries, while increasing safe, healthy, equitable mobility for all. First implemented in Sweden in the 1990s, Vision Zero has proven successful across Europe and has gained momentum across America – not only in major cities – as any more than zero deaths is too many.

A VZP is an *actionable* set of policies calling for zero deaths from traffic crashes by a specified year. It is an ethics-based approach to strategizing to eliminate traffic fatalities and serious injuries. Depending on the community, strategies might include a plan for speed management on streets used by pedestrians and bicyclists, requiring taxi companies to manage their employees or vehicles to prevent

speeding and prioritize pedestrian safety and/or implementing a shift from road surface lighting to human-centric lighting.

Today, road users bear complete responsibility for safety; Vision Zero changes this relationship by emphasizing responsibility must be shared by transportation system providers (e.g., elected officials, city planners, transportation and traffic engineers) and road users. In other words, those in charge need to provide the right physical settings and behavior cues and those driving need to obey speed limits, not text while driving, share the road, etc. The Vision Zero Network suggests [nine components](#) are needed to ensure a strong commitment to Vision Zero. For more information, including core elements of and examples of Vision Zero policies, visit [Vision Zero Network](#).

The application must identify the process by which the applicant will obtain input from the public and specific interest groups and the means by which the policy will be drafted and adopted. The expectation is that the policy be adopted by locally elected officials through an ordinance, resolution, policy, or executive order.

See Appendix C for additional resources.

Appendix F – Metrics Templates for Potential Linear Miles (sidewalks, bike lanes, multi-use paths, public transit routes), New/Enhanced Destinations (crosswalks & intersections, and other destinations), and Projects/Policies

In accordance with page 6 and Appendices A and B – “Expectations for Plans and Policies” and “Explanation of Terms” – of the Funding Opportunity Announcement (FOA), grant recipients are required to provide information with their final plans/policies and, upon request, to provide similar data as projects are implemented. These forms are the templates on which grant recipients will log the *potential* new/improved linear miles of new/improved routes or means of transportation, *potential* destinations that will be connected due to the new or improved routes, and *potential* new and/or enhanced sites as identified and prioritized in their adopted plans or policies.

Note: This form is not to be completed at the time of your application. Rather, it is provided to potential applicants to explain what will be required to be submitted as part of or with final plans – based on the recommendations made in their respective plans. Similar reporting will be requested during the larger project period (outside of the specific mini-grant award period).

Active Transportation Plan Implementation Metrics - Crosswalks and Intersections				
Map or Page No.: Indicate the map or page number on which each priority is reflected in your plan:				
Priority: Indicate the ranking of each priority (e.g., by number or “high, medium, low”):				
Project Description: Describe project location and what improvements are being made.				
Potential linear miles: Linear miles of proposed sidewalk, rounded to the nearest tenth of a mile.				
Connected destinations: Name the destinations that will be connected with implementation of each project.				
Map or Page No.	Priority	Project Description	Potential Linear Miles	Connected Destinations

Active Transportation Plan Implementation Metrics - Transit Stops, Connections, and Routes				
Map or Page No.: Indicate the map or page number on which each priority is reflected in your plan.				
Priority: Indicate the ranking of each priority (e.g., by number or “high, medium, low”):				
Project Description: Describe project location and what improvements are being made. <i>Examples: New bus route, new stop along existing transit route, new bus shelter, etc.</i>				
Potential linear miles: Linear miles of proposed new transit routes (if applicable), rounded to the nearest tenth of a mile.				
Connected destinations: Name the destinations that will be connected with implementation of each project.				

Map or Page No.	Priority	Project Description	Potential Linear Miles	Connected Destinations

Active Transportation Plan Implementation Metrics - Bicycle Infrastructure Improvements

Map or Page No.: Indicate the map or page number on which each priority is reflected in your plan.

Priority: Indicate the ranking of each priority (e.g., by number or “high, medium, low”).

Project Description: Describe project location and what improvements are being made. *Examples: low-speed shared streets, bicycle boulevards, buffered bicycle lanes, conventional bicycle lanes, protected bicycle lanes, and signed bicycle routes, bicycle racks, bike share stations, etc.*

Potential linear miles: Linear miles of proposed bicycle lanes, bicycle boulevards, and low-speed shared streets (if applicable), rounded to the nearest tenth of a mile.

Connected destinations: Name the destinations that will be connected with implementation of each project.

Map or Page No.	Priority	Project Description	Potential Linear Miles	Connected Destinations

Active Transportation Plan Implementation Metrics - Multi-Use Paths

Map or Page No.: Indicate the map or page number on which each priority is reflected in your plan.

Priority: Indicate the ranking of each priority (e.g., by number or “high, medium, low”).

Potential linear miles: Linear miles of proposed paths, rounded to the nearest tenth of a mile

Connected destinations: Name the destinations that will be connected with implementation of each project.

Map or Page No.	Priority	Project Location	Potential Linear Miles	Connected Destinations

Active Transportation Plan Implementation Metrics - Programmatic and Policy Improvements

Plan/Policy/Project: Project, policy or plan development or improvements. *Examples: Development of a Complete Streets Policy; Amendment to Ordinance; Evaluation of progress/status of implementation of Active Transportation Plan.*

Policy/Project	Description

Revised: 12.30.21