
	<p>City and County of San Francisco DEPARTMENT OF PUBLIC HEALTH OCCUPATIONAL & ENVIRONMENTAL HEALTH</p>	
<p>San Francisco Bicycle Coalition</p>		

Grant Scope of Work
Community-Based Planning to Create a Walkable/Bikeable Treasure Island
 A California Department of Transportation Funded Project

1. Project Set-up and Initial Community Outreach

Task 1.1: Set up contract between partners (San Francisco Department of Public Health (SFDPH), San Francisco Bicycle Coalition (SFBC), Transportation and Land Use Coalition (TALC)) and establish ground rules for process. SFDPH and SFBC will be the lead agencies in managing the process.

Task 1.2: Identify community stakeholders including agencies and stakeholders already engaged in planning (including Treasure Island Development Authority (TIDA), Treasure Island Homeless Development Initiative (TIHDI) and Treasure Island Citizen Advisory Committee (TICAC)) and organizations not currently engaged in planning (e.g., planning advocacy groups, public and private organizations currently based or working at T.I., developers, etc).

Community stakeholders are defined as groups or individuals with a stake, i.e., an interest or an investment in the community transportation plan and/or outcome.

Task 1.3: Develop protocol, background materials, and questions for community stakeholder engagement.

Task 1.4: Engage stakeholders in the project via presentations and interviews, either one on one or in group settings.

While the primary purpose is to engage stakeholders in the projects planning process, the communications will include sharing the projects goals and methods, seeking input on the assessment needs for walkability and bicycling, and seeking initial ideas on effective practices. These conversations will help frame the 1st round of community meetings, engage communities in the planning process, help recruit members to the technical advisory committee (TAC) and to encourage attendance to the community workshops.

Task 1.5: Recruit and establish technical advisory committee including a TIDA representative and define the goals and expectations of the committee.

The role of the *TAC* will be to provide technical assistance to the project directors in the development of the community transportation plan. The TAC will meet on a bimonthly or quarterly basis to review the progress of work. At these meetings the project directors will prepare status presentations at key milestones to update the TAC on the progress of the plan. The TAC will also be responsible for assisting the project directors in the preparation of the various work products during the development of the plan.

Task 1.6: Publicize project launch through media, new website, and promotional materials (brochures & posters).

Deliverable:	Documentation:
Contract between SFDPH, SFBC & TALC	Signed copy of contract agreements and copy of ground rules
The formation of community stakeholders	Committee stakeholders member list with goals and list of questions for stakeholder engagement
Database of community organizations for project	Community organizations' contact information entered into database for use throughout project
Present project to and interview at least 10 key stakeholders and community organizations	Copy of notes and presentation from interviews
The formation of the technical advisory committee	List of technical advisory committee members
Press release announcing project launch & website for project	Copy of press release (to be pre-approved by Caltrans staff) and copies of resulting press; new website
Promotional materials, flyers, and posters	Copies of flyers and posters

2. Create “Existing Conditions and Opportunities Profile” (ECOP)

The following planning research will be conducted to create an existing conditions and opportunities profile for bikeability-walkability planning.

Task 2.1: Apply the Healthy Development Measurement Tool (HDMT) to Treasure Island Plan, focusing on the HDMT objectives related to transportation, land use, and community design features that effect walking and biking.

The objective of this task is to assess existing community health conditions and the likely effects on community health of TI plans as described in current planning documents. The HDMT was developed through a three year community stakeholder process in San Francisco to support more accountable, evidence-based, and health-oriented planning and policy-making. It includes about 140 community health indicators and associated development targets. This application of the HDMT will provide baseline environmental and health data for Treasure Island and an existing conditions profile of community health. The application will also provide an evaluation of the current Treasure Island transportation development plans with regards to how the plan will affect, positively or negatively, community health objectives.

Task 2.2: Design a Bicycle Environmental Quality Index (BEQI) for the bicycle infrastructure.

The objective of this task is to develop a physical survey to assess the quality of the bicycle network on and access to Treasure Island including the ability to bring one’s bicycle on public transit. We intend to develop measures that are empirically linked to evidence that either promote or discourage bicycle riding and connectivity to other forms of travel. We will use these measures in field

surveys to collect data and GIS tools to evaluate the data collected on existing bicycle and pedestrian usage and facilities that impede or facilitate biking and walking. This work will draw on research from multiple sources of research on the assessment of the environmental determinants of cycling, as well as bicycling work done in other cities.

Task 2.3: Use the BEQI and the PEQI (Pedestrian Environmental Quality Index) to assess the pedestrian and bicycle environment of Treasure Island.

The objective of this task is an assessment of the environmental determinants of walking and cycling. The PEQI which is a quantitative observational instrument to describe and summarize street-level environmental factors known to affect people's pedestrian travel behaviors will be used to conduct the pedestrian portion of this evaluation. The BEQI which will be developed during this planning process will be used to conduct the cycling assessment.

Task 2.4: Present Report to TAC and solicit feedback

Deliverable:	Documentation:
Existing Condition Summary Report	A copy of existing condition summary report which will include BEQI/PEQI analysis, field survey data, data maps, HDMT evaluation.
Present Report to TAC	Notes from meeting

3. Plan 1st Round of Community Meetings and Develop Surveys

Task 3.1: Prepare topics of discussion for Large Community Meetings with community stakeholders.

Specific topics of discussion will be prepared through input from the TAC, feedback on interviews with stakeholders and community organizations, and based on existing conditions report.

Task 3.2: Develop a paper and/or web based cross-sectional survey to collect data on community perceptions on mode choice and travel patterns.

The questionnaire will consist of several components including travel behavior per trip purpose, perception of trip conditions, and future utility when choosing between alternative transport modes.

Task 3.3: Develop media to advertise community meeting. Media may include radio advertisements, posters, educational pamphlets, and staff support kits with resource information and promotional materials.

Task 3.4: Develop strategy to administer survey with community stakeholders.

Task 3.5: Develop community bike ride and walk to discuss future of the area and develop strategies to improve the bikeability and walkability of Treasure Island with stakeholder committee.

Deliverable:	Documentation:
Plan for 1 st round of community meetings	A copy of the agenda for each community meeting
Outreach media for 1 st round of meetings	A copy of media for outreach meetings

Completed transportation survey	A copy of the survey
Plan for community bike and walk	A copy of the agenda for bike/walk

4. Implement 1st Round of Community Planning Workshops and Surveying

Task 4.1: Present project & solicit feedback at TICAC and TIDA Board of Directors meeting.

Task 4.2: Hold large community meeting on Treasure Island focused on project, featuring data from the Existing Conditions and Opportunities Profile, participatory mapping exercises and slideshow of images/examples from other places;

Goal is to solicit input from community members about needs for good walking/biking environment.

Task 4.3: Hold large community meeting on SF mainland about project;

Goal is to solicit input from community members about needs for good walking/biking environment for Treasure Island.

Task 4.4: Hold community bike ride and/or walk around island to discuss needs and opportunities.

Task 4.5: Administer survey (developed in Task 3.2) of existing conditions to at least 50 individuals.

Task 4.5: Promote activities listed above via media outreach, which may include radio advertisements, posters, educational pamphlets and other grassroots efforts.

Deliverable:	Documentation:
Project presentation at community meeting on T.I.	Notes from meeting; copies of promotional materials
Project presentation at community meeting on SF mainland	Notes from meeting; copies of promotional materials
Project presentation to TICAC	Notes from meeting; copies of promotional materials
Project presentation to TIDA	Notes from meeting; copies of promotional materials
Survey of community members	Survey results
Community bike ride/walk on T.I.	Photos and notes from ride/walk

5. Conduct Additional Planning Research Based on Questions and Issues Raised From 1st Round of Community Meetings.

Task 5.1: Summarize transportation related issues from 1st round of community outreach.

Task 5.2: Through community feedback from 1st round of community outreach, identify potential gaps and transportation issues.

Task 5.3: Research best practices, solutions, and implementation strategies.

Task 5.4: Prioritize solutions with stakeholder committee.

Task 5.5: Prepare a transportation gap/potential solution matrix.

Deliverable:	Documentation:
Report on 1 st Round of Community outreach	Copy of report

Transportation gap/potential solution matrix	Copy of matrix
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6. Create and Gather Community Input on Draft Action Plan

Task 6.1: Create draft plan, based on survey results, input at community meetings, research, and data analysis.

Task 6.2: Present plan to TICAC and TIDA and solicit feedback on draft.

Task 6.3: Hold 2nd large community meeting on Treasure Island to share draft plan and solicit feedback

Task 6.4: Hold 2nd large community meeting on SF mainland to share draft plan and solicit feedback.

Task 6.5: Send copies of draft plan to stakeholders for feedback

Task 6.6: Promote activities listed above via media outreach and website.

Deliverable:	Documentation:
Draft plan	Copy of draft plan, also public on website
Public meetings on T.I. and on mainland	Notes from meeting; copies of promotional materials
Presentation of Draft Plan to TICAC and TIDA Boards of Directors	Notes from meeting; copies of promotional materials
Feedback solicited from stakeholders	Copies of feedback
Issue press releases promoting meetings, outlined above, and release of draft plan; Update and re-issue flyers and posters promoting events.	Copy of press releases (to be pre-approved by Caltrans staff) and copies of resulting press; copies of updated promotional materials

7. Finalize and Issue Final Action Plan

Task 7.1: Incorporate input from Task 6 into draft action plan; make final changes; issue Final Plan.

Task 7.2: Send copies to all community organizations and stakeholder committee.

Task 7.3: Present Final Plan at TICAC and TIDA Board of Directors meetings.

Task 7.4: Promote release of Final Action Plan via media outreach and website.

Task 7.5: Collaborate with stakeholder committee to create a series of next steps to incorporate recommendations from Final Action Plan into ongoing work.

Deliverable:	Documentation:
Complete Final Action Plan, including Next Steps section	30 copies of Plan and accessible online
Presentations at TICAC and TIDA Board meetings	Notes from meeting; copies of promotional materials
Issue press releases about action plan	Copy of press releases (to be pre-approved by Caltrans staff) and copies of resulting press
Create series of next steps	Copy of list of next steps