North Carolina Department of Transportation
2015 Bicycle and Pedestrian Planning Studies Request

Municipality:	**Primary point of Contact:**
Address:	**Email:**
Phone #:	
Secondary Point of Contact:	
Address:	**Email:**
Phone #:	
NC DOT Division	**Contact:**
MPO/RPO:	
Project Location (attach map):	
County:	City or Town:
Route No.:	Project Name:
Nearest Intersecting SR, US, or NC Route and Name:	

Description of Proposed Project:

Site Design Considerations:

☐ Steep Topography/Slope ☐ Significant Hydrology/Drainage Issues ☐ Considerable Agricultural Features
☐ Substantial Vegetation ☐ Rock Or Unsuitable Soils ☐ Existing Structural Elements ☐ Noteworthy Views
☐ Major Utility Constraints ☐ Extensive Legal Constraints ☐ Permits ☐ Existing Wetland Elements
☐ ROW/Easment Impacts ☐ Multiple Natural Heritage Elements ☐ Critical Air Quality Impacts
☐ Multiple Driveway/Intersection Impacts ☐ Other:_____

Please provide more information on above noted considerations. Limit to 200 words:

Please explain how the municipality is committed to this project. (For example, is this project included on a Capital Improvement Budget, is land acquisition underway, is there an existing plan prioritization, etc.):

Why is it important to pursue this project now?

Construction Cost Estimate:

Prepared By:	STIP/SPOT ID Number:	Date:

Last updated: 5/09/16

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The North Carolina Department of Transportation (NCDOT) is soliciting projects of interest for planning studies for large scale bicycle and pedestrian infrastructure projects. These studies will be applied to bicycle and pedestrian transportation projects including, but not limited to, multi-use paths, separated bicycle facilities, and corridor or streetscape improvements. Planning studies may be used to evaluate improvements on new alignments or as retrofits to existing corridors or facilities. The planning studies will investigate various alignment alternatives, scrutinize possible environmental considerations, examine conceptual designs, and develop preliminary project cost estimates.

Submittal Requirements

All municipalities are limited to submitting the proper request form, see attached, which shall be typed. Map information, letters of support and plan information should also be included. Only electronic submissions will be accepted. Furthermore, all North Carolina municipalities are eligible and are encouraged to apply.

Matching Requirements

NCDOT planning study funds will be provided through federal funds, therefore requiring a 20% match locally. Neither in-kind services nor other state or federal funds from NCDOT can be used for local participation.

Costs

Average costs associated with the development of this study may vary greatly depending upon the size of the municipality and the complexity of issues to be addressed. Typical studies cost between $40,000 and $100,000 in total. After awardee notification, the specific cost of the plan will be determined through discussions between NCDOT and the municipality and through contract negotiations between NCDOT/municipality and the selected consultant. Staff costs and in-house services are not eligible for reimbursement with these funds. Allowable expenses include consultant costs associated with feasibility plan development and delivery; GIS/mapping services, as appropriate; preparation of technical illustrations; non-staff costs associated with data collection and public involvement activities; and, printing/copying of plan and maps. All electronic files, maps, technical illustrations, etc. produced with these funds will become the property of the NCDOT Division of Bicycle and Pedestrian Transportation and the funded municipality.

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Project Selection Process

Following is a general description of the selection process:

- Municipalities are encouraged to submit only one project for a planning selection study per year. DBPT and key planning professionals will conduct a preliminary review of all submissions for completeness and general eligibility.

- The NCDOT Selection Committee will review all qualifying project submissions based on the complexity of the project, the needs of the municipality; comprehensiveness of scope; understanding of issues and opportunities; level of local commitment; and, feasibility of successful plan completion.

- The NCDOT Selection Committee MAY, at the Department's discretion, choose any number of projects being solicited for study. The typical amount will be 3 to 4 per year.

- The Selection Committee reserves the right to contact the municipality to verify any and all information submitted for consideration.

In order to be considered for selection, municipalities must provide a complete response prior to the specified deadlines. Failure to submit all information in a timely manner will result in ineligibility. In order for projects to be considered, all materials and timelines must be adhered to. Please check the submission schedule and key dates.

Selection Criteria

The goal is to evaluate specific projects that may be strong candidates for NCDOT funding, but are significant in scope. A project considered significant in scope may include, but not be limited to multi-use path systems connecting multiple communities or a comprehensive streetscape project. The NCDOT Selection Committee will select the projects to be considered for planning study. The NCDOT expects each study to be completed within a 12-month cycle, following the feasibility planning project's Notice to Proceed.

Submission Schedule and Key Dates

- Deadline for Submission – **June 1, 2016**
- Municipality Selection and Notification – **July 5, 2016**
- Anticipated Notice to Proceed – **August 1, 2016**

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Applications will be accepted via e-mail only.

- Maximum application packet size per municipality must be no larger than 25 megabytes.
- Completed application form and relevant supportive documentation such as letters of support, plan excerpts, should be converted to PDF format, scanned and emailed in. However, the request form and map are all that is minimally required to request study consideration.
- Map required per the application, shall show common roadway and hydrology features, in addition to municipal boundaries and significant land uses (parks, schools, etc). The project's preliminary alignment and study limits shall also be shown.
- Online/links references to large files like maps is preferred.

Email to:

Ed Johnson, RLA, ASLA – erjohnson2@ncdot.gov

Subject: 2016 Planning Study Application – Your Municipality Name

For questions: Ed Johnson, 919.707.2604

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NCDOT Bicycle and Pedestrian Division
Planning Study - FAQs

What is a Planning Study?

The focus of the study is to progress a project from its current long-range plan status to a level where potential engineering issues and reliable cost estimates can be determined. A planning study will consider alternative alignments or design options within a study area, and will identify a preferred alignment and/or design concept.

Alignment alternatives (more typical need for greenway projects) will focus on the trade-offs to accessing various destinations. Design options (more typical need for downtown pedestrian enhancements) will relate to local aesthetic and safety features. Alignment alternatives or design options will consider property acquisition opportunities and challenges, topography, environmental impacts, best practices in bicycle and pedestrian facility design, and other local government interests.

Formal construction drawings are not included with this scope of work. A typical cross section(s), conceptual detail(s) drawings, alignment maps, cost estimates, and land acquisition plans may be produced.

What is the typical process for a Planning Study?

The local government will enter into an agreement with NCDOT regarding the terms of the planning study before consultants are selected or work begins. The agreement will describe roles for both NCDOT and the local government, including project oversight, coordination, and product approval. The local government will provide the non-federal match to NCDOT prior to a Notice to Proceed is issued to the consultants. No work can be reimbursed until a notice to proceed is issued.

Upon project initiation, the local government, NCDOT and the consultants will meet to discuss and exchange pertinent data and develop a draft meeting calendar. All draft deliverables will be reviewed by both the local government and NCDOT prior to progressing to the next phase of the project.

A draft study will show a proposed alignment or design selection for the project, approximate slope stake and/or easement boundaries, and a rough order of magnitude quantity estimate for probable construction cost. Following review by NCDOT, the local government and other stakeholders, the consultant will revise the draft to produce a final report.

The local government will be responsible for sharing the final report with other stakeholders as desired. NCDOT will use the information gleaned from planning studies to better understand the challenges and needs of complex bicycle and pedestrian infrastructure projects.

Who will select and manage consultants?

NCDOT has on-call consultants for the completion of bicycle and pedestrian planning studies. NCDOT will assign a consultant to selected planning projects, per criteria such as geographic proximity and project-type experience. Also, NCDOT will administer the contract with the consultants and will be responsible for project authorization, payments, and approvals.

What is the role of the local government in the process?

The local government will be largely responsible for public involvement. This may entail forming a local project steering committee, arranging logistics for meetings, and responding to general public inquiries concerning the project. Consequently, the local government will determine the extents of public involvement. NCDOT and/or its consultants will agree to participate in a limited number of project meetings and/or public workshops.