

**Proposed Scope of Work
for the
Bank Lane Bicycle Route Feasibility Study**

Study Background

The City of Dover and the Dover/Kent County Metropolitan Planning Organization (the MPO) has developed a bicycle route and system that nearly connects the City with a bicycle network provided by Kent County and the State Department of Transportation. A critical missing linkage is from the multiuse path along North Street that end at the Delaware Central Railroad tracks to The Dover Green bisected by State Street. Bank Lane to the west has a wide right-of-way with parking. The easternmost block of Bank Lane is a historic constrained right-of-way abutting historic structures.

Description: To begin connecting the two halves of the Greater Dover bicycle facilities, the MPO will conduct a study of preferred options for a bicycle facility on Bank Lane. The study will analyze the existing conditions, determine the existing bicycle usage and motor vehicle conflicts, examine alternative potential future facilities, and recommend a preferred alternative. The MPO will be hiring a consulting firm that specializes in bicycle facilities planning studies and analysis. The work is to be performed by the consultant with input from the City of Dover and MPO staff and other MPO members.

Study Boundaries: The boundaries of the study area The Bank Lane right-of-way from West Street to The Dover Green.

Tasks and Deliverables

We have included a list of expected tasks for the 2018 Milford Central Business District Parking Study.

- Task 1- Data Collection: Identification of Issues and Constraints
- Task 2- Access, Stripping, and Marking Alternatives: West to Governors
- Task 3- Bike and Pedestrian Alternatives: Governors to The Green including marking
- Task 4- Preferred Alternatives for all of Bank Lane
- Task 5- Final Report
- Task 6- Presentations

Task 1- Project Start Up

Upfront planning to prepare for the initial project kickoff is key to getting the project off on the right foot. To do this, the consultant shall meet with the MPO and City of Dover Planner and the Chairman of the Dover Bicycle and Pedestrian Subcommittee to ensure all involved have a clear and common understanding of the goals and objects for this study. During the entire period of this study, the consultant shall remain accessible and shall proactively maintain clear communications and be responsive to both the Dover / Kent County MPO and the City of Dover Planner regarding project management activities so that modifications mid-project, if necessary and appropriate, can be made as the work effort progresses.

The consultant shall hold a kick-off meeting with the Dover / Kent County MPO and City of Dover Planner to:

- Discuss and review the scope of services, deliverables, and schedule to ensure that they meet project objectives;
- Review of related studies;
- Establish a clear understanding of project team services;
- Clarify each project task and establish responsibilities, reporting, coordinating and logistical procedures;
- Obtain key project data and documents; and
- Perform project area reconnaissance with representatives

Task 1 Deliverables

- Kick off meeting;
- Submit updated work plan/revised scope following kick-off meeting, if needed;
- Schedule of monthly progress reports; and
- Conference calls as needed

Estimated Task Cost: _____ staff hours (@ \$ _____/hour) = \$ _____

Task 2- Access, Striping, and Marking Alternatives: West to Governors

The character of Bank Lane is of a wide city street with sidewalks in the western section. The MPO requests alternatives for primarily bicycle access through the corridor, recognizing that pedestrian access is well established.

- Property owner/user coordination- There are three primary users of the first block of Bank Lane, from West to Queen; The Dover Police Station, the JP Court #7, and Chesapeake Utilities. The consultant should reach out to each entity to understand their use of Bank Lane.
- Use Counts-Conduct traffic and bicycle use counts and compare with past counts in the area.
- Propose bicycle facility alternatives – Based on the site and interviews, develop proposals for safe bicycle facilities striping and markings.
- Preferred Alternative-Recommend an ideal, safe Bicycle Facility with markings and striping-

Task 2 Deliverables

- Detailed summary on the comments offered by stakeholder and the results of the traffic/use study;
- Detailed summary and evaluation of access and marking alternatives
- Recommendation of a preferred alternative for the West Street to Governors Ave segment;

Estimated Task Cost: _____ staff hours (@\$_____/hour) = __\$_____

Task 3- Bicycle and Pedestrian Alternatives: Governors to The Green

As stated, this is a constrained right-of-way created by historic property lines and historic buildings. As Bank Lane crosses Governors Ave, from relatively wide city right-of-way (ROW) the street shifts left (north) into a much smaller right of way with thinner sidewalks and just enough room for 2 way travel. The State Housing Authority utilizes the ROW to access parking areas for staff as does the Access Labor Services building. Key tasks include:

- Property owner/user coordination- There are four primary users of this block of Bank Lane; The State Housing Authority, Access Labor Services, Bike Werx (the SE corner of Governors and Bank Lane), and 30 The Green. The consultant should reach out to each entity to understand their use of Bank Lane.
- Use Counts-Conduct traffic and bicycle use counts and compare with any past traffic or bicycle counts in the area.
- An analysis of the impediments to bicyclists crossing S. Governors and the alternatives to allow safe bicycle and pedestrian crossing on Bank Lane, whatever the solution;
- Propose bicycle facility alternatives – Based on the site and interviews, develop proposals for safe bicycle access, facilities, striping, and markings.
- Preferred Alternative-Recommend a Bicycle Facility with safe access with markings and striping and safe bicycle and pedestrian crossing of S. Governors Ave.;
- The safety improvements to cross S. Governors Ave. may require an expansive review of the intersection.

Task 3 Deliverables

- Detailed summary on the comments offered by stakeholders and the results of the traffic/use study;
- Detailed summary and evaluation of access, crossing and marking alternatives
- Recommendation of a preferred alternative for the Governors Ave to The Green segment;

Estimated Task Cost: _____ staff hours (@ \$ _____/hour) = \$ _____

Task 4- Final Report; A summary of the stakeholders comments, the counts made, the alternative designs developed and the preferred alternative for the full length of Bank Lane,

Following the completion of task #3, the MPO requires a concise final report on the process and outcome of the study. The Final Study should be of a format negotiated with the MPO staff and represent, in text, charts, photos and other images, the process, findings, and recommendations for the study.

The recommended alternative will also include a purpose and need statement which can be used by the City of Dover or the MPO for future funding and engineering development initiatives with the Delaware Department of Transportation (DelDOT). The **purpose and need statement** is the most important section of the environmental document and establishes the reason why an agency is proposing a project. In addition, the **purpose and need statement** justifies the expected outcome of public expenditure and allows decisions to be defensible.

Task 4 Deliverables

- Written summary identifying the process and outcomes of the study, as described;
- A concise Purpose and Need Statement that may be utilized to identify engineering needs and scope;
- An implementation “roadmap”;
- Provide a clean, reproducible hard copy of the report;
- Provide an electronic copy of the report in the native software as developed and as a reproducible pdf.

Estimated Task Cost: _____ staff hours (@\$_____/hour) = __\$_____

Task 5- Presentations-Prepare and deliver a presentation of the study as required.

The consultant will prepare a presentation using Microsoft Powerpoint to document the study findings, methodology, and process of the study. The Presentation will be made to the City of Dover Council, if requested, to Nemours if requested, and to the MPO TAC, PAC and Council. This presentation will include:

- Project purpose
- Planning context
- Summary of existing conditions
- Use data collected and obtained;
- Design alternatives considered
 - For the west portion of Bank Lane;
 - For the easternmost block of Bank Lane;
- The Preferred Alternative
- A Purpose and Need Statement
- Implementation "roadmap"

Task 5 Deliverables

- A copy of the presentation electronic file
- Presentation to the MPO Council and committees and, possibly, the City of Dover City Council and Nemours.

Estimated Task Cost: _____ staff hours (@\$_____/hour) = __\$_____