# National Capital Region Transportation Planning Board

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Item #5

**MEMORANDUM**

March 19, 2008

To: Transportation Planning Board

From: Ronald F. Kirby
Director, Department of
Transportation Planning

RE: Steering Committee Actions

At its meeting of March 7, 2008, the TPB Steering Committee approved the following resolution:

- TPB SR10-2008 an amendment to the FY 2008 Unified Planning Work Program (UPWP) to include a Bicycle Count Task in the District of Columbia Technical Assistance program.

The TPB Bylaws provide that the Steering Committee "shall have the full authority to approve non-regionally significant items, and in such cases it shall advise the TPB of its action."

TPB SR10-2008
March 7, 2008

**NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD**
**777 North Capitol Street, N.E.**
**Washington, D.C. 20002**

# RESOLUTION TO AMEND THE FY 2008 UNIFIED PLANNING WORK PROGRAM (UPWP) TO INCLUDE A BICYCLE COUNT TASK IN THE DISTRICT OF COLUMBIA TECHNICAL ASSISTANCE PROGRAM

**WHEREAS,** the National Capital Region Transportation Planning Board (TPB), as the metropolitan planning organization for the Washington Metropolitan area, has the responsibility under the provisions of Safe, Accountable, Flexible, and Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU) for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the metropolitan Area; and

**WHEREAS**, the Joint Planning Regulations issued by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) require a Unified Planning Work Program for Transportation Planning (UPWP); and

**WHEREAS**, the UPWP is required as a basis and condition for all funding assistance for transportation planning to state, local, and regional agencies by the FHWA and FTA; and

**WHEREAS**, the FY 2008 UPWP for the Washington Metropolitan Region was adopted by the TPB on March 21, 2007; and

**WHEREAS**, in the attached letter of March 6, 2008, the District of Columbia Department of Transportation (DDOT) has requested that $50,000 of unprogrammed funding in its Technical Assistance Program be allocated to a new work activity entitled: Bicycle Counts with the scope of work as described in the attached materials; and

**NOW, THEREFORE, BE IT RESOLVED THAT:** The Steering Committee of the National Capital Region Transportation Planning Board amends the FY 2008 UPWP to allocate $50,000 of unprogrammed funding in the DDOT Technical Assistance Program to the new work activity entitled: Bicycle Counts with the scope of work, as described in the attached materials.

**Adopted by the Steering Committee of the Transportation Planning Board at its regular meeting on March 7, 2008.**

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DISTRICT DEPARTMENT OF TRANSPORTATION

Transportation Policy & Planning Administration

March 6, 2008

Mr. Ronald F. Kirby, Director
Department of Transportation Planning
Metropolitan Washington Council of Governments
777 North Capitol Street, NE
Washington, DC 20002

Dear Mr. Kirby:

This letter is to request your assistance to amend the FY 2008 Unified Planning Work Program (UPWP). Specifically, we are requesting that one additional task be added to the District of Columbia's Technical Assistance Program Task: Bicycle Counts. The cost of this activity is $50,000, and the District of Columbia's Technical Assistance Unprogrammed Budget will be reduced from $72,000 to $22,000. This project will collect counts of bike traffic, along with certain related information, at a series of locations around the District of Columbia. This data will be used to measure bike traffic over time and to measure the effectiveness of new bike lanes and trails. A copy of the project scope of work is attached.

Thank you for your assistance in this regard. If you need further information, please contact Mark Rawlings at (202) 671-2234 or mark.rawlings@dc.gov.

Sincerely,

Rick Rybeck
Deputy Associate Director, TPPA

cc: Karina Ricks (DDOT)
Mark Rawlings (DDOT)
Jim Sebastian (DDOT)

# Scope of Work

## Counts of bicycle traffic at about 40 locations in the District of Columbia

5 February 2008

The District Department of Transportation (DDOT) requests counts of bike traffic, along with certain related information, at a series of locations around the District of Columbia. Data will be used to measure bike traffic over time, and to measure the effectiveness of new bike lanes and trails.

This project will collect data on bike traffic at about 40 locations selected by the DDOT, as shown in Appendix A. Data will be collected in both directions (peak and off-peak directions) at each counting location, and will take place during peak commute hours, 6:00 A.M. to 10 A.M. and 3:00 P.M to 7 P.M. Counts will take place on days when weather conditions are predicted to be relatively mild (no steady rain expected, forecast low temperature greater than or equal to 40° F and forecast high temperature less than or equal to 90° F).

Staff will coordinate with National Park Service and U.S. Secret Service as needed, and will obtain any needed permits from the Park Service.

Data will be recorded onto paper sheets according to the instructions in Appendix B, and then transcribed into Excel electronic spreadsheets and sent by e-mail to DDOT staff.

Oversight: D.C. Technical Assistance

Estimated Cost: $50,000

Product: Bicycle counts

Schedule:

June 30, 2008

## Proposed Project Budget (FY 2008)

| | | |
|---|---|---|
| Personnel Costs: | | |
| Staff Salaries | $ | 8,655 |
| M&A Support (26%) | | 2,250 |
| Subtotal | | 10,905 |
| Leave (18%) | | 1,963 |
| Subtotal | | 12,868 |
| Employee Benefits (20%) | | 2,574 |
| Subtotal | | 15,441 |
| Indirect (36%) | | 5,559 |
| Total Personnel Costs | | 21,000 |
| | | |
| Other Direct Costs: | | |
| Data Collectors (outside work) | | 19,000 |
| Travel expenses, computer, mobile telephone | | 10,000 |
| Total Other Direct Costs | | 29,000 |
| | | |
| Total Project Cost | $ | 50,000 |

# Appendix A

Bike Count Locations

| Street name | Cross Street(s) |
|---|---|
| 3rd St, NW | North Dakota Ave, Sheridan St & Tuckerman St |
| 11th St, NW | Florida Ave & Clifton St |
| 13th St., NW | Massachusetts Ave & M |
| 14th St., NW | Oak St & Ogden St |
| 14th St., NW | S St & Swann St |
| 18th St, NW | California St & Vernon St |
| C St, NE | 7th & 8th St |
| Calvert St (Ellington Bridge) | Biltmore St & Cathedral Ave |
| Constitution Ave, NW | 15th & 16th |
| E St, NW | 5th & 6th Sts |
| East Capitol St | 5th & 6th Sts |
| Gallatin St, NE | 8th St & South Dakota Ave |
| Garfield St, NW | 34th Pl & 35th St |
| Kansas Ave, NW | Sherman Cir (S) & Buchanan St |
| L Street, NW | 18th Street & Connecticut Ave. |
| Massachusetts Ave, NW | 38th St, Klingle Pl & 39th St, Idaho Ave |
| Massachusetts Ave, SE | Anacostia Rd & 34th St |
| Monroe St, NE | 9th St & 10th St |
| New Hampshire Ave, NW | S St & Swann St |
| Pennsylvania Ave, NW | L St (W) & 26th St |
| Porter St, NW | Klingle Rd & Williamsburg Ln |
| Q St, NW | 11th St & 12th St |
| R St, NW | 12th St & Vermont Ave |
| Rhode Island Ave, NE | 10th St & 12th St |
| Rock Creek Park Trail | O St & P St |
| Watts Branch Trail (NE) | 42nd St & 44th St |
| Chain Bridge | |
| Key Bridge | |
| T. Roosevelt Bridge | |
| Arlington Memorial Bridge | |
| 14th Street Bridge | |
| Douglass Bridge | S. Capitol Street |
| 11th Street Bridge | |
| Sousa Bridge | Pennsylvania Avenue, S.E. |
| Whitney Young Bridge | E. Capitol Street |
| Benning Road, N.E. Bridge | |

# Appendix B

## Bicycle Count Instructions

### Bicycle Count Sheet

**Street:** Conduct the bicycle count on one street segment. In other words, count all bicyclists that pass the chosen count location. Count bicycles on both sides of the street and both sidewalks.
Example: Massachusetts Ave, NW

**Between These Intersections:** Defines the street segment of the count location.
Example: 38th St and 39th St.

**Day of the Week:** Monday, Tuesday, etc.

**Date:** The month, day, and year: xx/xx/xxxx

**Weather:** Please estimate the temperature and a description of the weather.
Example: 60 degrees/Sunny

We have set some general standards for our counts.

- No rain.
- Between 40 and 90 degrees (This, however, is flexible.)

**Start/End Times:** The time (in quarter hour segments) that the count was conducted. One hour is the minimum; the maximum is flexible, but is usually two or three hours. We have focused on peak hour counts between the hours of 7 and 10 am, and 4 and 7 pm.
Example: 8:30/9:30

**Number of Auto Lanes:** The number of lanes allocated for travel. This does not include curbside lanes that are being used for parking. In other words, the number of striped lanes minus the lanes used for parking.

**Parking:** The number of lanes used for parking: 1, 2 or none.

**Speed Limit:** Posted speed limit, if available.

**Bike Lanes:** Are there bike lanes present? Yes or no.

**One Way:** Is the street one way? Yes or no, and which direction (north, south, east, or west).

**Counter's Name:** Please write your name.

## Count Section

**Time**
Count tallies are divided into quarter hour intervals.

**Direction**
First, determine the street orientation. Does traffic flow in a north/south direction? Or, east/west? Mark each cyclist that passes the count location with a mark. For ease of computation, I put four vertical marks and place the fifth mark diagonally across the other four. Distinguish between those cyclists on the roadway *(North/East Bound* or *South/West Bound)* and those on the sidewalks *(N/E Bound on Sidewalk* or *S/W Bound on Sidewalk)*.

**Helmet**
Helmet usage is divided into two sections: those under 16 and those over 16. This age was chosen as the division because DC Law requires that all children under 16 years of age wear a helmet while bicycling. Both sections ask whether the rider is wearing a helmet, or not wearing a helmet. For each bicyclist counted, place the appropriate mark under the section (and column) based upon your best estimate of the age of the cyclist.

**Gender**
For each bicyclist counted, based upon your best judgment, place a mark under male or female. This can be difficult during colder weather when bicyclists are wearing lots of clothing and head gear.

**Comment Section** (some suggestions)

- Anything unusual
    - Certain events may trigger more or less traffic such as a detour, road construction, political march or rally, election day, race, etc.
- Condition of street or bikeway
    - Note defects such as potholes, dirt and other debris, etc.
- Estimate of traffic volume or speed
    - This is in addition to the posted speed limit. Often, motorists travel much faster than what is posted and can deter bicyclists.
- Suggestions for improvements