

Paradise Valley Bicycle and Pedestrian Master Plan

Coffman Studio, PLLC

TIMELINE SUMMARY

PUBLIC INVOLVEMENT SCHEDULE

May 12, 2016

Phase/ Task	Description	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	April 2017
	COUNCIL APPROVAL	05/26/2016											
	NOTICE TO PROCEED		06/01/2016										
1.0	INITIATE												
	Prepare a Media Relations Plan												
2.0	ANALYZE												
	Stakeholder Meeting #1												
	On-line/Mail-in Opinion Survey												
	OPTIONAL Bike/Ped Count												
	Resort Concierge Interviews												
	Stakeholder Meeting #2												
	Public Open House #1												
	Planning Commission Study Session #1												
3.0	DEFINE												
	OPTIONAL: Stakeholder Meeting #3												
	OPTIONAL: Public Open House #2												
	Prepare Draft Master Plan #1												
	Town Council Staff Update #1												
4.0	REFINE												
	Stakeholders Meeting #3/4												
	Public Open House #2/#3												
	Planning Commission Study Session #2												
	Town Council Staff Update #2												
	Prepare Draft Master Plan #2												
	Planning Commission Study Session #3												
5.0	APPROVE												
	Prepare Draft Master Plan #3												
	Planning Commission Meeting - Recommendation												
	Town Council Study Session #1												
	OPTIONAL Town Council Study Session #2												
	Town Council Meeting - Action												
	Prepare Final Master Plan & Final Deliverables												

Note: Tentative schedule dates

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SCOPE FEE SUMMARY

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Phase	Task	Total Fee with Options	Total Fee Without Options
1.0	INITIATE		
1.1	Meeting with Town Project Manager		
1.1.1	Identify Internal Technical Advisory Committee		
1.1.2	Identify External Stakeholder Groups:		
1.1.3	Establish a Public Contact List		
1.1.4	Refine Schedule		
1.1.5	Collect Town Relevant Plans, maps, etc.		
1.1.6	Discuss Preparations for Kick-Off Meeting		
1.2	Prepare a Media Relations Plan		
1.3	Prepare Plan Base Maps		
1.4	Prepare PowerPoint and other Materials for Kick-off Meeting.		
1.5	Team Kick-Off Meeting (Consultant Team, Town Project Manager): Review potential stakeholders and public contact list, schedule, media relations plans and base maps. Request any other relevant information regarding use, safety issues, destinations, gaps, etc.		
1.6	Project Managers Progress Meeting (every 2 weeks - phone in every other week)		
1.7	Consultant Team Check-In (Conference Call - 1 per month)		
	Total Labor Fee per Phase	\$12,343.46	\$12,343.46
2.0	ANALYZE		
2.1	Review Town General Plan for all goals and policies relevant to developing a bicycle and pedestrian plan: transit, Visually Significant Corridors, Healthy Community, View Preservation, Special Use Permit Areas, Economic Development, Street Transportation.		
2.2	Review relevant local and regional path/trail signage, bicycle and pedestrian plans: MAG, Phoenix and Scottsdale: MAG Regional Bikeway Master Plan, MAG Bicycles Count, MAG Pedestrian Guidelines, Scottsdale Trails Master Plan, Phoenix Plans, more.		
2.3	Best Practices Review for Bicycle and Pedestrian Facilities and Plans: National and Outside of Region.		
2.4	Review local bicycle/pedestrian accident and vehicle crash data. Identify any critical safety areas in the Town.		
2.5	TAC Meeting #1: Review project purpose and schedule. Define role of the TAC. Review initial findings and solicit feedback of other items to consider. Solicit feedback on upcoming Stakeholders Focus Group Meetings and Walk/Bike Ride through Town.		
2.6	Stakeholder Meeting #1: Identify and Discuss Issues, Wants and Needs by Groups. Discuss Stakeholders' role in the planning process and future meetings.		
2.7	Consultant Team, Stakeholders and TAC Walk/Bike Ride Through Town: See first hand issues and opportunities within the Town. Break into several groups led by the Consultant.		
2.8	Consultant Team on-site inventory, research, and gap analysis. Photo inventory. Map notation and photo documentation of existing conditions.		
2.9	On-line/Mail-in Opinion Survey: residents and visitors on Issues, Wants and Needs.		
2.10	OPTIONAL Bike/Ped Count using MAG Methodology and Technology. Identify 1 to 2 additional sites to conduct a manual count over a 6+/- hour period of time. Consider locations near schools, high employment areas and/or resorts. Supplement the information from MAG's single Paradise Valley location for bike counts		
2.11	Resort Concierge Interviews. Over one day the Consultant will interview concierges from all of the Town's resorts asking about type of use, desired destinations and experiences.		
2.12	Existing Conditions Inventory and Needs Analysis Report.		
2.13	Draft Vision, Theme, Goals and Objectives. Supplement/Support existing goals and policies in the General Plan		
2.14	Prepare PowerPoint and other Materials for upcoming meetings.		
2.15	Signage and Wayfinding Options: Begin to develop concepts for signage types, identify potential destinations (generally and specifically).		
2.16	TAC Meeting #2: Preview and discuss the initial findings of all prior research to date that will be presented at the Stakeholders and Public Open House Meetings.		
2.17	Stakeholder Meeting #2: Preview and discuss the initial findings of all prior research to date that will be presented at the Public Open House. Discuss and begin to develop potential criteria for Project Prioritization. Solicit feedback on gaps and potential project needs.		
2.18	Public Open House/Charrette #1: Review Inventory, Needs Analysis, Vision, Goals, Develop Criteria for Project Prioritization, Brainstorm design concepts for representative project types. Ask for help in identifying specific gaps and needs for design improvements. This is intended to be a 4 hour +/- event.		
2.19	Planning Commission Study Session #1: Briefing on progress to date in a PowerPoint presentation. Summarize results of Stakeholders and Public Meetings.		
2.20	Project Managers Progress Meetings (Face to Face every two weeks - 4 this Phase, phone-in every other week): General project coordination and preparation for upcoming TAC, Stakeholder and Public Meetings.		
2.21	Consultant Team Meetings (Face to Face - 1 per month).		
2.22	Consultant Team Check-In (Conference Call - 1 per month).		
	Total Labor Fee per Phase	\$53,023.38	\$51,423.38

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3.0	DEFINE		
3.1	OPTIONAL: Stakeholder Meeting #3		
3.2	OPTIONAL: Public Open House #2 to Present Draft Master Plan		
3.3	Prepare Draft Master Plan #1 (1st Plan Deliverable).		
3.3.1	Updated Vision and Goals.		
3.3.2	Existing Conditions Inventory Summary.		
3.3.3	Needs Analysis Summary.		
3.3.4	Project prioritization methodology.		
3.3.5	Facility Design Guidelines and Standards. Compliance with MAG, MUTCD, AASHTO and NACTO.		
3.3.6	Updated Non-motorized Facilities Maps: highlighting destinations.		
3.3.7	Signage and Wayfinding Guidelines.		
3.3.8	Recommendations with visuals, maps, and internal responsibilities for projects, programs and policies. Project costs, phasing and priorities and potential incorporation into CIP		
3.3.9	Project Phasing.		
3.3.10	Funding Alternatives.		
3.4	Develop PowerPoint Presentation, Display Boards and other materials for use at upcoming Technical Advisory Committee and public meetings.		
3.5	TAC Meeting #3: Present summary of the Draft Master Plan #1. Solicit feedback on format and desired outcome of the upcoming Stakeholders and Public Meetings.		
3.6	Post Draft Master Plan #1 to Town Website and develop a website survey for Comments.		
3.7	Town Council Staff Update #1: Present summary of Draft Master Plan #1.		
3.8	Project Managers Progress Meetings (Face to Face every two weeks - 4 this Phase, phone-in every other week): General project coordination and preparation for upcoming meetings.		
3.9	Consultant Team Meetings (Face to Face - 1 per month).		
3.10	Consultant Team Check-In (Conference Call - 1 per month).		
	Total Labor Fee per Phase	\$38,716.62	\$34,630.92
4.0	REFINE		
4.1	Stakeholders Meeting #3/#4: Present, review and solicit feedback on the Draft Master Plan #1.		
4.2	Public Open House #2/#3: Present, review and solicit feedback on the Draft Master Plan #1.		
4.3	Planning Commission Study Session #2: Review Draft Master Plan #1.		
4.4	Town Council Staff Update #2: Review Draft Master Plan #1.		
4.5	Prepare Draft Master Plan #2 (2nd Plan Deliverable): Revise/edit per comments from Stakeholders, Public Open House, On-line Survey and Planning Commission and Town Council Study Sessions and staff		
4.6	Develop PowerPoint Presentation, Display Boards and other materials for use at upcoming public meetings.		
4.7	Planning Commission Study Session #3: Review Draft Master Plan #2.		
4.8	Project Managers Progress Meetings (Face to Face every two weeks: 4 this Phase, phone-in every other week). General project coordination and preparation for upcoming TAC, public meetings, Planning Commission & Town Council meetings.		
4.9	Consultant Team Meetings (Face to Face - 1 per month).		
4.10	Consultant Team Check-In (Conference Call - 1 per month).		
	Total Labor Fee per Phase	\$22,665.48	\$22,665.48
5.0	APPROVE		
5.1	Prepare Draft Master Plan #3 (3rd Plan Deliverable): Revise/edit per comments from Planning Commission and Town Council Study Sessions and staff.		
5.2	Develop PowerPoint Presentation, Display Boards and other materials for use at upcoming public meetings.		
5.3	Planning Commission Full Session Presentation #1: Recommendation of the Plan to the Town Council.		
5.4	Town Council Study Session #1: Language and materials for Council Packet. PowerPoint Presentation and Other Materials as Necessary.		
5.5	OPTIONAL Town Council Study Session #2: Language and materials for Council Packet. PowerPoint Presentation and Other Materials as Necessary.		
5.6	Town Council Full Presentation #1: Approval of the Plan.		
5.7	Prepare Final Master Plan & Final Deliverables (4th Plan Deliverable): Revise/edit per comments from Planning Commission and Town Council Sessions and staff.		
5.8	Project Managers Progress Meetings (Face to Face every two weeks: 4 this Phase, phone-in every other week). General project coordination/preparation for upcoming Planning Commission & Council meetings.		
5.9	Consultant Team Meetings (Face to Face - 1 per month).		
5.10	Consultant Team Check-In (Conference Call - 1 per month).		
	Total Labor Fee per Phase	\$14,341.08	\$13,781.08
	TOTAL LABOR FEE	\$141,090.02	\$134,844.32
	TOTAL REIMBURSABLES	\$2,605.00	\$2,605.00
	TOTAL FEES	\$143,695.02	\$137,449.32
		Total Fee with Options	Total Fee Without Options