

Memorandum

Department of Public Works



TO: Michael O. Geisel, P.E.
City Administrator

FROM: James A. Eckrich, P.E. *JAE*
Public Works Dir. / City Engineer

DATE: January 31, 2024

RE: Bikeable Walkable Community Plan Update

As you know, the 2024 Budget contains \$95,000 to revise the City's Bikeable Walkable Community Plan (Plan) that was adopted by City Council via Resolution 302 on March 15, 2010. Updating the Plan is a specific milestone contained in the City's Strategic Plan. It is imperative that the City's Plan be current and revisited regularly to ensure the City Staff is working toward the community's goals regarding cyclists and pedestrians. Such a review also provides an opportunity to review the City's policies and procedures to ensure they are aligned with City goals. An example is whether we should continue to require sidewalk on both sides of low volume subdivision streets – another item specifically delineated in the Strategic Plan.

An outline of the City's Staff's intentions regarding the Plan update are contained in the attached memorandum from Assistant City Engineer Zachary Wolff. Specifically, absent any other direction from PPW, the City will soon issue a Request for Qualifications (RFQ) from firms capable of providing the services necessary for an updated Plan. Once those qualifications are received they will be reviewed by City Staff who will determine the firm most capable of providing the required services. The City will negotiate a scope and fee with that firm, and a contract will subsequently be submitted to City Council for approval.

After approval of a contract, the City Staff will work with the firm chosen to update the City's Plan. This will include on-line engagement (i.e. surveys), public meetings, meetings with Councilmembers, a review of the City's current bike/ped system, and an analysis of our existing policies and procedures. The overarching goal is to create a document that the City can use to move forward regarding bicycle and pedestrian facilities in the City of Chesterfield. This will include a limited number of prioritized projects with conceptual cost estimates.

It is important to clearly state that this Plan will NOT concentrate on County and State Routes where the City has little/no control. That was a flaw of the 2010 Plan

that will not be duplicated here. This Plan will concentrate on City roads and trails. There may be reference to improvements the City would like to see on State / County roads – but that will NOT be a primary component of the revised Plan.

The Public Works Staff and I are excited to move forward with this important project. Should you have questions or need additional information please contact me.

Action Recommended

As this is a budgeted item there is no need for the Planning and Public Works Committee to take any action at this time. The City Staff will issue an RFQ that will be used to determine the firm most qualified to perform the services necessary for an updated Bikeable Walkable Community Plan. The Staff will negotiate a scope and fee with that firm, which will be submitted to City Council for approval. However, should the PPW Committee wish to provide direction or commentary on the course of action we have delineated, the Staff will use that information to make any necessary adjustments.

Please share with PPW and request input for the compilation of the RFQ.

 2024-2-1

Memorandum

Department of Public Works



TO: James A. Eckrich, PE – Director of Public Works /City Engineer

FROM: Zachary S. Wolff, PE – Assistant City Engineer *ZSW*

DATE: January 30, 2024

RE: Bikeable Walkable Community Plan Update

As you know, the City of Chesterfield Bikeable Walkable Community Plan (Plan) was completed in February 2010 and was formally adopted by Resolution 302 in March 2010. Goal 2, Objective 4 in the City’s November 2022 Strategic Plan is to “Increase Opportunities for Multi-Modal Connectivity”. One specific item identified within this objective is to update the City’s Bikeable Walkable Plan (Plan). The approved 2024 budget includes \$95,000 for professional services to engage a consultant to work with the City to create a new Plan. Please accept this memo for informational purposes and share the following information regarding our intention to update the Bikeable Walkable Plan with the Planning and Public Works Committee.

Since adoption of the Plan in 2010 there has been a shift in recommended practices related to bicycle and pedestrian accommodations. The shift has generally been away from signage and shared on-road facilities for cyclists towards off-road and separate facilities that appeal to a wider cross-section of users. For pedestrians the shift has been much more subtle away from signage and more towards visibility and safety enhancements. To get the best possible Plan that meets the City’s Strategic Plan objectives and incorporates current best practices for bike and pedestrian facilities, we propose to issue a Request for Qualifications (RFQ) for professional services to select a consultant to develop the new Plan. We intend to issue the RFQ in late February or early March.

The following initial scope recommendations will be issued with the RFQ so interested consultants will have information on the City’s goals for the Plan.

- Public & Stakeholder Engagement
 - Online Engagement (survey, GIS map notes, etc.)
 - In-Person Engagement (public meetings – two to three)
 - Elected official input meetings/surveys.
 - Key City Staff input meetings and/or surveys.

- Regular internal progress meetings
- Define Existing Conditions
 - Utilize City GIS data to analyze the existing bicycle and pedestrian system.
 - Identify system gaps.
 - Identify desirable destinations for pedestrians and cyclists and the routes that provide access to those destinations.
 - Review existing plans and information from MoDOT, St. Louis County, Trailnet, Great Rivers Greenway, and others and determine how to best utilize that information.
 - Review existing City policies, guidelines, and recommendations for sidewalks, trails, and bicycle signage, striping, and facilities.
- Vision and Guiding Principles
 - Provide policy and program update recommendations.
 - Provide proposed standards for design, criteria for application of improvements, and project prioritization criteria.
- Implementation
 - Identify and prioritize system gaps and potential projects.
 - Provide GIS maps/exhibits showing gaps and potential project areas.
 - Provide high level conceptual project scope and budget for five bike and pedestrian projects.
 - Provide recommendations for coordination with other agencies.

Like the initial scope recommendations, the following initial schedule will also be issued with the RFQ.

- February-March 2024: Issue RFQ
- April 2024: Review submittals, select consultant, negotiate final scope, schedule, and fee.
- May 2024: City Council contract authorization, execute contract, issue Notice to Proceed
- May-September 2024: Data gathering, analysis, regular internal progress meetings.
- September-December 2024: Draft plan and public input, engagement meetings
- December 2024-June 2025: Finalize Plan, PPW for recommendation, City Council for adoption.

The final scope of work, schedule, and associated fee will be negotiated with the consultant selected by City staff as the most qualified to perform the work and the contract will be presented to City Council for approval prior to executing the contract. Once a consultant has been selected, we will determine the best means and methods to provide regular updates. Please let me know if you have any questions.