



## TOWN OF PERINTON

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### PUBLIC WORKS

### *SCOPE OF WORK FOR UPWP TASK #8773 - TOWN OF PERINTON'S PEDESTRIAN & BICYCLE MASTER PLAN*

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#### **Objective:**

To develop a comprehensive and functional active transportation plan that will enhance the safety and circulation of pedestrians & bicyclists alike by providing a framework for more effective and efficient active transportation decision-making and infrastructure investment by the Town of Perinton.

#### **Background:**

The Town of Perinton has long recognized the importance of providing the opportunity for safe and accessible walking and bicycling facilities as an enhancement to the quality of life for its residents and visitors. The 48-miles of off-road trails and over 62 miles of sidewalk underscore the value and commitment the Town places on a more active living environment. Most recently, the 2011 Update to the Perinton Comprehensive Plan continued to reinforce the importance of a community-wide safe and well-connected active transportation network. It lists numerous goals and action items that support the advancement of bicycle lanes as well as trail and sidewalk construction; placing a priority on connecting neighborhoods to local recreational and commercial destinations and establishing strong connections to the Village of Fairport and other adjoining communities. Placing an emphasis on safety and developing a balanced transportation system that includes all modes of transportation will make it easier for residents to walk and bike within our community and will make people healthier. The current demographics of Perinton suggest that the senior population is growing. As such, a priority has been placed on providing alternative methods of transportation other than conventional vehicular travel to those who choose to age in place.



The Town of Perinton recognizes the timely opportunity and need for a comprehensive community-wide plan for active transportation; one that complements existing facilities and activity centers; and one that integrates with pedestrian and bicycle initiatives outside of Perinton. The Town of Perinton has been and continues to be proactive in championing for its extensive off-road trail network. Applying and developing the tools to create equaled awareness about the Town's sidewalk and bicycle network (and its existing or planned interconnectivity) is also just as important and will be a key component of this plan. The Perinton Active Transportation Plan will consider the Town of Perinton in its entirety, with particular attention on important community destinations, schools, parks, nature areas, and festival sites, along with its interconnections with the adjoining municipalities, like Victor, Penfield, Pittsford, Fairport, and East Rochester.

**Study Participants:**

The plan participants will include, but are not limited to: The Town of Perinton (Public Works, Town Board, and Parks & Recreation), Village of Fairport, Fairport Central School District, Crescent Trail Association, New York State Department of Transportation, Monroe County Department of Transportation, Genesee Transportation Council, and Rochester Cycling Alliance.

**Study Tasks:**

The following tasks are necessary to achieve the objectives of the plan consistent with the intent of the UPWP project application. The Town of Perinton will retain the professional services of a consultant to perform all or a portion tasks listed below.

Study Coordination:

1. General Plan Coordination (develop / maintain project schedule);
2. Prepare agendas for and conduct meetings with the Advisory Committee; and
3. Prepare agenda and presentation information for Public Informational Meetings; and

Inventory & Analysis:

1. Review all relevant and current planning studies completed by the Town of Perinton;
2. Evaluate existing town codes, design standards, policies or programs as they relate to pedestrian and bicycle mobility and infrastructure;
3. Identify any code/policy changes that may improve bicycle and pedestrian mobility and the implementation of its infrastructure;
4. Conduct a peer review of other similar sized communities with successful sidewalk & bicycle networks and interconnectivity programs / plans. This review shall also document active transportation planning efforts of communities that adjoin the Town of Perinton or are in Monroe County;
5. Develop a list of public and private community destinations & amenities within the Town of Perinton;

6. Inventory & Analysis of existing infrastructure: condition and safety rating of the sidewalk network within the study area;
7. Map via Geographic Informational System (GIS) the existing sidewalk, trail, and bike route infrastructure within the study area;
8. Identify gaps in the sidewalk / trail & bicycle networks, including vital linkages to other adjoining communities;
9. Document the operational efficiencies (level of service, accident data, volumes, patterns, etc.) of major thoroughfares serving the study area;
10. Identify planned transportation improvements or residential neighborhoods within the study area that could accommodate bicycle lanes;

Recommendations:

1. Establish criteria for prioritizing gaps within the sidewalk / bicycle network;
2. Provide a location specific list of prioritized projects and GIS mapping of how these projects will interconnect with the existing sidewalk and trail network;
3. Develop cost estimates for the recommendations provided in the plan;
4. Identify potential partner projects with adjoining municipalities;
5. Identify tools or strategies that will assist the Town in promoting increased bicycle and pedestrian mobility as a public outreach campaign;
6. Recommend best practices or design standards to advance multi-use roadways where vehicular traffic can safely co-exist with bicycle lanes; and
7. Identify outside funding options that would assist the Town in the implementation of the recommendations identified in this plan.

**Study Deliverables:**

1. Advisory Committee Agendas, including relevant materials necessary to conduct the meeting, and the preparation of meeting minutes;
2. Public Informational Meeting Agenda, including materials necessary to conduct the meeting (Powerpoint presentation, displays, informational hand-outs, etc.) preparation of meeting minutes as well as the collection and organization of public comments;
3. Draft Reports, including maps and appendices (15 hard copies & 1 electronic version);
4. Final Report, including maps and appendices (20 hard copies & 1 electronic version);
5. Maps and appendices identifying existing pedestrian and bicycle infrastructure, infrastructure conditions, demographic and land use data, gaps in the existing sidewalk, trail and bicycle systems, proposed improvements, expansions, or recommended routes prioritized, and accepted design standards; and
6. An Executive Summary of the Final Report and its findings.

**Public Participation Plan:**

The development of Perinton’s Active Transportation Plan will closely follow Genesee Transportation Council’s Public Participation Policy for “Planning” projects. The Town of

Perinton believes that public participation will be a key element of this project and will be achieved in a number of outreach activities:

1. Project materials, including draft reports, mapping, meeting minutes, etc. will be made available on the Town's website.
2. The creation of an Advisory Committee, which will include community leaders outside of Town of Perinton Staff.
3. The Town of Perinton will host two (2) public informational meetings.
  - a. The meetings will be held at the Perinton Community Center;
  - b. Notice of the public meetings will be provided on the Town's website as well as in the Fairport / ER Post.
  - c. At the first public meeting, the project's initial scope and preliminary objectives will be considered. This meeting will take place prior to commencing significant work on the plan.
  - d. The second public meeting will be held to provide the public with an opportunity to consider the information prepared as part of the inventory and analysis of existing conditions as well as the preliminary recommendations for proposed improvements.

**Anticipated Project Schedule:**

Scope of Work Approved	May 2013
Consultant Selection Completed	August 2013
Project Kick-off / Initiation	September 2013
First Public Meeting	December 2013
Draft Report Completed	February 2014
Second Public Meeting	March 2014
Final Report Completed	May 2014

**Project Budget:**

The maximum contract amount for this project (UPWP Task # 8773) is \$75,000.00.

Sources of Funds

Uses of Funds

	<u>FY 2013-14</u>		<u>FY 2013-14</u>
<u>Federal Funds</u>		<u>GTC</u>	
FHWA	\$60,775	Staff	\$0
FTA	0	Contractual	0
Subtotal	\$60,775	Subtotal	\$0
<u>Matching Funds</u>		<u>Other Agency</u>	
State (In-kind)	\$0	Staff	\$0
Local (In-kind)	3,500	Contractual	\$71,500
Local (Cash)	10,725	In-kind Exp.	\$3,500
Subtotal	\$14,225	Subtotal	\$75,000
<u>Total</u>	<u>\$75,000</u>	<u>Total</u>	<u>\$75,000</u>