



**State of New Jersey
Local Planning Services**

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Local Planning Services Scope of Services

Project 025: Township of Brick

Objective

Local Planning Services will prepare a Township of Brick Bicycle and Pedestrian Master Plan. The Bicycle and Pedestrian Master Plan will identify preferred bicycle and pedestrian routes and improvements to targeted areas of the transportation network, and recommend a Complete Streets Policy for implementation. LPS will conduct an existing conditions analysis, obtain pedestrian and bicycle counts as may be available, facilitate public outreach and participation, propose a plan for a bicycle and pedestrian network to connect key activity origins and destinations and recommend strategies for implementation.

Project Tasks

A. Local Planning Services staff will:

1. Attend an initial meeting with the Township contact(s) to review the tasks necessary for the implementation of this scope of work and coordinate resources as needed.
2. Meet with the Working Committee to explore policy, coordinate with other agencies and stakeholders, collect background information, share findings and gather feedback.
3. With assistance from the Township contact(s) and the Working Committee, conduct a Goals & Strategies Meeting with transportation agencies; Township, State and County representatives; and targeted stakeholders.
4. Prepare the Bicycle and Pedestrian Master Plan, which will include the following:
 - a. *Data Collection and Review of Existing Conditions* – LPS will review pertinent background data/information relevant to the Project. These include but are not limited to:



previously completed Land Use Plan Element and zoning regulations, Circulation Plan Element, Recreational Plan Element, Neighborhood Plans, CAFRA Town Center Integrated Land Use & Transportation Study, walking audit reports, collection of available crash data and pedestrian and bicycle counts, relevant GIS shapefiles/geodatabases, and other relevant State, County, regional and Federal guidance and planning documents. In addition, LPS will identify existing pedestrian and bicycle conditions within the Township, including the existing mode share where available.

- b. *Community Input/Public Outreach* – LPS will work with the Township contact(s) and working committee to solicit input and facilitate public outreach and participation.
- c. *Draft Pedestrian and Bicycle Master Plan* – Based on the information obtained through the existing conditions analysis and community input/public outreach, LPS will draft the Pedestrian and Bicycle Master Plan that will focus on targeted roadways within the municipality. Among others, the draft Plan will include an analysis of issues and needs, recommendations for pedestrian and bicycle network creation, extensions and safety improvements, charts, maps and an implementation table that align with the goals and strategies developed in the Plan. An inventory of applicable resources and funding opportunities for financing implementation of bicycle and pedestrian improvements will also be provided.
- d. *Complete Streets Policy* – LPS will prepare a Complete Streets Policy document for adoption by the Township. The Complete Streets Policy document will cover the following categories: purpose and intent, definition of users and modes, types of improvement, design standards, exemptions, and implementation plan.

5. Upon request of the Planning Board, present the draft and final Bicycle and Pedestrian Master Plan at a public meeting.

B. The Township of Brick will:

- 1. Adopt a Resolution 1) appointing a municipal point person; 2) approving the Scope of Services; and 3) establishing a Working Committee.
- 2. Immediately upon adoption of the Resolution, create a Working Committee to support Local Planning Services. The Working Committee will meet periodically with Local Planning Services to lend feedback and local knowledge and provide background documents and other resources relevant to development and completion of the Bicycle and Pedestrian Master Plan.
- 3. Host a Community Input Session with the Working Committee, Local Planning Services, and other stakeholders.

Local Planning Services and the Township of Brick will maintain consistent communication throughout the course of the project by way of bi-weekly correspondences in order to meet the project schedule.

Schedule and Deliverables

Local Planning Services will provide the Township with the following documents:

1. Draft Bicycle and Pedestrian Master Plan and Complete Streets Policy – The final draft Bicycle and Pedestrian Master Plan will be presented to the Township of Brick Planning Board 9 months after the project start date, which will be the date of the Working Committee kick-off meeting. The Township and Local Planning Services will agree on an extension to the schedule if required.
2. Final Bicycle and Pedestrian Master Plan and Complete Streets Policy – The final Bicycle and Pedestrian Master Plan will incorporate necessary revisions requested by the Planning Board and will be delivered to the Township within a month after Local Planning Services staff receives final comments. The Township and Local Planning Services will agree on an extension to the schedule if required.
3. Local Planning Services will provide Brick Township with five hard copies of the Bicycle and Pedestrian Master Plan and Complete Streets Policy as well as an electronic version in .pdf format. Any supporting data will also be provided to the Township upon request.