Bicycle & Pedestrian Infrastructure Action Plan (BPIAP) Policy Development Guide

This step-by-step guide is intended to support city/county staff in taking steps required to steward the development of a Bicycle and Pedestrian Infrastructure Action Plan by City Staff or a third-party consultant.

Why consider a Bicycle and Pedestrian Infrastructure Action Plan?

Key reasons for developing a BPIAP, as described in the next section, include:

- Providing a roadmap for implementation of a set of near-term bicycle and pedestrian improvements that align with a jurisdiction's longer-term safety and mobility goals.
- Supporting the integration of bicycle and pedestrian improvements into jurisdiction-wide infrastructure planning processes.
- Increasing opportunities to access funding for roadway and bicycle and pedestrian facilities, such as funding through the Active Transportation Program (ATP), One Bay Area Grant (OBAG), Highway Safety Improvement Program (HSIP) Grant, and California Active Transportation Program Safe Streets for All (SS4A) Grant, among others.
- Supporting the jurisdiction's designation as a Connected Community PDA (CC-PDA) and access to related MTC funding opportunities, if adopted in concert with a Local Road Safety Plan or Vision Zero Action Plan.

What is a Bicycle and Pedestrian Infrastructure Action Plan?

A Bicycle and Pedestrian Infrastructure Action Plan (BPIAP) provides a set of near-term improvements that align with a jurisdiction's longer-term adopted transportation plans. The Action Plan should focus on a 1-5 year implementation timeframe or quick-build infrastructure improvements for people using active transportation modes and identify the timeline and path forward to bring high-priority projects to construction or implementation. Bicycle improvements should focus on Class I, Class II, or Class IV facilities that provide dedicated bicycle infrastructure. Plans should also include and emphasize actions that incorporate bicycle and pedestrian safety into infrastructure planning processes, including pedestrian signal timing adjustment, integration of striping that increases bike/ped safety into paving contracts, and the establishment of new high-visibility crosswalk standards.

Core elements of a BPIAP include, but are not limited to:

- Project selection based on objective criteria, including collision data collected in previous plans

- Design guidelines that adhere to best practice recommendations for on- and off-street facilities established in national, state, and/or regional resources such as NACTO, FHWA, AASHTO, and the Bay Trail Design Guidelines
- Project cost estimates
- Identification of funding sources and timelines for implementation

Jurisdictions with a Connected Community Priority Development Area (CC-PDA) may use a BPIAP, coupled with a Local Roadway Safety Plan (LRSP) or Vision Zero Action Plan (VZAP), to satisfy MTC's vehicle miles traveled (VMT) reduction planning requirements for CC-PDAs. The BPIAP builds off the LSAP/VZAP to provide a specific roadmap for implementation of near-term actions to address local safety and mobility issues for people walking and rolling.

What kinds of communities should consider developing a Bicycle and Pedestrian Infrastructure Action Plan?

- Communities seeking to rapidly implement bicycle and pedestrian projects and strategies designed to improve safety, encourage the use of active transportation, and reduce VMT
- Communities that have an existing Local Road Safety Plan or Vision Zero Action Plan that can be leveraged to develop a concise list of near-term projects and strategies

Checklist of Recommended Actions

Focus Area	Action
Before BPIAP Development	
1. Establish Leadership (page 4)	☐ Identify a Champion
	☐ Identify and Contact Stakeholders
	☐ Coordinate Program
	☐ Gain Leadership Support
2. Solicit Consultant Services If Desired (page 4)	☐ Develop and Release an RFP
	☐ Review Proposals and Choose a Consultant
	☐ Finalize the Contract
During BPIAP Development	
3. Develop the Plan (page 3)	☐ Develop an Engagement Plan
	☐ Collect Data and/or Facilitate Access to Data Sources
	☐ Identify Projects for Inclusion in the BPIAP and Estimate Project Costs
	☐ Develop or Adopt Existing Design Guidelines
	☐ Identify Funding Sources, Timelines, and Status Reporting Plan
	☐ Develop the Plan Document
4. Implement the Plan (page 6)	☐ Draft Staff Reports to Support Council Action
	☐ Draft Presentations to Support Community Engagement and Council Action

1. Establish Leadership

Action	Description
Identify a Champion	The champion is the plan's main advocate and point-person for its development and implementation. Recommended stewards come from active transportation disciplines and have a clear sense of near-term priorities.
Identify and Contact Stakeholders	Identify and contact the stakeholders, the community members, and partners with a vested interest in enhancing bicycle and pedestrian networks. This should include individuals with knowledge of how these active transportation priorities and networks align or interface with those for other transportation modes.
Program Coordination	The ongoing success of road safety goals relies on regular meetings that maintain momentum and focus. Team members, safety partners, and the community should be regularly informed of key information regarding the plan's development and implementation, and collaboration should be welcomed.
Gain Leadership Support	Support from community leaders aids in the development of a safety plan and has an impact on the success of outcomes. Initiating conversations and gathering feedback from local leaders supports a stronger sense of ownership and advocacy for the plan.

2. Solicit Consultant Services If Desired

Action	Description
Develop and Release an RFP	Work in consultation with city/county staff and champions to develop an RFP that reflects the work and budget necessary to achieve desired outcomes and maintain eligibility for plan-or project-related grant opportunities. See BPIAP Request for Proposals (RFP) Template.
Review Proposals and Choose a Consultant	Review proposals with an eye toward hiring a consultant that can provide the desired services in a timely and cost-effective manner, whether that means having ample experience with specific types of plan development, local knowledge and experience, or access to unique tools resources that facilitate plan development. Given the nature of near-term implementation strategies, it may be valuable to hire a consultant who is familiar with quick build project options or the nuances of planning and garnering public support for projects with minimal capital (paint, cones, etc.).
Finalize the Contract and Issue a Notice to Proceed	After a consultant has been selected, finalize the contract and issue an explicit notice to proceed according to the proposed project schedule. Ensure all back-of-house resources and contacts are in place so the city/county project team and consultant are ready to communicate, share resources and data, and proceed with the work efficiently and effectively.

3. Develop the Plan

Action	Description
Develop an Engagement Plan	If the BPIAP is being developed in concert with an LRSP, connect the project teams so the BPIAP can leverage and build upon existing engagement plans and input. See LRSP/VZAP Engagement Plan Guidance.
Collect Data and/or Facilitate Access to Data Sources	As needed, serve as liaison between the consultant and other city/county departments to ensure access to information in a timely fashion. If the BPIAP is being developed in concert with an LRSP, connect the two project teams and establish a norm of sharing data so all parties have access to what they need and develop compatible plans. The two plans are distinct from one another and should not be combined, however, efforts are inherently connected and the BPIAP should reflect findings and analysis from the LRSP.
Identify Projects for Inclusion in the BPIAP and Estimate Project Costs	Identify active transportation projects that can be implemented on a 1-5 year timeframe and are prioritized based on objective criteria, including collision data collected in previous plans, and estimate project costs. The action plan should include methods of measuring plan implementation progress over time, including outcome data. It should also ensure ongoing transparency is established with residents and other relevant stakeholders. The action plan should include annual public and accessible reporting on progress toward reducing roadway fatalities and serious injuries, and public posting of the action plan and progress to date. See BPIAP Project Selection Worksheet.
Develop or Adopt Existing Design Guidelines	Develop design guidelines that adhere to best practice recommendations for on- and off-street facilities established in national, state, and/or regional resources, such as NACTO, FHWA, AASHTA, and the Bay Trail Design Guidelines. See BPIAP Implementation Program Guidance.
Identify Funding Sources, Timelines, and Status Reporting Plan	Identify sources from various agencies to help to fund implementation and establish timelines for implementation. Setting up meetings with the agencies that administer funding can help to identify all possible sources. Recommended personnel to meet with include: • Executive Director of local MPO • Representatives from the HSIP-administering DOT • Vision Zero Program Managers Develop a status reporting plan to keep all stakeholders up to date on progress made on implementation. See BPIAP Implementation Program Guidance.
Develop the Plan Document	Develop a document summarizing the identified projects, implementation plan, and design guidelines.

4. Implement the Plan

Action	Description
Draft Staff Reports to Support Council Action	Draft staff reports that provide Councilmembers with the information they need to review and respond to draft and final plans. See BPIAP Staff Report Guidance.
Draft and/or Request Presentations to Support Community Engagement and Council Action	Develop presentations that support community engagement efforts throughout the plan development, review, and adoption process, as well as informs Council action. See BPIAP Presentations Worksheet.