

Complete Streets Educational & Technical Assistance Workshop Series

Introduction

The primary purpose of the Complete Streets Educational & Technical Assistance Workshop Series is to assist local governments in developing and implementing Complete Streets policies. Many communities in the Capital District have developed, and/or are in the process of developing, Complete Streets policies. Also, New York State Governor Andrew Cuomo signed the Complete Streets Act (Chapter 398, Laws of New York) on August 15, 2011, requiring state, county and local agencies to consider the convenience and mobility of all users when developing transportation projects that receive state and federal funding.

In spite of local and state regulations favoring Complete Streets, many of our local governments have faced challenges when developing and implementing their policies. The educational and technical assistance workshops will help our transportation planning practitioners and decision makers identify and overcome barriers to implementation. The workshops will be made available to our local governments through a competitive process, wherein CDTC will solicit applications from local governments who desire to host a workshop in their community.

The Complete Streets Educational & Technical Assistance Workshop Series program was prepared by CDTC with assistance from the members of the Complete Streets Advisory Committee. CDTC's adopted Unified Planning Work Program (UPWP) has a budgeted line item (4.17) to complete this task. CDTC intends to allocate a maximum of \$40,000, with the intent to fund up to four (4) workshops total.

The CDTC's adopted long range transportation plan, New Visions 2035, contains a set of principles to guide transportation planning and investment in the region. These principles advocate urban investment and concentrated development patterns - cornerstones of smart growth. These also affirm the need for policies to address the needs of all users of the transportation system. CDTC is in the process of updating the long range transportation plan, known as New Visions 2040. This plan will further emphasize the need for smart growth, and Complete Streets in particular. Now is an opportune time to build capacity with local community staff, stakeholders, and elected officials to implement Complete Streets and smart growth approaches.

CDTC's Community and Transportation Linkage Planning Program (i.e. the Linkage Program) is an integrated land use and transportation planning program created to implement CDTC's regional transportation plan, New Visions 2035. Many of these Linkage Program projects have

developed Complete Streets policies and plans for local communities. These communities, in particular, would benefit from learning best practices, and identifying appropriate next steps, for implementation.

Consultant Selection

CDTC issued a Request for Proposals (RFP) for consultant assistance to develop and implement the Complete Streets Educational & Technical Assistance Workshop Series issued on April 17, 2015 with a May 15, 2015 submission deadline. The RFP was prepared by CDTC with assistance from the members of the Complete Streets Advisory Committee.

The RFP submissions were screened by CDTC staff for completeness and to ensure that they each met submission requirements. A consultant selection committee was established consisting of staff from CDTC, CDTA, NYSDOT, and CDRPC.

The consultant selection committee met on June 8, 2015 to review the submissions. The committee selected the team led by Planning 4 Places, with sub-consultant Sam Schwartz Engineering. CDTC, on behalf of local governments, will administer the consultant contract for the workshop series and will serve as project manager.

Local Government Solicitation

CDTC, through a competitive selection process, will partner with local governments, including local planning and public works directors and engineering staffs, elected officials, the region's public transit agency, appropriate state and county transportation staff, nonprofit organizations, businesses, community groups, and interested residents to ensure that all those with a stake in the outcome are actively involved in the Complete Streets Workshops. CDTC proposes three (3) different types of workshops, tailored to individual community's needs, and current Complete Streets policy or implementation status. Local governments will propose a workshop type as part of the selection process. There is no local cost share, however, communities will be required to assist with meeting logistics, including securing a meeting space and ensuring key stakeholders will be in attendance. (See attached Application Form). CDTC staff plans to send out this information once approved by the Planning Committee with a proposed deadline for submissions on September 11, 2015. Once applications are received we will convene the members of the Consultant Selection Committee for this project to serve as the application review committee.

The workshop types and expected outcomes are described in greater detail in the project flyer (attached). Prior to each workshop, pre-workshop meetings will be held with the consultant, representatives from the local jurisdiction and CDTC staff to adequately prepare for the workshop, to review draft workshop materials fit to the local context, and to ensure key workshop participants are identified. Following each workshop, the selected consultant will be required to draft a workshop summary for distribution to CDTC and the workshop participants.

CDTC reserves the right to modify the program without prior notice.

For questions regarding the Complete Streets Educational & Technical Assistance Workshop Series, contact Chris Bauer of the CDTC staff at (518) 458-2161 or email cbauer@cdtcmpo.org.

Attachments

1. Draft Complete Streets Educational & Technical Assistance Workshop Series Application Form
2. Draft Complete Streets Educational & Technical Assistance Workshop Series Flyer for distribution