



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2934
Fax: 262-242-9655



www.ci.mequon.wi.us

Public Works Department

Joint Mequon-Thiensville Bike and Pedestrian Way Commission
Thursday, September 14, 2023
9:00 AM
North Conference Room

Agenda

1. Call to Order, Roll Call
2. Approval of Meeting Minutes

Action requested: review and approve

- a. August 10, 2023 Minutes
3. Discussion/Action Items
 - a. Planning Study RFP Scope of Services
4. Adjourn

Dated: /s/ T. Azinger, Chair

Notice is hereby given that a majority of other governmental bodies may be in attendance at this meeting to gather information about a subject over which they have decision making responsibility, although they will not take any formal action relative thereto at this meeting. Persons with disabilities requiring accommodations for attendance at this meeting should contact the City Clerk's Office at 262-236-2914 twenty-four (24) hours in advance of the meeting.

Any questions regarding this agenda may be directed to the Engineering Office at 262-236-2934, Monday through Friday, 8:00 am – 4:30 pm.



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Public Works Department

Joint Mequon-Thiensville Bike and Pedestrian Way Commission

Thursday, August 10, 2023

9:00 AM

North Conference Room

Minutes

1. Call to Order, Roll Call

Call to Order

Chair Azinger called the meeting to order at 9:00 AM

Present:

Commissioner Kenneth Maciolek

Chair T. Azinger

Commissioner Jim Doornek

Commissioner Ron Heinritz

Commissioner Rob Holyoke

Commissioner John Liegeois

Absent:

Commissioner Kristin Wade

Also present were Director of Public Works/City Engineer Lundeen, Assistant City Engineer McCraw, Engineering Administrative Assistant Redeker, multiple members of the Mequon-Thiensville Trails Foundation, and Mequon Resident William Arpe.

2. Approval of Meeting Minutes

a. July 13, 2023 Minutes

Multiple members of the Mequon-Thiensville Trails Foundation as well as resident William Arpe who spoke regarding discussion item a. 8652: Highland Bike Path Letter Discussion. Brian Lennie from Stantec was also present.

RESULT: **Approved [Unanimous]**

MOVED BY: Holyoke

SECONDED BY: Commissioner Maciolek

AYES: Maciolek, Azinger, Doornek, Heinritz, Holyoke, Liegeois

3. Discussion/Action Items

- a. Letter Regarding Highland Bike Spur and Prioritization for Highland Bike Spur between Rotary Park and OIT

Discussion involved statements by the Mequon-Thiensville Trails Foundation, the commissioners stated their views on a bike path along Highland Rd from Rotary Park to the Interurban Trail, and William Arpe spoke as a resident.

- b. Bike-Ped Planning Study TAP Grant SMA

Discussion centered around a State/Municipal Agreement (SMA) with the Wisconsin Department of Transportation regarding the TAP Grant that was awarded in June and a recommendation to amend the Request For Proposals to include bordering communities. Motion to recommend the SMA was unanimous.

RESULT: **Approved [Unanimous]**

MOVED BY: Commissioner Heinritz

SECONDED BY: Commissioner Maciolek

AYES: Maciolek, Azinger, Doornek, Heinritz, Holyoke, Liegeois

4. Adjourn

- a. Motion

Meeting was adjourned at 10:23 AM.

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Commissioner Maciolek

SECONDED BY: Commissioner Doornek

AYES: Maciolek, Azinger, Doornek, Heinritz, Holyoke, Liegeois

Respectfully Submitted,

Karen Schlereth



11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262-242-3100
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Joint Mequon-Thiensville Bike and Pedestrian Way Commission

TO: Joint Mequon-Thiensville Bike and Pedestrian Way Commission
FROM: Cole McCraw, Assistant City Engineer
DATE: September 14, 2023
SUBJECT: Planning Study RFP Scope of Services

Background

This item is intended to review the full scope of services for the RFP as well as evaluate the need for any additional tasks. Minor changes were recently added to incorporate the evaluation of signage and consideration for adjacent municipalities future connections.

Analysis

This agenda item specifically addresses the full scope of services for the RFP. City staff will work with WisDOT staff after the State/Municipal Agreement is executed. Additional language may need to be added to the end of the RFP to meet WisDOT and federal funding requirements. This will be determined in the coming weeks.

The SMA is appeared at Public Works Committee for recommendation to Common Council on September 12, 2023.

Fiscal Impact

The RFP and consultant selection process must follow a quality-based selection method, so that the consultant will be selected without knowledge of the fees. The fees would be evaluated and recommended to the Common Council for funding. There is no fiscal impact to open the RFP.

The City will need to confirm Thiensville's financial participation before the RFP is published.

Recommendation

Staff recommends that the Commission review and comment on the scope of services for the master plan update. If the Commission requests that any additional tasks should be added, it can be discussed. If technology allows, the document will be updated during the meeting.

Attachments:

2010 - 2030 Recommendations Update RFP DRAFT (9.8.23) (PDF)



**REQUEST FOR PROPOSAL
JOINT MEQUON-THIENSVILLE BIKE & PEDESTRIAN WAY COMMISSION**

JOINT MEQUON-THIENSVILLE BIKE & PEDESTRIAN WAY COMMISSION MASTER PLAN

The Joint Mequon-Thiensville Bike & Pedestrian Way Commission is seeking proposals from a select group of qualified consultants for the preparation of an update to 2010 to 2030 Recommendations.

This project will be funded using WisDOT Transportation Alternatives Program (TAP) funds.

Scope of Services:

Section 2, Division 11 of the City of Mequon Code of Ordinances governs the Joint Mequon-Thiensville Bike and Pedestrian Way Commission. The purpose of the commission is to advise the City of Mequon Common Council and the Village of Thiensville Village Board regarding the creation of, revisions to and implementation of a city and/or village-wide master plan for bike and pedestrian ways and trails accessible to bicyclists, pedestrians and participants in other silent sports.

In 2014, the City of Mequon and Village of Thiensville approved the 2010-2030 Recommendations document. Since 2014, the City of Mequon and Village of Thiensville have evolved, the demographics and population have changed, as have the needs of the pedestrians and bicyclists. The plan requires review for the existing needs of the various users, a projection of the needs for the future users, and identification of the projects associated with both.

The scope of the master plan exceeds the constraints of the volunteer commission. At a minimum, planning services should include the following items: review, update, revise, and bring new ideas for consideration of innovative new trends. The consultant should feel free to expand items as necessary in preparing the proposal. The scope generally follows the WisDOT *Wisconsin Bicycle Planning Guidance* document.

The Commission is a joint commission containing commissioners from both the City of Mequon and the Village of Thiensville (the Owner(s)). The proposal will be separated into two “project areas” since approvals for award are performed separately. Tasks will potentially be awarded for either the City of Mequon, the Village of Thiensville, or both.

Task 1 – Inventory Roadway Characteristics, Bike and Pedestrian way Conditions, Bicycle Use, and Crashes

The City of Mequon and Village of Thiensville inventory of bicycle and pedestrian infrastructure is incomplete and outdated. As a part of this task, the existing sidewalk, on road bicycle accommodations, off road paths and trails shall be documented for inclusion in GIS format (ESRI compatible). The attribute tables associated with each data set shall be defined by the Owner and populated by the consultant. The inventory shall include both publicly owned infrastructure and private infrastructure with public access and private infrastructure.

Where appropriate, complete facility use surveys identifying the number of users utilizing the existing infrastructure. Request reports for the previous 5 years regarding bicycle or pedestrian crashes or incidents from the Police Departments. Use this information in Task 2 and to make recommendations in Tasks 3 to 9.

Task 2 – Community Assessment

Complete a review of the inventory and identify both existing needs and project future needs based upon development and population growth. At a minimum, the task should include:

- Review existing legislation and documents governing requirements for pedestrian and bicycle users. Examples include but are not limited to: City of Mequon or Thiensville Code of Ordinances, Zoning Code, Zoning and Land Use Plan, Park and Open Space Plan and previous studies including the 2010-2030 Recommendations document.
- Include the results of previous surveys, which will be provided by the City or Village.
- Identification of safety concerns or issues within the existing inventory.
- Identification of industry standards that are not met by the existing legislation and documents.
- Identification of locations for interconnectivity or extension.
- Identification of redundancy where facilities should be eliminated.
- Identification of underutilized facilities and make recommendations for their life cycle.
- Classification of users to include E-bikes, rental bikes, and electric scooters.
- Identify any regulatory barriers in ordinances and City of Mequon Standard Specifications for Land Development to support of bicycle and pedestrian facilities.

Task 3 – Assist the Commission in Updating the Vision, Goals, Objectives, and Policies

Efforts to update the existing plan include, but are not limited to the following:

- Attend a kickoff meeting at the 1/12/2023 Joint Mequon-Thiensville Bike & Pedestrian Way Commission meeting.
- Compile feedback regarding the existing plan from the Joint Mequon-Thiensville Bike & Pedestrian Way Commission and City Staff to utilize for the updated document and to serve as the Citizen Committee Public Input.
- Utilize user group surveys previously conducted by the Joint Mequon-Thiensville Bike & Pedestrian Way Commission to serve as the Informal Public Input.
- Provide standardized survey questions for an online resident survey platform to serve as the Needs Assessment Survey Public Input. Survey questions shall be provided first in draft form to be approved by the Joint Mequon-Thiensville Bike & Pedestrian Way Commission and ultimately established in an online resident survey platform (i.e. SurveyMonkey) which includes analysis capabilities. Include question(s) on survey for identifying locations where facilities may have unsafe facilities but do not necessarily have a crash history.
- Work with the Joint Mequon-Thiensville Bike & Pedestrian Way Commission and Owner(s) to either update the existing plan or generate new goals and objectives which are specific, measurable, achievable, results-focused, and time-bound.
- Update the existing document, dated January 2014, or create a new document in conformance with the Wisconsin Bicycle Planning Guidance document published by the Wisconsin Department of Transportation.
- In the document update, streamline the format of the document to eliminate duplicity, consolidate information, and provide an easy to read, user-friendly plan.
- Present a draft document in a Public Meeting and subsequently to the Joint Mequon-Thiensville Bike & Pedestrian Way Commission to serve as the Public Meetings and Workshop Public Input.
- Attend Commission meetings as outlined and/or proposed. The Joint Mequon-Thiensville Bike & Pedestrian Way Commission typically meets on the second Thursday of each month.

- Please note that Task 3 will only need to be completed once if the project area contains both the City of Mequon and the Village of Thiensville.

Task 4A – Identify Bicycle Travel Corridors

- Indicate potential high-use travel corridors in the project area considering trip-generating areas
- Plot major trip generating centers such as schools, parks, commercial areas, and major employers
- Connect major trip generating centers with anticipated high use residential areas to indicate travel corridors
- Consider/evaluate connection with the Ozaukee Interurban Trail.
- Consider/evaluate connections to adjacent municipalities based on planning documents and adjacent facilities.
- Incorporate survey information in developing potential high-use travel corridors.
- Identify existing bicycle and pedestrian signage.

Task 4B – Bicycle and Pedestrian Volume Counts

- Collect bicycle and pedestrian volumetric data to determine volume at useful locations within the study area. The consultant may propose as few or as many locations as they feel are useful to the study. The Ozaukee Interurban Trail should not be counted.
- Incorporate data into developing travel corridors in Task 4A.

Task 5 – Evaluate and Select Specific Route Alternatives and Design Treatments

- Plan bicycle route system through identifying route alternatives and considering and selecting appropriate facility types.
- Identify arterial and collector streets unsuitable for bicycle travel, but that could be improved with additional bicycle and pedestrian facilities with relatively low constraints or ease of implementation. For example, sufficient right-of-way, reduction of tree removal, and low drainage work are considered more advantageous for bicycle and pedestrian facility retrofit locations.
- Identify where wayfinding signage is recommended for bicycle and pedestrian facilities. Recommend a signage type such as posted signs or pavement marking, if appropriate.
- Planning efforts should cover a 20-year period.

Task 6 – Prepare a Safety Component

- Evaluate historical bicycle and pedestrian crashes or incidents. The evaluation should indicate inadequacies in existing design elements and suggest planning and design changes to the locations where incidents are prevalent.
- Consider locations that may have unsafe facilities but do not necessarily have a crash history.
- Suggest opportunities for community education and enforcement improvements. Identify any regulatory barriers that prevent effective enforcement.
- Specifically indicate how and who should implement safety improvement strategies.
- Indicate where regulatory signage is recommended for bicycle and pedestrian facilities. Recommend a type of regulatory signage appropriate for each recommended location.

Task 7 – Evaluate the Finished Plan Against Pre-established Planning Criteria and Goals and Objectives

- Prepare an evaluation of the finished plan containing all recommendations and review the plan against the planning criteria and goals and objectives as indicated in previous tasks.
- Create a prioritized list of recommended capital projects. This could include phasing of projects. The recommendations should cover 20 years.

Task 8 – Operation and Maintenance Cost/Benefit Analysis

- Prepare an estimated implementation cost for each recommendation.
- Prepare an estimated operation and maintenance cost for each recommendation.
- Prepare an estimated life cycle cost for each recommendation.
- Recommend potential funding programs from agencies that could apply to implementation of recommended projects.
- Recommend any alternative funding options for capital improvement projects.

Task 9 – Impact Fee Evaluation

- Municipalities may charge impact fees per Wis. Stat. § 66.0617. If awarded, Task 9 would include an impact fee evaluation to determine if an impact fee applies based upon the study results and if so, the calculation of an appropriate impact fee for the City. The review should recommend a value for the fee.
- This task is only applicable to the City of Mequon.

Final Deliverables

- A final deliverable or planning report that documents the results of each task (as outlined in the Scope of Services), and should include high-resolution graphics, images, and maps to illustrate the recommendations and proposed network. The plan should be formatted with applicable subsections, easily searchable, with a logical organization framework. The final plan should be inviting and easy to read by all project stakeholders ranging from policy makers to members of the public. Maps should not be visually cluttered.
- GIS data (ESRI compatible) to coincide with final maps of existing and planned routes and facilities.
- The cost of the final deliverable shall be incidental to the tasks listed.
- Final delivery shall include six (6) bound hard copies, as well as a .pdf version and a compressed file, if required, for posting to the City's website.

Proposal Format

Consultants' proposals should include a brief resume of the firms' qualifications and a copy of a recently completed report in similar format. Proposals shall include an introduction to the project team and qualifications, plan approach, similar projects, proposed schedule, and cost. The cost for each task shall be broken down as provided in the attached format. Costs should be added in lump sum format by task with no reimbursable items.

Owner Reservation

The Owner reserves the right to reject any and all proposals and any or all of the Tasks. The Owner reserves the right to negotiate the terms of the contract, including the award amount and schedule, with the selected Proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the preferred proposer, the Owner may negotiate a contract with the next preferred Proposer. The proposal request does not commit the Owner to make an award or to pay any costs incurred in the preparation of the proposal. The proposals will become part of the Owner's files and are subject to open record laws.

Clarifications and Revisions

Proposer must examine the RFP documents carefully and before submitting a proposal may request from the City contact person(s) additional information or clarification by 12:00 P.M. CT on **11/7/2022**. A Proposer's failure to request additional information or clarification shall preclude the Proposer from

subsequently claiming any ambiguity, inconsistency, or error. The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

If questions and comments warrant, the City will hold a placeholder preproposal meeting at 10:30 A.M CT on 11/10/2022.

It is the Proposer's responsibility to assure receipt of all addenda. The City will post any addenda and clarifications online at www.ci.mequon.wi.us under Bids and RFPs. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s). All addenda and clarifications will be posted no later than 11/14/2022.

Proposal Submittal

Consultants must submit their proposals to the City of Mequon Engineering Department by **3:30 P.M. CT on 11/21/2022**. Please provide 8 proposal hard copies and one example report. **The fees must be submitted in a separate, sealed envelope.** An electronic version of the proposal and report shall be emailed to engineering@ci.mequon.wi.us. Consultant selection will be based on quality of proposal, qualifications of the design team, proposed schedule, and fee to complete the work. The Owner will interview select consultants as part of the review process. All proposals must remain firm and may not be withdrawn for a period of ninety (90) days after the submittal deadline.

Consultant Interviews

Consultant interviews will be scheduled for 12/13/2022. Please note that not all consultants may be requested to complete an interview. City Staff will contact consultants on 12/8/2022 with their scheduled time slot.

Project Schedule

The schedule shall adhere to the following:

	RFP issued
	Deadline for RFP questions and clarifications
	Pre-Proposal Meeting
	Proposals due to City Staff
	Proposals provided to review team for scoring
	Review Team Proposal Scoring Complete, due to Cole McCraw by 12:00 pm/PM – Schedule Interviews
	Consultant Interviews
	Final Consultant Selection at Commission Meeting
	Commission Recommendation for Contract Award
	Contract Award consideration at Mequon Common Council
	Contract Award consideration at Thiensville Village Board
	Mequon Notice of Award
	Project Kick-off Meeting/Commission Meeting
To be proposed	Issuance of Draft Plan
To be proposed	Commission Review of Draft Plan
To be proposed	Issuance of Final Plan
Fall 2023 unless otherwise proposed	Commission Approval of Final Plan
Council Meeting following Commission Approval	Common Council / Public Works (City of Mequon) Approval of Final Plan
TBD	Village Approval of Final Plan

Thank you for your interest in this project, and feel free to call 262-236-2957 to discuss the scope of work.

Sincerely,



Cole McCraw
Assistant City Engineer

*[see cost tabulation on following page – **please note that the costs must be submitted in hard copy format separately from the other proposal materials**]*

Task	Description	Cost (Lump Sum)
Task 1	Inventory Roadway Characteristics, Bike and Pedestrian way Conditions, Bicycle Use, and Crashes	
Task 2	Community Assessment	
Task 3	Assist the Commission in Updating the Vision, Goals, Objectives, and Policies	
Task 4A	Identify Bicycle Travel Corridors	
Task 4B	Bicycle and Pedestrian Volume Counts	
Task 5	Evaluate and Select Specific Route Alternatives and Design Treatments	
Task 6	Prepare a Safety Component	
Task 7	Evaluate the Finished Plan Against Pre-established Planning Criteria and Goals and Objectives	
Task 8	Operation and Maintenance Cost/Benefit Analysis	
Task 9	Impact Fee Evaluation	
PROJECT TOTALS*		

*The Owners reserve the right to award any number of the above tasks.

References

Wisconsin Department of Transportation. (June 2003). *Wisconsin Bicycle Planning Guidance*. Retrieved from <https://wisconsin.gov/Documents/projects/multimodal/bike/guidance.pdf>