progressive|ae

REQUEST FOR PROPOSAL

City of Traverse City

Mobility/Bike Action Plan | February 11, 2022

progressive|ae

1811 4 Mile Road NE
Grand Rapids, MI 49525
phone 616.361.2664
fax 616.361.1493
progressiveae.com

February 11, 2022

Shawn Winter, Planning Director
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

Dear Mr. Winter,

As Traverse City continues to thrive and grow, experiencing changes such as residential construction and new business growth, there has been a strong demand for expanded community amenities such as non-motorized transportation options. Traverse City, like many other communities across the State of Michigan is experiencing challenges that need to be analyzed to determine the best fit mobility solutions to continue to best serve your residents and visitors. The Progressive AE team is eager to complete the necessary analyses, work with the Traverse City stakeholders and community to establish priorities, help inform future transportation related projects, and build a community vision and understanding for modern mobility needs. We are confident that our experienced transportation engineering and urban planning team will provide the insight required to make informed, community supported, and aspirational decisions.

As your prime consultant, Progressive AE is prepared to complete all of the tasks outlined in the issued request for proposals (RFP) as our project team brings extensive experience with mobility plans, non-motorized feasibility studies, corridor analyses and road safety studies. We value our ongoing relationship with Traverse City, TART, NORTE, MDOT, and the DDA and are eager to serve the community on this opportunity.

We know there's a lot on the line. You're about to make another investment in elevating public spaces and connections throughout the community. Choosing an expert partner to assist in creating a thorough and implementable mobility plan is an important part of that process. We are intentionally different than other firms. Many know how to design, build, and study behavior, but not many know how to tap into the creativity of the community to create a vision and implement it. We do and we do it all well!

Our team has the passion, expertise, and capacity for this. Our project team includes knowledgable staff who bring decades of experience and expertise which will be distinctively beneficial for this project. Our team possesses an intimate knowledge of this project type, and bring a unique perspective having worked in municipal government for close to 40 collective years. We know that these projects require awareness and understanding of various requirements including regulatory and zoning compliance, which we have gained over 50+ years designing, engineering and planning community spaces throughout Michigan. In addition to Progressive AE's expertise, we have partnered with Toole Design for their national expertise with multimodal transportation plans.

We are dedicated to growing our transportation engineering and urban planning practices. As Progressive AE's Transportation Practice Leader, the opportunity to provide transportation engineering services to communities across Michigan is one of the reasons why I joined the Progressive AE team. As we look to expand upon our transportation engineering and urban planning client-base, the Traverse City community is one that we are committed to maintaining an ongoing relationship with to help analyze, plan for and meet your current and future needs through trust and experience.

We welcome the opportunity to discuss this project further with you and to address any questions you may have regarding the following proposal. Should you have any questions or require additional information, please do not hesitate to contact me at 616.988.4867 or zullc@progressiveae.com.

Sincerely,

Christopher E. Zull

Christopher Zull, PE
Transportation Practice Leader

CREATING GREAT PLACES IS ALL ABOUT GETTING TO KNOW THE PEOPLE YOU SHARE THOSE PLACES WITH.

Table of Contents

City of Traverse City
8th Street Reconstruction

Progressive AE's workforce is a unique blend of creative people who think strategically, and strategic people who work creatively. The firm is guided by Performance Based Design, a fundamental and forward-thinking philosophy. Through Performance Based Design, we commit to optimizing performance for clients and validating results post-occupancy.

FULL SERVICE
ARCHITECTURE & ENGINEERING FIRM

60 YEARS
OF EXPERIENCE

ACTIVE IN
48
STATES

10
MARKETS

140+ DESIGN AWARDS

225+ SKILLED PROFESSIONALS

LOCATIONS= **2**

Full Service Expertise

One thing we know is each client faces unique needs that must be met, while keeping the future in mind. This is exciting to us. No challenge is too great, thanks to our comprehensive range of services. Whatever discipline is required, we have subject matter experts on hand to find the right solution.

Our Areas of Expertise Include:

- Architecture
- Design-build
- Engineering
- Interior Design
- Landscape Architecture
- Planning and Consulting
- Procurement
- Universal Design
- Urban Planning
- Water Resources

Our Goal: Driving Performance

We seek purposeful solutions to drive your organization's performance. To this end, we work in a wide range of industries — from industrial plants to retail stores. Each is home to a dedicated, multi-disciplinary team whose talents are marked by fresh design, technical precision and productive spaces. Having experts who specialize in your industry brings you a tremendous experiential advantage and a deep knowledge base of what you do, current trends and critical elements of success.

Where We Work:

- Community
- Healthcare
- Housing
- Industrial
- Learning
- Retail
- Senior Living
- Sports
- Workplace
- Worship

Your success is defined in the eyes of your community members and we will take the time to understand and anticipate their desires, a process we've perfected.

Community Expertise

Our passion for community is evident in who we are and what we do. We have more than 50 years' experience in creating engaging, energetic and collaborative communities. An intimate knowledge of the local community, combined with a full range of design services, gives us the unique ability to look holistically at community projects. These projects require awareness and understanding of various administrative requirements including regulatory and civic compliance. Our understanding of local and state regulations helps pave the way for a smooth and efficient process from initial engagement through project completion.

We Start With You.
No matter the project, we always begin by understanding you, your residents and visitors, and the aspirations and drivers of your community. Having a firm understanding of where you are today and where you want to be tomorrow, will help guide our design decisions and recommendations. Design is a process, it takes understanding, vision and realistic recommendations. We're here to lend our guidance and expertise to your project.

Our experience spans more than 50 years and includes projects for different clients and communities across the country including these project types:

Municipal
- Airport
- Correctional
- Markets
- Parks and recreation
- Public works
- Water resources

Mobility
- Safety analysis
- Geometric planning
- Transportation planning
- Traffic engineering
- Signal design

Nonprofit
- Chamber of commerce
- Community foundations
- Development authorities
- Economic development agencies

Arts and Entertainment
- Convention and visitor centers
- Fine and performing
- Gardens and parks
- Hotels
- Museums
- Sports and recreation
- Stadiums

Transit
- Bus routes
- Facility renovations
- FTA compliance
- Mass transit
- Micro transit (bike share, car share)
- Parking structures
- Storage/maintenance

Transportation Engineering Expertise

Our firm has continued to innovate for more than half a century. We have gained considerable wisdom over those years and seen remarkable growth with offices in Michigan and North Carolina and active work in the 48 contiguous states. With 200+ professionals and a full range of expertise, Progressive AE is leading the way in thought leadership and innovative design.

One thing we know is each client faces one-of-a-kind needs that must be met, while keeping the future in mind. This is exciting to us. No challenge is too great, thanks to our comprehensive range of services.

Whatever discipline is required, we have subject matter experts on hand to find the right solution. Our areas of expertise include:

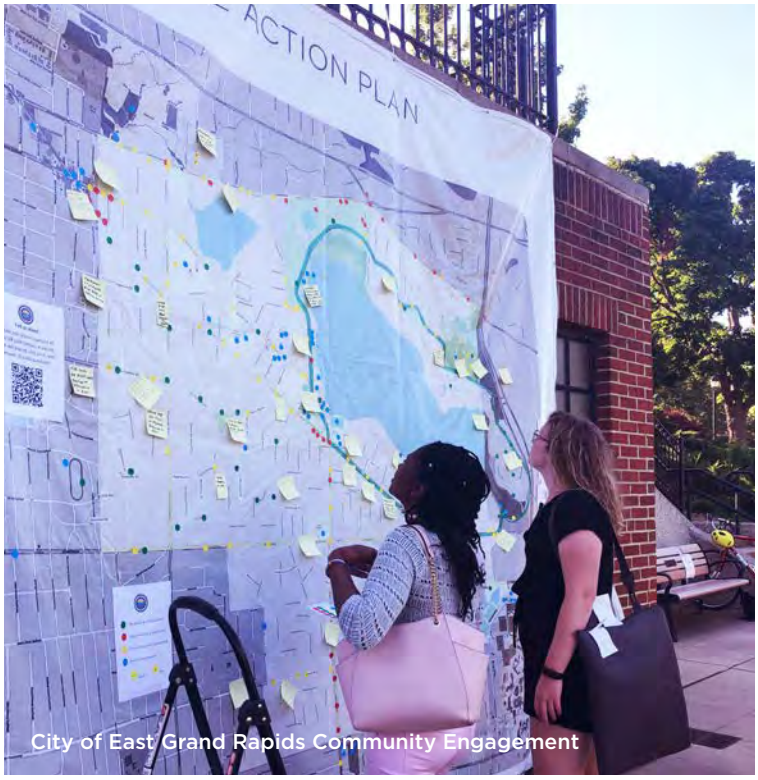
- Architecture
- Design-build
- Engineering
- Interior Design and Procurement
- Transportation Engineering
- Landscape Architecture and Urban Planning
- Planning and Consulting
- Water Resources

We are passionate about enhancing communities and understand the important role transportation engineering plays to make this happen. To this end, Progressive AE employs a dedicated group of transportation engineers who are experts in their fields. Our transportation engineers excel in transportation planning, transportation engineering, traffic analysis and signal design. They stay abreast of industry trends and best practices, making them well-equipped to speak the language of other transportation engineers, government officials, and concerned citizens.

Progressive AE has been involved with numerous transportation projects for a variety of clients including universities, local municipalities, Department of Transportation, and private sector clients. Through projects with these agencies, we have improved the efficiency of transportation systems through the planning, design, operations, and maintenance of existing infrastructure.

Services Include:

- Corridor Studies
- Intersection/Corridor Safety Studies
- Road Diets/Street Conversions Analyses and Design
- Traffic Calming Programs and Design
- Roadway/Street Design
- Roadway Pavement Marking and Signing Plans
- Roundabout Design & Analysis
- Work Zone Maintaining Traffic/Detour Plans
- Non-Motorized and Pedestrian Data Collection
- Traffic Data Collection
- Traffic Impact Studies
- Traffic Signal Warrant Studies
- Traffic Signal Design
- Traffic Signal Optimization Studies



City of East Grand Rapids Community Engagement


Ada Township Master Planning Community Engagement

Commitment to Community Engagement

To ensure clarity throughout the planning process, we work closely with you, key stakeholders and your community. Adherence to our meticulous discovery process enables our team to gather feedback and make informed, creative decisions. Community engagement sessions provide an opportunity for two-way discussion and active engagement in the planning process. Through discussion, group design and activities, our team develops an inspirational vision that will lead to new investment. We have a passion for community based projects and have utilized engagement sessions and meetings on many projects for a variety of clients including:

- Roosevelt Park Community, Innovation Project
- Plainfield Charter Township, Zoning Revisions - 2021
- Dwelling Place Community Land Trust, Burton Street Project - 2021
- Village of Ada, Envision Ada Master Plan
- City of Traverse City, East Front Street Redesign - 2021
- City of Grand Rapids, Bike Park Improvements - 2018
- City of Grand Rapids, Foster, Lincoln Place, Lexington, MacKay-Jaycee and Rasberry Park Improvements - 2019
- City of Grand Rapids, Aman, Butterworth, Burton Woods, Caulfield and Kensington Park Improvements - 2020
- West Michigan Sports Commission, Premier Park - Art Van Sports Complex
- City of Kalamazoo, Kalamazoo Farmers' Market
- City of Kalamazoo, Crane Park 2019 Master Plan and Construction
- Cascade Township, Facilities and Space Needs Study
- Village of Lawton, Downtown Streetscape and Master Plan - 2020
- Plainfield Charter Township Reimagine Plainfield Plan - 2020
- East Grand Rapids, Mobility-Bike Action Plan - 2020
- Aquinas College, Campus Master Plan - 2020

COVID-19 has and continues to impact community engagement activities. Creative, non-standard approaches were used to insure stakeholder and community engagement in a safe environment. For example, a giant billboard-sized map was used in East Grand Rapids to allow for social distancing, QR code surveys avoided the use of paper and provided immediate feedback in Lawton's design charrette and multiple locations were used for the Reimagine Plainfield process to keep the number of participants low but still allow a "live" design experience.

Subconsultant Information: Toole Design Group

GROUNDBREAKING WORK THAT MOVES PEOPLE

Toole Design is committed to designing and building spaces where people can move freely and intuitively, enjoying the experience and becoming a part of the community instead of just moving through it. Our success is built on collaborative partnerships with our clients, and thinking that goes beyond conventional solutions. For 19 years, we've transformed the way people move, and helped communities thrive.

OUR VALUES

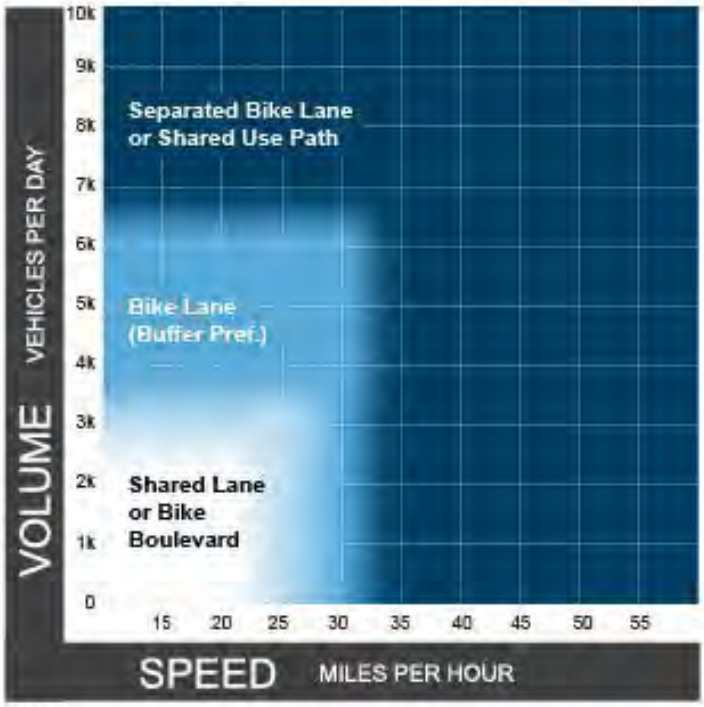
At Toole Design, ethics, empathy, and equity inspire and guide everything we do. These values compel us to help build a transportation system that is safe, efficient, and sustainable. We envision a system where everyone—regardless of their race, abilities, economic status, or location—can walk, bicycle, and use transit not just as a way to get from Point A to Point B, but to thrive.

We call our approach the New E's of Transportation, and whether you're a client, industry peer, community member, or part of our team, we want to share this vision with you.

OUR HISTORY

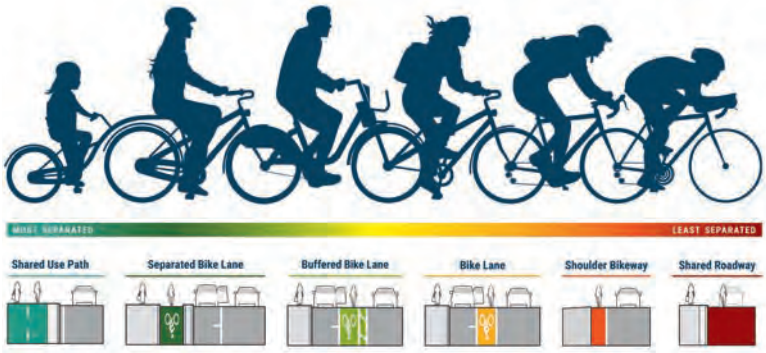
Jennifer Toole founded Toole Design in 2003 with a simple mission: to support innovative streets and dynamic communities where people of all ages and abilities can enjoy walking, biking, and access to transit. This is more than just a description of what we do; it is the lens through which we see the world around us, and it defines our approach to every project we work on.

From a single office in Maryland, Toole Design has grown to 18 offices throughout the United States and Canada. Our talented team of planners, engineers, and landscape architects are committed to delivering quality work that meets the needs of people in motion, regardless of age or ability and no matter how they choose to travel.



Notes

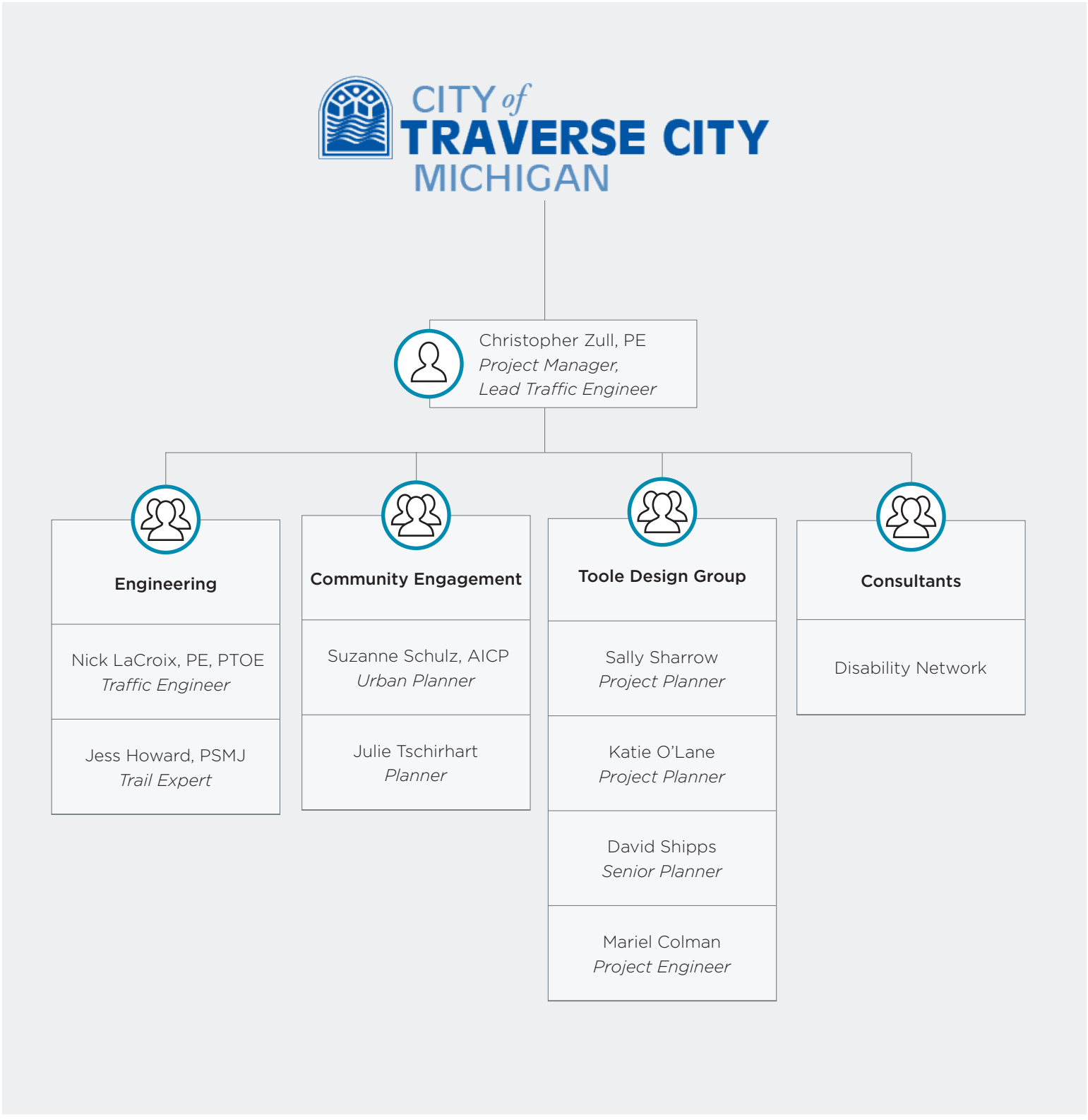
1. *Chart assumes operating speeds are similar to posted speeds. If they differ, use operating speed rather than posted speed.*
2. *Advisory bike lanes may be an option where traffic volume is <3K ADT.*
3. *See Section 4.4 for a discussion of alternatives if the preferred bikeway type is not feasible.*




YIELD
ONE WAY

The Progressive AE Team

Progressive AE has the resources available to handle the workload of this project. As a full-service firm with more than 230 full-time professionals, Progressive AE team members serve as consultants to each other across disciplines. Progressive AE will provide clear, consistent leadership throughout the entire project. We are committed to having a production team dedicated to each project to ensure the project schedule requirements are met. We are available to begin this project immediately upon the signing of an agreement. The assigned team members for your project will be:



Christopher Zull, PE

Transportation Practice Leader
zullc@progressiveae.com
Phone: 616.365.2664

Chris has over 18 years of experience as a transportation engineer, spending the last 15 years working for the City of Grand Rapids, most recently as the Traffic Safety Manager. In this role, Chris managed the Lighting, Signals and Signs Department which provides off-hours and emergency services.

Chris has been responsible for the oversight of staff and consultants for the conversion of over 40 miles of road diet from 4-lanes to 3-lanes in Grand Rapids. Key project components included review and update of roadway geometrics, pavement marking layout, parking management with local business owners and invested stakeholders, bicycle lane design and connectivity, appropriate signing and signal head alignment updates, in depth public engagement and educations, crash analysis, traffic volume data collection and analysis for both before and after conditions.

Education
Michigan State University
Master of Science in Civil Engineering

Michigan State University
Bachelor of Science in Civil Engineering

City of East Grand Rapids Mobility/Bike Action Plan
Worked closely with the City to evaluate street networks and infrastructure to add and improve cycling facilities to enhance and promote cycling activities and best practices for safety. Developing a comprehensive plan with mapping through public engagement, stakeholder meetings and community surveys to identify near and long term infrastructure needs as well as identifying policies needed for all users to feel safe and comfortable.

City of Grand Rapids Driving Change Bicycle Safety Education Program
The City of Grand Rapids partnered with the Michigan Department of Transportation on this bicycle safety education campaign, recognizing an increase in the use of bicycles for transportation, recreation, and health; and a need for addressing an increase in crashes. This project was designed to establish a template for a broad education campaign.

City of Grand Rapids Vital Streets Plan and Design Guidelines
Vital Streets is a combination of Complete Streets and Green Infrastructure that creates the brand of infrastructure unique to Grand Rapids. The Vital Streets Design Guidelines provide detailed information regarding street design considerations that promotes self-enforcing principals to enable users to naturally and intuitively comply with speed and other operating expectations. Design controls are utilized to reflect the context and character of land uses and transportation needs with a clear perspective on operational and maintenance requirements.

City of Grand Rapids, Michigan Street Corridor Plan
A regional corridor of significance that has experienced over $1 billion of development over the last 10 years. The road needed a transportation plan to accommodate its growing future. Recommendations related to traffic included a 20 year plan with a target to shift 40% of traffic to transit or other non-motorized modes, bike routing through neighborhoods rather than on Michigan Street, on-street parking management where appropriate, planning for future transit only lanes, improving the pedestrian and bike environment. The overall study included placemaking, accommodating a wide variety of land uses, quality of life, community health, public art, climate resiliency, and promote organized economic investment and job growth.

Nicholas LaCroix, PE, PTOE

Senior Transportation Engineer
lacroixn@progressiveae.com
Phone: 616.447.3411

Nicholas has more than 18 years of experience in transportation engineering analysis and design with focus on projects including transportation planning, traffic signal systems, traffic impact studies, corridor studies, work zone mobility, parking studies, campus transportation, traffic calming and walkability, and non-motorized facilities.

Nick has extensive experience utilizing multiple traffic engineering modeling software packages, including Synchro/SimTraffic, VISSIM and Transmodeler.

Education
Michigan State University
Bachelor of Science, Civil Engineering

City of East Grand Rapids Mobility/Bike Action Plan
Worked closely with the City to evaluate street networks and infrastructure to add and improve cycling facilities to enhance and promote cycling activities and best practices for safety. Developing a comprehensive plan with mapping through public engagement, stakeholder meetings and community surveys to identify near and long term infrastructure needs as well as identifying policies needed for all users to feel safe and comfortable.

Newaygo Downtown Walkability Improvements, Newaygo, MI
Lead Traffic Engineer for developing conceptual plans to improve walkability within downtown Newaygo. The project is located along M-37 (State Road) and includes reducing the roadway cross-section to 3-lanes, providing parking on both sides of the roadway, creating curb bump outs, constructing a new mid-block crosswalk, and a potential roundabout at the M-37/M-82 intersection. Tasks completed include developing conceptual corridor graphics, roundabout concept design and cost estimates, existing and future operational and capacity analyses of intersections within the project limits, safety analysis along the corridor, sight distance studies, and evaluation of non-motorized impacts.

University of Michigan Hayward St. Pedestrian Crossing, Ann Arbor, MI
Project manager and lead traffic engineer for evaluating an existing mid-block crosswalk located on the U of M North Campus. Tasks included collecting vehicular speed and volume data, pedestrian data, and site geometrics. A final report was developed outlining recommendations to increase pedestrian safety at the mid-block crosswalk.

University of Michigan North Campus Non-Motorized Master Plan Update
Lead traffic engineer for developing a non-motorized transportation plan for the North Campus. Tasks included a review of non-motorized elements of the North Campus, campus wide traffic and pedestrian data collection, pedestrian safety review, and developing a list of approximately 50 recommendations for immediate, mid-term, and long-term improvements.

I-96/Cascade Road Interchange Study, Grand Rapids, MI
Traffic engineer for the interchange feasibility study for the replacement of the existing bridge carrying Cascade Road over I-96. Two interchange configurations were analyzed, including a partial cloverleaf and a Diverging Diamond Interchange (DDI). The preferred concept utilizes two bridges to carry Cascade Road over I-96 providing for better geometrics at the crossovers as well as construction staging benefits as one bridge can be constructed over I-96 while the existing bridge is maintained.

Jessica Howard, PSMJ

Trail Expert, Civil Engineer
howardj@progressiveae.com
Phone: 616.447.3360

Jessica has over 10 years of experience as a municipal engineer providing services from general engineering services, capital improvement planning and implementation, municipal design, construction engineering and review of site development projects. Jessica's work experience includes MDOT Local Agency Program (LAP) projects, pathway and sidewalk designs following the AASHTO guidelines, design of water main, sanitary sewer, roadway geometric design, and drainage improvements. She is familiar with the public involvement process, including public meetings and hearings and coordinating efforts with all levels of government.

Education
Lawrence Technological University
Bachelor of Science, Architecture

Lawrence Technological University
Bachelor of Science, Civil Engineering

City of Traverse City TART Trails Expansion, Division to Garfield
Create preliminary conceptual design to expand trail facility to a minimum width of 16-foot. Identifying areas with right-of-way constraints as well as providing innovative solutions for these areas. Develop design and construction costs to achieve vision.

City of Marshall Green Street Reconstruction
Professional engineering design services to reconstruct Green Street between S. Eagle and S. Jefferson Streets. This section of road will be widened to provide angled parking on both sides of the street. An additional feasibility study will be completed for Jefferson Avenue and on-street angled parking.

City of Farmington - Mayfield Street Reconstruction & Watermain Replacement
Client Representative/Project Manager of the design and construction services for full road reconstruction, water main upgrades to 8-inch diameter ductile iron pipe, as well as storm sewer upgrades based on analysis completed in 2018.

City of Farmington - Capital Improvement Plan
Client Representative/Project Manager assisting the city with a plan for 2021 projects as well as an outlook for the next 5 years. Meetings are held with the DPW director, city manager and city treasurer to review the needs based on an array of data collected over the years. Projects are selected based on a compilation of known water main improvements from the water reliability study, road PASER ratings as well as issues brought to our attention from DPW staff – stormwater improvements

Geddes Lake Condo Association
Project Manager overseeing the design for replacing two (2) retaining walls for Geddes Lake. This project consisted of working with a geotechnical sub-consultant to design plans for replacing timber beams/deadmen retaining walls with segmental block walls. Once plans were completed, the contract documents were prepared with all of the necessary specifications needed to bid.

City of Farmington - Water Reliability Study
Client Representative/Project Manager overseeing the assessment of the city's wastewater pumping station and retention basin assets. The assessment was provided due to Oakland County's request of replacing components solely based on life expectancy. The recommendations of the analysis will be a tool for the city to plan financially for upcoming

Suzanne Schulz, AICP

Urban Planning Practice Leader
schulzs@progressiveae.com
Phone: 616.988.4809

Suzanne brings more than 27 years of experience and an extensive background specializing in urban planning, transportation planning and policy development. In her most recent role with the City of Grand Rapids, Suzanne served as the Managing Director of Design and Development and the City's Director of Planning. In her nearly 20 years with the City, she was extensively involved in project management for community-led processes, including Plan Grand Rapids (comprehensive master plan), Zone Grand Rapids (zoning ordinance rewrite), Transformation Advisors, Green Grand Rapids, Sustainable Streets Task Force and Vital Streets Plan, and Michigan Street Corridor Plan; and implementation phases of each.

Education
Michigan State University
Bachelor of Science, Urban Planning

City of East Grand Rapids Mobility/Bike Action Plan
Worked closely with the City to evaluate street networks and infrastructure to add and improve cycling facilities to enhance and promote cycling activities and best practices for safety. Developing a comprehensive plan with mapping through public engagement, stakeholder meetings and community surveys to identify near and long term infrastructure needs as well as identifying policies needed for all users to feel safe and comfortable.

Plainfield Township Re-Imagine Plainfield Corridor Plan and Zoning Ordinance
Design of a public engagement process to evaluate existing conditions and redevelopment potential of land along Plainfield Avenue in Plainfield Charter Township. Author of the Reimagine Plainfield Plan and zoning amendments.

Village of Lawton Road Map
Project Manager for community engagement and master planning effort to create a road map for the Village of Lawton, MI. Master planning activities incorporated sidewalk, parkway, planters, trees, street lighting, communications conduits, on-street parking, crosswalks, street furniture, and other desired placemaking elements. Citizens of Lawton were able to participate and give feedback throughout the process.

Green Grand Rapids, Grand Rapids, Michigan
Urban flooding, school closures and an invasive species were among concerns that more than 2,000 residents and stakeholders discussed during the planning process to address quality of life in the city. Clear outcomes were defined for parks and greenspaces, urban tree canopy, stormwater, local food, the Grand River, and bike facilities. This work resulted in zoning amendments to protect steep slopes and wetlands, increase tree canopy, and manage stormwater.

Zone Grand Rapids, Grand Rapids, Michigan
Implementation of the City's Master Plan began with tossing the 1969 zoning ordinance that had been amended more than 300 times. A community pattern workbook was created to facilitate neighborhood and business district discussions about the character of their communities. A cutting-edge form-based code was drafted that reflected community voice, allowed for administrative approvals, and has advanced more than $4 billion in development over the past decade - strengthening the economy of Michigan's second-largest city.

Julie Tschirhart

Planner
tschirhartj@progressiveae.com
Phone: 248.252.7705

Julie has had a wide-ranging planning career with seven years of experience working in communities across the country. Starting her career in Boston doing community development, she has worked as a municipal planner in Ann Arbor, Grand Rapids, and Royal Oak, Michigan. Julie is skilled at translating master plan policy objectives into actionable zoning ordinance language and understands the challenges and rewards of creating and implementing good zoning policy. Julie served as the Vice President of the Transportation Riders United Board of Directors from 2017-20. Julie is also an active member of the Michigan Association of Planning. She was awarded the AICP Outstanding Student Award upon graduation from the Master of Urban & Regional Planning program at the University of Michigan in 2017.

Education

Middlebury College
Bachelor of Arts, magna cum laude, Sociology and Anthropology

University of Michigan
Master of Urban Planning, Transportation Planning

Reimagine Plainfield Zoning Ordinance Amendments – Plainfield Township
Working closely with Township staff, Julie helped to revise the Plainfield Township Zoning Ordinance to align with the policy recommendations of the Reimagine Plainfield corridor master plan. The project included multiple work sessions with Township staff and presentations to Planning Commission.

Development and TIF Plan for the Saginaw Highway Corridor Improvement Authority – Delta Township
To address decline in the commercial corridor, Julie worked with a team to establish the Saginaw Highway Corridor Improvement Authority (CIA). Researching best practices and state enabling legislation, she helped to craft the development and tax increment finance plan for the CIA. Julie also prepared meeting materials for the CIA Board and public meetings.

City of Royal Oak Social District Plan
After passage of state law to allow for the creation of social districts in 2020, Julie worked with a cross-departmental team to formulate the Social District Plan for the City of Royal Oak in 2021. She coordinated with local businesses to gather feedback, consulted with local units with existing social districts to glean best practices, and produced the report submitted to the state for approval. Julie also supported the wayfinding and marketing strategy for the district and other logistics.

Connecting the Coastline: Envisioning a Port Huron to Toledo Greenway – University of Michigan
Working with the Community Foundation for Southeast Michigan (CFSEM), this plan built upon the successes of the Greenways Initiative to create a vision for a continuous greenway connecting Port Huron, Michigan and Toledo, Ohio. Julie served as project manager for her team, helping to structure the research and engagement process and formulate the layout of the report. The final product became a foundation for the Great Lakes Way initiative currently underway at CFSEM, a greenway and blueway plan to connect Lake Huron and Lake Erie.

Transit Feasibility Study and Implementation Plan – Freshwater Transit
While Research Assistant at Freshwater Transit, Julie was part of a team that produced a multi-modal transit feasibility study and implementation plan for the Detroit Riverfront Conservancy (DRFC). The DRFC aimed to create a water taxi and trolley bus system serving key destinations along the Detroit River. In this role she led research efforts into comparable case studies across North America to create a list of best practices. Julie also engaged stakeholders through one-on-one interviews and facilitated focus groups to gather community input.

SALLY SHARROW, AICP

PROJECT PLANNER

PROFESSIONAL HIGHLIGHTS

Years of Experience: 10

Toole Design: 2018-Present

Planning NEXT: 2016-2018

Asylum Access: 2014-2016

Fundación Biciacción: 2013-2014

EDUCATION/ CERTIFICATION

Master of Science,
City and Regional Planning, Ohio State University: 2018

Bachelor of Science,
Environmental Studies and Latin American Studies,
Tufts University: 2011

American Institute of Certified Planners

APPOINTMENTS/ AFFILIATIONS

American Planning Association

Association of Pedestrian and Bicycle Professionals

SPECIALIZED TRAINING

"Bicycle Transportation: Planning, Policy and Liability", University of California, Berkeley, Institute of Transportation Studies Technology Transfer Program: 2014

Sally has worked throughout the Midwest and internationally to promote active transportation and plan better cities, with a focus on community building and engagement. As a planner with Toole Design she has worked with numerous communities on bicycle and pedestrian planning from the corridor all the way to the statewide level. Sally is adept at interpreting and translating planning information to resonate with a wide variety of stakeholders and community members, including through Spanish translation and document accessibility. Prior to joining Toole Design, Sally was part of multiple bicycle planning and advocacy projects in Quito, Ecuador, where she led the city's first bicycle count program and trained numerous first-time cyclists.

SELECTED PROJECT EXPERIENCE

Scioto County Active Transportation Plan, Scioto County, OH
Sally was the task manager to develop an Active Transportation Plan for Scioto County, in Ohio's southern Appalachian region. She worked with a local advisory team to design public engagement opportunities to reach a broad audience from throughout the County, including pop-up tabling at community events such as the County Fair. This led to the development of recommendations for active transportation infrastructure, programs and policies with a special focus on Safe Routes to Schools, and the production of text, maps, and graphics for the final plan. Following the adoption of the plan, the City of Portsmouth received a Safe Routes to School grant to begin implementation of the recommendations.

Ferndale Mobility Plan, Ferndale, MI
Sally served as Deputy Project Manager for an effort to update plans for walking, biking and transit in this small Detroit suburb. Her role included interviewing stakeholders, analyzing public input, conducting a bicycle level of stress analysis, and developing content for a final plan website and storymap.

Hamilton Active Transportation Plan, Hamilton, OH
Sally supported the development of the City of Hamilton Active Transportation Plan, drawing on past experience in developing Active Transportation Plans with the Ohio Department of Transportation around the state. She conducted fieldwork attended Advisory Team meetings, helped develop the project plan and provided quality control for many aspects of the plan.

Kansas Department of Transportation Active Transportation Plan
Drawing upon her experience of having worked with many small and rural communities, Sally helped develop an active transportation plan template for small and medium sized communities in Kansas that would be easy to complete with minimal resources. Sally provided template content such as descriptions, instructions and sample maps.

OTHER RELEVANT EXPERIENCE

Caltrans District Active Transportation Plans, Statewide, CA
Lenexa Complete Streets Plan, Lenexa, KS

KATIE O'LONE, AICP

PROJECT PLANNER

PROFESSIONAL HIGHLIGHTS

Years of Experience: 13

Toole Design: 2019-Present

Alta Planning + Design: 2015-2019

King County Department of Transportation: 2013-2015

Neighborhood Design Center: 2009-2013

EDUCATION/ CERTIFICATION

Master of Science, Urban Planning, Certificates, Urban Design and Historic Preservation, University of Washington: 2015

Bachelor of Science, Landscape Architecture, The Ohio State University: 2010

American Institute of Certified Planners

APPOINTMENTS/ AFFILIATIONS

APA Young Planners Group, Treasurer: 2017-2019

Ohio Chapter of ASLA, Buckeye Section Communications Chair: 2012-2013

Katie is a project planner with background in urban planning, landscape architecture, and education and encouragement campaigns focused on transportation options. Her mutlidisciplinary experience fuels her passion to create more lively, safe, and equitable places in our cities. She is experienced in managing active transportation plans and community-based transportation demand management (TDM) programs. She has developed design concepts for multimodal streetscapes, wayfinding, and bicycle and pedestrian design guidelines for projects nationwide. Katie has also conducted public outreach, including reaching Limited English Proficiency (LEP) communities through multilingual materials and engagement.

SELECTED PROJECT EXPERIENCE

Hamilton Active Transportation Plan, Hamilton, OH
As the manager of this project, Katie oversaw the planning process by facilitating all Advisory Team meetings, leading a field assessment, conducting stakeholder engagement, and creating active transportation recommendations. The final plan included a prioritized active transportation network, recommended supportive programs, conceptual design renderings, and an implementation approach. Katie created a recommend network that included over 80 infrastructure improvements, such as bicycle and pedestrian facilities, and intersections enhancements. The proposed network was based on an existing conditions analysis and public engagement.

Elyria Active Transportation Plan, Elyria, OH
As project manager, Katie led the planning process for an Active Transportation Plan for the city of Elyria, located in northeast Ohio. The process included an existing conditions analysis and developing a recommended bicycle and pedestrian network based on input from the Steering Committee and general public. Due to the COVID-19 pandemic, engagement was modified to be virtual public meetings, and supplemented with online and paper surveys to maximize efforts. The final plan included a prioritized active transportation network, program recommendations, and implementation strategies.

2020 Ohio Action Institute
Katie co-led the Ohio Action Institute 2020, an opportunity for Ohio communities to bring together cross-sector teams to learn about active transportation, receive hands-on training and technical assistance from local, state, and national experts, and ultimately develop an active transportation plan. The Institute was comprised of two intensive workshops, the first focusing on existing conditions, developing a preliminary AT network, and community engagement and the second focusing on finalizing the AT network, project prioritization, and plan implementation. Along with helping organize, create content, and facilitate both workshops, Katie was the Group Advisor for Licking County, one of the four communities participating in the Institute.

OTHER RELEVANT EXPERIENCE

Ohio Department of Transportation Active Transportation Guidance and Template
Clovis Active Transportation Plan Update, Clovis, CA

DAVID SHIPPS, AICP

SENIOR PLANNER

PROFESSIONAL HIGHLIGHTS

Years of Experience: 22

Toole Design: 2017-Present

TranSystems: 2002-2017

City of Dublin: 2000-2002

EDUCATION/ CERTIFICATION

Master of Science,
City and Regional Planning,
Ohio State University: 2002

Bachelor of Arts, Geography,
Ohio Wesleyan: 1999

American Institute of
Certified Planners

APPOINTMENTS/ AFFILIATIONS

American Planning Association

SPECIALIZED TRAINING

National Highway Institute (FHWA-NHI-380089) Designing for Pedestrian Safety: 2009

PedNet's Walking School Bus Program Training: 2011

Safe Routes to School National Course Instructor Training: 2011

FHWA Bicycle/Pedestrian Road Safety Audit (RSA) Training: 2012

FHWA Designing Pedestrian Facilities for Accessibility: 2013

City of Columbus ADA Training: 2009

David is Toole Design's Columbus Office Director and a multimodal transportation planner. He has worked with a variety of communities from large to small, as well as state departments of transportation (DOTs) and regional agencies to improve the active transportation environment. David has managed a wide range of projects from active transportation planning, Complete Streets guidance, roadway studies, Safe Routes to Schools, and bicycle and pedestrian safety analysis and technical assistance. David has dedicated much of his career to promoting active and healthy communities and initiating Safe Routes to School (SRTS) and active transportation programs across the Midwest. He has facilitated numerous community planning sessions and developed plans that identify engineering, education, and encouragement strategies that enable residents of all ages and abilities to safely utilize their multimodal transportation environment.

SELECTED PROJECT EXPERIENCE

Yellow Springs Active Transportation Plan and Demonstration Project, Yellow Springs, OH
David was the Project Manager for this effort to improve walking and biking conditions in the Village of Yellow Springs. The completed Active Transportation Plan identified pedestrian and bicycle improvements to create connected local and regional networks. The Plan also recommended programming and other non-infrastructure elements to increase walking and biking. David provided guidance to the Village for a temporary (three-week) demonstration project. The temporary project was a recommendation from the Active Transportation Plan and included converting a street adjacent to Mills Lawn Elementary School from two to one-way and limiting vehicular movements at an adjacent intersection. During and following the three-week demonstration the Village accepted feedback through multiple surveys and at various scheduled public events. The feedback will help guide the Village's decision-making on whether to permanently modify the transportation network in the near future.

Lorain Active Transportation Plan and Better Block Event, Lorain, OH
David served as the Project Manager for the City of Lorain Active Transportation Plan and guided the City and various local agencies in completing one of Ohio's first Active Transportation Plans. David led a multidisciplinary team from both Toole Design and our subconsultant. The overall goals of the plan included promoting and improve a variety of modes through safe access and mobility along with increasing livability of the residents, workers, and visitors in Lorain. The plan included Safe Routes to Schools, Parks, and other major destinations and focused on finding the balance between all modes of transportation. David also provided guidance for a Better Block event that included a temporary bicycle facility along a four-block stretch of Broadway Avenue in downtown Lorain. The three-day event included various community activities, vendors, and local agencies. The positive support from the event led the City to incorporate bike lanes on a resurfacing project for Broadway Avenue that was completed in late 2020.

OTHER RELEVANT EXPERIENCE

Ohio Department of Transportation Active Transportation Guidance and Template
Athens Active Transportation Planning Support, Athens, OH
Newark/Heath Active Transportation Plan, Licking County, OH

MARIEL COLMAN, PE, AICP

PROJECT ENGINEER

PROFESSIONAL HIGHLIGHTS

Years of Experience: 9

Toole Design Group:
2018-Present

Orchard, Hiltz, & McCliment:
2015-2018

The Ohio State University
Campus Transit Lab: 2013-2016

Mid-Ohio Regional Planning
Commission (MORPC): 2014

EDUCATION/ CERTIFICATION

Master of Science,
Civil Engineering,
Ohio State University: 2016

Master of Science.
City and Regional Planning,
Ohio State University: 2016

Bachelor of Science,
Civil and Environmental
Engineering, Mississippi
State University: 2013

Professional Engineer: OH

American Institute of
Certified Planners

SPECIALIZED TRAINING

LTAP Permeable Pavements

LTAP ODOT BMP's Training

LTAP GCAT Training

LTAP Data-Driven Safety Analysis in Safety Management Process

LTAP HCS7 Training Update

LTAP INRIX Streetlight Origin-Destination Data & Analytics Tools

LTAP TransModeler SE training

LTAP Road Diets Training

With experience in transportation planning, roadway design, green infrastructure, and urban planning, Mariel serves as both an engineering and planning consultant bringing a unique perspective to every project and team. Her responsibilities have included conceptual design, traffic studies, construction document preparation, stormwater and Best Management Practices (BMP) modeling, plan renderings, and public engagement. In addition, she has worked with several transit agencies and micro transit owners to improve transportation planning efforts at a system level. Mariel finds that great places are built with strong public collaboration, quality development, engaging public spaces, and mobility for all. She is passionate about developing a community's social and physical connections by enhancing the urban design and diversifying the transportation network while also considering health and environmental impacts. She fosters this growth through her diverse skillset and multidisciplinary background.

SELECTED PROJECT EXPERIENCE

Michigan Department of Transportation Training Wheels, Grand Rapids, MI
Mariel is the Project Manager leading 10 trainings on urban bicycle design for MDOT's 2021-2022 Training Wheels Program. The high-quality workshop focuses on content from the Federal Highway Administration (FHWA) Bikeway Selection Guide and the forthcoming edition of the American Association of State Highway Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities. The trainings will help participants better understand existing infrastructure and fuel conversations for what has been done well, and how some of the designs could be improved upon for bicyclists. In light of COVID19, Mariel has pivoted the traditional in person format to an online interactive session with virtual rides and collaborative exercises.

Ohio Department of Transportation Multimodal Design Guide Development
Mariel is the deputy project manager for the development of a standalone statewide multimodal design guide. ODOT's goal is to create comprehensive guide to create safer and more comfortable pedestrian and bicycle facilities. In addition to leading the development of the guide, Mariel is also leading stakeholder engagements and facilitation the technical advisory committee's review and consensus on the draft guide.

Marion County Active Transportation Plan, Marion County, OH
Mariel was a project planner for the Marion County Active Transportation Plan that is a part of an on-call bicycle and pedestrian task order with the Ohio Department of Transportation. The outcome of this project is a Technical Memorandum will provide direct and succinct guidance for the local client on recommended active transportation projects, facility types, and priority corridors. Mariel was involved with stakeholder and public engagement activities, a major component of this project.

OTHER RELEVANT EXPERIENCE

7th Street Bike Lane Design, Bloomington, IN
MnDOT District Bicycle Plans, Statewide, MN
FHWA Facility Selection Training, Various

Ada Township
Envision Ada Master Plan Implementation - Headley Street

Transportation Engineering Experience

Complete Streets/Traffic Calming/Road Diets-Conversions

- Ivanrest Avenue 4 to 3 Lane Conversion Analysis, Grandville, MI (current)
- M-37/State Street Walkability/Road Diet Analysis and Conceptual Design, Newaygo, MI (current)
- Eighth Street Post-Conversion Reconstruction Design, Traverse City, MI (current)
- Burton Street Corridor/4 to 3 Lane Conversion Study, Wyoming, MI
- Cascade Township Village Complete Streets Plan, Cascade Township, MI
- I-196 B.L. Pedestrian Crossing/Conversion Analysis and Plan, South Haven, MI
- Chicago Drive 4 to 3 Lane Conversion Analyses, Grandville, MI
- Riverview Drive 4 to 3 Lane Conversion Analysis, Parchment, MI
- Laketon Avenue 4 to 3 Lane Conversion Analysis, Muskegon, MI
- Traffic Calming Program Development, Walker, MI
- Traffic Calming Program Assistance, Wyoming, MI

Non-Motorized Facilities

- Implemented over 80 miles of on street bike facilities in the City of Grand Rapids, MI
- Newaygo Downtown Walkability Improvements, Newaygo, MI
- Monroe Avenue Cycle Track (first in the state of Michigan), Grand Rapids, MI
- Jefferson Avenue Advisory Bike Lanes (first in the state of Michigan), Grand Rapids, MI
- Division Avenue Buffered Bike Lanes, Grand Rapids, MI
- University of Michigan North Campus Non-Motorized Master Plan Update, Ann Arbor, MI
- Grand River Edges Trail Crossings, Michigan/Bridge Street, Grand Rapids, MI
- Rapid Rectangular Flashing Beacons (RRFB), multiple locations, Grand Rapids, MI
- Pedestrian Hybrid Beacon (PHB), Michigan and Baynton, Grand Rapids, MI
- Hayward Street Pedestrian Crossing Safety Analysis, Ann Arbor, MI
- Fuller Road Pedestrian Safety Study, Ann Arbor, MI
- Bicycle Presence Detection at Seward Avenue Signals, Grand Rapids, MI
- East Medical Center Drive Pedestrian Improvement and Safety Study, Ann Arbor, MI
- Holland Mid-Block Crosswalk Evaluations, Holland, MI

Arterial Corridor Studies (partial list)

- Silver Lake Road Corridor Study, Fenton, MI
- M-22 Corridor Study, Elmwood Township, MI (near Traverse City)
- M-13 and Wilder Road Access Management Plans, Bay City
- Michigan Street Corridor Plan – Parking, Multi-Modal, and Traffic Analyses, Grand Rapids
- M-55 Corridor Management Plan, Roscommon County
- US-127 BR Access Management Plan, Mt. Pleasant, Michigan
- US-131/M-42 Access Management Plan, Wexford County (Manton area)
- US-31 Corridor Management Plan, Manistee County
- M-43/M-52 Access Management Plan, Ingham County
- US-12 Access Management Plan, Washtenaw County

Other Areas of Transportation Engineering Expertise (partial list)

- Traffic Signal Systems Design (MDOT prequalified)
- Roundabout Feasibility Analyses and Design
- Community Transportation Master Plans
- Community Site Plan and Impact Study Reviews
- Signal Warrant Studies

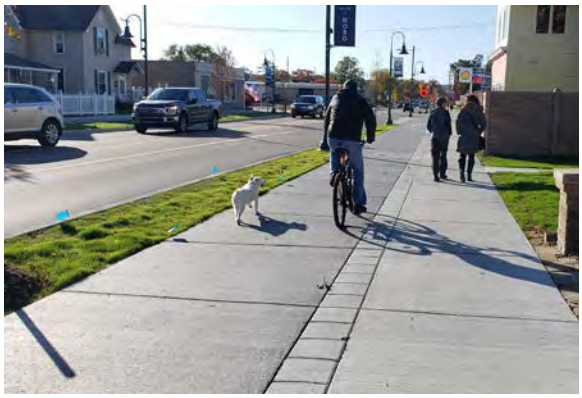
Traffic Signal Design (MDOT Prequalified)

City/Road Commission Signals (partial list):

- Ada Drive at Headley (Ada, MI) - Ornamental Mast Arm Design
- Lake Drive at Breton Road (East Grand Rapids, MI) - Ornamental Mast Arm Design
- Stadium Drive at 11th Street (Kalamazoo County, MI) - Mast Arm Design
- Eighth Street at Boardman Avenue (Traverse City, MI) - Mast Arm Design
- US-31, 8th Street to Quincy Upgrades (Holland, MI) - 12 intersections
- West Washington at Franklin Street (Zeeland, MI) - Ornamental Mast Arm Design
- M-37 at State Road (Grant, MI) - Box Span Design with CV/RSU
- Remembrance Rd/Leonard St, Walker, MI
- 9th/N Street, Kalamazoo County, MI
- Wilson Avenue Pathway Crossing RRFB, Grandville, MI
- Riverview Ave/Riverreach Blvd, Parchment, MI
- Riley/Fairview/88th, Zeeland, MI
- 10 Mile Road/Wolven Ave, Rockford, MI
- Chicago Drive signal upgrades @ Wilson Ave, Division Ave, Grandville, MI
- Fulton Avenue/Seward Street, Grand Rapids, MI
- Cascade Rd/Alden Nash Ave, Kent County, MI
- Michigan Street/Ionia Avenue, Grand Rapids, MI
- 11 intersections upgrade, City of Muskegon, MI
- West River Drive/Jupiter Ave, Kent County, MI
- Stadium Drive/Venture Park Road, Kalamazoo County Road Commission (KCRC)
- 9th Street/Quail Run Drive, KCRC
- Kilgore Road/Woodmont Drive/Burdick Street, Portage, MI
- Westnedge Avenue/W. Milham Avenue, Portage, MI
- East Centre Boulevard at Portage Road, Portage, MI
- Sprinkle Road/Covington Drive, KCRC
- Sprinkle Road/Vanrick Drive, KCRC
- 9th Street/Secor Drive, KCRC
- West Milham Avenue – 4 intersections, Portage, MI
- Shaver Road/Meijer Drive, Portage, MI
- Portage Road/Winters Drive, Portage, MI
- Portage Road/Sears Drive, Portage, MI
- Knapp Street/Pettis Avenue, Kent County Road Commission, MI
- Van Wagoner Rd./174th Avenue, Ferrysburg, MI
- 36th Street/Thornapple River Dr, Kent County, MI
- Lake Michigan Drive/Winter Avenue, City of Grand Rapids
- Chicago Drive/Wilson Avenue, City of Grandville/Kent County Road Commission
- 10 Mile Road/Belmont Avenue, Kent County Road Commission
- Spruce Street/Osborn Boulevard, City of Sault Ste. Marie
- Riley Street/Westshore Drive, Ottawa County Road Commission
- Three Mile Road/Bristol Road, City of Walker
- Kenowa Avenue/36th Street, City of Grandville

City of Traverse City
8th Street Reconstruction

Traverse City, MI



Reference: Tim Lodge, City Engineer, City of Traverse City, tlodge@traversecitymi.gov, 231.922.4455

This recently completed project entailed completing design of a total reconstruction of approximately ½ mile of 8th Street, a key major street leading into the Traverse City downtown area carrying over 24,000 cars per day. The primary goal of enhancing this converted three-lane street was to create a true multi-modal environment that serves expected future pedestrian and cyclist demands while still recognizing its function as a major street within the overall city street system. As part of a two-firm team with Gourdie-Fraser & Associates, Progressive AE was tasked with defining future signal systems needs, developing an appropriate cycle track and streetscape configuration, and designing street lighting that serves both pedestrian-level needs and vehicular needs with dark-sky tenets in place. Close coordination and meetings with the City's Steering committee are providing important feedback and direction during the fast track design process.

Tasks completed by Progressive AE include:

- Completed signal warrant analyses
- Developed alternative and final streetscape designs
- Developed initial and final cycle track design alternatives
- Designed raised intersection and midblock crossings, including RRFB design
- Designed pedestrian and roadway level lighting systems to match city equipment and photometric preferences
- Designed pavement marking and signage plans
- Defined pre and post construction stormwater quality elements to reduce impacts to nearby Boardman Lake
- Worked with the City and MDOT to identify/design the most appropriate construction detour plan

Size: 1/2 mile

Cost: $3,700,000

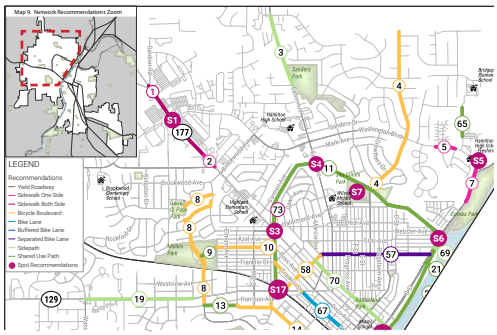
Completion: 2019

Services: Traffic Engineering, Non-Motorized Design,Signal Design, Landscape Architecture, Lighting Engineering, Maintenance of Traffic Design, Stormwater Quality Design


WELCOME
TO
NOBO
Forbes 2019
BEST-IN-STATE
BANKS
VOTED #1 IN MI.
INDEPENDENT
SILVER
SPRUCE
BREWING

OHIO ACTIVE TRANSPORTATION PLANS

STATEWIDE, OH



"Active Transportation" is an umbrella term for all the ways people can get around without using a motorized vehicle. This term emphasizes the role of physically active forms of transportation in improving community health. It reinforces that bicycling and walking are valid forms of transportation, not just forms of recreation, and it is a more inclusive term that reflects the use of mobility assistance devices, such as wheelchairs and scooters, and other modes, such as skating or skateboarding. Active transportation also implies a more comprehensive approach to the transportation system which recognizes the importance of active transportation in accessing public transit, and addresses associated infrastructure like bike racks and wheelchair ramps.

Toole Design has an outstanding reputation for results-oriented planning. Toole Design has worked with hundreds of local communities developing Active Transportation Plans that identify specific locations for improvements, set priorities that match community goals, give initial cost estimates, and provide clear roadmaps for implementation. More importantly, our planning process builds momentum among city and elected officials, advocates, and the public to ensure that projects and programs move forward immediately upon completion, often even before the Active Transportation Plan is completed. We focus on multimodal transportation – developing cost-effective, practical transportation solutions that move people efficiently while improving the health and quality of life of the community. Recently completed and ongoing Active Transportation Plans in Ohio include:

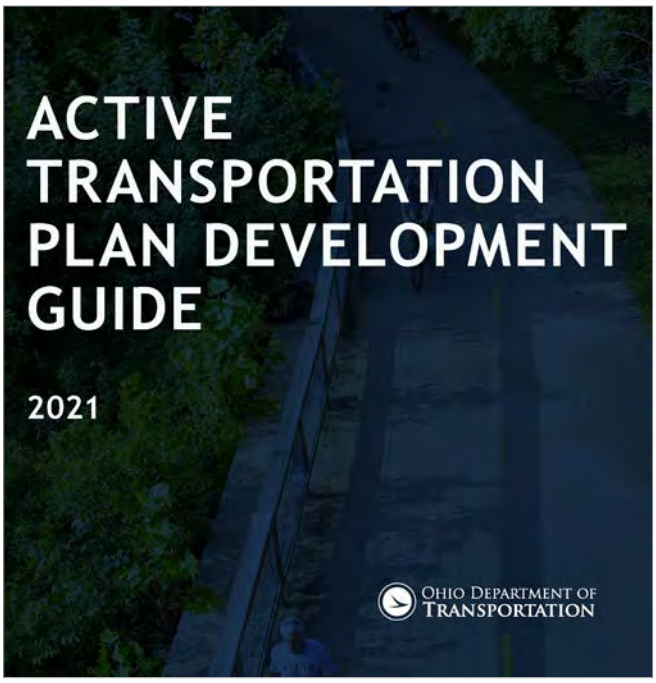
- Athens Active Transportation Planning Support, Athens, OH
- Beverly Active Transportation Plan, Beverly, OH
- Elyria Active Transportation Plan, Elyria, OH
- Hamilton Active Transportation Plan, Hamilton, OH
- Huron County Active Transportation Plan
- Knox County Active Transportation Plan
- Lorain Active Transportation Plan, Lorain, OH
- Lucas County Active Transportation Plan Support, Toledo, OH
- Marion County Active Transportation Concept Planning & Mapping
- Meigs County Active Transportation Plan
- Newark/Heath Active Transportation Plan, Licking County, OH
- Niles Active Transportation Plan, Niles, OH
- Perry County Active Transportation Plan
- Ross County/Chillicothe Active Transportation Plan
- Scioto County Active Transportation Plan
- Seneca County Active Transportation Plan
- Warren Active Transportation Plan, Warren, OH
- Westwood Neighborhood Active Transportation Plan, Cincinnati, OH
- Yellow Springs Active Transportation Plan, Yellow Springs, OH

CLIENT

Cait Harley
Safe Routes to School and Active Transportation Manager
Ohio DOT Office of Program Management
1980 W. Broad Street, Columbus, OH 43223
Caitlin.Harley@dot.ohio.gov
614.466.3049

GUIDE FOR DEVELOPING ACTIVE TRANSPORTATION PLANS

OHIO DEPARTMENT OF TRANSPORTATION



The state of active transportation planning has evolved significantly in recent years and the Ohio Department of Transportation (ODOT) has seen a substantial increase in the importance and prevalence of active transportation at the local, regional, and statewide levels. To meet the need for a more coordinated approach to active transportation planning across the state, Toole Design developed a suite of materials for ODOT. These include an Active Transportation Plan Development Guide and an Active Transportation Plan Template.

Toole Design facilitated a series of roundtables with local and regional stakeholders to understand active transportation planning needs from a wide spectrum of actors with different resource constraints. Across the state, agencies sought more direction on meaningful community engagement strategies, as well as the need to document both short-term priorities and longer-term aspirations within active transportation plans.

The Guide includes descriptions of the level of effort and resources needed to complete various components of an active transportation plan and provides a menu of options for conducting community engagement, existing conditions analyses, and developing recommendations. It empowers a broad cross section of communities to pursue their own planning efforts and sets forth best practices and guidance in every aspect of the plan development process. The accompanying Active Transportation Plan Template balances flexibility with the opportunity for plans to be standardized at the statewide level.

CLIENT

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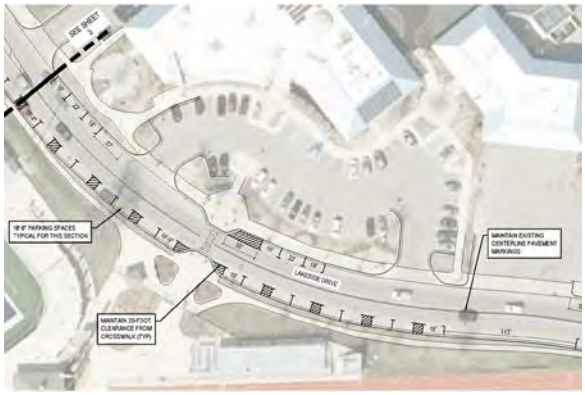
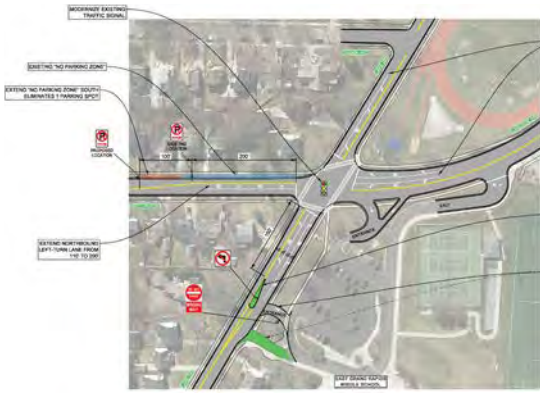
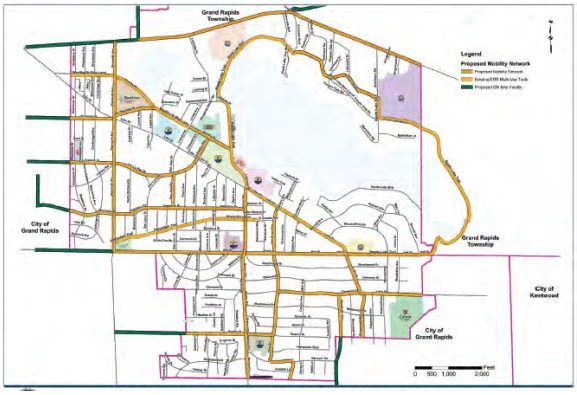
City of East Grand Rapids Mobility Action Plan

East Grand Rapids, MI







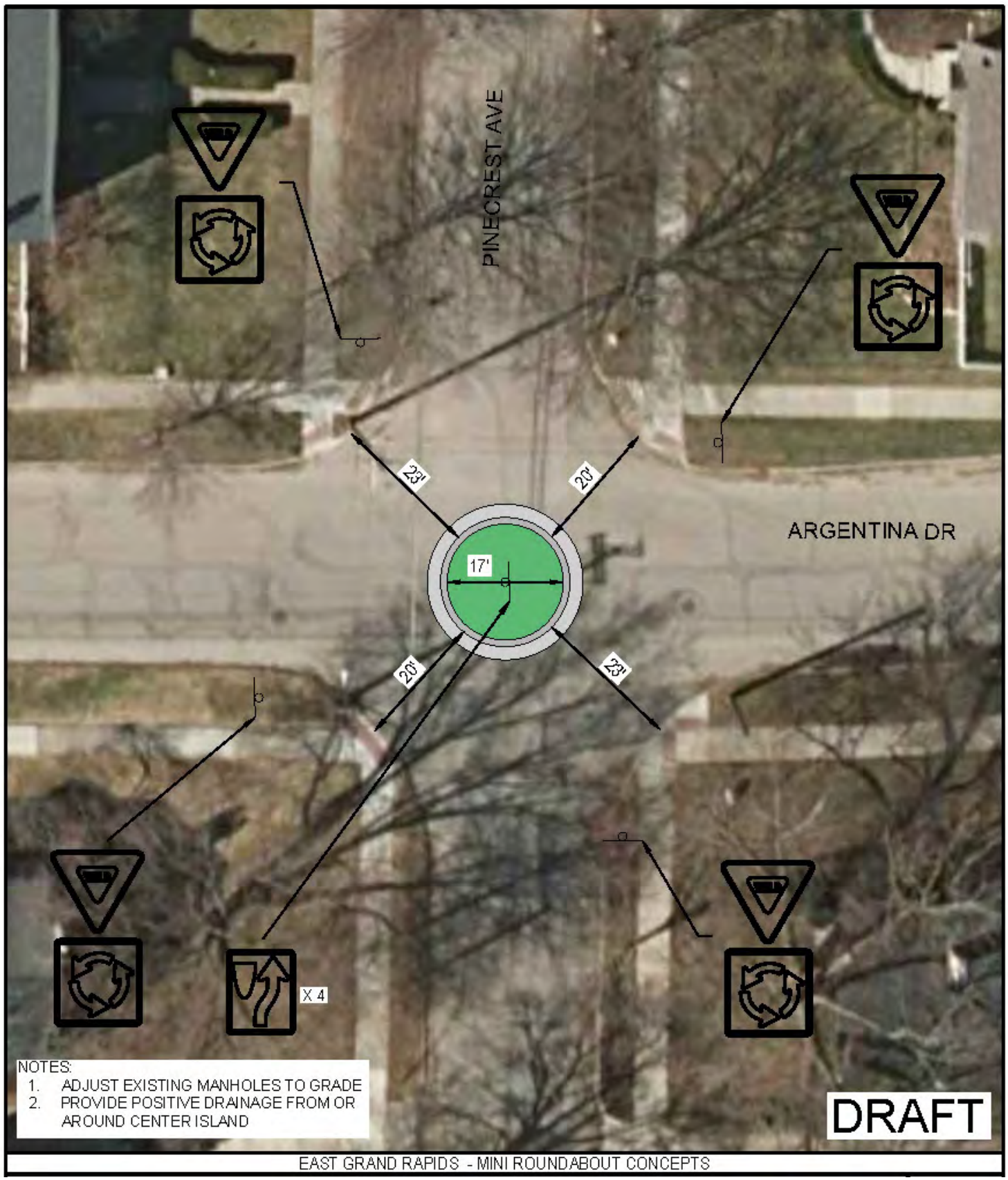
Progressive AE was asked to provide a mobility action plan for the City of East Grand Rapids. The City is home to an extremely active community of runners and bikers that appreciate recreational opportunities within well-maintained public spaces. Our team worked closely with the community via a robust community engagement process to ensure the investments recommended aligned with user opinions. The document Progressive provided to the City provides a clear framework of implementation ready sized phasing to continue development of the expansive and inclusive network East Grand Rapids is proud to own and maintain.

Size: 3.4 square miles

Completion: Ongoing

Services: Transportation engineering, civil engineering, electrical engineering

Reference: Doug La Fave, Interim City Manager, 616.940.4817, dlafave@eastgr.org

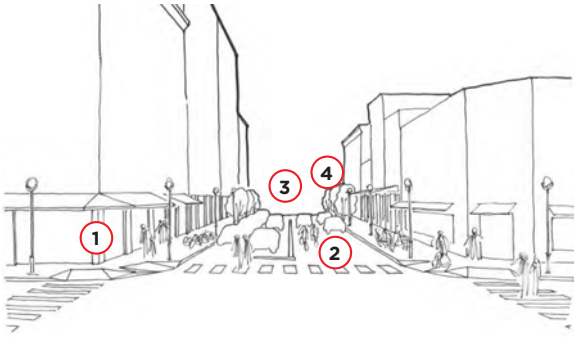


EAST GRAND RAPIDS - MINI ROUNDABOUT CONCEPTS

City of Grand Rapids
Vital Streets Plan and Design Guidelines

Grand Rapids, MI

URBAN CENTER



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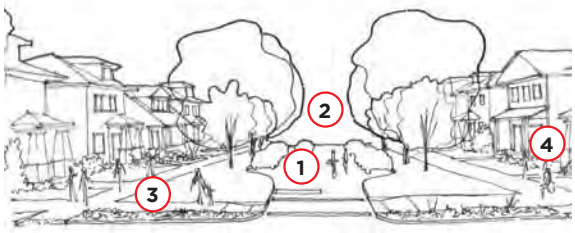


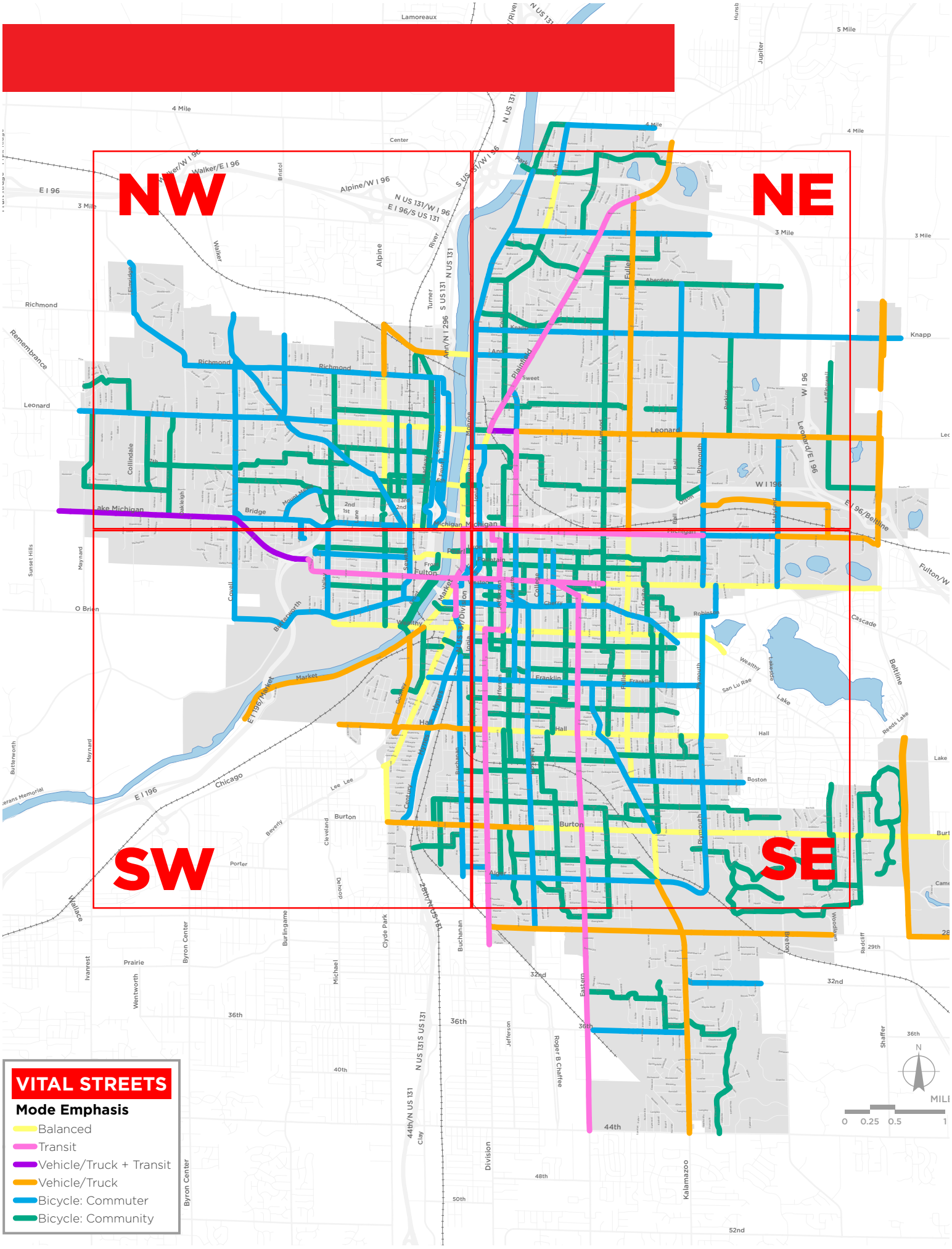
Responsible for technical input, design requirements, and document review of right-of-way related guidance for a comprehensive approach to Vital Streets for the City of Grand Rapids, Michigan. Vital Streets is a combination of Complete Streets and Green Infrastructure that creates the brand of infrastructure unique to Grand Rapids. The Vital Streets Design Guidelines provide detailed information regarding street design considerations that promotes self-enforcing principals to enable users to naturally and intuitively comply with speed and other operating expectations. Design controls are utilized to reflect the context and character of land uses and transportation needs with a clear perspective on operational and maintenance requirements.

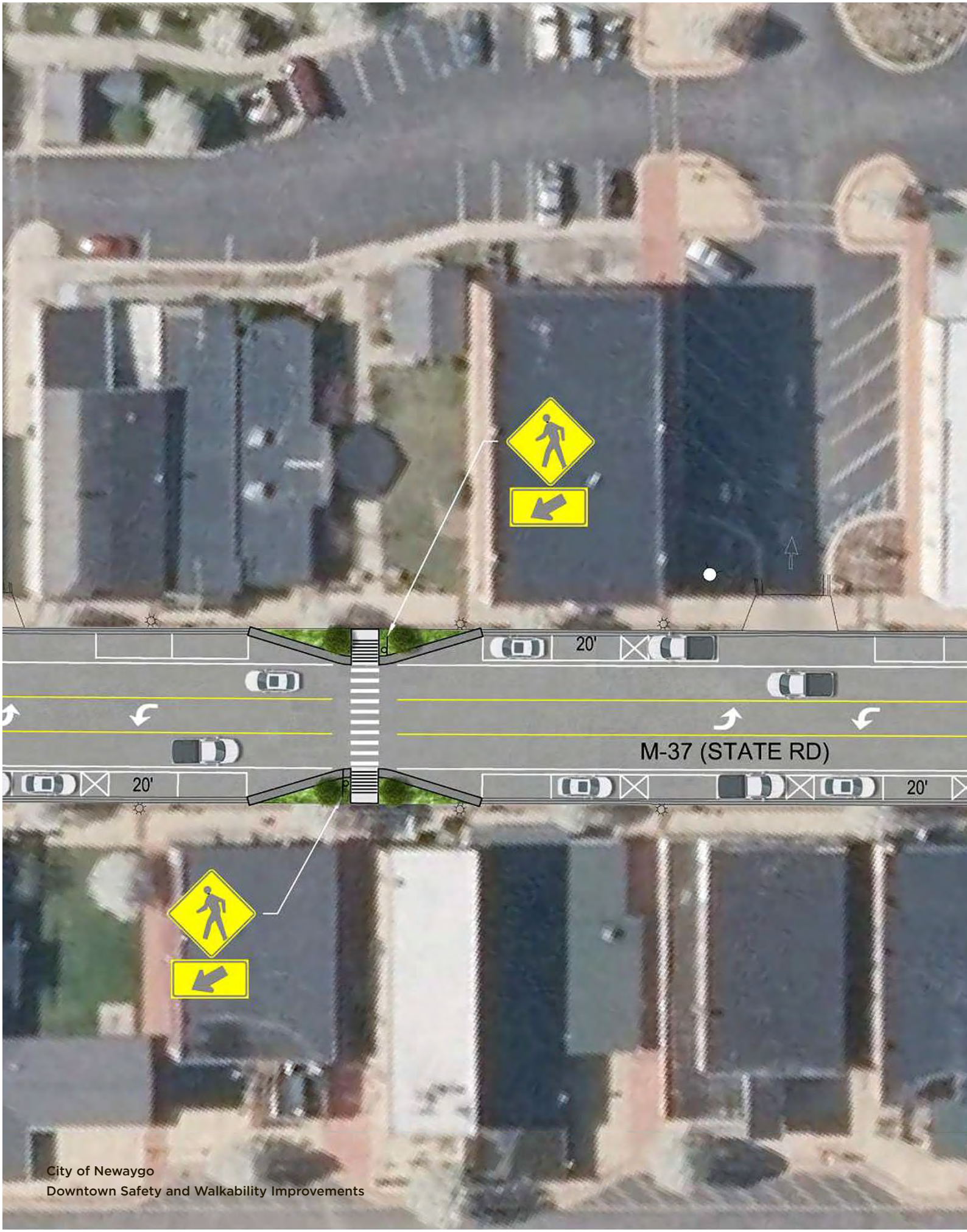
Completion: 2017

Services: Transportation engineering, urban planning, community engagement

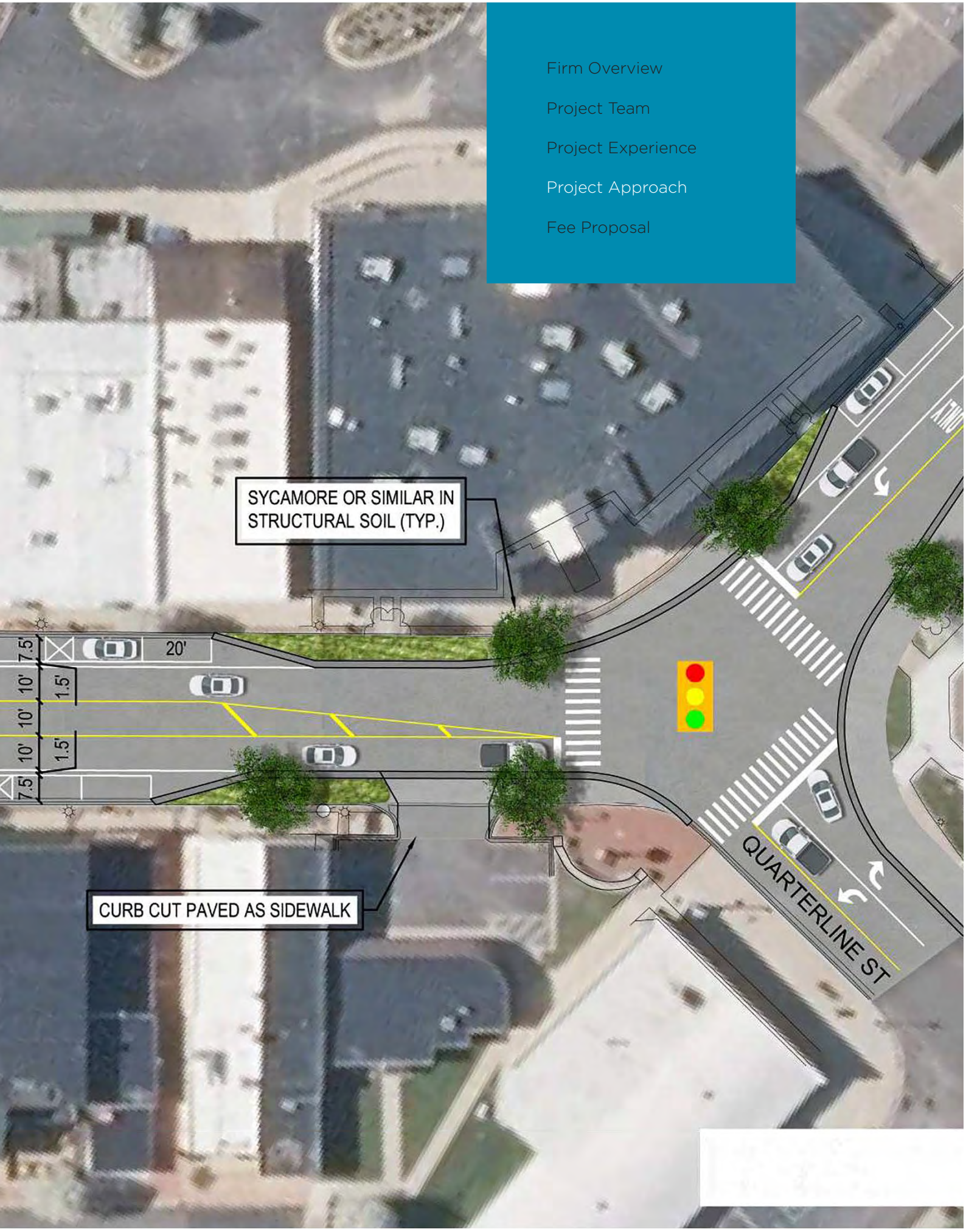
Reference: Rick Devries, Assistant City Engineer, City of Grand Rapids, rdevries@grcity.us, 616.456.3071

**Not a Progressive AE project, from Christopher Zull and Suzanne Schulz's prior affiliation*


NW
NE
SW
SE
VITAL STREETS
Mode Emphasis
Balanced
Transit
Vehicle/Truck + Transit
Vehicle/Truck
Bicycle: Commuter
Bicycle: Community
0 0.25 0.5
N



City of Newaygo
Downtown Safety and Walkability Improvements



Project Approach

Successful mobility is a result of systems that are best equipped to provide appropriate balances between modes and demand. Traverse City is a unique destination with a population of nearly 16,000 people and an influx of 3.5 million tourists annually. Transportation is a vital component to quality of life and Traverse City has taken great strides to create plans and implement them – from the Corridors Master Plan to the Street Design Manual and Envision 8th Vision Plan to name a few. This project is yet another example of the community's focus and dedication to its quality of life. So, the question may be asked why does another plan need to be created? Well, the world has become more aware of the impacts we have on the earth. Alternative modes of transportation continue to grow in popularity for an array of reasons from commuting to work via bicycle to decreasing one's carbon footprint. There is no denying that transportation in the U.S. contributes to nearly twenty-nine percent of carbon emissions (according to the U.S. EPA). It is our pleasure to work together with the City and DDA to prepare a plan that supports the values and goals of the City, DDA, and community. To complete this project, Progressive AE has partnered with Toole Design for their national expertise and decades of experience from around the country.

Engagement

Three (3) public engagement sessions and stakeholder meetings, a community survey, and direct solicitation from TART Trails area cycling organization will be the core engagement efforts for the project. This engagement will be focused on cycling infrastructure needs and prioritizing improvements for the community. A clear and actionable vision with specific goals will be developed. These sessions will be conducted utilizing open public forums, mapping exercises, and priority planning tools.

- The first meeting will be to introduce the project, draft a clear and actionable vision with goals, gather public feedback and comment on existing infrastructure, and identify interests and opportunities for potential projects. This information will then be coalesced into a meeting summary, draft project list, and draft improvements map.
- The second public meeting will briefly recap the project, solidify the project vision and goals, and present the proposed projects, rough cost estimates, and draft improvements map. Feedback will again be gathered with the intention of refining and prioritizing projects.

- The final public meeting will again recap the process to date, reiterate the project vision and goals, and present the preferred concept plan. This will include cost estimates, project priorities, and the near-term improvements map. The results of this meeting will lead to the development of a presentation of the draft final plan to the City Commission, DDA Board, Planning Commission and Parks and Recreation Commission.
- Each stakeholder meeting will be held in tandem with the public engagement sessions for efficiency and to build momentum for the plan. The first meeting will include local government such as City staff, City Light & Power and MDOT. The second meeting will be with activist groups such as NORTE, TART, and the disability network. The third meeting will be with a group from the public as a result of the stakeholder identification process.

To be successful with the engagement process described above is making sure we reach out to a diverse group to receive feedback from the surveys and public meetings. This diverse group needs to factor in all ages and abilities to provide facilities that are safe and inclusive to individuals, families, senior citizens, and persons with disabilities.

Our project team will provide three (3) tactical engagement location options for the City and DDA to select. As part of this plan, one tactical engagement project representing quick builds will be included. Additional tactical engagement projects can be included at an additional cost estimated at approximately $6,000. The project team will recommend up to three quick builds for the City and DDA to select one for implementation. The quick build will temporarily transform a street space located at key intersections or crosswalks, into a more walkable, safe, and welcoming space using temporary materials such as cones, flagging tape, planters and landscape materials, and chalk spray. These quick build demonstrations will also involve pre-and post-installation surveying and speed studies in collaboration with the City's Police Department. Collecting data will be important for informing options for future reconstruction or resurfacing projects.

Infrastructure

Mobility systems require infrastructure, training, and maintenance. The development of the Mobility/Bike Action Plan will:

- Identify priority corridors that connect to existing facilities of adjacent communities (Peninsula Township East Bay Township, Garfield Township).
- Identify near and long-term projects and policies intended to provide safe, comfortable, and convenient facilities for a broad spectrum of users.
- Develop a comprehensive cycling network plan, including a map, of cycling improvements that existing roadway infrastructure can support.

Collecting data will be key to guiding this process and recommendations to build a plan that is practical and implementable. Working with the City to gain access to Strava data (or equivalent) as well as compiling the results of the community and stakeholder engagements will help us delineate user preferences to create facilities that will meet the needs of the community. Risk factors will also be taken into consideration such as multiple lanes (3+), traffic volume (AADT greater than 5,000), and traffic speeds (speed limits greater than 30 MPH). These are known to be barriers to active transportation (Nation Cooperative Highway Research Program (NCHRP) (2018). Research Report 893 – System Pedestrian Safety Analysis). This could provide a baseline for determining higher stress crossings, where neighborhoods are effectively disconnected from other areas. Through our research and project experience, it is proven that low-stress connected bicycle networks have emerged as one of the most important parts of encouraging and supporting bicycling for people of all ages and abilities. For people to choose to ride a bicycle, they must feel comfortable at each step of their trip. One intimidating road segment or intersection can rule out an entire journey. The project team understands the importance of planning and designing pedestrian and bicycle facilities that make users of all ages and abilities feel safe and comfortable. Transitions between facility types, ADA compliance, neighborhood access points, intersection crossings, and future streets are just some of the details our team will need to consider in order to create a robust and easy to implement plan for Traverse City.

For those priority corridors that cannot currently support cycling infrastructure, near and long-term alternatives will be provided. This will be completed through an assessment of existing facilities noting deficiencies, gaps, and public input on desired improvements.

Near and long-term infrastructure improvements will consider guidance from the NACTO Bikeway Design Guide, NACTO Urban Street Design Guide, MMUTCD, and AASHTO manuals, including the decades of project experience from around the country that Toole Design provides. All near-term recommendations will be focused on actionable items that comply with industry best practices and guidance. A preliminary scope will be developed that notes constraints, issues, feasibility, and cost estimates (including engineering, project management, and implementation). Consideration for innovative design and pilot programs will be included while observing best practices and liability protection.

Toole Design will compile and analyze all data from City staff (and others), along with input from the public engagement process, to develop a preliminary plan for the bicycle and pedestrian network. The network will emphasize the use of “low-stress streets” such as collectors and local streets when available. The preliminary plan will identify the following details for all recommended improvements:

- The most appropriate type of facility (i.e., on-street bike lanes, shared lane markings, off-street bike paths, shared-use paths, signed bike routes, sidewalks) for each of the streets identified in the network. The type of facility will be based on available pavement width, available right-of-way, network function (based on stakeholder input), roadway speeds and volumes, site specific conditions, and other factors.
- The actions required to accomplish the recommended design treatment (i.e., adding pavement markings, lane narrowing or road diets, sidewalks, parking adjustments etc.). Proposed roadway cross sections may be provided where appropriate.
- Identification of spot locations where specific improvements are needed to address barriers and create a connected system (i.e., locations for new/upgraded signals, geometric improvements, bridges, transit access points, street/trail transitions etc.). This includes critical sidewalk connections for gaps in sidewalks, as well as key street crossings.
- Identification and design treatments of bicycle routes connecting into Traverse City.

Policy & Governance

The project team will review existing efforts, plans, policies, and practices to determine revisions and amendments needed for the City and DDA to implement the Mobility and Bike Action Plan. Items of consideration is micro-mobility (scooters, bike share, skateboards, short-range autonomous vehicles), clearly defined multiuse pathway systems, curbside management for services such as Lyft and Uber, etc., bike parking, etc. The results of the engagement, and the preliminary plan will be our guide to appropriate messaging, education, and enforcement. Our team is well-versed in creating and implementing policies such as these and has successfully established policy and governance in multiple communities across the state.

Micro-mobility is growing in popularity in numerous cities across the nation. These alternative modes of transportation need to be clearly defined as to not result in accidents by determining the proper location for them. Geofencing zones for best places for this use will provide a clear set of rules for the community to follow and for the City to enforce.

Implementation

With near-term (pavement markings and signs) and long-term (bike lanes, etc.) action-oriented Mobility/Bike Action Plan intentions it will be important to integrate outcomes into existing capital, operations, and maintenance programs. This will allow for opportunistic consideration of improvements through already programmed funding sources. For example, adding new pavement markings and/or signs to planned surface maintenance projects will allow for efficient and rapid deployment of identified improvements. This approach will help lessen the burden of funding an entire set of improvements in any one fiscal year.

A review of existing efforts, plan, policies and practices will be completed. As a result, recommendations for policy adjustments, standard practices, and potential new policies will be completed. These will also follow the near and long-term implementation periods.

Deliverables

The Mobility/Bike Action Plan and process will deliver the following:

- A community supported clear vision with articulated goals.
- Three (3) public engagement meetings and stakeholder engagement, a community survey, stakeholder engagement, and a presentation of the draft to the City Commission Planning Commission, DDA Board, and the Parks and Recreation Commission. Toole Design will plan to attend the City Commission and DDA Board meetings with Progressive AE.
- Near and long-term cycling improvements will be identified and prioritized with a focus on connectivity with neighboring communities and input from community members.
- Development of the Traverse City Mobility/Bike Action Plan document, including existing efforts, plans, policies and practices with documented recommendations and engagement efforts.
- A preliminary scope and cost for the top 5 highest priority projects.

Timeline

We anticipate this being 9–12-month process due to prior experience; however, this could be completed in 4-7 months depending on the focus/commitment from the City and DDA. Implementation during 2023 Construction season.

Pre-Design

- Pre-Planning
- Kick-Off
- Owner Project Requirements (OPR)
- Confirm Schedule

April - May

Stakeholder Engagement

- 3 Public Engagement Sessions
- Separate Stakeholder Engagement Session
- Community Survey

June - August

Tactical Engagement

- Field Exercises
- Optional Additional Services with Targeted Engagement

August - September

Indentify Projects and Priorities

- Coalesce Projects
- Cost Estimating of Projects
- Prioritize Project List
- Policy and Governance Review and Recommendations

June - August

Near and Long Range Improvements

- Establish Potential Timelines for Implementation
- Integrate into Capital and Maintenance Programs
- Plan for Annual Review of Progress and Priorities

August

Commission Presentation

- Present Findings to City Commission, DDA Board, Planning Commission and Parks & Recreation Commission
- Adjust Projects and Priorities As Needed

September

Final Plan

- Submit Final Plan for Adoption
- Monitor Progress of Implementation

October


REPAIR
STATION


CENTURION

Progressive AE proposes to do the work delineated in the above proposal and outline in the Request for Proposal for a total of $142,070 (one hundred forty-two thousand seventy dollars) in labor and $12,784 in expenses (twelve thousand seven hundred eighty four dollars) for a total of $154,854 (one hundred fifty four thousand eight hundred fifty-four dollars), All labor hours are billed according to the 2022 Schedule of Invoice Rates on the next page.

Project: Traverse City Mobility & Bike Action Plan
Date: 2/11/2022

Subtotal (Labor)	$142,070
Subtotal (Expenses)	$12,784
Total	**$154,854**

Classification/Employee	Project Manager	Planning Practice Leader	Planner 1	Transportation Practice Leader	Trail Expert	Project Assistant	Toole Design Group	Total
Bill Rate per hour	**Chris Zull** $215	**Suzanne Schulz** $215	**Julie Tschirhart** $110	**Nick LaCroix** $160	**Jess Howard** $130	**Rose** $100	**Subconsultant** $120	
Design Engineering Tasks								
Task 1 - Kickoff Meeting & Project Initiation								
Kickoff Meeting w/ City, DDA, Toole, Other Stakeholders (Virtual)	4	4	8	4	8		4	32
Review multiple previous plans and studies	4	4	8	4	8		12	40
Project Management	2						4	6
Subtotal (hours)	10	8	16	8	16	0	20	78
Subtotal (cost)	$2,150	$1,720	$1,760	$1,280	$2,080	$0	$2,400	$11,390
Task 2 - Community Engagement and Communication Prior Work								
Develop/Generate a Community Engagement Plan	4	8	8		4		16	40
Stakeholder Identification	6	10	8					24
Public Meeting #1 - draft of actionable vision with goals	5	5	5					15
Public Meeting #2 - solidify vision and goals	5	5	5					15
Public Meeting #3 - present final draft of plan	5	5	5					15
Stakeholder Meeting #1 - City Staff, City Light & Power, MDOT	5	5	5					15
Stakeholder Meeting #2 - Activists groups (NORTE, TART, Disability Network	5	5	5					15
Stakeholder Meeting #3 - Public	5	5	5					15
Engagement Coordination w/ Stakeholders, Surveys	4	8	16					28
Progress Meetings with DDA (Assume 4 Virtual)	16	12	16			6		50
Tactical Engatement (1)	16			4	12		4	36
Project Management	6							6
Subtotal (hours)	82	68	78	4	16	6	20	274
Subtotal (cost)	$17,630	$14,620	$8,580	$640	$2,080	$600	$2,400	$46,550
Task 3 - Infrastructure								
Identify priority corridors (GIS based analysis)	8			16			40	64
Identify near and long-term projects (project list)	4				4		40	48
GIS basemap							40	40
Develop a comprehensive cycling network plan, maps	6				6		40	52
Assess existing facilities noting deficiencies, gaps, public feedback	2				6		24	32
Cost estimates for near term projects	4						40	44
Near and long-term projects consider guidance from various manuals (NACTO, MMUTCD, AASHTO, etc.)	8						16	24
QA/QC	4		6	8	4		20	42
Project Management	12						25	37
Subtotal (hours)	48	0	6	24	20	0	285	383
Subtotal (cost)	$10,320	$0	$660	$3,840	$2,600	$0	$34,200	$51,620
Task 4 - Policy & Governance								
Micro-Mobility considerations	2	2			8		6	18
Review existing efforts, plans, policies and practices	4	2	6		6		4	22
Prepare recommendations for policy adjustments, standard practices, and potential new policies	8	8	16		12		8	52
Project Management	8						4	12
Subtotal (hours)	22	12	22	0	26	0	22	104
Subtotal (cost)	$4,730	$2,580	$2,420	$0	$3,380	$0	$2,640	$15,750
Task 5 - Implementation & Deliverables								
draft final report	8	8			12	4	16	48
Presentation Prep	4		6		4		8	22
City Commission Presentation	2	2			2		2	8
DDA Borad Presentation	2	2			2		2	8
Planning Commission Presentation	2	2			2			6
Parks & Recreation Commission Presentation	2	2			2			6
Conceptual scope and cost for top 5 highest priority projects					4		8	12
Subtotal (hours)	20	16	6	0	28	4	36	110
Subtotal (cost)	$4,300	$3,440	$660	$0	$3,640	$400	$4,320	$16,760
Total Labor (Hours)	**182**	**104**	**128**	**36**	**106**	**10**	**383**	**949**
Total Labor (Weeks)	**4.6**	**2.6**	**3.2**	**0.9**	**2.7**	**0.3**	**9.6**	**24**
Total Labor (Cost)	**$39,130**	**$22,360**	**$14,080**	**$5,760**	**$13,780**	**$1,000**	**$45,960**	**$142,070**

2022 Schedule of Invoice Rates

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Hourly Staff Charges

Class 10 Personnel	Principals	$245/hour
Class 9 Personnel	Practice Leaders, Directors	$215/hour
Class 8 Personnel	Senior Architect, Senior Engineer, Senior Project Manager	$185/hour
Class 7 Personnel	Senior Project Manager, Senior Architect, Senior Interior Designer, Senior Engineer, Senior Scientist	$160/hour
Class 6 Personnel	Construction Superintendent, Engineer II, Project Manager II, Senior Construction Administrator, Senior Technician	$145/hour
Class 5 Personnel	Architect II, Construction Administrator, Design Architect I, Engineer II, Project Manager I, Senior Interior Designer, Senior Technician	$130/hour
Class 4 Personnel	Architect I, Construction Superintendent, Interior Designer II, Engineer I, GIS Technician, Planner I, Technician I	$110/hour
Class 3 Personnel	Executive Assistant, Field Scientist, Graduate Architect, Graduate Engineer, Interior Designer I, Technician I	$90/hour
Class 2 Personnel	Graduate Interior Designer, Graduate Architect, Project Assistant	$75/hour
Class 1 Personnel	Interns	$60/hour

Reimbursable Expenses:

1. Fees for Program, Financial or Procurement Management services when the Owner has engaged a supplier and Architect is subject to a fee.
2. Building permit fees and plan review fees as required by the authorities having jurisdiction over projects at cost plus 10%.
3. Outside services, consultants, travel and lodging at cost plus 10%.
4. Copies, telephone, cell phone voice and data charges and office supplies will be charged through a $25 per month Misc. Office Expense charge. This charge will not be applied to invoices under $1,000.
5. CAD black/white plotting at 15¢ per square foot; CAD color plotting at 25¢ per square foot; CAD low-density color images at 30¢ each; CAD high density color images at 50¢ each; large-format color plotting at $9 per square foot. Postage, shipping, and lab tests at cost. Files written to CD will be minimum $100 per drawing or $500 maximum. Passenger vehicle mileage on projects at the IRS Standard Rate (currently 58.5¢ per mile). Lodging, meals, and airfare at cost. Machine rental GPS at $250 per day. Traffic Counters at $60 per count. Surveying supplies at 50¢ per stake.
6. Overtime expenses requiring higher than normal rates if authorized by owner.

Notes:

1. Invoices are due upon receipt. Unpaid invoices shall bear interest at a rate of 1 percent per month if not paid within 30 days of the date of the invoice.
2. Special media requests may be at higher rate.

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Contact Us

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