

April 26, 2024

Bill McKenna, PE
Village of Oak Park
201 South Blvd.
Oak Park, IL 60302

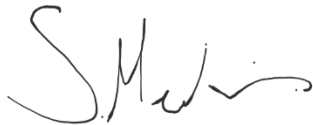
RE: Oak Park Bike Plan Update Scope Proposal

Dear Bill,

We appreciate the opportunity to partner with you in developing an update to the Village of Oak Park's Bicycle Plan. Enclosed is a proposed approach, schedule, and deliverables to match the scope provided by Oak Park staff. The Sam Schwartz team is available to begin work on this project upon execution of a contract, and we anticipate delivering a draft final plan ready for presentation to the Transportation Commission within 17 weeks of contract execution. We then anticipate an additional 6 weeks for final document revisions, final document delivery, project wrap-up, and presentation to the Village Board. See page 5 for details on deliverables and schedule.

Please let us know if you have any questions. We are flexible in our approach and are available to discuss scope details, including the proposed fee and timeline.

Sincerely,



Stacey Meekins
Principal + National Director of Planning



Mark Bennett
Senior Planner & Urban Designer

Project Budget:

The following table outlines the budget for each task as well as a small number of expenses. Below the table is a summary of specific tasks and deliverables within the scope.

Task	Budget
Task 1: Engagement and Public Meetings	\$16,500.00
Task 2: Network Updates	\$34,600.00
Task 3: Bikeshare Planning	\$12,600.00
Task 4: Project Prioritization and Implementation	\$9,900.00
Task 5: Final Document Development and Plan Presentations	\$6,800.00
Task 6: Workshops, Check-Ins, and Project Management, Quality Assurance	\$12,200.00
Expenses (Travel and Printing)	\$200.00
Total	\$92,800.00

Project Scope:

Task 1: Engagement

Internal Stakeholder Group: Host two internal stakeholder group meetings (Village staff, Park District, School Districts) (up to 1.5 hours each). The first will be virtual to kick off the planning process, and the second will be in-person to review draft plans and concepts.

Transportation Commission Meetings: Attend and present at 3 in-person public meetings (up to 2 hours each) hosted by the Transportation Commission to kick off the study, present draft plan for comments, and present final plan for their recommendations to the Village Board. Community stakeholders will be invited to these meetings.

Focus Groups: Host two virtual focus groups (up to 1.5 hours each) with stakeholders or residents to be identified by Village staff.

Online Community Engagement: Set up and monitor an online feedback tool to be hosted on the Village website. Develop copy and graphics for up to seven (7) social media posts to inform the public of the planning process (content will be developed so to be shareable on multiple platforms).

Community Open House: Host a community open house (up to 2 hours) to present initial concepts and answer questions. Sam Schwartz will rely on Village staff to coordinate and secure a space to host the open house. Sam Schwartz will also develop content for up to one mailer in advance of the open house.

Village Board Meeting: Attend 1 in-person Village Board meeting (up to 2 hours) at the conclusion of the planning process to present the final plan.

Task 2: Bicycle Network Updates

Vision Zero Coordination: Coordinate with Vision Zero project to glean insights and align strategies.

Existing Plans: Review up to four (4) existing relevant plans, to be identified by Village staff, as well as existing bicycle facility design standards and relevant codes or policies (to be provided by Village staff).

Updated Map: Update 2008 bike network map in GIS to reflect changes implemented since last publication.

Demand and Safety Patterns: Develop maps identifying patterns of bicycle demand (based on Village, stakeholder, and community feedback) and areas of safety concern (collaborate with Vision Zero effort).

Review 2008 Plan: Recommend removing or revising streets from the 2008 network based on project updates made since 2008. Recommend revisions to routes or treatments in the 2008 plan that are no longer appropriate. Village to provide recommendations on corridors and to focus review.

Neighborhood Greenway Updates: The existing proposed network will largely be maintained, but minor updates will be made based on staff or community feedback. Additionally, Neighborhood Greenway routes, as advised by Village staff, will be assessed for conversion to more enhanced bicycle facilities.

Protected Bikeway Opportunities: This effort will involve reviewing potential corridors for protected bikeways identified based on demand data and safety data, overall network connectivity, Village staff feedback, and community feedback. This may include updating existing non-protected bikeways or introducing bikeways to new corridors. Review will include an analysis of existing parking configurations, existing ROW, jurisdiction, and traffic volumes (based on available IDOT data) to assess feasibility, challenges, and opportunities. Potential protected bikeway corridors will be mapped, and cross section diagrams will be developed for up to three potential bikeway corridors. Additionally, a project summary sheet will be developed for up to one corridor to help position that corridor for future funding opportunities.

Parking Utilization Analyses: Parking utilization analyses will be conducted for up to 5 miles of streets.

Draft Network Updates Summary: Develop a Draft Bicycle Network Updates Summary Presentation encompassing review of 2008 Plan, neighborhood greenway updates, and protected bikeway opportunities.

Task 3: Bikeshare Planning

Operational Summary: Develop a high-level summary of the current state of shared micromobility locally and nationally as well as a high-level summary of operational options for Oak Park.

Cook County Coordination: Participate in 2 meetings (up to 1 hour each) to coordinate with ongoing Cook County Bikeshare Planning effort. The goal of these meetings will be to better understand findings and recommendations from the Cook County team.

Divvy Operator Coordination: Participate in one coordination meeting with Divvy system operator. The goal of this meeting will be to better understand parameters for the potential of Divvy operation in Oak Park (such as contract structure, costs, and next steps).

Potential Bikeshare Ridership Model: Develop a quantitative model to project potential bikeshare ridership scenarios in Oak Park. This model will rely on patterns observed in City of Chicago neighborhoods with comparable socio-demographic or built environment characteristics as well as published research on bikeshare ridership demand vectors.

Bikeshare Station Network: Develop a draft network map of approximate bikeshare stations in Oak Park by identifying potential key destinations and a network spread that achieves station accessibility levels that positions the system for success.

Cost Scenarios: Develop planning-level capital and operational cost estimates for up to two bikeshare operational scenarios.

Bikeshare Planning Summary: A memorandum summarizing Task 3 work.

Task 4: Project Prioritization and Implementation

Toolkit and Design Standards: Recommend updates to the existing bikeway design toolkit from Neighborhood Greenways Plan and Village bikeway design standards (to be provided by Village staff) where necessary to align with standards and best practices adopted since 2008.

Parking Removal Process: Recommend a planning process for how Village staff can evaluate the impacts of parking removal to accommodate bikeways.

Maintenance: Develop guidance on maintenance equipment and best practices in snow and leaf debris removal.

Project Matrix: Develop project prioritization matrix with approximate cost estimates.

Draft Report: Deliver a Draft Summary Report Presentation summarizing Tasks 2-4.

Task 5: Project Prioritization and Implementation

Final Plan Report: Develop Final Plan Report summarizing project efforts and recommendations.

Final Plan Presentation: Develop Final Plan Presentation summarizing project efforts and recommendations.

Task 6: Check-Ins, Workshops, Project Management, and Quality Assurance

Kick-Off: Attend a 1-hour virtual project kick-off meeting.

Coordination Check-Ins: Host up to 22 half-hour client check-ins throughout the project.

Workshops: Host 2 in-person 2-hour workshops with Village staff and Sam Schwartz staff to explore specific network and facility upgrades, to weigh pros and cons of proposed upgrades, to review community feedback, and to finalize draft recommendations.

PM and QAQC: Internal project management and quality assurance/quality control.

Project Deliverables:

This project will include the following deliverables:

- Online Community Engagement Tool
- Community Engagement Social Media Content
- Community Engagement Mailer Content
- Draft Bicycle Network Updates Summary Presentation
- Bikeshare Summary Memorandum
- Draft Summary Report Presentation
- Final Plan Report
- Final Plan Presentation

Project Schedule:

Per client request, this schedule has been structured to deliver draft bike network upgrades and cost estimates for consideration by the Transportation Commission by early fall 2024. This project approach achieves that goal by enacting a condensed planning process in which multiple tasks run simultaneously and in quick succession of each other. Sam Schwartz commits to managing an organized and efficient process and to maintain constant communication on project progress, deadlines, and upcoming needs of Village staff to facilitate timely and efficient review and feedback on deliverables. The proposed schedule is based on review and comments by Village staff within one week of deliverable submission. Sam Schwartz recommends that stakeholder recruitment and engagement scheduling begins as soon as possible. Finally, note that the schedule attached to the end of this document includes no tasks during the week of July 1. This scheduled gap is designed to accommodate the higher likelihood of Sam Schwartz and Village staff vacation time that week as well as a mechanism to give the schedule space to absorb any unforeseen delays.

Project Schedule

<i>week of</i>	20-May	27-May	3-Jun	10-Jun	17-Jun	24-Jun	1-Jul	8-Jul	15-Jul	22-Jul	29-Jul	5-Aug	12-Aug	19-Aug	26-Aug	2-Sep	9-Sep	16-Sep	23-Sep	30-Sep	7-Oct	14-Oct	21-Oct	
Kick-Off	Meeting																							
Review Existing Plans and Design Standards	Planning	Planning	Planning																					
Introductory Site Visit		Meeting																						
Coordinate with Vision Zero Plan	Planning					Planning																		
Identify Demand Patterns and Areas of Safety Concern	Planning	Planning	Planning																					
Establish Existing Network Map	Planning	Planning	Planning																					
Develop Online Feedback Tool		Meeting	Meeting	Meeting																				
Develop Social Media Content			Meeting	Meeting																				
Stakeholder Meeting 1			Meeting																					
Transportation Commission Meeting 1				Meeting																				
Review 2008 Plan for Updates			Planning	Planning	Planning	Planning																		
Identify Neighborhood Greenway Updates				Planning	Planning	Planning		Planning			Planning				Planning									
Identify Protected Bikeway Opportunities					Planning	Planning	Planning		Planning	Planning	Planning	Planning			Planning									
Village Staff Workshop 1				Meeting																				
Focus Groups					Meeting																			
Parking Utilization Analyses (5 miles)								Planning	Planning	Planning	Planning													
Develop Process for Evaluating Parking Removal							Planning	Planning																
Develop Draft Network Updates Report (Presentation)											Planning	Planning	Planning											
Stakeholder Meeting 2										Meeting														
Open House + Supporting Mailers											Meeting	Meeting												
Transportation Commission Meeting 2													Meeting											
Village Staff Workshop 2													Meeting											
Develop Project Prioritization Matrix w/ Est Costs													Planning	Planning	Planning	Planning								
Develop Bikeshare Operations Options Summary										Planning	Planning													
Coordinate with Cook County Bikeshare Planning (x2)		Meeting											Meeting											
Coordination Meeting with Divvy Operator							Meeting																	
Bikeshare Demand Projection Model			Planning	Planning	Planning	Planning		Planning	Planning	Planning	Planning													
High-Level Bikeshare Station Network Mapping										Planning	Planning	Planning	Planning	Planning	Planning									
Develop High-Level Bikeshare Cost Estimate Scenarios														Planning	Planning	Planning								
Develop Draft Summary Report (Presentation)															Planning	Planning	Planning							
Transportation Commission Meeting 3																	Meeting							
Develop Updated Design Toolkit/ Standards																		Planning	Planning					
Develop Maintenance Recommendations																			Planning	Planning				
Final Document Layout																				Planning	Planning		Planning	
Final Plan Presentation Layout																					Planning	Planning		
Village Board Meeting																								Meeting

Planning Task
Meeting, Workshop, and/or Community Engagement