

**Portland North Bicycle and Pedestrian Process Plan
Consultant Scope of Work**

TASK 1: Data Collection, Plan Review, and Regional Mapping

Street Plans will work with the PAC Steering Committee to collect and review existing data sets, plans, policies, and studies related to bicycling and walking in the NoPo region. Our team will also work directly with PACTS/PAC to gather existing local and regional maps to produce a comprehensive regional base map that may include, but is not limited to:

- Existing infrastructure (standard and sub-standard)
- Conceptual, planned/accepted/funded bicycle and pedestrian improvements
- Built and planned off-road trails/shared use paths
- Open Space and recreational areas of local/regional significance
- Crash data

Deliverable: Draft Regional Bicycle and Pedestrian Base Map (Final Map delivered with final report (Task 3).

Due Date: November 5th, one week prior to the first Regional Bicycle and Pedestrian Planning Workshop.

TASK 2: PAC and Public Involvement Process (PIP)

Street Plans will work closely with the PAC Steering Committee to craft and implement a robust public involvement process comprised of a weeklong “planapalooza.”

2a. Street Plans will meet with the PAC Steering Committee to finalize process, project schedule, objectives, and goals. Street Plans will also work with PACTS and the PAC Steering Committee to finalize the agenda and schedule for the Public Involvement Process.

2b. Street Plans will partner with the PAC Steering Committee to craft and carry forward a weeklong “planapalooza” process in November. This process will include a variety of daylong engagement opportunities with the PAC, each town (Town staff, Town Council, local citizen advisors), and the public at large. Input and feedback will be gathered through small meetings in each Town, which will be followed by a survey of local physical conditions, which we call the Handlebar and Walkabout Survey. The survey process will look at connections within and between each of the NoPo towns. The proposed process will allow us to have a much stronger connection with each community and a richer understanding of existing conditions.

2c. A public meeting/workshop will be held on the first evening of the weeklong engagement and include a presentation about best practices as it relates to the NoPo region (rural, suburban, urban contexts). The meeting will also include time for attendees to react to the draft Base Map, and to mark it up with desired connections, infrastructure gaps, areas of concern etc. At the end of the week, a final meeting will be held to discuss the results of the weeklong public engagement process. Street Plans will share its findings with the public and obtain further feedback that will be integrated into the draft final report (Task 3). Attendees will have the opportunity to review possible proposed projects, programs, and implementation processes keyed into both short and long-term funding time frames. Input will be gathered for the prioritization of projects and preferred processes for implementation, which will inform Street Plans’ final recommendations.

FACTS – Portland Area Comprehensive Transportation System

2d. Street Plans will return in early or mid-December to present the Draft Report to all stakeholders, including the public. This Draft Plan will include, but not be limited to:

- Proposed short and long-term projects, detailed on the Final Base Map.
- Recommended project prioritization and regional processes for implementation.
- Proposed policies supporting the regional and local vision for increasing bicycle and pedestrian connectivity, and regional recreational opportunities.

This final meeting will allow citizens to gather feedback that may be integrated into the Final Report due December 31st.

Deliverable: Public Involvement Process management and leadership.

Due Dates and Process Schedule:

Tuesday Nov 12th – Falmouth, Open Public Workshop

Wednesday Nov 13th -- North Yarmouth

Thursday Nov 14th -- Freeport

Friday Nov 15th -- Yarmouth

Monday Nov 18th – Cumberland, Open Public Workshop

December 9th – 13th – Draft Presentation to be scheduled

TASK 3: Final Process and Implementation Report

After conducting Tasks 1 and 2, Street Plans will produce a concise draft and final report summarizing the planning and public involvement process. The report will also include consolidated, regional maps to be used by the five communities to guide project implementation. The maps will include the prioritization of select projects as identified by the public and the PAC Steering Committee. Finally, the report will include a list of priority projects, with action items, proposed timelines and the responsible parties. This information will be integrated into a recommended regional/local implementation process that is designed to be carried out in ongoing collaboration with FACTS and other partners, like the Maine DOT etc.

Deliverable: Final Process and Implementation Report (digital format and 8 hard copies).

Due Date: December 31st