



# AGENDA

## BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

**Members:**

- Trevor Roark
- Bill Fehrenbach
- Michael O’Meara
- Janis Borski

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<b>Date and Time:</b>	October 11, 2017 9:00 AM	<b>Location:</b>	City Conference Room County-City Building 1515 Strongs Avenue Stevens Point, WI 54481
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1. Call to Order
2. Persons who wish to address the committee for up to three (3) minutes on a non-agenda item\*

**Consideration and Possible Action on the Following:**

3. Minutes and actions from the August 9 and September 13, 2017 meetings.
4. Staff Update
5. Discussion of TAP Grant SOQ proposals (selection committee recommendation & top 4 consultants) and make recommendation to Common Council.
6. Schedule next meeting.
7. Adjourn.

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**PLEASE TAKE NOTICE** that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strongs Avenue, Stevens Point, WI 54481, or by calling (715) 346-1567, during normal business hours.

**PLEASE TAKE FURTHER NOTICE** that a quorum of the Common Council may be in attendance at this meeting.

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REPORT OF BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

August 9, 2017 - 9:00 AM

Conference Room, County-City Building  
1515 Strongs Avenue, Stevens Point, WI 54481

PRESENT: Janis Borski, Michael O’Meara, Trevor Roark

STAFF PRESENT: Kyle Kearns (Associate Planner), Alderperson Tori Jennings

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1. Call to order.
2. Minutes and actions of the July 9, 2017 regular meeting.
3. Persons who wish to address the committee for up to three (3) minutes on a non-agenda item.\*  
**Consideration and Possible Action on the Following:**
4. Staff Update.
5. Review Transportation Alternatives Grant (WisDOT) request for proposals/qualifications (provided at meeting)
6. Discuss September 2017 Bicycle and Pedestrian Counts
7. Review of draft Comprehensive Plan Chapter 7 (Economic Development)
8. Review and discuss City bicycle parking standards/ordinance and other community’s ordinances
9. Discuss minute taking techniques/efficiency/recording.
10. Schedule next meeting
11. Adjourn.

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1. Call to Order.

Meeting called to order at 9:03 a.m. by Chair Trevor Roark.

2. Minutes and Actions of the July 9, 2017 regular meeting.

**Motion by O’Meara to approve the minutes of July 9; seconded by Borski. Motion Carried 3-0.**

3. Persons who wish to address the committee for up to three (3) minutes on a non-agenda item.

Alderperson T. Jennings spoke to the Advisory Committee asking for support and input on developing posters entitled “Sidewalks are for Walking.” These posters would be distributed around the UWSP campus. BPAC supports this project and offered a few ideas where to distribute the posters and possible on-campus contacts.

Michael O’Meara shared information on changing some of the Farmers Market logistics allowing more space for all. Michael O’Meara worked with D. Mielke (Chair of the Stevens Point Area Farmers Market Association/Manager Stevens Point Farmers Market/Board Member) on this idea. He identified that the widening they did on the pedestrian area near the parking and planters of the City Square is a positive one. It widened pedestrian space from 5' to 8' by pulling the tents outward towards the street. Feedback is positive thus far according to Michael.

Consideration and Possible Action on the Following:

4. Staff Update.

No updates

5. Review Transportation Alternatives Grant (WisDOT) request for proposals/qualifications (provided at meeting)  
Some discussion was postponed. Scott Beduhn (Department of Public Works) was scheduled to attend but was unable to present and participate in the discussion. Staff member Kearns reiterated that the Transportation Alternatives Grant (TAP Grant) is a long and laborious project with waiting periods, state timelines which will extend through 2018 and into 2019 for construction. BPAC asked permission to participate in all RFP/SOQ interviews. Staff member Kearns approved and will keep the committee updated. Alderperson Jennings reminded everyone the importance of keeping in mind that all suggested routes and any possible alternative route changes are not first for recreational biking. Alderperson Jennings called to our attention the importance of remembering the routes were outlined for economic development and connection of access points. If any route changes occur this needs to be reconsidered.
6. Discuss September, 2017 Bicycle and Pedestrian Counts  
Updates on this item are postponed until the September 13<sup>th</sup> meeting when committee member Fehrenbach will be in attendance.
7. Review of draft Comprehensive Plan Chapter 7 (Economic Development)  
Draft copies of the Comprehensive Plan Chapter 7 were distributed to the committee. Brief discussion took place. Discussion and review will continue at future BPAC committee meetings. All members are asked to contribute their ideas and concerns.
8. Discuss housing study and recommendation implication for bicycle & pedestrians access/equity/planning.  
This agenda item was postponed. Committee members are to continue their assigned city research.
9. Discuss minute taking techniques/efficiency/recording  
The committee reviewed BPAC's current techniques, efficiencies, and recording of BPAC minutes following Roberts Rules of Order and then making sure we are also in compliance with the directions of the Mayor's Office.
10. Schedule Next Meeting  
The next meeting is scheduled for September 13<sup>th</sup> (Wednesday).
11. Adjourn  
Meeting adjourned at 10:00 a.m.

**REPORT OF BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

September 13, 2017 - 9:00 AM

Conference Room, County-City Building  
1515 Strongs Avenue, Stevens Point, WI 54481

PRESENT: Janis Borski, Bill Fehrenbach, Trevor Roark

STAFF PRESENT: Associate Planner Kyle Kearns, Director of Public Works Scott Beduhn

ALSO PRESENT: Alderperson Tori Jennings

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1. Call to order.
2. Persons who wish to address the committee for up to three (3) minutes on a non-agenda item.\*  
**Consideration and Possible Action on the Following:**
3. Staff Update.
4. Discussion of September Bicycle and Pedestrian count
5. Review Stevens Point's current bicycle parking standards/ordinance (Chapter 23.01(14)(f) – Zoning Ordinance) and compare to other City's standards
6. Cycling Without Age event (September 15, 2017)
7. Main Street Parks & Xtreme Pedestrian Crossing (XPX) event (September 15, 2017)
8. Review of Mission/Vision Statement
9. Review and update of BPAC goals/priorities for 2017
10. Sidewalks are for Walking posters/signage/coordination.
11. Adult/Senior bicycle riding workshops/classes (Cathy Dugan).
12. Schedule next meeting.
13. Adjourn.

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1. Call to Order.

Meeting called to order at 9:04 a.m. by Chair Trevor Roark.

2. Persons who wish to address the committee for up to three (3) minutes on a non-agenda item.

Janis recounted a conversation with resident Nick Butter who was observing bicyclists on Main Street recently ignoring signals, riding against traffic, texting. She also asked about the possibility of a BPAC website.

Consideration and Possible Action on the Following:

3. Staff Update.

Staff member Kearns mentioned that communications with CN regarding the Whiting Trail are ongoing. Scott updated the committee on the TAP grant consultant process. Statements of Qualification (SOQs) must be reviewed in October.

4. Discussion of September Bicycle and Pedestrian count

Committee member Fehrenbach advised that the count, set for today (13<sup>th</sup>) and Saturday (16<sup>th</sup>), was still in need of volunteers for Saturday.

5. Review Stevens Point's current bicycle parking standards/ordinance (Chapter 23.01(14)(f) – Zoning Ordinance) and compare to other City's standards

Discussion focused on three areas to address: number of spaces (or perhaps ratio to car spaces), location of parking, and design of structure. More discussion will occur at upcoming meetings.

6. Cycling Without Age event (September 15, 2017)

Tori Jennings (District 1 Alderperson) will host a Cycling Without Age Event on Friday, September 15. The date was selected to coincide with a presentation by Tori and Michelle Bachaus (Wis Bike Fed) at the Rotary Club of Greater Portage County on Friday morning. Presentation and demonstrations are also planned at the ADRC (Lincoln Center) at 10:30, at the Portage County Health Care Center at 1:00, and at the Main Street Parks event in late afternoon.

7. Main Street Parks & Xtreme Pedestrian Crossing (XPX) event (September 15, 2017)

Chairperson Roark mentioned the upcoming event and invited all to attend.

8. Review of Mission/Vision Statement

**Motion by Bill Fehrenbach, second by Janis Borski, to postpone agenda items 8, 9, 11. Motion Carried 3-0.**

9. Review and update of BPAC goals/priorities for 2017

Item postponed

10. Sidewalks are for Walking posters/signage/coordination.

Committee members raised concern about the image on the poster. It could be interpreted that the bicyclist is riding on the left side of the car. The committee informally suggests that the poster image needs some work.

11. Adult/Senior bicycle riding workshops/classes (Cathy Dugan).

Item postponed

12. Schedule next meeting.

Special Meeting: October 11, 9 – 11 am. Two agenda items: TAP Grant SOQ review and Bike Parking Regulations.

13. Adjourn.

Meeting adjourned at 10:08.

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481



**Public Works**

Engineering Department:  
Phone: 715-346-1561  
Fax: 715-346-1650

Streets Department:  
Phone: 715-346-1537  
Fax: 715-346-1687

October 5, 2017

To: Bicycle and Pedestrian Advisory Committee (BPAC)  
From: Scott Beduhn, Director of Public Works and TAP Grant Selection Committee Chair  
Re: TAP Grant Design Services Consultant Selection Committee Recommendation

Consultant selection for design services for the TAP grant is required to be completed using a Quality Based Selection (QBS) process. The QBS process entails the organization of a selection committee which is tasked to evaluate Statements of Qualification (SOQ) from prospective engineering firms. As per the Sponsor's Guide to Non-Traditional Transportation Project Implementation, the Consultant is to be selected "based on their qualification and approach to the project." Cost is not a consideration in the QBS process.

A Request for Qualification (RFQ) was sent to the Wisconsin Department of Transportation's (WISDOT) roster of approved engineering firms. A total of ten SOQs were received in response to the RFQ. SOQs were received from the following firms:

1. SEH
2. Becher Hoppe
3. KL Engineering
4. Robert E. Lee
5. Jewell
6. Corre
7. Toole
8. Ayers
9. AECOM
10. Gremmer

The selection committee was made up of a combination of BPAC members and City staff. Diversity of the selection committee members helps to ensure an objective and unbiased evaluation. The five person committee was made up of the following members:

1. Trevor Roark, BPAC
2. Bill Fehrenbach, BPAC
3. Kyle Kearns, Community Development
4. Joe Skibinski, Engineering Tech
5. Scott Beduhn, Director of Public Works

Attachment 1 is a summary of consultant rankings by committee member and the overall rank based upon the rank sum (the sum of the individual member ranking) for each consultant. In the case of a tie, the tie breaker was given to the firm with the highest Methodology (Project Approach) score.

Based upon the overall rankings by individual members, the top five ranked firms were:

1. SEH
2. Toole
3. KL Engineering
4. AECOM
5. Becher Hoppe

As you can see on the enclosed ranking summary, both SEH and Toole have the same total rank value. Differentiating between the two firms, SEH was ranked number 1 by three evaluators and Toole by two evaluators. SEH also received more total Methodology points. When the committee was polled on the selection of a consultant based upon the rankings or if it was felt there was a need to interview firms, the results were three votes to recommend SEH and two votes to proceed with interviews.

Therefore, by a vote of 3-2, the selection committee has identified SEH for your consideration as the recommended firm for consultant design services. The final recommendation to Common Council now resides with you as members of BPAC. The top ranked firms have all demonstrated the necessary qualifications. Selection of any of the top ranked consultants would very likely result in a successful project. It is your prerogative to accept the above recommendation or make a selection from any of the top rated firms that you feel is most qualified to provide design services and whose services would be most advantages to the City in the completion of this project. With reasonable explanation, a selection of any of the top ranked firms should be acceptable to the State of Wisconsin, which must approve the selection before the City can enter into contract negotiations.

I present this information to you to assist you in your decision. I would also ask that all members of the selection committee be in attendance at the BPAC meeting of October 11<sup>th</sup> to provide comments on the evaluation and consultant rankings as well as to respond to any questions that may aid you in your final selection.

I wish you the best of luck in your decision and thank you for the opportunity to have participated in the selection process. Please do not hesitate to contact me if you should have any questions and I look forward to meeting with you on October 11<sup>th</sup>.

Thank you.

Enclosure: As Noted

Cc: Kyle Kearns, Community Development  
Joe Skibinski, Engineering

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Attachment 1

Stevens Point TAP Grant Evaluation (2017) - SOQ for Design Services  
 Evaluation of Consultant Proposals  
 Evaluator Ranking

EVALUATOR	CONSULTANTS									
	SEH	Becher Hoppe	KL Eng.	Robert E. Lee	Jewell	Corre	Toole	Ayres	AECOM	Gremmer
Bill Fehrenbach	5	7	3	10	9	8	1	6	2	4
Trevor Roark	3	7	2	10	8	6	1	5	4	9
Kyle Kearns	1	5	2	8	9	6	3	7	4	10
Joe Skibinski	1	4	6	9	10	7	3	8	5	2
Scott Beduhn	1	5	2	8	9	6	3	7	4	10
<b>EVALUATOR RANK SUMMARY</b>										
	11	28	15	45	45	33	11	33	19	35
<b>RANK (TOP 5)</b>										
	1	5	3				2		4	

Points for Methodology

111	97	106	85	88	95	109	95	100	93
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