

TOWN OF DUCK, NORTH CAROLINA

COMPREHENSIVE PEDESTRIAN PLAN

PROJECT DESCRIPTION

The Client intends to adopt and implement a Comprehensive Pedestrian Plan to support the pedestrian-first mobility goals included in the Client's recently adopted 2022 Vision. In addition to supporting multi-modal, complete streets, and green community goals, the Pedestrian Plan needs to comply with the NCDOT Bicycle and Pedestrian Planning Grant Initiative, which is providing funding for the project. The plan will focus on potential improvements throughout the Town, with specialized focus given to the NC12 corridor through the Village Commercial Area (see attached map). This Agreement includes the tasks necessary for VHB to assist the Client in developing a Comprehensive Pedestrian Plan, and generally includes assessment of existing conditions, stakeholder engagement, project development and evaluation, and planning-level cost estimates.

SCOPE OF SERVICES

Task 1: Existing Conditions

Task 1.1: Project Work Plan/Data Request Letter

Upon receiving notice to proceed from the Client, VHB will submit a Project Work Plan outlining key milestones and deliverables as well as targeted dates of completion. The work plan will consist of a summary of the scope of services contained in this Agreement, along with an updated version of the schedule included herein. VHB also will submit a data request letter to list plans, documents, and data relevant to the planning process to be provided by the Client and/or other parties.

Task 1.2: Steering Committee Meeting #1

The Steering Committee will act in an advisory capacity working with Town Staff, NCDOT, and VHB on the development of the Pedestrian Plan. Four (4) meetings with the Steering Committee are included in this agreement, as detailed below. The first meeting of the Steering Committee will focus on creating a vision statement for the Pedestrian Plan and developing preliminary goals and objectives. The meeting also will include introductions, a review of the project work plan, a discussion of data needs, and a discussion of logistics for Public Workshop #1 (discussed below), including a demonstration of the TurningPoint voting technology. VHB will develop a meeting agenda, produce a project area map, and facilitate the meeting. The Client will be responsible for securing a meeting location and notifying all participants.

Task 1.3: Project Questionnaire

A brief questionnaire will be administered online and via hard copies, though it is not intended to be a scientifically or statistically valid exercise. VHB will develop a draft questionnaire for Client review; VHB will then modify the questionnaire and deliver a final version to the Client. The Client will post the questionnaire on the Town's website, and will print and distribute hard copies. Hard copies will include VHB's mailing address and will be sent directly to VHB; online responses will be collected by the Client and provided to VHB. The questionnaire also offers a chance to encourage the use of the VHB BikeWays smart phone application, pending discussion

with the Client (VHB BikeWays allows users to map and record trips – including pedestrian trips – that may provide data useful to this study).

Task 1.4: Current Conditions Assessment

An inventory and assessment of pedestrian-related facilities is the basis for understanding existing conditions. The Client's GIS database will be relied upon to establish baseline conditions for the pedestrian network. VHB will also use information from the Road Safety Audit prepared for the Client by VHB in 2009, as well as information from the recently completed Mid-Currituck Bridge Study.

To evaluate current conditions, VHB will complete the following tasks:

- Obtain available base mapping from the Client, including Zoning and Subdivision ordinance, Future Land Use Map, aerial photography, available as-built plans for parcels fronting on NC12 in the Village Commercial Area, available right-of-way data, available utility plans, education and informational brochures, and other relevant plans and documents.
- Map origins and destinations, community facilities, recreational and cultural areas, and platted rights-of-way and easements.
- Conduct a current conditions assessment, consisting of a one-day field visit. The assessment will include the investigation and photo documentation of the condition of existing facilities, identification of gaps, barriers, constraints, adherence to standards (e.g. curb ramp presence and design, etc.), maintenance issues, problem intersections/crossings, potential greenway path corridors, etc. for the pedestrian environment in the study area. In the Village Commercial Area, VHB will assess potential constraints within existing right-of-way that might affect the potential to modify the roadway cross section, including above-ground evidence of underground utilities, above-ground utilities, landscaping and hardscaping, drainage swales, and parking lots.
- Obtain Average Daily Traffic (ADT) mapping from NCDOT to note high-volume locations. Obtain recent crash data from NCDOT.
- Obtain existing usage and user demographics (if available).
- Consider existing crash data involving pedestrians.
- Review of local and regional pedestrian statutes and ordinances.
- Instruct Town Staff and committee volunteers in collection of pedestrian and bicycle counts, following which the Staff and volunteers will collect pedestrian and bicycle counts at identified locations within the NC12 corridor in the Village Commercial Area and provide this data to VHB.
- Review data/information from local bicycle rental shops.
- Review uploads to VHB BikeWays.

Current conditions will be presented to the Steering Committee and at the first of two public workshops and will be documented in the Pedestrian Plan.

Task 1.5: Existing Plans, Programs, Policies

Coordination of pedestrian system improvements and road improvements can make a better overall system that is easier and safer for pedestrians. VHB will compile information from the following existing plans and programs for consideration by the PAC and public: Transportation Improvement Program (TIP), Capital Improvement Plan (CIP), Town of Duck Road Safety audit (RSA) by VHB in 2009, and Dare County Comprehensive Transportation Plan (CTP). Federal and state guidance such as the NCDOT Complete Streets Policy, Manual for Uniform Traffic

Control Devices (MUTCD), and the American Association of State Highway and Transportation Officials (AASHTO) Guide for the Planning, Design, and Operation of Pedestrian Facilities will be considered. Additional information to be compiled and presented to the Steering Committee for consideration includes:

- Available information from NCDOT, the Dare County CTP, and the Client regarding anticipated traffic capacity needs, reconstruction projects, utility projects, resurfacing projects and other projects, and design constraints affecting potential routes. VHB will suggest ways to incorporate pedestrian improvements into their ongoing programs and projects.
- Existing policies and procedures regarding pedestrian facilities planning, design, safety education, incentives/disincentives, and maintenance practices.
- Work already completed by the State, County, and Town.

Task 1.6: Steering Committee Meeting #2

The second meeting of the Steering Committee will include a review of existing conditions. The focus of the meeting will be an interactive mapping exercise to help refine pedestrian attractors/generators, as well as network gaps and locations where pedestrian safety is a concern. Other topics that may be discussed are street design standards and existing policies. VHB will create an agenda, produce base mapping, and facilitate the meeting. The Client will be responsible for securing a meeting location and notifying all participants.

Task 1.7: Public Workshop #1

This first workshop will be conducted to communicate existing conditions and gain feedback on community priorities, needs, and vision. Using participatory planning techniques (including use of TurningPoint voting technology), participants will contribute to the planning process by helping to identify and refine VHB's understanding of safety issues, problem intersections, attractors/generators, and desired connections. VHB will create an agenda, produce base mapping, and facilitate the meeting. The Client will be responsible for securing a meeting location and advertising the workshop. It is assumed that Public Workshop #1 will occur on the same day as Steering Meeting #2.

Task 2: Recommendations Development

Task 2.1: Pedestrian System Plan

Using data and input gathered in Task 1, VHB will complete the mapping of pedestrian generators and attractors, and develop a preliminary pedestrian transportation system focused on high value route identification and the mitigation of barriers. Once this is complete, VHB will work with the Steering Committee to establish criteria for evaluating elements of the preliminary system. The criteria and consideration of routes may include accessibility, directness, continuity, route attractiveness, low conflict, cost, ease of implementation and other relevant criteria that can reasonably be determined during this process. In addition to the evaluation criteria, VHB will identify hot spot locations for specific improvements related to pedestrian mobility and safety. VHB will compile a priority list that considers ease of implementation, cost, safety issues, logically concurrent improvements, and projects that make significant improvements to the network. To accomplish this task, VHB will do the following:

- Identify additional crossing locations of NC12 along with recommended improvements.
- Identify potential cross-section improvements to NC12 in the Village Commercial Area.

- Identify potential alternatives to NC12 for north-south pedestrian access, including potential inter-neighborhood connections.
- Seek opportunities to integrate with planned greenways and shared use paths.
- Separate new pedestrian facility construction projects from safety and operational improvements.
- Identify platted rights-of-way and easements (if available), which may be utilized.
- Coordinate with applicable regional agencies to ensure consistency with regional pedestrian system plans.

The result will be a series of pedestrian system plan exhibits produced by VHB that communicate existing and planned routes as well as proposed hot spot improvements. The exhibits will include GIS/aerial based mapping of the entire Town, zoomed-in mapping of the Village Commercial Area, up to three (3) cross section details, and up to three (3) photo-simulations of existing and proposed conditions at locations to be determined by VHB and the Client.

Task 2.2: Street Standards

VHB will review the Client's land use, zoning, subdivision, and site plan regulations for consistency with best practices and recommend potential changes (including consideration of the recently adopted NCDOT guidelines for Complete Streets). Recommended changes will be reviewed with the Steering Committee (during meeting #3) and documented in the Pedestrian Plan.

Task 2.3: Ancillary Programs

Working with the Client and the Steering Committee, VHB will identify opportunities for continuing education, encouragement, enforcement, promotion, and general public awareness of pedestrian safety practices, preferred routes, and regulations. These opportunities may include activities at festivals, speaking series, walking routes, and the support of local advocacy groups and/or merchants. The Client will be responsible for outreach program implementation.

Task 2.4: Steering Committee Meeting #3

The third meeting of the Steering Committee will include a review of the preliminary recommendations that will be presented at Public Workshop #2. VHB will present draft recommendations, maps, and graphics, and solicit feedback on recommended projects and policies. The Steering Committee also will discuss project prioritization. VHB will produce the meeting materials and graphics, and will facilitate the meeting. The Client will be responsible for securing a meeting location and notifying all participants. It is assumed that PAC Meeting #3 will occur on the same day as Public Workshop #2.

Task 2.5: Public Workshop #2

VHB will conduct a second workshop to communicate draft recommendations. Feedback will be sought on proposed projects and policy recommendations (feedback will include use of TurningPoint voting technology). Comments received during this workshop will be considered during the development of the final plan recommendations. VHB will produce workshop materials and will facilitate the session. The Client will be responsible for securing a meeting location and advertising the workshop. It is assumed that Public Workshop #2 will occur on the same day as PAC Meeting #3.

Task 2.6: Draft Recommendations and Maps

VHB will produce recommendations for the pedestrian network in ArcGIS format. Draft maps will be distributed to the Client, the Steering Committee, and NCDOT for review and comment.

The mapping will be a critical part of the final document and a guide for future capital projects. Mapping tasks include the preparation of the following maps:

- Existing conditions/existing system.
- Proposed improvements (Town-wide map and zoomed-in map of Village Commercial Area).
- Combined existing and proposed improvements to communicate network integration.
- Project priorities for implementation.
- Final system map for use as a transportation overlay and element of local and regional transportation plans.

VHB will revise the draft maps based on one consolidated set of written comments from the Client (the Client will consolidate and reconcile comments from the Steering Committee and NCDOT with Town Staff comments). One electronic copy, 20 half size copies, and 2 full size copies of each map (initial draft and revised draft) will be provided to the Client. Final mapping revision will occur during Task 3.

Task 2.7: Project Development and Cost Estimates

- **Project Inventory**
VHB will create an inventory of projects (in matrix format) associated with the pedestrian system plan created in Task 2.1. These projects will be organized into different categories (e.g. new facilities, safety enhancements, and operations). Potential constraints associated with these projects will be identified.
- **Cost Estimates**
Upon completion of the project inventory, the Consultant will prepare planning level cost estimates for improvements.
- **Focus Area Exhibits**
Based on input from the public, the Client, the Steering Committee, and NCDOT, VHB will revise and refine the three (3) cross sections and three (3) photo-simulations developed in Task 2.1. Planning level cost estimates will be provided for these improvements.
- **Project Prioritization**
The Consultant will work with the Client on a methodology to prioritize the proposed pedestrian projects into short-term and long-term projects.

Task 2.8: Steering Committee Meeting #4

The fourth and final meeting of the Steering Committee will include a full review of the recommendations and project prioritization that will be presented in the Draft Plan. VHB also will lead a discussion of funding and implementation considerations. VHB will be responsible for creating meeting materials and facilitating the meeting. The Client will be responsible for securing a meeting location and notifying all participants.

Task 3: Documentation and Review

Task 3.1: Deliver Draft Plan

Ten (10) hard copies and one electronic copy of a fully-formatted and complete draft of the document will be delivered to Client staff for review and comment. The plan report will include the required elements outlined in the NCDOT requirements including the following sections:

- Table of Contents
- Introduction
- Executive Summary
- Evaluation of Existing Conditions
- Existing Plans, Programs, and Policies
- Pedestrian System Plan
- Facility Standards and Guidelines
- Ancillary Facilities and Programs
- Project Development
- Maps and Illustrations (throughout report)
- Recommendations
- Implementation Plan
- Appendices
 - Web links
 - Works cited

The draft deliverables set also will include ten (10) hard copies and one electronic copy of a summary map documenting pedestrian facility recommendations with corresponding explanatory text.

Task 3.2: Client and NCDOT Review

The Client and NCDOT will prepare a combined set of comments on the draft plan and deliver the comments to VHB. VHB will revise the document based on the combined set of comments and deliver the final draft to the Client in preparation for the public hearing discussed below. VHB understands that NCDOT review may take up to six (6) months.

Task 3.3: Final Plan Public Hearing

Following delivery of the final plan draft, VHB will present the Pedestrian Plan at a Town Council public hearing. VHB anticipates that this will include a Power Point presentation and discussion of the plan process, goals, and results.

Task 3.4: Final Plan and Data Delivery

VHB will prepare the final deliverables to include the following:

- Ten (10) full color, bound copies of the plan (5 for NCDOT, and 5 for the Client)
- One print ready original of the plan
- Twenty (20) copies of the summary map
- One digital copy of the MS Word or InDesign document(s)
- Acrobat files of document(s)
- ArcGIS files
- Digital copies of all documents, maps, text, GIS layers, and images on CD/DVD, including one digital copy for NCDOT
- All rights released to the Town of Duck and NCDOT free of any passwords or other barriers

SCHEDULE

The following task schedule has been identified for this project. The schedule is subject to elements outside the direct control of VHB including but not limited to the public review process, conflicts with meeting scheduling, or delay of required data. VHB will begin performance of the above services on the date written authorization to proceed is received. If the Client requests that work under this Agreement be stopped, the schedule is subject to renegotiation, when written authorization to proceed is received.

Task #	Task Description	Tentative Completion Date
<u>1</u>	<u>Existing Conditions</u>	
1.1	Project Work Plan/Data Request Letter	May 8, 2013
1.2	Steering Committee Meeting #1	May 8, 2013
1.3	Project Questionnaire	May 31, 2013
1.4	Current Conditions Assessment	May 31, 2013
1.5	Existing Plans, Programs, Policies	May 31, 2013
1.6	Steering Committee Meeting #2	June 28, 2013
1.7	Public Workshop #1	June 28, 2013
<u>2</u>	<u>Recommendations Development</u>	
2.1	Pedestrian System Plan	July 31, 2013
2.2	Street Standards	July 31, 2013
2.3	Ancillary Programs	July 31, 2013
2.4	Steering Committee Meeting #3	August 15, 2013
2.5	Public Workshop #2	August 15, 2013
2.6	Draft Recommendations and Maps	September 25, 2013
2.7	Project Development and Cost Estimates	September 25, 2013
2.8	Steering Committee Meeting #4	September 25, 2013
<u>3</u>	<u>Documentation and Review</u>	
3.1	Deliver Draft Plan	September 25, 2013
3.2	Client and NCDOT Review	November 22, 2013
3.3	Final Plan Public Hearing	December 18, 2013
3.4	Final Plan and Data Delivery	December 18, 2013