

Monroe County Countywide Active Transportation Plan

Scope of Work

A. Objective

The Monroe County Countywide Active Transportation Plan (CATP) will establish a clear vision for a safe, comfortable, and connected active transportation network for the County, discover opportunities for network expansion and improvement, and develop implementation strategies. The CATP process will develop a comprehensive plan to guide the County and its municipalities in implementing a countywide network of cycling and pedestrian facilities, programs, and policies so that residents of every ability can move between destinations safely, efficiently, affordably, and in a way that can benefit their health and the environment.

Completion of the CATP will result in a document that stitches together existing mobility and active transportation plans and complements the Reimagine RTS initiative's routes and schedule, to create an accessible and equitable transportation system for all users.

The completed CATP will provide:

- An aspirational framework for communities and destinations across the County to include comfortable bicycle and pedestrian facilities in transportation corridors.
- General guidelines for applying active transportation principles to promote a more equitable transportation system throughout the County.
- Ideas and resources to improve the integration of active transportation and public transit to support regional connectivity.
- Best practices for planning and design approaches and for bicycle and pedestrian infrastructure implementation.
- Guidance on local and regional actions that support active transportation.

The CATP will identify:

- Opportunity areas for innovative bicycle and pedestrian facility connections, design, and policies.
- Strategies and programs that the County and the local municipalities can lead, or partner with others, to improve the countywide active transportation network.
- Roles and responsibilities for the County, local municipalities, and other partners in facilitating active transportation strategies.

This planning project will result in more cooperation between municipalities on active transportation issues and provide a channel for municipalities to collaborate on, and advance, a more connected and cohesive countywide active transportation network.

B. Background

Monroe County includes urban, suburban, and rural settings with diverse populations and development trends. Monroe County has a population of 740,990 (2020 estimate), about 61% of the total population of the nine-county region. According to 2019 American Community Survey (ACS), Monroe County has 363,412 workers and 92.9% of the workers live in the County. Seventy-six percent (76%) of workers commute to a different municipality to work. Approximately 2.5% (9,085) of workers commute to work on foot, 0.5% (1,817) by bike, and 2.5% (9,085) using public transportation. There are 34,118 (11.3%) occupied housing units with no vehicles available per the latest ACS estimates.

A variety of efforts to enhance the safety of active transportation networks have occurred throughout the County. The Monroe County Department of Transportation has a departmental Complete Streets policy that is applied to all County road projects. In June 2021, the County Legislature passed *Carrie Ray's 3-Foot Passing Law to Protect Bicyclists*, Local Law 21-0125 of 2021, which requires motorists to provide a minimum of three feet space when passing a bicycle. Over 10 municipalities in Monroe County have done municipal-scaled plans supporting bicycling and walking, including the City of Rochester Comprehensive Access Mobility Plan. Concurrently to the CATP, the City is engaging in its own active transportation master planning effort. The County and City believe it is important to collaborate on these efforts and promote joint public meetings, data sharing, and collaboration between project teams when possible.

Furthermore, the report - *Transportation and Poverty in Monroe County* (2018), published by Reconnect Rochester, identified the need to enhance and expand multi-modal transportation activity in the County. As employment is no longer centrally located in urban centers, there is a need to build an active transportation network that spans the County and connects municipalities. The project will also build on the recently implemented Reimagine RTS initiative to provide reliable and affordable last-mile links to transit for County residents.

The County Active Transportation Plan will support the ongoing work of several other Monroe County initiatives. The Monroe County Climate Action Plan Advisory Committee (CAPAC) is currently working on a Climate Action Plan focused on County operations with plans to develop a countywide Climate Action Plan in the near future. These efforts recognize the need to reduce greenhouse gas (GHG) emissions from all sectors, but especially from transportation-related source, which account for nearly 40% of Monroe County GHG emissions according to Climate Solutions Accelerator of the Finger Lakes. The County is concurrently developing a new Comprehensive Plan. The CATP will be part of that process and incorporated as a companion plan that addresses County active transportation needs.

C. Tasks

1. The consultant team will be guided by a Project Advisory Committee (“the Committee”) to oversee and guide the planning process. The Committee may include representatives of the following agencies:

- Monroe County Department of Transportation
- Monroe County Department of Planning and Development
- Monroe County Department of Parks
- Monroe County Community Engagement Officer
- City of Rochester Department of Environmental Services, Active Transportation Planning Division
- Suburban Municipal Representatives
- Regional Transit Service (RTS)
- Rochester-Monroe County Aging Alliance
- Reconnect Rochester/ Rochester Cycling Alliance
- Rochester Bicycling Club
- Common Ground Health
- Rochester Accessible Adventures/ Center for Disability Rights
- New York State Department of Transportation
- Genesee Transportation Council

Please note that the final Committee membership will incorporate the selected consultant’s input.

2. Having established an agreement regarding contract and financial administration, the Genesee Transportation Council will issue a Request for Proposals on behalf of the County to select a qualified consultant for the project. Monroe County Planning staff and selected members of the Committee will work with GTC throughout the RFP and consultant selection process.
3. GTC Staff, County Planning Staff, and the selected consultant will collaborate on a contracted scope of work based on the RFP and the successful candidate’s proposal.
4. The chosen consultant will convene an initial meeting to clarify roles, responsibilities, expectations (scope of work), deliverables, and project schedule between the consultant, project sponsor, and the Project Advisory Committee. The consultant will provide biweekly updates to County Planning and convene regular Committee meetings to report on project progress and receive Committee input.
5. The consultant will develop a Public Engagement Plan and identify stakeholders for each relevant topic area. The consultant will conduct public meetings to communicate with the public on the project progress and to receive public

inputs. The consultant will engage in outreach and public data collection and feedback through such efforts including, but not limited to: public visioning sessions, pop-up events, online forum, and design charrettes.

6. The consultant will undertake data collection and analysis and document existing conditions and findings. The consultant will subsequently draft a document identifying opportunity/focus areas and community needs.
7. The consultant will prepare recommended policies and procedures that will result in improvements to the active transportation network and infrastructure of Monroe County and its constituent municipalities.
8. The consultant will draft an Implementation Plan, which will identify phased implementation strategies and actionable items to achieve the recommended policies and procedures. Each item will list programs/actions and responsible agencies.
9. The consultant will assemble all reports from the planning process into a final document that will stand alone as well as be easily integrated into the County's Comprehensive Plan as a companion document.
10. Monroe County Planning Staff will present the final CATP document to the GTC Planning Committee and to the Monroe County Legislature, recommending it for adoption.

D. Products

Deliverables expected for this project include, but are not limited to:

- An inventory of existing infrastructure, facilities, and amenities supporting active transportation.
- A public engagement summary, including survey data, public comments, and public presentation/meeting materials.
- A report identifying network gaps, with focus on connecting an active transportation network to destinations such as employment destinations, recreational amenities, necessary services, and linkages to other transportation systems throughout Monroe County.
- Recommendations on opportunity areas and focus areas, including general guidelines for applying concepts and resources and information on planning and design approaches relevant to all communities.
- Phased implementation strategies and actionable items.
- A consolidated County Active Transportation Plan
- An Executive Summary of the final plan
- All GIS or other digital data collected for the project via a shared link or USB Drive.

The consultant will provide all documents to GTC and Monroe County in electronic PDF format. The consultant will produce paper copies of the final County Active Transportation Plan for each Project Advisory Committee Member, the Monroe County Executive's Office, and the Monroe County Legislature. Paper copies of the Executive Summary will be provided to each County municipality, each County Legislator, and other interested parties.

E. Public Participation Plan

A broad and yet in-depth public outreach process will take place throughout the planning process. A tailored public engagement plan will embrace online, in-person, and targeted outreach using translation/interpretation tools to communicate with multiple and diverse groups of people.

Monroe County will select a consultant who is experienced in public engagement and able to take on the multifaceted and inclusive public outreach approach. The public outreach process will include, but is not limited to, online surveys to reach out to the general public and target groups; creative community engagement activities such as charrettes, public meetings, festivals, pop-up events, and stakeholder meetings/interviews; as well as, digital public engagement like an online forum with project information and online public meeting.

F. Schedule

Task	Timeline
Scope of Work Approval	August 2021
Release of RFP	September 2021
Consultant Selected	November 2021
Contract Completed and Signed	January 2022
Initial Project Meeting	February 2022
Existing Conditions Analysis Received	May 2022
Needs Assessment Received	July 2022
Recommendations and Strategies Received	November 2022
Implementation Plan and Draft Active Transportation Plan Received	March 2023
Active Transportation Plan Finalized	April/May 2023
County Legislature Adoption (by County Staff)	Summer 2023

G. Project Budget

<u>Sources of Funds</u>		<u>Uses of Funds</u>	
	<u>FY 2021-22</u>		<u>FY 2021-22</u>
<u>Federal Funds</u>		<u>GTC</u>	
FHWA	\$160,000	Staff	\$0
FTA	\$0	Contractual	\$0
Subtotal	\$160,000	Subtotal	\$0
<u>Matching Funds</u>		<u>Other Agency</u>	
State (In-kind)	\$0	Staff	\$0
Local (In-kind)	\$0	Contractual	\$170,000
Local (Cash)	\$10,000	In-kind Exp.	\$0
Subtotal	\$10,000	Subtotal	\$170,000
<u>Total</u>	<u>\$170,000</u>	<u>Total</u>	<u>\$170,000</u>