



CITY OF WAUWATOSA
TRAFFIC AND SAFETY COMMITTEE
MINUTES • JANUARY 13, 2015

Regular Meeting
Committee Room #1
6:00 PM

7725 West North Avenue, Wauwatosa, WI 53213

PRESENT: Alds. Byrne, Dubinski, Pantuso, Wilke -4

EXCUSED: Ald. Hanson

ALSO PRESENT: Mr. Porter, Public Works Director; Ms. Enders, Development Director; Alds. Berdan, Causier, McBride, Moldenhauer

Ald. Wilke in the Chair

The Chair called the meeting to order at 6:05 p.m.

TRAFFIC AND SAFETY COMMITTEE ITEMS

1. Memo from the Director of Public Works regarding status of Village Intersection Studies - A New Approach

Mr. Porter summarized the status of the Village intersection studies to date, noting that Ayes Associates had been authorized to perform a Village intersection analysis and present options for their improvement. The firm's findings were presented to the Village Business Improvement District (BID) and to the Community Development Committee. When forwarded to the Common Council for final action, the Council opted to refer the entire matter to this Committee.

At a November 25, 2014 Traffic and Safety Committee meeting, other issues facing the Village were also discussed, including improvement scenarios for the Root Common and Pocket Park areas. Related issues pertaining to streetscaping, fencing along State Street, lighting, bike/pedestrian accommodations, street furniture, and way-finding signage have also yet to be resolved.

Driving the need for a timely resolution of these outstanding matters is the fact that State Street is scheduled for reconstruction/resurfacing in 2016. City staff needs resolution to these issues so it can develop the State Street plans.

In light of the unresolved issues, slow progress to date, and the completion timeline, Mr. Porter recommended that an Request For Proposals (RFP) be issued to retain a qualified firm that can flesh out the level of detail needed to incorporate 7 of 10 of the already-ratified goals of the Village Strategic Plan into construction documents in time to meet rapidly approaching deadlines. (Three goals are outside the purview of this RFP.) This process will invite involvement by the public and other stakeholders; area developers with potential Village projects will also be approached in an effort to coordinate public improvement work with the private development work.

Mr. Porter recommended that a planning allowance be included in the RFP to provide for assistance from Ayes Associates as required in this effort, given their level of involvement to date.

Mr. Porter further recommended the creation of a Streetscape Selection Committee to help select the consultant and act as a sounding board to manage the public process prior to formal presentations to the Council Committees and to Council. Membership should consist of BID representatives, Board of Parks and Forestry representatives, appointed and elected officials, City staff, and the public.

Funding for the RFP process will be considered by the Budget and Finance Committee this evening; potential sources for this expense are being identified with the Finance Director's assistance.

In response to a request for role clarification, Mr. Porter explained that he is recommending \$9,000 be allocated for Ayres Associates to function as a sub-consultant to the selected firm and provide assistance thereto. Ayres Associates is a resource given its previous analysis of the Village intersections. However, if the selected firm feels it has the expertise to proceed without further Ayres' input, that will be considered. Mr. Porter added that the selected firm will need to have experience in engaging the public on a broad scale while still moving the project along to meet deadlines.

Committee members agreed that if the RFP is approved and funded, the Traffic and Safety Committee (or its future iteration) should be the group to which the consultant initially reports.

Ald. McBride applauded this effort, noting that it should address concerns about lack of information and public engagement. Many resources (Ayres traffic study, Village Strategic Plan, overall Comprehensive Plan) are available to a consultant.

Chris Leffler, 644 Honey Creek Parkway, commented that BID members have worked towards this effort for a long time. This is a good approach to take.

Kevin Hardman, 1920 Underwood Avenue, voiced support for this effort; he opined that the integrity of the Village was compromised some 30 years ago when the Harmonie Bridge was constructed, and one-way streets were created. It is exciting to see these issues being addressed and creative thinking is needed to assure a good outcome.

Ald. Wilke expressed support for this approach as well, but noted it will entail many, many meetings. He stated that a landscape architect would be an appropriate individual to spearhead such an effort, and commented that he'd hoped the City would have had one on board by now. Absent a City employee, it is important for the consultant to have this kind of expertise. Mr. Porter concurred, adding that the consultant must have prior experience managing a similar project.

Ms. Enders suggested that a sub-consultant could also be retained if the primary firm does not have this specific expertise in-house.

In response to a query about an in-house project manager, Mr. Porter confirmed that he will likely be spending a considerable amount of time on this. Ald. Dubinski supported this assertion, noting that it is most helpful for elected officials, members of the public, and other stakeholders to have one primary contact point.

It was moved by Ald. Pantuso, seconded by Ald. Dubinski to recommend the issuance of an RFP as proposed, and to return this project to the Traffic and Safety Committee (or its successor committee) as necessary during the process. Further, the successful consultant should have a landscape architect either on staff or as a sub-contractor for the duration of the project. -4

RESULT:	RECOMMENDED FOR APPROVAL [UNANIMOUS] Next: 1/20/2015 7:30 PM
TO:	Common Council
MOVER:	Bobby Pantuso, Alderman
SECONDER:	John Dubinski, Alderman
AYES:	Dubinski, Pantuso, Wilke, Byrne
EXCUSED:	Hanson

2. Implementation of Bicycle and Pedestrian Plan

Ms. Enders summarized the history of the Bicycle and Pedestrian Facilities Plan, noting that it was adopted by the Common Council on April 1, 2014. The Plan provides an overarching theme for what is hoped will be achieved - a community where bicycling and walking are integral components of quality of life and economic development, and contribute to Wauwatosa being a healthy, safe, and livable city.

The goals and recommendations of the plan, and whether and when they are implemented, are dependent upon zoning, potential future zoning changes, the development market and economic conditions, and community input during public involvement processes associated with land and street development.

One recommendation in the Plan to facilitate implementation is the creation of a committee within the City's committee structure. This recommendation was supported during the November 14, 2014 Budget Committee meeting when the 2015-19 Capital Improvement Plan was under consideration, and the Committee supported the creation of a Bicycle and Pedestrian Committee. More recently, Ald. Tilleson submitted additional ideas surrounding the creation and structure of such a committee. He suggested that the make-up consist of a citizen from each aldermanic district who is recommended by that district alder, and appointed by the mayor. He further proposed three-year terms. The Committee would report either to the Traffic and Safety Committee (or its future iteration), or to the Common Council. Ald. Tilleson suggested that this Committee, once confirmed, could begin work on the proposed bike share program.

Ms. Enders recommended that this be a permanent committee that can oversee the implementation of the Bicycle and Pedestrian Facilities Plan over the next five years. Staff requests that members have some level of expertise or interest in these issues and that the committee have balanced representation for both components. She added that the 'complete streets' issue may be another project this committee could undertake.

Committee members voiced their support for the creation of the committee; initial terms ought to be staggered so that the entire committee membership does not expire at one time. Terms of one-year/two-year and two-year/three-year were both mentioned. Alternately, members from even-numbered districts could have terms expiring in even years, and vice versa. Safe Routes to School advocates could perhaps serve as advocates for the walking community.

It was moved by Ald. Pantuso, seconded by Ald. Byrne to recommend introduction of an ordinance creating a Bicycle and Pedestrian Committee with staggered terms and a member coming from each aldermanic district. -4

Kevin Hardman, 1920 Underwood Avenue, updated the Committee on the bike share program. Ms. Enders stated that funding for this project is through a \$500,000 TAP (Transportation Alternatives Program) grant from the State of Wisconsin. Once the DOT authorizes the expenditure of these funds the design and engineering phase of the bike share program will begin. The procurement phase will occur in 2016.

Mr. Hardman stated that he is the Executive Director of Bublr Bikes, which is Milwaukee's vendor for its bike share system. He also served on the planning committee for Wauwatosa's Bicycle and Pedestrian Facilities Plan. World-wide, 776 cities participate in a bike share program, with another 239 planning to launch their own. Bike share programs have become an important form of public transportation, as well as an asset to their regions. Milwaukee, Wauwatosa, West Allis, and Shorewood are working together to create a bike share network that will make these communities easier and more convenient places in which to get around.

Ten bike share stations were created to introduce the greater Milwaukee market to the concept. The program was shut down in early December and will resume in mid-March. Madison and Minneapolis have both had bike share programs for the past 4-5 years that have run successfully for nine month of the year. Milwaukee’s first-year usage is similar to that experienced by Minneapolis for the first year of its program.

The ultimate goal for the metro area is to have a 100-station network, with the most (30) being located in Milwaukee; size and scale create a transportation asset. Municipalities have raised \$3,700,000 to fund bike share programs, and an additional \$1.4 million has been raised by private businesses. The private sector is willing to invest in this effort and create a true public/private partnership.

The bike share item was for information only and no action was taken. The meeting adjourned at 6:57 p.m.

RESULT:	RECOMMENDED FOR APPROVAL [UNANIMOUS] Next: 1/20/2015 7:30 PM
TO:	Common Council
MOVER:	Bobby Pantuso, Alderman
SECONDER:	Allison Byrne, Alderwoman
AYES:	Dubinski, Pantuso, Wilke, Byrne
EXCUSED:	Hanson

Carla A. Ledesma, CMC, City Clerk

CITY OF WAUWATOSA
MEMO



To: **Traffic and Safety Committee**

From: **William Porter**

Date: **January 09, 2015**

Subject: **Memo from the Director of Public Works regarding status of Village Intersection Studies - A New Approach**

A. Issue

What is the best way to seek consensus for the design of Village intersections and move forward to a resolution?

B. Background/Options

When the Village Plan was approved in 2011, there were eight intersection designs in the Village that were designated for improvement. Concept designs only were shown, and it was my opinion that to best move the process forward, it made sense to have a professional traffic engineer review these recommendations to ensure that what was proposed could be built when the time came. It is also important to be sure that what is proposed is compliant with applicable Manual on Uniform Traffic Control Devices (MUTCD) standards. Since the same type of review was underway on North Avenue and that section of roadway was scheduled for improvement as quickly as possible, the intersection study in the Village progressed slowly. As North Avenue construction was completed last year, the Village intersection study was re-started in 2014.

The firm of Ayres and Associates was retained to do the Village intersection analysis and present options for the City. At the same time the pace of private development accelerated, and now there are two active proposals in the Village. Four of the eight intersections were either affected by the new developments, or were the subject of safety concerns over their current design. Those four are listed below:

1. Harmonee/Harwood
2. Wauwatosa/State
3. Harmonee/Underwood
4. Menomonee River Parkway/Harmonee

This past fall Ken Voigt of Ayres and Associates presented his findings to the Village Business Improvement District (BID). The BID Board was supportive of Ayres proposals, and the next step was to present the proposals to the Community Development Committee. This was done on September 30, 2014, and in a unanimous vote (8-0), the intersection designs were sent to the Common Council for their concept approval.

At the October 7, 2014 Common Council meeting, the designs were not approved, and the whole issue was sent back to the Traffic and Safety Committee for further review.

At the November 25, 2014 Traffic and Safety meeting, there was additional discussion about the Harwood and Wauwatosa intersection, and possible improvement scenarios for Root Common/Pocket

Park. Only the Wauwatosa and State intersection was forwarded to the Council for approval as an action item. It was apparent to me at that time there was growing frustration over this process.

At the December 2, 2014 Common Council meeting, the approval was denied and the entire matter was once again referred back to the Traffic and Safety Committee amid more discussion and frustration over the approval process.

At this juncture my observation is that this process is irrevocably broken, and must be rethought. Ayres and Associates has gone as far as possible addressing the traffic engineering questions. In my opinion, the growing displeasure over the process to date, and a perceived lack of public notice and neighborhood participation is too far along to see any way a solution acceptable to the Council can be crafted under the current scenario.

To that end I think we must look at this issue in a holistic fashion, and take a new approach.

A New Approach: At the Capital Budget hearing this fall, the Budget Committee approved a Capital Improvement Project (CIP) project to reconstruct/resurface State Street from 68th Street to Church Street in 2016. Given that the Village is at the center of the community, it is essential to have an active, open, and inclusive public participation process to determine its final appearance; one that is in close compliance with the Village Strategic Plan recommendations. That process needs to center on major streetscaping elements such as lighting, landscaping, fencing along State Street, street furniture, surface and crosswalk treatments, bike and pedestrian accommodations, integration of wayfinding signage into the streetscape, and transit rider improvements, in addition to the more traditional design issues such as pavement thickness, construction staging, utility repairs, etc.

The new approach will seek to integrate these issues with the proposed new private developments, the intersection designs, and something the Traffic and Safety Committee had requested; a design and final configuration of the most important public spaces in the Village, i.e. Root Common and Pocket Park. The Common Council also requested that the cost of renovating these important public spaces be part of the City's CIP in the future.

Please note that in no way is this proposed process meant to de-rail or re-think the whole strategic planning process in the Village that was undertaken in 2010 and 2011 by the Village Plan Committee with the assistance of the firm RDG Planning and Design. Rather, the intent is to take the concepts that were approved as part of the Village Strategic Plan, and flesh out the details required to implement them. For example, on pps. 54-56 of the Plan, the Strategic Plan Goals for the Village are outlined. One of the goals is to "Create an Attractive Streetscape along State Street". Another is to "Improve the District's Comfort and Safety for Pedestrians and Bicyclists". A third goal out of the ten listed is to "Improve Public Space in the Village". The Request for Proposals (RFP) that is attached to this memo is intended to spell out, **in detail**, a process by which these already ratified goals are to be accomplished with clearly defined deliverables which can then be readily incorporated into construction documents in time to meet rapidly approaching deadlines.

Therefore, to achieve the integration of all of these elements, I am proposing that the City issue a comprehensive RFP that will acquire professional expertise to bring this effort to an orderly and timely conclusion.

Since the improvement of State Street is planned for 2016, getting this process moving so that by the third quarter of 2015, the design parameters are known, and estimated costs can be finalized for inclusion in the 2016-2020 CIP, it is important to develop and publish the RFP as soon as possible. If approved the RFP will be issued on January 15, 2015, with final Council ratification of the selected consultant scheduled for

March 17, 2015.

C. Fiscal Impact

This design exercise is not in the 2015 Budget and it is difficult to estimate the cost at this point. The Budget and Finance Committee will need to authorize a methodology to pay for this work.

Three options come to mind. First, the 2015 Budget contains \$30,000 for a parking study in the Village and along North Avenue. Re-directing these funds to this RFP is one option that may be timely.

A second option is to use funds already programmed in the CIP for improvements in the Village. Since these are bond funds, using them must result in a design for a project that leads to construction.

A third option is to use 2015 reserve for contingency funds to pay for the study.

D. Recommendation

It is my recommendation that to manage this process, a Streetscaping Selection Committee (SSC) be formed to help select the consultant, and then act as a sounding board to manage the public process prior to formal presentations to the Traffic and Safety Committee, the Community Development Committee, and ultimately the Common Council. Members of the SSC are projected to be comprised of representatives from the Village BID, the Parks and Forestry Commission, elected and appointed officials, City staff, and members of the public. The objectives will be the following:

1. Reach consensus regarding bike, pedestrian and transit improvements on State Street in particular, and in the Village as a whole.
2. Prepare a staging and construction plan to incorporate the Village wayfinding signage approved by the Council on State Street and the rest of the Village.
3. Reach consensus regarding streetscape elements for not only the State Street project, but also the rest of the Village as well.
4. Reach consensus regarding intersection designs for all eight intersections in the Village Plan. Include a striping plan.
5. If they are approved, ensure coordination with the private developments proposed construction schedule and utility work, and design elements.
6. Ensure coordination with CP Rail and the Office of the Commissioner of Railroads on the 74th Street pedestrian crossing over the tracks.
7. Reach a consensus regarding final configuration of the Harwood/Wauwatosa Avenue intersection and a determination if Harwood directly connects to Wauwatosa Avenue or not.
8. Complete a public process to arrive at final designs and cost estimates for the renovation of Root Common and Pocket Park. Include these costs in the 2016-2020 CIP.

I welcome the Committee's thoughts and input on this approach and on the attached RFP.

City of Wauwatosa
7725 W. North Avenue
Wauwatosa, Wisconsin 53213

Draft Date January 5, 2015

REQUEST FOR PROPOSALS FOR
PROFESSIONAL DESIGN SERVICES
FOR
PLANNING and STREETScape
IN THE CITY OF
WAUWATOSA, WISCONSIN

Pre-Proposal Meeting: January 28, 2015
Proposals Due: February 12, 2015

Issued by:
The City of Wauwatosa
Purchasing Dept.
7725 West North Ave.
Wauwatosa, WI 53213

PART ONE

DRAFT

Attachment: Village (2) Streetscape RFP-Revised (2694 : Village planning and streetscape design)

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Part One- General Information

DRAFT

Attachment: Village (2) Streetscape RFP-Revised (2694 : Village planning and streetscape design)

A. INTRODUCTION

The **Village in Wauwatosa** is a vibrant, traditional business district with historic buildings that is undergoing major private redevelopment, commercial growth, and will be the site of significant public investment in utility infrastructure, reconstructed/resurfaced roadways, and pedestrian improvements within the next few years starting in 2016.

The City of Wauwatosa is requesting proposals from qualified consultants to prepare three distinct but interrelated work products. The first work product is a streetscaping plan for the **Village of Wauwatosa** that is consistent with the rich historical nature of this business district. The streetscaping plan will consist of, but not be limited to, street furniture, street lighting, landscape improvements, ornamental fencing along State Street near the railroad tracks, surface/crosswalk treatments, and wayfinding signage installation/phasing. The streetscaping plan should also tie into improvements in bike and pedestrian mobility for the **Village in Wauwatosa**.

Secondly, the successful consulting firm will be asked to prepare options for intersection improvements consistent with the themes established by the Strategic Plan for the **Village in Wauwatosa** adopted by the City in 2011. The intersection improvements should take into account not only the movement of cars, but also take advantage of the opportunity to improve movement of pedestrians, and bicyclists through the possible use of dedicated bike lanes, bike sharing and storage stations, new sidewalks, charging stations for electric cars, and transit user benefits to enhance the use of public transportation. Maintenance of existing or additional public parking in the Village is also an important consideration. The recommendations shall also include a striping plan in accordance with the recommended intersection design.

Finally, the consulting firm will be asked to develop a consensus based design, and final construction drawings with specifications, for the renovation of two important public spaces in the Village. Those spaces are Root Common and Pocket Park.

The City will utilize a **Streetscaping Steering Committee** (SSC) to select the successful consulting firm. That Committee will consist of a representatives from the Village Business Improvement District, the Parks and Forestry Commission, elected and appointed City officials, City staff, and the public at large. The consulting contract that is the subject of this RFP will be held with the City of Wauwatosa.

Once a consultant is selected, the process will unfold in phases which will run concurrently, however it will be an aggressive schedule designed to meet construction planned for State Street in 2016.

The scope of the work as outlined in this RFP should be used as a general guideline and is not intended to be a comprehensive listing of all work necessary to complete the project.

The successful consultant should:

- Be aware of best practices and emerging trends in streetscape design in a four season environment.
- Become familiar with the history of the **Village of Wauwatosa** and be able to incorporate distinctive elements into the streetscaping design.
- Have experience in proposing street and sidewalk improvements that enhance and are compatible with bike and pedestrian movements.
- Be prepared to recommend improvements for transit users throughout **the Village in Wauwatosa**.
- Have experience in preparing designs for important public places in central business districts.
- Be able to partner with a traffic engineering firm that will require MUTCD adherence with all preliminary and final designs.
- Be comfortable discussing options for all elements outlined above, and have experience in leading the public discussion while driving to a consensus based final decision.
- Be able to meet project deadlines.

A. Scope of Services:

The Scope of Services is outlined below and in greater detail in Part III- Appendix.

- Task One – **Village in Wauwatosa** Streetscaping et al.
 - Meet with stakeholders, the Village Business Improvement District, and the SSC to gain input.
 - Review relevant material.
 - Review the approved wayfinding signage plan as prepared by fD2s.
 - Prepare streetscape improvements concept drawings for discussion by SSC.
 - Make refinements based on SSC comments, and conduct public outreach- Phase I.
 - Based on public comment, refine plans and present revised options to SSC.
 - Make refinements based on SSC comments, and conduct public outreach- Phase II.
 - Based on public comments, prepare final option for SSC review and public comment.

- Conduct public outreach-Phase III.
 - Receive concept approval from SCC, Community Development Committee and final approval from the Common Council.
 - Prepare design drawings and specifications for inclusion in City bid documents.
- **Task Two- Village in Wauwatosa Intersections Design.**
 - Meet with stakeholders, the Village Business Improvement District, and the SSC to gain input.
 - Meet with Ayres and Associates to gain familiarity with their previous work.
 - Meet with two private developers to gain familiarity with their proposals.
 - Prepare drawings for eight intersections as listed in the Ayres Report.
 - Conduct public outreach- Phase I.
 - Refine plans and present revised options to SSC.
 - Based on SSC comments refine options and conduct public outreach- Phase II.
 - Refine plans and present options to the SSC.
 - Based on SSC comments prepare final option and conduct public outreach-Phase III.
 - Develop final option for presentation to stakeholders and SSC.
 - Receive concept approval from the SCC, the Community Development Committee, and final approval from the Common Council.
 - Prepare drawings and specifications for inclusion in City of Wauwatosa construction documents.
 - **Task Three- Design of Root Common and Pocket Park.**
 - Meet with stakeholders, the Village Business Improvement District, the SCC, and the owners, tenants of the Village Faire Center to gain input.
 - Meet with Ayres and Associates to discuss traffic and parking issues in this section of the Village.
 - Prepare three concepts for approval of Root Common and Pocket Park for consideration by the SCC.
 - Make refinements to options based on SSC comments, and conduct public outreach- Phase I.
 - Based on public comments revise two options and present them to the SCC.
 - Based on SSC comments, conduct public outreach-Phase II.
 - Based on public comments, present a final option to the SCC.
 - Based on SSC comments, conduct public outreach- Phase III.

- Make refinements based on final public comments. Receive approval from the SCC, the Community Development Committee, and the final approval from the Common Council,
- Prepare final design and construction specifications for inclusion into City construction documents. These plans will include design specifications for any approved site amenities, and landscaping improvements that are part of the final plan.

B. Project Schedule:

- **RFP AWARD OF SERVICES**
 - RFP Advertised: January 15, 2015
 - Pre-Proposal Meeting: January 28, 2015
 - Close of written questions requiring a response: 11:00AM , February 5,2015
 - Proposals Due: February 12, 2015: 11:01 AM
 - Week of interviews (if necessary) February 23-Feb 27, 2015
 - Tentative Presentation of Selected Consultant to Community Development Committee: March 10, 2015.
 - Presentation of Selected consultant to the Common Council: March 17, 2015.
- **Completion Timelines: Final**
 - Task One: **Village in Wauwatosa** Streetscaping et al.
 - August 4, 2015
 - Task Two: **Village in Wauwatosa** Intersections
 - September 22, 2015
 - Task Three: Design of Root Common and Pocket Park
 - Preliminary Cost Estimates: October 2, 2015
 - Final Plans and Specifications with final cost estimates: December 18, 2015

C. Pre-Proposal Meeting

There will be a non-mandatory Pre-Proposal meeting on January 28, 2015, at 11:00AM in Committee Room #1 at Wauwatosa City Hall. City Hall is located at 7725 West North Ave in Wauwatosa.

D. Inquires:

All questions must be submitted in writing and e-mailed, faxed, or sent via the mail to the contact person listed below no later than 11:00AM on February 5, 2015. Responses to questions will be sent out via e-mail to all interested parties by February 10th, 2015. Responses will be sent to all firms on the distribution list to ensure uniformity. Firms are asked to only contact the person listed below and to not contact any elected or appointed officials, the Wauwatosa Business Improvement District, the Parks and Forestry Commission, or other City staff. Any such contact may disqualify the firm from further consideration. The City's contact person is:

Laurel Schleimer, Purchasing Coordinator
 City of Wauwatosa
 7725 West North Ave.
 Wauwatosa, WI. 53213
 Phone: 414-479-8958
 Fax: 414-471-8492
 E-mail: lschleimer@wauwatosa.net

F. Proposal Content:

Proposals for this project shall include the following:

- **Cover letter and Executive Summary:**
 - State your firm's understanding of the work elements contained in this RFP and clearly outline your firm's ability to meet the requirements and timelines contained in this RFP.
 - Provide name and address of the entity submitting this proposal and, if applicable, the address of the office that will manage this project.
 - Provide the name(s), mailing address, office number, fax number, and e-mail address of the individual(s) authorized to represent the Firm in negotiations as well as the name(s), mailing address, office number, fax number, and e-mail address of the individual(s) authorized to sign any contract that may result from this RFP.
 - Signature of the individual with the legal authority to bind the firm to meeting the requirements of the RFP. Submission of the letter signifies representation by the firm that they are willing and able to meet the commitments contained in this RFP.
- **Experience of the Firm, Staff, and Sub-Consultants:**
 - Proposer shall provide three (3) references of projects with similar scope and budget that have been successfully brought to a conclusion in the past five (5)

years. **Projects that have been built in four season environments will receive more emphasis and consideration.** For each project, please submit visual

renderings, photos, and descriptions. The design cost as well as construction costs where applicable, should be shown as well. For each reference the

proposer shall submit an overall project description, and a contact person with their current office telephone number, and e-mail address.

- Proposer shall demonstrate that the Firm and assigned staff has the experience that is required to successfully complete the project, including but not limited to other streetscaping projects, or design of urban signature locations.
- Please spend some time describing your proposed efforts to engage the public in the process. Please go into some detail about how your efforts to engage with the public in other projects of similar size and scope were successful, and what methods were used to accomplish this task.
- Proposer shall provide a list of any sub-consultants (if any) to be used on this project. Please also list their relevant experience on similar projects.
- **Qualifications of Assigned Staff:**
 - Proposer shall provide name, project title, project role, project duties, and resumes for the key personnel assigned to this project.
- **Project Approach:**
 - Proposer shall demonstrate an understanding of project requirements; provide a statement, regarding the reasonableness of the work schedule and/or a statement indicating the proposer's ability to complete the work in time to achieve the City's deadlines.
 - Provide a description of the proposing firm's approach to the project and how key issues/deliverables will be met. Provide commentary on the firm's quality assurance/quality control practices.
 - Proposers are advised to detail your firm's approach to gathering public input/ comments, and achieving consensus on complicated, often divisive issues where there are likely to be competing interests.
- **Fee Structure:**
 - Provide a fee schedule detailing total costs for each phase of the project and the hours necessary to accomplish each task.
 - Break out the costs for each task, and provide a not to exceed cost for the entire project.
 - Provide a fee schedule for the principals and project staff which give their hourly rate including overhead costs.
 - Detail estimated reimbursable expenses separately.

- Each proposer shall include in their not to exceed price, a \$9,000 allowance for the work to be performed by Ayres and Associates on the traffic engineering aspects of the project. (See Appendix J for details)

G. Proposal Due Date:

Proposals shall be submitted to the City of Wauwatosa no later than 11:01 AM on February 12, 2015. Interested firms shall submit 12 hard copies and one electronic copy of the proposal to Laurel Schleimer, Purchasing Coordinator at 7725 West North Ave. Wauwatosa Wisconsin, 53213. The envelope shall be sealed and clearly labeled "Proposal for Professional Streetscaping Design Services".

Firms that are unable to submit a response should submit an e-mail to Laurel Schleimer, Purchasing Coordinator at lschleimer@wauwatosa.net.

H: Consultant Qualifications and Selection:

The consultant will be selected by the SSC, and recommended to the Community Development Committee, and finally approved by the Common Council. The recommendation will be based on the qualifications of the firm, the firm's project approach, the skill of the project staff, the firm's availability to meet project deadlines and the firm's fee.

The City of Wauwatosa reserves the right to reject any and all proposals received for this work or, at its option, may select the proposal best suited to its purposes.

The City of Wauwatosa reserves the right to engage in discussions leading to best and final offers, negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the RFP.

The City will not be responsible for any and all costs incurred in the preparation of responses to this RFP.

1) Minimum Qualifications:

The proposer should have completed three similar projects of similar scope within the past five years.

2) Selection Criteria:

The proposals will be reviewed by the SSC who will evaluate the proposals in accordance to the criteria itemized below. Up to three (3) of the firms with the highest rankings may be interviewed to determine the firm to be recommended to the Committee and the Common Council for approval. It should be noted, however, that the City and SCC reserves the right to waive the interview process and select the firm best suited to accomplish the tasks outlined in this proposal.

a. Experience of Firm and Sub-Consultants: (30 points)

- i. Expertise of the firm and sub-consultants in the areas necessary to complete the RFP.
- ii. Quality of recently completed projects, including adherence to schedules, deadlines, and budgets.
- iii. Demonstrated ability to create a singular streetscape in a four season environment, adapt to multi-modal street design considerations, and design distinctive public places in an urban setting.
- iv. Manage an open, thorough, inclusive, and timely public participation process.

b. Assigned Project Staff: (35 points)

- i. Recent experience of staff assigned to the project and the relevance of staff's role with each project.
- ii. Professional Qualifications
- iii. Staff availability.

c. Project Approach: (35 points)

- i. Quality of overall proposal
- ii. The Firm's demonstrated understanding of the project and the tasks to be performed.
- iii. The firm's approach to the project, how well they address the public participation process, and who will address key issues.

d. Oral Interview:

- i. Following the evaluation of the proposals, up to three (3) firms with the highest scores maybe invited for an interview during the week outlined. However, it is noted that the SSC may recommend awarding the project to a firm without conducting interviews. The interview (if required) will consist of standard questions asked of each firm and specific questions regarding the firm's individual proposal. If oral interviews are conducted the scoring will be added to the previous scoring to determine the highest scoring firm.

I. Payment of Services:

The contract will be a not to exceed figure with hours broken down by task. The successful proposer will be asked to submit a standard contract to the City. The contract will be reviewed by the City and some modifications may be required. Once approved, a City purchase order will be issued and periodic, monthly payments will be based on actual hours expended, and tasks achieved.

J. Traffic Engineering Allowance:

The firm of Ayres and Associates of Brookfield, Wisconsin has already performed some intensive intersection analysis of the eight intersections recommended for modifications in the **Village in Wauwatosa** Plan.

So that the work of Ayres and Associates is not duplicated or wasted, and for the purpose of equity and clarity, each proposer is required to partner with the firm of Ayres and Associates of Brookfield, Wisconsin to undertake all traffic engineering analysis required by this proposal.

To properly compare costs when evaluating proposals, each firm should include the fixed amount of \$9,000 for Ayres and Associates involvement, including but not limited to, parking evaluations, bike accommodations, pedestrian enhancements, transit rider improvements, intersection designs, and compliance with MUTCD standards.

K. Insurance Requirements:

The selected consultant must provide to the City a certificate of insurance showing the following limits:

- A. Workmen's Compensation – as required by State Law
- B. B.I. and P.D.L.
 - Bodily injury: \$1,000,000 each accident
\$1,000,000 each person
 - Property Damage: \$1,000,000 each accident
- C. Umbrella: \$5,000,000 each occurrence

For all damages in any one occurrence for each vehicle owned, operated, driven or controlled by the consultant for all operations necessary or incidental to the operators under the contract and owner of the contract. The consultant shall also provide within such policy of insurance, general liability coverage to indemnify, defend, and hold harmless the City or any of its officers

or employees by reason of damage or injury to the property or person of anyone other than the City, arising or resulting in whole or in part from all negligence, wrongful act or wrongful omission of the consultant, its agent or employees.

The policy shall be endorsed to include Notice of Cancellation Endorsement Form IL-7002 10-90 or equivalent endorsement language which is approved by the City Attorney. This endorsement shall be specifically reflected on the Certificate of Insurance form and a copy of said endorsement shall be provided to the City when available.

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PART TWO- PROJECT DETAILS

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Attachment: Village (2) Streetscape RFP-Revised (2694 : Village planning and streetscape design)

Project Overview: Village of Wauwatosa Streetscaping and Planning Study:

This proposal is designed to secure the services of an imaginative, innovative, experienced firm to provide a comprehensive streetscaping plan for the Village in accordance with the guiding principles outlined in **THE VILLAGE OF WAUWATOSA; A STRATEGIC DEVELOPMENT PLAN .** Copy enclosed as attachment A)

Each firm is encouraged to read the plan, especially Chapter 5 pp. 53-97 for guidance on what to incorporate into the final proposal.

Proposers are also encouraged to review the work done to date by Ayres and Associates (copy enclosed as attachment D) regarding the intersections to be included in the study. Also review pps. 24-28 of **THE VILLAGE OF WAUWATOSA; A STRATEGIC DEVELOPMENT PLAN .**

Lastly, information regarding the importance Root Common and Pocket Park to the City, and the **Village in Wauwatosa** are incorporated in the Strategic Development Plan, and comments are contained in the passages outlined above.

The major elements of the work to done by the firm selected are to adhere to the principles outlined in these sections of the Plan. The principles are to be considered as approved conceptual guidelines, and the task of the firm selected is to take these concepts to the level of preliminary engineering for streetscaping and the intersections, and final design drawings and specifications for Root Common and Pocket Park.

Meeting Attendance:

It will be expected that the firm selected will, **at a minimum**, attend the following number of meetings and outreach sessions:

1. Project Kick-off Meeting with SSC
2. Concept Review Meetings on each task
3. Phase I public meetings on each task
4. Preliminary review meetings on each task
5. Phase II public meetings on each task
6. Final Design Review meetings on each task
7. Phase III public meetings on each task
8. Final design review for Root Common and Pocket Park Designs
9. At least one meeting with the Parks and Forestry Commission to present plans
10. Two meetings with the Community Development Committee to discuss plans
11. At least one meeting with the Common Council to present and discuss plans

12. One meeting with the two active private developers planning projects in the Village
13. One presentation to the Village Business Improvement District Board and members.
14. One meeting with the City Design Review Board
15. Monthly meetings with the SCC (if necessary)

For purposes of efficiency, some of these meetings may be combined with each other to contain expenses.

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PART THREE-APPENDIX

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Attachment: Village (2) Streetscape RFP-Revised (2694 : Village planning and streetscape design)

Detailed Scope of Services

Appendix A

Concept Development Phase

The consultant shall become familiar with the documents contained in the attachments as they pertain to the Village.

Task One: Village in Wauwatosa Streetscaping et al:

Prepare at least three concept drawings for State Street/Menomonee River Parkway between Church Street to 70th Street showing the following:

One concept will show if on road bike lanes are possible for the State street corridor, and if so how they will comply with MUTCD standards

A second concept will show a four lane section on State Street between 70th and Wauwatosa Ave and what affect that would have on traffic as well as bike and pedestrian movements.

A third concept will be at the suggestion of the consultant with their recommendations on feasible multi-modal on or off street options for the corridor.

All concepts will provide options regarding landscaping, street lighting, street furniture, ornamental fencing, wayfinding, street markings, transit rider enhancements etc. for review.

Task Two: Village in Wauwatosa Intersections:

After review of the work done by Ayres and Associates, meetings with the Village Business Improvement District, and with the active private developers in the Village, the consultant shall prepare an intersection improvement option that will be discussed with the SSC. This option should be coordinated with the streetscape options discussed in task one.

Task Three: Design of Root Common and Pocket Park:

After review of relevant prior work done by RDG Planning and Design, discussions with Ayres and Associates, and the Village Faire ownership, and the Business Improvement District, the consultant is to prepare three concept drawings for a new Root Common and Pocket Park. These options may/will vary in size, shape, and surface treatments based on the following:

One option is to assume that the intersection of Harwood and Wauwatosa Ave. remains closed

The second option will assume that the intersection of Harwood and Wauwatosa Ave is open to two way traffic.

The third option will assume that the intersection of Harwood and Wauwatosa is open to one way traffic only. Discussion about the feasibility of utilizing a roundabout should be incorporated into this analysis.

After discussion with the SSC, the concepts are to be discussed with the stakeholders and the general public as part of Phase I public outreach.

Deliverables:

Concept plans are to be delivered in a pdf format.

Consultant should prepare 24x36 presentation boards.

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Appendix B

Public Participation- Phase I

Public Participation Tasks 1-3:

The intent of this section is to detail the first phase of public participation in the project. It should be noted that it is possible to combine the meetings into one public session.

Task One: Village in Wauwatosa Streetscaping et al

Task Two: Village in Wauwatosa Intersection Study

Task Three: Root Common and Pocket Park Design:

The consultant shall prepare for a public open house to discuss the Strategic Plan concept drawings. The intent of the meeting is to inform the Community as to what concepts were already proposed as part of the Strategic Plan, and what options are “on the table” for further review.

The consultant shall present their initial concept drawings for tasks one, two and three, for public comment.

The consultant team shall take necessary steps to have an open meeting permitting the free flow of discussion. All appropriate methods shall be used to engage the public including, but not limited to, web advertising, social media, comment forms, on line discussion groups, blogs, and aggressive outreach via notices, flyers etc.

Deliverables:

- Attendance sheets, comment forms, presentation sheets in pdf format, hand out materials on paper, and on 24 x 36 boards

Appendix C

Presentation of Preliminary Design Options for Tasks to the SSC

Task One: Village in Wauwatosa Streetscaping et al

The consultant shall take the input from the public listening session, and refine the options to three concept drawings which will be presented to the SCC. Input from the SCC shall define which options get further refinement and will be presented in another public session.

Task Two: Village in Wauwatosa Intersections:

The consultant shall take the input from the public listening session and develop at least two options for each intersection and present them to the SSC.

Task Three: Root Common and Pocket Park Designs:

The consultant shall take the input from the listening session and develop two concepts that will include different configurations, site amenities, and accessories for further discussion. The concepts will follow in part the discussions over the intersection designs being considered in task two.

Deliverables:

Concept plans are to be delivered in a pdf format.

Consultant should prepare 24x36 presentation boards.

Appendix D

Public Participation- Phase II

Public Participation Tasks 1-3:

The intent of this section is to detail the second phase of public participation in the project. It should be noted that it is possible to combine the meetings into one public session.

Task One: Village in Wauwatosa Streetscaping et al

Task Two: Village in Wauwatosa Intersection Study

Task Three: Root Common and Pocket Park Design:

The consultant shall prepare for a second public open house to discuss the refinements made by the SSC in the concept drawings. The intent of the meeting is to inform the Community what has changed based on initial feedback and present options that reflect the initial feedback. .

The consultant team shall take necessary steps to have an open meeting permitting the free flow of discussion. All appropriate methods shall be used to engage the public including but not limited to web advertising, social media, comment forms, flyers passed out to local businesses, and partnerships with local organizations for outreach.

Deliverables:

- Attendance sheets, comment forms, presentation sheets in pdf format, hand out materials on paper, and on 24 x 36 boards.

Appendix E

Presentation of Preliminary Design Options to the SCC

Task One: Village in Wauwatosa Streetscaping et al

The consultant shall take the input from the public listening session-Phase II, then refine the options to two preliminary design drawings which will be presented to the SCC. Input from the SCC shall define which options get further refinement, and what plan(s) will be presented in another public session.

Task Two: Village in Wauwatosa Intersections:

The consultant shall take the input from the public listening session, Phase II, and refine one option for each intersection and present them to the SSC.

Task Three: Root Common and Pocket Park Designs:

The consultant shall take the input from the listening session, Phase II, and develop two preliminary design options that will include different configurations, site amenities, and accessories for further discussion. The preliminary designs will follow in part the discussions over the intersection designs being considered in task two.

Deliverables:

Concept plans are to be delivered in a pdf format, and a presentation power point.

Consultant should prepare 24x36 presentation boards.

Appendix F

Public Participation- Phase III

Public Participation Tasks 1-3:

The intent of this section is to detail the third phase of public participation in the project. It should be noted that it is possible to combine the meetings into one public session.

Task One: Village in Wauwatosa Streetscaping et al

Task Two: Village in Wauwatosa Intersection Study

Task Three: Root Common and Pocket Park Design:

The consultant shall prepare for a third public open house to discuss the refinements made in the preliminary design drawings. The intent of the meeting is to inform the Community what has changed based on feedback from the second public participation session, and present final designs for approval that reflect the feedback received to date.

The consultant team shall take necessary steps to have an open meeting permitting the free flow of discussion. All appropriate methods shall be used to engage the public including but not limited to web advertising, social media, comment forms, flyers passed out to local businesses, and partnerships with local organizations for outreach.

Deliverables:

- Attendance sheets, comment forms, presentation sheets in pdf format, hand out materials on paper, and on 24 x 36 boards, and a power point discussion.

Appendix G

Presentation of Final Design Options to the Parks and Forestry Commission, Village Business Improvement District, Community Development Committee and the Common Council

Task One: Village in Wauwatosa Streetscaping et al

The consultant shall take the input from the public listening session-Phase III and the comments from the SSC, and refine the options to one final design drawing which will be presented to the Parks and Forestry Commission, the Village BID, and then the Community Development Committee. Once approved at that level, the consultant shall make a final presentation to the Common Council for final approval by Council resolution.

Task Two: Village in Wauwatosa Intersections:

The consultant shall take the input from the public listening session, Phase III, and the SSC, then present the final designs to the Parks and Forestry Commission, the Village Business District, and then the Community Development Committee. Once approved at that level, the consultant shall make a presentation to the Common Council for final approval by Council resolution.

Task Three: Root Common and Pocket Park Designs:

The consultant shall take the input from the listening session, Phase III, and develop a final design drawing that will include a final shape, dimensions, site amenities, landscaping plan, and accessories for final approval. The consultant shall make presentation to the Parks and Forestry commission, the Village BID, and the Community Development Committee. Once approved at the Community Development Committee level, the Consultant shall make a presentation to the Common Council for final approval by Council resolution.

Deliverables:

Final plans are to be delivered in a pdf format, and in a presentation power point.

Consultant should prepare 24x36 presentation boards for the Committee and Council meetings

Appendix H

Preparation of Final Design Drawings

Task One: Village Streetscaping Plan:

Upon final approval by Common Council resolution, the consultant shall prepare a final report which details the final streetscape design for the Village. This plan shall include, but not be limited to, bike and pedestrian accommodations in the Village, location of street lighting modifications, ornamental fencing, landscaping improvements, street furniture, surface treatments, wayfinding signage, other signage, improvements for the benefit of transit riders, bike storage or bike sharing accommodations, and any other improvements that evolve during plan development.

The plan shall include design specifications for each item that will be incorporated into future construction drawings.

Task Two: Village Intersections:

Upon final approval by Council resolution, the consultant shall prepare a report which defines the final design of all eight intersections in the study area. The report shall include final dimensions, lane widths, dimensions of islands and a striping plan.

Task Three: Final Designs of Root Common and Pocket Park:

The final report shall include stand-alone construction drawings and specifications for both final designs of Root Common and Pocket Park. These drawings and specifications shall include demolition plans, construction quantities, staging plans, landscaping drawings, and locations of all site amenities. A final original, stamped and signed plan set

CONSTRUCTION DOCUMENT PHASE- Root Common and Pocket Park

Design and Preparation of the Plans and Specifications

The Consultant shall be required to develop all applicable plans and specifications necessary for construction of Root Common and Pocket Park and for submittal of all applicable permits and approvals (including but not limited submittals to the State of Wisconsin, City of Wauwatosa, SEWRPC, Milwaukee Metropolitan Sewage District and DNR). The Consultant shall design the supporting facilities as defined by the planning process.

a) Design services shall include but not be limited to the following:

- i. Earthwork, Grading and Erosion Control
- ii. Site design including all, walkways, and seating areas, and site amenities.
- iii. Utility design (such as stormwater, sanitary, water, electrical, etc.) for all components
- iv. Stormwater management features
- v. Landscape design
- vi. Site amenities including fencing, seating, bike racks, shade structures and trash enclosures and other as developed through the planning process.
- vii. Construction Details
- viii. Operational impacts and maintenance considerations

b) Consultant shall provide review plans to the City at approximately 60%, 90%, complete and final bidding construction documents (100%). The 90% review plans shall include both plans and specifications. The City of Wauwatosa Engineering Department and Parks and Forestry Department will provide comments, which are to be incorporated into the 100% set. Final plans and specifications shall then be provided to the City for a final review. At each review submittal stage, the Consultant shall provide proposal quantities for bidding purposes and include a revised

estimate of construction costs in Excel format. Three (3) Full size plans and three (3) 11 x 17 copies shall be provided for the 60% and 90% reviews. Plans shall be prepared in strict compliance with all local and state codes, ordinances, laws and policies, and in accordance with City of Wauwatosa Public Works Contracts. The Consultant is responsible for coordinating with other City of Wauwatosa agencies during the design process. Requirements and coordination with other agencies includes but is not limited to fire protection/emergency access, erosion control, stormwater, building and zoning.

c) The final original, stamped and signed plan set will be provided to the City for use in the bidding process. Six (6) copies of the full size plans shall be provided to the City: (24 X 36 size), and four (4) at reduced 11 x 17 size. Additionally, an electronic copy in both pdf and CAD file format of the plans shall be transmitted to the City. Drawings shall include the following, along with any other sheets needed to provide a complete construction drawing package:

- i. Title sheet
- ii. Grading and erosion control plan
- iii. Roadway cross sections and elevations
- iv. Utility plan
- v. Electrical and mechanical plan
- vi. Site plan
- vii. Details
- viii. Landscaping Plan

***** NOTE: The City of Wauwatosa will provide all topographical survey information.*****

d) The Consultant shall provide the final construction plans sealed by a Professional Engineer or

Architect, as appropriate, registered in the State of Wisconsin, and suitable for bidding the project and obtaining any necessary permits to construct the project.

Deliverables:

- Three (3) Full size plans (24x36) and three (3) reduced 11x17 plan sets at 60%, 90% reviews and specifications at the 90% review/
- Six (6) copies of the final construction bid documents as described above and four (4) reduced plans at 11" x 17".
- Electronic .pdf copy of plans at the 60%, 90% and final construction bid documents
- Electronic .pdf copy of all permit applications and submittal materials
- CAD files in dwg format of the final construction bid documents
- Microsoft Word copy of final construction bid specifications
- Microsoft Excel file of quantities and proposal information for incorporation into the final bid package

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CITY OF WAUWATOSA
MEMO



To: **Traffic and Safety Committee**

From: **Paulette Enders**

Date: **January 09, 2015**

Subject: **Implementation of Bicycle and Pedestrian Plan**

Discussion

On April 1, 2014, the Common Council adopted the “City of Wauwatosa Bicycle & Pedestrian Facilities Plan.” The purpose of the plan is to build upon the City’s strengths while facilitating additional bicycling and walking opportunities in Wauwatosa. Goals and recommendations are provided to build on Wauwatosa’s existing bicycle and pedestrian network and to provide education and encouragement programs to facilitate walking.

The vision in the plan provides an overarching theme for what is hoped to be achieved through this plan:

Wauwatosa will continue to be attractive as a healthy, safe, and livable community because it facilitates bicycling and walking as travel and recreation options for residents, visitors, and businesses. Bicycling and walking will be integral components of quality of life, economic development, and accessibility features of the city.

The goals are broad statements that express general priorities. Goals are based on the identification of key issues and opportunities for bicycling and walking in Wauwatosa:

- Provide a clearly labeled, interconnected network of bicycle and pedestrian facilities that meets the transportation and recreational needs of Wauwatosa residents and visitors. The network should link neighborhoods, schools, parks, employment centers, commercial areas and surrounding communities.
- Increase the bicycle commute mode share to 2% by 2016 and 4% by 2020.
- Increase the walking commute mode share to 5% by 2016 and 7% by 2020.
- Increase bicycle and pedestrian safety through education and enforcement efforts targeted at high-risk activities by all types of road users. These efforts should not only reduce the number of crashes, but also increase all road users’ confidence and perception of safety.
- Be nationally recognized as a bicycle- and pedestrian-friendly community.

Recommendations are provided in the plan. When and whether or not these recommendations happen is subject to a host of issues including zoning and potential future zoning changes, the development market and economic conditions, and community input provided during the public involvement processes associated with land and street development. Additional public input will also occur during the Capital Improvements Plan (CIP) and budget processes. The Common Council determines project and infrastructure approvals.

The following bicycle facility priority projects were included in the plan: Menomonee River Parkway

path and bike lanes, the neighborhood greenway network, shared-lane markings, low-LOE (low level of effort) bike lanes, and wayfinding signs.

The following pedestrian potential facility projects were included in the plan: areas near schools; portions of Mayfair Road, 124th Street, 116th/115th Streets, Center Street, Burleigh Street, Watertown Plank Road, and Wisconsin Avenue; and parkways.

The following non-infrastructure recommendations were included in the plan: provide events and incentives to facilitate biking and walking; educate Wauwatosa residents about bicycling and walking issues; increase enforcement of existing traffic laws for all street users; evaluate and assess levels of bicycling and walking in Wauwatosa, particularly those that pose the greatest risks to bicyclists and pedestrians; provide staff and committee support for bicycling and walking; pursue funding for bicycle and pedestrian facilities from federal, state, and local sources; investigate the feasibility of participating in a regional bike share system; and update Wauwatosa's Municipal Code for consistency with state law.

Recommendation

According to the plan, creating a permanent Bicycle and Pedestrian Committee with the City structure emphasizes the City's commitment to make biking and walking safer and more appealing to residents and visitors. Creating an official committee could be as simple as formalizing the steering committee or adding these responsibilities to the existing duties of the Traffic and Safety Committee, keeping a focus typically on non-motorized transportation in the public right-of-way which includes shared use paths. Potential Committee responsibilities include:

- Reviewing and providing input on capital project planning and design as it affects bicycling and walking;
- Review and comment on changes to zoning, development code, comprehensive plans, and other long-term planning and policy documents;
- Participation in the development, implementation, and evaluation of Bicycle and Pedestrian related Master Plans and facility standards;
- Provision of a formal liaison between local government, staff, school district, and the public;
- Development and monitoring goals and indices related to bicycling; and
- Promotion of bicycling and walking, including safety and education.

The plan includes a suggestion that documentation could be developed that defines the Committee's charge, responsibilities, member composition, how members are chosen/appointed, what the decision making structure is, and how often the Committee meets.

On November 20, 2014, the Budget Committee, when considering the 2015-2019 Capital Improvement Plan, recommended and approved developing a Bicycle and Pedestrian Committee. Recently Alderman Joel Tilleson gave some initial thoughts regarding the Committee:

- Eight members, one from each aldermanic district, appointed by the mayor upon the recommendation of district alders.
- Three year terms.
- Committee meets at a minimum of once per month.
- Committee issues recommendations either to the Traffic & Safety Committee or directly to the Council.
- Committee immediately takes up planning of bike share program including possible locations of stations.

- Committee vets staff recommendations on implementation of projects designated under the capital budget.

In order to efficiently and effectively implement the infrastructure and non-infrastructure recommendations, as well as plan specific projects as budgeted in the 2015-2019 Capital Improvement Plan in the amount of \$1,201,650, staff recommends the creation of a Bicycle and Pedestrian Committee as recommended in the plan and further detailed by Alderman Tilleson. Staff also recommends the members have some level of expertise and/or interest in promoting bicycling or walking within Wauwatosa, Committee make-up balances both walking and biking, recommendations are issued to a standing committee, Complete Streets (e.g., “Tosa Streets”) is addressed by the Committee as suggested in the Plan, and both Development, Public Works, Police, and Public Health, etc., provide the necessary staff support to the Committee.