

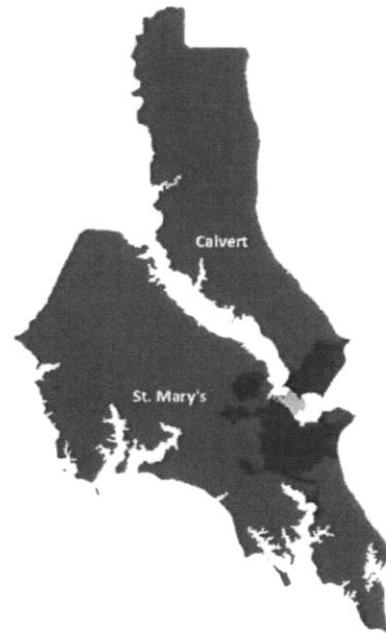
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Proposal for the
**Calvert – St. Mary's Metropolitan
Planning Organization
Bus Stop Assessment and Plan**

In Response to RFP 2019-031

Technical Proposal

August 14, 2018



Prepared for

Calvert - St. Mary's
**METROPOLITAN
PLANNING ORGANIZATION**



Prepared by
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Plan of Work

TASK 1: PROJECT MANAGEMENT

Subtask 1.1 – Initial Project Meeting

In this initial task, KFH Group staff will work with the Calvert - St. Mary's MPO to arrange for an initial project meeting with stakeholders to kick off the project. This first meeting will permit the following:

- Determination of ongoing management
- Review of schedule and scope of work and provide clarification (if necessary)
- Discussion of potential issues or concerns
- Identification of key contacts
- Establishment of project objectives and next steps
- Review of draft data dictionary including data elements to be surveyed

Subtask 1.2 – Obtain GIS and Bus Stop Data

As part of our initial on-site visit, KFH Group will coordinate with Calvert and St. Mary's Counties to collect pertinent bus stop and pathway data. KFH Group has previously completed Transit Development Plans for Calvert and St. Mary's Counties where bus stop/flag stop locations were mapped and sample ridership data was collected. KFH Group will leverage this existing data as a baseline for the study; through coordination with Calvert and St. Mary's Counties these datasets will be easily updated.

TASK 2: SURVEY PREPARATION

Subtask 2.1 – Develop Annotated Data Dictionary

The first step in conducting a bus stop survey and evaluation is to determine what types of information will be collected at each stop. The annotated data dictionary will provide a detailed listing of the information that will be inventoried along with a text description. Even though KFH Group has surveyed thousands of bus stops, we always like to review the typical types of data elements we collect with local transit systems. Through this process, we can make adjustments based on the needs and preferences of the systems. Generally, information collected at each stop falls into one of the following five categories:

1. **Bus Stop Location Description** – Bus stop number, routes served, on- street, cross street, position and placement, (i.e. near-side, far-side, mid-block, heading, stop type, and land use such as commercial, single-family residential, and mix.)
2. **Passenger Amenities** – Size and accessibility of shelters, size and type of trash receptacles, benches, bicycle racks, vendor boxes, route and area maps, and bus schedules.
3. **Signage** – Bus stop signage and poles.
4. **Safety** – Sight lines, lighting (to the extent possible), proximity to a controlled intersection, posted speed limit, number of travel lanes, and crossing amenities,(i.e. marked crosswalk, pedestrian signal, and pedestrian refuge island).
5. **Accessibility** – Presence/absence of ADA compliant facilities, landing pad, landing pad obstructions, sidewalk width, sidewalk obstructions/protrusions, sidewalk connectivity, curb clearance, and curb ramp connectivity.

As part of the initial kick-off meeting, the KFH Group Team will discuss and review the information to be surveyed and make any changes based on input from the MPO and Calvert and St. Mary's County staff.

Subtask 2.2 – Identify Potential New Signed Bus Stop Locations

Calvert and St. Mary's County both have flag stops within the MPO study area. However, the vast majority of bus stops within the Calvert County area are flag stops where riders wave their hands at an approaching bus to notify the bus driver that they wish to board. The bus driver will then pull off at a safe location to allow the rider to board the bus. While there are mainly flag stops in Calvert County, there are also a number of designated stops in route schedules; however, these designated/scheduled stops are not signed.

KFH Group will work with Calvert and St. Mary's County to identify potential locations for new signed bus stops based on locations/areas where there is high boarding and alighting activity, proximity to different types of land uses (i.e. medical facilities, schools), and input from County staff.

These locations will be surveyed as part of Task 3.

Subtask 2.3 – Document Current Bus Stop Regulations from ADAAG

KFH Group will review and document the ADA Accessibility Guidelines (ADAAG) in regards to bus stops on elements such as accessible landing pads, passenger amenities, signage, curb