

## **Attachment A-1. Scope of Work**

### **Mobility Implementation Plan**

#### **Mobility Implementation Plan Scope of Work (Phase I, Multimodal Concurrency Priority)**

Based on policy support, best practices research, and recent staff work on multimodal concurrency, the following Phase I tasks define the scope of a Mobility Implementation Plan, and the deliverables that, in aggregate, create the content of a final report.

There will be a sequence of two phases to accomplish the full Mobility Implementation Plan (MIP). Phase I is fully funded and may commence immediately. The key deliverable in Phase I is a plan for multimodal transportation concurrency, including Comprehensive Plan Amendments and Traffic Standards Code Amendments in 2021. Community input will likely result in recommendations for transportation system completeness including project descriptions and priorities in modal plans. The MIP final report will include the substantive tasks 1-7, as well as the procedural and administrative tasks.

Phase II will include a number of related tasks that build upon the foundation of the Mobility Implementation Plan, including multimodal transportation concurrency, and will be addressed well into 2022.

Tasks and deliverables for both Phase I and Phase II are described below.

#### **Phase I Task 1. Document Background, Context, Existing Conditions, and Best Practices**

***Deliverable:*** Create a **Background, Context, Existing Conditions, and Best Practices Report** to include the following:

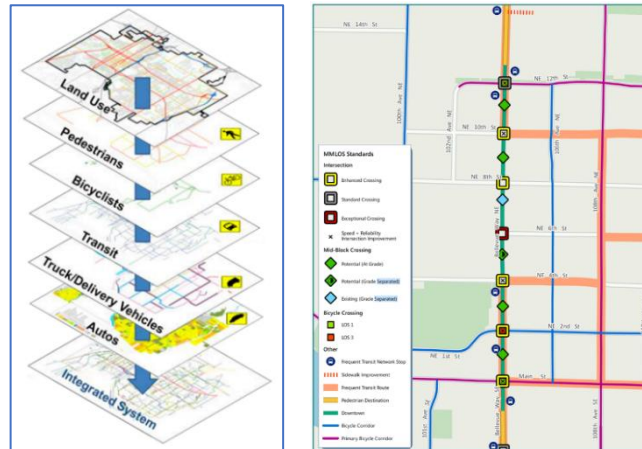
- i. Washington Growth Management Act: Document transportation concurrency requirements and the jurisdictional flexibility that is offered to define and manage transportation level-of-service.
- ii. Puget Sound Regional Council Regional - Land Use and Transportation (Vision 2050): Describe Bellevue's role in regional vision and why a multimodal approach to mobility is consistent with regional policy.
- iii. Regional Transportation Service Plans and Projects – Sound Transit operates regional bus service, is building East Link and planning for I-405 bus rapid transit, King County Metro provides local bus service and is planning rapid ride expansion, and the Washington State Department of Transportation is implementing the I-405 Master Plan. These services and projects and others represent significant regional mobility investments. Document these and how they integrate into Bellevue's mature transportation system.
- iv. Neighboring jurisdictions, especially Redmond: Describe multimodal concurrency methodology and compatibility with a potential multimodal approach in Bellevue. Identify potential benefits of coordinating/collaborating on projects and programs that support interjurisdictional concurrency.

- v. Bellevue Comprehensive Plan: Transportation, Land Use, Economic Development, Environment, etc. Describe policy intent for the transportation system to be integrated with and supportive of the overall land use and economic development vision.
- vi. Bellevue Transportation Policy: Document policy direction to prepare a Mobility Implementation Plan (transportation master plan) and to refresh regulatory concurrency in a multimodal approach.
- vii. Bellevue Transportation Plans: Describe existing plans, ie) Transportation Facilities Plan (TFP), Capital Facilities Plan Program (CIP), modal plans (Transit, Pedestrian and Bicycle Transportation Plan) that include projects and programs that are related to a Mobility Implementation Plan and concurrency. Discuss opportunities to refresh modal plans.
- viii. Bellevue Transportation Regulations: Document the existing regulatory approach in the Traffic Standards Code, Transportation Development Code, and the Transportation impact Fee Program.
- ix. Concurrency Report: Document the issues and impacts related to the existing concurrency methodology and the findings in the 2020 Concurrency Report. Identify and discuss the challenges to meet existing concurrency standards and articulate the livability, financial, environmental, equity and other issues with the existing system. Discuss why a multimodal approach to concurrency would be sustainable and equitable.
- x. Multimodal Level-of-Service Metrics, Standards and Guidelines: Document the Transportation Commission Recommendation for MMLOS Metrics, Standards and Guidelines (2017), and the integrated, layered network of all modes that is envisioned to create system completeness. *Note that the metrics are embedded into the Bellevue Complete Streets Transportation Design Manual (Q3 2020).*
- xi. Best Practices: Document Local/Regional/National/International best practices and approaches that describe and implement an equitable, sustainable and multimodal approach to regulatory concurrency and long-range transportation planning.

### **Phase I Task 2. Assemble the “Layered Network”**

Integrate all separate transportation modal plans and metrics together with land use objectives to describe modal relationships and intent, and land use/urban livability relationships in narrative and graphic format (potential graphic styles are shown in the Transportation Commission’s MMLOS Metrics, Standards and Guidelines (2017)). This Task will identify project synergies, potential incompatibilities and priorities within and between modes. As part of the layered network evaluation, new data on equity/demographics will be assembled and mapped. These data could include more detailed demographic and socioeconomic data from a third-party vendor that can enhance the typical Census Bureau information. These equity layers will be used to identify potential gaps in mobility investments and will provide additional layers of information for the Task 4 prioritization.

**Deliverable:** Describe and assemble the “Layered Network” of all existing modal plans and projects to create the integrated, complete transportation system that is compatible with land use. This concept has largely been accomplished and documented in prior work by the Transportation Commission in the MMLOS Metrics, Standards and Guidelines (2017). The deliverable is any needed refinements/revisions and/or updates to this preliminary layered network to avoid modal conflicts or address equity needs for the Mobility Implementation Plan, including project descriptions.



### Phase I Task 3. Multimodal Concurrency

A fundamental component of the Mobility Implementation Plan is a multimodal approach to transportation concurrency. Staff has prepared a recommendation for multimodal concurrency that would require the “demand” for mobility be satisfied with a “supply” of transportation infrastructure projects within the 6-year concurrency timeframe. Documentation of this staff recommendation will be provided as a (future) Attachment B to the scope of work.

**Deliverable:** Collaborate with staff in working with the Transportation Commission and the community to refine the staff recommendation for multimodal concurrency to achieve a Transportation Commission recommendation to the City Council. The recommendation will include amendments to the Comprehensive Plan and the Traffic Standards Code.

### Phase I Task 4. Multimodal Approach to Long-Range Transportation Planning: Mobility Units and System Completeness.

Prepare a recommended multimodal approach for long-range planning. Long range planning through corridor studies, subarea planning, etc., will create projects for a Comprehensive Transportation Project List (CTPL). This analysis will include working with Staff on the definition of performance metrics, reviewing data and analysis tools to evaluate transportation projects and programs, inclusion of equity and safety in project identification, and a transparent and adaptable project prioritization framework. As part of this task, the existing MMLOS metrics will also be reviewed and potentially refined to facilitate long-range planning. This includes a review of methods to evaluate traffic congestion, system intersections, and MMAs. This task is assumed to be highly iterative with draft metrics, draft performance results, and draft project prioritization that would be refined between the Consultant, City staff and the Transportation Commission. This also assumes that City staff will provide support on some travel modeling, although much of the analysis results will be provided by the Consultants via GIS.

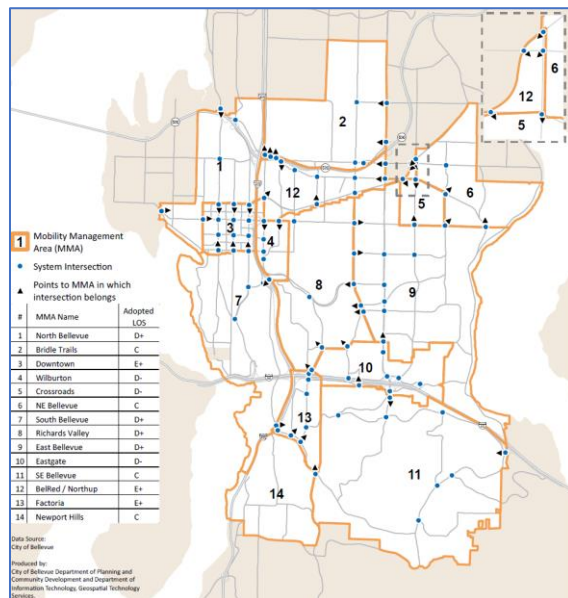
**Note:** The CTPL projects are eligible for the Transportation Improvement Program in the annual update as well as to the Transportation Facilities Plan updates. Within the Transportation Facilities Plan would be the “supply” of transportation facilities for concurrency.

**Deliverable:** In consultation with the Transportation Commission and city staff, and in consideration of community input, define a recommended approach to multimodal transportation planning that will identify the metrics for long-range transportation system completeness. The transportation projects developed through this multimodal approach will support the forecast land use and can be added (administratively) to the Comprehensive Transportation Project List. The Consultant will also deliver a prioritization tool in GIS, web, or spreadsheet form that City staff can use in future project prioritization.

### Phase I Task 5. Comprehensive Plan Amendments

**Deliverable:** In consultation with the Transportation Commission and city staff, and in consideration of community input, prepare policy recommendations for the Transportation Element of the Comprehensive Plan. Recommend policies to embed multimodal concurrency and the Mobility Implementation Plan into the Comprehensive Plan. Amendments will include policies and maps and a repeal of the Comprehensive Transportation Project List (CTPL) that will become part of the Mobility Implementation Plan. Specific amendments may include:

- i. Add and/or amend Transportation Element policies as needed for multimodal concurrency.
- ii. Modify the Mobility Management Area map in the Comprehensive Plan as needed for multimodal concurrency and long-range planning.
- iii. Repeal the Comprehensive Transportation Project List from the Comprehensive Plan. and embed the CTPL in the MIP. Prepare a mechanism for the CTPL to be administratively amended periodically as determined through long-range planning work and/or completion of projects on the list.



### Phase I Task 6. Traffic Standards Code Amendments

Prepare recommendations for Bellevue City Code amendments that will implement multimodal concurrency.

**Deliverable:** In consultation with the Transportation Commission and city staff including the City Attorney's Office, recommended amendments to the Traffic Standards Code BCC 14.10 to implement multimodal concurrency

**Note:** The concept of "system" intersections could be retained as a dashboard mobility metric, as determined in Task 4 of Phase I.

**Note:** The general concept of geography-based MMAs could be varied depending on mode for purposes of planning, monitoring and evaluating transportation system completeness.

### **Phase I Task 7. Define, Document and Display Performance Outcome Metrics**

- i. For the purpose of documenting multimodal concurrency, the platform will track mobility units of “supply” and mobility units of “demand”. This platform will be developed in collaboration with City staff, but could be based on a spreadsheet, online database, or GIS implementation.
- ii. For transportation planning purposes, prepare a Transportation System Performance Dashboard that includes metrics to document system completeness and performance for all modes.

**Deliverable:** Create a graphically legible and data-rich platform that would be used for annual multimodal concurrency monitoring to easily document and display multimodal concurrency status and to document and monitor the performance of the overall transportation system. A similar dashboard would document progress toward system completeness for the Transportation Facilities Plan and for long-range planning. The performance dashboard will focus data that the City has available, or that can be obtained at low cost on an ongoing basis. The Consultant will work with the City on the best platform to host the dashboard, which could range from a City-developed graphic to an interactive web-based platform.

**Note:** *The concept of “system” intersections and Mobility Management Areas could be retained or modified as long-range transportation planning dashboard metrics for vehicle capacity and other modes.*

### **Phase I Task 8. Related Efforts in Bellevue for Safety, Accessibility and Efficiency**

The Mobility Implementation Plan will be a document and a tool to help prioritize project investments and focus on several related mobility strategies:

- i. Vision Zero Action Plan and Safe Systems Approach: Projects that advance the safety for everyone in Bellevue, especially for the most vulnerable users of the transportation system.
- ii. Complete Streets: Projects that help to complete the transportation system so that facilities for all modes are available to everyone in the community.
- iii. Technology and Smart City Applications: Projects that embed technology in the operation and management of the transportation system, including curbside management.

**Deliverable:** Describe in narrative and examples how the Mobility Implementation Plan will help Council, the Transportation Commission and Transportation Department staff to coordinate, integrate, and prioritize these separate yet related efforts.

**Note:** *It is not expected that this is a stand-alone task, but rather integrated in the other tasks of this scope of work and documented in the final report.*

### **Phase I Task 9. Public Involvement**

Bellevue staff and the Consultant will collaborate to prepare and implement the public involvement components of the Mobility Implementation Plan project. At this time, all public engagement, including all meetings with the Transportation Commission, will be virtual.

Consultant will support staff and the Transportation Commission in preparing and presenting technical materials and in the undertaking of diverse and inclusive public and stakeholder involvement using existing tools available to the City, including remote/virtual meeting platforms, public involvement applications, survey tools and multiple language platforms. Additionally, new tools, such as statistically valid surveying will be explored with City staff. Public engagement will include an on-line and accessible format to solicit project concepts from the diverse Bellevue community that will achieve local system completeness and priorities for each mode.

In addition to technical deliverables, such support will generally consist of preparing electronic materials and attending and participating in public meetings as directed by staff.

The Consultant will prepare technical materials and policy recommendations for review and discussion at Transportation Commission study sessions and workshops.

The Consultant will participate as requested in presentations to the City Council, and other city boards and commissions. Additional public involvement is likely to include interface – virtually and/or in-person-with the stakeholder groups.

***Deliverable:*** Assist City staff to prepare and implement public information and outreach materials and activities. The Consultant will assist in preparing memos, creating materials and presentations for community meetings and stakeholder group discussions, developing graphic displays and maps, creating layout and content for a City-hosted project web site, crafting an on-line questionnaire, potentially conducting a survey, and assisting with other related tasks. A number of formats and languages as appropriate will ensure diverse and equitable access to the materials. Consultant will attend and participate in presentations at each meeting (remote or in-person) of the Transportation Commission, and will provide an appropriate level of support to staff at other public and stakeholder meetings– including City Council, boards and commissions - to be determined jointly by the City and Consultant.

***Deliverable:*** Support to staff for public involvement will generally include preparing presentation graphics or other materials, and attending and participating in study sessions with the Transportation Commission (up to 12 study sessions and workshops) the Planning Commission (up to 2 study sessions) and the City Council (up to 3 meetings). Consultant “on-the-clock” staff attendance at meetings will be kept to a minimum, with the appropriate level of support for each meeting to be determined jointly in advance by the City and Consultant.

#### **Phase I Task 10. Final Report and Multimodal Implementation Plan**

***Deliverable:*** The Consultant team, in a collaborative effort with staff, will prepare a graphically rich final report that will document the process, updated technical materials, data, projects and maps, and recommendations of the Mobility Implementation Plan. This report will include an executive summary and will be organized in chapters and appendices roughly corresponding to the Tasks identified in this Scope of Work. Consultant will work with the staff to identify the best format for the executive summary, which could include an interactive website or short video to make the process of developing the MIP and the outcomes more easily understood by the public.

The final report will be the repository for all of the text, graphics, maps, plans, projects, policies, codes, and facts and figures developed through the process and as final recommendations. It will also document all of the public involvement activities in summary form, with details in an appendix.

***Deliverable:*** Prepare a Mobility Implementation Plan document that contains the content and is in a format suitable for Council review and approval and subsequent administrative implementation and revisions/updates. Document needed approvals and describe next steps.

### **Phase I Task 11. Project Management**

The Consultant project manager will manage the Phase I contract tasks and budget in general accordance with the timeline and the allocation of resources provided in the final scope of work and budget. Proposed reallocation of budget resources among Phase I tasks, or changes to the timeline may be approved with concurrence of the City project manager.

***Deliverable:*** Consultant project manager and appropriate consultant team members will develop an agenda for and participate in a Phase I project kick-off meeting (virtual) at a mutually agreed-upon time subsequent to receiving a notice to proceed.

***Deliverable:*** Consultant project manager will prepare invoices and progress reports on a monthly basis, and will submit these in electronic format to the City's project manager. Progress reports will document the specific work accomplished and the completion status for each task identified in this scope of work, plus the budget status for each task. Identify and document reasons for any emerging issues related to task, budget or timeline.

***Deliverable:*** Consultant project manager and Bellevue project manager will meet on a mutually agreeable monthly recurrence schedule to review progress and issues related to the scope, timeline and budget. Additional project management meetings will be held as needed in response to emerging issues and opportunities.

***Deliverable:*** Consultant project manager and key staff will participate in bi-weekly (or as needed) "Core Team" meetings. Core team meetings will be 60-90 minutes in length, and will be scheduled at a regular time on a recurring basis. The Core team and the Consultant will review progress on assigned tasks, develop and test recommendations, anticipate and prepare for upcoming study sessions and workshops of the Transportation Commission or other public activities and events.

## Budget

	Fehr & Peers	Nelson/Nygaard	Toole Design	Direct Costs	Totals
<i>Task 1</i>	\$5,500	\$2,500	\$1,500		\$9,500
<i>Task 2</i>	\$7,000	\$6,000		\$1,500	\$14,500
<i>Task 3</i>	\$20,000	\$1,500			\$21,500
<i>Task 4</i>	\$52,000	\$59,500	\$6,000		\$117,500
<i>Task 5</i>	\$10,000	\$2,000			\$12,000
<i>Task 6</i>	\$8,500				\$8,500
<i>Task 7</i>	\$15,000	\$7,000	\$2,000	\$2,500	\$26,500
<i>Task 8</i>	\$4,000	\$2,500	\$2,500		\$9,000
<i>Task 9</i>	\$20,000			\$16,500	\$36,500
<i>Task 10</i>	\$25,000	\$1,500	\$1,500		\$28,000
<i>Task 11</i>	\$15,500	\$3,500	\$1,500	\$1,000	\$21,500
<i>Phase II</i>	\$85,000	\$10,000	\$5,000		\$100,000
<b>SUBTOTALS</b>	<b>\$267,500</b>	<b>\$96,000</b>	<b>\$20,000</b>	<b>\$21,500</b>	
<b>GRAND TOTAL</b>					<b>\$405,000</b>

## Phase I Project Milestones Timeline (see detailed timeline)

- i. Council briefings and direction to Transportation Commission (Q1 2021)
- ii. Transportation Commission study sessions, workshops, hearings and public engagement, culminating in a recommendation to the City Council Q3, 2021. (Q1-Q4 2021)
- iii. Stakeholder briefings, on-line forums and other public outreach help and conducted outside of Transportation Commission workshops and study sessions (Q1-Q4 2021)
- iv. Council study sessions to receive updates from the Transportation Commission and the final recommendation no later than Q3 2021. (Q1-Q4 2021)
- v. Planning Commission briefing on the preliminary Transportation Commission recommendation (Q2 2021) and study session(s) and public hearing on Comprehensive Plan Amendment recommendation (Q3-Q4 2021) Council adopts Comprehensive Plan amendments and Traffic Standards Code amendments (Q4 2021)



## Phase II Tasks

Phase II includes the following substantive tasks and deliverables. Public Involvement Documentation, Project Management will be similar in scope to Phase I. Note that initiation of Phase II may occur overlapped in time with Phase I, as determined by the city.

### Phase II Task 1. Transportation Impact Fee Program Amendments.

Review with staff and the Transportation Commission to determine how expand the Transportation Impact Fee Program to include stand-alone projects of all modes. Prepare recommended amendments to the Transportation Impact Fee Program BCC 22.16 that would expand the program to include projects and facilities for non-motorized mobility; shift basis of impact fee from vehicle trip generation to person trips.

**Deliverable:** In consultation with the Transportation Commission and city staff, recommend Transportation Impact Fee program code amendments per direction on the approach to multimodal concurrency.

### Phase II Task 2. Update Transportation Demand Management Program

**Deliverable:** Evaluate the existing Transportation Demand Management Program. In consultation with the Transportation Commission and city staff, determine if the “demand” side of the multimodal concurrency equation should be amended to reduce growth pressure on the “supply” side. Identify potential TDM components that could be added to the existing system.

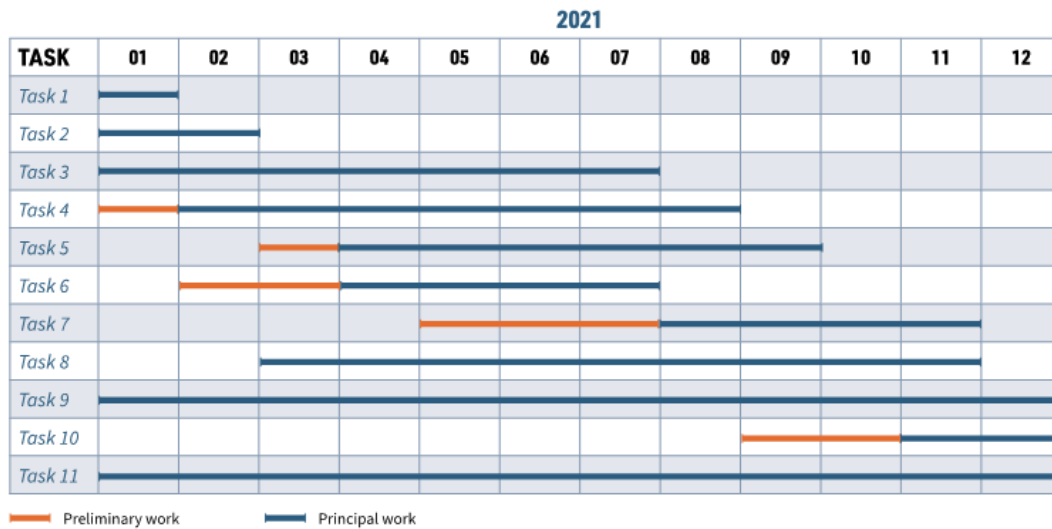
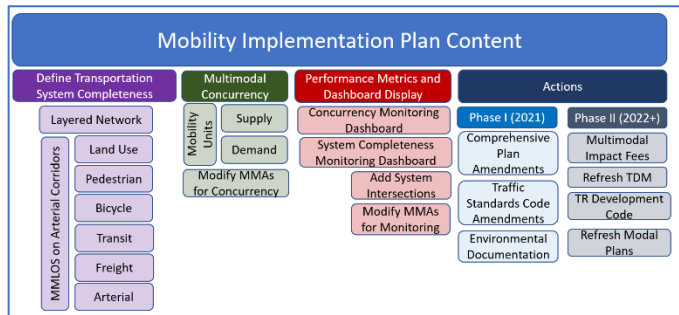
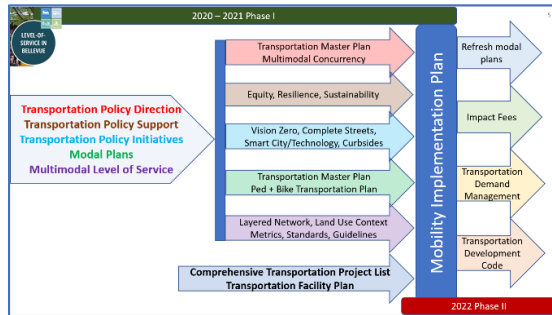
### Phase II Task 3. Update Environmental Documentation for Projects Under SEPA

Document SEPA requirements and recommend any needed modifications the substantive environmental analysis to meet multimodal mobility as applied to:

- i. Individual development projects, including requirements for transportation impact analysis and disclosure and the required impact mitigation.
- ii. Transportation Facilities Plan (TFP). Consider the documentation needed for the 12-year TFP planning horizon to disclose and analyze the forecast land use “demand” and the planned transportation system “supply”.
- iii. Long-Range Transportation Planning. Consider the analysis needed for the planning horizon year in place at the time of the planning – typically this is a 20-year planning horizon.

**Deliverable:** In consultation with the Transportation Commission and city staff, recommend modifications to the required Transportation Impact Analysis development projects (required under BCC 14.60, Transportation Development Code) per multimodal concurrency.

**Deliverable:** Identify any needed SEPA substantive and procedural amendments, informed by the decision on multimodal concurrency, for the Transportation Facilities Plan and for long-range planning.



**2021**

KEY MILESTONES	01	02	03	04	05	06	07	08	09	10	11	12
Transportation Commission Meeting/Workshop	■	■	■	■	■	■	■		■	■	■	■
City Council Briefing/Meeting/Hearing				■			■				■	
Draft TC Recommendations on TSC and Comp Plan						■						
Preliminary TC Recommendation							■					
Planning Commission							■		■	■	■	
Draft MIP											■	
Final MIP												■
Council Adoption												■