

Proposal for

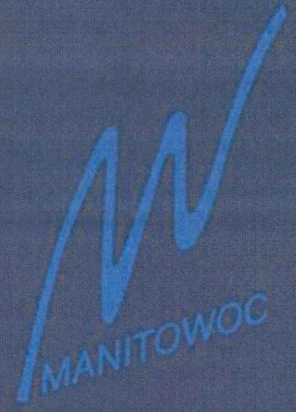


**CITY OF MANITOWOC
BIKE AND PEDESTRIAN
MASTER PLAN AND
ACTION PLAN**

Prepared by:



August 2019





City of Manitowoc Engineering Department
900 Quay Street
Manitowoc, WI 54220

Dear Project Review Team:

The Bay-Lake Regional Planning Commission (BLRPC) is pleased to submit this proposal, *City of Manitowoc Bike and Pedestrian Master Plan and Action Plan*, with the vision to assist the City of Manitowoc in enhancing its bicycle and pedestrian experience for residents and visitors. The BLRPC has been providing local and area-wide planning services throughout northeast Wisconsin for nearly 50 years, covering a range of topics including economic development, housing, natural resources, land and water related issues, and transportation planning.

It seems fitting that this bike and pedestrian proposal for the City of Manitowoc follows the BLRPC's recently developed area-wide plan, *Regional Bicycle and Pedestrian Plan for Northeast Wisconsin* (2018). The regional bike and pedestrian plan is one of BLRPC's more recent efforts to support the provision of more active transportation choices and opportunities for communities within the region, and the policies and programs that focus on health and wellness, improved community livability and sustainability, and contributions to the area's economy. Walking and biking can also help improve air quality and the environment, and reduce traffic congestion.

Through this project, the BLRPC will develop a planning tool that will maintain and improve the momentum of bicycle and pedestrian activities within the City of Manitowoc. BLRPC will:

- a) conduct an inventory existing facilities, creating a GIS database of the bicycle/pedestrian facilities found throughout the city;
- b) assess the bike and pedestrian facilities, identifying physical and other impediments to walking and biking in the city;
- c) develop strategies to increase walking and bicycling as transportation options throughout the city, while improving safety and connectivity; and
- d) establish an action plan to implement the bike and pedestrian plan, focusing on a short-term, five year plan; in addition, to identifying funding sources that can assist with making the action plan a reality.

The BLRPC will also evaluate past and present planning efforts (e.g., comprehensive plans, recreation plans, etc.) to ensure consistency with the current bicycle and pedestrian planning efforts. This planning process will also provide an opportunity for

special interest groups, stakeholders, schools, various city departments, city law enforcement, and others to work collectively to provide valuable input for bicycle and pedestrian improvements.

Lastly, BLRPC will conduct this planning process with public participation being of the utmost importance. BLRPC will solicit input via a variety of methods including online interactive surveys, pop-up meetings, etc. The Bay-Lake RPC will conduct outreach efforts throughout the entire planning process by establishing a webpage, providing presentations, newsletter articles, and social media posts regarding updates to the *City of Manitowoc Bike and Pedestrian Master Plan and Action Plan*.

Once completed, the *City of Manitowoc Bike and Pedestrian Master Plan and Action Plan* will offer direction and recommendations for the future development and improvement of pedestrian and bicycle facilities within the city. We at the BLRPC feel our qualified, knowledgeable team will provide the city a great product that would also coincide with our regional vision for bicycling and pedestrian movement within our eight county region... ***"We envision an efficient system of bicycle and pedestrian facilities that is continuous throughout the region and that provides safe opportunities of active transportation for people of all ages and abilities."***

Thank you for considering our organization for the development of this bicycle and pedestrian plan for the City of Manitowoc. We look forward to hearing from you.



Cindy J. Wojtczak
Executive Director



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I. PROJECT APPROACH

Bay-Lake RPC will provide the following services and activities for the *City of Manitowoc Bike and Pedestrian Master Plan and Action Plan* through the year 2020. The project approach consists of the overall project management, major tasks, and a proposed timeline for the completion of the plan. Each major task includes a brief overall description, subtasks, deliverables, dependencies and responsibilities.

Overall Project Management

Bay-Lake RPC will remain in contact with the City throughout the development of the plan and in doing so, will update the City with deliverables in progress, progress reports (if requested), project schedule changes, issues that may need attention, and other project information.

Task 0 Deliverables:

- Progress reports (if requested)
- Preparation of agendas and attendance in conference call updates (up to 5 calls totaling no more than 2.5 hours); Provide minutes to City following conference call

Task 0 Dependencies:

- The City will participate in conference calls

Responsible Party: Bay-Lake RPC and City Staff

Task 1: Project Initiation

Task 1.1 Kick-off meeting

Bay-Lake RPC will meet with City staff to develop an understanding of the planning process and what the plan will include. The following will be discussed:

- Project goals and strategies
- Scope of Work and schedule
- Available data and inventory
- Required elements
- Project formatting
- Public outreach/participation plan with strategies for keeping the public involved by ways of public input meetings, email, social media, project website, and a focus group/stakeholder committee comprised of City staff, and key stakeholders to review and provide input throughout the development of the plan

Task 1 Deliverables:

- Public outreach/participation plan containing items in Task 2
- Refined scope of work; if necessary

Task 1 Dependencies:

- The City will review materials
- The City will determine members of the Stakeholder Committee

Responsible Party: Bay-Lake RPC and City staff

Task 2: Public Outreach Efforts

Bay-Lake RPC will execute the public outreach/participation plan established in Task 1 that identifies outreach methods, tentative dates, and goals for each meeting. Public input will be used to assist with identifying existing gaps and desired improvements to the bicycle/pedestrian network. The complete public outreach/participation plan will be reviewed during the kickoff meeting between Bay-Lake RPC and the City.

Task 2.1 Public Meetings

Bay-Lake RPC will assist in conducting two public meetings. One public workshop early in the planning process to identify opportunities and issues within the existing network, and one public open house to solicit input on the draft plan.

Task 2.2 Online Crowdsourcing Tool

Bay-Lake RPC will develop two interactive surveys to solicit plan feedback from the public. The first survey will be released early in the process to solicit input on desired routes, key destinations, and existing constraints. The second will be released following plan recommendations to solicit feedback on the proposed network and corridor prioritization.

Task 2.3 Pop-up Meetings (optional)

City staff and volunteers could conduct pop-up meetings at events located throughout the City to promote the plan and solicit input on corridor prioritization and infrastructure preference.

Task 2.4 Project Web Page

Bay-Lake RPC will assist in promoting the project through a dedicated project web page. The project web page will feature public outreach opportunities, the online interactive survey link(s), project updates and progress, and the final plan. The City should promote the project by linking to the Bay-Lake RPC webpage.

Task 2.5 Social Media and Email Distribution

The City will develop an email distribution list that will be used to share project updates and promote public outreach opportunities. The distribution list will be comprised of



stakeholders and other interested parties. The City will use social media platforms to promote the project and upcoming public engagement opportunities.

Task 2 Deliverables:

- Public outreach/participation
- Crowdsourcing survey
- Instructions on how to conduct pop-up meetings
- Attendance at and preparation of materials for workshop and public open house
- Public participation summary report
- Attendance at three (3) stakeholder committee meetings
- Development of a project web page

Task 2 Dependencies:

- The City will promote and provide space for public participation events
- The City will conduct stakeholder committee meetings
- The City will provide Bay-Lake RPC with minutes and attendance of stakeholder committee meetings
- The City will staff/provide volunteers for pop-up meetings
- The City will compile a directory of email recipients and send emails promoting public outreach events and report project progress
- The City will promote the project via its website, social media platforms, and email

Responsible Party: Bay-Lake RPC, City staff, and Volunteers

Task 3: Inventory and Analysis of Existing Conditions, Opportunities, Challenges and Needs

Bay-Lake RPC will inventory and analyze existing conditions related to bicycling and walking within the City of Manitowoc. The inventory will assess existing bicycle and pedestrian infrastructure and examine challenges and potential opportunities. The inventory, along with public input, will determine bike/pedestrian needs for the City of Manitowoc.

Task 3.1 Preliminary Inventory Data

Bay-Lake RPC will provide maps and/or inventory data for the following:

- Background information such as demographic and land use information
- Existing trails and on-street facilities within the City of Manitowoc for bicyclists, pedestrians, and other non-motorized transportation
- Existing trails outside of the City – such as Devil's River State Trail
- Traffic related data (traffic counts, bike/ped collisions, bike/ped counts (if available), transit routes, projected traffic growth)



- Roadway suitability analysis for bicycling, pedestrians and other non-motorized modes of transportation (WISDOT materials)
- Areas of interest such as heavily used city centers, schools, public transportation hubs, parks/open spaces, tourist destinations, etc.
- Relevant planned roadway development
- Relevant city, county, regional, and state policies, programs, and planning documents
 - *Regional Bicycle and Pedestrian Plan for Northeastern Wisconsin, 2018*
 - *Wisconsin Bicycle Transportation Plan*
 - *Coastal City's Trail Inventory*
 - *City of Manitowoc Bicycle Facilities Plan 1995*
 - *City of Manitowoc Comprehensive Plan*
 - *City of Manitowoc Comprehensive Park and Recreation Plan 2017*
 - *City of Manitowoc Downtown Master Plan*
 - *Manitowoc Riverwalk Master Plan and Design Guidelines*
 - *Preliminary Design and Engineering Study for Sheet Wall and River Walk*
 - Other County and City policies and programs that support walking and biking

Task 3.2 Fieldwork

Bay-Lake RPC, with the assistance of City staff, will conduct fieldwork within the City to inventory and analyze:

- Existing bicycle facilities (shared-use paths, bike lanes, paved/wide shoulders, support facilities such as bicycle parking and storage)
- Existing pedestrian facilities (sidewalks, crosswalks, shoulders, shared use paths) and conditions assessment (optional)
- Barriers to cyclists and pedestrians
- High volume areas of interest/major activity centers
- Public transportation hubs

Task 3 Deliverables:

- Existing conditions summary report
- Fieldwork summary report (digital GIS map(s), notes and photos)

Task 3 Dependencies:

- The City will provide data packages relating to the existing conditions noted above; as requested
- The City will provide data on future/planned transportation development/projects within the City
- The City will provide existing plans/documents pertaining to bicycle/pedestrian

Responsible Party: Bay-Lake RPC and City staff

Task 4: Recommended Bikeway and Pedestrian Network and Programs

Bay-Lake RPC will develop the basis of the plan through recommendations that will guide the development of an updated bikeway and pedestrian network. Recommendations will be made based on the inventory of existing conditions, challenges and needs, public input results and input from stakeholder committee meetings/City staff. Program and policy recommendations will assist in the guidance, funding and implementation of projects and lead to increased usage and safety of the bikeway and pedestrian network.

Task 4.1 Program Recommendations

Bay-Lake RPC will identify bicycle and pedestrian programs for the City to implement that will educate and encourage residents, enforce safe behavior, and evaluate infrastructure implementation by the City. Bay-Lake RPC will also identify existing programs that should be maintained and/or enhanced.

Task 4.2 Policy Recommendations

Bay-Lake RPC will identify existing policies to maintain and/or enhance that address walking and biking programs in the City. Bay-Lake RPC will make recommendations on new policies for the City to adopt.

Task 4.3 Proposed Bikeway and Pedestrian Network Recommendations

Bay-Lake RPC will describe and map the overall proposed bicycle and pedestrian network. This network will include corridor segments, facility type, and any proposed infrastructure improvements.

Task 4.4 Prioritization

Bay-Lake RPC will work with City staff to develop a corridor ranking system to determine priority corridors based on factors such as network connectivity closure, connection to desired locations/schools, City staff and community support, feasibility, and funding. These results will be used when developing high priority networks in Task 5.

Task 4 Deliverables:

- Program and policy recommendation report
- Proposed network recommendation report
- Prioritization report

Task 4 Dependencies:

- The City will provide feedback on reports
- The City will assist with gathering existing programs/policies relating to bikes/pedestrians
- The City will assist with prioritization ranking system development

Responsible Party: Bay-Lake RPC and City staff

Task 5: Implementation

Bay-Lake RPC will develop a 5-year implementation Plan based on the prioritization ranking outcomes from Task 4, funding availability, and program and policy improvements that will ensure bikeway and pedestrian infrastructure usage, safety and growth.

Task 5.1 Implementation and Funding

Bay-Lake RPC will develop an implementation and funding section consisting of the following:

- Short-term Priority Network
 - High priority corridors that will be implemented over the next five years - determined through Task 4.4
 - Identify and/or describe location, corridor name, proposed facility or improvement type, problem being addressed, planning level cost estimates, connectivity and recommended strategies for implementation for each high priority corridor
- Maintenance
 - Determine necessary maintenance activities for short term network
- Funding and Planning Level Cost Assumption
 - Identify potential funding sources – both traditional and non-traditional
 - Identify planning level cost estimates for priority corridors (land acquisition, development, and maintenance costs)

Task 5 Deliverables:

- Short-term high priority network summary report
- Funding strategies and cost assumption summary report
- Maintenance summary report

Task 5 Dependencies:

- The City will provide feedback on reports
- The City will provide a sample of existing bicycle/pedestrian facility maintenance costs

Responsible Party: Bay-Lake RPC and City staff

Task 6: Draft Plan Preparation

Bay-Lake RPC will create a draft plan using materials prepared from Tasks 2, 3, 4, and 5. The draft plan will include the following contents:

1. Introduction
 - a. Plan purpose
 - b. Vision and goals
 - c. Benefits
2. Existing Conditions
 - a. Bicycle and pedestrian facility types and support facilities
 - b. Inventory of existing facilities, support facilities, and network within the City
 - c. Existing plans, policies, and programs
3. Need for Improvements
 - a. Demand and Usage
 - b. Public outreach effort summary
 - c. Challenges and barriers to existing network
 - d. Opportunity areas with high demand for bikeway/pedestrian facility improvements
 - e. Policy and program needs
4. Recommended Network and Facilities
 - a. Recommended network; overall and by facility type
 - b. Recommended support facilities
5. Recommended Policy and Programs
 - a. Policies and programs that will evaluate, educate, enforce and encourage biking and walking
6. Implementation
 - a. Project prioritization and Action Plan
 - b. Planning level cost estimates
 - c. Maintenance
 - d. Funding sources

Task 6 Deliverables:

- PDF draft plan prior to public open house
- PDF final draft plan prior to final stakeholder committee meeting

Task 6 Dependencies:

- The City will provide feedback on draft plan and final draft plan

Responsible Party: Bay-Lake RPC and City staff



Task 7: Final Plan Adoption

Bay-Lake RPC will compile the final bicycle and pedestrian master plan once the final draft has been approved by the City.

Task 7.1 Final Plan Documents

Bay-Lake RPC will package all electronic files, maps, and reports for transfer to the City of Manitowoc following the adoption of the final plan.

Task 7.2 Story Map (optional; for additional charge)

Bay-Lake RPC will develop an interactive story map for the City that will summarize key information related to biking and walking in the City, along with the final plan recommendations and priority corridors.

Task 7 Deliverables:

- Final master plan PDF
- Story Map (optional; additional fee of \$5,000-\$10,000, depending on level of information included)

Task 7 Dependencies:

- The City will upload and maintain Story Map (If requested, and with additional fee noted above)

Responsible Party: Bay-Lake RPC



City of Manitowoc Bike and Pedestrian Master Plan and Action Plan Schedule														
Task	2019					2020					November	December		
	September	October	November	December	January	February	March	April	May	June			July	August
1 Project Initiation														
Kick-off Meeting														
Progress Calls/Reports	X													X
2 Public Outreach Efforts														
Creation Public Outreach/Participation Plan		X												
Stakeholder Committee Meetings			X											
Public Meeting - Workshop														
Public Meeting - Open House														
Interactive Map														
Pop-Up Meetings (optional)														
3 Inventory and Analysis of Existing Conditions, Potential Opportunities, Challenges and Needs														
Inventory of Data														
Inventory Mapping														
Field Work														
4 Recommended Bikeway and Pedestrian Network and Programs														
Program Recommendations														
Policy Recommendations														
Proposed Bike and Pedestrian Network														
Prioritization Ranking														
5 Implementation														
Priority Corridors														
Implementation and Funding														
6 Draft Plan														
Draft Plan Documents														
7 Final Plan Adoption														
Final Plan Documents														
Story Map (optional)														

II. FIRM QUALIFICATIONS

Bay-Lake RPC Overview

For nearly 50 years, the Bay-Lake Regional Planning Commission (BLRPC) has been providing planning services on area-wide issues, representing local interests on state and federal planning program activities, and providing local planning assistance to communities within eight counties that make up the Bay-Lake region.

The BLRPC was established by Governor Patrick Lucey in 1972 by Executive Order 35 under section 66.0309 of the Wisconsin Statutes and covers the counties of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Oconto, and Sheboygan in northeastern Wisconsin. The BLRPC's office is centrally located within the region in Green Bay, Wisconsin. The region is comprised of eight counties, 17 cities, 40 villages, 119 towns, and the Oneida Nation of Wisconsin, for a total of 185 local units of government. The total area of the region is 5,433 square miles, or 9.7 percent of the area of the State of Wisconsin.

The BLRPC operates under the following five principles under which all of the BLRPC's work programs are developed. These principles are:

- To assist and advise local government.
- To influence state, regional, and federal plans and programs that reflect the best interest of the Bay-Lake Region.
- To prepare and adopt a comprehensive plan under WIS STAT. §. 66.1001, for the development of the region.
- To provide technical information about the region for use by public and private agencies.
- To encourage citizen participation in the planning process.

Throughout its history, BLRPC has taken a balanced approach to its work program, by providing both area-wide planning, as well as local assistance services. In recognition of its statutory responsibilities, the BLRPC has undertaken regional studies that have focused on the region's transportation network, population and economic structure, housing characteristics, natural resources, land and water related issues, and on those issues that transcend local governmental boundaries. Regional planning provides a cost effective way to collect, compile, and analyze information that can be used by counties and other local government units in their planning activities, such as comprehensive planning, transportation planning, environmental corridor preservation, and economic development.

In all of its activities, the BLRPC provides an advisory-planning role to local governments and local government officials. Local planning activities include local planning assistance, zoning assistance, hazard mitigation planning, farmland preservation planning, outdoor recreation planning, transportation planning, brownfields planning, and technical assistance grant programs.

Currently, BLRPC employs nine full-time employees. Staff boasts over 80 years of combined planning experience. Though our statutory responsibilities are to focus on

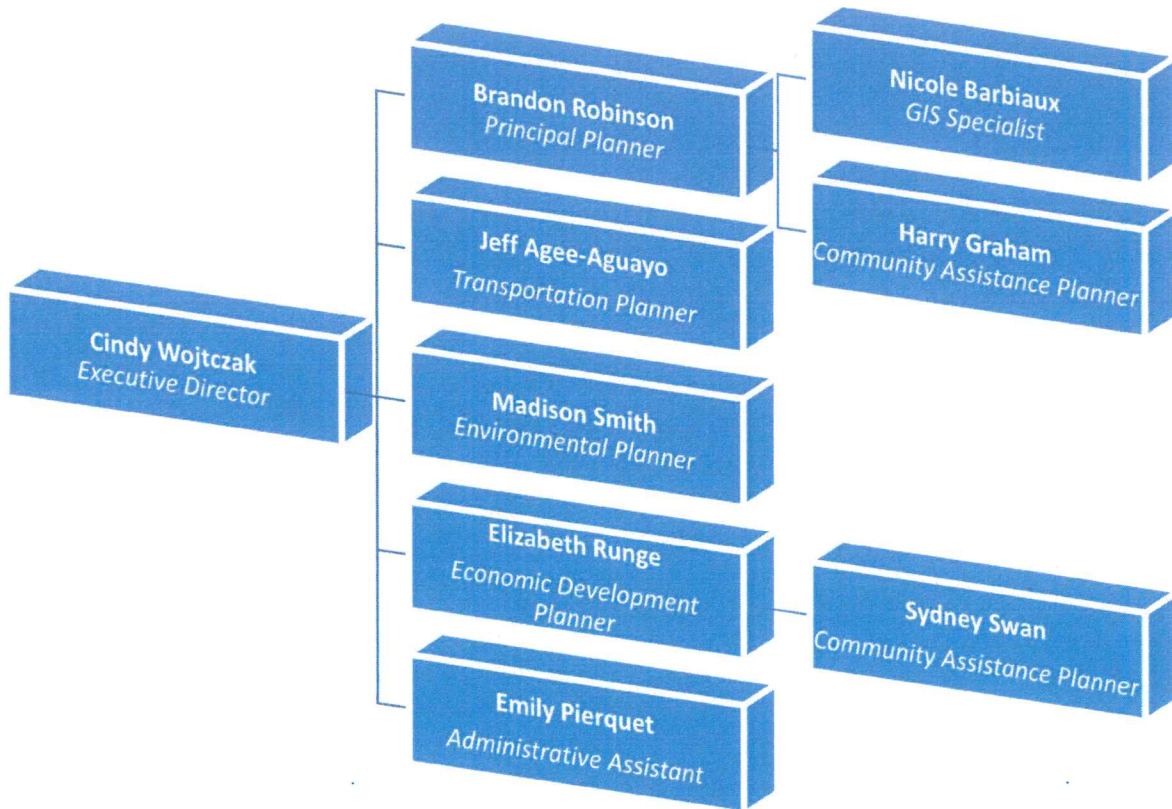


regional development issues, there are many local issues in which the BLRPC participates throughout the region. The BLRPC has worked with towns, cities, villages, the state and federal government, as well as non-profit agencies.



Staff

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BLRPC Projects Similar to City’s Proposed Bike and Pedestrian Master Plan Project

The following is a list of projects completed by BLRPC that are comparable to the proposed *City of Manitowoc Bike and Pedestrian Master Plan and Action Plan* project. The below listed projects are similar based on the type of project or are comparable by size and scope.

A. Project Title: Regional Bicycle and Pedestrian Plan for Northeast Wisconsin

i. Client:

Matt Halada - Wisconsin Department of Transportation (920) 492-7725
 Bay-Lake Regional Planning Commission – Local jurisdictions

ii. BLRPC Project Team:

Brandon Robinson (Project Manager/Lead Planner)
 Madison Smith (Planner/Product Layout)
 Nicole Barbiaux (GIS)

iii. Project Budget: \$135,000

This project was funded in part by the Wisconsin Department of Transportation. Financial assistance for this plan was provided by the Transportation Alternatives Grant Program. The BLRPC provided 20 percent match of the total project cost.

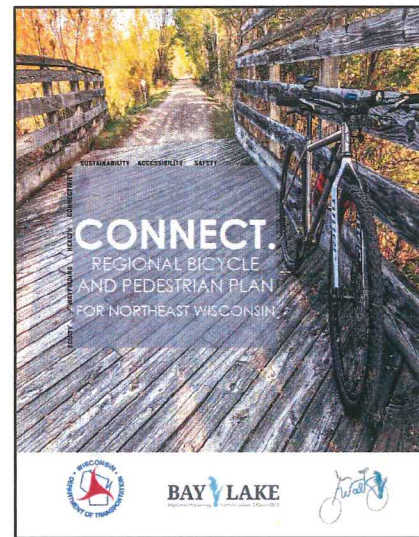
iv. Project Schedule: 24 months

v. Brief Project Description:

This plan development of this plan is meant to maintain and expand the ongoing progress of bicycle and pedestrian planning that has occurred at all levels of government over the past several years within the BLRPC’s defined region. This plan inventories and evaluates existing facilities, and identifies strategies to increase the use of walking and bicycling as viable transportation options in the eight northeast Wisconsin counties (i.e., Brown, Door, Kewaunee, Florence, Manitowoc, Marinette, Oconto, and Sheboygan).

vi. Project Deliverables: Development of a plan document along with an online Story Map.

The ArcGIS Online Story Map layouts present the plan as a live document which has an interactive user-friendly interface. This allows current bicycle and pedestrian issues to be addressed more efficiently. The Story Map component of the final products also allows BLRPC to continue to populate the online tool with updated data, new trails, extensions of trails, new connections, additional destinations, etc.





B. Project Title: Northeast Wisconsin Coastal Cities Trail Inventory and Connectivity

i. Client:

Wisconsin Coastal Management (608) 267-7982
 Bay-Lake Regional Planning Commission – Local jurisdictions

ii. BLRPC Project Team:

Brandon Robinson (Project Manager/Lead Planner)
 Joshua Schedler (GIS)

iii. Project Budget: \$50,000

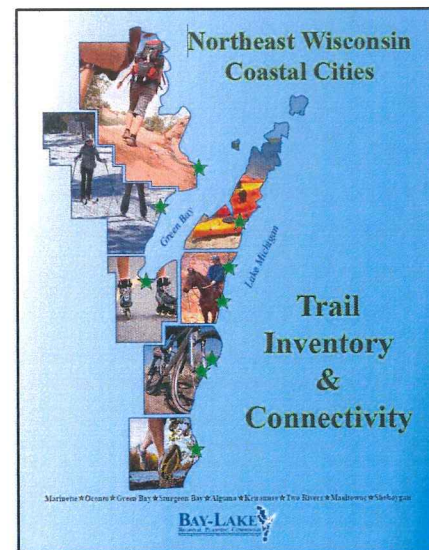
This project was partially funded through the Wisconsin Coastal Management Grant Program. The BLRPC provided 50 percent match of the total project cost.

iv. Project Schedule: 12 months

v. Brief Project Description:

This project developed a consistent, standardized, and comprehensive GIS spatial database inventory of all trails within the coastal cities of Marinette, Oconto, Green Bay, Sturgeon Bay, Algoma, Kewaunee, Two Rivers, Manitowoc, and Sheboygan. The inventory included all trail types (foot, bicycle, equestrian, snowmobile, cross-country skiing, and ATV/ORV – paved and unpaved). All trail segments and trailheads were geolocated using a GPS, and attribute data was recorded using a mobile GIS unit.

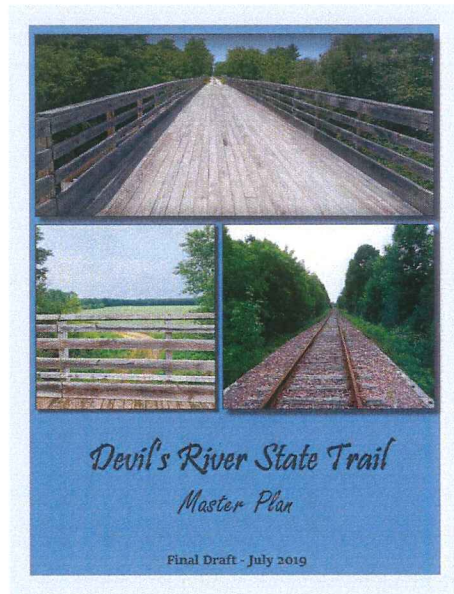
A report will also be created for the project that analyzed opportunities for trail connectivity, and provide recommendations for extending the inventory. The trail connectivity analysis seeks to connect each coastal city to the next, and make connections to the other communities outside the BLRPC region.



vi. Project Deliverables: A GIS, GPS, Google Earth, and tabular database inventory and spatial inventory of all trails and trail attributes was created. Trail maps were also produced along with a technical report detailing each trail and making recommendations for connectivity to other trails, beaches, and the Lake Michigan Water Trail. The report, maps, and Google Earth inventory is available on the BLRPC website.

C. Project Title: Devil's River State Trail Master Plan

- i. Client:**
Wisconsin Coastal Management (608) 267-7982
Manitowoc County, Tim Ryan (920) 683-4185
- ii. BLRPC Project Team:**
Elizabeth Runge (Project Manager)
Sydney Swan (Lead Planner/Product Layout)
Nicole Barbiaux (GIS)
- iii. Project Budget:** \$29,250
- iv. Project Schedule:** 12 months
- v. Brief Project Description:**
The Devil's River State Trail is a 14 mile shared use trail that extends from Brown County to Manitowoc County on a former rail line corridor. Bay-Lake RPC staff has been working with Manitowoc County planning staff to create a master plan that will guide future development opportunities, trail use, and maintenance on the existing and potential expansion locations of the trail
- vi. Project Deliverables:**
Development of a plan document.





D. Project Title: Lakeshore Coastal Recreation Study

i. Client:

Wisconsin Coastal Management (608) 267-7982
 Bay-Lake Regional Planning Commission – Local jurisdictions

ii. BLRPC Project Team:

Madison Smith (Lead Planner/Product Layout)
 Nicole Barbiaux (GIS)

iii. Project Budget: \$50,300

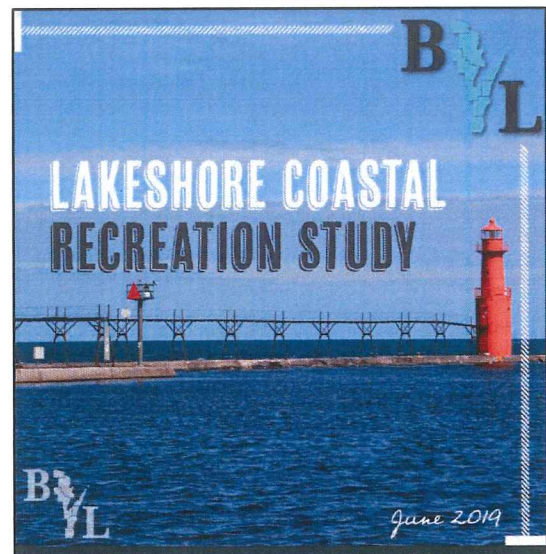
This project was partially funded through the Wisconsin Coastal Management Grant Program. The BLRPC provided 50 percent match of the total project cost.

iv. Project Schedule: 12 months

v. Brief Project Description:

This study aims to provide a better understanding of Lake Michigan coastal recreation needs assessment through a clear understanding of the recreation supply, demand, impacts and management considerations, and to provide coastal recreation and tourism recommendations for the lakeshore coastal counties of Kewaunee, Manitowoc, and Sheboygan.

With this plan, the BLRPC and its local government partners can capitalize on opportunities to enhance and expand coastal recreation and tourism, and to more effectively advocate for the protection of special places.



vi. Project Deliverables:

Development of a plan document along with an online Story Map. The ArcGIS Online Story Map layouts present the plan as a live document which has an interactive user-friendly interface.

III. PROJECT TEAM QUALIFICATIONS

The BLRPC staff referenced below will be dedicated to performing the work identified within this proposal for the *City of Manitowoc Bike and Pedestrian Master Plan and Action Plan* through yr. 2020. The project team identified is an ideal fit to complete this project given their knowledge and experience working on recently completed bicycle and pedestrian projects in the region, some of which included the City of Manitowoc.

Cindy Wojtczak – Executive Director

Ms. Wojtczak received a BS in Regional Analysis from the University of Wisconsin-Green Bay. She has an extensive background in community planning with an emphasis in economic development, grant writing, and grant administration. Ms. Wojtczak will oversee all BLRPC activities of the project including the production of the final report. Ms. Wojtczak was the BLRPC's senior Economic Planner for a period of nearly 20 years prior to her departure in 2003. In 2015, she rejoined the BLRPC as its Executive Director.

Brandon Robinson – Principal Planner (Project Manager)

Mr. Robinson will serve as BLRPC's project manager on the development of the City's Bike and Master Plan project. He will also help facilitate any project meetings, as requested. Mr. Robinson has over 20 years of planning experience. He has served as project manager and lead planner on the development of numerous planning documents (e.g., comprehensive plans, outdoor recreation plans, etc.); development of zoning ordinances; development of transportation studies (including the *Regional Bicycle and Pedestrian Plan for Northeast Wisconsin* and the *Northeast Wisconsin Coastal Cities Trail Inventory and Connectivity*); also has assisted communities with economic analysis; and public facilities and housing grant writing, and grant administration. Mr. Robinson also oversees the BLRPC's Rural Transportation Work Program. He also has numerous years of experience in mapping and GIS with the BLRPC, including his position as a GIS Technician for Winnebago County in Wisconsin prior to joining the BLRPC. Mr. Robinson holds a B.S. in Urban and Regional Studies from the University of Wisconsin - Oshkosh.

Sydney Swan – Community Assistance Planner (Lead Planner)

Ms. Swan will be the bike and pedestrian plan project's lead planner. She is the BLRPC's point of contact and will facilitate necessary meetings. Ms. Swan has developed and assisted with several plans at BLRPC including the *Devil's River State Trail Master Plan* and the *Manitowoc County Comprehensive Plan Update*. Prior to joining Bay-Lake Regional Planning Commission, Ms. Swan worked for the Washington County Planning Division as a Planning and Parks Analyst. During her time with Washington County, she had the opportunity to work extensively on the *Washington County Bikeway and Trail Network Plan* and the *Washington County Comprehensive Plan Update*. Ms. Swan holds a B.S. in Regional Land Use Planning and a B.S. in Urban Planning from the University of Wisconsin – Stevens Point



Nicole Barbiaux – GIS Specialist

Ms. Barbiaux will provide mapping and other visualization for the bike and pedestrian plan project under the direction of the project manager and lead planner. Ms. Barbiaux has a working background in GIS and graphical representation in multiple industries including Forestry, Utility, Local Government, and Real Estate. Projects completed include interactive online story maps, plat books, public outreach products, imagery analysis, and data management plans. Since joining Bay-Lake RPC in January 2018, she has supported planning documents in data collection, map creation, and final product design. She has also produced a variety of online interactive maps and applications used for public feedback, field collection, and overall public knowledge. Ms. Barbiaux holds a B.S. in GIS/Cartography and Human Geography from the University of Wisconsin - Stevens Point.

IV. BLRPC REFERENCES

- A. Matt Halada
Transportation Planner
Wisconsin Department of Transportation
944 Vanderperren Way
Green Bay, WI 54304
(920) 492-7725



- B. Tim Ryan
Director
Manitowoc County Planning and Zoning Department
4319 Expo Drive, P.O. Box 935
Manitowoc, WI 54221-0935
(920) 683-4185



- C. Stacy Grunwald
Clerk-Treasurer
Village of Cleveland
1150 West Washington Avenue, PO Box 87
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920-693-8181



- D. Sara Robertson
Parks and Recreation Director
City of Algoma
620 Lake Street
Algoma, WI 54201
(920) 487-548





City of Manitowoc Bike and Pedestrian Master Plan and Action Plan

V. FEE PROPOSAL

City of Manitowoc Bike and Pedestrian Master Plan and Action Plan Fee Proposal											
Budget	Totals	Cindy Hrs.	\$ 114.25 Cost/hr*	Brandon Hrs.	\$ 85.22 Cost/hr*	Sydney Hrs.	\$ 57.39 Cost/hr*	Nicole Hrs.	\$ 61.64 Cost/hr*	Emily Hrs.	\$ 40.36 Cost/hr*
Personnel Costs											
Project Management											
Hours	8										
Costs	\$ 679.12	3	\$ 342.74	3	\$ 255.66					2	\$ 80.73
Meetings (6)*											
Hours	24			4	\$ 340.87	16	\$ 918.24	4	\$ 246.57		
Costs	\$ 1,505.68										
Surveys											
Hours	10					10	\$ 573.90				
Costs	\$ 573.90										
Data Collection and Field Work											
Hours	110					75	\$ 4,304.23	35	\$ 2,157.52		
Costs	\$ 6,461.75										
Plan Development											
Hours	138			8	\$ 681.75	130	\$ 7,460.67				
Costs	\$ 8,142.42										
Mapping/GIS											
Hours	120										
Costs	\$ 7,397.22										
Total Hours	410	3	\$342.74	15	\$1,278.28	231	\$13,257.03	159	\$9,801.32	2	\$80.73
Total Personnel Costs	\$24,760.09										
Non-personnel Costs											
Printing	\$100.00										
Supplies, Duplicating	\$300.00										
Travel Expense	\$500.00										
Total Non-personnel Costs	\$900.00										
Total Estimate	\$25,660.09										

* Additional meetings will be charged at a flat rate of \$350 per meeting (includes expenses)

Note: Rate per hour stated is actual bill-out charge per hour
 *Based on rate with 2% COLA