

## SCOPE OF SERVICES

### Fairfax Drive Sidewalk/Pedestrian Improvement Project

### Office of Station Area Planning & Asset Management

## REQUEST FOR PROPOSAL

November 24, 2009

**1. Project Name:**

Fairfax Drive Sidewalk/Pedestrian Improvement Project

**2. Background:**

In 2007, County staff identified the need to make improvements at the Ballston Metro Station area. Improvements are needed to the public plaza for pedestrian circulation, bus passenger waiting areas, bicycle parking, and transit information. In addition, bus traffic exceeds the capacity of the current arrangement of bus bays, given multiple transit operators (Metrobus and ART) as well as federal agency shuttle operators, office building shuttles, kiss-and-ride, and taxi stand functions.

The bicycle parking and transit information (Commuter Store) elements of the project have been split off as separate projects, as funds are available for construction and these efforts require less planning and design than the transit facility improvements. The County proposes to install a Commuter Store kiosk on the plaza to supply transit customers with information and to sell fare media. In addition, the County is working with WMATA to rehabilitate bicycle parking, including raising to grade the circular "bicycle pit" in the northwest corner of the site and replacing existing bike racks to increase the number of parking spaces and to improve circulation.

**3. Purpose:**

Arlington County, Department of Environmental Services, Transit Bureau has identified the need to improve the area surrounding the Ballston Metrorail Station entrance to support current and anticipated transit operations and pedestrian access to transit. Arlington County is requesting that WMATA and its consultants provide assistance in developing a conceptual design for improvements to the plaza and surrounding streets and preliminary engineering for the physical improvements.

The objectives of the study are to:

- Identify the operational requirements for the bus transfer activity and other transit activities including a paratransit stop for MetroAccess and STAR,
- Identify the program elements for the public plaza,
- Develop alternative improvement concepts,
- Engage stakeholders and the public in selecting a preferred conceptual design, and
- Understand the level of investment required to make the improvements.

#### 4. Scope of Services:

##### Task 1: Project Initiation and On-going Project Management

- a. The Consultant shall develop a detailed scope and schedule.
- b. The Consultant shall conduct a kick-off meeting with County staff, WMATA, and other key stakeholders to establish an understanding of deliverables and timeline for the project.
- c. The Consultant will establish a project management plan that will include regular meetings with County staff. The project management plan will also incorporate quality assurance and control, monthly progress reports, and invoices.
- d. The Consultant will develop a public involvement plan to engage stakeholders and the public on concept development and selection. The public involvement plan should include a list of stakeholders and the establishment of a stakeholder group. The plan will identify how and when stakeholders will be involved. It will also include meetings with commissions and elected officials.
- e. The study will require coordination with and participation by the following entities:
  - Arlington County staff
  - VDOT
  - WMATA
  - Gates Hudson (building property manager) and Dweck Properties (owner's representative)
  - Ballston-Virginia Square Neighborhood Civic Association
  - Ballston-Virginia Square Partnership
  - Transit Advisory Committee
  - Transportation Commission
- f. Deliverables:
  - Project scope and schedule
  - Public involvement plan
  - Public and Stakeholder meeting schedule

##### Task 2: Alternatives Development

- a. The Consultant shall conduct a site investigation to observe and document existing conditions and operational issues including pedestrian movement, bicycle travel, bus transfer activity, parking, taxi stands, transit operations, and traffic operations.
- b. The Consultant shall become familiar with the transportation network and urban design in and around the study limits.

The study limits for physical improvements will be:

- Both sides of N Stafford St from Fairfax Dr to 9<sup>th</sup> St N

- North side of 9<sup>th</sup> St N from N Stafford St to N Stuart St
  - Both sides of N Stuart St from 9<sup>th</sup> St N to Fairfax Dr
  - South side of Fairfax Dr from N Stuart St to N Stafford St
  - North side of Fairfax Dr from N Stafford St to N Taylor St
- c. The Consultant shall collect data from existing studies and sources, including available right-of-way, survey, and utilities information.
- d. The Consultant shall collect pedestrian, bicycle, vehicular traffic, and bus boarding and alighting counts from existing sources. If needed, the Consultant shall conduct supplementary counts of pedestrians, bicyclists, vehicular traffic, bus/shuttle boardings and alightings, and parking/curb space utilization.
- e. The Consultant will assist County staff to define operational requirements and a program for the bus transfer facility, public plaza, and adjacent streets.
- f. The Consultant will assemble design criteria from various sources, including WMATA, VDOT, Arlington County, and potentially others that will be used in concept development and preliminary engineering. All design criteria shall meet the requirements of the Americans with Disabilities Act.

Some design criteria to be addressed could be:

- Bus bay configuration
  - Size of bus shelters and clear zone around each
  - Amenities to be provided
  - Consolidated vending areas including newspaper bins
  - Clear width required for pedestrian passage
  - Grading and surface treatments for accessibility
  - Lighting requirements
  - Information and wayfinding requirements
  - Roadway design standards
- g. The Consultant will work with County staff and other key stakeholders to develop a set of improvement concepts including the elements listed above.
- h. Deliverables:
- Traffic and transit raw data and interpretive summary
  - Traffic and transit operations analyses and interpretive summaries
  - Refined concept sketches and drawings

### **Task 3: Alternatives Evaluation**

- a. The Consultant will establish a methodology for comparing and analyzing alternatives and selecting a preferred concept.
- b. The Consultant will follow the public involvement plan in obtaining community input on the methodology.
- c. The Consultant will develop a conceptual design (at a sketch plan level) and a cost estimate for each alternative.

- d. The Consultant will employ the evaluation methodology to recommend a preferred alternative. The evaluation may include traffic and transit operational analysis, cost comparisons, and other criteria set forth in the adopted evaluation methodology.
- e. The Consultant will follow the public involvement plan to solicit community input on the recommended alternative.
- f. Deliverables:
  - Alternatives sketches
  - Alternatives evaluation matrix and report

**5. Schedule:**

**Task 1: Project Initiation and On-going Project Management**

135 Calendar Days (CD) from Notice to Proceed (NTP)

**Task 2: Alternatives Development**

60 CD from NTP

**Task 3: Alternatives Evaluation**

135 CD from NTP