

Update of the Bicycle and Pedestrian Plan for the National Capital Region

ISSUE DATE October 30, 2025

DUE DATE

Tuesday, November 25, 2025 by 2:00 PM

—

Submit Qualifications and Proposals to:

Bonfire/EUNA PORTAL

1. PURPOSE

The Metropolitan Washington Council of Governments (COG) seeks proposals from a qualified Master Contractor under the RFQ 25-003 Technical Assistance for MWCOG/TPB Local Technical Assistance Programs including the Transportation Land-Use Connections (TLC) Program, the Regional Roadway Safety Program (RRSP), and the Transit Within Reach (TWR) Program to provide professional services for the update of the Bicycle and Pedestrian Plan for the National Capital Region. Transportation Planning Board (TPB) staff are currently updating a related resource, the National Capital Trail Network. The consultant will work with the relevant TPB and TPB member agency staff, as well as publicly available sources, to gather the necessary information on bicycle and pedestrian projects, policies, and plans in the member jurisdictions of the National Capital Region TPB.

2. BACKGROUND

Bicycle and Pedestrian Plan for the National Capital Region

The Bicycle and Pedestrian Plan for the National Capital Region was last updated in May 2022. The plan examines the status of bicycling and walking in the National Capital Region, including existing facilities, programs, mode share, and current policies and planning. The plan is updated every four years, with the next update due in 2026.

The 2022 edition of the plan identified the capital improvements, studies, actions, and strategies that the region proposed to carry out by 2045 for major bicycle and pedestrian improvements in state, local, and agency plans, and showed how implementation of these improvements, actions, and strategies would advance the goals of the region's metropolitan transportation plan, Visualize 2045. It has served as a resource for planners and the public.



TORFP 26-10 Update of the Bicycle and Pedestrian Plan for the National Capital Region

The 2022 plan includes a map of the planned bicycle and pedestrian network and a database of planned bicycle and pedestrian projects. The aspirational map and project database was compiled from agency/jurisdictionally approved plans. It includes both funded and unfunded projects. The 2022 plan and map can be found on the TPB website:

- A. [Bicycle and Pedestrian Plan for the National Capital Region | Metropolitan Washington Council of Governments](#)

The 2026 edition of the plan will build off the 2022 edition of the plan as well as the Visualize 2050 National Capital Region Transportation Plan, anticipated to be adopted in December 2025. Visualize 2050 captures the 2023 bicycle and pedestrian network, the most recent trends available, and indicates member agency planned bicycle and pedestrian accommodations that are reasonably anticipated to be funded by 2050.

The content in the 2026 bicycle and pedestrian plan should include the latest information available to help inform the next update of the region's metropolitan transportation plan. The consultant should review Visualize 2050 to understand the bicycle and pedestrian transportation information included so as to provide updated information in this 2026 edition of the bicycle and pedestrian plan to inform the next update to the region's metropolitan transportation plan.

National Capital Trail Network

In July 2020 TPB adopted B. [Resolution R5-2021](#), approving the National Capital Trail Network (NCTN). This 1400-mile+ continuously connected network of existing and proposed shared-use paths covers the entire region. It includes both existing and planned facilities. The network will provide healthy, low-stress, reliable transportation for people of all ages and abilities.

Completing the National Capital Trail Network is one of the TPB's regional priority strategies. As such, any project that helps complete the network receives priority consideration for funds that the TPB administers, such as Transportation-Land Use Connections and Transportation Alternatives funds.

The National Capital Trail Network is updated every two years, with the next update due in 2026. The Update involves tracking the particular, often short segments that have been completed, as well as removing or adding routes from the planned network if requested by the jurisdiction, subject to TPB staff approval. The main purpose of the update is to track progress towards the completion of this TPB regional priority.

TPB staff will handle the 2026 update to the National Capital Trail Network. The most recent available version of the National Capital Trail Network will be incorporated into the Bicycle and Pedestrian Plan.

- C. [National Capital Trail Network - 2023 Update](#)



TORFP 26-10 Update of the Bicycle and Pedestrian Plan for the National Capital Region

3. SCOPE OF WORK

Outlined below is a scope of services including the list of tasks and deliverables that are envisioned to complete the update to the Bicycle and Pedestrian Plan for the National Capital Region (Plan).

It is anticipated that the Plan update will be a cooperative effort between the selected consultant (Consultant) and the TPB Staff.

TASK 1. PROJECT MANAGEMENT AND DEVELOPMENT OF WORK PLAN

In Task 1, a project work plan and schedule will be developed. The methodology to accomplish each task will be agreed upon prior to initiating the work. Task activities include:

- a) Upon receiving a Notice to Proceed, the Consultant will develop a detailed work plan outlining a proposed approach for developing the 2026 Bicycle and Pedestrian Plan. The approach will include but not be limited to:
 - i) Suggestions for enhancing the Plan including suggestions for re-organization and/or additional information that should be added to the Plan;
 - ii) a list of data and information sources to update the relevant contents of the Plan; and
 - iii) a schedule, including identifying milestone dates for submission of draft deliverables, review time for TPB, and completion of final deliverables.
- b) The Consultant and the COG/TPB staff will coordinate and hold a project kickoff meeting within fourteen (14) days of the Notice to Proceed. During the meeting, the Consultant and TPB Staff will review the draft work plan/project schedule, discuss any changes to the plan outline, and establish a regular meeting schedule. The Consultant will finalize the work plan based on any feedback from COG/TPB staff.
- c) The Consultant will organize and conduct bi-weekly (every two weeks) project coordination meetings to review progress on recent activities. These meetings will be supplemented as needed with additional project management calls.
- d) The Consultant will be expected to attend at least two (2) meetings of the TPB Bicycle and Pedestrian Subcommittee during the study period to assist TPB staff in presenting information about the Plan update.
- e) The Consultant is required to work with COG staff to develop a general geospatial data management plan for the project that includes all geospatial data deliverables across all tasks before any work is done to ensure that Consultant and COG/TPB staff have a common vision and situational awareness for the geospatial data deliverables. This plan may be



TORFP 26-10 Update of the Bicycle and Pedestrian Plan for the National Capital Region

adjusted as the project progresses; however, it is the responsibility of the consultant to coordinate with COG staff throughout the project.

Deliverables:

- Draft and final detailed work plan and project schedule, including outline of the Plan document
- Initial kick-off meeting, and meeting minutes
- Bi-weekly project coordination meetings
- Meeting agendas and minutes
- Project geospatial data management plan

TASK 2. ASSEMBLE AND ANALYZE RELEVANT JURISDICTIONAL DATA AND PLANS

- a) In coordination with TPB Staff, the Consultant will compile relevant jurisdictional plans and GIS/spatial data and other data related to existing and planned bicycle facilities in the region. The planned facility data in the new Bicycle and Pedestrian Plan is expected to be drawn primarily from the GIS and other data in the most recent jurisdictional bicycle and pedestrian plans. The Consultant will work with TPB staff to send data requests to jurisdictional agencies.

TPB will also provide data on Transportation Improvement Program (TIP) projects having bicycle or pedestrian elements using information submitted by the member jurisdictions along with associated GIS layers for the new plan database.

- b) The Consultant will collect and assemble jurisdictional geospatial data of existing and planned bicycle/pedestrian facilities into separate regional layers representing the existing and planned facilities. The consultant will work with COG staff to identify required attribute fields and other geospatial dataset specifications. The datasets developed should be reviewed against COG's current bicycle/pedestrian datasets (NCTN and TIP database) to identify linkages between the products.
- c) The Consultant will develop a summary of the compiled data along with an updated map of bike facilities. The future 2050 network will need to include information on the types, numbers, and mileage of bicycle and pedestrian facilities in the plan. Two specific classes of the network are distinguished – the NCTN (using data provided by TPB) and the Low-Stress Network (LSN). The low-stress network includes all the planned facilities in the Bicycle and Pedestrian Plan that are of a type judged to be “low stress” – shared-use paths, protected bike lanes, and bicycle boulevards, as well as any other roads that have been rated as having a low Bicycle Level of Traffic Stress. The Consultant will work with TPB to develop an estimate of existing and planned mileage in the LSN and NCTN. By definition, the NCTN is a subset of the LSN.
- d) The consultant will produce one or more high-quality static map graphics, images and documents (format TBD, but likely PDF) containing the existing and planned regional bicycle



TORFP 26-10 Update of the Bicycle and Pedestrian Plan for the National Capital Region

and pedestrian networks developed in this task. The static map products shall also include other relevant background or reference layers deemed necessary or desirable per COG staff and/or consultant recommendations.

Note: All underlying data developed and incorporated into geospatial dataset/mapping deliverables and databases shall be the property of COG and shall be transmitted to COG as part of final deliverable submittals before COG can accept deliverables as final.

Deliverables:

- Geospatial datasets of existing and planned regional bicycle and pedestrian facilities according to specifications developed cooperatively by COG and consultant staff
- Static map graphic (PDF) of existing and planned regional bicycle and pedestrian facilities
- Data, including survey data sets and including metadata, data dictionary and a list of sources for layers used in the map, in a database and/or format mutually agreed to by the consultant team and COG
- Technical memorandum containing summary of data files received and tabulation of route miles by facility type

TASK 3. UPDATE AND FINALIZE CHAPTERS OF THE PLAN

The Consultant will work with TPB to update the chapters/sections of the 2022 Plan with updated or new information compiled in Task 2. TPB will provide a digital version of the 2022 Plan in MS Word, as well as related spreadsheets, maps, and photos. Each of the Task 3 deliverables are envisioned to be an updated chapter (or chapters) for the Plan as outlined below but should be adjusted to reflect the approved outline for the Plan developed in Task 1. Consultant will review relevant sections of the 2022 plan and identify any information that needs to be updated or added. The consultant will provide edits to text, tables, charts, and maps.

A draft version of each updated chapter will be submitted to TPB Staff for review and comment. Staff comments and feedback will be incorporated into a final version of each chapter.

- a) **Planning Context (Chapter 1 of the 2022 Plan).** The Consultant will review and update the section of the 2022 Plan that summarizes the bicycle planning context and identify any new or updated policies, planning documents, and initiatives related to bicycle planning at the federal, state, local, and regional levels since the last Plan publication. TPB Staff will provide information on updates related to Visualize 2050 and to regional funding programs.
- b) **Bicycling and Walking in the Washington Region (Chapter 2 of the 2022 Plan).** TPB Staff will review and update Chapter 2 on bicycling and walking in the Washington Region. Using their specialized knowledge of bicycle and pedestrian planning and publicly available sources, the Consultant will review and suggest missing or additional information for Staff's consideration.
- c) **Pedestrian and Bicyclist Safety in the Washington Region (Chapter 3 of the 2022 Plan).** TPB Staff will review and update Chapter 3 on bicyclist and pedestrian safety in the Washington



TORFP 26-10 Update of the Bicycle and Pedestrian Plan for the National Capital Region

Region. Using their specialized knowledge of bicycle and pedestrian planning and publicly available sources, the Consultant will review and suggest missing or additional information for Staff's consideration. TPB will provide current regional data on bicycle and pedestrian fatalities and serious injuries.

- d) **Existing Facilities for Walking and Bicycling (Chapter 4 of the 2022 Plan).** The Consultant will review the summary of bicycle and pedestrian facilities in the 2022 Plan (Chapter 4) and identify any new or updated facility types currently in use in the Washington region, using specific examples and photos from the region.
- e) **Recommended Practices (Chapter 5 of the 2022 Plan).** The Consultant will review the prior list of recommended practices (Chapter 5) in the 2022 Plan and identify any new or emerging practices, including:
 - (i) new facilities and design guidance;
 - (ii) new technologies that could influence or impact walking and cycling in the future; and
 - (iii) implementation of local/state/federal policies that are relevant to the regional walking and bicycling network.

The consultant will circulate and present the draft recommended practices to the Bicycle and Pedestrian Subcommittee for comment. Subcommittee comments and feedback will be incorporated into a final version.

- f) **2050 Network (Chapter 6 of the 2022 Plan).** The Consultant will review and update the description of the planned, long-range (Year 2050) network of bicycle and pedestrian facilities, including the summary of facilities and network map completed in Task 2. The Consultant will provide a cost estimate for building the 2045 Network.

TPB Staff will produce the final version of the updated Plan using the final chapters developed by the Consultant. TPB will have responsibility for final formatting and publishing of the Plan.

Deliverables:

- 3a, Draft and final versions of Chapter 1 - Planning Context
- 3b. Draft and final versions of Chapter 2 - Bicycling and Walking in the Washington Region
- 3c. Draft and final versions of Chapter 3 - Pedestrian and Bicyclist Safety in the Washington Region
- 3d. Draft and final versions of Chapter 4 - Existing Facilities for Walking and Bicycling
- 3e. Draft and final versions of Chapter 5 – Recommended Practices
- 3f. Draft and final versions of Chapter 6 – 2050 Network



TORFP 26-10 Update of the Bicycle and Pedestrian Plan for the National Capital Region

TASK 4. DEVELOPMENT OF PRESENTATION AND INTERACTIVE STORYMAP FOR THE PLAN

Based on the draft Plan, the Consultant will develop a Powerpoint presentation that summarizes the plan document. The presentation should include highlights of the plan including relevant maps, charts, and key elements of the plan document.

The Consultant will also develop an interactive Storymap for the COG website that includes the following elements:

- a) Highlights of each plan chapter
- b) Notable Plan projects
- c) Interactive map of existing and planned bicycle network with available project information for each planned project for both planned and existing bicycle networks
- d) Geographic analysis of bicycle facility networks relative to Regional Activity Centers, Transit Access Focus Areas, High-Capacity Transit Stations (current and planned in Visualize 2050) jobs, households, population, and potentially other measures.
- e) Other elements the consultant may suggest.

Deliverables:

- Powerpoint presentation summarizing the updated Plan
- A publication-ready completed interactive ArcGIS StoryMap for the Bicycle and Pedestrian Plan

4. SCHEDULE

All activities under this task will need to be completed by no later than 6/30/2026.

5. BUDGET

The Consultant is encouraged to suggest a technical approach to successfully deliver the project on schedule and within the expected project budget of \$125,000. A cost proposal should be submitted that includes the hours by task and by personnel.

Contract will be Fixed Price Budget monthly invoice showing percent complete by task.

6. SCORING CRITERIA

Proposals will be evaluated using the scoring factors shown below. The Technical Proposal should be limited to no more than fifteen (15) pages, not including resumes.



**TORFP 26-10 Update of the Bicycle and Pedestrian Plan
for the National Capital Region**

| Scoring Factor Chart | |
|---|------------|
| Factor | % |
| <i>File A: Technical Proposal</i> | |
| Project approach and understanding of the requirements of the TORFP | 35 |
| Team/Firm's project experience, especially with development of bicycle and pedestrian plans, preferably in the National Capital Region. | 30 |
| Demonstrated knowledge and experience of key personnel and availability of key personnel | 25 |
| <i>File B: Pricing Proposal and Forms</i> | |
| Cost Proposal (Tasks 1 - 4) | 10 |
| TOTAL | 100 |

7. PROPOSAL INSTRUCTIONS

TASK ORDER REQUEST (TOR) RESPONSE REQUIREMENTS

Your firm is invited to prepare a provide for the Task Order RFP 26-10 consistent with the Terms and Conditions provided under RFQ 25-03 and each associated Master Contract.

No files or questions will be accepted via email, fax, or hardcopy. All files must be submitted electronically via lockbox portal Bonfire/EUNA.

Please submit the proposal files to the Bonfire/EUNA system at
<https://mwcog.Bonfire.com/opportunities>:

**** Remainder of page is blank.. followed by "Submission 1" ****



TORFP 26-10 Update of the Bicycle and Pedestrian Plan for the National Capital Region

Submission 1: Technical Proposal (max 15 pages, excluding cover page, resumes, min font 11pt)

- 1) Cover Page (does not count towards the 15-page limit)
- 2) Project approach and understanding
- 3) Participation and availability of key personnel
- 4) Qualifications. While both TPB and jurisdiction staff have access to the qualifications your firm submitted in response to the RFQ, it is helpful for reviewers to see your firm's most relevant qualifications for the project.
- 5) Resumes for key personnel (does not count towards the 15-page limit)

Submission 2: Cost Proposal

Project budget, to include the fully-burdened hourly rates of proposed personnel, proposed hours by task and by person, and the anticipated direct costs (one page).
Minimum font size 10 pt.

Please note that the Transportation Planning Board (TPB) approved a specified amount of funding for each project, and it is expected that this funding will be used in its entirety. Please submit a budget that is equal to the funded amount.

An example of the requested cost proposal information is shown below.

Figure 1. Sample Cost Table

| Personnel | Title | Fully-Burdened Hourly Rate | Task 1 | Task 2 | Task 3 | Task 4 | Labor Hours Total | Total Cost |
|-----------------------|-----------------|-------------------------------|--------|--------|--------|--------|----------------------|------------|
| Consultant #1 | Project Manager | \$ | 0 | 0 | 0 | 0 | 0 | \$ |
| Consultant #2 | Title | \$ | 0 | 0 | 0 | 0 | 0 | \$ |
| Consultant #3 | Title | \$ | 0 | 0 | 0 | 0 | 0 | \$ |
| | | | | | | | | |
| Labor Subtotals: | Hours | | 0 | 0 | 0 | 0 | 0 | |
| | Cost | | \$ | \$ | \$ | \$ | | \$ |
| Direct Costs: | | | | | | | | |
| Travel | | | \$ | \$ | \$ | \$ | | \$ |
| Materials | | | \$ | \$ | \$ | \$ | | \$ |
| Direct Costs Subtotal | | | \$ | \$ | \$ | \$ | | \$ |
| | | | | | | | | |
| TOTAL COST | | | \$ | \$ | \$ | \$ | | \$ |



TORFP 26-10 Update of the Bicycle and Pedestrian Plan for the National Capital Region

Submission 3: Accompanying Proposal Forms

- 1) Task Order Proposal Response Form
- 2) ACORD Certificate of Insurance
- 3) Good Standing Certificate from corporate jurisdiction
- 4) Debarment Form
- 5) References (include prime (2) and subcontractors, if any (1))

Proposal submissions must be in a minimum 11-point font (except where indicated), and each proposal should be no longer than eleven (11) pages, excluding the cover page and resumes.

8. TASK ORDER REQUEST FOR PROPOSAL (TORFP) SUBMITTAL

TORFP proposals are due by **2PM ET, Tuesday, November 25, 2025.**

- Please submit electronic proposals to the Bonfire/EUNA system at <https://mwcog.Bonfire.com/opportunities>: Proposals must be provided in PDF format and not exceed 25 MB.

9. TORFP Evaluation

After receiving the proposals, a Technical Selection Committee (TSC) will be convened. The TSC members will evaluate the proposals and score them on the factor listed above.

The proposal with the highest total score (Technically acceptable) will be awarded the Task Order.

On an as-needed basis, COG reserves the right to separately solicit consultant support for this TORFP from firms other than those awarded contracts through this RFQ

10. Task Order Request (TOR) Questions

Please submit any questions about this TOR in writing to the Bonfire/EUNA portal by no later than 10 **business** days prior to the due date (as stated in the Details). We will review the questions and provide answers no later than five (5) days before the TOR closing date through a posted Addendum. Affected jurisdictions may be contacted for specific answers to questions.



**TORFP 26-10 Update of the Bicycle and Pedestrian Plan
for the National Capital Region**

PROPOSERS EXPERIENCE/REFERENCES

Name of Proposer _____

The Proposer, for itself and for any Subcontractors, must provide a list, as well as references, of similar work completed or in progress for other clients. Preferred references will be from recent work, conducted within the last five years. References shall include complete contact information. Names, titles, addresses, and telephone numbers shall be included for each reference.

References must include work in which key personnel proposed to COG for this project have served. A Proposer, which, in the sole judgment of COG, lacks sufficient specific experience, may be deemed non-responsible, and may not be considered for award of subsequent contract(s)

1) Firm Name _____

Contact Name _____

Address _____

Telephone Number _____ Email Address _____

2) Firm Name _____

Contact Name _____

Address _____

Telephone Number _____ Email Address _____

3) Firm Name _____

Contact Name _____

Address _____

Telephone Number _____ Email Address _____

***** Remainder of page is blank. *****