

# Fairfax County, Virginia

## ActiveFairfax Transportation Plan Project

### *Introduction*

This scope of work defines the context, purpose, and goals of the development of a comprehensive active transportation & regional trail network plan for Fairfax County, called the ActiveFairfax Transportation Plan. The Scope of Work is provided in Attachment A. A draft follow-on Scope of Work is provided in Attachment B for reference only.

For the purpose of this effort, the term “Active Transportation” refers to people on foot, bicycle, scooter, skateboard, wheelchair, horse, and other non-motorized or motorized micromobility devices – who move around the County for utilitarian and recreational purposes along roads and off-street trails.

Fairfax County supports active-living, environmental sustainability, health, transportation innovations, and a high quality of life for residents of all ages, abilities, backgrounds and economic means. The Fairfax County Strategic Plan, Health in All Policies and One Fairfax efforts have highlighted the popular desire to further improve access to employment, educational and recreational opportunities for all.

The primary goals of the ActiveFairfax Transportation Plan are to:

1. Reconcile the Bicycle Master Plan, Countywide Trails Plan and regional connectivity in Area Plans
2. Identify and address missing links in the active transportation network and improve access to activity centers, schools, parks and transit (first mile/last mile)
3. Bring the planned bicycle and trails network recommendations up to current standards
4. Reinforce Active Transportation as a key element to Placemaking
5. Provide guidance for context sensitive street and trail design
6. Develop an Active Transportation Facility Selection Toolkit that provides context sensitive guidance for the design of pedestrian and bicycle infrastructure not included in the regional trail network
7. Provide countywide guidance on pedestrian and bicycle safety and comfort, including holistic streetscaping
8. Provide implementation, policy and active transportation program recommendations and guidance
9. Engage the community and other stakeholders throughout the Active Transportation plan update
10. Develop input and guidance for updating the County’s Comprehensive Plan

11. Develop input and guidance for updating the County's Public Facility Manual and Fairfax County Code
12. Coordinate with neighboring jurisdictions

The Plan will also consider the needs of shared and electric micromobility users, mountain bikers, equestrians, and hikers in Fairfax County.

### *Planning Context*

The 1976 Countywide Trails Plan was Fairfax County's first countywide active transportation master plan that developed a comprehensive off-street bike trail and hiking network. A separate Bicycle Master Plan that emphasized on-street facilities was adopted by the Board of Supervisors in 2014. Though the Countywide Trails Plan and the Bicycle Master Plan complement each other, the separation of on-street and off-street bicycle facilities into two separate plans has led to confusion and implementation challenges in the land development and transportation planning process. In addition, detailed guidance on bicycle and pedestrian facilities are included in various area plans, which differs in some cases from countywide guidance. However, none of the comprehensive planning guidance provides specific guidance for conflict points such as intersections.

The ActiveFairfax Transportation Plan should be consistent with related Fairfax County countywide strategic and policy documents, including:

- Fairfax County's [One Fairfax Policy](#) that addresses social and racial equity in all county programs and services
- Fairfax County's [Countywide Strategic Plan](#) that defines community priorities for 2020 and beyond.
- The Partnership for a Healthier Fairfax's [Community Health Improvement Plan](#) that identified Healthy Environment and Active Living as one of the three top health issues in Fairfax County

### *Stakeholders*

There are a great variety of political and community stakeholders and stakeholder groups in Fairfax County that will be involved throughout the planning process.

#### **Technical Working Group**

A Technical Working Group will be established by Fairfax County staff with representation from key agencies (NCS, FCPA, FCPS, FCPD, DPD, Health, and others) to support the development of the Active Fairfax Transportation Plan with specialized expertise and to facilitate inter-agency coordination. The group will meet monthly, or more frequently as needed.

#### **Advisory Groups**

Two Advisory Group will be formed through the ActiveFairfax process. Advisory Group members will provide infrastructure, programmatic and policy recommendations, and review drafts of the ActiveFairfax Transportation Plan.

- An **Equity Advisory Group** will be established to ensure that the breadth of interests, ideas, and values of all people are heard and considered. Appointed representatives will be inclusive of diverse races, cultures, ages, and other social statuses and include sectors such as higher education, business, nonprofit, faith, philanthropy, civic and others to collectively address barriers to opportunity. This group will meet as needed.
- A **Youth Advisory Group** will be established with representation from Fairfax County's Teen Centers and Drop-in Sites to ensure that youth that often rely on active transportation and are one of the most vulnerable user groups have a voice in the planning process. Participating youth will be trained through a half day workshop (provided by others). This group will meet as needed.

### Committees and Commissions

The ActiveFairfax planning effort will be supported by several existing, mostly external committees and commissions. Members will provide infrastructure, programmatic and policy recommendations, and review drafts of the ActiveFairfax Transportation Plan as needed.

- The Fairfax County [Trails, Sidewalks and Bikeways Committee](#) was established by the Board of Supervisors for the purpose of providing citizen input and oversight to planning and developing a non-motorized transportation system and trails serving the needs of pedestrians, bicyclists, and equestrians. The Committee meets monthly.
- The Fairfax County [Transportation Advisory Commission](#) is charged with advising the Board of Supervisors on recommendations regarding the overall planning and programming of transportation improvements in the County. The Commission meets monthly – working groups meet more frequently as needed.
- The Fairfax County Planning Commission's [Transportation Committee](#) performs an essential role in developing recommendations for consideration by the Board of Supervisors on a variety of land use issues. The Committee meets as needed.

### *Generally Anticipated Schedule*

County staff expects to follow this generally anticipated schedule, with the potential for some flexibility (to become clearer as the project proceeds):

**TBD**

## Attachment A

### Scope of Services

#### Task 1: Project Management and Support

##### Task 1A: Project Management

The consultant will meet with key County staff to review project goals, refine the project scope and process, identify available data, establish communication channels with other departments and agencies, and approve the public outreach scope and schedule. The consultant will participate in bi-monthly progress calls with FCDOT, including in-person meetings as needed. The consultant will provide a schedule with an estimated timeline to complete the project, as well as individual tasks and sub-tasks, and an estimated itemized budget for completion of the subject task order.

##### Assumptions:

1. The consultant will review and apply best practices in planning for active transportation.

##### Deliverables:

2. Project Management Framework Document, including project process, procedures, schedule and task/subtask budget estimates.
3. Bi-monthly progress calls and meeting minutes throughout the project duration.
4. Allowance for in-person planning meetings as needed

##### Task 1B: Meeting Support

Staff will plan and conduct a variety of meetings with the Technical Working Group, Advisory Groups, Committees and Commissions, and other political and community stakeholders. The consultant will participate in key in-person meetings as a resource, as needed. All meetings will be planned, set up/broken down, and led by staff.

##### Deliverables:

5. Allowance for participation in in-person meetings as needed. These meetings do not include community engagement activities as part of Task 3.
6. Allowance for handouts, presentation slides, and boards
7. Translation services in four (4) languages

## Task 2: Existing Conditions and Policy Review

### Task 2A: Previous Plans and State Policy Audit

The consultant will audit text and graphics in the Fairfax County Comprehensive Plan (countywide and area plans), the Fairfax County Code, the Fairfax County Zoning Code and the Public Facility Design Manual that pertains to transportation and land use.

The consultant will review state standards in the VDOT Road Design Manual, the VDOT/VDRPT Multimodal System Design Standards, and the Code of Virginia for language related to active transportation facility design, land use, traffic devices, convenience, comfort and safety. The consultant will review neighboring jurisdictions' active transportation network plans to ensure that there is coordination between the Active Fairfax Transportation Plan and neighboring jurisdictions' plans.

The consultant will identify active transportation related Plan language and graphics that are in potential conflicts with current and upcoming state and national standards, as well as local or state regulations and guidance that may negatively affect active transportation usage and safety.

The consultant will convert cross sections in the Area Plans to linear active transportation network recommendations. The consultant will then combine all Area Plan and countywide active transportation network recommendations into one map, including recommended spot improvements from the bicycle network map.

The consultants will develop recommendations for local and state policies and regulations that will support active transportation in Fairfax County to inform the legislative platform, the update of the Public Facility Manual and County Code, as well as local policy processes.

#### Assumptions:

1. The consultant will conduct a review of national and international best practices
2. All data and associated attributes should be provided in shapefile (.shp) or ESRI geodatabase (Personal .mdb; or File Geodatabase) format.

#### Deliverables:

1. A list of all existing active transportation related recommendations in the Comprehensive Plan.
2. Combined map with all current Active Transportation Network and Spot Improvement recommendations, including the Countywide Trails Network, Bicycle Master Plan, and Area Plans.
3. List of all existing active transportation related codes and standards in the Fairfax County Code, Public Facility Manual and Zoning Code
4. List of all existing active transportation related codes and regulations in the VDOT Road Design Manual, the VDOT/VDRPT Multimodal System Design Standards, and the Code of Virginia
5. Prioritized list of recommended changes to state level policies, regulations and guidelines

6. Prioritized list of recommended state level policies, regulations and guidelines
7. Supporting graphics
8. Summary Report, including an Initial Draft, Draft Final, and Final submitted in electronic format.

## Task 2B: Assessment of Regional Travel Patterns and Existing Conditions

The consultant will assess regional travel patterns and provide an overview of the trends, needs, and opportunities related to active transportation in the region. This will include active transportation access to bus and rail transit. The assessment will inform network design, funding priority, equity needs, and policy recommendations.

### Assumptions:

1. Regional travel patterns will be assessed using geospatial mobility data from smartphones (StreetLight Data, Teralytics or similar) to determine location of current active transportation trips, as well as locations with frequent, short vehicular trips.
2. An assessment of current conditions will be conducted with a focus on equity, safety, health, sustainability, quality of life, economic development, accessibility, and existing infrastructure.
3. The consultant will utilize big data sources, such as smartphones to determine current geographic mobility patterns by mode.
4. The consultant will utilize traffic, infrastructure, safety, equity, and census data available from Fairfax County or other public sources, unless additional needs are determined.
5. The consultant team will conduct field reviews to understand typical land use development patterns, the varying designs and conditions of trails, sidewalks and bike lanes, as well as intersection/crosswalk design, convenience and comfort. Field visits will be documented with high quality, engaging photographs.
6. The consultant will perform a network gap analysis by comparing existing active transportation facilities with planned active transportation facilities.
7. The majority of the report content should be presented in the form of photos, infographics, maps and bullet points. Text sections should be kept short and use simple language.
8. The consultant will determine additional data needs.
9. All data and associated attributes should be provided in shapefile (.shp) or ESRI geodatabase (Personal .mdb; or File Geodatabase) format.

### Deliverables:

1. Assessment of active transportation and vehicular regional travel patterns; active transportation and transit propensity; road safety for all modes, physical activity risks, health risks, environmental risks, economic competitiveness; regional active transportation network (planned, existing, gaps); transportation access to bus and transit, physical barriers.
2. Equity assessment and development of Active Transportation Equity Target Areas.
3. Summary Report, including Initial Draft, Draft Final, and Final submitted in electronic format.
4. Optional: Memorandum on additional data collection that is required.
5. Allowance for additional data collection and field work. Scope to be determined.

### Task 3: Community Engagement and Awareness

#### Task 3A: Public Outreach Strategy/Governance Structure

Based on the findings of Task 2, the consultant will develop a Community Engagement and Awareness Plan (CEAP) that includes goals, objectives, strategies, activities, expected outcomes, staff responsibilities, governance structure and a timeline. The CEAP should include all activities, including activities conducted by County staff without consultant involvement. It is anticipated that the CEAP will be updated by staff throughout the planning process, as needed.

*Attachment C: Potential Community Engagement Activities* will be used to inform the types of activities that will be conducted, however this list should be modified and enhanced as determined by the CEAP.

#### Assumptions:

1. The intent of the outreach efforts is to gather a broad variety of community input on current active transportation challenges, needs and opportunities in Fairfax County, with a special focus on the varying needs of women and vulnerable active transportation users (e.g. youth, older adults, people with disabilities, caregivers and young children, and low-income populations), as well as bus and rail transit users.
2. Outreach efforts should be conducted through a racial and social equity lens in accordance with the One Fairfax Policy.
3. Outreach efforts should ensure that each Board of Supervisor districts is included.
4. Outreach efforts should also be designed to raise awareness of active transportation modes, existing facilities and programs, as well as supportive local and state policies.
5. A communication plan to support the community outreach plan activities will be developed by County staff.
6. A project page will be developed and maintained by County staff on the Fairfax County website. This site will include materials and opportunities for the public to comment, as well as periodic updates on the status of the ActiveFairfax Transportation Plan project.

#### Deliverables:

1. Initial draft, final draft, and final CEAP – with up to two rounds of comments.
2. Refinement of the Project Framework Document based on the expected CEAP outcomes and timeline.

#### Task 3B: Community Engagement Activities

Based on the final Community Engagement and Awareness Plan, community engagement activities will be conducted by the consultant.

#### Deliverables:

1. Implementation of engagement efforts per approved CEAP
2. Allowance for handouts, presentation slides, and boards.

3. Translation Services in 4 languages

### Task 3C: Community Engagement Documentation

The consultant will provide final documentation, summarizing the community engagement efforts and graphically present outcomes.

#### Deliverables:

1. Summary Report including Initial Draft, Final Draft, and Final submitted in electronic format.
2. Presentation slides

### Task 4: Goals, Objectives and Strategy

#### Task 4A: Active Transportation Goals and Objectives

Using findings from Tasks 2 and 3, the consultant will develop a set of goals and objectives for endorsement by the Board of Supervisors reflecting key outcomes for active transportation in Fairfax County.

#### Deliverables:

1. Initial draft, final draft and final Active Transportation goals
2. Supporting graphics
3. Allowance for handouts, presentation slides, and boards

#### Task 4B: Conceptual Countywide Active Transportation System

Using findings from Tasks 2 and 3 and best practices, the consultant will develop a conceptual narrative to describe desired active transportation conditions. This narrative will easily communicate the future desired walking and micromobility experience in rural, suburban and urban parts of the County. The narrative will identify elements that make utilitarian and recreational active transportation trips more comfortable, convenient, accessible, and safe. Typological descriptions and case studies of best practices based on roadway and land use characteristics will be included in graphic form. The narrative will also include a section on the economic impact of Complete Streets, a countywide trail network, and active transportation.

#### Deliverables:

1. Initial draft, final draft and final report
2. Allowance for handouts, presentation slides, and boards
3. Supporting graphics



### Task 4C: Task-specific Community Engagement

County staff will lead the engagement activities in advance of Public Hearings for the Board endorsement of the goals, objectives, and conceptual countywide active transportation system. The consultant will provide digital content and support in advance of public information meetings.

#### Deliverables:

1. Support staff in preparation for two (2) public information meetings
2. Social media and website content
3. Translation services in 4 languages
4. Summary Report including Initial Draft, Final Draft, and Final submitted in electronic format.
5. Allowance for graphics, presentations, and boards
6. Presentation to the Board of Supervisors

### Task 5: Systematic Safety Action Plan

The consultant will develop a Systematic Safety Action Plan with recommendations that will provide a framework for systematically addressing transportation safety issues.

#### Deliverables:

1. Short, medium and long-term recommendations for a systems-based approach, design treatments, policies, outreach and evaluation
2. Supporting graphics

## Attachment B

### Draft Follow-on Scope of Services (For Reference Only)

#### Task 1: Project Management and Community Engagement

##### Task 1A: Project Management

The consultant will meet with key County staff to review project goals, refine the project scope and process, and approve the public outreach scope and schedule. The consultant will participate in bi-monthly progress calls with FCDOT, including in-person meetings. The consultant will provide a schedule with an estimated timeline to complete the project, as well as individual tasks and sub-tasks, and an estimated budget for completion of the subject task order.

##### Assumptions:

1. The consultant will review and apply best practices in planning for active transportation.

##### Deliverables:

1. Project Framework Document, including project process, procedures, schedule and task/subtask budget estimates
2. Bi-monthly progress calls and meeting minutes throughout the project duration
3. Three (3) in-person planning meetings

##### Task 1B: Meeting Support

Staff will plan and conduct a variety of meetings with the Technical Working Group, advisory groups and committees, and political and community stakeholders. The consultant will participate in key in-person meetings as a resource, as needed. All meetings will be planned, set up/broken down, and led by staff.

##### Deliverables:

1. Allowance for participation in in-person meetings
2. Participation in two (2) public hearings
3. Translation services in four (4) languages
4. Allowance for handouts, presentation slides, and boards

##### Task 1C: Community Engagement Plan and Summary Report

In close coordination with County staff, the consultant will develop a community engagement plan that includes goals, objectives, strategies, activities and a timeline. This plan should include all activities, including activities conducted by County staff without consultant involvement. The community engagement plan may be updated by staff throughout the planning process, as needed.

#### Assumptions:

1. Outreach efforts should be conducted through a racial and social equity lens in accordance with the One Fairfax Policy.
2. Outreach efforts should ensure that each Board of Supervisor district is included.
3. A communication plan to support the community outreach plan activities will be developed by County Staff.
4. The project page will be maintained by County staff on the Fairfax County website. This site will include materials and opportunities for the public to comment, as well as periodic updates on the status of the project.

#### Deliverables:

1. Initial draft, final draft, and final Community Engagement Plan
2. Community Engagement Documentation including Initial Draft, Final Draft, and Final submitted in electronic format.

#### Task 1D: Collateral Materials

The consultant will develop a short educational video and a brochure about the ActiveFairfax Transportation Plan, as well as supporting outreach materials.

#### Assumptions:

1. Two drafts– Initial Draft and Final Draft – with up to two rounds of comments.

#### Deliverables:

1. Engaging, educational video (cartoon; under 2 minutes in length; [similar to Richmond Highway BRT video](#); in English, Spanish, Arabic, Vietnamese and Korean)
2. Initial draft, final draft and final ActiveFairfax Transportation Plan Brochure
3. Initial draft, final draft and final brochure highlighting the Countywide Trails Network in Fairfax County (including brief history of the 1976 plan, map of existing and proposed sections in Fairfax County, Capital Trails Network Map)
4. Translations in four (4) languages

## Task 2: Active Transportation Network Recommendations

### Task 2A: Regional Active Transportation Network Map (Capital Trails Network in Fairfax County)

The consultant will develop Capital Trails Network recommendations that expand on the current dedicated network in support of a comprehensive, regionally connected major paved multi-use trail system. The purpose of the regional trail system is to provide access to people of all ages and abilities to activity centers, transit and recreational opportunities regionwide.

#### Assumptions:

1. The consultant will reference the regional Capital Trails Network map and requirements for inclusion into the system.
2. The consultant will consider the combined map of current Active Transportation routes and other findings from tasks included in Attachment A.
3. The consultant will reference Fairfax County's Transportation Demand Model and Comprehensive Land Use Plan.
4. The consultant will reference the draft Countywide Transit Network Study as well as any WMATA long range plans to determine potential type and location of future transit centers.
5. This task will require close coordination with the Fairfax County Department of Planning and Development, the Fairfax County Park Authority, NOVA Parks and the National Park Service; community and political stakeholders, as well as neighboring jurisdictions.
6. All data and associated attributes should be provided in shapefile (.shp) or ESRI geodatabase (Personal .mdb; or File Geodatabase) format.

#### Deliverables:

1. Two draft network maps – Initial Draft and Final Draft – with up to four rounds of edits.
2. Support staff in preparation of outreach events
3. Social media and website content as needed
4. Allowance for graphics, presentations, and boards

### Task 2B: Countywide Active Transportation Network Map

The intent of this task is to develop a countywide active transportation network based on the current Countywide Trail Network and Fairfax County Bicycle Network Plan – to provide a higher network density than the regional network, to improve network connectivity and access to daily destinations.

#### Assumptions:

1. The consultant will consider the combined map of current Active Transportation routes and other findings from tasks included in Attachment A.

2. The consultant will reference Fairfax County's Transportation Demand Model and Comprehensive Land Use Plan.
3. The consultant will reference the draft Countywide Transit Network Study as well as any WMATA long range plans to determine potential type and location of future transit centers.
4. The Woodlawn Cultural Corridor Trails, and an alternative Shared Use Path route around Huntley Meadows Park should be added to the trails network, considering public feedback gathered in December 2019.
5. The trails network also includes primary hiking trails (to include the West County Hiking/Biking Loop).
6. This task will require close coordination with the Fairfax County Department of Planning and Development, the Fairfax County Park Authority, NOVA Parks and the National Park Service; community and political stakeholders, as well as neighboring jurisdictions.
7. The process is not intended to support the removal of any currently planned bike routes, multi-use trails or hiking trails without an equivalent alternative in proximity.
8. All data and associated attributes should be provided in shapefile (.shp) or ESRI geodatabase (Personal .mdb; or File Geodatabase) format.

#### Deliverables:

1. Two draft network maps – Initial Draft and Final Draft – with up to four rounds of edits.
2. Support staff in preparation of outreach events
3. Social media and website content as needed
4. Allowance for graphics, presentations, and boards

### Task 3: Minor Active Transportation Network Maps

#### Task 3A: Active Transportation in Activity Centers

Activity Centers are Fairfax County's downtowns. Area plans provide detailed land use, transportation and streetscaping design guidance. The intent of this task is to reconcile Area Plan active transportation network recommendations with the regional and countywide active transportation network, and to bring the current planned active transportation facilities in line with national best practices.

#### Assumptions:

1. The consultant will consider the combined map of current Active Transportation routes and other findings from tasks included in Attachment A.
2. The consultant will reference Fairfax County's Transportation Demand Model and Comprehensive Land Use Plan.
3. The consultant will reference the draft Countywide Transit Network Study as well as any WMATA long range plans to determine potential type and location of future transit centers.
4. The consultant will reference Fairfax County's Transportation Demand Model and Comprehensive Land Use Plan.

5. The consultant will reference the draft Countywide Transit Network Study as well as any WMATA long range plans to determine potential type and location of future transit centers.
6. The consultant will consider public feedback gathered in December 2019 during a public engagement process in regards to planned trail connections in proximity to Huntley Meadows Park.
7. This task will require close coordination with the Fairfax County Department of Planning and Development, the Fairfax County Park Authority, NOVA Parks and the National Park Service; community and political stakeholders, as well as neighboring jurisdictions.
8. The process is not intended to support the removal of any currently planned bike facilities, Shared Use Paths or hiking trails without an equivalent alternative in proximity.
9. All data and associated attributes should be provided in shapefile (.shp) or ESRI geodatabase (Personal .mdb; or File Geodatabase) format.

#### Deliverables:

1. Two draft network maps per Area Plan/Activity Center – Initial Draft and Final Draft – with up to four rounds of edits.
2. Support staff in preparation of outreach events
3. Social media and website content as needed
4. Allowance for graphics, presentations, and boards

### Task 3B: Active Transportation Feeder Routes

The intent of this task is to develop a map of feeder routes that connect origins and destinations, such as neighborhoods, schools, parks, shops and transit, to the regional and countywide active transportation system.

#### Assumptions:

1. The consultant will consider the combined map of current Active Transportation routes and other findings from tasks included in Attachment A.
2. This task will require close coordination with the Fairfax County Department of Planning and Development, the Fairfax County Park Authority, NOVA Parks and the National Park Service; community and political stakeholders, as well as neighboring jurisdictions.
3. All data and associated attributes should be provided in shapefile (.shp) or ESRI geodatabase (Personal .mdb; or File Geodatabase) format.

#### Deliverables:

1. Two draft network maps – Initial Draft and Final Draft – with up to four rounds of edits.
2. Support staff in preparation of outreach events
3. Social media and website content as needed
4. Allowance for graphics, presentations, and boards

## Task 4: Active Transportation Facility Recommendations

### Task 4A: Review of Best Practices

The consultant will conduct a review of best practices in active transportation planning, including the upcoming update of the AASHTO Guide for the Development of Bicycle Facilities.

#### Assumptions:

1. The review will include best practices for active transportation accommodations in a variety of road, traffic and land use contexts
2. The review will include best practices in regional trail network design

#### Deliverables:

1. Report, including Initial Draft, Draft Final, and Final submitted in electronic format.

### Task 4B: Active Transportation Facility Selection Toolkits

Based on the findings of Task 4A and tasks included in Attachment A, the consultant will develop a set of comprehensive pedestrian and bicycle facility selection toolkits, which will provide guidance on appropriate and desirable pedestrian and bicycle facilities depending on traffic volume, number of travel lanes, and land use context, while allowing for flexibility to utilize specific streetscape design guidelines that further enhance active transportation safety, comfort and desirability. The facility selection toolkits should specify that the designated regional and countywide trail network recommendations can require a multi-use trail (or two-way cycletrack in high pedestrian areas without constrains) in any road context.

#### Assumptions:

1. Recommendations will reflect desirable ultimate condition, unless otherwise specified.
2. This task will require close coordination with the Fairfax County Department of Planning and Development, the Fairfax County Park Authority, NOVA Parks and the National Park Service; community and political stakeholders, as well as neighboring jurisdictions.

#### Deliverables:

1. Initial draft, final draft, and final Active Transportation Facility Selection Toolkit for urban, suburban, and rural contexts, including:
  - Type of on and off-street bicycle facilities, including Shared Use Paths and multi-use trails per the Fairfax County Public Facility Manual
  - Considerations for Fairfax County's Multimodal Street Classification System
  - Width of pedestrian-only facilities
  - Supporting infrastructure
  - Key design considerations at intersections and mid-block crossings
  - Considerations for low-cost, interim improvements of multi-lane roads with low traffic volumes (e.g. road diets)

2. Support staff in preparation of outreach events
3. Social media and website content as needed
4. Allowance for graphics, presentations, and boards

## Task 5: Comprehensive Plan Documents

### Task 5A: Combined Active Transportation Network Map

The consultant will develop a comprehensive Active Transportation Network Map for inclusion into the Fairfax County Comprehensive Plan. The intent of the task is to provide one map that includes all regional, countywide and local active transportation recommendations. Guidance should be provided on how area plans should be updated in a separate process to reflect the changes to the active transportation network, recommended facilities, and policies.

#### Assumptions:

1. The consultant will use findings from Task 2-4
2. This task will require close coordination with the Fairfax County Department of Planning and Development, the Fairfax County Park Authority, NOVA Parks and the National Park Service; community and political stakeholders, as well as neighboring jurisdictions.
3. The side of the road should be specified for two-way bicycle facilities based on current recommendations and location of facilities, available Right of Way, physical constraints, number of conflicts, and location of destinations.
4. All data and associated attributes should be provided in shapefile (.shp) or ESRI geodatabase (Personal .mdb; or File Geodatabase) format.

#### Deliverables:

1. Two draft network maps – Initial Draft and Final Draft – with up to four rounds of edits
2. Lists of specific recommendations that conflict with information shown on area plan maps and cross sections (by area plan)
3. Support staff in preparation of outreach events
4. Social media and website content as needed
5. List of community comments from interactive feedback map, in person events (to be provided by staff), social media (to be provided by staff), and website (to be provided by staff).
6. Allowance for graphics, presentations, and boards



## Task 5B: Policy Plan Transportation Element and Appendix Text Recommendations

The consultant will develop a set of recommended changes to the comprehensive plan policy plan transportation element and Appendix text.

### Assumptions:

1. The consultant will use findings from Task 2-4
2. This task will require close coordination with the Fairfax County Department of Planning and Development, the Fairfax County Park Authority, NOVA Parks and the National Park Service; community and political stakeholders, as well as neighboring jurisdictions.

### Deliverables:

1. Two drafts– Initial Draft and Final Draft – with up to four rounds of edits
2. Lists of specific recommendations that conflict with text in the area plans (by area plan)
3. Support staff in preparation of outreach events
4. Social media and website content as needed
5. Allowance for graphics, presentations, and boards

## Task 6: Supplemental and Implementation Guidance

### Task 6A: General Active Transportation Planning Guidance

The consultant will develop general guidance on best practices in active transportation planning.

### Deliverables:

1. Guidance on what makes a great street/complete street
2. Guidance on the 6 E's of Active Transportation Planning
3. General guidelines on what makes a good active transportation project
4. Decision-making framework to aid context sensitive active transportation facility design in constrained conditions, including an equity lens
5. Guidance on Intermodal Seamless Mobility
6. Guidance on land use context sensitive vehicular accommodations (including design speeds, on-street parking, lane width, etc)
7. Guidance on interim Tactical Urbanism (including bike lanes, road diets, painted pedestrian spaces, planters, etc)
8. Guidance on Active Transportation performance measures
9. Supporting graphics

## Task 6B: Streetscaping Recommendations

In close coordination with the Fairfax County Department of Planning and Development, the consultant will develop a set of basic standard streetscape recommendations, including suburban residential, suburban commercial, downtown, mainstreet, and gateway/parkway. These recommendations will only apply to areas without location-specific streetscaping guidelines and should be flexible enough to adjust to changing transportation needs and engineering design guidelines. These recommendations should be flexible enough to allow for location-specific guidelines to apply (e.g. design of street furniture such as benches and bicycle racks).

### Deliverables:

1. Guidance on context sensitive Path as Place and placemaking details (including need for street furniture, street lighting, landscaping, public art)
2. Recommended standards, specifications & guidelines for suburban residential streetscapes, suburban commercial streetscapes, downtown streetscapes, mainstreet streetscapes, and gateway/parkway streetscapes
3. Electric micromobility charging station recommendations, including suggested key locations throughout the county
4. Micromobility Parking Guidelines (Update of the [Fairfax County Bicycle Parking Guidelines](#))
5. Supporting graphics

## Task 6C: Regional and Countywide Trail Network Planning Guidance

In close coordination with the Fairfax County Park Authority and the Department of Planning and Development, the consultant will develop a set of recommendations that will provide a design framework for implementing the regional and countywide trail network. Additionally, the consultant will develop a set of basic trail amenity recommendations specific to the designated Capital Trails Network, in close coordination with the National Capital Trails Coalition, the Fairfax County Park Authority, NOVA Parks, and the Fairfax County Department of Planning and Development.

### Deliverables:

1. Overview of trail types and design resources
2. Regional Capital Trails Network design and branding guidance
3. Recommended supporting amenities for the Capital Trails Network in Fairfax County
4. Path as Place design elements

## Task 6D: Active Transportation Priorities Plan

In close coordination with the Fairfax County Park Authority, the Department of Planning and the Department of Neighborhood and Community Services, the consultant will identify active transportation priority funding areas and corridors and will develop a list of high priority active transportation projects

that are recommended for future funding. This task will require using an equity lens per the OneFairfax Policy.

#### Deliverables:

1. Two drafts – Initial Draft and Final Draft – with up to four rounds of comments, including
  - Map of priority funding areas/corridors (first, second and third priority)
  - List of priority Complete Streets corridor reconstruction projects (Top 5 per Supervisor District)
  - List of priority multi-use trail projects (Top 10 per Supervisor District)
  - List of priority sidewalk projects (Top 10 per Supervisor District)
  - List of priority bikeway projects (Top 10 per Supervisor District)
  - List of priority stand-alone intersection or mid-block crosswalk improvements (Top 10 per Supervisor District)
  - List of priority active transportation spot improvements (Top 10 per Supervisor District)
  - List of priority pedestrian bridges (Top 5 Countywide)
  - Map of all priority active transportation projects
  - Cost estimates for all active transportation priority projects
  - Supporting graphics

#### Task 6E: Active Transportation Program Recommendations

Based on the findings from tasks included in Attachment A, the consultant will develop recommendations for educational and promotional programs and initiatives that increase usage of the active transportation network by people of all ages and abilities for utilitarian and recreational purposes.

#### Deliverables:

1. Active transportation program and initiatives recommendations
2. Supporting graphics

#### Task 6F: Shared Micromobility Recommendations

Using an equity lens and findings from tasks included in Attachment A, the consultant will develop recommendations for future expansion of the Capital Bikeshare system in Fairfax County, as well as recommend areas that should primarily be served by private dockless shared micromobility options.

#### Assumptions:

1. All data and associated attributes should be provided in shapefile (.shp) or ESRI geodatabase (Personal .mdb; or File Geodatabase) format.

**Deliverables:**

1. Heatmap of current and future demand for Capital Bikeshare, identifying equity target areas
2. Heatmap of current and future demand for private dockless shared micromobility, identifying equity target areas
3. Guidelines for supporting amenities, programs, marketing and policies
4. Supporting graphics

**Task 6G: Bicycle Wayfinding Recommendations**

The consultant will develop recommendations for key bicycle routes that will benefit from wayfinding signage.

**Deliverables:**

1. Supplemental maps of recommended bicycle wayfinding routes

**Task 7: Summary ActiveFairfax Transportation Plan Document**

The consultant will develop an ActiveFairfax Transportation Plan Document for publication on the Fairfax County website that includes all deliverables described in Attachment A and Attachment B.

**Assumptions:**

1. Two draft documents – Initial Draft and Final Draft – with up to four rounds of edits.
2. The majority of the document content should be presented in the form of photos, graphics, maps and bullet points. Text sections should be kept short and use simple language.

**Deliverables:**

1. Summary Report including Initial Draft, Final Draft, and Final submitted in electronic format.
2. Supporting graphics

## Attachment C

### Potential Community Engagement Activities

The following list of activities should be considered during the development of the Community Engagement & Awareness Plan. This draft list may be revised as needed, based on the need as determined during development of the Plan.

#### Collateral Materials

The consultant will develop a short educational video, as well as a brochure on the County's active living, transportation, equity and economic development vision, basic concepts such as All Ages and Abilities users, facilities and region-wide network, comfortable walkways, a region-wide Shared Use Path network, seamless travel, complete streets/great streets, systematic safety, path as place, placemaking, public health and equity.

Deliverables may include:

1. Two draft video and brochure concepts – Initial Draft and Final Draft – with up to two rounds of comments.
2. Initial draft, final draft and final engaging, educational video (cartoon; under 2 minutes in length; [similar to Richmond Highway BRT video](#); in multiple languages
3. Initial draft, final draft and final brochure in multiple languages

#### Digital Engagement

The consultants will develop ADA accessible social media and website content for staff that provides general information on the ActiveFairfax plan, updates on community meetings, as well as an interactive feedback map for soliciting and displaying comments from the public on current conditions and network gaps.

Deliverables may include:

1. Social media and website content as needed
2. Interactive Feedback Map
3. Translations in multiple languages
4. List of community comments from interactive feedback map, social media (to be provided by staff), and website (to be provided by staff).

#### Community Forums

With support from the consultant, County staff will organize and implement four (4) ActiveFairfax Community Forums to discuss the ActiveFairfax Plan effort, introduce basic concepts such as All Ages

and Abilities users and facilities, comfortable walkways and a region-wide Shared Use Path network, seamless travel, complete streets/great streets, systematic safety, placemaking, path as place, public health and equity, and gather input from attendees on current active transportation challenges, needs and opportunities in Fairfax County, as well as path as place visual preferences for commercial, residential, parkway and trail contexts. Fairfax County staff will provide the space, invite applicable stakeholders, promote the events, moderate the events and set up/break down

Deliverables may include:

1. Agenda
2. Promotional Flyers
3. Posters, handouts, prints and other materials
4. Presentation slides
5. One (1) keynote presenter per forum
6. Notes
7. Translations in multiple languages

## Focus Groups

The consultant will organize and conduct two focus group meetings with diverse races, cultures, ages, abilities, and other social statuses. Participants will discuss active transportation challenges, needs and opportunities in Fairfax County, as well as path as place visual preferences for commercial, residential, parkway and trail contexts.

Deliverables may include:

1. Questionnaire Development
2. Logistics
3. Participant Recruitment
4. Moderation
5. Translations in multiple languages
6. Notes

## Community Surveys

The consultant will develop an ActiveFairfax Community Survey and an ActiveFairfax Youth Survey to gather public feedback on the comfort, convenience and quality of the active transportation and trail facilities in Fairfax County. The surveys should be designed to track key metrics. Both surveys should be distributed widely as part of the ActiveFairfax planning effort, and subsequently every 5 years in perpetuity.

1. The surveys will be broadly based on the League of American Bicyclist's [Bicycle Account Guidelines](#), but also address pedestrian, transit, scooter and other micromobility users.

2. The surveys will also include questions relating to pedestrian safety, comfort and convenience, as well as access to transit, employment/schools, retail and recreational destinations
3. The surveys will include open ended questions (stories, descriptions)
4. The survey will allow participants to not only reflect on their own needs and ideas, but also the needs of other family and community members.
5. The surveys should be designed to also educate about and encourage walking and biking for transportation and recreation.
6. The youth survey will be a shorter version of the general Active Transportation Youth Survey with language appropriate for younger readers (target age: 10-18)
7. Two draft surveys – Initial Draft and Final Draft – with up to two rounds of comments.

Deliverables may include:

1. Questionnaire Development
2. Gamification Strategies, Interactive Elements
3. Translations in multiple languages
4. Logistics
5. Raw Data

## Pop Up Community Engagement

The consultant will take the lead in organizing and implementing equitable pop-up community engagement throughout Fairfax County.

Deliverables may include:

1. Questionnaire Development
2. Pop-up events at nine (9) locations in Equity Target Areas (Task 14) (one per Supervisor District).
3. Street interviews with active transportation, trail and transit users of all ages, ethnic and economic backgrounds in nine (9) locations in Equity Target Areas (Task 14) (one per Supervisor District).
4. Photographs of participants who are willing to sign a photo release form. The photograph is to be included in the final outreach report with a key quote.
5. Logistics and Materials
6. Translations in multiple languages
7. List of community comments

## Biking Tour and Walk Audits

The consultants will participate in a staff-led biking tour and a walk audit. The biking tour will explore a variety of trail networks, as an example of a comprehensive, off-street active transportation network that connects neighborhoods to daily destinations and natural areas. The walk audit will encourage key

decisionmakers to assess in person how standard road design as well as older active transportation infrastructure in Fairfax County addresses the needs of pedestrians of all ages and abilities.

1. County staff will select and invite participants
2. Routes to be determined in coordination with staff

Deliverables may include:

1. Materials
2. Photographs
3. Notes

### Other Possible Engagement Activities

Other types of outreach efforts could include open houses, single-session SWAT analysis, charrettes, street interviews, targeted social media outreach (including platforms popular by youth such as Snapchat, YouTube and Instagram), English language and foreign language traditional media outlets, Fairfax County Public Schools newsletters, as well as outreach through trusted community partners.

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